

Executive Board Meeting Agenda

June 06, 2022

11:00 AM

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

This will be an in person meeting of the Executive Board. If Board members are unable to participate in person, they can attend via MSTeams at

https://www.valleyregionaltransit.org/vrt_Executive_Board_June2022

or by dialing in at **469-965-2358** Conference ID: **354 589 958#**

- I. **Calling of the Roll** Chair Debbie Kling
- II. **Agenda Additions/Changes**
- III. **Public Comments** (*Comments will be limited to no more than three (3) minutes*).
- IV. **Consent Agenda**
Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.
 - A.** **ACTION: Executive Board Meeting Minutes from May 2, 2022**
Pages 3-5 | Paula Cromie
The Executive Board is asked to consider approval of the minutes from the May 2, 2022 meeting.
 - B.** **ACTION: Regional Advisory Council Meeting Minutes from April 19, 2022**
Pages 6-8 | Paula Cromie
The Executive Board is asked to accept the minutes from the April 19, 2022 Regional Advisory Council meeting.
 - C.** **ACTION: New Regional Advisory Council Member - Lauren Noble**
Page 9 | Paula Cromie
The Executive Board is asked to consider approval of Lauren Noble as a new Regional Advisory Council member. Lauren would replace Deborah Allen on the Council.
 - D.** **ACTION: Payment Register - April 16, 2022 to May 15, 2022**
Pages 10-18 | Jason Jedry
The Executive Board will review and consider accepting the April 16, 2022 to May 15, 2022 payment register.
- V. **Finance Committee**
- VI. **Executive Board - Action Items**
- VII. **Executive Board - Information Items**
 - A.** **WORK SESSION: FY2023 Draft Preliminary Budget Highlights**
Pages 19-26 | Kelli Badesheim

Staff will provide a review of highlights from the FY2023 draft preliminary budget (BPD). The final preliminary budget will be presented in its entirety at the July Executive Board meeting, where the Executive Board will review and consider setting the public hearing. The final budget is presented to the VRT Board of Directors at the August 2022 meeting.

B. INFORMATION: Procurement Calendar

Page 27 | Jason Jedry

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

VIII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 28-41 | Staff

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

IX. Executive Session

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

X. Adjournment

Ø = Attachment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

July 11, 2022 (Due to the July 4 holiday, the meeting will take place a week later than normal.)

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)

Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 258-2702 if an auxiliary aid is needed.



Executive Board Meeting Agenda

May 02, 2022

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Kelli Badesheim, VRT
Lantz Brown, Boise State		Paula Cromie, VRT
Elaine Clegg, City of Boise		Chris Danley, Vitruvian Planning
Debbie Kling, City of Nampa		Katelyn Davidson, BSU Work U
Lauren McLean, City of Boise		Gregg Eisenberg, First Transit
Alexis Pickering, ACHD		Kathleen Godfrey, VRT
Joe Stear, City of Kuna		Joe Guenther, VRT
		Natalie Hilde, Thompson
		Stephen Hunt, VRT
		Kristy Iselman, ACHD
		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		Mary Beth Nutting, VRT
		Leslie Pedrosa, VRT
		Derrick Personette, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Grant Thompson, Thompson
		Cameron Wells, VRT
		Sarah Ybarra, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 11:03 with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION: Minutes from the March 7, 2022 Executive Board Meeting

ACTION: Payment Register - March 16, 2022 to April 15, 2022

ACTION: Regional Advisory Council Minutes from March 15, 2022 Meeting

John Bechtel moved to approve the consent agenda as presented; Lauren McLean seconded.

Finance Committee

ACTION: FY2022 1st Quarter Operating Cash Balance Report

Lauren McLean moved to approve the FY2022 1st quarter operating cash balance report as presented;

John Bechtel seconded. The motion passed unanimously.

ACTION: FY2022 1st Quarter Budget Reports

Lauren McLean moved to approve the FY2022 1st Quarter Budget Reports as presented; Alexis Pickering seconded. The motion passed unanimously.

Executive Board - Action Items

ACTION: ERP System Consulting Services

Alexis Pickering moved to approve of RESOLUTION VEB22-006 and corresponding Authorization for Expenditure for a contract with Avero Advisors for ERP System Consulting Services; Lauren McLean seconded. The motion passed unanimously.

ACTION: Citizen Lab Digital Engagement Platform Contract Extension

Lauren McLean moved to approve Resolution VEB22-008 and corresponding authorization for expenditure for the Citizen Lab Digital Engagement Platform contract extension; Alexis Pickering seconded. The motion passed unanimously.

ACTION: Copier and Printer Lease

John Bechtel moved to approve Resolution VEB22-007 and the corresponding authorization for expenditure for printing and copier lease agreements with Pacific Office Automation Inc; Lauren McLean seconded. The motion passed unanimously.

ACTION: Consultant Services for State Street Environmental Final Design

Lauren McLean moved to approve Resolution VEB22-005 and the corresponding Authorization for Expenditure for consultant services for the State Street environmental final design to Jacobs Engineering; Alexis Pickering seconded. The motion passed unanimously.

ACTION: Contract for Orchard Facility FY2022 Pavement Expansion

Lantz McGinnis-Brown moved to approve Resolution VEB22-004 and the corresponding Authorization for Expenditure for construction contractor for the Orchard facility pavement expansion to Hawkeye Builders; Lauren McLean seconded. The motion passed unanimously.

ACTION: FY2022 First Quarter Performance Report

Lauren McLean moved to recommend for approval by the Board of Directors, the first quarter performance report for fiscal year 2022; Alexis Pickering seconded. The motion passed unanimously.

Executive Board - Information Items

INFORMATION: Board Strategic Work Plan Kick-off

Chris Danley with Vitruvian reviewed the scope and schedule to kick-off the Board Strategic Work Plan project. He will reach out to jurisdictions to set up interviews and requested each member have 5-6 questions ready for discussion.

INFORMATION: FY2023-2027 Transportation Development Plan (TDP) Draft Plan Presentation

Stephen Hunt presented the draft FY2023-2027 Transportation Development Plan. This plan will come back to the Executive Board for further review and discussion.

INFORMATION: Bus Stop Typology: Bus Stop Amenities and Passenger Information

Alissa Taysom provided an update to the Executive Board about the Bus Stop Typology and efforts to update stop amenity data and provide enhanced stop information to riders. Katelyn Davidson provided a bird's-eye view of bus stop conditions and her experience as a Boise State University Work U student working with Valley Regional Transit.

INFORMATION: FY 2023 and FY 2024 Service Changes

Due to time constraints, this item was not formally presented - Alissa Taysom included in the packet, the imminent FY 2023 service changes, and planned scope of potential FY 2024 service changes.

INFORMATION: Procurement Calendar

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

Executive Session

ACTION: Personnel Issue

Lauren McLean moved to adjourn into executive session at 12:36 pm. The Executive Board convened into an executive session citing Idaho Code 74-206, identifying specific paragraph b) Personnel Issues.

The executive session closed at 1:04 pm and the Executive Board meeting resumed.

Upon the Executive Board meeting reconvening, no action was taken.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment

At 1:06 pm, Alexis Pickering moved to adjourn; John Bechtel seconded. The motion passed unanimously.

Next VRT Executive Board Meeting:

June 6, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



Regional Advisory Council Meeting Minutes

April 19, 2022

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen	Lisa Brady	Kelli Badesheim, VRT
Susan Bradley	Randy Johnson	Mark Carnopis, VRT
Samantha Kenney	Terri Lindenberg	Paula Cromie, VRT
Susan Manika		Katelyn Davidson, BSU
Jeremy Maxand		Kathleen Godfrey, VRT
Mary Beth Nutting		Stephen Hunt, VRT
Deeann Solis		Liisa Itkonen, COMPASS
Walter Steed		Jason Jedry, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Wayne Rysavy, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Walter Steed called the meeting to order at 9:13 with a quorum present by phone and in person

Agenda Additions/Changes - None

Public Comments - None

Consent Agenda

Items on the consent agenda consisted of the following:

ACTION ITEM: Minutes of the March 15, 2022, Regional Advisory Council

Jeremy Maxand moved to approve the consent agenda as presented; Sam Kenney seconded. The motion passed unanimously.

Action Items - None

Information Items

INFORMATION: Coordinated Plan Public Comment Period

Lila Klopfenstein, COMPASS, informed the Regional Advisory Council about the Coordinated Plan public comment period and asked them to consider commenting and passing the information along to others

they represent on the Council. She is asking for public comment on the highest priority needs the Regional Advisory Council (RAC) members identified to improve access to transit with expanded service hours and days, along with an increase in service in frequency and availability.

COMPASS will hold three outreach events during the public comment period, which is April 15 to May 15 in conjunction with the Valley Regional Transit (VRT) Transportation Development Plan (TDP), and plan to send out press releases, mailings, and place information on social media.

Comments will be incorporated in the fall and will be presented for formal adoption by the COMPASS and Valley Regional Transit boards.

INFORMATION: ADA Accessible Bus Stop Policy

Stephen Hunt discussed the possibility of rescinding the ADA Accessible Bus Stop Policy with RAC members. Deborah Allen and Jeremy Maxand questioned the proposed change. Following discussion, staff will work to incorporate sections of the ADA Accessible Bus Stop Policy with the Reasonable Accommodation Policy to come up with a single policy that will meet the needs of riders and follow the required ADA guidelines. This item will be brought back to the Regional Advisory Council at a further meeting once staff has had the opportunity to review the two policies. The consensus was a more robust staff training should be implemented, as well.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update on the on-demand transit system in Canyon County. Details of the update can be found in the meeting packet. During this presentation, Kelli Badesheim also gave an update on the Connected Canyon County project, which will be included into the on-demand service in Canyon County. Staff is working on the possibility of increasing hours of operation and possible Saturday service, which will be reflected in the budget request to Canyon County. Staff is looking at a proposal to reinstate fixed-route service, as well. More information on this will be ready for the RAC at the next meeting.

INFORMATION: Electric Bus Update

Leslie Pedrosa provided an update on the status of the electric buses and chargers. Proterra has decided the original way they built charging station isn't going to work. They're going to restructure the whole system to have just single dispensers on each charging unit rather than the dual dispenser. They will give VRT a total of 18 charging stations, where originally it was built for 12. Other bus builders informed VRT any vehicle can be charged on a Proterra charger. The additional six charging stations will be at no cost to VRT and will give VRT a total of 18 chargers. The plan is to have the capacity to have 36 chargers in the future. The transition to the single chargers, from dual chargers, should be completed by the end of July. All charger installations should be completed by September. The warranty on the buses will not begin until buses are put into revenue service, or VRT has all working chargers.

INFORMATION: Route 30 Pine Launch Update

Stephen Hunt provided an update on the Route 30 Pine launch update. VRT has been in conversation with the City of Meridian and the re-launch of Route 30 may take place before ridership reaches the 90% percent threshold of ridership prior to COVID is reached, which was the original plan. Potential changes to triggers to re-launch include the developments going on in downtown Meridian and 10 Mile Crossing and other developments along Pine Avenue where transit would be advantageous. There is not a confirmed date, but staff will continue to work with the City of Meridian for a recommended re-launch date. Staff was asked to keep the RAC posted on upcoming developments and changes.

INFORMATION: Community Engagement and Transportation Development Plan Outreach

Jason Rose provided an update on community engagement activities and Transportation Development outreach. Staff is exploring more community partnerships, most recently with the agency for new Americans and the International Rescue Committee. Staff continues to build the navigation system. The

focus in the last couple weeks has been largely with the refugee community as they're seeing a large number of refugees arriving in the area. The May in Motion program, a free ride promotion was launched and will run now until the end of May. The objective of the campaign is to bring new riders into the system, not only in May, but throughout the year. Riders can get a 31-day pass if they take at least 10 bus rides in May, then record them through the Share-the-Ride Idaho program.

INFORMATION: FY2023 Service Change Update

Stephen Hunt provided an update on potential service changes for FY2023. Staff is looking to make changes. VRT will be leveraging remaining CARES dollars, along with other local dollars to figure out how VRT can make some changes outside of the typical planning schedule. Changes could be coming as early as October, the beginning of FY23. These changes are an outgrowth of the connected Canyon County outreach.

Staff is also looking at ways to restructure service that connects the College of Western Idaho (CWI) and Boise State University, along with the Job Corp, near CWI. There are also proposed changes to the inter-county service connecting Ada and Canyon counties. Changes in the North End may occur due to safety concerns.

