

Executive Board Meeting Agenda

May 01, 2023

11:00 AM

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

This is a virtual meeting.

You may participate in the meeting via MTeams at

https://valleyregionaltransit.org/ExecutiveBoard_May2023

or by dialing in at 323-484-8960 Conference ID: 443 876 88#

I. Calling of the Roll - Chair Joe Stear

II. Agenda Additions/Changes

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

IV. Consent Agenda

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

A. ACTION: Minutes of the April 3, 2023 Executive Board Meeting

Pages 4-5 | Paula Cromie

The Executive Board is asked to consider approval of the minutes from the April 3, 2023 Executive Board meeting.

B. ACTION: Intermountain Communications Contract Modification

Pages 6-8 | Nick Moran

VRT staff requests the Executive Board consider approval of Resolution VEB23-010 for the contract modification with Intermountain Communications for the remaining terms of the contract and delegate authority to the Chief Executive Officer to finalized and execute the contract modification.

C. Action: Custom Vinyl Graphics

Pages 9-11 | Leslie Pedrosa

VRT staff requests the Executive Board consider approval of Resolution VEB23-011 for Custom Vinyl Graphics with 24/7 Sign Shoppe.

D. Action: Non-Emergency Medical Transportation Provider Contract

Pages 12-15 | Leslie Pedrosa

VRT staff requests the Executive Board consider approval of Resolution VEB23-012 for Non-Emergency Medical Transportation Provider Contract with Serenity Transportation.

E. ACTION: Transportation Improvement Plan FY24-28

Pages 16-21 | Randy Reese

The Executive Board is asked to consider approval of Resolution VEB23-013 for the Transportation Improvement Plan FY24-28.

F. ACTION: New Regional Advisory Council Member - Andrew Mills

Page 22 | Paula Cromie

The Executive Board is asked to consider approval of Andrew Mills as a new member of the Regional Advisory Council representing Canyon County.

G. ACTION: Payment Register

Pages 23-31 | Cameron Wells

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

V. Executive Board - Action Items

**A. ACTION: Enterprise Resource Planning (ERP) System Software and Implementation Services
Pages 32-35 | Jason Jedry**

The Valley Regional Transit Board of Directors delegated authority to the Valley Regional Transit Executive Board to approve a software as a service contract for an Enterprise Resource Planning system not to exceed \$957,000 by Resolution VBD23-022 on 4/3/2023. The Executive Board is asked to consider approval of RESOLUTION VEB23-014 and corresponding Authorization for Expenditure for a contract with FourthSquare, LLC for ERP system software and implementation services.

VI. Executive Board - Information Items

**A. INFORMATION: FY2024 Service Change Update
Pages 36-37 | Stephen Hunt**

Staff will present FY2024 draft service proposal for Executive Board input and comment.

**B. INFORMATION: Procurement Calendar
Page 38 | Jason Jedry**

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

VII. Executive Session

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1). Action may or may not take place at the close of the Executive Session.

VIII. Department/Staff Reports

**A. INFORMATION: Department/Staff Reports
Pages 39-48 | Staff**

The most current department/staff reports were included in the packet for information. Members are encouraged to read them as they contain valuable information.

IX. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

June 6, 2023

VRT Boardroom

700 NE 2nd Street
Meridian, ID 83642

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

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

Executive Board Meeting Minutes

April 03, 2023

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Lauren McLean, City of Boise	Bre Brush, City of Boise
Lantz Brown, Boise State	Dale Reynolds, City of Nampa	Doug Buckendorf, ATU Local 398
Debbie Kling, City of Nampa	Jarom Wagoner, City of Caldwell	Elaine Clegg, VRT
Todd Lavoie, City of Meridian		Paula Cromie, VRT
Alexis Pickering, ACHD		Mark Carnopis, VRT
Joe Stear, City of Kuna		Jodi Curtis, VRT
		Kate Dahl, VRT
		Brianna Dowling, VRT
		Gregg Eisenberg, First Transit
		Jeannette Ezell, VRT
		Dave Fotsch, VRT
		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Dave Meredith, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jason Rose, VRT
		Nicole Stern, ACHD
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

- I. **Calling of the Roll** Chair Joe Stear called the meeting to order with a quorum present by phone and in person at 11:03.
- II. **Agenda Additions/Changes** - Swapped the order of information items VI. A and VI. B. Joe Stear moved to accept this change; Alexis Pickering seconded. The motion passed unanimously.
- III. **Public Comments** - None

IV. Consent Agenda

Items on the consent agenda consisted of the following:

- A. ACTION: Minutes of the March 6, 2023, Executive Board Meeting**
- B. ACTION: Citizen Lab Digital Engagement Platform Contract Amendment - RESOLUTION VEB23-009**

Alexis Pickering moved to approve the consent agenda as presented: John Bechtel seconded. The motion passed unanimously.

V. Executive Board - Action Items

- A. ACTION: Sabrina Minshall Nomination**

John Bechtel moved to recommend/nominate Sabrina Minshall for the open Canyon County at-large position on the Executive Board to the Board of Directors; Alexis Pickering seconded. The motion passed unanimously.

VI. Executive Board - Information Items

- A. INFORMATION: Revise Financial Reports**

The Executive Board was asked to provide input and direction on revising the financial reporting forms the Executive Board and Board are provided to make them more useful and to highlight the most relevant information.

- B. INFORMATION: Enterprise Resource Planning (ERP) System Replacement**

Jason Jedry provided background on this item which will be voted on during the Board of Directors meeting regarding the Enterprise Resource Planning (ERP) System Replacement.

VII. Executive Session - None**VIII. Adjournment** – The meeting was adjourned at 12:47 (Alexis Pickering /John Bechtel)**Next VRT Executive Board Meeting:**

May 1, 2023

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Radio Replacement Services

TOTAL COST: Not to exceed \$150,000

PURPOSE/ACTION: Valley Regional Transit began replacing outdated analog radios with digital radios following approval of Resolution VBD22-025.

SCOPE OF WORK: VRT needed to replace the current analog radios as they were outdated and would not support planned upgrades to infrastructure.

DISCUSSION: VRT completed a competitive request for bid for radio replacement hardware. The amount of this procurement was based off the equipment inventory provided. It was determined Intermountain Communications would provide the best value pursuant to Resolution VBD22-025. The length of the original agreement was for five (5) years and not to exceed \$100,000.

Once the project started, it was determined that several radios were not included in the equipment inventory. Most of the radios that were not included were handheld devices, used by supervisors. It was also determined during the installation that the new base radio was not compatible with the existing base station power unit.

ALTERNATIVES: There is no alternative, failing to replace the base station radio will cease communication between drivers and supervisors.

FISCAL IMPACT: The funding for this project was included in the approved FY2022 budget, **Resolution VBD21-028**, approved by the VRT Board of Directors on August 2, 2021. This capital project will be done in two phases, radio replacements and infrastructure upgrades. The total capital project is \$350,000. VRT staff will ensure the infrastructure upgrades phase will be funded with the remaining \$200,000 available.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification pursuant to Resolution VEB23-010 Intermountain Communications Contract Modification.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: May 1, 2023 Resolution Number: VEB23-010

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

Signature: _____

Date Approved: _____ Resolution Number: _____

EXECUTIVE BOARD RESOLUTION

INTERMOUNTAIN COMMUNICATIONS CONTRAT MODIFICATION RESOLUTION VEB23-010

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH INTERMOUNTAIN COMMUNICATIONS

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 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 began installing new digital radios in Ada and Canyon Counties, following the contract award to Intermountain Communications in January 2023; and

WHEREAS, Valley Regional Transit will still move forward with updating the radio infrastructure to support digital radios to allow for the future upgrades to the infrastructure; and

WHEREAS, Valley Regional Transit executed a contract with Intermountain Communications pursuant to Resolution VBD22-025 with a not to exceed amount of \$100,000; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Intermountain Communications from \$100,000 to a not to exceed amount of \$150,000 for the remaining terms of the contract; and

WHEREAS, Valley Regional Transit included the expenditures for this project in the fiscal year 2022 budget, Resolution VBD21-028 as approved by the VRT Board of Directors on August 2, 2021; 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 VEB23-010

purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

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

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

Section 1. That the Executive Board of Valley Regional Transit approve the contract modification with Intermountain Communications to the not to exceed \$150,000 for the remaining terms of the contract.

Section 2. That the Executive Board delegates the authority to the Chief Executive Officer to finalize and execute the contract modification.

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

ADOPTED by the Executive Board of Valley Regional Transit this 1st day of May, 2023.

APPROVED by the Executive Board Chair this 1st day of May, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Custom Vinyl Graphics

TOTAL COST: Not to exceed \$100,000 over seven (7) year contract

PURPOSE/ACTION: VRT needs a vendor that provides labor, decals, and transfers for rolling stock, service and support vehicles, bicycles, trailers, and facilities.

SCOPE OF WORK: The vendor is responsible for all sizing of vinyl graphic, based off of fleet or facility need. Offeror will be responsible to work with VRT for final determination of sizing of graphics.

DISCUSSION: VRT is looking for an ongoing, on-call partnership with a responsive, creative, supportive, and affordable vendor that can provide high quality materials that will improve brand visibility, boost employee morale, and support marketing efforts.

ALTERNATIVES: Failing to continue to keep current graphics on fleet and facilities diminishes brand visibility. VRT has been working with a vendor since 2017 to keep up with the needs of VRT for custom vinyl decals.

FISCAL IMPACT: The expenditures for services were included in the fiscal year 2023 budget, Resolution VBD22-021 as approved by the Board of Directors on August 1, 2022. VRT will ensure these expenditures continue to be included in the operating budget each fiscal year.

RECOMMENDATION/JUSTIFICATION: VRT staff followed federal procurement guidelines and VRT's policy for procuring services. 24/7 Sign Shoppe was determined to be the most responsive, responsible bidder. VRT staff recommends the VRT Executive Board approve Resolution VEB23-011 and award the contract to 24/7 Sign Shoppe and authorize the Chief Executive Officer to finalize and execute a contract.

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: 5/1/2023

Resolution Number: VEB23-011

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

Signature: _____

Date Approved: _____

Resolution Number: _____

EXECUTIVE BOARD RESOLUTION

CUSTOM VINYL GRAPHICS RESOLUTION VEB23-011

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CUSTOM VINYL GRAPHICS CONTRACT WITH 24/7 SIGN SHOPPE:

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 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 strives to improve brand visibility, boost employee morale, and support marketing efforts; and

WHEREAS, Valley Regional Transit requires a vendor that can provide customer vinyl decals for rolling stock, service and support vehicles, bicycles, trailers, and facilities; and

WHEREAS, Valley Regional Transit will ensure accuracy and consistency of all vinyl graphic, based on the fleet or facility; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Bid 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, Valley Regional Transit included the expenditures for this service in the fiscal year 2023 budget, Resolution VBD22-021 as approved by the VRT Board of Directors on August 1, 2022; and

WHEREAS, Valley Regional Transit will ensure expenditures for these services will continue to be included in annual operating budgets for board approval; and

VEB23-011

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

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

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

Section 1. That the Executive Board of Valley Regional Transit approve a contract with 24/7 Sign Shoppe for up to seven (7) years, not to exceed \$100,000.

Section 2. That the Executive Board delegates the authority to the Chief Executive Officer to finalize and execute the agreement.

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

ADOPTED by the Executive Board of Valley Regional Transit this 1st day of May, 2023.

