

Executive Board Meeting Joint with Regional Advisory Council Agenda

March 03, 2025

11:00 AM

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

This is an in-person meeting.

If you are unable to attend in person, you may participate in the meeting in-person, via MSTeams at

https://ridevrt.org/VRTEB-RAC_Mar25

or by dialing in at **323-484-8960 Conference ID: 357 893 330#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. 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. RAC ACTION: Approve the Minutes of the January 21, 2025, Regional Advisory Council Meeting Pages 4-6 | Paula Cromie

The Regional Advisory Council (RAC) is asked to approve the minutes of the January 21, 2025, RAC meeting.

B. EB ACTION: Minutes of the January 6, 2025, Executive Board Meeting Pages 7-8 | Paula Cromie

The Executive Board is asked to consider approval of the minutes from the January 6, 2025, Executive Board Meeting.

C. EB ACTION: Accept the Minutes of the January 21, 2025, Regional Advisory Council Meeting Pages 9-11 | Paula Cromie

The Executive Board is asked to consider accepting the minutes of the January 21, 2025, Regional Advisory Council meeting.

D. EB ACTION: Appoint Elaine Clegg to the Boise Municipal Health Care Trust Pages 12-13 | Elaine Clegg

The Executive Board is asked to consider appointing Elaine Clegg, Valley Regional Transit's Chief Executive Officer, to the Boise Municipal Health Care Trust to replace current member, Cameron Wells.

E. EB ACTION: Payment Registers December 16, 2024, through February 15, 2025 Pages 14-25 | Nick Leonardson

The Executive Board is asked to accept the payment register covering the period December 16, 2024, through February 15, 2025.

F. EB ACTION: 2025 Transit Employee Appreciation Day Proclamation

Pages 26-27 | Jason Rose

This is an action item. Staff is requesting the VRT Executive Board officially recognizes March 18, 2025, as Transit Employee Appreciation Day.

IV. Executive Board - Action Items

A. ACTION: Proposed Agenda for April Board Meeting

Page 28 | Elaine Clegg

The Executive Board is asked to consider approval of the proposed agenda for the April 2025 Board of Directors meeting and acknowledge there may be a need by staff to add or remove items from that agenda.

V. Executive Board - Information Items

A. INFORMATION: FY2026 Budget and Funding Request Schedule

Pages 29-30 | Kyle Street

This is an information item only. Staff will engage board members in a discussion on matters regarding the FY2026 budget and funding request schedule.

B. INFORMATION: Valley Regional Transit Board of Directors Bylaws Update

Pages 31-46 | Elaine Clegg

Staff will review proposed updates to the Valley Regional Transit Board of Directors Bylaws for input from the Executive Board.

C. INFORMATION: 2025 Regional Advisory Council Update

Pages 47-48 | Jason Rose

This is an information item. Staff and Regional Advisory Council (RAC) leadership will present to the Executive Board an update of RAC activities, provide rider experience testimonies, and facilitate discussion about future priorities.

D. INFORMATION: FY2025 Procurement Calendar

Page 49 | Nick Leonardson

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

VI. 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)

VII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 50-63 | Staff

The most current department/staff reports were included in the packet for information. Members are encouraged to read them fully as they contain important information not presented elsewhere.

VIII. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

April 7, 2025 (followed by the Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

Regional Advisory Council Meeting Minutes

January 21, 2025

9:00 AM

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	David White	Brad Alvaro, VRT
Laylo Hamund		Paula Cromie, VRT
Samantha Kenney		Elaine Clegg, VRT
Terri Lindenberg		Kate Dahl, VRT
Andrew Mills		Jeannette Ezell, VRT
Mary Beth Nutting		Jeremy Gianchetta, VRT
Deeann Solis		Stephen Hunt, VRT
Walter Steed		Hailee Lenhart-Wees, VRT
Theresa Vawter		Rob Lowe, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duanne Wakan, VRT

- I. **Calling of the Roll** – Chair Walter Steed call the meeting to order at 9:01 a.m. with a quorum present by phone and in-person.
- II. **Agenda Additions/Changes** - none
- III. **Consent Agenda**
The consent agenda are action consisted of the following:
 - A. **ACTION: Minutes of the November 19, 2024, Regional Advisory Council Meeting**
Andrew Mills moved to approve the consent agenda as presented; Samantha Kenney seconded. The motion passed unanimously.
- IV. **Action Items** - none
- V. **Information Items**
 - A. **INFORMATION: RAC Annual Orientation and Outreach**
Jason Rose conducted an orientation session to discuss the Regional Advisory Council's mission, goals, and function within Valley Regional Transit (VRT). The session featured information about VRT, our work in the region, and upcoming strategies for growth.

B. INFORMATION: Topics for Discussion with the Executive Board

The next meeting of the Regional Advisory Council (RAC) will be a joint meeting with the Executive Board. Members of the RAC had the opportunity to bring up topics they would like to discuss with the Executive Board.

During discussion, staff and RAC members came up with the following:

- The RAC played a tremendous role in some of the service changes that took place last year. They were vocal and informed and assisted in several of the decisions made.
- The RAC helps VRT advocate for change with city councils by bring RAC members comments to meetings.
- The RAC would like to see jurisdictions work with VRT to place bus stops in safe places regarding infrastructure and service.
- RAC members would like to know how the Board would like to “use” the RAC to connect to other individuals for feedback. What information would they like to hear from the RAC?
- Various RAC members to present personal experiences of riding on the bus.

C. INFORMATION: FY 2024 Customer Service Report

Jeannette Ezell presented the customer service report for fiscal year 2024 to the Regional Advisory Council. The report contained information and reviews on customer complaints, compliments, and suggestions.

RAC members wanted to know the difference between a valid complaint and an invalid complaint and how those are addressed by staff. Staff addressed those questions.

D. INFORMATION: Valley Connect 3.0 Update

Kate Dahl presented a summary of the work completed on the Valley Connect 3.0 update including peer comparison, scenarios, and vision and goals.

During discussion, RAC members thought it would be helpful to include information on the following:

- Include information on what is the return on investment, and not necessarily monetary return
- Explain what a GOOD system would work like.
- Include congestion comparisons
- Compare the service Spokane has and the economic impact/comparison to what VRT has.

E. INFORMATION: Title VI Activity Update

Duane Wakan gave a brief report on current Title VI activities and presented a proposed timeline to update the 2027-2029 Title VI Program.

VI. Department/Staff Reports**A. INFORMATION: Department/Staff Reports**

The most current department/staff reports were included in the packet for information. Regional Advisory council members were encouraged to read them as they contain valuable information.

VII. Adjournment – The meeting was adjourned at 11:01.

**Next Regional Advisory Council Meeting is joint with the Executive Board
March 3, 2024**
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Item III. A.

Executive Board Meeting Minutes

January 06, 2025

11:30 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho and via MS Teams

Video recording of the meeting can be found at: <https://www.youtube.com/watch?v=OS2YGsaXTtk>

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

I. **Calling of the Roll** – Chair Jarom Wagoner called the meeting to order at 11:31, with a quorum present by phone and in person.

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

III. **Consent Agenda**

Items on the consent agenda consisted of the following:

A. **ACTION: Transportation Improvement Program FY25-FY29**

RESOLUTION VEB25-002Transportation Improvement Program for FY25-FY29

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

- IV. Public Comments** – Ken Pidjeon suggested staff include revenue per passenger per mile and hour be added to performance measures to indicate what routes are lagging in revenue and break out by city and county.

V. Executive Board - Action Items

A. ACTION: Performance Report Updated Layout

During discussion, board members explained what information to include in the reports that would be helpful to them, as a jurisdiction, to make budget decisions around public transportation, including frequency of reports and the new layout design.

Following discussion, Debbie Kling moved to recommend the new performance report layout to the Board of Directors for approval; Dale Reynolds seconded. The motion passed unanimously.

B. ACTION: Bus Stop Bench Procurement from Creative Outdoor Advertising

RESOLUTION VEB25-001 Bus Stop Bench Procurement from Creative Outdoor Advertising and corresponding Authorization for Expenditure

Following discussion, Lauren McLean moved to approve RESOLUTION VEB25-001 and corresponding Authorization for Expenditure for Bus Stop Bench Procurement from Creative Outdoor Advertising; Debbie Kling seconded. The motion passed unanimously.

VI. Executive Board - Information Items - none

VII. Adjournment – The meeting was adjourned at 12:10.

Next VRT Executive Board Meeting:

February 2, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

January 21, 2025

9:00 AM

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	David White	Brad Alvaro, VRT
Laylo Hamund		Paula Cromie, VRT
Samantha Kenney		Elaine Clegg, VRT
Terri Lindenberg		Kate Dahl, VRT
Andrew Mills		Jeannette Ezell, VRT
Mary Beth Nutting		Jeremy Gianchetta, VRT
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Theresa Vawter		Rob Lowe, VRT
		Nick Moran, VRT
		James Mundell, VRT
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**Next Regional Advisory Council Meeting is joint with the Executive Board
March 3, 2024**
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Item III. C.



VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

Appointment Elaine Clegg to Boise Municipal Health Care Trust RESOLUTION VBD25-004

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING APPOINTMENT OF ELAINE CLEGG, VRT CHIEF EXECUTIVE OFFICE, TO THE BOISE CITY MUNICIPAL HEALTH CARE TRUST (BMHCT) AS A NON-VOTING MEMBER AND RESCINDING RESOLUTION VEB24-006 APPOINTING CAMERON WELLS

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, there currently exists that certain Joint Powers Agreement by and between the City of Boise City (“City”) and Valley Regional Transit (“VRT”), with the Effective Date of September 10, 2013 (the “Joint Powers Agreement”), the purpose of which is to provide for a joint public agency self-funded health care plan; and

WHEREAS, City and VRT, under the Joint Powers Agreement, have established and created the Boise Municipal Health Care Trust (“BMHCT”) which together with a separate joint employee health care plan trust agreement, effective January 1, 2014, entered into between City, VRT, and BMHCT (the “BMHCT Trust Agreement”) comprise a joint public agency self-funded health care plan (“Plan”); and

WHEREAS, the Community Planning Association of Southwest Idaho (“COMPASS”) as approved by the COMPASS Board on 07/21/14, was added to the Joint Powers Agreement of the Boise Municipal Health Care Trust on 08/20/14 by VRT Resolution VBD14-016; and

WHEREAS, the Executive Board appointed Cameron Wells, Chief Financial Officer to represent Valley Regional Transit on the Boise Municipal Health Care Trust on December 2, 2024, per Resolution VEB24-006 and Cameron Wells is currently out on medical leave; and

WHEREAS, Elaine Clegg is qualified to serve and represent VRT’s interests and duties as the appointee for the Trust as VRT is required to have a member to fill the vacant position, and

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

Transit pursuant to Chapter 21, Title 40.

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

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

Section 1. That the Executive Board of Valley Regional Transit approves appointing Elaine Clegg, VRT Chief Executive Officer, to the Boise Municipal Health Care Trust.

Section 2. That in approving this resolution, it will rescind Resolution VEB24-006 appointing Cameron Wells as the representative to the BMHCT.

Section 2. That this Resolution VEB25-004 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 3rd day of March 2025.

APPROVED by the Executive Board Chair this 3rd day of March 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR





TOPIC	Payment Register
DATE	March 3, 2025
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Executive Board will have the opportunity to review and consider accepting the December 16, 2024 to February 15, 2025 payment register.