INFORMATION: Bus Stop Amenities and Passenger Information

Katelyn Davidson, a Work U student intern from Boise State University and Alissa Taysom provided an update to the Regional Advisory Council about efforts to update stop amenity data and provide enhanced stop information to riders. Katelyn took on the project of visiting bus stops and noted amenities, conditions, deficits and took pictures of stops. There are approximately 800 stops within Ada County and Canyon County. The information will be gathered into ArcGIS attribute table and will be viewable through the VRT bus app and may also be added to Google Maps. The information will be made available to Ada County Highway District (ACHD), so they have the information to use as they prioritize their projects as VRT partners with them in their 5-year work plan. This project will be ongoing and integrated into the bus stop typology project staff is currently working on.

Kelli Badesheim informed RAC members both VRT and ACHD submitted RAISE Grant applications and both Idaho Transportation Department (ITD) and ACHD committed to local funding to VRT as co-sponsors. It's the first time in VRT history that VRT and other agencies collectively submitted a grant this significant and important to our community.

INFORMATION: Ridership Changes with Fuel Prices Rising

Leslie Pedrosa discussed changes in ridership with the increasing costs of fuel. VRT hasn't noticed a significant change to running buses as most of the VRT fleet runs on CNG Gas. There has been an uptick in ridership from Canyon County to Ada County. As a note, Leslie informed the RAC that due to notice from the CDC, all mask requirements are gone, yet still recommended. Signage requiring masks was removed from buses and stations.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – The meeting was adjourned at 10:35 a.m.

Next Regional Advisory Council Meeting:

May 17, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Application

Name: Lauren Noble

Organization: Idaho Division of Vocational Rehabilitation (IDVR)

Job Title within that organization: Assistant Regional Manager

Date: 4/22/2022

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

I began working with IDVR in 2014 as a VR Counselor, later being promoted to Assistant Regional Manager in 2019. In working with students and adults with disabilities, I have seen the challenges and impact transportation has in their attempts at employment as well as activities of daily living and recreation.

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

IDVR works with individuals with varying disabilities and backgrounds, to include youth in transition to older workers. IDVR also assists individuals with physical, psychological and other disabilities as well as those with varying legal backgrounds

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

Through my work with youth and adults with disabilities in their attempts to enter or return to the workforce, I have seen the varying mobility barriers and other challenges they face in a very direct way. This includes public transportation, transportation to and from public transportation access points, private transportation and other options. I have experienced real life examples of the challenges many individuals face.

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

Encouraging individuals to use the already available public transportation to the fullest so other public transportations are viable.



TOPIC	4/16/2022 – 5/15/2022 Payment Register
DATE	June 6, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

The Executive Board will review and consider accepting the 4/16/2022 – 5/15/2022 payment register.

Summary

Attached to this memo is the list of bills that were presented, showing to whom payable, for what services or materials, the amount claimed and the amount allowed. The list shall be signed by the Executive Board Chair and attested by the Secretary.

More Information

Attachments:

Payment Register – 4/16/2022 to 5/15/2022

For detailed information contact: Jason Jedry, Finance Director, 208-258-2709, jjedry@valleyregionaltransit.org

Payment Register 04/16/2022 - 5/15/2022

Vendor Name	Pymt Date	Check number	Amount	Invoice Description
A E S Inc	4/25/2022	ACH	\$217.63	Temp wages/drug test/bkground ck
A E S Inc	4/25/2022	ACH	\$421.60	Temp wages
A E S Inc	5/9/2022	ACH	\$428.19	Temp Wages
A E S Inc	5/9/2022	ACH	\$447.95	Temp Wages
Access Idaho-26682	5/9/2022	56663	\$63.00	DL Searches
AdaRide.Com, LLC	5/9/2022	ACH	\$1,138.00	Paratransit transportation
AdaRide.Com, LLC	5/9/2022	ACH	\$835.00	Paratransit Transportation
Agnew Beck Consulting, Inc.	5/9/2022	ACH	\$2,046.25	Meetings/community outreach- consulting
Alignment Specialists NW LLC	5/9/2022	ACH	\$200.00	Alignment N335
Alignment Specialists NW LLC	5/9/2022	ACH	\$250.00	Alignment N2511
Allied Business Solutions Inc	5/9/2022	56664	\$2,316.24	Printer Lease
Allied Business Solutions Inc	5/9/2022	ACH	\$409.30	Copier rent & Overage
Alternative Hose	4/25/2022	56643	\$39.26	Vehicle
Amber Daley	4/25/2022	ACH	\$345.00	VRT radio script ads
Anthony, Elizabeth	5/9/2022	ACH	\$131.63	Volunteer Driver
ASHBROOK, LEWIS M.	4/25/2022	ACH	\$148.40	Shoes
Automotive & Industrial Distributors	5/9/2022	ACH	\$787.05	15W40 OIL
A-Z Bus Sales, Inc	4/25/2022	ACH	\$256.80	CNG filters
A-Z Bus Sales, Inc	5/9/2022	ACH	\$153.77	Driver Seat Lower
BADESHEIM, KELLI	4/25/2022	ACH	\$234.65	Reimb mileage/March Cell
BADESHEIM, KELLI	4/25/2022	ACH	\$30.25	Reimb Call-APR
BADESHEIM, KELLI	5/9/2022	ACH	\$50.00	Reimb May cell
Barber, Richard P	5/9/2022	ACH	\$86.58	Volunteer Driver
Batteries Plus, LLC	4/25/2022	ACH	\$30.75	Batteries
BETTENCOURT, GEORGENIA	5/9/2022	ACH	\$86.31	Reimb Aprl cell/winco/Napa Auto
Black Signs of Idaho, Inc.	5/9/2022	ACH	\$50.00	Rental sign back for Banners
Black Signs of Idaho, Inc.	5/9/2022	ACH	\$50.00	Rental sign back for Banners
Boise Air Terminal	5/9/2022	ACH	\$8,710.06	Rent
Boise Metro Chamber Commerce	4/25/2022	ACH	\$748.00	Membership dues
Boise Municipal Health Care Trust	5/9/2022	ACH	\$57,521.33	Monthly Medical/Dental Premiums
Boise Peterbilt	4/25/2022	ACH	\$103.43	Inventory Parts
Boise Peterbilt	4/25/2022	ACH	\$456.06	Inventory Parts
Boise Peterbilt	4/25/2022	ACH	\$270.96	Inventory Parts
Boise Peterbilt	5/9/2022	ACH	\$140.71	Inventory Parts
BRADY, LISA	5/9/2022	ACH	\$50.00	Reimb May cell
Brandt, Loreli	5/9/2022	ACH	\$727.74	Volunteer Driver
BRESHEARS, BRIAN	4/25/2022	56644	\$150.00	Shoes
Brink's Incorporated	5/9/2022	ACH	\$438.52	Armored car service
Brink's Incorporated	5/9/2022	ACH	\$50.00	Armored Car
Campbell Tractor & Implement, Inc	5/9/2022	56665	\$110.36	Bus Parts
Career Uniforms Partners	4/25/2022	ACH	\$142.75	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$211.00	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$129.75	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$273.35	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$196.55	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$188.25	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$175.25	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$137.50	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$130.85	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$37.45	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$218.95	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$140.55	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$178.65	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$153.75	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$281.45	Uniforms
Career Uniforms Partners	4/25/2022	ACH	\$112.80	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$132.20	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$113.15	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$246.90	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$239.60	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$32.50	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$113.35	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$109.80	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$263.45	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$143.30	Uniforms
Career Uniforms Partners	5/9/2022	ACH	\$231.15	Uniforms
CARNOPIIS, MARK	5/9/2022	ACH	\$37.00	Reimb 1yr domain/Apr Cell
CARNOPIIS, MARK	5/9/2022	ACH	\$50.00	Reimb May cell

Catapult3, Inc.	5/9/2022	ACH	\$6,950.00	English version of bus wrap
Catapult3, Inc.	5/9/2022	ACH	\$3,475.00	Spanish Bus wrap sign
CenturyLink	4/21/2022	56694	\$466.61	Reverse wrong entry
CenturyLink	4/25/2022	56645	\$128.80	Telecom Services
CenturyLink	5/9/2022	56666	\$331.63	Services 4/25-5/24
CenturyLink	5/9/2022	56666	\$129.35	Services 4/16-5/15
CenturyLink	5/9/2022	56666	\$249.96	Services 4/22-5/21
CenturyLink	5/9/2022	56666	\$64.64	Serivices 4/22-5/21
CenturyLink	5/9/2022	56666	\$24.72	5/1-5/31/22
CenturyLink	5/9/2022	56666	\$309.24	Telecom Services
CenturyLink	5/9/2022	56666	\$466.61	Services 3/23 - 4/20
CenturyLink	5/10/2022	56694	\$331.63	Services 4/25-5/24
CenturyLink	5/10/2022	56694	\$129.35	Services 4/16-5/15
CenturyLink	5/10/2022	56694	\$249.96	Services 4/22-5/21
CenturyLink	5/10/2022	56694	\$64.64	Serivices 4/22-5/21
CenturyLink	5/10/2022	56694	\$24.72	5/1-5/31/22
CenturyLink	5/10/2022	56694	\$309.24	Telecom Services
CenturyLink	5/10/2022	56694	\$466.61	Services 3/23 - 4/20
Church of the Harvest	4/25/2022	ACH	\$7,632.29	Acquisition of Services
Church of the Harvest	5/9/2022	ACH	\$6,742.21	Acquisition of services
City of Caldwell Water Department	5/9/2022	56667	\$146.08	3/24-4/23
City of Caldwell Water Department	5/9/2022	56667	\$114.64	3/24-4/23
City of Garden City	5/9/2022	56668	\$67.06	Garbage/Water/Sewer
CLAMPITT, BRENT	4/25/2022	ACH	\$169.60	Tool Repair per CBA
CLAMPITT, BRENT	5/9/2022	ACH	\$84.00	PMI Test and Reg. fee
Clean Energy	4/25/2022	ACH	\$13,323.38	Natural Gas 3/1/ - 3/31/2022
Coach & Equipment Manufacturing, Inc	4/25/2022	ACH	\$68.78	Instructional decal
Colonial Life	5/9/2022	ACH	\$47.77	Life Ins. Premium
Commercial Tire, Inc	4/25/2022	ACH	\$186.78	Lube Serice/PMI Service
Commercial Tire, Inc	4/25/2022	ACH	\$163.60	Lube Service/PM Service
Commercial Tire, Inc	4/25/2022	ACH	\$163.60	Lube Service/PM inspection
Commercial Tire, Inc	4/25/2022	ACH	\$163.60	Lube & PM Inspection
Commercial Tire, Inc	4/25/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$569.70	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$182.95	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$290.00	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$1,276.98	Replaced steers & LRI/O N331
Commercial Tire, Inc	4/25/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$970.00	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$32.00	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$1,309.38	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$99.95	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$99.95	Tires
Commercial Tire, Inc	4/25/2022	ACH	\$556.52	Tires
Commercial Tire, Inc	5/9/2022	ACH	\$86.40	Complete Lube Service/PM Inspection
Commercial Tire, Inc	5/9/2022	ACH	\$513.60	Lube Service/PM Inspection
Commercial Tire, Inc	5/9/2022	ACH	\$163.60	Lube service/PMI service
Commercial Tire, Inc	5/9/2022	ACH	\$137.04	Tires/installation
Commercial Tire, Inc	5/9/2022	ACH	\$685.26	Tires/Install
Commercial Tire, Inc	5/9/2022	ACH	\$40.50	R&R RF Headlamp
Commercial Tire, Inc	5/9/2022	ACH	\$32.00	Replaced L Steer N336
Commercial Tire, Inc	5/9/2022	ACH	\$1,654.58	Tires N615
Commercial Tire, Inc	5/9/2022	ACH	\$192.26	Tire LRI N1511
Commercial Tire, Inc	5/9/2022	ACH	\$32.00	Tire Change N335
Commercial Tire, Inc	5/9/2022	ACH	\$755.90	Steers N334
Commercial Tire, Inc	5/9/2022	ACH	\$350.12	Front Tires - N2511
Commercial Tire, Inc	5/9/2022	ACH	\$99.75	Service Call N612
COMPASS	5/9/2022	ACH	\$2,350.00	3rd Qtr membership dues
Corwin Ford	4/25/2022	ACH	\$255.32	Rotors - N331
Corwin Ford	4/25/2022	ACH	\$239.40	Bus Parts
Corwin Ford	4/25/2022	ACH	\$152.50	Bus Parts
Corwin Ford	5/9/2022	ACH	\$538.10	Rotors Turned
Cummins Rocky Mountain, LLC	5/9/2022	ACH	\$317.50	Program ECM N611
Curtis Clean Sweep	4/25/2022	ACH	\$200.00	Sweep & Detail Transit Garage
CURTIS, JODI	4/25/2022	56646	\$53.49	Employee Reimbursement
CURTIS, JODI	4/25/2022	56646	\$50.00	Employee Reimbursement
CURTIS, JODI	5/9/2022	56669	\$50.00	Reimb-cell
David Gregory Sherman	5/9/2022	56670	\$45.00	Windshield Repairs
Day Wireless Systems	5/9/2022	ACH	\$534.75	Radio