APPROVED by the Executive Board Chair this 1st day of May, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Non-Emergency Medical Transportation Provider Contract

TOTAL COST: Not to exceed \$60,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program contracts with providers for non-emergency medical transportation in Ada and Canyon County.

SCOPE OF WORK: The non-emergency medical transportation providers agree to provide non-emergency medical transportation as part of the Rides to Wellness and Meridian Veteran's Shuttle programs.

DISCUSSION: Service providers are compensated a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are scheduled for patients of Veterans Administration Medical Center, St. Luke's, Saint Alphonsus, Saltzer Health and other designated clinics. As designated clinics increase, VRT may procure additional providers to ensure services are always available.

The total project budget for Ada County Rides to Wellness is \$270,000. VRT staff tracks all costs associated for the programs and service providers to ensure the total expenses do not exceed the total project budget.

The total project budget for Canyon County Rides to Wellness is \$250,000. VRT staff tracks all costs associated for the programs and service providers to ensure the total expenses do not exceed the total project budget.

Local funding for the Rides2Wellness services is shared between local health systems. The local funding partners provide 50% of the costs associated with the service and 50% is covered using federal formula funds.

ALTERNATIVES: Not providing transportation for these non-emergency medical trips fails to fill a needed gap for patients who need transportation to critical appointments.

FISCAL IMPACT: The Ada County Ride to Wellness project budget was approved with the Fiscal Year 2023 budget, **Resolution VBD22-028** on August 1, 2022. The Canyon County Rides to Wellness project budget was approved with the Fiscal Year 2023 Budget Amendment, **Resolution VBD23-005** on January 9, 2023.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff followed procurement guidelines and Valley Regional Transit's policy for procuring services. Staff requests the Executive Board approve **Resolution VEB23-012** and authorize the Chief Executive Officer to finalize a contract with Serenity Transportation, LLC.

POST RFP/FINAL SELECTION OF PROJECT: Following procurement RFQ 2023-04-20, Serenity Transportation, LLC has been determined to be an eligible service provider. Current service providers are Trinity Transport, All City Transport, LLC and YBNOW LLC who were approved for contracts under **Resolution VBD22-031** on October 3, 2022.

ORDER OF REVIEW

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

Item IV. D.

Signature: _____

Date Approved: _____

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

Signature: _____

Date Approved: 5/1/2023

Resolution Number: VEB23-012

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

Signature: _____

Date Approved: _____

Resolution Number: _____

EXECUTIVE BOARD RESOLUTION

NON-EMERGENCY MEDICAL TRANSPORTATION PROVIDER CONTRACT RESOLUTION VEB23-012

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE NON-EMERGENCY MEDICAL TRANSPORTATION PROVIDER CONTRACT TO SERENITY TRANSPORTATION, LLC

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

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit transportation choices support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit previously approved Trinity Transport, All City Transport, LLC and YBNOW, LLC as service providers under Resolution VBD22-031; and

WHEREAS, Valley Regional Transit included the Ada County project budget of \$270,000 for this expenditure in the fiscal year budget 2023, **Resolution VBD22-028** as approved by the VRT Board of Directors on August 1, 2022; and

WHEREAS, Valley Regional Transit included the Canyon County project budget of \$250,000 for this expenditure in the Fiscal Year 2023 Budget Amendment, **Resolution VBD23-005** as approved by the VRT Board of Directors on January 9, 2023; 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 VEB20-002

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

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

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

Section 1. That the Executive Board approve a contract with Serenity Transportation, LLC as a non-emergency medical transportation service provider, not to exceed \$60,000.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 1st day of May, 2023.

APPROVED by the Executive Board Chair this 1st day of May, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

TOPIC	Transportation Improvement Plan
DATE	May 1, 2023
STAFF MEMBER	Randall Reese

Staff Recommendation/Request

Staff requests the Executive Board review and consider approving Resolution VEB23-013 for the Transportation Improvement Plan FY2024 through FY2028.

Summary

Valley Regional Transit (VRT) Board of Directors is the governing body in the region with “exclusive jurisdiction” over publicly funded transportation (Idaho Code § 40-2109(1), and responsible for programming federal formula funding in the cases where VRT is the designated recipient. These funds support capital and operations in both the large and small urban areas. In January 2020, the VRT Board authorized the Executive Board to review and approve annual updates and amendments to the Transportation Improvement Program (TIP). This process is routine and has deadlines for submittal to COMPASS, which align with the federal funding cycles.

Staff has developed a five-year programming document called the Transportation Development Plan (TDP). The TDP defines federal and local transit investments for the region and forms the foundation for VRT’s annual budget. The TIP establishes control totals for programming both federally funded and regionally significant projects in the region.

The Board of Valley Regional Transit granted authority to the Executive Board to approve the federally required Transportation Improvement Program, amend the TIP as needed, and submit TIP documents to COMPASS for consideration in Metropolitan Planning Organization (MPO) TIP processes in Resolution VBD20 - 004 on January 6, 2020.

Changes in the FY24 TIP include:

- An increase in the use of federal funding for Fixed Operating costs
- Entries in the TIP for the recently awarded competitive Low/No (bus and bus facilities) and RAISE (State Street corridor) grants. It is unlikely the full funding of these grants will be obligated in FY24, but the amounts to obligate are currently under evaluation.
- Older unobligated funds are earmarked to be used in FY24, causing some totals in FY24 to be higher than in future years.
- 5307 SU transit capital funds (Key# 18781) from the Idaho Falls area transit system that was re-allocated to VRT. VRT staff has recommended the funds be used for the rehab/renovation of the Happy Day Transit Facility to accelerate this important project. It was originally scheduled to be obligated in FY23 but is now anticipated to be obligated in FY24.

This document will be submitted to COMPASS for their consideration in the adoption of the annual regional TIP. Spending trends will be evaluated each year and adjustments made to the baseline federal allocations to ensure they reflect changes in expense trends.

More Information

Attachments:

VRT FY2024 – FY2028 Recommended Transportation Improvement Program
Resolution VEB23-013 Transportation Improvement Plan FY24-FY28

For detailed information contact: Randy Reese, Grants and Compliance Administrator, 208-258-2795, rreese@valleyregionaltransit.org

EXECUTIVE BOARD RESOLUTION

TRANSPORTATION IMPROVEMENT PROGRAM FY2024 THROUGH FY2028 RESOLUTION VEB23-013

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE FY2024 THROUGH FY2028 RECOMMENDED TRANSPORTATION IMPROVEMENT PROGRAM FOR PUBLIC TRANSPORTATION, AND AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO SUBMIT THE RECOMMENDED TIP TO COMPASS:

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 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, VRT relies on federal assistance for capital, operating, and planning projects based on the amounts stated in transportation authorization bills adopted by Congress; and

WHEREAS, the Board of Valley Regional Transit granted authority to the Executive Board to approve the federally required Transportation Improvement Program, amend the TIP as needed, and submit TIP documents to COMPASS for consideration in the Metropolitan Planning Organization (MPO) Transportation Improvement Plan (TIP) processes in Resolution VBD20 - 004 on January 6, 2020.

WHEREAS, before VRT can access federal assistance, the projects must be in the metropolitan Transportation Improvement Program (TIP) and the state Transportation Improvement Program (STIP); and

WHEREAS, VRT needs to update the TIP annually to reflect recommended public transportation projects, and provide those updates to COMPASS for consideration in the annual TIP adoption process;

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-VEB23-013

011; and

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

Section 1. That the Executive Board of Valley Regional Transit approves the FY2024 through FY2028 Recommended Transportation Improvement Program for Public Transportation Projects.

Section 2. That the Executive Board authorizes the Chief Executive Officer to submit the FY2024 through FY2028 recommended TIP to COMPASS for consideration in the Metropolitan Transportation Improvement Program.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 1st day of May, 2023.

APPROVED by the Executive Board Chair this 1st day of May, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB23-013

2024-2028 VRT TIP

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19041	Specialized Transportation Operations	50/50	\$ 2,145,362	\$ 5,471,578	\$ 7,616,940	\$ 2,145,362	\$ 5,471,578	\$ 7,616,940	\$ 2,145,362	\$ 5,471,578	\$ 7,616,940	\$ 2,145,362	\$ 5,471,578	\$ 7,616,940	\$ 2,145,362	\$ 5,471,578	\$ 7,616,940
	Fixed Route Operations	25/75															
19137	Preventive Maintenance	80/20	\$ 3,083,150	\$ 770,788	\$ 3,853,938	\$ 2,943,968	\$ 735,992	\$ 3,679,960	\$ 2,935,932	\$ 733,983	\$ 3,669,915	\$ 2,910,672	\$ 727,668	\$ 3,638,340	\$ 2,910,672	\$ 727,668	\$ 3,638,340
	Demand Response	80/20															
18854	Program Support Admin	80/20	\$ 1,445,961	\$ 361,490	\$ 1,807,451	\$ 1,009,393	\$ 252,348	\$ 1,261,741	\$ 1,010,380	\$ 252,595	\$ 1,262,975	\$ 1,035,640	\$ 258,910	\$ 1,294,550	\$ 1,035,640	\$ 258,910	\$ 1,294,550
	Short Range Transit Planning	80/20															
18788	Mobility Management Implementation	80/20	\$ 225,760	\$ 56,440	\$ 282,200	\$ 66,607	\$ 16,652	\$ 83,259	\$ 50,000	\$ 12,500	\$ 62,500	\$ 50,000	\$ 12,500	\$ 62,500	\$ 50,000	\$ 12,500	\$ 62,500
	Transit Capital	80/20															
5307 LU - VRT			\$ 6,900,233	\$ 6,660,296	\$ 13,560,529	\$ 6,165,330	\$ 6,476,570	\$ 12,641,900	\$ 6,141,674	\$ 6,470,856	\$ 12,612,330	\$ 6,141,674	\$ 6,470,856	\$ 12,612,330	\$ 6,141,674	\$ 6,470,856	\$ 12,612,330

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
23970	Transit Capital - Low/No	80/20	\$ 17,386,000	\$ 2,114,250	\$ 19,500,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23179	State Street - RAISE	80/20															
5307 LU - VRT			\$ 17,386,000	\$ 2,114,250	\$ 19,500,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
18786	Specialized Transportation Operations	50/50	\$ 1,212,201	\$ 1,212,201	\$ 2,424,402	\$ 936,005	\$ 936,005	\$ 1,872,010	\$ 955,117	\$ 955,117	\$ 1,910,234	\$ 955,117	\$ 955,117	\$ 1,910,234	\$ 955,117	\$ 955,117	\$ 1,910,234
	Fixed Route Operations	50/50															
18914	Preventive Maintenance	80/20	\$ 654,765	\$ 163,691	\$ 818,456	\$ 350,008	\$ 87,502	\$ 437,510	\$ 358,758	\$ 89,690	\$ 448,448	\$ 529,677	\$ 132,419	\$ 662,096	\$ 486,505	\$ 121,626	\$ 608,131
	Demand Response	80/20															
18842	Program Support Admin	80/20	\$ 1,058,861	\$ 264,715	\$ 1,323,576	\$ 922,900	\$ 230,725	\$ 1,153,625	\$ 1,056,758	\$ 264,190	\$ 1,320,948	\$ 1,083,177	\$ 270,794	\$ 1,353,971	\$ 943,875	\$ 235,969	\$ 1,179,844
	Short Range Transit Planning	80/20															
	Mobility Management Implementation	80/20															
18781	Transit Capital	80/20	\$ 1,047,000	\$ 261,750	\$ 1,308,750	\$ 384,000	\$ 96,000	\$ 480,000	\$ 322,000	\$ 80,500	\$ 402,500	\$ 98,000	\$ 24,500	\$ 122,500	\$ 98,000	\$ 24,500	\$ 122,500
5307 SU - VRT			\$ 3,972,827	\$ 1,902,368	\$ 5,875,185	\$ 2,692,913	\$ 1,360,232	\$ 3,943,145	\$ 2,692,633	\$ 1,389,496	\$ 4,082,129	\$ 2,665,971	\$ 1,382,830	\$ 4,048,801	\$ 2,483,497	\$ 1,337,212	\$ 3,820,709

