

Board of Directors Meeting Agenda

January 06, 2025

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 http://ridevrt.org/VRTBOARD_JAN25 or by dialing in at **1-323-484-8960 Conference ID: 814 962 333#**

I. Calling of the Roll - Jarom Wagoner

II. Agenda Additions/Changes

III. Consent Agenda

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

**A. ACTION: Minutes of the October 7, 2024, Board of Directors Meeting
Pages 4-6 | Paula Cromie**

The Board of Directors is asked to consider approval of the minutes from the October 7, 2024, board meeting.

**B. ACTION: Minutes of the October 7 and December 2, 2024, Executive Board Meetings
Pages 7-11 | Paula Cromie**

The Executive Board is asked to consider approval of the minutes from the December 2, 2024, meeting and the Board of Directors is asked to consider acceptance of the minutes from both the October 7 and December 2, 2024, Executive Board meetings. (There was no November Executive Board meeting.)

**C. ACTION: Payment Register 9-16-24 through 12-15-24
Pages 12-27 | Nick Leonardson**

The Executive Board accepted the payment registers covering the periods 9-16-24 through 10-15-24 and 10-16-24 through 11-15-24. The Board of Directors is asked to accept the payment register covering the period 11-16-24 through 12-15-24 and acknowledge the ones accepted by the Executive Board at their December meeting.

**D. ACTION: VRT Access Handbook Update
Pages 25-58 | Jeannette Ezell**

Staff requests the Board of Directors accept the recommendation from the Executive Board to approve the VRT Access Handbook updates and approve Resolution VBD25-001.

**E. ACTION: Access Appeals Policy Update
Pages 59-64 | Leslie Pedrosa**

Staff requests the Board of Directors accept the updates to the Access Appeals Policy Number 01.06.00 and approve Resolution VBD025-004.

F. ACTION: Wheelchair Securement Policy Update

Pages 65-72 | Leslie Pedrosa

Staff requests the Board of Directors accept the updates to Wheelchair Securement Policy 06.05.18 and approve Resolution VBD25-003.

G. ACTION: Delegate Approval for Acquisition of Service Contracts to Executive Board

Pages 73-76 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD25-005 and delegate authority to the Executive Board to approve Acquisition of Service contracts following the procurement for Acquisition of Service Providers.

H. ACTION: Regional Fare Policy and Fare Tariff Update

Pages 77-96 | Duane Wakan

The Board of Directors is asked to approve Resolution VBD25-006 updating Valley Regional Transit's Regional Fare Policy and Fare Tariff.

I. ACTION: Valley Regional Transit and COMPASS Memorandum of Understanding

Pages 97-122 | Stephen Hunt

Staff requests the Valley Regional Transit Board of Directors approve Resolution VBD25-007 Valley Regional Transit and COMPASS Memorandum of Understanding.

J. ACTION: Quarterly Performance Report

Pages 123-127 | Leslie Pedrosa

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

K. Action: City of Boise Bike Share Station License Agreement Amendment

Pages 128-133 | Kate Dahl

The Board of Directors is asked to consider approval of the amendment to the bike station license agreement with the City of Boise to allow scooter parking at stations and advertising by approving Resolution VBD25-009.

L. ACTION: Amended State Street Memorandum of Understanding

Pages 134-154 | Kate Dahl

The State Street Memorandum of Understanding has been amended to include the Transit and Traffic Operational Plan (TTOP) addenda.

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

V. Public Hearing

A. ACTION: FY2025 Budget Amendment

Pages 155-161 | Cameron Wells

Staff will present the FY2025 budget amendment, the board will then open the public hearing on the amendment. Following the public hearing, the VRT Board will consider approval of **RESOLUTION VBD25-010** to approve the FY20025 budget amendment presented.

VI. Action Items

A. ACTION: Executive Board Elections 2025

Pages 162-163 | Elaine Clegg

The VRT Board of Directors will hold an election to consider confirming the succession of officers and filling one officer position to the Executive Board for 2025.

VII. Information Items

A. INFORMATION: COMPASS Regional Safety Action Plan

Pages 164-165 | Duane Wakan

COMPASS staff will brief the Board of Directors on the contents of the Regional Safety Action Plan (RSAP) and discuss ways Valley Regional Transit can support and participate in the implementation process.

B. INFORMATION: Valley Connect 3.0 Update

Pages 166-169 | Kate Dahl

Staff will present a summary of information developed so far for Valley Connect 3.0, including peer analysis, vision and goals, and route scenarios.

C. INFORMATION: FY2025 Procurement Calendar

Page 170 | Cameron Wells

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

VIII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 171-185 | Staff

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

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

April 7, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

Board of Directors Meeting Minutes

October 07, 2024

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Ryan Davidson, Ada County Comm	Rob Fisher, City of Greenleaf	Brad Alvaro, VRT
Tom Dayley, Ada County Commission	Ashley Ford-Squires, Meridian Dev Corp	Robert Babbitt, SBLBF, LLC
Jeff Flynn, CWI	Dave Hershey, City of Star	Elaine Clegg, VRT
Debbie Kling, City of Nampa	Sabrina Minshall, Canyon County	Paula Cromie, VRT
Todd Lavoie, City of Meridian	Alexis Pickering, ACHD	Kate Dahl, VRT
Lantz McGinnis-Brown, Boise State		Gregg Eisenberg, First Transit
Lauren McLean, City of Boise		Jeannette Ezell, VRT
Jordan Morales, City of Boise		Joe Guenther, VRT
Zach Piepmeyer, CCDC		Stephen Hunt, VRT
Greg Rast, Canyon County Comm.		Lila Klopfenstein, COMPASS
Dale Reynolds, City of Nampa		Hailee Lenhart-Wees, VRT
Helen Russell, City of Eagle		Nick Leonardson, VRT
Chuck Stadick, City of Caldwell		Rob Lowe, VRT
Joe Stear, City of Kuna		Nick Moran, VRT
Jenah Thornborrow, Garden City		James Mundell, VRT
David Tiede, City of Meridian		Leslie Pedrosa, VRT
Jarom Wagoner, Caldwell		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** – The meeting was called to order at 12:05 p.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 from the August 12, 2024, Board of Directors Meeting and the Minutes from**
 - B. **ACTION: Minutes of the August 12 and September 9, 2024, Executive Board Meetings**
 - C. **ACTION: Payment Registers**
 Payment registers from 7/16/2024 through 8/15/2024 and 8/16/2024 through 9/15/2024.
 - D. **ACTION: FY24 Asset Disposition Status**
 - E. **ACTION: Non-Emergency Medical Transportation Service Provider Contracts**
 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

Resolution VBD24-037 which updates the Regional Fare

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

IV. Public Comments - None

V. Action Items

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

Joe Guenther presented information on the State Street corridor right-of-way acquisition. Dale Reynolds moved to approve Resolution VBD24-040, and corresponding Authorization for Expenditure for State Street premium corridor right-of-way acquisition; Joe Stear seconded. The motion passed unanimously.

B. ACTION: Metro Community Services Contract

Leslie Pedrosa presented information regarding the Metro Community Services contract. Following discussion, Debbie Kling moved to approve Resolution VBD24-042 and delegate authority to the Chief Executive Officer to execute a contract with Metro Community Services in an amount not to exceed \$300K. The project budget was approved under Resolution VBD24-038 by the Board of Directors on August 7, 2024; Joe Stear seconded. The motion passed unanimously.

VI. Information Items

A. INFORMATION: Triennial Review Report

The report for the most recent Triennial Review was included in the meeting packet for information.

Randy Reese informed the Executive Board that it is unusual to not have any deficiencies. VRT had a couple of minor deficiencies on things that will be corrected before the end of the month.

B. INFORMATION: Genfare Replacements

Brad Alvaro presented information on current fare collection system and options for replacement. VRT has utilized the Genfare collection system for over 10 years. In December of last year, 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.

VRT applied for the competitive ATTAIN Grant early this year for funds to procure all new replacements of VRT's complete fare collection system. Announcements of award will be communicated by December of this year. If VRT is not awarded the grant, staff will pursue a Request for Proposal (RFP) for complete replacement of the fare collection systems.

C. INFORMATION: Update on Annual Funding Cooperative Agreements

Kyle Street and Cameron Wells provided an update on Annual Funding Cooperative Agreements for FY2025.

D. INFORMATION: Procurement Calendar

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

VII. Executive Session - None

VIII. 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.

IX. Adjournment – The meeting was adjourned at 12:33.

Next VRT Board of Directors Meeting:

January 6, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

October 07, 2024

11:30 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Sabrina Minshall, Canyon Cty	Brad Alvaro, VRT
Tom Dayley, Ada County	Alexis Pickering, ACHD	Robert Babbitt, SBLBF, LLC
Debbie Kling, City of Nampa		Elaine Clegg, VRT
Todd Lavoie, City of Meridian		Paula Cromie, VRT
Lauren McLean, City of Boise		Gregg Eisenberg, VRT
Greg Rast, Canyon County		Jeannette Ezell, VRT
Dale Reynolds, City of Nampa		Lance Giles, Giles Group
Joe Stear, City of Kuna		Kathleen Godfrey, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Nick Leonardson, VRT
		Rob Lowe, VRT
		Jordan Morales, City of Boise
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Kyle Street, VRT
		Alyssa Taysom, VRT
		Duane Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** – The meeting was called to order at 11:30 a.m., with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** - None
- III. **Consent Agenda**
Items on the Consent Agenda consisted of the following
 - A. **ACTION: Minutes of the September 9, 2024, Meeting**
 - B. **ACTION: Minutes of the July 16, 2024, Regional Advisory Council Meeting**
 - C. **ACTION: Specialized Transportation Service Provider Contracts**

Approval of Resolution VEB24-005 and delegation of authority to the Chief Executive Officer to execute contracts for all Specialized Transportation Service Providers. The project budget for Acquisition of Service was approved under Resolution VBD24-038 by the Board of Directors on August 7, 2024.

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

IV. **Public Comments** – Ken Pidjeon presented operating statistics from Boise Urban Stages from 1980 in an effort to show how statistics were collected at that time.

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

VI. **Executive Board - Information Items**

A. **INFORMATION: Performance Reporting Discussion**

Leslie Pedrosa engaged the executive board members in a discussion on metrics to be included in performance reporting. Staff has just started to work on changing the performance reporting and plans to have it complete by the first of the year.

B. **INFORMATION: Activity Report for Government Affairs Consultant**

Elaine Clegg presented an activity report for our government affairs consultant, Lance Giles. The goal of staff was to reintroduce Valley Regional Transit to the Idaho Legislature. Elaine Clegg has been meeting with various state leaders and has met with 25 different legislators, along with the Idaho caucuses. The meetings have been very productive. Idaho is the *only state* that gets no state funding for public transportation. Staff is working to have a basic recommendation to the Board the first part of 2025 on what VRT will present to the Idaho Legislature. Lance Giles made a brief presentation and pointed out the necessity of educating the legislators and building a relationship with them to further the cause.

VII. **Adjournment** – The meeting was adjourned at 11:59 a.m.

Next VRT Executive Board Meeting:

November 4, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Notes

December 02, 2024

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Lauren McLean, City of Boise	Elaine Clegg, VRT
Tom Dayley, Ada County	Greg Rast, Canyon County	Paula Cromie, VRT
Debbie Kling, City of Nampa	Alexis Pickering, ACHD	Kate Dahl, VRT
Todd Lavoie, City of Meridian		Gregg Eisenberg, VRT
Dale Reynolds, City of Nampa		Rose Evans, Idaho Statesman
Joe Stear, City of Kuna		Jeremy Gianchetta, VRT
Jarom Wagoner, Caldwell		Kathleen Godfrey, VRT
		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Nick Leonardson, VRT
		Rob Lowe, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Duane Wakan, VRT
		Cameron Wells, VRT

I. **Calling of the Roll - Jarom Wagoner** - The meeting was called to order at 11:03, with a quorum present by phone and in person.

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

III. **Consent Agenda**

Items on the consent agenda consisted of the following:

- A. **ACTION: Minutes of the October 4, 2024, Executive Board Meeting**
- B. **ACTION: Minutes of the September 17, 2024, Regional Advisory Council Meeting**
- C. **ACTION: FY2025 Budget Amendment Public Hearing Date**
- D. **ACTION: Payment Registers 9-16-24 through 10-15-24 and 10-16-24 through 11-15-24**
- E. **ACTION: Appointment Cameron Wells to Boise Municipal Health Care Trust**
- F. **ACTION: Access Handbook Update**

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

IV. Public Comments - None

V. Public Hearing - None

VI. Executive Board - Action Items

A. ACTION: Proposed Agenda for the January 6, 2025, Board of Directors Meeting

Debbie Kling moved to approve the agenda for the January 6, 2025, Board of Directors meeting acknowledging there may be a need by staff to add or remove items from that agenda; Joe Stear seconded. The motion passed unanimously.

B. ACTION: Officer Succession and Nominations to Fill Vacant Positions to Executive Board

Elaine Clegg discussed the officer succession and nominations to fill the vacant positions on the Valley Regional Transit Executive Board and consider recommendation for approval and election by the Board of Directors at their January 2025 meeting.

Position	Nominee	County Represented
Chair	Lauren McLean	Ada County
Chair-Elect	Alexis Pickering	Ada County
Vice-Chair	Dale Reynolds	Canyon County
Sec/Treas.	Jordan Morales	Ada County
Past Chair	Jarom Wagoner	Canyon County
At Large	Debbie Kling	Canyon County
At Large	Greg Rast	Canyon County
At Large	Joe Stear	Ada County
At Large	Todd Lavoie	Ada County
At Large	Tom Dayley	Ada County
Boise State	Lantz McGinnis-Brown	Boise State

Joe Stear moved to recommend for approval, the nominees for the Executive Board elections for 2025; Debbie Kling seconded. The motion passed unanimously.

C. ACTION: Transit Contract Procurement

Elaine Clegg presented the information on the Transit Contract Procurement explaining the pros and cons of management and operations contracts for service and need to remain with a management contract rather than moving to an operation contract at this time. The consultant SBLB, LLC will finalize the detailed specifications needed to complete and issue a widely circulated RFP to be released in December and provide assistance throughout the procurement process. Following discussion, Debbie Kling moved to approve moving forward with staff’s recommendations for sending out an RFP to procure a management contract; Joe Stear seconded. The motion passed unanimously.

D. ACTION: Provide Direction for Legislative Agenda

Elaine Clegg presented the direction she has been moving regarding educational efforts for leaders around the state. She gave an in-depth presentation on relying on a non-stable funding source and having to work with 25 differently entities every year to set the annual budget for Valley Regional Transit.

Debbie Kling moved to affirm the proposed direction to pursue and educational effort for leaders around the state; Joe Stear seconded. The motion passed unanimously.

E. ACTION: Valley Regional Transit and COMPASS Memorandum of Understanding

Stephen Hunt presented the Memorandum of Understanding (MOU) between Valley Regional Transit and COMPASS. Following discussion, Debbie Kling moved to recommend the MOU for approval by the Board of Directors at the January 2025, meeting; Joe Stear seconded. The motion passed unanimously.

VII. Executive Board - Information Items**A. INFORMATION: Valley Connect 3.0 update**

Kate Dahl provided an update on Valley Connect 3.0 including a preview of the peer comparison data collected, proposed service scenarios, and vision, goals and objectives.

B. INFORMATION: FY2025-2029 Transportation Development Plan Update

Kyle Street presented an update on the FY2025-2029 Transportation Development Plan.

C. INFORMATION: VRT Extra Hours

Information on the newest additions to Valley Regional Transit's supplemental services offerings, VRT Extra Hours, was included in the packet for information.

D. INFORMATION: Flixbus Update

An update on the current status of the Flixbus license agreement to utilize Happy Day Transit Center as a stop was included in the packet for information. At this time, Flixbus cannot find an intermodal facility in Salt Lake City so they have paused service until another location can be found. Due to this, there will not be a Flixbus stop at the Happy Day Transit Center until that service resumes.

E. INFORMATION: Reminder - COMPASS/VRT Holiday Luncheon

Board members are asked to let Teri Gregory, with COMPASS, know if you plan to attend the Annual Holiday Luncheon at the Nampa Civic Center. The deadline to respond is December 4. Teri can be reached at tgregory@compassidaho.org

F. INFORMATION: Procurement Calendar

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

VIII. Executive Session - None**IX. Department/Staff Reports****A. INFORMATION: Department/Staff Reports**

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

X. Adjournment – The meeting was adjourned at 1:12 p.m.**Next VRT Executive Board Meeting:**

January 6, 2025 (followed by the Board of Directors Meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

TOPIC	Payment Register
DATE	12/16/2024
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Board will have the opportunity to review and consider accepting the November 16, 2024, to December 15, 2024, payment register. The Board is also asked to acknowledge the payment registers for 9-16-24 through 10-15-24 and 10-16-24 through 11-15-24. VRT went live with Oracle June 1, 2024, necessitating the different report ranges.

Summary

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

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

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

More Information

Attachments:

Payment Register November 16, 2024 to December 15, 2024

For detailed information, contact:

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

Payment Register 9/16/24 - 10/15/24

<u>Payment Number</u>	<u>Payment Date</u>	<u>Vendor Name</u>	<u>Invoice Amount</u>	<u>Invoice Description</u>
100111	2024-09-27	Access Idaho-26682	51.20	Employee_Screening
100111	2024-09-27	Access Idaho-26682	95.00	Employee_Screening
50611	2024-09-27	AdaRide.Com, LLC	6,782.00	Services
50611	2024-09-27	AdaRide.Com, LLC	7,356.00	Services
50585	2024-09-24	Alexander Clark Printing	6,631.80	On-Call_Printing_Services
50588	2024-09-27	Alexander Clark Printing	5,684.40	On-Call_Printing_Services
50641	2024-09-27	All-Pro Commercial Cleaning, LLC	6,669.25	Services
50636	2024-09-27	Alternative Hose	143.35	Department_Supplies
50658	2024-10-07	American Mechanical Corporation	900.00	HVAC_Services
50609	2024-09-27	A-Z Bus Sales, Inc	211.30	Vehicle_Maintenance
50603	2024-09-27	Black Signs of Idaho, Inc.	50.00	Services
50654	2024-10-07	Boise Community Radio Project	336.00	Marketing
50617	2024-09-27	Career Uniforms Partners	18.90	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	119.40	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	61.40	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	111.20	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	69.95	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	192.00	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	164.50	Uniforms_and_Accessories
50617	2024-09-27	Career Uniforms Partners	239.60	Uniforms_and_Accessories
50666	2024-10-07	Catapult3, Inc.	1,700.00	Graphic_Wrap_for_Bus
50666	2024-10-07	Catapult3, Inc.	9,612.85	Graphic_Wrap_for_Bus
50666	2024-10-07	Catapult3, Inc.	2,396.23	Graphic_Wrap_for_Bus
50681	2024-10-14	Center for Transportation & Environment	6,000.00	Engineering_Consultants
50647	2024-09-27	Commercial Tire, Inc	209.55	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	209.60	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	145.90	Vehicle_Maintenance
50672	2024-10-07	Commercial Tire, Inc	351.43	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	194.70	Vehicle_Maintenance
50647	2024-09-27	Commercial Tire, Inc	233.58	Vehicle_Maintenance
50647	2024-09-27	Commercial Tire, Inc	660.15	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	267.08	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	87.65	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	119.95	Auto_Parts
50647	2024-09-27	Commercial Tire, Inc	263.97	Auto_Parts
50683	2024-10-14	CSHQA	1,690.80	Engineering_Consultants
100113	2024-09-27	David Gregory Sherman	315.00	Automotive_Services
100124	2024-10-14	David Gregory Sherman	90.00	Automotive_Services
50628	2024-09-27	Dwaine S Lee, LLC	401.20	Services
50628	2024-09-27	Dwaine S Lee, LLC	300.90	Services
50667	2024-10-07	Dwaine S Lee, LLC	300.90	Services
50628	2024-09-27	Dwaine S Lee, LLC	401.20	Services
50589	2024-09-27	Dyna Parts LLC	44.40	Auto_Parts
50650	2024-09-27	Dyna Parts LLC	114.92	Department_Supplies
50650	2024-09-27	Dyna Parts LLC	367.61	Auto_Parts
50651	2024-10-06	Dyna Parts LLC	66.48	Department_Supplies
50612	2024-09-27	Elliott Auto Supply Co., Inc	32.91	Auto_Detailing
50601	2024-09-27	Everbase Solutions LLC	125.00	IT_Hardware
50601	2024-09-27	Everbase Solutions LLC	149.98	IT_Hardware
50601	2024-09-27	Everbase Solutions LLC	594.98	IT_Hardware
50656	2024-10-07	Fehr & Peers	820.00	Consulting_Services
50632	2024-09-27	FOURTHSQUARE LLC	65,944.00	IT_Software
50573	2024-09-20	FOURTHSQUARE LLC	49,459.00	Services
50671	2024-10-07	Full Service Glass LLC	653.57	Automotive_Services
50671	2024-10-07	Full Service Glass LLC	511.65	Automotive_Services
50671	2024-10-07	Full Service Glass LLC	511.65	Automotive_Services
50610	2024-09-27	Grainger Inc	28.59	Department_Supplies
50610	2024-09-27	Grainger Inc	23.64	Department_Supplies
50610	2024-09-27	Grainger Inc	203.76	Department_Supplies
50610	2024-09-27	Grainger Inc	138.53	Department_Supplies
50610	2024-09-27	Grainger Inc	184.43	Department_Supplies
50610	2024-09-27	Grainger Inc	26.84	Department_Supplies
50602	2024-09-27	HI-Line	512.31	Department_Supplies
50602	2024-09-27	HI-Line	532.46	Department_Supplies
50669	2024-10-07	Hot Shots, Inc.	1,217.66	Other_Expenses
100109	2024-09-27	Idaho Correctional Industries	253.39	Signage
100119	2024-10-14	Idaho Site Works, LLC	70,293.35	Construction
50644	2024-09-27	Impact Pest	189.00	Services
50652	2024-10-06	Information & Computing Services, Inc	43,851.89	EAM_Software_for_Maintenance
50678	2024-10-14	Information & Computing Services, Inc	13,913.00	EAM_Software_for_Maintenance

50627	2024-09-27	Intermountain Communications of	1,352.00 IT_Hardware
50670	2024-10-07	INTERMOUNTAIN HOME SERVICES, LLC	1,709.00 Services
50606	2024-09-27	Jeremy Ricky	1,100.24 Rides_to_Wellness
50606	2024-09-27	Jeremy Ricky	11,988.16 Rides_to_Wellness
50606	2024-09-27	Jeremy Ricky	4,707.08 SCRIP
50653	2024-10-06	Kimley-Horn & Associates, Inc	2,490.00 Services
100123	2024-10-14	Leonard Petroleum Equipment, LLC	591.99 Department_Supplies
50643	2024-09-27	Lithia Motors Payment Processing	215.73 Vehicle_Maintenance
50587	2024-09-26	Lotus Boise Corp	500.00 Marketing
50587	2024-09-26	Lotus Boise Corp	450.00 Marketing
50587	2024-09-26	Lotus Boise Corp	500.00 Marketing
50587	2024-09-26	Lotus Boise Corp	1,050.00 Marketing
50587	2024-09-26	Lotus Boise Corp	500.00 Marketing
50587	2024-09-26	Lotus Boise Corp	500.00 Marketing
50587	2024-09-26	Lotus Boise Corp	500.00 Marketing
50587	2024-09-26	Lotus Boise Corp	500.00 Marketing
50596	2024-09-27	Lowe's Home Improvement	17.00 Department_Supplies
50596	2024-09-27	Lowe's Home Improvement	38.37 Department_Supplies
50596	2024-09-27	Lowe's Home Improvement	17.00 Department_Supplies
50660	2024-10-07	Lyft, Inc	2,023.03 Transportation_Services
50660	2024-10-07	Lyft, Inc	746.46 Transportation_Services
100114	2024-09-27	McGuire Bearing Company	67.56 Department_Supplies
50625	2024-09-27	Melba Valley Senior Center	7,927.92 Senior_Services
50623	2024-09-27	Meridian Senior Center	10,181.12 Senior_Services
50684	2024-10-14	Metro Community Services	24,789.80 Services
100116	2024-10-07	Minert & Associates, Inc	122.00 Employee_Screening
100116	2024-10-07	Minert & Associates, Inc	122.00 Employee_Screening
100121	2024-10-14	Minert & Associates, Inc	183.00 Employee_Screening
50622	2024-09-27	Norco Inc	13.02 Department_Supplies
50637	2024-09-27	ODP Business Solutions, LLC	19.80 Department_Supplies
50637	2024-09-27	ODP Business Solutions, LLC	73.58 Office_Supplies
50637	2024-09-27	ODP Business Solutions, LLC	48.28 Office_Supplies
50637	2024-09-27	ODP Business Solutions, LLC	139.44 Department_Supplies
50637	2024-09-27	ODP Business Solutions, LLC	10.85 Department_Supplies
50635	2024-09-27	O'Reilly Auto Enterprises, LLC	5.29 Department_Supplies
50642	2024-09-27	Pacific Office Automation	589.18 Leases_& Rentals
100106	2024-09-27	Primary Health Medical Group, LLC	595.00 Employee_Screening
100106	2024-09-27	Primary Health Medical Group, LLC	170.00 Services
50665	2024-10-07	ProPeople	3,371.31 Labor_Services
50624	2024-09-27	ProPeople	2,183.78 Labor_Services
50685	2024-10-14	ProPeople	7,728.13 Labor_Services
50665	2024-10-07	ProPeople	1,255.14 Labor_Services
50624	2024-09-27	ProPeople	1,817.16 Labor_Services
50665	2024-10-07	ProPeople	6,875.65 Labor_Services
50685	2024-10-14	ProPeople	825.75 Labor_Services
50665	2024-10-07	ProPeople	9,035.51 Labor_Services
50685	2024-10-14	ProPeople	1,145.04 Labor_Services
50624	2024-09-27	ProPeople	1,291.14 Labor_Services
50665	2024-10-07	ProPeople	11,137.76 Labor_Services
50665	2024-10-07	ProPeople	781.71 Labor_Services
50665	2024-10-07	ProPeople	6,204.00 Labor_Services
50665	2024-10-07	ProPeople	1,585.44 Labor_Services
50624	2024-09-27	ProPeople	2,121.61 Labor_Services
50685	2024-10-14	ProPeople	9,573.18 Labor_Services
50624	2024-09-27	ProPeople	812.94 Labor_Services
50685	2024-10-14	ProPeople	10,120.56 Labor_Services
50665	2024-10-07	ProPeople	1,387.26 Labor_Services
50665	2024-10-07	ProPeople	191.28 Labor_Services
50685	2024-10-14	ProPeople	10,547.02 Labor_Services
50665	2024-10-07	ProPeople	1,387.26 Labor_Services
50665	2024-10-07	ProPeople	805.56 Labor_Services
50685	2024-10-14	ProPeople	9,467.75 Labor_Services
50665	2024-10-07	ProPeople	1,695.54 Labor_Services
50665	2024-10-07	ProPeople	1,243.32 Labor_Services
50685	2024-10-14	ProPeople	8,260.82 Labor_Services
50685	2024-10-14	ProPeople	1,932.26 Labor_Services
50685	2024-10-14	ProPeople	8,699.02 Labor_Services
50608	2024-09-27	Quench USA, Inc	57.00 Department_Supplies
50608	2024-09-27	Quench USA, Inc	289.95 Services
50614	2024-09-27	RDK Corporation	30.00 Employee_Screening
50633	2024-09-27	SBLB, Limited Liability Company	11,007.50 Services
50639	2024-09-27	Tacoma Screw Products Inc.	157.05 Department_Supplies
50639	2024-09-27	Tacoma Screw Products Inc.	157.32 Department_Supplies
50639	2024-09-27	Tacoma Screw Products Inc.	24.90 Department_Supplies

50631	2024-09-27	That's Sharp, LLC.	150.00 Department_Supplies
50616	2024-09-27	Thermo Fluids, Inc.	40.30 Services
50659	2024-10-07	Townsquare Media Boise	1,400.00 Marketing
50659	2024-10-07	Townsquare Media Boise	1,400.00 Marketing
50659	2024-10-07	Townsquare Media Boise	1,650.00 Marketing
50659	2024-10-07	Townsquare Media Boise	1,700.00 Marketing
50662	2024-10-07	Transpo Group USA, Inc.	3,771.25 Consulting_Services
50626	2024-09-27	Treasure Valley Coffee	85.54 Department_Supplies
50626	2024-09-27	Treasure Valley Coffee	100.79 Department_Supplies
50626	2024-09-27	Treasure Valley Coffee	36.60 Department_Supplies
50626	2024-09-27	Treasure Valley Coffee	77.75 Department_Supplies
50598	2024-09-27	UniFirst	59.71 Department_Supplies
50646	2024-09-27	UniFirst	140.23 Uniform_Laundry_Services_and_Accessories
50598	2024-09-27	UniFirst	68.21 Department_Supplies
50646	2024-09-27	UniFirst	134.98 Uniform_Laundry_Services_and_Accessories
50598	2024-09-27	UniFirst	68.21 Department_Supplies
50646	2024-09-27	UniFirst	133.24 Uniform_Laundry_Services_and_Accessories
50599	2024-09-27	United Site Services of Nevada, Inc.	289.45 Janitorial_and_Toiletry_Supplies
100107	2024-09-27	UPS Freight	45.89 Postage_&_Freight
100117	2024-10-14	UPS Freight	41.59 Postage_&_Freight
50586	2024-09-24	US Bank Plaza Condominium Assoc., Inc.	3,851.00 Miscellaneous_Expenses
50586	2024-09-24	US Bank Plaza Condominium Assoc., Inc.	10,403.00 Miscellaneous_Expenses
50648	2024-09-27	Wex Bank	428.35 Other_Expenses
100122	2024-10-14	Wienhoff Drug Testing	220.00 Services
100112	2024-09-27	Wienhoff Drug Testing	55.00 Services
50689	2024-10-14	William (Travis) Fremont	15,814.82 Rides_to_Wellness
50689	2024-10-14	William (Travis) Fremont	973.08 Rides_to_Wellness
50689	2024-10-14	William (Travis) Fremont	405.64 Rides_to_Wellness
50605	2024-09-27	William Beard	189.00 Bus_Washing
50605	2024-09-27	William Beard	465.00 Bus_Washing
50605	2024-09-27	William Beard	214.00 Bus_Washing
50605	2024-09-27	William Beard	444.00 Bus_Washing
50655	2024-10-07	WSP USA Inc.	11,188.93 Engineering_Consultants
50655	2024-10-07	WSP USA Inc.	2,251.01 Engineering_Consultants
50634	2024-09-27	YBNOW LLC	5,531.48 Rides_to_Wellness
50688	2024-10-14	YBNOW LLC	594.20 Rides_to_Wellness
50688	2024-10-14	YBNOW LLC	1,737.88 Rides_to_Wellness
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			590,525.54

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.

Nick Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Payment Register 10/16/24 - 11/15/24

Payment Number	Payment Date	Vendor Name	Invoice Amount	Invoice Description
100144	2024-11-06	Access Idaho-26682	72.00	Employee_Screening
50837	2024-11-06	AdaRide.Com, LLC	6,854.00	Services
50695	2024-10-21	Alexander Clark Printing	56.95	Department_Supplies
50919	2024-11-15	Alexander Clark Printing	113.90	On-Call_Printing_Services
50919	2024-11-15	Alexander Clark Printing	113.90	Department_Supplies
50899	2024-11-06	All-Pro Commercial Cleaning, LLC	60.00	Services
50899	2024-11-06	All-Pro Commercial Cleaning, LLC	1,050.00	Services
50899	2024-11-06	All-Pro Commercial Cleaning, LLC	40.00	Services
50899	2024-11-06	All-Pro Commercial Cleaning, LLC	1,905.50	Services
50899	2024-11-06	All-Pro Commercial Cleaning, LLC	4,763.75	Services
50975	2024-11-15	All-Pro Commercial Cleaning, LLC	1,905.50	Services
50825	2024-11-06	American Mechanical Corporation	572.35	HVAC_Services
50825	2024-11-06	American Mechanical Corporation	47,960.32	Services
50850	2024-11-06	ARI Phoenix, Inc.	8,254.00	Department_Supplies
50755	2024-10-21	Atlas Technical Consultants LLC	7,411.30	Engineering_Consultants
50892	2024-11-06	Avail Technologies	9,225.00	Subrecipient_Capital
50719	2024-10-21	Avero, LLC	18,020.00	Consulting_Services
50719	2024-10-21	Avero, LLC	7,190.00	Services
50824	2024-11-06	Avero, LLC	6,665.00	Consulting_Services
50824	2024-11-06	Avero, LLC	9,950.00	Services
50824	2024-11-06	Avero, LLC	4,795.00	Consulting_Services
50942	2024-11-15	Avero, LLC	9,815.00	Services
50725	2024-10-21	A-Z Bus Sales, Inc	436.40	Vehicle_Maintenance
50714	2024-10-21	Black Signs of Idaho, Inc.	50.00	Services
50938	2024-11-15	Black Signs of Idaho, Inc.	50.00	Miscellaneous_Expenses
50816	2024-11-06	Boise Peterbilt	967.50	Bus_Auto_Body_Repairs
50742	2024-10-21	Boise State University	740.00	Marketing
50742	2024-10-21	Boise State University	740.00	Marketing
50742	2024-10-21	Boise State University	960.00	Marketing
50863	2024-11-06	Boise State University	960.00	Marketing
50863	2024-11-06	Boise State University	1,040.00	Marketing
50742	2024-10-21	Boise State University	740.00	Marketing
50914	2024-11-12	Brady Industries of Nevada, LLC	829.18	Department_Supplies
50831	2024-11-06	Brady Industries of Nevada, LLC	310.63	Department_Supplies
50831	2024-11-06	Brady Industries of Nevada, LLC	174.19	Department_Supplies
50831	2024-11-06	Brady Industries of Nevada, LLC	58.73	Department_Supplies
50914	2024-11-12	Brady Industries of Nevada, LLC	441.27	Services
50914	2024-11-12	Brady Industries of Nevada, LLC	2,169.19	Services
50736	2024-10-21	Career Uniforms Partners	278.05	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	372.10	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	68.90	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	286.50	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	11.30	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	81.20	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	56.00	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	65.60	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	21.60	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	263.60	Uniforms_and_Accessories
50736	2024-10-21	Career Uniforms Partners	265.25	Uniforms_and_Accessories
50856	2024-11-06	Career Uniforms Partners	120.25	Uniforms_and_Accessories
50856	2024-11-06	Career Uniforms Partners	212.60	Uniforms_and_Accessories
50856	2024-11-06	Career Uniforms Partners	109.40	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	232.50	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	83.90	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	409.65	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	104.90	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	101.90	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	117.60	Uniforms_and_Accessories
50856	2024-11-06	Career Uniforms Partners	67.95	Uniforms_and_Accessories
50952	2024-11-15	Career Uniforms Partners	87.50	Uniforms_and_Accessories
50854	2024-11-06	Center for Transportation & Environment	6,000.00	Engineering_Consultants
50854	2024-11-06	Center for Transportation & Environment	6,000.00	Engineering_Consultants
50854	2024-11-06	Center for Transportation & Environment	6,000.00	Engineering_Consultants
50690	2024-10-17	City of Boise	1,419.02	Security
50851	2024-11-06	CivicPlus, LLC	4,600.00	Subscriptions
50904	2024-11-06	Clean Energy	16,848.47	CNG
50904	2024-11-06	Clean Energy	382.50	Services
50913	2024-11-08	Clean Energy	12,829.53	CNG
50913	2024-11-08	Clean Energy	7,774.00	Services
50913	2024-11-08	Clean Energy	2,405.20	Services

50841	2024-11-06	CobiKat Enterprises, LLC	696.63 Employee_Relations
50909	2024-11-06	Commercial Tire, Inc	125.00 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	338.10 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	233.58 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	385.44 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	232.23 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	391.21 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	93.90 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	173.60 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	85.10 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	173.60 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	27.02 Vehicle_Maintenance
50909	2024-11-06	Commercial Tire, Inc	147.40 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	1,661.73 Vehicle_Maintenance
50909	2024-11-06	Commercial Tire, Inc	1,630.28 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	1,396.23 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	29.75 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	193.47 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	136.25 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	27.90 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	155.15 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	151.50 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	8.25 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	692.28 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	346.14 Vehicle_Maintenance
50930	2024-11-15	Commercial Tire, Inc	72.00 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	1,552.88 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	1,777.21 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	147.40 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	508.00 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	3,228.89 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	36.00 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	147.40 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	149.25 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	147.40 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	151.50 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	155.15 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	1,638.78 Auto_Parts
50768	2024-10-21	Commercial Tire, Inc	561.94 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	27.90 Auto_Parts
50862	2024-11-06	Commercial Tire, Inc	894.04 Auto_Parts
50909	2024-11-06	Commercial Tire, Inc	561.94 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	1,408.15 Auto_Parts
50930	2024-11-15	Commercial Tire, Inc	252.40 Auto_Parts
50741	2024-10-21	Commercial Tire, Inc	5,742.00 Vehicles
100156	2024-11-06	Computer Aid, Inc	262.50 IT_Services
50845	2024-11-06	Corwin Ford	0.00 Vehicle_Maintenance
50958	2024-11-15	CSHQA	1,873.94 Engineering_Consultants
50945	2024-11-15	Cummins Rocky Mountain, LLC	6,034.87 Services
50726	2024-10-21	Cummins Rocky Mountain, LLC	618.78 Department_Supplies
50835	2024-11-06	Cummins Rocky Mountain, LLC	1,595.00 Subscriptions
50945	2024-11-15	Cummins Rocky Mountain, LLC	785.00 Subscriptions
50868	2024-11-06	Curtis Clean Sweep	275.00 Services
50745	2024-10-21	Curtis Clean Sweep	220.00 Services
50745	2024-10-21	Curtis Clean Sweep	275.00 Services
50868	2024-11-06	Curtis Clean Sweep	220.00 Services
50710	2024-10-21	Custom Care Pest Services	95.00 Services
100138	2024-11-06	D & B Supply Co., Inc.	36.97 Department_Supplies
100138	2024-11-06	D & B Supply Co., Inc.	15.97 Department_Supplies
100150	2024-11-06	David Gregory Sherman	270.00 Automotive_Services
50844	2024-11-06	Delerrok, Inc.	1,200.00 Subscriptions
50818	2024-11-06	Dell Marketing LP	26,556.60 Department_Supplies
50818	2024-11-06	Dell Marketing LP	40,413.47 IT_Hardware
50864	2024-11-06	Dennis Dillon Auto Park	814.50 Vehicle_Maintenance
50735	2024-10-21	Detail Express	220.00 Auto_Detailing
50797	2024-11-06	Detritus LLC	304.00 Services
50700	2024-10-21	DS Services of America, Inc.	36.10 Services
50925	2024-11-15	DS Services of America, Inc.	28.40 Services
50872	2024-11-06	Dwaine S Lee, LLC	200.60 Services
50872	2024-11-06	Dwaine S Lee, LLC	313.00 Services
50960	2024-11-15	Dwaine S Lee, LLC	309.50 Services
50697	2024-10-21	Dyna Parts LLC	9.80 Auto_Parts
50921	2024-11-15	Dyna Parts LLC	7.12 Department_Supplies