DeLerrok, Inc.	4/25/2022	ACH	\$19,800.00	UMO Equipment & Services
DeLerrok, Inc.	4/25/2022	ACH	\$1,200.00	UMO Monthly Transaction fee's
DMC Sales	4/25/2022	ACH	\$99.00	Vehicle
DMC Sales	5/9/2022	ACH	\$90.00	Windshield Wash
DOWLING, BRIANNA	5/9/2022	ACH	\$50.00	Reimb cell-April
DOWLING, BRIANNA	5/9/2022	ACH	\$50.00	Reimb May cell
Dwaine S Lee, LLC	4/25/2022	ACH	\$125.00	Tow N333 from I-84
Dwaine S Lee, LLC	4/25/2022	ACH	\$175.00	Towing Service
Dwaine S Lee, LLC	4/25/2022	ACH	\$175.00	Towing Service
Dwaine S Lee, LLC	5/9/2022	ACH	\$232.50	Towing Service
Dwaine S Lee, LLC	5/9/2022	ACH	\$232.50	Towing Service
Eagle Senior Center	5/9/2022	ACH	\$13,674.80	Acquisition of Services
Ecolube Recovery, LLC.	4/25/2022	ACH	\$25.00	Oil Filters
Ecolube Recovery, LLC.	4/25/2022	ACH	\$90.00	Parts wash monthly lease
Economic Consultants Oregon LTD	4/25/2022	ACH	\$3,280.00	VRT Revenue Analysis/plan
Economic Consultants Oregon LTD	4/25/2022	ACH	\$183.75	VRT Revenue Analysis/plan
Edwards, Mark S	5/9/2022	ACH	\$65.40	Volunteer Driver
EISENBERG, GREGG	5/9/2022	ACH	\$50.00	Reimb May cell
EISENBERG, GREGG	5/9/2022	ACH	\$50.00	Reimb May cell
EISENBERG, GREGG	5/9/2022	ACH	\$50.00	Rev dbl entry for May Cell
Ellis, Natalie	5/9/2022	56671	\$50.00	Reimb May cell
EZELL, JEANNETTE	5/9/2022	ACH	\$50.00	Reimb May cell
Factory Motor Parts Co	4/25/2022	56648	\$15.39	Wheel Seal - Stock
Factory Motor Parts Co	4/25/2022	56648	\$76.86	Brake Shoe Kit
Factory Motor Parts Co	4/25/2022	56648	\$15.68	Spark Plug Boots ST403
Factory Motor Parts Co	4/25/2022	56648	\$173.48	Shock, Wheel Seals - Stock
Factory Motor Parts Co	4/25/2022	56648	\$30.31	Parking Brake Hardware
Factory Motor Parts Co	4/25/2022	56648	\$67.42	Oil, Trans Filters, Plugs ST403
Factory Motor Parts Co	4/25/2022	56648	\$45.42	Oil, Air and Trans Filters ST309
Factory Motor Parts Co	4/25/2022	56648	\$13.05	Air Filter ST403
Factory Motor Parts Co	4/25/2022	56648	\$69.86	Brake Pads Stock
Factory Motor Parts Co	5/9/2022	56672	\$206.06	Shocks - ST207
Factory Motor Parts Co	5/9/2022	56672	\$28.41	Air & Oil Filters
Factory Motor Parts Co	5/9/2022	56672	\$35.88	Brake Clean
Factory Motor Parts Co	5/9/2022	56672	\$64.20	Spark Plug Boots Stock
First Transit	5/9/2022	ACH	\$128,446.89	Mgmt Fee/BIPD Ins./Wrkr Comp
Fleet Services	5/11/2022	ACH	\$506.34	Fuel
Fleet Services	5/11/2022	ACH	\$1,518.31	Fuel
FOTSCH, DAVE	5/9/2022	ACH	\$200.00	Reimb Cell Dec21-Mar22
FOTSCH, DAVE	5/9/2022	ACH	\$50.00	Reimb Cell-April
FOTSCH, DAVE	5/9/2022	ACH	\$50.00	Reimb May cell
FRAZIER, KELLY M	5/9/2022	ACH	\$50.01	Reimb gas for van
FUNKE, JENNIFER	5/9/2022	56673	\$24.17	Reimburse for AAA-1 Lock & Keys
GARCIA, RONETTE	5/9/2022	ACH	\$64.75	Team Bus
GARCIA, RONETTE	5/9/2022	ACH	\$50.00	Reimb May cell
GARCIA, RONETTE	5/9/2022	ACH	\$114.87	Team Bus
GARCIA, RONETTE	5/9/2022	ACH	\$132.29	Employee Reimbursement
Gem State Paper & Supply	4/25/2022	ACH	\$390.69	Shop Supplies
Gem State Paper & Supply	4/25/2022	ACH	\$67.53	Shop Supplies
Genfare	4/25/2022	ACH	\$213.61	Farebox Parts
Genfare	4/25/2022	ACH	\$645.96	Farebox Parts
Genfare	4/25/2022	ACH	\$953.44	Farebox Parts
Genfare	4/25/2022	ACH	\$950.45	Farebox Parts
Genfare	5/9/2022	ACH	\$321.05	Farebox Parts
Genfare	5/9/2022	ACH	\$5.53	Farebox Parts
Genfare	5/9/2022	ACH	\$1,463.69	Farebox Parts
GIACHETTA, JEREMY	5/9/2022	ACH	\$50.00	Reimb May cell
Gillig, LLC	4/25/2022	ACH	\$1,146.40	Vehicle
Gillig, LLC	4/25/2022	ACH	\$84.34	Vehicle
Gillig, LLC	4/25/2022	ACH	\$3,155.90	Vehicle
Gillig, LLC	4/25/2022	ACH	\$701.10	Torque Rods N614
Gillig, LLC	4/25/2022	ACH	\$153.55	Vehicle
Gillig, LLC	4/25/2022	ACH	\$1,468.87	Display Keypad
Gillig, LLC	4/25/2022	ACH	\$186.60	Vehicle
Gillig, LLC	4/25/2022	ACH	\$186.60	Vehicle
Gillig, LLC	4/25/2022	ACH	\$730.79	Vehicle
Gillig, LLC	4/25/2022	ACH	\$806.06	Vehicle
Gillig, LLC	4/25/2022	ACH	\$883.96	Vehicle
Gillig, LLC	4/25/2022	ACH	\$220.88	Vehicle
Gillig, LLC	5/9/2022	ACH	\$1,440.84	Vehicle
Gillig, LLC	5/9/2022	ACH	\$457.20	Filters, Wiper Blades

Gillig, LLC	5/9/2022	ACH	\$94.68 Latch - Key N600s
Gillig, LLC	5/9/2022	ACH	\$123.27 Vehicle
Gillig, LLC	5/9/2022	ACH	\$3,026.99 Vehicle
Gillig, LLC	5/9/2022	ACH	\$2,424.24 Air Bags & Fuel Filters
Gillig, LLC	5/9/2022	ACH	\$360.43 Vehicle
Gillig, LLC	5/9/2022	ACH	\$709.73 Vehicle
Gillig, LLC	5/9/2022	ACH	\$268.95 Vehicle
Glass Doctor	4/25/2022	ACH	\$75.00 Windshield Repair
GONZALEZ, DAVID	5/9/2022	ACH	\$47.38 Ford Engine Manual
Grainger Inc	4/25/2022	ACH	\$33.83 Inventory Parts
Grainger Inc	4/25/2022	ACH	\$7.84 Number Label - Shop
Grainger Inc	4/25/2022	ACH	\$40.74 Number Labels - Shop
Grainger Inc	4/25/2022	ACH	\$48.46 Inventory Parts
Grainger Inc	4/25/2022	ACH	\$64.55 Inventory Parts
Grainger Inc	4/25/2022	ACH	\$27.92 Number Labels - Shop
Grainger Inc	5/9/2022	ACH	\$27.73 Number Labels
Grainger Inc	5/9/2022	ACH	\$41.68 Marking Tape
Grainger Inc	5/9/2022	ACH	\$33.83 Inventory Parts
GUENTHER, JOSEPH	5/9/2022	ACH	\$50.00 Reimb May cell
HACKETT, ALEX	4/25/2022	ACH	\$75.00 Reimb Cell/internet - April
HACKETT, ALEX	5/9/2022	ACH	\$50.00 Reimb Cell - May
HACKETT, ALEX	5/9/2022	ACH	\$35.00 Reimb May internet
Harbor Freight Tools	5/9/2022	56674	\$145.98 Steam Cleaner Kit
HARRIS, HANNAH	5/9/2022	56675	\$82.88 reimbursement - office supplies
HASSAN, DEANNA	5/9/2022	ACH	\$50.00 May Cell Phone
Hawley Troxell Ennis & Hawley	4/25/2022	ACH	\$333.00 Legal Services
Hawley Troxell Ennis & Hawley	5/9/2022	ACH	\$934.00 Legal Services RFP Template
Hawley Troxell Ennis & Hawley	5/9/2022	ACH	\$147.00 Legal Services
Hawley Troxell Ennis & Hawley	5/9/2022	ACH	\$264.00 Legal Services
Hawley Troxell Ennis & Hawley	5/9/2022	ACH	\$144.80 Legal Services
Hawley Troxell Ennis & Hawley	5/9/2022	ACH	\$212.20 Legal Services
Hawley Troxell Ennis & Hawley	5/9/2022	ACH	\$2,278.00 Legal Services
HDR Engineering, Inc	4/25/2022	ACH	\$31,658.00 State St. Corridor Oper. Analysis
HDR Engineering, Inc	5/9/2022	ACH	\$33,255.00 Prof. Mgmt Services-RAISE GRANT
HERNANDEZ, JOSE	5/9/2022	ACH	\$50.00 Reimb May cell
Hi - Line	4/25/2022	ACH	\$335.87 Bus parts
Hi - Line	4/25/2022	ACH	\$384.53 Bus parts
Hi - Line	5/9/2022	ACH	\$283.46 Bus parts
Hi - Line	5/9/2022	ACH	\$186.66 Abrasive Bristle Discs
Hiddleston & Son, Inc	4/25/2022	56649	\$1,730.00 Well Abandonment work
HILL, CHARLIE	5/9/2022	ACH	\$50.00 Reimb May cell
Hot Shots, Inc.	4/25/2022	ACH	\$981.72 Courier Services
HSI Workplace Compliance Solutions, Inc.	4/25/2022	ACH	\$995.00 Enviromental Software
Idaho Power	4/25/2022	56650	\$562.56 Utilities
Idaho Power	4/25/2022	56650	\$2,179.67 Utilities 3/15-4/12
Idaho Power	5/9/2022	56676	\$14.58 Services 3/26-4/25
Idaho Power	5/9/2022	56676	\$6,092.87 Utilities
Idaho Power	5/9/2022	56676	\$1,182.29 Utilities 4/1-4/29
Idaho Records Management, LLC	4/25/2022	ACH	\$42.11 Services
Idaho Records Management, LLC	5/9/2022	ACH	\$40.00 Services
Impact Home Services	4/25/2022	ACH	\$189.00 Pest Control Services
Impact Home Services	5/9/2022	ACH	\$189.00 Pest Control Services
In The Bag Promotions	4/25/2022	ACH	\$927.65 Give aways - key chains
In The Bag Promotions	4/25/2022	ACH	\$494.47 Give aways - Key Chains
In The Bag Promotions	4/25/2022	ACH	\$1,313.17 Give aways - Pocket Tote
Inland NW Franchising Inc	4/25/2022	ACH	\$1,440.00 Janitorial Services
Inland NW Franchising Inc	5/9/2022	ACH	\$1,795.00 Janitorial Services
IntelePeer Holdings, Inc	5/9/2022	ACH	\$1,302.28 SIP services
Intermountain Gas	4/25/2022	ACH	\$152.74 Utilities
Intermountain Gas	4/25/2022	ACH	\$1,816.50 Utilities
Intermountain Gas	5/9/2022	ACH	\$9.79 Utilities 4/6-5/4
Intermountain Gas	5/9/2022	ACH	\$300.41 Utilities 4/6-5/4
Intermountain Gas	5/9/2022	ACH	\$17,497.21 Utilities
Intermountain Gas	5/9/2022	ACH	\$219.09 Services 3/30-4/27
Intermountain Gas	5/9/2022	ACH	\$98.11 Services 3/24-4/21
Intermountain Gas	5/10/2022	ACH	\$466.61 Utilities
Janek Corporation	4/25/2022	ACH	\$2,800.00 Vehicle
Jennifer Schneider	4/25/2022	56651	\$200.00 Exec. Team Meet Faciliation/notes
Jennifer Schneider	5/9/2022	56677	\$200.00 Team Meet faciliation/prep
Jeremy Ricky	4/25/2022	ACH	\$14,746.76 Purchase Transportation
Jeremy Ricky	4/25/2022	ACH	\$577.28 Purchase Transportation