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
TBD	Beyond ADA Operating Assistance	50/50	\$ 250,000	\$ 250,000	\$ 500,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 300,000
5307 SU - VRT			\$ 250,000	\$ 250,000	\$ 500,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 150,000	\$ 300,000

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19122	Transit Capital	80/20	\$ 704,000	\$ 176,000	\$ 880,000	\$ 510,000	\$ 127,500	\$ 637,500	\$ 510,000	\$ 127,500	\$ 637,500	\$ 510,000	\$ 127,500	\$ 637,500	\$ 510,000	\$ 127,500	\$ 637,500
5339 LU TIP - VRT			\$ 704,000	\$ 176,000	\$ 880,000	\$ 510,000	\$ 127,500	\$ 637,500	\$ 510,000	\$ 127,500	\$ 637,500	\$ 510,000	\$ 127,500	\$ 637,500	\$ 510,000	\$ 127,500	\$ 637,500

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
20136e	Transit Capital	80/20	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500
			\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500	\$ 274,000	\$ 68,500	\$ 342,500

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19691	Acquisition of Service	80/20	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500
			\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500	\$ 474,000	\$ 118,500	\$ 592,500

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19464a	Acquisition of Service	80/20	\$ 397,000	\$ 99,250	\$ 496,250	\$ 486,000	\$ 121,500	\$ 607,500	\$ 486,000	\$ 121,500	\$ 607,500	\$ 486,000	\$ 121,500	\$ 607,500	\$ 486,000	\$ 121,500	\$ 607,500
			\$ 397,000	\$ 99,250	\$ 496,250	\$ 486,000	\$ 121,500	\$ 607,500	\$ 486,000	\$ 121,500	\$ 607,500	\$ 486,000	\$ 121,500	\$ 607,500	\$ 486,000	\$ 121,500	\$ 607,500

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19464g	Acquisition of Service	80/20	\$ 116,000	\$ 29,000	\$ 145,000	\$ 115,934	\$ 28,984	\$ 144,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ 116,000	\$ 29,000	\$ 145,000	\$ 115,934	\$ 28,984	\$ 144,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
Various	Transit Capital Asset Replacement-STBG	Key Number	\$ 2,502,000	\$ 198,194	\$ 2,700,194	\$ 1,629,000	\$ 129,040	\$ 1,758,040	\$ 1,629,000	\$ 129,040	\$ 1,758,040	\$ 1,350,000	\$ 106,939	\$ 1,456,939	\$ 1,350,000	\$ 106,939	\$ 1,456,939

			\$ 2,502,000	\$ 198,194	\$ 2,700,194	\$ 1,629,000	\$ 129,040	\$ 1,758,040	\$ 1,629,000	\$ 129,040	\$ 1,758,040	\$ 1,350,000	\$ 106,939	\$ 1,456,939	\$ 1,350,000	\$ 106,939	\$ 1,456,939
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STBG SU TIP - VRT			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
Various	Transit Capital Asset Replacement	92.66:7.34	\$ 1,625,000	\$ 128,723	\$ 1,753,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Key Number															
			\$ 1,625,000	\$ 128,723	\$ 1,753,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TAP TMA - VRT			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
Various	Safe Routes to School - Ada County	92.66:7.34	\$ 190,500	\$ 15,090	\$ 205,590	\$ 190,500	\$ 15,090	\$ 205,590	\$ 202,000	\$ 16,001	\$ 218,001	\$ 259,000	\$ 20,517	\$ 279,517	\$ 259,000	\$ 20,517	\$ 279,517
		Key Number															
			\$ 190,500	\$ 15,090	\$ 205,590	\$ 190,500	\$ 15,090	\$ 205,590	\$ 202,000	\$ 16,001	\$ 218,001	\$ 259,000	\$ 20,517	\$ 279,517	\$ 259,000	\$ 20,517	\$ 279,517

TAP U - VRT			2024			2025			2026			2027			2028		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
22031	Safe Routes to School Canyon County	92.66:7.34	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753
		Key Number															
			\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753	\$ 60,000	\$ 4,753	\$ 64,753

Regional Advisory Council Application

Name: Andrew C. MillsOrganization: RiderJob Title within that organization: N/ADate: 03/22/2023

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

I had a TBI and as result I have hemiplegia, left field visual cut, and epilepsy. All of which contribute to preventing me from driving and transporting myself from place to place. This is more a problem when it comes to employment.

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

The disabled population

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

First hand experience and a fresh perspective on what is lacking in the Treasure Valley area.

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

Lack of viable options for transportation on a regular basis. What is available now is combersome to navigate and to sign up for and at times unreliable. Hours of operation also lacks in fulfilling the need for employment that extends into later in the day.



TOPIC	Payment Register
DATE	April 16, 2023
STAFF MEMBER	Cameron Wells

Staff Recommendation/Request

The Board will review and consider accepting the March 16, 2023 to April 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

Attachment:

Payment Register – March 16, 2023 to April 15, 2023

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

Payment Register 3/16/2023 - 4/15/2023

<u>Vendor Name</u>	<u>Pymt Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Invoice Description</u>
A E S Inc	3/22/2023	ACH	\$1,027.65	Temp Wages
A E S Inc	3/22/2023	ACH	\$988.13	Temp wages
A E S Inc	4/10/2023	ACH	\$1,142.94	Temp Wages
A E S Inc	4/10/2023	ACH	\$1,001.54	Temp Wages
Access Idaho-26682	3/22/2023	60131	\$71.90	DLR Search
Access Idaho-26682	3/22/2023	60131	\$347.00	DLR Search
AdaRide.Com, LLC	4/10/2023	ACH	\$1,066.00	Paratransit Services
AdaRide.Com, LLC	4/10/2023	ACH	\$69.00	Paratransit services
AdaRide.Com, LLC	4/12/2023	ACH	\$1,560.00	Paratransit Eligibility Rides
Adobe, Inc.	4/10/2023	ACH	\$265.01	Adobe Licenses
Adobe, Inc.	4/10/2023	ACH	\$79.66	Adobe Licences
Adobe, Inc.	4/10/2023	ACH	\$10,350.66	Adobe Licenses
Adobe, Inc.	4/10/2023	ACH	\$161.67	Adobe Licenses
Agnew Beck Consulting, Inc.	3/22/2023	ACH	\$3,872.20	Consulting services
Alexander Clark Printing	3/22/2023	60132	\$581.00	Access Passes
Alexander Clark Printing	3/22/2023	60132	\$74.45	Printing business cards
Alexander Clark Printing	4/10/2023	60155	\$7,172.77	Large print order
Alternative Hose	3/22/2023	ACH	\$39.68	Inventory Parts
Anthony, Elizabeth	3/22/2023	ACH	\$140.83	Volunteer Driver
Anthony, Elizabeth	4/10/2023	ACH	\$116.59	Volunteer Driver
Avail Technologies	3/22/2023	ACH	\$33,778.38	Fleetnet Licensing
Avero, LLC	4/10/2023	ACH	\$14,500.00	ERP Consulting Services
A-Z Bus Sales, Inc	3/22/2023	ACH	\$297.02	CNG Filters
A-Z Bus Sales, Inc	4/10/2023	ACH	\$1,646.93	CNG Regulator
A-Z Bus Sales, Inc	4/10/2023	ACH	\$171.20	Hoses
A-Z Bus Sales, Inc	4/10/2023	ACH	\$188.40	Mirror Switch
A-Z Bus Sales, Inc	4/10/2023	ACH	\$176.31	Insert Trim
BAKER, ELIZABETH	3/22/2023	60133	\$120.00	Reimburse for CDL and CDL Skills Test
Barber, Richard P	3/22/2023	ACH	\$73.36	Volunteer Driver
Barber, Richard P	4/10/2023	ACH	\$148.69	Volunteer Driver
Black Signs of Idaho, Inc.	4/10/2023	ACH	\$50.00	Rental Sign Back
Boise Air Terminal	4/10/2023	ACH	\$8,971.36	Land Rent
Boise City Utility Billing	4/10/2023	60156	\$412.92	Utilities 4/1-4/30
Boise Community Radio Project	3/22/2023	ACH	\$500.00	Radio ads
Boise Municipal Health Care Trust	4/10/2023	ACH	\$61,307.51	Healthcare premiums
Boise Peterbilt	3/22/2023	ACH	\$304.20	Inventory Parts
Boise Peterbilt	4/10/2023	60157	\$520.68	Inventory Parts
Boise State Public Radio	3/22/2023	ACH	\$1,570.00	Radio Ads
Boise State University	3/22/2023	ACH	\$229,334.03	5307LU Funds Operating Exp.
Boise State University	3/22/2023	ACH	\$4,779.03	5307LU Funds Operating Exp.
Boise State University	3/22/2023	ACH	\$85,444.21	5307LU Funds Operating Exp.
BORGESON, ERIK	3/22/2023	ACH	\$52.96	Reimbursement - Pants
BORGESON, ERIK	4/10/2023	ACH	\$100.69	Reimbursement - Shoes
Brady Industries of Nevada, LLC	3/22/2023	ACH	\$1,213.17	Janitorial Supplies
Brandt, Loreli	3/22/2023	ACH	\$468.33	Volunteer Driver
Brandt, Loreli	4/10/2023	ACH	\$599.98	Volunteer Driver
Canadian Standards Association	3/22/2023	60134	\$520.35	CNG Labels
Career Uniforms Partners	3/22/2023	ACH	\$210.65	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$63.95	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$165.55	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$296.00	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$119.80	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$314.40	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$70.10	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$46.90	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$99.45	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$19.90	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$248.45	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$173.70	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$306.05	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$353.40	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$132.80	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$120.95	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$82.75	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$211.60	Uniforms
Career Uniforms Partners	3/22/2023	ACH	\$18.95	Uniforms
Career Uniforms Partners	4/10/2023	ACH	\$118.85	Uniforms - S Vanwormer
CARLSON, DEBORAH	4/10/2023	ACH	\$19.99	Reimbursement - Pants
CARLSON, DEBORAH	4/10/2023	ACH	\$150.00	Reimbursement - Shoes
CARLSON, DEBORAH	4/10/2023	ACH	\$79.96	Reimbursement - Pants
Catapult3, Inc.	3/22/2023	ACH	\$6,260.80	SIGNAGE INSTALLATION