50786	2024-11-06	Dyna Parts LLC	80.54 Department_Supplies
50785	2024-11-06	Dyna Parts LLC	139.04 Vehicle_Maintenance
50785	2024-11-06	Dyna Parts LLC	25.14 Vehicle_Maintenance
50920	2024-11-15	Dyna Parts LLC	181.62 Vehicle_Maintenance
50786	2024-11-06	Dyna Parts LLC	382.02 Department_Supplies
50921	2024-11-15	Dyna Parts LLC	443.60 Vehicle_Maintenance
50947	2024-11-15	Ecolube Recovery, LLC.	50.00 Department_Supplies
50728	2024-10-21	Ecolube Recovery, LLC.	90.00 Department_Supplies
50889	2024-11-06	EDM Technology, Inc.	7,950.00 Department_Supplies
50948	2024-11-15	Elliott Auto Supply Co., Inc	63.12 Vehicle_Maintenance
50948	2024-11-15	Elliott Auto Supply Co., Inc	147.94 Vehicle_Maintenance
50730	2024-10-21	Elliott Auto Supply Co., Inc	22.06 Auto_Detailing
50730	2024-10-21	Elliott Auto Supply Co., Inc	162.90 Auto_Detailing
50838	2024-11-06	Elliott Auto Supply Co., Inc	22.74 Auto_Parts
50948	2024-11-15	Elliott Auto Supply Co., Inc	142.80 Vehicle_Maintenance
50902	2024-11-06	Esri Inc.	224.38 Subscriptions
50817	2024-11-06	ETA Phi Systems, Inc.	7,671.70 Subscriptions
50713	2024-10-21	ETA Phi Systems, Inc.	7,671.70 Subscriptions
50731	2024-10-21	FASTENAL	337.72 Department_Supplies
50839	2024-11-06	FASTENAL	290.72 Department_Supplies
50848	2024-11-06	Fire Services of Idaho	1,561.02 Services
50901	2024-11-06	Full Service Glass LLC	630.29 Vehicle_Maintenance
50759	2024-10-21	Genfare, LLC	531.26 Services
50829	2024-11-06	Gillig, LLC	575.72 Auto_Parts
50935	2024-11-15	Global Equipment Company Inc.	480.89 Department_Supplies
50727	2024-10-21	Grainger Inc	12.54 Department_Supplies
50836	2024-11-06	Grainger Inc	87.82 Department_Supplies
50836	2024-11-06	Grainger Inc	68.60 Department_Supplies
50836	2024-11-06	Grainger Inc	86.37 Department_Supplies
50836	2024-11-06	Grainger Inc	12.68 Department_Supplies
50836	2024-11-06	Grainger Inc	674.64 Department_Supplies
50946	2024-11-15	Grainger Inc	91.24 Vehicle_Maintenance
50946	2024-11-15	Grainger Inc	77.40 Department_Supplies
50946	2024-11-15	Grainger Inc	339.74 Department_Supplies
50946	2024-11-15	Grainger Inc	141.38 Department_Supplies
50781	2024-11-06	Harbor Freight Tools	594.91 Department_Supplies
60677	2024-10-18	Hawkeye Builders Inc	303,174.92 Construction
50859	2024-11-06	Hawley Troxell Ennis & Hawley	2,482.00 Services
50955	2024-11-15	Hawley Troxell Ennis & Hawley	1,870.00 Services
50820	2024-11-06	HI-Line	446.05 Department_Supplies
50820	2024-11-06	HI-Line	591.03 Department_Supplies
50937	2024-11-15	HI-Line	508.79 Department_Supplies
50877	2024-11-06	Hot Shots, Inc.	1,222.36 Other_Expenses
50877	2024-11-06	Hot Shots, Inc.	1,114.94 Other_Expenses
100168	2024-11-15	Idaho Correctional Industries	362.29 Signage
100168	2024-11-15	Idaho Correctional Industries	109.50 Signage
100168	2024-11-15	Idaho Correctional Industries	583.81 Signage
100168	2024-11-15	Idaho Correctional Industries	67.30 Signage
100130	2024-10-21	Idaho Site Works, LLC	70,293.35 Construction
50782	2024-11-06	Idaho Site Works, LLC	94,711.20 Construction
50782	2024-11-06	Idaho Site Works, LLC	116,468.10 Construction
50924	2024-11-15	Image Tech, LLC	59.90 Marketing
50978	2024-11-15	Impact Pest	189.00 Services
50926	2024-11-15	Information & Computing Services, Inc	457.61 IT_Services
50926	2024-11-15	Information & Computing Services, Inc	5,887.95 IT_Hardware
50870	2024-11-06	Intermountain Communications of	10,679.16 IT_Hardware
50870	2024-11-06	Intermountain Communications of	226.10 IT_Hardware
50870	2024-11-06	Intermountain Communications of	118.10 IT_Hardware
50870	2024-11-06	Intermountain Communications of	3,750.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	7,455.13 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	274.17 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	259.90 IT_Hardware
50747	2024-10-21	Intermountain Communications of	1,260.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	685.00 IT_Hardware
50747	2024-10-21	Intermountain Communications of	465.00 IT_Hardware
50870	2024-11-06	Intermountain Communications of	2,390.50 IT_Hardware
50959	2024-11-15	Intermountain Communications of	395.32 IT_Hardware

50959	2024-11-15	Intermountain Communications of	288.36	IT_Hardware
50959	2024-11-15	Intermountain Communications of	288.36	IT_Hardware
50959	2024-11-15	Intermountain Communications of	190.75	IT_Hardware
50959	2024-11-15	Intermountain Communications of	288.36	IT_Hardware
50959	2024-11-15	Intermountain Communications of	288.36	IT_Hardware
50959	2024-11-15	Intermountain Communications of	285.00	IT_Hardware
50959	2024-11-15	Intermountain Communications of	270.00	IT_Hardware
50959	2024-11-15	Intermountain Communications of	1,294.35	IT_Hardware
50959	2024-11-15	Intermountain Communications of	830.14	IT_Hardware
50959	2024-11-15	Intermountain Communications of	465.00	IT_Hardware
50974	2024-11-15	INTERMOUNTAIN HOME SERVICES, LLC	214.00	Services
50974	2024-11-15	INTERMOUNTAIN HOME SERVICES, LLC	203.00	Services
50974	2024-11-15	INTERMOUNTAIN HOME SERVICES, LLC	184.00	Services
50903	2024-11-06	Jacobs Engineering Group, Inc.	79,015.23	Engineering_Consultants
50721	2024-10-21	Jeremy Ricky	3,950.72	Rides_to_Wellness
50721	2024-10-21	Jeremy Ricky	2,221.16	Rides_to_Wellness
50733	2024-10-21	John Lance Giles	10,000.00	Consulting_Services
50881	2024-11-06	Johnson Controls US Holdings INC	658.26	Fire_Protection_Services
50717	2024-10-21	JoPaul & Sons LLC	224.00	Vehicle_Maintenance
50717	2024-10-21	JoPaul & Sons LLC	399.00	Vehicle_Maintenance
50822	2024-11-06	JoPaul & Sons LLC	133.00	Vehicle_Maintenance
50774	2024-11-01	Language Line Solutions	148.90	Services
50774	2024-11-01	Language Line Solutions	39.75	Services
50774	2024-11-01	Language Line Solutions	222.65	Services
50774	2024-11-01	Language Line Solutions	205.20	Services
50774	2024-11-01	Language Line Solutions	99.25	Services
100172	2024-11-15	Leonard Petroleum Equipment, LLC	940.00	Department_Supplies
50900	2024-11-06	Lithia Motors Payment Processing	304.68	Auto_Parts
50977	2024-11-15	Lithia Motors Payment Processing	599.91	Auto_Parts
50900	2024-11-06	Lithia Motors Payment Processing	1,510.50	Automotive_Services
50900	2024-11-06	Lithia Motors Payment Processing	4,252.92	Automotive_Services
50880	2024-11-06	Lizabeth C. Arkoosh	9,300.00	Leases_&_Rentals
50884	2024-11-06	Lotus Boise Corp	500.00	Marketing
50884	2024-11-06	Lotus Boise Corp	500.00	Marketing
50884	2024-11-06	Lotus Boise Corp	300.00	Marketing
50884	2024-11-06	Lotus Boise Corp	700.00	Marketing
50933	2024-11-15	Lowe's Home Improvement	288.12	Department_Supplies
50705	2024-10-21	Lowe's Home Improvement	25.63	Department_Supplies
50705	2024-10-21	Lowe's Home Improvement	42.32	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	99.95	Department_Supplies
50810	2024-11-06	Lowe's Home Improvement	16.77	Department_Supplies
50705	2024-10-21	Lowe's Home Improvement	343.00	Department_Supplies
50810	2024-11-06	Lowe's Home Improvement	438.53	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	15.79	Miscellaneous_Expenses
50933	2024-11-15	Lowe's Home Improvement	-37.96	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	185.30	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	71.01	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	277.57	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	243.32	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	211.25	Department_Supplies
50933	2024-11-15	Lowe's Home Improvement	15.79	Department_Supplies
50827	2024-11-06	Lyft, Inc	2,946.79	Transportation_Services
50827	2024-11-06	Lyft, Inc	385.35	Transportation_Services
50827	2024-11-06	Lyft, Inc	970.64	Transportation_Services
50827	2024-11-06	Lyft, Inc	3,871.71	Transportation_Services
50853	2024-11-06	Mary M Johnson	17.50	Services
50853	2024-11-06	Mary M Johnson	311.66	Services
50867	2024-11-06	Melba Valley Senior Center	7,993.26	Senior_Services
50743	2024-10-21	Metro Community Services	23,209.44	Services
100147	2024-11-06	Michael Ogden	2,100.00	Services
50931	2024-11-15	National Safety Council	541.00	Consulting_Services
50861	2024-11-06	Norco Inc	12.60	Department_Supplies
50957	2024-11-15	Norco Inc	65.66	Department_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	745.19	Office_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	25.48	Department_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	65.47	Department_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	4.52	Department_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	30.28	Department_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	17.29	Office_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	33.44	Office_Supplies
50758	2024-10-21	ODP Business Solutions, LLC	8.98	Office_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	110.56	Department_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	12.32	Department_Supplies

50887	2024-11-06	ODP Business Solutions, LLC	21.25 Department_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	163.32 Department_Supplies
50965	2024-11-15	ODP Business Solutions, LLC	199.65 Department_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	49.47 Department_Supplies
50965	2024-11-15	ODP Business Solutions, LLC	37.89 Department_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	29.81 Office_Supplies
50965	2024-11-15	ODP Business Solutions, LLC	139.96 Office_Supplies
50887	2024-11-06	ODP Business Solutions, LLC	8.10 Office_Supplies
50763	2024-10-21	Pacific Office Automation	589.18 Leases_&_Rentals
50976	2024-11-15	Pacific Office Automation	589.18 Leases_&_Rentals
50888	2024-11-06	Paragon Consulting, Inc	12,390.00 Engineering_Consultants
50888	2024-11-06	Paragon Consulting, Inc	16,357.50 Engineering_Consultants
50888	2024-11-06	Paragon Consulting, Inc	1,762.53 Engineering_Consultants
50967	2024-11-15	Paragon Consulting, Inc	490.00 Engineering_Consultants
50894	2024-11-06	Pegasus ME Buyer, Inc; DBA Mythics. LLC	22,895.40 IT_Software
50894	2024-11-06	Pegasus ME Buyer, Inc; DBA Mythics. LLC	2,310.00 IT_Software
50971	2024-11-15	Pegasus ME Buyer, Inc; DBA Mythics. LLC	464.54 IT_Software
50895	2024-11-06	Phoenix Cars, LLC	29,166.70 Leases_&_Rentals
50843	2024-11-06	Precision Engineering, LLC	11,890.00 Engineering_Consultants
50843	2024-11-06	Precision Engineering, LLC	6,815.00 Engineering_Consultants
100126	2024-10-21	Primary Health Medical Group, LLC	340.00 Employee_Screening
100165	2024-11-15	Primary Health Medical Group, LLC	425.00 Services
50744	2024-10-21	ProPeople	1,260.65 Services
50744	2024-10-21	ProPeople	1,563.42 Services
50744	2024-10-21	ProPeople	1,563.42 Services
50744	2024-10-21	ProPeople	446.32 Labor_Services
50744	2024-10-21	ProPeople	8,127.17 Services
50866	2024-11-06	ProPeople	1,321.20 Services
50866	2024-11-06	ProPeople	255.04 Labor_Services
50866	2024-11-06	ProPeople	10,193.65 Services
50866	2024-11-06	ProPeople	1,431.30 Services
50866	2024-11-06	ProPeople	494.14 Labor_Services
50866	2024-11-06	ProPeople	8,646.86 Services
50866	2024-11-06	ProPeople	1,640.49 Services
50866	2024-11-06	ProPeople	1,882.71 Services
50830	2024-11-06	Quench USA, Inc	57.00 Department_Supplies
50830	2024-11-06	Quench USA, Inc	289.95 Services
50847	2024-11-06	RDK Corporation	90.00 Employee_Screening
50908	2024-11-06	Remix Technologies LLC	6,900.00 Subscriptions
50842	2024-11-06	Rhombus Energy Solutions	195,442.10 Construction
50966	2024-11-15	Royce Industries, LLC	257.00 Services
50729	2024-10-21	Safety-Kleen Systems Inc	198.27 Services
50846	2024-11-06	Sage Supply, Inc	250.00 Department_Supplies
100152	2024-11-06	SAMG Occupational Med - Emerald	300.00 Services
50882	2024-11-06	SBLB, Limited Liability Company	4,377.50 Services
50849	2024-11-06	Security Gate Systems, LLC	3,269.00 Garage_Door_Services
100173	2024-11-15	Selway Sound	2,160.00 Automotive_Services
50875	2024-11-06	Seon Systems Sales Inc.	5,541.00 Department_Supplies
50875	2024-11-06	Seon Systems Sales Inc.	984.00 Department_Supplies
50766	2024-10-21	Shred-It USA- LLC	138.56 Services
50905	2024-11-06	Shred-It USA- LLC	131.60 Services
50896	2024-11-06	Sprague Pest Solutions	166.58 Services
50752	2024-10-21	Stoltz Marketing Group, Inc	1,728.75 Marketing
50752	2024-10-21	Stoltz Marketing Group, Inc	717.50 Marketing
50752	2024-10-21	Stoltz Marketing Group, Inc	2,458.75 Marketing
50752	2024-10-21	Stoltz Marketing Group, Inc	8,170.75 Marketing
50752	2024-10-21	Stoltz Marketing Group, Inc	1,176.80 Marketing
50752	2024-10-21	Stoltz Marketing Group, Inc	1,525.00 Marketing
50752	2024-10-21	Stoltz Marketing Group, Inc	218.75 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	11,000.00 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	1,675.92 Marketing
50961	2024-11-15	Stoltz Marketing Group, Inc	323.75 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	638.75 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	963.75 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	1,930.00 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	472.50 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	253.75 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	105.00 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	847.75 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	1,958.50 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	1,971.25 Marketing
50876	2024-11-06	Stoltz Marketing Group, Inc	11,000.00 Marketing
50878	2024-11-06	Syringa Networks, LLC	5,381.97 Internet_Service

50753	2024-10-21	Syringa Networks, LLC	5,377.83	Internet_Service
50761	2024-10-21	Tacoma Screw Products Inc.	24.90	Department_Supplies
50761	2024-10-21	Tacoma Screw Products Inc.	56.23	Department_Supplies
50761	2024-10-21	Tacoma Screw Products Inc.	153.74	Department_Supplies
50897	2024-11-06	Tacoma Screw Products Inc.	267.82	Department_Supplies
50897	2024-11-06	Tacoma Screw Products Inc.	8.82	Department_Supplies
50897	2024-11-06	Tacoma Screw Products Inc.	156.78	Department_Supplies
50897	2024-11-06	Tacoma Screw Products Inc.	8.46	Department_Supplies
50972	2024-11-15	Tacoma Screw Products Inc.	37.35	Department_Supplies
50761	2024-10-21	Tacoma Screw Products Inc.	61.52	Department_Supplies
50917	2024-11-13	Tait & Associates, Inc	20,303.25	Engineering_Consultants
50917	2024-11-13	Tait & Associates, Inc	1,477.50	Engineering_Consultants
50917	2024-11-13	Tait & Associates, Inc	1,147.50	Engineering_Consultants
50963	2024-11-15	That's Sharp, LLC.	70.00	Department_Supplies
50855	2024-11-06	The Car Park, LLC	750.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	150.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	750.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	712.50	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	600.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	30.00	Transportation_Services
50951	2024-11-15	The Car Park, LLC	41.13	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	30.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	75.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	600.00	Transportation_Services
50855	2024-11-06	The Car Park, LLC	3,750.00	Transportation_Services
50722	2024-10-21	Thompson and Associates, Inc.	4,364.34	Consulting_Services
50828	2024-11-06	Thompson and Associates, Inc.	2,268.75	Consulting_Services
50865	2024-11-06	Thorne Printing Co, Inc	927.25	Department_Supplies
50711	2024-10-21	TK Elevator Corporation	618.45	Services
50711	2024-10-21	TK Elevator Corporation	618.45	Services
50826	2024-11-06	Townsquare Media Boise	1,350.00	Marketing
50746	2024-10-21	Treasure Valley Coffee	58.49	Department_Supplies
50869	2024-11-06	Treasure Valley Coffee	146.89	Department_Supplies
50869	2024-11-06	Treasure Valley Coffee	58.49	Department_Supplies
50869	2024-11-06	Treasure Valley Coffee	187.40	Department_Supplies
50749	2024-10-21	Treasure Valley Curb & Sprinkling Inc	454.00	Landscaping
50749	2024-10-21	Treasure Valley Curb & Sprinkling Inc	5,280.00	Services
50873	2024-11-06	Treasure Valley Curb & Sprinkling Inc	454.00	Landscaping
50706	2024-10-21	UniFirst	71.86	Department_Supplies
50767	2024-10-21	UniFirst	132.37	Uniform_Laundry_Services_and_Accessories
50706	2024-10-21	UniFirst	68.21	Department_Supplies
50767	2024-10-21	UniFirst	133.24	Uniform_Laundry_Services_and_Accessories
50812	2024-11-06	UniFirst	68.21	Department_Supplies
50907	2024-11-06	UniFirst	132.37	Uniform_Laundry_Services_and_Accessories
50907	2024-11-06	UniFirst	68.21	Department_Supplies
50907	2024-11-06	UniFirst	216.34	Uniform_Laundry_Services_and_Accessories
50907	2024-11-06	UniFirst	68.21	Department_Supplies
50907	2024-11-06	UniFirst	139.94	Uniform_Laundry_Services_and_Accessories
50934	2024-11-15	UniFirst	68.21	Department_Supplies
50980	2024-11-15	UniFirst	139.94	Uniform_Laundry_Services_and_Accessories
50934	2024-11-15	UniFirst	68.21	Department_Supplies
50980	2024-11-15	UniFirst	139.94	Uniform_Laundry_Services_and_Accessories
50707	2024-10-21	United Site Services of Nevada, Inc.	418.14	Janitorial_and_Toiletry_Supplies
50813	2024-11-06	United Site Services of Nevada, Inc.	218.31	Janitorial_and_Toiletry_Supplies
100141	2024-11-06	UPS Freight	3.33	Postage_&_Freight
100141	2024-11-06	UPS Freight	3.19	Postage_&_Freight
100166	2024-11-15	UPS Freight	41.79	Postage_&_Freight
50833	2024-11-06	Urban Transportation Associates, Inc	8,175.00	IT_Operations_&_Maintenance
100163	2024-11-08	Uria Auto Body, LLC	14,311.09	Vehicle_Maintenance
50912	2024-11-06	US Bank Plaza Condominium Assoc., Inc.	10,403.00	Miscellaneous_Expenses
100171	2024-11-15	WASHWORX, LLC	2,250.00	Services
50968	2024-11-15	Watts Hydraulics Acquisition Corporatio	475.00	Services
50890	2024-11-06	Watts Hydraulics Acquisition Corporatio	363.64	Services

50911	2024-11-06	Wex Bank	434.25	Miscellaneous_Expenses
100149	2024-11-06	Wienhoff Drug Testing	445.00	Services
100149	2024-11-06	Wienhoff Drug Testing	275.00	Services
50760	2024-10-21	William (Travis) Fremont	1,978.92	Rides_to_Wellness
50760	2024-10-21	William (Travis) Fremont	3,059.62	Rides_to_Wellness
50718	2024-10-21	William Beard	463.00	Bus_Washing
50823	2024-11-06	William Beard	262.00	Bus_Washing
50823	2024-11-06	William Beard	486.00	Bus_Washing
50823	2024-11-06	William Beard	191.00	Bus_Washing
50941	2024-11-15	William Beard	517.00	Bus_Washing
50941	2024-11-15	William Beard	239.00	Bus_Washing
50708	2024-10-21	WSP USA Inc.	748.59	Engineering_Consultants
50814	2024-11-06	WSP USA Inc.	1,859.53	Engineering_Consultants
			<u>1,692,931.78</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.

Nicholas Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Payment Register 11/16/24 - 12/15/24

Payment Number	Payment Date	Vendor Name	Invoice Amount	Invoice Description
100184	2024-11-28	Access Idaho-26682	102.16	Employee_Screening
51143	2024-12-09	Action Garage Door, Inc.	240.00	Garage_Door_Services
51122	2024-12-09	AdaRide.Com, LLC	6,248.00	Services
51089	2024-12-09	Alexander Clark Printing	170.85	On-Call_Printing_Services
51089	2024-12-09	Alexander Clark Printing	9,906.55	Marketing
51194	2024-12-13	Alignment Specialists NW LLC	250.00	Services
51015	2024-11-22	All-Pro Commercial Cleaning, LLC	4,763.75	Services
51199	2024-12-13	All-Pro Commercial Cleaning, LLC	-265.74	Services
51199	2024-12-13	All-Pro Commercial Cleaning, LLC	320.00	Services
51045	2024-11-28	American Mechanical Corporation	971.15	HVAC_Services
51114	2024-12-09	Black Signs of Idaho, Inc.	50.00	Miscellaneous_Expenses
51135	2024-12-09	Bole's Control House Inc.	73.65	Department_Supplies
51056	2024-11-28	Career Uniforms Partners	191.25	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	222.00	Uniforms_and_Accessories
51056	2024-11-28	Career Uniforms Partners	225.65	Uniforms_and_Accessories
51056	2024-11-28	Career Uniforms Partners	111.00	Uniforms_and_Accessories
51056	2024-11-28	Career Uniforms Partners	53.50	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	69.75	Uniforms_and_Accessories
51056	2024-11-28	Career Uniforms Partners	17.50	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	489.40	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	162.00	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	80.25	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	123.45	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	33.95	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	36.95	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	25.90	Uniforms_and_Accessories
51056	2024-11-28	Career Uniforms Partners	86.40	Uniforms_and_Accessories
51131	2024-12-09	Career Uniforms Partners	90.00	Uniforms_and_Accessories
51006	2024-11-22	Catapult3, Inc.	489.20	Graphic_Wrap_for_Bus
51077	2024-11-28	Clean Energy	16,110.40	CNG
51018	2024-11-22	Clean Energy	7,774.00	Services
51077	2024-11-28	Clean Energy	435.00	Services
51029	2024-11-26	Commercial Tire, Inc	753.45	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	261.12	Vehicle_Maintenance
51029	2024-11-26	Commercial Tire, Inc	274.98	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	177.19	Auto_Parts
51020	2024-11-22	Commercial Tire, Inc	415.65	Vehicle_Maintenance
51029	2024-11-26	Commercial Tire, Inc	259.68	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	248.30	Vehicle_Maintenance
51029	2024-11-26	Commercial Tire, Inc	173.60	Auto_Parts
51104	2024-12-09	Commercial Tire, Inc	293.49	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	219.53	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	424.48	Auto_Parts
51020	2024-11-22	Commercial Tire, Inc	261.12	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	47.80	Vehicle_Maintenance
51029	2024-11-26	Commercial Tire, Inc	731.21	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	267.50	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	184.15	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	1,610.82	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	415.65	Vehicle_Maintenance
51029	2024-11-26	Commercial Tire, Inc	220.15	Vehicle_Maintenance
51029	2024-11-26	Commercial Tire, Inc	272.90	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	246.45	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	571.15	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	591.90	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	42.95	Auto_Parts
51029	2024-11-26	Commercial Tire, Inc	-173.60	Vehicle_Maintenance
51104	2024-12-09	Commercial Tire, Inc	1,676.62	Vehicle_Maintenance
51020	2024-11-22	Commercial Tire, Inc	124.50	Auto_Parts
51020	2024-11-22	Commercial Tire, Inc	236.70	Auto_Parts
51082	2024-11-28	Commercial Tire, Inc	1,166.46	Vehicle_Maintenance
51082	2024-11-28	Commercial Tire, Inc	267.50	Auto_Parts
51082	2024-11-28	Commercial Tire, Inc	1,990.52	Vehicle_Maintenance
51203	2024-12-13	Commercial Tire, Inc	297.17	Auto_Parts
51203	2024-12-13	Commercial Tire, Inc	130.21	Vehicle_Maintenance
51203	2024-12-13	Commercial Tire, Inc	130.21	Auto_Parts
51104	2024-12-09	Commercial Tire, Inc	31.28	Auto_Parts
51203	2024-12-13	Commercial Tire, Inc	173.60	Auto_Parts

51020 2024-11-22	Commercial Tire, Inc	36.00 Auto_Parts
51020 2024-11-22	Commercial Tire, Inc	1,697.31 Vehicle_Maintenance
51020 2024-11-22	Commercial Tire, Inc	743.48 Vehicle_Maintenance
51020 2024-11-22	Commercial Tire, Inc	371.74 Auto_Parts
51020 2024-11-22	Commercial Tire, Inc	36.00 Auto_Parts
51020 2024-11-22	Commercial Tire, Inc	218.00 Vehicle_Maintenance
51082 2024-11-28	Commercial Tire, Inc	27.90 Auto_Parts
51082 2024-11-28	Commercial Tire, Inc	1,346.78 Vehicle_Maintenance
51082 2024-11-28	Commercial Tire, Inc	964.64 Vehicle_Maintenance
51104 2024-12-09	Commercial Tire, Inc	1,630.28 Vehicle_Maintenance
51104 2024-12-09	Commercial Tire, Inc	1,630.28 Vehicle_Maintenance
51020 2024-11-22	Commercial Tire, Inc	18.00 Auto_Parts
51203 2024-12-13	Commercial Tire, Inc	1,023.42 Auto_Parts
51203 2024-12-13	Commercial Tire, Inc	1,630.28 Auto_Parts
51203 2024-12-13	Commercial Tire, Inc	99.95 Auto_Parts
51082 2024-11-28	Commercial Tire, Inc	151.50 Auto_Parts
51104 2024-12-09	Commercial Tire, Inc	99.95 Auto_Parts
51104 2024-12-09	Commercial Tire, Inc	32.00 Auto_Parts
51104 2024-12-09	Commercial Tire, Inc	1,119.42 Auto_Parts
51104 2024-12-09	Commercial Tire, Inc	16.00 Auto_Parts
51203 2024-12-13	Commercial Tire, Inc	238.17 Auto_Parts
51203 2024-12-13	Commercial Tire, Inc	279.00 Auto_Parts
51029 2024-11-26	Commercial Tire, Inc	402.45 Auto_Parts
51082 2024-11-28	Commercial Tire, Inc	2,083.40 Auto_Parts
51082 2024-11-28	Commercial Tire, Inc	520.85 Vehicle_Maintenance
51029 2024-11-26	Commercial Tire, Inc	-47.80 Auto_Parts
51136 2024-12-09	Curtis Clean Sweep	220.00 Services
51112 2024-12-09	Custom Care Pest Services	95.00 Services
51112 2024-12-09	Custom Care Pest Services	95.00 Services
100183 2024-11-28	D & B Supply Co., Inc.	52.30 Department_Supplies
100180 2024-11-22	David Gregory Sherman	135.00 Automotive_Services
100186 2024-11-28	David Gregory Sherman	250.00 Services
51125 2024-12-09	Delerrok, Inc.	1,491.50 Subscriptions
51125 2024-12-09	Delerrok, Inc.	2,900.00 Subscriptions
51125 2024-12-09	Delerrok, Inc.	2,428.20 Subscriptions
51125 2024-12-09	Delerrok, Inc.	2,381.90 Subscriptions
51125 2024-12-09	Delerrok, Inc.	2,699.90 Subscriptions
51096 2024-12-09	Detritus LLC	259.00 Services
51093 2024-12-09	DS Services of America, Inc.	20.70 Services
51191 2024-12-13	Dwaine S Lee, LLC	310.00 Services
51140 2024-12-09	Dwaine S Lee, LLC	275.00 Services
51140 2024-12-09	Dwaine S Lee, LLC	288.75 Services
51191 2024-12-13	Dwaine S Lee, LLC	206.50 Services
51166 2024-12-13	Dyna Parts LLC	489.52 Department_Supplies
50995 2024-11-22	Ecolube Recovery, LLC.	25.00 Department_Supplies
51123 2024-12-09	Ecolube Recovery, LLC.	90.00 Department_Supplies
51040 2024-11-28	ETA Phi Systems, Inc.	37,100.00 Display_Digital_Signs
51039 2024-11-28	Everbase Solutions LLC	125.00 Services
51039 2024-11-28	Everbase Solutions LLC	312.20 Services
50996 2024-11-22	FASTENAL	1,655.55 Department_Supplies
50996 2024-11-22	FASTENAL	688.83 Department_Supplies
51053 2024-11-28	Fire Services of Idaho	2,000.00 Services
51053 2024-11-28	Fire Services of Idaho	10,425.80 Vehicle_Maintenance
51139 2024-12-09	Fisher's Document Systems, Inc.	4,855.00 Subscriptions
51119 2024-12-09	Gillig, LLC	1,110.87 Auto_Parts
51182 2024-12-13	Gillig, LLC	55.92 Department_Supplies
51186 2024-12-13	Hawley Troxell Ennis & Hawley	118.00 Legal_Services
50990 2024-11-22	HI-Line	557.16 Department_Supplies
51177 2024-12-13	HI-Line	479.65 Department_Supplies
51068 2024-11-28	Hot Shots, Inc.	1,278.42 Other_Expenses
51148 2024-12-09	Idaho Records Management, LLC	45.00 Services
51148 2024-12-09	Idaho Records Management, LLC	45.00 Services
51148 2024-12-09	Idaho Records Management, LLC	45.00 Services
51148 2024-12-09	Idaho Records Management, LLC	45.00 Services
51148 2024-12-09	Idaho Records Management, LLC	55.00 Services
51201 2024-12-13	Impact Pest	189.00 Services
51101 2024-12-09	Impact Pest	189.00 Services
50982 2024-11-21	Information & Computing Services, Inc	457.61 IT_Services
50982 2024-11-21	Information & Computing Services, Inc	5,887.95 IT_Hardware
51169 2024-12-13	Information & Computing Services, Inc	40.37 IT_Hardware
51032 2024-11-28	Information & Computing Services, Inc	9,937.00 EAM_Software_for_Maintenance
51032 2024-11-28	Information & Computing Services, Inc	8,395.44 IT_Software

51138 2024-12-09	Intermountain Communications of	288.36 IT_Hardware
51064 2024-11-28	Intermountain Communications of	1,300.50 IT_Hardware
51064 2024-11-28	Intermountain Communications of	835.00 IT_Hardware
51138 2024-12-09	Intermountain Communications of	140.00 IT_Hardware
51064 2024-11-28	Intermountain Communications of	474.30 IT_Hardware
51014 2024-11-22	INTERMOUNTAIN HOME SERVICES, LLC	249.00 Services
51030 2024-11-28	Interstate Fire Sales and Service, LLC	320.78 Services
51030 2024-11-28	Interstate Fire Sales and Service, LLC	1,071.00 Services
51129 2024-12-09	J & B Importers, Inc.	1,319.49 Special_parts
51017 2024-11-22	Jacobs Engineering Group, Inc.	7,563.05 Consulting_Services
51159 2024-12-06	Jeremy Ricky	1,103.76 Rides_to_Wellness
51159 2024-12-06	Jeremy Ricky	14,249.80 Rides_to_Wellness
51159 2024-12-06	Jeremy Ricky	3,327.24 Rides_to_Wellness
51180 2024-12-13	Jeremy Ricky	133.28 Rides_to_Wellness
51116 2024-12-09	JoPaul & Sons LLC	105.00 Vehicle_Maintenance
51004 2024-11-22	Kenworth Sales	23,314.06 Bus_Auto_Body_Repairs
51033 2024-11-28	Kimley-Horn & Associates, Inc	32,820.00 Consulting_Services
51188 2024-12-13	Kuna Senior Citizen Inc	3,909.51 Senior_Services
51060 2024-11-28	Kuna Senior Citizen Inc	4,780.71 Senior_Services
51035 2024-11-28	Language Line Solutions	127.75 Services
51157 2024-12-09	Lithia Motors Payment Processing	594.36 Vehicle_Maintenance
51200 2024-12-13	Lithia Motors Payment Processing	1,049.10 Vehicle_Maintenance
51200 2024-12-13	Lithia Motors Payment Processing	150.18 Auto_Parts
51036 2024-11-28	Lowes Home Improvement	34.75 Department_Supplies
50986 2024-11-22	Lowes Home Improvement	80.12 Department_Supplies
51108 2024-12-09	Lowes Home Improvement	288.64 Auto_Parts
50986 2024-11-22	Lowes Home Improvement	15.64 Department_Supplies
51179 2024-12-13	Lyft, Inc	3,533.00 Transportation_Services
51179 2024-12-13	Lyft, Inc	758.17 Transportation_Services
51046 2024-11-28	Lyft, Inc	4,654.06 Transportation_Services
51046 2024-11-28	Lyft, Inc	1,279.53 Transportation_Services
51000 2024-11-22	Mary M Johnson	454.00 Services
51054 2024-11-28	Mary M Johnson	2,180.00 Services
51062 2024-11-28	Melba Valley Senior Center	8,997.21 Senior_Services
51189 2024-12-13	Meridian Senior Center	11,217.60 Senior_Services
51189 2024-12-13	Meridian Senior Center	9,275.84 Senior_Services
51187 2024-12-13	Metro Community Services	30,870.69 Services
51187 2024-12-13	Metro Community Services	16,025.25 Services
51088 2024-12-09	Minert & Associates, Inc	203.00 Employee_Screening
51174 2024-12-13	Minert & Associates, Inc	61.00 Employee_Screening
51195 2024-12-13	Minuteman, Inc.	312.40 Services
51127 2024-12-09	NDM Technologies	25,961.73 Subscriptions
51059 2024-11-28	Norco Inc	13.02 Department_Supplies
51011 2024-11-22	ODP Business Solutions, LLC	37.89 Department_Supplies
51011 2024-11-22	ODP Business Solutions, LLC	33.71 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	262.59 Department_Supplies
51073 2024-11-28	ODP Business Solutions, LLC	58.86 Department_Supplies
51073 2024-11-28	ODP Business Solutions, LLC	122.78 Department_Supplies
51073 2024-11-28	ODP Business Solutions, LLC	75.78 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	10.45 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	14.81 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	81.99 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	29.58 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	118.46 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	12.99 Department_Supplies
51149 2024-12-09	ODP Business Solutions, LLC	39.99 Department_Supplies
51074 2024-11-28	Paragon Consulting, Inc	9,705.00 Engineering_Consultants
51150 2024-12-09	Paragon Consulting, Inc	17,944.50 Engineering_Consultants
51206 2024-12-13	Parma Senior Center	1,430.08 Senior_Services
51158 2024-12-06	Parma Senior Center	2,282.88 Senior_Services
51154 2024-12-09	Pegasus ME Buyer, Inc; DBA Mythics. LLC	480.03 IT_Software
50998 2024-11-22	Precision Engineering, LLC	1,680.00 Engineering_Consultants
50998 2024-11-22	Precision Engineering, LLC	17,955.00 Engineering_Consultants
100178 2024-11-22	Primary Health Medical Group, LLC	340.00 Employee_Screening
100201 2024-12-13	Primary Health Medical Group, LLC	595.00 Employee_Screening
100192 2024-12-09	Primary Health Medical Group, LLC	85.00 Services
51190 2024-12-13	ProPeople	3,817.60 Labor_Services
51190 2024-12-13	ProPeople	3,283.64 Labor_Services
51190 2024-12-13	ProPeople	-3,710.03 Labor_Services
51005 2024-11-22	ProPeople	3,859.52 Services
51061 2024-11-28	ProPeople	9,278.39 Services
51005 2024-11-22	ProPeople	8,865.30 Services

51190 2024-12-13	ProPeople	1,650.48	Services
51190 2024-12-13	ProPeople	9,283.24	Services
51190 2024-12-13	ProPeople	1,474.20	Services
51190 2024-12-13	ProPeople	9,503.89	Services
51190 2024-12-13	ProPeople	1,485.54	Services
51190 2024-12-13	ProPeople	9,801.10	Services
51190 2024-12-13	ProPeople	1,111.32	Services
51190 2024-12-13	ProPeople	12,110.73	Services
51190 2024-12-13	ProPeople	1,451.52	Services
51190 2024-12-13	ProPeople	11,434.32	Services
50993 2024-11-22	Quench USA, Inc	57.00	Department_Supplies
51048 2024-11-28	Quench USA, Inc	289.95	Services
51183 2024-12-13	Quench USA, Inc	57.00	Department_Supplies
51052 2024-11-28	RDK Corporation	190.00	Employee_Screening
50983 2024-11-22	Rhombus Energy Solutions	142,866.00	Construction
51099 2024-12-09	Rocky Mountain Portable Toilets, LLC	281.00	Services
51051 2024-11-28	Sage Supply, Inc	4,508.00	Department_Supplies
100195 2024-12-09	SAMG Occupational Med - Emerald	253.00	Employee_Screening
100195 2024-12-09	SAMG Occupational Med - Emerald	200.00	Employee_Screening
51146 2024-12-09	SBLB, Limited Liability Company	6,035.00	Services
51078 2024-11-28	Shred-It USA- LLC	261.24	Services
51078 2024-11-28	Shred-It USA- LLC	137.01	Services
51065 2024-11-28	Sloan Metal Solutions	117,426.90	Engineering_Consultants
51142 2024-12-09	Stoltz Marketing Group, Inc	11,000.00	Marketing
51192 2024-12-13	Stoltz Marketing Group, Inc	595.00	Marketing
51142 2024-12-09	Stoltz Marketing Group, Inc	166.25	Marketing
51142 2024-12-09	Stoltz Marketing Group, Inc	630.00	Marketing
51142 2024-12-09	Stoltz Marketing Group, Inc	6,020.00	Marketing
51142 2024-12-09	Stoltz Marketing Group, Inc	9,704.83	Marketing
51142 2024-12-09	Stoltz Marketing Group, Inc	315.00	Marketing
51069 2024-11-28	Syringa Networks, LLC	5,381.97	Internet_Service
51012 2024-11-22	Tacoma Screw Products Inc.	47.84	Department_Supplies
51156 2024-12-09	Tacoma Screw Products Inc.	69.15	Department_Supplies
51080 2024-11-28	TeamViewer Germany GMBH	2,058.84	Subscriptions
51130 2024-12-09	The Car Park, LLC	3,750.00	Transportation_Services
51055 2024-11-28	The Car Park, LLC	75.00	Transportation_Services
51130 2024-12-09	The Car Park, LLC	825.00	Transportation_Services
51130 2024-12-09	The Car Park, LLC	75.00	Transportation_Services
51055 2024-11-28	The Car Park, LLC	75.00	Transportation_Services
51184 2024-12-13	The Car Park, LLC	75.00	Transportation_Services
51055 2024-11-28	The Car Park, LLC	825.00	Transportation_Services
51001 2024-11-22	Thermo Fluids, Inc.	222.98	Oil_&_Lubes
51181 2024-12-13	Thompson and Associates, Inc.	1,724.25	Consulting_Services
51181 2024-12-13	Thompson and Associates, Inc.	3,386.38	Consulting_Services
51181 2024-12-13	Thompson and Associates, Inc.	4,405.98	Consulting_Services
51126 2024-12-09	Transpo Group USA, Inc.	737.50	Consulting_Services
51007 2024-11-22	Treasure Valley Coffee	394.36	Office_Supplies
51007 2024-11-22	Treasure Valley Coffee	46.00	Office_Supplies
51007 2024-11-22	Treasure Valley Coffee	67.35	Department_Supplies
51137 2024-12-09	Treasure Valley Coffee	109.65	Department_Supplies
51063 2024-11-28	Treasure Valley Coffee	223.10	Department_Supplies
51067 2024-11-28	Treasure Valley Curb & Sprinkling Inc	454.00	Landscaping
50988 2024-11-22	UniFirst	75.49	Department_Supplies
51019 2024-11-22	UniFirst	139.94	Uniform_Laundry_Services_and_Accessories
51037 2024-11-28	UniFirst	75.49	Department_Supplies
51081 2024-11-28	UniFirst	139.94	Uniform_Laundry_Services_and_Accessories
51110 2024-12-09	UniFirst	69.24	Department_Supplies
51103 2024-12-09	UniFirst	130.41	Uniform_Laundry_Services_and_Accessories
51175 2024-12-13	UniFirst	68.21	Department_Supplies
51202 2024-12-13	UniFirst	139.04	Uniform_Laundry_Services_and_Accessories
100193 2024-12-09	UPS Freight	3.34	Postage_&_Freight
51105 2024-12-09	US Bank Plaza Condominium Assoc., Inc.	10,403.00	Miscellaneous_Expenses
51205 2024-12-13	US Bank Plaza Condominium Assoc., Inc.	10,403.00	Miscellaneous_Expenses
51151 2024-12-09	Watts Hydraulics Acquisition Corporatio	539.47	Services
51021 2024-11-22	Wex Bank	260.66	Other_Expenses
51204 2024-12-13	Wex Bank	462.00	Unleaded
100194 2024-12-09	Wienhoff Drug Testing	1,424.00	Services
100185 2024-11-28	Wienhoff Drug Testing	110.00	Services
100203 2024-12-13	Wienhoff Drug Testing	100.00	Services
100203 2024-12-13	Wienhoff Drug Testing	100.00	Services
51160 2024-12-06	William (Travis) Fremont	12,146.44	Rides_to_Wellness
51160 2024-12-06	William (Travis) Fremont	2,823.52	Rides_to_Wellness

51160 2024-12-06	William (Travis) Fremont	1,092.42 Rides_to_Wellness
51197 2024-12-13	William (Travis) Fremont	8,862.75 Rides_to_Wellness
51197 2024-12-13	William (Travis) Fremont	2,299.88 Rides_to_Wellness
51197 2024-12-13	William (Travis) Fremont	461.35 Rides_to_Wellness
50991 2024-11-22	William Beard	486.00 Bus_Washing
51044 2024-11-28	William Beard	209.00 Bus_Washing
51117 2024-12-09	William Beard	511.00 Bus_Washing
51178 2024-12-13	William Beard	214.00 Bus_Washing
51111 2024-12-09	WSP USA Inc.	2,055.27 Engineering_Consultants
50989 2024-11-22	Wurth USA Inc.	274.36 Department_Supplies
51161 2024-12-10	YBNOW LLC	5,171.00 Rides_to_Wellness
51161 2024-12-10	YBNOW LLC	118.96 Rides_to_Wellness
51161 2024-12-10	YBNOW LLC	4,417.92 Rides_to_Wellness
51161 2024-12-10	YBNOW LLC	253.76 Rides_to_Wellness
51034 2024-11-28	Zenobe Americas EV Assetco LLC	11,666.68 Leases_&_Rentals
51034 2024-11-28	Zenobe Americas EV Assetco LLC	23,333.36 Leases_&_Rentals
51034 2024-11-28	Zenobe Americas EV Assetco LLC	11,666.68 Leases_&_Rentals
51034 2024-11-28	Zenobe Americas EV Assetco LLC	23,333.36 Leases_&_Rentals
		<u>997,453.83</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.