Jeremy Ricky	5/9/2022	ACH	\$15,154.48	Purchase Transportation
Jeremy Ricky	5/9/2022	ACH	\$265.44	Purchase Transportation
Johnson Controls Fire Protection LP	4/25/2022	56652	\$603.00	Fire Inspection
Karcher Auto Parts	4/25/2022	ACH	\$99.81	Tire Tread Gauges
Karcher Auto Parts	5/9/2022	ACH	\$372.48	Motor oil
Karcher Auto Parts	5/9/2022	ACH	\$49.61	Super Clean 5 Gallons
Karcher Auto Parts	5/9/2022	ACH	\$26.94	Caliper Pin Kit
Karcher Auto Parts	5/9/2022	ACH	\$89.87	Oil Pressure Switch ST101
Karcher Auto Parts	5/9/2022	ACH	\$240.25	Radiator - N2512
Karcher Auto Parts	5/9/2022	ACH	\$403.54	Oil, Oil Filters, Bearings
Kenworth Sales	4/25/2022	ACH	\$129.52	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$257.26	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$2,142.89	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$189.59	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$785.50	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$19,100.00	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$70.69	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$126.66	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$155.30	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$5,422.69	Inventory Parts
Kenworth Sales	4/25/2022	ACH	\$11.10	O' Rings Valve Cover N614
Kenworth Sales	4/25/2022	ACH	\$2,576.48	Overhaul Kit - N611
Kenworth Sales	4/25/2022	ACH	\$156.73	Oil Drain Tube N611
Kenworth Sales	4/25/2022	ACH	\$129.36	Piston Nozzles N611
Kenworth Sales	5/9/2022	ACH	\$248.18	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$130.19	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$123.98	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$157.19	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$74.64	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$103.90	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$98.00	Inventory Parts
Kenworth Sales	5/9/2022	ACH	\$43.92	Screws - Hex Flange
Kenworth Sales	5/9/2022	ACH	\$121.56	Screw - Hex Flange
Kenworth Sales	5/9/2022	ACH	\$549.70	Oil Pan Gaskets
Kenworth Sales	5/9/2022	ACH	\$90.21	Seal, Rocker Lever
Kenworth Sales	5/9/2022	ACH	\$648.19	Water Pump, Water Tube
KRONENBITTER, FRANK	4/25/2022	ACH	\$23.85	Phone
KRONENBITTER, FRANK	5/9/2022	ACH	\$50.00	Reimb May cell
KROUPA, KRISTINA	5/9/2022	ACH	\$50.00	Reimb May cell
Kuna Senior Citizen Inc	5/9/2022	ACH	\$3,985.06	Acquisition of Services
Language Line Solutions	5/9/2022	ACH	\$4.20	Translation Services
Language Line Solutions	5/9/2022	ACH	\$6.75	Translation Services
Language Line Solutions	5/9/2022	ACH	\$122.77	Translation Services
Language Line Solutions	5/9/2022	ACH	\$233.65	Translation Services
Language Line Solutions	5/9/2022	ACH	\$39.25	Translation Services
Language Line Solutions	5/9/2022	ACH	\$91.25	Translation Services
LEARY, TODD	4/25/2022	56653	\$53.00	Employee Reimbursement
LifeMap Assurance Co	5/9/2022	ACH	\$1,870.77	Insurance Premiums
Lift-U	4/25/2022	ACH	\$81.02	Striker Kits
Lithia Motors Payment Processing	4/25/2022	ACH	\$270.80	Calipers
Lithia Motors Payment Processing	4/25/2022	ACH	\$719.50	ECM - N333
Lithia Motors Payment Processing	4/25/2022	ACH	\$152.73	AC high pressure line N2513
Lithia Motors Payment Processing	4/25/2022	ACH	\$116.64	Front Brake Pads - Stock
Lithia Motors Payment Processing	4/25/2022	ACH	\$87.97	Parking Brake Shoes
Lithia Motors Payment Processing	4/25/2022	ACH	\$781.67	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$399.90	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$189.66	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$48.87	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$45.98	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$134.17	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$92.97	Inventory Parts
Lithia Motors Payment Processing	4/25/2022	ACH	\$187.65	Diagnosis & replaced tire sensor
Lithia Motors Payment Processing	4/25/2022	ACH	\$340.30	Inventory Parts
Lithia Motors Payment Processing	5/9/2022	ACH	\$290.28	Inventory Parts
Lithia Motors Payment Processing	5/9/2022	ACH	\$231.37	Shocks ST403
Lithia Motors Payment Processing	5/9/2022	ACH	\$80.18	Blend Door Actuator Stock
Lithia Motors Payment Processing	5/9/2022	ACH	\$486.50	Intake Manifold N331
Lithia Motors Payment Processing	5/9/2022	ACH	\$57.24	Oil Filters Stock
Lithia Motors Payment Processing	5/9/2022	ACH	\$501.12	Inventory Parts
Lithia Motors Payment Processing	5/9/2022	ACH	\$190.91	Turn Signal Switch N2511
Lithia Motors Payment Processing	5/9/2022	ACH	\$156.54	Shocks ST207

Lithia Motors Payment Processing	5/9/2022	ACH	\$230.50	Brake Pads, Wheel Seals
Lithia Motors Payment Processing	5/9/2022	ACH	\$1.75	Trans Pan Bolt N2512
Lithia Motors Payment Processing	5/9/2022	ACH	\$115.35	Inventory Parts
Lotus Boise Corp	4/25/2022	ACH	\$525.00	Radio Advertising
Lotus Boise Corp	4/25/2022	ACH	\$600.00	Legal Public Notice
Lotus Boise Corp	4/25/2022	ACH	\$1,700.00	Radio advertising time
Lotus Boise Corp	4/25/2022	ACH	\$1,164.00	Radio advertising time
Lowes Home Improvement	4/25/2022	ACH	\$39.22	Shop Supplies
Lowes Home Improvement	4/25/2022	ACH	\$192.54	Shop Supplies
Lowes Home Improvement	5/9/2022	ACH	\$189.05	Shop Supplies
Lowes Home Improvement	5/9/2022	ACH	\$49.21	Shop Supplies
Lowes Home Improvement	5/9/2022	ACH	\$23.74	Shop Supplies
Lyft, Inc	4/25/2022	ACH	\$1,188.09	VRT transit connections
Lyft, Inc	4/25/2022	ACH	\$348.60	VRT Late rides
Mary M Johnson	4/25/2022	ACH	\$2,290.00	Decals for Buses
Mary M Johnson	4/25/2022	ACH	\$1,400.00	Decals for Buses
Mary M Johnson	5/9/2022	ACH	\$700.00	Vehicle Lettering x2
Melba Valley Senior Center	4/25/2022	ACH	\$9,957.64	Acquisition of Services
MEREDITH, DAVID	5/9/2022	ACH	\$50.00	Reimb Cell-April
MEREDITH, DAVID	5/9/2022	ACH	\$50.00	Reimb May cell
Meridian Senior Center	5/9/2022	ACH	\$5,951.19	Acquisition of Services
MERRILL OLSON ENTERPRISES	5/9/2022	ACH	\$1,383.59	Truck parts/repair/paint/labor
Metro Community Services	5/9/2022	ACH	\$25,724.86	Acquisition of Services
Mills, Wayne	5/9/2022	56678	\$633.56	Volunteer Driver
MIOCHY, RINO	4/25/2022	56654	\$95.40	Shoes Reimbursement
MORAN, NICHOLAS	5/9/2022	ACH	\$50.00	Reimb May cell
MORAN, NICHOLAS	5/9/2022	ACH	\$238.24	Reimb Shipping/Fuel
MORAN, NICHOLAS	5/13/2022	ACH	\$50.00	Reimb Cell-Apr
Motion & Flow Control Products	4/25/2022	ACH	\$114.53	Inventory Parts
MultiCare Health System	4/25/2022	ACH	\$365.00	Drug Screens
MultiCare Health System	4/25/2022	ACH	\$585.00	Drug Screens
MUNDELL, JAMES	5/9/2022	ACH	\$50.00	Reimb cell - March
MUNDELL, JAMES	5/9/2022	ACH	\$50.00	Reimb Cell - Apr
MUNDELL, JAMES	5/9/2022	ACH	\$50.00	Reimb Cell-May
Napa Auto Parts	4/25/2022	ACH	\$11.39	Blister Pack Capsules
Napa Auto Parts	4/25/2022	ACH	\$205.92	bus parts
Napa Auto Parts	4/25/2022	ACH	\$156.78	vehicle
Napa Auto Parts	5/9/2022	ACH	\$57.78	Bus parts
Napa Auto Parts	5/9/2022	ACH	\$46.38	Bus Parts
Napa Auto Parts	5/9/2022	ACH	\$96.56	Bus Parts
New Flyer Parts	4/25/2022	ACH	\$109.18	Inventory Parts
New Flyer Parts	4/25/2022	ACH	\$137.49	Inventory Parts
New Flyer Parts	4/25/2022	ACH	\$241.65	Inventory Parts
New Flyer Parts	4/25/2022	ACH	\$1,576.99	Inventory Parts
New Flyer Parts	4/25/2022	ACH	\$433.58	Inventory Parts
New Flyer Parts	5/9/2022	ACH	\$1,512.39	Inventory Parts
Norco Inc	4/25/2022	ACH	\$193.92	Shop Supplies
OAKLEY, ROBERT	5/9/2022	56679	\$75.00	Reimbursement for Shoes
Office Depot	4/25/2022	56655	\$10.04	Office Supplies
Office Depot	4/25/2022	56655	\$31.68	Office Supplies
Office Depot	4/25/2022	56655	\$49.99	Office Supplies
Office Depot	4/25/2022	56655	\$17.99	Office Supplies
Office Depot	4/25/2022	56655	\$36.97	Office Supplies
Office Depot	4/25/2022	56655	\$2.52	Office Supplies
Office Depot	4/25/2022	56655	\$18.29	Office Supplies
Office Depot	5/9/2022	56680	\$79.60	Office Supplies
Office Depot	5/9/2022	56680	\$26.97	Office Supplies
Office Depot	5/9/2022	56680	\$14.42	Clipboards
O'Reilly Auto Enterprises, LLC	4/21/2022	ACH	\$50.00	Core Return - N335
O'Reilly Auto Enterprises, LLC	4/25/2022	ACH	\$99.67	Belts - Water Pump Stock
O'Reilly Auto Enterprises, LLC	5/9/2022	ACH	\$145.57	Battery - ST101
O'Reilly Auto Enterprises, LLC	5/9/2022	ACH	\$14.60	Injector Pigtail
O'Reilly Auto Enterprises, LLC	5/9/2022	ACH	\$4.29	Flanged Bolt
O'Reilly Auto Parts	4/25/2022	ACH	\$256.51	bus parts
O'Reilly Auto Parts	4/25/2022	ACH	\$291.44	Vehicle
O'Reilly Auto Parts	4/25/2022	ACH	\$68.41	bus parts
O'Reilly Auto Parts	5/9/2022	ACH	\$309.99	Bus parts
Paragon Consulting, Inc	4/25/2022	ACH	\$2,055.00	VRT FY-21 Bus Stop
Paragon Consulting, Inc	4/25/2022	ACH	\$7,792.50	State street designs
Paragon Consulting, Inc	4/25/2022	ACH	\$5,287.50	State Street Corridor
PEDERSON, NEIL	5/9/2022	56681	\$40.00	DL Renewal

