

Board of Directors Meeting Agenda

August 01, 2022

12:00 PM

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

This is an in-person meeting of the Board of Directors.

If Board members are unable to participate in person, they can attend via MTeams at

https://www.valleyregionaltransit.org/VRT_Board_August1

or by dialing in at **469-965-2358 Conference ID: 519 779 779#**

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. **Finance Committee Report**

V. **Consent Agenda**

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

A. ACTION: Minutes of the April 4, 2022 Board of Directors Meeting
Pages 5-8 | Paula Cromie

The Board of Directors is asked to consider approval of the minutes from the April 4, 2022 Board meeting.

B. ACTION: Minutes of the May 2 and June 6, 2022 Executive Board Meetings
Pages 9-15 | Paula Cromie

The Board of Directors is asked to consider accepting the minutes for the May 2 and June 6, 2022 Executive Board meetings. (There was no executive board meeting in April.)

C. ACTION: FY2022 1st Quarter Operating Cash Balance Report
Pages 16-17 | Jason Jedry

The Board is asked to consider accepting the FY2022 1st Quarter Operating Cash Balance Report that has been reviewed and accepted by the Executive Board.

D. ACTION: FY2022 1st Quarter Budget Variance Reports
Pages 18-30 | Jason Jedry

The Board is asked to consider accepting the FY2022 1st Quarter Budget Variance Reports that have been reviewed and accepted by the Executive Board.

E. ACTION: FY2022 2nd Quarter Operating Cash Balance Report
Pages 31-32 | Jason Jedry

The Board is asked to consider accepting the FY2022 2nd Quarter Operating Cash Balance Report that has been reviewed and accepted by the Executive Board.

F. ACTION: FY2022 2nd Quarter Budget Variance Reports
Pages 33-45 | Jason Jedry

The Board is asked to consider accepting the FY2022 2nd Quarter Budget Variance Reports that have been reviewed and accepted by the Executive Board.

G. Action: FY2022 Performance Report - Quarter 1

Pages 46-50 | Leslie Pedrosa

Staff requests the Board of Directors consider accepting the Executive Board's recommendation from May 2, 2022 and approve the performance report for the first quarter of fiscal year 2022.

H. Action: FY2022 Performance Report - Quarter 2

Pages 51-55 | Leslie Pedrosa

Staff requests the Board of Directors consider accepting the Executive Board's recommendation from July 11, 2022 and approve the performance report for the second quarter of fiscal year 2022.

I. ACTION: Payment Registers

Pages X56-79 | Jason Jedry

The Board will review and consider accepting the attached payment registers, previously accepted by the Executive Board.

J. ACTION: Ada County and Canyon County Tire Services

Pages 80-82 | Leslie Pedrosa

Staff requests the Board of Directors approve RESOLUTION VBD22-020 for the procurement of Ada County and Canyon County tire services.

K. ACTION: FY23 Transit Asset Management Targets

Pages 83-85 | Leslie Pedrosa

The Board is asked to accept the Transit Asset Management Targets for fiscal year 2023.

L. ACTION: POLICY - Procurement Policy 1.03.00 (G) Update

Pages 86-97 | Jason Jedry

M. ACTION: POLICY - Fixed Asset Policy 1.26.00

Pages 89-104 | Cameron Wells

The Board of Directors is asked to consider approval of Resolution VBD22-016 for the Fixed Asset Policy, Number 1.26.00.

N. ACTION: POLICY - Reasonable Accommodation or Modification Policy

Pages 105-115 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD22-017 and Policy 6.00.04 Reasonable Accommodation or Modification, which replaces the previous ADA Accessible Bus Stop Policy, VMC09-003, following the recommendation of the Executive Board.

O. ACTION: State Street Transit Operational Analysis

Pages 116-117 | Stephen Hunt

The Board of Directors will be asked to consider approval of the State Street Transit Operational Analysis. (Links included in memo.)

VI. Action Items

A. ACTION: PUBLIC HEARING - FY2023 Operating and Capital Budget and Program of Projects

Pages 118-140 | Kelli Badesheim

Prior to the Public Hearing, Valley Regional Transit staff will present the final preliminary FY2023 Operating and Capital Budgets. The VRT Chair will then conduct a public hearing and take formal comments on the FY2023 budget.

B. ACTION: FY2023 Budget

Pages 118-140 | Kelli Badesheim

Following the public hearing, the VRT Board will consider approval of RESOLUTION VBD22-021 to approve the FY2023 budget.

C. ACTION: PUBLIC HEARING: Disposal of Surplus and Obsolete Assets

Page 141-145 | Leslie Pedrosa

Prior to the public hearings, staff will present the list of items slated for disposal in fiscal year 2023.

D. ACTION: Disposal of Surplus and Obsolete Assets

Page 141-145 | Leslie Pedrosa

Following the public hearing, the Board will consider for approval RESOLUTION VBD22-019.

E. ACTION: PUBLIC HEARING - Route 45 Changes

Pages 146-155 | Alissa Taysom

Prior to the public hearing, staff will present information on proposed service changes that will be implemented on Monday, October 3, 2022 including Route 45, which, by our policy, requires a public hearing. Following the public hearing, the Board will consider approval of the route changes.

F. ACTION: FY 2023 Service Change

Pages 146-155 | Alissa Taysom

Staff is recommending approval of the FY2023 Service Change. The Regional Advisory Council reviewed and recommended the service changes for approval at their July meeting.

G. ACTION: 2022 Coordinated Public Transit-Human Services Transportation Plan

Page 156 | Lila Klopfenstein, COMPASS

Community Planning Association (COMPASS) staff seeks Valley Regional Transit (VRT) Board of Directors' adoption of the draft 2022 Coordinated Public Transit-Human Services

Transportation Plan. A copy of the draft plan can be found

here: [https://www.valleyregionaltransit.org/wp-](https://www.valleyregionaltransit.org/wp-content/uploads/2022/07/DRAFT_CoordinatedPlan_July2022.pdf)

content/uploads/2022/07/DRAFT_CoordinatedPlan_July2022.pdf

VII. Information Items

A. INFORMATION: WORK SESSION - Board Strategic Work Plan

Pages 157-158 | Don Kostelec

Chris Danley, with Vitruvian Planning, the project manager and consultant working on the board strategic work plan, will bring updates and engage the Board in discussions regarding the work that has taken place over the past three months.

B. INFORMATION: Procurement Calendar

Page 159 | Jason Jedry

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

VIII. Executive Session

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 160-171 | Staff

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

X. Adjournment

Ø = Attachment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

MONTH XX, 202X

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, Public Information Officer at 258-2702 if an auxiliary aid is needed.

Board of Directors Meeting Minutes

April 04, 2022

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Chris Allgood, City of Caldwell	John Evans, City of Garden City	Kelli Badesheim, VRT
Alexis Pickering, ACHD	Rob Fisher, City of Greenleaf	Nichol Baird-Spencer, City of Eagle
Nichol Baird Spencer, City of Eagle	Hal Forsgren, City of Melba	Bre Brush, City of Boise
John Bechtel, City of Wilder	Becky Crofts, City of Middleton	Mark Carnopis, VRT
Trevor Chadwick, City of Star	Leslie Van Beek, Canyon County Com.	Paula Cromie, VRT
Elaine Clegg, City of Boise	Pam White, Canyon County Com.	Dave Fotsch, VRT
Ryan Davidson, Ada County Comm.		Kathleen Godfrey, VRT
Matt Edmond, CCDC		Tessa Greggor, ACHD
Jeff Flynn, CWI		Joe Guenther, VRT
Ashley Ford-Squyers, MDC		Jim Hansen, ACHD
Debbie Kling, City of Nampa		Jose Hernandez, VRT
Todd Lavoie, City of Meridian		Stephen Hunt, VRT
Sandi Levi, City of Nampa		Jason Jedry, VRT
Lantz McGinnis-Brown, Boise State		Kaite Justice, VRT
Lauren McLean, City of Boise		Dave Meredith, VRT
Helen Russell, City of Eagle		Nick Moran, VRT
Joe Stear, City of Kuna		James Mundell, VRT
David Tiede, City of Meridian		Lisa Nichols, Saltzer Health
Jarom Waggoner, City of Caldwell		Mary Beth Nutting, RAC
Mark Wasdahl, ITD		Leslie Pedrosa, VRT
Tina Wilson, Parma/Notus		Ken Pidjeon, Citizen
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Jason Russell, VRT
		Amy Stahl, Saltzer Health
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 12:02 with a quorum present by phone and in person.

Agenda Additions/Changes - None

Public Comments

Amy Stahl addressed the Board and let them know how much Saltzer Health/Intermountain Health appreciate Valley Regional Transit's working to address the problem of getting patients to/from doctor's appointments. Saltzer Health/Intermountain recently signed on as a Rides 2 Wellness financial partner, contributing \$20,000.

Mary Beth Nutting – Vice-chair Mary Beth Nutting provided an update on the Regional Advisory Council's (RAC) recent activities. Along with working with VRT, members are working with COMPASS on the Coordinated Public Human Services Coordinated Plan to address transportation needs for disabled, older, lower income individuals who need assistance. This plan should be finalized and brought to the Board for approval sometime this summer.

A sub-committee of the RAC, the Neighborhood-Based Coordination Committee, are working to engage neighborhoods, stakeholders, and officials in identified areas to address public transportation needs in those areas.

Ken Pidjeon spoke regarding the budget. He would like the Board to direct staff to be more transparent when developing the FY2023 budget by including FTE's (full-time equivalents) in every budget category.

Finance Committee Report - None

Consent Agenda

Items on the Consent Agenda consisted of the following:

ACTION: Annual Budget Development Process Policy 5.18.00 (G) Update

Resolution VBD22-008 Annual Budget Development Process Policy, Policy Number 5.18.00 (G).

ACTION: Balanced Budget and Reserves Policy 5.15.00 (G) Update

Resolution VBD22-009 Balanced Budget and Reserves Policy, Policy Number 5.16.00 (G).

ACTION: Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy 5.17.00 (G) Update

Resolution VBD22-010 Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, Policy Number 5.17.00 (G).

ACTION: Written Information Security Program Policy Ratification

Resolution VBD22-012 - Written Information Security Program Policy, Policy Number 1.15.01

ACTION: Regional Fare Policy Update

Resolution VBD22-011 Regional Fare Policy, Policy Number 1.25.00

ACTION: FY2021 Audit

ACTION: FY2021 4th Quarter Operating Cash Balance Report

ACTION: FY2021 4th Quarter Budget Reports

ACTION: Payment Registers

ACTION: Minutes from the January and February Executive Board Meetings

ACTION: Board of Directors Meeting Minutes from January 3, 2022

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

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

Action Items

ACTION: Election of Ada County At-large Member

Following discussion, Joe Stear moved to elect Alexis Pickering to fill the Ada County at-large position to the Board of Directors, Tina Wilson seconded. The motion passed unanimously.

ACTION: Contract for Construction of Bus Stop Infrastructure

Elaine Clegg moved to approve Resolution VBD22-014 and corresponding Authorization for Expenditure for the contract with Paul Construction for the FY2022 Bus Stop Construction; Joe Stear seconded. The motion passed unanimously.

ACTION: Capital Projects delegate approval to Executive Board

The Board of Directors was asked to consider delegating approval of the procurement of Capital Projects Contracts for design and construction services to the Executive Board by approving Resolutions VBD22-013 and Resolution VBD22-015.

Elaine Clegg moved to delegate authority to the executive board to approve the Capital Projects Contract for design and construction by approving resolution VBD22-013; Joe Stear seconded. The motion passed unanimously.

Elaine Clegg moved to delegate authority to the executive board to approve the Capital Projects Contract for design and construction for drainage and pavement at the Orchard Street facility, by approving resolution VBD22-015; Joe Stear seconded. The motion passed unanimously

Information Items

INFORMATION: Transportation Development Plan FY2023-2027

Jill Reyes provided an update on plan development and introduced the framework of the transportation development plan.

INFORMATION: FY2023 Budget Assumptions

Kelli Badesheim outlined the FY2023 budget assumptions giving background and pertinent information on how the assumptions are determined.

INFORMATION: FY 2023 and FY 2024 Service Changes Updates

Alissa Taysom provided an update on the FY 2023 and FY 2024 service changes.

INFORMATION: Outreach Campaign

Jason Rose provided an update on public engagement. Board members asked for information on social media posts and would like staff to contact all jurisdictions and their public outreach departments to see how we can align information into their platforms to reach more individuals.

INFORMATION: Covid-19 Travel Behavior Study

Kaite Justice provided a report on the Covid-19 Travel Behavior Study that was conducted through the Idaho Policy Institute. Kaite was asked to break down data, by county, and other numbers to provide deeper information to the Board.

INFORMATION: VRT FY 2021 Fact Sheet

The yearly fact sheet was included in the packet for information.

INFORMATION: Procurement Calendar

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

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Executive Session - None

Adjournment – Joe Stear moved to adjourn the meeting; John Bechtel seconded. The meeting was adjourned at 1:43.

Next VRT Board of Directors Meeting:

August 1, 2022

VRT Boardroom

700 NE 2nd Street
Meridian, ID 83642

Item V. A.

Valley Regional Transit Executive Board Meeting Minutes
May 2, 2022
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: Debbie Kling
Debbie Kling, Chair

ATTEST:

By: Paula Cromie
Paula Cromie, Executive Assistant
Valley Regional Transit



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	mcGinnis-Brown	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

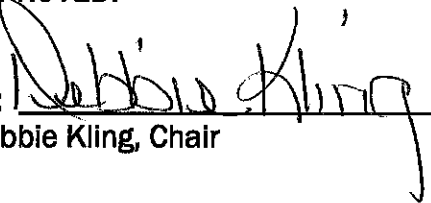
VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
June 6, 2022
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: 
Debbie Kling, Chair

ATTEST:

By: 
Paula Cromie, Executive Assistant
Valley Regional Transit

Executive Board Meeting Minutes

June 06, 2022

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	John Bechtel, City of Wilder	Kelli Badesheim, VRT
Elaine Clegg, City of Boise	Lauren McLean, City of Boise	Paula Cromie, VRT
Debbie Kling, City of Nampa	Alexis Pickering, ACHD	Mark Carnopis, VRT
Joe Stear, City of Kuna		Jeanette Ezell, VRT
		Gregg Eisenberg, First Transit
		Dave Fotsch, VRT
		Tessa Gregg, ACHD
		Jim Hansen, ACHD
		Natalie Hilde, Thompson
		Stephen Hunt, VRT
		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Kaite Justice, VRT
		Tom Laws, ACHD
		Dave Meredith, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		George Prentice, BSU Public Radio
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

Calling of the Roll - Chair Debbie Kling called the meeting to order at 11:10 a.m. 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: Executive Board Meeting Minutes from May 2, 2022
ACTION: Regional Advisory Council Meeting Minutes from April 19, 2022
ACTION: New Regional Advisory Council Member - Lauren Noble
ACTION: Payment Register - April 16, 2022, to May 15, 2022

Joe Stear moved to approve the Consent Agenda as presented; Elaine Clegg seconded. The motion passed unanimously.

Finance Committee - None

Executive Board - Action Items - None

Executive Board - Information Items

WORK SESSION: FY2023 Draft Preliminary Budget Highlights

Kelli Badesheim provided 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.

INFORMATION: Procurement Calendar

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

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Executive Session - None

Adjournment – Chair Debbie Kling noted she will not be able to attend the July 11 meeting and asked Vice-Chair Joe Stear to chair the July 11 meeting; he confirmed he would.

Joe Stear moved to adjourn the meeting; Elaine Clegg seconded. The meeting was adjourned at 11:34.

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



TOPIC	FY2022 1st Quarter Operating Cash Balance Report
DATE	August 1, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends acceptance of the FY2022 1st Quarter Operating Cash Balance Report, previously reviewed and accepted by the Executive Board.

Summary

Attached to this memo is the operating cash balance analysis as of December 31, 2022.

- The Authority's operating cash balance was \$1,412,553 at the end of December. Pending federal funds were \$944,686. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Authority's savings cash balance was \$2,546,519 at the end of December.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by \$2,270,216.

More Information

Attachments:

FY2022 1st Qtr. Operating Cash Balance Report

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

**Valley Regional Transit
Operating Cash Balance Analysis
December 31, 2021**

VRT Operating

GL Cash Balance at 12/31/21	\$1,412,553	
Pending Federal Funds (Note 2)		\$944,686

VRT Savings

GL Cash Balance at 12/31/21	\$2,546,519	
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Total Cash Balance	\$3,959,072	
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Total Pending Federal Funds (Note 2)		\$944,686
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Total Cash Balance Benchmark (Note 1)	\$1,688,855	
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Note 1: Average of 2019, 2020 and 2021 at December 31

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



TOPIC	FY2022 1st Quarter Budget Reports
DATE	August 1, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends acceptance of the FY2022 1st Quarter Budget Reports previously reviewed and accepted by the Executive Board.

Summary

Attached to this memo are the first quarter budget reports as of December 31, 2021.

More Information

Attachments:

FY2022 1st Quarter Budget Variance Report

FY2022 1st Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2022 First Quarter Budget Reports
October 2021 - December 2021

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 10,937		-100%		\$ 5,632				
402 Purchased Transportation												
403 Auxiliary Revenue	25,000	19,876	-20%	152,699	60,251	-61%						
404 Non-Transportation Revenue		148			450			11,931				
405 Federal Assistance - Capital										3,525,636	137,822	-96%
406 Federal Assistance - Operating/Administration				218,082	140,791	-35%	848,598	511,693	-40%	303,918	240,206	-21%
407 Local Assistance - Capital										1,006,828	1,486,153	48%
408 Local Assistance - Operating/Administration	363,817	434,931	20%	126,893	76,230	-40%	339,683	193,462	-43%	70,302	37,862	-46%
Total Revenues	\$ 388,817	\$ 454,955	17%	\$ 508,611	\$ 277,723	-45%	\$ 1,188,281	\$ 722,717	-39%	\$ 4,906,684	\$ 1,902,043	-61%

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 153,286	\$ 171,771	12%	\$ 127,620	\$ 91,598	-28%	\$ 138,586	\$ 121,584	-12%	\$ 117,820	\$ 87,443	-26%
502 Fringe Benefits	99,275	118,369	19%	85,560	54,456	-36%	98,319	74,502	-24%	67,775	43,026	-37%
503 Professional Services	42,152	58,715	39%	205,905	104,743	-49%	85,169	36,459	-57%	186,163	94,942	-49%
504 Materials and Supplies	7,075	4,012	-43%	12,062	8,007	-34%	39,775	22,822	-43%			
505 Utilities	28,646	33,932	18%	3,390	1,729	-49%	2,435	2,042	-16%	400	79	-80%
506 Casualty and Liability	5,215	4,704	-10%	875	789	-10%	20,750	18,717	-10%			
508 Purchased Transportation							606,221	382,458	-37%			
509 Miscellaneous	46,079	62,095	35%	63,950	7,700	-88%	197,027	63,345	-68%	150,372	52,578	-65%
511 Interest	100	137	37%									
512 Leases and Rentals	6,989	1,219	-83%	9,250	8,700	-6%		787				
514 Capital (Note 2)										4,384,156	1,623,975	-63%
Total Expenses	\$ 388,817	\$ 454,955	17%	\$ 508,611	\$ 277,723	-45%	\$ 1,188,281	\$ 722,717	-39%	\$ 4,906,684	\$ 1,902,043	-61%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 78,157	\$ 116,887	50%	\$ 17,092	\$ 16,384	-4%
402 Purchased Transportation						
403 Auxiliary Revenue	19,035	118,479	522%			
404 Non-Transportation Revenue		7,163				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	823,546	309,075	-62%	276,230	198,117	-28%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	1,404,642	1,312,661	-7%	358,679	340,749	-5%
Total Revenues	\$ 2,325,379	\$ 1,864,265	-20%	\$ 652,001	\$ 555,250	-15%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 909,737	\$ 791,804	-13%	\$ 270,050	\$ 195,600	-28%
502 Fringe Benefits	731,407	587,595	-20%	237,520	219,594	-8%
503 Professional Services	143,387	126,838	-12%	29,217	41,569	42%
504 Materials and Supplies	194,750	157,233	-19%	52,625	32,129	-39%
505 Utilities	31,648	20,686	-35%	8,450	4,638	-45%
506 Casualty and Liability	247,867	123,880	-50%	41,801	51,265	23%
508 Purchased Transportation						
509 Miscellaneous	43,627	34,883	-20%	2,312	1,471	-36%
511 Interest		19,360			5,822	
512 Leases and Rentals	22,956	1,985	-91%	10,025	3,161	-68%
514 Capital (Note 2)						
Total Expenses	\$ 2,325,379	\$ 1,864,265	-20%	\$ 652,001	\$ 555,250	-15%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 13,801	\$ 13,992	1%	\$ 1,102	\$ 1,899	72%	\$ 5,695	\$ 4,000	-30%
402 Purchased Transportation									
403 Auxiliary Revenue	1,988	6,296	217%				3,827	7,695	101%
404 Non-Transportation Revenue		740							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	205,466	221,866	8%	21,786	23,104	6%	271,621	336,264	24%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	41,775	(6,985)	-117%	2,334	(827)	-135%	60,591	(10,881)	-118%
Total Revenues	\$ 263,029	\$ 235,909	-10%	\$ 25,222	\$ 24,175	-4%	\$ 341,734	\$ 337,078	-1%
Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 123,670	\$ 89,025	-28%	\$ 11,271	\$ 8,685	-23%	\$ 154,738	\$ 119,424	-23%
502 Fringe Benefits	60,370	50,097	-17%	5,896	4,758	-19%	80,080	64,791	-19%
503 Professional Services	20,186	37,249	85%	1,825	4,224	132%	25,840	51,787	100%
504 Materials and Supplies	34,437	38,088	11%	3,873	4,286	11%	48,692	67,391	38%
505 Utilities	4,922	4,750	-3%	482	473	-2%	6,603	6,504	-1%
506 Casualty and Liability	16,045	17,068	6%	1,565	1,665	6%	21,524	22,897	6%
508 Purchased Transportation									
509 Miscellaneous	2,568	(429)	-117%	229	4	-98%	3,143	2,458	-22%
511 Interest									
512 Leases and Rentals	830	807	-3%	81	79	-3%	1,114	1,082	-3%
514 Capital (Note 2)									
Total Expenses	\$ 263,029	\$ 236,654	-10%	\$ 25,222	\$ 24,175	-4%	\$ 341,734	\$ 336,333	-2%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	70,000	20,284
Capital - Facilities - Fuel Facilities	2,450,197	1,024
Capital - Facility - Facilities/Bldgs/Grounds	1,325,900	35,937
Capital - Non-Revenue Vehicles	124,142	
Capital - Other	1,250,000	
Capital - Revenue Vehicles	9,768,941	1,501,317
Capital - Revenue Vehicles - Sub-Recipient	278,148	
Capital Equipment - Communications	350,000	
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	539,753	63,248
Capital Information Technology - Software	483,840	
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	38,000	
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	857,701	2,165
Total Capital Expenses	\$ 17,536,623	\$ 1,623,975

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds		\$ 5,632	
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 11,931	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 848,598	\$ 511,693	-40%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 339,683	\$ 193,462	-43%
Total Revenues	\$ 1,188,281	\$ 722,717	-39%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	138,586	121,584	-12%
502 Fringe Benefits	98,319	74,502	-24%
503 Professional Services	85,169	36,459	-57%
504 Materials and Supplies	39,775	22,822	-43%
505 Utilities	2,435	2,042	-16%
506 Casualty and Liability	20,750	18,717	-10%
508 Purchased Transportation	606,221	382,458	-37%
509 Miscellaneous	197,027	63,345	-68%
511 Interest			
512 Leases and Rentals		787	
514 Capital (Note 2)			
Total Expenses	\$ 1,188,281	\$ 722,717	-39%

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

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

VALLEY REGIONAL TRANSIT
FY 2022 BUDGET REPORT COMMENTS
October 2021 - December 2021

Item V. D.

At the end of December, Fiscal Year 2022 was twenty five percent (25%) complete. The following is a review of the budgetary status of each division as of December 31, 2021. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (20% under budget) - The amount of revenue recognized for this category in Division 10 equals the salary expenses for the Programs Director position. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Local Operating Assistance (20% over budget) – Expenses are higher than budget estimates requiring recognition of more local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 17% over budget through QR-1.

Wages and Salaries (12% over budget) – Salary expenses in the finance and executive director departments are higher than budgeted for. Turnover in the finance department required hiring new staff to fill vacant positions. To be competitive in the current market, starting wages had to be increased beyond what was budgeted for. Additionally, a community engagement staff member was hired in the executive director's department.

Fringe Benefits (19% over budget) – Health insurance expenses are higher than budget estimates.

Professional Services (39% over budget) – This category is over budget due to expenses such as the annual audit not aligning with how the professional services budget is spread equally (monthly) throughout the fiscal year. Additionally, HR consulting service expenses are higher than budget estimates due to staff turnover and other HR service needs.

Materials and Supplies (43% under budget) – This category is under budget due to department and office supply expenses being lower than budgeted for.

Utilities (18% over budget) – Telecommunication expenses are higher than budget estimates.

Miscellaneous (35% over budget) – This category is over budget due to annual expenses for phone maintenance and data backups being paid in the first quarter of the fiscal year.

Leases and Rentals (83% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

Programs and Supports (12)

Revenues

Directly Generated (100% under budget) - Boise Greenbike is not currently operating and is therefore not collecting revenue.

Auxiliary Revenues (61% under budget) – City Go revenue was \$7,226. Advertising revenue recognized to offset expenses was \$36,126 and advertising installation reimbursement revenue which offsets installation expenses was \$16,900. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Federal Operating Assistance (35% under budget) – Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (40% under budget) – Boise Greenbike, Mobility Management, City Go and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Expenses

Total Program and Supports operating expenses are 45% under budget through QR-1.

Wages and Salaries (28% under budget) - Boise Greenbike, Fleet Media, Mobility Management and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (36% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (49% under budget) - This category is favorably below budget parameters.

Materials and Supplies (34% under budget) - Fuel, support vehicle, bicycle parts and station repair expenses are lower than budgeted for.

Utilities (49% under budget) – Cellular telephone and electricity expenses are lower than budgeted for.

Miscellaneous (88% under budget) – Travel, training and other expenses are below budget parameters.

Information Supports/Specialized Transportation (20)

Revenues

Non-Transportation Revenue – This revenue is the result of insurance proceeds from a totaled van.

Federal Operating Assistance (40% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Local Operating Assistance (43% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Expenses

Total Information Supports/Specialized Transportation operating expenses are 39% under budget through QR-1.

Wages and Salaries (12% under budget) – Preventative maintenance, buildings and grounds and administration wage expenses are lower than budget estimates.

Fringe Benefits (24% under budget) – Health insurance and unemployment expenses are lower than budgeted for.

Professional Services (57% under budget) - Contract labor and repair and maintenance expenses are lower than budgeted for due to reduced services.

Materials and Supplies (43% under budget) – Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates.

Utilities (16% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (37% under budget) – Lyft Transit Connections, VRT Late Night, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses are lower than budgeted for due to reduced ridership.

Miscellaneous (68% under budget) – The expected fees for the integrated fare payment system project will not be incurred until later in the fiscal year.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (96% under budget) – Capital expenses are 63% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Federal Operating Assistance (21% under budget) – Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (48% over budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Local Operating Assistance (46% under budget) – This category is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Program Administration Support/Planning expenses are 61% under budget through QR-1.

Wages and Salaries (26% under budget) – This category is favorably below budget parameters.

Fringe Benefits (37% under budget) – Miscellaneous earnings, FICA, retirement and health insurance expenses are lower than budget estimates.

Professional Services (49% under budget) – Expenses in this category such as planning projects do not typically align with how the professional services budget is spread equally (monthly) throughout the fiscal year.

Utilities (80% under budget) – Cellular telephone expenses are lower than budgeted for.

Miscellaneous (65% under budget) - Subrecipient reimbursements are lower than budgeted for at this point in the fiscal year.

Capital (63% under budget) - The timing of capital projects throughout the year do not typically align with how the capital budget is spread equally (monthly) throughout the year. VRT continues to receive battery electric bus deliveries and will begin recognizing expenses for other capital expenditures as they occur in the remainder of the fiscal year.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (50% over budget) – Farebox and local pass sales are \$64,839 above budget parameters. Employer program sales are \$26,178 below budget parameters.

Auxiliary (522% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$99,443.

Federal Operating Assistance (62% under budget) – Federal funds are not available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Expenses

Total Boise Fixed-Route operating expenses are 20% under budget through QR-1.

Wages and Salaries (13% under budget) – This category is below budget parameters due to less overtime than anticipated and the postponement of Meridian services.

Fringe Benefits (20% under budget) – This category is below budget parameters due to having less drivers than budgeted for and an anticipated health insurance price increase that did not occur.

Professional Services (12% under budget) – Contract labor and legal expenses are lower than budgeted for.

Materials and Supplies (19% under budget) – Supplies, parts and fuel expenses are lower than budget estimates.

Utilities (35% under budget) – Telecomm and electricity expenses are lower than budgeted for.

Casualty and Liability (50% under budget) – VRT has not received delivery of all of the battery electric buses as anticipated resulting in decreased insurance premiums. The premiums will increase once the buses are received and put into service.

Miscellaneous (20% under budget) – Freight and miscellaneous main street station expenses are lower than budgeted for.

Leases and Rentals (91% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

ADA Paratransit/Demand Response (22)

Revenues

Federal Operating Assistance (28% under budget) – Expenses are 15% under budget resulting in less reimbursement of funds in this category. Additionally, federal funds are not available

resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 15% under budget through QR-1.

Wages and Salaries (28% under budget) - This category is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Professional Services (42% over budget) – Contract labor and job posting advertising expenses are higher than budget estimates.

Materials and Supplies (39% under budget) - This category is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (45% under budget) - This category is favorably below budget parameters due to electricity, natural gas and telecom expenses being lower than budgeted for.

Casualty and Liability (23% over budget) – This category is over budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are under budget.

Miscellaneous (36% under budget) – This category is favorably below budget parameters.

Leases and Rentals (68% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

Canyon County Fixed Route (24)

Revenues

Auxiliary (217% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$4,308.

Local Operating Assistance (115% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon County Fixed-Route operating expenses are 10% under budget through QR-1.

Wages and Salaries (28% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (17% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (85% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (11% over budget) – This category is over budget primarily due to vehicle parts expenses being higher than budgeted for at the end of the first quarter.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (72% over budget) - Farebox revenues are \$194 over budget and access pass sales are \$602 over budget.

Local Operating Assistance (135% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 4% under budget through QR-1.

Wages and Salaries (23% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (19% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

Professional Services (132% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (11% over budget) - This category is over budget primarily due to vehicle parts expenses being higher than budgeted for at the end of the first quarter.

Miscellaneous (98% under budget) - This category is favorably under budget parameters.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (30% under budget) – Universal pass sales are \$3,836 under budget.

Auxiliary (101% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$3,868.

Federal Operating Assistance (24% over budget) – The utilization of a higher amount of CARES Act funds than budgeted for is causing this revenue category to exceed budget.

Local Operating Assistance (119% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon Inter-County operating expenses are 2% under budget through QR-1.

Wages and Salaries (23% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Fringe Benefits (19% under budget) - This category is under budget due to staffing shortage resulting in reduced staff benefit expenses.

Professional Services (100% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (38% over budget) - This category is over budget due to vehicle fuel and parts expenses being higher than budgeted for at the end of the first quarter.

Miscellaneous (22% under budget) – Travel and training expenses are lower than budgeted for.



TOPIC	FY2022 2nd Quarter Operating Cash Balance Report
DATE	August 1, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends acceptance of the FY2022 2nd Quarter Operating Cash Balance Report, previously reviewed and accepted by the Executive Board.

Summary

Attached to this memo is the operating cash balance analysis as of March 31, 2022.

- The Authority's operating cash balance was \$5,626,816 at the end of March. Pending federal funds were \$1,955,355. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- Overall, the total operating cash balance exceeded the total cash balance benchmark by \$2,169,358.

More Information

Attachments:

FY2022 2nd Qtr. Operating Cash Balance Report

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

**Valley Regional Transit
Operating Cash Balance Analysis
March 31, 2022**

VRT Operating

GL Cash Balance at 3/31/22	\$5,626,816
Pending Federal Funds (Note 2)	\$1,955,355

Total Cash Balance	\$5,626,816
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Total Pending Federal Funds (Note 2)	\$1,955,355
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Total Cash Balance Benchmark (Note 1)	\$3,457,459
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Note 1: Average of 2019, 2020 and 2021 at March 31

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



TOPIC	FY2022 2nd Quarter Budget Reports
DATE	August 1, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends acceptance of the FY2022 2nd Quarter Budget Reports previously reviewed and accepted by the Executive Board.

Summary

Attached to this memo are the second quarter budget reports as of March 31, 2022.