Summary

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

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

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

More Information

Attachments:

December 16, 2024 to February 15, 2025 payment register

For detailed information, contact:

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

Payment Register 12/16/24 - 2/15/25

Payment Number	Payment Date	Vendor Name	Invoice Amount	Purchasing Category
100213	2024-12-23	Access Idaho-26682	42.96	Employee_Screening
100250	2025-02-14	Access Idaho-26682	53.28	Employee_Screening
51225	2024-12-23	AdaRide.Com, LLC	5,192.00	Services
51289	2025-02-07	AdaRide.Com, LLC	6,564.00	Services
51221	2024-12-23	Advanced Communications, Inc	5,650.00	Subscriptions
51221	2024-12-23	Advanced Communications, Inc	7,545.00	Subscriptions
51436	2025-02-14	Alexander Clark Printing	1,403.00	Marketing
51436	2025-02-14	Alexander Clark Printing	-17.50	On-Call_Printing_Services
51421	2025-02-14	All-Pro Commercial Cleaning, LLC	1,905.50	Services
51421	2025-02-14	All-Pro Commercial Cleaning, LLC	4,763.75	Services
51421	2025-02-14	All-Pro Commercial Cleaning, LLC	1,905.50	Services
51421	2025-02-14	All-Pro Commercial Cleaning, LLC	4,763.75	Services
51421	2025-02-14	All-Pro Commercial Cleaning, LLC	935.00	Services
51421	2025-02-14	All-Pro Commercial Cleaning, LLC	490.00	Services
51411	2025-02-14	Alternative Hose	36.81	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	26.72	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	79.99	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	289.50	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	19.98	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	39.90	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	27.71	Department_Supplies
51267	2025-01-27	AMAZON.COM SERVICES, INC.	15.70	Department_Supplies
51403	2025-02-14	AMAZON.COM SERVICES, INC.	23.75	Department_Supplies
51403	2025-02-14	AMAZON.COM SERVICES, INC.	103.49	Department_Supplies
51403	2025-02-14	AMAZON.COM SERVICES, INC.	89.99	Department_Supplies
100256	2025-02-14	AmeriTran Service Corporation dba	1,205.00	Services
100256	2025-02-14	AmeriTran Service Corporation dba	515.00	Services
51277	2025-02-07	Anthony, Elizabeth	87.12	Transportation_Services
51277	2025-02-07	Anthony, Elizabeth	37.34	Transportation_Services
51383	2025-02-14	ARI Phoenix, Inc.	12,076.30	Department_Supplies
51242	2025-01-03	Ashbrook, Lewis	50.00	Reimbursement
51323	2025-02-07	Ashbrook, Lewis	50.00	Reimbursement
51405	2025-02-14	Atlas Technical Consultants LLC	7,411.30	Engineering_Consultants
51420	2025-02-14	ATS Inland NW	8,913.00	Services
51370	2025-02-14	Avero, LLC	3,460.00	IT_Software
51370	2025-02-14	Avero, LLC	4,280.00	IT_Software
51370	2025-02-14	Avero, LLC	13,080.00	Services
51370	2025-02-14	Avero, LLC	10,605.00	Services
51330	2025-02-11	A-Z Bus Sales, Inc	6,432.49	Vehicle_Maintenance
51330	2025-02-11	A-Z Bus Sales, Inc	556.74	Parts
51376	2025-02-14	A-Z Bus Sales, Inc	49.81	Parts
51376	2025-02-14	A-Z Bus Sales, Inc	1,782.06	Special_parts
51376	2025-02-14	A-Z Bus Sales, Inc	453.90	Parts
100221	2024-12-23	Bailey, William	63.55	Reimbursement
51276	2025-02-07	Barber, Richard P	62.88	Transportation_Services
51276	2025-02-07	Barber, Richard P	83.19	Transportation_Services
51276	2025-02-07	Barber, Richard P	65.50	Transportation_Services
100229	2025-01-15	Benson, James	174.89	Transportation_Services
51305	2025-02-07	BOISE BIOHAZARD SERVICES, LLC	750.00	Vehicle_Maintenance
100211	2024-12-23	Boise City Utility Billing	421.45	Utilities
100228	2025-01-14	Boise City Utility Billing	421.45	Utilities
100248	2025-02-14	Boise City Utility Billing	381.72	Utilities
51326	2025-02-07	Boise Metro Chamber Commerce	125.00	Membership
51279	2025-02-07	Boise Municipal Health Care Trust	64,765.60	Insurance premiums
51356	2025-02-14	Boise Municipal Health Care Trust	66,539.09	Insurance premiums
51363	2025-02-14	Boise Peterbilt	563.22	Parts
51363	2025-02-14	Boise Peterbilt	68.88	Parts
51375	2025-02-14	Brady Industries of Nevada, LLC	324.71	Janitorial_and_Toiletry_Supplies
51375	2025-02-14	Brady Industries of Nevada, LLC	321.10	Janitorial_and_Toiletry_Supplies
100232	2025-01-15	Bulen, Phillip	21.18	Reimbursement
100212	2024-12-23	Cable One Inc	161.64	Utilities
100227	2025-01-14	Cable One Inc	173.64	Utilities

100249	2025-02-14	Cable One Inc	169.64 Utilities
51227	2024-12-23	Career Uniforms Partners	113.30 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	101.90 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	308.80 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	48.56 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	90.00 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	29.90 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	11.95 Uniforms_and_Accessories
51227	2024-12-23	Career Uniforms Partners	55.50 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	118.80 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	149.80 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	179.45 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	191.60 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	125.60 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	334.90 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	35.80 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	441.75 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	286.05 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	174.20 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	18.95 Uniforms_and_Accessories
51332	2025-02-11	Career Uniforms Partners	259.55 Uniforms_and_Accessories
51229	2024-12-23	Catapult3, Inc.	6,260.80 Graphic_Wrap_for_Bus
51229	2024-12-23	Catapult3, Inc.	3,845.14 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	2,517.55 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	604.16 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	4,596.50 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	5,767.71 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	12,521.60 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	125.00 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	6,260.80 Graphic_Wrap_for_Bus
51395	2025-02-14	Catapult3, Inc.	3,480.00 Marketing
51294	2025-02-07	Center for Transportation & Environment	6,000.00 Engineering_Consultants
51385	2025-02-14	Center for Transportation & Environment	6,000.00 Engineering_Consultants
51250	2025-01-14	CenturyLink	375.07 Phone services
51250	2025-01-14	CenturyLink	31.93 Phone services
51250	2025-01-14	CenturyLink	79.86 Phone services
51250	2025-01-14	CenturyLink	399.15 Phone services
51250	2025-01-14	CenturyLink	311.48 Phone services
51250	2025-01-14	CenturyLink	184.59 Phone services
51278	2025-02-07	CenturyLink	311.82 Phone services
51355	2025-02-14	CenturyLink	375.42 Phone services
51355	2025-02-14	CenturyLink	63.86 Phone services
51355	2025-02-14	CenturyLink	399.58 Phone services
51253	2025-01-15	Charles Hill	3.00 Reimbursement
51314	2025-02-07	Charles Simmons	1,241.00 Benches
51314	2025-02-07	Charles Simmons	8,700.00 Benches
51336	2025-02-11	Christensen, Inc	4,285.62 Fuel
51336	2025-02-11	Christensen, Inc	4,671.95 Fuel
51336	2025-02-11	Christensen, Inc	749.10 Oil_&_Lubes
51407	2025-02-14	City of Boise	9,240.50 Utilities
100209	2024-12-23	City of Caldwell Water Department	128.87 Utilities
100226	2025-01-14	City of Caldwell Water Department	79.60 Utilities
100226	2025-01-14	City of Caldwell Water Department	128.87 Utilities
100247	2025-02-14	City of Caldwell Water Department	81.75 Utilities
100247	2025-02-14	City of Caldwell Water Department	128.87 Utilities
100225	2025-01-14	City of Garden City	74.10 Utilities
100244	2025-02-14	City of Garden City	84.75 Utilities
51215	2024-12-23	Clampitt, Brent	68.86 Reimbursement
51316	2025-02-07	Clampitt, Brent	315.18 Reimbursement
51234	2024-12-23	Clean Energy	15,105.76 CNG
51312	2025-02-07	Clean Energy	16,798.63 CNG
51312	2025-02-07	Clean Energy	7,774.00 Services
51312	2025-02-07	Clean Energy	7,774.00 Services
51361	2025-02-14	Coach & Equipment Manufacturing, Inc	269.17 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	392.24 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	85.00 Auto_Parts

51339	2025-02-11	Commercial Tire, Inc	2,306.50 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	231.50 Tires_and_Services
51339	2025-02-11	Commercial Tire, Inc	192.99 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	27.02 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	170.44 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	1,861.74 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	199.56 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	525.48 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	363.55 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	1,768.16 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	1,004.69 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	31.41 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	184.93 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	101.30 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	453.94 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	499.67 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	1,537.38 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	2,920.28 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	1,537.38 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	1,057.62 Tires_and_Services
51428	2025-02-14	Commercial Tire, Inc	32.00 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	1,645.78 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	1,016.00 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	1,586.38 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	1,115.22 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	371.74 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	99.95 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	912.18 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	912.18 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	342.24 Vehicle_Maintenance
51339	2025-02-11	Commercial Tire, Inc	429.69 Auto_Parts
51339	2025-02-11	Commercial Tire, Inc	686.28 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	830.48 Auto_Parts
51428	2025-02-14	Commercial Tire, Inc	386.95 Vehicle_Maintenance
51428	2025-02-14	Commercial Tire, Inc	1,427.96 Parts
51438	2025-02-14	COMPASS	2,513.15 Reimbursement
51399	2025-02-14	CompuNet, Inc	3,487.50 Subrecipient_Capital
51213	2024-12-23	Computer Aid, Inc	13,612.50 IT_Services
51213	2024-12-23	Computer Aid, Inc	12,787.50 IT_Services
51261	2025-01-22	Corrie Washington	50.00 Reimbursement
51261	2025-01-22	Corrie Washington	475.26 Reimbursement
51261	2025-01-22	Corrie Washington	50.00 Reimbursement
51351	2025-02-13	Corrie Washington	50.00 Reimbursement
51263	2025-01-27	CSHQA	150.95 Engineering_Consultants
51299	2025-02-07	Curtis Clean Sweep	275.00 Services
51394	2025-02-14	Curtis Clean Sweep	165.00 Services
51282	2025-02-07	Custom Care Pest Services	95.00 Services
51282	2025-02-07	Custom Care Pest Services	95.00 Services
51367	2025-02-14	Cybersource Corporation	310.00 Services
51367	2025-02-14	Cybersource Corporation	310.00 Services
100218	2024-12-23	D & A Door & Specialities, Inc	525.00 Services
100255	2025-02-14	D & A Door & Specialities, Inc	4,462.59 Services
100206	2024-12-23	D & B Supply Co., Inc.	99.98 Department_Supplies
100254	2025-02-14	David Gregory Sherman	250.00 Services
100254	2025-02-14	David Gregory Sherman	250.00 Services
51254	2025-01-15	Deanna Hassan	50.00 Reimbursement
51325	2025-02-07	Deanna Hassan	50.00 Reimbursement
51248	2025-01-03	Deborah Bassham	120.00 Reimbursement
51380	2025-02-14	Delerrok, Inc.	2,374.90 Subscriptions
51380	2025-02-14	Delerrok, Inc.	1,266.80 Subscriptions
51365	2025-02-14	Dell Marketing LP	4,553.43 Department_Supplies
51391	2025-02-14	Dennis Dillon Auto Park	46.35 Parts
51241	2025-01-03	Diana Fletcher	567.60 Reimbursement
51342	2025-02-12	Diana Fletcher	460.00 Reimbursement
51435	2025-02-14	Discountcell, Inc	11,182.50 IT_Operations_&_Maintenance
51400	2025-02-14	DMC Sales	103.28 Parts

51400	2025-02-14	DMC Sales	1,157.87 Parts
100230	2025-01-15	Dow, Stephen	103.34 Reimbursement
51431	2025-02-14	DS Services of America, Inc.	20.70 Services
51434	2025-02-13	Dwaine S Lee, LLC	137.50 Services
51434	2025-02-13	Dwaine S Lee, LLC	135.00 Services
51218	2024-12-23	Dyna Parts LLC	71.30 Department_Supplies
51218	2024-12-23	Dyna Parts LLC	49.70 Department_Supplies
51349	2025-02-13	Dyna Parts LLC	243.92 Parts
51350	2025-02-13	Dyna Parts LLC	33.46 Parts
51350	2025-02-13	Dyna Parts LLC	20.60 Vehicle_Maintenance
51378	2025-02-14	Ecolube Recovery, LLC.	90.00 Department_Supplies
51236	2025-01-03	Elaine Clegg	218.56 Reimbursement
51236	2025-01-03	Elaine Clegg	10.00 Reimbursement
51226	2024-12-23	Elliott Auto Supply Co., Inc	18.04 Vehicle_Maintenance
51226	2024-12-23	Elliott Auto Supply Co., Inc	30.84 Vehicle_Maintenance
100257	2025-02-14	Emling, Max	50.00 Reimbursement
51284	2025-02-07	ETA Phi Systems, Inc.	14,400.00 Subscriptions
51284	2025-02-07	ETA Phi Systems, Inc.	7,671.00 Subscriptions
51284	2025-02-07	ETA Phi Systems, Inc.	7,671.40 Subscriptions
51262	2025-01-27	Everbases Solutions LLC	125.00 Services
51262	2025-01-27	Everbases Solutions LLC	125.00 Services
51283	2025-02-07	Everbases Solutions LLC	39,590.00 IT_Hardware
51364	2025-02-14	Everbases Solutions LLC	125.00 IT_Hardware
51364	2025-02-14	Everbases Solutions LLC	250.00 Services
51364	2025-02-14	Everbases Solutions LLC	1,531.00 Services
51364	2025-02-14	Everbases Solutions LLC	187.50 Services
51364	2025-02-14	Everbases Solutions LLC	187.50 Services
51331	2025-02-11	FASTENAL	89.39 Department_Supplies
51287	2025-02-07	First Transit	29,602.00 Services
51304	2025-02-07	FOURTHSQUARE LLC	51,814.00 Services
51304	2025-02-07	FOURTHSQUARE LLC	29,400.00 Services
51404	2025-02-14	FOURTHSQUARE LLC	34,925.00 Services
51404	2025-02-14	FOURTHSQUARE LLC	11,776.00 Services
51239	2025-01-03	Frank Kronenbitter	50.00 Reimbursement
51345	2025-02-13	Frank Kronenbitter	50.00 Reimbursement
51424	2025-02-14	Full Service Glass LLC	356.55 Services
51424	2025-02-14	Full Service Glass LLC	296.76 Vehicle_Maintenance
51424	2025-02-14	Full Service Glass LLC	653.65 Vehicle_Maintenance
100233	2025-01-15	Gates, Martin	100.16 Reimbursement
51387	2025-02-14	Gem State Paper & Supply	5,394.30 Department_Supplies
51387	2025-02-14	Gem State Paper & Supply	133.33 Department_Supplies
51417	2025-02-14	Genfare, LLC	899.55 Parts
51223	2024-12-23	Gillig, LLC	3,992.35 Auto_Parts
51373	2025-02-14	Gillig, LLC	559.38 Auto_Parts
51223	2024-12-23	Gillig, LLC	6,348.78 Auto_Parts
51373	2025-02-14	Gillig, LLC	650.18 Parts
51373	2025-02-14	Gillig, LLC	562.06 Parts
51373	2025-02-14	Gillig, LLC	2,664.87 Auto_Parts
51373	2025-02-14	Gillig, LLC	107.88 Parts
51373	2025-02-14	Gillig, LLC	293.70 Parts
51373	2025-02-14	Gillig, LLC	1,072.21 Parts
51373	2025-02-14	Gillig, LLC	225.50 Parts
51373	2025-02-14	Gillig, LLC	451.26 Auto_Parts
51373	2025-02-14	Gillig, LLC	1,614.57 Parts
51373	2025-02-14	Gillig, LLC	2,094.03 Parts
51373	2025-02-14	Gillig, LLC	1,031.99 Parts
51373	2025-02-14	Gillig, LLC	1,148.90 Special_parts
51373	2025-02-14	Gillig, LLC	308.49 Auto_Parts
51373	2025-02-14	Gillig, LLC	1,901.44 Parts
51373	2025-02-14	Gillig, LLC	83.88 Department_Supplies
51373	2025-02-14	Gillig, LLC	1,622.59 Parts
51373	2025-02-14	Gillig, LLC	196.39 Parts
51373	2025-02-14	Gillig, LLC	129.72 Parts
51373	2025-02-14	Gillig, LLC	203.00 Parts
51373	2025-02-14	Gillig, LLC	249.90 Parts
51373	2025-02-14	Gillig, LLC	1,293.12 Parts