Catapult3, Inc.	3/22/2023	ACH	\$6,260.80 SIGNAGE INSTALLATION
Catapult3, Inc.	4/10/2023	ACH	\$978.40 SIGNAGE INSTALLATION
Catapult3, Inc.	4/10/2023	ACH	\$489.20 SIGNAGE INSTALLATION
Catapult3, Inc.	4/10/2023	ACH	\$489.20 SIGNAGE INSTALLATION
Catapult3, Inc.	4/10/2023	ACH	\$12,521.60 SIGNAGE INSTALLATION
Catapult3, Inc.	4/10/2023	ACH	\$978.40 SIGNAGE INSTALLATION
CenturyLink	3/22/2023	00060135	\$138.71 Telecom Services 3/7-4/6
CenturyLink	4/10/2023	00060158	\$176.43 Telecom Services 3/16-4/15
CenturyLink	4/10/2023	00060158	\$255.26 Telecom Services 3/22-4/21
CenturyLink	4/10/2023	00060158	\$53.56 Telecom Services 3/22-4/21
CenturyLink	4/10/2023	00060158	\$26.78 Telecom Services 4/1-4/30
CenturyLink	4/10/2023	00060158	\$616.53 Telecom Services
CenturyLink	4/11/2023	00060182	\$342.73 Telecom Services 3/25-4/24
Christensen, Inc	3/22/2023	ACH	\$961.40 Engine Oil
Christensen, Inc	4/10/2023	ACH	\$5,419.26 Unleaded Gasoline
Church of the Harvest	3/22/2023	ACH	\$35,360.00 Acquisition of Services
City of Caldwell Water Department	4/11/2023	60183	\$90.72 Water/Sewer/street light
City of Caldwell Water Department	4/11/2023	60183	\$120.32 Garbage
City of Garden City	4/10/2023	60159	\$74.36 Garbage/Water/Sewer
CLAMPITT, BRENT	3/22/2023	ACH	\$96.41 Reimbursement - Tools
Clean Energy	3/22/2023	ACH	\$14,231.68 Natural Gas 2/1 - 2/28/2023
Clean Energy	4/10/2023	ACH	\$16,150.31 Natural Gas 3/1 - 3/31/2023
CNA Surety Direct Bill	4/10/2023	60160	\$39.00 Ins. Premium
Colonial Life	4/10/2023	ACH	\$47.77 Ins. Premium
Commercial Tire, Inc	3/22/2023	ACH	\$727.55 Lube service/breaks/rotors
Commercial Tire, Inc	3/22/2023	ACH	\$88.50 Lube service
Commercial Tire, Inc	3/22/2023	ACH	\$114.52 Light bulb replacement/blades
Commercial Tire, Inc	3/22/2023	ACH	\$1,537.38 Tires
Commercial Tire, Inc	3/22/2023	ACH	\$1,718.76 Tires
Commercial Tire, Inc	3/22/2023	ACH	\$1,207.90 Tires
Commercial Tire, Inc	3/22/2023	ACH	\$1,614.78 Tires
Commercial Tire, Inc	3/22/2023	ACH	\$1,614.78 Tires
Commercial Tire, Inc	3/22/2023	ACH	\$454.54 Tires
Commercial Tire, Inc	4/10/2023	ACH	\$562.21 Lube Service/rotors/break services
Commercial Tire, Inc	4/10/2023	ACH	\$182.16 PM inspection/lube service
Commercial Tire, Inc	4/10/2023	ACH	\$1,444.80 Tires
Commercial Tire, Inc	4/10/2023	ACH	\$1,444.80 Tires
Commercial Tire, Inc	4/10/2023	ACH	\$461.44 Tires
Commercial Tire, Inc	4/10/2023	ACH	\$461.44 Tires
Commercial Tire, Inc	4/10/2023	ACH	\$912.54 N332 Steers
Commercial Tire, Inc	4/10/2023	ACH	\$116.90 Tires
Commercial Tire, Inc	4/10/2023	ACH	\$175.00 Tires
Community Transportation Association	3/22/2023	60136	\$2,375.00 Membership Fee
Creative Bus Sales	3/22/2023	ACH	\$218.83 Gas Springs
Creative Bus Sales	4/10/2023	ACH	\$353.05 Bus Parts
Curtis Clean Sweep	3/22/2023	ACH	\$110.00 Sweep and detail
CURTIS, JODI	4/10/2023	60161	\$50.00 Employee Reimbursement -CELL
Custom Care Pest Services	4/10/2023	ACH	\$95.00 Pest Services
DAHL, KATE	4/10/2023	ACH	\$313.95 Travel reimb
David Gregory Sherman	3/22/2023	60137	\$200.00 Windshield Repairs
David Gregory Sherman	3/22/2023	60137	\$45.00 Windshield Repairs
David Gregory Sherman	4/10/2023	60162	\$45.00 Windshield Repairs
Day Wireless Systems	3/22/2023	ACH	\$350.00 Site Rent
DAY, KIM	4/10/2023	ACH	\$57.90 Reimbursement - Pants & Hat
Delerrok, Inc.	3/22/2023	ACH	\$1,200.00 UMO Mnthly transaction fees
Dell Marketing LP	3/22/2023	ACH	\$1,036.00 Dell Mobile Precision Workstation
Dell Marketing LP	3/22/2023	ACH	\$1,036.00 Dell Mobile Precision Workstation
Dennis Dillon Auto Park	4/10/2023	60163	\$66.30 Cabin Filter Door - Jeeps
Dennis Dillon Auto Park	4/10/2023	60163	\$273.00 Tail Light Assembly - Jeep
DMC Sales	3/22/2023	ACH	\$180.00 Windshield Washer Solvent
DMC Sales	4/10/2023	ACH	\$930.20 Washer Fluid & Anti-Freeze
Dwaine S Lee, LLC	3/22/2023	ACH	\$203.00 Towing Service
Dwaine S Lee, LLC	3/22/2023	ACH	\$197.20 Towing Service
Dwaine S Lee, LLC	3/22/2023	ACH	\$394.40 Towing Service
Dwaine S Lee, LLC	4/10/2023	ACH	\$406.00 Towing Service
Dwaine S Lee, LLC	4/10/2023	ACH	\$304.50 Towing Service
Dwaine S Lee, LLC	4/10/2023	ACH	\$394.40 Towing Service
Dwaine S Lee, LLC	4/12/2023	ACH	\$234.90 Towing Service
Ecolube Recovery, LLC.	3/22/2023	ACH	\$90.00 Parts Wash Lease
Ecolube Recovery, LLC.	4/10/2023	ACH	\$25.00 Used Oil Filters
EDM Technology, Inc.	4/10/2023	ACH	\$7,900.00 GFI Passes
Edwards, Mark S	4/10/2023	ACH	\$441.08 Volunteer Driver
EISENBERG, GREGG	3/22/2023	ACH	\$1,582.35 Reimbursement - Recruiting Ads & Donuts

EISENBERG, GREGG	4/10/2023	ACH	\$50.00 Reimb Cell- APRIL
Elam & Burke P.A.	3/22/2023	ACH	\$4,617.50 Legal Services
ELLER, KELLY	3/22/2023	ACH	\$58.80 Reimbursement - Shoes
ETA Phi Systems, Inc.	3/22/2023	ACH	\$5,951.70 OandM costs for CAD/AVL
ETA Phi Systems, Inc.	3/22/2023	ACH	\$5,000.00 ETA & UTA data conversion testing
Everbase Solutions LLC	4/10/2023	ACH	\$262.50 Camera Repairs
EZELL, JEANNETTE	4/12/2023	ACH	\$672.24 Emp Reimb - Travel Exp
Factory Motor Parts Co	3/22/2023	60139	\$30.44 Windshield Wipers
Factory Motor Parts Co	3/22/2023	60139	\$16.80 Wagner Bulbs
Factory Motor Parts Co	3/22/2023	60139	\$30.44 Windshield Wipers
Factory Motor Parts Co	3/22/2023	60139	\$135.73 Battery
Factory Motor Parts Co	3/22/2023	60139	(\$135.73) Warranty Battery Credit
Factory Motor Parts Co	3/22/2023	60139	\$35.98 Air Filters
Factory Motor Parts Co	4/10/2023	60165	\$30.44 Bus Parts
Factory Motor Parts Co	4/10/2023	60165	\$16.80 Bus Parts
Factory Motor Parts Co	4/10/2023	60165	\$30.44 Bus Parts
Factory Motor Parts Co	4/10/2023	60165	\$135.73 Bus Parts
Factory Motor Parts Co	4/10/2023	60165	\$32.16 Brake Clean
Factory Motor Parts Co	4/10/2023	60165	(\$30.44) Bus Parts
Factory Motor Parts Co	4/10/2023	60165	(\$16.80) Bus Parts
Factory Motor Parts Co	4/10/2023	60165	(\$30.44) Bus Parts
Factory Motor Parts Co	4/10/2023	60165	(\$135.73) Bus Parts
Factory Motor Parts Co	4/10/2023	60165	(\$135.73) Bus Parts
Factory Motor Parts Co	4/10/2023	60165	\$135.73 Bus Parts
FASTENAL	3/22/2023	ACH	\$192.95 Department Supplies
Fastsigns-Boise	3/22/2023	60140	\$89.00 Signs
Fire Services of Idaho	3/22/2023	ACH	\$2,386.90 Bus 2108 Service
Fire Services of Idaho	4/10/2023	ACH	\$4,846.13 Fire Suppression Service - 711
Fire Services of Idaho	4/10/2023	ACH	\$2,490.80 Fire Suppression Services - 4001
First Transit	4/10/2023	ACH	\$27,557.35 Ada/Canyon Mgmt Fee's
Fleet Services	4/11/2023	ACH	\$205.08 Fuel
Fleet Services	4/11/2023	ACH	\$1,323.36 Fuel
Fleet Services	4/11/2023	ACH	\$2,159.43 Fuel
FLICK, MELISSA JOYCE	4/10/2023	ACH	\$63.59 Reimbursement - Shoes
FROST, SCOTT	3/22/2023	ACH	\$141.32 Reimbursement - Shoes
Gem State Paper & Supply	4/10/2023	ACH	\$404.93 Shop Supplies
Genfare, LLC	4/10/2023	ACH	\$791.86 Vehicle Parts
Genfare, LLC	4/10/2023	ACH	\$791.86 Vehicle Parts
Gillig, LLC	3/22/2023	ACH	\$1,376.92 Vehicle
Gillig, LLC	3/22/2023	ACH	\$12.78 Nut Plate
Gillig, LLC	3/22/2023	ACH	\$41.48 Vehicle
Gillig, LLC	3/22/2023	ACH	\$1,067.43 Mirror - Curbside
Gillig, LLC	3/22/2023	ACH	\$771.14 Vehicle
Gillig, LLC	3/22/2023	ACH	\$765.22 Vehicle
Gillig, LLC	3/22/2023	ACH	\$3,033.03 Vehicle
Gillig, LLC	3/22/2023	ACH	\$267.42 Vehicle
Gillig, LLC	4/10/2023	ACH	\$110.08 Lanyard Chain, Cotter Pins
Gillig, LLC	4/10/2023	ACH	\$185.26 Step Lamp
Gillig, LLC	4/10/2023	ACH	\$135.16 Washer Pump, Adaptor Kit
Gillig, LLC	4/10/2023	ACH	\$55.14 Hose Assembly
Gillig, LLC	4/10/2023	ACH	\$140.36 Vehicle
Gillig, LLC	4/10/2023	ACH	\$210.04 Air Springs
Gillig, LLC	4/10/2023	ACH	\$351.23 Vehicle
Gillig, LLC	4/10/2023	ACH	\$327.77 Relay Valves
Gillig, LLC	4/10/2023	ACH	\$32.09 Vehicle
Gillig, LLC	4/10/2023	ACH	\$18.78 Vehicle
Gillig, LLC	4/10/2023	ACH	\$921.75 Relay & Air Governor Valves
Gillig, LLC	4/10/2023	ACH	\$850.04 Vehicle
Gillig, LLC	4/10/2023	ACH	\$693.11 Vehicle
Gillig, LLC	4/10/2023	ACH	\$33.93 Drivers Seat Knee Adj Knob
Gillig, LLC	4/10/2023	ACH	\$110.08 Lanyard Chains & Cotter Pin
Gillig, LLC	4/10/2023	ACH	\$4.58 Gaskets
Gillig, LLC	4/10/2023	ACH	\$46.53 Lumbar Switch
Gillig, LLC	4/10/2023	ACH	\$364.10 Relay Valve & Pressure Gauge
Gillig, LLC	4/10/2023	ACH	\$169.65 Drivers Seat Knee Adj Knobs
GODFREY, KATHLEEN	4/10/2023	ACH	\$651.74 Reimb Emp misc expenses
Grainger Inc	3/22/2023	ACH	\$12.36 Scraper Blades
Grainger Inc	3/22/2023	ACH	\$173.01 Inventory Parts
Grainger Inc	3/22/2023	ACH	\$203.63 Inventory Parts
Grainger Inc	4/10/2023	ACH	\$290.34 Hand Soap, Toilet Paper
Grainger Inc	4/10/2023	ACH	\$5.46 Scrapers
Grover Electric & Plumbing	3/22/2023	60141	\$127.80 Shop Supplies
Grover Electric & Plumbing	3/22/2023	60141	(\$105.40) Parts Return - Inv NA92124