More Information

Attachments:

FY2022 2nd Quarter Budget Variance Report

FY2022 2nd Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2022 Second Quarter Budget Reports
October 2021 - March 2022

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 21,874		-100%		\$ 9,381				
402 Purchased Transportation												
403 Auxiliary Revenue	50,000	42,501	-15%	305,398	135,317	-56%						
404 Non-Transportation Revenue		814			1,006			12,404				
405 Federal Assistance - Capital										7,051,273	3,735,708	-47%
406 Federal Assistance - Operating/Administration				436,165	277,625	-36%	1,697,196	1,033,131	-39%	607,836	455,972	-25%
407 Local Assistance - Capital										2,013,657	859,647	-57%
408 Local Assistance - Operating/Administration	727,634	872,495	20%	253,786	181,189	-29%	679,367	457,594	-33%	140,603	133,682	-5%
Total Revenues	\$ 777,634	\$ 915,810	18%	\$ 1,017,223	\$ 595,138	-41%	\$ 2,376,563	\$ 1,512,509	-36%	\$ 9,813,369	\$ 5,185,009	-47%

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 306,573	\$ 382,329	25%	\$ 255,239	\$ 193,635	-24%	\$ 277,171	\$ 271,160	-2%	\$ 235,639	\$ 183,646	-22%
502 Fringe Benefits	198,550	265,281	34%	171,120	111,199	-35%	196,638	165,767	-16%	135,549	88,118	-35%
503 Professional Services	84,303	84,564	0%	411,810	230,108	-44%	170,337	64,225	-62%	372,326	217,328	-42%
504 Materials and Supplies	14,150	4,976	-65%	24,125	26,081	8%	79,549	39,431	-50%			
505 Utilities	57,293	72,843	27%	6,779	3,750	-45%	4,870	4,083	-16%	800	112	-86%
506 Casualty and Liability	10,430	9,618	-8%	1,750	1,607	-8%	41,500	38,112	-8%			
508 Purchased Transportation							1,212,442	772,847	-36%			
509 Miscellaneous	92,157	93,809	2%	127,899	11,357	-91%	394,055	156,098	-60%	300,743	100,450	-67%
511 Interest	200	244	22%									
512 Leases and Rentals	13,977	2,146	-85%	18,500	17,400	-6%		787				
514 Capital (Note 2)										8,768,311	4,595,355	-48%
Total Expenses	\$ 777,634	\$ 915,810	18%	\$ 1,017,223	\$ 595,138	-41%	\$ 2,376,563	\$ 1,512,509	-36%	\$ 9,813,369	\$ 5,185,009	-47%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 156,314	\$ 256,415	64%	\$ 34,184	\$ 38,858	14%
402 Purchased Transportation						
403 Auxiliary Revenue	38,071	231,568	508%			
404 Non-Transportation Revenue		28,597			5	
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	1,647,091	584,632	-65%	552,460	774,504	40%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	2,809,283	2,809,338	0%	717,357	379,193	-47%
Total Revenues	\$ 4,650,759	\$ 3,910,549	-16%	\$ 1,304,001	\$ 1,192,560	-9%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 1,819,475	\$ 1,689,167	-7%	\$ 540,100	\$ 435,734	-19%
502 Fringe Benefits	1,462,814	1,225,595	-16%	475,041	471,589	-1%
503 Professional Services	286,773	207,366	-28%	58,435	77,114	32%
504 Materials and Supplies	389,500	343,412	-12%	105,250	66,607	-37%
505 Utilities	63,297	54,442	-14%	16,900	10,822	-36%
506 Casualty and Liability	495,734	265,132	-47%	83,601	109,955	32%
508 Purchased Transportation						
509 Miscellaneous	87,255	78,532	-10%	4,625	3,322	-28%
511 Interest		42,815			11,095	
512 Leases and Rentals	45,912	4,087	-91%	20,050	6,322	-68%
514 Capital (Note 2)						
Total Expenses	\$ 4,650,759	\$ 3,910,549	-16%	\$ 1,304,001	\$ 1,192,560	-9%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 27,602	\$ 33,226	20%	\$ 2,205	\$ 4,242	92%	\$ 11,389	\$ 8,477	-26%
402 Purchased Transportation									
403 Auxiliary Revenue	3,976	12,321	210%				7,654	15,059	97%
404 Non-Transportation Revenue		867							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	410,931	459,973	12%	43,573	45,458	4%	543,243	684,511	26%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	83,549	(6,782)	-108%	4,668	(821)	-118%	121,182	(18,967)	-116%
Total Revenues	\$ 526,058	\$ 499,604	-5%	\$ 50,445	\$ 48,879	-3%	\$ 683,467	\$ 689,080	1%
Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 247,340	\$ 196,336	-21%	\$ 22,542	\$ 19,155	-15%	\$ 309,477	\$ 263,378	-15%
502 Fringe Benefits	120,741	115,958	-4%	11,793	11,068	-6%	160,159	150,650	-6%
503 Professional Services	40,372	58,752	46%	3,649	5,470	50%	51,681	75,556	46%
504 Materials and Supplies	68,874	70,032	2%	7,746	8,280	7%	97,383	132,037	36%
505 Utilities	9,844	11,859	20%	964	1,176	22%	13,206	16,172	22%
506 Casualty and Liability	32,090	34,169	6%	3,131	3,334	6%	43,048	45,836	6%
508 Purchased Transportation									
509 Miscellaneous	5,136	10,885	112%	457	239	-48%	6,286	3,285	-48%
511 Interest									
512 Leases and Rentals	1,661	1,613	-3%	162	157	-3%	2,228	2,164	-3%
514 Capital (Note 2)									
Total Expenses	\$ 526,058	\$ 499,604	-5%	\$ 50,445	\$ 48,879	-3%	\$ 683,467	\$ 689,080	1%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	70,000	24,310
Capital - Facilities - Fuel Facilities	2,450,197	2,664
Capital - Facility - Facilities/Bldgs/Grounds	1,325,900	238,111
Capital - Non-Revenue Vehicles	124,142	47,730
Capital - Other	1,250,000	
Capital - Revenue Vehicles	9,768,941	4,120,956
Capital - Revenue Vehicles - Sub-Recipient	278,148	43,281
Capital Equipment - Communications	350,000	
Capital Equipment - Farebox		1,121
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	539,753	66,701
Capital Information Technology - Software	483,840	630
Capital Projects - Sub-Recipient		
Capital -Shop Equipment	38,000	
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	857,701	49,850
Total Capital Expenses	\$ 17,536,623	\$ 4,595,355

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds		\$ 9,381	
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 12,404	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 1,223,914	\$ 767,927	-37%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 623,116	\$ 431,633	-31%
Total Revenues	\$ 1,847,030	\$ 1,221,344	-34%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	185,321	175,251	-5%
502 Fringe Benefits	149,586	130,132	-13%
503 Professional Services	166,587	64,225	-61%
504 Materials and Supplies	70,549	34,849	-51%
505 Utilities	4,270	3,708	-13%
506 Casualty and Liability	41,500	38,112	-8%
508 Purchased Transportation	1,212,442	772,847	-36%
509 Miscellaneous	16,775	2,219	-87%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
Total Expenses	\$ 1,847,030	\$ 1,221,344	-34%

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

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

VALLEY REGIONAL TRANSIT
FY 2022 BUDGET REPORT COMMENTS
October 2021 - March 2022

Item V. F.

At the end of March, Fiscal Year 2022 was fifty percent (50%) complete. The following is a review of the budgetary status of each division as of March 31, 2022. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (15% under budget) - The amount of revenue recognized for this category in Division 10 equals the salary expenses of the Programs Director position. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Local Operating Assistance (20% over budget) - Expenses are higher than budget estimates requiring recognition of more local funds than budgeted for.

Expenses

Total Regional Overhead operating expenses are 18% over budget through QR-2.

Wages and Salaries (25% over budget) - Salary expenses in the finance and executive director departments are higher than budgeted for. Turnover in the finance department required hiring new staff to fill vacant positions. To be competitive in the current market, starting wages had to be increased beyond what was budgeted for. Additionally, a community engagement staff member was hired in the executive director's department.

Fringe Benefits (34% over budget) - Health insurance expenses are higher than budget estimates.

Materials and Supplies (65% under budget) - This category is under budget due to department and office supply expenses being lower than budgeted for.

Utilities (27% over budget) - Telecommunication expenses are higher than budget estimates.

Leases and Rentals (85% under budget) - Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate for this accounting standard change.

Programs and Supports (12)

Revenues

Directly Generated (100% under budget) - Boise Greenbike is not currently operating and is therefore not collecting revenue.

Auxiliary Revenues (56% under budget) - City Go revenue was \$21,779. Advertising revenue recognized to offset expenses was \$70,438 and advertising installation reimbursement revenue which offsets installation expenses was \$43,100. Any surplus auxiliary revenue is recognized in the Ada and Canyon County systems.

Federal Operating Assistance (36% under budget) - Mobility Management and City Go expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (29% under budget) – Boise Greenbike and Safe Routes to School expenses are lower than budgeted for resulting in the need to recognize less revenue in this category.

Expenses

Total Program and Supports operating expenses are 41% under budget through QR-2.

Wages and Salaries (24% under budget) - Boise Greenbike, Fleet Media, Mobility Management and Safe Routes to School expenses are lower than budget estimates.

Fringe Benefits (35% under budget) – Health insurance expenses are lower than budget estimates.

Professional Services (44% under budget) - This category is below budget parameters.

Utilities (45% under budget) – Cellular telephone and electricity expenses are lower than budgeted for.

Miscellaneous (91% under budget) – Travel, training and other expenses are below budget parameters.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated – This revenue is the result of volunteer ridership and Scrip Taxi sales.

Non-Transportation Revenue – This revenue is the result of insurance proceeds from a totaled van.

Federal Operating Assistance (39% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Local Operating Assistance (33% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses than budgeted for.

Expenses

Total Information Supports/Specialized Transportation operating expenses are 36% under budget through QR-2.

Fringe Benefits (16% under budget) – Health insurance is under budget due to one FTE not yet being hired in this quarter. Unemployment expenses are lower than budgeted for.

Professional Services (62% under budget) - Contract labor and repair and maintenance expenses are lower than budgeted for due to reduced services.

Materials and Supplies (50% under budget) – Fuel, department supplies, minor equipment and parts expenses are lower than budget estimates due to reduced services.

Utilities (16% under budget) – Cellular telephone expenses are lower than budgeted for.

Purchased Transportation (36% under budget) – Lyft Transit Connections, VRT Late Night, Volunteer Driver and Scrip Taxi expenses are lower than budgeted for due to reduced ridership.

Miscellaneous (60% under budget) – The expected fees for the integrated fare payment system project will not be incurred until later in the fiscal year.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (47% under budget) – Capital expenses are under budget resulting in less reimbursement of funds in this category.

Federal Operating Assistance (25% under budget) – Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (57% under budget) – Capital expenses are under budget resulting in less reimbursement of funds in this category.

Expenses

Total Program Administration Support/Planning expenses are 47% under budget through QR-2.

Wages and Salaries (22% under budget) – This category is below budget parameters. A budgeted FTE in this division has remained vacant to offset the community engagement staff member that was hired in the executive director's department

Fringe Benefits (35% under budget) – Miscellaneous earnings, FICA, retirement, and health insurance expenses are lower than budget estimates. A budgeted FTE in this division has remained vacant to offset the community engagement staff member that was hired in the executive director's department

Professional Services (42% under budget) – Expenses in this category such as planning projects do not typically align with how the professional services budget is spread equally (monthly) throughout the fiscal year.

Utilities (86% under budget) – Cellular telephone expenses are \$688 lower than budgeted for.

Miscellaneous (67% under budget) - Subrecipient reimbursements are lower than budgeted for at this point in the fiscal year.

Capital (48% under budget) - The timing of capital projects throughout the year does not typically align with how the capital budget is spread equally (monthly) throughout the year. While VRT has received the 12 battery electric buses ordered, VRT is withholding payments on five of the buses until Proterra corrects charging issues. VRT will begin recognizing expenses for other capital expenditures as they occur over the remainder of the fiscal year.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (64% over budget) – Farebox and local pass sales are \$131,223 above budget parameters. Employer program and ridership contract sales are \$31,195 under budget parameters.

Auxiliary (508% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$193,497.

Federal Operating Assistance (65% under budget) – Federal funds are not available resulting in the recognition of local funds to balance to total expenses. This condition will reverse as 2022 grants are executed at the end of the third quarter.

Expenses

Total Boise Fixed-Route operating expenses are 16% under budget through QR-2.

Wages and Salaries (7% under budget) – This category is below budget parameters due to less overtime than anticipated and the postponement of Meridian services.

Fringe Benefits (16% under budget) – This category is below budget parameters due to having less drivers than budgeted for and an anticipated health insurance price increase that did not occur.

Professional Services (28% under budget) – Contract labor and legal expenses are lower than budgeted for.

Materials and Supplies (12% under budget) – Supplies, parts and fuel expenses are lower than budget estimates.

Utilities (14% under budget) – Telecomm expenses are lower than budgeted for.

Casualty and Liability (47% under budget) – Not all the battery electric buses were insured at the end of March. The premiums will increase once all buses are insured.

Miscellaneous (10% under budget) – Freight and travel/training expenses are lower than budgeted for.

Leases and Rentals (91% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (14% over budget) – Access pass sales are \$4,673 above budget parameters.

Federal Operating Assistance (40% over budget) – This line item is above budget parameters. This is due to utilizing Federal CARES Act funding.

Local Operating Assistance (47% under budget) – This line item is below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total ADA Paratransit/Demand Response operating expenses are 9% under budget through QR-2.

Wages and Salaries (19% under budget) - This category is below budget parameters primarily due to reduced ACCESS services and less overtime.

Professional Services (32% over budget) – Contract labor and job posting advertising expenses are higher than budget estimates.

Materials and Supplies (37% under budget) - This category is below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (36% under budget) - This category is below budget parameters due to natural gas and telecom expenses being lower than budgeted for.

Casualty and Liability (32% over budget) – This category is over budget due to how Ada County insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are under budget.

Miscellaneous (28% under budget) – This category is below budget parameters.

Leases and Rentals (68% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently. The expense is now recognized as interest with a portion offsetting the debt liability. Future fiscal year budgets will be adjusted to accommodate this accounting standard change.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (20% over budget) – Farebox and local pass sales are \$19,116 above budget parameters. Employer and ridership program sales are \$13,492 under budget.

Auxiliary (210% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$8,345.

Federal Operating Assistance (12% over budget) – This line item is above budget parameters. This is due to utilizing Federal CARES Act funding.

Local Operating Assistance (108% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon County Fixed-Route operating expenses are 5% under budget through QR-2.

Wages and Salaries (21% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Professional Services (46% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Utilities (20% over budget) – This category is over budget primarily due to electricity and natural gas expenses being higher than budgeted for at the end of the second quarter.

Miscellaneous (112% over budget) – This category is over budget due to an engine rebuild. All expenses for the rebuild were recorded in this category.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (92% over budget) - Access pass sales are \$2,205 over budget.

Local Operating Assistance (118% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 3% under budget through QR-2.

Wages and Salaries (15% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Professional Services (50% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Utilities (22% over budget) - This category is over budget primarily due to electricity and natural gas expenses being higher than budgeted for at the end of the second quarter.

Miscellaneous (48% under budget) - This category is under budget parameters.

Canyon Inter-County (31)**Revenues**

Directly Generated Funds (26% under budget) – Universal pass sales are \$7,656 under budget.

Auxiliary (97% over budget) – Surplus advertising revenue allocated to this division exceeded budget by \$7,405.

Federal Operating Assistance (26% over budget) – The utilization of a higher amount of CARES Act funds than budgeted for is causing this revenue category to exceed budget.

Local Operating Assistance (116% under budget) – The negative balance in this revenue category is due to accounting entries made to bring revenue and expenses into balance. This will correct itself at the end of the fiscal year when unrestricted funds are recognized.

Expenses

Total Canyon Inter-County operating expenses are 1% under budget through QR-2.

Wages and Salaries (15% under budget) - This category is under budget due to staffing shortages resulting in reduced payroll expenses.

Professional Services (46% over budget) – Staffing shortages have required the use of temporary contract drivers causing this category to be over budget. This overage is offset by wages and fringe benefits being under budget.

Materials and Supplies (36% over budget) - This category is over budget due to vehicle fuel and parts expenses being higher than budgeted for at the end of the second quarter.

Utilities (22% over budget) - This category is over budget primarily due to electricity and natural gas expenses being higher than budgeted for at the end of the second quarter.

Miscellaneous (48% under budget) – Travel and training expenses are lower than budgeted

Item V. F.

TOPIC	FY22 Performance Report - Quarter 1
DATE	July 13, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors consider accepting the Executive Board's recommendation from May 2, 2022 and approve the performance report for the first quarter of fiscal year 2022.

Summary

Valley Regional Transit continues to improve transparency and decision making by publishing data through quarterly performance dashboards. The design of these reports will provide high-level analytics for all providers of public transportation in Ada and Canyon counties.

Fixed-route ridership shows an increase of 6% in the first quarter. Detailed ridership data show a 3% decrease in ridership in Ada County. Boise State shows an increase of 232% in ridership. Intercounty service had a slight ridership increase of 5%. Intercounty growth is expected to see the least amount of growth, due to the changing trends that employees are experiencing following the pandemic, with the ability to work remotely.

Demand response ridership shows an increase of 27% in the first quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 25%. Canyon County ACCESS ridership increased 9%. Canyon County On-Demand ridership increased 30%.

Specialized Transportation ridership shows an increase of 23% in the first quarter. Most services continue to report increased ridership. Below is the breakdown for each service:

- Metro Community Services had a 12% increase in ridership
- Shared Vehicle ridership, which only includes Interfaith Sanctuary at this time, had a 94% decrease in ridership
- Supportive Housing and Innovative Partnerships had a 1% increase in ridership
- Kuna Senior Center had a 43% increase in ridership
- Village Van had a 32% drop in ridership
- Volunteer Driver had an 33% decrease in ridership
- Meridian Senior Center had an 224% increase in ridership
- Eagle Senior Center had a 65% increase in ridership
- Star Senior Center had a 44% increase in ridership
- Harvest Transit had a 71% increase in ridership
- Parma Senior Center had a 77% drop in ridership
- Ada County Rides2Wellness had a 34% decrease in ridership, due to lack of service providers
- Canyon County Rides2Wellness and Meridian's Veteran's Shuttle had no ridership in the first quarter of either year

ACHD Commuteride had a 4% increase in ridership. ACHD Commuteride operated 79 vanpools by the end of the first quarter.

VRT First Mile, Last Mile services had a 7% decrease in ridership. Lyft Transit Connections had a 12% decrease in ridership. VRT Late Night had a 76% increase in ridership.

Implication (policy and/or financial)

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

More Information

Attachments:

FY22 Performance Report, First Quarter

FY22 First Quarter Ridership Report

FY22 Year to Date Ridership Report

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

VRT PERFORMANCE - 1ST QUARTER, FY22 SUMMARY DASHBOARD

Item V. G.

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2022	2021	% Change	RIDES		2022	2021	% Change
	FR	242,012	228,083	▲ 6.1		FR	242,012	228,083	▲ 6.1
	DR	15,537	12,235	▲ 27.0		DR	15,537	12,235	▲ 27.0
	ST	13,994	15,006	▼ -6.7		ST	13,994	15,006	▼ -6.7
	VP	664	714	▼ -7.0		VP	664	714	▼ -7.0
	FMLM	25,099	24,134	▲ 4.0		FMLM	25,099	24,134	▲ 4.0
	BS	-		#DIV/0!		BS	-	-	#DIV/0!
	Total	297,306	280,172	▲ 6.1		Total	297,306	280,172	▲ 6.1
HOURS	FR	24,495	21,858	▲ 12.1	HOURS	FR	24,495	21,858	▲ 12.1
	DR	4,320	4,957	▼ -12.9		DR	4,320	4,957	▼ -12.9
	ST	5,952	6,426	▼ -7.4		ST	5,952	6,426	▼ -7.4
	VP	95	89	▲ 6.8		VP	95	89	▲ 6.8
	FMLM	6,376	6,921	▼ -7.9		FMLM	6,376	6,921	▼ -7.9
	BS	-		#DIV/0!		BS	-	-	#DIV/0!
	Total	41,238	40,251	▲ 2.5		Total	41,238	40,251	▲ 2.5
RIDES PER HOUR	FR	9.88	10.43	▼ -5.3	RIDES PER HOUR	FR	9.88	10.43	▼ -5.3
	DR	3.60	2.47	▲ 45.7		DR	3.60	2.47	▲ 45.7
	ST	2.35	2.34	▲ 0.7		ST	2.35	2.34	▲ 0.7
	VP	6.98	8.02	▼ -12.9		VP	6.98	8.02	▼ -12.9
	FMLM	3.94	3.49	▲ 12.9		FMLM	3.94	3.49	▲ 12.9
	BS	#DIV/0!	#DIV/0!	#DIV/0!		BS	#DIV/0!	#DIV/0!	#DIV/0!
	Total	7.21	6.96	▲ 3.6		Total	7.21	6.96	▲ 3.6
ON-TIME PERFORMANCE	FR	89%	78%	▼ -11.4	ON-TIME PERFORMANCE	FR	84%	71%	▼ -12.5
	DR	85%	83%	▼ -2.1		DR	82%	83%	▲ 1.1
	ST	86%	76%	▼ -9.8		ST	85%	79%	▼ -6.3
	Total	86%	79%	▼ -7.8		Total	83%	77%	▼ -5.9
FR - FIXED ROUTE		DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION		VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE		
Ada County Boise State - Bronco Shuttle Canyon County Intercounty		Ada County Canyon County	Metro Shared Vehicle SHIP Kuna Senior Center Village Van Volunteer Driver Meridian Senior Center Eagle Senior Center Star Senior Center Harvest Parma Senior Center Rides 2 Wellness		ACHD CommuteRide	Boise GreenBike	Lyft Transit Connections VRT Late Night		

VRT PERFORMANCE - 1ST QUARTER, FY22

Item V. G.

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY21	FY20	% Change
Ada County*	204,153	209,893	▼ -2.7
Boise State - Bronce Shuttle	27,385	8,251	▲ 231.9
Canyon County*	-	-	#DIV/0!
Intercounty*	10,474	9,939	▲ 5.4
FR SUB TOTAL	242,012	228,083	▲ 6.1
ST - SPECIALIZED TRANSPORTATION			
	FY21	FY20	% Change
Metro**	1,051	2,659	▼ -60.5
Shared Vehicle	7	118	▼ -94.1
SHIP**	2,285	3,413	▼ -33.1
Kuna Senior Center	642	449	▲ 42.98
Village Van	1,582	1,467	▲ 7.84
Volunteer Driver	390	580	▼ -32.8
Meridian Senior Center	809	250	▲ 223.60
Eagle Senior Center**	3,216	1,954	▲ 64.59
Star Senior Center	264	183	▲ 44.26
Harvest**	1,918	1,950	▼ -1.6
Parma Senior Center	679	249	▲ 172.69
Rides 2 Wellness	1,151	1,734	▼ -33.6
ST SUB TOTAL	13,994	15,006	▼ -6.7
QUARTERLY RIDERSHIP GRAND TOTAL			
	FY21	FY20	% Change
	303,304	284,910	▲ 6.46

DR - DEMAND RESPONSE			
	FY21	FY20	% Change
Ada County**	6,644	5,324	▲ 24.8
Canyon County**	6,644	5,324	▲ 24.8
VIA Canyon County	8,247	6,325	▲ 30.4
DR SUB TOTAL	21,535	16,973	▲ 26.9
VP - VANPOOL			
	FY21	FY20	% Change
ACHD CommuteRide	25,099	24,134	▲ 4.00
BS - BIKESHARE			
	FY21	FY20	% Change
Boise GreenBike			#DIV/0!
FMLM - FIRST MILE/LAST MILE			
	FY21	FY20	% Change
Lyft Transit Connections	599	677	▼ -11.5
VRT Late Night	65	37	▲ 75.68
FMLM SUB TOTAL	664	714	▼ -7.0

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

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

VRT PERFORMANCE - 1ST QUARTER, FY22

Item V. G.

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY21	FY20	% Change
Ada County*	204,153	209,893	▼ -2.7
Boise State - Bronze Shuttle	27,385	8,251	▲ 231.9
Canyon County*	-	-	#DIV/0!
Intercounty*	10,474	9,939	▲ 5.4
FR SUB TOTALS	242,012	228,083	▲ 6.1
ST - SPECIALIZED TRANSPORTATION			
	FY21	FY20	% Change
Metro**	1,051	2,659	▼ -60.5
Shared Vehicle	7	118	▼ -94.1
SHIP**	2,285	3,413	▼ -33.1
Kuna Senior Center	642	449	▲ 43.0
Village Van	1,582	1,467	▲ 7.8
Volunteer Driver	390	580	▼ -32.8
Meridian Senior Center	809	250	▲ 223.6
Eagle Senior Center**	3,216	1,954	▲ 64.6
Star Senior Center	264	183	▲ 44.3
Harvest**	1,918	1,950	▼ -1.6
Parma Senior Center	679	249	▲ 172.7
Rides 2 Wellness	1,151	1,734	▼ -33.6
ST SUB TOTALS	13,994	15,006	▼ -6.7
YEAR TO DATE RIDERSHIP GRAND TOTAL			
	FY21	FY20	% Change
	289,059	273,847	▲ 5.6

DR - DEMAND RESPONSE			
	FY21	FY20	% Change
Ada County**	6,644	5,324	▲ 24.8
Canyon County**	646	586	▲ 10.2
VIA Canyon County	8,247	6,325	▲ 30.4
DR SUB TOTALS	7,290	5,910	▲ 23.4

VP - VANPOOL			
	FY21	FY20	% Change
ACHD CommuteRide	25,099	24,134	▲ 4.00
BS - BIKESHARE			
	FY21	FY20	% Change
Boise GreenBike			#DIV/0!
FMLM - FIRST MILE/LAST MILE			
	FY21	FY20	% Change
Lyft Transit Connections	599	677	▼ -11.5
VRT Late Night	65	37	▲ 75.68
FMLM SUB TOTAL	664	714	▼ -7.0

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

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

TOPIC	FY22 Performance Report - Quarter 2
DATE	July 13, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors consider the Executive Board's recommendation from July 11, 2022 and approve the performance report for the second quarter of fiscal year 2022.

Summary

Valley Regional Transit continues to improve transparency and decision making by publishing data through quarterly performance dashboards. The design of these reports will provide high-level analytics for all providers of public transportation in Ada and Canyon counties.

Fixed-route ridership shows an increase of 19% in the second quarter. Detailed ridership data show a 11% increase in ridership in Ada County. Boise State shows an increase of 127% in ridership. Intercounty service had a 2% increase in ridership. Intercounty growth is expected to see the least amount of growth, due to the changing trends that employees are experiencing following the pandemic, with the ability to work remotely, regardless of the changes in fuel prices.

Demand response ridership shows an increase of 22% in the second quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 40%. Canyon County ACCESS ridership increased 34%. Canyon County On-Demand ridership increased 8%.

Specialized Transportation ridership shows an increase of 17% in the second quarter. Most services continue to report increased ridership. Below is the breakdown for each service:

- Metro Community Services had an 18% increase in ridership
- Shared Vehicle ridership, which only includes Interfaith Sanctuary at this time, had a 54% decrease in ridership
- Supportive Housing and Innovative Partnerships had a 12% decrease in ridership
- Kuna Senior Center had a 170% increase in ridership
- Village Van had an 81% increase in ridership
- Volunteer Driver had an 29% decrease in ridership
- Meridian Senior Center had an 132% increase in ridership
- Eagle Senior Center had a 46% increase in ridership
- Star Senior Center had a 17% increase in ridership
- Harvest Transit had a 88% decrease in ridership
- Parma Senior Center had a 25% increase in ridership
- Ada County Rides2Wellness had a 3% increase in ridership

ACHD Commuteride had a 14% increase in ridership. ACHD Commuteride was operating 81 vanpools at the end of the second quarter.

VRT First Mile, Last Mile services had a 7% decrease in ridership. Lyft Transit Connections had a 13% decrease in ridership. VRT Late Night had an 84% increase in ridership.

Implication (policy and/or financial)

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

More Information

Attachments:

FY22 Performance Report, Second Quarter

FY22 Second Quarter Ridership Report

FY22 Year to Date Ridership Report, Second Quarter

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

VRT PERFORMANCE - 2ND QUARTER, FY22
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2022	2021	% Change	RIDES		2022	2021	% Change
	FR	253,884	214,333	▲ 18.5		FR	495,896	442,718	▲ 12.0
	DR	15,732	12,894	▲ 22.0		DR	31,261	25,129	▲ 24.4
	ST	18,072	15,382	▲ 17.5		ST	35,174	30,388	▲ 15.7
	VP	32,603	28,514	▲ 14.3		VP	57,702	52,648	▲ 9.6
	FMLM	694	742	▼ -6.5		FMLM	1,358	1,456	▼ -6.7
	BS	-	-			BS	-	-	
	Total	320,985	271,865	▲ 18.1		Total	621,391	552,339	▲ 12.5
HOURS	FR	23,828	23,043	▲ 3.4	HOURS	FR	48,611	45,686	▲ 6.4
	DR	6,027	4,964	▲ 21.4		DR	11,876	10,984	▲ 8.1
	ST	6,237	5,399	▲ 15.5		ST	12,639	11,156	▲ 13.3
	VP	7,443	7,943	▼ -6.3		VP	13,819	14,364	▼ -3.8
	FMLM	94	91	▲ 3.8		FMLM	190	183	▲ 3.3
	BS	-	-			BS	-	-	
	Total	43,629	41,440	▲ 5.3		Total	87,135	82,373	▲ 5.8
RIDES PER HOUR	FR	10.65	9.30	▲ 14.5	RIDES PER HOUR	FR	10.20	9.69	▲ 5.3
	DR	2.61	2.60	■ 0.5		DR	2.63	2.29	▲ 15.1
	ST	2.90	2.85	▲ 1.7		ST	2.78	2.72	▲ 2.2
	VP	4.38	3.59	▲ 22.0		VP	4.18	3.67	▲ 13.9
	FMLM	7.35	8.15	▼ -9.9		FMLM	7.17	7.94	▼ -9.7
	BS	-	-			BS	-	-	
	Total	7.36	6.56	▲ 12.1		Total	7.13	6.71	▲ 6.4
ON-TIME PERFORMANCE	FR	84%	89%	▼ -5.0	ON-TIME PERFORMANCE	FR		84%	▼ -83.5
	DR	90%	85%	▲ 5.3		DR	90%	82%	▲ 8.4
	ST	84%	86%	▼ -1.5		ST	84%	85%	▼ -1.0
	Total	86%	86%	▼ -0.4		Total	87%	83%	▲ 3.6
		FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION			VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE

VRT PERFORMANCE - 2ND QUARTER, FY22

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	413,242	398,973	▲ 3.6
Boise State - Bronce Shuttle	61,930	23,442	▲ 164.2
Canyon County*	-	302	▼ -100.0
Intercounty*	20,723	20,002	▲ 3.6
FR SUB TOTALS	495,896	442,718	▲ 12.0
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro**	6,211	5,416	▲ 14.7
Shared Vehicle	79	275	▼ -71.3
SHIP**	6,792	7,243	▼ -6.2
Kuna Senior Center	1,582	797	▲ 98.5
Village Van	3,722	2,647	▲ 40.6
Volunteer Driver	755	1,092	▼ -30.9
Meridian Senior Center	1,487	542	▲ 174.4
Eagle Senior Center**	6,138	3,962	▲ 54.9
Star Senior Center	560	436	▲ 28.4
Harvest**	3,972	4,192	▼ -5.2
Parma Senior Center	1,290	738	▲ 74.8
Ada County Rides 2 Wellness	2,515	3,048	▼ -17.5
Canyon County Rides 2 Wellness	33	-	▲ -
Meridian Veteran's Shuttle	38	-	
ST SUB TOTALS	35,174	30,388	▲ 15.7

YEAR TO DATE RIDERSHIP	FY22	FY21	% Change
GRAND TOTAL	621,391	552,339	▲ 12.5

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

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County**	13,945	10,534	▲ 32.4
Canyon County**	1,305	1,084	▲ 20.4
VIA Canyon County	16,011	13,511	▲ 18.5
DR SUB TOTALS	31,261	25,129	▲ 24.4

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	57,702	52,648	▲ 9.60

BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	#DIV/0!

FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	1,203	1,370	▼ -12.2
VRT Late Night	155	86	▲ 80.23
FMLM SUB TOTAL	1,358	1,456	▼ -6.7

VRT PERFORMANCE - 2ND QUARTER, FY22

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY22	FY21	% Change
Ada County*	209,089	189,080	▲ 10.6
Boise State - Bronce Shuttle	34,545	15,191	▲ 127.4
Canyon County*	-	-	■ 0.0
Intercounty*	10,249	10,063	▲ 1.9
FR SUB TOTAL	253,884	214,333	▲ 18.5
ST - SPECIALIZED TRANSPORTATION			
	FY22	FY21	% Change
Metro Community Services**	3,241	2,757	▲ 17.56
Shared Vehicle	72	157	▼ -54.1
Supportive Housing and Innovative Partnerships**	3,342	3,830	▼ -12.7
Kuna Senior Center	940	348	▲ 170.11
Village Van	2,140	1,180	▲ 81.36
Volunteer Driver	365	512	▼ -28.7
Meridian Senior Center	678	292	▲ 132.19
Eagle Senior Center**	2,922	2,008	▲ 45.52
Star Senior Center	296	253	▲ 17.00
Harvest Transit**	2,054	2,242	▼ -8.4
Parma Senior Center	611	489	▲ 24.95
Ada County Rides 2 Wellness	1,364	1,314	▲ 3.81
Canyon County Rides 2 Wellness	33	-	
Meridian Veteran's Shuttle	14	-	
ST SUB TOTAL	18,072	15,382	▲ 17.49

QUARTERLY RIDERSHIP GRAND TOTAL	FY22	FY21	% Change
	320,985	271,865	▲ 18.07

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

DR - DEMAND RESPONSE			
	FY22	FY21	% Change
Ada County ACCESS**	7,301	5,210	▲ 40.1
Canyon County ACCESS**	667	498	▲ 33.9
Canyon County On-Demand**	7,764	7,186	▲ 8.0
DR SUB TOTAL	15,732	12,894	▲ 22.0

VP - VANPOOL			
	FY22	FY21	% Change
ACHD CommuteRide	32,603	28,514	▲ 14.34

BS - BIKESHARE			
	FY22	FY21	% Change
Boise GreenBike	-	-	▲ -

FMLM - FIRST MILE/LAST MILE			
	FY22	FY21	% Change
Lyft Transit Connections	604	693	▼ -12.8
VRT Late Night	90	49	▲ 83.67
FMLM SUB TOTAL	694	742	▼ -6.5

Payment Register 3/16/2022 - 4/15/2022

Vendor Name	Pymt Date	Check Number	Amount	Invoice Description
Access Idaho-26682	4/11/2022	00056612	\$72.00	DL Searchs
AdaRide.Com, LLC	4/11/2022	ACH	\$2,105.00	Paratransit
Adobe, Inc.	4/11/2022	ACH	\$9,045.60	Acrobat Pro DC, Illustrator, C
Adobe, Inc.	4/11/2022	ACH	\$1,919.76	Acrobat Pro, Illustrator, Crea
Agnew Beck Consulting, Inc.	3/21/2022	ACH	\$1,297.50	Project Management fee's
Agnew Beck Consulting, Inc.	4/11/2022	ACH	\$1,932.50	Consulting fee's City Go
Alignment Specialists NW LLC	3/21/2022	ACH	\$200.00	Alignment N2512
Alignment Specialists NW LLC	3/21/2022	ACH	\$200.00	Alignment - N2513
Alignment Specialists NW LLC	3/21/2022	ACH	\$200.00	Alignment N331
Alignment Specialists NW LLC	4/11/2022	ACH	\$200.00	Alignment - N336
All-City Transport	4/11/2022	ACH	\$79.12	Transport Services
Allied Business Solutions Inc	3/21/2022	ACH	\$281.12	Office Copier March
Allied Business Solutions Inc	4/11/2022	00056613	\$2,105.67	Printer Lease
Alternative Hose	3/21/2022	00056593	\$8.10	clamps
Alternative Hose	3/21/2022	00056593	\$221.03	Hose assy part
Anthony, Elizabeth	4/11/2022	ACH	\$193.05	Volunteer Driver
ATS Inland NW	4/11/2022	ACH	\$390.00	Alarm repair/maintenance
ATS Inland NW	4/11/2022	ACH	\$975.00	Alarm repair/maintenance
Automotive & Industrial Distributors	3/21/2022	ACH	\$1,361.10	Oil
Automotive Service Equip	3/21/2022	ACH	\$325.00	2022 Annual Lift Inspection
Automotive Service Equip	3/21/2022	ACH	\$65.00	Rotary Lift Annual Inspection
Automotive Service Equip	3/21/2022	ACH	\$318.10	2022 Annual Lift Inspection
A-Z Bus Sales, Inc	3/21/2022	ACH	\$11.07	WC Door Cable
A-Z Bus Sales, Inc	3/21/2022	ACH	\$381.34	Spill Kits
A-Z Bus Sales, Inc	3/21/2022	ACH	\$159.03	Hubodometer
A-Z Bus Sales, Inc	4/11/2022	ACH	\$95.70	Map Light LED N337
A-Z Bus Sales, Inc	4/11/2022	ACH	\$93.49	Mode Switch, Motor Resistor
A-Z Bus Sales, Inc	4/11/2022	ACH	\$121.20	Mirror N2511
A-Z Bus Sales, Inc	4/11/2022	ACH	\$37.93	Roof Hatch - Stock
A-Z Bus Sales, Inc	4/11/2022	ACH	\$195.20	WC Lift Restraint Belt
BAILEY, PAUL	4/11/2022	ACH	\$106.60	Shoe Reimbursement
Barber, Richard P	4/11/2022	ACH	\$108.81	Volunteer Driver
BETTENCOURT, GEORGENIA	4/11/2022	ACH	\$217.02	Reimb Mar Cell/Lowe's/Oreilly/
Block & Head Shop, Inc	4/11/2022	ACH	\$481.08	Vehicle
Boise Air Terminal	4/11/2022	ACH	\$8,710.06	Rent
Boise Air Terminal	4/11/2022	ACH	\$8,710.06	Rent
Boise City Utility Billing	3/21/2022	00056594	\$436.75	Utilities
Boise City Utility Billing	4/11/2022	00056614	\$422.95	Utility
Boise Municipal Health Care Trust	4/11/2022	ACH	\$55,065.90	Medical/Dental Premiums
Boise Peterbilt	3/21/2022	ACH	\$270.96	Inventory Parts
Boise Peterbilt	3/21/2022	ACH	\$53.75	Inventory Parts
Boise Peterbilt	4/11/2022	ACH	\$551.28	Inventory Parts
Boise State University	3/21/2022	ACH	\$3,598.52	Connected County County
BORGESON, ERIK	4/11/2022	ACH	\$225.00	Uniform reimbursement
Brandt, Loreli	4/11/2022	ACH	\$592.61	Volunteer Driver
Brink's Incorporated	3/21/2022	ACH	\$389.12	Armored Car services
Business Interiors Of Idaho	3/21/2022	00056595	\$2,988.63	OFFICE FURNITURE
Business Interiors Of Idaho	3/21/2022	00056595	\$1,528.02	OFFICE FURNITURE
Caldwell Chamber of Commerce	3/21/2022	00056596	\$200.00	Membership Renewal
Career Uniforms Partners	3/21/2022	ACH	\$183.70	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$119.25	J. Alexander Uniform
Career Uniforms Partners	3/21/2022	ACH	\$221.10	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$183.70	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$423.15	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$163.35	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$71.90	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$288.30	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$15.90	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$68.95	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$63.95	Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$260.60	Uniforms

Career Uniforms Partners	3/21/2022	ACH	\$139.25 Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$284.45 Uniforms
Career Uniforms Partners	3/21/2022	ACH	\$75.70 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$250.55 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$330.60 Uniforms - M Crenshaw
Career Uniforms Partners	4/11/2022	ACH	\$68.95 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$63.95 Uniforms
Career Uniforms Partners	4/11/2022	ACH	\$9.90 Uniforms
CARNOPIS, MARK	4/11/2022	ACH	\$85.00 Reimb Cell-MAR/Renew 5 domains
Catapult3, Inc.	3/21/2022	ACH	\$12,000.00 SIGNAGE INSTALLATION
Catapult3, Inc.	4/11/2022	ACH	\$13,500.00 SIGNAGE INSTALLATION
CenturyLink	3/21/2022	00056597	\$129.16 Telecom Services
CenturyLink	4/11/2022	00056616	\$332.73 Telecom Services
CenturyLink	4/11/2022	00056616	\$332.73 Telecom Services
CenturyLink	4/11/2022	00056616	\$171.41 Telecom Services
CenturyLink	4/11/2022	00056616	\$171.41 Telecom Services
CenturyLink	4/11/2022	00056616	\$250.90 Telecom Services 3/22 - 4/21/2
CenturyLink	4/11/2022	00056616	\$64.53 Telecom Services 3/22 - 4/21/2
CenturyLink	4/11/2022	00056616	\$24.72 Telecom Services 4/1 - 4/30/2
CenturyLink	4/11/2022	00056616	\$24.72 Telecom Services 3/1 3/31/2022
CenturyLink	4/11/2022	00056616	\$310.17 Telecom Services
Church of the Harvest	3/21/2022	ACH	\$6,920.52 Acquisition of Services
Church of the Harvest	4/11/2022	ACH	\$11,235.64 Acquisition of Services
City of Boise Print & Mail Services	4/11/2022	00056617	\$3,535.24 DVIR's
City of Caldwell Water Department	3/21/2022	00056598	\$114.64 Trash 1/24 - 2/23/2022
City of Caldwell Water Department	4/11/2022	00056618	\$126.99 Water, Sewer 2/24 - 03/23/2022
City of Caldwell Water Department	4/11/2022	00056618	\$114.64 Garbage 2/24 - 3/23/2022
City of Garden City	4/11/2022	00056619	\$59.92 Garbage/water/sewer
CLAMPITT, BRENT	4/11/2022	ACH	\$179.91 Tool Reimbursement
Clean Energy	3/21/2022	ACH	\$12,089.78 Natural Gas 2/1 - 2/28/2022
CNA Surety Direct Bill	4/11/2022	00056620	\$39.00 ID Blanket Notary
COE, MICHAEL	4/11/2022	00056621	\$121.88 Employee Reimbursement (shoes)
Colonial Life	4/11/2022	ACH	\$47.77 Monthly ins. Fee's
Commercial Tire, Inc	3/21/2022	ACH	\$272.10 Tire Service
Commercial Tire, Inc	3/21/2022	ACH	\$163.60 Lube service PM service
Commercial Tire, Inc	3/21/2022	ACH	\$163.60 Lube Service / shop labor
Commercial Tire, Inc	3/21/2022	ACH	\$163.60 Lube service & warranty rotati
Commercial Tire, Inc	3/21/2022	ACH	\$18.52 Replaced turn signal bulb
Commercial Tire, Inc	3/21/2022	ACH	\$16.50 Tire Change N2512
Commercial Tire, Inc	3/21/2022	ACH	\$731.16 Tires - N2512
Commercial Tire, Inc	3/21/2022	ACH	\$349.20 Tires - N2512
Commercial Tire, Inc	3/21/2022	ACH	\$105.50 Emergency rd call N2513
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires - N613
Commercial Tire, Inc	3/21/2022	ACH	\$64.00 Tires Changed N616
Commercial Tire, Inc	3/21/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$1,024.38 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$354.34 Tire - N334
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires N614
Commercial Tire, Inc	3/21/2022	ACH	\$285.00 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$970.00 8D AGM Gel Batteries
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$381.97 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$31.52 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	3/21/2022	ACH	\$105.50 Emergency Rd call N1511
Commercial Tire, Inc	3/21/2022	ACH	\$23.00 Wheel Switch
Commercial Tire, Inc	4/11/2022	ACH	\$136.05 Tires
Commercial Tire, Inc	4/11/2022	ACH	\$64.00 Tire Change RRI/O N616
Commercial Tire, Inc	4/11/2022	ACH	\$1,614.78 Four Tires Rear - N612

Commercial Tire, Inc	4/11/2022	ACH	\$760.24 Rear Tires (4) N1512
Commercial Tire, Inc	4/11/2022	ACH	\$33.00 Tire Change - N2513
Commercial Tire, Inc	4/11/2022	ACH	\$33.00 Tire Change - N2511
Commercial Tire, Inc	4/11/2022	ACH	\$152.31 Replaced Tire N1511
Commercial Tire, Inc	4/11/2022	ACH	\$263.80 Tires
Commercial Tire, Inc	4/11/2022	ACH	\$205.06 Replace RF tire N2511
Corwin Ford	4/11/2022	ACH	\$43.90 Bus Parts
Cummins Rocky Mountain, LLC	3/21/2022	ACH	\$80.28 Inventory Parts
Curtis Clean Sweep	3/21/2022	ACH	\$50.00 Sweep & Detail Boise transit g
Curtis Clean Sweep	3/21/2022	ACH	\$150.00 Sweep & Detail Boise Garage
CURTIS, JODI	4/11/2022	00056622	\$53.52 Employee Reimbursement
Custom Care Pest Services	4/11/2022	ACH	\$95.00 Pest Services
D & A Glass Company, Inc.	3/21/2022	00056599	\$145.00 MSS Repairs
D & B Supply Co., Inc.	4/11/2022	00056623	\$254.91 Bus parts
D & B Supply Co., Inc.	4/11/2022	00056623	\$56.16 Steel plates
Day Wireless Systems	3/21/2022	ACH	\$120.00 Desktop Mobile Mic
DeLerrok, Inc.	3/21/2022	00056600	\$1,200.00 UMO Monthly Trans. Fee's
DeLerrok, Inc.	3/21/2022	00056600	\$1,000.00 UMO Equipment
DeLerrok, Inc.	3/21/2022	00056600	\$2,250.00 UMO Equipment
DeLerrok, Inc.	3/21/2022	00056600	\$3,000.00 UMO Equip & Services
DMC Sales	3/21/2022	ACH	\$69.89 Windshield Washer Solvent
DMC Sales	3/21/2022	ACH	\$678.69 Anti freeze
DOWLING, BRIANNA	4/11/2022	ACH	\$50.00 Emp Reimb Cell-Mar
Dwaine S Lee, LLC	3/21/2022	ACH	\$217.50 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$262.50 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	3/21/2022	ACH	\$85.00 Towing Service
Dwaine S Lee, LLC	4/11/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	4/11/2022	ACH	\$175.00 Towing Service
Eagle Senior Center	3/21/2022	ACH	\$17,300.00 Acquisition of Services
Eagle Senior Center	4/11/2022	ACH	\$17,067.20 Acquisition of Services
Ecolube Recovery, LLC.	3/21/2022	ACH	\$90.00 parts wash
Edwards, Mark S	3/21/2022	ACH	\$65.29 Volunteer Driver
EISENBERG, GREGG	4/11/2022	ACH	\$2,249.17 Recruiting ads / phone
Ellis, Natalie	3/30/2022	00056624	\$78.72 Credit from phone bills that w
Ellis, Natalie	4/11/2022	00056624	\$55.00 Cell Phone Reimbursement
Ellis, Natalie	4/11/2022	00056624	\$32.28 Cell Phone
Ellis, Natalie	4/11/2022	00056624	\$23.72 2nd 1/2 of Cell phone reimburse
ESP Printing & Mailing, Inc.	4/11/2022	ACH	\$45.86 Printing/Binding Service
EZELL, JEANNETTE	4/11/2022	ACH	\$30.14 Emp Reimb Cell-March
Factory Motor Parts Co	3/21/2022	00056602	\$130.30 Halogen Bulbs
Factory Motor Parts Co	3/21/2022	00056602	\$33.12 Spark Plugs
Factory Motor Parts Co	3/21/2022	00056602	\$88.32 Brake Pads - ST310
Factory Motor Parts Co	3/21/2022	00056602	\$46.51 Oil Filter, Brake Pads ST319
Factory Motor Parts Co	3/21/2022	00056602	\$457.02 Ignition Coils
Factory Motor Parts Co	3/21/2022	00056602	\$83.32 Oil Filter and brake pads
Factory Motor Parts Co	3/21/2022	00056602	\$6.06 Oil Filter - ST319
Factory Motor Parts Co	3/21/2022	00056602	\$622.88 Batteries
FASTENAL	3/21/2022	ACH	\$352.96 Bus parts
FASTENAL	3/21/2022	ACH	\$18.84 Batteries
FireXpert, Inc	4/11/2022	ACH	\$288.00 Fire extinguisher inspection/r
First Transit	4/11/2022	ACH	\$128,446.89 Mgmnt fees/BIPD Ins./wrkr comp
First Transit	4/11/2022	ACH	\$128,446.89 Mgmnt fee/BIPD Ins/Wrkr comp
Fleet Services	4/12/2022	ACH	\$593.48 Fuel
Fleet Services	4/12/2022	ACH	\$1,758.27 Fuel
Fleetpride, Inc	4/11/2022	00056625	\$4,931.10 Bus Parts
FP Mailing Solutions	3/21/2022	00056603	\$516.00 Postage Machine
FUNKE, JENNIFER	4/11/2022	00056626	\$36.47 UPS Charges to Return Pars
FW Fleet Clean, LLC	3/21/2022	ACH	\$553.50 Bus Washing
GARCIA, RONETTE	4/11/2022	ACH	\$35.00 Cell Phone reimbursement
Gem State Metals	4/11/2022	ACH	\$86.48 Vehicle

Gem State Paper & Supply	3/21/2022	ACH	\$490.62 Shop Supplies
Gem State Paper & Supply	3/21/2022	ACH	\$118.13 Shop Supplies
Gem State Paper & Supply	4/11/2022	ACH	\$173.17 Shop Supplies
Genfare	3/21/2022	ACH	\$953.23 Farebox Parts
Genfare	3/21/2022	ACH	\$197.79 Farebox Parts
Genfare	3/21/2022	ACH	\$365.59 Farebox Parts
Gillig, LLC	3/21/2022	ACH	\$189.12 Vehicle
Gillig, LLC	3/21/2022	ACH	\$725.91 Vehicle
Gillig, LLC	3/21/2022	ACH	\$189.12 Vehicle
Gillig, LLC	3/21/2022	ACH	\$552.08 Vehicle
Gillig, LLC	3/21/2022	ACH	\$49.95 Vehicle
Gillig, LLC	3/21/2022	ACH	\$2,110.87 Vehicle
Gillig, LLC	3/21/2022	ACH	\$397.77 Filters & Indicators
Gillig, LLC	3/21/2022	ACH	\$385.73 Valve Assembly
Gillig, LLC	3/21/2022	ACH	\$443.94 Rear & Front Engine Mounts
Gillig, LLC	3/21/2022	ACH	\$28.70 Decal - Kneeling
Gillig, LLC	3/21/2022	ACH	\$18.04 Vehicle
Gillig, LLC	3/21/2022	ACH	\$310.76 Vehicle
Gillig, LLC	4/11/2022	ACH	\$1,405.13 Vehicle
Gillig, LLC	4/11/2022	ACH	\$25.98 Mesh Filters - Gilligs
Gillig, LLC	4/11/2022	ACH	\$526.58 Engine Oil Fill Pipe N615
Gillig, LLC	4/11/2022	ACH	\$385.73 Valve Assembly - Stock
Gillig, LLC	4/11/2022	ACH	\$1,022.19 Vehicle
Gillig, LLC	4/11/2022	ACH	\$259.84 Mirror Turn Signal Stock
GONZALEZ, DAVID	3/21/2022	ACH	\$38.10 Bus parts
GONZALEZ, DAVID	4/11/2022	ACH	\$88.09 Reimbursement for shop supplies
Grainger Inc	3/21/2022	ACH	\$47.81 Hose for shop
Grainger Inc	3/21/2022	ACH	\$13.42 Masking Tape
Grainger Inc	3/21/2022	ACH	\$1,033.34 Inventory Parts
Grainger Inc	3/21/2022	ACH	\$155.73 Foaming Hand Soap
Grainger Inc	3/21/2022	ACH	\$24.87 Chart & Masking Tape
Grainger Inc	3/21/2022	ACH	\$38.71 Paint Markers for Batteries
Grainger Inc	3/25/2022	ACH	\$33.24 Credit for Returned Garden Hos
Grainger Inc	4/11/2022	ACH	\$18.09 Inventory Parts
Grainger Inc	4/11/2022	ACH	\$23.61 Battery Cleaner
Grainger Inc	4/11/2022	ACH	\$136.38 Inventory Parts
Grainger Inc	4/11/2022	ACH	\$263.90 Inventory Parts
HACKETT, ALEX	3/21/2022	ACH	\$75.00 Reimb Cell phone/internet Marc
HARRIS, HANNAH	4/11/2022	00056627	\$19.02 reimbursement
HASSAN, DEANNA	4/11/2022	ACH	\$31.35 Reimburse for employee lunch s
HASSAN, DEANNA	4/11/2022	ACH	\$50.00 April Cellphone
Hawley Troxell Ennis & Hawley	3/21/2022	ACH	\$1,607.50 Legal Services
Hawley Troxell Ennis & Hawley	3/21/2022	ACH	\$315.00 Legal Services
Hawley Troxell Ennis & Hawley	3/21/2022	ACH	\$1,089.00 Legal Services
Hawley Troxell Ennis & Hawley	4/11/2022	ACH	\$315.00 Legal Services
HDR Engineering, Inc	4/11/2022	ACH	\$16,156.00 State ST. Cooridor Analysis
Healea, Stephanie	3/21/2022	ACH	\$8.19 Volunteer Driver
Hi - Line	4/11/2022	ACH	\$245.18 bus parts
HILL, CHARLIE	4/11/2022	ACH	\$136.51 Reimb Cell/internet-Mar, milea
Hot Shots, Inc.	3/21/2022	ACH	\$838.80 Courier Services
Idaho Blueprint & Supply	3/21/2022	ACH	\$334.20 Printing services
Idaho Power	3/21/2022	00056604	\$577.24 Utilities
Idaho Power	3/21/2022	00056604	\$3,650.74 Utilities 2/11 -3/14/2022
Idaho Power	3/21/2022	00056604	\$1,285.22 Utilities
Idaho Power	4/11/2022	00056628	\$14.58 Utilities
Idaho Power	4/11/2022	00056628	\$6,736.97 Utilities
Idaho Power	4/11/2022	00056628	\$1,203.86 Utilities
Idaho Records Management, LLC	3/21/2022	ACH	\$42.11 Storage
Idaho Records Management, LLC	3/21/2022	ACH	\$40.00 Services
Idaho Records Management, LLC	4/11/2022	ACH	\$40.00 Services
Idaho Records Management, LLC	4/11/2022	ACH	\$40.00 Services
Idaho Transportation Dept	3/24/2022	00056611	\$70.00 Replace missing titles 5 vehil
Idaho Transportation Dept	3/28/2022	00056611	\$70.00 Replace missing titles 5 vehil

Impact Home Services	3/21/2022	ACH	\$189.00 Pest services
In The Bag Promotions	3/21/2022	ACH	\$1,606.84 Bamboo Glass grip bottles
In The Bag Promotions	3/21/2022	ACH	\$640.29 Lip Balm giveaway
In The Bag Promotions	3/21/2022	ACH	\$1,075.35 CityGo Stickers
In The Bag Promotions	3/21/2022	ACH	\$749.50 Folders - giveaways
Inland NW Franchising Inc	3/21/2022	ACH	\$1,440.00 Janitorial Services
Inland NW Franchising Inc	3/21/2022	ACH	\$1,795.00 Janitorial Services
IntelePeer Holdings, Inc	3/21/2022	ACH	\$1,302.28 SVC Bundle-CoreCloud UC Basic
Intermountain Gas	3/21/2022	ACH	\$10.40 Gas 2/4 - 3/7/22
Intermountain Gas	3/21/2022	ACH	\$749.40 Utilities 2/4 - 3/7/2022
Intermountain Gas	3/21/2022	ACH	\$662.13 Utilities
Intermountain Gas	3/21/2022	ACH	\$489.93 Utilities
Intermountain Gas	3/21/2022	ACH	\$3,055.17 Utilities
Intermountain Gas	3/21/2022	ACH	\$196.98 Utilities
Intermountain Gas	4/11/2022	ACH	\$9.79 Utilities 3/8 - 4/5/2022
Intermountain Gas	4/11/2022	ACH	\$359.00 Utilities 3/8 - 4/5/22
Intermountain Gas	4/11/2022	ACH	\$17,236.05 Utilities
Intermountain Gas	4/11/2022	ACH	\$272.30 Utilities
Intermountain Gas	4/11/2022	ACH	\$834.91 Utilities
Intermountain Gas	4/11/2022	ACH	\$177.84 Utilities
Jacobs Engineering Group, Inc.	4/11/2022	ACH	\$14,113.34 Professional Services
Jennifer Schneider	4/11/2022	00056629	\$300.00 State St. Corridor Team meetin
Jeremy Ricky	3/21/2022	ACH	\$1,110.52 Purchase Transportation
Jeremy Ricky	3/21/2022	ACH	\$11,736.32 Purchase Transportation
Jeremy Ricky	3/21/2022	ACH	\$13,109.60 Purchase Transportation
Jeremy Ricky	4/11/2022	ACH	\$30.00 Purchase Transportation
JoPaul & Sons LLC	3/21/2022	ACH	\$133.00 Vehicle washes
Karcher Auto Parts	3/21/2022	ACH	\$119.54 Shocks
Karcher Auto Parts	3/21/2022	ACH	\$19.76 U-Bolts
Karcher Auto Parts	3/21/2022	ACH	\$26.25 Exhaust Hangers
Karcher Auto Parts	3/21/2022	ACH	\$34.99 Pig mats
Karcher Auto Parts	3/21/2022	ACH	\$3.96 Oil Filter ST312
Karcher Auto Parts	4/11/2022	ACH	\$172.26 Oil Filters Gilligs
Karcher Auto Parts	4/11/2022	ACH	\$8.28 Epoxy
Karcher Auto Parts	4/11/2022	ACH	\$8.99 Spark Plug Rethreader
KEELIN, THOMAS	4/11/2022	ACH	\$95.38 Uniform reimbursement
Kenworth Sales	3/21/2022	ACH	\$1,389.90 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$5.00 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$206.44 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$112.44 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$4.24 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$231.88 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$40.26 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$189.25 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$85.56 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$193.38 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$1,621.36 Inventory Parts
Kenworth Sales	3/21/2022	ACH	\$129.52 Belts
Kenworth Sales	3/21/2022	ACH	\$76.40 Gaskets
Kenworth Sales	3/21/2022	ACH	\$349.92 Hoses
Kenworth Sales	4/11/2022	ACH	\$179.10 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$60.00 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$28.00 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$5.54 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$894.60 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$21.14 Inventory Parts
Kenworth Sales	4/11/2022	ACH	\$506.30 Inventory Parts
KRONENBITTER, FRANK	3/21/2022	ACH	\$24.96 Phone Reimbursement
KUEFFLER, CURTIS	3/21/2022	00056605	\$100.00 Shoe Reimbursement
Kuna Senior Citizen Inc	4/11/2022	ACH	\$6,253.92 Acquisition of Services
Larry Miller- Chrysler	4/11/2022	00056630	\$227.20 Bus parts
LifeMap Assurance Co	4/11/2022	ACH	\$1,717.84 Monthly premiums
Lithia Motors Payment Processing	3/21/2022	ACH	\$224.70 Rotor - Rear

Lithia Motors Payment Processing	3/21/2022	ACH	\$1,612.34 Leaf Springs
Lithia Motors Payment Processing	3/21/2022	ACH	\$190.91 Turn Signal Switch
Lithia Motors Payment Processing	3/21/2022	ACH	\$102.97 Inventory Parts
Lithia Motors Payment Processing	3/21/2022	ACH	\$1,612.34 Leaf Springs - N335
Lithia Motors Payment Processing	3/21/2022	ACH	\$734.00 Inventory Parts
Lithia Motors Payment Processing	3/21/2022	ACH	\$41.64 Brake Pedal Pad
Lithia Motors Payment Processing	4/11/2022	ACH	\$55.71 PCV Tube, Valve and Hose N2512
Lithia Motors Payment Processing	4/11/2022	ACH	\$28.13 Wire Assembly N2512
Lithia Motors Payment Processing	4/11/2022	ACH	\$142.80 Brake Pads N1511
Lithia Motors Payment Processing	4/11/2022	ACH	\$22.99 Inventory Parts
Lithia Motors Payment Processing	4/11/2022	ACH	\$58.32 Brake Pads ST203
Lithia Motors Payment Processing	4/11/2022	ACH	\$270.80 Calipers
Lithia Motors Payment Processing	4/11/2022	ACH	\$203.24 Inventory Parts
Lithia Motors Payment Processing	4/11/2022	ACH	\$174.96 Inventory Parts
Lithia Motors Payment Processing	4/11/2022	ACH	\$407.24 Calipers ST203
Lithia Motors Payment Processing	4/11/2022	ACH	\$270.80 Calipers - Stock
LORAH, BRIAN	4/11/2022	ACH	\$40.00 CDL Renewal
Lowe's Home Improvement	3/21/2022	ACH	\$15.19 Toilet Repair Parts
Lowe's Home Improvement	3/21/2022	ACH	\$48.60 Shop Supplies
Lowe's Home Improvement	3/21/2022	ACH	\$151.98 Shop Supplies- heaters
Lowe's Home Improvement	4/11/2022	ACH	\$71.17 Shop Supplies
Lowe's Home Improvement	4/11/2022	ACH	\$14.28 Shop Supplies
Lowe's Home Improvement	4/11/2022	ACH	\$49.32 Shop Supplies
Luka Stankovic	4/11/2022	ACH	\$1,544.00 Taxi SCRIP Transportation
Luminator Technology Group, Inc.	3/21/2022	ACH	\$567.26 Bus parts
Lyft, Inc	3/21/2022	ACH	\$1,085.50 Daytime rides
Lyft, Inc	3/21/2022	ACH	\$307.10 Late night rides
MACDONALD, WILLIAM	3/21/2022	00056606	\$450.00 Tool Reimbursement
MARTYSEVICH, ROMAN	4/11/2022	ACH	\$45.55 Reimburse for nut socket
MEREDITH, DAVID	4/11/2022	ACH	\$50.00 Emp. Cell-March Reimb
Meridian Senior Center	4/11/2022	ACH	\$4,484.23 Acquisition of Services
Metro Community Services	3/21/2022	ACH	\$27,855.00 Acquisition of Services
Metro Community Services	4/11/2022	ACH	\$34,303.16 Acquisition of Services
MILLER, CHRISTOPHER A	3/21/2022	ACH	\$142.02 Uniforms
Mills, Wayne	4/11/2022	00056631	\$661.05 Volunteer Driver
MORAN, NICHOLAS	4/11/2022	ACH	\$177.65 Reimb shipping/Mar Cell/mileage
MORAN, NICHOLAS	4/11/2022	ACH	\$50.00 Reimb Cell April
MORAN, NICHOLAS	4/11/2022	ACH	\$250.00 Reimb MDM Solution VIA Tablets
MORAN, NICHOLAS	4/11/2022	ACH	\$539.71 Reimb - GrayBar IT Equip
Motion & Flow Control Products	3/21/2022	ACH	\$234.43 Inventory Parts
Motion & Flow Control Products	3/21/2022	ACH	\$503.31 Inventory Parts
Mountain Home Ford-Lincoln Inc	4/11/2022	00056632	\$47,729.69 2022 350 FORD PICKUP
MultiCare Health System	3/21/2022	ACH	\$210.00 Drug screens
MultiCare Health System	3/21/2022	ACH	\$620.00 Drug screens
Napa Auto Parts	3/18/2022	ACH	\$37.35 Charged us for 2, we only want
Napa Auto Parts	3/21/2022	ACH	\$85.86 Bus Parts
Napa Auto Parts	3/21/2022	ACH	\$101.62 Bus parts
Napa Auto Parts	3/21/2022	ACH	\$28.98 fuel filter
Napa Auto Parts	3/21/2022	ACH	\$229.92 Inventory Parts
Napa Auto Parts	3/21/2022	ACH	\$54.10 bus part
Napa Auto Parts	4/11/2022	ACH	\$133.05 Vehicle
Napa Auto Parts	4/11/2022	ACH	\$461.11 Bus Parts
National Safety Council	4/11/2022	ACH	\$499.40 DDC - online course
New Flyer Parts	3/21/2022	ACH	\$133.27 Inventory Parts
New Flyer Parts	4/11/2022	ACH	\$428.50 Inventory Parts
New Flyer Parts	4/11/2022	ACH	\$30.28 Inventory Parts
New Flyer Parts	4/11/2022	ACH	\$157.39 Inventory Parts
Newegg Business, Inc.	4/11/2022	ACH	\$467.93 Keyboards/power supply
Newegg Business, Inc.	4/11/2022	ACH	\$129.99 Outlets
Newegg Business, Inc.	4/11/2022	ACH	\$10.00 Outlets
Newegg Business, Inc.	4/11/2022	ACH	\$1,119.96 Thinkpad lap tops
Newegg Business, Inc.	4/11/2022	ACH	\$1,999.00 Thinkpad laptop
Office Depot	3/21/2022	00056607	\$154.59 Office Supplies

Office Depot	3/21/2022	00056607	\$51.26 Office Supplies
Office Depot	3/21/2022	00056607	\$10.01 Office Supplies
Office Depot	3/21/2022	00056607	\$99.48 Office Supplies
Office Depot	4/11/2022	00056634	\$194.67 Office Supplies
Office Depot	4/11/2022	00056634	\$22.39 Office Supplies
Office Depot	4/11/2022	00056634	\$13.18 Office Supplies
Office Depot	4/11/2022	00056634	\$6.77 Office Supplies
Office Depot	4/11/2022	00056634	\$179.99 Office Supplies
Office Depot	4/11/2022	00056634	\$90.30 Paper and Folders
Office Depot	4/11/2022	00056634	\$17.98 Office Supplies
Office Depot	4/11/2022	00056634	\$174.99 Office Supplies
Office Depot	4/11/2022	00056634	\$19.68 Office Supplies
O'Reilly Auto Parts	3/21/2022	ACH	\$94.92 bus parts
O'Reilly Auto Parts	3/21/2022	ACH	\$145.73 bus parts
O'Reilly Auto Parts	3/21/2022	ACH	\$8.49 Bus parts
O'Reilly Auto Parts	3/21/2022	ACH	\$139.99 bus parts
O'Reilly Auto Parts	4/11/2022	ACH	\$98.68 Air / Oil Filter
O'Reilly Auto Parts	4/11/2022	ACH	\$17.94 vehicle
Paragon Consulting, Inc	3/21/2022	ACH	\$635.00 Project management fee's
Paragon Consulting, Inc	3/21/2022	ACH	\$270.00 Bid preparation
Paragon Consulting, Inc	3/21/2022	ACH	\$3,015.00 Updated bids - project mgmt
Paragon Consulting, Inc	3/21/2022	ACH	\$14,577.50 Design plans - project mgmt
Paragon Consulting, Inc	3/21/2022	ACH	\$1,640.00 Plan review/questions
Paragon Consulting, Inc	3/21/2022	ACH	\$5,130.00 Project Mgmt State St corridor
Parma Senior Center	3/21/2022	ACH	\$2,831.40 Acquisition of Services
Parma Senior Center	4/11/2022	ACH	\$3,649.36 Acquisition of Services
PEDROSA, LESLIE	3/21/2022	ACH	\$49.13 Emp Reimb Feb Cell Phone
PEDROSA, LESLIE	4/11/2022	ACH	\$121.20 Reimb Mar Cell/mileage/DMv
PNG Media LLC	3/21/2022	00056608	\$159.57 Legal Public Notice
PNG Media LLC	3/21/2022	00056608	\$132.12 Legal Public Notice
ProPeople	3/21/2022	ACH	\$1,082.25 Temp Wages
ProPeople	3/21/2022	ACH	\$1,321.13 Temp Wages
ProPeople	4/11/2022	ACH	\$1,272.38 Temp wages
ProPeople	4/11/2022	ACH	\$707.20 Temp Wages
Proterra Inc.	3/21/2022	ACH	\$224.72 Vehicle
Proterra Inc.	3/21/2022	ACH	\$149.84 Vehicle
Proterra Inc.	3/21/2022	ACH	\$103.36 Vehicle
Proterra Inc.	3/21/2022	ACH	\$467.77 Vehicle
Proterra Inc.	3/21/2022	ACH	\$41.95 Vehicle
Proterra Inc.	3/21/2022	ACH	\$46.62 Vehicle
Proterra Inc.	3/21/2022	ACH	\$33.62 Vehicle
Proterra Inc.	3/21/2022	ACH	\$766.48 Vehicle
Proterra Inc.	3/21/2022	ACH	\$11,666.68 Monthly batter lease
ProVelocity, LLC	3/21/2022	ACH	\$261.25 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$7.68 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$285.00 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$641.25 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$627.50 Network, security, system supp
ProVelocity, LLC	3/21/2022	ACH	\$875.00 Netowrk, Security, System Serv
Pure Water Partners LLC	3/21/2022	ACH	\$289.95 Water
RDK Corporation	4/11/2022	ACH	\$80.00 Background Checks
RDK Corporation	4/11/2022	ACH	\$80.00 Background checks
Rocky Mountain Collision	4/11/2022	00056635	\$9.98 Vehicle Inspection fee
Rocky Mountain Collision	4/11/2022	00056635	\$9.98 Vehicle Inspection Report
Romaine Electric Corporation	3/21/2022	ACH	\$951.54 Bus parts
Romaine Electric Corporation	3/21/2022	ACH	\$471.60 Spark plug kits
Royce Industries, LLC	4/11/2022	00056636	\$392.00 Power steam
Rush Truck Center	4/11/2022	00056637	\$5,190.56 Repair body damage
RYSAMY, WAYNE	4/11/2022	ACH	\$179.48 Reimb Snacks/coffee/chair rent
SAMG Occupational Med - Emerald	3/21/2022	00056609	\$90.00 Drug Screen/Physicals
SAMG Occupational Med - Emerald	3/21/2022	00056609	\$360.00 Drug Screen/Physicals
Shred-It USA- LLC	3/21/2022	ACH	\$108.92 Document Shredding
SIJ Holdings, LLC.	4/11/2022	ACH	\$67.36 Legal public notices