Nicholas Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

TOPIC	Access Handbook Update
DATE	January 6, 2025
STAFF MEMBER	Jeannette Ezell

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the Executive Board’s recommendation to accept the Access Handbook updates and approve Resolution VBD25-001.

Highlights

Schedule

- November 2024 – Regional Advisory Council recommended approval to the Executive Board
- December 2024 – Executive Board recommended approval to the Valley Regional Transit (VRT) Board of Directors
- January 2025 – VRT Board of Directors action item – Consider approval of VRT Access Handbook
- March 2025 – VRT Access Handbook effective on March 1, 2025

Summary

The redline document for the policy can be found [here](#). Listed below are details of changes made to the handbook.

Overall Changes

- Formatting for consistency and brand
- Sections reworded for better clarity
- Update to position titles as applicable
- Updated Table of Contents and effective date
- Added CEO letter

Service Hours

- Changed service hours to match current service

No Show Policy

- Replaced indefinite suspension and replaced with a 30-day recurring suspension after 4th violation

Comments

- Changed who to send comments to

Fares

- Eliminated Children under 6 ride free
- All pay the same fare

- \$5 mailing fee added

Automated Telephone Reminders

- Added text option
- Updated process to cancel ride

Driver Responsibilities

- Clarified driver expectations

Passenger Rules of Conduct

- Removed indefinite suspension and replaced with 30-day suspension after 3rd violation

Weapons

- Removed

What is a Personal Care Attendant

- Clarified booking process

What is a Guest / Companion

- Clarified booking process

May Children Ride

- All pay fare

Are Service Animals Permitted

- Clarified language for service animals

May I bring Packages and personal items on the vehicle

- Clarified language on carts

May I take a Wheelchair or Other Mobility Device

- Clarified language on mobility devices

Do I have to wear a seatbelt

- Added Children to seat belt requirement

VRT reviews policies periodically to ensure it meets state, federal and local requirements. Updates will also be made if needed to meet industry best practices. VRT will review policies every three years, or as requirements change.

Implication

Failure to keep up with state, federal and local requirements could result in the loss of federal funding and lead to unnecessary lawsuits.

More Information

Attachments:

VRT Access Handbook

Resolution VBD25-001 VRT Access Handbook Update



For detailed information, contact:

Jeannette Ezell
Operations Director
jezell@ridevrt.org
(208) 258-2711



Valley Regional Transit

Department: **Operations**

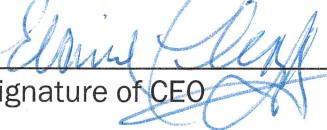
Subject: **Access Rider's Handbook**



Signature of Department Head

12-4-24

Date



Signature of CEO

12/3/2024

Date

Adoption Date: 11/01/2019
Effective Date: 3/1/2025
Last Revised Date: 3/1/2025
Last Reviewed Date: 3/1/2025

Replaced:

Legal References: The Americans with Disabilities Act | ADA.gov

Access Rider's Handbook

Valley Regional Transit

The Regional Public Transportation Authority

of Ada and Canyon Counties, Idaho

2025

Rider's Handbook

Effective 03/01/2025



vrt • access



valley regional transit

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 Negotiating a Pick-Up Time 10

 Scheduling Multiple Trips 10

 Scheduling Subscription Trips 11

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Welcome Aboard!

Letter from the Valley Regional Transit (VRT) CEO

Thank you for using VRT Access!

VRT takes pride in the services we provide, the way we provide them, and our dedication to working together to make our customer's day better. We are committed to safety as a primary goal, and every VRT representative is a transit "ambassador" and is asked to put riders first. We expect every representative to be safe, professional, courteous, and friendly to our customers and to treat our customers and each other with respect.

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties. We are governed by a Board of Directors composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties and special members such as colleges and universities, urban renewal districts, and the Idaho Transportation Department. The Board sets VRT's policies and budget.

VRT directly provides a variety of public and specialized transportation services in Ada and Canyon counties, including fixed-route bus service, on-demand service, paratransit service, services for older adults and persons with disabilities, and transportation to workplaces. We are the region's leader in developing, providing, and advocating for well-funded, expansive transit services that afford mobility for all users and allow this region to thrive as we grow. We connect more people to more places more often.

Our job is to ensure that VRT Access takes you where you need to go, from work to the store to appointments and more. If there's anything you need to make that connection, please let us know. We're glad to have you on board!



Elaine Clegg

Chief Executive Officer



Welcome to VRT ACCESS Service

The Americans with Disabilities Act (ADA) is a federal law that guarantees persons with disabilities full and equal access to the same services and accommodations available to people without disabilities. Under the ADA, public buses that run on regular schedules along specific routes, called fixed-route service, must be accessible to persons with disabilities. When fixed-route service is not accessible, or when a person with a disability is not able to use the fixed-route system, ADA mandates that transit systems operate ADA transportation. The common term for this service is ADA complementary paratransit.

VRT Access is the ADA complementary paratransit service specifically for persons with disabilities who, because of their disability, are unable to use the Valley Regional Transit (VRT) fixed-route service or travel to a VRT fixed-route bus stop. For ADA-eligible passengers traveling within the VRT service area, VRT Access provides service using an ADA-accessible vehicle. The passenger's origin and destination must be within $\frac{3}{4}$ -mile of the VRT fixed-route service area, and the trip time must fall within the hours of the nearest fixed-route.

Each vehicle has a wheelchair lift to accommodate recognized mobility devices. This service is provided curb-to-curb. The goal of VRT Access and ADA is to provide transportation service that promotes the integration and independence of persons with disabilities. The ADA prohibits priority scheduling based on the purpose of the trip.



Using this Handbook and Definitions

This handbook is available in alternative formats. Call 208-345-7433 to learn more about format options. If someone other than the eligible passenger assumes the responsibility for reading and understanding this information, the eligible passenger is still expected to follow the VRT Access Rules of Conduct.

Americans With Disabilities Act (Ada)

The Americans with Disabilities Act is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Fixed-route transit

Fixed-route transit is public transportation that operates along designated routes according to a set schedule.

Paratransit

Paratransit is transportation services for people with disabilities, often provided as a supplement to fixed-route bus and rail systems by public transit agencies.

No-Show

A no-show is when the passenger has not cancelled their trip at least one hour prior to pick-up time, the passenger is not ready to board the vehicle within five minutes after vehicle arrives as long as the vehicle has arrived within the 30-minute pick-up window, the passenger is not at the correct address or the correct location, or the address requested cannot be located by the driver and/or the driver is not able to locate the passenger.

Read more about the no-show policy in the [No-Show Policy](#) in the [How to use VRT Access](#) chapter.



Eligibility

Eligibility Process

Persons with disabilities may be eligible for VRT Access on the basis of a permanent or temporary disability. Per federal regulations, complementary paratransit must be offered to persons whose disability:

1. Prevents them from getting on and off the fixed-route bus or riding the fixed-route bus; or
2. Prevents them from traveling to or from a fixed-route bus stop on the VRT fixed-route bus system. This could be due to distance, weather, ground conditions, or architectural barriers.

Complementary paratransit must be provided to all persons described as being ADA eligible under ADA Regulation (49 CFR §37.123). ADA eligibility includes the following categories:

Category I

Applicants who cannot independently use VRT fixed-route service, even with training.

Category II

Applicants who can use or learn to use an accessible public transit system, but the system is not fully accessible.

Category III

Applicants who have a specific impairment that prevents them from getting to or from a fixed-route bus stop or station.

Contact customer service for more information regarding ADA transportation eligibility. The applicant for ADA complementary paratransit must fill out a certification application and a medical verification form completed by a licensed medical professional. All new or re-certifying applicants must complete this process to be certified.

Determination Process

Applicants must complete all questions and information requested on the certification application and the medical verification form. Incomplete applications will be returned to applicants, causing delays in processing. All information will remain confidential.

Applicants receive a determination letter certifying eligibility sent in writing within 21 days of receiving the completed certification application and the medical verification form.



There are three types of eligibility considered for each applicant. These eligibility determination types are:

Unconditional Eligibility

Allows individuals to use VRT Access for all trips within the VRT fixed-route service area and hours.

Conditional or Trip-by-Trip Eligibility

An individual may be eligible for certain trips or on a trip-by-trip basis. This eligibility is for individuals that can use VRT fixed-route sometimes, but at times require the use of VRT Access. The individual may use VRT fixed-route or find alternative transportation for trips not deemed eligible for VRT Access.

Temporary Eligibility

An individual may be eligible for VRT Access on a temporary basis. The length of time varies on the individual's needs. This eligibility is for those who have a temporary need for service due to a major event such as a stroke or broken leg. Applicants receive an expiration date based on application information and date and information from the verifying medical professional. Applicants needing extensions for temporary eligibility are required to complete a new application. Temporary eligibility is granted if the eligibility determination process takes longer than 21 days. The individual may use VRT fixed-route or find alternative transportation for trips not deemed eligible for VRT Access.

Appealing Eligibility Determination

Individuals have the right to appeal any decision that declares the individual ineligible for VRT Access. Specific information regarding eligibility appeal process is included in the individual's eligibility determination letter. Individuals maintain the original eligibility determination until the appeal process is complete.



How to use VRT Access

Scheduling a Trip

Once certified, eligible passengers may call 208-345-7433 or email reservations@ridevrt.org to schedule a trip. Reservations can be made Monday through Friday from 8:00 a.m. to 5:00 p.m. Reservations can be made one day in advance and up to two weeks in advance. The reservationist at the end of each call will confirm the trip information.

Reservations by Phone

If calling in your reservation, please provide the specific information listed below. Only calls before 5:00 p.m. will be scheduled for the next day.

- Please have the following information available when calling to schedule a trip:
- First and last name
- Trip date
- Pick-up address (be sure to include apartment or suite number if applicable)
- Drop off address (be sure to include apartment or suite number if applicable; if destination is a business, supply business name)
- Requested pick-up time
- If needing a return trip, pick-up address
- Drop off address
- Requested pick-up time

Providing answers to the following questions can help the reservationist better schedule your trip:

- Are you using a mobility device such as a wheelchair, non-standard size wheelchair, scooter, or walker?
- Has your mobility device changed since last trip?
- Eligible passengers are allowed to travel with one personal care attendant (PCA). Guests can be accommodated if space is available. Guests will pay the same fare as eligible rider. Will you be traveling with a PCA or a guest?
- Does your pick-up location have multiple entrances or exits? If so, which location should driver use?



Leaving a Voice Message

If requested to leave a message for a trip, please provide the specific information listed below. Only messages left before 5:00 p.m. will be scheduled for the next day.

If calling on Sunday or a holiday, only trip requests left on the reservation voice mail before 5:00 p.m. will be scheduled for Monday or the day after the holiday.

- All voice messages must include the following information:
- First and last name
- Trip date
- Pick-up address (be sure to include apartment or suite number if applicable)
- Drop off address (be sure to include apartment or suite number if applicable; If destination is a business, supply business name)
- Requested pick-up time
- If needing a return trip, pick-up address
- Drop off address
- Requested pick-up time
- Valid phone number in case reservationist needs to follow up with additional questions

Providing answers to the following questions in your message can help the reservationist better schedule your trip:

- Will you be using a mobility device such as a wheelchair, non-standard size wheelchair, scooter, or walker?
- Has your mobility device changed since last trip?
- Eligible passengers are allowed to travel with one personal care attendant (PCA). Guests will be accommodated on a space available basis. Guests will pay the same fare as eligible rider. Will you be traveling with a PCA or a guest?
- Does your pick-up location have multiple entrances or exits? If so, which location should driver use?

Reservationist cannot schedule trips from voice mail messages if the caller fails to provide the details needed for the trip, and/or the reservationist cannot reach the caller by phone.

Service Hours

Because VRT Access is complementary to our fixed-route service, trips are scheduled during the same hours that the fixed-route operates.



For Ada County,

Boise trips can be scheduled Monday through Friday between 6:15 a.m. and 7:00p.m. Some routes start earlier or run later, so be sure to ask a reservationist for more detailed information. Saturday trips can be scheduled between 7:30 a.m. and 6:30p.m.

Meridian trips can be scheduled Monday through Friday between 08:00 a.m.to 10:30 am and 2:30 p.m. to 6:30pm Trips cannot be scheduled between 10:30 am and 2:30 pm

For Canyon County, trips can be scheduled Monday through Friday between 6:00 a.m. and 7:00 p.m.

Requested Time

The requested time is the time the passenger is asking to be picked up. **This time needs to be appropriate for the passenger to be on time to their destination.** Persons can be on the bus for up to an hour because VRT Access is a shared-ride service.

Negotiating a Pick-Up Time

Because VRT Access is a shared-ride service, reservationists may negotiate a time for the vehicle to arrive. Reservationists may negotiate a time as early as one hour before and up to one hour after the passenger's requested time. Once the reservationist and the passenger agree on a time, the 30-minute window will be referred to as the negotiated pick-up time.

The vehicle may arrive at any time within the 30-minute window. As a result, the passenger must be ready and waiting in a visible location at the start of the 30-minute pick-up window. Upon vehicle arrival, the driver will wait five minutes. If the passenger is not at the scheduled pick-up location within the five-minute wait time, the driver will mark this a no-show.

As a curb-to-curb service, the passenger should wait at the curb or a safe location as close as possible to the entrance of the pick-up address. Drivers will help a passenger who requests assistance from this point to enter and exit the vehicle. Drivers are not allowed to enter homes or businesses to assist eligible riders.

Scheduling Multiple Trips

Sometimes the passenger may need to go to several places on the same day. If this happens, a separate reservation is required for each trip. Since this is a shared-ride service, remember to allow enough time between each trip to complete your business at each destination.



Scheduling Subscription Trips

A subscription trip is a service provided to a passenger who travels to the same place at the same time at least once a week for a period of at least six months. Once a subscription trip is set up, the passenger will no longer have to call to make a reservation. Passengers are responsible to notify the reservationist when a trip needs to be cancelled to avoid a no-show for that trip.

The ADA permits the use of subscription service, as long as it does not absorb more than 50% of the available trips at a given time of day. VRT may provide subscription service above the 50% ceiling if it has excess capacity available. If VRT determines that next-day requests are being denied trips, VRT will either increase its passenger carrying capacity or reduce the number of subscription trips back to 50%.

Change or Cancel a Future Trip

To change or cancel a future trip, call 208-345-7433 no later than 5:00 p.m. on the day prior to the trip.

Provide the following information:

- First and last name
- Date(s) of scheduled trip
- Time(s) of scheduled trip

If more than one trip exists on the same day, be sure to explain which trip(s) to change or cancel.

Checking Trip Status

If vehicle has not arrived within the 30-minute pick-up window, please call to check on the trip's status.

Ada County (Boise and Meridian)	(208) 345-1234
Canyon County	(208) 258-2780

Automated Telephone Reminders

The reservationist can set up automated telephone call or an automated text message reminder as an option for passengers. If selected, passengers will receive an automated call or text the evening prior to a trip, and once the vehicle has arrived. The automated call or text the night before will remind the passenger of all scheduled trips for the next day. Passengers will need to contact customer service at 208-345-7433 to cancel any trips not needed or to stop automated reminders.



Not Ready for Pick-Up

If passenger will not be ready at scheduled pick-up time, please call to avoid a no-show:

Ada County (Boise and Meridian)	(208) 345-1234
Canyon County	(208) 258-2780

Call as soon as possible to request a change. Changes may not be an option due to availability or possible time constraints. If changes are made an extensive wait may result.

Same Day Cancel

To cancel a trip on the same day, call at least one hour prior to pick-up time. Depending on circumstances and timing, a trip cancelled with less than one hour’s notice may be considered a no-show.

Ada County (Boise and Meridian)	(208) 345-1234
Canyon County	(208) 258-2780

No-Show

A no-show occurs when:

- The passenger has not cancelled their trip at least one hour prior to pick-up time.
- The passenger is not ready to board the vehicle within five minutes after vehicle arrives as long as the vehicle has arrived within the 30-minute pick-up window.
- The passenger is not at the correct address or the correct location.
- The address requested cannot be located by the driver and/or the driver is not able to locate the passenger.

When the passenger is a no-show on the first trip of the day, remaining trip(s) for that day **are not** automatically cancelled. The passenger must call to cancel any remaining trip(s). If remaining trips are not cancelled, each trip will be considered a no-show.

No-Show Policy

In a 30-day calendar period, any passenger who has scheduled 10 or more trips and has no-showed at least three times or 10 percent of those trips will receive a warning or suspension notice.



Driver Error

VRT Access will not count a no-show or a late cancellation if the missed trip(s) are due to an error, such as:

- Trips placed on the schedule in error.
- Pick-ups scheduled at the wrong pick-up location.
- Drivers arriving and departing before the pick-up window begins.
- Drivers arriving after the end of the pick-up window.
- Drivers arriving within the pick-up window but departing without waiting the required five minutes.

Passengers Role to Reduce No-Shows

Reducing no-shows requires effort by both passengers and staff. Below are some guidelines to keep in mind:

- Confirm the pick-up window (noting the beginning and end time).
- Remember the vehicle will only wait five minutes once it has arrived within pick-up window.
- Call to cancel as soon as possible if unable to take the trip.
- Be alert and ready for the vehicle at the start of the pick-up window.
- Provide detailed pick-up instructions (side or rear entrance, business name, suite number, etc.) for large facilities, locations that may be difficult for drivers to find, or locations where pick-up is not located at the main entrance.
- Provide pick-up address and telephone numbers and confirm the trip has been scheduled correctly with the reservationist.
- If a subscription trip, call to make any schedule changes (such as a vacation or other known absences). Informing the driver to cancel subscription trip is not sufficient.

Circumstances Beyond Passenger's Control

In addition, VRT Access will not count a no-show or a late cancellation in situations beyond a passenger's control (such as medical and family emergencies) that prevents them from notifying us that the trip cannot be taken. The passenger will need to notify Reservations, by calling 208-345-7433, when the no-show or late cancellation is due to circumstances beyond their control.

No-Show Violations

- 1st Violation: a warning letter will be sent
- 2nd Violation: will result in a one-week suspension



- 3rd Violation: will result in a two-week suspension
- 4th Violation and Violations thereafter: will result in a thirty-day suspension

Late Cancellations

Cancellations made less than one hour before the scheduled trip or cancellations made at the door after the vehicle has arrived are considered late cancellations. Late cancellations are treated the same as a no-show.

Extreme Weather or Local Disasters

Public transportation service may be delayed or cancelled during periods of severe snow, ice, flooding, or other local disasters. Service may be reduced and possibly cancelled when the weather creates hazardous conditions, or a residence or destination cannot be reached. During periods of severe weather, updates will be posted at ridevrt.org/news. For updates on VRT fixed-route and VRT Access service during times of inclement weather, call 208-345-7433.

If the weather worsens after a passenger is dropped off, priority will be given to getting passengers home. Providing life-sustaining trips such as dialysis or chemotherapy will take priority during times of limited service. If the trip starts or ends on a hill or side street, the vehicle may be unable to get there until the street is safe to travel. The passenger should have a back-up location in mind for a safe drop off.

Travel Training

All VRT fixed-route vehicles are equipped with wheelchair ramps or lifts to assist mobility devices. Fixed-route drivers are required to announce all major stops and intersections. VRT staff can provide travel training to assist passengers in using the VRT fixed-route system. Staff can also help familiarize passengers with the fixed-route bus system – including the routes, schedules, fares, and fare box – and can provide personalized training up to and including riding the vehicle with the passenger to their destination. If interested in this no-cost service call 208-345-7433.



VRT Access Vehicles

Driver Responsibilities

The drivers are trained in defensive driving, passenger assistance, and the safe operation of the vehicle. All drivers wear a VRT uniform and have company identification. If in doubt, ask to see their photo identification badge. The driver's highest priority is the safety and security of all passengers and the vehicle. Drivers make their best efforts to keep the vehicle in sight at all times. It is possible for a passenger to be left alone on the vehicle while the driver assists other passengers.

Drivers will:

- Assist the passenger on and off the vehicle
- Assist the passenger with the seat belt
- Assist the passenger to and from the door
- Be courteous
- Drive safely
- Wear a seat belt
- Securely tie down mobility devices
- Be in uniform with photo identification attached
- Make a good faith effort to locate a scheduled passenger

Drivers will not:

- Maneuver wheelchairs on stairs or unsafe ramps
- Carry any packages
- Enter a residence or destination/pick-up location
- Help a passenger find their fare
- Provide the trip if a fare is not paid
- Wait while a passenger completes a small errand
- Accept tips
- Secure car seats
- Transport unscheduled passengers

Travel Time

Reservationists schedule shared trips to allow for adequate travel time between stops. Reservationists consider comparable trips on the VRT fixed-routes when determining scheduled times. This travel time is typically one hour, but sometimes may be longer. Be sure to allow enough travel time to reach the destination. Because VRT Access is a shared-ride service, while on



the vehicle, passengers should expect other passengers to be picked-up and dropped off. Unexpected delays may happen due to road construction, heavy traffic, or bad weather.

Rider Courtesy and Rules of Conduct

- Have either the exact fare or a VRT Access ticket ready upon boarding.
- Be ready to go, and remember, it is the passenger's responsibility to meet the vehicle at the curb.
- Cooperate with the driver and follow instructions.
- Limit conversation with the driver. Non-essential conversation can distract a driver from focusing on driving and the surrounding area.
- Do not tip your driver. To reward good service, call 208-345-7433 to submit a compliment.
- Only transport packages that can be carried by passenger and fit within the seating area. Passengers are not permitted to make multiple trips in order to carry additional packages on the vehicle.
- Passenger will be dropped off at a destination even if there is no one waiting. If the passenger cannot be left alone, it is the passenger's responsibility to arrange for a PCA or guest.
- The return trip may be on a different vehicle and drivers do not have access to other vehicle schedules. The passenger must know the return-trip pick-up time.
- Keep mobility devices in good, working condition and clean.
- Passengers must be eligible or be a PCA or a guest of the eligible passenger.
- May not eat, drink, or use alcohol or tobacco (including e-cigarettes)
- Must not litter
- Must not use profanity or engage in disruptive behavior
- Must not threaten or harass other passengers or the driver
- Must not have any offensive body or other odors, including heavy perfume
- Must not bring open food or drink containers; flammables (such as gasoline, alcohol, and lighter fluid); bicycles other than those that fold and fit between the seat rows; strollers, grocery carts, or other non-mobility devices that cannot fit between the seats; and animals, except for service animals, which are not in an approved carrier.



- Must control bodily functions to ensure other passengers are not exposed to biohazards. These episodes may be accidental but are disruptive to service and must be controlled.

Violation(s) of these rules will be addressed as follows:

- 1st Violation: Warning by a Supervisor or Manager. This warning may be by phone or in person, followed up in writing, and recorded in passenger file.
- 2nd Violation: Riding privileges will be suspended immediately for 10 days. Passenger will be notified in writing when they may resume using service.
- 3rd Violation and Violations thereafter: Riding privileges will be suspended immediately for 30 days. Passenger will be notified in writing when they may resume using service.

Rider's Assistance

Visitors

To use VRT Access for out-of-town visitors with paratransit eligibility in other cities or states, proof of eligibility documentation from their home jurisdiction must be provided in advance.

Prior to visiting, the visitor should contact their local certifying agency and request the agency notify VRT at 208-345-7433, fax at 208-846-8564, or email to info@ridevrt.org of their ADA paratransit eligibility. A visitor may use the service for up to 21 days during any 365-day period. If service is required beyond 21 days, the visitor will need to apply for VRT Access certification.

Appeal Process

Trips missed for reasons beyond passenger's control, such as a verified illness or verified last minute cancellation by a medical provider will not count as a no-show. In order to excuse the no-show, written verification must be received by the administrative office at the address listed below, no later than 30 days from the date of the no-show warning letter. Verifications can also be faxed to 208-846-8564.

Comments

VRT welcomes feedback, suggestions, questions, complements, complaints and comments about service. You can call 208-345-7433, send an email to info@ridevrt.org, or write to:

VRT Access
Valley Regional Transit
700 NE 2nd Street, Suite 100
Meridian, Idaho 83642

Provide as much information available including:

- First and last name
- Address
- Telephone number
- Date, time, and location of the incident if applicable
- Vehicle number and/or driver's name.
- Provide information or details regarding feedback, suggestion, questions, compliment, complaint or comment.

Management reviews every submittal and follows up on the comments. The follow-up may include contacting the passenger.



Helpful Information

Addresses		
Administrative Office 700 NE 2nd Street Suite 100 Meridian, Idaho 83642	Main Street Station 777 W. Main Street Boise, Idaho 83707	Happy Day Transit Center 5907 Cleveland Blvd. Caldwell, Idaho 83607

Important Numbers	
Reservationist	208-345-7433
Ada County	208-345-1234
Canyon County	208-258-2780
Hearing Impaired	1-800-377-1363 or 711 for TTY (Idaho Relay Service)
If unable to speak, send an email to reservations@ridevrt.org .	

Holidays

There is no regular VRT Access service on the following holidays:

- New Year’s Day (January 1 or Observed Holiday)
- Memorial Day (Last Monday of May)
- Independence Day (July 4 or Observed Holiday)
- Labor Day (First Monday of September)
- Thanksgiving Day (Fourth Thursday of November)
- Christmas Day (December 25 or Observed Holiday)

VRT may opt to provide VRT Access occasional holiday service as capacity allows. VRT will notify passengers about holiday trip opportunities.

Personal Information Changes

Passengers must notify VRT Customer Service if moving to a new address, changing a telephone number, updating an emergency contact number, if a mobility device will now be used, or if a PCA is now required. It is very important that this information is kept up to date.

Fares

Fares may be paid by using cash, a personal check, or a VRT Access pass. Make sure exact fare is ready upon boarding the vehicle. Drivers do not carry change and cannot search pockets, backpacks, or purses to find fare. The fare



must be placed in the fare box or handed to the driver. All guests must pay the same fare as the eligible rider. The PCA is not required to pay a fare.

Passes may be purchased by mail, in person at any VRT office or with a debit or credit card by calling 208-345-7433. There is a \$10.00 minimum charge for debit or credit card purchases. There will be an additional \$5.00 fee charged if passes are sent via US Mail. Passes may be purchased by eligible passengers or by someone on behalf of the passenger. More information on fares and pass purchases is also available on the website at ridevrt.org/fares

VRT Access Fares	
Certified Passenger	\$3.00 per trip
Personal Care Attendant	No cost
Guest/Companion	\$3.00 per person, per trip

Service Area

The passenger’s origin and destination must be within ¾-mile of the VRT fixed-route service area, and the trip time must fall within the hours of the nearest fixed-route. See website for more details at www.ridevrt.org or call 208-345-7433. Passengers are responsible to get within the ¾-mile area of the VRT fixed-route in order to use the service.

Changes in the VRT fixed-route service area and service schedules may affect the available area and time of VRT Access service. For assistance in determining the VRT Access service area, and when service is available, contact customer service at 208-345-7433. Also, if moving to a new location, check with customer service to verify if the new address is within the VRT Access service area.



Frequently Asked Questions

What is a personnel care attendant?

A Personal Care Attendant (PCA) is someone traveling with the passenger who assists with personal care and activities. A PCA is different from a guest or companion. Passengers that periodically ride with a PCA must let reservationist know when booking a ride that a PCA will be riding. If a passenger always rides with a PCA, reservationists can register the riders' profile in the scheduling system. To register a PCA, call 208-345-7433.

Drivers cannot transport anyone not scheduled. Passengers must schedule a trip for the PCA if the PCA is going to be traveling with the passenger. PCAs do not pay fare when escorting a passenger on VRT Access or on a VRT fixed-route. PCAs must board and exit the vehicle at the same place and time as the eligible passenger.

What is a guest/companion?

A guest/companion is a person, not a PCA, the passenger wants to bring on a trip. As an eligible passenger, family and friends are permitted to travel as a guest/companion. When a reservation is made, passenger must inform reservationist the number of guests/companions for each trip. Guests/companions will be accommodated on a space available basis. Drivers cannot transport guests/companions not scheduled. Guests pay the same fare as the eligible passenger and must board and exit the vehicle at the same place and time as the passenger.

May children ride?

All children infant to 17, may ride with an eligible passenger. When a reservation is made, passenger must inform reservationist the number of children for each trip. All children pay the same fare as the eligible passenger and must board and exit the vehicle at the same place and time as the passenger. Children will be accommodated on a space available basis. Drivers cannot transport children not scheduled.

Additionally, children aged six or younger or weighing less than 40 pounds must travel in an approved car seat. Vehicles are not equipped with car seats. The passenger is responsible for providing the car seat, securing the car seat to the vehicle, and securing the child in the car seat. If assistance is needed, bring someone to help. Children will not be transported if not safely seated and wearing a seat belt.



Are service animals permitted?

Service animals are animals that have been trained to perform specific tasks to assist their owner in doing daily activities. They are not pets, nor are they companion animals. Service animals are welcome on vehicles. The service animal may travel on the floor beside its owner, or if small, on the owner's lap. Animals are not permitted to run free inside the vehicle and not permitted to sit on seats.

The service animal must be under control. Bring a PCA or guest if assistance with a service animal is necessary. When making reservations, a passenger may be asked if service animal will be traveling with them. Pets that are not service animals (including companion animals) must be enclosed in a carrier that will remain secured during the trip. The carrier floor should have an absorbent material to prevent the vehicle from being soiled. The pet and carrier may not weigh more than 25 pounds and must fit on the lap or under the seat.

May I bring packages and personal items on vehicle?

Drivers are not allowed to carry any packages. A passenger may only transport packages that they can personally carry and fit within their seating area. Passengers are not allowed to make multiple trips to and from the vehicle to carry additional packages.

Carts must be able to be kept in control of the passenger and small enough that they do not impede walkways or other passenger's space. Carts cannot be over filled, bags cannot hang on the outside of cart, and passengers must be able to control, load and unload cart from the bus.

May I take a wheelchair or other mobility device?

All VRT Access vehicles are designed to transport a minimum of two manual or powered three- or four-wheeled mobility devices, such as wheelchairs. The wheeled-mobility-device must be designed for indoor use and used by a passenger with a disability. Every vehicle will allow the loading of a mobility device that does not exceed the manufacturers limit of the lift. The minimum size allowed is 30 inches in width and 48 inches in length and weighs no more than 600 pounds when occupied. A passenger and the mobility device must be able to fit on a lift, permit the driver to operate the lift safely, and fit within the securement area inside the vehicle.

Some vehicles have wheelchair lifts that support up to 800 pounds when occupied. If the larger capacity wheelchair lift is necessary, be sure to inform the reservationist at the time of making a reservation.



To ensure passenger safety and that of the driver, the driver will assist a passenger in a manual wheelchair on or off the lift platform if needed, and to the doorway of destination. Drivers are not allowed to help over rough terrain, steep slopes, or operate mobility devices over a step to a level surface. Drivers cannot assist if the mobility device is not operational. Please keep wheelchair or mobility device in good working condition and clean. A dirty or poorly maintained mobility device may be a hazard to the passenger, the driver, or other passengers if it has loose parts, brakes that do not hold, or damaged wheels.

May anyone use the wheelchair lift?

Any passenger may use the wheelchair lift to board the vehicle if they are not comfortable using the vehicle steps. If a passenger is going to use the wheelchair lift, the passenger should inform the reservationist when making a reservation.

Does my mobility device have to be secured?

All mobility devices must be properly secured. Lap and shoulder belt use is not mandatory but is highly encouraged for passenger safety. The mobility device is required to be secured into the onboard securement system at all times during the trip. If a mobility device is unable to be secured with the passenger in it, they may be asked to transfer to a seat. Passengers are not required to transfer from their mobility device if they choose not to. Drivers will call in to their dispatch to record the refusal. If a passenger refuses the securement of the mobility device, the driver will be instructed not to transport. If a driver fails to secure a mobility device, please notify VRT immediately at 208-345-7433.

May I travel with my respirator or portable oxygen equipment?

Devices such as canes, walkers, or oxygen carts should be kept in front of the seat passenger is sitting in. If this is not possible, the driver will help determine a method of securing the item. In the event the driver must make a quick unplanned maneuver or brake quickly, an unsecured device may become a projectile and cause injury to the person in the device or others on the vehicle.

Do I have to wear a seatbelt?

For the safety and security of all passengers, PCAs, guests, companions, and children are required to wear a seat belt and remain seated with their seat belt secured during their trip. Passengers who use mobility devices are also requested to use lap and shoulder belts. A driver cannot secure the lap belt on a mobility device for the passenger. If the vehicle does not have seat belts for every seat, wearing the seat belt is recommended, but not mandatory.



What if I think I forgot something on the vehicle?

Passengers are responsible for keeping track of personal belongings. If a personal item is left on the vehicle, call **208-345-7433** with:

- Description of the item
- Trip day
- Trip time
- Vehicle number



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

VRT ACCESS HANDBOOK UPDATES RESOLUTION VBD25-001

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATES TO THE VRT ACCESS HANDBOOK

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

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

WHEREAS, VRT reviewed the current Access Handbook and made revisions as needed; and

WHEREAS, the revisions align with industry best practices and meet FTA requirements; 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 accept updates to the VRT Access Handbook and approve Resolution VBD25-001.

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 6th day of January 2025.

APPROVED by the Board Chair this 6th day of January 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Access Appeals Policy Update
DATE	January 6, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors accept the updates to the Access Appeals Policy 01.06.00 and approve Resolution VBD25-004.

Highlights

A link to the redline version of the policy can be found [HERE](#).

There are no significant changes to the policy.

- Updated formatting for consistency and brand
- Sections reworded for better clarity
- Renamed policy to match how service is referenced

Summary

VRT reviews policies periodically to ensure it meets state, federal and local requirements. Updates will also be made if needed to meet industry standards. VRT will review policies at least every three years.

Implication

Failure to meet state, federal and local requirements could result in the loss of federal funding and lead to unnecessary lawsuits.

More Information

Attachments

Access Appeals Policy 01.06.00
Resolution VBD25-004

For detailed information, contact:

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

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

Policy Number: 01.06.00

Resolution Number: VBD25-004

Policy Title: Access Appeals

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy establishes Valley regional Transit's (VRT) process for individuals requesting to appeal their eligibility for paratransit service. 49 CFR Subtitle A, §37 allows for an appeal process should the individual disagree with eligibility determination.