PEDROSA, LESLIE	5/9/2022	ACH	\$23.59 Reimb ITD reg shop truck
PEDROSA, LESLIE	5/9/2022	ACH	\$23.59 Reimb ITD Reg 5 BEB
PEDROSA, LESLIE	5/9/2022	ACH	\$94.96 Reimb ITD Reg 5 BEB
PEDROSA, LESLIE	5/9/2022	ACH	\$130.08 Reimb Apr cell/mileage/Amazon/ITD
PEDROSA, LESLIE	5/9/2022	ACH	\$50.00 Reimb May cell
PERSONETTE, DERRICK	5/13/2022	ACH	\$20.97 Reimb Cell- May Partial
PNG Media LLC	4/25/2022	56656	\$115.65 Legal ad
PNG Media LLC	5/9/2022	56682	\$145.34 Legal Notices
PNG Media LLC	5/9/2022	56682	\$130.29 Legal/Public Notice
ProPeople	4/25/2022	ACH	\$707.20 Temp Wages
ProPeople	4/25/2022	ACH	\$254.15 Temp Wages
ProPeople	4/25/2022	ACH	\$1,127.10 Temp Wages
ProPeople	4/25/2022	ACH	\$1,016.60 Temp wages
ProPeople	5/9/2022	ACH	\$1,326.00 Temp Wages
ProPeople	5/9/2022	ACH	\$1,060.80 Temp Wages
Proterra Inc.	4/25/2022	ACH	\$85.20 Vehicle
Proterra Inc.	4/25/2022	ACH	\$376,392.00 50% Bus payment #7
Proterra Inc.	4/25/2022	ACH	\$376,392.00 50% bus payment #5
Proterra Inc.	4/25/2022	ACH	\$376,392.00 50% Bus payment #6
Proterra Inc.	4/25/2022	ACH	\$376,392.00 50% Bus payment #7
Proterra Inc.	4/26/2022	ACH	\$369,485.00 Bus #4 50% payment
Proterra Inc.	5/9/2022	ACH	\$11,666.68 Battery Lease
Provantage Computer Products	5/9/2022	ACH	\$458.58 Jabra Evolve headset - 14
Provantage Computer Products	5/9/2022	ACH	\$333.43 Electronics
ProVelocity, LLC	4/25/2022	ACH	\$787.50 Security & support system services
ProVelocity, LLC	5/9/2022	ACH	\$406.25 Network support security
Pure Water Partners LLC	4/25/2022	ACH	\$289.95 Water
Pure Water Partners LLC	5/9/2022	ACH	\$179.99 Ice & Water System
Pure Water Partners LLC	5/9/2022	ACH	\$289.95 Water
Pure Water Partners LLC	5/9/2022	ACH	\$179.99 Ice & Water System
RDK Corporation	4/25/2022	ACH	\$53.00 Background checks
RDK Corporation	4/25/2022	ACH	\$150.00 Background checks
RDK Corporation	4/25/2022	ACH	\$220.00 Bk ground checks
RDK Corporation	4/25/2022	ACH	\$70.00 Bk ground checks
RDK Corporation	4/25/2022	ACH	\$210.00 Background checks
Romaine Electric Corporation	4/25/2022	ACH	\$628.80 Spark Plugs - N600's
Romaine Electric Corporation	4/25/2022	ACH	\$651.84 veichle
Romaine Electric Corporation	4/25/2022	ACH	\$945.98 Vehicle
Ronald P. Kringel	5/9/2022	56683	\$2,200.00 Rebuild Cylinder Head N611
Ronald P. Kringel	5/9/2022	56683	\$500.00 Press work on motor
ROSE, JASON	5/9/2022	ACH	\$61.53 Reimb mileage/phone-MAR
ROSE, JASON	5/9/2022	ACH	\$50.00 Reimb May cell
ROSE, JASON	5/12/2022	ACH	\$56.91 Remb mileage/APR Cell
RYSAVY, WAYNE	5/9/2022	ACH	\$50.00 Reimb Bus. Cards print
RYSAVY, WAYNE	5/9/2022	ACH	\$25.20 Reimb coffee for tour
SAMG Occupational Med - Emerald	4/25/2022	56657	\$180.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	5/9/2022	56684	\$105.00 Drug Screen/Physicals
SIJ Holdings, LLC.	4/25/2022	ACH	\$55.52 ID Public Legal Notices
SIJ Holdings, LLC.	4/25/2022	ACH	\$150.28 Legal Public Notice
Smith Power Products, Inc	4/25/2022	ACH	\$1,746.38 Inventory Parts
Smith Power Products, Inc	4/25/2022	ACH	\$69.34 Inventory Parts
Smith Power Products, Inc	4/25/2022	ACH	\$1,102.12 Inventory Parts
Smith Power Products, Inc	4/25/2022	ACH	\$2,177.16 Inventory Parts
Smith Power Products, Inc	4/25/2022	ACH	\$2,477.76 Inventory Parts
Smith Power Products, Inc	5/9/2022	ACH	\$1,189.21 Inventory Parts
SMITH, JOSHUA	5/9/2022	56685	\$50.00 Reimb cell May
Sportworks Global LLC	5/9/2022	ACH	\$234.90 Parts - bus
Sprague Pest Solutions	4/25/2022	56658	\$125.16 Sprayed for pests
Star Senior Center	5/9/2022	56686	\$6,157.25 Acquisition of Services
State Insurance Fund	4/25/2022	56659	\$26.00 Premium
STEPHENS, ANGELA	5/9/2022	ACH	\$161.93 Reimbursement for pants/shorts
Stoltz Marketing Group, Inc	4/25/2022	ACH	\$2,499.00 Acctn mgmnt/monthly website reporting
Stoltz Marketing Group, Inc	4/25/2022	ACH	\$1,645.00 Safe Travels Newsletter
Stoltz Marketing Group, Inc	4/25/2022	ACH	\$6,153.00 Route 30 Campaign-Social ads, mailer
STV Incorporated	5/9/2022	56687	\$5,948.51 VRT NG Fuel Island completion
SUEZ Water Idaho	5/9/2022	56688	\$225.86 Services 2/22-4/25
Supportive Housing & Innovative Partners	5/9/2022	ACH	\$24,393.18 Acquisition of Services
Syn-Tech Systems	5/9/2022	56689	\$2,350.00 Fuel Island Maintenance
Tacoma Screw Products Inc.	4/25/2022	ACH	\$451.44 Nuts & Bolts
Tacoma Screw Products Inc.	4/25/2022	ACH	\$12.25 Nuts & Bolts
Tacoma Screw Products Inc.	5/9/2022	ACH	\$163.38 Nuts & Bolts

That's Sharp, LLC.	5/9/2022	ACH	\$240.00	Gloves - Shop
The Car Park, LLC	5/9/2022	ACH	\$2,046.25	Project Exp-Meeting/Outreach
The Car Park, LLC	5/9/2022	ACH	\$600.00	Parking pass fee's
Thompson and Associates, Inc.	5/9/2022	ACH	\$3,457.50	HR Consults/New Emp orienttion, etc
Top Gear Inc	4/25/2022	ACH	\$10,043.00	Helmets
Trackit LLC	4/25/2022	ACH	\$18,000.00	Services
Treasure Valley Coffee	4/25/2022	ACH	\$52.90	Coffee/water
Treasure Valley Coffee	4/25/2022	ACH	\$71.50	coffee
Treasure Valley Coffee	4/25/2022	ACH	\$69.20	coffee
Treasure Valley Coffee	4/25/2022	ACH	\$97.20	coffee
Treasure Valley Coffee	4/25/2022	ACH	\$69.50	Coffee
Treasure Valley Coffee	5/9/2022	ACH	\$59.08	Coffee & Creamer
Treasure Valley Coffee	5/9/2022	ACH	\$12.00	Coffee
Treasure Valley Curb & Sprinkling Inc	5/9/2022	ACH	\$404.05	Landscaping #1 of 9
Treasure Valley Transit	4/25/2022	ACH	\$17,502.00	Subrecipient Reimbursement
Treefort, LLC	4/25/2022	56660	\$2,000.00	Design/production treeline signs
UniFirst Acct# 1410130	4/25/2022	ACH	\$241.43	Laundry
UniFirst Acct# 1410130	4/25/2022	ACH	\$243.09	Laundry
UniFirst Acct# 1410130	4/25/2022	ACH	\$241.43	Laundry
UniFirst Acct# 1410130	4/25/2022	ACH	\$311.41	Laundry
UniFirst Acct# 1410130	5/9/2022	ACH	\$240.75	Laundry
UniFirst Acct# 1410130	5/9/2022	ACH	\$241.59	Laundry
United Oil	4/25/2022	ACH	\$7,952.51	Fuel
United Oil	4/25/2022	ACH	\$2,567.40	Fuel
United Site Services of Nevada, Inc.	5/9/2022	ACH	\$240.35	Toilet at Mall
United Site Services of Nevada, Inc.	5/9/2022	ACH	\$240.35	Toilet at Mall
United Way of Treasure Valley	4/25/2022	ACH	\$155.00	United Way Contribution
United Way of Treasure Valley	5/9/2022	ACH	\$105.00	United way contributions
UPS Freight	4/25/2022	56661	\$133.29	freight
UPS Freight	5/9/2022	56690	\$40.73	freight
US Bank Plaza Condominium Assoc., Inc.	4/25/2022	ACH	\$11,364.42	Association dues
Verizon Wireless	5/9/2022	56692	\$2,775.34	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$4,500.77	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$429.84	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$40.01	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$51.39	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$160.06	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$360.09	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$52.11	Cell Phone Service
Verizon Wireless	5/9/2022	56692	\$2,090.47	Cell Phone Service
Via Transportation, Inc.	4/25/2022	ACH	\$2,180.00	Vehicle Fee's
Wash Worx	4/25/2022	ACH	\$650.00	State street shelter removal
WASHINGTON, CORRIE	5/9/2022	ACH	\$1,850.00	J Smith CNG Inspector Training
WASHINGTON, CORRIE	5/9/2022	ACH	\$50.00	Reimb May cell
Wex Bank	5/9/2022	ACH	\$400.15	Fuel - 4/7 - 5/6/22
Wienhoff Drug Testing	4/25/2022	56662	\$180.00	Drug Screens
William Beard	5/9/2022	ACH	\$476.00	Bus Washing
Wing Power Systems, Inc	5/9/2022	ACH	\$130.00	Injector Jumpers - Stock
YBNOW LLC	5/9/2022	ACH	\$3,117.40	Transportation services
			<u>\$2,677,157.97</u>	

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

TOPIC	FY2023 Draft Preliminary Budget
DATE	May 20, 2022
STAFF MEMBER	Kelli Badesheim, Executive Director

Staff Recommendation/Request:

This is for information only.

Highlights

- The VRT Board adopts an annual budget prior to the beginning of each fiscal year
- Staff develops service and program plans through Transportation Development Plan (TDP) in Q1 of each year
- Budgets are developed in Q2 of each fiscal year
- Staff works with local governments and other funding partners to secure local match to meet the needs of the organization
- The Preliminary Budget is presented in July to the Executive Board
- The Board holds a public hearing and considers the preliminary budget at the August Board meeting

Summary:

Background

VRT has been simultaneously developing the 2023 through 2027 Transportation Development Plan (TDP) and the FY2023 Annual Budget. The budget team and department managers developed and refined expense budgets between January and April 2022. Revenue programming and funding requests are based on the cost allocation methodology, with revenue requests being based on projected expenses. The local costs are broken out into the following categories: General Assessment; Service Assessment; Special Assessment; Capital, and Cash Reserve. FY2023 is the first budget to include a cash reserve request per the Board cash reserve plan adopted in October 2021. Special Assessments are for projects or services specific to a jurisdiction, those they are funding above, and beyond, the shared services they typically fund.

