

Board of Directors Meeting Agenda

October 06, 2025

12:00 PM

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

This is an in-person meeting.

If you are unable participate in the meeting in-person,
you may join via MTeams at

http://ridevrt.org/VRTBoard_Oct25

or by dialing in at **323-484-8960** Conference ID: **874 974 969#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. Consent Agenda

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

A. ACTION: Minutes of the August 4 Board of Directors Meeting

Pages 4-6 | Paula Cromie

The Board of Directors is asked to consider approval of the minutes from the August 4 Board of Directors meeting.

B. ACTION: Minutes from the August 4 and September 8, 2025, Executive Board Meeting

Pages 7-10 | Paula Cromie

The Board is asked to acknowledge/accept the minutes from the August 4 and September 8, 2025, executive board meetings.

C. ACTION: On-Call Human Resource Services

Pages X11-14 | Jason Jedry

The Executive Board is asked to consider approval of RESOLUTION VBD-040 and corresponding Authorization for Expenditure for On-Call Human Resource Services.

D. ACTION: Non-Emergency Medical Transportation Service Provider Contracts

Pages 15-18 | Leslie Pedrosa

Staff requests the Board of Directors approve Resolution VBD25-041 and delegate authority to the CEO to execute contracts for all non-emergency medical transportation service providers. The project budget for Rides2Wellness was approved under Resolution VBD25-036 by the Board of Directors on August 8, 2025.

E. ACTION: Metro Community Services Contract

Pages 19-22 | Leslie Pedrosa

The Board of Directors is asked to consider approval of Resolution VBD25-042 and delegate authority to the CEO to execute a contract with Metro Community Services. The project budget was included in the Beyond Access budget that was approved under Resolution VBD25-036 by the Board of Directors on August 8, 2025.

F. ACTION: FY25 Asset Disposition Status

Pages 23-24 | Leslie Pedrosa

Staff requests the Board of Directors acknowledge the status of assets disposed in fiscal year 2025.

G. ACTION: Payment Register 8-16-25 through 9-15-25

Pages 25-30 | Nick Leonardson

The Board of Directors is asked to accept the payment register covering the period 8-16-25 through 9-15-25.

IV. Special Item(s)

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

VI. Action Items

A. ACTION: Vehicle Donation Policy Number 6.04.08

Pages 31-38 | Leslie Pedrosa

Staff requests the Board of Directors approved Resolution VBD25-044 and adopt Vehicle Donation Policy 6.04.08.

B. ACTION: Legislative Policy Position Update

Page 39 | Elaine Clegg

This is an action item. The CEO requests the Board of Directors approve the request to work toward draft legislation with state partners.

VII. Information Items

A. INFORMATION: High-Capacity Transit Planning and Environmental Linkages Study

NO ATTACHMENT | Austin Miller, COMPASS

COMPASS staff will present an update on the regional High-Capacity Transit Planning and Environmental Linkages Study for information and discussion.

B. INFORMATION: Transportation Development Plan (TDP) Update

Pages 40-42 | Elaine Clegg/Stephen Hunt/Kyle Street

Staff will discuss the draft 2026-2030 TDP with the VRT Board of Directors for their comment.

C. INFORMATION: FY2026 Funding Requests and Cooperative Agreements Update

NO ATTACHMENT | Stephen Hunt

Staff will present an update on the FY2026 Funding Requests and Cooperative Agreements for discussion.

D. INFORMATION: FY2026 Procurement Calendar

Page 43 | Jason Jedry

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

VIII. Executive Session

The VRT Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) Personnel Hiring, (b) Personnel Issues, (c)

Land Aquisition, (d) Records Exempt from Public Disclosure, (e) Trade Negotiations, (f) Pending/Probably Litigation, (i) Insurance Claims, (j) Labor Contract, I.C. 74-206(1). An action by the VRT Board may follow the Executive Session.

IX. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 44-53 | Staff

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

Members are encouraged to read the reports as they contain important information that may not be included elsewhere.

X. Adjournment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

January 5, 2026

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.

Board of Directors Meeting Minutes

August 04, 2025

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Bre Brush, City of Boise	Dave Hershey, City of Star	Brad Alvaro, VRT
Ryan Davidson, Ada County Comm	Rob Fisher, City of Greenleaf	Elaine Clegg, VRT
Tom Dayley, Ada County Commission	Todd Lavoie, City of Meridian	Paula Cromie, VRT
Mike Dittenber, City of Caldwell	Greg Rast, Canyon County Comm	Kate Dahl, VRT
John Evans, City of Garden City		James Dawson
Ashley Ford-Squyres, Meridian Dev. Corp.		Jeannette Ezell, VRT
Debbie Kling, City of Nampa		Joe Guenther, VRT
Lantz McGinnis-Brown, Boise State		Deanna Hassen, TMCC
Nic Miller, CWI		Jason Jedry, VRT
Jordan Morales, City of Boise		Nick Leonardson, VRT
Alexis Pickering		Rob Lowe, VRT
Zach Piepmeyer, CCDC		Nick Moran, VRT
Dale Reynolds, City of Nampa		James Mundell, VRT
Helen Russell, City of Eagle		Kenney Pooncay, MV Transit
Joe Stear, City of Kuna		Jason Rose, VRT
David Tiede, City of Meridian		Walter Steed, RAC
Jarom Wagoner, Caldwell		Kyle Street, VRT
Mark Wasdahl, ITD		Alissa Taysom, VRT
		Corrie Washington, TMCC