51224	2024-12-23	Grainger Inc	328.80 Department_Supplies
51224	2024-12-23	Grainger Inc	349.98 Department_Supplies
51224	2024-12-23	Grainger Inc	2,835.92 Department_Supplies
51224	2024-12-23	Grainger Inc	280.47 Department_Supplies
51224	2024-12-23	Grainger Inc	-157.84 Department_Supplies
51224	2024-12-23	Grainger Inc	-157.84 Department_Supplies
51377	2025-02-14	Grainger Inc	99.56 Department_Supplies
51377	2025-02-14	Grainger Inc	154.20 Department_Supplies
51377	2025-02-14	Grainger Inc	141.88 Department_Supplies
51377	2025-02-14	Grainger Inc	57.14 Vehicle_Maintenance
51235	2025-01-03	Gregg Eisenberg	834.57 Reimbursement
51235	2025-01-03	Gregg Eisenberg	50.00 Reimbursement
51318	2025-02-07	Gregg Eisenberg	453.71 Reimbursement
51344	2025-02-13	Gregg Eisenberg	50.00 Reimbursement
100220	2024-12-23	Grover Electric & Plumbing	22.05 Services
100236	2025-01-15	Hall, Willard	103.34 Reimbursement
51216	2024-12-23	Harbor Freight Tools	58.78 Department_Supplies
51322	2025-02-07	Harbor Freight Tools	344.97 Department_Supplies
51228	2024-12-23	Hawley Troxell Ennis & Hawley	116.00 Services
51228	2024-12-23	Hawley Troxell Ennis & Hawley	82.00 Services
51228	2024-12-23	Hawley Troxell Ennis & Hawley	2,281.50 Services
51388	2025-02-14	Hawley Troxell Ennis & Hawley	2,403.00 Services
51388	2025-02-14	Hawley Troxell Ennis & Hawley	197.50 Services
51388	2025-02-14	Hawley Troxell Ennis & Hawley	118.00 Services
51388	2025-02-14	Hawley Troxell Ennis & Hawley	535.50 Services
51388	2025-02-14	Hawley Troxell Ennis & Hawley	680.00 Services
51291	2025-02-07	HDR Engineering, Inc	34,108.06 Consulting_Services
51291	2025-02-07	HDR Engineering, Inc	18,534.10 Consulting_Services
51382	2025-02-14	HDR Engineering, Inc	7,486.34 Consulting_Services
100242	2025-02-11	Helm LLC	800.00 Subscriptions
51366	2025-02-14	HI-Line	496.55 Department_Supplies
51366	2025-02-14	HI-Line	83.94 Department_Supplies
51366	2025-02-14	HI-Line	487.36 Department_Supplies
51366	2025-02-14	HI-Line	435.11 Department_Supplies
51366	2025-02-14	HI-Line	184.03 Department_Supplies
51249	2025-01-03	Hoffman, Chris	168.31 Reimbursement
51230	2024-12-23	Hot Shots, Inc.	1,110.24 Other_Expenses
51302	2025-02-07	Hot Shots, Inc.	1,171.00 Other_Expenses
100210	2024-12-23	Idaho Correctional Industries	156.93 Signage
51219	2024-12-23	Idaho Power	602.31 Utilities
51281	2025-02-07	Idaho Power	636.74 Utilities
51251	2025-01-14	Idaho Power	17.38 Utilities
51359	2025-02-14	Idaho Power	18.03 Utilities
51251	2025-01-14	Idaho Power	11,808.47 Utilities
51359	2025-02-14	Idaho Power	12,461.10 Utilities
51219	2024-12-23	Idaho Power	2,986.67 Utilities
51281	2025-02-07	Idaho Power	3,216.81 Utilities
51251	2025-01-14	Idaho Power	1,519.55 Utilities
51251	2025-01-14	Idaho Power	1,457.27 Utilities
51233	2024-12-23	Idaho Records Management, LLC	55.00 Services
51412	2025-02-14	Idaho Records Management, LLC	55.00 Services
51258	2025-01-17	Idaho Site Works, LLC	221,346.20 Construction
51275	2025-02-07	Idaho Site Works, LLC	176,719.00 Construction
51348	2025-02-13	Idaho Site Works, LLC	9,301.00 Construction
51348	2025-02-13	Idaho Site Works, LLC	11,649.80 Construction
51348	2025-02-13	Idaho Site Works, LLC	3,484.50 Construction
51348	2025-02-13	Idaho Site Works, LLC	3,699.65 Construction
51348	2025-02-13	Idaho Site Works, LLC	66,205.50 Construction
51348	2025-02-13	Idaho Site Works, LLC	8,684.45 Construction
51348	2025-02-13	Idaho Site Works, LLC	6,129.90 Construction
100222	2024-12-23	Idaho Springs, LLC	25.09 Water
100241	2025-02-07	Idaho Springs, LLC	65.63 Water
51220	2024-12-23	In The Bag Promotions	2,457.00 SWAG
51220	2024-12-23	In The Bag Promotions	590.74 SWAG
51285	2025-02-07	In The Bag Promotions	337.64 SWAG
51352	2025-02-13	Information & Computing Services, Inc	5,963.00 EAM_Software_for_Maintenance

100205	2024-12-18	Intermountain Claims, Inc	685.10 Premiums
51433	2025-02-13	Intermountain Communications of	1,300.50 IT_Hardware
51433	2025-02-13	Intermountain Communications of	835.00 IT_Hardware
51433	2025-02-13	Intermountain Communications of	474.30 IT_Hardware
51433	2025-02-13	Intermountain Communications of	720.00 IT_Hardware
51433	2025-02-13	Intermountain Communications of	1,300.50 IT_Hardware
51433	2025-02-13	Intermountain Communications of	-4,326.40 IT_Hardware
51252	2025-01-14	Intermountain Gas	14,484.52 Utilities
51296	2025-02-07	Intermountain Gas	587.00 Utilities
51296	2025-02-07	Intermountain Gas	302.34 Utilities
51296	2025-02-07	Intermountain Gas	312.78 Utilities
51296	2025-02-07	Intermountain Gas	472.14 Utilities
51296	2025-02-07	Intermountain Gas	1,106.58 Utilities
51296	2025-02-07	Intermountain Gas	1,071.68 Utilities
51296	2025-02-07	Intermountain Gas	273.22 Utilities
51296	2025-02-07	Intermountain Gas	3,145.05 Utilities
51296	2025-02-07	Intermountain Gas	235.29 Utilities
51310	2025-02-07	INTERMOUNTAIN HOME SERVICES,	659.00 Services
51310	2025-02-07	INTERMOUNTAIN HOME SERVICES,	184.00 Services
100258	2025-02-14	Ivie, Terry	48.72 Reimbursement
51311	2025-02-07	Jacobs Engineering Group, Inc.	21,035.25 Consulting_Services
51311	2025-02-07	Jacobs Engineering Group, Inc.	31,881.84 Consulting_Services
51425	2025-02-14	Jacobs Engineering Group, Inc.	11,660.66 Consulting_Services
51440	2025-02-14	Jacobs Engineering Group, Inc.	119,544.14 Reimbursement
100223	2025-01-07	Jeffrey Jackson	1,252.59 Engineering_Consultants
51222	2024-12-23	Jeremy Ricky	757.72 Rides_to_Wellness
51288	2025-02-07	Jeremy Ricky	454.00 Rides_to_Wellness
51288	2025-02-07	Jeremy Ricky	15,685.68 Rides_to_Wellness
51222	2024-12-23	Jeremy Ricky	15,820.04 Rides_to_Wellness
51372	2025-02-14	Jeremy Ricky	4,202.72 Rides_to_Wellness
51372	2025-02-14	Jeremy Ricky	19,235.76 Rides_to_Wellness
51372	2025-02-14	Jeremy Ricky	6,486.12 SCRIP
51372	2025-02-14	Jeremy Ricky	1,987.08 Rides_to_Wellness
51222	2024-12-23	Jeremy Ricky	138.32 Rides_to_Wellness
51290	2025-02-07	John Lance Giles	10,000.00 Consulting_Services
51306	2025-02-07	Johnson Controls US Holdings INC	1,199.90 Fire_Protection_Services
51306	2025-02-07	Johnson Controls US Holdings INC	405.82 Services
51260	2025-01-22	Joshua Smith	50.00 Reimbursement
51260	2025-01-22	Joshua Smith	50.00 Reimbursement
51343	2025-02-12	Joshua Smith	430.00 Reimbursement
51343	2025-02-12	Joshua Smith	50.00 Reimbursement
51238	2025-01-03	Kathleen Godfrey	64.22 Reimbursement
51319	2025-02-07	Kathleen Godfrey	83.72 Reimbursement
51333	2025-02-11	Kenworth Sales	332.62 Parts
51333	2025-02-11	Kenworth Sales	103.78 Special_parts
51333	2025-02-11	Kenworth Sales	2,630.21 Parts
51389	2025-02-14	Kenworth Sales	2,646.89 Parts
51333	2025-02-11	Kenworth Sales	597.47 Parts
51333	2025-02-11	Kenworth Sales	369.87 Parts
51389	2025-02-14	Kenworth Sales	507.92 Parts
51389	2025-02-14	Kenworth Sales	2,088.79 Parts
51389	2025-02-14	Kenworth Sales	6,135.65 Parts
51333	2025-02-11	Kenworth Sales	433.94 Parts
51333	2025-02-11	Kenworth Sales	235.74 Parts
51333	2025-02-11	Kenworth Sales	44.90 Parts
51389	2025-02-14	Kenworth Sales	267.84 Parts
51333	2025-02-11	Kenworth Sales	-12.50 Parts
51212	2024-12-23	Kimley-Horn & Associates, Inc	16,580.00 Consulting_Services
51246	2025-01-03	Klementson, Luther	84.79 Reimbursement
51256	2025-01-15	Koshmerl, Tim	35.00 Reimbursement
51240	2025-01-03	Kristina Kroupa	50.00 Reimbursement
51346	2025-02-13	Kristina Kroupa	50.00 Reimbursement
51264	2025-01-27	Kuna Senior Citizen Inc	3,953.07 Senior_Services
51392	2025-02-14	Kuna Senior Citizen Inc	4,279.77 Senior_Services
51416	2025-02-14	LAMAR AIRPORT ADVERTISING CO.	1,600.00 Marketing
51416	2025-02-14	LAMAR AIRPORT ADVERTISING CO.	1,600.00 Marketing

