

Executive Board Agenda

March 06, 2023

11:00 AM

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

This is an in-person meeting. If you are unable to attend in person, you may participate in the meeting in-person, via MTeams at

https://www.valleyregionaltransit.org/ExecutiveBoard_March2023

or by dialing in at 323-484-8960 Conference ID: 102 615 341#

- I. **Calling of the Roll** Chair Joe Stear
- II. **Executive Session**
The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)
- A. **EXECUTIVE SESSION: Pending/Probable Litigation**
Leslie Pedrosa/Legal Counsel Hawley Troxell
The Executive Board will convene into executive session pursuant to Idaho Code 74-206, identifying paragraph f) Pending/Probable Litigation. Action may or may not take place following the session.
- III. **Agenda Additions/Changes**
- IV. **Public Comments (Comments will be limited to no more than three (3) minutes).**
- V. **Consent Agenda**
Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.
- A. **ACTION: New Regional Advisory Council Member - Theresa Vawter**
Pages 4-5 | Paula Cromie
The Executive Board is asked to accept Theresa Vawter as a new Regional Advisory Council member.
- B. **ACTION: Minutes of the February 6, 2023 Executive Board Meeting Joint with Regional Advisory Council**
Pages 6-8 | Paula Cromie
The Executive Board is asked to consider approval of the minutes from the February 6, 2023, Executive Board joint meeting with the Regional Advisory Council.
- C. **ACTION: Payment Register**
Pages 9-15 | Cameron Wells

The Executive Board will have the opportunity to review and consider accepting the January 16, 2023 to February 15, 2023 payment register.

VI. Executive Board - Action Items

A. ACTION: PUBLIC HEARING ACCESS Paratransit Appeal

Leslie Pedrosa

Following the Public Hearing, the Executive Board will deliberate on the ACCESS paratransit appeal and may or may not take action.

B. ACTION: PUBLIC HEARING Eagle Senior Center Appeal

Leslie Pedrosa

Following the Public Hearing, the Executive Board will deliberate on the Eagle Senior Center appeal and may or may not take action.

C. ACTION: Proposed Agenda for the April Board of Directors Meeting

Page 16 | Elaine Clegg

The Executive Board is asked to consider approval of the proposed agenda for the April 2023 Board of Directors meeting and acknowledge there may be a need to add or remove items from the agenda.

VII. Finance Committee

VIII. Executive Board - Information Items

A. INFORMATION: Regional Vanpool Study

Pages 17-19 | Alissa Taysom

Staff will present the findings of the regional vanpool study. A link to the complete study and findings can be found at

https://www.valleyregionaltransit.org/wp-content/uploads/2023/02/VRT_Regional_Vanpool_Study_Final_Report.pdf

B. INFORMATION: 2023 Outreach Calendar and Strategy

Pages 20-21 | Elaine Clegg, Jason Rose

Included in the memo is a summary for the Executive Board of Valley Regional Transit's outreach strategies and calendar for the remainder of FY2023.

C. INFORMATION: Procurement Calendar

Page 22 | Jason Jedry

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

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 23-33 | Staff

The most current department/staff reports were included in the packets for information. These reports contain valuable information on what is going on in each department at Valley Regional Transit. Board members are encouraged to read them.

B. STAFF REPORTS: CEO Briefs

Pages 34-39 | Kelli Badesheim

Staff is supporting the transition of the new CEO by preparing briefs on some of VRT's most important work and activities. The reports will be included in the Executive Board packet for the next few months to aid the Executive Board in their support of the new CEO and the transition in leadership.

X. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

April 3, 2023 (followed by the Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

Regional Advisory Council Application

Name: Theresa Vawter

Organization: The Idaho Foodbank

Job Title within that organization: Public Relations &

Government Affairs Coordinator

Date: February 2, 2023

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

After working for 10 years on health care and welfare policies for two Members of Congress, I spent three years working for the Texas Health and Human Services Commission office in Washington, DC. When I moved back home to Boise I worked for the Idaho Transportation Department's District 3 office, communicating with the public on transportation projects and other inquiries. I have worked for The Idaho Foodbank for nearly 2 years to communicate and collaborate with the public and other organizations on issues of impacting the people served by food banks and pantries.

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

For my job I work on issues impacting lower income Idahoans and could be a voice for some of the challenges they face. I live on the Bench in Boise (and I lived in this neighborhood when I was growing up), which is a growing area that would benefit from public transportation improvements. I would also represent a household that regularly utilizes VRT.

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

I have worked on different areas of public policy throughout my professional career. This work has always had a component of bringing in the perspective of different stakeholders and trying to find achievable solutions. This has frequently been about sharing the perspective of stakeholders who are not

always represented. My current and previous jobs have always required learning from those who are impacted by different policies and sharing those concerns with others during discussions about policy changes and improvements.

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

The challenges around growth, as well as rising costs are the biggest challenges. Reliable and affordable transportation directly impacts the ability of lower income Idahoans to access health care, food assistance, education, and work.

700 NE 2nd Street, Suite 100 • Meridian, ID 83642 • [p: 208.846.8547](tel:208.846.8547) • [f: 208.846.8564](tel:208.846.8564) • 1.855.345.7433



Executive Board Meeting/Joint with Regional Advisory Council Minutes

February 06, 2023

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Todd Lavoie, Meridian	Kelli Badesheim, VRT
Lantz Brown, Boise State	Dale Reynolds, Nampa	Doug Buckendorf, ATU Local
Debbie Kling, City of Nampa		Bre Brush, City of Boise
Lauren McLean, City of Boise		Paula Cromie, VRT
Alexis Pickering, ACHD		Mark Carnopis, VRT
Joe Stear, City of Kuna		Elaine Clegg, VRT
Jarom Wagoner, City of Caldwell		Brianna Dowling, VRT
		Gregg Eisenberg, VRT
		Jeannette Ezell, VRT
RAC MEMBERS ATTENDING	RAC MEMBERS ABSENT	Dave Fotsch, VRT
Susan Bradley	Susan Manika	Jeremy Gianchetta, VRT
Samantha Kenney	Mary Beth Nutting	Kathleen Godfrey, VRT
Terri Lindenberg		Joe Guenther, VRT
Jeremy Maxand		Kailey Holt, Eide Bailly
Lauren Noble		Stephen Hunt, VRT
Deeann Solis		Kristy Inselman, ACHD
Walter Steed		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Kaite Justice, VRT
		Bobby Lawrence, Eide Bailly
		Hailee Lenhart-Wees, VRT
		Dave Meredith, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Diana Stanley, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Yabarra, VRT
		Mikaela Vaughn

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

Item V. B.

Agenda Additions/Changes – Introduced Kate Dahl as the new planner for VRT

Public Comments (*Comments will be limited to no more than three (3) minutes*). – None

Consent Agenda

The consent agenda consisted of the following:

- A. **ACTION: Minutes from the January 9, 2023 Meeting**
- B. **RAC ACTION: Minutes from the January 17, 2023 Regional Advisory Council Meeting**
- C. **EB ACTION: Accept Minutes from the January 17, 2022 Regional Advisory Council Meeting**
- D. **ACTION: FY2022 4th Quarter Budget Reports**
- E. **ACTION: FY2022 4th Quarter Operating Cash Balance Analysis**
- F. **ACTION: Purchase On-street Amenities (Brasco Inc)**
RESOLUTION VEB23-007 Capital Projects for purchase of shelters and amenities from Brasco
- G. **ACTION: Payment Register**
- H. **ACTION: Public Transit Agency Safety Plan Update**
RESOLUTION VEB23-006 Public Transportation Agency Safety Plan. The plan can be found here: <https://valleyregionaltransit.org/wp-content/uploads/2023/01/Public-Transportation-Agency-Safety-Plan-Feb-2023.pdf>

Sam Kenney moved to approve the consent agenda as presented for the Regional Advisory Council (Item B); Terri Lindenberg seconded. The motion passed unanimously

Debbie Kling moved to approve the consent agenda as presented for the items for the Executive Board (All items except B); Lauren McLean seconded. The motion passed unanimously

Finance Committee Board

ACTION: FY2022 Audited Financial Statements

Kailey Holt and Bobby Lawrence, with Eide Bailley, presented the FY2022 audited financial statements. Following discussion, Debbie Kling moved to approve the audit; Lauren McLean seconded. The motion passed unanimously.

Executive Board - Action Items

ACTION: FY2022 Specialized Transportation Analysis Update

Leslie Pedrosa presented the Specialized Transportation Analysis Update. Following discussion, Jeremy Maxand moved to recommend the Specialized Transportation Analysis Update to the Board of Directors for approval; Samantha Kenney seconded. The motion passed unanimously. The complete update to the plan can be found here: [Specialized-Transit-Analysis-FY2022-Update-Final.pdf \(valleyregionaltransit.org\)](#)

ACTION: Valley Regional Transit Priorities for the Ada County Highway District 2024-2028 Integrated Five-Year Work Plan

Stephen Hunt presented Valley Regional Transit Priorities for the Ada County Highway District 2024-2028 Integrated Five-Year Work Plan. Following discussion, Lauren McLean moved to approve RESOLUTION VEB23-006 Valley Regional Transit Priorities to the Ada County Highway District for their consideration in developing the FY2024-2028 Integrated Five-Year Work Plan, as presented during the meeting, including amendments; Jeremy Maxand seconded. The motion passed unanimously.

Executive Board - Information Items

INFORMATION: FY2024 Service Change

Alissa Taysom presented an update on concepts for the FY2024 service change.

Item V. B.

INFORMATION: Integrated Mobility Plan

Kaite Justice provided an update on the Integrated Mobility Plan.

INFORMATION: Work Session - What do Riders Want?

Jeremy Maxand led meeting participants through a discussion on the topic from Better Buses, Better Cities: What Do Riders Want? (Steven Higashide).

Canyon County On-Demand Transit Update

This item was provided in the packet for information only.

INFORMATION: Procurement Calendar

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

Executive Session

At 12:59, Debbie Kling made a motion to move into executive session Pursuant to Idaho Code 74-206, citing paragraphs citing f and l; John Bechtel seconded. The motion passed unanimously.

No action was taken during the meeting.

Department/Staff Reports

INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information. These reports contain valuable information on what is going on in each department at Valley Regional Transit. Board members are encouraged to read them and ask questions when needed.

STAFF REPORTS: CEO Briefs

Staff is supporting the transition of the new CEO by preparing Briefs on some of VRT's most important work and activities. The reports will be included in the Executive Board packet for the next few months to aid the Executive Board in their support of the new CEO and the transition in leadership.