Smith Power Products, Inc	3/21/2022	ACH	\$3,215.17 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$869.12 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$488.40 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$3,318.91 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$79.84 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$1,936.63 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$1,453.21 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$176.16 Inventory Parts
Smith Power Products, Inc	3/21/2022	ACH	\$287.68 Inventory Parts
Smith Power Products, Inc	4/11/2022	ACH	\$126.68 Inventory Parts
SMITH, JOSHUA	4/11/2022	00056638	\$15.55 Reimburse for coupling
Sportworks Global LLC	3/21/2022	ACH	\$112.51 Bike Rack Magnets
Star Senior Center	4/11/2022	00056639	\$6,710.00 Acquisition of Services
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$7,749.32 City Go Emp. Grp. Pass campaig
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$6,248.73 City Go Website Audit/updates
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$1,120.00 Account Admin. & Reporting
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$2,486.25 Route 30 Campaign FY22
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$3,424.21 Proj. mgnt, programming - VRT
Stoltz Marketing Group, Inc	3/21/2022	ACH	\$1,676.25 Safe Travels Newsletter
SUEZ Water Idaho	4/11/2022	00056640	\$168.18 Originally underpaid
Supportive Housing & Innovative Partners	4/11/2022	ACH	\$26,725.60 Acquisition of Services
Syringa Networks, LLC	3/21/2022	ACH	\$9,640.00 Telecom Services
Tacoma Screw Products Inc.	3/21/2022	ACH	\$50.13 Nuts & Bolts
Tacoma Screw Products Inc.	3/21/2022	ACH	\$49.29 Nuts & Bolts
Tacoma Screw Products Inc.	3/21/2022	ACH	\$213.45 Nuts & Bolts
That's Sharp, LLC.	3/21/2022	ACH	\$240.00 Gloves
The Car Park, LLC	3/21/2022	ACH	\$25.00 parking passes
The Car Park, LLC	3/21/2022	ACH	\$2,475.00 parking passes
The Car Park, LLC	4/11/2022	ACH	\$600.00 Parking & Carpool passes
The Hartwell Corporation	3/21/2022	ACH	\$10,452.00 EPL Insurance Policy Renewal 2
The Hartwell Corporation	3/21/2022	ACH	\$17,342.00 EPL Insurance Policy Renewal 2
Thompson and Associates, Inc.	4/11/2022	ACH	\$5,062.50 Interviewing/screening/HR
Transpo Group USA, Inc.	3/21/2022	ACH	\$8,715.00 Kuna City Transit Study
Transpo Group USA, Inc.	4/11/2022	ACH	\$18,328.96 Project mgmt Kuna transit stud
Transpo Group USA, Inc.	4/11/2022	ACH	\$12,766.25 Professional Services
Treasure Valley Coffee	3/21/2022	ACH	\$24.00 Coffee
Treasure Valley Coffee	3/21/2022	ACH	\$5.00 Coffee
Treasure Valley Coffee	3/21/2022	ACH	\$46.70 Coffee
Treasure Valley Coffee	3/21/2022	ACH	\$419.19 Coffee for MSS
Treasure Valley Coffee	4/11/2022	ACH	\$78.24 Coffee, Creamer, Sugar
Treasure Valley Coffee	4/11/2022	ACH	\$41.50 coffee/water
Treasure Valley Transit	3/21/2022	ACH	\$10,201.00 Sub-recipient reimbursemnt
Treasure Valley Transit	3/21/2022	ACH	\$4,633.00 Sub-recipient reimbursement
Tulsa Gas Technologies, Inc.	3/21/2022	ACH	\$6,460.00 Micro-Motion Meter CNG50
Uber Technologies, Inc	3/21/2022	ACH	\$19,858.70 Hosting Qrtly Hosting Fee's
UniFirst Acct# 1395966	3/21/2022	ACH	\$204.12 Mats, Uniforms, cloths
UniFirst Acct# 1395966	3/21/2022	ACH	\$204.12 Mats, Uniforms, cloths
UniFirst Acct# 1395966	3/21/2022	ACH	\$204.12 Mats, Cloths & Uniforms
UniFirst Acct# 1410130	3/21/2022	ACH	\$295.07 Laundry
UniFirst Acct# 1410130	3/21/2022	ACH	\$263.03 Laundry
UniFirst Acct# 1410130	3/21/2022	ACH	\$393.03 laundry
UniFirst Acct# 1410130	4/11/2022	ACH	\$242.25 Laundry
UniFirst Acct# 1410130	4/11/2022	ACH	\$241.43 Laundry
United Auto Upholstery	3/21/2022	00056610	\$150.00 Seat Supports
United Oil	3/21/2022	ACH	\$8,915.80 Fuel
United Oil	3/21/2022	ACH	\$7,602.10 Fuel
United Site Services of Nevada, Inc.	4/11/2022	ACH	\$240.35 Toilet at Mall
Urban Land Institute	4/11/2022	00056641	\$600.00 Membership dues
Verizon Wireless	4/11/2022	00056642	\$52.12 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$2,445.93 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$431.51 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$40.01 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$51.41 Cell Phone Service

Verizon Wireless	4/11/2022	00056642	\$160.06 Cell Phone Service
Verizon Wireless	4/11/2022	00056642	\$360.09 Cell Phone Service
Via Transportation, Inc.	3/21/2022	ACH	\$2,180.00 Vehicle usage fee's
Western Building Maintenance, Inc.	3/21/2022	ACH	\$691.50 January Janitorial Service
Wex Bank	4/11/2022	ACH	\$273.86 Fuel 3/7 - 4/6/2022
YBNOW LLC	4/11/2022	ACH	\$1,973.40 transportation
			<u>\$1,063,061.07</u>

ACCEPTED:



 CHAIR OF EXECUTIVE BOARD

ATTEST:



 SECRETARY/TREASURER

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, GEORGANIA	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
CARNOPIS, MARK	5/9/2022	ACH	\$37.00	Reimb 1yr domain/Apr Cell
CARNOPIS, 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 Services 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 Services 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 Service/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 Environmental 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 Facilitation/notes
Jennifer Schneider	5/9/2022	56677	\$200.00 Team Meet facilitation/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 Accnt mgmnt/montly 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 orientation, 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	Subcripient 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

Payment Register 05/16/2022 - 6/15/2022

<u>Vendor Name</u>	<u>Pymt Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Invoice Description</u>
A E S Inc	5/23/2022	ACH	\$447.95	Temp Wages
A E S Inc	5/23/2022	ACH	\$158.10	Temp Wages
A E S Inc	6/8/2022	ACH	\$125.40	Temp Wages
A E S Inc	6/8/2022	ACH	\$237.15	Temp Wages
AdaRide.Com, LLC	6/8/2022	ACH	\$1,333.00	Paratransit Services
Alexander Clark Printing	6/8/2022	56714	\$2,732.57	Printed route schedules
Allied Business Solutions Inc	6/8/2022	56715	\$1,309.38	Printer Lease
Allied Business Solutions Inc	6/8/2022	56715	\$796.29	Printer Lease
Allied Business Solutions Inc	6/8/2022	ACH	\$1,485.40	Base 4/26 - 7/25/2022 + Overage
Allied Business Solutions Inc	6/8/2022	ACH	\$373.22	Copier base charge & overage
Allied Business Solutions Inc	6/8/2022	ACH	\$328.31	Front Office Copies
Alternative Hose	6/8/2022	56716	\$9.51	Bus Parts
AMIRI, MOHAMMED	6/8/2022	ACH	\$151.56	Shoes
AppRiver, LLC	6/8/2022	ACH	\$814.80	Spam filtering service
AVERY, TONYA	6/8/2022	ACH	\$47.70	Shoes
A-Z Bus Sales, Inc	5/23/2022	ACH	\$106.62	Bus Parts
A-Z Bus Sales, Inc	6/8/2022	ACH	\$694.45	Intermotive Module & Kubota Key
BADESHEIM, KELLI	6/8/2022	ACH	\$372.77	Reimb mileage/cell APR-partial
Black Signs of Idaho, Inc.	6/8/2022	ACH	\$50.00	Rental Sign 4/10 - 5/9/2022
Black Signs of Idaho, Inc.	6/8/2022	ACH	\$50.00	Rental Sign 5/10 - 6/9/2022
Boise Air Terminal	6/8/2022	ACH	\$8,710.06	Rent
Boise City Utility Billing	5/23/2022	56695	\$436.75	Services 5/1-5/31/2022
Boise City Utility Billing	6/8/2022	56717	\$824.37	Services 6/1-6/30
Boise Community Radio Project	5/23/2022	ACH	\$550.00	on-air announcements
Boise Community Radio Project	5/23/2022	ACH	\$550.00	on-air announcements
Boise Community Radio Project	5/25/2022	ACH	\$550.00	Radio Ads
Boise Municipal Health Care Trust	6/8/2022	ACH	\$56,596.33	Health Care Premiums
Boise Peterbilt	5/23/2022	ACH	\$1,345.32	Inventory Parts
Boise Peterbilt	6/8/2022	ACH	\$456.06	Inventory Parts
Boise Peterbilt	6/8/2022	ACH	\$508.39	Inventory Parts
Boise State Public Radio	5/23/2022	ACH	\$1,258.33	On-air Announcements
Boise State Public Radio	5/23/2022	ACH	\$1,258.33	On-air Announcements
Boise State Public Radio	5/25/2022	ACH	\$1,258.33	Radio Ads - May in Motion
Brady Industries of Nevada, LLC	5/23/2022	ACH	\$702.76	Janitorial Supplies
BRADY, LISA	6/8/2022	ACH	\$575.00	Reimb Cycling Instr. Train
Brink's Incorporated	5/23/2022	ACH	\$439.42	Temp Wages
BUCKENDORF, DOUGLAS	6/8/2022	56718	\$201.36	Uniforms and Shoes
Buck's Bags Inc	5/23/2022	56696	\$70.00	Log Book Bags
Career Uniforms Partners	5/23/2022	ACH	\$246.50	Uniforms - Santos
Career Uniforms Partners	6/8/2022	ACH	\$107.00	Uniforms
Career Uniforms Partners	6/8/2022	ACH	\$94.85	Uniforms
Career Uniforms Partners	6/8/2022	ACH	\$139.75	Uniforms
Career Uniforms Partners	6/8/2022	ACH	\$85.65	Uniforms
Career Uniforms Partners	6/8/2022	ACH	\$105.40	Uniforms
CARNOPIS, MARK	6/8/2022	ACH	\$66.85	Reimb mileage/parking/dolly
CARR, RYAN J.	6/8/2022	ACH	\$132.03	Employee Reimbursement
Catapult3, Inc.	5/23/2022	ACH	\$13,500.00	SIGNAGE INSTALLATION
Catapult3, Inc.	6/8/2022	ACH	\$12,291.38	SIGNAGE INSTALLATION
CenturyLink	5/23/2022	56697	\$173.42	Services 5/16-6/15
CenturyLink	5/23/2022	56697	\$128.80	Services 5/7-6/6
CenturyLink	6/8/2022	56719	\$335.75	Services 5/25-6/24
CenturyLink	6/8/2022	56719	\$254.46	Telecom Services
CenturyLink	6/8/2022	56719	\$64.44	Services 5/22-6/21
CenturyLink	6/8/2022	56719	\$24.72	Services 6/1-6/30
CenturyLink	6/8/2022	56719	\$313.44	Services 5/25-6/24
Church of the Harvest	5/23/2022	ACH	\$11,322.60	Acquisition of services
Church of the Harvest	6/8/2022	ACH	\$7,472.66	Acquisition of services
City of Boise Print & Mail Services	5/23/2022	56698	\$733.13	DVIR's
City of Caldwell Water Department	6/8/2022	56720	\$66.22	Services 4/24-5/23
City of Caldwell Water Department	6/8/2022	56720	\$114.64	Services 4/24-5/23
City of Garden City	6/8/2022	56721	\$59.92	Garbage/Water/Sewer
Clean Energy	5/23/2022	ACH	\$9,147.25	Natural Gas 4/1 - 4/30/2022
Colonial Life	6/8/2022	ACH	\$47.77	Life ins. Premium
Commercial Tire, Inc	5/23/2022	ACH	\$194.96	Lube services
Commercial Tire, Inc	5/23/2022	ACH	\$822.30	Tire services
Commercial Tire, Inc	5/23/2022	ACH	\$99.95	Computerized wheel alignment
Commercial Tire, Inc	5/23/2022	ACH	\$163.60	PM Inspection/lube & filter
Commercial Tire, Inc	5/23/2022	ACH	\$91.38	Flat tire fix
Commercial Tire, Inc	5/23/2022	ACH	\$285.00	Tires

Commercial Tire, Inc	5/23/2022	ACH	\$15.08 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,693.24 Wheels
Commercial Tire, Inc	6/8/2022	ACH	\$308.40 Flat Repair N611 RF RRI/O
Commercial Tire, Inc	6/8/2022	ACH	\$224.65 Replace LRI/O N617 tire
Commercial Tire, Inc	6/8/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$654.69 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,309.38 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$256.00 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$595.00 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,309.38 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,309.38 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$2,924.16 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$275.00 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$1,614.78 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$64.00 Tires
Commercial Tire, Inc	6/8/2022	ACH	\$599.70 Tires
Consensus Cloud Solutions	6/8/2022	56722	\$286.20 Email to fax service
CROMIE, PAULA	5/23/2022	56699	\$104.04 Reimb Costco/Cabela's
Cummins Rocky Mountain, LLC	6/8/2022	ACH	\$2,139.64 Inventory Parts
Curtis Clean Sweep	5/23/2022	ACH	\$250.00 Sweep & detail transit garage
CURTIS, JODI	6/11/2022	56745	\$50.00 Reimb Cell - June
Custom Care Pest Services	5/23/2022	ACH	\$95.00 Pest Services
Custom Care Pest Services	6/8/2022	ACH	\$95.00 Pest Services
D & B Supply Co., Inc.	6/8/2022	56723	\$97.45 Brass Plt Reset Combo
David Gregory Sherman	6/8/2022	56724	\$200.00 Replace Destination Sign N2511
David Gregory Sherman	6/8/2022	56724	\$45.00 Windshield Repairs
DAVISON, KATELYN	6/10/2022	56744	\$113.79 Reimb Mileage
Delerok, Inc.	5/23/2022	ACH	\$1,200.00 UMO Monthly Trans. Fee's
Dennis Dillon Auto Park	6/8/2022	56725	\$318.00 Oil Filter Housing - ST101
DMC Sales	5/23/2022	ACH	\$704.04 Coolant - Anit-freeze
DMC Sales	6/8/2022	ACH	\$149.70 Vehicle
DMC Sales	6/8/2022	ACH	\$225.18 Red Anti -Freeze
Dwaine S Lee, LLC	5/23/2022	ACH	\$340.00 Towing Service
Dwaine S Lee, LLC	5/23/2022	ACH	\$350.00 Towing Service N615
Dwaine S Lee, LLC	6/8/2022	ACH	\$310.00 Towing Service N333
Dwaine S Lee, LLC	6/8/2022	ACH	\$175.00 Towing Service
Dwaine S Lee, LLC	6/8/2022	ACH	\$342.50 Towing Service
Dwaine S Lee, LLC	6/8/2022	ACH	\$175.00 Towing Service
Eagle Senior Center	6/8/2022	ACH	\$12,750.80 Acquisition of Services
Ecolube Recovery, LLC.	6/8/2022	ACH	\$90.00 Parts wash lease
EDM Technology, Inc.	6/8/2022	ACH	\$3,530.00 1 day local YSD
EISENBERG, GREGG	5/23/2022	ACH	\$1,777.60 Recruiting/team Bus
EISENBERG, GREGG	5/23/2022	ACH	\$2,035.91 ads, awards
EISENBERG, GREGG	6/9/2022	ACH	\$50.00 Reimb Cell - June
Ellis, Natalie	5/23/2022	56700	\$67.72 Reimb Cell Feb/Mar
Ellis, Natalie	5/23/2022	56700	\$50.00 Reimb Cell-APR
Ellis, Natalie	6/11/2022	56746	\$50.00 Reimb Cell - June
ESP Printing & Mailing, Inc.	5/23/2022	ACH	\$62.36 Printing/Binding Service
ETA Phi Systems, Inc.	6/8/2022	ACH	\$89,348.00 SW/HW Install for Electric buses
Eurofins ANA Laboratories, Inc	5/23/2022	ACH	\$680.00 Oil Specimen Bottles
Factory Motor Parts Co	5/23/2022	56702	\$467.16 Batteries
Factory Motor Parts Co	5/23/2022	56702	\$68.80 Brake Clean
Factory Motor Parts Co	6/8/2022	56726	\$25.28 Spark Plugs ST203
Factory Motor Parts Co	6/8/2022	56726	\$50.22 Wheel Seals
FASTENAL	5/23/2022	ACH	\$860.89 Saftey Vests
FASTENAL	5/23/2022	ACH	\$190.21 Batteries
First Transit	6/8/2022	ACH	\$128,446.89 Ada/Canyon Mgmnt/BIPD/Worker
First Transit	6/8/2022	ACH	\$29,579.26 Ada BIPD Ins Mar-May Retro
FORBES, ALICIA	6/8/2022	56727	\$119.25 Uniform pants
FRAZIER, KELLY M	5/23/2022	ACH	\$50.01 Reimb gas for van
FUNKE, JENNIFER	6/8/2022	56728	\$26.27 Spray Nozzle, Dawn Detergent
GARCIA, RONETTE	5/23/2022	ACH	\$217.05 Team Bus
GARCIA, RONETTE	5/23/2022	ACH	\$70.60 Team Bus
GARCIA, RONETTE	6/9/2022	ACH	\$50.00 Reimb -CELL June
GARDNER, CLINTON A	6/8/2022	56729	\$104.00 Shoes
Gem State Paper & Supply	6/8/2022	ACH	\$296.04 Shop Supplies
Gem State Paper & Supply	6/8/2022	ACH	\$24.58 Shop Supplies
Gem State Paper & Supply	6/8/2022	ACH	\$24.58 Shop Supplies

Gem State Paper & Supply	6/8/2022	ACH	\$84.32 Shop Supplies
Gem State Paper & Supply	6/8/2022	ACH	\$56.83 Natural Orange & Pumice
Gillig, LLC	5/23/2022	ACH	\$64.18 Turn Signal Switch
Gillig, LLC	5/23/2022	ACH	\$1,539.66 Air Dryer Assemblies
Gillig, LLC	5/23/2022	ACH	\$97.65 Vehicle
Gillig, LLC	5/23/2022	ACH	\$147.33 Stop Request Switch
Gillig, LLC	5/23/2022	ACH	\$955.72 Mirror Assembly N615
Gillig, LLC	5/23/2022	ACH	\$1,170.26 Vehicle
Gillig, LLC	5/23/2022	ACH	\$348.16 Vehicle
Gillig, LLC	5/23/2022	ACH	\$564.54 Vehicle
Gillig, LLC	6/8/2022	ACH	\$835.90 Vehicle
Gillig, LLC	6/8/2022	ACH	\$390.45 CNG Elements
Gillig, LLC	6/8/2022	ACH	\$223.06 Vehicle
Gillig, LLC	6/8/2022	ACH	\$265.46 Vehicle
Gillig, LLC	6/8/2022	ACH	\$501.37 Vehicle
Gillig, LLC	6/8/2022	ACH	\$24.34 Vehicle
Gillig, LLC	6/8/2022	ACH	\$433.75 Vehicle
GODFREY, KATHLEEN	5/23/2022	56703	\$50.00 Reimb Cell MAY
GODFREY, KATHLEEN	6/8/2022	ACH	\$50.00 Reimb Cell - April
Grainger Inc	5/23/2022	ACH	\$57.60 Union, Brass 1/2in
Grainger Inc	5/23/2022	ACH	\$143.31 Toilet Tissue, Facial Tissue
Grainger Inc	5/23/2022	ACH	\$24.42 Chart Tape
Grainger Inc	5/23/2022	ACH	\$37.42 Anti Slip Tape
Grainger Inc	5/23/2022	ACH	\$180.18 Inventory Parts
Grainger Inc	6/8/2022	ACH	\$17.40 Faceshield Visors
Grainger Inc	6/8/2022	ACH	\$149.02 Inventory Parts
Grainger Inc	6/8/2022	ACH	\$137.67 Inventory Parts
HALL, RANDALL	5/23/2022	56704	\$76.84 Shoes
Harbor Freight Tools	6/8/2022	56730	\$144.98 Steam Cleaner
HASSAN, DEANNA	6/9/2022	ACH	\$50.00 Reimb Cell - June
Hawley Troxell Ennis & Hawley	6/8/2022	ACH	\$129.00 Legal Services - UMO
Hawley Troxell Ennis & Hawley	6/8/2022	ACH	\$132.00 Legal Services - UMO
Hawley Troxell Ennis & Hawley	6/8/2022	ACH	\$1,394.00 Legal Services - RFP Review
HDR Engineering, Inc	5/23/2022	ACH	\$25,702.00 State St. Corridor analysis services
HDR Engineering, Inc	6/8/2022	ACH	\$10,425.50 State St. Corridor Analysis
HDR Engineering, Inc	6/8/2022	ACH	\$24,406.50 RAISE Grant project services
Hi - Line	5/23/2022	ACH	\$412.74 vehicle
Hi - Line	6/8/2022	ACH	\$242.16 Abrasive Bristle Disc, Electrical Tape
HILL, CHARLIE	5/23/2022	ACH	\$87.37 Reimb internet/cell-APR/mileage
HILL, CHARLIE	6/8/2022	ACH	\$57.08 Reimb cycling class comp mouse
Hot Shots, Inc.	5/23/2022	ACH	\$861.06 Courier Services
Idaho Power	5/23/2022	56705	\$581.87 Services 4/13-5/12
Idaho Power	5/23/2022	56705	\$2,019.98 Services 4/13-5/12
Idaho Power	5/25/2022	56713	\$6,224.01 Utilities
Idaho Power	6/8/2022	56731	\$14.58 Services 4/26-5/25
Idaho Power	6/8/2022	56731	\$1,386.55 Services 4/30-6/1
Idaho Records Management, LLC	5/23/2022	ACH	\$291.16 Services
Idaho Records Management, LLC	6/8/2022	ACH	\$40.00 Services
Inland NW Franchising Inc	5/23/2022	ACH	\$1,795.00 Janitorial Services
Inland NW Franchising Inc	5/23/2022	ACH	\$1,440.00 Janitorial Services
IntelePeer Holdings, Inc	5/23/2022	ACH	\$1,302.28 SIP Services
Intermountain Gas	5/23/2022	ACH	\$81.95 Services 4/12-5/10
Intermountain Gas	5/23/2022	ACH	\$1,483.85 Services 4/12-5/8
Intermountain Gas	6/8/2022	ACH	\$17,730.20 Utilities
Intermountain Gas	6/8/2022	ACH	\$96.25 Service 4/28-5/26
Intermountain Gas	6/8/2022	ACH	\$422.98 Services 4/21-5/19
Intermountain Gas	6/8/2022	ACH	\$70.12 Services 4/22-5/20
Janek Corporation	5/23/2022	ACH	\$1,450.00 Control/logic board
Jeremy Ricky	6/8/2022	ACH	\$13,207.00 Purchase Transportation
Jeremy Ricky	6/8/2022	ACH	\$1,033.84 Purchase Transportation- Canyon County
JoPaul & Sons LLC	5/23/2022	ACH	\$119.00 Vehicle Washes
JoPaul & Sons LLC	5/23/2022	ACH	\$91.00 Vehicle Washes
Karcher Auto Parts	5/23/2022	ACH	\$22.05 Silicone Spray
Karcher Auto Parts	6/8/2022	ACH	\$53.70 Crimson Grease
Karcher Auto Parts	6/8/2022	ACH	\$2.97 Replacement Lens
Karcher Auto Parts	6/8/2022	ACH	\$30.36 Dielectric Grease
Karcher Auto Parts	6/8/2022	ACH	\$11.88 Replacement Lens N281
KEELAN, JOE	5/23/2022	56706	\$68.58 Employee Reimbursement
Kenworth Sales	5/23/2022	ACH	\$621.43 Inventory Parts
Kenworth Sales	5/23/2022	ACH	\$13.20 Inventory Parts
Kenworth Sales	5/23/2022	ACH	\$3,480.65 ECM and Programming (2)
Kenworth Sales	5/23/2022	ACH	\$29.77 Molded Hose

Kenworth Sales	6/8/2022	ACH	\$230.96	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$24.80	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$187.08	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$33.40	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$31.21	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$632.91	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$40.56	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$157.19	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$21.10	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$219.58	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$701.94	Inventory Parts
Kenworth Sales	6/8/2022	ACH	\$50.00	ECM Programming N615
Kenworth Sales	6/8/2022	ACH	\$789.78	EGR Valve & Core Charge
KRONENBITTER, FRANK	6/9/2022	ACH	\$50.00	Reimb Cell - June
KROUPA, KRISTINA	5/23/2022	ACH	\$141.38	Team Bus
KROUPA, KRISTINA	6/9/2022	ACH	\$50.00	Reimb Cell- June
Kuna Senior Citizen Inc	6/8/2022	ACH	\$2,981.52	Acquisition of Services
LifeMap Assurance Co	6/8/2022	ACH	\$1,827.12	Life Ins. Premiums
Lithia Motors Payment Processing	5/23/2022	ACH	\$639.00	ECM
Lithia Motors Payment Processing	5/23/2022	ACH	\$83.05	Inventory Parts
Lithia Motors Payment Processing	5/23/2022	ACH	\$14.87	Thermostat, O-Ring
Lithia Motors Payment Processing	5/23/2022	ACH	\$37.04	Thermostat
Lithia Motors Payment Processing	5/23/2022	ACH	\$284.17	Inventory Parts
Lithia Motors Payment Processing	5/23/2022	ACH	\$540.55	Inventory Parts
Lithia Motors Payment Processing	6/8/2022	ACH	\$131.09	Master Cylinder ST205
Lithia Motors Payment Processing	6/8/2022	ACH	\$112.50	Spark Plugs
Lithia Motors Payment Processing	6/8/2022	ACH	\$73.65	Wheel Hub Cover ST205
Lithia Motors Payment Processing	6/8/2022	ACH	\$155.62	Door Latch ST210
Lithia Motors Payment Processing	6/8/2022	ACH	\$148.72	Inventory Parts
Lotus Boise Corp	5/23/2022	ACH	\$350.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$350.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$120.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$120.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$150.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$150.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$472.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$472.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$150.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$150.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$472.00	Radio Advertsing
Lotus Boise Corp	5/23/2022	ACH	\$472.00	Radio Advertsing
Lotus Boise Corp	5/25/2022	ACH	\$120.00	Radio Ads
Lotus Boise Corp	5/25/2022	ACH	\$350.00	Radio Ads
Lotus Boise Corp	5/25/2022	ACH	\$150.00	Radio Ads
Lotus Boise Corp	5/25/2022	ACH	\$472.00	Radio Ads
Lotus Boise Corp	5/25/2022	ACH	\$150.00	Radio Ads
Lotus Boise Corp	5/25/2022	ACH	\$472.00	Radio Ads
Lowes Home Improvement	5/23/2022	ACH	\$618.65	Shelving, Keys, Padlock
Lowes Home Improvement	6/8/2022	ACH	\$41.23	Shop Vac Filters
Lowes Home Improvement	6/8/2022	ACH	\$45.49	Shop Supplies
Lowes Home Improvement	6/8/2022	ACH	\$58.85	Shop Supplies
Lowes Home Improvement	6/8/2022	ACH	\$61.44	Shop Supplies
Lowes Home Improvement	6/8/2022	ACH	\$82.51	Steel Solid Angle
Lowes Home Improvement	6/8/2022	ACH	\$232.67	Fan, Electrical Box Covers
Lyft, Inc	5/23/2022	ACH	\$1,148.13	Transit Connections
Lyft, Inc	5/23/2022	ACH	\$288.85	VRT Late Night rides
MARTYSEVICH, ROMAN	5/23/2022	ACH	\$104.17	Reimburse for metal / shop
MARTYSEVICH, ROMAN	6/8/2022	ACH	\$127.19	Shoe allowance
MARTYSEVICH, ROMAN	6/8/2022	ACH	\$420.00	Tool Reimbursement
Master Rooter Service Inc	5/23/2022	ACH	\$307.00	Plumbing Service
Melba Valley Senior Center	5/23/2022	ACH	\$3,756.48	Acquisition of Services
Melba Valley Senior Center	6/8/2022	ACH	\$3,178.56	Acquisition of services
Meridian Chamber of Commerce	6/8/2022	56732	\$450.00	Membership dues
Meridian Senior Center	6/8/2022	ACH	\$8,785.09	Acquisition of Services
Meridian Senior Center	6/10/2022	ACH	\$8,785.09	Acquisition of Services
Meridian Senior Center	6/13/2022	56749	\$8,785.09	Acquisition of Services
Metro Community Services	6/8/2022	ACH	\$24,866.00	Acquisition of Services
Michael Ogden	6/8/2022	56733	\$2,100.00	Winter Pigeon Trapping
Motion & Flow Control Products	5/23/2022	ACH	\$220.75	Inventory Parts
MultiCare Health System	5/23/2022	ACH	\$890.00	Drug Screens
MultiCare Health System	6/8/2022	ACH	\$590.00	Drug Screens
Nampa Chamber of Commerce	5/23/2022	ACH	\$230.00	Membership Dues

Napa Auto Parts	5/23/2022	ACH	\$152.36 Lamp Marker
Napa Auto Parts	5/23/2022	ACH	\$225.71 Bus parts
Napa Auto Parts	6/8/2022	ACH	\$196.07 Bus Parts
Napa Auto Parts	6/8/2022	ACH	\$108.27 spark plugs, etc.
National Safety Council	5/23/2022	ACH	\$499.40 Defensive Driving on-line course
New Flyer Parts	5/23/2022	ACH	\$374.20 Inventory Parts
New Flyer Parts	5/23/2022	ACH	\$406.64 Inventory Parts
New Flyer Parts	5/23/2022	ACH	\$81.30 Inventory Parts
New Flyer Parts	6/8/2022	ACH	\$92.93 Inventory Parts
New Flyer Parts	6/8/2022	ACH	\$4.20 Inventory Parts
Newegg Business, Inc.	5/31/2022	ACH	\$139.99 Credit for inv1303769063
Newegg Business, Inc.	6/8/2022	ACH	\$155.97 APC Rack Mount PDU
Norco Inc	5/23/2022	ACH	\$49.98 Shop Supplies
ODP Business Solutions, LLC	6/8/2022	56734	\$90.53 Office Supplies
ODP Business Solutions, LLC	6/8/2022	56734	\$35.59 Office Supplies
Office Depot	5/23/2022	56707	\$57.83 Paper, Markers
Office Depot	5/23/2022	56707	\$26.97 Office Supplies
Office Depot	5/23/2022	56707	\$27.27 Office Supplies
Office Depot	5/23/2022	56707	\$14.97 Office Supplies
O'Reilly Auto Enterprises, LLC	5/23/2022	ACH	\$334.69 Alternator N335
O'Reilly Auto Enterprises, LLC	5/23/2022	ACH	\$9.00 Hose Tee
O'Reilly Auto Enterprises, LLC	5/23/2022	ACH	\$22.42 Air & Oil Filters ST319
O'Reilly Auto Enterprises, LLC	5/23/2022	ACH	\$29.89 Air & Oil Filter ST319
O'Reilly Auto Enterprises, LLC	6/8/2022	ACH	\$334.69 Alternator N336
O'Reilly Auto Enterprises, LLC	6/8/2022	ACH	\$669.38 Alternators
O'Reilly Auto Enterprises, LLC	6/8/2022	ACH	\$80.00 Turn Rotors N2512
O'Reilly Auto Parts	5/23/2022	ACH	\$241.22 Bus parts
O'Reilly Auto Parts	6/8/2022	ACH	\$16.20 Bus parts
O'Reilly Auto Parts	6/8/2022	ACH	\$106.03 Bus parts
O'Reilly Auto Parts	6/8/2022	ACH	\$15.75 Bus parts
O'Reilly Auto Parts	6/8/2022	ACH	\$302.57 Brake Rotor
O'Reilly Auto Parts	6/8/2022	ACH	\$84.36 Bus Parts
O'Reilly Auto Parts	6/8/2022	ACH	\$343.97 Bus Parts
O'Reilly Auto Parts	6/8/2022	ACH	\$248.00 Bus Parts
Paragon Consulting, Inc	5/23/2022	ACH	\$265.00 Pre-Construction meetings
Paragon Consulting, Inc	5/23/2022	ACH	\$265.00 Pre-construction Meetings
Paragon Consulting, Inc	5/23/2022	ACH	\$1,595.00 Pre-construction mtngs/coord
Paragon Consulting, Inc	5/23/2022	ACH	\$675.00 Proterra site meetings/prep
Paragon Consulting, Inc	5/23/2022	ACH	\$825.00 Survey Coord/reviews/tracking
Parma Senior Center	5/23/2022	ACH	\$3,051.62 Acquisition of Services
Parma Senior Center	6/10/2022	ACH	\$2,799.94 Acquisition of Services
Peak Industrial, Inc.	5/23/2022	56708	\$70.46 Bus Parts / O-ring
Peak Industrial, Inc.	5/23/2022	56708	\$29.02 Gasket / o-ring
Peak Industrial, Inc.	6/8/2022	56735	\$211.05 Bus Parts
Peak Industrial, Inc.	6/8/2022	56735	\$277.50 Switches
Peak Industrial, Inc.	6/8/2022	56735	\$425.16 Sensors
PEDROSA, LESLIE	6/8/2022	ACH	\$95.17 Reimb Mileage/postage/farewell lunch
PNG Media LLC	6/8/2022	56736	\$130.29 Legal/Public Notice
PNG Media LLC	6/8/2022	56736	\$216.58 RFP Notice
Primary Health Medical Group, LLC	6/8/2022	56737	\$425.00 DOT Physicals
ProPeople	5/23/2022	ACH	\$98.65 Temp Wages
ProPeople	5/23/2022	ACH	\$951.11 Temp Wages
ProPeople	5/23/2022	ACH	\$498.80 Temp Wages
ProPeople	5/23/2022	ACH	\$1,236.55 Temp Wages
ProPeople	6/8/2022	ACH	\$887.25 Temp Wages
ProPeople	6/8/2022	ACH	\$894.40 Temp wages
ProPeople	6/8/2022	ACH	\$1,747.85 Temp Wages
ProPeople	6/8/2022	ACH	\$832.00 Temp Wages
ProPeople	6/8/2022	ACH	\$1,298.70 Temp Wages
Proterra Operating Company, Inc	5/23/2022	ACH	\$11,735.78 Lift Table, E2 Battery
Proterra Operating Company, Inc	6/8/2022	ACH	\$202.76 Vehicle
Proterra Operating Company, Inc	6/8/2022	ACH	\$47.04 Vehicle
Provantage Computer Products	6/8/2022	ACH	\$3,110.59 Computers
RDK Corporation	5/23/2022	ACH	\$133.00 Background checks
RDK Corporation	5/23/2022	ACH	\$386.00 Background checks
RESENDEZ, NEVA	5/23/2022	ACH	\$50.00 Reimb Cell-May
Romaine Electric Corporation	5/23/2022	ACH	\$588.84 Spark Plugs
Romaine Electric Corporation	6/8/2022	ACH	\$124.12 Bus Parts
Romaine Electric Corporation	6/8/2022	ACH	\$1,356.72 Spark plug / ignition coil
RYSAVY, WAYNE	6/8/2022	ACH	\$88.86 Reimb Coffee bike events
SAMG Occupational Med - Emerald	6/8/2022	56738	\$35.00 Drug Screen/Physicals
SANTOS, RUBEN	6/8/2022	56739	\$100.00 Reimburse for uniform shoes