51280	2025-02-07	Language Line Solutions	146.85 Services
51247	2025-01-03	Leandro Cano	120.00 Reimbursement
100253	2025-02-14	Leonard Petroleum Equipment, LLC	187.50 Services
100253	2025-02-14	Leonard Petroleum Equipment, LLC	359.50 Services
51237	2025-01-03	Leslie Pedrosa	85.09 Reimbursement
51274	2025-02-07	Leslie Pedrosa	542.80 Reimbursement
51274	2025-02-07	Leslie Pedrosa	56.70 Reimbursement
51337	2025-02-11	Lift-U	1,057.36 Parts
51423	2025-02-14	Lithia Motors Payment Processing	162.92 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	167.17 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	283.50 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	923.74 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	305.45 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	38.48 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	420.58 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	37.16 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	1,352.51 Parts
51423	2025-02-14	Lithia Motors Payment Processing	785.56 Parts
51423	2025-02-14	Lithia Motors Payment Processing	327.84 Parts
51423	2025-02-14	Lithia Motors Payment Processing	204.91 Parts
51423	2025-02-14	Lithia Motors Payment Processing	450.93 Parts
51423	2025-02-14	Lithia Motors Payment Processing	36.17 Special_parts
51423	2025-02-14	Lithia Motors Payment Processing	60.67 Special_parts
51423	2025-02-14	Lithia Motors Payment Processing	204.91 Parts
51423	2025-02-14	Lithia Motors Payment Processing	327.84 Parts
51423	2025-02-14	Lithia Motors Payment Processing	81.46 Auto_Parts
51423	2025-02-14	Lithia Motors Payment Processing	210.00 Parts
51423	2025-02-14	Lithia Motors Payment Processing	54.69 Parts
51423	2025-02-14	Lithia Motors Payment Processing	16.98 Parts
51423	2025-02-14	Lithia Motors Payment Processing	65.16 Parts
51423	2025-02-14	Lithia Motors Payment Processing	90.93 Parts
51423	2025-02-14	Lithia Motors Payment Processing	-100.00 Parts
51423	2025-02-14	Lithia Motors Payment Processing	-97.74 Parts
51423	2025-02-14	Lithia Motors Payment Processing	-93.32 Parts
51231	2024-12-23	Lizabeth C. Arkoosh	9,300.00 Leases_&_Rentals
51286	2025-02-07	Loomis Armored US, LLC	556.80 Services
51286	2025-02-07	Loomis Armored US, LLC	624.08 Services
100240	2025-02-07	Loretta Smith	50.00 Reimbursement
51273	2025-01-31	Lotus Boise Corp	500.00 Marketing
51273	2025-01-31	Lotus Boise Corp	500.00 Marketing
51328	2025-02-11	Lowe's Home Improvement	112.04 Department_Supplies
51328	2025-02-11	Lowe's Home Improvement	77.35 Department_Supplies
51328	2025-02-11	Lowe's Home Improvement	123.67 Department_Supplies
51328	2025-02-11	Lowe's Home Improvement	158.21 Department_Supplies
51328	2025-02-11	Lowe's Home Improvement	56.98 Department_Supplies
51328	2025-02-11	Lowe's Home Improvement	11.38 Department_Supplies
51328	2025-02-11	Lowe's Home Improvement	135.24 Vehicle_Maintenance
51328	2025-02-11	Lowe's Home Improvement	21.15 Vehicle_Maintenance
51358	2025-02-14	Lowe's Home Improvement	20.86 Department_Supplies
51358	2025-02-14	Lowe's Home Improvement	58.14 Department_Supplies
51358	2025-02-14	Lowe's Home Improvement	18.98 Department_Supplies
51358	2025-02-14	Lowe's Home Improvement	200.17 Department_Supplies
51358	2025-02-14	Lowe's Home Improvement	145.26 Vehicle_Maintenance
51358	2025-02-14	Lowe's Home Improvement	39.65 Vehicle_Maintenance
51371	2025-02-14	Lyft, Inc	3,533.01 Transportation_Services
51371	2025-02-14	Lyft, Inc	758.17 Transportation_Services
51371	2025-02-14	Lyft, Inc	4,004.77 Transportation_Services
51371	2025-02-14	Lyft, Inc	1,210.65 Transportation_Services
51371	2025-02-14	Lyft, Inc	3,864.57 Transportation_Services
51371	2025-02-14	Lyft, Inc	1,400.84 Transportation_Services
51371	2025-02-14	Lyft, Inc	3,841.71 Transportation_Services
51371	2025-02-14	Lyft, Inc	2,085.70 Transportation_Services
51293	2025-02-07	Mary M Johnson	470.00 Services
51293	2025-02-07	Mary M Johnson	850.00 Services
51293	2025-02-07	Mary M Johnson	875.00 Services
51243	2025-01-03	Maxwell, William	138.83 Reimbursement

51243	2025-01-03	Maxwell, William	50.00 Reimbursement
51324	2025-02-07	Maxwell, William	50.00 Reimbursement
51211	2024-12-17	McLarens, LLC	1,000.00 Premiums
51211	2024-12-17	McLarens, LLC	685.10 Premiums
51292	2025-02-07	McLarens, LLC	2,000.00 Premiums
100235	2025-01-15	Meier, Holly	64.91 Reimbursement
51209	2024-12-16	Melba Valley Senior Center	7,715.52 Senior_Services
51266	2025-01-27	Melba Valley Senior Center	8,578.44 Senior_Services
51244	2025-01-03	Mereacre, Tudor	59.55 Reimbursement
51265	2025-01-27	Meridian Senior Center	5,294.08 Senior_Services
51265	2025-01-27	Meridian Senior Center	8,514.88 Senior_Services
51297	2025-02-07	Metro Community Services	17,739.46 Services
100207	2024-12-23	Mills, Wayne	254.80 Reimbursement
100238	2025-02-07	Mills, Wayne	281.65 Reimbursement
100238	2025-02-07	Mills, Wayne	330.78 Reimbursement
51217	2024-12-23	Minert & Associates, Inc	244.00 Employee_Screening
51340	2025-02-11	Minert & Associates, Inc	236.00 Employee_Screening
51341	2025-02-11	Minert & Associates, Inc	122.00 Employee_Screening
51408	2025-02-14	Minuteman, Inc.	188.50 Services
51320	2025-02-07	Nicholas Moran	39.97 Reimbursement
51320	2025-02-07	Nicholas Moran	36.82 Reimbursement
51347	2025-02-13	Nicholas Moran	31.43 Reimbursement
51390	2025-02-14	Norco Inc	12.60 Department_Supplies
51390	2025-02-14	Norco Inc	13.02 Department_Supplies
51384	2025-02-14	Noregon Systems, LLC	590.00 Subscriptions
100237	2025-01-15	Oberman, Doreen	33.90 Reimbursement
51334	2025-02-11	ODP Business Solutions, LLC	11.75 Department_Supplies
51334	2025-02-11	ODP Business Solutions, LLC	92.09 Department_Supplies
51334	2025-02-11	ODP Business Solutions, LLC	39.83 Office_Supplies
51334	2025-02-11	ODP Business Solutions, LLC	53.16 Office_Supplies
51334	2025-02-11	ODP Business Solutions, LLC	99.99 Office_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	208.26 Department_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	158.98 Department_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	25.99 Department_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	66.51 Department_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	103.84 Department_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	6.55 Department_Supplies
51413	2025-02-14	ODP Business Solutions, LLC	106.44 Office_Supplies
100239	2025-02-07	Omanovic, Asim	213.70 Reimbursement
51410	2025-02-14	O'Reilly Auto Enterprises, LLC	32.76 Department_Supplies
51410	2025-02-14	O'Reilly Auto Enterprises, LLC	45.42 Department_Supplies
51410	2025-02-14	O'Reilly Auto Enterprises, LLC	22.83 Department_Supplies
51379	2025-02-14	O'Reilly Auto Parts	3.73 Department_Supplies
51379	2025-02-14	O'Reilly Auto Parts	15.68 Department_Supplies
51379	2025-02-14	O'Reilly Auto Parts	16.98 Parts
51379	2025-02-14	O'Reilly Auto Parts	156.00 Parts
51379	2025-02-14	O'Reilly Auto Parts	351.44 Parts
51379	2025-02-14	O'Reilly Auto Parts	173.99 Parts
51379	2025-02-14	O'Reilly Auto Parts	59.81 Parts
51379	2025-02-14	O'Reilly Auto Parts	-3.73 Parts
51210	2024-12-16	Pacific Office Automation	921.10 Leases_&_Rentals
51422	2025-02-14	Pacific Office Automation	589.18 Leases_&_Rentals
51422	2025-02-14	Pacific Office Automation	589.18 Leases_&_Rentals
51422	2025-02-14	Pacific Office Automation	804.00 Leases_&_Rentals
51422	2025-02-14	Pacific Office Automation	804.00 Leases_&_Rentals
51422	2025-02-14	Pacific Office Automation	1,353.33 Leases_&_Rentals
51422	2025-02-14	Pacific Office Automation	32.95 Leases_&_Rentals
51308	2025-02-07	Paragon Consulting, Inc	742.50 Engineering_Consultants
51308	2025-02-07	Paragon Consulting, Inc	6,142.50 Engineering_Consultants
51271	2025-01-31	Parma Senior Center	1,443.20 Senior_Services
100214	2024-12-23	Peak Industrial, Inc.	2,900.00 Parts
51309	2025-02-07	Pegasus ME Buyer, Inc; DBA Mythics. LLC	22,895.40 IT_Software
51335	2025-02-11	Pegasus ME Buyer, Inc; DBA Mythics. LLC	2,310.00 IT_Software
51335	2025-02-11	Pegasus ME Buyer, Inc; DBA Mythics. LLC	280.67 IT_Software
51335	2025-02-11	Pegasus ME Buyer, Inc; DBA Mythics. LLC	640.69 IT_Software
51418	2025-02-14	Phoenix Cars, LLC	109.75 Special_parts

100217	2024-12-23	Pioneer Irrigation District	429.24 Utilities
100219	2024-12-23	PNG Media LLC	196.54 Services
100243	2025-02-11	PNG Media LLC	72.10 Services
100245	2025-02-14	Primary Health Medical Group, LLC	425.00 Employee_Screening
100245	2025-02-14	Primary Health Medical Group, LLC	340.00 Employee_Screening
100245	2025-02-14	Primary Health Medical Group, LLC	170.00 Services
100245	2025-02-14	Primary Health Medical Group, LLC	85.00 Services
51298	2025-02-07	ProPeople	-869.79 Services
51298	2025-02-07	ProPeople	11,080.72 Services
51298	2025-02-07	ProPeople	1,542.24 Services
51298	2025-02-07	ProPeople	1,428.84 Services
51298	2025-02-07	ProPeople	10,865.35 Services
51393	2025-02-14	ProPeople	1,145.34 Services
51393	2025-02-14	ProPeople	6,730.21 Services
51393	2025-02-14	ProPeople	1,474.20 Services
51393	2025-02-14	ProPeople	8,903.14 Services
51393	2025-02-14	ProPeople	1,666.98 Services
51393	2025-02-14	ProPeople	11,941.39 Services
51393	2025-02-14	ProPeople	10,520.28 Services
51374	2025-02-14	Quench USA, Inc	57.00 Department_Supplies
51374	2025-02-14	Quench USA, Inc	289.95 Services
51374	2025-02-14	Quench USA, Inc	289.95 Services
51381	2025-02-14	RDK Corporation	168.00 Services
51381	2025-02-14	RDK Corporation	90.00 Services
51427	2025-02-14	Remix Technologies LLC	6,900.00 Subscriptions
51427	2025-02-14	Remix Technologies LLC	7,105.00 Subscriptions
51427	2025-02-14	Remix Technologies LLC	7,105.00 Subscriptions
51427	2025-02-14	Remix Technologies LLC	7,050.00 Subscriptions
51427	2025-02-14	Remix Technologies LLC	6,840.00 Subscriptions
51427	2025-02-14	Remix Technologies LLC	6,420.00 Subscriptions
100208	2024-12-23	Right! Systems, Inc.	717.66 Subscriptions
100246	2025-02-14	Right! Systems, Inc.	1,311.00 Subscriptions
100246	2025-02-14	Right! Systems, Inc.	2,706.00 Subscriptions
100246	2025-02-14	Right! Systems, Inc.	22,146.00 Subscriptions
51327	2025-02-07	Robert Lowe	393.72 Reimbursement
51315	2025-02-07	Rodgers, Trina	281.40 Reimbursement
51368	2025-02-14	Romaine Electric Corporation	2,276.76 Parts
51368	2025-02-14	Romaine Electric Corporation	714.00 Parts
51368	2025-02-14	Romaine Electric Corporation	56.24 Parts
51368	2025-02-14	Romaine Electric Corporation	168.72 Parts
51368	2025-02-14	Romaine Electric Corporation	357.00 Parts
51368	2025-02-14	Romaine Electric Corporation	442.64 Parts
51368	2025-02-14	Romaine Electric Corporation	565.25 Parts
51415	2025-02-14	Royce Industries, LLC	257.00 Services
51415	2025-02-14	Royce Industries, LLC	554.36 Services
51307	2025-02-07	SBLB, Limited Liability Company	5,015.00 Services
51406	2025-02-14	SBLBF, LLC	5,355.00 Services
100231	2025-01-15	Scheer, Jessie	39.11 Reimbursement
51426	2025-02-14	Shred-It USA- LLC	130.62 Services
51441	2025-02-14	Shred-It USA- LLC	131.20 Services
51441	2025-02-14	Shred-It USA- LLC	146.03 Services
51214	2024-12-23	SIJ Holdings	83.63 Services
51353	2025-02-13	SIJ Holdings	517.00 Services
51353	2025-02-13	SIJ Holdings	83.63 Services
51357	2025-02-14	Smith Power Products, Inc	789.92 Parts
51245	2025-01-03	Smith, Shayne	189.68 Reimbursement
51255	2025-01-15	Smith, Shayne	326.40 Reimbursement
51401	2025-02-14	Stoltz Marketing Group, Inc	1,268.75 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	288.75 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	805.00 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	2,537.50 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	6,623.75 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	12,000.00 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	1,443.75 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	245.00 Marketing
51401	2025-02-14	Stoltz Marketing Group, Inc	717.50 Marketing