Adjournment – The meeting was adjourned at 1:06 p.m.

Next VRT Executive Board Meeting:

March 6, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	January 16, 2023 to February 15, 2023 Payment Register
DATE	February 16, 2023
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Executive Board will review and consider accepting the January 16, 2023 to February 15, 2023 payment register.

Summary

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

More Information

Attachments:

Payment Register - January 16, 2023 to February 15, 2023

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

Payment Register 1/16/2023 - 2/15/2023

<u>Vendor Name</u>	<u>Pymt Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Invoice Description</u>
Access Idaho-26682	1/25/2023	60053	\$72.00	DLR Searches
Ace Emissions	1/25/2023	ACH	\$20.00	Emission Test
Advanced Communications, Inc	1/25/2023	ACH	\$427.50	phone system licensing and maintenance
Agnew Beck Consulting, Inc.	1/25/2023	ACH	\$585.00	Nov Consulting service
Agnew Beck Consulting, Inc.	2/8/2023	ACH	\$806.25	Dec Consulting Services
Alexander Clark Printing	2/8/2023	60065	\$131.40	Business Cards
American Mechanical Corp	1/25/2023	ACH	\$750.00	HVAC Quarterly PM
American Mechanical Corp	1/25/2023	ACH	\$855.00	Fall Preventative maintenance
American Mechanical Corp	1/25/2023	ACH	\$382.50	Service call for buiding heating
Anthony, Elizabeth	1/25/2023	ACH	\$227.50	Volunteer Driver
ASHBROOK, LEWIS M.	1/25/2023	ACH	\$315.35	Reimbursement - Pants
Avero, LLC	2/8/2023	ACH	\$1,360.00	ERP System Consulting Services
A-Z Bus Sales, Inc	1/25/2023	ACH	\$188.04	Lubbar Support
A-Z Bus Sales, Inc	2/8/2023	ACH	\$290.97	Mirror Head
A-Z Bus Sales, Inc	2/8/2023	ACH	\$465.32	Mirror
Barber, Richard P	1/25/2023	ACH	\$45.00	Volunteer Driver
BENNETT, KARRI	2/8/2023	ACH	\$48.21	Reimbursement - Shoes
BENNETT, KARRI	2/8/2023	ACH	\$95.39	Reimbursement - Shoes
BENSON, JAMES	1/25/2023	60054	\$90.09	Reimbursement - Shoes
Black Signs of Idaho, Inc.	2/8/2023	ACH	\$75.00	Vinyl Stickers - Pay Increase
Black Signs of Idaho, Inc.	2/8/2023	ACH	\$50.00	Rental Sign - Banner
BOHN, MARK	1/25/2023	60055	\$61.36	Reimburse for socket
BOHN, MARK	1/25/2023	60055	\$120.00	Reimburse CDL Skills Test
BOHN, MARK	1/25/2023	60055	\$140.00	Annual Boot Allowance
Boise Air Terminal	2/8/2023	ACH	\$8,971.36	Land Rent
BOISE BIOHAZARD SERVICES, LLC	1/25/2023	ACH	\$960.00	Removal & disposal biowaste
Boise City Utility Billing	2/8/2023	60066	\$386.03	Trash/recycling/sewer 2/1-2/28
Boise Community Radio Project	1/25/2023	ACH	\$500.00	Radio Ads
Boise Community Radio Project	2/8/2023	ACH	\$500.00	Cranksgiving radio ad.
Boise Municipal Health Care Trust	2/8/2023	ACH	\$63,370.58	Medical/Dental
Boise Peterbilt	2/8/2023	ACH	\$304.20	Inventory Parts
Boise State Public Radio	1/25/2023	ACH	\$1,570.00	Advertising
Brady Industries of Nevada, LLC	1/25/2023	ACH	\$443.56	Janitorial Supplies
Brandt, Loreli	1/25/2023	ACH	\$631.25	Volunteer Driver
Brink's Incorporated	1/25/2023	ACH	\$320.98	Armored car Service
Brink's Incorporated	1/25/2023	ACH	\$154.30	Armored car service
Caldwell Auto Supply	2/8/2023	ACH	\$28.72	Solenoid
Career Uniforms Partners	1/25/2023	ACH	\$355.35	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$173.65	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$29.95	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$37.65	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$73.95	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$55.85	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$96.40	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$139.13	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$59.62	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$144.80	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$9.00	Uniforms
Career Uniforms Partners	1/25/2023	ACH	\$106.45	Uniforms
Career Uniforms Partners	1/25/2023	ACH	(\$20.90)	Uniforms - Cancelled Item
Career Uniforms Partners	2/8/2023	ACH	\$96.90	Uniforms
Career Uniforms Partners	2/8/2023	ACH	\$253.45	Uniforms
Career Uniforms Partners	2/8/2023	ACH	\$400.30	Uniforms
Career Uniforms Partners	2/8/2023	ACH	\$109.30	Uniforms
Career Uniforms Partners	2/8/2023	ACH	\$92.75	Uniforms
CenturyLink	1/25/2023	60056	\$191.40	Telecom Services 1/16-2/15
CenturyLink	1/25/2023	60056	\$137.68	Telecom Services 1/7-2/6
CenturyLink	2/8/2023	60067	\$341.70	Telecom Services 1/25-2/24
CenturyLink	2/8/2023	60067	\$271.26	Telecom Services 1/22-2/21
CenturyLink	2/8/2023	60067	\$69.56	Telecom Services 1/22-2/21
CenturyLink	2/8/2023	60067	\$333.79	Telecom Services 1/25-2/24
CenturyLink	2/8/2023	60067	\$331.20	Telecom Services 12/25 - 1/24
Christensen, Inc	2/8/2023	ACH	\$4,571.36	Fuel
Christensen, Inc	2/8/2023	ACH	\$2,884.20	Engine Oil
Church of the Harvest	1/25/2023	ACH	\$10,024.59	Acquisition of Services
City of Caldwell Water Department	2/8/2023	60068	\$77.22	Water/Sewer st light 12/24-1/23
City of Caldwell Water Department	2/8/2023	60068	\$120.32	Garbage 12/24-1/23
City of Garden City	1/25/2023	60057	\$74.36	Garbage/water/sewer
City of Garden City	2/8/2023	60069	\$66.10	Garbage/water/sewer
CLAMPITT, BRENT	1/25/2023	ACH	\$273.52	Reimbursement - Tools
Clean Energy	2/8/2023	ACH	\$14,368.80	Natural Gas 1/1 - 1/31/2023
Coach & Equipment Manufacturing, Inc	1/25/2023	ACH	\$94.52	Vehicle Parts
Colonial Life	2/8/2023	ACH	\$47.77	Life Ins. Premium

Commercial Tire, Inc	1/25/2023	ACH	\$77.95 Lube service
Commercial Tire, Inc	1/25/2023	ACH	\$10.00 Blinker bulb
Commercial Tire, Inc	1/25/2023	ACH	\$57.90 windshield wiper blades
Commercial Tire, Inc	1/25/2023	ACH	\$843.45 Lube Service/alternator
Commercial Tire, Inc	1/25/2023	ACH	\$1,591.92 Ball joints/shocks/alignment/labor
Commercial Tire, Inc	1/25/2023	ACH	\$773.08 Tires
Commercial Tire, Inc	1/25/2023	ACH	\$263.80 Tires
Commercial Tire, Inc	1/25/2023	ACH	\$454.54 Steers N2513
Commercial Tire, Inc	1/25/2023	ACH	\$455.44 Steers N1512
Commercial Tire, Inc	1/25/2023	ACH	\$454.54 Steers N1511
Commercial Tire, Inc	1/25/2023	ACH	\$634.16 8D Gel Battery - Gilligs
Commercial Tire, Inc	1/25/2023	ACH	(\$163.05) Tires
Commercial Tire, Inc	2/10/2023	ACH	\$174.00 PM inspection, lube service
Commercial Tire, Inc	2/10/2023	ACH	\$15.95 Battery Terminal Service
Commercial Tire, Inc	2/10/2023	ACH	\$613.81 Brake pads/service
Commercial Tire, Inc	2/10/2023	ACH	\$600.46 misc repairs
Commercial Tire, Inc	2/10/2023	ACH	\$1,537.38 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$1,207.90 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$457.59 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$165.25 Flat repair
Commercial Tire, Inc	2/10/2023	ACH	\$275.00 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$15.08 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$163.05 lube service/PM service ck
Commercial Tire, Inc	2/10/2023	ACH	\$15.08 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$1,396.23 lube service/battery/break/spark plugs
Commercial Tire, Inc	2/10/2023	ACH	\$454.54 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$196.10 Lube service, labor, pm check
Commercial Tire, Inc	2/10/2023	ACH	\$33.05 lube/oil/filter, PM Service
Commercial Tire, Inc	2/10/2023	ACH	\$27.90 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$620.00 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$546.44 Tires LRI/O N336
Commercial Tire, Inc	2/10/2023	ACH	\$1,207.90 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$15.08 Tires
Commercial Tire, Inc	2/10/2023	ACH	\$454.54 N2511 Steers
Commercial Tire, Inc	2/10/2023	ACH	\$736.76 N336 Steers
Commercial Tire, Inc	2/10/2023	ACH	(\$33.05) Tires
COMPASS	1/25/2023	ACH	\$1,951.89 XMAS Board luncheon
COMPASS	2/8/2023	ACH	\$1,050.00 Aerial imagery
Corwin Ford	1/25/2023	ACH	\$430.71 Bus Parts
Creative Bus Sales	2/8/2023	ACH	\$93.61 Bus Parts-
Creative Bus Sales	2/11/2023	ACH	\$388.40 Bus Parts
Cummins Rocky Mountain, LLC	1/25/2023	ACH	\$460.46 Inventory Parts
Curtis Clean Sweep	1/25/2023	ACH	\$55.00 Sweep & Detail
CURTIS, JODI	2/8/2023	60070	\$50.00 Emp Reimb Cell - Feb
Custom Care Pest Services	1/25/2023	ACH	\$95.00 Pest Services
David Gregory Sherman	1/25/2023	60058	\$195.00 Windshield Repairs
David Gregory Sherman	1/25/2023	60058	\$175.00 Windshield Repairs
David Gregory Sherman	2/8/2023	60071	\$310.00 Windshield Repairs
Day Wireless Systems	1/25/2023	ACH	\$862.00 ISHS Sub Lease Rebill
Day Wireless Systems	1/25/2023	ACH	\$350.00 Site Rental
Delerrok, Inc.	1/25/2023	ACH	\$1,200.00 UMO Monthly Transaction Fee's
Dennis Dillon Auto Park	2/8/2023	60072	\$1,891.59 COLLISION REPAIR
DMC Sales	1/25/2023	ACH	\$297.46 Red Coolant
DOWLING, BRIANNA	2/8/2023	ACH	\$31.24 Employee Reimb. Fred Meyers
DOWLING, BRIANNA	2/8/2023	ACH	\$31.23 Employee Reimb Walmart
Dwaine S Lee, LLC	2/8/2023	ACH	\$203.00 Towing Service
Eagle Senior Center	1/25/2023	ACH	\$1,359.38 Acquisition of Services
Eagle Senior Center	1/25/2023	ACH	\$17,672.91 Acquisition of Services
Ecolube Recovery, LLC.	1/25/2023	ACH	\$90.00 Parts Wash Lease
Ecolube Recovery, LLC.	2/8/2023	ACH	\$25.00 Oil Filter Disposal
EDM Technology, Inc.	2/8/2023	ACH	\$4,125.00 1 day local adult passes
EISENBERG, GREGG	1/25/2023	ACH	\$1,795.99 Reimbursement - Recruiting Ads
EISENBERG, GREGG	2/8/2023	ACH	\$50.00 Reimb Cell - Feb
Elam & Burke P.A.	1/25/2023	ACH	\$4,137.30 Legal Services
Elam & Burke P.A.	1/25/2023	ACH	\$0.20 Legal Services
ELMORE, MELISSA	1/25/2023	ACH	\$46.62 Reimbursement - Pants
ETA Phi Systems, Inc.	2/8/2023	ACH	\$5,951.70 OandM costs for CAD/AVL
Factory Motor Parts Co	2/8/2023	60073	\$30.44 Windshield Wipers
Factory Motor Parts Co	2/8/2023	60073	\$16.80 Wagner Bulbs
Factory Motor Parts Co	2/8/2023	60073	\$30.44 Windshield Wipers
Factory Motor Parts Co	2/8/2023	60073	\$135.73 Battery
Factory Motor Parts Co	2/8/2023	60073	(\$135.73) Warranty Battery Credit
FASTENAL	1/25/2023	ACH	\$25.09 Nuts & Bolts
First Transit	2/8/2023	ACH	\$140,738.54 Mgmt Fee/BIPD Ins/Wkr Comp
Fleet Services	2/8/2023	ACH	\$634.17 Fuel