Seon Systems Sales Inc.	6/8/2022	ACH	\$1,644.00	Assy, SVC, PKG
Shred-It USA- LLC	6/8/2022	ACH	\$97.04	Document Shredding
Shred-It USA- LLC	6/8/2022	ACH	\$96.40	Document Shredding
Shred-It USA- LLC	6/8/2022	ACH	\$227.94	Document Shredding
SIJ Holdings, LLC.	5/23/2022	ACH	\$78.98	Legal Ads
SIJ Holdings, LLC.	5/23/2022	ACH	\$52.56	Legal ads
Smith Power Products, Inc	6/8/2022	ACH	\$714.45	Inventory Parts
Smith Power Products, Inc	6/8/2022	ACH	\$2,596.15	Inventory Parts
Smith Power Products, Inc	6/8/2022	ACH	\$31.36	Inventory Parts
Smith Power Products, Inc	6/8/2022	ACH	\$209.07	Inventory Parts
SMITH, JOSHUA	5/23/2022	56709	\$74.19	Reimburse for Webcam for training
SMITH, JOSHUA	5/23/2022	56709	\$200.00	Reimburse for metal - shop
SMITH, JOSHUA	6/11/2022	56747	\$50.00	Reimb Cell - June
SPX Corporation	6/8/2022	ACH	\$44.32	Farebox Keys
SPX Corporation	6/8/2022	ACH	\$737.45	Farebox Parts
SPX Corporation	6/8/2022	ACH	\$1,028.04	Farebox Parts
SPX Corporation	6/8/2022	ACH	\$3,049.46	Farebox Parts
SPX Corporation	6/8/2022	ACH	\$383.47	Farebox Parts
STANLEY, DIANA	5/23/2022	56710	\$25.81	Reimb Cell May
Star Senior Center	6/11/2022	56748	\$5,522.00	Acquisition of Services
State Insurance Fund	5/23/2022	56712	\$2,172.00	Premiums
Stoltz Marketing Group, Inc	5/23/2022	ACH	\$2,520.00	Account Admin/Website Monitoring
Stoltz Marketing Group, Inc	5/23/2022	ACH	\$2,520.00	Account Admin/Website Monitoring
Stoltz Marketing Group, Inc	5/23/2022	ACH	\$921.25	Website support
Stoltz Marketing Group, Inc	5/23/2022	ACH	\$921.25	Website support
Stoltz Marketing Group, Inc	5/23/2022	ACH	\$2,660.00	Safe Travels Newsletter
Stoltz Marketing Group, Inc	5/23/2022	ACH	\$2,660.00	Safe Travels Newsletter
Stoltz Marketing Group, Inc	5/25/2022	ACH	\$2,520.00	Accnt Admin/Website Monitoring
Stoltz Marketing Group, Inc	5/25/2022	ACH	\$921.25	Website Support
Stoltz Marketing Group, Inc	5/25/2022	ACH	\$2,660.00	Safe Travels Newsletter
Supportive Housing & Innovative Partners	6/8/2022	ACH	\$24,211.94	Acquisition of Services
Syringa Networks, LLC	6/8/2022	ACH	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	6/8/2022	ACH	\$47.80	Nuts & Bolts
Tacoma Screw Products Inc.	6/8/2022	ACH	\$198.59	Nuts & Bolts
Tacoma Screw Products Inc.	6/8/2022	ACH	\$27.14	Nuts & Bolts
Tacoma Screw Products Inc.	6/8/2022	ACH	\$667.33	Nuts & Bolts
The Car Park, LLC	5/23/2022	ACH	\$2,500.00	Carpool & Parking vouchers
The Car Park, LLC	5/23/2022	ACH	\$2,500.00	Carpool & Parking vouchers
The Car Park, LLC	5/23/2022	ACH	\$825.00	Passthrough costs for Carpool/Parking
The Car Park, LLC	5/23/2022	ACH	\$75.00	Carpool & parking vouchers
The Car Park, LLC	5/23/2022	ACH	\$225.00	Carpool & parking vouchers
Thompson and Associates, Inc.	6/8/2022	ACH	\$3,995.00	HR Consults/Recruiting/interviews
Transpo Group USA, Inc.	5/23/2022	ACH	\$23,773.41	Proj Mgmnt-Kuna Tansit Study
Transpo Group USA, Inc.	5/23/2022	ACH	\$25,344.66	Environmental Study Phase2
Treasure Valley Coffee	5/23/2022	ACH	\$35.80	Coffee
Treasure Valley Coffee	6/8/2022	ACH	\$119.70	Coffee
Treasure Valley Coffee	6/8/2022	ACH	\$52.33	Coffee
Treasure Valley Coffee	6/8/2022	ACH	\$127.00	Coffee
Treasure Valley Coffee	6/8/2022	ACH	\$317.44	Coffee
Treasure Valley Transit	5/23/2022	ACH	\$25,491.00	Sub-Recipient
UniFirst Acct# 1395966	5/23/2022	ACH	\$265.19	Mats, Uniforms, Cloths
UniFirst Acct# 1395966	5/23/2022	ACH	\$265.19	Credit for Uniforms, Mats, Cloths
UniFirst Acct# 1395966	5/23/2022	ACH	\$204.12	Mats, Towels, Uniforms
UniFirst Acct# 1395966	5/23/2022	ACH	\$204.12	Mats, Towels, Uniforms
UniFirst Acct# 1395966	5/23/2022	ACH	\$207.18	Mats, Towels, Uniforms
UniFirst Acct# 1395966	5/25/2022	ACH	\$204.12	Mats, Towels, Uniforms
UniFirst Acct# 1395966	5/25/2022	ACH	\$204.12	Mats, Towels, Uniforms
UniFirst Acct# 1395966	5/25/2022	ACH	\$207.18	Mats, Towels, Uniforms
UniFirst Acct# 1395966	6/8/2022	ACH	\$265.19	Mats, Uniforms, Cloths
UniFirst Acct# 1395966	6/8/2022	ACH	\$204.12	Mats, Cloths, Uniforms
UniFirst Acct# 1395966	6/8/2022	ACH	\$370.64	Mats, Towels, Uniforms
UniFirst Acct# 1395966	6/8/2022	ACH	\$207.12	Mats, Towels, Uniforms
UniFirst Acct# 1395966	6/8/2022	ACH	\$207.12	Mats, Towels, Uniforms
UniFirst Acct# 1410130	5/23/2022	ACH	\$255.86	Laundry
UniFirst Acct# 1410130	6/8/2022	ACH	\$256.76	Laundry
UniFirst Acct# 1410130	6/8/2022	ACH	\$255.86	Laundry
UniFirst Acct# 1410130	6/8/2022	ACH	\$263.78	Laundry
United Oil	6/8/2022	ACH	\$7,924.90	Fuel
United Oil	6/8/2022	ACH	\$10,298.20	Fuel
United Oil	6/8/2022	ACH	\$5,556.15	Fuel
United Site Services of Nevada, Inc.	6/8/2022	ACH	\$240.35	Toilet at Mall
United Way of Treasure Valley	5/23/2022	ACH	\$105.00	Donations

United Way of Treasure Valley	6/8/2022	ACH	\$105.00 Contributions
UPS Freight	6/8/2022	56740	\$75.59 Shipping Charges
US Bank Plaza Condominium Assoc., Inc.	5/23/2022	ACH	\$9,202.42 Association dues
Verizon Wireless	6/8/2022	56742	\$2,445.95 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$429.65 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$160.04 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$360.09 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$52.11 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$2,293.79 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$2,331.78 Cell Phone Service
Verizon Wireless	6/8/2022	56742	\$51.39 Cell Phone Service
Verizon Wireless	6/9/2022	56743	\$40.01 Cell Phone Service
Via Transportation, Inc.	5/23/2022	ACH	\$2,180.00 Vehicle fee's
Via Transportation, Inc.	5/23/2022	ACH	\$12,500.00 Installation Fee
WASHINGTON, CORRIE	5/23/2022	ACH	\$297.09 Supplies & Gift Cards for TMCC Pep Rally
WASHINGTON, CORRIE	6/9/2022	ACH	\$50.00 Reimb Cell - June
WASHINGTON, JOSHUA	5/23/2022	ACH	\$150.00 Shoes
Western Building Maintenance, Inc.	5/31/2022	ACH	\$531.91 Credit for days missed April & May
Western Building Maintenance, Inc.	6/8/2022	ACH	\$691.50 February Janitorial Service
Western Building Maintenance, Inc.	6/8/2022	ACH	\$691.50 March Janitorial Services
Western Building Maintenance, Inc.	6/8/2022	ACH	\$691.50 April Janitorial Services
Western Mountain Bus Sales	5/23/2022	ACH	\$442.43 Grease/oil/belts
William Beard	5/23/2022	ACH	\$456.00 Bus Washing
William Beard	5/23/2022	ACH	\$52.00 Bus Washing N614
William Beard	5/23/2022	ACH	\$411.00 Bus Washing
William Beard	6/8/2022	ACH	\$254.00 Bus Washing
William Beard	6/8/2022	ACH	\$206.00 Bus Washing
YBNOW LLC	6/8/2022	ACH	\$3,912.05 Transportation Services
			<u>\$921,618.85</u>

ACCEPTED:



CHAIR OF EXECUTIVE BOARD

ATTEST:



SECRETARY/TREASURER

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Ada County and Canyon County Tire Services

TOTAL COST: Not to exceed \$880,000

PURPOSE/ACTION: Award a contract to provide tires and tire related services for Ada County and Canyon County services.

SCOPE OF WORK: Contract for the procurement of tires and tire services is for three (3) years, with option to renew (upon mutual agreement of both parties) for an additional two (2) one (1) year renewals.

DISCUSSION: The vendor relationship established to perform the replacement of tires and tire services is a critical success factor in delivering safe, efficient, and effective services in Ada County and Canyon County.

ALTERNATIVES: Valley Regional Transit could lease tires, which was previously done, and found to not to be cost effective for Valley Regional Transit

FISCAL IMPACT: Funding for these expenditures is included in fiscal year 2022 operating budgets and will be included in annual operating budgets.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit issued RFB 2022-08-03, requesting proposers submit bids for the procurement of tires and tire related services for Ada County and Canyon County. VRT operations staff analyzed the returned bids. Staff recommends the Board of Directors approve RESOLUTION VBD22-020 Ada County and Canyon County tire services with Commercial Tire who was determined to be the most responsive and responsible.

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the VRT Board of Directors approve Resolution VBD22-020 and approve awarding the contract for Ada County and Canyon County tire services to Commercial Tire with a not to exceed amount of \$880,000 over a five (5) year period.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$49, 999)

Signature: _____

Date Approved: _____

EXECUTIVE BOARD (Approves procurements \$50,000 up to \$199,999)

Signature: _____

Date Approved: _____ Resolution Number: _____

VRT BOARD (Approves procurements \$200,000 and over)

Signature: _____

Date Approved: August 1, 2022

Resolution Number: VBD22-020

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Ada County and Canyon County Tire Services RESOLUTION VBD22-020

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PROCUREMENT FOR TIRE SERVICES IN ADA COUNTY AND CANYON COUNTY

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

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

WHEREAS, Valley Regional Transit services in Ada County and Canyon County require a contract for tires and tire related services to maintain safe, effective and efficient operations; and

WHEREAS, Valley Regional Transit has determined that purchasing tires is the most cost effective for the agency; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 budget and will ensure the budget for this expenditure will be included in future annual operating budgets; and

WHEREAS, Valley Regional Transit issued RFB 2022-08-03 and following a review of the bids, Commercial Tire was determined to be the most responsive and responsible bidder; and

WHEREAS, Valley Regional Transit will contract with Commercial Tire, for tires services in Ada County and Canyon County for three (3) years, with option to renew (upon mutual agreement of both parties) for an additional two (2) one (1) year renewals, not to exceed \$880,000; and

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

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho VBD22-020

Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit award a contract with Commercial Tire for Ada County and Canyon County tire services following procurement RFB2022-08-03, not to exceed \$880,000, for three (3) years, with option to renew (upon mutual agreement of both parties) for an additional two (2) one (1) year renewals.

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

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

ADOPTED by the Board of Valley Regional Transit, this 1st day of August, 2022.

APPROVED by the Board Chair this 1st day of August, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Transit Asset Management Targets for Fiscal Year 2023
DATE	July 13, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the Transit Asset Management targets for fiscal year 2023.

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management (TAM) that will apply to all recipients and subrecipients of Chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement TAM policies, plans, and targets. Participating agencies in the TAM Group Plan are Valley Regional Transit (VRT), Boise State and Ada County Highway District (ACHD) Commuteride. All participating agencies have agreed to follow the TAM Group Plan requirements, which requires: 1) scoring of assets; 2) analyzing scores based upon current and future needs to maintain service; and 3) setting of targets for each category of assets.

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

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

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

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

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

Findings

- Rolling Stock exceeded the target for FY22. VRT expected 24.67% of the groups rolling stock to exceed the ULB, however only 19.82% of the groups rolling stock exceeded the ULB. The same target is proposed for rolling stock in FY23, 24.67%.

- Equipment did not meet the target for FY22. VRT expected 12.70% of the groups equipment to exceed the ULB, however 29.11% of the groups' equipment exceeded the ULB. This target was not met because four sets of bus lifts have exceeded the ULB and replacement has been delayed. The same target is proposed for equipment for FY23, 12.70%.
- Facilities exceeded the target for FY22. VRT expected 42.86% of the groups' facilities to have a condition rating of 3.0 or lower, however only 30.00% of the groups' facilities scored 3.0 or lower. The same target is proposed for facilities for FY23, 42.86%.

Implication (policy and/or financial)

An inventory of assets and their corresponding SGR score will help to determine the capital projects for the future fiscal year's budget.

Highlights

September 2018

- Board of Directors approved Transit Asset Management Group Policy

January 2019

- Board of Directors approved Transit Asset Management Group Plan

August 2021

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

More Information

Attachments: FY23 TAM Targets

For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

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

Asset Category	Performance Measure	FY22 Target	FY22 Actual	FY22 Variance	FY23 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	24.67%	19.82%	4.85%	24.67%
Equipment		12.70%	29.11%	-16.41%	12.70%
Facilities	Condition - % of facilities with a condition rating below 3.0	42.86%	30.00%	12.86%	42.86%



TOPIC	Procurement Policy
DATE	August 1, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-018 and the updated Procurement Policy, Policy Number 1.03.00 (G).

Summary

The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials, equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other services required by the AUTHORITY.

The Procurement Policy that was revised in 2017 has been reviewed and the changes made are minimal. Those changes include:

- Replacing all references made to “VRT” with Authority
- Updated disposition of surplus section to match Authority’s Fixed Asset Policy
- Addition of statement of policy section
- Adding, removing, or updating definitions
- Presenting in standard Authority policy format

Implication (policy and/or financial)

The AUTHORITY’s procurement policies are established to:

- Maximize the value received for expenditure of public funds
- Protect assets purchased with public funds and ensure their application in the AUTHORITY’s interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY’s provision of services
- Protect the integrity of the AUTHORITY’s procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

Highlights

- Approved by Board of Directors September 2017

More Information

Attachments:

Procurement Policy

Resolution VBD22-018 Procurement Policy 1.03.00 (G)

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



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

Policy Number: 1.03.00 (G)

Resolution Number: VBD22-018

Policy Title: Procurement Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

The purpose of Valley Regional Transit (VRT) (henceforth "AUTHORITY") procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials, equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other services required by the AUTHORITY.

DEFINITIONS

Procurement – The process of acquiring goods and services by purchasing from commercial businesses.

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

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

POLICY

1. STATEMENT OF POLICY

1.1 Objective. The purpose of Valley Regional Transit (VRT) (henceforth "AUTHORITY") procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials,

equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other supplies and services required by the AUTHORITY. The AUTHORITY Procurement Policies guide the development of procedures for all AUTHORITY employees involved in the procurement process.

The AUTHORITY's procurement policies are established to:

- Maximize the value received for expenditure of public funds
- Protect assets purchased with public funds and ensure their application in the AUTHORITY's interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY's provision of services
- Protect the integrity of the AUTHORITY's procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

1.2 General Statement of Policy. It is the policy of the AUTHORITY that the purchase of all goods and services be accomplished under the control of its Executive Director and appointed staff designated by the Executive Director who are responsible for each purchase. These purchasing professionals facilitate procurement of quality materials, equipment, and services in a cost effective, efficient, and responsive manner. They are responsible for ensuring full and open competition and equitable treatment of all potential vendors and sources of good and services. They will use sound procurement practices and procedures in the planning, solicitation, award, administration, and documentation of procurement contracts through which public funds are expended.

1.3 Federal, State and Local Regulations. The AUTHORITY's policies are intended to conform to applicable federal, state, and local regulations and guidelines that govern public procurements. The AUTHORITY will employ the strictest of any federal, state, or local regulation, which applies to a particular procurement. The largest percentage of procurement supports transit operations. Transit operations are funded in part by federal funds through grants from the U.S. Department of Transportation Federal Transit Administration (FTA).

1.4 Review and Update. The policies incorporated in Section 2.0 "POLICIES" of this document can only be changed with the approval of the AUTHORITY's Board. The Executive Director is responsible to prepare and propose to the Board the rules and regulations regarding purchasing policies which are in accordance with applicable State of Idaho statutes and FTA requirements. The Executive Director (or a person he/she designates) will, at a minimum, annually review both the Policy and Desk Procedures Manual against any changes in federal, state, or local guidelines that may have occurred, or changes in internal procedures necessary and/or appropriate. Changes to any policy documents shall be submitted by the Executive Director (or a person he/she designates) to the AUTHORITY's Board for approval.

2. POLICIES

2.1 General Procurement Requirements. As a political subdivision of the State of Idaho, The AUTHORITY's procurement policies and procedures must comply with Idaho Code 67-2801 through 67-2808 as well as other applicable sections of Idaho Code. The FTA provides guidance for procurement in 49 Code of Federal Regulations Part 18, and in FTA Circulars 4220.1F, and 5010.1 or most current version.

2.2 VRT Code of Ethical Standards

2.2.1 Purpose. It is imperative officials and employees of the AUTHORITY maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and published. The following Code of Ethical Standards (2.2.2 through 2.2.5) is adapted from Idaho Code Title 59, Chapter 7, "Ethics in Government Act of 1990" and includes standards of the Federal Transit Administration.

2.2.2 Relationships. No AUTHORITY employee, official, or agent, including any member of an evaluation committee for an AUTHORITY project, shall participate in the selection, award, or administration of a contract between the AUTHORITY and a private business if a conflict of interest, real or apparent, exists. A conflict exists when an employee, officer, or agent of the AUTHORITY; any member of his/her immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above has a material financial or other interest in a firm selected for award of a contract. Any interest as owner or stockholder of one percent (1%) or less in such a firm shall not be deemed to be a material financial interest, but serving as director, officer, consultant, or employee of the firm would be deemed a material interest.

Unless specifically prohibited by law, an AUTHORITY official or employee is not precluded from making a bid on an AUTHORITY's contract if: the contracting process is controlled by rules of open competitive bidding; the sources of supply are unrestricted; the bidder has not taken part in developing contract plans or specifications; he or she will not be personally involved in opening, considering, or accepting bids or proposals; and he or she will not in any way participate in administering the contract.

No AUTHORITY official or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he or she has a financial interest without disclosing the full nature and extent of his or her interest. Such a disclosure must be made before the time when he or she is to perform the duty or concurrently with that performance. For an AUTHORITY board member or the Executive Director, disclosure shall be made to the AUTHORITY Board Chairman and other board members. For all other employees, disclosures shall be made to the Executive Director.

No AUTHORITY official or employee may accept any salary, retainer, augmentation, expense allowance or other compensation from any private

source for the performance of his or her duties as an AUTHORITY official or employee.

If an AUTHORITY official or employee acquires, through his or her public duties or relationships, any information which by law or practice is not at the time available to people generally, he or she may not use the information to further the pecuniary interests of himself or herself, or any other person or business entity.

No AUTHORITY official or employee may suppress any governmental report or other document because it might tend to affect unfavorably his or her financial interests.

2.2.3 Gifts and Gratuities. No official or employee of the AUTHORITY shall seek or accept, directly or indirectly, any gift, gratuity, service, favor, employment, engagement, compensation or economic opportunity from a contractor, potential contractor, or subcontractor which would tend to improperly influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties. This would include any gift or gratuity that has a value of \$50.00 or more. No AUTHORITY official or employee may use his or her position to secure or grant unwarranted privilege, preference, exemptions, or advantages for himself or herself, any member of his or her immediate household, any business entity in which he or she has a financial interest, or any other person. Gifts received with a value of \$50.00 or more shall be returned to the source.

2.2.4 Violations. Violation of the AUTHORITY's ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the Executive Director of the AUTHORITY. Violation of this policy by the Executive Director, a member of the Board, or officer or agent of the AUTHORITY shall subject the individual to disciplinary action or sanction as determined by the AUTHORITY's Board. Violation of this policy by contractors or their agents may be considered a breach of contract and shall subject such contractor or agent to action up to and including cancellation of the contract and suspension and being barred from contracting with the AUTHORITY. Violation of this policy by bidders or potential contractors may be considered to make such bidder or proposer ineligible to bid or render a bid or proposal non-responsive.

2.2.5 Organizational Conflict of Interest. The AUTHORITY will prevent in the soliciting and contracting of goods and services, any real or apparent organizational conflicts of interest which could arise when the nature of work to be performed under a proposed contract would result in an unfair competitive advantage to the contractor in the award of future work.

The AUTHORITY will utilize the following means to mitigate or eliminate conflicts of interest:

- a) It shall not be a bid or proposal requirement that a prospective vendor or contractor have prior contracts with the AUTHORITY. This shall not be construed, however, to prevent or limit the use of two-step sealed bidding.
- b) The offeror shall disclose and describe in a statement all past, present or planned organizational, financial, contractual, or other interest with the AUTHORITY.
- c) Offeror shall certify as part of the Request for Bid (RFB) or Request for Proposal (RFP) package that to its best knowledge and belief no affiliation exists relevant to a possible conflict of interest.
- d) The Procurement Administrator will review the statements submitted to assess whether additional relevant information from the offeror may be required as it relates to potential conflict of interests.

2.3 Procurements with Suspended/Debarred Vendors Prohibited. The AUTHORITY shall not enter into a contract with a bidder(s) on the General Services Administration's listing of Suspended and/or Debarred Parties (as published at <https://www.sam.gov/>).

2.4 Protests. Prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract may make protests. The AUTHORITY will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. The AUTHORITY's staff shall comply with the Protest Procedures as dictated by FTA Circular 4220.1F or most current version contained within the AUTHORITY's Procurement Manual.

2.5 Procurement of Real Property. The AUTHORITY's procurement procedures will comply with applicable sections of Idaho Code and FTA requirements. Real property acquisition is addressed in DOT Regulations "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR Part 24, implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42U.S.C. Section s 4601 et seq., which provide protections for owners and lessees of real property to be acquired as part of an FTA-assisted project. More guidance is included in the most recent edition of FTA Circular 5010.1 or updated version, providing "Award Management" guidance.

2.6 Procurement of Public Works Construction. The AUTHORITY will follow the requirements of Idaho Code, Title 67-2805 and applicable FTA requirements.

2.7 Intelligent Transportation Systems. Intelligent Transportation Systems (ITS) property and services must comply with the National ITS Architecture and Standards to the extent required by section 5307(c) of FAST ACT, FTA Notice, "FTA National ITS Architecture Policy on Transit Projects," 66 FR 1455 et seq., January 8, 2001, and later published policies or implementing directives FTA may issue. Consequently, third party contracts involving ITS are likely to require provisions to ensure compliance with Federal requirements.

2.8 Rolling Stock. For the procurement of transit vehicles (also referred to as “Rolling Stock”) the AUTHORITY will comply with the applicable requirements of Idaho Code 67-2801 through 67-2808 and the specific rolling stock requirements in FTA Circular 4220.1F or most current version, Chapter. IV, 2.e (Rolling Stock – Special Requirements).

2.9 Professional Service Contract with Design Professionals, Construction Managers and Professional Land Surveyors (also referenced as Architectural Engineering (A & E), and Related Services by FTA). For the procurement of projects which are connected or related to construction or repair of real property, the AUTHORITY will comply with Idaho Code, 67- 2320, unless otherwise pre-empted by federal law.

2.10 Centralized Purchasing Authority

2.10.1 The responsibility for the procurement and disposal of all materials, equipment, vehicles, property, and services for the AUTHORITY rests with the Executive Director. The Executive Director has independent authority to act for the VRT Board, subject to VRT policies, in the purchase of materials, equipment or services through \$49,999.99. The Executive Director may delegate procurement authority and define internal practices for procurements up to \$49,999.99. All purchases between \$50,000.00 and \$199,999.99 require approval by the AUTHORITY’s Executive Board prior to award. Purchases of \$200,000.00 or more require approval by the VRT Board of Directors prior to the award.

2.10.2 For all procurements, the Executive Director shall designate a procurement administrator to oversee all procurements of goods and services for the AUTHORITY, whose responsibility shall be to ensure, through its procurement practices, full and open competition, fair treatment of all suppliers, and good value to the AUTHORITY.

2.11 Geographic Preferences are prohibited including local preferences. Federal regulations prohibit geographical preferences in making contractor selections except for A & E contracts. The AUTHORITY shall conduct procurements in a manner that prohibits statutory or administrative local, in-state, or geographical preferences in the solicitation and evaluation of bids or proposals, except where federal or state law expressly mandates such preferences.

2.12 Emergency Purchases. The appropriate authority for purchases as defined in policy shall be secured before committing any AUTHORITY funds, except in cases of emergency. Idaho State Statute defines an “emergency” as one which the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property as defined in Idaho Code § 67-2808. The Executive Director is delegated the authority to establish procedures that comply with Idaho Code. The Executive Director will report such emergency action to the AUTHORITY’s Board or Executive Board at their next regularly scheduled meeting.

2.13 Disadvantaged Business Enterprise Program. The AUTHORITY actively encourages and assists Disadvantaged Business Enterprises (DBEs) to participate competitively in AUTHORITY procurement actions as outlined in the AUTHORITY's DBE program. This shall be done in compliance with the Idaho Transportation Department's Disadvantaged Business Enterprise Program. All DBE inquiries and requests are coordinated through AUTHORITY's Community Relations Manager.

2.14 Parts and Supplies Inventory. AUTHORITY will conduct, at a minimum, an annual inventory inspection of parts and supplies utilizing monthly/quarterly cycle counts performed by contractors and will reconcile items in stock versus the record of those on hand as well in the fixed asset records.

2.15 Disposition of Surplus Property.

Surplus property is defined as Authority property which has been determined to not be required for the needs and for the discharge of the responsibilities of the Authority.

2.15.1 Disposal of Surplus Property. AUTHORITY shall dispose of surplus property by either donating the surplus property to local non-profit entities or will ensure the highest possible return consistent with the costs of disposal, while conforming to requirements of FTA Circulars 5010.1 and 4220.1F or most current versions, and the principals set forth in Idaho Code § 67-5732A, applicable to the State of Idaho, Department of Administration. VRT Surplus Property Policy and Procedures, conforming to, and pursuant to, Idaho Code § 67-5701 et seq., all sales of personal property of the AUTHORITY must be made, to the extent possible, under the conditions and limitations as required by Title 67, Chapter 57 in the purchase of personal property, but the governing body or its authorized representatives may sell any such personal property at public auction if it deems such a sale desirable and in the best interests of the local government.

Pursuant to FTA Circular 5010.1 or most current version, when selling equipment exceeding its useful life with a fair market value over \$5,000, or supplies sold for over \$5,000 in aggregate, AUTHORITY shall reimburse FTA by the same percentage of net sales proceeds as the percentage of federal interest in the original grant for the equipment or supplies. AUTHORITY will secure FTA concurrence prior to selling equipment before the end of its useful life. AUTHORITY shall reimburse FTA for its appropriate prorated share of any proceeds from the sale of FTA funded assets unless the fair market value of the property is \$5,000 or less.

Prior to the disposition of surplus property, the Operations Director shall recommend, with subsequent Board approval, the disposition of the surplus property. The surplus property must then be authorized and approved by the Executive Director prior to disposition.

3. RESPONSIBILITIES

3.1 General. The authority to award contracts rests with the AUTHORITY's Board depending upon the dollar threshold of the procurement event. This authority is delegated, in part, to the Executive Board within established authority limits, as well as the Executive Director who oversees all agency activities and designates a Procurement Administrator to oversee day-to-day purchasing activity.

3.2 VRT Board of Directors.

Holds sole contracting authority.

- a) Establishes agency operating budgets and capital plans. Approves budgets based upon recommendations of the Executive Director and staff; and
- b) Approves all purchases of \$200,000.00 or more resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on the Executive Director's recommendation; and
- c) Requires award methodology be consistent with the solicitation evaluation criteria and the requirements of the scope of work, bid specifications, etc.; and
- d) Authorizes the Executive Board to approve all purchases between \$50,000.00 and \$199,999.99 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- e) Authorizes Executive Director to approve all purchases less than \$49,999.99 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- f) Authorizes the Executive Director to dispose of surplus materials, supplies, equipment, and property, subject to its policies.

3.3 AUTHORITY's Executive Board

- a) Sets annual DBE goals based upon recommendation of AUTHORITY staff; and
- b) Approves all purchases of \$50,000.00 through \$199,999.99 resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on Executive Director's recommendation; and
- c) Awards procurements consistent with the evaluation criteria and accompanying weights and the requirements of the scope of work, bid specifications, etc., of the procurement; and
- d) May execute any contract on behalf of AUTHORITY upon full board approval or as authorized by the full board.

3.4 Executive Director

- a) Maintains authority for contracting of all purchases of \$49,999.99 or less; and
- b) Provides recommendations for all purchases over \$49,999.99 to the AUTHORITY's Executive Board or AUTHORITY's Board of Directors for approval; and

- c) May sign any contract on behalf of AUTHORITY upon Board of Directors approval or as authorized by the Board of Directors; and
- d) Establishes internal purchasing procedures, recommends changes in purchasing procedures to the VRT Board of Directors, and assures compliance with AUHTORITY purchasing policies

END OF POLICY

Adoption Date: 4/16/2003

Effective Date: 4/16/2003

Last Revised Date: 1/9/2017

Last Reviewed Date: 8/1/2022

Replaced:

Legal References:

FTA Circulars 4220.1F and 5010.1 or most current versions

Idaho Code§ 67-28

Idaho Code§ Title 59, Chapter 7

Idaho Code§ 67- 2320

Idaho Code§ 67-2801 through 67-2808

Idaho Code§ 67-5701

Idaho Code§ 67-5732A

National ITS Architecture and Standards to the extent required by section 5307(c) of FAST ACT, FTA Notice, “FTA National ITS Architecture Policy on Transit Projects,” 66 FR 1455 et seq., January 8, 2001

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

PROCUREMENT POLICY POLICY NUMBER 1.03.00 (G) RESOLUTION VBD22-018

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED PROCUREMENT POLICY, POLICY NUMBER 1.03.00 (G)

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

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

WHEREAS, Valley Regional Transit staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Procurement Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to a balanced budget; and

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

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

Section 1. That the Board of Valley Regional Transit approve the updated Procurement Policy 1.03.00 (G)

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

ADOPTED by the Board of Valley Regional Transit, this 1st day of August 2022

APPROVED by the Board Chair this 1st day of August 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Fixed Asset Policy
DATE	August 1, 2022
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

Staff requests the Board of Directors approves Resolution VBD22-016 and the Fixed Asset Policy, Policy Number 1.26.00.

Summary

This policy recognizes the importance for Valley Regional Transit (hereinafter “Authority”) to accurately distinguish and record capital acquisitions from operating expenditures as well as managing those capitalized assets from purchase through disposal. The Authority recognizes the importance of following all Federal Transit Administration (hereinafter “FTA”), State, and local laws and guidance. The Authority also recognizes the importance of following The Generally Accepted Accounting Principles when accounting for fixed assets.

This policy supersedes the Surplus Property Policy with the same number. We believe having a fixed asset policy that mentions every part of the process for the life of the asset instead of just the end-of-life treatment.

Implication (policy and/or financial)

This policy identifies the processes and key steps in identifying a capital expenditure, capitalizing such expenditure, assigning a defined life of the asset, and depreciating the asset over the life of the asset. It also identifies the process and key steps of determining when an asset is surplus and the manner for which the asset will be disposed.

More Information

Attachments:

Fixed Asset Policy

For detailed information contact: Cameron Wells, Accounting Manager, 208-258-2704, cwells@valleyregionaltransit.org



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

Policy Number: **1.26.00**

Resolution Number: **VBD22-016**

Policy Title: **Fixed Asset Policy**

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

This policy recognizes the importance for Valley Regional Transit (hereinafter "Authority") to accurately distinguish and record capital acquisitions from operating expenditures as well as managing those capitalized assets from purchase through disposal. The Authority recognizes the importance of following all Federal Transit Administration (hereinafter "FTA"), State, and local laws and guidance. The Authority also recognizes the importance of following The Generally Accepted Accounting Principles when accounting for fixed assets.

Definitions

Authority Property – All tangible items owned by the Authority, whether movable or fixed, including, without limitation, equipment, supplies, materials, vehicles, land, buildings, and improvements to land or buildings.

Surplus Property – Authority property which has been determined to not be required for the needs and for the discharge of the responsibilities of the Authority.

Fixed Asset – Any Authority asset that has been capitalized following this policy.

Estimated Fair Market Value – The value of an item in the marketplace regardless of its initial purchase price or residual value.

Federal Interest – The dollar amount that is the product of: (1) the federal share of total project costs, and (2) the current estimated fair market value of the property to the extent of acquiring or improving the property were included as project costs.

Policy

I. Asset Capitalization

- A. All expenditures, single or in aggregate that exceed \$5,000 and have an expected useful life of over one year will be capitalized. Assets, like bus shelters, that have a higher chance of being damaged, moved, and vandalized will not be considered for capitalization. Other items not considered for capitalization would include items that are consumed, used-up, or worn-out in one year or less.
- B. The Authority works with municipalities and other agencies to upgrade transit infrastructure. In these cases, the Authority will work with these partners to contribute the capital expenditures to the partners by following their capitalization policies.
- C. Fixed assets will be categorized as one of the following classifications:
 - 1. Office furniture and equipment
 - 2. Shop tools and equipment
 - 3. Buildings and grounds
 - 4. Farebox collection equipment
 - 5. Computer and telephone
 - 6. Communications equipment
 - 7. Fuel dispensing equipment
 - 8. Electrical charging equipment
 - 9. Enterprise Resource Planning (ERP) system
 - 10. Support vehicles
 - 11. Motor coaches/buses
 - 12. Demand Response vans
 - 13. Transit facilities
 - 14. Signage/marketing
 - 15. Security equipment
- D. All fixed assets will be depreciated according to useful lives as defined in FTA Circular 5010.1D.

II. Fixed Asset Control

- A. The Accounting Manager shall maintain accurate fixed asset information including, without limitation, adequate inventory controls and accountability systems for all property owned or under control of the Authority; and shall periodically inventory all such property to determine correct accounting of the fixed asset.
- B. The Accounting Manager will act in an internal service capacity, monitoring and coordinating inputs to the accounting system. The Accounting Manager will:
 - 1. Maintain a complete and accurate fixed asset system including, without limitation, the historical and current value of each asset.
 - 2. Collect, store, make available, and generate reports pertaining to the fixed assets for management's use.