Grover Electric & Plumbing	3/22/2023	60141	(\$21.08) Parts Return - Inv NA92124
Grover Electric & Plumbing	3/22/2023	60141	\$477.72 Shop Supplies
HASSAN, DEANNA	4/10/2023	ACH	\$67.79 Reimburse Costco Employee Appreciation
HASSAN, DEANNA	4/10/2023	ACH	\$50.00 Reimb Cell phone - April
Hawley Troxell Ennis & Hawley	3/22/2023	ACH	\$684.00 Legal Services
Healea, Stephanie	3/22/2023	ACH	\$72.71 Volunteer Driver - JAN-2023
Hi - Line	4/10/2023	ACH	\$351.29 Nuts & Bolts
Hi - Line	4/10/2023	ACH	\$431.58 Clamps, Solder Pellets
Hi - Line	4/10/2023	ACH	\$58.13 Abrasive Roll 120 Grit
Hot Shots, Inc.	3/22/2023	ACH	\$838.80 Courier Services
IBI Group Professional Services Inc	3/22/2023	ACH	\$5,268.05 Bus Stop Topology
ICRMP	3/22/2023	60142	\$58,726.00 Dues
Idaho Love Light Solar, LLC.	3/22/2023	ACH	\$500.00 Snow Removal
Idaho Love Light Solar, LLC.	4/10/2023	ACH	\$2,400.00 Snow Removal
Idaho Power	3/22/2023	60143	\$697.18 Utilities 2/9-3/10
Idaho Power	3/22/2023	60143	\$4,246.84 Utilities 2/11-3/14
Idaho Power	4/10/2023	60166	\$12,084.43 Utilities
Idaho Power	4/10/2023	60166	\$1,368.41 Utilities 3/3-3/31
Idaho Power	4/11/2023	60184	\$16.34 Utilities 2/24-3/27
Idaho Records Management, LLC	3/22/2023	ACH	\$45.00 Services
Impact Home Services	3/22/2023	ACH	\$189.00 Pest control
Impact Home Services	4/10/2023	ACH	\$189.00 Regular pest spray
IntelePeer Holdings, Inc	4/10/2023	ACH	\$850.67 SIP Services
IntelePeer Holdings, Inc	4/10/2023	ACH	\$340.41 SIP Services
IntelePeer Holdings, Inc	4/10/2023	ACH	\$510.92 SIP Services
Intermountain Gas	3/22/2023	ACH	\$9.79 Utilities 2/2-3/7
Intermountain Gas	3/22/2023	ACH	\$1,097.60 Utilities 2/3-3/7
Intermountain Gas	3/22/2023	ACH	\$1,097.60 Utilities 2/3-3/7
Intermountain Gas	3/22/2023	ACH	\$877.96 Utilities 2/9-3/13
Intermountain Gas	3/22/2023	ACH	\$5,898.84 Utilities 2/9-3/12
Intermountain Gas	3/23/2023	ACH	\$9.79 Utilities 2/2-3/7 REPOST
Intermountain Gas	3/23/2023	ACH	\$1,097.60 Utilities 2/3-3/7 REPOST
Intermountain Gas	3/23/2023	ACH	\$877.96 Utilities 2/9-3/13
Intermountain Gas	3/23/2023	ACH	\$5,898.84 Utilities 2/9-3/12
Intermountain Gas	4/10/2023	ACH	\$9.79 Utilities 3/8-4/14
Intermountain Gas	4/10/2023	ACH	\$695.83 Utilities 3/4-4/4
Intermountain Gas	4/10/2023	ACH	\$30,592.28 Utilities
Intermountain Gas	4/10/2023	ACH	\$611.91 Utilities 3/1-3/28
Intermountain Gas	4/10/2023	ACH	\$2,916.61 Utilities 2/16-3/22
Intermountain Gas	4/10/2023	ACH	\$272.63 Utilities 2/22-3/23
Janek Corporation	3/22/2023	ACH	\$1,750.00 Bus Parts
Jarrett Walker & Associates, LLC	4/10/2023	ACH	\$1,943.04 System Map Route/design
Jeremy Ricky	3/22/2023	ACH	\$18,164.00 Purchase Transportation
Jeremy Ricky	3/22/2023	ACH	\$1,943.08 Purchase Transportation
Jeremy Ricky	3/22/2023	ACH	\$654.24 Purchase Transportation
JoPaul & Sons LLC	3/22/2023	ACH	\$91.00 Vehicle Washes Jan/Feb
Karcher Auto Parts	3/22/2023	ACH	\$28.72 Solenoid
Karcher Auto Parts	3/22/2023	ACH	\$101.88 Oil Filters
Karcher Auto Parts	3/22/2023	ACH	\$114.98 Shocks
Karcher Auto Parts	3/22/2023	ACH	\$110.54 Oil Filters, Cabin Filters
Karcher Auto Parts	3/22/2023	ACH	\$28.91 Air Filter
Karcher Auto Parts	3/22/2023	ACH	\$210.50 Silicone Heater Hose
Karcher Auto Parts	4/10/2023	ACH	\$1,495.00 Refrigerant
Karcher Auto Parts	4/10/2023	ACH	\$20.11 Connector, Fuel Stabilizer
Kenworth Sales	3/22/2023	ACH	\$87.42 Inventory Parts
Kenworth Sales	3/22/2023	ACH	\$13.42 Inventory Parts
Kenworth Sales	3/22/2023	ACH	\$83.00 Inventory Parts
Kenworth Sales	3/22/2023	ACH	\$236.50 Rocker Seals, Housing
Kenworth Sales	4/10/2023	ACH	\$311.74 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$410.34 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$383.98 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$216.28 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$88.20 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$695.66 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$380.66 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$89.88 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$533.74 Inventory Parts
Kenworth Sales	4/10/2023	ACH	\$91.00 Inventory Parts
Kenworth Sales	4/10/2023	ACH	(\$12.50) Core Credit
KOSHMERL, TIM	3/22/2023	ACH	\$106.00 Reimbursement - Shoes
KRONENBITTER, FRANK	4/10/2023	ACH	\$50.00 Reimb Cell - April
KROUPA, KRISTINA	4/10/2023	ACH	\$50.00 Reimb. Emp. Cell - April
Kuna Senior Citizen Inc	4/10/2023	ACH	\$5,350.56 Acquisition of Services

Language Line Solutions	3/22/2023	ACH	\$36.25 Spanish Translation
Larry Miller- Chrysler	3/22/2023	60144	\$368.00 Vehicle Parts
Larry Miller- Chrysler	4/10/2023	60167	\$506.96 Vehicle Parts
Larry Miller- Chrysler	4/10/2023	60167	\$92.80 Vehicle Parts
LifeMap Assurance Co	4/10/2023	ACH	\$2,000.63 Ins. Premium
Lithia Motors Payment Processing	3/22/2023	ACH	\$52.09 Trans Filter
Lithia Motors Payment Processing	3/22/2023	ACH	\$33.52 Air Filters
Lithia Motors Payment Processing	3/22/2023	ACH	\$136.74 Brake Pads
Lithia Motors Payment Processing	3/22/2023	ACH	\$58.99 Wheel Seal
Lithia Motors Payment Processing	3/22/2023	ACH	(\$30.00) Core Return
Lithia Motors Payment Processing	3/22/2023	ACH	\$110.30 Inventory Parts
Lithia Motors Payment Processing	4/10/2023	ACH	\$351.27 Throttle Body
Lithia Motors Payment Processing	4/10/2023	ACH	\$35.64 Heater Hose
Lithia Motors Payment Processing	4/10/2023	ACH	\$340.55 Inventory Parts
Lithia Motors Payment Processing	4/10/2023	ACH	\$262.18 Hydro Boost
Lithia Motors Payment Processing	4/10/2023	ACH	\$90.36 Inventory Parts
Lithia Motors Payment Processing	4/10/2023	ACH	\$123.05 Inventory Parts
Lithia Motors Payment Processing	4/10/2023	ACH	\$314.61 Gaskets, Lever, Bushings
Lithia Motors Payment Processing	4/10/2023	ACH	\$759.58 Inventory Parts
Lithia Motors Payment Processing	4/10/2023	ACH	\$1,020.13 Inventory Parts
Lithia Motors Payment Processing	4/10/2023	ACH	(\$67.90) Brake Pad Warranty Return
Lithia Motors Payment Processing	4/10/2023	ACH	(\$500.00) Core Credit
Lizabeth C. Arkoosh	3/22/2023	ACH	\$9,300.00 3rd qtr rent
Lotus Boise Corp	3/22/2023	ACH	\$10.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$410.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$300.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$140.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$350.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$100.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$300.00 Radio Ads
Lotus Boise Corp	3/22/2023	ACH	\$300.00 Radio Ads
Lotus Boise Corp	4/10/2023	ACH	\$420.00 Radio Ads
Lowe's Home Improvement	3/22/2023	ACH	\$15.53 Shop Supplies
Lowe's Home Improvement	3/22/2023	ACH	\$20.84 Shop Supplies
Lowe's Home Improvement	3/22/2023	ACH	\$47.50 Shop Supplies
Lowe's Home Improvement	3/22/2023	ACH	\$37.62 Shop Supplies
Lowe's Home Improvement	4/10/2023	ACH	\$140.13 Shop Supplies
Lowe's Home Improvement	4/10/2023	ACH	\$57.99 Graffiti Removal Supplies
Lowe's Home Improvement	4/10/2023	ACH	\$21.34 Shop Supplies
Lowe's Home Improvement	4/10/2023	ACH	(\$22.38) Valves Cancelled
Lowe's Home Improvement	4/10/2023	ACH	\$46.62 5/8 Barbs & 1/2 Valves
Lyft, Inc	3/22/2023	ACH	\$1,526.61 VRT Transit Connections
Lyft, Inc	3/22/2023	ACH	\$461.82 VRT Late Night Rides
Mary M Johnson	4/10/2023	ACH	\$225.00 Vehicle Lettering
Mary M Johnson	4/10/2023	ACH	\$1,300.00 Decals & Labor
MAXWELL, WILLIAM GORDON	4/10/2023	ACH	\$50.00 Reimb Emp. Cell - April
MCEWEN, HARRIET	4/10/2023	60168	\$84.94 Reimbursement - Shorts
MCEWEN, HARRIET	4/10/2023	60168	\$150.00 Reimbursement - Shoes
Melba Valley Senior Center	3/22/2023	ACH	\$5,342.96 Acquisition of Services
Melba Valley Senior Center	4/10/2023	ACH	\$6,051.72 Acquisition of Services
Meridian Senior Center	4/10/2023	ACH	\$9,962.12 Acquisition of Services
Metro Community Services	3/22/2023	ACH	\$36,150.60 Acquisition of Services
Mills, Wayne	3/22/2023	60145	\$606.53 Volunteer Driver
Mills, Wayne	4/10/2023	60169	\$527.28 Volunteer Driver
MOORE, ERICH	4/4/2023	ACH	\$1,297.66 Indemnity Payment
MOORE, MITCHELL	4/10/2023	60170	\$460.00 Reimbursement - Tools
Napa Auto Parts	3/22/2023	ACH	\$192.44 Vehicle Parts
Napa Auto Parts	4/10/2023	ACH	\$93.69 Vehicle Parts
Napa Auto Parts	4/10/2023	ACH	\$150.22 Inventory Parts
National Safety Council	4/12/2023	ACH	\$499.40 Online Def. Driving Course access codes
New Flyer Parts	4/10/2023	ACH	\$1,022.39 Inventory Parts
New Flyer Parts	4/10/2023	ACH	\$107.01 Inventory Parts
Norco Inc	4/10/2023	ACH	\$604.84 Shop Supplies
NYSIF Disability Benefits	4/10/2023	60171	\$10.55 Disability Benefits Premium adj.
ODP Business Solutions, LLC	3/22/2023	60146	\$51.38 Office Supplies
ODP Business Solutions, LLC	3/22/2023	60146	\$17.99 Office Supplies
ODP Business Solutions, LLC	3/22/2023	60146	\$177.70 Misc. office supplies
ODP Business Solutions, LLC	3/22/2023	60146	\$37.29 Riser, Notebook, Vertical
ODP Business Solutions, LLC	3/22/2023	60146	\$55.63 Office Supplies
ODP Business Solutions, LLC	3/22/2023	60146	\$7.62 Office Supplies
OHANIAN, ARTHUR	4/10/2023	60172	\$36.98 Reimbursement - Pants
OHANIAN, ARTHUR	4/10/2023	60172	\$104.80 Reimbursement - Shoes
O'Reilly Auto Enterprises, LLC	4/10/2023	ACH	\$153.42 Shocks, Engine Mounts
O'Reilly Auto Enterprises, LLC	4/10/2023	ACH	\$63.87 Shocks