Fleet Services	2/9/2023	ACH	\$1,241.56 Fuel
Fleet Services	2/9/2023	ACH	\$678.89 Fuel
Gem State Paper & Supply	2/8/2023	ACH	\$196.00 Shop Supplies
Gem State Paper & Supply	2/8/2023	ACH	\$959.75 Shop Supplies
Gillig, LLC	1/25/2023	ACH	\$441.14 Vehicle
Gillig, LLC	1/25/2023	ACH	\$84.53 Vehicle
Gillig, LLC	1/25/2023	ACH	\$671.06 Vehicle
Gillig, LLC	1/25/2023	ACH	\$37.74 Water Filter Element
Gillig, LLC	1/25/2023	ACH	\$3,090.47 Vehicle
Gillig, LLC	1/25/2023	ACH	\$348.16 Vehicle
Gillig, LLC	1/25/2023	ACH	\$32.64 Back Door Strut
Gillig, LLC	1/25/2023	ACH	\$16.40 Toggle Switches
Gillig, LLC	1/25/2023	ACH	\$171.96 Trans Filter
Gillig, LLC	2/8/2023	ACH	\$843.06 Vehicle
Gillig, LLC	2/8/2023	ACH	\$252.85 Vehicle
Gillig, LLC	2/8/2023	ACH	\$603.49 Idler Arm, Wiper Arm
Gillig, LLC	2/8/2023	ACH	\$373.57 Vehicle
Gillig, LLC	2/8/2023	ACH	\$1,345.12 Vehicle
Gillig, LLC	2/8/2023	ACH	\$3,935.04 Vehicle
Gillig, LLC	2/8/2023	ACH	\$100.36 Fan Control Switch
Gillig, LLC	2/8/2023	ACH	\$340.32 Wiper Arm, Speaker
Gillig, LLC	2/8/2023	ACH	\$40.78 Seals, Gaskets
Gillig, LLC	2/8/2023	ACH	\$28.80 Fan Control Switch
GOETTL, CODY	2/8/2023	60074	\$85.00 Reimb Emp bike summit
Grainger Inc	1/25/2023	ACH	\$574.80 Inventory Parts
Grainger Inc	1/25/2023	ACH	\$84.12 Safety signs
Grainger Inc	1/25/2023	ACH	\$332.80 LED Bulbs
Grainger Inc	2/8/2023	ACH	\$62.08 Inventory Parts
Grainger Inc	2/8/2023	ACH	\$86.30 Inventory Parts
Grainger Inc	2/8/2023	ACH	\$221.92 Inventory Parts
Grainger Inc	2/8/2023	ACH	\$144.11 Trash Bags, Paper Towel
Grainger Inc	2/8/2023	ACH	(\$75.01) Credit For Drum Pump
Grover Electric & Plumbing	2/8/2023	60075	\$127.80 Shop Supplies
Grover Electric & Plumbing	2/8/2023	60075	(\$105.40) Parts Return - Inv NA92124
Grover Electric & Plumbing	2/8/2023	60075	(\$21.08) Parts Return - Inv NA92124
Grover Electric & Plumbing	2/8/2023	60075	\$477.72 Shop Supplies
HACKETT, ALEX	2/8/2023	ACH	\$85.00 Reimb Emp. Bike summit
HASSAN, DEANNA	2/8/2023	ACH	\$50.00 Reimb Cell - Feb
Hawkeye Builders Inc	1/25/2023	ACH	\$48,754.23 Orchard Pavement Expansion
Hawley Troxell Ennis & Hawley	2/8/2023	ACH	\$841.00 Legal Services
Healea, Stephanie	1/25/2023	ACH	\$137.50 Volunteer Driver
Hi - Line	1/25/2023	ACH	\$455.90 Nuts & Bolts
Hi - Line	1/25/2023	ACH	\$472.48 Nuts & Bolts
Hi - Line	1/25/2023	ACH	\$519.85 Assorted Screws, Clamps
Hot Shots, Inc.	1/25/2023	ACH	\$865.74 Courier Services
IBI Group Professional Services Inc	2/8/2023	ACH	\$6,567.27 Bus Stop Toplogy
Idaho Love Light Solar, LLC.	1/25/2023	ACH	\$3,500.00 Snow Removal
Idaho Love Light Solar, LLC.	1/25/2023	ACH	\$1,400.00 Bus Stop Snow Removal
Idaho Love Light Solar, LLC.	2/8/2023	ACH	\$2,000.00 12/9/2022 Snow Removal
Idaho Love Light Solar, LLC.	2/8/2023	ACH	\$1,500.00 Bus Stop Snow Removal
Idaho Power	1/25/2023	60059	\$693.33 Utilities 12/14-1/12
Idaho Power	1/25/2023	60059	\$11,158.20 Utilities
Idaho Power	1/25/2023	60059	\$4,256.70 Utilities 12/14-1/12
Idaho Power	2/8/2023	60076	\$16.34 Utilities 12/28-1/25
Idaho Power	2/8/2023	60076	\$1,411.34 Utilities 1/4-2/1
Idaho Records Management, LLC	2/8/2023	ACH	\$45.00 Services
IntelePeer Holdings, Inc	1/25/2023	ACH	\$787.00 SIP Dialtone services
Intermountain Communications of	2/8/2023	ACH	\$8,078.40 Radio Replacement for fleet vehicles
Intermountain Gas	1/25/2023	ACH	\$9.79 Utilities 12/7-1/6
Intermountain Gas	1/25/2023	ACH	\$1,099.41 Utilities 12/7-1/6
Intermountain Gas	1/25/2023	ACH	\$759.89 Utilities 12/10-1/10
Intermountain Gas	1/25/2023	ACH	\$2,451.03 Utilities 12/19-1/20
Intermountain Gas	1/25/2023	ACH	\$5,325.09 Utilities 12/10-1/10
Intermountain Gas	2/8/2023	ACH	\$9.79 Utilities 1/7-2/2
Intermountain Gas	2/8/2023	ACH	\$846.53 Utilities 1/7-2/2
Intermountain Gas	2/8/2023	ACH	\$20,777.26 Utilities
Intermountain Gas	2/8/2023	ACH	\$705.70 Utilities 12/29-1/26
Intermountain Gas	2/8/2023	ACH	\$311.98 Utilities 12/21-1/23
Jacobs Engineering Group, Inc.	1/25/2023	ACH	\$7,904.14 Orchard Paving Expansion project
Jacobs Engineering Group, Inc.	2/8/2023	ACH	\$3,089.33 Orchard Facility Master Plan 11/26-12/30
Jacobs Engineering Group, Inc.	2/8/2023	ACH	\$27,800.00 Orchard Facility Master Plan
JoPaul & Sons LLC	1/25/2023	ACH	\$35.00 Vehicle washing
KABIRIGI, LWABOSHI	1/25/2023	60060	\$127.16 Reimbursements - Shoes
Karcher Auto Parts	1/25/2023	ACH	\$135.84 Oil Filters
Karcher Auto Parts	1/25/2023	ACH	\$44.94 Heat Barrier