- I. **Calling of the Roll** Chair-Elect Alexis Pickering called the meeting to order at 12:06 p.m., with a quorum present by phone and in-person.
- II. **Agenda Additions/Changes** - None
- III. **Consent Agenda**
The consent agenda consisted of the following:
 - A. **ACTION: Minutes of the April 7, 2025, Special Board of Directors Meeting**
 - B. **ACTION: Minutes of the April 7, May 5, and June 2, 2025, Executive Board Meetings**
 - C. **ACTION: Payment Register 5-16-25 through 7-15-25**
 - D. **ACTION: Avero Advisors Contract Modification**
Resolution VBD25-027 and delegation of authority to the Chief Executive Officer to authorize and execute a contract modification with Avero Advisors.
 - E. **ACTION: ALL PRO Cleaning Janitorial Contract**
Resolution VBD25-037 and corresponding Authorization for Expenditure and authorize the Chief Executive Officer to enter into a contract with All Pro Cleaning, LLC for janitorial services.
 - F. **ACTION: ACTION: System Security and Emergency Preparedness Policy 06.05.00 Update**
Resolution VBD25-030 and updates to Policy 6.05.00 System Security and Emergency Preparedness Plan.

- G. **ACTION: Transit Asset Management Targets for Fiscal Year**
Transit Asset Management Targets for fiscal year 2025.
- H. **ACTION: Transit Asset Management Group Plan Update**
Resolution VBD25-032 and updates to the Transit Asset Management Group Plan.
- I. **ACTION: Reasonable Accommodation/Modification Policy 6.00.04 Updates**
Resolution VBD25-029 and updates to Reasonable Accommodation/Modification Policy 6.00.04
- J. **ACTION: Annual Budget Development Process Policy 5.18.00 (G) Update**
Resolution VBD25-035 updates to Annual Budget Development Process Policy 5.18.00 (G)
- K. **ACTION: Procurement Policy**
Resolution VBD25-026 updated Procurement Policy, Policy Number 1.03.00 (G).
- L. **ACTION: Public Records and Records Retention Policy Update**
Resolution VBD25-038 updated Public Records and Records Retention Policy
- M. **ACTION: Agency Safety Plan Update**
Resolution VBD25-031 updated Agency Safety Plan
- N. **ACTION: Genfare Electronic Farebox Mobile Ticketing System**
Resolution VBD25-034 Genfare Electronic Farebox Mobile Ticketing System and corresponding Authorization for Expenditure.

Jarom Wagoner moved to approve the consent agenda as presented; Lantz McGinnis-Brown seconded. The motion passed unanimously.

IV. Special Item(s) - None

V. Public Comments - None

VI. Public Hearing

A. ACTION: PUBLIC HEARING - FY2026 Operating and Capital Budget and Unified Planning Work Program

Prior to the public hearing, Jason Jedry and Elaine Clegg presented the final preliminary FY2026 Operating and Capital Budgets.

The public hearing began at 12:13 p.m.

The public hearing closed at 12:26.

At the close of the public hearing and following discussion, Jarom Waggoner moved to approve Resolution VBD25-036 for the FY2026 Operating and Capital Budget and Unified Planning Work Program per Resolution; Joe Stear seconded. The motion passed unanimously.

B. ACTION: PUBLIC HEARING - Disposal of Assets

Prior to the public hearing, Valley Regional Transit Leslie Pedrosa presented the list of assets to be disposed of for FY2026.

The public hearing began at 12:27.

The public hearing closed at 12:34.

VII. Action Items

A. ACTION: Disposal of Assets

At the close of the public hearing and following discussion, Debbie Kling moved to approve Resolution VBD25-033 Disposal of Assets; Joe Stear seconded. The motion passed unanimously.

B. ACTION: Renewable Natural Gas Credits

Joe Guenther and Elaine Clegg presented information on a program for renewable natural gas credits. Following discussion Joe Stear moved to approve Resolution VBD25-028 and direct staff to enter into a professional services agreement with US Energy to process Renewable Energy Credits on behalf of VRT; Debbie Kling seconded. The motion passed unanimously.

C. ACTION: Legislative Policy Position Update

Elaine Clegg outlined the positions VRT has taken on policies with federal partners and requested the Board of Directors approve the position VRT has taken and have staff continue working with these partners. Following discussion, Debbie Kling moved to approve the policies and positions VRT has taken and directed staff to continue the work with these partners and appoint Elaine Clegg to the committee; Lance McGinnis-Brown seconded. The motion passed unanimously.