III. Surplus Property

- A. Determination of surplus property will be assessed by department managers and directors. As an asset has been deemed surplus, the department director will fill out and sign an "Asset Disposal and Transfer Form". That form will need to be signed by the Finance Director and, in the case the asset was capitalized, it will also need to be signed by the Executive Director.
- B. Prior to the disposal of any Authority fixed asset, the Board of Directors must first adopt a resolution approving the property to be sold, donated, or scrapped.
- C. A public hearing must be held, of which, a hearing notice shall be published in accordance with provisions of section 40-206 of Idaho Code.
 - 1. The publication of notice of a hearing must be published at least one (1) time in a weekly newspaper or at least two (2) consecutive times in a daily newspaper.
 - 2. The last notice shall be published not less than five (5) days prior to the hearing.

IV. Disposal Methods

Surplus property shall be disposed of in one of the following methods:

- A. Donation to Non-Profit Entities
 - 1. The Authority shall ensure a fair and equitable process for non-profits to apply for and receive surplus property.
 - 2. This method is only available if the estimated fair market value of the surplus property is easily determined, and the estimated fair market value is lower than \$5,000 per FTA Circular 5010.1E.
- B. Scraping an Asset

The Authority shall scrap the surplus property in the most economic manner possible. (If the components of the surplus property are recyclable, then the Authority shall take the surplus property to a recycling facility.) This method is only available if the estimated fair market value is lower than \$5,000 per FTA Circular 5010.1E.
- C. Public Auction

The Authority shall use this method for disposal if the estimated fair market value of the surplus property is higher than \$5,000. The Authority shall take the surplus property to a public auction house and allow the auction house to sell the surplus property to the highest bidder.

The Authority shall account for the federal interest of the proceeds in accordance with FTA Circular 5010.1E.

- D. Real Estate

The Authority shall utilize an independent real estate agent with regards to selling property to achieve the most advantageous price.

V. Additional Policies Regarding Vehicles

The certificate of title for sold and donated vehicles will be provided when the recipient takes possession of the vehicle, or the auction company takes possession of the vehicle for sale.

VI. Employee Responsibility

- A. Employees are responsible for the care and safekeeping of Authority property.
 - 1. Employees and subsidiary corporations managing Authority operations will be held accountable for any Authority property lost, stolen, damaged, or destroyed by a negligent act of an employee.
 - 2. Personal liability may result when a person's negligence or willful misconduct toward Authority property is the cause of any loss, theft, damage, or destruction, of such property. In addition, disciplinary action may be taken.

END OF POLICY

Adoption Date: July 16, 2007

Effective Date: July 16, 2007

Last Revised Date: August 1, 2022

Last Reviewed Date: August 1, 2022

Replaced: This policy updates and replaces the Surplus Property Policy with the same policy number

Legal References:

Federal Transit Administration (FTA) C5010.1E Grant Management Requirements (or any superseding document)

Idaho Public Code section 40-206

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FIXED ASSET POLICY POLICY NUMBER 1.26.00 RESOLUTION VBD22-016

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE FIXED ASSET POLICY, POLICY NUMBER 1.26.00

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

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

WHEREAS, Valley Regional Transit staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Fixed Asset Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to managing fixed assets; and

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

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

Section 1. That the Board of Valley Regional Transit approves the Fixed Asset Policy 1.26.00

Section 2. That this Resolution VBD22-016 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 1st day of August 2022

APPROVED by the Board Chair this 1st day of August 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Reasonable Accommodation or Modification Policy and Resolution
DATE	July 13, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. Staff requests that the Board of Directors approve RESOLUTION VBD22-017 which rescinds VMC09-003 ADA Accessible Bus Stop Policy and creates Policy 6.00.04 Reasonable Accommodation or Modification following the recommendation of the Regional Advisory Council on July 19, 2022.

Highlights

Valley Regional Transit (VRT) last updated the ADA Accessible Bus Stop Policy in 2009. To adapt to a growing system and continued updates to the federal policy, VRT presented the Reasonable Accommodation or Modification Policy to the Regional Advisory Council (RAC).

Summary

VRT staff's review of ADA Accessible Bus Stop policy found the policy allows for riders to request a Flag Stop Qualification request, which would allow the rider to flag down a bus, not at a fixed-route bus stop location. Through discussions with customer service staff and our Public Information Officer, it was determined there are currently no riders making use of the flag stop option, and the last request for using the flag stop qualification was in 2009.

Since transitioning to a fixed-route bus stop system, VRT has been working to improve the accessibility of bus stops either through physical improvements or relocating bus stops. These improvements reduce the need for flag stops and result in a better long-term solution. In addition, in 2018, Ada County Highway District (ACHD) began the process of updating its ADA transition plan. As ACHD transitions infrastructure to comply with the Americans with Disabilities Act, VRT will continue to work with the highway district to improve existing stop locations.

With the lack of use of the flag stop system, the physical improvements that have been, and continue to be made, VRT is requesting to rescind VMC09-003 ADA Accessible Bus Stop Policy and replace it with the Policy 6.00.04 - Reasonable Accommodation or Modification. This new policy will ensure as many people as possible, regardless of physical ability, can continue to use public transportation services in a way that is safe for them and the bus operators.

VRT recently completed a review of current stop locations and amenities, including stop accessibility. VRT also launched a safety reporting software tool for drivers to report issues including accessibility issues at specific stop locations. In the future, this software will be available for public use. VRT will also be tracking the conversion of stops to ADA Accessible stops.

VRT will also ensure through this new policy that procedures are in place to ensure that riders can still request an accommodation or modification, that third party contractors are

aware of VRT policy and procedures for any accommodation or modification, and that VRT will update existing bus stops and build new bus stops that meet ADA requirements based on budget availability.

Implication (policy and/or financial)

Replacing the ADA Accessible Bus Stop Policy with the Reasonable Accommodation or Modification Policy and procedures will align with current practices.

More Information

Attachments:

RESOLUTION VMC09-003 and ADA Accessible Bus Stop Policy

For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

MANAGEMENT COMMITTEE RESOLUTION

Item V. N.

ADA Accessible Bus Stop Policy and Procedure RESOLUTION VMC09-003

**BY THE MANAGEMENT COMMITTEE OF VALLEY REGIONAL TRANSIT APPROVING
the ADA Accessible Bus Stop Policy:**

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

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

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

WHEREAS, Valley Regional Transit (VRT) transitioned from a flag stop system to a formal bus stop system in October 2008; and

WHEREAS, the implemented stops were chosen based on several technical factors including: accessibility, passenger safety, traffic safety, and spacing between stops; and

WHEREAS, VRT has assessed all bus stops for any and all accessibility issues; and

WHEREAS, VRT is currently prioritizing the implementation of improvements to any inaccessible stops; and

WHEREAS, funds have been approved through the American Recovery and Reinvestment Act of 2009 to pay for improvements to the stops; and

WHEREAS, patrons may need a courtesy stop near the closest bus stop while the improvements are being implemented; and

WHEREAS, at the 01/21/09 VRT Board meeting, the board delegated the Management Committee the completion and approval of the policy as soon as possible; and

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

WHEREAS, the Board of Valley Regional Transit has created a Management Committee, conferring specific authority upon it to discharge its powers, pursuant to Resolution 2003-002;

WHEREAS, the Board of Valley Regional Transit has conferred upon the Management Committee the power to review and approve certain transactions in conformance with the procurement policy of the Authority pursuant to Resolution 2003-025, all such power has been conferred for the carrying out the purpose of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Management Committee approves and adopts the ADA Accessible Bus Stop Policy

Section 2. That the Management Committee directs VRT staff to implement the ADA Accessible Bus Stop Policy and procedures as set forth in Exhibit 1.

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

ADOPTED by the Management Committee of Valley Regional Transit, this 6th day of April, 2009.

APPROVED by the Committee Chair this 11 day of July, 2009.

ATTEST:


SECRETARY

APPROVED:


CHAIR OF MANAGEMENT COMMITTEE

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

Section	Policy No. 1.06.01
Policy Title: Accessible Bus Stop	Page 1 of 3
Policy Date: April 6, 2009	Policy Adopted: April 6, 2009
Approved By: Management Committee	Policy/Page Replaced: n/a Policy Amend8d: n/a
	

Valley Regional Transit ADA Accessible Bus Stop Policy

Background

In an effort to create more visible, timely and safe access to the fixed-route bus services, Valley Regional Transit (VRT) transitioned from a flag stop system to a formal bus stop system in October 2008. This process included the implementation of 860 bus stops system-wide. An engineering analysis was conducted to determine the safest location for each bus stop. Stops were chosen based on several technical factors including: accessibility, passenger safety, traffic safety, and spacing between stops.

Some of the bus stops have factors which create an inaccessible path of travel. This leads to hard ship for some persons with disabilities to access the transit services. VRT developed the policy below to allow qualified individuals to flag the bus down when such circumstances arise.

Statement of Policy

VRT will allow qualified individuals to flag the bus down at *safe* and *accessible* locations along fixed-route transit services. Qualifications for evaluation will be determined based on whether the individual's disability prevents them from accessing the transit service at the fixed-stop location.

Procedure

Beginning April 1st, 2009 Valley Regional Transit will implement the policy and procedures to allow qualified individuals to flag down bus operators when the nearest bus stop is determined to be inaccessible.

VRT will be the qualifying agency. The Flag Stop Qualification document will be provided to the patron. A member of the VRT staff will review both this policy document and the Flag Stop Qualification document with the patron. Upon signing the Flag Stop Qualification document, the patron will be provided a designated orange flag to utilize when flagging down the bus. To go through the qualification process, please call 345-RIDE.

This is interim policy that will be in force until such time as bus stops become ADA accessible.

Note: Paratransit door to door service is available to those who qualify through an application process. For information on Paratransit service call (208)345-1234 in Boise and call (208)846-8547 ext. 4224 in Nampa.

Attachment A.

Flag Stop Qualification Document

_____ has a disability that qualifies him/her to utilize the Valley Ride Bus System as a Flag Stop System while improvements are being made to the current fixed route bus stops.

Terms of Agreement

1. When possible, Patron will position themselves within 20 feet of an established bus stop.
2. Patron will display orange reflective flag as prominently as possible for Operator to see.
3. Operator will pull as close to flag stop request as safely possible.
4. Patron may have to move towards the bus to where the Operator has safely pulled over.

By signing this agreement, both the Agency and Patron state that they have read the policy and agree to the Terms of the Agreement.

Agency: _____

Patron: _____

Contact Name: _____

Signature: _____

Address: _____

Phone: _____

The following locations are available for patrons to receive/pick up flag:

Location	Address	Contact Person	Contact Number	Contact Email
Boise Operations	4788 S. Orchard St Boise ID 83705	Donna Hill	208-336-1019 ext.4106	dhill@valleyride.org
CCOA				
Health and Welfare- Boise	1720 Westgate Dr. Suite D Boise ID 83704	Carolyn Hiatt	208-334-6874	HiattC@dhw.idaho.gov
Health and Welfare- Namoia				
Home-Please fill in the remaining columns and highlight				
ICBVI	341 W WASHINGTON ST BOISE ID 83702	Brian Jain	208-334-3220ext 125	bjain@icbvi.idaho.gov
Idaho ADA Task Force				
Idaho Office of Refugees	1607 W Jefferson St Boise, Idaho 83702	Patty Haller	(208) 336-4222	phaller@idahorefugees.org
LINC	1878 W. Overland Rd. Boise Idaho 83705	Todd Wilder	208-336-3335	TWilder@lincidaho.org
Nampa Operations	1616 Industrial Rd. Nampa, ID 83687	Deanna Locklear - Operations Manager -	208-461-4974	geanna.locklear@firstgroup.com
SILC				
IDVR-Boise	3350 Americana Terrace, Suite 210,	Bobbi Hiller	(208)334-365,0	bhiller@vr.idaho.gov
IDVR-Boise	10200 W Emerald Suite 101	Joan Rainey	(208)327-3711	jrainey@vr.idaho.gov
IDVR-Meridian	600 E. Watertower St., Suite B,	Larry Rezendes	(208)888-0648,	lrezendes@vr.idaho.gov
IDVR-Namoia	1204 8 th Street South,	Dana Mather	(208)465-4659	dmather@vr.idaho.gov
IDVR-Caldwell	3110 E. Cleveland Blvd, Suite A7, ,	Socorro Pastor	(208)454-7606	spastor@vr.idaho.gov
Valley Regional Transit	830 N. Main Suite 230, Meridian Idaho	Jennifer Smith	(208)345-RIDE	jmsmith@rideline.org

This list will be made available on the VRT website and will be updated as additional locations are identified.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

POLICY 6.00.04 REASONABLE ACCOMMODATION OR MODIFICATION RESOLUTION VBD22-017

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING POLICY 6.00.04 REASONABLE ACCOMMODATION OR MODIFICATION, IT WILL ENSURE SAFE, HIGH-QUALITY SERVICE TO THOSE PROTECTED UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990.

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

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

WHEREAS, reasonable modifications or accommodations are needed to ensure policies, practices, and procedures do not discriminate against individuals with disabilities; and

WHEREAS, Valley Regional Transit needs to ensure that as many people as possible, regardless of physical ability, can use public transportation services in a way that is safe for them and the bus operators; and

WHEREAS, Valley Regional Transit staff will ensure third-party contractor’s follow created procedures to ensure the overall safety of passengers and bus operators at bus stops; and

WHEREAS, Valley Regional Transit reviewed VMC09-003 ADA Accessible Bus Stop Policy and determined changes need to be made to represent what current practices are; and

WHEREAS, by the Board of Valley Regional Transit approving this resolution it will rescind VMC09-003 ADA Accessible Bus Stop Policy; and

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

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

Section 1. That the Board of Valley Regional Transit approve RESOLUTION VBD22-017, Policy 6.00.04 Reasonable Accommodation or Modification
VBD22-017

Section 2. That by the Board of Valley Regional Transit approving RESOLUTION VBD22-017, Policy 6.00.04 Reasonable Accommodation or Modification it will rescind VMC09-003 ADA Accessible Bus Stop Policy.

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

ADOPTED by the Board of Valley Regional Transit, this 1st day of August, 2022.

APPROVED by the Board Chair this 1st day of August, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 6.00.04

Resolution Number: VBD22-017

Policy Title: Reasonable Accommodation/Modification Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

STATEMENT OF POLICY

As part of Valley Regional Transit (hereinafter AUTHORITY) and the third-party contractors' continued efforts to deliver safety and high-quality service for those protected under the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (ADA), as amended, the Reasonable Accommodation/Modification Policy will ensure the AUTHORITY makes reasonable modifications/accommodations to policies, practices, and procedures to avoid discrimination and ensure that their programs are accessible to individuals with disabilities.

DEFINITIONS

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

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

Bus Stops Accessibility: Elements that take into account the needs of all transit users that include a barrier free design, wayfinding to help a passenger reach the stop and overall safety.

Bus Stop Typology: The study, analysis or classification of bus stops based on location, station size and site considerations.

Fixed-Route: Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed-route trip serves the same origins and destinations.

Paratransit: Transportation service for people with disabilities who are not able to ride fixed-route public transportation. This may be due to an inability to board, ride or disembark independently from any readily accessible vehicle on the fixed-route system.

Reasonable Accommodation/Modification: Any change or exception to a policy or procedure that allows individuals with disabilities to have equitable access to programs, services, and activities, as

long as the accommodation does not create an undue burden, such as costs, financial resources or operations, for the service provider, or fundamentally alters the nature of the service.

Reasonable Accommodation/Modification Regulation: Provides that transportation entities make reasonable accommodations/modifications to policies, practices, and procedures to ensure that services and programs are accessible to everyone including individuals with disabilities.

POLICY

The intent of the Reasonable Accommodation/Modification Policy is to ensure that as many people as possible, regardless of physical ability, can use public transportation services in a way that is safe for them and the bus operators. This policy requires procedures that include the bullet points described below.

- Ensure the Bus Stop Typology includes the ADA requirements for bus stops
- Create procedures for passengers to request a reasonable accommodation or modification
- Ensure third-party contractors follow AUTHORITY'S procedures for an approved reasonable accommodation or modification
- Build bus stop improvements that meet ADA requirements into annual capital budgets based on budget availability
- Ensure newly built bus stops meet ADA requirements, as defined

The AUTHORITY will ensure third-party contractor's implement and enforce the procedures created by the AUTHORITY to ensure the overall safety of passengers and operators at bus stops.

END OF POLICY

Adoption Date: August 1, 2022

Effective Date: August 1, 2022

Last Revised Date:

Last Reviewed Date:

Replaced: ADA Accessible Bus Stop Policy VMC09-003

Supporting Documents:

[Section 49 CFR Parts 27 and 37: Transportation for Individuals with Disabilities: Reasonable Modification](#)
[O-023 Reasonable Accommodations/Modifications Procedures](#)



TOPIC	State Street Transit Operational Analysis
DATE	July 18, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

The Board of Directors is asked to consider approval of the State Street Transit Operational Analysis.

Highlights

- **December, 2018**
 - State Street MOU partners identified the need for a State Street Executive Team
- **December, 2019**
 - State Street Executive Team identified the need for reviewing transit assumptions in the State Street Transit and Traffic Operations Plan
- **January, 2021**
 - VRT brought HDR on board to conduct the State Street Transit Operational Analysis
- **April, 2022**
 - VRT submitted for the 2022 RAISE Grant using findings and draft concepts from the State Street Transit Operational Analysis
- **May, 2022**
 - HDR completed the State Street Transit Operational Analysis
- **July, 2022**
 - VRT Executive board held a work session on findings of the Transit Operational Analysis

Background:

The State Street Transit Operational Analysis (TOA) is a major part of Valley Regional Transit's (VRT) efforts to advance the regional vision of State Street as documented in the State Street Transit and Traffic Operations Plan (TTOP). For the last several years VRT has been working with the State Street MOU partners (Ada County, Ada County Highway District, the City of Boise, Capitol City Development Corporation, COMPASS, City of Eagle, City of Garden City, and the Idaho Transportation Department) to review the function of high occupancy vehicle Lanes (HOV), and bus pull outs. The TOA was to determine if there could be another set of transit priority measures that could be enacted with existing legislation and still provide the transit and general-purpose traffic benefits envisioned in the TTOP. The TOA was also to develop a portfolio of projects VRT could pursue immediately to continue developing the State Street corridor into a multi-modal corridor with a heavy transit emphasis.

Findings:

The principal findings of the TOA are:

- In-lane stops provide significant travel time benefits to transit benefits compared bus pull-outs.

- In-lane stops did not negatively impact general-purpose traffic more than HOV restrictions.
- Review of case studies corroborates the importance of in-lane stops vs bus pull-outs.
- Case studies did not find and substantial traffic operations or safety concerns regarding in-lane stops.
- Targeted deployment of features such as transit signal priority, near-level boarding, off-board fare payment, stop consolidation, and routing bicycle paths behind stations can all be used to minimize delay to transit riders and general-purpose traffic.
- Taken together, in-lane stops with targeted transit treatments and three general purpose travel lanes resulted in transit and traffic performance that is generally similar to or better than HOV with pull-out configuration.
- The phased construction approach for State Street creates perfect opportunities to demonstrate the value of transit queue jumps. Where intersections have been widened to their full extent, the extra lanes are not fully utilized because the lanes do not continue and traffic volumes are not at their forecasted levels. Using that space, even temporarily for transit queue jumps will take full advantage of the infrastructure without degrading general-purpose traffic.
- The project portfolio identifies near-term projects that can bring benefits to both existing and future transit riders along the corridor.
- The project portfolio has worked to integrate new standards for bike lanes/multi-use paths on arterials.
- The project portfolio findings have been used in projects such as the State and Pierce Park intersection redesign and in VRT's 2022 RAISE grant application.

Next Steps:

- **August**
 - Action item to Board to approve findings of the TOA

Implication (policy and/or financial)

The TOA will guide transit infrastructure development along State Street and help with coordinating roadway projects and land use development.

More Information

Attachments:

Link to [State Street TOA: Operational Analysis Memo](#)

Link to [State Street TOA: Project Portfolio](#)

Link to [State Street TOA: Case Studies](#)

Link to [State Street TOA: Time Savings Memo](#)

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org.

TOPIC	FY2023 Draft Final Budget
DATE	July 19, 2022
STAFF MEMBER	Kelli Badesheim, Executive Director

Staff Recommendation/Request:

Staff recommends the VRT Board approve Resolution VBD22-021 to adopt the FY2023 Operating and Capital Budget.

Highlights

- The VRT Board adopts an annual budget prior to the beginning of each fiscal year
- Staff develops service and program plans through the 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 Executive Board sets the public hearing and makes a recommendation on the final preliminary budget to the Board
- The Board holds a public hearing and considers the draft final budget at the August Board meeting

Summary:

Background

Valley Regional Transit (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.

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

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. We anticipate the local jurisdiction contribution estimates for some funders are likely to go down as we negotiate and secure commitments for revenue sources in the final quarter of the fiscal year.

Final Draft Budget Assumptions Refinement

On July 11, 2022, the Executive Board directed staff to refine the final draft budget specifically to ensure revenues and expenses are in line with City of Boise budgeted contributions and remove electric bike share enhancements until local sponsor revenues are secured. The proposed final budget shows a combination of adjustments to both revenue assumptions and a reduction in overall expenses to comport with the Executive Board action and additional feedback received by other funding partners since the Executive Board meeting. The expense reductions are achieved by removing proposed enhancements to on-demand services in Canyon County and the electric bike share system as well as reducing City Go expenses.

FY2023 is the first budget VRT attempted to include a cash reserve request per the Board cash reserve plan adopted in October 2021. Based on the direction of the Executive Board to reduce the amount of local revenue requests, VRT subsequently removed the cash reserve requests. Special Assessments are for projects or services specific to a jurisdiction, in other words, funding above, and beyond, the shared services they typically fund.

In summary, the revenue and expense adjustments in this version of the budget include:

- Reducing local jurisdiction contributions by applying unrestricted local savings from FY2021
- Increasing fare revenue assumptions to reflect current year revenue trends
- Programming additional federal funds for operating assistance to lower local match
- Reducing operating expenses by \$649,517
- Reducing capital expenses by \$2,249,999
- Eliminating the cash reserve requests

FY2023 Expense Highlights

VRT is experiencing many of the same pressures on our expense budgets as the local jurisdictions. The summary below explores the areas that are driving increases in expenses.

Table 1 shows the comparison between FY2022 Budget Amendment #1 (BA1) and FY2023 Draft Final Budget (DFB). The FY2023 DFB shows the comparison of the operating budget between the two fiscal years. The Bike Share, Capital and Subrecipient allocations are shown separately because those budgets can vary widely between fiscal years and can skew the year-over-year cost comparisons. Comparing the FY2022 (BA1) with the adjusted FY2023 DFB the total year-over-year (YOY) increase in projected operational expenses is 4.98%. 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 44 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.

Table 2 also shows an increase of three (3) FTE in fixed-route and ADA paratransit contracted operations. These include an additional utility worker to support expanded bus stop maintenance in Ada County, and two bus operators in Canyon County based on proposed changes to the Route 45.

Wages in the FY2023 DFB are estimated to increase by 12% across all budget divisions due to the additional staffing described above as well as labor cost increases. A more detailed breakdown of wages and benefits separated out by contracted transit operations and VRT's direct labor expenses are summarized below.

Wages and Benefits – Transit Operations

The largest wage and benefits increases are in the contracted transit operations divisions (21, 22, 24, 25, 31). VRT's contracted transit operations management firm is First Transit. There are three factors driving the increase in wages in the Ada County operations. The first is increases in starting wages to be competitive with other sectors competing for the same workers, second are 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.

First Transit's estimate for health care premium increase is twelve (12) percent. Additionally, fringe benefit expenses will increase due to the additional staffing and wage increases.

Wages and Benefits – Valley Regional Transit

The budget assumes a five (5) percent increase to the wage pool that will be available for merit-based salary increases. 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 vital to retaining the technical capacity our regional partners rely on to meet their transportation needs. VRT will be conducting its annual salary survey this fall. This information is used to update the wage scale to ensure it is in alignment with the market.

The increases in fringe benefits include an eight (8) percent increase to VRT health benefits based on projections from the health trust's consultants. The increased FTE count also impacts the total fringe benefit budget.

The wages and benefits supporting direct VRT expenses assumes the same salary for the executive director. Based on national and local labor trends it is likely the salary will need to be increased to keep up with the market. This will need to be addressed through the recruitment, selection and negotiation process.

Materials and Supplies

The FY2023 DFB shows an increase in materials and supplies of 16 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 167 percent increase in leases and rentals 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 pressure on wages, benefits, fuel and other supplies resulting in this increase.

Capital

The proposed capital budget is approximately \$4 million. The attached ***FY2023 Capital Budget Detail*** provides a list of proposed projects by strategic objective. Ada County specific projects will include funding for bus stop improvements, vehicle replacements, and maintenance shop equipment. The Ada County budget currently estimated at \$1.4 million will require \$166,000 in local matching dollars. Canyon County specific projects include vehicle replacements, maintenance shop equipment, and continued work on necessary improvements at Happy Day Transit Center. The Canyon County budget currently estimated at \$1.9 million will require \$363,000 of local matching funds and includes deferred facility maintenance, vehicle replacement, and equipment projects.

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.

Planning

The attached ***FY2023 Unified Planning Work Program (UPWP)*** represents the planning projects proposed for FY2023. Planning and program administration support are eligible for an eighty (80) percent federal match. The majority of direct labor in Division 23 is eligible for planning reimbursements. The entire direct labor budget totals \$1 million. Direct costs include \$380,000 in professional services and other costs that support planning and federal program support. The direct costs are proposed to support an update to ValleyConnect 2.0 (\$120,000), Boise service analysis and transportation center study (\$60,000), and Nampa/Caldwell corridor study (\$150,000).

FY2023 Preliminary Budget Revenues Overview

VRT staff looked closely at FY2021 and FY2022 trends to inform revenue projections for FY2023.

Table 3 outlines our budgeted revenues. In our current funding model, revenue streams such as federal formula and recovery funding, underwriting (advertising sales), fares, and pass sales (directly generated) influence the local requests. All inputs are considered as we balance revenue sources to maintain service levels in the coming year.

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 revenue assumptions for local requests are based on using \$1,000,000 of the final remaining Coronavirus Aid, Relief and Economic Security Act (CARES)

funding in the small urban area, and \$1,390,000 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 thirty (30) percent increase in federal formula funding from the recently authorized Bipartisan Infrastructure Bill (BIB), and there are additional older federal funds available to use this year to help bridge the gap in FY2023.

Directly Generated Fares and Passes

The budget projects fare and pass revenues to be below pre-pandemic levels while we are continuing to experience lower utilization. The DFB fare assumptions were increased to be aligned with FY22 actuals where recovery in fare revenue and ridership has been observed. 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.

Unrestricted Surplus Local Funds

The availability of both CARES and American Rescue Plan Act (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 DFB assumes updated revenue requests assumes the allocation of this resource s the local requests after both the federal CARES and operating funding and the unrestricted surplus are allocated to the attributed jurisdictions.

Local Government and Private Partner Requests

Meetings with staff from local funding partners began in December and again in May after VRT completed and refined the FY2023 DFB. The attached **FY2023 Local Funding** table shows all funding requests and goals per the local cost allocation model. General assessments across all partners will see marginal increases.

Tables 4A-4B show a breakdown of revenue requests specific to the jurisdictions funding services. These partners see the highest increases in local requests based on expense increases, proposed service changes, larger capital budgets to address capital replacement and deferred maintenance.

The approach each funding partner takes to funding VRT is different. To accommodate this, VRT applied three different revenue scenarios to those jurisdictions providing service funding to the preliminary budget requests. The scenarios ranged 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.

Based on the Executive Board action, the DFB assumptions for local funds were adjusted as shown in the FY2023 Budget column in the table. The local requests get into alignment with the current budgeted amounts due to allocating FY2021 and projected FY2022 Unrestricted Local Surplus to make up the shortfall. This approach is very much aligned with Strategic Objective S1 as shown in Figure 1 above.

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 cost allocation methodology (CAM) across all funding jurisdictions. The fuel rebate received in 2021 was \$213,000, 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

Tables

Table 1: Expense Comparison by Category

Table 2: VRT FTEs by Budget Division

Table 3: Revenue Comparison by Category

Table 4a: FY2023 Cost Allocation Scenarios – Fixed-Route Service Partners

Table 4b: FY2023 Adjusted Local Requests – Boise, Nampa, and Caldwell

Attachments

Resolution VBD22-021 FY2023 Budget

Exhibit 1: FY2023 Budget Summary by Budget Area

Exhibit 2: FY2023 Legal Notice of Public Hearing

Exhibit 3: FY2023 Unified Planning Work Program

Budget Detail

FY2023 Budget Year-over-Year Comparison by Category

FY2023 Capital Budget Detail

FY2023 Local Jurisdiction Funding Summary

Table 1. Expense Comparison by Category

Category	2022	2023	% Change
501 Wages and Salaries	\$7,988,642	\$8,974,554	12.34%
502 Fringe Benefits	\$5,835,633	\$6,203,117	6.30%
503 Professional Services	\$2,874,279	\$2,497,394	-13.11%
504 Materials and Supplies	\$1,545,160	\$1,794,869	16.16%
505 Utilities	\$342,950	\$356,695	4.01%
506 Casualty and Liability	\$1,419,070	\$1,219,448	-14.07%
508 Purchased Transportation	\$2,424,885	\$2,657,636	9.60%
509 Miscellaneous	\$1,426,200	\$877,539	-38.47%
511 Interest	\$400	\$192,089	47922.24%
512 Leases and Rentals	\$167,979	\$448,970	167.28%
Total Base Budget Expenses*	\$ 24,025,198	\$ 25,222,310	4.98%
Bike Share	\$ 244,005	\$345,792	41.7%
Capital (VRT + Subrecipient)	\$2,860,000	\$4,048,833	41.6%
Subrecipient Operating Funds	\$593,237	\$597,000	0.60%
Total Budget Expenses	\$27,722,440	\$30,213,935	9.0%
*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	0
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	30	2
Total	181	189	5

Table 3. Revenue Comparison by Category

Category	2022	2023	% Change
401 Directly Generated Funds	\$463,391	\$677,657	46.24%
403 Auxiliary Revenue	\$810,198	\$559,247	-18.63%
406 Federal Assistance - Operating/Administration	\$11,876,998	\$11,250,841	-5.27%
408 Local Assistance - Operating/Administration	\$10,874,612	\$12,290,169	13.02%
Total Base Budget Revenues*	\$ 24,025,198	\$ 24,777,913	3.55%
Bike Share	\$ 244,005	\$345,792	41.7%
Capital (VRT + Subrecipient)	\$2,860,000	\$3,632,172	27.0%
Subrecipient Operating Funds	\$593,237	\$597,000	0.60%
Draw from Surplus Fund Balance	\$0	\$861,058	
Total Budget Revenues, All Resources	\$27,722,440	\$30,213,935	9.0%
*Excludes Capital, Subrecipient, and Bikeshare Revenues.			

Table 4a. FY2023 Cost Allocations Scenarios - Fixed-Route Service Partners

Local Revenue Sources	FY21 Baseline	FY22 Baseline	FY23 Baseline (Max)	FY23 VRT Cost Allocation	FY23 less Surplus (Min)
Ada County	\$168,607	\$127,694	\$164,894	\$135,378	\$135,378
Boise State University	\$117,448	\$181,641	\$226,877	\$190,332	\$186,560
City of Boise	\$8,168,843	\$9,415,346	\$11,009,642	\$9,533,446	\$8,770,285
City of Eagle	\$125,443	\$136,424	\$151,977	\$120,976	\$97,541
City of Meridian	\$493,972	\$757,436	\$905,137	\$792,014	\$764,122
Ada County Total	\$9,074,313	\$10,618,540	\$12,458,527	\$10,772,148	\$9,953,886
Canyon County	\$74,369	\$68,376	\$97,835	\$75,360	\$60,735
City of Caldwell	\$214,827	\$282,123	\$544,411	\$301,579	\$240,443
City of Nampa	\$438,989	\$566,654	\$1,053,720	\$630,452	\$378,000
College of Western Idaho	\$151,532	\$157,661	\$230,093	\$208,526	\$208,526
Canyon County Total	\$879,717	\$1,074,814	\$1,926,059	\$1,215,917	\$887,704
TOTAL	\$9,954,030	\$11,693,354	\$14,384,586	\$11,988,065	\$10,841,590

Table 4b. FY2023 Adjusted Local Requests – Boise, Nampa, and Caldwell

City of Boise Budgeted	\$8,770,285	City of Nampa Budgeted	\$378,000	City of Caldwell Budgeted	\$240,443
Resource: FY2021 Unrestricted Local Surplus	\$583,240		\$140,728		\$61,136
Resource: Projected FY2022 Unrestricted Local Surplus	\$179,922		\$111,724		\$0
Total VRT Budget	\$9,533,446		\$630,452		\$301,579

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FISCAL YEAR 2023 BUDGET RESOLUTION VBD22-021

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2023 BUDGET TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, COMMUNITY TRANSPORTATION, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) TRANSIT SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES

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

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

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

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

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

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

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

VBD21-028

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

Section 1. That the Valley Regional Transit Board of Directors adopts the FY2023 Budget Analysis Findings and Recommendations

Section 2. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2023 Budget:

Exhibit 1 - FY2023 Budget Summary by Budget Area

Exhibit 2 - Legal Notice of Public Hearing

Exhibit 3 - FY2023 Unified Planning Work Program

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

Exhibit 2 UPWP Transportation Supplement

Section 4. That this Resolution VBD22-021 shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 1st day of August 2022.

APPROVED by the Board Chair this 1st day of August 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

Fiscal Year 2023
Budget Summary by Budget Area

REVENUES		EXPENSES	
Regional Overhead		Regional Overhead	
Directly Generated Revenues	\$ 45,000	Wages and Salaries	\$ 2,193,136
Auxiliary Revenues	463,994	Fringe Benefits	\$ 1,681,608
Non Transportation Revenues	120,000	Professional Services	\$ 1,398,579
Federal Assistance	3,388,035	Materials and Supplies	\$ 148,100
Local Assistance	2,876,325	Utilities	\$ 142,040
TOTAL	\$ 6,893,355	Casualty and Liability	\$ 22,000
		Purchased Transportation	\$ -
		Miscellaneous	\$ 629,391
		Subrecipient Pass Through	597,000
		Interest	-
		Leases and Rentals	81,500
		TOTAL	\$ 6,893,355
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ 558,216	Wages and Salaries	\$ 5,365,500
Auxiliary Revenues	149,564	Fringe Benefits	3,798,545
Federal Assistance	4,123,343	Professional Services	652,232
Local Assistance	7,553,998	Materials and Supplies	1,112,500
Draw from Surplus Fund Balance	441,456	Utilities	167,850
TOTAL	\$ 12,826,577	Casualty and Liability	925,276
		Purchased Transportation	
		Miscellaneous	205,433
		Interest	192,089
		Leases and Rentals	407,152
		TOTAL	\$ 12,826,577
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 89,441	Wages and Salaries	\$ 1,332,641
Auxiliary Revenues	45,689	Fringe Benefits	650,316
Federal Assistance	2,133,460	Professional Services	232,809
Local Assistance	655,288	Materials and Supplies	413,569
Draw from Surplus Fund Balance	2,941	Utilities	52,605
TOTAL	\$ 2,926,819	Casualty and Liability	195,672
		Purchased Transportation	-
		Miscellaneous	39,890
		Interest	-
		Leases and Rentals	9,318
		TOTAL	\$ 2,926,819
Specialized Transportation Services		Specialized Transportation Services	
Directly Generated Revenues	\$ 30,000	Wages and Salaries	\$ 198,630
Auxiliary Revenues	-	Fringe Benefits	154,486
Federal Assistance	2,203,002	Professional Services	249,675
Local Assistance	1,285,349	Materials and Supplies	150,200
TOTAL	\$ 3,518,351	Utilities	3,400
		Casualty and Liability	83,500
		Purchased Transportation	2,657,636
		Miscellaneous	20,825
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 3,518,351
Capital Projects		Capital Projects	
Federal Capital Assistance	\$ 3,010,310	VRT	\$ 3,580,900
Local Capital Assistance	153,929	Subrecipient - Pass Through	467,933
Subrecipient Pass Through	467,933	TOTAL	\$ 4,048,833
Draw from Surplus Fund Balance	416,661		
TOTAL	\$ 4,048,833		
Grand Total Revenues, All Resources	\$ 30,213,935	Grand Total Expenses	\$ 30,213,935

Exhibit 1
Notice of Public Hearing
Valley Regional Transit Board Consideration of FY2023 Budget

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption a budget for Fiscal Year 2023. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, August 1, 2022, at the Valley Regional Transit administrative offices, 700 NE 2nd Street, Meridian Idaho. The public hearing will take place at noon, or shortly thereafter.