O'Reilly Auto Parts	3/22/2023	ACH	\$139.71 Vehicle Parts
O'Reilly Auto Parts	4/10/2023	ACH	\$336.23 Vehicle Parts
O'Reilly Auto Parts	4/10/2023	ACH	\$65.98 Vehicle Parts
Pacific Office Automation	4/10/2023	ACH	\$589.18 Printer/copier leases
Paragon Consulting, Inc	3/22/2023	ACH	\$15,370.00 18th Street engineering
Paragon Consulting, Inc	3/22/2023	ACH	\$4,280.00 18th Stree engineering PM
Parma Senior Center	4/10/2023	ACH	\$4,615.65 Acquisition of Services
PNG Media LLC	3/22/2023	60147	\$118.82 Legal notices
PNG Media LLC	3/22/2023	60147	\$126.63 Legal Notices
PNG Media LLC	3/22/2023	60147	(\$118.82) Wrong Vendor used
PNG Media LLC	4/10/2023	60173	\$130.29 Legal Public Notice
PNG Media LLC	4/10/2023	60173	\$171.50 Legal/Public Notice
Primary Health Medical Group, LLC	4/10/2023	60174	\$170.00 DOT Physical
ProPeople	3/22/2023	ACH	\$1,001.91 Temp Wages
ProPeople	3/22/2023	ACH	\$1,508.37 Temp Wages
ProPeople	3/22/2023	ACH	\$1,629.39 Temp Wages
ProPeople	3/22/2023	ACH	\$1,772.61 Temp Wages
ProPeople	3/22/2023	ACH	\$693.63 Temp Wages
ProPeople	3/22/2023	ACH	\$1,398.27 Temp Wages
ProPeople	4/10/2023	ACH	\$682.62 Temp Wages
ProPeople	4/10/2023	ACH	\$1,738.85 Temp wages
ProPeople	4/10/2023	ACH	\$1,420.29 Temp wages
ProPeople	4/10/2023	ACH	\$1,745.05 Temp Wages
ProPeople	4/10/2023	ACH	\$1,376.25 Temp Wages
ProPeople	4/10/2023	ACH	\$1,361.79 Temp Wages
ProPeople	4/10/2023	ACH	\$27.56 Temp Wages
Proterra Operating Company, Inc	3/22/2023	ACH	\$22.64 Vehicle
Proterra Operating Company, Inc	3/22/2023	ACH	\$210.70 Vehicle
Proterra Operating Company, Inc	3/22/2023	ACH	\$2,680.50 Vehicle
Proterra Operating Company, Inc	4/12/2023	ACH	\$11,666.68 Battery lease
Proterra Operating Company, Inc	4/12/2023	ACH	\$8,750.01 Battery Lease
Provantage Computer Products	3/22/2023	ACH	\$179.98 Computers
Provantage Computer Products	3/22/2023	ACH	\$319.99 Computers
Quench USA, Inc	3/22/2023	ACH	\$57.00 Water Dispensor - 2/26 - 3/25
Quench USA, Inc	3/22/2023	ACH	\$289.95 Water Equipment Rental
RCF Commercial Cleaning, LLC	3/22/2023	ACH	\$3,850.00 Janitorial services
RCF Commercial Cleaning, LLC	4/10/2023	ACH	\$1,600.00 Janitorial Service - March
RDK Corporation	3/22/2023	ACH	\$210.00 Background Checks
RDK Corporation	3/22/2023	ACH	\$278.00 Background checks
Romaine Electric Corporation	3/22/2023	ACH	\$471.60 Vehicle Parts
Rush Truck Center	4/10/2023	ACH	\$5,310.10 Body Work
Sage Supply, Inc	3/22/2023	ACH	\$97.63 Sign
Sage Supply, Inc	3/22/2023	ACH	\$337.50 Ice Melt
SAMG Occupational Med - Emerald	3/22/2023	60148	\$390.00 Drug Screen/Physicals
Shred-It USA- LLC	4/10/2023	ACH	\$281.78 Document Shredding
Shred-It USA- LLC	4/10/2023	ACH	\$126.59 Document Shredding
SIJ Holdings, LLC.	3/22/2023	ACH	\$118.82 Printing legal publications
Smith Power Products, Inc	3/22/2023	ACH	\$258.67 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	\$438.28 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	\$93.28 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	\$60.51 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	\$61.56 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	\$217.34 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	\$27.86 Inventory Parts
Smith Power Products, Inc	3/22/2023	ACH	(\$44.67) Credit for Freight Over Charge
Smith Power Products, Inc	4/10/2023	ACH	\$427.17 Inventory Parts
Smith Power Products, Inc	4/10/2023	ACH	\$135.73 Inventory Parts
Smith Power Products, Inc	4/10/2023	ACH	\$1,732.41 Inventory Parts
Smith Power Products, Inc	4/10/2023	ACH	\$23.87 Inventory Parts
Smith Power Products, Inc	4/10/2023	ACH	\$10.91 Inventory Parts
SMITH, JOSHUA	3/22/2023	ACH	\$37.09 1 Ton Hand Winch Reimbursement
SMITH, JOSHUA	4/10/2023	ACH	\$50.00 Reimb Cell - April
SMITH, RONALD A	3/22/2023	60149	\$40.00 Reimbursement - CDL Renewal
Sportworks Global LLC	4/10/2023	ACH	\$2,076.18 Bike Racks
Star Senior Center	3/22/2023	60150	\$7,284.03 Acquisition of Services
STEPHENS, ANGELA	3/22/2023	ACH	\$145.74 Reimbursement - Shoes
Stoltz Marketing Group, Inc	3/22/2023	ACH	\$1,050.00 Professional Services/accnt admin.
Stoltz Marketing Group, Inc	3/22/2023	ACH	\$1,295.00 Website support
Stoltz Marketing Group, Inc	3/22/2023	ACH	\$6,020.00 Market Research FY23
Stoltz Marketing Group, Inc	3/22/2023	ACH	\$245.00 Pullup display/professional services
Supportive Housing & Innovative Partners	3/22/2023	ACH	\$30,646.44 Acquisition of Services
Syringa Networks, LLC	3/22/2023	ACH	\$4,820.00 Telecom Services
Tacoma Screw Products Inc.	4/10/2023	ACH	\$55.45 Nuts & Bolts

Tacoma Screw Products Inc.	4/10/2023	ACH	\$514.48 Nuts & Bolts
Tacoma Screw Products Inc.	4/10/2023	ACH	\$15.22 Cap Screws
Tacoma Screw Products Inc.	4/10/2023	ACH	\$487.55 Nuts & Bolts
Tacoma Screw Products Inc.	4/10/2023	ACH	\$240.06 Hand Tool, Rivet Nuts
TATE, JOHN	4/10/2023	60175	\$225.00 Reimbursement - Boots
The Car Park, LLC	3/22/2023	ACH	\$75.00 9th & Front: City Go Park passes
The Car Park, LLC	3/22/2023	ACH	\$2,500.00 G&A validations - parking passes
The Car Park, LLC	3/22/2023	ACH	\$75.00 9th & Front: City Go Passes
The Car Park, LLC	4/10/2023	ACH	\$2,025.00 City Go parking passes
The Car Park, LLC	4/10/2023	ACH	\$3,750.00 9th & Front: City Go Parking Passes
The Hartwell Corporation	4/10/2023	ACH	\$148,492.00 Auto Physical Damage Policy
The Hartwell Corporation	4/10/2023	ACH	\$265,200.00 Auto Liability & GL Policy
The Hartwell Corporation	4/10/2023	ACH	\$154,531.00 Excess Liability Policy
Thermo Fluids, Inc.	3/22/2023	ACH	\$215.76 Used Oil Pickup
Thompson and Associates, Inc.	3/22/2023	ACH	\$1,685.24 HR Consulting Services
Thompson and Associates, Inc.	3/22/2023	ACH	\$3,760.00 Consulting & HR Services
Thompson and Associates, Inc.	4/10/2023	ACH	\$3,601.25 HR consultations
Transpo Group USA, Inc.	4/12/2023	ACH	\$16,766.25 VRT Service analysis/recommendations
Treasure Valley Coffee	3/22/2023	ACH	\$116.50 First Aid Supplies
Treasure Valley Coffee	3/22/2023	ACH	\$106.10 Coffee - MSS
Treasure Valley Coffee	3/22/2023	ACH	\$17.50 Coffee - MSS
Treasure Valley Coffee	3/22/2023	ACH	\$157.60 MSS - Coffee & First Aid
Treasure Valley Coffee	3/22/2023	ACH	\$33.10 Water - Orchard
Treasure Valley Coffee	3/22/2023	ACH	\$35.10 Coffee/creamers
Treasure Valley Coffee	4/10/2023	ACH	\$158.50 Coffee - Orchard
Treasure Valley Coffee	4/10/2023	ACH	\$74.05 Coffee - MSS
Treasure Valley Transit	3/22/2023	ACH	\$19,455.00 Sub-recipient
TURNER, SANDRA	4/10/2023	60176	\$69.99 Reimburse for Uniform Shoes
UniFirst Acct# 1395966	3/22/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	4/10/2023	ACH	\$96.32 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	4/10/2023	ACH	\$98.32 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	3/22/2023	ACH	\$138.15 Laundry Services
UniFirst Acct# 1410130	3/22/2023	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	4/10/2023	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	4/10/2023	ACH	\$141.27 Laundry Services
United Site Services of Nevada, Inc.	4/10/2023	ACH	\$278.60 Restroom Rental
UPS Freight	4/10/2023	60177	\$68.87 Shipment to Janek
Urban Land Institute	3/22/2023	60151	\$680.00 Public agency Member dues
VANWORMER, SHAWNNA	4/10/2023	60178	\$68.85 Employee Reimbursement Uniform Pants
Verizon Wireless	3/22/2023	60152	\$2,965.80 Cell Phone Service
Verizon Wireless	3/22/2023	60152	\$176.25 Cell Phone Service
Verizon Wireless	3/22/2023	60152	\$51.36 Cell Phone Service
Verizon Wireless	3/22/2023	60152	\$240.65 Cell Phone Service
Via Transportation, Inc.	4/10/2023	ACH	\$7,350.00 Vehicle Fee's
WASHINGTON, CORRIE	4/10/2023	ACH	\$50.00 Reimb Cell phone - April
Watts Hydraulics Acquisition Corporation	3/22/2023	ACH	\$585.98 Ref PO # 00023069-000
WCF National Insurance Company	3/22/2023	60154	\$16,002.60 Premiums
WCF National Insurance Company	4/10/2023	60180	\$16,002.60 Premiums
Western Mountain Bus Sales	4/10/2023	ACH	\$258.79 Vehicle Parts
Wex Bank	3/22/2023	ACH	\$161.52 Fuel - February 2023
Wienhoff Drug Testing	4/10/2023	60181	\$725.00 Drug Testing
William Beard	3/22/2023	ACH	\$249.00 Bus Washing
William Beard	3/22/2023	ACH	\$463.00 Bus Washing
William Beard	4/10/2023	ACH	\$272.00 Bus Washing
William Beard	4/10/2023	ACH	\$411.00 Bus Washing
William Beard	4/10/2023	ACH	\$272.00 Bus Washing