As noted in previous memos, staff used a “worst-case” approach to estimate expenses so as we refine our estimates and allocate federal and other revenue sources to the expenses, the local jurisdiction contribution estimates are likely to go down as we negotiate and secure commitments for revenue sources. VRT is experiencing many of the same pressures on our expense budgets as the local jurisdictions. This memo will explore those areas that are driving the more significant increases in expenses.

VRT’s budgeting process is complicated by the variety and conditions attached to funding sources, and the number of funding partners we work with to ensure adequate revenues for meeting the financial needs of the organization. The financial capacity and constraints of each of our funding partners are also considered. At this stage in the budgeting process, VRT is focused on presenting a

defensible picture of the organization's financial needs based on service levels, capital projects, and overhead needs. Figure 1 shows the strategic objectives adopted by the Board in January 2022 to guide budget development and the investment decisions of VRT.

Figure 1

- S1. Ensure agency resiliency through revenue shortfalls
- S2. Maintain assets in a state of good repair
- S3. Improve access to existing transit
- S4. Resume service enhancements

The Executive Board will review a final preliminary budget in July 2022. This will be the preliminary budget staff recommends for public comment and consideration by the VRT Board in August 2022.

FY2023 Expense Highlights

Table 1 shows the comparison between FY2022 Budget Amendment #1 (BA1) and FY2023 Draft Preliminary Budget (DPB). The FY2023 DPB is broken down by the total budget and an adjusted estimate without the projected enhancements to Bike Share to ensure a better comparison of operations between the two fiscal years. Comparing the FY2022 (BA1) with the adjusted FY2023 DPB the total YOY increase in projected expenses is 4.6%. Below is a more detailed review of budget areas experiencing the highest level of increases.

Staffing

Wages in Table 1 include staffing changes envisioned in FY2023. Table 2 shows a net change in staffing between the two years from 42 in FY2022 to 47 direct VRT employees in FY2023. VRT needs to add FTE in Development to support regional planning, construction management, and administration as VRT anticipates securing competitive funding through the Bipartisan Infrastructure Bill (BIB) passed by Congress in 2022. VRT wrote \$32 million in grants as of June 2022 that will be available for projects beginning in FY2023. There will be annual opportunities for competitive grants available each of the following five years. These competitive grants require more technical work up front, and the expectation grantees have the technical and institutional capacity to complete projects in a timely manner.

The budget also includes an additional three (3) FTE for the electric bike share system as VRT anticipates opening that in spring 2023 if on-going funding is secured. VRT has secured funding in FY2022 to operate a limited pilot while we secure additional sponsors for the system launch.

Table 2 also shows an increase of six (6) FTE in fixed-route and ADA paratransit contracted operations. These include an additional utility worker to support expanded bus stop maintenance and increases anticipated by proposed increases in service hours in Canyon County.

Wages and Benefits

Wages in the FY2023 DPB are estimated to increase by 12.58% across all budget divisions due to wage increases and the additional staffing described above.

The largest wage and benefits increases are in the contracted transit operations divisions (21, 22, 24, 25, 31). There are three factors driving the increase in wages in the Boise operations. The first is increases in starting wages to be competitive with other sectors competing for the same workers. Second, progressive wage increases as required by the Collective Bargaining Agreement (CBA) as

employees work through the wage progression ladder, and lastly, an additional utility position to support the additional services in Meridian.

In addition to wage increases necessary to recruit and retain operators, the Canyon County services budgets include additional staffing hours proposed for the OnDemand system to increase service hours which include Saturday service.

In addition to the additional FTE described above, the budget assumes a five (5) percent increase in the wage pool for VRT employee compensation. We made good progress last year to bring our compensation in alignment with the market, but the upward pressure on salaries across the region and nation continue to be a factor in recruiting and retaining employees. VRT maintains a small staff relative to our partners and other transit systems. Maintaining a stable workforce is critical to achieve the technical capacity our regional partners rely on to meet their transportation needs.

The increases in fringe benefits include an 8 percent increase to VRT health benefits based on projections from the health trust's consultants and VRT's contractor's estimate for health care premium increases of 12 percent. The increased FTE count also impacts the total fringe benefit budget.

Materials and Supplies

The FY2023 DPB shows an increase in materials and supplies of 16.38 percent. The increase is primarily due to cost increases in fuel, parts and supplies with the largest portion of the increase being due to CNG fuel and diesel. This is also the first fiscal year the system will have 12 electric buses in full service. The 168 percent increase in Department 512 is in large part due to the cost to lease batteries for the electric buses. The battery leases were used as local match to make the project more competitive. Without the leases, the price of buses would have been higher and local funding partners would have been required to provide more match up front. In addition to fuel costs, parts and other supplies are seeing increases due to supply chain disruptions.

Purchased Transportation

Specialized transportation services are provided by community partners like nonprofits and senior centers. These organizations have seen the same upward pressures on wages, benefits, fuel and other supplies resulting in this increase.

Capital

The preliminary capital budget is approximately \$7 million. Local and federal programming for capital will be refined in the coming weeks and a detailed capital project list will be presented in July with the proposed FY23 budget. In combination with an operating budget of approx. \$26 million, the total proposed budget for FY23 will be approximately \$33 million.

Ada County specific projects will include funding for bus stop improvements, vehicle replacements, maintenance shop equipment and continued work on the State Street corridor. The Ada County budget currently estimated at 2.5 million will require \$383k in local matching dollars. Canyon county specific projects include bus stop improvements, vehicle replacements, maintenance shop equipment, and continued work on necessary maintenance and improvements at Happy Day Transit Center. The Canyon County budget currently estimated at \$3.7 million will require \$660k of local matching funds. This is a larger capital program in Canyon County than typically proposed to address deferred maintenance and build the capacity for service growth.

Additional projects include subrecipient vehicle replacement and vehicle expansion for the specialized vehicle pool, matching funds for both are not included in jurisdiction's cost allocations but are provided by other regional partners.

FY2023 Preliminary Budget Revenues Overview

Table 3a shows a breakdown of revenue requests specific to the jurisdiction funding requests for services. Table 3b shows funding request increases this year due to the cost increases described above which primarily impact the service and capital assessments. General assessments across all partners will see marginal increases. The highest increases in local requests are based on increased service, larger capital budget to continue to improve backlog on capital replacement and deferred maintenance, and the addition of cash reserve requests as noted above.

Local Government and Private Partner Requests

Based on the cost allocation methodology, revenue streams such as federal formula and recovery funding, underwriting (advertising sales), fares, and pass sales (directly generated) influence the local requests. VRT staff looked closely at FY2021 and FY2022 trends to inform revenue projections for FY2023. We are beginning to hear from local funders about the implications from the property tax legislation adopted in 2021. All inputs are considered as we balance revenue sources to maintain service levels in the coming year.

Meetings with staff from local funding partners began in May after VRT completed and refined the FY2023 DPB. The formal request letters are beginning to go out after these initial meetings. The approach each funding partner takes to funding VRT is different. Because of this, VRT applied three different revenue scenarios to those jurisdictions providing service funding. The scenarios range from Maximum, based on worst-case budget and revenue allocation); Moderate, based on applying federal CARES and formula funds to off-set cost increases; and Minimum, based on allocations of unrestricted surplus local funds VRT has left from FY2021 due to the utilization of CARES funding and cost savings from the FY2021 fiscal year. (Table 3a)

Federal Funding

A major factor contributing to the increase in local funding requests is the reduction in federal relief funding VRT received in 2020 and 2021. The moderate scenario shows the local requests based on using \$1,000,000 of the final remaining CARES funding in the small urban area, and \$950,000 of Section 5307 formula funds for operations in the large urban area. This is the first time VRT staff has proposed using federal funds for Ada County operations since the early 2000s. The funding is available to apply to operations because VRT received a 30 percent increase in federal formula funding from the recently authorized Bipartisan Infrastructure Bill (BIB).

Unrestricted Surplus Local Funds

The availability of both CARES and ARPA funding over the last two fiscal years provided savings of previous years local funding share. This unrestricted surplus is being tracked and attributed to specific jurisdictions after the final close of the FY2021 financial year. The minimum revenue request scenario represents the local requests after both the federal CARES and operating funding and the unrestricted cash reserve are allocated to the attributed jurisdictions.

Directly Generated Fares and Passes

The budget projects fare and pass revenues to be well below pre-pandemic levels while we are continuing to experience lower utilization. VRT has made progress in expanding access to pass programs both with employers and residential housing developments. We also launched the new

Umo integrated payment system which has exceeded original projections in the first quarter after launch. This budget area is being monitored closely and can be adjusted as we see how collections progress.

CNG Fuel Rebate

VRT is eligible for a federal fuel rebate, administered through the Internal Revenue Service (IRS), based on the volume of CNG fuel VRT dispenses to run the bus operations fleet. VRT applies this rebate to capital projects after the rebates are awarded and secured by VRT. The CNG rebate serves to lower requests for local matching funds through the CAM across all funding jurisdictions. The fuel rebate received in 2021 was \$213K, based on 2020 sales. We haven't received any awards of fuel rebates based on 2021 fuel volume. This source is often allocated in two-year increments and some years not at all.

Implication (policy and/or financial):

The presented budget is balanced and reflects an accurate baseline of anticipated expenses based on current conditions of the economy and reasonable assumptions about local contributions.

More Information:

Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org

Attachments

Table 1: Budgeted Expenses by Category

Table 2: FTE Changes by Division

Table 3: Local Funding Request for Service Contributors

Table 1. Expense Comparison by Category

Category	2022	2023	% Change
501 Wages and Salaries	\$7,988,642	\$8,993,655	12.58%
502 Fringe Benefits	\$5,835,633	\$6,174,486	5.81%
503 Professional Services	\$2,874,279	\$2,566,642	-10.70%
504 Materials and Supplies	\$1,545,160	\$1,798,268	16.38%
505 Utilities	\$342,950	\$380,485	10.94%
506 Casualty and Liability	\$1,419,070	\$1,141,762	-19.54%
508 Purchased Transportation	\$2,424,885	\$2,562,636	5.68%
509 Miscellaneous	\$1,426,200	\$870,658	-38.95%
511 Interest	\$400	\$192,089	47922.24%
512 Leases and Rentals	\$167,979	\$449,972	167.87%
Total Base Budget Expenses*	\$ 24,025,198	\$ 25,130,652	4.6%
Bike Share	\$ 244,005	\$804,513	230%
Capital	\$2,860,000	\$6,987,933	144%
Subrecipient	\$593,237	\$497,000	-16%
Total Overall Budget	\$27,722,440	\$33,420,098	20.6%
*Excludes Capital, Subrecipient, and Bikeshare expenses.			