51401	2025-02-14	Stoltz Marketing Group, Inc	3,851.75 Marketing
51303	2025-02-07	Syringa Networks, LLC	5,381.97 Internet_Service
51402	2025-02-14	Syringa Networks, LLC	5,383.44 Internet_Service
51419	2025-02-14	Tacoma Screw Products Inc.	8.43 Department_Supplies
51419	2025-02-14	Tacoma Screw Products Inc.	41.23 IT_Hardware
51419	2025-02-14	Tacoma Screw Products Inc.	341.25 Department_Supplies
100251	2025-02-14	The Bus Coalition	1,000.00 Subscriptions
51295	2025-02-07	The Car Park, LLC	75.00 Transportation_Services
51295	2025-02-07	The Car Park, LLC	75.00 Transportation_Services
51295	2025-02-07	The Car Park, LLC	825.00 Transportation_Services
51386	2025-02-14	Thermo Fluids, Inc.	85.50 Services
51432	2025-02-13	Thompson and Associates, Inc.	9,276.14 Consulting_Services
51362	2025-02-14	TK Elevator Corporation	655.56 Services
51317	2025-02-07	Travis Peterson	430.00 Reimbursement
51300	2025-02-07	Treasure Valley Coffee	78.35 Department_Supplies
51300	2025-02-07	Treasure Valley Coffee	127.55 Department_Supplies
51300	2025-02-07	Treasure Valley Coffee	128.08 Department_Supplies
51300	2025-02-07	Treasure Valley Coffee	224.40 Department_Supplies
51300	2025-02-07	Treasure Valley Coffee	254.25 Office_Supplies
51396	2025-02-14	Treasure Valley Coffee	67.35 Department_Supplies
51396	2025-02-14	Treasure Valley Coffee	67.35 Department_Supplies
51396	2025-02-14	Treasure Valley Coffee	67.35 Department_Supplies
51301	2025-02-07	Treasure Valley Transit	20,405.00 Sub-recipient
51398	2025-02-14	Treasure Valley Transit	22,085.00 Sub-recipient
51439	2025-02-14	Treasure Valley Transit	20,891.00 Sub-recipient
51329	2025-02-11	UniFirst	68.21 Department_Supplies
51338	2025-02-11	UniFirst	139.04 Uniform_Laundry_Services_and_Accessories
51329	2025-02-11	UniFirst	67.05 Department_Supplies
51329	2025-02-11	UniFirst	1.16 Department_Supplies
51338	2025-02-11	UniFirst	139.04 Uniform_Laundry_Services_and_Accessories
51329	2025-02-11	UniFirst	68.21 Department_Supplies
51338	2025-02-11	UniFirst	142.27 Uniform_Laundry_Services_and_Accessories
51329	2025-02-11	UniFirst	68.21 Department_Supplies
51338	2025-02-11	UniFirst	141.74 Uniform_Laundry_Services_and_Accessories
51329	2025-02-11	UniFirst	64.21 Department_Supplies
51338	2025-02-11	UniFirst	142.64 Uniform_Laundry_Services_and_Accessories
51329	2025-02-11	UniFirst	68.21 Department_Supplies
51338	2025-02-11	UniFirst	142.19 Uniform_Laundry_Services_and_Accessories
51313	2025-02-07	US Bank Plaza Condominium Assoc., Inc.	10,766.00 Leases_&_Rentals
51430	2025-02-14	US Bank Plaza Condominium Assoc., Inc.	10,766.00 Leases_&_Rentals
51442	2025-02-14	USABLE Life	2,288.91 Insurance premiums
100224	2025-01-14	Veolia Water Idaho	211.52 Utilities
51257	2025-01-15	Washington, Joshua	79.45 Reimbursement
100215	2024-12-23	Western Alliance for Economic Developme	300.00 Services
51397	2025-02-14	Western Mountain Bus Sales	133.76 Parts
51232	2024-12-23	Wex Bank	9,201.11 fuel
51259	2025-01-22	Wex Bank	332.87 Unleaded
51259	2025-01-22	Wex Bank	7,041.08 fuel
51409	2025-02-14	Wex Bank	8,299.50 fuel
51429	2025-02-14	Wex Bank	464.17 Unleaded
100216	2024-12-23	Wienhoff Drug Testing	200.00 Services
51269	2025-01-27	William (Travis) Fremont	10,862.66 Rides_to_Wellness
51269	2025-01-27	William (Travis) Fremont	4,538.80 Rides_to_Wellness
51269	2025-01-27	William (Travis) Fremont	1,046.23 Rides_to_Wellness
51369	2025-02-14	William Beard	486.00 Bus_Washing
51369	2025-02-14	William Beard	237.00 Bus_Washing
51369	2025-02-14	William Beard	509.00 Bus_Washing
51369	2025-02-14	William Beard	237.00 Bus_Washing
51369	2025-02-14	William Beard	505.00 Bus_Washing
51369	2025-02-14	William Beard	279.00 Bus_Washing
100234	2025-01-15	Winkel, Sullivan	148.39 Reimbursement
51360	2025-02-14	WSP USA Inc.	2,055.27 Engineering_Consultants
51268	2025-01-27	YB NOW LLC	5,355.00 Rides_to_Wellness
51268	2025-01-27	YB NOW LLC	628.84 Rides_to_Wellness

51268	2025-01-27	YBNOW LLC	268.52	Rides_to_Wellness
51414	2025-02-14	YESCO LLC	4,553.00	Miscellaneous_Expenses
51354	2025-02-13	Zenobe Americas EV Assetco LLC	11,666.68	Leases_&_Rentals
51354	2025-02-13	Zenobe Americas EV Assetco LLC	23,333.36	Leases_&_Rentals
			<u>2,243,948.85</u>	

This check register has undergone scrutiny and verification guaranteeing its integrity and accuracy. Each entry has been diligently reviewed ensuring financial transactions are true and accurate.

Nicholas Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER



TOPIC	2025 Transit Employee Appreciation Day Proclamation
DATE	March 3, 2025
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an action item. Staff is requesting that the VRT Executive Board officially recognizes March 18, 2025 as Transit Employee Appreciation Day, acknowledging:

“Throughout the year, and especially on Transit Employee Appreciation Day, we recognize and appreciate the dedicated hard work of the hundreds of people who keep the Treasure Valley moving: drivers and dispatchers, customer service agents and management staff, maintenance and facilities crews, cleaners and security personnel, finance and administrative professionals, planners and designers, communications and IT specialists, and more. The creativity, collaboration, and commitment VRT staff bring to their work moves thousands of people every day – connecting us all to work, school, appointments, communities, and culture. Our transit employees get you where you need to go, reducing congestion, pollution, and stress. They connect more people to more places more often, making the Treasure Valley a better place to live, work, and play. They keep the valley moving.”

Background

Transit Employee Appreciation Day is an event recognized by transit agencies and community organizations worldwide to celebrate the service of public transit employees.

In 2009, transit passengers in Seattle created Transit Driver Appreciation Day as a national event that recognizes the skills and talents bus operators bring to public transit every day. It was promoted by local transit-oriented blogs in Seattle, Virginia, and Washington, D.C. In 2014, TriMet renamed the celebration Transit Employee Appreciation Day to include rail operators, which was formally observed by the Amalgamated Transit Union, which helped it gain recognition throughout North America. 2024 marks the inaugural celebration of Transit Employee Appreciation Day celebrating all frontline transit employees.

The date of March 18 was selected to commemorate the first modern form of public transportation in the world, the *carrosses à cinq sols* developed in Paris by mathematician and philosopher Blaise Pascal in 1662. Like many systems today, the *carrosses à cinq sols* had consistent routes, fixed schedules, and fares that varied based on distance. And, like many cities today, demand for services faced challenges like sprawl, development patterns, and competition with other modes for another 150 years until the introduction of the “omnibus,” from which we get the term “bus.”

Discussion

Public transit plays a vital role in our community and local economy, ensuring residents have access to reliable and safe transportation. The success of VRT services depends on the efforts of our employees, who work diligently to provide quality service. This annual observance provides an important opportunity to honor the dedication, hard work, and essential contributions of our transit employees at VRT. It also provides us with an opportunity to join agencies across the country in celebration of our shared work.

Recognizing March 18 as Transit Employee Appreciation Day would reinforce VRT's commitment to valuing and supporting its workforce. This proclamation would be accompanied by internal and public acknowledgments, such as employee appreciation events, social media recognition, rider shout-out, goodie bags, local and national video campaigns, and more.

With your action today you authorize VRT to present a proclamation to our transit employees on March 18 commemorating the event. The Proclamation will be available at the Executive Board meeting for your review.

For detailed information, contact: Jason Rose, Chief Communications Officer,
jrose@ridevrt.org, (208)803-5183



PROPOSED AGENDA

Board of Directors Meeting

April 7, 2025

CONSENT AGENDA

Approve minutes from the January Board of Director's meeting
Approve/Accept Executive Board minutes for January and March (February cancelled)
Sign and Attest Payment Registers
Accept FY2024 Customer Service Report
Reasonable Accommodation and Modification Policy and Procedure
Clean Energy Contract Amendment
Delegate authority to the Executive Board to approve management contract following the procurement for Transit Management Contract
Paratransit Bus Purchase - Leslie
DOT Drug and Alcohol Policy 6.02.08
Fare Collection RFP
Automatic Passenger Counter Replacement

ACTION ITEMS

Bylaws - Valley Regional Transit Board of Directors
Boise Canal Interagency Memorandum of Understanding
Approve FY2026 Pay and Step Scales

INFORMATION ITEMS

Transit Day at the Capitol Review/Board Member Training - Transit 101
Governance Orientation

PROCUREMENTS

Procurement calendar

DEPARTMENT/STAFF REPORTS

Elaine Clegg
Leslie Pedrosa
Cameron Wells
Stephen Hunt
Jason Rose
Brad Alvero



TOPIC	FY2026 Budget and Funding Request Schedule
DATE	March 3, 2025
STAFF MEMBER	Kyle Street

Staff Recommendation/Request

This is an information item only. Staff will engage board members in a discussion on matters regarding the FY2026 budget and funding request schedule.

Highlights

Valley Regional Transit (VRT) has been working on drafting the FY2026 budget. VRT has begun initial conversations with funding partners and department managers about FY2026 budget. VRT will use the Cost Allocation Model (CAM) as a basis for the allocation of expenses to individual jurisdictions and organizations. This will lead to assessment letters and funding requests that are categorized in the following three categories: General (overhead expenses), Service (operational expenses), and Capital (capital expenses).

Summary

Every spring, VRT starts the funding request process by drafting a comprehensive budget for the next fiscal year. These budgets are informed by the current Transportation Development Plan (TDP) and conversations with our funding partners. VRT managers then develop department budgets with the input from their staff. As the initial budget is drafted, VRT utilizes the Cost Allocation Model to provide assessments to jurisdictions and organizations. These assessments are based on route hours/miles travelled through regions and has been the methodology for fairly assessing how much VRT asks of each partner over the past four funding cycles.

Timeline

- February through March 2025 – prepare initial FY2026 budget
- March through April – Apply the Cost Allocation Model and send preliminary assessment letters.
- May – Respond to funding partner questions/comments and send formal funding request to partners
- June through August – Facilitate discussions with funding partners leading to finalized budget and cooperative agreements which will be sent out in late September/early October.

Implication

FY2026 budget development and partner outreach will impact planned services and funding requests.