YB NOW LLC	4/10/2023	ACH	\$6,315.55 Ada County Rides 2 Wellness Transport
YB NOW LLC	4/10/2023	ACH	\$38.04 VA Shuttle
YB NOW LLC	4/10/2023	ACH	<u>\$292.60 VA Shuttle</u>
			<u>\$1,772,519.20</u>

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: RFP 2023-04-10 Enterprise Resource Planning (ERP) System Software and Implementation Services

TOTAL COST: Not to Exceed \$957,000

PURPOSE/ACTION: To provide ERP system software and implementation services

SCOPE OF WORK: VRT is seeking an integrated suite of Enterprise Software Solutions that will meet its core requirements across all functional areas, out-of-the-box with minimal modifications. The goal is to optimize system utilization for all users, improve response times, reduce errors, decrease manual efforts, improve analytical capabilities, and offer customer service enhancements. VRT intends to minimize its total cost of ownership without any impact in performance and level of service. Further, VRT intends to implement an integrated suite of systems that can remain on the upgrade path with minimal cost and business impact in the future.

DISCUSSION: VRT conducted a competitive request for proposals for ERP system software and implementation services. After an unsuccessful first round of an RFP, two proposals were received in response to a second ERP System Replacement and Implementation RFP. VRT convened an evaluation team with representatives from VRT. The evaluation team identified FourthSquare, LLC as the most responsive and responsible offeror meeting 94% of the ERP system requirements identified. The length of the agreement will not exceed five years.

The Valley Regional Transit Board of Directors delegated authority to the Valley Regional Transit Executive Board to approve a software as a service contract for an Enterprise Resource Planning system not to exceed \$957,000 by Resolution VBD23-022 on 4/3/2023.

ALTERNATIVES: The only alternative would be to issue a new RFP for ERP system software and implementation services

FISCAL IMPACT: The \$957,000 includes five years of software license fees of \$91,582 per year and implementation fees totaling \$498,960. VRT expects 80% of the license fees and 92.66% of implementation fees to be paid for with federal funds. The implementation and first year of expenditures were included in the FY2023 amended budget approved by resolution VBD23-005 on 1/9/2023.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board consider approving Resolution VEB23-014 Enterprise Resource Planning (ERP) System Software and Implementation Services, and delegate authority to the Chief Executive Officer to authorize final negotiations and execution of the agreement with FourthSquare, LLC.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

Resolution Number:

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

Signature: _____

Date Approved: May 1, 2023

Resolution Number: VEB23-014

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

Signature: _____

Date Approved:

Resolution Number:

EXECUTIVE BOARD RESOLUTION

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM SOFTWARE AND IMPLEMENTATION SERVICES RESOLUTION VEB23-014

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT NOT TO EXCEED \$957,000 WITH FOURTHSQUARE, LLC TO PROVIDE ERP SOFTWARE AND IMPLEMENTATION 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 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 is responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit has assessed the condition of its existing ERP system and determined it does not meet current needs; and

WHEREAS Valley Regional Transit has determined that the existing ERP system is at end of life and will no longer be supported by the current vendor; and

WHEREAS Valley Regional Transit included the implementation and first year of expenditures for the ERP system replacement in the FY2023 amended budget; and

WHEREAS, the Valley Regional Transit Board of Directors delegated authority to the Valley Regional Transit Executive Board to approve a software as a service contract for an Enterprise Resource Planning system not to exceed \$957,000 by Resolution VBD23-022 on 4/3/2023; 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 VBD22-018 on 08/1/22, and in compliance with all local and FTA requirements; and

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

VEB23-014

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

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

Section 1. That the Executive Board authorizes the award of RFP 2023-04-10 to FourthSquare, LLC. The length of the agreement will not exceed five years.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 1st day of May, 2023.

APPROVED by the Executive Board Chair this 1st day of May, 2023.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



TOPIC	FY 2024 Service Change Update
DATE	April 14, 2023
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

No action, this is an information item only. Staff is seeking board input on the service proposals. Staff will present draft service proposals to the Executive Board. Staff will be collecting comment from the public about these proposals.

Highlights

- **November**
 - Project Kick-off – Complete
 - Draft Existing Conditions/System Performance and Demographic Draft Memo – Complete
- **December**
 - Final Existing Conditions/System Performance and Demographic Data Memo and Presentation – Complete
 - Initial Concepts Development and Presentation – Complete
 - Draft Technical Memo summarizing scenarios – Complete
- **January**
 - Final Technical Memo summarizing scenarios – Complete
- **February-March**
 - Drafted proposals – Complete
 - Finalized outreach plan – Complete
 - Preliminary budget review – In Progress
- **April**
 - Launched Better Bus Initiative – In Progress
 - City of Boise Public Hearing – Complete
 - Prepared Public Hearing Materials – Complete

Summary:

Valley Regional Transit (VRT) has prepared draft service concepts for public and stakeholder comment. These concepts have been informed by the performance evaluation conducted last winter, the strategic objectives set by the board, the FY2023-2027 Transportation Development Plan, stakeholder preliminary budget conversations and the Better Bus Initiative.

The resulting concepts are designed to increase ridership and improve public mobility by concentrating service on major corridors and increasing frequencies where possible. The proposals will change or remove services to neighborhoods including Harris Ranch, the Boise North end, Roosevelt, Latah, and neighborhoods along the intercounty routes. The proposal will preserve and improve service on the major corridors of State Street, Vista Avenue, Fairview Avenue, Orchard Street, Overland Road, Emerald Street, and Broadway Avenue. Stakeholder and public comment on the draft proposals will refine the degree to which the FY2024 service change will focus on service productivity vs. service coverage.

Next Steps:

- **May**
 - Conduct public and stakeholder outreach
- **June**
 - 6/5 - Executive Board set public hearing date
 - Local jurisdictions finalize budgets provide guidance on final proposal
 - Prepare final service change proposal
 - 6/26 - Release final service change proposal to public
- **July**
 - Before 7/14 - Solicit public feedback and hold public hearing on final proposal
- **August**
 - 8/7 - VRT Board considers final proposal
- **September**
 - VRT staff prepares final service change
- **October**
 - 10/2 – Launch FY2024 service change

More Information

For detailed information contact: Stephen Hunt, Chief Development Officer, 208-258-2701, shunt@rideVRT.org.

Valley Regional Transit FY2023 Procurement Calendar

Item VI. B.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
ERP System Replacement	Jason Jedry	957,000	Nov-22	Jun-23	Board of Directors
Ticket Vending Machines	Kate Dahl	765,000	Jan-23	Aug-23	Board of Directors
Promotional Materials - Staff Apparel and Promotional Materials	Jason Rose	25,000	Mar-23		CEO
Custom Vinyl Graphics	Leslie Pedrosa	160,000	Mar-23	May-23	Executive Board
Bus Stop Sign Blade Update	Alissa Taysom	280,000	Mar-23	Aug-23	Board of Directors
Courier Delivery Services	Jeannette Ezell	49,000	Mar-23	May-23	CEO
Career Uniforms for Ada and Canyon County	Leslie Pedrosa	100,000	Mar-23	Jun-23	Executive Board
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD	Jun-23	Aug-23	
Vehicle Maintenance Parts	Leslie Pedrosa	TBD	Jun-23	Aug-23	
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Jun-23	Oct-23	
IT Assessment and Strategic Plan	Nick Moran	65,000	Jun-23	Aug-23	Executive Board
Regional Radio Lease and Maintenance Agreement	Leslie Pedrosa and Nick Moran	140,000	Jun-23	Aug-23	Executive Board
Technology Services	Leslie Pedrosa	100,000	Jun-23	Aug-23	Executive Board
Happy Day HVAC Equipment	Joe Guenther	75,000	Jul-23	Sep-23	Executive Board
Legal Services	Jason Jedry	100,000	Jul-23	Sep-23	Executive Board
On-Call Electrical Services	Joe Guenther	TBD	TBD		
On-Call Plumbing Services	Joe Guenther	TBD	TBD		
On-Call HR	Leslie Pedrosa - Gregg Eisenberg	TBD			

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

Updated 4-11-2023



TOPIC	CEO Activity Report
DATE	April, 2023
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

The end of March and first part of April was spent in partner meetings and preparing information for and holding meetings with member agencies regarding contributions and services for the FY 2024 budget. I will be attending and presenting at City Council and Commission meetings for many of you.

Our communications department has gotten great response to the first public outreach on the Better Bus Initiative tied to service changes and future planning. We have also been exploring new ways of generating funding and reviewing opportunities to pilot services. I have been working with planning staff over the last several months.

Operations continues to refine the proposal to consolidate specialized transportation services so we can achieve more efficient service and finance continues to refine the budget proposals for next year.

Over the course of the month, I made four public presentations outside of those to member agencies; below are some of the highlights.