Karcher Auto Parts	1/25/2023	ACH	\$51.42 Pig Mats
Karcher Auto Parts	1/25/2023	ACH	\$41.64 Power Steering Fluid
Karcher Auto Parts	1/25/2023	ACH	\$172.38 Auto Parts
Karcher Auto Parts	1/25/2023	ACH	\$145.40 One Minute Gasket
Karcher Auto Parts	1/25/2023	ACH	(\$128.19) Relays & Sockets Returned
Karcher Auto Parts	2/8/2023	ACH	\$36.18 Sockets
Karcher Auto Parts	2/8/2023	ACH	\$92.01 Relays
Karcher Auto Parts	2/8/2023	ACH	\$133.42 Super Clean
Kenworth Sales	2/8/2023	ACH	\$56.04 Inventory Parts
Kenworth Sales	2/8/2023	ACH	\$2,155.75 Inventory Parts
Kenworth Sales	2/8/2023	ACH	\$44.10 Inventory Parts
Kenworth Sales	2/8/2023	ACH	\$385.45 Inventory Parts
Kenworth Sales	2/8/2023	ACH	\$18.20 Gaskets
Kenworth Sales	2/8/2023	ACH	\$50.14 Water Outlet Tube
Kenworth Sales	2/8/2023	ACH	\$35.30 Hose
Kenworth Sales	2/8/2023	ACH	\$56.93 Thermostat
Kenworth Sales	2/8/2023	ACH	\$44.10 Crank Sensor
Kenworth Sales	2/8/2023	ACH	\$32.98 Hose
Kenworth Sales	2/8/2023	ACH	\$32.98 Hose
Kenworth Sales	2/8/2023	ACH	(\$44.10) Sensor Credit
Kenworth Sales	2/8/2023	ACH	(\$312.50) Core Credit
Kenworth Sales	2/8/2023	ACH	(\$12.50) Core Credit - Inv# 011P14187
Kenworth Sales	2/8/2023	ACH	(\$312.50) Core Credit
KING BROADCASTING COMPANY-KTVB	1/25/2023	ACH	\$8,000.02 Advertising
KING BROADCASTING COMPANY-KTVB	1/25/2023	ACH	\$8,410.00 Advertising
KOLLIE, DORBOR	2/8/2023	ACH	\$26.49 Reimbursement - Shoes
KRONENBITTER, FRANK	2/8/2023	ACH	\$50.00 Reimb Cell - Feb
KROUPA, KRISTINA	2/8/2023	ACH	\$50.00 REIMB -CELL-Feb
KROUPA, KRISTINA	2/8/2023	ACH	\$183.56 Vault Room Bill Counter
Kuna Senior Citizen Inc	2/8/2023	ACH	\$4,220.16 Acquisition of Services
LifeMap Assurance Co	1/25/2023	ACH	\$2,016.27 Life Ins.
Lithia Motors Payment Processing	1/25/2023	ACH	\$151.67 Parking Brake & Hood Release
Lithia Motors Payment Processing	1/25/2023	ACH	\$565.62 Inventory Parts
Lithia Motors Payment Processing	1/25/2023	ACH	\$33.57 Thermostat & Gasket
Lithia Motors Payment Processing	1/25/2023	ACH	\$30.57 Plunger
Lithia Motors Payment Processing	1/25/2023	ACH	\$156.55 Inventory Parts
Lithia Motors Payment Processing	1/25/2023	ACH	\$52.09 Trans Filter
Lithia Motors Payment Processing	1/25/2023	ACH	\$123.20 Water Pump
Lithia Motors Payment Processing	1/25/2023	ACH	(\$50.00) Core Credit
Lithia Motors Payment Processing	2/8/2023	ACH	\$31.82 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$234.32 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$336.12 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$19.60 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$33.57 Thermostat
Lithia Motors Payment Processing	2/8/2023	ACH	\$337.05 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$153.79 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$13.53 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$102.50 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$22.89 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$2,844.61 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$1,365.00 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$1,641.50 Inventory Parts
Lithia Motors Payment Processing	2/8/2023	ACH	\$394.33 Inventory Parts
Lizabeth C. Arkoosh	1/25/2023	ACH	\$9,300.00 Lease Qtr 2
Lotus Boise Corp	1/25/2023	ACH	\$400.00 Radio Ads
Lotus Boise Corp	1/25/2023	ACH	\$40.00 Radio Ads
Lotus Boise Corp	1/25/2023	ACH	\$350.00 Radio Ads
Lotus Boise Corp	1/25/2023	ACH	\$100.00 Radio Ads
Lotus Boise Corp	1/25/2023	ACH	\$300.00 Radio Ads
Lotus Boise Corp	1/25/2023	ACH	\$300.00 Radio Ads
Lowe's Home Improvement	1/25/2023	ACH	\$40.80 Shop Supplies
Lowe's Home Improvement	1/25/2023	ACH	\$161.85 Shop Supplies
Lowe's Home Improvement	1/25/2023	ACH	\$20.86 Caulk Guns
Lowe's Home Improvement	2/8/2023	ACH	\$88.43 Shop Supplies
Lowe's Home Improvement	2/8/2023	ACH	\$785.84 Shop Supplies
Lowe's Home Improvement	2/8/2023	ACH	\$44.87 Shop Supplies
Lowe's Home Improvement	2/8/2023	ACH	\$94.99 Shop Supplies
Luka Stankovic	1/25/2023	ACH	\$888.00 Taxi Fare #A
Lyft, Inc	1/25/2023	ACH	\$1,167.02 VRT Transit connection lyft pass
Lyft, Inc	1/25/2023	ACH	\$411.71 VRT late night rides
Mary M. Johnson	2/8/2023	ACH	\$62.00 Signs
MAXWELL, WILLIAM GORDON	2/8/2023	ACH	\$50.00 Reimb Cell - Feb
Melba Valley Senior Center	2/11/2023	ACH	\$4,906.80 Acquisition of services
Melba Valley Senior Center	2/11/2023	ACH	\$4,908.92 Acquisition of Services
Melba Valley Senior Center	2/11/2023	ACH	\$761.16 Acquisition of Services

Meridian Senior Center	2/8/2023	ACH	\$6,941.69 Acquisition of Services
Metro Community Services	1/25/2023	ACH	\$24,858.15 Acquisition of Services
Mills, Wayne	1/25/2023	60061	\$476.25 Volunteer Driver
MORALES, SAL	1/25/2023	60062	\$150.00 Reimbursement - Shoes
MORRIS, RYAN	1/25/2023	ACH	\$26.92 Reimbursement - Pants
Motion & Flow Control Products	1/25/2023	ACH	\$537.97 Hoses
MultiCare Health System	2/8/2023	ACH	\$570.00 Drug Screens
MultiCare Health System	2/8/2023	ACH	\$840.00 Drug Screens
Napa Auto Parts	1/25/2023	ACH	\$65.84 Vehicle Parts
Napa Auto Parts	1/25/2023	ACH	\$54.25 Vehicle Parts
Napa Auto Parts	1/25/2023	ACH	\$22.70 Inventory Parts
Napa Auto Parts	2/8/2023	ACH	\$458.05 Vehicle Parts
Napa Auto Parts	2/8/2023	ACH	\$124.44 Vehicle
New Flyer Parts	2/8/2023	ACH	\$85.02 Inventory Parts
Norco Inc	1/25/2023	ACH	\$3.12 Cylinder Rental
Norco Inc	2/8/2023	ACH	\$74.74 Shop Supplies
NYSIF Disability Benefits	2/8/2023	60077	\$344.88 Disability benefits
ODP Business Solutions, LLC	1/25/2023	60063	\$55.76 Office Supplies
ODP Business Solutions, LLC	1/25/2023	60063	\$59.60 Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	\$241.99 Vacuum
ODP Business Solutions, LLC	2/8/2023	60078	\$42.99 Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	\$103.12 Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	\$23.97 Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	\$75.19 Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	\$21.50 Office Supplies
ODP Business Solutions, LLC	2/8/2023	60078	(\$231.60) paper, OD copy 288172924001
O'Reilly Auto Enterprises, LLC	2/8/2023	ACH	\$6.39 Pin Boot Kit
O'Reilly Auto Enterprises, LLC	2/8/2023	ACH	(\$50.00) Alternator Core Credit
O'Reilly Auto Enterprises, LLC	2/8/2023	ACH	\$57.98 Water Pump Belts
O'Reilly Auto Parts	1/25/2023	ACH	\$379.81 Vehicle Parts
O'Reilly Auto Parts	1/25/2023	ACH	\$6.67 Vehicle Parts
O'Reilly Auto Parts	2/8/2023	ACH	\$139.00 Brake Drum
O'Reilly Auto Parts	2/8/2023	ACH	\$133.61 Vehicle Parts
O'Reilly Auto Parts	2/8/2023	ACH	\$265.31 Vehicle Parts
O'Reilly Auto Parts	2/8/2023	ACH	(\$255.37) Parts Return Inv 2894-208247 & 2894-206939
Pacific Office Automation	1/25/2023	ACH	\$589.18 Printer Leases
Paragon Consulting, Inc	1/25/2023	ACH	\$13,552.50 18th street engineering
Parma Senior Center	2/8/2023	ACH	\$3,282.24 Acquisition of Services
PNG Media LLC	2/8/2023	60079	\$446.94 Legal/Public Notice
PNG Media LLC	2/8/2023	60079	\$56.62 Legal Public Notice
ProPeople	1/25/2023	ACH	\$429.39 Temp Wages
ProPeople	1/25/2023	ACH	\$902.82 Temp Wages
ProPeople	1/25/2023	ACH	\$759.69 Temp Wages
ProPeople	2/8/2023	ACH	\$902.82 Temp Wages
ProPeople	2/8/2023	ACH	\$44.04 Temp Wages
ProPeople	2/8/2023	ACH	\$1,112.01 Temp Wages
Proterra Operating Company, Inc	2/8/2023	ACH	\$11,666.68 Battery Lease
Proterra Operating Company, Inc	2/8/2023	ACH	\$8,750.01 Battery Lease
Quench USA, Inc	1/25/2023	ACH	\$57.00 Cooler Rental January
Quench USA, Inc	1/25/2023	ACH	\$289.95 Water Equipment Rental
RCF Commercial Cleaning, LLC	1/25/2023	ACH	\$3,850.00 Janitorial service for month
RCF Commercial Cleaning, LLC	1/25/2023	ACH	\$46.72 2 Ply 2000 Sheet Roll/12/Case
RCS Tools, LLC	2/8/2023	60080	\$2,999.00 Scanner
RDK Corporation	1/25/2023	ACH	\$30.00 Background check
RDK Corporation	2/8/2023	ACH	\$230.00 Background Checks
Right! Systems, Inc.	1/25/2023	60064	\$618.03 ESET Mail security
Romaine Electric Corporation	1/25/2023	ACH	\$1,202.03 Starter, Regulator
Sage Supply, Inc	2/8/2023	60081	\$345.00 Ice Melt
SAMG Occupational Med - Emerald	2/8/2023	60082	\$180.00 Drug Screen/Physicals
Shred-It USA- LLC	2/8/2023	ACH	\$117.10 Document Shredding
Shred-It USA- LLC	2/8/2023	ACH	\$122.83 Document Shredding
Smith Power Products, Inc	1/25/2023	ACH	\$130.57 Inventory Parts
Smith Power Products, Inc	1/25/2023	ACH	\$730.20 Inventory Parts
SMITH, JOSHUA	1/25/2023	ACH	\$21.07 Reimburse for UPS
SMITH, JOSHUA	2/8/2023	ACH	\$50.00 Reimb Cell - Feb
SMITH, LORETTA	2/8/2023	60083	\$47.68 Reimburse Uniform Shoes
SMITH, SHAYNE	1/25/2023	ACH	\$153.99 Reimbursement - Tools
SMITH, SHAYNE	1/25/2023	ACH	\$77.48 Reimbursement - Tools
SPX Technologies, Inc	1/25/2023	ACH	\$107.86 Farebox Parts
SPX Technologies, Inc	1/25/2023	ACH	\$3,378.78 Farebox inventory
SPX Technologies, Inc	2/8/2023	ACH	\$8,094.20 Farebox Parts
STANISLAW, GARRISON	1/25/2023	ACH	\$37.09 Reimbursement - Tripod for Safety Meetings
Star Senior Center	2/8/2023	60084	\$7,475.72 Acquisition of Services
STEPHENS, ANGELA	2/8/2023	ACH	\$40.00 Reimbursement - DL Renewal
Supportive Housing & Innovative Partners	1/25/2023	ACH	\$30,349.39 Acquisition of Services