Table 2. VRT FTEs by Budget Division

Budget Division	2022	2023	Change
10 Regional Administration	14	14	0
12 Programs & Supports	11	14	3
20 Specialized Transit & Information Tech.	13	13	0
23 Development	4	6	2
Contracted FTE by Service Type			
Ada County Local Operations	111	112	1
Canyon County Local Operations	28	33	5
Total	181	192	10

Table 3a. FY2023 Cost Allocations Scenarios - Fixed-Route Service Partners

Local Revenue Sources	FY21 Baseline	FY22 Baseline	FY23 Baseline (Max)	FY23 Proposed	FY23 Potential (Min)
Ada County	\$168,607	\$127,694	\$155,906	\$130,829	\$130,829
Boise State University	\$117,448	\$181,641	\$213,099	\$180,433	\$173,986
City of Boise	\$8,168,843	\$9,415,346	\$11,058,770	\$10,103,816	\$9,398,438
City of Eagle	\$125,443	\$136,424	\$152,853	\$142,247	\$118,812
City of Meridian	\$493,972	\$757,436	\$890,482	\$806,445	\$769,650
Ada County Total	\$9,074,313	\$10,618,540	\$12,471,111	\$11,363,769	\$10,591,715
Canyon County	\$74,369	\$68,376	\$95,558	\$80,946	\$66,321
City of Caldwell	\$214,827	\$282,123	\$597,038	\$507,439	\$435,934
City of Nampa	\$438,989	\$566,654	\$1,107,419	\$917,622	\$776,894
College of Western Idaho	\$151,532	\$157,661	\$243,773	\$210,508	\$210,508
Canyon County Total	\$879,717	\$1,074,814	\$2,043,787	\$1,716,515	\$1,489,657
TOTAL	\$9,954,030	\$11,693,354	\$14,514,898	\$13,080,285	\$12,081,372

Table 3b. FY2023 Funding Cost Allocation Scenarios - Fixed-Route Service Partners

Local Revenue Sources	FY22 Baseline Service	FY22 Baseline Capital	FY23 Baseline Service	FY23 Baseline Capital	FY23 Proposed Service	FY23 Proposed Capital
Ada County	\$93,153	\$2,433	\$108,272	\$10,394	\$83,195	\$10,394
Boise State	\$90,941	\$2,428	\$107,247	\$14,748	\$74,581	\$14,748
City of Boise	\$9,061,198	\$226,589	\$10,510,510	\$167,307	\$9,555,555	\$167,307
City of Eagle	\$105,880	\$2,644	\$122,139	\$1,665	\$111,532	\$1,665
City of Meridian	\$507,040	\$12,869	\$615,187	\$25,804	\$531,151	\$25,804
Total	\$9,858,212	\$246,963	\$11,463,356	\$219,918	\$10,356,014	\$219,918
Canyon County	\$39,813	\$1,044	\$50,433	\$13,417	\$35,821	\$13,417
City of Caldwell	\$242,440	\$6,018	\$351,438	\$199,139	\$261,839	\$199,139

City of Nampa	\$495,500	\$12,556	\$707,849	\$320,430	\$518,052	\$320,430
College of Western Idaho	\$148,526	\$3,677	\$126,764	\$63,651	\$93,499	\$63,651
Total	\$926,277	\$23,295	\$1,236,483	\$596,637	\$909,212	\$596,637
TOTAL	\$10,784,490	\$270,258	\$12,699,839	\$816,555	\$11,265,226	\$816,555
In Tables 3a and 3b <i>baseline</i> refers to typical revenue assumptions and <i>proposed</i> reflects additional budgeted federal revenue to offset local requests.						

Valley Regional Transit FY2022 Procurement Calendar

Item VII. B.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Uniform Rental and Laundry Services - Ada and Canyon County	Ronnie Garcia and Corrie Washington	150,000	May-22	Jul-22	Executive Board
Executive Recruitment Consulting Services	Kelli Badesheim	TBD	May-22	Jun-22	Executive Board
MSS & HDTC Janitorial Services	Corrie Washington and Joe Guenther	236,000	May-22	Aug-22	Board of Directors
Regional Radio Dispatch Replacement	Leslie Pedrosa and Nick Moran	350,000	Jun-22	Aug-22	Board of Directors
Tire and Tire Related Services - Canyon County	Leslie Pedrosa	200,000	Jun-22	Aug-22	Board of Directors
Tire and Tire Related Services - Ada County	Leslie Pedrosa	200,000	Jun-22	Aug-22	Board of Directors
On-Call Technical Support Services	Nick Moran	200,000	Jun-22	Aug-22	Board of Directors
Bus Stop Sign Blade Update	Joe Guenther	280,000	Jun-22	Aug-22	Board of Directors
Media Placement and Promotions (Radio)	Dave Fotsch	25,000	Jun-22		Executive Director
CNG Maintenance	Joe Guenther	100,000	Jun-22	Jul-22	Executive Board
Fire Suppression	Leslie Pedrosa	200,000	Jun-22	Aug-22	Board of Directors
Elevator Service for Main Street Station (MSS)	Joe Guenther	40,000	Jul-22		Executive Director
Fire Extinguishers	Leslie Pedrosa	20,000	Jul-22		Executive Director

Executive Board Approval Levels: \$50,000 - \$199,999
VRT Board of Directors Approval Levels: \$200,000 and over

Updated 5-18-2022



TOPIC	Executive Director Report
DATE	May 26, 2022
STAFF MEMEBER	Kelli Badesheim

Organizational Updates

Valley Regional Transit is still experiencing a higher rate of turnover in our positions. The turnover rate as of this memo moved up from 20 percent to 28 percent. With the support Natalie Hilde, our third-party HR consultant, positions are being filled quickly with high quality recruits. There is a strain on capacity as we bring new employees up to speed, but we are finding productivity rebounding and even improving quickly.

Chair Kling formed the Executive Director Search Committee in May to guide the search and selection of a new executive director for VRT. The committee is made up of board officers and will be holding their first meeting following the Executive Board meeting in June. VRT staff released an RFQ for an executive search firm to support finding the most qualified candidates for the position. The committee will focus the meeting defining the framework and next most immediate steps to move the process forward. Natalie is also releasing a survey to the VRT employees to provide the search committee with employee concerns and insights into the process for their consideration.

I had the pleasure to speak to almost every VRT employee about my decision to step down. I continue to be amazed by the VRT team. I am more convinced this is the very best team to come alongside the board as the organization readies for this significant transition. The words that go through my mind with all my interactions with staff is competence, passion, and grit. They wake up every morning with a heart to serve this region. My only pause about stepping down has been the sadness I feel thinking about a future not leading them.

Board Strategic Work Plan

The Executive Board initiated a project to develop a Strategic Work Plan for the VRT Board to help define the board's activities to support the vision of ValleyConnect 2.0 (VC2.0), and the services and programs defined in the Transportation Development Plan (TDP). This project is not intended to be a broader VRT strategic plan since that is incorporated into VC2.0. Chris Danley kicked-off the Board Strategic Work Plan project at the May 2 Executive Board meeting. He held a kick-off meeting with the VRT executive staff later in the month. The board members received an email introducing them to the project and requesting time for interviews. Based on the discussion with the Executive Board in May Chris and staff are rethinking the mobile workshop envisioned in the project.

Federal Grants

VRT is submitting two additional competitive grants made available through the Bipartisan Infrastructure Bill. One project for on-route charging at Main Street Station and electric buses is year through the Low and No Emission Program for a federal share of \$17.4 million. The total project is estimated to cost \$20 million dollars. The other application is through Bus and Bus Facilities Program to continue improvements at the Orchard maintenance facility. The federal request is \$2.2 million to design and construct a storage and

maintenance building, additional parking, and pavement needed to accommodate the changing fleet, staffing, and space needs to operate efficiently at the Orchard facility. To date, VRT has applied for \$32 million in federal funding to make much needed capital improvements to the system.

Connected Canyon County

VRT staff is continuing our conversations with jurisdiction staff and community partners and stakeholders to move the three concepts that came out of the community workshops forward. The Partners went through three workshops over the last several months to make sure we design solutions that best meet the needs of all the populations in Canyon County. There are more details on the service concepts located in the Executive Board May packet.

We have built out three budget scenarios to share and discuss with both public and private partners. The foundational assumption in this project is to frame service levels that reflect where Canyon County should be at this time to demonstrate the level of financial commitment required to deliver the appropriate level of service. We have also included a status quo and in between option to provide room to navigate as potential funding partners consider the investments they may want to make. Unfortunately, CARES funding will not be available to jumpstart the project because it is needed to address continuing cost increases.

Projects and Community Activities

- Providing project management support to the Connected Canyon County Initiative Community Partners activities
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Co-chair community impact work through United Way board participation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team

More Information

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org.



TOPIC	Operations Department Staff Report
DATE	May 18, 2022
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Operations

- Valley Regional Transit (VRT) staff finalized contract with Via Mobility, LLC. Via Mobility has started programming to set up the software. VRT is working with the city of Eagle to launch on-demand services in October. Based on this work, the first phase will be focused on building the system for the Specialized Transportation partners. VRT and Via will work with members of the Building Accessible Capacity workgroup to test for user compatibility.
- Proterra is scheduled to install equipment the week of May 23 that will eliminate sequential charging on current equipment. This will give operations six working chargers. The next step in resolving the ongoing charging issues is expected to occur at the end of summer, when three additional charging stations will be installed, at no cost to VRT, that will provide six additional chargers, giving operations a total of 12 charging stations. At the end of the calendar year, it is expected Proterra will have replacement equipment on site to restore the original charging stations back to dual dispensing, that will give a total of 18 charging stations.
- The remaining five 35' battery electric buses have been delivered to the Boise operations yard. VRT has begun preparing buses for revenue service, so that they are ready for service when VRT is ready to place them into service. VRT paid for one-half of the cost of buses and the remaining balance will be paid when VRT has 12 working charging stations or when VRT places the buses in revenue service, whichever comes first. The warranty and battery lease will not start until buses are placed into revenue service.
- VRT is working with several staff at the International Rescue Committee to expand the VRT Late Night service area to accommodate the influx of refugees Boise has received. This expansion will service additional area around the Boise airport and east Nampa. This expansion is expected to be in place in June.

Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in April

- Intercounty on-time performance 76% for April
- ACCESS on-time performance 95% for April
- Continue to face hiring challenges
- Working on fiscal year 2023 service change concepts
- Community Council of Idaho has been utilizing the Happy Day Transit Center for parenting classes
- Western Idaho Community Action Program (WICAP) has been using parking area for food box distribution

Ada County Highlights

- No preventable accidents in April
- Fixed-route on-time performance 86% for April
- ACCESS on-time performance 98% for April
- Continue to face hiring challenges
- Working on fiscal year 2023 service change concepts

Specialized Transportation

- Most services saw a ridership increase, with a large increase in Canyon County Rides2Wellness system
- Eagle Senior Center is hoping to hire another driver
- Metro Community Services continues to look for a full-time driver

Information Technology and Intelligent Transportation Systems

- Staff resolved 165 support requests from 174 submitted in April
- Ongoing cybersecurity awareness training for all system users
- Preparing work to release upcoming procurement for operations two-way radio replacement
- Preparing equipment for launch of new demand response scheduling software

Compliance

- Monitored Federal Transit Authority mask mandate until it was lifted on April 18
- Preparing to recertify the APC system in fiscal year 2022 for National Transit Database reporting
- Completed vehicles scoring for Transit Asset Management

Customer Service Support

- Customer service handled 2,829 of 2,987 phone calls for information, with 156 calls abandoned. The average call time was 2 minutes, 11 seconds and the average hold time was 16 seconds.
- Reservationist handled 1,000 of 1,049 phone calls to change or schedule a ride on ACCESS, with 45 calls abandoned. The average call time was 3 minutes, 20 seconds and the average hold time was 9 seconds.
- On-demand services handled 779 of 846 phone calls to schedule a ride, with 67 calls abandoned. The average call time was 1 minute, 35 seconds and the average hold time was 24 seconds.
- A new agent was hired in April and is in the process of learning all services.

- March City Go Pay mobile ticket sales totaled \$8,369.94.
- There were 56 new accounts created following the launch of the May in Motion promotion in April.

More Information

For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleyregionaltransit.org

TOPIC	Development Department Monthly Report
DATE	May 18, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development department activities since March 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff presented a draft TDP for board and stakeholder review. The draft considers all input received over the last quarter and will continue to be refined over the summer and fall. The TDP development process is occurring in parallel to the FY2023 budget development and the CIM 2050 update.

Funding Development

- **Budget Development** –As part of the FY2023 budget development schedule staff has been meeting with local partners to discuss funding requests and strategies. VRT staff will present preliminary expenses to the board in June.
- **Transportation Development Plan (TDP)** - Staff will continue engaging local jurisdictions, Regional Transit Team, and Regional Advisory Council on project priorities for the TDP.
 - Staff is building a 10-year capital improvement program and process to inform the TDP capital improvement plan
 - Staff is reviewed service costs, fare projections and performance measures to inform the service implementation plan.
- **Grant Opportunities** – As provided for in the Federal Transit Administration Low or No Emission Vehicle program, VRT has partnered with several agencies to prepare a competitive \$20 million Low or No Emission Vehicle grant. This grant would design, procure, and install on-route charging infrastructure at Main Street Station thus facilitating all day transit operations for routes based out of Main Street Station. This includes the premium corridor routes of State Street, Fairview and Vista. The grant would also procure eight battery electric vehicles which would replace aging CNG vehicles and install four depot chargers at Orchard. VRT is also preparing a \$2.7 million Bus and Bus Facilities grant to continue upgrading the Orchard maintenance facility according to the Orchard Facility Master Plan. VRT will continue to work with its funding partners to find and pursue funding opportunities.