People are welcome to make comments at the August 1 public hearing, limiting their comments to no more than three (3) minutes. In-person seating will be very limited for the meeting. To participate remotely (call in), use this link:
https://www.valleyregionaltransit.org/VRT_Board_August1

Comments may also be mailed, faxed or e-mailed by 4:00 PM Friday, July 29, 2022 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit, Attn: FY2023 Budget Hearing
 700 NE 2nd St. Suite 100
 Meridian, ID 83642

Fax Number: (208) 846-8564

Subject: FY2023 Budget

E-mail: mcarnopis@valleyregionaltransit.org

Subject: FY2023 Budget Hearing

FISCAL YEAR 2023 BUDGET
REVENUES

Regional Overhead and Operations

Directly Generated Revenues	\$ 45,000
Auxiliary Revenues	463,994
Non-Transportation Revenues	120,000
Federal Assistance	3,388,035
Local Assistance	<u>2,876,325</u>
Total	\$ 6,893,355

Ada County Transportation Services

Directly Generated Revenues	\$ 558,216
Auxiliary Revenues	149,564
Federal Assistance	4,123,343
Local Assistance	7,553,998
Draw from Surplus Fund Balance	<u>441,456</u>
Total	\$12,826,577

Canyon County Transportation Services

Directly Generated Revenues	\$ 89,441
Auxiliary Revenues	45,689
Federal Assistance	2,133,460
Local Assistance	655,288
Draw from Surplus Fund Balance	<u>2,941</u>
Total	\$ 2,926,819

Specialized Transportation Services

Directly Generated Revenues	\$ 30,000
Auxiliary Revenues	-
Federal Assistance	2,203,002
Local Assistance	<u>1,285,349</u>
Total	\$ 3,518,351

Capital Projects

Federal Capital Assistance	\$ 3,010,310
Local Capital Assistance	153,929
Subrecipient Pass Through	467,933
Draw from Surplus Balance	<u>416,661</u>
	\$ 4,048,833

Grand Total Revenues **\$30,213,935**

EXPENSES**Regional Overhead and Operations**

Wages and Salaries	\$ 2,193,136
Fringe Benefits	1,681,608
Professional Services	1,398,579
Materials and Supplies	148,100
Utilities	142,040
Casualty and Liability	22,000
Purchased Transportation	-
Miscellaneous	629,391
Subrecipient Pass-Thru	597,000
Interest	-
Leases and Rentals	<u>81,500</u>
Total	\$ 6,893,355

Ada County Transportation Services

Wages and Salaries	\$ 5,365,500
Fringe Benefits	3,798,545
Professional Services	652,232
Materials and Supplies	1,112,500
Utilities	167,850
Casualty and Liability	925,276
Miscellaneous	205,433
Interest	192,089
Leases and Rentals	<u>407,152</u>
Total	\$12,826,577

Canyon County Transportation Services

Wages and Salaries	\$ 1,332,641
Fringe Benefits	650,316
Professional Services	232,809
Materials and Supplies	413,569
Utilities	52,605

Casualty and Liability	195,672
Purchased Transportation	-
Miscellaneous	39,890
Interest	-
Leases and Rentals	<u>9,318</u>
Total	\$ 2,926,819

Specialized Transportation Services

Wages and Salaries	\$ 198,630
Fringe Benefits	154,486
Professional Services	249,675
Materials and Supplies	150,200
Utilities	3,400
Casualty and Liability	83,500
Purchased Transportation	2,657,636
Miscellaneous	<u>20,825</u>
Total	\$ 3,518,351

Capital Projects

VRT	\$ 3,580,900
Subrecipient – Pass Through	<u>467,933</u>
Total	\$ 4,048,833

Grand Total Expenses **\$30,213,935**

Exhibit 2
FY2023 Unified Planning Work Program

Public Transportation Supplement

Program	Expenditures				Revenues			
UZA	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 LU	5307 SU	Local Match	Total Revenues
Program Administration Support	1,645	\$ 679,937	\$ 189,500	\$ 869,437	\$ 347,775	\$ 347,775	\$ 173,887	\$ 869,437
Boise TMA System Planning	399	\$ 179,883	\$ 60,000	\$ 239,883	\$ 191,906	\$ -	\$ 47,977	\$ 239,883
Nampa UZA System Planning	337	\$ 146,013	\$ 150,000	\$ 296,013	\$ -	\$ 236,810	\$ 59,203	\$ 296,013
Totals	2,382	\$ 1,005,832	\$ 399,500	\$ 1,405,332	\$ 539,681	\$ 584,585	\$ 146,146	\$ 1,405,332

500 Program Administration Support

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

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

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

530 Boise TMA System Planning

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

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

430 Nampa TMA System Planning

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

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

Valley Regional Transit
FY2023 Budget Year-over-Year Comparison by Category

Base Budget Revenues			Regional Overhead			Boise Greenbike		
			10			12		
Category	2022	2023	% Diff	2022	2023	% Diff	2022	2023
401 Directly Generated Funds	\$ -	\$ -		\$ (43,750)	\$ (45,000)	3%		
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -			
403 Auxillary Revenue	\$ (100,000)	\$ -	-100%	\$ (610,796)	\$ (463,994)	-24%		
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ (120,000)			
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -			
406 Federal Assistance - Operating/Administration	\$ -	\$ -		\$ (872,330)	\$ (772,016)	-11%		
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -			
408 Local Assistance - Operating/Administration	\$ (1,455,269)	\$ (1,837,130)	26%	\$ (507,573)	\$ (534,440)	5%		
Total Base Budget Revenues	\$ (1,555,269)	\$ (1,837,130)		\$ (2,034,449)	\$ (1,935,450)			
Draw from Surplus Fund Balance								
Total Revenues, All Resources				\$ (1,837,130)			\$ (1,935,450)	
Base Budget Expenses			Regional Overhead			Boise Greenbike		
			10			12		
Category	2022	2023	% Diff	2022	2023	% Diff	2022	2023
501 Wages and Salaries	\$ 613,146	\$ 622,453	2%	\$ 510,479	\$ 568,956	11%		
502 Fringe Benefits	\$ 397,101	\$ 592,107	49%	\$ 342,242	\$ 423,544	24%		
503 Professional Services	\$ 168,607	\$ 227,179	35%	\$ 823,621	\$ 671,400	-18%		
504 Materials and Supplies	\$ 28,300	\$ 34,300	21%	\$ 48,250	\$ 88,550	84%		
505 Utilities	\$ 114,585	\$ 121,750	6%	\$ 13,558	\$ 16,600	22%		
506 Casualty and Liability	\$ 20,861	\$ 15,000	-28%	\$ 3,500	\$ 7,000	100%		
508 Purchased Transportation	\$ -	\$ -		\$ -	\$ -			
509 Miscellaneous	\$ 184,314	\$ 191,841	4%	\$ 255,799	\$ 110,400	-57%		
511 Interest	\$ 400	\$ -	-100%	\$ -	\$ -			
512 Leases and Rentals	\$ 27,955	\$ 32,500	16%	\$ 37,000	\$ 49,000	32%		
513 Depreciation	\$ 531,269	\$ 406,209	-24%	\$ 7,467	\$ 7,467			
514 Capital	\$ -	\$ -		\$ -	\$ -			
Total Base Budget Expenses	\$ 2,086,538	\$ 2,243,339	8%	\$ 2,041,916	\$ 1,942,917	-5%		
Total Expenses less Depreciation	\$ 1,555,269	\$ 1,837,130	18%	\$ 2,034,449	\$ 1,935,450	-5%		
% Difference in Base Budget			18%	-5%				
Contingent Expenses - Enhancements								
Total Expenses		\$ 1,837,130			\$ 1,935,450			
				\$ -			\$ -	

Valley Regional Transit
FY2023 Budget Year-over-Year Comparison by Category

Base Budget Revenues		Information Supports/Specialized Transportation			Boise Fixed-route		
		20			21		
Category	2022	2023	% Diff	2022	2023	% Diff	
401 Directly Generated Funds	\$ -	\$ (30,000)		\$ (312,628)	\$ (484,107)	55%	
402 Purchased Transportation	\$ -	\$ -		\$ -	\$ -		
403 Auxillary Revenue	\$ -	\$ -		\$ (76,142)	\$ (149,564)	96%	
404 Non-Transportation Revenue	\$ -	\$ -		\$ -	\$ -		
405 Federal Assistance - Capital	\$ -	\$ -		\$ -	\$ -		
406 Federal Assistance - Operating/Administration	\$ (3,394,395)	\$ (3,041,756)	-10%	\$ (3,294,183)	\$ (2,982,602)	-9%	
407 Local Assistance - Capital	\$ -	\$ -		\$ -	\$ -		
408 Local Assistance - Operating/Administration	\$ (1,358,735)	\$ (1,495,037)	10%	\$ (5,618,569)	\$ (6,129,145)	9%	
Total Base Budget Revenues	\$ (4,753,130)	\$ (4,566,793)		\$ (9,301,522)	\$ (9,745,418)		
Draw from Surplus Fund Balance					(441,456)		
Total Revenues, All Resources	\$ (4,566,793)			\$ (10,186,874)			
Base Budget Expenses		Information Supports/ Specialized Transportation			Boise Fixed-route		
		20			21		
Category	2022	2023	% Diff	2022	2023	% Diff	
501 Wages and Salaries	\$ 554,343	\$ 600,892	8%	\$ 3,638,950	\$ 4,220,200	16%	
502 Fringe Benefits	\$ 393,277	\$ 414,076	5%	\$ 2,925,628	\$ 2,896,879	-1%	
503 Professional Services	\$ 340,675	\$ 297,175	-13%	\$ 573,547	\$ 521,717	-9%	
504 Materials and Supplies	\$ 159,100	\$ 174,450	10%	\$ 779,000	\$ 921,000	18%	
505 Utilities	\$ 9,740	\$ 5,440	-44%	\$ 126,594	\$ 133,750	6%	
506 Casualty and Liability	\$ 83,000	\$ 83,500	1%	\$ 991,469	\$ 753,893	-24%	
508 Purchased Transportation	\$ 2,424,885	\$ 2,657,636	10%	\$ -	\$ -		
509 Miscellaneous	\$ 788,110	\$ 333,625	-58%	\$ 174,510	\$ 196,383	13%	
511 Interest	\$ -	\$ -		\$ -	\$ 171,362		
512 Leases and Rentals	\$ -	\$ -		\$ 91,824	\$ 371,689	305%	
513 Depreciation	\$ 269,212	\$ 251,305	-7%	\$ 2,238,508	\$ 2,194,900	-2%	
514 Capital	\$ -	\$ -		\$ -	\$ -		
Total Base Budget Expenses	\$ 5,022,342	\$ 4,818,098	-4%	\$ 11,540,030	\$ 12,381,774	7%	
Total Expenses less Depreciation	\$ 4,753,130	\$ 4,566,793	-4%	\$ 9,301,522	\$ 10,186,874	10%	
				\$ 14,265,340	\$ 15,156,280		
% Difference in Base Budget	-4%			6%			
Contingent Expenses - Enhancements					\$ -		
Total Expenses		\$ 4,566,793			\$ 10,186,874		
		\$ -			\$ -		

Valley Regional Transit
FY2023 Budget Year-over-Year Comparison by Category

Base Budget Revenues		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2022	2023	% Diff	2022	2023	% Diff
401 Directly Generated Funds	\$	(68,369)	\$ (74,109)	8%	\$ -	\$ -	
402 Purchased Transportation	\$	-	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$	-	\$ -		\$ -	\$ -	
404 Non-Transportation Revenue	\$	-	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$	-	\$ -		\$ (14,102,546)	\$ (4,075,243)	-71%
406 Federal Assistance - Operating/Administration	\$	(1,104,920)	\$ (1,140,741)	3%	\$ (1,215,671)	\$ (1,180,266)	-3%
407 Local Assistance - Capital	\$	-	\$ -		\$ (4,027,313)	\$ (153,929)	-96%
408 Local Assistance - Operating/Administration	\$	(1,434,717)	\$ (1,424,853)	-1%	\$ (281,207)	\$ (295,066)	5%
Total Base Budget Revenues	\$	(2,608,006)	\$ (2,639,703)		\$ (19,626,738)	\$ (5,704,504)	
Draw from Surplus Fund Balance						\$ (416,661)	
Total Revenues, All Resources			\$ (2,639,703)			\$ (6,121,165)	
Base Budget Expenses		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2022	2023	% Diff	2022	2023	% Diff
501 Wages and Salaries	\$	1,080,200	\$ 1,145,300	6%	\$ 471,278	\$ 599,465	27%
502 Fringe Benefits	\$	950,083	\$ 901,666	-5%	\$ 271,098	\$ 406,367	50%
503 Professional Services	\$	116,870	\$ 130,515	12%	\$ 744,652	\$ 452,500	-39%
504 Materials and Supplies	\$	210,500	\$ 191,500	-9%	\$ -	\$ 1,000	
505 Utilities	\$	33,800	\$ 34,100	1%	\$ 1,600	\$ 1,650	3%
506 Casualty and Liability	\$	167,203	\$ 171,383	2%	\$ -	\$ -	
508 Purchased Transportation	\$	-	\$ -		\$ -	\$ -	
509 Miscellaneous	\$	9,250	\$ 9,050	-2%	\$ 601,487	\$ 611,350	2%
511 Interest	\$	-	\$ 20,727		\$ -	\$ -	
512 Leases and Rentals	\$	40,100	\$ 35,462	-12%	\$ -	\$ -	
513 Depreciation	\$	117,304	\$ 134,803	15%	\$ -	\$ -	
514 Capital	\$	-	\$ -		\$ 17,536,623	\$ 4,048,833	-77%
Total Base Budget Expenses	\$	2,725,310	\$ 2,774,506	2%	\$ 19,626,738	\$ 6,121,165	-69%
Total Expenses less Depreciation	\$	2,608,006	\$ 2,639,703	1%	\$ 19,626,738	\$ 6,121,165	-69%
					\$ 1,668,400	\$ 2,072,332	
% Difference in Base Budget					24%		
Contingent Expenses - Enhancements					\$ -		
Total Expenses			\$ 2,639,703		\$ 6,121,165		
			\$ -		\$ -		

Valley Regional Transit
FY2023 Budget Year-over-Year Comparison by Category

Base Budget Revenues		Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
		24			25		
Category		2022	2023	% Diff	2022	2023	% Diff
401 Directly Generated Funds	\$	(55,204)	\$ (41,558)	-25%	\$ (4,410)	\$ (2,292)	-48%
402 Purchased Transportation	\$	-	\$ -		\$ -	\$ -	
403 Auxillary Revenue	\$	(7,952)	\$ (15,620)	96%	\$ -	\$ -	
404 Non-Transportation Revenue	\$	-	\$ -		\$ -	\$ -	
405 Federal Assistance - Capital	\$	-	\$ -		\$ -	\$ -	
406 Federal Assistance - Operating/Administration	\$	(821,864)	\$ (846,377)	3%	\$ (87,148)	\$ (100,778)	16%
407 Local Assistance - Capital	\$	-	\$ -		\$ -	\$ -	
408 Local Assistance - Operating/Administration	\$	(167,098)	\$ (270,196)	62%	\$ (9,335)	\$ (14,762)	58%
Total Base Budget Revenues	\$	(1,052,118)	\$ (1,173,751)		\$ (100,893)	\$ (117,833)	
Draw from Surplus Fund Balance			(2,941)				
Total Revenues, All Resources		\$ (1,176,692)			\$ (117,833)		
Base Budget Expenses		Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
		24			25		
Category		2022	2023	% Diff	2022	2023	% Diff
501 Wages and Salaries	\$	494,680	\$ 560,564	13%	\$ 45,085	\$ 52,366	16%
502 Fringe Benefits	\$	241,482	\$ 263,649	9%	\$ 23,587	\$ 26,211	11%
503 Professional Services	\$	80,745	\$ 97,541	21%	\$ 7,299	\$ 9,310	28%
504 Materials and Supplies	\$	137,750	\$ 128,498	-7%	\$ 15,493	\$ 18,689	21%
505 Utilities	\$	19,689	\$ 21,629	10%	\$ 1,929	\$ 2,118	10%
506 Casualty and Liability	\$	64,181	\$ 80,225	25%	\$ 6,262	\$ 7,827	25%
508 Purchased Transportation	\$	-	\$ -		\$ -	\$ -	
509 Miscellaneous	\$	10,271	\$ 20,766	102%	\$ 915	\$ 937	2%
511 Interest	\$	-	\$ -		\$ -	\$ -	
512 Leases and Rentals	\$	3,321	\$ 3,820	15%	\$ 324	\$ 375	16%
513 Depreciation	\$	311,681	\$ 311,681	0%	\$ 26,905	\$ 34,871	30%
514 Capital	\$	-	\$ -		\$ -	\$ -	
Total Base Budget Expenses	\$	1,363,799	\$ 1,488,373	9%	\$ 127,798	\$ 152,704	19%
Total Expenses less Depreciation	\$	1,052,118	\$ 1,176,692	12%	\$ 100,893	\$ 117,833	17%
	\$	2,519,950	\$ 2,926,819				
% Difference in Base Budget		16%					
Contingent Expenses - Enhancements							
Total Expenses		\$ 1,176,692			\$ 117,833		
	\$	-			-		

Valley Regional Transit
FY2023 Budget Year-over-Year Comparison by Category

Base Budget Revenues		Canyon Inter-county		
		31		
Category	2022	2023	% Diff	
401 Directly Generated Funds	\$ (22,779)	\$ (45,591)	100%	
402 Purchased Transportation	\$ -	\$ -		
403 Auxillary Revenue	\$ (15,308)	\$ (30,069)	96%	
404 Non-Transportation Revenue	\$ -	\$ -		
405 Federal Assistance - Capital	\$ -	\$ -		
406 Federal Assistance - Operating/Administration	\$ (1,086,488)	\$ (1,186,305)	9%	
407 Local Assistance - Capital	\$ -	\$ -		
408 Local Assistance - Operating/Administration	\$ (242,363)	\$ (370,330)	53%	
Total Base Budget Revenues	\$ (1,366,938)	\$ (1,632,294)		
Draw from Surplus Fund Balance				
Total Revenues, All Resources		\$ (1,632,294)		
Base Budget Expenses		Canyon Inter-county		
		31		
Category	2022	2023	% Diff	
501 Wages and Salaries	\$ 618,954	\$ 719,711	16%	
502 Fringe Benefits	\$ 320,319	\$ 360,456	13%	
503 Professional Services	\$ 103,362	\$ 125,958	22%	
504 Materials and Supplies	\$ 194,767	\$ 266,382	37%	
505 Utilities	\$ 26,413	\$ 28,858	9%	
506 Casualty and Liability	\$ 86,096	\$ 107,620	25%	
508 Purchased Transportation	\$ -	\$ -		
509 Miscellaneous	\$ 12,573	\$ 18,187	45%	
511 Interest	\$ -	\$ -		
512 Leases and Rentals	\$ 4,455	\$ 5,123	15%	
513 Depreciation	\$ 286,814	\$ 283,399	-1%	
514 Capital	\$ -	\$ -		
Total Base Budget Expenses	\$ 1,653,752	\$ 1,915,693	16%	
Total Expenses less Depreciation	\$ 1,366,938	\$ 1,632,294	19%	
% Difference in Base Budget				
Contingent Expenses - Enhancements				
Total Expenses			\$ 1,632,294	

\$ -

FY2023 Capital Budget Detail

Ada County	Objective	Federal	Local	Total
Ada County Bus Stop Improvements	S2	\$200,000	\$50,000	\$250,000
Downtown Boise Bus Stop Improvements	S3	\$88,720	\$22,180	\$110,900
Equipment - MISC	S2	\$16,000	\$4,000	\$20,000
MSS Improvements	S2	\$40,000	\$10,000	\$50,000
Demand Response Vehicle Replacements	S2	\$463,300	\$36,700	\$500,000
Support & Service Vehicle Replacements	S2	\$231,650	\$18,350	\$250,000
Maintenance Shop Equipment	S2	\$185,320	\$14,680	\$200,000
TOTAL		\$1,224,990	\$155,910	\$1,380,900
Canyon County	Objective	Federal	Local	Total
HDTC Master Plan - Phase 2 Construction	S2	\$960,000	\$240,000	\$1,200,000
Canyon Vehicle Addition	S4	\$465,320	\$84,680	\$550,000
Demand Response Vehicle Replacement	S3	\$68,000	\$17,000	\$85,000
Canyon County Bus Stop Improvements	S3	\$40,000	\$10,000	\$50,000
Equipment - MISC	S2	\$8,000	\$2,000	\$10,000
Maintenance Shop Equipment	S3	\$40,000	\$10,000	\$50,000
TOTAL		\$1,581,320	\$363,680	\$1,945,000
Regional Projects	Objective	Federal	Local	Total
IT Hardware Replacement	S2	\$52,000	\$13,000	\$65,000
Service Vehicle for Facilities	S4	\$44,000	\$11,000	\$55,000
Specialized Transit Vehicle	S2	\$52,000	\$13,000	\$65,000
Specialized Transit Vehicle	S4	\$56,000	\$14,000	\$70,000
TOTAL		\$204,000	\$51,000	\$255,000
Subrecipient Projects	Objective	Federal	Local	Total
Van Replacement	S2	\$208,485	\$0	\$208,485
Shuttle Replacement	S2	\$259,448	\$0	\$259,448
TOTAL		\$467,933	\$0	\$467,933
Total FY23 Capital Budget		\$3,478,243	\$570,590	\$4,048,833

STRATEGIC OBJECTIVES		
Maintain	S2	76%
Improve	S3	7%
Expand	S4	17%

Valley Regional Transit
FY2023 Local Jurisdiction Funding Assessments

Cost Allocation Model Derived Funding Requests

FY23 Local Partners	General Assessment	Service Assessment	Capital Assessment	Special Assessment	Totals
Ada County	\$ 35,032	\$ 84,517	\$ 15,830	\$ -	\$ 135,378
Ada County Highway Distract	\$ 5,616	\$ -	\$ -	\$ -	\$ 5,616
Boise State University	\$ 5,616	\$ 79,014	\$ 22,890	\$ -	\$ 107,520
Capital City Development Corp.	\$ 5,616	\$ -	\$ -	\$ 92,180	\$ 97,796
City of Boise	\$ 128,816	\$ 9,199,295	\$ 175,336	\$ 30,000	\$ 9,533,446
City of Eagle	\$ 17,960	\$ -	\$ -	\$ 103,016	\$ 120,976
City of Garden City	\$ 6,896	\$ -	\$ -	\$ -	\$ 6,896
City of Kuna	\$ 14,533	\$ -	\$ -	\$ -	\$ 14,533
City of Meridian	\$ 70,588	\$ 515,330	\$ 36,096	\$ 170,000	\$ 792,014
City of Star	\$ 8,055	\$ -	\$ -	\$ -	\$ 8,055
Meridian Development Corp.	\$ 5,616	\$ -	\$ -	\$ -	\$ 5,616
Ada County Total	\$ 304,344	\$ 9,878,156	\$ 250,152	\$ 395,196	\$ 10,827,848
Canyon County	\$ 30,341	\$ 34,532	\$ 10,487	\$ -	\$ 75,360
Canyon County Highway District #4	\$ 1,613	\$ -	\$ -	\$ -	\$ 1,613
City of Caldwell	\$ 35,143	\$ 197,873	\$ 68,563	\$ -	\$ 301,579
City of Greenleaf	\$ 444	\$ -	\$ -	\$ -	\$ 444
City of Melba	\$ 307	\$ -	\$ -	\$ -	\$ 307
City of Middleton	\$ 5,669	\$ -	\$ -	\$ -	\$ 5,669
City of Nampa	\$ 57,710	\$ 431,199	\$ 141,543	\$ -	\$ 630,452
City of Notus	\$ 328	\$ -	\$ -	\$ -	\$ 328
City of Parma	\$ 1,121	\$ -	\$ -	\$ -	\$ 1,121
City of Wilder	\$ 857	\$ -	\$ -	\$ -	\$ 857
College of Western Idaho	\$ 5,616	\$ 118,447	\$ 40,665	\$ -	\$ 164,728
Golden Gate Highway District #3	\$ 1,141	\$ -	\$ -	\$ -	\$ 1,141
Nampa Highway District #1	\$ 1,862	\$ -	\$ -	\$ -	\$ 1,862
Notus/Parma Highway District	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Canyon County Total	\$ 143,152	\$ 782,051	\$ 261,258	\$ -	\$ 1,186,462
Total Funding Requests	\$ 447,496	\$ 10,660,207	\$ 511,410	\$ 395,196	\$ 12,014,310
Additional Local Partner Contributions				\$ 1,421,637	\$ 1,421,637
Total Local Budgeted	\$ 447,496	\$ 10,660,207	\$ 511,410	\$ 1,816,833	\$ 13,435,947



TOPIC	Disposal of Surplus and Obsolete Assets
DATE	July 13, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff recommends the VRT Board of Directors adopt Resolution VBD22-019 Disposal of Surplus and Obsolete Assets.

Summary

Valley Regional Transit (VRT) set a public hearing for the disposal of VRT assets following Executive Board direction on July 11, 2022. Idaho Code requires VRT to hold a public hearing to notify the public of assets considered for disposal. The public hearing typically aligns with the consideration of the budget.

The attachment included with this memo lists the assets scheduled to be disposed of in fiscal year 2023. Due to the COVID-19 pandemic, there continue to be substantial delays in receiving new buses, support vehicles and service vehicles. Many vehicles scheduled for disposal in fiscal years 2021 and 2022 are still in revenue service due to the delay. The vehicles scheduled for disposal in previous fiscal years are included in the list for fiscal year 2023. VRT staff will provide a report of the final disposition of all assets that will be included in the consent agenda at the October 2023 Board meeting.

Implication (policy and/or financial)

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

Highlights

- The resolution and list of assets provided with this memo reflect what was requested of VRT staff by the Board of Directors at the April 2019 meeting
- Potential items for disposal include:
 - Buses beyond their useful life. These vehicles are not suitable for the Specialized Transit program
 - Service and support vehicles beyond their useful life that are not suitable for vehicle sharing
 - Computers, monitors, and peripherals
 - Servers no longer of use or capable of reasonably costing upgrades
 - Worn out or broken furniture

More Information

Attachments:

Fiscal year 2023 Assets to Dispose

For detailed information contact:

Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

LEGAL NOTICE
NOTICE OF ASSET DISPOSAL
VALLEY REGIONAL TRANSIT

Valley Regional Transit (VRT), the regional public transit authority for Ada and Canyon counties, intends to sell at auction four (4) accessible paratransit buses. The vehicles are beyond their useful life and no longer of use for any VRT programs or too costly to maintain to keep in service.

The virtual on-line auction (<https://www.copart.com/>) will begin at 12:00 p.m. MST and end at 2 p.m. on Thursday, July 21, 2022 at Copart Auto Auction, 3716 North Middleton Road in Nampa. Pre-bidding will begin at 8:00 a.m. MST, Tuesday, July 19, 2022.

The vehicles up for auction sale (to be sold as-is):

2 - 2005 Ford E450 chassis with Aerotech body conversion; Gas fuel; over 200k miles; purchased in 2005; seats up to 12 and is wheelchair accessible

2 – 2011 Ford E450 chassis with Goshen body conversion; Compressed Natural Gas fuel; over 200k miles; purchased in 2011; seat up to 8 and is wheelchair accessible

Pre-Inspection of vehicles begins at 8:00 a.m. MST, Wednesday, July 20, 2022.

Requests for information about the disposition of the assets prior to the auction may be directed to Leslie Pedrosa, Operations Director, Valley Regional Transit, (208) 208-258-2713 or email: lpedrosa@valleyregionaltransit.org.

Fiscal Year 2023 Assets to Dispose

ROLLING STOCK

Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
New Flyer Low Floor Transit Bus	5FYC2GP021U023537	2002	754,742	14 years
New Flyer Low Floor Transit Bus	5FYC2GP041U023538	2002	724,168	14 years
New Flyer Low Floor Transit Bus	5FYC2GP061U023542	2002	718,080	14 years
New Flyer Low Floor Transit Bus	5FYC2GP081U023543	2002	742,677	14 years
New Flyer Low Floor Transit Bus	5FYC2GP0X1U023544	2002	725,090	14 years
New Flyer Low Floor Transit Bus	5FYC2GP011U023545	2002	670,288	14 years
New Flyer Low Floor Transit Bus	5FYC2GP031U023546	2002	743,395	14 years
New Flyer Low Floor Transit Bus	5FYC2GP051U023547	2002	724,414	14 years
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63278	2011	253,267	8 years
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63279	2011	253,062	8 years
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63281	2011	262,842	8 years
Ford E450 Goshen Cutaway	1FDFE4FS3BDA68540	2011	257,766	8 years
Ford E450 Goshen Cutaway	1FDFE4FS5BDA68541	2011	273,519	8 years
Ford E450 Goshen Cutaway	1FDFE4FS4BDA63282	2011	267,946	8 years
Ford E450 Phoenix Cutaway	1FDFE4FSXCDA71162	2012	226,353	8 years
Ford E450 Phoenix Cutaway	1FDFE3FS1CDA71163	2012	241,719	8 years
Ford E450 Phoenix Cutaway	1FDFE4FS3CDA71164	2012	218,734	8 years
Ford E350 Starcraft Cutaway	1FD3E35L38DB09989	2008	153,607	8 years

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Dodge Caravan	2C4RDGBG7CR369671	2012	117,858	8 years
Ford F550	1FDAF56F02EB37470	2002	59,983	10 years
Chevrolet	1GCSKPE35AZ171581	2010	97,161	10 years
Dodge Caravan	2C4RDGBG7CR369672	2002	119,404	8 years
Dodge Caravan	2C4RDGBG7DR761313	2013	136,174	8 years

EQUIPMENT

Equipment Information	Purchased	Useful Life
Desktop Computers	unknown	5 years
Computer Monitors	unknown	5 years
Computer Accessories (keypad, mouse, etc.)	2015	5 years
Tablets	2017	3 years
Tablet Hardware (mounts, cases, etc.)	2017	Varies



VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DISPOSAL OF SUPPLUS AND OBSOLETE ASSETS RESOLUTION VBD22-019

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE DISPOSAL OF SURPLUS AND OBSOLETE ASSETS

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

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

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

WHEREAS, Valley Regional Transit has an existing Surplus Property Policy and Procedures manual that was adopted in 2010; and

WHEREAS, Valley Regional Transit expects to have surplus assets to dispose of between October 2021 and September 2022; and

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

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

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

Section 1. That the Board of Valley Regional Transit grants authority to the Executive Director to approve VRT disposals for the time period of October 2022 through September 2023.

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

Section 3. That the Operations Director provide a report showing the final disposition
VBD22-019

of all assets disposed of in fiscal year 2023 to the Executive Board in October 2023.

Section 4. That this Resolution VBD22-109 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 1st day of August, 2022.

APPROVED by the Board Chair this 1st day of August, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

Notice of Public Hearings Valley Regional Transit proposed changes to Route 45

Valley Regional Transit, the regional public transportation authority for Ada and Canyon counties, notifies the public that it intends to hold two public hearings to collect comment on proposed changes to Route 45 Boise State/CWI Express.

More information about the public hearings:

Wednesday, July 27

Location: Happy Day Transit Center, 5907 Cleveland Blvd., Caldwell, Idaho

Open house begins at 5:30 p.m.

Public hearing begins at 6 p.m.

Monday, August 1

Location: Valley Regional Transit administrative offices, 700 NE 2nd St., Meridian, Idaho

The public hearing will be held during the VRT Board of Directors August 1 meeting.

The Board meeting will begin at noon. The public hearing will take place shortly after.

People are welcome to make comments at either public hearing, limiting their comments to no more than three (3) minutes. In-person seating will be very limited for the Board meeting. To participate remotely (call in), use this link:

https://www.valleyregionaltransit.org/VRT_Board_August1

Comments may also be mailed, faxed or e-mailed by 4:00 PM Friday, July 29, 2022, to the destinations listed below. Any comments collected during the July 27 public hearing will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit, Attn: Route 45 Changes
700 NE 2nd St. Suite 100
Meridian, ID 83642

Fax Number: (208) 846-8564

Subject: Route 45 changes

E-mail: mcarnopis@valleyregionaltransit.org

Subject: Route 45 changes

More information about the proposed changes to Route 45 can be found at:

<https://www.valleyregionaltransit.org/planning/service-changes/>, by calling 208-258-2702, or sending an email to mcarnopis@valleyregionaltransit.org.

TOPIC	FY 2023 Service Change
DATE	August 1, 2022
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

Staff is recommending approval of the proposed FY2023 Service Change. The Regional Advisory Council recommend these changes for approval at their July meeting.

Summary

Valley Regional Transit (VRT) staff has been working towards further improving service as outlined in ValleyConnect2.0 (V2.0). The proposed changes below move VRT closer to the goals outlined in VC2.0, including improving on-time performance, expanding fixed-route service areas, and adjusting times to better serve riders. The FY2023 service changes proposes changes to the following routes:

- 7A – Fairview/Ustick
- 30 – Pine
- 40 – Nampa/Meridian Express
- 42 – Happy Day to Towne Square Mall
- 43 – Caldwell Express
- 45 – Boise State/CWI Express

7A Capital High School

Twice a day (at 7:08 am and 4:12 pm), the 7A extends past Ustick to Goddard, serving six additional stops between Goddard and Ustick, Cole and Milwaukee. The original intent of this tripper was to serve Capital High School. The timing of this tripper does not align with the bell schedule at Capital, and the current hourly frequency does not provide the flexibility needed to adjust the timing to better serve the high school. Discontinuing the extension to Capital High School will result in the closure of four stops, two on Milwaukee and two on Cole. The stops remaining on Goddard are also served by the 12 – Maple Grove. The ridership of the stops affected by this change average 2.2 daily boardings and alighting's, 0.91% of total 7A ridership. VRT staff reached out to Capital High School staff, who stated that students would not be adversely affected by this change. VRT staff recommends eliminating the extension to Capital High School due to the low ridership.