Syringa Networks, LLC	1/25/2023	ACH	\$4,820.00 Telecom Services
Tacoma Screw Products Inc.	1/25/2023	ACH	\$71.13 Screws, Washers
Tait & Associates, Inc	1/25/2023	ACH	\$27,291.55 HDTC Architecture
The Car Park, LLC	2/8/2023	ACH	\$2,500.00 Carpools - Pass through G&A
The Car Park, LLC	2/8/2023	ACH	\$57.50 Carpools - Pass through 9th & front
The Car Park, LLC	2/8/2023	ACH	\$37.50 Carpool - pass through - 9th/Front
The Car Park, LLC	2/8/2023	ACH	\$75.00 Carpool Subscriptions
The Car Park, LLC	2/8/2023	ACH	\$2,312.50 Carpool - passthrough G&A
The Car Park, LLC	2/8/2023	ACH	\$187.50 Carpool - passthrough G&A
The Car Park, LLC	2/8/2023	ACH	\$37.50 Carpool Subscriptions
The Car Park, LLC	2/8/2023	ACH	\$1,650.00 Carpools - Pass through
The Car Park, LLC	2/8/2023	ACH	\$75.00 Carpool Subscriptions
The Car Park, LLC	2/8/2023	ACH	\$2,500.00 Carpool Subscriptions
Thompson and Associates, Inc.	1/25/2023	ACH	\$3,149.00 HR Consulting services
Transpo Group USA, Inc.	1/25/2023	ACH	\$33,646.25 Comprehensive Operational Analysis
Transpo Group USA, Inc.	1/25/2023	ACH	\$3,998.56 Kuna Transit Study
Treasure Valley Coffee	1/25/2023	ACH	\$86.35 MSS - Coffee
Treasure Valley Coffee	1/25/2023	ACH	\$304.53 Coffee/creamers/sugar
Treasure Valley Coffee	2/8/2023	ACH	\$93.25 Coffee - Orchard
Treasure Valley Coffee	2/8/2023	ACH	\$17.50 First Aid - Shop
Treasure Valley Coffee	2/8/2023	ACH	\$147.40 First Aid - Office
Treasure Valley Coffee	2/8/2023	ACH	\$26.40 Water Cooler - Orchard
Treasure Valley Coffee	2/8/2023	ACH	\$118.95 Coffee - MSS
Treasure Valley Transit	1/25/2023	ACH	\$20,571.00 Sub-Recipient
UniFirst Acct# 1395966	1/25/2023	ACH	\$211.00 Mats, Cloths and Uniforms
UniFirst Acct# 1395966	1/25/2023	ACH	\$215.90 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	1/25/2023	ACH	\$210.25 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	2/8/2023	ACH	\$210.25 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	1/25/2023	ACH	\$265.00 Uniforms
UniFirst Acct# 1410130	1/25/2023	ACH	\$280.60 Uniform Services
UniFirst Acct# 1410130	2/8/2023	ACH	\$280.60 Uniform Services
UniFirst Acct# 1410130	2/8/2023	ACH	\$280.60 Uniform Services
United Site Services of Nevada, Inc.	2/8/2023	ACH	\$278.60 Restroom Rental
United Way of Treasure Valley	1/25/2023	ACH	\$95.00 Emp Contributions
United Way of Treasure Valley	2/8/2023	ACH	\$95.00 Emp. Contributions
US Bank Plaza Condominium Assoc., Inc.	1/25/2023	ACH	\$10,593.00 Association dues
Verizon Wireless	2/8/2023	60085	\$2,965.80 Cell Phone Service
Verizon Wireless	2/8/2023	60085	\$92.08 Cell Phone Service
Verizon Wireless	2/8/2023	60085	\$51.36 Cell Phone Service
Verizon Wireless	2/8/2023	60085	\$52.07 Cell Phone Service
Verizon Wireless	2/8/2023	60085	\$1,990.23 Cell Phone Service
Via Transportation, Inc.	1/25/2023	ACH	\$7,150.00 Dispatching SW for Operations
WASHINGTON, CORRIE	1/25/2023	ACH	\$465.25 Reimburse for Christmas Lunch
WASHINGTON, CORRIE	2/8/2023	ACH	\$50.00 Reimb Cell- Feb
WASHINGTON, JOSHUA	1/25/2023	ACH	\$150.00 Reimbursement - Shoes
Wex Bank	1/25/2023	ACH	\$245.92 Fuel Support Vechicles & 1513
Wex Bank	2/8/2023	ACH	\$130.88 Fuel N1513
William Beard	1/25/2023	ACH	\$428.00 Bus Washing
William Beard	1/25/2023	ACH	\$226.00 Bus Washing
William Beard	1/25/2023	ACH	\$407.00 Bus Washing
William Beard	2/8/2023	ACH	\$438.00 Bus Washing
YBARRA, SARAH	1/25/2023	ACH	\$12.59 Reimb - lunch
YBNOW LLC	2/8/2023	ACH	\$5,621.80 Ada County rides to wellness
YBNOW LLC	2/8/2023	ACH	\$472.96 VA Shuttle
YBNOW LLC	2/8/2023	ACH	\$114.64 VA shuttle
			\$845,643.36

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

Tentative Board of Director's Agenda

CONSENT AGENDA

Minutes from the January Board of Director's meeting
Executive Board Minutes for Jan/Feb/Mar
FY2022 Q4 Variance Report
FY2022 Q4 Cash Balance Report
FY2022 Audited Financial Statements
FY2023 Q1 Variance Report
FY23 Q1 Cash Balance Report
Sign and Attest Payment Registers - Jason
FY2023 Q4 Performance Report
Rescind - Deposit Investment and Risk Disclosure Policy
Recommendation of the RAC and Exec Board for Specialized Transit Analysis Update
FY2023 LowNo Grant Contracts- Jacobs Engineering, CTE
Deposit Investment and Risk Disclosure (Update) Policy
On-Call Planning
ERP System Replacement
Ticket Vending Machines
Digital Displays
2024-2028 Transportation Improvement Plan -

ACTION ITEMS

Integrated Mobility Plan
Regional Vanpool Study
Delegation of TTOP Addendum to executive board

INFORMATION ITEMS

INFORMATION Service Analysis - Stephen

PROCUREMENTS

Procurement calendar

DEPARTMENT/STAFF REPORTS

Elaine Clegg
Leslie Pedrosa
Jason Jedry
Stephen Hunt
Jason Rose



TOPIC	Regional Vanpool Study
DATE	March 6, 2023
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

No action, this is an information item only.

Highlights

- **March 2021**
 - Project kick-off – Complete
- **June 2021**
 - Internal team project kick-off – Complete
- **July 2021**
 - Existing conditions analysis – Complete
 - Project advisory committee kick-off meeting – Complete
 - Gaps, opportunities and best practices analysis – Complete
 - Internal project team meeting #2 – Complete
- **August 2021**
 - Project advisory committee meeting #2 – Complete
 - Regional vanpool study survey launched
- **September 2021**
 - Internal project team meeting #3 – Complete
 - Project advisory committee meeting #3 – Complete
- **November 2021**
 - Regional vanpool study survey closed
 - Final plan presentation project advisory committee meeting – Complete
- **December 2021 – December 2022**
 - Internal refinement of report and recommendations
- **January 2023**
 - Presentation of recommendations to ACHD leadership

Summary:

Valley Regional Transit (VRT) launched the Regional Vanpool Study with Commuteride in March 2021. The intent of the study was to establish a regional vanpool system to system to serve Ada and Canyon counties, identify gaps and opportunities and to develop strategies to address gaps in service. The results of the study will also inform regional investment strategies in vanpool and the Transportation Development Plan. VRT selected Walker and Associates to conduct the study which was completed in November 2021. VRT and Commuteride continued to refine the report through 2022 and presented the recommendations to ACHD leadership in January 2023.

Through the course of the study, there were three meetings held with the Internal Project Team, consisting of staff from VRT, Commuteride, ITD, COMPASS, Canyon County, and the City of Caldwell. Four additional meetings were held with the Project Advisory Committee,

which included staff from the College of Western Idaho, Amalgamated Sugar, Amazon, and Micron.

In August 2021, the Regional Vanpool Study Survey was launched on the Engage platform. The survey remained open through early November. The survey received 157 responses.

Survey Findings

Top three drivers for travel choices were

1. Personal schedules
2. Travel time
3. Convenience

Bottom three drivers of travel choices

1. Environmental impact
2. Safety of the travel choice
3. Cost of the travel choice

Workplace flexibility varies with more 70% of workers having some flexibility

- 30% no flexibility
- 28% some flexibility about start and end times
- 27% some flexibility about start, end times and days worked from home
- 15% completely flexible

Only 33% said their work schedule was static week to week.

Approximately 65% of respondents spend more than 15 minutes traveling more than 6 miles to work. Only 25% reported traveling more than 15 miles.

More than 60% of respondents estimated spending more than \$6 per one-way trip to work. 36% reported spending more than \$10 per one-way trip.

Approximately 10% of respondents were current or former vanpool riders.

56% of respondents said saving up to \$50/month on transportation costs would make vanpooling attractive.

Almost 50% of respondents would be willing to add up to 10 minutes of travel time to their commute to realize commute cost savings.

Study Highlights

The study highlights the successes of the ACHD Commuteride service, including remaining nimble and resilient in the face of the COVID-19 pandemic and maintaining consistent levels of ridership in comparison of other vanpool and public transportation programs across of the country.