Goal 2 – Increase Ridership and Revenue

- **FY2023 and FY2024 Service Changes** – Development staff has continued reviewing route performance and has proposed route changes that are designed to increase ridership.
- **May in Motion** – As part of the annual May in Motion campaign development staff worked with the marketing team to prepare rider incentives that would encourage ridership through the month of May and into the summer.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
A request for bid (RFB) was issued. Bid opening is on April 21, 2022, at 4pm. The selected contractor will be presented to the Executive Board for approval at the May 2, 2022, meeting. Construction on storm water/drainage facilities, pavement, and utilities to begin in summer 2022.
- **Happy Day Transit Center Upgrades (HDTC)**
HVAC replacement contractor is designing replacement system. Design engineer and architect are under contract for roof and awning replacement. Architect will start office redesign plans for 2023 construction.
- **Bus Stops**
Staff continues to work on two corridor studies and three construction projects.
 - 1- FY2022 bus stop construction package was approved for Paul Construction with NTP issued April 12, 2022. Initial schedule has Orchard sites beginning in May 2022 and the station at Goddard and Milwaukee constructed last in September 2022. Construction will include relocating 13th and Fort to 12th and Fort.
 - 2- Construction of the five best in class shelters and transit stations on Main and Fairview were completed and opened for service. VRT worked with agency partners to address safety concerns of the community.
 - 3- State Street NEPA and design scope (RFP) consultant was selected through competitive process, contract authorization will be presented May 2, 2022, to the Executive Board. Improvements proposed are anticipated to be approved and designed for State Street based on TOA recommendations. NEPA is anticipated to take 6-8 months for FY2023 and FY2024 construction and up to 2-years for corridor environmental assessment.

Regional Corridor Planning

- **State Street Corridor Projects**
 1. VRT has approved a 5339 grant for FY2022 to begin implementing environmental and design on State Street. VRT anticipates using the RAISE grant for additional funding opportunities to advance the development of the State Street transit corridor for construction in FY2023 and FY2024.

- **Fairview Corridor Project**

1. The second phase of the plan is underway for design concept and NEPA for bus stop construction in FY2023-24.
2. Bus stops identified for upgrades will be designed and permitted in FY2022 with construction to follow as a general bus stop construction project for FY2023.
3. The Town Square Mall (TSM) civil evaluation is underway. VRT had a meeting with TSM manager March 2 and preliminary concepts are being developed for replacement. Coordination with the landowner and the mall are ongoing.

Other Development Activities

- **Planning projects**

- 1- Regional Vanpool Study –The consultant team has prepared and delivered the final draft of the report. VRT staff and the project team are reviewing the final report and preparing the report of approval by the VRT board.
- 2- Passenger Facility Plan/Bus Stop Typology – The consultant team has completed the draft kit of parts and VRT staff and stakeholders have begun reviewing and commenting on the kit of parts. The final kit of parts will be presented to the board for action in August.
- 3- Kuna Transit Study – Transpo group has drafted an initial set of service proposals and is working to refine those concepts with City of Kuna staff.
- 4- State Street Transit Operational Analysis – The consultant team is preparing final documents for stakeholder review. Many of the projects in the planned portfolio were prepared for the State Street RAISE grant. All elements and analysis will be packaged into a final report to guide further coordination of transit and roadway projects.

More Information:

Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
 Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
 Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
 Jill Reyes, Programming Planner, 208.258.270, jreyes@valleyregionaltransit.org

TOPIC	Finance and Administration Activity Report
DATE	June 6, 2022
STAFF MEMBER	Jason Jedry, Finance Director

Summary

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

Highlights

Budget/Finance

- Finance staff are working on closing the second quarter of FY2022
- The new payroll service and FSA benefits will go live in June
- The enterprise resource planning (ERP) system consulting services kick off meeting is scheduled for May 24. We expect the identification and implementation of a new ERP system to take 18 to 24 months at a minimum
- Finance Director is working with staff on FY2023 budget planning

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - Subrecipient agreements for FY2022
 - Subrecipient reviews
 - Project funding form maintenance
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Orchard Facility 2021 Pavement Expansion Project
 - On call Security Services
 - Laundry Services for Ada and Canyon County
 - Executive Recruitment Consulting Services
 - MSS and HDTC Janitorial Services

For detailed information contact: Jason Jedry, Finance Director, 208-258-2709, jjedry@valleyregionaltransit.org



TOPIC	Programs and Marketing Update
DATE	May 17, 2022
STAFF MEMBER	Dave Fotsch

Summary

The Programs area covers Safe Routes to School and Marketing.

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School (SRTS)

- Treasure Valley Safe Routes to School is booked for the rest of the school year, making this year one of the busiest in the program's history. Schools wanting bike rodeos can contact the program and be added to the waitlist for next year.
- The next big rodeo takes place at Galileo Elementary School, May 23-27.
- SRTS will be doing the YMCA camps this summer.

Marketing

The marketing department works with Stoltz Marketing Group (SMG) to develop and launch a series of initiatives designed to grow and maintain Valley Regional Transit services.

Route 30 Pine Promotion

- SMG is nearly finished with the mailer and social media creative.
- The first part of the campaign will focus on a direct mail piece sent to residents and businesses within ½ mile of the proposed route.
- The other major part of the campaign will be social and digital display ads.
- We are still awaiting a decision on the start date for the service.
- VRT will build out a new information page about the Route 30 for the website.

Eagle Service Promotion

- Campaign development is on-hold until decisions are made on the type of service to be offered in Eagle, and timeline for the start of the service.

Traditional Media Support

- Valley Regional Transit has contracted with three Treasure Valley radio providers to run a series of announcements through the end of the fiscal year. Announcements and ads will run on Boise State Public Radio, Radio Boise, and the Lotus Boise group of stations.
- The next series of announcements will focus on promotions connected to May in Motion.

Online Reporting

- Valley Regional Transit is working with SMG on a pilot program to monitor and measure use of the VRT website. This intel will help make decisions about further investments in the website.

Safe Routes to Schools Website

- SMG provided a wireframe for a new Safe Routes to Schools website using the template from the VRT website.

Cobranding Valley Regional Transit and City Go

- Through internal meetings and meetings with SMG, we are looking at ways to define the brands of Valley Regional Transit and City Go more clearly.
- The decisions coming from these discussions will affect future projects, such as the Riders Education external campaign's relaunch and the internal Riders First campaign.

Safe Travels, Treasure Valley newsletter

- The recently redesigned newsletter is improving the reach of the publication.
- Since switching to a shorter monthly publication, the newsletter has garnered 27.5% and 26% open rates, which is much better than the every-other-week version.
- We invite you to subscribe to the newsletter and share the link with others.
<https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08>

Boise Bike Share 2.0

- VRT will be asking SMG to assist in marketing the pilot program for bike share.

Boise Bike Share 2.0

- Valley Regional Transit has been successful in acquiring a grant of \$50,000 from the Capital City Development Corporation (CCDC) to launch a pilot program of electric-assist bikes this summer. In addition, CCDC is offering to match the next \$50,000 in sponsorships for a total not to exceed \$100,000. If VRT is successful in maximizing the match, it could launch the pilot with 100 bikes on July 1, 2022. The pilot would run until the end of October 2022. It is hoped that in that time, big time sponsors will see the value in bike share and will support a more extensive system in 2023.

More Information

For detailed information contact: Dave Fotsch, Programs Director, 208-331-9266, dfotsch@valleyregionaltransit.org



TOPIC	Community Engagement Update
DATE	June 6, 2022
STAFF MEMBER	Jason Rose

Summary

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

Highlights

Digital engagement

- VRT is updating the Engage platform to accommodate different levels of upcoming engagement needs, ranging from near-term service changes to medium-term projects found in the Transit Development Plan (TDP) to longer-range visions, like those found in ValleyConnect 2.0. This will allow for both broad-based engagement to audiences interested in our overall trajectory and targeted engagement for those interested in specific timelines, projects, or geographies. It will also provide a platform to share about VRT and help the audience get to know the agency.

Service changes, the Transit Development Plan (TDP), and more

- We will be supplementing engagement points with onboard surveys, presentations to community partners, tables, communications materials, and more.
- We partnered with COMPASS on Open Houses on May 4 and 5, which provided a good opportunity to showcase early drafts of our TDP outreach.
- Surveys for Routes 40 and 45 have been distributed on board buses and to community partners, and will be active until June 11.

Navigation

- Staff continues to expand our Navigation outreach, with a focus on community partners such as the International Rescue Committee, Life's Kitchen, and more.
- We continue to create a Navigation Plan to formalize processes and begin to promote travel training opportunities for the public.

More Information

Attachments: None

For detailed information contact: Jason Rose, Community Engagement Manager, 208-258-2739, jrose@valleyregionaltransit.org

TOPIC	City Go Report
DATE	June 6, 2022
STAFF MEMBER	Kaite Justice

Summary

This report provides a status update of activities related to the downtown mobility collaborative, City Go.

- City Go staff continues to work on the Integrated Mobility Plan. The draft plan is currently in the revision process. The plan will be done mid-June and brought to the Executive Board in July for review.
- City Go's new Mobility Ambassador Program continues to run with May's tour being on walking and the Bronco Shuttle. Ambassadors are also working on their car-free challenge in their own time. They are looking at equity in the transportation system and going car-free in different scenarios. Ambassadors are looking at what works, what the barriers are, and how we might break down barriers that exist to car-free transportation. The closing ceremony will be held June 9. More information about the program can be found here: <https://www.citygoboise.com/news-and-events-posts/mobility-ambassador-program-coming-soon>
- The City Go smartcard and Umo Mobility App continue to grow. In April, 155 new accounts were created and \$13,500 in fare revenue. Valley Regional Transit (VRT) has sold over \$70,000 in fares through the new system since it launched in October.
- City Go staff worked on business development with businesses in downtown Boise. Staff held fifteen business development meetings and nine events.
- City Go worked to promote and oversee the three May in Motion promotions at VRT.
 - Benefits include two 31-day bus passes for individuals (more details below).
 - New employers can get one free month of bus passes/City Go membership when they sign up for the Regional Bus Pass Program and/or City Go membership in April or May
 - For more information visit: <https://www.citygoboise.com/news-and-events-posts/sustainable-choices-pay-this-may>
- City Go staff worked on business development with businesses for City Go memberships and Regional Pass Programs.
 - Ethos Design
 - NeighborWorks
 - LeapHousing
 - Galena Opportunity Fund
 - Amazon
 - Ballet Idaho
 - Athlyt
 - Downtown Boise
 - Boise Future School
 - Boise Art Glass
 - Idaho Commission for Libraries
 - Azek
- Events have come back in force, and much of April and May have been spent at events doing community outreach. Event included:
 - Shade City Brewfest
 - St. Luke's Earth Day
 - May in Motion at the Park
 - MIM lunch and learns

- Ada County
- Hummel Architect
- Idaho Power
- Simplot
- Cushing Terrel
- State Department of Education
- US Ecology
- 4 City Go information sessions for employers
- State of the City (Boise) Community Fair
- TVCA's Bike to Work Day in partnership with Ada County, Trader Joes, and George's Cycle
- Employer information sessions at Amazon
- Mobility Ambassador Program Tour 2 and 3
- Just Eat Local, Clearwater Analytics, and Ada County renewed their City Go memberships for the coming year.
- City Go staff hosted a group of students doing a design thinking project from Harvard Business School. The students chose to look at the Rides2Wellness program and opportunities to improve and expand to provide greater access to healthcare. Their final PowerPoint can be found here: https://drive.google.com/file/d/1e5sUfIIIQH_sztUBduQrndETluqGB02K/view?usp=sharing
- City Go staff provided quarterly ridership reports to all pass program participants for FY2022 second quarter.
- Communications summary

TARGET	GOAL	ACCOMPLISHED	TOTAL
NEW NEWSLETTER SUBSCRIBERS	10	2	1,802
NEWSLETTER OPEN RATE	20%	47.1%	
NEWSLETTER CLICK RATE	5%	4.5%	
NEW INSTAGRAM FOLLOWERS	10	16	1118
NEW FACEBOOK FOLLOWERS	10	0	152
BLOG POSTS WRITTEN	1	5	
CLICKS (KEYWORDS)	200	646	
WEBSITE VIEWS	1,000	2,335	
BUSINESS DEVELOPMENT LEADS	2	3	
UMO APP ACCOUNTS CREATED	50	155	

For detailed information contact: Kaite Justice, City Go Director, 208-258-2750,
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