Valley Regional Transit, henceforth the Authority, provides paratransit service, known as VRT Access, for individuals with medical conditions or disabilities unable to use public transit due to their handicap, disability, or medical condition(s). VRT Access service requires a person to qualify for the service based on criteria outlined in 49 CFR Subtitle A, §37, et al.

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:

49 CFR Subtitle A, §37: This is the Code of Federal Regulations (CFR) that provides guidance regarding transportation services for people with disabilities.

Paratransit Service: A complimentary service provided to disabled individuals unable to use public transportation due to their disability or medical condition.

Administrative Review: An administrative review is conducted by an executive of the Authority to confirm or deny an unsuccessful appeal of an initial eligibility determination. This initial eligibility determination is made by the health consultant firm contracted by the Authority to conduct eligibility assessments.

Appeal/Appellant: An appeal is a formal request for a decision to be changed. An appellant, sometimes called the petitioner, must demonstrate sufficient grounds for an appeal.

Applicant: Individual with disability, handicap or medical condition applying for VRT Access service.

Eligibility Determination: The decision to qualify or disqualify a person for VRT Access service based on 49 CFR.

Quality Assurance: A quality review of the information gathered from the applicant and medical professional to ensure applicant's eligibility for VRT Access service meets the criteria set forth in 49 CFR and to provide any internal process improvements that may be identified during a quality review.

POLICY

Appeal Process

Valley Regional Transit currently contracts with a health consultant firm to conduct eligibility reviews for VRT Access applicants. All applications for VRT Access service are processed by this health consultant firm. This firm will determine whether an applicant is eligible for VRT Access service.

Individuals have the right to appeal any decision that declares the individual ineligible for VRT Access service. Specific information regarding the eligibility appeal process is included in the individual's eligibility determination letter provided by the health consultant firm contracted by VRT. Individuals maintain the original eligibility determination until the appeal process is complete.

Once the appeal has been processed, the contracted health consultant firm has 60 days to complete a determination/notification for the applicant. If the contracted health consultant firm upholds its decision that an applicant is ineligible for VRT Access service, he or she can appeal the decision directly to VRT.

The VRT Administrative Appeals Policy (1.32.00) establishes an appeal process the public can utilize to address decisions made either by the Chief Executive Officer, or through the delegation of decision-making authority, or by VRT staff. The Administrative Appeals Policy also authorizes the Chief Executive Officer and Executive Board to consider appeals of determinations as provided herein and make final determinations on the disposition of those matters.

END OF POLICY

Adoption Date: 07/16/2008

Effective Date: 07/16/2008, 08/02/2021, 01/06/2025

Last Revised Date: 07/06/2008, 08/02/2021, 01/06/2025



Last Reviewed Date: 12/18/2024

Replaced: Paratransit/Access Appeals Policy 01.06.00; Resolution VBD21-029

Supporting Documents: 49 CFR Subtitle A, §37; VRT Administrative Appeals Policy



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ACCESS APPEALS POLICY NUMBER 01.06.00 RESOLUTION VBD25-004

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATES TO THE ACCESS APPEALS POLICY

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

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

WHEREAS, VRT is committed to administering the guidelines and rules outlined in 49 CFR Subtitle A, §37, et al. that govern complimentary paratransit service; and

WHEREAS, VRT is dedicated to fair and equitable treatment of all its passengers; and

WHEREAS, VRT has developed an appeal process for Access applicants in disagreement with determinations for Access Service including eligibility and services provided; 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 VBD25-004 and the Access Appeals Policy Number 01.06.00 as updated.

Section 2. That the Board of Valley Regional Transit approving Resolution VBD25-004,

Resolution VBD21-029 will be rescinded.

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 6th day of January, 2025.

APPROVED by the Board Chair this 6th day of January, 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Wheelchair Securement Policy Update
DATE	January 6, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors accept the updates to Wheelchair Securement Policy 06.05.18 and approve Resolution VBD25-003.

Highlights

A link to the redline version of the policy can be found [HERE](#).

Overall Policy Change

- Overall changes to formatting for consistency and brand
- Sections reworded for better clarity

Definition Changes

- **Vehicle Limitation**- updated to meet standards listed in the Code of Federal Regulations (CFR) Part 38.23. VRT will ensure that wheelchair lifts are designed to load at least the minimum requirements for weight and measurements. The lift platform must accommodate a mobility device that weighs at least 600 pounds when occupied and a minimum dimension of 30 inches wide and 48 inches long
- **Wheelchair**- Removed term “common wheelchair” from definition to meet standards in CFR Part 38.23

Policy Changes

- Removed reference to “Common Wheelchair” and refer to the “Vehicle Limitations” definition

Supporting Documents

- Added link to the FTA ADA Regulations website for CFR Parts 37 and 38 that are referenced in policy

Summary

VRT reviews policies periodically to ensure it meets state, federal and local requirements. Updates will also be made if needed to meet industry standards. VRT will review policies at least every three years.

Implication

Failure to meet state, federal and local requirements could result in the loss of federal funding

and lead to unnecessary lawsuits.

More Information

Attachments

Wheelchair Securement Policy 06.05.18
Resolution VBD25-003

For detailed information, contact:

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



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

Policy Number: 6.05.18

Resolution Number: VBD25-003

Policy Title: Wheelchair Securement

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

This policy establishes Valley Regional Transit (“VRT”) and the third-party contract managers’ continued commitment to deliver safe and high-quality service, a safety goal of 100% securement for wheelchairs and other mobility aids including manually powered and power-driven devices while on board a revenue vehicle will be implemented and enforced. The intent is to improve the overall safety of other passengers, operators and the user of mobility aids in regard to wheelchairs and other mobility aids. Third-party contractors operating revenue vehicles for VRT shall have their own wheelchair and mobility aid securement and passenger safety restraint policy, consistent with this policy and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2000), for their operation.

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: The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213, as amended.

Legitimate Safety Requirement: Rules and policies necessary for safe operation based on true risks and not mere speculation, stereotypes or generalizations.

Other Mobility Aid(s): A mobility aid that does not meet the ADA definition of a Wheelchair (as defined below) but is designed for use by individuals with mobility impairment. For the purpose of this policy, these mobility aids may include manual devices such as canes, crutches and walkers. This definition does not include other power-driven mobility devices such as Segway(s)® or other devices that are not primarily designed or intended to assist persons with mobility disabilities (e.g., skateboards, bicycles, shopping carts).

Other Power-Driven Mobility Device(s): Any mobility device powered by batteries, fuel, or other engines, whether or not designed primarily for use by individuals with mobility disabilities, that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, Segway(s)®, or any mobility device designed to operate in areas without defined pedestrian routes, that is not a Wheelchair.

Revenue Service: The time when a vehicle is available to the general public and there is an expectation of carrying passengers.

Revenue Vehicle: The fleet of vehicles used to provide revenue service for passengers.

Securement Device: A device(s) used to eliminate mobility device movement, which complies with 49 CFR 38.23(d).

Vehicle Limitations: The lift shall be designed to load at least 600 pounds. The platform surface shall be free of any protrusions over 1/4 inch high and shall be slip resistant. The platform shall have a minimum clear width of 28 ½ inches at the platform, a minimum clear width of 30 inches measured from 2 inches above the platform surface to 30 inches above the platform, and a minimum clear length of 48 inches measured from 2 inches above the surface of the platform to 30 inches above the surface of the platform. Some revenue vehicles can support longer and heavier wheelchairs, other mobility aid or other power-driven mobility device however, a higher capacity vehicle may not be available for a given trip.

Wheelchair: A mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

POLICY

For Valley Regional Transit Revenue Vehicles

Wheelchairs and other power-driven mobility devices on VRT revenue vehicles are required to be secured by the contractor's employee using the securement device installed on the vehicle. If the revenue vehicle is equipped with a Q'Pod securement system, a three (3) point securement is the minimum requirement allowed.

The contractor's employee will secure wheelchairs and other power-driven mobility devices at the strongest parts of the chair or device; however, the passenger, or the personal care attendant with the passenger, may suggest the most optimal spot(s) for the securement device. The wheelchair or other power-driven mobility devices will be secured front facing. The contractor's employee will assist a passenger in a wheelchair or other power-driven mobility devices with securement systems, ramps, and seatbelts where necessary or upon request; however, the contractor's employee cannot assist riders using power chairs or other power-driven mobility devices with the operation of their equipment.

Any other mobility aid brought on the revenue vehicle must be secured using the securement devices on the revenue vehicle or safely secured or stowed in another manner that does not interfere with any passengers boarding or alighting, including being kept or stored in the aisle.



The contractor or VRT staff, depending on contract language, shall properly train their employees to use the securement device(s) and how to properly restrain wheelchairs, other power-driven mobility devices or other mobility aids on any revenue vehicle they operate.

If a wheelchair, other power-driven mobility devices or other mobility aid cannot be satisfactorily secured or restrained with the securement device installed on the revenue vehicle, it will not be transported unsecured. The contractor's employee shall inform the passenger of the Wheelchair Securement Policy.

Wheelchairs or other power-driven mobility devices that exceed the vehicle limitations of the revenue vehicle in service will not be allowed to board the revenue vehicle. The contractor's employee shall inform the passenger of the Wheelchair Securement Policy.

An individual using a wheelchair or other power-driven mobility devices may transfer to a regular seat on the vehicle so long as they are able to accomplish the transfer independently or with the assistance of a personal care attendant. Contractor's employee will not lift or assist passengers to a regular seat.

All passengers are required to use a seat belt, safety harness or other safety restraints installed on the revenue vehicle. The contractor's employee cannot place the vehicle in motion without all passengers being secured by a safety restraint. Passengers in a wheelchair or utilizing another mobility aid must comply with this requirement unless:

- a. The revenue vehicle DOES NOT have safety restraints for every passenger position, a passenger in a wheelchair or utilizing another mobility aid may decline to wear a safety restraint while on that revenue vehicle.
- b. Passengers in a wheelchair or utilizing another mobility aid who have a written statement from a licensed physician stating they cannot use a safety restraint due to a legitimate medical reason will be exempt from this requirement. Based on the physician's statement, the exemption maybe temporary or permanent.
- c. Safety restraints shall not be used in lieu of a securement device.

If the contractor's employee determines that a power-driven mobility device is powered by fuel or any other type of combustion engine, it is not allowed on any revenue vehicle.

If the contractor's employee feels that the wheelchair or other power-driven mobility devices poses a legitimate risk to the safety of others, VRT staff will work with contractor to determine if the wheelchair or other power-driven mobility devices will be refused for future service on a revenue vehicle.

- a. The contractor and passenger will be notified by VRT staff if the decision is made to refuse service to the wheelchair or other power-driven mobility devices. Until a decision is made, the wheelchair or other power-driven mobility devices will be allowed on a revenue vehicle.
- b. If the decision is made to refuse service to a wheelchair or other power-driven mobility devices, contractors will be required to ensure that the wheelchair or other power-driven mobility devices is not allowed on a revenue vehicle.



- c. If a passenger whose wheelchair or other power-driven mobility devices is not allowed on a revenue vehicle attempts to board a revenue vehicle using said wheelchair or other power-driven mobility devices, the contractor's employee will contact dispatch and request a supervisor and/or call the authorities to help resolve the issue.

Failure to Comply with Policy

VRT and contractors reserve the right to refuse service to any passenger who refuses to allow the contractor's employee to secure the passenger's wheelchair or other power-driven mobility devices, as required under the Wheelchair Securement Policy.

VRT and contractors reserve the right to refuse service to any passenger who has unsafe equipment that poses a legitimate risk to others or that violates any legitimate safety requirement. Contractor staff will make the final determination of unsafe equipment.

Any wheelchair or other power-driven mobility devices that exceeds the vehicle limitations, when revenue vehicle with larger capacity is not available, will be denied service.

END OF POLICY

Adoption Date: 02/03/2014

Effective Date: 02/03/2014; 08/02/2021; 01/06/2025

Last Revised Date: 08/02/2021

Last Reviewed Date: 12/18/2024

Replaced: Wheelchair Securement Policy Resolution VBD21-021

Supporting Documents: Code of Federal Regulations Part 37 and Part 38

[ADA Regulations | FTA](#)



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

WHEELCHAIR SECUREMENT POLICY NUMBER 06.05.18 RESOLUTION VBD25-003

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE WHEELCHAIR SECUREMENT POLICY NUMBER 06.05.18

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

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

WHEREAS, VRT is committed to deliver safe and high-quality service, with a safety goal of 100% securement for all wheelchairs and other power-driven mobility devices while on board a revenue vehicle; and

WHEREAS, the Wheelchair Securement Policy is needed to give guidance to third party contractors to conduct normal operating activities for VRT; and

WHEREAS, VRT will ensure all contractors have their own wheelchair securement policy that is consistent with VRT policy and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213, as amended; 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 VBD25-003 and the Wheelchair Securement Policy Number 06.05.18 as updated.

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 6th day of January, 2025.

APPROVED by the Board Chair this 6th day of January, 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Delegate Approval for Acquisition of Service Contracts to the Executive Board
DATE	January 6, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. The Board of Directors is asked to approve Resolution VBD25-005 and delegate authority to the Executive Board to approve Acquisition of Service contracts following the procurement for Acquisition of Service Providers that will be executed by the CEO.

Highlights

Valley Regional Transit (VRT) is the designated recipient of 5310 federal formula funding for the large urban area, Ada County, which is the funding for designated recipients to meet the transportation needs of older adults and persons with disabilities. VRT is a subrecipient of Idaho Department of Transportation, who is the designated recipient of 5310 federal formula funds for the small urban area, Canyon County. Federal Transit Administration (FTA) Circular 9070.1G provides guidance on the administration of the transit program for older adults and persons with disabilities.

VRT has recently learned from FTA Region 10 that updates to the circular does not allow VRT to directly operate the Beyond Access service unless a formal procurement is completed. Chapter III of Circular 9070.1G describes how 5310 funds can be apportioned.

- Recipients of 5310 federal formula funding may allocate funds apportioned to private nonprofit organizations or state governmental authorities that (1) is approved by the state to coordinate services for older adults and persons with disabilities or (2) certifies there are no nonprofit organizations readily available in the area to provide the service
 - Not less than 55% shall be available for traditional 5310 projects, which include public transportation capital projects planned, designed, and carries out to meet the needs of older adults and persons with disabilities when public transportation is insufficient, unavailable or inappropriate.
 - Up to 45% of the funding may be used for capital public transportation projects
 - Up to 10% of the funding may be used to fund program administration costs
 - Up to 45% may be allocated for operating assistance. However, this funding is limited to eligible projects.
 - Projects that exceed the requirements of the Americans with Disabilities

Act (ADA)

- Projects that improve accessibility to the fixed-route system
- Projects that assist older adults and persons with disabilities with transportation

VRT is preparing to release an Acquisition of Service Request for Proposal (RFP) for service providers. Following the procurement, VRT expects to award contracts to nonprofits that successfully bid on the RFP. VRT staff will need the contracts approved before the next scheduled Board of Directors meeting.

Schedule

- December 2024 – Issue RFP for Acquisition of Service Providers
- January 2025 – Request Board of Directors delegate authority to the Executive Board to approve contracts with successful RFP bidders
- February 2025 – Request Executive Board approve contracts with successful bidders
- March to May 2025 – Transition operation of Beyond Access service to nonprofit service providers

Implication

VRT needs to complete the formal procurement to continue operating all 5310 services. It is VRT's expectation that nonprofits will bid on the procurement to operate services. VRT only plans to directly operate 5310 services if (1) not enough service providers submit bids or (2) no nonprofits submit bids. If a formal procurement is not completed, federal funding cannot be utilized and VRT does not have the local funding that would be required to continue operating 5310 services.

More Information

Resolution VBD25-005

For detailed information, contact:

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



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DELEGATE APPROVAL FOR ACQUISITION OF SERVICE CONTRACTS TO THE EXECUTIVE BOARD RESOLUTION VBD25-005

BY THE BOARD OF VALLEY REGIONAL TRANSIT DELEGATING AUTHORITY TO THE EXECUTIVE BOARD TO APPROVE CONTRACTS FOR THE CEO TO EXECUTE WITH ACQUISITION OF SERVICE PROVIDERS

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

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

WHEREAS, VRT operates many 5310 federally funded programs, which are programs that meet the transportation needs of older adults and persons with disabilities; and

WHEREAS, VRT is the designated recipient of 5310 federal formula funding for the large urban area, and a subrecipient of Idaho Department of Transportation, who is the designated recipient of 5310 federal formula funds for the small urban area; and

WHEREAS, VRT will be releasing a formal procurement for nonprofits to operate 5310 services that will require approved contracts before the next scheduled Board of Directors meeting; 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 08/12/2024; and

WHEREAS, the Valley Regional Transit staff will conduct 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 delegate authority to the Executive Board to approve service provider contracts with successful bidders following the Acquisition of Service Provider RFP to be executed by the CEO.

Section 2. That this Resolution VBD25-005 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 6th day of January 2025.

APPROVED by the Board Chair this 6th day of January 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Regional Fare Policy 1.25.00 (G) and Fare Tariff Update
DATE	January 6, 2025
STAFF MEMBER	Duane Wakan

Staff Recommendation/Request

The Board of Directors is asked to approve Resolution VBD25-006 updating the Regional Fare Policy 1.25.00 (G) and Valley Regional Transit’s (VRT) Fare Tariff following a routine staff review.

Highlights

A link to the redline version of changes to the Fare Tariff can be found at : <https://www.valleyregionaltransit.org/wp-content/uploads/2024/12/Fare-Tariff-Redline-12-19-2024.pdf>

A link to the redline version of changes to the Regional Fare Policy can be found at: <https://www.valleyregionaltransit.org/wp-content/uploads/2024/12/Regional-Fare-Policy-1.25.00-G-Redline.pdf>

Updates removed the Fare Tariff Outline from the Regional Fare Policy

Updates added the Fare Tariff to the Supporting Documents section of the Regional Fare Policy

Updated language and nomenclature in the Fare Tariff in the following ways

1. Removed table of contents
2. Removed numbered sections
3. Removed reserved sections
4. Replaced “local” fare product references with “standard”
5. Replaced “universal” fare product references with “regional”
6. Replaced “discount” fare product references with “reduced”
7. Included new Beyond Access and VRT On Demand definitions
8. Other minor updates

Summary

The Fare Tariff is referenced in the Regional Fare Policy; however, the Fare Tariff was not included in the last Regional Fare Policy update. In reviewing the Fare Tariff, VRT identified several needed updates.

The last update to the Fare Tariff was in October 2021, (VBD21-025). It is necessary to update VRTs fare tariff from time to time to account for language updates, changes in technology and service updates within the agency. This update included updates to the fare product labels and included fares for Beyond Access and VRT On Demand definitions. These changes make

the Fare Tariff consistent with nomenclature on our website, public facing apps and marketing materials.

More Information

Attachments:

Regional Fare Policy and Fare Tariff Update 1.25.00 (G)

Detailed List of Fare Tariff Updates

Fare Tariff

Resolution VBD25-006 Regional Fare Policy and Fare Tariff 1.25.00 (G)

Fare Tariff Redline

Regional Fare Tariff Policy and Fare Tariff Redline

For detailed information, contact:

Duane Wakan Mobility Integration Planner

dwakan@ridevrt.org

(208) 258-2750



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

Policy Number: 1.25.00 (G)

Resolution Number: VBD25-006

Policy Title: Regional Fare Policy and Fare Tariff

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

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

END OF POLICY

Adoption Date: 01/06/2025

Effective Date: 01/06/2025

Last Revised Date: 01/01/2015, 07/02/21, 04/04/2022, 10/07/2024, 01/06/2025

Last Reviewed Date: 12/19/2024

Replaced: Fare Structure Policy 01/19/05, Regional Fare Policy 10/07/2024

Supporting Documents:

Fare Tariff

[National Transit Database Reporting Requirements](#)

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



Detailed List of Fare Tariff Updates

Overall Changes

- Formatting for consistency and brand
- Updated nomenclature for better clarity
- Removed numbering of Fare Tariff sections

Page 1

Account Based Ticketing

- Updated to be more explicit and match riders experience on the bus

Page 2

All-Day Pass

- Replaces Day Pass nomenclature throughout the document

Fixed-Route

- Replaces fixed-line nomenclature throughout the document

Micromobility

- Newly added definition to match industry standard

Page 3

Older Adult 65+

- Replaces Senior nomenclature throughout the document

Reduced Fare, Reduced Fare ID Card, Reduced Fare Rider

- Replaces Discounted Fare nomenclature throughout the document

VRT On-Demand

- Added a formal definition of the service

Page 4

Standard Fare

- Replaces Local fare throughout the document

Regional Fare

- Replaces Universal Fare throughout the document

Reduced Fare

- Replaces Discounted Fare throughout the document

All-Day Pass

- Replaces Day Pass throughout the document

One Year Pass

- Replaces Annual Pass throughout the document

Detailed List of Fare Tariff Updates

Account-based stored value

- Updated definition

Page 7

Reserved sections

- Removed reserved sections for Vanpool Fares, Bike Share Fares, Reduced Fare Identification Card, Interagency Agreements

Negotiated Fare Programs

- Replaces Special Fare Programs

Fare Tariff

Department: Development

Subject: Fare Tariff

Signature of Department Head

Date

Signature of CEO

Date

STATEMENT OF FARE TARIFF

The following Fare Tariff is required per the Regional Fare Policy (1.25.00 (G)). Per this guidance, the Fare Tariff document shall define all 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 Tariff

Authority

The Valley Regional Transit's (henceforth Authority) Board of Directors is authorized to set the rates and charges for all public transportation services operated by the Authority.

Applicability

This fare tariff applies to all public transportation services operated by the Authority, including fixed-route bus, Access paratransit, ridesharing service programs, and micromobility programs.

Definitions

Access Paratransit – A fee-based service designed to complement the fixed-route bus system, and available to people who are unable to utilize the fixed-route bus systems because of a disability.

Access Passenger – Persons who qualify as eligible for Access services under the guidance of the ADA.

Account Based Ticketing: Is a type of ticketing that allows smarter, ticketless transit trips by tapping or scanning a secure token (transit cards, smart phone, bank cards etc.) tied to an account created by the Authority for transit riders.

ADA: Americans with Disabilities Act (ADA), as defined in Title 49, Part 37, of the United States Code.

ADA Complementary Paratransit Service: Specialized curb-to-curb transportation services provided to persons who qualify as eligible for such services under the guidance of the ADA.

All-Day Pass: A fare product that allows a passenger unlimited rides on the Authority's fixed-route service during one service day.

Applicable Fare: The fare a person must pay to take one ride on the applicable Authority service.

Beyond Access: A no-cost curb-to-curb service for older adults and persons with disabilities within a prescribed service area in Ada and Canyon counties.

Bike Share: A term used to describe programs where bicycles are made available for shared use to individuals on a short-term basis for a price (see also micromobility).

Bus: Rubber-tire transit vehicles operated by the Authority.

Cash Fare: A term used to describe fares purchased with United States currency.

Child: Any person five years of age or younger.

College Student: Any person currently enrolled as a student in a participating accredited post-secondary school with a valid picture identification issued by the school.

Farebox: A device used to collect cash and pass fares; when used on a fixed-route bus, a farebox accepts valid fare products, such as cash or an all-day pass, and issues certain fare products, such as stored value cards.

Fare Capping: Is a pricing strategy that limits the amount a passenger pays for public transit within a specified time period, usually a day or a month. Once a passenger reaches the fare cap, all additional trips within that period are free.

Fixed-Route: Public transportation services on a fixed schedule along a predetermined route with vehicles stopping to pick-up and deliver passengers to predetermined bus stops.

General Fare: The applicable fare for single ride or prepaid fares for all person's ages six and older except persons eligible for reduced fare.

General Fare Rider: Any person aged six and older, except persons eligible for reduced fare, who is riding a public transportation service and paying a general fare or holding a general fare product.

Guest/Companion: Any person who accompanies an Access passenger on board a complementary Access paratransit service vehicle but is not a personal care attendant as specified in the passenger's ADA certification application.

Medicare Recipient Beneficiary: Any person to whom the Federal Government has issued a Medicare identification card, regardless of age. Medicare recipients are eligible to pay the reduced fare or purchase a reduced prepaid fare.

Micromobility: Any small, low-speed transportation device that is powered by humans or electricity typically less than 30 miles per hour, less than 500 pounds, and less than 3 feet wide.

Mobile Ticket: A pass purchased on a mobile device or web portal that is displayed on a mobile device for verification by a driver or mobile ticket validator.

Mobile Ticket and Smartcard Validator: A device that scans a mobile ticket or smart card to verify fare payment.

Older Adult: Any person 65 years of age or older but may also be expressed as Adult 65+ or 65+.



Personal Care Attendant (PCA): A person designated by an eligible passenger to aid in their mobility. A PCA is not charged when accompanying the eligible passenger. The need for and use of a personal care attendant must be indicated at the time of eligibility certification, if using ADA complementary paratransit service.

Person with a Disability (PWD): Any person with a permanent or temporary mental or physical disability as defined by the ADA (Title 49, Part 37 of the Code of Federal Regulations).

Reduced Fare: A reduction in the price of a fare or fare product as a result of the passenger meeting eligibility criteria.

Reduced Fare ID Card: An identification card issued by the Authority to an individual who is eligible for reduced fares including youth 6-18, older adults 65+, persons with disabilities (PWD), or Medicare beneficiaries.

Reduced Fare Rider: Any person eligible for reduced fare who is riding public transportation and paying a reduced fare using a reduced fare product.

Ridesharing Service Programs: Shared ride programs designed to complement the fixed-route system by serving populations who cannot currently access the fixed-route system or Access services.

Service Day: The period of time from when service begins in the morning until service ends in the evening/night.

Smart Card: Plastic or durable card encoded with electronic fare media based on contactless technology. Smart cards must be tapped at the farebox or an electronic validator on each boarding.

Stored Value Card: Paper or disposable fare medium encoded with cash value that can be used to for a single trip or all-day pass on a fixed-route bus. Can be loaded and reloaded with money once a balance is exhausted.

Tap: The act of touching a smart card on a farebox.

Transfer: The action of a passenger leaving one bus or other transit vehicle and boarding a subsequent bus or other transit vehicle to complete his/her trip.

Validator: A device used to verify a fare product is valid.

Valley Regional Transit (VRT): The regional public transportation Authority for Ada and Canyon counties, located in Meridian, Idaho.

VRT On-Demand: Is a public transportation service leveraging smaller vehicles deployed in a predetermined boundary that can be booked with smart technology. The service facilitates shared trips to be arranged on-demand versus following a prescribed schedule and fixed-route.

Youth: Any person between the ages of six and eighteen (6-18). A youth may be asked to provide identification of age. The youth may provide a valid school ID card or a state-issued ID card as verification.

Fare Payment Requirements

Each person riding an Authority service shall pay the applicable fare.



Fixed-Route Fares

Base Fare: The starting point for calculating all other fixed-route fares.

Standard Fare: The applicable fare for fixed-route bus service on local or arterial roads serving neighborhood destinations and feeding transit centers.

Regional Fare: The applicable fare for fixed-route bus service providing service between multiple counties by way of state highways or the interstate.

Single Ride Standard Fare: The price of a single ride standard fare is equal to the base fare and is shown in Table 1. Any person who pays the base fare is entitled to a single boarding on a standard fixed-route bus.

Single Ride Regional Fare: The price of a single ride regional fare is equal to three times the base fare and is shown in Table 1. Any person who pays the single ride regional fare is entitled to a single boarding on a regional fixed-route bus.

Reduced Fares: Reduced fares are priced at 50% of the general fare and are available for single ride, day and 31-day passes as shown in Table 1. There are four (4) reduced fare classifications: youth 6-18, older adults 65+, persons with a disability, and Medicare recipients.

Child Fares: Children under the age of six ride free when traveling with an adult paying the applicable fare.

Prepaid Fares: Prepaid fares are non-refundable and non-transferrable. There are four prepaid fare classifications: All-Day Pass, 31-Day Pass, One Year Pass, and Stored Value Card.

All-Day Pass: Any person who presents a valid All-Day Pass is entitled to an unlimited number of rides during the course of a service day, once the pass is activated. There are four all-day pass classifications: Standard All-Day Pass, Reduced Standard All-Day Pass, Regional All-Day Pass and Reduced Regional All-Day Pass. The price for an all-day pass, by classification, is shown in Table 2.

31-Day Pass: Any person who presents a valid 31-day pass is entitled to an unlimited number of rides over a period of 31 consecutive days, once the pass is activated. There are four 31-Day Pass classifications, Standard 31-Day Pass, Reduced Standard 31-Day Pass, Regional 31-Day Pass and Reduced Regional 31-Day Pass. The price for a 31-day pass, by classification, is shown in Table 2.

One Year Pass: Any person who presents a valid One Year pass is entitled to an unlimited number of rides for 365 days, beginning from the time the pass is activated. There are two One Year Pass classifications: Standard One Year Pass and Regional One Year Pass. The price for a one-year pass, by classification, is shown in Table 2.

Stored Value Card: A Stored Value Card provides the bearer a prepaid method for payment of single ride and all-day passes for standard and regional fares. Stored Value Cards are available in two denominations, priced as shown in Table 2.

Account-based stored value: Using the mobile ticket and smart card validation system, users can store value on their account to use towards single rides or passes. Single rides using account-based stored value will be subject to fare capping. Fare capping will be set at the amounts of a daily and 31-day pass for daily and monthly fare capping. The fare capping amounts are listed in Table 1:

Table 1: Fare Capping

Fare Type	Day	Month Cap
Adult Standard	\$2.50	\$42.00
Reduced Standard	\$1.75	\$21.00
Adult Regional	\$7.50	\$90.00
Reduced Regional	\$3.75	\$45.00

Fares and Pass Pricing: Table 2 lists the fixed-route fares and fare products that are available to the general public and accepted on Standard and Regional fixed-route services.

Table 2: Fixed-Route Fares

Fare Product	Standard	Regional
Base Fare	\$1.50	N/A
Single Ride		
Adult	\$1.50	\$4.50
Reduced Fare	\$0.75	\$2.25
Child (5 and under)	\$0.00	\$0.00
All-Day		
Adult	\$2.50	\$7.50
Reduced Fare	\$1.25	\$3.75
Child (5 and under)	\$0.00	\$0.00
31-Day Pass		
Adult	\$42.00	\$90.00
Reduced Fare	\$21.00	\$45.00
Child (5 and under)	\$0.00	\$0.00
One Year Pass	\$282.00	\$594.00
Stored Value Card	\$13.50 stored value for \$10	

Access Paratransit Fares

Single Ride Fare: The price of a single ride paratransit fare for an Access eligible passenger is equal to two (2) times the base fare and is shown in Table 3.

Prepaid Fares: Prepaid fares are non-refundable and non-transferrable. Single ride Access pass ticket books or their electronic equivalent are available for purchase at any VRT Customer Service office in Meridian, Caldwell, or Boise. Prepaid fares are only accepted from Access eligible passengers.

Personal Care Attendant (PCA): PCAs are accommodated on Access services at no charge when accompanying an Access eligible passenger who requires the assistance of a PCA. PCAs will be accommodated at no charge, as show in Table 3.

Guest/Companion Fares: If requested, Access Service will be provided to at least one individual accompanying the Access eligible passenger in addition to a PCA. Additional guests/companions will be provided service if space is available. The fare for guest/companion is shown in Table 3.

Access Fares and Pass Pricing – Table 3 lists the Access Service fares and fare product(s) that are available to the eligible passengers.



Table 3: Access Fares

Fare Product	Eligible Passenger	Guest/Companion
Single Ride	\$3.00	\$3.00
10-Ride Ticket Book	\$30.00	N/A

Shared Mobility Fares

Shared Vehicle Program

Annual Participating Members: Reserve a vehicle for a set number of days per week for a year and pay a monthly fee. This fee includes maintenance but does not include fuel. Annual Participating Members rates shown in Table 4.

Table 4: Vehicle Sharing Cost Annual for Annual Participating Members

Days per Week Member Uses Vehicle	Base Annual Cost
1	\$4,423
2	\$5,515
3	\$6,607
4	\$7,699
5	\$8,791
6	\$9,883
7	\$10,975

Vehicle Donation: Annual participating members may donate their vehicle to the Vehicle Sharing Program in lieu of paying the yearly member fee (base annual cost in Table 4), until the value of the vehicle has been reached. Once value has been reached, member will pay cost in Table 4.

Village Van: Provides low-income job access transportation for individuals who have been referred by local human service agencies.

Volunteer Driver Program: Provides transportation for any individual who request a ride in Ada County and Canyon County. Fares are shown in Table 5.

Table 5: Volunteer Driver Reimbursement Program Fares

Volunteer Driver	\$5.00 flat fee for up to 12 miles; additional fee of \$0.50 per mile after first 12-mile segment.
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Special Fares

VRT Employee Passes: Current Authority employees may use their employee IDs as a bus pass at no charge on all fixed-route services. Employees may also obtain a One Year Pass for their spouse and immediate family members living in their households at no charge. These passes must be requested through their managers or VRT Human Resources.

VRT Board and Regional Advisory Committee Members: Authority Board members and members of the Regional Advisory Council may obtain a One Year Pass, renewable annually, at no charge. These passes include the member’s picture.

Jurors: Jurors who display a summons valid for the day of travel may travel at no charge on all fixed-route services.



Lifetime Passes: Lifetime Passes are available to retired employees, for themselves and their spouse, if requested through VRT Human Resources. The individual’s picture is included on these passes. At their discretion, the VRT Board of Directors may award free lifetime passes for travel on all fixed-route services to honor individuals or as promotions.

Temporary, Promotional, and Experimental Fares: The Authority shall have the ability to set temporary, promotional and experimental fares. Temporary, promotional and experimental fares are fares implemented for no more than six months for marketing purposes or to test the viability of a new fare product. These fares, because of their short term/temporary nature, are not included in this tariff.

Negotiated Fare Programs

Negotiated Fare Programs like City Go: Allows negotiated pricing for employers, colleges/universities and schools, and residential developments to buy fixed-route fare products for their employees, students, and/or residents. These programs require a contract with the Authority and are negotiated with each organization. Under these agreements, rides are provided, and the established fee is billed annually or as agreed to by contract. Employees and students show their employee or student IDs, or other agreed upon validation method, upon boarding a fixed-route bus. Boardings are tracked with for each contract. Stickers, or other approved method, must be affixed to IDs to indicate that the ID is valid for the current year.

Non-Profit Agency Fares: Non-profit organizations that provide a not-for-profit service for their clients may purchase fixed-route bus passes for their clients at a discount, as shown in Table 6. Non-profit organizations must submit requests and be approved prior to purchasing non-profit passes. Non-profit agency fares can be purchased at the Authority’s Customer Service office in Meridian or through the mail.

Table 6: Non-Profit Agency Fares

Fare Product	Standard	Regional
All-Day Pass	\$1.90	\$5.60
31-Day Pass	\$31.50	\$68.00
Non-Profit Bulk Reduced		
Purchases totaling \$5,000 or more	30% discount on any fare type	
Purchases totaling \$10,000 or more	50% discount on any fare type	

Fare Sales

Fixed-route cash fares must be paid at fareboxes upon boarding. Prepaid fares are products that may be purchased in advance, prior to boarding.

On-board Sales:

Trip fares: These fares must be paid upon boarding by depositing cash for the price of a single ride fare in the farebox.

Fareboxes: These devices accept \$1, \$5, \$10, and \$20 bills and issue change card for riders who do not have the exact fare.

All-Day Passes: These may be purchased upon boarding by depositing cash or using a change card or stored value card for the price of an all-day pass in the farebox.



Prepaid Sales:

All-Day Passes: These are available at the ACHD Commuteride office, and any Authority customer service location in Meridian, Boise and Caldwell.

31-Day Passes and Stored Value Cards: These are available at Authority pass sales outlets and any Authority customer service location in Meridian, Boise and Caldwell.

One Year Passes: These are sold at any Authority customer service location in Meridian, Boise and Caldwell. One-year passes are issued on smart cards and require a photograph of the pass holder at the time of purchase.

Online Pass Sales

All-Day Passes, 31-Day Passes and One-Year Passes may be purchased through the Authority's customer service by emailing buspass@ridevrt.org. For a One Year Pass, a photograph will be required to be sent with the email.

Mobile Ticketing Sales

The Authority leverages mobility platforms that enables passengers to purchase bus passes through mobile ticketing application and account-based smartcards. Mobile ticketing platforms must be downloaded on any smart phone from online application stores. Riders can purchase all-day passes, and various prepaid fare media using the mobile version or using the web hub portal. Mobile tickets are activated through the rider's smart phone. Active mobile tickets must be validated by electronic validators or other means.

Prepaid Fare Activation and Use

Riders activate pre-purchased, magnetically encoded All-Day Passes, 31-Day Passes, and Stored Value Cards by inserting the fare media into the card slot on the farebox. On subsequent boarding's, pass users slide the All-Day Pass and 31-Day Pass through the card reader on the farebox. Stored Value Card users insert the card into the card slot. Riders with a One Year Pass tap the plastic smart card on the card reader, located on the top of the farebox, to activate the pass and on subsequent boarding's.

Prepaid Fare Expiration Dates

One Year passes: Valid for 12 months from the start date, which is programmed at the time the pass is purchased.

All other passes: expire two years from the date of purchase.

Refunds

Refunds are not available for any pass.

Lost or Stolen Passes

One Year passes: Lost or stolen, One Year Passes can be replaced for a \$5 fee through VRT Customer Service.

All other passes: No replacements will be offered.



Credit/Debit Card Acceptance

Credit/Debit Cards: are accepted at all Authority Customer Service offices in Meridian, Boise and Caldwell and at select pass sales outlets. Credit/debit cards are also accepted for mobile application ticketing. Credit/debit cards are not accepted on Authority buses for fare payment.

Fare Revenue Performance Targets

Resolution VBD08-001 approved by the Authority’s Board of Directors on January 16, 2008 established performance targets for the Authority’s fixed-route service fare revenues. The following performance targets are established in Policy #13.12.00:

Fare Recovery Targets: The fare recovery targets set a range for the share of operating costs for each service type that must be covered by fare revenue, where fare recovery is calculated for each service type as:

Service Type Fare Revenue divided by Service Type Operating Cost

Fare Recovery targets are as follows:
Standard bus service: 16%-20%
Regional bus service: 25%-30%

Average Fare Targets: The average fare targets were set to recover the marginal costs of service when those services were at capacity. It is expected that the average fare target would be adjusted over time to keep up with cost and capacity factors.

END OF FARE TARIFF

Adoption Date: 01/06/2025

Effective Date: 01/06/2025

Last Revised Date: 08/02/2021

Last Reviewed Date: 12/18/2024

Replaced: Regional Fare Policy 1.25.00



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

REGIONAL FARE POLICY AND FARE TARIFF
POLICY NUMBER 1.25.00 (G)
RESOLUTION VBD25-006

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATEDE 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, Regional Fare Policy did not include the fare tariff; and

WHEREAS, the Regional Fare Tariff is needed to give guidance to staff and Board members about fare structure and services and their purpose and role in a sustainable system and how we seek to encourage transit use through responsive public transportation solutions with 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 Tariff Policy 1.25.00 and Fare Tariff (G)

Section 2. That this Resolution VBD25-006 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 6th day of January 2025.