The study defines three goals as high-level recommendations:

1. Build a supportive found for vanpool and shared mobility

2. Strengthen vanpool service
3. Advance regional vanpool and shared mobility marketing and partnerships

Goal 1: Build a supportive foundation for vanpool and shared mobility

This goal proposes the creation of a Regional Vanpool and Shared Mobility Services Committee or Work Group, composed of Commuteride and VRT staff, and other shared mobility partners that would develop and adopt a decision-making framework for deploying vanpool and shared mobility options regionally, and create a uniform policy for vanpool and shared mobility service providers. The strategies outlined in this could include contemplation of ways to facilitate geographic expansion of vanpool services and the development of strategies to invite new service providers to participate in the network if it is determined that these new providers could overcome existing geographic limitations or to better serve specific community needs.

Goal 2: Strengthen Vanpool Service

This goal focuses on further developing a sustainable and equitable vanpool service that would be capable of serving more people in a variety of communities and circumstances.

Goal 3: Advance regional vanpool and shared mobility marketing and partnerships.

This goal would expand upon the highly successful marketing strategies of Commuteride and its partners, including more direct targeting of employers and building packages for employers that could fit into the employee benefit selection process.

Next Steps:

- **March**
 - VRT executive board review of the Regional Vanpool Study final report
 - Feedback from ACHD leadership on next steps for ACHD Commission
- **April**
 - Acceptance of regional vanpool study report and recommendations
 - Formation of a regional vanpool and shared mobility services committee or work group

Implication (policy and/or financial)

The recommendations outlined in the Regional Vanpool Study will strengthen the relationship between ACHD Commuteride and VRT, and further advance vanpool and shared mobility services in the Treasure Valley, as well as inform the Transportation Development Plan.

More Information

For detailed information contact: Alissa Taysom, Associate Planner, 208-258-2717, ataysom@valleyregionaltransit.org.

2023 Outreach Calendar & Strategy

Goals

1. **Input:** Obtain useful, actionable, and diverse input from partners, stakeholders, and the public on system changes today, potential midterm improvements, and plans for the future
2. **Perception:** Continue to position VRT as the mobility thought leader for the region
3. **Behavior:**
 - a. Attract new riders
 - b. Gain/retain support from existing riders
 - c. Gain/retain political commitments, partnerships, and financial supporters
 - d. Develop and nurture passionate transit advocates/ambassadors
4. **Communications:**
 - a. Build awareness and nurture public interest about VRT's current services and a future vision for a more productive system and what changes are needed to get there for public transit as a strong viable solution for the region
 - b. Introduce the new Bus Stop typology in the form of the "Better Bus Stops" campaign to the public and our partners for better awareness and understanding of why we are making these changes and how to use the new amenities
 - c. Build an informed and educated ridership with excellent, frequent, and thorough information across media types
 - d. Increase metrics across media types (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.) and outreach (event attendance, survey responses)
 - e. Reduce Help Desk traffic

Calendar

Phase 1 – Initial Feedback (March – April)

Goals:

- 1) Obtain feedback from funding partners and the public on current services, current financial and service challenges, and vision direction: What works today? What doesn't? How can we improve? What are the specific services that impact you and how?
- 2) Introduce Better Bus Stop; let the public and partners see and feel how the new bus stops will work.
- 3) Solicit feedback on our long-term vision and capital improvement plans.

Desired outcomes: Broad and diverse range of commenters and comments obtained through high outreach metrics (event attendance, survey responses) and communications metrics (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.); based on the feedback heard, VRT will develop service concepts to present to funding partners and the public in Phase 2

Phase 2 – Concept Feedback (May – July)

Goals:

- 1) Obtain feedback from funding partners and the public on concepts developed to address service and funding challenges – what are the advantages/disadvantages of the concepts, which would they prefer? How might these changes impact them? Do these concepts get us closer to a better system?
- 2) Continue to introduce bus stop typology and solicit feedback on vision and capital projects

Desired outcomes: Identify opportunities to improve the concepts and vision to better serve our riders and partners through high outreach metrics (event attendance, survey responses) and communications metrics (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.); based on the feedback heard, VRT will develop a final service concept to present to the board for approval.

Phase 3 – Inform & Educate (August – October)

Goals:

- 1) Inform and educate ALL audiences on the final service changes – what they are, how we arrived at them, how input helped shape the work, and how this moves us toward the vision.
- 2) Continue awareness of upcoming bus stop changes

Desired outcomes: An informed and educated ridership, attraction of new riders, an increase in ridership, Help Desk needs, and high metrics across media types (social media following and engagement, newsletter signups and opens, website visits, event attendance, etc.)

Promotional Touchpoints

Throughout the campaign, we will use a combination of these touchpoints to **1. Conduct outreach**, and **2. Promote & Inform**.

Engagement (1. Conduct Outreach)

Outreach (public)

- Open houses
- Pop-up tables
- Community event/meeting participation
- Onboard/offboard canvassing
- Leverage ambassadors and stakeholders
- Engage VRT

Inreach (staff)

- Tech: Intranet, Teams, email
- In-person: open houses, safety meetings, tabling (VRT staff, First Transit staff, security staff, etc.)

Communications (2. Promote & Inform)

Earned Media

- Press release/web stories

Owned Media

- Digital
 - Engage VRT
 - Partner toolkit
 - Web pages
 - Email blasts (VRT and partner lists)

Paid Media

- Radio ads
- Paid social ads

Shared Media

- Organic social media (broad and targeted)

- Media kits

Print

- Onboard: car cards, bus hangers
- Transit Centers/shelters: posters, displays
- Handhelds: brochures, mailers, handouts

- Newspaper ads

- Partner social media

Valley Regional Transit FY2023 Procurement Calendar

Item VIII. C.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
ERP System Replacement	Jason Jedry	1,300,000	Nov-22	Apr-23	Board of Directors
Ticket Vending Machines	Kaite Justice	765,000	Jan-23	Apr-23	Board of Directors
Promotional Materials - Staff Apparel and Promotional Materials	Jason Rose	25,000	Feb-23		CEO
Custom Vinyl Graphics	Jeremy Gianchetta	75,000	Feb-23	Mar-23	Executive Board
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Feb-23	Apr-23	
Vehicle Maintenance Parts	Leslie Pedrosa	TBD	Feb-23	Apr-23	
Bus Stop Sign Blade Update	Alissa Taysom	280,000	Mar-23	Aug-23	Board of Directors
Digital Displays	Jason Rose	240,000	Feb-23	Apr-23	Board of Directors
Happy Day HVAC Equipment	Joe Guenther	75,000	Feb-23	Apr-23	Executive Board
On-Call Transit Planning	Stephen Hunt	250,000	Feb-23	Apr-23	Board of Directors
IT Assessment	Nick Moran	65,000	Feb-23	Apr-23	Executive Board
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Mar-23	Aug-23	
Courier Delivery Services	Jeannette Ezell	49,000	Mar-23	May-23	CEO
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	Apr-23	Jun-23	Executive Board
Real Time Information Signs	Kaite Justice	TBD	Apr-23	Aug-23	
On-Call Electrical Services	Joe Guenther	TBD	Apr-23		
On-Call Plumbing Services	Joe Guenther	TBD	Apr-23		
Technology Services	Katie Justice	100,000	Jun-23	Aug-23	Executive Board
Legal Services	Jason Jedry	100,000	Jul-23	Sep-23	Executive Board
Uniforms for Ada and Canyon County	Leslie Pedrosa	TBD			

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

Updated 2-16-2023

TOPIC	CEO Report
DATE	February 23, 2023
STAFF MEMBER	Elaine Clegg

Highlights

As I finish my second week on the job here are a few notes:

- **Board member meetings:** I have met with some of you individually to get your thoughts on VRT and our future direction. If I haven't met with you yet, please watch for a request from Paula to meet soon. I will share what I learn at an upcoming strategic planning session.
- **BOMA Idaho:** I was on a CEO panel at the annual meeting of Building Owners and Managers Association of Idaho and was able to talk about the importance of better transit service to the business community as the region continues to lead the nation in growth.
- **CEO Think Tank:** I will be joining a group of CEOs who, over the next year, will explore the most effective ways to provide transit investments and develop recommendations for future funding options.
- **Passenger Rail:** I participated in a virtual event hosted by the Federal Railroad Administration to learn about and provide comments on the long-distance passenger rail study currently underway. The study includes examining restoration of Amtrak service through this region. I also participated in a meeting with representatives from Union Pacific, the City of Boise and the Idaho Transportation Department to explore challenges and opportunities of introducing passenger service on the Union Pacific owned and City of Boise owned portions of track from Caldwell to Mountain Home.
- **The Bus Coalition:** I have been elected to the Board of the Bus Coalition to fill the remainder of Kelli's term on that board. The Bus Coalition is a 350-member coalition that advocates for and supports funding for federal transit bus and bus facility programs. The Coalition includes small, medium and large transit agencies, state transit associations and bus manufacturers and suppliers and works in concert with other national transit organizations such as APTA and CTAA.
- **Budget:** I have been briefed by staff on all the department and division budgets on the budget build for FY2024.
- **All Hands Meeting:** I had staff attend, in person, my first "all staff" meeting at VRT. Most were able to make it and the others joined virtually. VRT has a great staff, and it was fun to get to know them, to tell them a bit about my background and let them ask whatever questions they had.
- **VRT Facilities:** I toured our Orchard, Happy Day, and bike share facilities and met with VRT and contract staff at each location. It was great to see the pride in the service we provide and maintenance of our assets. I would be happy to take any of the board members who are interested on a tour, just contact Paula and we will set it up.
- **Service Changes:** I have been getting briefed by staff on the work they have done over the last year in both counties to consider service changes that will help us

meet budget and also improve service. Watch for a roll out of information over the next few months.

- **Transition:** I will complete my transition from Boise City Council member to fully focusing on VRT when I resign my position on the Boise City Council on March 27.

For detailed information contact: Elaine Clegg, CEO, (208) 258-2712,
eclegg@valleyregionaltransit.org.

TOPIC	Operations Department Staff Report
DATE	March 6, 2023
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 continues to work with Via Mobility, LLC to prepare the new scheduling software to launch in the next phase. With the approval by Eagle City Council to launch an on-demand service in the third quarter, VRT and Via will be shifting the focus from the initial plan that was to include all current service providers that do not currently use any software for scheduling. Phases will also shift based on final solution of the Beyond ADA project.

VRT is still working one issue with service to an ACCESS passenger in the Boise service area, that is outside of the $\frac{3}{4}$ -mile service area of a fixed-route, that were allowed service using the previous scheduling software. Staff has a solution currently in place but will reevaluate the final decision following the Executive Board's decision.

- At this time, all six battery electric bus chargers are working. The three additional chargers, that Proterra is providing at no cost to VRT, arrived in December. Staff continues to work with Proterra to determine installation plans. Proterra still expects to restore the original chargers back to dual dispensing during the second quarter of this fiscal year. At the end of this project, VRT will have 18 charging stations.