More Information

For detailed information, contact:

Kyle Street
Budget and Planning Programmer
kstreet@ridevrt.org
(208)-258-2705





TOPIC	Valley Regional Transit Board of Directors Bylaws Update
DATE	March 3, 2025
STAFF MEMBER	Elaine Clegg

Staff Recommendation/Request

This is an information item only; no action will be taken.

Summary

Staff is working on an update to the Valley Regional Transit Board of Directors bylaws to bring them up to current guidelines and practices as well as reflect structural changes such as Executive Director to Chief Operating Officer. A clean version of the proposal and a redline version of the proposed changes are both attached.

There will be a presentation at the Executive Board meeting outlining all of the significant changes and the rationale behind them for discussion. Staff is looking for direction from the Executive Board to confirm we are moving in the right direction in order to bring the final changes to the Board at the April 7 meeting. All changes made to the bylaws require a 30-day notice to all board members for review and comment.

For detailed information, contact:

Elaine Clegg
Chief Executive Officer
eclegg@ridevrt.org
(208) 258-2712

Valley Regional Transit

BYLAWS

Article I Name and Principal Office

- Section 1. The name of the political subdivision shall be Valley Regional Transit.
- Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

- A. General Members
 - 1. Ada County and Canyon County
 - 2. Each incorporated city within Ada County or Canyon County
 - 3. Each highway district within Ada County or Canyon County
- B. Special Members
 - 1. Boise State University
 - 2. Capital City Development Corporation
 - 3. Meridian Development Corporation
 - 4. College of Western Idaho
- C. Ex-officio Members
 - 1. Idaho Transportation Department

Article III Board

Section 1. Valley Regional Transit Board of Directors (hereinafter "Board") shall be comprised of members appointed as follows:

- A. Two members appointed by each board of county commissioners
- B. Two members appointed by each incorporated city with a population of 50,000 or more
- C. One member appointed by each incorporated city with a population of less than 50,000

- D. One member appointed by the Ada County Highway District
- E. One member appointed by all highway districts within Canyon County
- F. One member appointed by each Special Member
- G. One member appointed by each Ex-Officio Member

Section 2. General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency, or they may be representatives empowered by the appointing agency to act in its best interest. Each active appointing agency will inform VRT by mail or email of active Board members for their agency in January of each year, this does not require a resolution for Board members who have already been appointed by resolution and are continuing, the requirement is for notification of the intent to continue.

Section 3. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 4. Newly appointed special members shall provide the appointing documents, by digital format or by mail, prior to the first Board meeting attended. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 5. Additional representatives may be appointed in an ex-officio capacity by the Board or by Valley Regional Transit itself. Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board but may participate in Board discussions. Ex-officio members do not count towards a quorum.

Section 6. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. For Canyon County, the four highway districts who are eligible will determine among themselves the appointed Board member.

Section 7. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

- A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision.
- B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment.
- C. Each city or commission is provided a minimum of sixty (60) days in which to comment.
- D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 8. The Board is responsible to conduct an annual performance review of the CEO, report the results of its evaluation, and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV

Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer/Secretary and the immediate past Chair. Board officers will meet the requirements in Section IV, Article 1. At the meeting of the Board in January each year, the Board shall elect all officers from their number. The terms for officers shall be one year, with each officer moving forward in succession starting with the Treasurer/Secretary and ending with the Chair position. The Chair moves into the immediate past Chair position. The succession/election of officers, the election of a new Treasurer/Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except as set forth in Section 3 of this Article, the succession of officers will be such that each county will be represented by at least two members among the officers with no more than two Board members from the same county in adjacent officer positions.

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty- (30) days' notice of intent to request a vote for removal of such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3. Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without

succession of officers for that year; provided, further, that to fill the position of Treasurer/Secretary, the Board shall ensure that each county has at least two members among the officers.

Article V Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 74-201 through 74-208, as amended.

Section 2. Regular Board meetings shall be established by the Board in October of every year. A two-year meeting schedule will be adopted and will identify the time, date, and location where the meetings will be held. It will be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, the immediate past Chair, and Vice Chair, the Treasurer/Secretary shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting.

Section 7. The Secretary shall act as Secretary at all meetings; in the Secretary's absence, the presiding officer shall act as Secretary for that meeting.

Section 8. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present
- B. Approval of the consent agenda to include the minutes of the previous meeting

- C. Public Hearings
- D. Consideration of action items
- E. Reports and informational items
- F. Public comments
- G. Report of Chief Executive Officer
- H. Executive session as provided under Idaho Code

Section 9. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

Section 10. Board members must be appointed by their appointing agency by resolution to be eligible to vote. Alternates may vote if they have been appointed by resolution and VRT has been advised that the primary board member will be absent, and the alternate will serve in their place.

Section 11. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Section 12. Public Comments are welcome in writing at any time and should be directed to the CEO and the Board Chair and shall be shared with all members of the board or committee to which they are addressed. Public comments on specific meeting agenda items will be shared at the meeting of the referred agenda.

Article VI Committees

Section 1.

There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the “Executive Board”). The Executive Board shall consist of the five (5) Board officers (the Chair, Chair Elect, Vice Chair, Treasurer, and the immediate past Chair): five (5) at large members, and a Boise State University representative. The City of Boise shall always have one member among the Board officers. If none of the Board Officers or immediate past Chair are Board members from the other central cities in the urbanized areas (Meridian Nampa, and Caldwell), then the at large appointees shall include members from those central cities not represented among the officers. If the central cities are represented on the Board officers, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet as often as monthly and no less than eight

(8) times per year to review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the CEO in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. Regular meetings of the Executive Board will follow the order of business in Article V, Section 7, excluding item F. The Executive Board minutes shall be reported quarterly to the Board. The Executive Board shall be informed and may recommend action by the Board on matters of policy or those actions requiring approval of the entire Board.

Section 2. The Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. Minutes of standing committees will be accepted by the Executive Board and each standing committee will meet with the Executive Board in a joint meeting annually to share information and provide recommendations on activities they have undertaken in the previous year. A list of active standing committees will be available to the public on the Valley Regional Transit website.

Section 3. The Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 74-201 through 74-208, as amended.

Article VII

Chief Executive Officer (CEO)

Section 1. Appointment

The Board shall appoint a Chief Executive Officer (CEO) and shall retain the power to dismiss the CEO. When appointed, the CEO is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the CEO

A. The CEO may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

B. The CEO shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The CEO shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The CEO shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The CEO shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII Amendments to Bylaws

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days-notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

ADOPTED this 7th day of April 2025.

Valley Regional Transit

By Chair: _____ Date: _____

By Chair-Elect: _____ Date: _____

ATTEST:

Secretary: _____ Date: _____

Valley Regional Transit

BYLAWS

Article I Name and Principal Office

- Section 1. The name of the political subdivision shall be Valley Regional Transit.
- Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

- A. General Members
 - 1. Ada County and Canyon County
 - 2. Each incorporated city within Ada County or Canyon County
 - 3. Each highway district within Ada County or Canyon County
- B. Special Members
 - 1. Boise State University
 - 2. Capital City Development Corporation
 - 3. Meridian Development Corporation
 - 4. College of Western Idaho
- C. Ex-officio Members
 - 1. Idaho Transportation Department

Article III Board

Section 1. Valley Regional Transit Board of Directors (hereinafter "Board") shall be comprised of members appointed as follows:

- A. Two members appointed by each board of county commissioners
- B. Two members appointed by each incorporated city with a population of 2550,000 or more

- C. One member appointed by each incorporated city with a population of less than 2550,000
- D. One member appointed by the Ada County Highway District
- E. One member appointed by all highway districts within Canyon County
- F. One member appointed by each Special Member
- G. One member appointed by each Ex-Officio Member

Section 2. General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency, or they may be representatives empowered by the appointing agency to act in its best interest. Each active appointing agency will inform VRT by mail or email of active Board members for their agency in January of each year, this does not require a resolution for Board members who have already been appointed by resolution and are continuing, the requirement is for notification of the intent to continue.

Section 3. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 4. Newly appointed special members shall provide the appointing documents, by digital format or by mail, prior to the first Board meeting attended. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 5. Additional representatives may be appointed in an ex-officio capacity by ~~any appointing agency, the Board~~ or by Valley Regional Transit itself. ~~Such ex-officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex-officio representatives to serve as Board members, or as an alternate to represent the appointing agency and have full voting rights.~~ Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board, but may participate in Board discussions. Ex-officio members do not count towards a quorum.

Section 6. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. ~~The highway district Board member for Canyon County shall be appointed by the Canyon County Board of Commissioners in consultation with all highway district commissioners within Canyon County. For Canyon County, the four highway districts who are eligible will determine among themselves the appointed Board member.~~

Section 7. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

- A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision.
- B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment.
- C. Each city or commission is provided a minimum of sixty (60) days in which to comment.
- D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 8. The Board is responsible to conduct an annual performance review of the ~~Executive Director~~CEO, report the results of its evaluation, and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer ~~and~~ /Secretary and the immediate past Chair. Board officers will meet the requirements in Section IV, Article 1. At the meeting of the Board in January each year, the Board shall elect all officers from their number, ~~except the Board shall appoint a Secretary who need not be from the Board.~~ The terms for officers shall be one year, with each officer, ~~except the Secretary,~~ moving forward in succession starting with the Treasurer /Secretary and ending with the Chair position. The Chair moves into the immediate past Chair position. The succession/election of officers, the election of a new Treasurer, ~~and the appointment of a~~ /Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except ~~for the Secretary, and except~~ as set forth in Section 3 of this Article, the succession of officers will be such that each county will be represented by at least two members among the officers with no more than two Board members from the same county ~~will fill every other position in adjacent officer positions.~~

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty- (30) days'

notice of intent to ~~remove~~request a vote for removal of such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3. Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without succession of officers for that year; provided, further, that to fill the position of Treasurer/Secretary, the Board shall ~~elect a Board member from~~aensure that each county ~~other than~~has at least two members among the ~~county of the Vice Chair~~officers.

Article V Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 74-201 through 74-208, as amended.

Section 2. Regular Board meetings shall be established by the Board in ~~January~~October of every ~~odd-numbered~~ year. ~~The~~A two-year meeting schedule will be adopted and will identify the time, date, and location where the meetings will be held ~~and. It will~~ be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, the immediate past Chair, and Vice Chair, the Treasurer/Secretary shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting. ~~The Secretary shall act as Secretary at all meetings, but in the Secretary's absence, the presiding officer shall appoint any person to act as Secretary for that meeting.~~

Section 7. The Secretary shall act as Secretary at all meetings; in the Secretary's absence, the presiding officer shall act as Secretary for that meeting.

Section 8. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present
- B. Approval of the consent agenda to include the minutes of the previous meeting
- C. Public Hearings
- D. Consideration of action items
- E. Reports and informational items
- F. Public comments
- G. Report of Chief Executive ~~Director~~Officer
- H. Executive session as provided under Idaho Code

Section 9. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

~~Ex-officio~~ Section 10. Board members, ~~who~~ must be appointed by their appointing agency by resolution to be eligible to vote. Alternates may vote if they have ~~not~~ been appointed by ~~an appointing agency to serve as a Board resolution and VRT has been advised that the primary board member or will be absent, and the~~ alternate, ~~shall not be entitled to vote~~ will serve in ~~actions requiring a vote of the Board. their place.~~

Section 11. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Section 12. Public Comments are welcome in writing at any time and should be directed to the CEO and the Board Chair and shall be shared with all members of the board or committee to which they are addressed. Public comments on specific meeting agenda items will be shared at the meeting of the referred agenda.

Article VI Committees

Section 1. There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the “Executive Board”). The Executive Board shall consist of ~~four (4)~~ the five (5) Board officers (the Chair, Chair Elect, Vice Chair, ~~and Treasurer~~), ~~and~~ the immediate past Chair, ~~;~~ five (5) at large members, and a BSU Boise State University representative. The City of Boise shall always have one member among the Board officers. If none of the ~~Chair, Chair Elect, Vice Chair, Treasurer and the Board Officers or~~ immediate past Chair are Board members from the ~~other~~ central cities in the ~~Boise, urbanized areas (Meridian Nampa, and Caldwell) urbanized areas,~~ then the at large appointees shall ~~be~~ include members from Boise, Nampa, and Caldwell if they are those central cities not otherwise represented. ~~— among the officers.~~ If ~~Boise, Nampa and Caldwell~~ the central cities are represented on the ~~Executive Board~~ officers, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet ~~monthly.~~ The agenda of the Executive Board shall include as often as monthly and no less than eight (8) times per year to review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the ~~Executive Director~~ CEO in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. Regular meetings of the Executive Board will follow the order of business in Article V, Section 7, excluding item F. The Executive Board minutes shall ~~provide monthly reports~~ be reported quarterly to the Board ~~of its actions and.~~ The Executive Board shall be informed and may recommend action by the Board on ~~all~~ matters of policy or those actions requiring approval of the entire Board.