APPROVED by the Board Chair this 6th day of January 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Valley Regional Transit and COMPASS Memorandum of Understanding
DATE	01/06/2025
STAFF MEMBER	Stephen hunt

Staff Recommendation/Request

Staff is asking the Valley Regional Transit Board of Directors approve Resolution VBD25-007 Valley Regional Transit (VRT) and COMPASS Memorandum of Understanding (MOU).

Summary

On December 2, 2024, the VRT Executive Board recommended the VRT Board of Directors approve the VRT and COMPASS MOU.

COMPASS and VRT work together to plan for and deliver transit services, facilities and infrastructure. The purpose of this MOU is to identify and define the process by which COMPASS, the regional metropolitan planning organization, and VRT, the regional transit authority, will coordinate and conduct public transportation planning within Ada and Canyon Counties, Idaho.

Per guidance provided by federal authorities, COMPASS and VRT have updated and refined this MOU to include a joint commitment to mutual support, ongoing communication, and a timely resolution of any issues that may arise. In addition, the MOU specifically defines VRT and COMPASS' relationship in developing the following plans or conducting the following activities.

- Regional Long-Range Transportation Plan (*Communities in Motion*)
- Long-Range Transit Plan (*Valley Connect*)
- Transportation Development Plan
- Regional Transportation Improvement Plan
- Transit Asset Management Plan
- Coordinated Public Transit Human Services Transportation Plan
- Program of Projects
- Service Changes/Implementation
- Unified Planning Work Program
- Other planning efforts, studies or related projects

Implication

This MOU will guide VRT and COMPASS coordination on key planning process and project prioritization.

More Information

Attachments:

Attachment 1: Valley Regional Transit and COMPASS Memorandum of Understanding

RESOLUTION VBD25-007 Valley Regional Transit (VRT) and COMPASS Memorandum of Understanding (MOU)

For detailed information, contact:

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



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit (VRT)/COMPASS Memorandum of Understanding Update (MOU) RESOLUTION VBD25-007

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AN UPDATE TO THE VRT/COMPASS MEMORANDUM OF UNDERSTANDING WHICH GUIDES COLLABORATION AND ACTIVITIES BETWEEN VRT AND COMOPASS PER FEDERAL, STATE AND LOCAL REQUIREMENTS OR NEEDS

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, COMPASS and VRT work together to plan and deliver transit services, facilities and infrastructure in the Treasure Valley; and

WHEREAS, the roles and responsibilities of these plans and activities are guided by federal, state and local authorities; and

WHEREAS, federal authorities have requested VRT and COMPASS document the roles and responsibilities of each agency, including how they work together and integrate prioritization into the planning and delivery of transportation services, facilities and infrastructure; and

WHEREAS, VRT and COMPASS find it mutually beneficial to clarify roles and responsibilities; 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 accepts the updated VRT/COMPASS MOU outlining roles and responsibilities between the agencies.

Section 2. That this Resolution VBD25-007 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 6th day of January 2025.

APPROVED by the Board Chair this 6th day of January 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



MEMORANDUM OF UNDERSTANDING
Between
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO (COMPASS)
And
VALLEY REGIONAL TRANSIT (VRT)

PURPOSE

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into this ____ day of _____, 2025, by the Community Planning Association of Southwest Idaho, hereinafter referred to as "COMPASS," and Valley Regional Transit, hereinafter referred to as "VRT." COMPASS and VRT be collectively referred to in this MOU as the "Parties" or the "Agencies."

The purpose of this MOU is to identify and define the process by which COMPASS, the regional metropolitan planning organization, and VRT, the regional transit authority, will coordinate and conduct public transportation planning within Ada and Canyon Counties, Idaho.

This MOU represents a commitment by both agencies to use teamwork and foster positive relationships to develop and deliver high quality plans and projects to improve the public transportation system and meet the needs of Ada and Canyon County residents. COMPASS and VRT will coordinate on planning and programming activities within their joint planning/service area of Ada and Canyon Counties. While this MOU provides a formal framework for the agencies to collaborate and coordinate, it should be regarded as describing the minimum level of cooperation, with the goal of broader partnership.

The partnering process recognizes that each agency has a unique role to play and requires understanding and respect for each agency's specific goals, processes, and requirements. In addition to the overall goal of improving the public transportation system, partnering, coupled with open, ongoing communication, leads to additional positive outcomes, including innovative solutions, stronger relationships among staff, and reduced delays.

1. BASIS FOR ORGANIZATION AND BOUNDARIES

1.1 Authorities

Metropolitan Planning Organization (MPO)

COMPASS, a joint powers entity in accordance with Title 67, Chapter 23, Idaho Code, is the single metropolitan planning organization (MPO) designated by the Governor of Idaho to fulfill the requirements of Title 23 USC 134 and Title 49 USC 5303 (23 CFR 450.310) to establish a planning entity for urban areas defined as "a geographic area with a population of 50,000 or more, as designated by the Bureau of Census" (23 USC 134(b)(7) and 23 CFR 450.310(a)).

COMPASS has the legal authority to enter into this agreement per Section 67-2328, Idaho Code, and any other provisions of state or federal law, regulation or policy directly pertaining to this MOU.

Regional Transit Authority

VRT is the duly established regional public transportation entity under Idaho Code, Chapter 21, Title 40 and as a result of the approval of voters in Ada and Canyon Counties in November 1998, with exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs in Ada and Canyon County, except those under the jurisdiction of public school districts or law enforcement agencies.

VRT has the legal authority to enter into this agreement per section 40-2108, Idaho Code, to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act.

1.2 Boundaries

Per COMPASS' Joint Powers Agreement, the agency may conduct planning in any of the 10 counties in southwest Idaho. Idaho Code 40-2091 gives VRT exclusive jurisdiction regarding the coordination of public transportation services within Ada and Canyon Counties.

This MOU applies only to activities in areas where COMPASS' planning area and VRT's service area overlap.

1.3 Ability to Contract and Receive Grants

COMPASS, under the authority of Title 67, Chapter 23, Idaho Code, is empowered to make and enter contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its purpose and functions.

VRT is empowered under Chapter 21, Title 40 of Idaho Code (40-2108) to raise and expend funds and to enter into contracts.

2. PARTNERING

2.1 Mutual Support

Each agency will make a good faith effort to support the other's activities and work products by sharing data, responding to requests for assistance or information in a timely manner, and providing other assistance as requested.

Both agencies agree to use consistent data, modeling, and assumptions in their planning processes and products, including, but not be limited to:

- COMPASS' demographic estimates and forecasts
- Outputs from COMPASS' regional travel demand model
- GIS data layers
- Mutually selected public transportation planning software, subject to annual Board appropriation
- Communications, marketing, and public participation efforts
- Other data, modeling inputs/outputs, and assumptions as appropriate

2.2 Ongoing Communication

To help facilitate this process, senior COMPASS and VRT staff will meet quarterly to discuss current and upcoming projects, potential issues of concern, and other topics as needed. The agencies will alternate yearly to take the lead in scheduling, organizing, hosting, and facilitating the meetings, including developing the agenda and distributing meeting notes, if needed.

2.3 Issue Resolution

COMPASS and VRT share a commitment to adhere to the responsibilities outlined in this MOU and its appendices, and when needed, to address and resolve issues and problems promptly and at the lowest level possible. However, both agencies recognize that this commitment does not guarantee that all issues will be resolved easily. Therefore, the agencies agree on the escalation levels and process outlined below.

1. Staff level to staff level
2. Team lead to team lead
3. Director to Chief
4. Executive Director to CEO

Every effort will be made to resolve issues in a timely manner and at the lowest level possible. As resolutions are elevated, lower-level staff will be informed and involved as necessary. If issues are not resolved within three months, the Executive Director and CEO will meet to determine whether and how to elevate the issue to Executive Committee/Executive Board and/or Board of Directors level.

3. PLANS AND PROGRAMS

3.1 Relationship among Planning and Programming Products

COMPASS and VRT each have their own unique role in planning the future public transportation system for Ada and Canyon Counties. COMPASS is tasked with long-range (20 years+) multimodal transportation planning and with developing and managing the regional transportation improvement program (TIP), which includes public transportation projects. VRT, on the other hand, develops shorter-range plans, asset management plans, service plans, and more, as well as its annual Program of Projects, which feeds into COMPASS' TIP.

The plans and programs developed by both agencies are intricately linked and feed into one other. It is imperative that the two agencies work closely together on these plans to ensure their consistency and cohesiveness.

Each of these plans and programs are briefly described below; details outlining roles, responsibilities, and timelines for each can be found in the appendices of this MOU.

Regional Long-Range Transportation Plan

Definition/Purpose: COMPASS develops a regional long-range transportation plan for its planning area every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies, including public transportation projects/studies, for the next 5 – 20+ years. See Appendix A.

Valley Regional Transit's Long-Range Transit Plan (*Valley Connect*)

Definition/Purpose: The purpose of Valley Regional Transit's Long-Range Transit Plan is to lay out future transit routes, other transportation services, and fleet and facility upgrades that will be necessary to meet the travel demands of the growing population of the Treasure Valley. The plan will outline how VRT will advance the region's vision for public transit and public mobility and inform the development of the Transportation Development Plan and *Communities in Motion*. See Appendix B.

Transportation Development Plan

Definition/Purpose: The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The TDP outlines a service implementation plan and capital improvement program, as well as mobility support investments, that will guide VRT's investments in the coming years. See Appendix C.

Regional Transportation Improvement Program

Definition/Purpose: Annually, in cooperation with VRT, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's long-range transportation plan. Therefore, projects in the TIP should first be identified as priorities in the long-range transportation plan. See Appendix D.

Transit Asset Management Plan

Definition/Purpose: The Transit Asset Management Plan (TAM) is a tool to achieve and maintain a state of good repair for all public transportation assets in the region. This includes the strategic and systemic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable transportation. VRT is a Tier II provider that manages less than 101 vehicles across all fixed routes or in non-fixed route mode. See Appendix E.

Coordinated Public Transit-Human Services Transportation Plan (“Coordinated Plan”)

Definition/Purpose: A Coordinated Plan is required for project proposals to be eligible to receive funding from the Federal Transit Administration’s (FTA’s) Section 5310 program - Enhanced Mobility of Seniors and Individuals with Disabilities. The Coordinated Plan identifies the unmet transportation needs of target populations (persons with disabilities, persons with low incomes, and older adults, at a minimum), provides strategies to meet these needs, and prioritizes transportation services for funding and implementation. See Appendix F.

Program of Projects

Definition/Purpose: The Program of Projects (POP) is the list of federally funded public transportation projects in VRT’s annual budget; the projects are also included in COMPASS’ transportation improvement program (TIP). See Appendix G.

Service Changes/Implementation

Definition/Purpose: Valley Regional transit will regularly make changes to service. Service changes are how all transit service and plans are implemented. Incremental route adjustments and timing changes within current budgets will be undertaken internally within VRT and require less extensive processes and will include reports of any changes to COMPASS at least annually. Periodically, those changes will be extensive, as such, those service changes come at the end of an extensive planning process that considers long-term goals, public input, available funding, and current route performance including productivity and on-time performance. Those changes will include more robust communication between VRT and COMPASS. See Appendix H.

Unified Planning Work Program (UPWP)

Definition/Purpose: The UPWP is COMPASS’ annual statement of work identifying the planning priorities and activities to be carried out within COMPASS’ planning area. See Appendix I.

Planning Efforts, Studies, and Related Projects

Definition/Purpose: COMPASS and VRT conduct planning studies as part of their planning processes. COMPASS and VRT should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit. See Appendix J.

4. GENERAL PROVISIONS

4.1 Effective Date

This MOU shall become effective upon signature of the Executive Director of COMPASS and the CEO of VRT, whichever is most recent. This MOU shall remain in full force and effect from the effective date for a period of five (5) years unless it is amended or terminated by either Party as provided in this MOU. This MOU supersedes and replaces any existing memoranda of understanding.

4.2 Termination

Prior to providing notice of termination of this MOU, the Parties shall follow the process described in the Issue Resolution provision of this MOU. In the event the issue resolution process fails to produce a resolution, either Party may terminate this MOU at any time, with or without cause, upon ninety (90) calendar days prior written notice to the other Party specifying the date of termination.

Between the date written notice of termination is provided and the termination date, COMPASS and VRT shall develop a written Termination Agreement to be signed by the Parties. The Termination Agreement shall identify and allocate between the Parties all responsibilities, obligations, liabilities, and procedures that must be honored up to and after the termination date.

4.3 Amendments

This MOU may be extended, amended, changed, or modified upon written agreement of the Parties. However, no extension, amendment, change, or modification of this MOU shall be effective unless in writing and executed by both Parties.

4.4 Governing Law and Severability

This MOU shall be construed in accordance with and governed by the laws of the State of Idaho. Any action to enforce the provisions of this MOU shall be brought in state district court in Boise, Ada County, Idaho. In the event any term of this MOU is held to be invalid or unenforceable by a court, the remaining terms of the MOU will remain in force and the Parties may re-negotiate the terms affected by the severance in accordance with the process for amendments and modifications provided in the MOU.

4.5 Officials, Agents, and Employees of Client Not Personally Liable

It is agreed by and between the Parties hereto that in no event shall any official, officer, employee, or agent of the VRT or COMPASS be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this MOU. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of VRT or COMPASS shall have any personal liability or responsibility under this MOU, and the sole responsibility and liability for the performance of this MOU and all of the provisions and covenants contained in this MOU shall rest in and be vested with VRT and COMPASS.

4.6 Limitations

Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory responsibilities of COMPASS or VRT in performing functions granted to them by law.

Nothing in this MOU shall be construed as requiring either entity to expend any sum in excess of its respective appropriation.

Each provision of this MOU is subject to the laws and regulations of the State of Idaho and of the United States.

Neither Party shall be required to provide indemnification of the other Party.

Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests.

COMPASS and VRT shall maintain and protect all confidential information as may be required by state and federal law and regulations. The Parties mutually acknowledge that any records or documents shared between the two Parties may be open to public inspection and copying unless exempt under the Idaho Public Records Act (Idaho Code section 74-102 *et seq.*) The obligations under this section shall survive termination of this MOU.

SIGNATURES:

VALLEY REGIONAL TRANSIT

By _____ Date _____
Elaine Clegg, CEO

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

By _____ Date _____
Matthew J. Stoll, Executive Director

Appendix A. COMPASS' Regional Long-Range Transportation Plan

Item III. I.

Definition/Purpose: COMPASS develops a regional long-range transportation plan for its planning area every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies, including public transportation projects/studies, for the next 5 – 20+ years.

Applicable Federal Regulations: 23 CFR 450.324

Trigger for Updating or Amending the Long-Range Transportation Plan:

- Update
 - Scheduled five-year update cycle
- Periodic Amendments
 - Changes in federal laws
 - Changes in available funding for projects identified in the plan
 - Unanticipated substantive changes

Process and Responsibilities:

COMPASS	Timing*	VRT
<p>Develop the scope of work for the plan update, establish the growth forecast for the horizon year, and develop an initial financial forecast to the horizon year.</p> <p>Potentially solicit public input[^].</p> <p>Coordinate with VRT to set state of good repair targets for transit capital and update Transit Asset Management (TAM) performance measures, as needed.</p>	Year 1	<p>Review, provide feedback, recommend, and approve the scope of work, growth forecast, and financial forecast as part of COMPASS workgroups, the Regional Transportation Advisory Committee (RTAC), and the Board of Directors.</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance on VRT's system in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Coordinate with COMPASS to update the TAM plan (Appendix D).</p>
<p>Establish the horizon-year growth and transportation vision, determine plan goals, conduct needed studies and analyses, and update the financial forecast, as needed.</p> <p>Potentially solicit public input[^].</p>	Year 2	<p>Review, provide feedback, recommend, and approve the growth and transportation vision and plan goals as part of COMPASS workgroups, RTAC, and the Board of Directors; collaborate on studies as appropriate.</p> <p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Coordinate with COMPASS on the development of the Valley Connect plan (Appendix B).</p>
<p>Conduct needed studies and analyses, update the financial forecast, as needed, and establish the plan's funding policy.</p> <p>Potentially solicit public input[^].</p> <p>Establish prioritization processes for all transportation needs based on performance-based planning principles, the congestion management process, equity considerations, and other factors.</p>	Year 3	<p>Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Review, provide feedback, recommend, and approve the funding policy as part of RTAC and the Board of Directors; collaborate on studies as appropriate.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p> <p>Review, provide feedback, recommend, and approve the prioritization process as part of COMPASS workgroups, RTAC, and the Board of Directors.</p>

COMPASS	Timing*	VRT
<p>Update the financial forecast, as needed.</p> <p>Prioritize funded projects and unfunded needs across all modes using the approved prioritization processes.</p> <p>Specifically for public transportation projects:</p> <ul style="list-style-type: none"> • Work with VRT, RTAC, and the Public Transportation Workgroup. • Use Valley Connect and VRT's Transportation Development Plan (TDP) to inform prioritization of funded and unfunded projects. • Share the draft prioritized funded and unfunded public transportation project lists with VRT. <p>Identify the scope, location, timing, and cost of needed transportation improvements out to the horizon year of the plan (all modes, funded and unfunded projects, studies).</p> <p>Potentially solicit public input[^].</p>	Year 4	<div style="border: 1px solid black; padding: 2px; width: fit-content; float: right; margin-bottom: 5px;">Item III. I.</div> <p>Provide data on anticipated revenues, costs, deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast in June, in coordination with financial data provided for COMPASS' TIP.</p> <p>Prioritize funded projects and unfunded needs across all modes using the approved prioritization processes as a member of RTAC and COMPASS workgroups.</p> <p>Share the draft prioritized funded and unfunded public transportation project lists with the VRT Board for acceptance.</p> <p>Approve the prioritized funded and unfunded lists as a member of the COMPASS Board of Directors.</p> <p>Provide input into, and assist with, public involvement through COMPASS' Public Participation Workgroup, as needed.</p>
<p>Write the draft plan and associated documents.</p> <p>Solicit public comment on the draft plan (30 days minimum)[^].</p> <p>Update the draft plan based on public feedback; request RTAC recommendation and Board of Directors' adoption of the final plan.</p>	Year 5	<p>Provide input into, and assist with, soliciting public comment on the draft plan through COMPASS' Public Participation Workgroup.</p> <p>Recommend and adopt the final plan as a member of RTAC and the COMPASS Board of Directors.</p>
<p>Implement the plan through conducting studies, developing plans, and funding projects as identified in the plan; collaborate with VRT as appropriate on studies, plans, seeking funding, and funding projects.</p> <p>Amend the plan as needed to meet new federal requirements, add new funded projects, or address other substantive changes as they arise; follow TIP amendment process</p>	Periodically/ Ongoing	<p>Collaborate with COMPASS as appropriate on studies, plans, seeking funding, and funding projects.</p> <p>Notify COMPASS of any unfunded projects proposed for funding or changes to funded projects within five days of the decision to move forward to allow for timely plan amendments.</p>

**Each long-range plan update is unique, and the exact timing and nature of each step varies; therefore, the process described above is illustrative only*

[^]Public involvement is guided by COMPASS' Participation Plan and occurs at multiple stages of the development process; exact timing, methods, and topics varies from plan to plan, but always include a minimum 30-day public comment period on the draft plan

Final Product:

- A fiscally constrained multimodal regional long-range transportation plan that outlines regional needs to the horizon year and meets all federal planning requirements.

Appendix B. VRT’s Long-Range Transit Plan (*Valley Connect*)

Definition/Purpose: The purpose of the *Valley Connect* plan is to lay out future transit routes, other transportation services, and fleet and facility upgrades that will be necessary to meet the travel demands of the growing population of the Treasure Valley. The plan will outline how VRT will advance the region’s vision for public transit and public mobility and inform the development of the Transportation Development Plan and *Communities in Motion*.

Applicable Federal Regulations: None

Trigger for Updating or Amending the Plan:

- Update
 - Every five years, with a two-year process.
 - Align timing so that *Valley Connect* is adopted two years prior to the adoption of COMPASS’ regional long-range transportation plan
- Periodic Amendments
 - As new studies or plans are developed that change conditions
 - Significant growth or employment changes
 - Significant changes in funding

Process and Responsibilities:

COMPASS	Timing	VRT
Provide feedback on the scope of work and work with VRT to accommodate technical service requests, to the extent possible.	Year 1	Develop scope of work for plan update. Solicit feedback from partners, including COMPASS. Work with COMPASS to identify the scope and schedule for technical assistance needed.
	Year 1	Follow procurement process and select consultant. Appoint steering committee, including a COMPASS representative.
Participate in committee meetings and provide comments to VRT. Provide data and technical support to VRT as identified in the scope of work.	Years 1-2	Provide available data, studies, and plans to consultant. Schedule committee meetings and keep VRT Board informed of progress. Conduct planning process and public engagement.
	Year 2	Adopt the plan.
Incorporate new routes and services into the long-range transportation plan. Conduct COMPASS Public Transportation Workgroup meetings to identify elements from <i>Valley Connect</i> including routes, services, and infrastructure that should be in funded and unfunded scenarios for the term of the long-range plan (20+ year horizon).	Two years prior to adoption of updated long-range transportation plan	Review <i>Valley Connect</i> as part of the long-range transportation plan update to identify new routes, services and infrastructure to incorporate in the long-range transportation plan. Work with the COMPASS Public Transportation Workgroup to identify elements from <i>Valley Connect</i> for inclusion in the long-range transportation plan.
	Every two years	Review <i>Valley Connect</i> for projects (routes, services, fleet, or facilities) that are a high priority, have local funding support, or need to be considered for Transportation Development Plan updates.

Final Product:

- A narrative document that outlines a future vision for public transportation and includes goals and objectives, route scenarios based on growth, and chapters providing guidance on other transportation services and topics contributing to transit planning.

Appendix C. VRT's Transportation Development Plan

Item III. I.

Definition/Purpose: The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The TDP outlines a service implementation plan and capital improvement program, as well as mobility support investments, that will guide VRT's investments in the coming years.

Applicable Federal Regulations: None

Triggers for Updating Plan:

- Scheduled update, every one or two years (one-year process)

Process and Responsibilities:

COMPASS	Timing	VRT
	Winter/Spring	Discuss anticipated projects for the next five years with partners. The next years projects and costs serve as the foundation for beginning the annual budget process. Coordinate internally on anticipated projects, budget, and match.
Score projects using the process outlined in the annual COMPASS Application Guide; provide scores to VRT to inform project prioritization in the TDP.	Spring	Share draft TDP project list with COMPASS for scoring. Prioritize routes, services, fleet, facilities, and other projects identified in the TDP; use local funding support and COMPASS scoring to inform prioritization. Identify local and federal funding assumptions, including whether any changes would be needed in the TIP.
Incorporate new routes and services in COMPASS' TIP (document), travel demand model, and transit planning software.	Summer	Develop preliminary budgets for each year and adjust the cost allocation model as needed. Move projects to various years to align with expected VRT budget.
Provide opportunities for VRT to update COMPASS' Public Transportation Workgroup on development of the TDP.	Summer	Periodically update the COMPASS Public Transportation Workgroup on the development of the TDP and solicit public input.
Include unfunded projects (from previous fall/spring applications) in the COMPASS Resource Development Plan; request RTAC review and recommendation and COMPASS Board of Directors adoption.	Summer/Fall	Review, recommend, and approve COMPASS' Resource Development Plan as a member of the RTAC and COMPASS Board of Directors.
	Fall	Adopt the fiscal year budget and adjust TDP as necessary. Adopt TDP.
	During COMPASS funding application periods; annually in late fall and spring	Submit Phase I (and Phase II if needed) funding applications for prioritized projects, as identified above.
Provide an opportunity for VRT to update COMPASS' Public Transportation Workgroup and RTAC on the newly adopted TDP and discuss local priorities.	Winter	Update to the COMPASS Public Transportation Workgroup and RTAC on the newly adopted TDP and discuss local priorities.
Provide grant research, writing, letters of support, and other assistance to obtain grants for VRT projects identified in the Resource Development Plan.	Ongoing	Request grant application assistance for projects identified in the Resource Development Plan. Submit requests for assistance a minimum of two weeks prior to due dates.

Final Product:

- A fiscally constrained five-year plan with annual projects including total expenses, and directly generated, local and federal revenues.

Appendix D. Regional Transportation Improvement Program

Item III. I.

Definition/Purpose: Annually, in cooperation with VRT, COMPASS develops a regional transportation improvement program (TIP), which is a short-term budget of federally funded and regionally significant transportation projects in Ada and Canyon Counties. The purpose of COMPASS' TIP is to implement the investment priorities identified in the region's long-range transportation plan. Therefore, projects in the TIP should first be identified as priorities in the long-range transportation plan.

VRT also develops a five-year Transportation Development Plan (TDP) and annual Program of Projects (POP). The POP is referenced in TIP project descriptions for more detailed information.

Applicable Federal Regulations: 23 CFR 450.326

Triggers for Updating or Amending the TIP:

- Annual Update
 - Annual process
- Periodic Amendments
 - Changes in the scopes of funded projects, as defined in the COMPASS TIP amendment policy¹
 - Unanticipated needs or funding that necessitate adding or removing projects
 - Changes in federal or state laws or regulations

Process and Responsibilities – Annual Update:

COMPASS	Timing	VRT
Prepare for update and call for projects, including: <ul style="list-style-type: none"> • Updating COMPASS' application guide. • Holding joint meetings with COMPASS/VRT member agencies to discuss needs and the application process. 	Summer/fall	Participate in COMPASS' process by: <ul style="list-style-type: none"> • Recommending and approving the application guide as a member of the Regional Transportation Advisory Committee (RTAC) and COMPASS Board of Directors. • Participating in joint meetings with COMPASS/VRT member agencies. • Provide COMPASS with a list of priority transit corridors; update as needed.
Develop TIP project list: Re-share project scores previously developed for the TDP (Appendix C) with VRT to inform project applications. Solicit funding applications from VRT for programs managed by COMPASS* (Funding assumptions and criteria are described in the long-range transportation plan funding policy and annual application guide). Work with RTAC: <ul style="list-style-type: none"> • Identify projects on priority transit corridors (using the list from above); share with VRT for input • Prioritize applications for projects in the COMPASS planning area using criteria in the COMPASS Application Guide • Develop a funding plan. • Incorporate any project applications that were not prioritized for TIP inclusion into the Resource Development Plan. Review the draft TIP project list with RTAC and the COMPASS Board of Directors prior to public comment; share project scores for all projects, including VRT projects (scored during TDP process) Compare the draft TIP (Appendix C) to the TDP to ensure alignment.	November – June	Participate in COMPASS' process: <ul style="list-style-type: none"> • Review proposed projects on priority transit corridors; provide input as appropriate. • Prioritize local projects in the COMPASS planning area, approve initial prioritization, and approve the funding plan for programs managed by COMPASS as a member of RTAC • No later than April 1, provide COMPASS with VRT's draft project list from the TDP and POP (see Appendices C and G), including new projects, changes to existing projects, and carry-over funding. • Review COMPASS' draft TIP as a member of RTAC and the COMPASS Board corridors. Compare the TDP (Appendix C) to the draft TIP to ensure alignment.
Develop the TIP report to accompany the TIP project list; include demonstration of fiscal constraint and performance measure targets and analyses from the previous year.	June - September	Provide data on anticipated revenues, costs, and deferred maintenance in Ada and Canyon Counties to feed into COMPASS' financial forecast (June; within 2 weeks of request).

¹ COMPASS: <https://compassidaho.org/resourcedevelopment/#FundPol>

COMPASS	Timing	VRT
<p>Solicit public comment on the draft TIP</p> <ul style="list-style-type: none"> Align timing with VRT's POP public comment period and co-promote whenever possible. Share comments received on VRT projects with VRT within 10 days of close of comment period. 	July; minimum 30 days	<p>When asked, provide responses to COM Item III. I. regarding questions/comments from the public within three business days of receipt when possible.</p> <p>Solicit public comment on the draft POP</p> <ul style="list-style-type: none"> Align timing with COMPASS' TIP public comment period and co-promote whenever possible. Share comments received on projects in the POP with COMPASS within 10 days of close of comment period.
Recommend and approve the final TIP project list	August-September	Recommend the TIP project list as a member of RTAC and approve as a member of the COMPASS Board of Directors.
Submit final TIP report to ITD	September	Receive approved TIP project list from COMPASS and finalize VRT budget materials.
<p>Compile the annual list of projects, showing obligation status of all projects with programmed funding in the previous fiscal year.</p> <p>Post on COMPASS website no later than December 31.</p>	November / December	Provide COMPASS with transit project obligation data for inclusion in annual list of projects (November, within two weeks of request).
Update TIP amendment policy as needed; work with RTAC and COMPASS Board of Directors for review/recommendation/approval.	As needed	Recommend and approve updates to COMPASS' TIP amendment policy as a member of RTAC and the COMPASS Board of Directors.

Process and Responsibilities – Amendments and Modifications:

COMPASS	Timing	VRT
<p>Incorporate VRT's project needs regarding scope changes or funding and process changes through the balancing process, an amendment, or administrative modification, as appropriate. Needs will be added to the Needs List.</p>	Ongoing	Notify COMPASS when needs arise (typically by submitting an official letter of request) to change the scope of a project or when funding needs are realized to amend the TIP and other documents as needed. The notification should include a brief description and the funding source desired.
<p>Determine the type of action needed per COMPASS' amendment policy within three days and develop action plan; share with VRT.</p> <p>Follow one of the two processes in italics below; details outlined in COMPASS' TIP amendment policy</p>	Upon receipt of all needed information	
<p><i>Administrative Modification:</i> Prepare documentation for COMPASS Executive Director signature.</p>	Monthly	
<p><i>Amendment:</i> Solicit public comment.</p> <p>Process amendment through RTAC for recommendation and the COMPASS Board for approval.</p>	Total: 6 – 8 weeks, including public comment COMPASS Board adoption: even numbered months	<p>Review public comment materials to ensure the intent of the change is captured.</p> <p>Assist in promoting public comment, when amendment includes a VRT project.</p> <p>Attend RTAC and COMPASS Board of Directors' meeting to respond to questions, if asked, concerning the proposed changes. Share any known questions or concerns with COMPASS staff prior to the meetings.</p>
Enter obligations or changes to COMPASS-managed or transit programs into ITD's project database.	Within 10 business days of approvals	Notify VRT staff that project changes that have been entered.
Keep all programs balanced	Ongoing	Understand COMPASS policies and how VRT's projects are considered in the process Participate in balancing actions through involvement in RTAC
Facilitate funding through the End-of-Year and Redistribution Programs ²	Annually; May - August	Participate in the End-of-Year and Redistribution Program through involvement in RTAC and the COMPASS Board ²

² End-of-Year and Redistribution is limited regarding transferring funds to FTA. Only projects that could remain within FHWA oversight be considered for these programs.

*Programs managed by COMPASS include:

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- Carbon Reduction Program (CRP) (Transportation Management Area [TMA], Large Urban [LU])
- Planning programs (TMA, LU)
- Surface Transportation Block Grant (STBG) (TMA, LU)
- Transit Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310) (SU)
- Transit Bus and Bus Facilities Program (5339) (SU)
- Transportation Alternatives Program (TAP) (TMA)

Final Product:

- Regional transportation improvement programs, including project lists, reports, and Board resolutions.

Appendix E. VRT's Transit Asset Management Plan

Item III. I.

Definition/Purpose: The Transit Asset Management Plan (TAM) is a tool to achieve and maintain a state of good repair for all public transportation assets in the region. This includes the strategic and systemic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost effective, and reliable transportation. VRT is a Tier II provider that manages less than 101 vehicles across all fixed routes or in non-fixed route mode.

Applicable Federal Regulations: 49 U.S.C. Chapter 53, 49 C.F.R. Part 625

Triggers for Updating or Amending the Plan:

- Regular Updates
 - Every four years: Update TAM Plan including aspirational performance targets
 - Annually: Conduct inventory and assessment of assets and reconfirm performance targets.
- Periodic Amendments
 - If scores are too far above or below the target and need re-adjustment
 - As federal rules change
 - When VRT manages over 101 vehicles and becomes Tier I
 - Changes in policies or industry best practices

Process and Responsibilities:

COMPASS	Timing	VRT
	Spring (annual)	Conduct annual inventory of rolling stock, facilities, and equipment belonging to VRT and members of the group plan (Ada County Highway District Commuteride, Boise State University, WITCO).
	Spring (at least every four years)	Review performance targets and reset as needed.
Provide the opportunity for VRT to share the performance targets with COMPASS' Public Transportation Workgroup (PTWG) for feedback.	Summer (annual)	Report performance targets for the upcoming year to the VRT Board and COMPASS PTWG. Report previous years' scores and targets to the Federal Transit Administration's (FTA's) National Transit Database. Provide annual asset scoring for acceptance and performance targets for approval to the VRT Board. Submit TAM scoring and performance targets to COMPASS.
Provide updated aspirational TAM targets, when changes are made, to the COMPASS Board for acceptance.	Summer/fall (at least every four years)	Recommend new aspirational TAM targets to the VRT and COMPASS Boards. Submit the finalized TAM plan to the FTA.
Include TAM scoring and performance targets in the COMPASS Change in Motion scorecard (every two years).	Fall (every two years)	

Final Products:

- A plan that sets criteria for prioritizing replacement of rolling stock, facilities, and equipment.
- An annual inventory of public transportation assets and performance targets.

Appendix F. Coordinated Public Transit-Human Services Transportation Plan ("Coordinated

Item III. I.

Definition/Purpose: A Coordinated Plan is required for project proposals to be eligible to receive funding from the Federal Transit Administration's (FTA's) Section 5310 program - Enhanced Mobility of Seniors and Individuals with Disabilities. The Coordinated Plan identifies the unmet transportation needs of target populations (persons with disabilities, persons with low incomes, and older adults, at a minimum), provides strategies to meet these needs, and prioritizes transportation services for funding and implementation.

Applicable Federal Regulations: 49 U.S.C. 5310

Trigger for Updating or Amending the Coordinated Plan:

- Update
 - Scheduled five-year update cycle
 - 12-month process; begins in Year 4 of the development of the regional long-range transportation plan and culminates with adoption in Year 5 of the development of the long-range transportation plan (Appendix A)
- Periodic Amendments
 - Changes in federal laws
 - Unanticipated substantive changes within the region

Process and Responsibilities:

COMPASS	Timing*		VRT
	Coordinated Plan	Long-Range Transportation Plan Update Cycle	
No significant activity.	NA	Years 1 and 2	No significant activity.
Lead agency (COMPASS or VRT) develops a scope of work and project schedule in coordination with the other agency.	NA	Year 3	Lead agency (VRT or COMPASS) develops a scope of work and project schedule in coordination with the other agency.
Lead agency initiates update per the project schedule in coordination with the other agency.	Month 1	Year 4	Lead agency initiates update per the project schedule in coordination with the other agency.
	≈ Month 2		Update list of existing transportation services, programs, and providers.
With VRT, work with VRT's Regional Advisory Council (RAC) to identify transportation needs of target populations.	≈ Months 3 - 5		With COMPASS, work with the RAC to identify transportation needs of target populations.
With VRT, work with the RAC to identify and prioritize strategies, activities, and/or projects in the plan.	≈ Months 6 - 8		With COMPASS, work with the RAC to identify and prioritize strategies, activities, and/or projects in the plan.
Lead agency develops draft plan in coordination with the other agency and reviews with VRT's RAC and COMPASS' Regional Transportation Advisory Committee (RTAC).	≈ Month 9		Lead agency develops draft plan in coordination with the other agency and reviews with RAC and RTAC.
Lead agency develops a public participation plan in coordination with the other agency and reviews it with RAC and COMPASS' Public Participation Workgroup.	≈ Month 9		Lead agency develops a public participation plan in coordination with the other agency and reviews it with RAC and COMPASS' Public Participation Workgroup.
Lead agency conducts public and stakeholder outreach on the draft plan; other agency provides support as needed.	≈ Month 10		Lead agency conducts public and stakeholder outreach on the draft plan; other agency provides support as needed.
Participate as a key partner in the development of the plan.	≈ Month 11		Present the draft Coordinated Plan to the RAC for recommendation to VRT Board.

COMPASS	Timing*		VRT
	Coordinated Plan	Long-Range Transportation Plan Update Cycle	
Present the draft Coordinated Plan to RTAC for recommendation to the COMPASS Board.	≈ Month 11	Year 4	Review, discuss, and vote on the plan as a member of RTAC.
Participate as a key partner in the development of the plan.	≈ Month 11		Lead agency initiates update per the project schedule in coordination with the other agency.
Present the Coordinated Plan to COMPASS Board of Directors for adoption	≈ Month 12		Review, discuss, and vote on the plan as a member of the COMPASS Board
Work with VRT to determine the lead agency responsible for developing the <u>next</u> Coordinated Plan.	NA	Year 5	Work with COMPASS to determine the lead agency responsible for developing the <u>next</u> Coordinated Plan.

* The Coordinated Plan is developed to align with the timing of the regional long-range transportation plan (*Communities in Motion*), which is updated on a five-year cycle. This column reflects the timing of the Coordinated Plan itself as well as in relation to the long-range plan.

Final Product:

- A Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon Counties that identifies the transportation needs of target populations and prioritizes strategies to meet those needs.

Appendix G. VRT's Program of Projects

Item III. I.

Definition/Purpose: The Program of Projects (POP) is the list of federally funded public transportation projects in VRT's annual budget; the projects are also included in COMPASS' transportation improvement program (TIP).

Applicable Federal Regulations: 49 U.S.C. 5307

Triggers for Updating or Amending the Program:

- Update
 - Annually
- Periodic Amendments or Modifications
 - As funding changes
 - When required by federal review

Process and Responsibilities:

COMPASS	Timing	VRT
Provide VRT with draft program totals (by key number) from the draft TIP (Appendix D).	Spring	Develop the draft POP based on the draft federal budget for the upcoming fiscal year, then compare the draft TIP program totals from COMPASS to budgetary needs.
Ensure key numbers and funding amounts in the TIP for the upcoming fiscal year match the POP.	May/Spring	Submit draft POP, referenced by key number, to COMPASS for inclusion in the draft TIP for the upcoming fiscal year. Ensure funding amounts in the POP for the upcoming fiscal year match the TIP.
Solicit public comment on the draft TIP <ul style="list-style-type: none"> • Align timing with VRT's POP public comment period and co-promote whenever possible. • Share comments received on VRT projects with VRT within 10 days of close of comment period. 	July; minimum 30 days	When asked, provide responses to COMPASS regarding questions/comments from the public within three business days of receipt when possible. Solicit public comment on the draft POP <ul style="list-style-type: none"> • Align timing with COMPASS' TIP public comment period and co-promote whenever possible. • Share comments received on projects in the POP with COMPASS within 10 days of close of comment period.
Incorporate comments from the public, as appropriate.	August	Incorporate comments from the public, as appropriate.
	Summer/Fall	Create project sheets for federally funded projects based on the TIP totals.
	Fall/Winter	Build federally funded grants in TRAMS based on project sheets and budget.
Incorporate carry-over changes in the updated TIP.	October-November	Review needed carryover projects/ funds based on obligations that were not approved in the previous fiscal year. Update the POP and notify COMPASS.
	Winter	Request VRT Board adoption. Post adopted POP online.
Provide monthly obligation updates to RTAC as information.	Monthly	Update the current year POP with submittals and obligations for RTAC review.