At this time, all four 40' and all three 35' Proterra buses are in service. Proterra will continue to be onsite to work on battery electric bus issues as needed. The remaining five 35' buses will remain out of service, until there are 12 operating chargers, as stated in the agreement with Proterra.

- VRT continues to work on a regional on-demand Beyond ADA project. The Specialized Transportation Analysis Update was presented to the RAC and Executive Board. VRT staff continues to meet with the project Steering Committee. At the most recent project meeting, feedback from stakeholder and rider engagement was presented and a service solution was presented. The input received from the committee was very positive. VRT staff will continue to finalize the service solution with input from the committee. The first phase of the solution is expected to be implemented in October 2023.
- The Eagle city council approved to begin a new on-demand service in quarter three of this fiscal year. VRT staff has begun scoping the solution with Via Mobility to meet the expected timeline. The on-demand service area will cover a portion of the service area currently covered by Eagle Senior Transportation and will also have additional service to designated areas outside of Eagle to allow connections to existing fixed-route service in Boise and Meridian. The City of Eagle continues to work with VRT staff to acquire information to start a circulator to provide service for city events.

Highlights:

Contracted Transportation

Canyon County Highlights

- No preventable accidents in January
- Intercounty on-time performance 71% for January
- On-demand on-time performance 91% for January
- New on-demand driver schedule started to keep four buses in service during am and pm peak

Ada County Highlights

- Two preventable accidents in January
- Fixed-route on-time performance 87% for January
- Contractor continues to recruit drivers

Specialized Transportation

- VRT began operating services for Eagle Transportation
- Several service providers are looking to hire additional drivers

Information Technology and Intelligent Transportation Systems

- Staff resolved 135 support requests from 145 submitted in January
- Working on a procurement to complete an IT Assessment Audit
- Provided information for upcoming procurements
- Launched fixed-route ridership dashboard on VRT website
<https://www.valleyregionaltransit.org/dashboard/>

Compliance

- Working on updates to several VRT procedures to capture mandated changes
- Preparing to score assets for 2023 Transit Asset Management
- Working on new process for demand response reporting with new software
- Completed fiscal year 2022 annual National Transit Database report

Customer Service Support

- Customer service handled 2,955 of 3,061 phone calls for information, with 105 calls abandoned. The average call time was 2 minutes, 13 seconds and the average hold time was 19 seconds in January.
- Reservationist handled 1,067 of 1,101 phone calls to change or schedule a ride on ACCESS, with 27 calls abandoned. The average call time was 3 minutes, 51 seconds and the average hold time was 11 seconds in January.
- On-demand services handled 623 of 669 phone calls to schedule a ride, with 46 calls abandoned. The average call time was 1 minute, 36 seconds and the average hold time was 25 seconds in January.
- January City Go Pay mobile ticket sales totaled \$13,219.75.

Bike Share

- Staff continues to redesign the bike share program
- Began working with operations to operate the Treeline Shuttle for the Treefort event in downtown Boise in March

More Information

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

TOPIC	Development Department Monthly Report
DATE	February 20, 2023
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for February 2023 report.

Staffing notes: Jill Reyes, Programming Planner and Kaite Justice, Mobility Integration Director have both left Valley Regional Transit and VRT has opened those positions for hire.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff has continued meeting with partners about projects to be included in the 2024-2028 TDP.

Funding Development

- **Budget Development** –Staff continued conversations with funding partners about the FY2024 budget. This process is being coordinated with the TDP.
- **Grant Opportunities** –VRT will use the 2023-2027 TDP and collaboration with its funding partners to find and pursue additional funding opportunities. Staff is currently developing its grant strategy for the next grant cycle.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – VRT staff presented initial concepts to the Executive Board and RAC. We have also continued our collaboration with jurisdiction.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
Cold weather has delayed paving of the new lot until next construction season. VRT board approved an Authorization for Expenditure to begin pavement restoration at west bus aisle, staff parking, and CNG cathodic protection.
- **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 has started office redesign plans for 2023 construction.

Regional Corridor Planning

• State Street Corridor Projects

1. Staff and consultants continues work with FTA to move the project through the NEPA process.
2. VRT staff continues working with the State Street Executive team to develop a coordinated funding plan for the whole corridor.
3. VRT began conversations with RAISE grant funding partners about the schedule of projects and local match requirements.

Integrated Mobility Plan update:

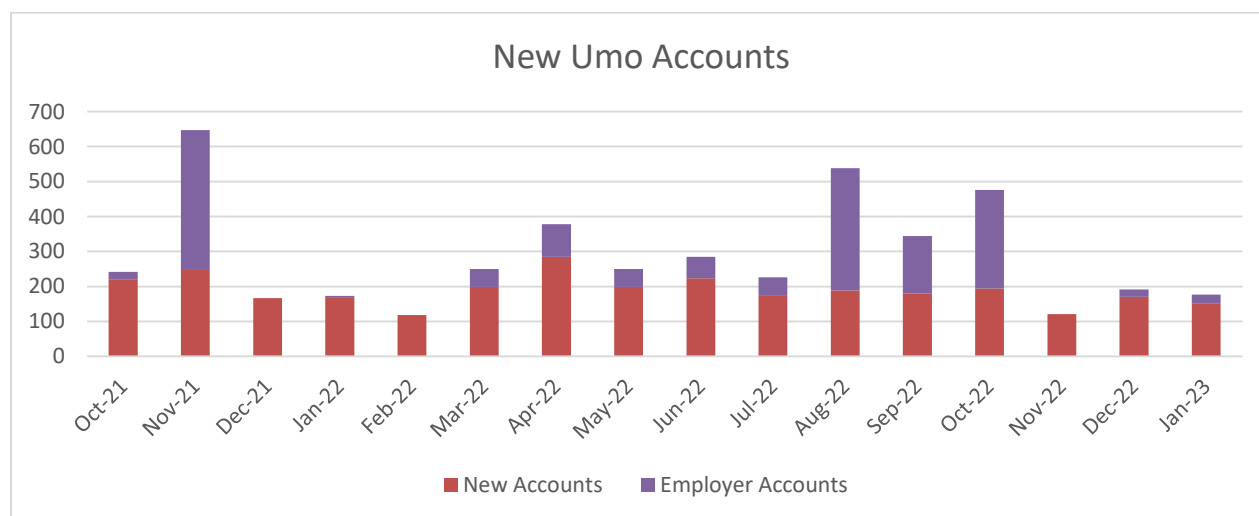
- VRT staff is working on the implementation plan for the Integrated Mobility Plan. The plan was presented to the joint Executive Board RAC meeting on February 7, 2023 and will be presented to the VRT Board of Directors in April 2023. After the adoption of the plan, VRT will kick-off the Regional Integrated Mobility Advisory Group.

Ticket Vending Machines:

- Ticket Vending Machine procurement is out for bid and staff is expecting to take it to the VRT Board of Directors in April.

Umo Mobility fares update:

- Revenue-to-date (Oct. 2021-February 15, 2023): \$170,815.44
- Fiscal Year-to-date: \$50,983.73
- Revenue January 2023: \$13,129.75
- New accounts January 2023: 177
- Employer programs integrated into Umo: 16



City Go Update:

- Staff worked on business development for City Go and the Regional Pass Program. Staff held five business development meetings in January and February.
 - Regional Pass Program contracts renewals:
 - Balsam Brands
 - Saint Alphonsus
 - Regional Pass Program contracts new:

- Downtown Prep Preschool
- Quarterly ridership was sent out to all Regional Pass Program contract holders
- City Go re-launched its pre-pandemic event City Go conversations with a new name – Tireside Chats. January’s topic was on The Future of EVs in the Treasure Valley and February’s topic was a panel on Urban Planning and Community Engagement 101 with panelists from VRT, COMPASS, and ACHD. Both events were held at Mad Swede downtown and both events had over 40 attendees! Tireside Chats will continue as a monthly event with March’s topic being on bike safety on the roadway.

Navigation Update:

- Navigation update:
 - Navigation has been working through the winter on building out VRT’s education and outreach. Staff continues work on a train-the-trainer program for all of VRT’s services for human service agencies, revamping the travel information volunteer program, and how to better support VRT’s specialized transportation programs. Additionally, staff is working on standard operating procedures for individual and group travel trainings.
 - Travel trainings in January and February:
 - 6 individual travel trainings on OnDemand and fixed-route intercounty and Ada County systems.
 - 3 group travel training presentations
 - Idaho State Veterans Home
 - Idaho Vocational Rehab
 - Allegiant Supported Living
 - Outreach Events:
 - Northpointe resource fair
 - Desert Sage resource fair
 - CWI student resource fair

Safe Routes to School Update:

We’ve been in five middle schools, met with the West Ada School District regarding student mobility safety, and met with Boise School District transportation regarding the Dallas Harris school opening. We have solidified the plan for community bike rodeos at Treefort Music Festival, the Children’s Museum of Idaho, Star Library, and 4H student/University of Idaho spring break event at Eagle Island. **We received news from St Luke’s that we were awarded \$10,000 this year from the Community Health Improvement Fund and \$11,000 from Project Filter.** This has made our match for this year, but we’re not done raising funds. With the increase in schools and requests for our services, we are nearing our limit of staff ability and starting to consider staff expansion.

Our spring rodeo schedule and class schedules are nearly full, and our June/July is booked solid. Our student reach right now is at 4,000 and we are on track to hit our regular yearly reach for the first time in three years, which is incredibly exciting.

We have started two new afterschool bike clubs with Jefferson and Morley Nelson elementary schools which will start in late March and run for 3-4 weeks. This is in addition to our longstanding club at Whitney elementary and we're excited to be able to continue working with the community schools in this way.