Section 2. The ~~Board or~~ Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board’s priorities, goals and strategies. The ~~Board or~~ Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. ~~Standing committees will report the committee’s activities on a frequency that is no less than quarterly. Minutes of standing committees will be accepted by the Executive Board and each standing committee will be meet with the Executive Board in a joint meeting annually to share information and provide recommendations on activities they have undertaken in the previous year.~~ A list of active standing committees will be available to the public on the Valley Regional Transit website.

Section 3. The ~~Board or~~ Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board’s priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 74-201 through 74-208, as amended.

Article VII

Chief Executive ~~Director~~Officer (CEO)

Section 1. Appointment

The Board shall appoint ~~ana Chief~~ Executive ~~Director~~Officer (CEO) and shall retain the power to dismiss the ~~Executive Director~~CEO. When appointed, the ~~Executive Director~~CEO is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the ~~Executive Director~~CEO

A. The ~~Executive Director~~CEO may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

B. The ~~Executive Director~~CEO shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The ~~Executive Director~~CEO shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The ~~Executive Director~~CEO shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The ~~Executive Director~~CEO shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII Amendments to Bylaws

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days-notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

ADOPTED this ~~3rd~~^{7th} day of ~~January 2022~~April 2025.

Valley Regional Transit

By Chair: _____

Date: _____

By Chair-Elect: _____

Date: _____

ATTEST:

Secretary: _____

Date: _____



TOPIC	2025 Regional Advisory Council Update
DATE	March 3, 2025
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an information item. Staff and Regional Advisory Council (RAC) leadership will present to the Executive Board an update of RAC activities, provide rider experience testimonies, and facilitate discussion about future priorities.

Background

The Regional Advisory Council (RAC) is Valley Regional Transit's (VRT) only standing committee. It provides a forum for customers, transportation and human service providers, and advocates to share information and collaborate on mobility issues. Members of the RAC advise the VRT Board of Directors on the impacts of its transportation programs, services and policies; the RAC also disseminates mobility information to their constituents.

Last year, in an effort improve engagement and create more meaningful participation between staff and RAC members, the RAC reduced its schedule to six (6) regular meetings per year with the option to deviate from the regular date and time to accommodate special site visits or other opportunities. Meetings are focused on items of importance for which the RAC can provide valuable community and customer feedback and insight.

Discussion

Today, RAC members will provide the Executive Board with an update on activities over the last year and the chair will discuss the duties and responsibilities of RAC members. Two members will share personal experiences with using various VRT services, and the CEO will describe the actions VRT is taking or contemplating to address the issues described. We hope to spur conversation with Executive Board members that will inform staff what actions they can initiate to better meet VRT's mission and goals in the coming months. We look forward to the conversation.

The RAC provided VRT staff with critical feedback for a variety of projects and initiatives, including:

- Bus stop and bus stop signage accessibility
- Change Day service changes and associated outreach
- Fare structure, policies, and payment mechanisms

- Apps, tools, and technology
- Various VRT policies and procedures
- Transit funding education

The RAC will continue to engage on the above topics this year, as well as: farebox updates, real-time arrival signage at bus stops, the Valley Connect 3.0 update, various rider training materials, and more. Longer-term projects could include ambassador engagement and public art programming.

VRT staff will continue to identify opportunities for RAC involvement as new projects arise. RAC leadership requests that the Executive Board provides any additional guidance and priorities the RAC might focus on in the coming year.

For detailed information, contact:

Jason Rose
Chief Communications Officer
jrose@ridevrt.org
(208)803-5183



**Valley Regional Transit
FY2025 Procurement Calendar**

Type of Procurement	Current Contract Expires On	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
On-Call Bench Media	N/A	Jason Rose	100,000	Feb-25		CEO
Landscaping - Lawn Services	Quotes Due 2-20-25	Corrie Washington	100,000	Jan-25	Mar-25	CEO
Transit Management Services for Ada and Canyon County Operating Contract The RFI Management and Operating Contract was issued on October 4, 2024	PSA 2017-06-19 expires on 9/30/2025	Leslie Pedrosa	\$ 3,000,000.00	Feb-25	Apr-25	Board of Directors delegated to Executive Board on January 06, 2025.
Fareboxes	N/A	Brad Alvaro	\$ 2,400,000.00	Feb-25	Apr-25	Board of Directors
Automatic Passenger Counter (APC) Upgrade	New	Nick Moran	\$ 310,000.00		Apr-25	Board of Directors
Demand Response Bus Purchase	New	Jeremy Gianchetta	\$ 2,080,000.00	Feb-25	Apr-25	Board of Directors
Acquisition of Services (AOS)	Proposals Due 3-7-25	Leslie Pedrosa	\$ 12,000,000.00	Jan-25	Apr-25	Board of Directors
Main Street Station Entrance Gate Repair or Replacement	New	Stephanie Hailey	\$ 50,000.00	Mar-25	TBD	CEO
Bus Camera Replacement	New	Nick Moran	\$ 220,000.00		Jun-25	Executive Board
East Lot Development - 23227-024-004	N/A	Joseph Guenther	\$ 2,775,000.00	Apr-25	Jun-25	Board of Directors
CCDC Downtown Bus Stop - 23227-023-002	N/A	Joseph Guenther	\$ 325,000.00	TBD		Board of Directors
Temporary Employee Service	Jeannette working on SOO	Jeannette Ezell	\$ 525,000.00	Mar-25	Jun-25	Board of Directors
Fleet Replacement Plan	New	Leslie Pedrosa	\$ 20,000.00			CEO
Transit Bus Purchases - Canyon County Bus Purchase	New	Leslie Pedrosa	\$ 2,000,000.00	TBD	TBD	Board of Directors
On-Call Public Facilitation	New	Duane Wakan	\$ 50,000.00	TBD		CEO
On-Call Glass Repair and Replacement Services	Quotes Due 3-6-25	Jeremy Gianchetta	TBD	TBD		No Project Budget at this Time
Vehicle Maintenance Fluids	N/A	Jeremy Gianchetta	TBD			No Project Budget at this Time
Vehicle Maintenance Parts	N/A	Jeremy Gianchetta	TBD			No Project Budget at this Time
Printer and Copier Lease Agreement	New	James and Brad	TBD			No Project Budget at this Time
Postage Machine Rental Fee	New	James and Brad	TBD			No Project Budget at this Time
Janitorial Services for MSS and HDTC	Contract expires July 2025	Jonathan Mutchler	TBD			No Project Budget at this Time
On-Call Construction Services List - PSA 2021-07-14	Contract expires July 2025	Joseph Guenther	TBD			No Project Budget at this Time

Updated 2-13-25



CEO Activity Report	CEO Activity Report
DATE	March 3, 2025
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

I would like to welcome the new Executive Director at COMPASS, Craig Raborn. Craig and I have worked together a number of different times over the years on federal transportation legislation and policy development as well as during my tenure on the AMPO Board of Directors. I am looking forward to working next to him in his new role.

The team and I continue to look for new ways to meet our mission. Two planning activities of note may come to the board later for more formal action. First is follow up into finding solutions for service to Micron and new developments in southwest Boise. We are developing a Commercial/Institutional/Residential contribution program (at least we are referring to it that way for now). This would provide support for new service in places where there is no service today, or where the service that exists today cannot meet the new demand, and would serve new or newly expanded sizeable commercial, institutional or residential developments.

The second is that VRT and our on-demand data service vendor are examining all of our various rider services that fall in the bucket of demand response, such as Access (or paratransit), Beyond Access and our on-demand routes to understand if we can run them more efficiently and if there are opportunities to co-mingle these services and get more available seats to more places at more times of the day. This is a new innovation that is being piloted in a number of communities, and we think it holds promise. We are holding an internal workshop the first week of March to explore the idea more fully.

Work continues on the Planning and Environmental Linkages (PEL) project with COMPASS and Valley Connect 3.0 (VC3.0). Thanks for your support of these efforts.

February continues the work I began last month to prepare for this year's budget cycle and to get plans and procurements in place to run the business efficiently. We continue to be challenged by local funding match and with the uncertainty nationally are preparing for challenges we may encounter with federal reimbursements or funding holdbacks.

We were recently informed that 43 staff members of FTA Region 10 were subject to the recent layoffs. This could significantly impact our ability to get timely action and approvals on everything from formula grants to discretionary funding including getting NEPA approvals completed timely. The past two years have already been hampered by the low staff level at Region 10 and we were very excited that they had been able to fill all of their allowed positions, especially in planning and environmental review processes. We have been told that the remaining staff will work to minimize delays, but that we should expect some delay.

With the unexpected extended absence of our CFO, the full finance team and I are working to act on the work that our CFO would have completed. The finance team has stepped up exceptionally well and we have a plan and timeline to get everything done.

Finally, VRT played a big role in bringing the first annual CTAI Transit Day at the Capitol to life. Thanks for those of you who attended and to our staff who put together an incredible booklet on every transit provider in Idaho that includes the economic impact of the big 11 providers in Idaho calculated using a tool developed by the American Public Transportation Association.

Presentations

- The Community Transit Association of Idaho (CTAI) hosted the first annual CTAI Transit Day at the Capitol. It was a huge success. We had good attendance, good information, great energy and the start of meaningful engagement with our statewide leaders. VRT hosted a pre-day breakfast, and we provided tours of Main Street Station to attendees. I emceed the event including giving a presentation on transit in Idaho.

Local Meetings

I have begun to meet with legislators again as the session ramps up. We are beginning outreach to a series of potential partners who might be interested in supporting expanded services.

- **Legislators** – I followed up the discussion with Speaker Moyle by meeting with Transportation Chair Joe Palmer, also about the need for dedicated funding for transit. We met informally with a handful of members during Transit Day at the Capitol and I have a slate of meetings scheduled for March.
- VRT continues meetings with representatives from **Micron** to explore service options and funding for service to Micron.
- We had a meeting with **St Luke's** to explore possible service support in addition to their long-standing support for our pass program.
- We are working to set up meeting with selected **institutions, neighborhoods and homeowner's associations** about the potential for support of on-demand services.
- I met with **Garrett Lofto**, CEO of Simplot to keep the conversation moving about how to approach Union Pacific for discussions about the Bosie Cutoff.
- I presented the Transit Day at the Capitol material to the **Boise Metro Chamber Transportation Committee**; transit continues to be a topic of discussion with them.
- As the City of Boise completed their **Recycled Water Strategy Committee** work, it VRT is now part of the conversation in the Southwest industrial area.
- Leslie and I have been meeting regularly with the consultants who are helping us prepare the **RFP for operations** that will be let this month.
- **Amtrak Board** – I continued my onboarding by meeting with the Office Of Inspector General for Amtrak.



Travel Meetings

- **The Bus Coalition** – I traveled to Washington DC to attend the legislative information and advocacy day on Capitol Hill. I met with the Idaho delegation about the importance of continued sustainable levels of funding for bus transit and bus infrastructure. We also discussed the challenges created by the staff cuts to FTA Region 10 mentioned above.

Media

- KTVB - [Clegg Sworn in as Board Member](#)
- Idaho Statesman - [Next stop: Passenger rail in Boise? Former Council Member Elaine Clegg joins Amtrak board](#)

Internal Activities

As staff has been working to update the Transportation Development Plan we have identified a number of ways to make the plan more predictable and understandable. That plan should be ready for board comment soon and adoption by the end of the year. After finishing the bus stop inventory and soon acquiring the benches staff is developing a detailed plan for bus stops and amenities by location.

As noted last month we are working on an internal business plan. I am excited about the process improvements we have identified that I believe will help us run the business more efficiently and effectively.

I have been spending much of my time supporting the finance team. I have also been spending time helping the operations team prepare for our two service RFPs. The first is our service for Beyond Access and the second is for all of our fixed routes and paratransit operations in Ada and Canyon Counties. Both are going well and I look forward to the process improvements I think we will see with the new RFP requirements.

For detailed information, contact:

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TOPIC	Operations Department Staff Report
DATE	March 3, 2025
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Highlights

Ada County Charging and Battery Electric Bus Update

The project to replace previous Proterra charging system to Rhombus Energy Solutions is almost complete. The software has been updated, faulty parts have been replaced, and new dispensers have been installed. There were some issues that needed to be repaired with the wiring of the chargers, which the electrical contractor resolved. VRT expects the chargers to be operating in February.

Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc. to try and get four buses back on the road. Three buses are down due to battery issues and one is down due to delayed replacement parts. Zenobe, the vendor that maintains the battery lease for VRT, is coordinating the repairs for battery issues with Phoenix. VRT will continue to work with the third-party vendors to get replacement parts to repair buses.

VRT received the second battery electric Gillig transit bus in January. Our contractor continues to work on preparing the buses for revenue service. VRT expects the new buses to be in service in March.

Beyond Access Service

The Acquisition of Service request for proposals was released on February 7. This procurement will procure service providers for the Beyond Access service. VRT only plans to directly operate the Beyond Access service if (1) not enough service providers submit bids or (2) no nonprofits submit bids.