Final Product:

- A detailed, one-year list of federally funded transit projects.

Appendix H. VRT Service Changes/Implementation

Item III. I.

Definition/Purpose: Valley Regional transit will regularly make changes to service. Service changes are how all transit service and plans are implemented. Incremental route adjustments and timing changes within current budgets will be undertaken internally within VRT and require less extensive processes and will include reports of any changes to COMPASS at least annually. Periodically, those changes will be extensive, as such, those service changes come at the end of an extensive planning process that considers long-term goals, public input, available funding, and current route performance including productivity and on-time performance. Those changes will include more robust communication between VRT and COMPASS.

Applicable Federal Regulations: 49 U.S.C. 5307 (c)(1)(I), FTA Circular 4702.1B and 9030.1E

Trigger for conducting service changes:

- Regular
 - Adjustments to travel times
 - Adjustments to routing on existing services
- Planned
 - Implementation of new services
 - Increases in service levels
 - Network restructures
 - Discontinuation of services
 - Changes in funding levels
 - Changes to the road network
 - Long-term road construction impacts
- Unplanned
 - Unanticipated changes in funding levels
 - Emergency changes to the road network
 - Discontinuation of services
 - Changes in costs
 - Safety concerns

Process and Responsibilities for Planned Changes*:

COMPASS	Timing**	VRT
	32-24 months before	Review projects in the Transportation Development Plan (TDP) with all funding partners. Confirm funding assumptions and service needs. If new projects are identified from Valley Connect, COMPASS' long range plan, or unanticipated current needs, add those projects to the TDP. Communicate planned services with the Federal Transit Administration (FTA) and COMPASS.
	20 months before	Confirm funding priorities with funding partner and work with funding partner to ensure funding change is included in the up-coming fiscal year's budget building process.
Provide comments during public involvement, if applicable.	17 months before	Conduct first round of public outreach about planned changes. Identify potential environmental review requirements of planned service change. Evaluate Title VI implications of service changes. Communicate potential service changes with FTA.
	14 months before	Prepare final draft of changes based on initial round of public and stakeholder comment. Solicit final round of comments. Begin environmental review processes if possible.
Review public comments for implications to the long-range transportation plan.	11 months before	Review public and stakeholder feedback and finalize service changes for VRT Board consideration. Re-evaluate any Title VI implications if necessary. Provide public comments to COMPASS.
	8 months before	Adopt service change begin implementation processes including any remaining required environmental reviews. Communicate final service changes with FTA

COMPASS	Timing**	VRT
	2-6 months before	Begin final public outreach and notifications.
<p>Update route geography in COMPASS' travel demand model and transit planning software.</p> <p>Update the long-range transportation plan and/or transportation improvement program with new projects, if necessary.</p> <p>Identify the impact of new projects on long-term funded public transportation projects in the long-range transportation plan.</p>	Post change	<p>Provide COMPASS with all updated routing details, stop locations, route schedules, etc., including timing of implementation.</p> <p>Provide details of any new VRT projects using federal funds. Identify the impact of new projects on long-term funded public transportation projects in the long-range transportation plan.</p>

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**Regular changes do not require this extensive of outreach/coordination efforts. All regular changes will be reported to COMPASS each year. Unplanned changes, including those that result from unanticipated funding levels, may be implemented in a shorter timeframe. VRT will take all steps to ensure services are successfully coordinated with COMPASS prior to implementation.*

***Each service change implementation is unique, and the exact timing and nature of each step varies; therefore, the process described above is intended to be illustrative or typical.*

Final Product:

- New service and infrastructure in operation.

Appendix I. COMPASS' Unified Planning Work Program (UPWP)

Item III. I.

Definition/Purpose: The UPWP is COMPASS' annual statement of work identifying the planning priorities and activities to be carried out within COMPASS' planning area.

Applicable Federal Regulations: 23 CFR 450.308

Triggers for Updates:

- Annual update:
 - Sufficient time to prepare for COMPASS' Board of Directors adoption in August of each year, to ensure adequate time for ITD and federal approval by October 1; this process typically begins in January/February.
- Periodic revisions:
 - Proposed changes to the COMPASS budget, planning priorities, or planned activities, or new regional studies implemented in the COMPASS planning area.

Process and Responsibilities:

COMPASS	Timing	VRT
Solicit other member agency projects for the upcoming fiscal year when over five days of COMPASS assistance is anticipated.	February	Assist COMPASS with ensuring accurate scope, timing, etc., are reflected for VRT projects, if any.
Work with the Regional Transportation Advisory Committee (RTAC) to prioritize member agency project requests. Update five-year projections of planned activities and present to the COMPASS Finance Committee.	March	Participate in the prioritization process as a member of RTAC.
Present the draft UPWP to the Finance Committee for review. Request a list of ongoing and completed studies from VRT for inclusion in the UPWP and the COMPASS website. Request the Public Transportation Supplement for the UPWP.	June	
Present the draft UPWP to the Finance Committee for recommendation to the COMPASS Board.	July	Provide COMPASS with the list of ongoing and completed studies for inclusion in the UPWP and the COMPASS website.
Present the UPWP to the COMPASS Board for approval. Submit the Board-approved UPWP to the Idaho Transportation Department's (ITD's) Planning and Development Services office for approval.	August	Review, discuss, and vote on the UPWP as a member of the COMPASS Board of Directors. Provide COMPASS with the Public Transportation Supplement for inclusion in the UPWP, including workdays, expenditures, and revenues.
Revise as needed; submit to the Finance Committee for recommendation and COMPASS Board of Directors for approval.	As needed, based on triggers	Review, discuss, and vote on the revised UPWP as a member of the COMPASS Board of Directors.
Submit the revised Board-approved UPWP to ITD's Planning and Development Services office for approval.	Within one week of Board approval	

Final Product:

- Complete, adopted UPWP document, including a signed resolution.

Appendix J. Planning Efforts, Studies, and Related Projects

Item III. I.

Definition/Purpose: COMPASS and VRT conduct planning studies as part of their planning processes. COMPASS and VRT should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit.

Applicable Federal Regulations: 23 CFR 450.318

Triggers:

- Scheduled development or update of regional plans, studies, or related projects
- Needs identified through other planning processes, requests or direction from other government bodies, or changes to policies, development patterns, funding, etc.
- Changes in federal laws
- Availability of competitive grants or new funding sources

COMPASS	Timing	VRT
<p>Initiate discussions with VRT staff independently and through the Regional Transportation Advisory Committee (RTAC) to identify needed public transportation planning studies within the time frame of the next long-range transportation plan (Appendix A).</p>	<p>During long-range transportation plan update</p>	<p>Identify needed funded and unfunded public transportation planning studies and share with COMPASS for inclusion in the long-range transportation plan.</p>
<p>Review identified planning studies with RTAC; work with VRT (or study sponsor, if not COMPASS or VRT) to identify the appropriate type of study and level of effort; identify as short-term programmed, long-term funded, or unfunded; prioritize as appropriate.</p> <p>Include in the long-range transportation plan, based on information above.</p>	<p>During long-range transportation plan update</p>	<p>Work with COMPASS (or study sponsor, if not COMPASS or VRT) to identify the appropriate type of study and level of effort.</p> <p>Participate in review, prioritization, etc., as a member of RTAC.</p> <p>Recommend and approve priority funded and unfunded studies to be included in the long-range transportation plan as a member of RTAC and the COMPASS Board of Directors. Include all funded studies in the Transportation Development Plan (TDP).</p>
<p>When funded, add to COMPASS' regional transportation improvement program (TIP) following the standard TIP update or amendment process.</p> <p>Include in the list of regional studies in COMPASS' Unified Planning Work Program and Budget (UPWP; Appendix I).</p>	<p>During annual TIP/POP update or amendment process</p>	<p>When funded, if it is a VRT study, add to VRT's Program of Projects (POP) and notify COMPASS, as needed, for inclusion in the UPWP.</p>
<p>Develop project scopes and prioritize projects for COMPASS assistance for inclusion in COMPASS' UPWP if COMPASS assistance is anticipated in the next fiscal year, following the standard UPWP process; include studies in the list of regional studies in the UPWP.</p>	<p>February – August</p>	<p>Work with COMPASS staff to confirm scope, needed assistance, and estimated number of COMPASS workdays for VRT projects, when COMPASS assistance is anticipated.</p> <p>Participate in UPWP development and approval, following the standard UPWP process.</p> <p>Provide COMPASS with a list and URLs of ongoing and completed studies for the COMPASS UPWP when requested.</p>

COMPASS	Timing	VRT
<p>Coordinate with VRT on COMPASS-managed public transportation studies and related projects. Coordination may include co-managing projects, including VRT staff on project-related committees and workgroups, and requesting VRT input and review.</p> <p>Provide assistance to VRT for VRT-managed public transportation studies and other projects as requested, including grant writing/letters of support, modeling, benefit/cost analyses, data, and GIS analysis in a timely manner.</p> <p>Provide VRT with COMPASS' official, approved demographic, roadway, and transit data, and land use assumptions for Ada and Canyon Counties, for use in planning studies and related projects.</p> <p>Share results of planning studies and related projects with VRT.</p>	Ongoing	<div style="border: 1px solid black; width: fit-content; float: right; padding: 2px;">Item III. I.</div> <p>Coordinate with COMPASS on VRT-managed planning studies and related projects. Coordination may include co-managing projects, including COMPASS staff on project-related committees and workgroups, and requesting COMPASS input and review.</p> <p>Provide assistance, including data and background information, to COMPASS for COMPASS-managed planning studies and other projects as requested in a timely manner.</p> <p>Work with COMPASS to ensure plans and studies in Ada and Canyon Counties use COMPASS' official, approved demographic, roadway, and transit data, and land use assumptions.</p> <p>Share results of planning studies and related projects with COMPASS.</p>
<p>Work with the Idaho Transportation Department (ITD) to ensure that COMPASS-assisted VRT grant applications are provided to ITD to submit to the Idaho Division of Financial Management (DFM) prior to submission to the grantor.</p>	Ongoing	<p>Ensure that VRT grant applications are submitted to DFM for approval via ITD; provide DFM/ITD acknowledgement response to COMPASS.</p>

Final Products:

- Planning studies included in the long-range transportation plan, TIP, UPWP, TDP, and POP.
- Completed regional public transportation planning studies and other related projects developed with mutual cooperation and input.

TOPIC	Quarterly Performance Report
DATE	January 6, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. The Board of Directors is asked to accept the performance report for the fourth quarter of fiscal year 2024.

Highlights

VRT continues to improve transparency and decision making by publishing data through quarterly performance dashboards. These reports provide high-level analytics for all VRT funded public transportation in Ada and Canyon counties. Overall ridership in the fourth quarter of fiscal year 2024 increased by 4% from the fourth quarter of fiscal year 2023.

VRT launched a service change on June 3. Fixed-route ridership shows an increase of 4% in the fourth quarter. Detailed ridership data shows a 3% decrease in ridership in Ada County. Boise State shows an increase of 42% in ridership. Intercounty service had a 41% increase in ridership.

Demand response ridership shows an increase of 72% in the fourth quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 16%. Canyon County ACCESS ridership decreased 80%, due to the new service area following the service change. Canyon County On-Demand ridership increased 5%. Eagle On-Demand ridership increased 44%.

Specialized Transportation ridership shows a decrease of 49% in the fourth quarter. The fourth quarter had several services offer limited service due to budget limitations. Services that offered limited service include Meridian Senior Center, Parma Senior Center, Rides2Wellness in Ada and Canyon counties, and Meridian Veteran’s Shuttle.

Beyond Access service launched in January, eliminating most of the ridership in this category. Metro Community Services is providing service that is included in the Beyond Access ridership total under Demand Response. Harvest Transit continues to provide a church shuttle that is included with the Shared Vehicle total.

Below is the breakdown for each service:

- Shared Vehicle ridership had a 1430% increase in ridership
- Kuna Senior Center had a 24% increase in ridership
- Village Van had an 20% decrease in ridership

- Volunteer Driver had a 40% decrease in ridership
- Meridian Senior Center had a 6% decrease in ridership
- Parma Senior Center had a 100% decrease in ridership
- Ada County Rides2Wellness had a 6% decrease in ridership
- Canyon County Rides2Wellness had a 28% increase in ridership
- Meridian Veteran’s Shuttle has an 81% increase in ridership
- Melba Valley Senior Center had a 10% increase in ridership

ACHD Commuteride had a 3% increase in ridership. ACHD Commuteride was operating 78 vanpools at the end of the fourth quarter.

VRT First Mile, Last Mile services had a 138% increase in ridership. VRT Lyft Pass had a 138% increase in ridership. VRT Late Night had a 136% increase in ridership. Both of these services had an expanded service area with the service change in June.

Implication

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

More Information

Attachments

FY24 Performance Report, Fourth Quarter
FY24 Fourth Quarter Ridership Report
FY24 Year to Date Ridership Report

For detailed information, contact:

Leslie Pedrosa
Chief Operating Officer
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(208) 258-2713



**VRT PERFORMANCE - 4th QUARTER, FY24
SUMMARY DASHBOARD**

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QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
		2024	2023	% Change		2024	2023	% Change	
RIDES	FR	284,529	271,711	▲ 4.7	RIDES	FR	1,162,029	1,151,286	▲ 0.9
	DR	25,980	15,055	▲ 72.6		DR	94,257	65,419	▲ 44.1
	ST	11,864	23,242	▼ -49.0		ST	64,668	92,684	▼ -30.2
	VP	32,668	31,443	▲ 3.9		VP	134,776	99,272	▲ 35.8
	FMLM	2,490	1,045	▲ 138.3		FMLM	6,459	2,946	▲ 119.2
	Total	357,531	342,496	▲ 4.4		Total	1,462,189	1,411,607	▲ 3.6
HOURS	FR	26,508	24,592	▲ 7.8	HOURS	FR	103,113	100,502	▲ 2.6
	DR	10,790	6,971	▲ 54.8		DR	31,996	28,027	▲ 14.2
	ST	3,094	7,078	▼ -56.3		ST	16,009	28,110	▼ -43.0
	VP	7,081	7,458	▼ -5.1		VP	28,040	29,250	▼ -4.1
	FMLM	384	136	▲ 182.4		FMLM	895	517	▲ 73.2
	Total	47,857	46,235	▲ 3.5		Total	180,054	186,406	▼ -3.4
RIDES PER HOUR	FR	10.73	11.05	▼ -2.9	RIDES PER HOUR	FR	11.27	11.46	▼ -1.6
	DR	2.41	2.16	▲ 11.5		DR	2.95	2.33	▲ 26.2
	ST	3.83	3.28	▲ 16.8		ST	4.04	3.30	▲ 22.5
	VP	4.61	4.22	▲ 9.4		VP	4.81	3.39	▲ 41.6
	FMLM	6.49	7.70	▼ -15.6		FMLM	7.21	5.70	▲ 26.6
	Total	7.47	7.41	▲ 0.9		Total	8.12	7.57	▲ 7.2
ON-TIME PERFORMANCE	FR	68%	78%	▼ -10.0	ON-TIME PERFORMANCE	FR	77%	81%	▼ -4.0
	DR	83%	84%	▼ -1.0		DR	88%	90%	▼ -2.0
	ST	93%	89%	▲ 4.0		ST	94%	88%	▲ 6.0
	Total	81%	84%	▼ -2.3		Total	86%	86%	▲ 0.0
	FR - FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION	VP - VANPOOL	FMLM - FIRST MILE/LAST MILE				

VRT PERFORMANCE - 4th QUARTER, FY24

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QUARTERLY RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	218,977	225,413	▼ -2.9
Boise State - Bronce Shuttle	49,009	34,592	▲ 41.7
Intercounty*	16,544	11,706	▲ 41.3
FR SUB TOTAL	284,529	271,711	▲ 4.7

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County ACCESS**	8,628	7,420	▲ 16.3
Canyon County ACCESS**	155	811	▼ -80.9
Canyon County On-demand**	6,888	6,528	▲ 5.5
Beyond Access**	9,881	-	▲ -
Eagle On-demand**	428	296	▲ 44.6
DR SUB TOTAL	25,980	15,055	▲ 72.6

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro Community Services**	-	2,463	▼ -100.0
Shared Vehicle	1,240	81	▲ 1,430.9
Supportive Housing and Innovative Partnerships**	-	3,367	▼ -100.0
Kuna Senior Center	1,221	980	▲ 24.6
Village Van	1,713	2,145	▼ -20.1
Volunteer Driver	146	246	▼ -40.7
Meridian Senior Center	2,112	2,258	▼ -6.5
Eagle Senior Center**	-	2,178	▼ -100.0
Star Senior Center	-	374	▼ -100.0
Harvest Transit***	-	3,517	▼ -100.0
Parma Senior Center	265	689	▼ -100.0
Ada County Rides 2 Wellness	2,328	2,480	▼ -6.1
Canyon County Rides 2 Wellness	509	397	▲ 28.2
Meridian Veteran's Shuttle	98	54	▲ 81.5
Melba Senior Center	2,232	2,013	▲ 10.9
ST SUB TOTAL	11,864	23,242	▼ -49.0

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	32,668	31,443	▲ 3.90

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
VRT Lyft Pass	2,270	952	▲ 138.45
VRT Late Night	220	93	▲ 136.56
FMLM SUB TOTAL	2,490	1,045	▲ 138.28

QUARTERLY RIDERSHIP GRAND TOTAL	FY24	FY23	% Change
	357,531	342,496	▲ 4.4

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

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

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

VRT PERFORMANCE - 4th QUARTER, FY24

Item III. J.

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	929,668	941,602	▼ -1.3
Boise State - Bronce Shuttle	175,329	162,070	▲ 8.2
Intercounty*	57,032	47,614	▲ 19.8
FR SUB TOTALS	1,162,029	1,151,286	▲ 0.9

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro**	2,506	11,430	▼ -78.1
Shared Vehicle	6,592	297	▲ 2,119.5
SHIP**	3,100	14,103	▼ -78.0
Kuna Senior Center	4,178	2,929	▲ 42.6
Village Van	8,300	8,433	▼ -1.6
Volunteer Driver	706	1,387	▼ -49.1
Meridian Senior Center	8,139	8,320	▼ -2.2
Eagle Senior Center**	1,895	8,583	▼ -77.9
Star Senior Center	348	1,461	▼ -76.2
Harvest Transit***	1,853	15,376	▼ -87.9
Parma Senior Center	2,760	2,548	▲ 8.3
Ada County Rides 2 Wellness	12,870	8,770	▲ 46.8
Canyon County Rides 2 Wellness	2,369	1,201	▲ 97.3
Meridian Veteran's Shuttle	457	219	▲ 108.7
Melba Senior Center	8,595	7,627	▲ 12.7
ST SUB TOTALS	64,668	92,684	▼ -30.2

YEAR TO DATE RIDERSHIP	FY24	FY23	% Change
GRAND TOTAL	1,462,189	1,444,095	▲ 1.3

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County**	33,656	31,497	▲ 6.9
Canyon County**	3,394	2,995	▲ 13.3
Canyon County On-demand**	26,946	30,505	▼ -11.7
Beyond Access**	28,737	-	▲ -
Eagle On-demand**	1,524	422	▲ 261.1
DR SUB TOTALS	94,257	65,419	▲ 44.1

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	134,776	130,715	▲ 3.11

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	5,877	3,522	▲ 66.87
VRT Late Night	582	469	▲ 24.09
FMLM SUB TOTAL	6,459	3,991	▲ 61.84

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

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

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

TOPIC	City of Boise Bike Share Station License Agreement Amendment
DATE	January 6, 2025
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

This is an action item to amend the bike share station license agreement with City of Boise to allow micromobility parking and allow advertising space on the kiosk.

Highlights

- Update License agreements at bike share stations to allow third party micromobility use and advertising
- Generate advertising revenue for VRT
- Repurpose bike share stations for scooter parking
- Improve ADA accessibility at bus stops

Summary

Boise Green Bike was a bike share program operated by Valley Regional Transit, until the pandemic hit. VRT purchased bikes, bike share stations and operated the program with federal and local funds. Boise Green Bike was a popular way to provide first and last mile connections within the City of Boise, until electric scooters entered the market. VRT, adjusted the bike share program to offer electric bikes rather than pedal bikes and piloted Vall-E Bike. Public funding support for the bike share program declined after private electric scooter and bicycle companies were able to enter the market without public funding.

VRT initially suspended bike share services in response to the lack of ridership caused by the increase in scooter use and the pandemic. Shared bikes were also added by private vendor Lime. At this point a decision was made to discontinue bike share as a VRT program and dispose of the bikes. However, VRT still owns assets associated with the program including the bike share stations and have been working to understand how to utilize these assets for public good.

In July 2023, the City decided to enter into an agreement with Lime Scooters. Since then, electric scooter ridership has soared creating conflicts between scooters and pedestrians, including scooters travelling too fast on sidewalks and through high pedestrian use areas like plazas, parked scooters blocking pedestrian and wheelchair access, and other issues. VRT continues to find scooters parked on bus stop boarding/alighting pads, in crosswalks, on handicap ramps, and in the middle of the sidewalk. Poor scooter parking makes it difficult for pedestrians to access bus stops. It is even more difficult for riders with mobility issues that

cannot move the scooters or step around them. ADA accessibility on sidewalks to bus stops is essential.

To address these challenges the City of Boise has developed an education campaign to promote positive scooter behaviors, see Figure 1 below.

Figure 1: Parking Campaign



In addition, VRT and City of Boise staff have been working the last 9 months to identify locations to designate parking corrals for scooters. The bike share program had 30 bike share stations around the city that can be repurposed as scooter corrals, City staff inventoried bike share locations. A map is found here: [COB - Scoot Along - Google My Maps](#)

Besides the bike share stations already on the ground, VRT also has a stockpile of bike racks that can be installed at bus stops and used for bikes or scooters. VRT staff visited bus stops on the premium routes to assess scooters currently parked there and inventory space for designated scooter corrals. City of Boise staff developed a painted scooter corral concept for non-bike rack locations in Figure 2 below.

Figure 2: Painted Scooter Corral



VRT’s bike share stations include a kiosk, that staff identified as an advertising opportunity to generate revenue for VRT. During this inventory process, it was discovered that the license agreement between VRT and City of Boise, to locate the bike share stations on City property, did not allow the use of scooters or a third party to use the site, or for VRT to conduct advertising activities. Furthermore, of the 30 total bike stations 18 were located on property owned by ACHD, BSU, and St. Lukes and each contain a separate license agreement, with the same omissions.

As a result, VRT and COB have worked with their legal teams to update the license agreement to allow scooter parking at the 12 city owned bike stations, and advertising on the kiosks. As part of these discussions COB initially offered \$10,000 to be the first to use the advertising space to promote the scooter corrals and the education campaign. VRT and COB staff are still in negotiations of working out a separate advertising contract for the number of station locations, funding amount, and other details. VRT will also pursue updating the license agreements with the other entities to allow scooter parking and advertising.

Figure 3: Bike Share Station



Implication

Ensure ADA accessibility at bus stops, promote responsible scooter use near bus stops. Advertising kiosks will generate revenue for Valley Regional Transit.

More Information

Attachments:

Attachment 1: License Agreement

Links:

Bike share stations locations:

[COB - Scoot Along - Google My Maps](#)

[City of Boise Micromobility](#)

[E-Bike and E-Scooter How To | City of Boise](#)

For detailed information, contact:

Kate Dahl
Principal Planner
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(208)258-2715

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit (VRT)/City of Boise Bike Share License Agreement Amendment RESOLUTION VBD25-009

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AN AMENDMENT TO THE LICENSE AGREEMENT FOR BIKE SHARE STATIONS TO ALLOW ADVERTISING AND MICROMOBILITY USE.

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

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

WHEREAS, VRT and the City of Boise have a license agreement to allow VRT to place and maintain bike share stations at designated locations on City of Boise property for the use of the public; and

WHEREAS, the license agreement was written for VRT bike share use only and the bike share program has been discontinued. The agencies have identified that the bike share stations can be repurposed for micromobility device parking (scooters). Designated parking for scooters directs users on the proper place to park which ensures ADA accessibility at bus stops and pedestrian areas; and

WHEREAS, the bike share stations contain a kiosk which can be repurposed for an educational campaign about scooter parking and ADA accessibility and advertisements that generate revenue for VRT; 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 accepts the amendment to the bike

share license agreement with the City of Boise by approving Resolution VBD25-009.

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 6th day of January 2025.

APPROVED by the Board Chair this 6th day of January 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	State Street Memorandum of Understanding
DATE	January 6, 2025
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

This is an action item to adopt the amended State Street Memorandum of Understanding (MOU) to include the Transit, Traffic and Operations Plan (TTOP) addenda, by reference, by approving Resolution VBD25-008.

Highlights

- City of Boise, Ada County Highway District, Ada County, Capital City Development Corporation (CCDC) have adopted the addenda and/or the amendment
- Idaho Transportation Department (ITD), City of Garden City, City of Eagle, and COMPASS still to adopt the amendment

Summary

Last fall, the Board was presented with the State Street Transit and Traffic Operation Plan (TTOP) Addenda, which amended the original 2011 TTOP with the following changes:

Changes Summary

- High Occupancy Vehicle (HOV) lane changed to multi-modal lane
- Seven lane Ada County Highway District (ACHD) cross-section
- Five lane ITD example cross section
- Update long-range transportation reference maps
- Transit Oriented Development (TOD) to happen earlier, to drive transit improvements
- In-lane stops replace bus pull-outs

During the process, staff discovered some of the State Street partners had adopted the original TTOP from 2011, and some of the partners only adopted the State Street MOU. As a result, partners that adopted the original TTOP were directed to adopt the addenda. For partners that had not adopted the original TTOP, the MOU was amended to include the TTOP addenda by reference and adopted. A chart outlining which agencies have adopted which document is found below in Figure 1:

State Street Partners & Signatories									
Document	VRT	Boise	Eagle	Garden City	ACHD	ITD	CCDC	COMPASS	Ada County
2004 SS Corridor Strategic	X	X		X	X				
2011 TTOP	X	X			X				
2011 MOU	X	X	X	X	X	X	X	X	X
2017 MOU	X	X	X	X	X	X	X	X	X
2022 MOU	X	X	X	X	X	X	X	X	X
2024 TTOP Addenda	X	X			X				
2024 MOU Amendment		X			X		X		X
X - adopted									
Did not adopt									
To be adopted									

Adopting one or both documents allowed all partners to commit to the updates outlined in the TTOP addenda. The VRT Board adopted the TTOP Addenda on October 30, 2024, but did not adopt the MOU as it was still in development. Since that time, the following TTOP partners have adopted the addenda and/or MOU, City of Boise, Ada County, CCDC and ACHD. The following partners have not yet adopted, ITD, City of Garden City, City of Eagle and COMPASS.

As the State Street Technical and Executive Teams prepare a RAISE planning grant for the corridor, it is good administration to ensure all partners have signed the relevant documents.

Implication

Ensure willing partners are committed to the State Street project and it is documented for grant applications.

More Information

Attachments:

Attachment 1: State Street Amended Memorandum of Understanding Resolution VBD25-008

For detailed information, contact:

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

**MEMORANDUM OF UNDERSTANDING
STATE STREET/IDAHO 44 TRANSIT CORRIDOR
IMPLEMENTATION COORDINATION**

**Between
ADA COUNTY
ADA COUNTY HIGHWAY DISTRICT
CAPITAL CITY DEVELOPMENT CORPORATION
CITY OF BOISE
CITY OF EAGLE
CITY OF GARDEN CITY
COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
IDAHO TRANSPORTATION DEPARTMENT
VALLEY REGIONAL TRANSIT**

This Memorandum of Understanding (“MOU”) is entered into this ____ day of _____, 2024, by and between Ada County, Ada County Highway District, Capital City Development Corporation, City of Boise, City of Eagle, City of Garden City, Community Planning Association of Southwest Idaho, Idaho Transportation Department, and Valley Regional Transit. Collectively, these entities are referred to herein as “Agencies” or individually as “Agency.”

BACKGROUND

The State Street and State Street/Idaho 44 Corridor (the “Corridor”) is identified in the regional long-range transportation plan, *Communities in Motion 2050*, as a regionally significant corridor with a strong transit emphasis, The Corridor is divided into three segments: Downtown Boise to Whitewater; Whitewater to Glenwood; and Glenwood to Highway 16.

The Agencies have worked collectively toward the vision of State Street as a designated transit corridor defined in 2004 in the State Street Corridor Strategic Plan Study. Building upon the original vision, the State Street Transit and Traffic Operations Plan (TTOP) completed in 2011 outlined near, medium and long-term planning and implementation for transit, traffic, and land use. Additional studies and projects are underway.

The original State Street Corridor Implementation Agency MOU (the “Original MOU”) was executed in January 2006 and was updated every five-years by the Agencies with the current MOU expiring on December 31, 2026. The primary purpose of this document is to ensure the Agencies, which are parties to this MOU, continue their cooperation and collaborative efforts in support of the long-range transit vision of the Corridor.

1. PURPOSE; TERM; DEFINITIONS.

- A. This MOU does not require the signing Agencies to make any financial commitments or appropriations of specific funds. The parties to this MOU agree that failure of any party to appropriate or otherwise commit to fund any of the activities described herein will not be deemed a violation of this MOU, and no party shall have any legal recourse against another party's failure to make such financial commitments or expenditures.
- B. The purpose of this MOU is to set forth process for coordinating planning and projects for the Corridor, and to delineate roles and responsibilities of agencies to support the coordination.
- C. The term of this MOU shall be five (5) years, and will begin January 1, 2022 and expire December 31, 2026.
- D. Definitions used herein shall have the meaning ascribed to them in **Attachment 1**.

2. AGENCY ROLES AND RESPONSIBILITIES.

Each party to this MOU agrees to assign one member each to the Executive Team and the Technical Team. Each Agency to this MOU agrees to apply its best efforts to contribute support to the activities mentioned or implied in the Procedures and Implementation of this MOU section within the limits of available funds and resources. Specific assignments will be determined when each activity is funded and a work plan is prepared.

- A. The key functions of the Executive Team are:
 - Collaborate and align efforts among corridor partners.
 - Identify barriers and challenges and propose solutions or steps for resolutions to coordination affecting corridor development and project implementation.
 - Provide leadership and guidance to support the coordination of the technical work provided by the partners' staffs.
 - Review technical information relevant to policy concerns.
 - Coordinate work efforts and, when possible and appropriate, funding amongst partner organizations to support reviews, updates, and the implementation of the annual work plan.
- B. The key functions of the Technical Team are:
 - Provide and maintain data supporting the performance measurement system
 - Complete technical tasks as assigned by Executive Team
 - Participate in project teams and provide technical support on corridor activities and projects.
 - Produce recommendations and progress reports as assigned
 - Produce an Annual Report

3. ANNUAL REPORT AND WORK PLAN.

The Agencies will establish a performance measurement system, including baseline data before the end of the first year of the MOU. The Goals and Objectives defined in

Attachment 2 establishes the foundation for the performance system.

The Technical Team will produce an annual report including: Measures and Outcomes Progress Report; Inventory of investments and completed projects from the previous year; and recommendations for corridor activities. The Agencies will consider any adjustments to metrics and outcomes on an annual basis by consensus of the Agencies.

The Executive Team is responsible to review Annual Report and establish an Annual State Street Corridor Coordinated Work Plan. The work plan will include: scope, deliverables, schedule and responsible agencies for completing each of the agreed upon activities.

4. FISCAL RESPONSIBILITIES.

Subject to Article 1(A) herein, it is anticipated that each party to this MOU will use its best efforts to take advantage of funding opportunities and pursue funding to execute the activities referenced in this MOU.

In order to facilitate multi-year projects and provide for funding priority, each Agency will support the execution of the Annual Work Plan described herein to the best of their abilities.

The Corridor is integrated into the region’s long-range transportation plan (“Communities in Motion”) and local Comprehensive Plans. The parties agree to apply for funds in the appropriate Capital Improvement Plan, Transportation Improvement Plan (“TIP”), and other outside funding in an effort to obtain the necessary funding to execute the projects on or before the MOU schedule. Interagency agreements will be considered, as appropriate, to support the implementation of future projects.

5. PROCEDURES AND IMPLEMENTATION OF THIS MOU.

All parties to this MOU agree that the following activities are essential to the success of the State Street Project implementation and will participate in the execution of these activities:

- A. Program Coordination.** The Agencies acknowledge that program coordination is needed to ensure the Agencies are working closely together to achieve common project goals and objectives.
- B. Periodic Meetings.** The Agencies will continue to participate in periodic meetings as described above.
- C. Annual Status Report.** An annual MOU status report as described in Article 2(B) shall be made available to policy makers of all parties to this MOU as part of regular updates.
- D. Coordination with Other Studies.** The Agencies will continue to coordinate to implement ongoing and future studies. It is anticipated this coordination will both make adjustments to the direction of the Corridor implementation and have an impact on the other studies to better incorporate the goals and objectives of the State Street Corridor Program.

E. Initial Steps Following Execution of this MOU. The Agencies agree to immediately begin the following initial activities upon signing the MOU:

1. Develop a list of agreed upon projects to support building out the corridor.
2. Begin to pursue funding for the agreed upon projects and program these projects in the annual TIP and in the participating Agencies' annual budgets as feasible.
3. Complete Performance Measurement System with baseline data.
4. Prepare Annual Corridor Work Plan, with full participation from appropriate agencies, to support the activities described within and coordinate timing and implementation of specific activities.

6. LIMITATIONS.

Nothing in this MOU between the Agencies shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each and every provision of this MOU is subject to the laws and regulations of the state of Idaho and of the United States.

Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

7. EFFECTIVE DATE.

This MOU shall become effective upon the last signature date among the Agencies.

8. METHOD OF TERMINATION.

This MOU shall remain in force unless formally terminated by any Agency after thirty (30) days written notice to all of the other Agencies.

9. AMENDMENTS.

Amendments to this MOU shall become effective upon mutual agreement and written approval by all Agencies.

This Memorandum of Understanding (“MOU”) is entered into this ____ day of _____, 2024, is an amendment to adopt and recognize revisions to the State Street Traffic and Transit Operational Plan through an Addenda found in Attachment 3:

Attachment 3: State Street Traffic & Transit Operational Plan: TTOP Addenda

End of MOU – Signatures Appear on Following Page

WHEREFORE, the Parties have hereunto fixed their signatures as indicated below.

Chairman
Board of Ada County Commissioners

Date:_____

President
Ada County Highway District

Date:_____

John Brunelle
Executive Director
Capital City Development Corporation

Date:_____

Lauren McLean
Mayor, City of Boise

Date:_____

Brad Pike
Mayor, City of Eagle

Date:_____

John Evans
Mayor, City of Garden City

Date:_____

Matthew J. Stoll
Executive Director, COMPASS

Date:_____

Jason Brinkman
District 3 Engineer
Idaho Transportation Department

Date:_____

Elaine Clegg
CEO, Valley Regional Transit

Date:_____

Attachment 1: DEFINITIONS.

The following words and phrases when used in this MOU shall have the meanings respectively given herein.

“State Street/Idaho 44 Corridor” (sometimes referred to herein as the **“Corridor”**) defines the portion of State Street from Main Street Station west to Idaho 16 – with the State Street Corridor west of Glenwood Boulevard to Idaho 16 being designated Idaho 44.

“State Street Project” for purposes of this MOU shall mean a coordinated effort by the Agencies to implement various steps to transform State Street/Idaho 44 Corridor into an integrated high capacity transit corridor. This integration requires the implementation of land use policies, roadway and multi-modal improvements, and significant enhancements to the transit system.

“State Street Corridor Strategic Plan Study” (referred to herein as the **“Study”**) refers to the Study sponsored by ACHD and Boise City, and prepared by Meyer, Mohaddes Associates, dated February 2004, that defines State Street’s future vision as a transit corridor.

“State Street Transit and Traffic Operational Plan” (“TTOP”), describes the components to achieve an integrated corridor concept which incorporates multimodal infrastructure, a high-capacity transit system, and transit oriented development.

“Communities in Motion” (“CIM”) is the regional long-range transportation plan adopted by the COMPASS Board of Directors. The most recent update, *Communities in Motion 2040 2.0*, was adopted on December 17, 2018.

“Transportation Improvement Program” (“TIP”) is the regionally approved and fiscally constrained 5-year Program listing transportation projects programmed for the Treasure Valley region. The TIP identifies the Agency responsible for funding the approved projects, with associated funding by year. Potential future projects that are unfunded or scheduled are identified in a category called “Preliminary Development.”

“State Street Right-of-Way and Alignment Study” refers to a project that has preliminarily defined the alignment of the 120 foot cross section needed to implement the Corridor, and the extent and location of the right-of-way required to achieve the complete cross section from 23rd Street west to Glenwood Street. While not formally adopted, this information will be used to preserve the needed right-of-way, assist the land use agencies in making land use and development decisions, and eventually purchase the needed land as part of individual implementation projects.

Attachment 2: State Street Corridor Collaboration Goals and Objectives

Goals:

1. Maximize the movement of **people** within the physical constraints of corridor
2. Minimize the **cost** of travel in the corridor (including person delay, reliability, household costs spent on transportation, etc.)
3. Support the development of vibrant, livable **communities** thus enabling the mobility of residents of all abilities, maximizing the development opportunities along the corridor, and facilitating the development of high-quality public spaces.

Objectives:

- A. Establish measurable criteria that support the vision of the goal statement
- B. Establish processes for coordination of activities scheduled to occur as the corridor is developed.
- C. Address concerns and policy questions that address concerns emerging from the implementation and review of the TTOP.
- D. Establish processes for engaging governing bodies of the organizations that lead to effective collaboration in the corridor's development.
- E. Make decisions that optimize existing investments in the corridor.

Attachment 3: State Street Traffic & Transit Operations Plan: TTOP Addenda



BUILDING A BETTER State Street

Addenda: State Street Transit and Traffic and Operation Plan (TTOP) Revision
Date: October 30, 2023

Recommendation/Request

The State Street Transit and Traffic Operational Plan (TTOP) has guided coordinated action along State Street for the last 11 years. Over the years State Street partners have made progress on various elements of the TTOP. Implementation of the TTOP has also required partners to consider updates to specific elements in the plan. The Transit Operational Analysis (TOA) is one of those planning projects that results in recommending an update to the TTOP. The technical team and State Street executive team met and recommended the following changes.

Changes Summary

- HOV lane changed to Multi-modal Lane
- 7 Lane ACHD Cross-Section
- 5 Lane ITD Example Cross Section
- Update long range transportation reference maps
- TOD development to happen before to drive transit improvements
- In-Lane stops replace bus pull-outs

Description

State Street Widened to Seven Lane Cross-Section (TTOP page 24 & 39, Figure 18 & 24).

The seven-lane configuration has reconfigured the HOV lane as a multi-modal curbside travel lane, that will accommodate a broad range of uses including right turn traffic, business access, in-lane bus stops and other potential transit priority spot treatments. The State Street Corridor Operational Analysis identified that transit priority spot treatments such as right turn only except bus restrictions at intersections or queue jumps can be utilized to benefit transit operations without degrading general purpose traffic. These strategies used in combination with off-board payment, near-level boarding, routing bike lanes behind the bus stops, transit signal priority, and strategic bus stop consolidation can all work together to deliver a strong multi-modal corridor.