More Information:

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

Open, Mobility Integration Director, 208.258.2750

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

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

Open, Programming Planner, 208.258.270

TOPIC	Finance and Administration Activity Report
DATE	March 6, 2023
STAFF MEMBER	Jason Jedry

Summary

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

Highlights

Budget/Finance

- Finance staff have closed the first quarter of FY2023. Reports will be presented at the April Executive Board meeting
- The Authorities FY2022 National Transit Database (NTD) report has been submitted to the FTA
- Finance staff are working on FY2023 project funding and tracking documentation
- CFO is working with budget managers on FY2024 budget planning
- The finance team and VRT staff continue working on the enterprise resource planning (ERP) system replacement project

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - Subrecipient agreements for FY2023
 - Project funding forms
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - ERP Software Procurement and Implementation Services
 - CNG Rebuild and Inspection Services
 - Digital Displays
 - Ticket Vending Machines

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org



TOPIC	Communications and Engagement Update
DATE	March 6, 2023
STAFF MEMBER	Jason Rose

Summary

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

Highlights

Communications

- Staff published two web stories and press releases over the last month regarding the [Connected Canyon County initiative](#) and [CEO selection](#), as well as the [56th Edition of the Safe Travels, Treasure Valley newsletter](#)
- We continue to build website and social media content, and are working with our marketing partner on creating additional website tools for new content types; additionally, we are working toward updated templates, marketing/brand/content guidelines, and other tools to increase visibility

Engagement

- VRT staff conducted 6 in-person open houses and virtual town halls for the Connected Canyon County initiative. Since July 2021, VRT has been working with leaders and community partners on the initiative and we've worked to understand needs and identify transportation options that improve access to important destinations and activities in Canyon County while considering potential funding challenges.
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities
- VRT continues to conduct and refine new staff orientation, which consists of informational presentations and tours of the system; we are planning to offer versions of the orientation to stakeholders soon

Marketing

- VRT has radio and TV broadcast ad partnerships; on the radio side, we submit content to three outlets for airtime on two-week cycles
- We are conducting market research and preparing for brand updates which will lead into an integrated marketing campaign with our consultant, Stoltz; this effort will bring more visibility to the VRT brand and support other communications efforts, such as bus stop typology, service changes outreach, etc.

More Information

Attachments: None

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

TOPIC	Governance
DATE	February 3, 2023
DEPARTMENT	Executive

Topic Description

Valley Regional Transit is a regional public transportation authority formed by citizen referendum. This CEO brief provides the governance foundation for VRT's activities since the authority was formed in 1998 through citizen referendum.

Highlights

- 1994 – Regional Public Transportation Authority enabling statute (Idaho Code Chapter 21, Title 40) was established in code by the Idaho legislature
- 1998 – Two-county referendum passed to form a regional public transportation authority in Ada and Canyon counties.
- 1999 – Board of Directors was established Valley Regional Transit under the first name Treasure Valley Regional Public Transportation Authority and established bylaws
- 2001 – Hired first executive director
- 2003 - Board and City of Boise executed Master Agreement transferring all Boise transit assets to regional authority
- 2003 – VRT was established as the designated recipient of federal transit formula funding under the large urban and small urban areas
- 2007 – The Regional Advisory Council (formerly called Regional Coordination Council) was established as a standing committee of VRT
- 2010 – VRT became the designated recipient for large urban older adult formula and bus and bus facilities funding
- 2011 – Board reorganized establishing an executive board made up of 11 members elected by the full VRT board

Background

In 1994 the Idaho Legislature passed the Regional Public Transportation Authority (RPTA) law establishing state policy pertaining to public transportation, the process for forming regional authorities at a county and regional level and the responsibilities of regional authorities in those region's where they are formed. In 1998 Ada and Canyon counties held a referendum establishing Valley Regional Transit as the second RPTA formed in Idaho.

The campaign to form the RPTA in the Treasure Valley was led by both private and public sector leaders interested in establishing a regional public transportation system to address growth, economic development and address congestion and air quality concerns. In public opinion surveying, citizens were supportive of an RPTA to ensure services were provided throughout the region in a seamless and coordinated manner across jurisdictional boundaries.

The enabling statute states RPTA's are political subdivisions of the state that have exclusive jurisdiction over all publicly funded transportation, are accountable to local governments,

and are responsible for the providing public transportation services, coordinating public and private transportation programs and encouraging delivery of public transportation through private transportation programs. These provisions are at the foundation of VRT's vision, mission and strategic activities since 2001. VRT has a 29-member Board of Directors primarily comprised of local elected officials and some appointed officials from the jurisdictions within VRT's boundary. The original composition of the board is prescribed by code. Once an RPTA is formed, the board can change the composition and structure by majority vote. VRT invites special members including urban renewal agencies and higher education institutions through appointments by board resolution.

RPTAs are the only taxing districts without a dedicated funding source to fund public transportation services. Idaho is the only state that does not provide for either state or local option funding to support public transportation. The code allows for local governments to voluntarily fund the operations of RPTAs. Aside from representation on the board, this is one of the mechanisms to ensure local accountability. There is nothing in state code that requires jurisdictions to pay assessments as a condition of participation on the board.

The VRT Board formed a management committee in 2003 to provide more direct oversight. In 2011 the board completed a restructure that replaced the management committee with an 11-member executive board that meets monthly. The board of directors currently meets on a quarterly basis. The board is responsible to establish an annual budget, adopt policies, program and ensure compliance with federal regulations and authorize procurements over a specific threshold.

Implication (policy and/or financial)

State code provides a clear authority and foundation for Valley Regional Transit governance practices. Securing a dedicated funding source is integral to achieving the build-out of the regional system and will require an action by the Idaho Legislature to be realized.

Insights and Recommendation(s)

Insights

- The enabling statute guides the strategic activities and practices of VRT
- The last attempt to address dedicated funding legislatively was 2008
- Rural jurisdictions participation has declined significantly in the last seven years
- The board has seen significant turn-over in members over five years
- VRT authorizes other public entities to operate limited transportation services in the region
- VRT is considering changes to the governance structure under the leadership of the Executive Board and the new CEO

Recommendations

- Complete analysis and enable appropriate changes to the authority's governance structure
- Complete strategic work plan with specific activities for the board pertaining to securing a dedicated funding source

Hyperlinks to Source Documentation

Enabling Code (Idaho Code Chapter 21, Title 40): <Q:\Board Admin\VRT BOARD OF DIRECTORS\###2020-ADMIN-POLY-N-PM0000 POLICIES Procedures Handbooks Bylaws etc\Formation Documents - Idaho Municipal Code Title 40 Chapter 21\VRT Formation Documents.pdf>

Valley Regional Transit Bylaws [Q:\Board Admin\VRT BOARD OF DIRECTORS\###2020-ADMIN-POLY-N-PM0000 POLICIES Procedures Handbooks Bylaws etc\Bylaws - Valley Regional Transit Board of Directors\VRT BYLAWS - Valley Regional Transit \(Updated and Adopted 1-3-2022\).docx](Q:\Board Admin\VRT BOARD OF DIRECTORS\###2020-ADMIN-POLY-N-PM0000 POLICIES Procedures Handbooks Bylaws etc\Bylaws - Valley Regional Transit Board of Directors\VRT BYLAWS - Valley Regional Transit (Updated and Adopted 1-3-2022).docx)

Vision Mission Guiding principles <Q:\Board Admin\VRT BOARD OF DIRECTORS\###2020-ADMIN-POLY-N-PM0000 POLICIES Procedures Handbooks Bylaws etc\Vision and Mission\Vision Mission Statement.docx>



TOPIC	Strategic Work Plan
DATE	February 3, 2023
DEPARTMENT	Executive

Topic Description

This brief provides the history and context for recent and near-term strategic planning recommendations.

Highlights

- 2002 – VRT Board adopted first strategic plan with updates every five years
- 2018 – VRT Board adopted ValleyConnect 2.0 to be the strategic vision for VRT including organizational and service-related goals
- 2020 – VRT staff completed the Resilience Action Plan in response to the disruption of the pandemic
- 2020 – present – VRT Board adopts strategic objectives related to Transportation Development Plan and annual budget
- 2022 – Board initiated a Strategic Work Plan project to provide guidance to board on policy level actions required to support the strategic work of the authority
- 2022 – EcoNorthwest completed a technical revenue analysis with strategic recommendations for building new and innovative revenue sources
- 2022 – Board adopted the Transportation Development Plan (TDP)

Background

VRT adopted its first five-year strategic plan in December 2002. The plan was updated every five years with specific objectives and tactics guiding the work program for VRT staff. The strategic priorities have remained constant until today.

Priority 1: Secure stable funding sources to build a regional public transportation system in Ada and Canyon counties.

Priority 2: Expand the public understanding of how a fully implemented regional public transportation system will increase access to transportation for all Ada and Canyon counties' citizens.

The foundation established for these priorities is built upon core competencies for the authority. The “core competencies” are centered on the following elements:

1. Demonstrating leadership
2. Establishing a vision
3. Developing partnerships
4. Exhibiting high performance
5. Communicating effectively
6. Meeting the identified needs

When people try to determine whether they are going to support a tax increase, they usually ask themselves the following five questions:

- Do I trust them?
- Do they do a good job?
- Do they understand my needs?
- Do they have a plan?
- Do they ask my opinion?

In 2018, VRT adopted ValleyConnect 2.0 as the strategic vision for public transportation services in the region. The plan design supports empowering public and private partnerships to develop services in the short-term, as well as a vision for a growth scenario assuming four-fold increase in revenue. In 2020, VRT experienced the disruption of the COVID-19 pandemic. In response, VRT completed our Resiliency Action Plan, which defined guidance for how VRT invested revenues to achieve a more sustainable foundation to build future services.

In February 2022, the Executive Board initiated a strategic work plan for the VRT Board. Vitruvian consulting supported the project. The Strategic Work Plan project evolved into a deeper dive on the board structure and other foundational elements of the authority's. The consultants determined there were some fundamental issues that need to be addressed regarding Board engagement before the board can establish a more detailed work plan.

Implication (policy and/or financial)

A disengaged board is an inherent weakness to achieving the strategic and service development priorities in ValleyConnect 2.0. A high functioning authority requires an engaged board with a clear strategic work plan serving as the “golden thread” connecting ValleyConnect 2.0, the Transportation Development Plan (TDP), revenue development, and performance outcomes.

Insights, Responses and Recommendation(s)

Insights

- The region is experiencing significant population growth, economic disruptions in all sectors, housing shortages, and access barriers to important services for residents of the region
- The authority had significant turnover of board members with newly elected officials coming onto the board and long-standing board members retiring and stepping off
- Board meetings have been primarily virtual since April 2020 creating limitations in opportunities for Board members to build relationships and engage more directly in VRT's work
- The authority experienced the retirement of the first and only Executive Director for last 22 years
- Board members are assigned to the board, have little to no meaningful training, and often feel the materials are too detailed and do not serve to build a deeper understanding of public transportation
- There is a lot of disparity between different jurisdictions funding contributions leading to varying levels of participation at board meetings

Recommendations

- Initiate a process to review and update board governance
- Develop and implement a formal board orientation and training

Hyperlinks to Source Documentation

- [2018 through 2022 Strategic Background Brief](#)
- [Resiliency Plan Investment Guidance](#)
- [2022 Strategic Work Plan Final Report](#)