Miscellaneous

- Staff continues to monitor the new maintenance software launched on December 2 for any issues and compliance. Fourthsquare and Avero continue to address any issues found where the system is not working as intended. Staff continues to familiarize themselves with the system.
- VRT began a pilot to provide rides to any Saint Alphonsus and St. Luke's clinic under the Rides2Wellness program on November 1. Saint Alphonsus and St. Luke's requested to extend the service to Kuna residence beginning March 1. The pilot will

continue and staff will continue to monitor ridership monthly to determine if any changes need to be made to the program to stay within the operating budget.

- Cristobal Rito started on February 10 as the new Operations Manager for VRT. Mr. Rito will be responsible for oversight and operation of the Beyond Access service, including drivers, dispatchers, scheduler, and safety oversight.

Service Highlights

Canyon County

- Zero preventable safety events in January
- Intercounty on-time performance 75% for January
- On-demand on-time performance 93% for January
- ACCESS on-time performance 98% for January

Ada County Highlights

- Zero preventable safety events in January
- Fixed-route on-time performance 82% for January
- ACCESS on-time performance 96% for January

Beyond Access Service

- Zero preventable safety events in January
- On-time performance 91% for January

Compliance

- Staff continues to report National Transit Database (NTD) information for fiscal year 2024. Due to the financial audit being rescheduled to January, VRT will have until February 28, 2025 to finalize reporting.
- Working with VRT Safety Committee to complete annual review of the Public Transportation Agency Safety Plan (PTASP).

Customer Service

- In January customer service answered 7,912 of 8,606 of all incoming calls. That is 92% of all phone calls that are to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 626 abandoned calls. The average call time was 3 minutes, 29 seconds. The average hold time was 18 seconds.
- The updated Access Handbook was approved in January and staff sent letters to all Access riders to inform them of changes. The updated handbook will go into effect March 1.
- January City Go Pay mobile ticket sales totaled \$14,271.19.

More Information

For detailed information, contact:

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TOPIC	Development Department Monthly Report
DATE	March 3, 2025
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for March 2025 report. In addition to planned projects, development staff has been busy maintaining existing assets, responding to emergencies such as a water main breaking and flooding at Main Street Station, and managing snow removal at bus stops.

Highlights

VRT Strategic Plan: Goal 1 – Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2025-FY2029 Transportation Development Plan (TDP)** – No new updates. Staff kicked off efforts to update the TDP using the COMPASS Public Transportation Work Group. Valley Regional Transit (VRT) staff will review expense and revenue assumptions in the draft TDP with funding partners and get concurrence on funding levels for FY2026 and beyond. These discussions will begin FY2026 budget discussions.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** – Staff is integrating the bus stop inventory with the master bus stop list and comparing those findings with the approved Bus Stop Typology. This analysis will identify deficiencies and guide efforts to prioritize future investments in bus stops and amenities.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff continues to work with HDR, Inc., the consultant VRT is working with on this project, holding regular project meetings, collecting data and responding to input from stakeholders.
- **Valley Connect 3.0 (VC 3.)** – Jacobs Engineering, and staff continue to make progress on VC 3.0 including coordinating with land use agencies on service network concepts and a 2 page a summary handout for use during the legislative session.
- **Towne Square Mall (TSM) Transit Center Improvements** – Staff reviewed easements at TSM and met with consultants about TSM Transit Center improvements.

Mobility Integration

- **City Go/Transportation Demand Management (TDM)** – Staff is finalizing City Go membership fees and benefits and exploring options to combine City Go membership with VRT pass programs. Staff is working to refine the residential pass program and refining other residential or employer-based service contribution models.
- **Reduced Fare Verification** – Staff continues preparing an implementation schedule and process for consideration.

VRT Strategic Plan: Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff prepared a scope of work to review the Orchard facility master plan, including a review of forecasted fuel types. This review will revisit and refine electrical and other fuel source infrastructure needs.
- **Happy Day Transit Center Upgrades (HDTC)** – Staff is pursuing a potential partnership to invest in HDTC so VRT can address critical heating, ventilation, and air conditioning (HVAC) replacement needs. In the interim staff is pursuing temporary roof repairs.
- **Main Street Station (MSS)** – Jacobs is refining the construction schedule of on-route charging infrastructure
- **Electric Vehicle Work Force Development** – As part of VRT's transition to electric vehicles, VRT staff is working with consultants and the College of Western Idaho to develop a work force development program for electric vehicle mechanics and charging maintenance.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - The Federal Transit Administration (FTA) submitted VRT's final Paper Grant Agreement and a Letter of No Prejudice for the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to the United States Department of Transportation for their approval. Staff has also completed writing grant for State Transportation Block Grant (STBG) funds and they are awaiting FTA approval.
 - 23rd and 27th and State Street activities are currently on hold for release of RAISE or STBG funding.
 - VRT staff continued coordination activity efforts to cover the Boise Valley Canal from Saxton to Bogart on State Street. This is a combined effort with Idaho Transportation Department (ITD), Ada County Highway District (ACHD), the City of Boise, and Capital City Development Corporation (CCDC) to prepare the right of way for entitled developments and future projects. The canal closure is a key milestone for the RAISE projects at Saxton and State as well as to advance the design at Bogart and State.
 - VRT staff submitted an FY2025 RAISE/BUILD planning grant application on January 30.



- **Bus Stop Improvements**
 - FTA provided an approved documented categorical exclusion (DCE) for the new stops associated with the FY2024. Staff has begun replacing temporary signs with permanent signs.
 - Staff continues installation of the integrated bus stop pole seats.

More Information

For detailed information, contact:

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Kate Dahl, Principal Planner, 208.258.2715, kdahl@ridevrt.org

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Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org



TOPIC	Finance and Administration Activity Report
DATE	March 3, 2025
STAFF MEMBER	Nick Leonardson, Senior Accountant

Summary

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

Highlights

Budget/Finance

- Finance staff are continuing to implement the Oracle ERP system
- Finance and Operations are working together to implement the Oracle EAM system
- The FY2024 audit is on track to be completed within reporting requirements

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - FY2025 Projects
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Improved internal processes for all procurement stakeholders
 - FY2025 procurements

For detailed information contact:

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TOPIC	Communications and Engagement Update
DATE	March 3, 2025
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

Highlights

The Communications and Engagement Team is heading into 2025 with energy and a focus on intention. If our mantra for 2024 was “Build,” this year is “Strategy.” With a newly organized staff and a lot of great brand elements and tools at the ready, we’re taking a look at our direction, goals, and strategies to drive toward our primary goal of attracting new riders. This work is being done in the context of goal setting at the executive management team level, which is creating the map for departmental direction and laying a good foundation for a future internal engagement initiative centered around a new business plan.

Outreach

The Communications and Engagement team is into the 2025 outreach season, which includes engagement with school partners, events, parades, travel training, and more.

We’re currently solidifying and identifying opportunities for community engagement this year, such as the standard events we’ve participated in – Treefort, May in Motion, and summer initiatives – and bringing in new ones such as a bimonthly group How to Ride session, public art, enhanced infrastructure outreach, and route-focused engagement to attract riders.

Sales

Our sales team is showing a solid revenue start to the year, with \$185,927 fiscal year-to-date. We’re projecting \$550,000 by the end of the fiscal year for fleet media. This is a conservative estimate and slightly under previous years’ sales numbers due to loss of large public/grant-based contracts and an increase in material and labor costs (nearly 50% reflected in the new fleet media wrap vendors we will be starting in February). However, we will be bringing bus benches into our media kit offerings in April, and the team will strive to exceed these initial projections. We are also in the process of updating our media kit and “advertise here” design assets to bring a fresh, attention-getting look for our advertising options. We anticipate rolling those out this spring.

Business Partnerships

We are heading into business partnerships in 2025 on the heels of a successful 2024 with 31 current pass program partnerships – 9 of which are City Go members – and nearly

\$280,000 in revenue.

The team is also working on City Go branding and rate updates with the intention of creating a simpler, unified experience for participants and the public.

Marketing

We have been working closely with our marketing consultant on branding updates, which include onboard signage (standard car card posters, ongoing infotainment, farebox decals, etc.), environmental signage (large displays at major transfer points, transit center banners, etc.), and updates to the website following the previously reported UI/UX review (especially the homepage and route pages). The overhead sign at Main Street Station has been installed, and we're fine-tuning various communications displays, such as depot monitors at Main Street Station, Happy Day Transit Center, and the Boise Airport.

Our marketing awareness campaign, Let's Ride, continues and features elements such as digital video, social media advertising, free ride promotions, physical advertising, a bus wrap, shelter wraps, new displays at Main Street Station, and an updated Boise Airport display. We are also adding new animations to infotainment videos, including those focused on the airport.

The campaign has been the successful recipient of a couple marketing commendations, including a "Marketing All-Star Award" from NextNW (alongside other award-winners like Adidas, Stanley, and Microsoft), and an APTA AdWheel first place award for an Integrated Brand Awareness and Ridership campaign. With the latter, there is an opportunity for a national Grand Award, which would be honored at the 2025 APTA TRANSform conference.

Metrics include:

August

- Total impressions: 1,620,843
- Meta: 1.1 million impressions; 375,000 individuals
- ConnectedTV: 76,000 impressions; top performers were Samsung and Pluto; Hulu had highest viewer completion rate
- Digital OOH: 467,000 impressions (ads not served from midnight – 5 am)
- Website: 14% increase; avg session duration 5m19s, Organic traffic saw largest increase, month over month user increase of 17%
- Umo: downloads increased 31% MOM; increased 67% over the last three months compared to previous three; compared to August 2023, Umo downloads are up 51%

September

- Total impressions: 1,229,733
- Meta: 960,000 impressions; 500,000 individuals (increase in individuals, decrease in



impressions)

- ConnectedTV: 76,000 impressions; Hulu produced the most impressions with highest viewer completion rate
- Digital OOH: dropped 57% (aligns with spend reduction)
- Website: 7% decrease; avg session duration 5m14s, Organic traffic saw largest increase, month over month user increase of 17%

October

- Total impressions: 1,739,618
- Meta: 1.37 million impressions; 518,000 individuals (3% reach increase and 43% impression increase over August)
- ConnectedTV: 76,000 impressions; average viewer completion rate of 99.04%; Hulu continues to lead with highest total impressions and second-highest viewer completion rate (VCR) of 99.66%, behind Disney with average VCR of 99.91%
- Digital OOH: 50% more impressions in October than September; nearly 1/3 of ads shown on Boise digital boards during peak morning drive (7 a.m. – 9 a.m., weekdays)
- Website: 5% total user increase, with an average session duration of 5m5s; traffic from paid Meta saw largest increase, followed by referral, Bing organic, and Google organic; top referral sources this month were from the City Go website and Boise Airport website; State Street route page saw a 22% increase this month

November

- Total impressions: 1,533,764
- Meta: 1.18 million impressions; 602,000 individuals; males & females 35-44 were highest click through demographic group
- ConnectedTV: 75,000 impressions; total average VCR 99.01%; Roku, Peacock, and Hulu delivered most impressions (66% total, combined)
- Digital OOH: 35% ads placed during morning weekday drive times; slight reduction in impressions consistent with campaign spend
- Website: 12% decrease in total users, with an average session of 5m01s

December

- Total impressions: 1,802,751
- Meta: 1.56 million impressions; 616,515 individuals, showing large increases from



November; we also saw a 42% increase in landing page views from Meta ads

- TikTok: served nearly 270,000 impressions and reached over 60,000 individuals this month
- ConnectedTV: 74,000 impressions; total average viewer completion rate (VCR) 98.98%; Roku, Peacock, and Hulu delivered most impressions (66% total, combined)
- Digital OOH: Consistent with November results
- Website: 5% decrease in total users; average session duration of 4m55s; traffic from paid Meta ads increased the most compared to November, while direct traffic and traffic from Bing reduced

For more information:

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TOPIC	Information Technology Monthly Report
DATE	March 3, 2025
STAFF MEMBER	Brad Alvaro

Summary

This memo provides an update on the accomplishments of the Information Technology Department and the status of the IT related projects and services.

Projects

- Continue work on new Fare Collection/Mobile Ticking RFP
- Oracle Enterprise Resource Planning (ERP) system: Continue working with FourthSquare for minor production support issues and troubleshooting.
- Continue supporting Oracle Enterprise Asset Management (EAM) system: Worked with Avail (Fleetnet – legacy finance system) and FourthSquare on finalizing asset management data for Oracle. Continue to work with RF-Smart for new barcoding system that integrates with Oracle Cloud. RF-Smart was onsite for 1 week gathering additional requirements and configuration of scanners, printers, and other devices.
- FY2024 Service Changes. Continue to modify bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs.

Support Services

- Continue to support Oracle user access and privileges
- Help Desk resolved 153 of 165 tickets received for January
- Initiated Annual IT Cyber Security training
- Continue support and integration with FY2024 Service Change Programming
- Pilot kickoff for Realtime Information Displays
- Replaced Safe Routes computer equipment

More Information

For detailed information, contact:

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