The typical cross section is also updated to show a buffered multi-use path rather than on street bicycle lanes. The cross section continues to show trees in the median and in pedestrian buffers to create the desired pedestrian experience and streetscape. It is recognized that trees may not be possible in all locations. Cross-section widths are 127 feet as shown on the diagram and are considered desirable but may be reduced depending upon available right-of-way, or utility conflicts. Traffic lane widths may also vary between 11 and 12 feet depending on site specific needs.

Two revised cross sections have been created one for ACHD and one for ITD. The ACHD cross-section shows an 11' foot lane width, a tree in the median and a shared-use pathway. The ITD cross-sections are shown as examples to provide guidance in specific areas where it





BUILDING A BETTER State Street

was unclear how facilities would integrate. Example Section A-A is a 5-lane highway at an intersection with a bus stop and utilizing the additional lane as a bus bay. Example Section B-B is a 5-lane highway includes the shared use pathway and how that could be integrated with ACHD sections with a shared use pathway. Notes have been provided with the new cross sections which illustrate changes and identify exceptions, see attachments 1-3 below.

Note: From 23rd to Gary Lane, a road widening project to 7 lanes has been identified in the medium-term improvements (Fig. 23) see Attachment 1: ACHD below.

From Gary Lane to Eagle Road, a road widening project to 7 lanes is identified in the long-term improvements (Fig. 25) in the TTOP, but plans have not been developed. See Attachments 2-3: ITD below for guidance on 5 lanes.

Low & High Transit Network Maps (TTOP Pages 19-20, Figures 8-9)

The TTOP envisions low and high transit networks for the horizon year of 2035, which were developed at the time of the plan in 2011. Since that time two long range plans for transportation and transit have built upon the low and high networks. COMPASS has completed Communities in Motion 2050, which outlines a funded and unfunded network. Moving forward, the CIM 2050 funded network or its successor should be referenced for the low transit network and the unfunded network or its successor for the high transit network. In addition, Valley Connect 2.0 also outlines a growth scenario network or its successor that should be referenced and maybe more accurate for the 2035 horizon. The CIM 2050 unfunded network provides more routes connecting between Middleton to Meridian and outlying areas to the south and north than VC 2.0 but is 15 years further down the timeline (2050). As long-range transportation plans are updated the newest network map should be referenced. See attachments 4-6 below.

Medium & Long-term improvements (TTOP Pages 56 & 60)

Medium and Long-term improvements are outlined for the corridor and identify thresholds of ADT > 43,000, transit ridership of 1500-3000 riders/day and TOD site development in specific locations **before** installation of improvements. This update acknowledges that the transit improvements will benefit existing riders, support the TOD site development and are part of the strategy to grow ridership to the target levels of 1500-3000 daily riders. Land development within the TOD nodes should be developed as far ahead as possible to begin building ridership for transit. The development of multi-family residential and businesses requiring higher number of employees will especially drive ridership, as well as park and ride lots at either end will accommodate ridership as outlying areas develop.

Transit Treatment (TTOP, Pages 55, 57 Figure 22-23, and throughout the document)

As mentioned above, the State Street Corridor Operational Analysis identified in-lane bus stops will result in significant travel time savings for transit compared to bus pull-outs. Henceforth, references to bus bays and pull-outs are to be replaced with in-lane bus stops as described in the TOA and are recommended for speeds under 45mph. Further more, the





BUILDING A BETTER State Street

priority transit treatments identified in the TOA replace those specifically called out in the TTOP.

More Information

Attachments:

1. State Street Typical Section _ACHD
2. State Street Example Section A-A _ITD
3. State Street Example Section B-B_ITD
4. Communities in Motion 2050 [funded network](#)
5. Communities in Motion 2050 [unfunded network](#)
6. [Valley Connect 2.0](#)

Links:

1. [State Street TTOP](#)
2. [State Street TOA](#)

State Street Technical Group:

[Stephen Hunt, Valley Regional Transit](#)

[Kate Dahl, Valley Regional Transit](#)

[Joseph Guenther, Valley Regional Transit](#)

[Lila Klopfenstein, COMPASS](#)

[Tom Laws, Ada County Highway District](#)

[Mark Wasdahl, Idaho Department of Transportation](#)

[Zach Piepmeyer, Capital City Development Corporation](#)

[Bre Brush, City of Boise](#)

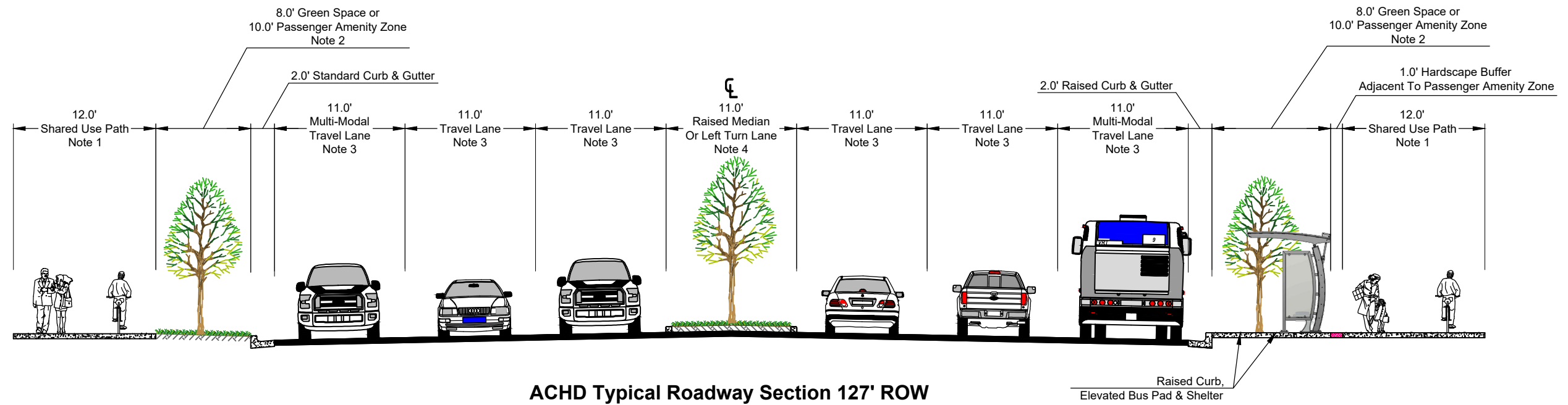
[Jenah Thornborrow, Garden City](#)

[Nichoel Baird-Spencer, City of Eagle](#)

[Brent Moore, Ada County](#)

[Stacey Yarrington, Ada County](#)



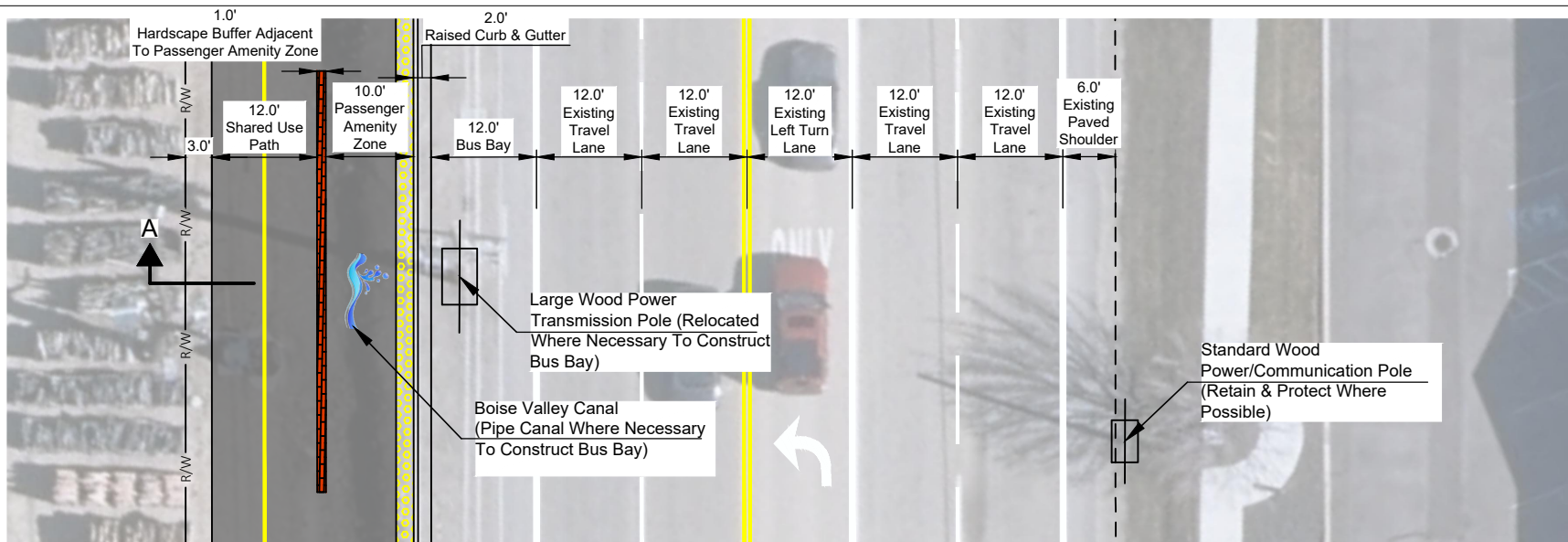


ACHD Typical Roadway Section 127' ROW

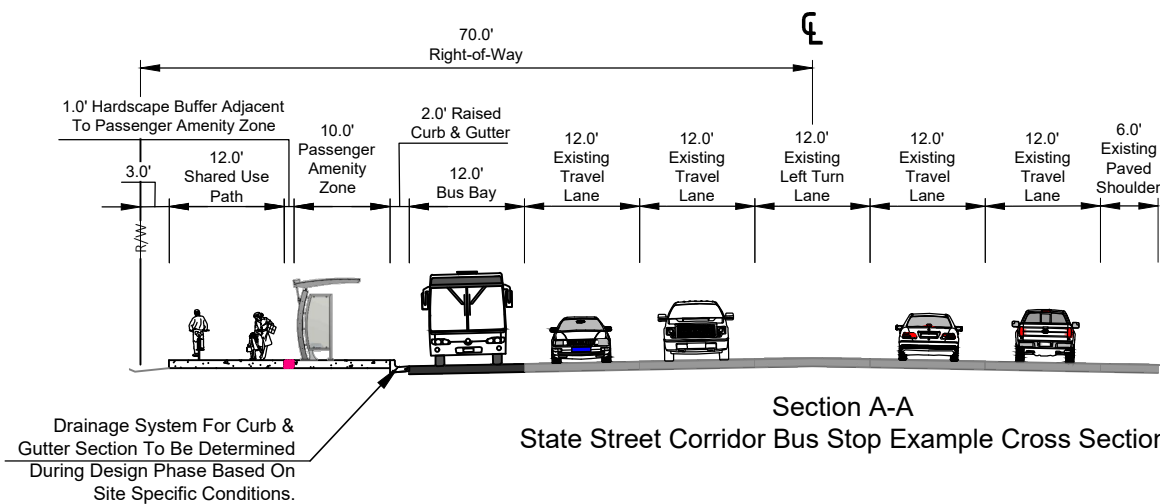
Seven (7) Lane Configuration
N.T.S.

Typical Section Notes:

1. The desired width of the Shared Use Path is 12-feet. However, the width of Shared Use Path may be reduced to 10-feet where physical or right-of-way constraints exist. Alternately, the Shared Use Path may be omitted and replaced with a sidewalk of appropriate width as approved during design review of detailed construction plans for State Street improvements.
2. A minimum Green Space width of 8-feet is required for tree planting or can be extended to 10 feet for larger street trees per ACHD policies. It may be necessary to reduce the Green Space width due to physical or right-of-way constraints. Planting of trees, shrubs or grass in the Green Space may be prohibited due to vision sight triangle requirements at driveways and intersections, unavailability of irrigation, drainage concerns, utilities in the Green Space area or space constraints.
3. All travel lanes shown on the typical section are intended to be "general use lane" available for all vehicle types. Typical lane widths are 11-feet. Narrower lane widths will require special approval from ACHD. Wider lanes may be used where space is available or where the existing road width or travel lanes are already wider. Additional lanes may be incorporated into the typical section to accommodate turn lanes at intersections.
4. The center "lane" may be used to accommodate left turn lanes at intersections, a two-way-left-turn lane where left turn movement to/from adjacent properties are allowed, or may be constructed as a raised median to prohibit left turn movements. Where a raised median is constructed, the width of the center "lane" may be reduced to help alleviate space constraints or right-of-way impacts. Planting of trees, shrubs or grass in the raised median may be prohibited due to unavailability of irrigation, drainage concerns, utilities in the raised median area or space constraints if the raised median is narrowed.



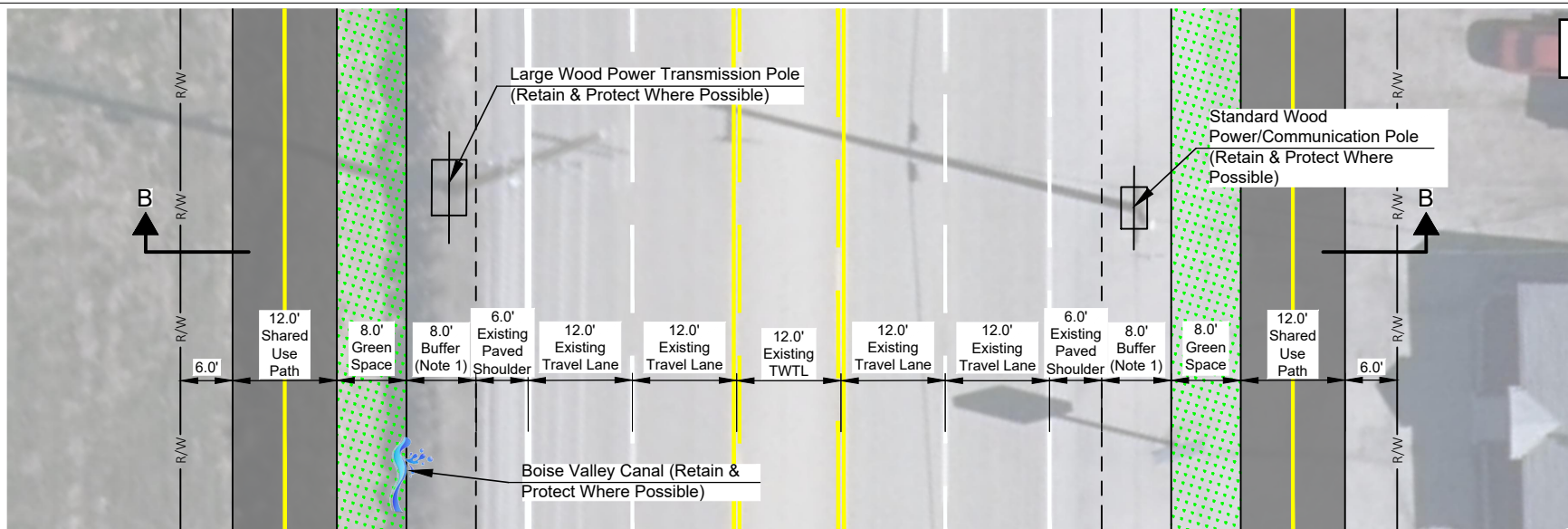
State Street Corridor Bus Stop Example Plan View
(Example Location West Of N. Bogart Ln.)



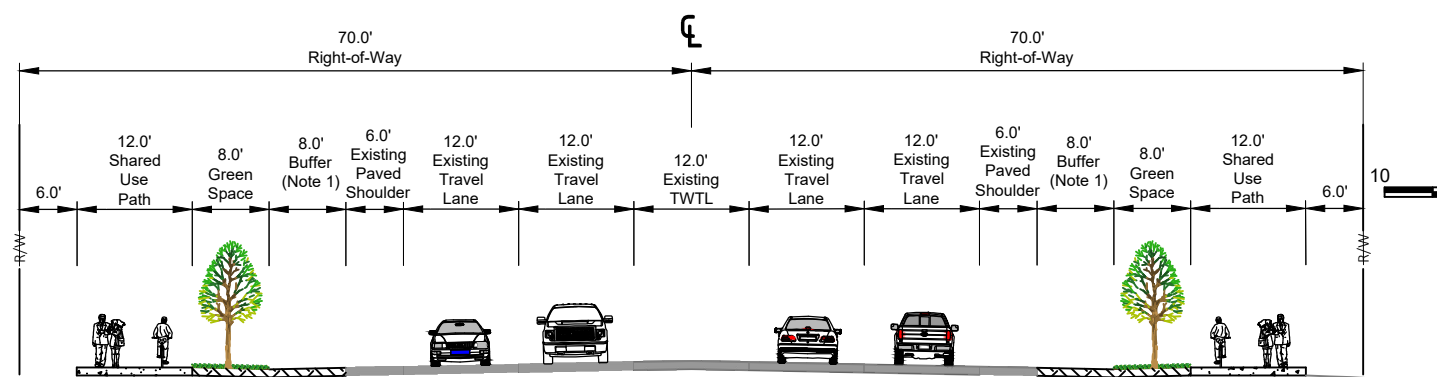
Section A-A
State Street Corridor Bus Stop Example Cross Section

Notes:

1. The example location shown in this exhibit may not be representative of all portions of W State Street, from N. Glenwood Street to State Highway 55. The improvements being shown outside the existing 5-lane roadway & the 70' half right-of-way width will have significant impacts to private property & private infrastructure.
2. The desired width of the shared use path is 12-feet. However, the width of shared use path may be reduced to 10 feet where physical or right-of-way constraints exist. Alternately, the shared use path may be omitted and replaced with a sidewalk of appropriate width as approved during design review of detailed construction plans for State Street improvements.
3. All travel lanes shown (except the "Bus Bay") are intended to be "general use lanes" available for all vehicle types.
4. The "Bus Bay" is intended to be a bus only lane adjacent to the bus boarding & alighting area, allowing the bus to stop outside the travel lane. Appropriate roadway widening transitions & merge lane tapers are required before & after the bus stop location.



State Street Corridor Example Plan View
(Example Location ±600' West Of N. Bogart Ln)

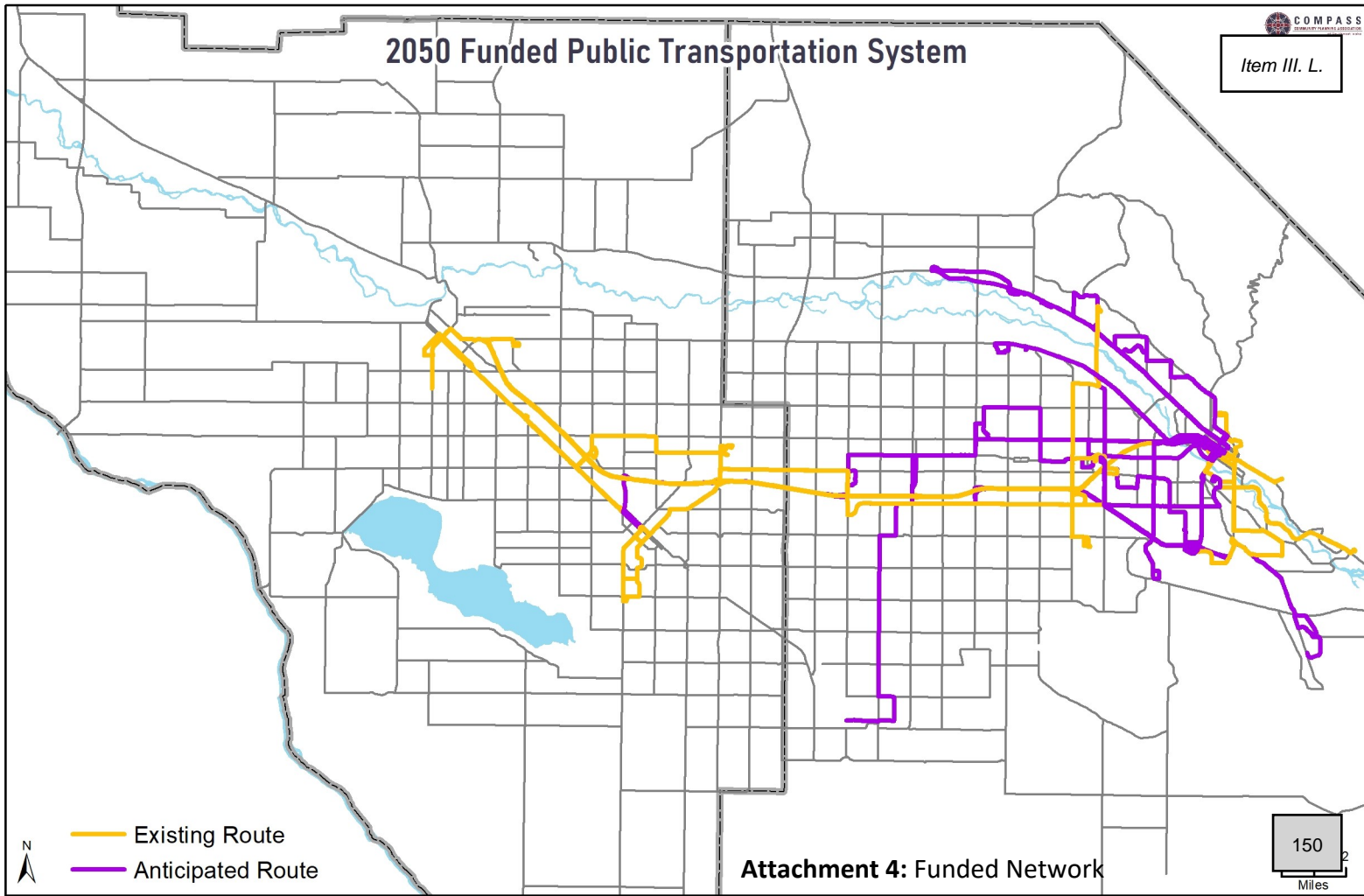


Section B-B
State Street Corridor Example Cross Section

Notes:

1. The 8.0' buffer shown on each side of the roadway coincides with the approximate location of existing power transmission & power distribution/communication poles.
2. The example location shown in this exhibit may not be representative of all portions of W State Street, from N. Glenwood Street to State Highway 55. The improvements being shown outside the existing 5-lane roadway & the 140' right-of-way width will have significant impacts to private property & private infrastructure.
3. The desired width of the shared use path is 12-feet. However, the width of shared use path may be reduced to 10 feet where physical or right-of-way constraints exist. Alternately, the shared use path may be omitted and replaced with a sidewalk of appropriate width as approved during design review of detailed construction plans for State Street improvements.
4. A minimum green space width of 8-feet is required for tree planting & tree trunks within the clear zone must be less than 4" in diameter. It may be necessary to reduce the green space width due to physical or right-of-way constraints. Planting of trees, shrubs or grass in the green space may be prohibited due to vision sight triangle requirements at driveways and intersections, unavailability of irrigation, drainage concerns or utilities in the green space area.
5. All travel lanes shown are intended to be "general use lanes" available for all vehicle types.

2050 Funded Public Transportation System



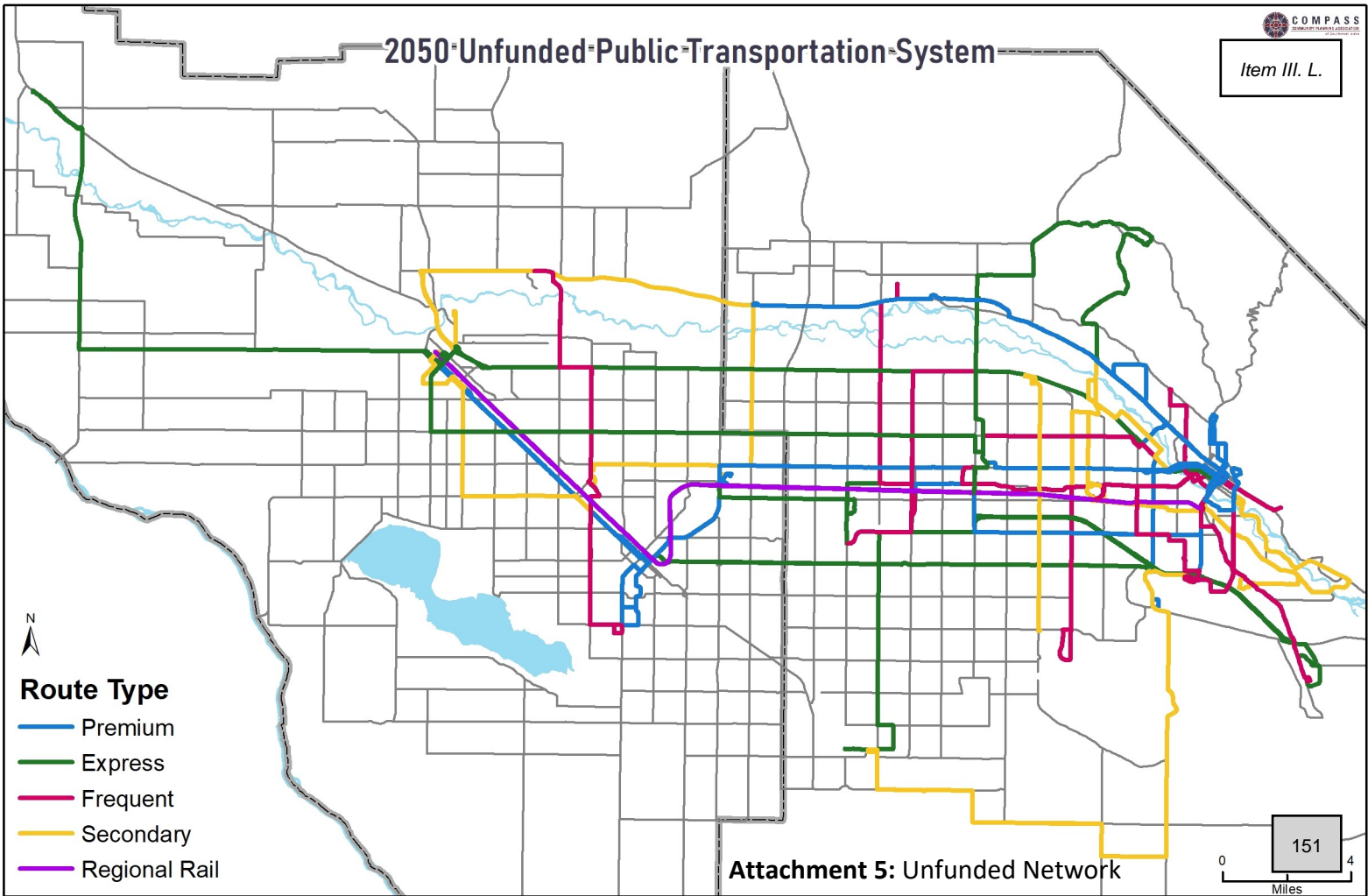
- Existing Route
- Anticipated Route

Attachment 4: Funded Network



2050 Unfunded Public Transportation System

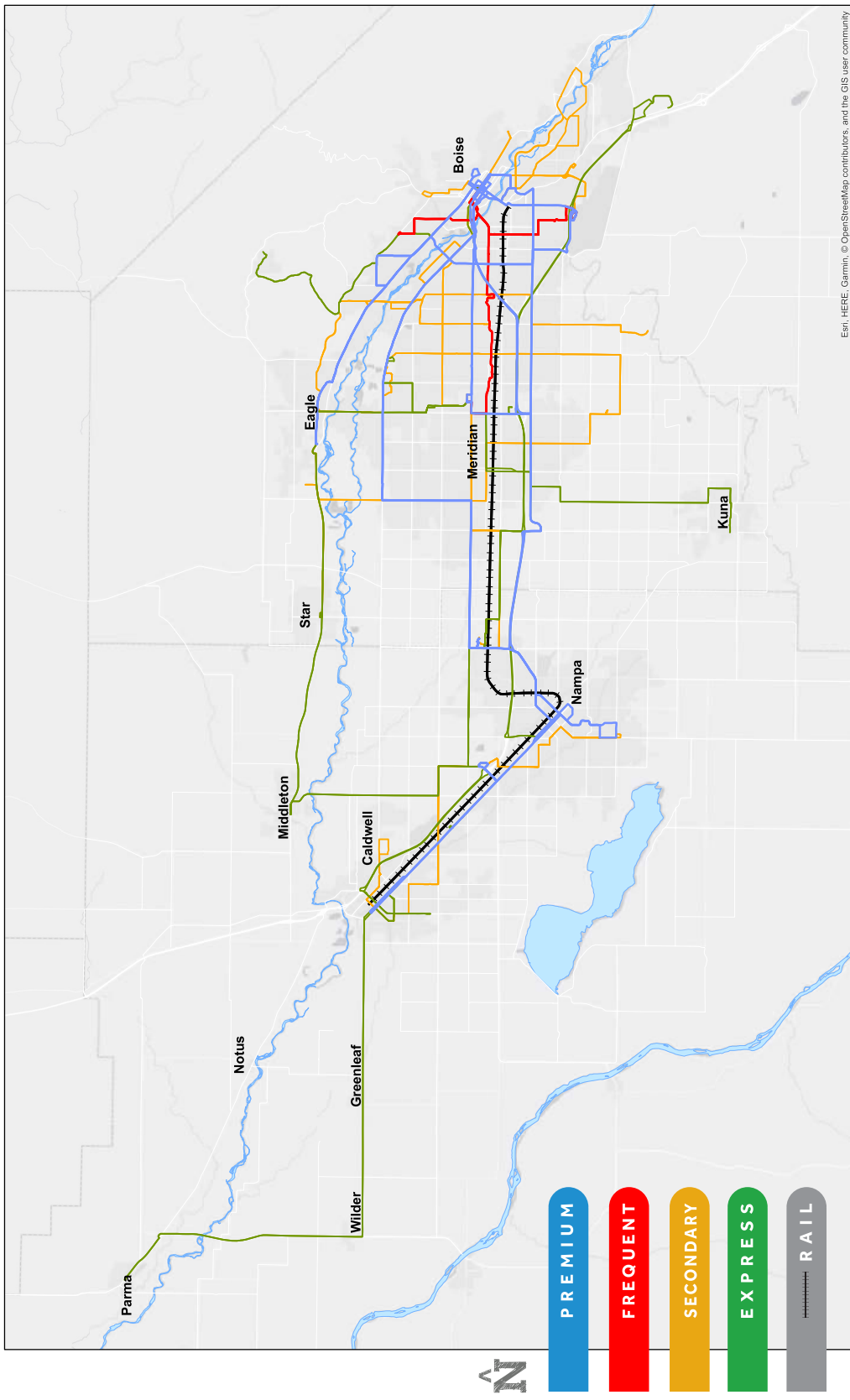
Item III. L.



Attachment 5: Unfunded Network

0 151 4
Miles

FIGURE 11.
ValleyConnect 2.0 Growth Scenario Conceptual Network



Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

UPDATE TO THE STATE STREET MEMORANDUM OF UNDERSTANDING (MOU) RESOLUTION VBD25-008

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AN UPDATE TO THE STATE STREET MEMORANDUM OF UNDERSTANDING WHICH GUIDES COLLABORATION AND ACTIVITIES BETWEEN AGENCIES WITH A STAKE IN THE STATE STREET CORRIDOR.

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

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

WHEREAS, VRT, City of Boise, Ada County Highway District, Capital City Development Corporation, Ada County, City of Garden City, City of Eagle, Idaho Department of Transportation, and COMPASS work together to plan and deliver transportation services, facilities and infrastructure in the State Street corridor; and

WHEREAS, the agencies utilize the State Street Transit and Traffic Operation Plan (TTOP) to plan and deliver transportation services, facilities and infrastructure in the State Street corridor; and

WHEREAS, the agencies identified updates to the State Street Transit and Traffic Operation Plan (TTOP) and summarized them into an addenda. The updates are necessary to provide clarification in the design and construction process and to obtain grant funding. The addenda is included as an amendment to the memorandum; 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 accepts the updated State Street

MOU referencing the Transit and Traffic Operation Plan (TTOP) addenda.

Section 2. That this Resolution VBD25-008 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 6th day of January, 2025.

APPROVED by the Board Chair this 6th day of January, 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	FY2025 Budget Amendment #1
DATE	January 6, 2025
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

Staff requests the Valley Regional Transit (VRT) Board of Directors review and consider approving Resolution VBD25-010 – Fiscal Year 2025 Budget Amendment #1.

Highlights

- The VRT Board of Directors approves an annual budget before the commencement of each fiscal year.
- After the annual budget is approved, the VRT staff determines through the end of year process any carryforwards from the previous years and any new budget items.
- VRT reviewed fiscal year 2024 projects and Subrecipient carryforwards in the first quarter of fiscal year 2025.
- VRT staff recommends funds to carry forward, primarily for projects budgeted in previous years.
- This budget amendment encompasses \$13,718,085 of project carryforwards

Summary

Annually, in January, VRT staff presents a budget amendment, incorporating projects that were not concluded by the fiscal year's end. Additionally, staff introduces new budget items related to projects funded after the initial adoption of the budget, if applicable.

The budget amendment packet presents \$13,718,085 in project carryforwards. The carryforwards represent work that the board has previously approved and is partially funded by large grants including Low No and RAISE that have been delayed by environmental approvals and supply chain challenges and are now moving forward. The request for additional budget authority provides budget for activities in those capital projects that were not included in estimates at the time the budget was adopted in August 2024.

Capital carryforwards and additional capital budget authority combined represent a significant amount at \$12,859,198, encompassing rolling stock, construction projects, and the capital segment of the new ERP system. Subrecipient carryforwards projects represent \$559,042 for project not completed by the end of FY2024.

In the planning category, project carryforwards amount to \$279,018. Communication projects constitute the last category, totaling \$20,827.

Implication

The budget amendment incorporates crucial elements meant to sustain initiatives that commenced in FY2024 or earlier but were not concluded by the fiscal year's end or necessitate additional budget authority. Funding for these carryforwards was included in prior-year budgets approved by the VRT Board of Directors.