Figure 1: Map of 7A and the Capitol High Extension



30 – Pine Meridian Service

Valley Regional Transit will be starting the new Meridian service, the 30 Pine. The start of the service was delayed due to the ridership impacts of the COVID-19 pandemic. This service will connect Ten Mile and Franklin to the Village at Fairview Avenue and Eagle Road. The 30 Pine will run on a 30-to-60-minute frequency from 6:00 a.m. to 10:00 a.m. and 3:30 p.m. to 7:00 p.m. and connect to the routes 40 Nampa/Meridian Express, the 42 Happy Day to Towne Square Mall, and the 45 Boise State/CWI via Fairview providing commuters options to connect to Boise, Nampa and Caldwell.

Figure 2: Route 30 Pine Map



Route 40 – Nampa/Meridian Express

Staff is recommending the elimination of the last AM trip (departing Happy Day Transit Center at 6:55 am) and the first afternoon trip (departing Happy Day Transit Center at 2:45 pm) on the 40 – Nampa/Meridian Express due to low ridership. The hours from the elimination of these trips will be repurposed to serve the 42 – Happy Day to Towne Square Mall.

In addition to these trip reductions on the 40, staff is also recommending a minor reroute on the 40. Currently the 40 takes Northside Road between Caldwell Boulevard and Interstate 84. The proposed new path would move the 40 – Nampa/Meridian Express to travel outbound on 3rd Street South (2nd Street South inbound) to 16th Avenue North, where it will then take Garrity to Idaho Center Boulevard and CWI. This would lead to the elimination of two stops on Northside Road and seventeen stops will be added to the 40 – Nampa/Meridian Express in downtown Nampa. The two stops on Northside Road to be closed have an average daily ridership of .05.

Figure 3: Route 40 Current Timetable with Trips to be Eliminated Highlighted

Happy Day Transit Center	College of Western Idaho P&R	W Overland Rd & S Blue Marlin Ln SEM	W Main St & N 8th St SWC	W University Dr & S Joyce St	W University Dr & S Joyce St	W Idaho St & N 9th St NWC	W Overland Rd & S Black Marlin Ln NWM	College of Western Idaho P&R	Happy Day Transit Center
5:30	5:55	6:13	6:35	6:50	6:50		7:09	7:29	7:49
6:00	6:25	6:44	6:44	7:25	7:25		7:44	8:04	8:24
6:30	6:55	7:18	7:39	7:55	7:55		8:14	8:34	8:54
6:55	7:23	7:44	8:09	8:25	8:25		8:44	9:04	9:24
2:45	3:13	3:31		3:52	3:52	4:00	4:28	4:55	
3:15	3:45	4:04		4:25	4:25	4:40	5:05	5:27	5:54
4:00	4:30	4:48		5:09	5:09	5:23	5:48	6:12	6:39
4:30	5:00	5:20		5:40	5:40	5:52	6:15	6:42	7:09

Figure 4: Route 40 Nampa/Meridian Express Map



Route 42 – Happy Day to Towne/Square Mall

Staff is recommending adding a trip to the 42 – Happy Day to Towne Square Mall at 2:20 pm. This recommendation is based on requests received by staff from riders. The hours for this added trip will be repurposed from the eliminated trip on the 40 – Nampa/Meridian Express.

Figure 5: Route 42 Current Timetable with Trip to be Added Highlighted

Happy Day Transit Center	Midland Blvd & N Marketplace Blvd NEC	College of Western Idaho Main Campus	W Overland Rd & S Blue Marlin Ln SEM	W Overland Rd & S Clear Creek Dr SWC	Towne Square Mall P&R	Towne Square Mall P&R	W Overland Rd & S Clear Creek Dr NEC	W Overland Rd & S Black Marlin Ln NWM	College of Western Idaho Main Campus	Midland Blvd & N Marketplace Blvd SWC	Happy Day Transit Center
6:20	6:28	6:44	7:07	7:17	7:34	7:45	7:56	8:10	8:30	8:45	8:55
7:20	7:28	7:44	8:07	8:17	8:34	8:45	8:56	9:10	9:30	9:45	9:55
9:20	9:30	9:46	10:07	10:17	10:34	10:45	10:56	11:06	11:28	11:43	11:55
11:20	11:30	11:46	12:07	12:17	12:34	12:45	12:56	1:06	1:28	1:46	1:55
1:20	1:30	1:46	2:07	2:17	2:34	2:45	2:59	3:10	3:35	3:52	4:02
2:20	2:31	2:47	3:02	3:22	3:33	3:45	3:59	4:10	4:35	4:52	5:05
3:20	3:31	3:47	4:02	4:22	4:33	4:45	4:59	5:10	5:35	5:52	6:05
4:20	4:31	4:47	5:02	5:22	5:33	5:45	5:59	6:10	6:35	6:52	7:05
5:20	5:31	5:47	6:02	6:22	6:33	6:45	6:59	7:08	7:33	7:50	8:00

Route 43 Caldwell Express

The current 43 – Caldwell Express starts on S 10th Avenue in front of Jefferson Middle School in Caldwell. Staff is recommending eliminating the deadhead from Happy Day Transit

Center to S 10th Avenue by starting the 43 – Caldwell Express at Happy Day Transit Center on the morning trip from Caldwell to Boise State University.

Figure 6: Route 43 Caldwell Express Map



Route 45 Boise State University/CWI Express

Staff is recommending rerouting of the 45 Boise State University/CWI Express from its current path along Interstate 84 to Cherry Lane/Fairview Avenue. The new path would start at Idaho Centennial Job Corps on Ridgecrest, serve CWI, then travel down Cherry Lane/Fairview Avenue to Interstate 184 and Boise State University. This change was developed through conversations with Boise State University, CWI and Idaho Centennial Job Corp, and will provide service to areas currently not served by transit. The timing of the morning trip to Nampa is designed to ensure students at Idaho Centennial Job Corp arrive in time for the start of classes. The proposed schedule includes two morning peak trips and two afternoon peak trips. In addition, this new path will provide additional connections for Meridian residents to Boise, Nampa and Caldwell, connecting to the 30 Pine at Kleiner Park.

Figure 7: Route 45 Proposed Routing



Public Input:

In May 2022, VRT staff sought feedback on the upcoming service change, highlighting the proposed changes to the 40 and the 45 and received over 100 responses from the public. The surveys were distributed by drivers of both routes and was promoted through social media and posters at area businesses.

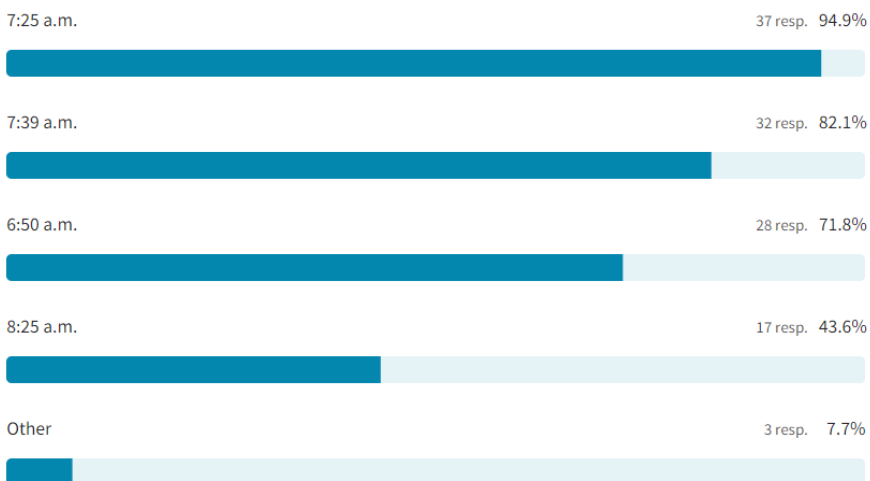
Route 40 – Nampa Meridian Express Survey

The survey for the 40 asked what time riders preferred to arrive in downtown Boise in the morning and what time they would leaving downtown Boise to return to Canyon County in the afternoon.

VRT is considering removing one morning trip from the 40 Nampa/Meridian Express.

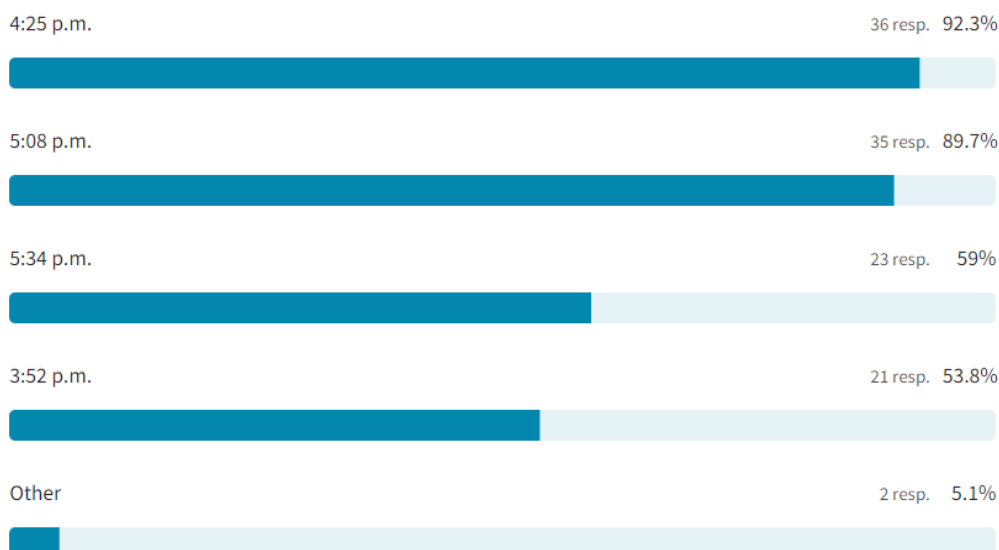
What times would you prefer to arrive in downtown Boise in the morning?

39 out of 41 answered



VRT is considering removing one afternoon trip from the 40 Nampa/Meridian Express. What times would you prefer to leave downtown Boise to get back to Canyon County?

39 out of 41 answered



The survey also asked about the reroute of the 40 from Northside Road to Garrity Boulevard. Sixty-two percent of respondents were supportive of the move to Garrity Boulevard, while thirty-eight percent were opposed.

Route 45 – Boise/State University CWI Express Survey

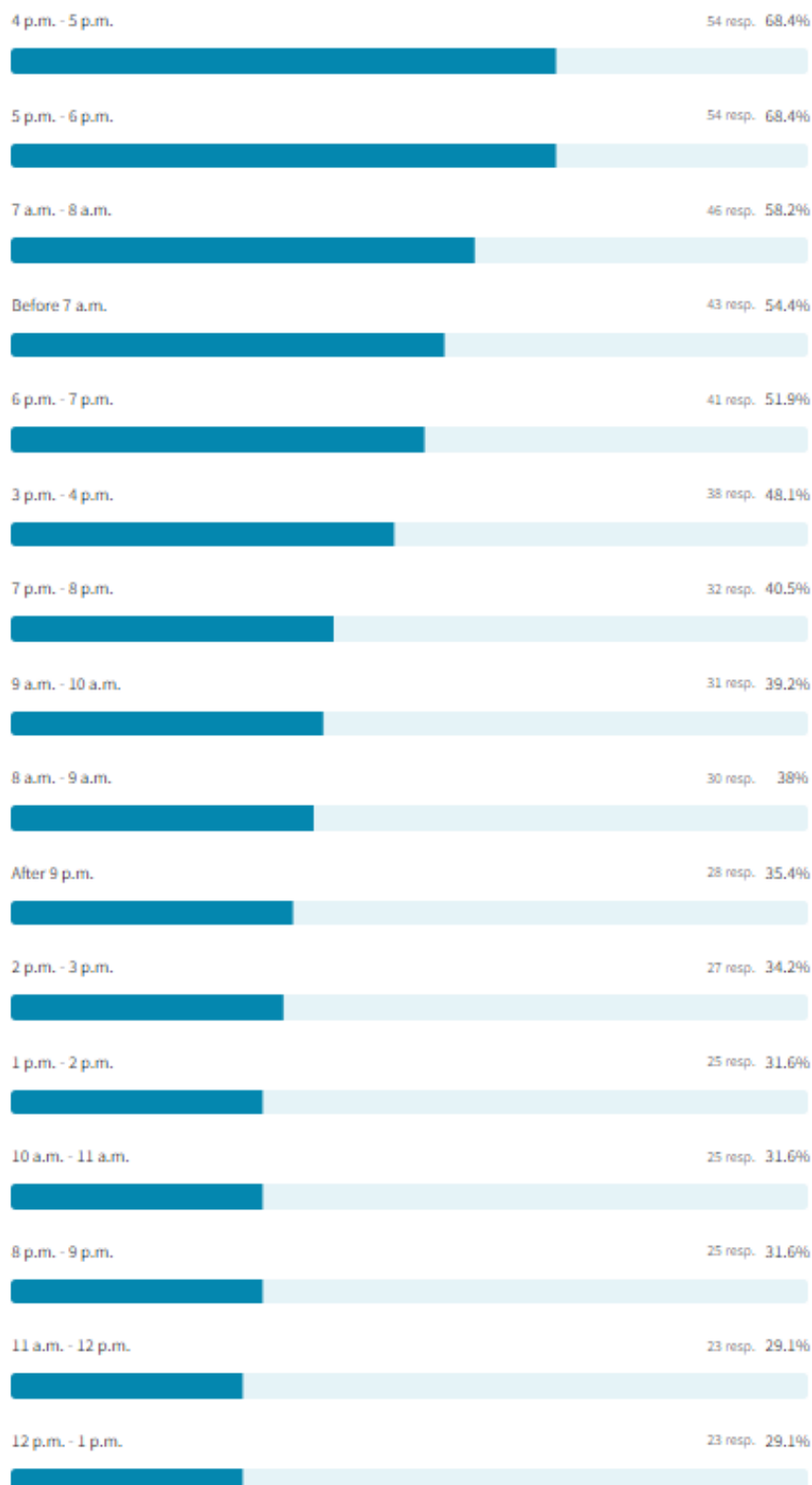
The survey for the 45 asked if riders were supportive of the proposed changes to the 45 and the times in which the service would be of most use to riders.

Eighty-two percent of respondents were in favor of the 45 providing service on Cherry Lane/Fairview Avenue, while eighteen percent were opposed.

Riders were also asked when the service would be most useful. Sixty-eight percent indicated a preference for service 4 and 6 pm and fifty-eight percent between 7 and 8 am.

When would this service be most useful for you?

79 out of 88 answered



Highlights

- Spring-Fall 2019
 - 30 Pine concept development
 - Public input
- April 2020
 - 30 Pine alignment approved
- Summer 2020
 - Service Delay
- Spring 2022
 - Public Input
- July 2022
 - Open House
- August 2022
 - Board Action

Implication (policy and/or financial)

These service changes are designed to better serve the residents of the Treasure Valley and move the Ada and Canyon County toward the vision in ValleyConnect 2.0.

For detailed information contact: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

Working together to plan for the future

VRT BOARD OF DIRECTORS ITEM

Date: August 1, 2022

Topic: 2022 Coordinated Public Transit-Human Services Transportation Plan

Request/Recommendation:

Community Planning Association (COMPASS) staff seeks Valley Regional Transit (VRT) Board of Directors' adoption of the draft *2022 Coordinated Public Transit-Human Services Transportation Plan* ("Coordinated Plan"; attached).

Summary:

Federal law requires that all agencies receiving funds from the Federal Transit Administration's Section 5310 program - *Enhanced Mobility of Seniors and Individuals with Disabilities* (49 U.S.C. 5310) develop a Coordinated Plan. COMPASS, in coordination with VRT, is responsible for developing this plan. The current Coordinated Plan was adopted in 2014; the 2022 version is an update to that plan.

The plan is designed to understand unmet transportation needs of persons with disabilities, persons with low-incomes, and older adults (65 years old and older) to better coordinate public transportation services to meet their needs. In this update, the Regional Advisory Council (RAC) recommended the inclusion of persons with limited English proficiency as well. To understand the needs of these underserved communities, COMPASS worked with RAC members and VRT staff to conduct a survey of transportation needs within underserved communities in fall 2021. Survey results, combined with an analysis of demographic changes over the last decade, show that underserved populations are growing and need improved public transportation services. The RAC identified seven "highest priority" needs and strategies to meet those needs in February 2022.

The draft plan was released for a 31-day public comment period from April 15 through May 15, 2022. A description of the public comment process, all comments received, responses to comments, and quantitative results can be found in Appendix D in the draft plan. The maps in the document were changed to full page to improve readability in response to a comment; staff does not recommend any other changes based on the comments received. The RAC recommended adoption of this plan in its June meeting. The plan was also provided as an informational item in VRT's July Executive Board meeting packet.

COMPASS will work with local agencies to report biennially to the RAC on progress made toward meeting the highest priority needs.

Implication (policy and/or financial):

A Coordinated Plan adopted by the COMPASS and Valley Regional Transit Boards of Directors is necessary for VRT to receive federal 5310 funds.

More Information:

- 1) Attachment: Draft *2022 Coordinated Public Transit-Human Services Transportation Plan*
- 2) For more information contact Lila Klopfenstein, Assistant Planner, at lklopfenstein@compassidaho.org.

LK: \\cpa.local\dfs\Shared\FY22\600 Projects\661 CIM\4. Public Transportation\Coordinated Plan\Presentations\11_August 2022\VRTBoard_CP-Memo_2022-08.docx



TOPIC	VRT Board Work Plan Status Update
DATE	7/13/22
STAFF MEMBER	Chris Danley, Project Manager

Staff Recommendation/Request

No requests at this time.

Highlights

- Spring/Summer 2022- Document review, ridership profiles, and initial working paper completed and submitted.
- Spring/Summer 2022 - Interviews conducted with several Board members and Executive staff.
- Summer 2022 – External organization stakeholder interviews and final Board member interviews conducted.
- Late summer 2022- Board engagement to take place week of September 12-16. Event concept, locations, and specific times forthcoming.
- Early Fall 2022 – Preliminary work plan to be presented at October Board meeting.

Summary

Over the past three months, work has taken place to gain an understanding of Board and Board meeting dynamics, how staff and the Board interact, perspectives of the Board from staff, and the determine what strengths, weaknesses, concerns, and general observations exist from numerous perspectives. Document reviews, ridership profiles, and scores of interviews have taken place to this end. Over the coming weeks, more interviews will occur with VRT external stakeholders to shed light on their perspectives related to VRT and the general activities of the Board. The discussion for the August Board meeting is to provide a status update, give an overview of next steps, and answer any questions the Board may ask.

Preliminary findings derived from initial two phases of the work plan project include:

- Many positive comments were made about the relationship between staff and the Board, including the accommodations made by staff to Board members, the value of information provided, and the overall direction of the agency.
- A generally positive perspective among Board members is had and no potentially catastrophic issues were identified.
- On-boarding of new Board members is inconsistent and continual training is desired.
- Many Board members are assigned to the position instead of volunteering. This is viewed as being a “have to” versus a “want to,” which in turn minimizes participation and interest.
- Rural members often cited an uncertainty as to why they are on the Board and see a limited need to interact.
- Due to the funding construct of VRT and the majority contribution made by Boise, most Board members feel obligated to capitulate on matters rather than engage,

conduct research, and give comment on items before the Board. This has translated into staff feeling like they are viewed as extensions of the City of Boise, and not representing a Regional Transit Authority which can undermine their efforts.

- A sentiment was expressed, and admitted by some Board members, that Board members are not necessarily fulfilling their advocacy role as expected away from Board meetings.
- Board packets are mostly viewed as being copious.
- Presentations are often viewed as being inconsistent with packet materials or provide new information that may influence an alternative decision derived from the packet.
- Board meetings are often viewed as being exclusively procedural in nature and void of more compelling information regarding transit as a general subject matter, discussions of national best practices, or giving opportunity for more dialogue that examines the various elements of all things related to modern transit operations.
- General comments were provided that the Board doesn't set the agenda for staff to implement, rather makes administrative decisions necessary to fulfill statutory requirements. For many, this is viewed as being contradictory to the typical role of a Board of Directors.
- Many comments were made regarding the size of the Board being unnecessarily large and numerous ideas on how to reconfigure the Board structure.
- The meeting configuration resulting from the pandemic is being met with mixed reviews. Online meetings allow participation from afar eliminating travel and maximizing their time. The online meetings also greatly diminish meaningful dialogue, participation, and engagement among Board members.
- Opinions were shared about Board members not being prepared for meetings and not reading their meeting packet.

Implication (policy and/or financial)

To be determined as project continues towards a preliminary work plan.

More Information

Attachments:

N/A

For detailed information contact: Chris Danley, Vitruvian Planning, Principal, 208 570 3561, cdanley@vitruvianplanning.com

Valley Regional Transit FY2022 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Tire and Tire Related Services - Ada and Canyon County	Leslie Pedrosa	400,000	Jun-22	Aug-22	Board of Directors
Regional Radio Replacement	Leslie Pedrosa and Nick Moran	150,000	Jul-22	Aug-22	Executive Board
On-Call Technical Support Services	Nick Moran	200,000	Jul-22	Aug-22	Board of Directors
Media Placement and Promotions (Radio)	Dave Fotsch	25,000	Aug-22		Executive Director
Media Placement and Promotions (TV)	Dave Fotsch	25,000	Aug-22		Executive Director
Elevator Service for Main Street Station (MSS)	Joe Guenther	40,000	Aug-22		Executive Director
Fire Extinguishers	Leslie Pedrosa	20,000	Aug-22		Executive Director
ERP System Replacement	Jason Jedry	750,000	Aug-22	TBD	Board of Directors
On-Call Engineering	Joe Guenther	TBD	Aug-22		
On-Call Planning	Stephen Hunt	TBD	Aug-22		

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

Updated 7-12-2022



TOPIC	Executive Director Report
DATE	July 20, 2022
STAFF MEMBER	Kelli Badesheim

Executive Director Search

The Executive Board approved the consultant to lead the executive director search. The first phase of the process is stakeholder engagement. The consultant team will be holding a series of interviews with board leaders and community stakeholders. There is also an effort to bring funding partner agencies and community partners into two panels to engage in the process as the candidates are narrowed and going through the interview process. I have been pleased by the interest in our community to engage in this really important process. The tentative schedule the consultant provided shows the candidate profile to be completed and released in early August. The review and narrowing down of candidates will go through the rest of the summer and early fall, with interviews tentatively scheduled for October.

FY2023 Budget Update

VRT staff presented the Draft Preliminary Budget to the Executive Board. The Executive Board motion and inputs from other funders required us to make changes to our revenue and expense assumptions. The attached budget document represents those changes. The Board is required to adopt a budget by the deadline defined in State Code for public entities. The August meeting is the board's opportunity to consider acting on the budget. We recognize there is a lot of work ahead to ensure financial stability for the organization. This will be a primary focus starting immediately after the FY2023 budget is adopted.

Board Strategic Work Plan

The consultant team will be presenting a progress report and seek input on next steps at the August 1 Executive Board meeting. I offered comments on the consultants Working Paper #1 and anticipate those revisions coming back to me in advance of the next steps of board engagement. Thank you to all board members and stakeholders who made the time to meet with the consultant team. I understand how busy you all are but want to encourage you to make yourself available for the upcoming engagement.

Federal Grants

VRT staff continues to track Notice of Funding Opportunities (NOFO) generated under the Bipartisan Infrastructure Bill. There have been no additional NOFOs in the last month.

Connected Canyon County

We pushed out the community open house to mid-August to better align the outreach with other outreach priorities this year. We will be holding a community partner open house in the later part of July to share the concepts moving forward from the initiative. 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 did have to adjust our revenue assumptions based on the discussions and input we have received from the local jurisdictions. We will

continue to keep this important work in front of our community partners and stakeholders as we navigate these difficult times to secure stable funding for Canyon County services.

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	Development Department Monthly Report
DATE	July 13, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development department activities for July 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff has begun preparing updates to the draft TDP based on stakeholder feedback. These updates will be discussed at the August Board meeting. The TDP development process is occurring in parallel to the FY2023 budget development and the Communities in Motion (CIM) 2050 update.

Funding Development

- **Budget Development** – Staff presented the budget at the July meeting and has continued to refine the FY2023 budget based on feedback from stakeholders and the board.
- **Transportation Development Plan (TDP)** – The TDP is being prepared in parallel to the FY2023 budget. It is informed by the FY2023 budget process and provides a multi-year look at transit funding requests.
- **Grant Opportunities** – So far this year VRT has applied for three competitive grant programs;
 - RAISE: \$10.5 million for the State Street Premium Corridor project
 - Low No: \$20 million for electric vehicles and on-route charging that will keep VRT on track for fleet electrification
 - Bus and Bus Facilities: \$2.7 million to continue upgrading the Orchard Maintenance Facility.

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 prepared final recommendations for FY2023 and will present those changes at the has continued reviewing route performance and has proposed route changes that are designed to increase ridership.
- **Ridership Growth** – Development staff has continued to track ridership performance. Ridership trends have continued up since February of 2021.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
Hawkeye has begun construction activities at the Orchard Maintenance Facility. Construction includes storm water/drainage facilities, pavement for parking lot expansion, and utilities.
- **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 is underway including activities at the following locations:
 - a. Orchard and Kootenai
 - b. Orchard and Overland
 - c. Overland and Black Marlin
 - d. Emerald and Hartman
 - e. 36th and Pinehurst
 - f. 36th and Hill
 - g. Fort and 12th
 - h. S Protech Dr at Frank Church High School
 - i. Goddard and Milwaukee (Goddard Linear Park)
 - 2- State Street NEPA and Design scope (RFP) consultant was approved. Consultant team has begun data collection. 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 continued to prepare Environmental review for the State Street corridor. VRT staff will continue coordinating planning efforts along the State Street corridor that relate to the transit infrastructure elements.
 2. VRT hosted an all agency meeting on July 26 to determine project limits that included City of Boise, City of Garden City, CCDC, ITD, and ACHD.
- **Fairview Corridor Project**
 1. VRT has continued its evaluation of The Town Square Mall (TSM) transit center including outreach to TSM and Dillard's. It is expected that this project will need to update existing agreements with landowners. Coordination with the landowner and the mall are ongoing.
 2. Fairview Corridor Environmental (NEPA) and Towne Square Mall evaluations are nearing completion. Environmental will be submitted to FTA for bus

station upgrades which will be incorporated into FY2023-24 bus stop construction.

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 – VRT staff has presented the draft Kit of Parts to stakeholders and the board and is incorporating those comments into the final draft. VRT will begin working on the graphic design/branding and will present both the final kit of parts and the graphic design/branding elements at the October board meeting.
 - 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 (TOA) – Staff presented the findings of the TOA to the executive board. The board will consider accepting the findings of the TOA at the August board meeting

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	Operations Department Staff Report
DATE	July 13, 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

- VRT staff continues to work with Via Mobility, LLC to set up the software for the new demand response scheduling software. Staff expects Eagle Transportation to start scheduling rides in the new software at the end of August and ACCESS is expected to start scheduling rides in the new software at the end of September. Phase two will bring in all remaining senior center and non-profit providers from Specialized Transportation. Next phase will bring the on-demand service to the city of Eagle. Once those services are up and running, VRT will work to onboard other Specialized Transportation providers who are not currently using our scheduling software. VRT and Via will work with members of the Building Accessible Capacity workgroup to test for user compatibility as the setup process continues.
- Proterra installed equipment that eliminated sequential charging on current equipment. At this time, there are five working chargers. Proterra was not able to be onsite the week of July 5 to work on the charger that is not working properly. They were tentatively scheduled to be onsite the week of July 11. Proterra is still expecting to install three additional charging stations at the end of summer, 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.
- Following the expansion of the VRT Late Night service area to accommodate the influx of refugees Boise has received, ridership doubled in June.

Highlights:

Contracted Transportation

Canyon County Highlights

- Two preventable accidents in June
- Intercounty on-time performance 70% for June
- ACCESS on-time performance 85% for June
- On-demand on-time performance 93% for June
- Completed route timing for fiscal year 2023 service change concepts

Ada County Highlights

- One preventable accident in June
- Fixed-route on-time performance 86.5% for June
- ACCESS on-time performance 98.5% for June
- Working on fiscal year 2023 service change concepts
- Worked with International Rescue Commission to hire three refugees as utility employees. Goal is to have them transition to drivers after 12 months

Specialized Transportation

- Continued working with Eagle Senior Center about providing on-demand service to Eagle residence in fiscal year 2023
- Several services are hiring drivers
- Rides2Wellness in Canyon County is seeing a significant increase in trips

Information Technology and Intelligent Transportation Systems

- Staff resolved 174 support requests from 184 submitted in June
- Phishing emails continue to be sent to system users for testing awareness
- Preparing equipment for launch of new demand response scheduling software
- Continue to work with the consultant for the Enterprise Resource Planning software replacement
- Completed transition and installation of printers to new vendor at all VRT sites

Compliance

- In the processes of riding all fixed-routes to recertify the APC system in fiscal year 2022 for National Transit Database reporting
- Working with Transportation Security Administration (TSA) to prepare for onsite training and audit
- With the rollout out of the new safety reporting software, have been working with staff to address reported issues

Customer Service Support

- Customer service handled 2,674 of 2,821 phone calls for information, with 147 calls abandoned. The average call time was 2 minutes, 25 seconds and the average hold time was 17 seconds.
- Reservationist handled 995 of 1,029 phone calls to change or schedule a ride on ACCESS, with 29 calls abandoned. The average call time was 3 minutes, 23 seconds and the average hold time was 10 seconds.
- On-demand services handled 682 of 716 phone calls to schedule a ride, with 34 calls abandoned. The average call time was 1 minute, 42 seconds and the average hold time was 22 seconds.
- June City Go Pay mobile ticket sales totaled \$10,857.50

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	August 1, 2022
STAFF MEMBER	Jason Jedry, Finance Director

Summary

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

Highlights

Budget/Finance

- At the end of May, VRT operating expenses were 20% under budget and capital expenses were 60% under budget
- The finance team and VRT staff continue working on the enterprise resource planning (ERP) system replacement project. We expect the implementation of a new ERP system to take 18 to 24 months at a minimum
- Finance staff are working on closing the month of June and the 3rd quarter of FY2022
- Finance Director is working with staff on finalizing the FY2023 budget

Grant Management

- Grants and Compliance Administrator is working on the following:
 - Responding to an ITD subrecipient review of VRT
 - FTA grant applications
 - Active grant revisions/amendments
 - Subrecipient reviews
 - Maintenance of project funding forms
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Tire and Tire Related Services
 - On-Call Technical Support Services
 - Laundry Services for Ada and Canyon County
 - Elevator Services for Main Street Station
 - Regional Radio Replacements

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

TOPIC	Community Engagement Update
DATE	August 1, 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

- In late June, VRT launched Connected Treasure Valley 2022, an engagement initiative aimed at collecting input on transportation projects that will provide more travel options for the region. It showcases a range of transit projects through VRT's online public participation hub (found at engage.valleyregionaltransit.org). This initiative gives the community a place to share feedback and allows VRT to share a vision for the future and the steps we're taking to get there.
- Throughout the initiative, participants had opportunities to explore service changes and programs that will be introduced in the next year, projects that found in the Transit Development Plan (TDP), and long-term updates based on ValleyConnect 2.0.
- While Engage acts as the online, central hub for this information, VRT has also conducted outreach throughout the summer across different venues to provide accessible outreach, including pop-up tables at transit centers and transfer points, at community events, with community partners, and via virtual town halls.
- Projects have been organized into 4 different categories based on implementation:
 - *Transit for Today* reflects service changes scheduled for this year
 - *Transit for Tomorrow* shows projects from the TDP that have an implementation schedule
 - *Transit for the Future* shows projects in the TDP that are currently unfunded or don't have a scheduled implementation date
 - *The Vision* shows ideas within ValleyConnect 2.0, which helps connect immediate- and near-term projects to the vision
- The Communications and Engagement team has also been working to build out and promote various efforts, including Mobility Navigation, Rider's Education, upcoming service changes, route promotion of the 30 and 45, bus shelters and bus bench designs, the FY23 Communications & Engagement Strategy, and more.

More Information

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



TOPIC	Programs and Marketing Update
DATE	July 13, 2022
STAFF MEMBER	Dave Fotsch

Summary

The Programs area covers Safe Routes to School, Marketing and Bike-share.

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School (SRTS)

- SRTS is busy doing 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.
- With the start date of the service being October 3, we are working to back-time the release of the mailer and other promotions to align with the start of 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 current series of announcements focuses on the new bike-share system launch.

Safe Routes to Schools Website

- SMG has started building out a new Safe Routes to Schools 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 nearly doubled the open rate of the every-other-week version.
- The next edition of the newsletter drops July 21, 2022.
- 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

- Valley Regional Transit successfully launched **Vall-eBike** on Wednesday, July 13, 2022 with 50 bikes!
- The pilot program will run through the end of October. The hope is that during that time, VRT will be able to attract title sponsor-level support to make the system permanent and expand it to 300 bikes or more.
- On June 13, the Capital City Development Corporation board formally approved funding for the bike-share pilot program.
 - CCDC is providing the first \$50,000 to launch the pilot and will match the next \$50,000 in sponsorships dollar-for-dollar. The deadline for the match is September 1.
 - Additional sponsors to date include the Treasure Valley Clean Cities Coalition (\$10,000), Idaho Advocates for Community Transportation (\$5,000), KeyBank (\$5,000)
 - The \$50,000 from CCDC is a down payment on buying the bikes. VRT will have to come up with another \$50,000 to own the bikes, and even more to grow the system.
- SMG updated the station hub maps and developed branding for the system.
- The system website is RideValleBike.com.
- The bikes arrived on June 20, to the bike-share shop in Garden City.

More Information

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



TOPIC	City Go Report
DATE	August 1, 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 and is set to be finalized later this month. Staff will present the final plan to the Executive Board in October.
- Umo fare payment system update:
 - Revenue-to-date (Oct. 2021-July 13, 2022): \$87,156.46
 - New accounts this month: 76
 - During the last month validators were installed on all Bronco Shuttles and the new VRT electric vehicles.
 - Staff is working to expand the trip planner inside the Umo App to include micromobility options of bikeshare and scooter share.
- City Go staff worked on business development with businesses in downtown Boise. Staff held nine business development meetings.
 - Renewed Regional Pass Program: The College of Idaho, Boise School District, and University of Idaho

For detailed information contact: Kaite Justice, City Go Director, 208-258-2750, kjustice@valleyregionaltransit.org