I made four appearances on behalf of VRT at events in the region:

- **Tireside Chat:** VRT, through CityGO is hosting a series of late afternoon chats in downtown Boise for Wildcard Wednesdays. On April 12 I appeared on a panel with Justin Corr from KTVB and Joe Jaszewski representing ACHD's Bicycle Advisory committee to reflect on KTVB's Transportation Tuesday Series. An engaged audience of 25 in people offered many insightful questions and comments about how transit serves them today and how it could be better.
- **KBOI Morning Show:** The Better Bus Initiative has been gaining a lot of attention, including mention on the KBOI morning show, with many callers sharing stories of how transit impacts their lives. In response, we offered to appear on the program to explore the initiative more deeply and Jason Rose and I were on the show on April 13. We had a great conversation and lots of interest from the listening public. It is clear the transit is an issue of interest in the valley.
- **NAR Panel:** The National Association of Realtors was in town with the American Forest Foundation on April 14 for a Community and Stewardship event. They highlighted their partnership on a tree planting project. I appeared on a panel reprising my efforts at planting trees while at the City of Boise and introduced the audience to the importance of transit on community and the positive impact new zoning and improved transit service will have on their ability to sell real estate.

- **Idaho Transportation Department Board meeting:** I have had a series of meeting with the Deputy Director at ITD exploring ways VRT can partner with the agency to further mobility in the state. I traveled to their board meeting in Shoshone April 20 to introduce the board to what we do, how we are working to improve and the opportunities the two agencies must partner on to ensure regional movement and local mobility are seamlessly integrated.

Meetings of note:

- **FTA Administrators Office, Paul Kincaid, Associate Administrator for Communications and Congressional Affairs:** I met in person with Paul Kincaid in the headquarters office in Washington DC, we were joined virtually by Susan Fletcher, Acting Director FTA Region 10. We discussed the challenges and opportunities facing VRT in developing sustainable funding. Specifically we talked about the RAISE grant and the FTA request for a more thorough NEPA analysis and the delay as we do that. Kincaid was helpful in identifying possible avenues to explore for planning funds. We also explored ways FTA could be helpful in our pursuit of a regional rail project,
- **Local Lift Idaho:** Local Lift Idaho held its second meeting and discussed how to grow the coalition statewide and how to integrate with other efforts such as the Idaho 2040 forum.
- **Charleston Area Regional Transit Authority:** While in Charleston I took the opportunity to visit the transit authority and tour their main maintenance facility. In meeting with their general manager and the operations director I got a good view of how a region of similar size with a sufficient funding streams can operate.
- **Passenger Rail:** I rode the train to Washington, D.C. from my vacation spot in South Carolina so I could experience, first-hand, what train transportation can be. It was a great trip. I will be meeting late in the month with our local freight operator to better understand the obstacles they might face as we work to restore passenger service on the Boise cut-off.
- **Idaho 2040 Forum:** The group met for the first time in late March. For the next few months, we will talk internally and with the Policy Institute at BSU to design research around transportation (and specifically transit) funding options.

Summary of Internal Activities

- **ERP:** We moved forward with an “intent to award process” for replacing our Enterprise Resource Planning (ERP) system and are beginning the process of looking for specific contract language. The Executive Board will have an action item on the agenda to approve this award and allow me to finalize the contract language. If the Executive Board votes to approve, we are confident we can stay on schedule with a target implementation start date of June. We expect the full implementation to take up to a year and plan to have the full system in place for the start of the FY2025 fiscal year.
- **Budget:** The staff continues to work on the FY2024 expense budget and it is nearly complete. I am beginning the process of presenting to our contributing partners and the outcome of those meetings will determine the next steps in building the operating and revenue sections of the budget.

- **Marketing and Rebranding:** Our rebranding and brand consolidation effort is continuing. We will be bringing all of the brands into one brand house to reduce confusion and build better awareness of our related services. Look for a roll the ideas later this summer and fall.
- **Email addresses:** Reminder, the Valley Regional Transit URL changed to rideVRT.org.

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



TOPIC	Finance and Administration Activity Report
DATE	May 1, 2023
STAFF MEMBER	Jason Jedry

Summary

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

Highlights

Budget/Finance

- Finance staff are working on closing the second quarter of FY 2023
- 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
 - Project funding forms
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Uniforms for Ada and Canyon County
 - Courier Delivery Service
 - Armored Vehicle Service
 - ERP Software Procurement and Implementation Services
 - APC Analysis Software

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



TOPIC	Communications Update
DATE	May 1, 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 sent two press releases in the last month:
 - [“Treeline bus service a big hit”](#) to share the tripling of Treefort ridership
 - [“Valley Regional Transit seeks feedback for a Better Bus system”](#)
- 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
- The Better Bus initiative has been receiving good press, including a feature and follow-up on KBOI

Engagement

- VRT staff launched Phase 1 of the Better Bus initiative, which included three in-person open houses, two virtual town halls, various pop-up tables around the valley, and onboard surveying.
- Staff is preparing for May outreach to include route change options.
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities

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 and align content with the Communications Strategy
- We have conducted market research and are 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 Director, 208-258-2739, jrose@valleyregionaltransit.org

TOPIC	Operations Department Staff Report
DATE	April 12, 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

- Proterra provided three additional chargers, at no cost to VRT, to try and resolve the on-going charging issues VRT has experienced. Installation of the chargers began March 6. Proterra will finish up some fiber work to commission the chargers. Proterra expects the three new chargers to be in service in April.
- The original six battery electric bus chargers are working. Proterra expects a software update that should restore the original chargers back to dual dispensing, to be released in April. At the end of this project, VRT will have 18 charging stations.

At this time, all four 40' and two of the 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 the Beyond ADA project. The Specialized Transportation Analysis Update was approved. VRT staff presented a new service design to the VRT Board of Directors in April. Staff will also begin presenting the new service design to the current service providers and customers. 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 continues to scope 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

- One preventable accident in March

- Intercounty on-time performance 73% for March
- On-demand on-time performance 90% for March
- ACCESS on-time performance 98% for March

Ada County Highlights

- One preventable accident in March
- Fixed-route on-time performance 87% for March
- ACCESS on-time performance 98% for March

Specialized Transportation

- VRT continues to operate services for Eagle Senior Transportation
- VRT staff will be meeting with current service providers in the month of April as part of the Beyond ADA Project
- Several service providers continue to hire additional drivers

Information Technology and Intelligent Transportation Systems

- Staff resolved 132 support requests from 147 submitted in March
- Continued installation of new radios in Ada and Canyon counties
- Worked with Urban Transportation Associates (UTA) to set up automatic passenger counter (APC) systems in battery electric buses
- Completed the transition of RideVRT.org email domain
- Launched Cyber Security Awareness training for staff

Compliance

- Working on updates to several VRT procedures to capture mandated changes
- Began scoring rolling stock and equipment for fiscal year 2023 Transit Asset Management scoring
- Worked with Transportation Security Administration (TSA) staff to complete a Security Enhancement Through Assessment (SETA) evaluation. The assessment was conducted at Main Street Station and Happy Day Transit Center. There will be one more evaluation conducted at a later date to complete the SETA.

Customer Service Support

- Customer service handled 2,678 of 2,804 phone calls for information, with 126 calls abandoned. The average call time was 2 minutes, 24 seconds and the average hold time was 20 seconds in March.
- Reservationist handled 1,276 of 1,326 phone calls to change or schedule a ride on ACCESS, with 42 calls abandoned. The average call time was 3 minutes, 36 seconds and the average hold time was 14 seconds in March.
- On-demand services and Eagle Senior Transportation answered 1,643 of 1,806 phone calls to schedule a ride, with 162 calls abandoned. The average call time was 1 minute, 40 seconds and the average hold time was 25 seconds in March.
- March City Go Pay mobile ticket sales totaled \$12,600.25.

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

TOPIC	Development Department Monthly Report
DATE	April 14, 2023
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities for April 2023 report.

Staffing notes: Duane Wakan started as the new Mobility Integration Director on 4/10. We are now fully staffed.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
Although VRT staff has continued meeting with partners about projects to be included in the 2024-2028 TDP, given the staffing changes and the priority to finalize the 2024 budget, staff is re-evaluating the timing of the FY2024-2028 TDP development.

Funding Development

- **Budget Development** –Staff has continued conversations with funding partners about the FY2024 budget holding meetings with Canyon County jurisdictions, Ada County, City of Eagle, and the City of Boise.
- **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.
- **Capital Improvement Plans** – Staff met in March-April to develop FY2024 Capital Project Priorities

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – VRT staff continued refining service concepts, aligning them with the Better Bus Initiative and responding to jurisdiction feedback. We launched the Better Bus Initiative and began preparing materials for the May public outreach.
- **Bus Stop Improvements** – VRT staff put out a request for quotes for sign blade and supplemental sign manufacturing.
- **Capital Projects** include: Ordering FY2023 shelters, with advertising capacity. Installing 5-benches with advertising/messaging backings, three for Collister Neighborhood Association and two for the Bench Neighborhood. Two shelters were damaged and removed from service due to vehicle accidents. No riders were injured. These shelters were both at Collister and State Street (NWC/SEC), replacements have been ordered.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
 - Staff has been working with contractors to restart construction as soon as the weather permits.
 - Staff has prepared contract agreements with Jacobs and CTE to begin Low-No activities eventually resulting in the addition of four depot charging units.
 - Coordinated activity with Proterra to meet warranty items include upgrading an additional six stations on the north charging line.
- **Happy Day Transit Center Upgrades (HDTC)**
HVAC replacement contractor is designing replacement system and is working through complications due to available HVAC system. Design engineer and architect are under contract for roof and awning replacement. Architect has started office redesign plans for 2023 construction and staff has provided comments on the future office layout.
- **Meridian Office Improvements**
Architect prepared concepts for tenant improvements. Staff has begun evaluating next steps.
- **Main Street Station**
 - Staff received concepts and began evaluating next steps for exit and entrance gate repairs that would address security concerns at Main Street Station.
 - Staff has been working with Low-No consultants to identify design parameters and start NEPA evaluation for FY2023-2028 grant implementation. MSS will receive eight on-route chargers compatible with the 12-buses to be added to the fleet in 2026.
 - Staff has also been working with RAISE consultants for alternatives to install on-route charging units on Main Street in front of MSS. The RAISE grant provides for two on-street charging stations, locations were undefined in the grant.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 1. Staff met with FTA to review NEPA process and introduce new FTA staff to State Street project.
 2. VRT staff has continued working with the State Street Executive team to develop a coordinated funding plan for the whole corridor.
 3. VRT presented at both ITD and CCDC on next steps for State Street and RAISE grant funding schedule and local match requirements.
- **Bus Stop Improvements**
 - Staff continues to work on the Main/Fairview CCDC project. St. Luke's is still in the process of constructing the transit island at 27th and Fairview. Estimated delivery of shelter is July – opening to follow in August-September.
 - Staff is partnering with City of Boise Parks department to install a transit node at Goddard and Milwaukee in cooperation with the linear park. An MOU is in

process and construction is estimated in June-July pending ACHD planning review.

- Bus stop improvements partnering with CCDC include upgrades at several stations including real-time information, advertising/messaging benches, shelters, and amenities. A new bus pad is being proposed at the River and Pioneer southeast corner for access to local businesses and the Greenbelt connections.
- Planning staff is working on bus blade procurements and Capital staff will install in mid-late summer FY2023. This is a phased implementation.

Mobility Integration

- Hired new Mobility Integration Director. We will prepare a full mobility integration department report next month, but I have included a few brief highlights below.
 - Safe Routes to School is busy with bike rodeo's and student education all over the Treasure Valley. They were even at the Boise Tree-Fort.
 - City Go staff continues to provide excellent programming with the Tireside chats where they are engaging the community in conversations about transportation challenges in the Treasure Valley. They continue to expand the number of pass program users and support their members.
 - VRT is continuing its travel training program and leveraging our public outreach to promote the Better Bus Initiative.

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