More Information

Attachments:

FY2025 Amendment #1 Budget Detail

FY2025 Amendment #1 Budget Comparison

Resolution VBD25-010– Fiscal Year 2025 Budget Amendment #1

For detailed information, contact:

Cameron Wells
Chief Financial Officer
cwells@ridevrt.org
(208) 258-2709



Project Manager	Project	Project Name	Carryforward
Alvaro, Bradley	23227-022-012	Radio System Replacement	365,707.47
	23227-023-013-NSP	IT Hardware	38,443.40
	23227-021-009	ERP Consulting Services	178,500.00
	23227-023-019	ERP	109,883.09
Guenther, Joseph	00000-024-006	Misc Power Equipment	324,537.00
	23227-020-003	Electric Buses Infrastructure	601,016.25
	23227-022-009	State Street Premium Corridor Phase 1	838,223.03
	23227-022-013	HDTC	1,998,964.20
	23227-023-015	Design & Engineer for MSS Chargers	478,100.54
	23227-023-021	Ada County Bus Stops FY23	401,997.04
	23227-023-022	CCDC Downtown Bus Stops	334,172.81
	23227-024-004	Orchard East Lot Expansion	9,612.48
	23227-024-006-NSP	Main Street Station Security Gate	48,163.98
	23160-023-002	ValleyConnect 2.0	112,436.95
	23160-023-003	Nampa Caldwell Study	149,958.25
	23160-023-004	Multi-Modal Center Study	16,622.90
Leslie Pedrosa	23227-021-003	Replacement Electric Buses	3,558,274.37
	23227-022-001	AC Demand Response Vehicle Replacement	367,830.00
	23227-023-001	Replacement Electric Buses 23227-023-001	600,000.00
	23227-023-002	(2) Ada County Expansion 35' Buses	1,996,512.50
	23227-023-004	FY23 Ada County Demand Response Vehicle Replacement	20,605.40
	23227-023-005	Ada County Support Vehicle FY23	59,821.14
	23227-023-007	Ada Co. Vehicle Lift Replacement	26,073.27
	23227-023-014-NSP	Canyon County Support Vehicle FY23-NSP	49,258.00
Reese, Randall	23171-020-003	ACHD - CARES Act	9,471.00
	23171-023-002	BSU Operating Assistance	422,849.00
	23171-024-001-NSP	TVT Above & Beyond ADA FY24-NSP	126,722.00
	23227-020-014	ACHD Replacement Vans (SU)	109,498.00
	23227-021-012	BSU Shuttle Replacement	18,320.00
	23227-023-020	TVT TOD Design & Engineering	84,477.00
Wakan, Duane	20170-021-002	IFPS Non-Capital	145,604.60
Rose, Jason	12164-024-001	Coordinated Marketing FY24	2,385.00
	12183-024-001	Service & Mode Marketing	18,441.92
	23227-023-025	Digital Advertising Phase 2	95,602.00
Total			13,718,084.59

Fiscal Year 2025
Adopted Budget and Amendment #1 - Summary by Budget Area

REVENUES	ADOPTED	AMENDED #1	EXPENSES	ADOPTED	AMENDED #1
Regional Overhead			Regional Overhead		
Directly Generated Revenues	\$ -	\$ -	Wages and Salaries	\$ 2,440,849	\$ 2,690,323
Auxiliary Revenues	\$ -	\$ 506,695	Fringe Benefits	\$ 1,813,930	\$ 2,013,666
Non Transportation Revenues	\$ -	\$ -	Professional Services	\$ 1,137,050	\$ 1,783,030
Federal Assistance	\$ 4,908,259	\$ 3,617,347	Materials and Supplies	\$ 396,950	\$ 217,633
Local Assistance	\$ 4,006,653	\$ 3,642,908	Utilities	\$ 126,551	\$ 130,991
TOTAL	\$ 8,914,911	\$ 7,766,950	Casualty and Liability	\$ 193,750	\$ 56,925
			Purchased Transportation	\$ 1,408,200	\$ -
			Miscellaneous	\$ 585,005	\$ 1,061,834
			Subrecipient Pass Through	\$ 770,124	\$ 938,087
			Interest	\$ 916	\$ 916
			Leases and Rentals	\$ 41,587	\$ 41,587
			TOTAL	\$ 8,914,911	\$ 8,934,992
Ada County Transportation Services			Ada County Transportation Services		
Directly Generated Revenues	\$ 746,805	\$ 746,805	Wages and Salaries	\$ 6,202,500	\$ 6,202,500
Auxiliary Revenues	\$ 211,969	\$ 211,969	Fringe Benefits	\$ 4,281,700	\$ 4,281,700
Federal Assistance	\$ 4,686,104	\$ 4,686,104	Professional Services	\$ 678,430	\$ 678,430
Local Assistance	\$ 8,342,620	\$ 8,342,620	Materials and Supplies	\$ 1,283,100	\$ 1,283,100
Draw from Surplus Fund Balance	\$ -	\$ -	Utilities	\$ 179,480	\$ 179,480
TOTAL	\$ 13,987,497	\$ 13,987,497	Casualty and Liability	\$ 678,800	\$ 678,800
			Purchased Transportation	\$ -	\$ -
			Miscellaneous	\$ 212,600	\$ 212,600
			Interest	\$ 136,498	\$ 136,498
			Leases and Rentals	\$ 334,389	\$ 334,389
			TOTAL	\$ 13,987,497	\$ 13,987,497
Canyon County Transportation Services			Canyon County Transportation Services		
Directly Generated Revenues	\$ 146,456	\$ 146,456	Wages and Salaries	\$ 1,721,319	\$ 1,721,319
Auxiliary Revenues	\$ 45,936	\$ 45,936	Fringe Benefits	\$ 744,289	\$ 744,289
Federal Assistance	\$ 2,228,117	\$ 2,228,117	Professional Services	\$ 258,900	\$ 258,900
Local Assistance	\$ 1,388,424	\$ 1,388,424	Materials and Supplies	\$ 687,472	\$ 687,472
Draw from Surplus Fund Balance	\$ -	\$ -	Utilities	\$ 79,000	\$ 79,000
TOTAL	\$ 3,808,934	\$ 3,808,934	Casualty and Liability	\$ 294,058	\$ 294,058
			Purchased Transportation	\$ -	\$ -
			Miscellaneous	\$ 23,897	\$ 23,897
			Interest	\$ -	\$ -
			Leases and Rentals	\$ -	\$ -
			TOTAL	\$ 3,808,934	\$ 3,808,934
Specialized Transportation Services			Specialized Transportation Services		
Directly Generated Revenues	\$ -	\$ -	Wages and Salaries	\$ 548,017	\$ 298,544
Auxiliary Revenues	\$ 506,695	\$ -	Fringe Benefits	\$ 403,864	\$ 204,127
Federal Assistance	\$ 952,278	\$ 1,868,533	Professional Services	\$ 920,635	\$ 574,500
Local Assistance	\$ 598,616	\$ 1,027,863	Materials and Supplies	\$ 72,683	\$ 252,000
TOTAL	\$ 2,057,590	\$ 2,896,396	Utilities	\$ 5,640	\$ 1,200
			Casualty and Liability	\$ -	\$ 136,825
			Purchased Transportation	\$ -	\$ 1,408,200
			Miscellaneous	\$ 106,750	\$ 21,000
			Interest	\$ -	\$ -
			Leases and Rentals	\$ -	\$ -
			TOTAL	\$ 2,057,590	\$ 2,896,396
Capital Projects			Capital Projects		
Federal Capital Assistance	\$ 5,719,206	\$ 16,795,803	VRT	\$ 7,005,000	\$ 19,442,936
Local Capital Assistance	\$ 1,285,794	\$ 3,815,175	Subrecipient - Pass Through	\$ -	\$ 421,262
Subrecipient Pass Through	\$ -	\$ 421,262	TOTAL	\$ 7,005,000	\$ 19,864,198
Draw from Surplus Fund Balance	\$ -	\$ -			
TOTAL	\$ 7,005,000	\$ 21,032,240			
Grand Total Revenues, All Sources	\$ 35,773,932	\$ 49,492,016	Grand Total Expenses	\$ 35,773,932	\$ 49,492,017
Total Amended #1		\$ 13,718,085	Total Amended #1		\$ 13,718,085

**Fiscal Year 2025 Amended Budget
October 1, 2024 through September 30, 2025**

REVENUES		EXPENSES	
Regional Overhead		Regional Overhead	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 2,690,323
Auxiliary Revenues	506,695	Fringe Benefits	2,013,666
Non Transportation Revenues	-	Professional Services	1,783,030
Federal Assistance	3,617,347	Materials and Supplies	217,633
Local Assistance	3,642,908	Utilities	130,991
TOTAL	\$ 7,766,950	Casualty and Liability	56,925
		Purchased Transportation	-
		Miscellaneous	1,061,834
		Subrecipient Pass Through	938,087
		Interest	916
		Leases and Rentals	41,587
		TOTAL	\$ 8,934,992
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ 746,805	Wages and Salaries	\$ 6,202,500
Auxiliary Revenues	211,969	Fringe Benefits	4,281,700
Federal Assistance	4,686,104	Professional Services	678,430
Local Assistance	8,342,620	Materials and Supplies	1,283,100
Draw from Surplus Fund Balance	-	Utilities	179,480
TOTAL	\$ 13,987,497	Casualty and Liability	678,800
		Purchased Transportation	-
		Miscellaneous	212,600
		Interest	136,498
		Leases and Rentals	334,389
		TOTAL	\$ 13,987,497
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 146,456	Wages and Salaries	\$ 1,721,319
Auxiliary Revenues	45,936	Fringe Benefits	744,289
Federal Assistance	2,228,117	Professional Services	258,900
Local Assistance	1,388,424	Materials and Supplies	687,472
Draw from Surplus Fund Balance	-	Utilities	79,000
TOTAL	\$ 3,808,934	Casualty and Liability	294,058
		Purchased Transportation	-
		Miscellaneous	23,897
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 3,808,934
Specialized Transportation Services		Specialized Transportation Services	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 298,544
Auxiliary Revenues	-	Fringe Benefits	204,127
Federal Assistance	1,868,533	Professional Services	574,500
Local Assistance	1,027,863	Materials and Supplies	252,000
TOTAL	\$ 2,896,396	Utilities	1,200
		Casualty and Liability	136,825
		Purchased Transportation	1,408,200
		Miscellaneous	21,000
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 2,896,396
Capital Projects		Capital Projects	
Federal Capital Assistance	\$ 16,795,803	VRT	\$ 19,442,936
Local Capital Assistance	3,815,175	Subrecipient - Pass Through	421,262
Subrecipient Pass Through	421,262	TOTAL	\$ 19,864,198
Draw from Surplus Fund Balance	-		
TOTAL	\$ 21,032,240		
Grand Total Revenues, All Sources	\$ 49,492,016	Grand Total Expenses	\$ 49,492,017

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Fiscal Year 2025 Budget Amendment #1 RESOLUTION VBD25-010

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2024 BUDGET AMENDMENT #1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.

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

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

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

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

WHEREAS, the Valley Regional Transit Board adopted the FY2025 Budget at the August 12, 2024 VRT Board meeting by Resolution VBD24-029; and

WHEREAS, Valley Regional Transit is required to include all federally funded projects in the Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP); and

WHEREAS, Valley Regional Transit requires the carryforward of capital and other projects with designated funds from the FY 2024 budget; and

WHEREAS, Valley Regional Transit received federal grants and local support to add new projects to the operating and capital budget for FY2025; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2025 Budget Amendment #1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

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

Section 1. That the Board of Valley Regional Transit adopts the Fiscal Year 2025 Budget Amendment #1, which includes budget carryforwards from FY2024 and budget increases to support projects of VRT and subrecipients - Exhibit 1 - FY2025 Budget Amendment #1 Summary.

Section 2. That this Resolution VBD25-010 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 6th day of January, 2025.

APPROVED by the Board Chair this 6th day of January, 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	VRT Executive Board Elections 2025
DATE	January 6, 2025
STAFF MEMBER	Elaine Clegg

Staff Recommendation/Request

The staff requests that the VRT Board accept the recommendation of the Executive Board of nominations for 11 positions on the Executive Board to be filled by current VRT Board members to serve for calendar year 2025.

Highlights

- VRT bylaws sets the January meeting as the Executive Board election, timely nominations advance that election.
- The Executive Board has four officers, one past chair, five at-large members, and a Boise State position.
- Terms of office are one year, with each officer moving forward in succession.
- VRT Board combines the secretary and treasurer position into one position.
- The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

Background

The VRT Board established the current governance model in 2012 to expedite business actions, and support continuity and stability in leadership. The Executive Board meets monthly and provides timely oversight and governance functions for the VRT Board which meets quarterly.

The bylaws do not require Executive Board members to be elected officials, any member of the Board of Directors is eligible to serve on the Executive Board. Members can and many do stay on the Executive Board for multiple years. Lauren Mclean, Alexis Pickering and Dale Reynolds are in line to succeed to the next officer positions with Jarom Wagoner succeeding to the Past Chair position.

Existing and Open Positions for 2025

The VRT Executive Board is comprised of eleven members total, ten members from cities and counties and one member from Boise State University. There are four Board officers who follow a succession from Secretary/Treasurer to Chair over a four-year span, one past chair position, five members at large and one position to be filled by a BSU representative. Typically, we have two officers from each county with no county serving consecutively, however we are off sync on that succession due to adjusting past chairs terms to avoid anyone serving as chair of both COMPASS and VRT in the same year. We will be back in sync next year. There is currently one open position and Executive Board members must be members of the Board of

Directors to be eligible. We have identified a nominee for the open position. Listed below is the full slate of nominees including the succession of current officers to the succeeding officer position for 2025, with new positions in bold:

Position	Nominee	County Represented
Chair	Lauren McLean	Ada County
Chair-Elect	Alexis Pickering	Ada County
Vice-Chair	Dale Reynolds	Canyon County
Sec/Treas.	Jordan Morales	Ada County
Past Chair	Jarom Wagoner	Canyon County
At Large	Debbie Kling	Canyon County
At Large	Greg Rast	Canyon County
At Large	Joe Stear	Ada County
At Large	Todd Lavoie	Ada County
At Large	Tom Dayley	Ada County
Boise State	Lantz McGinnis-Brown	Boise State

The request today is for the Board of Directors to accept and confirm/elect the recommended list of nominees to the VRT Executive Board.

Implication

The VRT Board has authorized the Executive Board to act on its behalf to expedite decisions and provide timely leadership for VRT. The frequency of Executive Board meetings ensures VRT can meet core mission critical functions with the appropriate fiscal oversight for the organization. Conducting the election of the Executive Board allows that critical function to continue without interruption.

For detailed information, contact:

Elaine Clegg, CEO
eclegg@ridevrt.org
208-258-2712



TOPIC	COMPASS Regional Safety Action Plan
DATE	January 6, 2025
STAFF MEMBER	Duane Wakan

Staff Recommendation/Request

COMPASS staff will brief the Board of Directors on the contents of the Regional Safety Action Plan (RSAP) and discuss ways Valley Regional Transit (VRT) can support and participate in the implementation process.

Summary

The Safe Streets and Roads for All (SS4A) program was developed as part of the 2021 Infrastructure Investment and Jobs Act. The program dedicated \$5 billion from 2022-2026 to fund transportation safety planning and projects. The SS4A program is broken into two types of monetary awards: planning and implementation. The first year of the program was focused heavily on awarding funds to produce transportation safety plans. A thorough plan is required to access the implementation awards. COMPASS, with the support of all its member agencies, applied for and was awarded \$392,000 (80% of total project cost) in 2023 to complete a regional safety action plan.

Over the last 14 months, COMPASS, with support from Kittelson and Associates, High Street Consulting, Atlas, and a workgroup of 40 staff from partner agencies completed the Regional Safety Action Plan (RSAP).

Highlights

The RSAP includes the following items:

- Vision, goals, targets, and performance measures that support the elimination of serious and fatal injury crashes.
- Review of current transportation safety practices in the region.
- Extensive evaluation of serious and fatal crashes from 2018-2022 in the region.
- A high injury network was developed using crash history in conjunction with identified risk factors.
- Results of public engagement opportunities.
- Toolkit of proven transportation safety measures to address regional crash trends.
- Strategies and actions necessary to implement the vision and goals of the plan.
- Concepts for projects that utilize the tools and practices outlined in the plan and could be pursued through federal grant opportunities.

More Information

The RSAP also includes a resolution committing COMPASS and its regional partners to the

vision, goals, and targets to achieve a 50% reduction in serious and fatal injury crashes by 2055. This component of the plan fulfills one of several requirements necessary to pursue implementation grants through the SS4A program.

Implication (Policy and/or Financial):

Adoption of the RSAP enables COMPASS and its member agencies to pursue SS4A implementation federal grant opportunities.

The strategies, actions, and practices outlined in the plan will guide/inform future tasks for COMPASS staff/workgroups, the Unified Planning Work Program and Budget, performance measures, and project scoring in the Transportation Improvement Program and *Communities in Motion 2055*.

More Information:

- 1) Regional Safety Action Plan Supplemental Link: https://compassidaho.org/wp-content/uploads/12102024_RTACSupp_RegionalSafetyActionPlan.pdf
- 2) High Injury Network: <https://compassidaho.maps.arcgis.com/apps/dashboards/aa2067339363456a9fec94b0d9875fd>
- 3) RSAP Project Website: <https://compassidaho.org/safety/>
- 4) Safe Streets and Roads for All: <https://www.transportation.gov/grants/SS4A>
- 5) For detailed information contact: Hunter Mulhall, Principal Planner, at hmulhall@compassidaho.org

For detailed information, contact:

Duane Wakan Mobility Integration Planner
dwakan@ridevrt.org
(208) 258-2750



TOPIC	Valley Connect 3.0 Update
DATE	January 6, 2025
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

Staff is providing an informational update of the status of the Valley Connect 3.0 Plan.

Highlights

- Valley Regional Transit (VRT) is well below its peers in the amount of transit service provided on a per capita basis.
- The lack of service is the biggest factor in explaining the lack of ridership
 1. VRT and the consultant team have developed network scenarios for future service.

Summary

VRT and the consultant have been working to update scenarios, estimate fleet and facilities, develop a peer community review and put together a handout for the state legislature. The steering committee meet on September 26 and November 21 and provided valuable feedback.

Peer Review

Eight peers were selected for comparison based on population size and locations with similar conditions. The figures on the following page illustrate how VRT compares on population size, service levels and funding sources.

Figure 1: Peers for Comparison Dedicated Local Funding

Reporting Name	Service Name	Population	Property Tax Funding	Income Tax Funding	Sales Tax Funding
Utah Transit Authority	UTA	2,218,482	-	-	58%
City of Albuquerque (NM)	ABQ Ride	661,629	-	10%	29%
Spokane Transit Authority (WA)	STA	459,007	-	-	61%
City of Colorado Springs	Mountain Metro	417,843	-	-	32%
Regional Transportation Comm. (Reno, NV)	RTC Washoe	394,010	-	-	35%
Valley Regional Transit	VRT	371,800	-	-	-
Lane Transit District (Eugene, OR)	LTD	317,600	-	56%	-
Salem Area Mass Transit Dist. (OR)	Cherriots	230,118	24%	-	-
Rouge Valley Transportation Dist. (Medford, OR)	RVTD	173,199	23%	-	-
Missoula Urban Transportation Dist. (MT)	Mountain Line	73,340	46%	-	-

Figure 2: Peer Comparison of Operational and Capital Spending

Reporting Name	Service Name	Population	Rev Hours per capita	\$ Ops per capita	\$ Capital per capita
Spokane Transit Authority (WA)	STA	459,007	1.4	\$205	\$88
City of Tucson (AZ)	Sun Tran	788,356	1.1	\$111	\$22
Lane Transit District (Eugene, OR)	LTD	317,600	1.1	\$160	\$20
Utah Transit Authority	UTA	2,218,482	1.0	\$193	\$41
Regional Transportation Comm. (Reno, NV)	RTC Washoe	394,010	0.9	\$101	\$34
City of Albuquerque (NM)	ABQ Ride	661,629	0.7	\$88	\$17
City of Huntsville (AL)	Huntsville Transit	114,598	0.7	\$73	\$20
City of Colorado Springs (CO)	Mountain Metro	417,843	0.6	\$123	\$43
Valley Regional Transit	VRT	371,800	0.4	\$59	\$17

Vision

Valley Regional Transit (VRT) envisions a region with comprehensive transit choices designed to grow the regional economy and meet the needs of citizens and businesses by supporting livable, healthy, and sustainable communities with robust transportation options. VRT cannot meet this vision without adequate and reliable dedicated funding.

Goals and Objectives

1. Provide a reliable, convenient and easy to use transit system
 - Make VRT the most easily understood transit system in the country.
 - Create equitable transit service centered on a high frequency network to key destinations that efficiently serves valley residents.

- Make multimodal travel seamless for transit users who drive, use shared transportation services, walk, or bike to or from transit.
 - Continuously improve customer service, safety, and the rider experience for all users.
2. Provide high value to the Treasure Valley and steward public resources and funds
 - Establish equitable and sustainable dedicated funding.
 - Optimize roadway infrastructure use and reduce congestion with efficient, frequent transit services.
 - Provide essential freedom of movement to all with frequent connections to key destinations across Ada and Canyon counties.
 - Contribute to environmental sustainability and reduce emissions by increasing transit ridership using low and zero emission fuels.
 - Lead the way in adopting technologies that make travel easier, more cost-effective and/or accessible.
 - Create equitable transit service centered on a high frequency network to key destinations that efficiently serves valley residents.
 3. Coordinate with partners and enhance local funds while expanding access to jobs, community centers, and other key destinations.
 - Partner with local governments, businesses, housing, schools and other community institutions to improve access with transit services and increase ridership through pass and other rider programs.
 - Lead outreach and engagement to riders and potential riders.
 - Educate valley residents on opportunities to make travel choices that reduce dependence on drive-alone trips including, walking, biking, carpooling and safe routes to schools.
 - Ensure regional planning processes deliver equitable participation and prioritize transit access, minimize traffic and development impacts by coordinating transit services with development.
 4. Create innovative and fun opportunities to engage the community and boost ridership
 - Organize unique placemaking events at stations, transforming transit hubs into exciting community spaces.
 - Leverage innovative platforms that create community connections through cross-marketing local businesses and activities with transit service.
 - Engage community groups, performers, and artists to create an enjoyable and vibrant atmosphere on and around transit.

Scenarios

Three scenarios have been developed. These include a growth scenario with and without rail and an intermediate scenario, which is approximately halfway to the growth scenario. The growth scenario is based on transit levels of service envisioned in Communities in Motion and the levels of fixed-route transit services provided by peer agencies.

Intermediate Scenario - Key improvements include increased span and frequency on Valley Connect 2.0 intermediate routes and upgrading Nampa Caldwell Boulevard to a premium high

frequency route.

New routes include increasing transit access in south Nampa, north to Middleton, south to Kuna and east to Micron. Transit connections are improved through Meridian, from Eagle south, and from the Boise Airport.

Growth Scenario Without Rail – Improvements include increasing the high frequency premium route network especially north/south, including upgrading routes on Cole/Glenwood, Meridian to Eagle, Emerald, and Overland to premium routes with 15-minute service. New routes include extending 5-Mile to the Lake Hazel area where development is happening, extending a route along the Ustick corridor, access to from Caldwell to Middleton via the interstate.

Growth Scenario with Rail - Improvements assume rail service from Caldwell to Micron and increasing the high-frequency premium route network from anticipated rail stops for enhanced service from neighborhoods to the rail line. In Boise, a premium grid is developed to provide maximum service levels within the highest density of development in the valley. Downtown Meridian becomes a new multi-modal hub with premium service extending north to Chinden, south to Lake Hazel, and connects Towne Square Mall to Nampa/Caldwell with 15-minute service. New routes include premium service into south Nampa and connecting south Nampa to 10 Mile. More routes are provided north and south of the Nampa Caldwell Blvd/Rail/I-84 corridor to bring riders from neighborhoods to rail and premium corridors. A commute route from Wilder can collect riders on the western reaches to bring to the rail line.

Staff and the consultant are still incorporating stakeholder feedback from the most recent meeting and will present the most up-to-date scenarios at the meeting.

Implication

Valley Connect 3.0 will guide VRT's discussions with funding partners and the community on the long-term vision for transit in the Treasure Valley. Growth scenarios and cost estimates will be provided to the Idaho State Legislature in the 2025 session to build the case for authorizing direct tax funding.

For detailed information, contact:

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

**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 The RFI Management and Operating Contract was issued on October 4, 2024	PSA 2017-06-19 expires on 9/30/2025	Leslie Pedrosa	\$ 1,000,000.00	Jan-25	Apr-25	Board of Directors
Vehicle Maintenance Fluids	N/A	Jeremy Gianchetta	TBD			No Project Budget at this Time
Vehicle Maintenance Parts	N/A	Jeremy Gianchetta	TBD			No Project Budget at this Time
Fareboxes	N/A	Brad Alvaro	\$ 2,400,000.00			Board of Directors
On-Call Fleet Media Advertisement	PSA 2019-11-04 expires on 1-31-2025	Jason Rose	\$ 1,000,000.00			Board of Directors
On-Call Bench Media	N/A	Jason Rose	TBD			No Project Budget at this Time
Creative Outdoor Advertising (COA) Benches	New	Stephanie Hailey	\$ 225,000.00	Apr-25	Feb-25	Executive Board
On-Call Glass Repair and Replacement Services	Working with Oracle - KW Contractor Selected	Jeremy Gianchetta	TBD	Jan-25		No Project Budget at this Time
Vehicle Detailing - RFQ-ST-BASE-PM-25-1		Jeremy Gianchetta	\$ 20,000.00	Oct-24		CEO
Real Time Information Display Units - RFQ DEV-BASE-001-25-1	New	Stephanie Hailey	\$ 65,000.00	Dec-24		CEO
Fleet Replacement Plan	New	Leslie Pedrosa	\$ 20,000.00			CEO
Acquisition of Services (AOS)	New	Leslie Pedrosa	\$ 12,000,000.00	Dec-24	Feb-24	Board of Directors
Bus Camera Replacement	New	Nick Moran	\$ 220,000.00			Executive Board
Automatic Passenger Counter (APC) Upgrade	New	Nick Moran	\$ 310,000.00			Board of Directors
Demand Response Bus Purchase	New	Jeremy Gianchetta	\$ 1,950,000.00	Jan-25	Apr-25	Board of Directors
Transit Bus Purchases	New	Leslie Pedrosa	\$ 2,000,000.00	Jan-25	Apr-25	Board of Directors
Landscaping - Lawn Services	Contract SA 2023-05-25 - Owner is retiring and closing the business on 12-31-24	Corrie Washington	TBD	Jan-25	Mar-25	No Project Budget at this Time
Main Street Station Entrance Gate Repair or Replacement	New	Stephanie Hailey	\$ 50,000.00	Jan-25		CEO
On-Call Public Facilitation	New	Duane Wakan	\$ 50,000.00	Feb-25		CEO

Updated 11-7-24

CEO Activity Report	CEO Activity Report
DATE	01/06/2025
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

At the last minute, after midnight on December 21, and with support from both sides of the aisle in the Senate I was **confirmed to a five-year term on the Amtrak Board of Directors**. I will be sworn in after the first of the year and will attend my first board meeting as a board member the last week of January ([see more](#)). Thanks again for the support many of you have extended during this extended process. I am especially grateful for the actions of Senators Crapo and Risch to let their Senate colleagues know of their support for my nomination. In the end, that support along with actions from Senators Schumer and Cantwell, made the difference in the confirmation vote moving forward. I am humbled and excited to begin my term.

December has been a busy month of activities for Valley Regional Transit (VRT). The day after Thanksgiving (okay this was still actually November) VRT began five weeks of late-night service on the routes 3, 7, 9 and 17. This “extra hours” service pilot was designed to allow revelers to dine shop and go to entertainment venues and know they have a safe ride home at the end of the evening. We will report ridership next month.

The Holiday Parade in downtown Boise kicked off a busy and fun day on December 7. After the parade VRT had buses stationed at 7 Fred Meyer stores around the valley to collect toys, gift cards and cash to support the Salvation Army in their Christmas giveaway. It was gratifying to see the extent we helped fill their warehouse at the end of the day.

The next week staff baked and donated cookies for the operators, dispatchers and maintenance staff at our bases as well as staff at our administrative offices. It is fun to deliver these goodies and wish the operations staff happy holidays. The administrative staff had a holiday lunch and offsite holiday party the following week sharing lots of smiles. I told them that I have the best job and best staff I could hope for. This position is invigorating and fulfilling. Thank you for allowing me the chance to serve you and the people of this valley.

Presentations/Panels/Interviews

This was a quiet month on the presentations side. I did complete one interview.

- I completed an interview for a new reporter at the **Idaho Statesman**. Her beat is suburban Ada County, and we talked about growth, existing ridership and potential for service expansion. The interview was largely background to ensure a base of knowledge about VRT and what we do so that future reporting has good context.

Local Meetings

As the legislature was organizing for the upcoming session, I focused meetings this month on local leaders and partners.

- **Local Leaders** – I met with several local leaders this month to develop plans for future service models for use in their own planning.
- **Business leaders** – I had an in-depth meeting with Micron representatives to outline the challenges VRT faces in adding new service and discussed potential ways forward. We will meet again in January.
- VRT continues to meet with service providers who are establishing a new service corridor in the **Elder Street area** of Boise about how to better connect their clients using our existing transit services. We have identified wayfinding and informational strategies that we can institute now and will engage Ada County Highway District (ACHD) and our team in exploring infrastructure improvements to our bus stop and to roadway crossings.
- The VRT team met with a team from the consultants working on our Low-No and RAISE grants.
- The City of Boise **Recycled Water Strategy Committee** is planning for utilizing recycled water in the industrial area south of the airport. Serving on the committee has been a great opportunity to reconnect with city staff and with neighborhood and institutional leaders in the region.

Travel Meetings

Continued discussions around service to Micron and infrastructure planning for State Street.

- **Amtrak Public Board meeting** – Once per year the Amtrak Board holds a public Board meeting in a location where they provide services. This year it was in Seattle, and I attended as a prospective board member. I was able to tour the extensive Amtrak service yard and administrative center and see the improvements they have made with the funding from the Infrastructure Investment and Jobs Act (IIJA). I also met with the Washington and Oregon State Department of Transportation (DOT) staff who are working hard on expanding the Cascades service between Eugene and Vancouver BC. While there, I was able to stop in with the Federal Transit Administration (FTA) Region 10 director and talk about our Rebuilding American Infrastructure with Sustainability and Equity (RAISE) and Low-No grants and the National Environmental Policy Act (NEPA) process.
- **The Bus Coalition (TBS) Board Retreat** – I traveled to Salt Lake City mid-month to attend the TBC annual retreat. While there I was able to ride three of their four transit modes, bus, light rail (Trax) and heavy rail (the FrontRunner). The venue was a redevelopment/new development in the arena district with the renovation of the old Union Pacific Depot as the focal point. I toured their new maintenance and administrative center for the Utah Transit authority and the coalition set an agenda advocating continued strong support for bus service in the United States.



Media

- [Stuff the Bus toy drive kicks off this weekend](#)
- [Clegg awaits US Senate approval on nomination to Amtrak board](#)
- [Elaine Clegg's Amtrak nomination inches forward:](#)
- [Valley Regional Transit's Elaine Clegg appointed to Amtrak Board by U.S. Senate Committee](#)

Internal Activities

Staff has been working to streamline our Board packets and make the best use of your valuable time. You will see these changes roll out over the next few meetings. The two Request for Proposals (RFPs) for operations will be out soon, one is for our general fixed-routes operations and the other to find partners to help operate our Beyond Access service. The goal with both is to make our services more efficient and easier to manage.

Senior staff met with the company that bought our electric bus battery leases from Proterra during the bankruptcy. They are an international company who is also interested in partnering on green energy projects. During the meeting, and a subsequent follow-up with Idaho Power, we explored the possibility of adding solar generation to both of our bus base facilities. There is potential to lower our electricity costs in Ada County and to generate base funding in Canyon County. The conversations are just that. We will bring any relevant information and decisions to the board if these opportunities mature.

I hope you had a happy holiday season; I am looking forward to a productive new year.

For detailed information, contact:

Elaine Clegg, CEO
eclegg@ridevrt.org,
(208) 258-2712



TOPIC	Operations Department Staff Report
DATE	January 6, 2025
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Highlights

Ada County Charging and Battery Electric Bus Update

The project to replace previous Proterra charging system to Rhombus Energy Solutions is almost complete. The software has been updated, faulty parts have been replaced, and new dispensers have been installed. Once Valley Regional Transit (VRT) has received new buses from Gillig, staff from Rhombus Energy Solutions will be onsite to commission the chargers for use, which is expected to be completed in January.

VRT continues to work with Phoenix Motors, Inc. to try and get backordered parts for buses that have been down for an extended amount of time due to replacement parts not being available. VRT is attempting to get third-party contacts to order directly from the vendors. Phoenix did have a service technician onsite the week of December 9 who was able to get several battery issues addressed. There are still three buses out of service waiting on delayed parts.

Beyond Access Service

Beyond Access service launched on January 2. VRT has provided over 35,000 rides, which is about a 3% decrease from the combined total of previous service providers. In the last two months, Metro has been operating 50% fewer vehicles, which is accounting for the decreased variance. Metro and VRT hope to have an agreement in place in the second quarter of FY25 to get Metro back up to normal operations.

Miscellaneous

- Packer’s Sanitation Service, Inc. (PSSI), who contracted with VRT to provide a Village Van employee shuttle to low-income workers to the CS Beef facility in Kuna recently ended their long-standing contract. Following some budget challenges that PSSI faced, they needed to put a pause on the service and restructure the program. The last day of service was December 14. PSSI hopes to be ready with a new transportation program in the summer of 2025.
- Staff worked closely with Avero and FourthSquare to launch the new maintenance software on December 2. The transition went well, and staff continues to familiarize

themselves with the system. Staff will continue to monitor the software to ensure it works with the new finance system as expected, as well as intended for maintenance tracking.

- Metro Community Services (Metro), a contractor for VRT under the Beyond Access service, was not able to secure affordable insurance, and they were not able to operate their vehicles as of October 24. VRT continues to provide two vehicles for Metro to use under the shared vehicle pool of vehicles, while Metro and VRT work to secure insurance.
- VRT began providing rides to any Saint Alphonsus and St. Luke's clinic under the Rides2Wellness program on November 1. There was not a shift in ridership in first month to raise concern, but the pilot will continue to be piloted for two more months to see if changes need to be made to the program.

Service Highlights

Canyon County

- Zero preventable accidents in November
- Intercounty on-time performance 73% for November
- On-demand on-time performance 57% for November
- ACCESS on-time performance 98% for November

Ada County Highlights

- Zero preventable accidents in November
- Fixed-route on-time performance 79% for November
- ACCESS on-time performance 93% for November

Beyond Access Service

- No preventable accidents in November
- On-time performance 83% for November
- Continue to pilot 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 report National Transit Database (NTD) information for fiscal year 2024, which is due January 31, 2025.
- Staff attended several webinars to meet requirements for reporting Transit Worker Assaults to the NTD, starting December 2024

Customer Service Support

- In November customer service handled 6,382 of 6,802 phone calls for information, with 372 calls abandoned. The average call time was 2 minutes, 50 seconds. The average hold time was 18 seconds.
- In November, reservationist handled 622 of 692 phone calls to change or schedule a ride on ACCESS, with 57 calls abandoned. The average call time was 3 minutes, 31



seconds and the average hold time was 16 seconds.

- November City Go Pay mobile ticket sales totaled \$10,437.75.

More Information

For detailed information, contact:

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



TOPIC	Development Department Monthly Report
DATE	January 6, 2025
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for January 2025 report

Highlights

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

Performance Based Decision-making

- **FY2025-FY2029 Transportation Development Plan (TDP)** – Staff has prepared an internal outreach calendar for the FY2025-2029 TDP and FY2026 budget build. They presented a TDP update to both the executive and full board of directors and will kick off efforts utilizing the COMPASS Public Transportation Work Group. Valley Regional Transit (VRT) staff will review expense and revenue assumptions in the draft TDP with funding partners and get concurrence on funding levels for FY2026 and beyond. These discussions will begin FY2026 budget discussions.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **FY2024 Service Changes** – Staff began reviewing ridership performance of the FY2024 service changes and identified areas that would benefit from community awareness and promotions. Staff will identify any issues with stop spacing and utilization that could lead to amenity improvements or changes to stop locations.
- **Bus Stop Improvements** – Staff is preparing for the purchase of Creative Outdoor Advertising (COA) benches. This procurement will allow for greater control over the placement of bus stop amenities and increased advertising revenues. Staff continues to work with the City of Boise on a license agreement to allow scooter corrals for Lime scooter parking and advertising on bike racks.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff continues to work with HDR, Inc., the consultant VRT is working with on this project, holding regular project meetings, collecting data and responding to input from stakeholders.
- **Valley Connect 3.0 (VC 3.)** – Jacobs Engineering, the consultant we are working with on this project, and staff continue to make progress on VC 3.0 including responding to stakeholder and board input goals, objectives, draft networks and collecting peer agency information. Staff continues to refine capital and operating

costs and community benefits for integration into a summary handout for use during the legislative session.

Mobility Integration

- **City Go/Transportation Demand Management (TDM)** – Staff is finalizing City Go membership fees and benefits and exploring options to combine City Go membership with VRT pass programs. Staff worked with the Murio Farms development and Boise City Council to establish a TDM model that has the potential to raise funds for VRT and be used in other developments.
- **Micromobility/Lime** – Staff continues to work with Lime to develop micromobility discounts for City Go members.
- **Reduced Fare Verification** – Staff presented draft proposal for reduced fare verification with the Regional Advisory Council.
- **Safe Routes to School (SR2S)** – staff continue to hold bike rodeos and student outreach/engagement programs

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

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff prepared a scope of work to review the Orchard facility master plan, including a review of forecasted fuel types. This review will revisit and refine electrical and other fuel source infrastructure needs.
- **Happy Day Transit Center Upgrades (HDTC)** – Staff is pursuing a potential partnership to invest in HDTC so VRT can address critical heating, ventilation, and air conditioning (HVAC) replacement needs. 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)** – Idaho Power installed electrical equipment in preparation for on-route charging infrastructure at MSS. Staff have agreed to the Guaranteed Maximum Price (GMP) and final scope and cost of the Main Street Station electrification project.

Regional Corridor Planning/Corridor Capital Investments

- State Street Corridor Projects
 - VRT and the Federal Transit Administration (FTA) continue to work on finalizing Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) paper grant agreement. 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.
 - 23rd and 27th and State Street activities are currently on hold for release of RAISE funding.
 - VRT staff continued coordination activity efforts to cover the Boise Valley Canal from Saxton to Bogart on State Street. This is a combined effort with Idaho Transportation Department (ITD), Ada County Highway District (ACHD), the City of Boise, and Capital City Development Corporation (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 finished construction activities and re-opened the intersection at State and 18th.
- VRT staff contracted with Jacobs Engineering, Ada County, ACHD, the City of Boise, CCDC, the City of Eagle, ITD, and the City of Garden City, to prepare a RAISE planning grant for the State Street Corridor. The grant submittal is due January 31.
- Bus Stop Improvements
 - VRT staff continues to work with the FTA to complete National Environmental Policy Act (NEPA) review of new stops associated with the FY2024 service change. Temporary stops will be used until the NEPA review is complete.
 - Staff began piloting the use of integrated bus stop pole seats. This innovative design is cheaper than a bench and can be installed in places that cannot accommodate full size benches. Staff worked with the Regional Advisory Council to identify 12 locations to pilot these enhancements.

More Information

For detailed information, contact:

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

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

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

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

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

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

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



TOPIC	Finance and Administration Activity Report
DATE	January 6, 2025
STAFF MEMBER	Cameron Wells, Chief Financial Officer

Summary

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

Highlights

Budget/Finance

- 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 agreement contributions.
- The CFO has been in communication with the third-party auditors for the FY2024 audit.
- The CFO is worked with the Communications Director to explore implementing Oracle’s customer experience module, and discovered the cost to implement plus the ongoing costs for the module outpaced the needs of the organization. VRT will continue with their current software for customer service management with advertising sales and pass program sales.

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - PNWER subrecipient agreement
 - Active grant revisions/amendments
 - FY2025 Projects.
 - Federal grant reconciling

Procurement

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

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

TOPIC	Communications and Engagement Update
DATE	January 6, 2025
STAFF MEMBER	Jason Rose

Summary

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

Highlights

The Communications and Engagement staff are preparing for the 2025 outreach season, which includes engagement with school partners, events, parades, travel training, and more. In addition to our communications media work, we are diving into route-focused outreach – what we like to call “route-reach” – to provide targeted outreach with a standard set of deliverables for consistency and ease of use/deployment for routes and destinations.

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 overhead sign at Main Street Station has been installed, and we’re fine-tuning various communications displays. We also recently updated our media kit to reflect updated rates and the brand refresh.

Our marketing 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, new displays at Main Street Station, and an updated Boise Airport display. Campaign metrics are shown below:

August

- Total impressions: 1,620,843
- Meta: 1.1 million impressions; 375,000 individuals
- ConnectedTV: 76,000 impressions; top performers were Samsung and Pluto; Hulu had highest viewer completion rate
- Digital OOH: 467,000 impressions (ads not served from midnight – 5 am)

- Website: 14% increase; avg session duration 5m19s, Organic traffic saw largest increase, month over month user increase of 17%
- Umo: downloads increased 31% MOM; increased 67% over the last three months compared to previous three; compared to August 2023, Umo downloads are up 51%

September

- Total impressions: 1,229,733
- Meta: 960,000 impressions; 500,000 individuals (increase in individuals, decrease in impressions)
- ConnectedTV: 76,000 impressions; Hulu produced the most impressions with highest viewer completion rate
- Digital OOH: dropped 57% (aligns with spend reduction)
- Website: 7% decrease; avg session duration 5m14s, Organic traffic saw largest increase, month over month user increase of 17%

October

- Total impressions: 1,739,618
- Meta: 1.37 million impressions; 518,000 individuals (3% reach increase and 43% impression increase over August)
- ConnectedTV: 76,000 impressions; average viewer completion rate of 99.04%; Hulu continues to lead with highest total impressions and second-highest viewer completion rate (VCR) of 99.66%, behind Disney with average VCR of 99.91%
- Digital OOH: 50% more impressions in October than September; nearly 1/3 of ads shown on Boise digital boards during peak morning drive (7 a.m. – 9 a.m., weekdays)
- Website: 5% total user increase, with an average session duration of 5m5s; traffic from paid Meta saw largest increase, followed by referral, Bing organic, and Google organic; top referral sources this month were from the City Go website and Boise Airport website; State Street route page saw a 22% increase this month

November

- Total impressions: 1,533,764
- Meta: 1.18 million impressions; 602,000 individuals; males & females 35-44 were highest click through demographic group
- ConnectedTV: 75,000 impressions; total average VCR 99.01%; Roku, Peacock, and



Hulu delivered most impressions (66% total, combined)

- Digital OOH: 35% ads placed during morning weekday drive times; slight reduction in impressions consistent with campaign spend
- Website: 12% decrease in total users, with an average session of 5m01s

For detailed information, contact: Jason Rose, Chief Communications Officer/PIO,
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TOPIC	Information Technology Monthly Report
DATE	January 6, 2025
STAFF MEMBER	Brad Alvaro

Summary

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

Projects

- Started work on a new fare collection/mobile ticketing Request for Proposal (RFP)
- Oracle Enterprise Resource Planning (ERP) system: Continued work with FourthSquare for minor production support issues and troubleshooting
- Oracle Enterprise Asset Management (EAM) system: Worked with Avail (Fleetnet – legacy finance system) and FourthSquare on finalizing asset management data for Oracle. Continued work with RF-Smart for new barcoding system that integrates with Oracle Cloud. RF-Smart was onsite for a week gathering additional requirements and configuration of scanners, printers, and other devices.
- FY2024 Service Changes: Staff continues to modify bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs

Support Services

- Completed data conversion for the new Oracle Enterprise Asset Management System (EAM)
- Help Desk resolved 153 of 165 tickets received for October
- Migrated Orchard and Happy Day server to new equipment
- Continue support and integration with FY2024 service change programming
- Assisted with EAM implementation for FuelMaster and RF-Smart (barcoding)
- Completed Track-IT Single Sign On (SSO) with business applications
- Kicked off bus camera replacement project
- Started Depot Monitor implementation

More Information

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