VIII. Information Items**A. INFORMATION: Area Agency on Aging Funding Reduction**

Elaine Clegg provided information to the Board regarding a reduction in funding from the Area Agency on Aging.

B. INFORMATION: FY2025 Procurement Calendar

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

IX. Executive Session - None**X. Department/Staff Reports****A. INFORMATION: Department/Staff Reports**

The most current department/staff reports were included in the packet for information. Board members were encouraged to read them as they contain very valuable information not presented at the meeting.

XI. Adjournment – The meeting was adjourned at 1:11 p.m.**Next VRT Board of Directors Meeting:**

October 6, 2025

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

August 04, 2025

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Todd Lavoie, City of Meridian	Andrew ?
Tom Dayley, Ada County	Lauren McLean, City of Boise	Brad Alvaro, VRT
Debbie Kling, City of Nampa	Greg Rast, Canyon County	Elaine Clegg, VRT
Jordan Morales, City of Boise		Paula Cromie, VRT
Alexis Pickering, ACHD		Kate Dahl, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Joe Guenther, VRT
Jarom Wagoner, Caldwell		Jason Jedry, VRT
		Nick Leonardson, VRT
		Rob Lowe, VRT
		Nick Moore, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Kenny Poonkay, MV Transportation
		Randy Reese, VRT
		Melody Roper, VRT
		Walter Steed, RAC
		Kyle Street, VRT
		Alissa Taysom, VRT
		David Tiede, City of Meridian

I. **Calling of the Roll** - Chair-Elect Alexis Pickering called the meeting to order at 11:03a.m., 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: Minutes of June 2, 2025, Executive Board Meeting**
- B. **ACTION: Meeting Minutes from May 20, 2025, Regional Advisory Council Meeting**
- C. **ACTION: Transportation Improvement Plan 2026-2030**

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

IV. **Executive Board - Action Items** - none

V. Executive Board - Information Items

A. INFORMATION: Nampa Caldwell Transit Oriented Development (TOD) Study Update

Kate Dahl presented an update on the Nampa Caldwell Transit Oriented Development study including study area, population and employment projections, identified transit-oriented development nodes, and intersection improvements.

B. INFORMATION: Valley Connect 3.0 Update

Kate Dahl provided a summary of information developed for the Valley Connect 3.0 update including data, transportation service description, and cost estimates.

VI. Executive Session - None

VII. Adjournment – The meeting was adjourned at 11:58.

Next VRT Executive Board Meeting:

September 8

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

September 08, 2025

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Alexis Pickering, ACHD	Brad Alvaro, VRT
Tom Dayley, Ada County	Dale Reynolds, City of Nampa	Paula Cromie, VRT
Debbie Kling, City of Nampa		Kate Dahl, VRT
Todd Lavoie, City of Meridian		Jeannette Ezell, VRT
Lauren McLean, City of Boise		Stephen Hunt, VRT
Jordan Morales, City of Boise		Jason Jedry, VRT
Greg Rast, Canyon County		Nick Leonardson, VRT
Joe Stear, City of Kuna		Nick Moore, VRT
Jarom Wagoner, Caldwell		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Kyle Street, VRT
		Alissa Taysom, VRT

- I. **Calling of the Roll** – Chair Lauren McLean called the meeting to order with a quorum present by phone and in-person at 11:01.
- II. **Agenda Additions/Changes – Item V. A - INFORMATION: Vehicle Donation Policy**
No presentation was given as the memo for this item was detailed. Chair Mayor McLean opted to defer this item to the next meeting.
- III. **Consent Agenda**
Items on the Consent Agenda consisted of the following:
 - A. **ACTION: Minutes of August 4, 2025, Executive Board Meeting**
 - B. **ACTION: Payment Register 7-16-25 through 8-15-25**
 - C. **ACTION: Proposed Agenda for October Board of Directors Meeting**
 - D. **ACTION: Proposed Executive Board and Board of Directors Meeting Dates for 2026 and 2027**

Joe Stear moved to approve the consent agenda as presented; Jordan Morales seconded.
The motion passed unanimously.
- IV. **Executive Board - Action Items**
 - A. **ACTION: Temporary Staffing Services**

Jeannette Ezell presented information regarding temporary staffing services. Following questions, Joe Stear moved to approve RESOLUTION VEB25-008 for Temporary Staffing Services and delegated authority to the CEO to finalize and execute contracts with Personnel Plus, Inc., 22nd Century Technologies, Inc., and Laine Federal Solutions, Inc.; Tom Daley seconded. The motion passed unanimously.

V. Executive Board - Information Items

A. INFORMATION: Vehicle Donation Policy (This item was deferred to the next meeting.)

B. INFORMATION: FY2025 Procurement Calendar

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

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information. Board members are encouraged to read them as they contain important information not presented at the meeting.

VII. Adjournment – The meeting was adjourned at 11:09 a.m.

Next VRT Executive Board Meeting:

October 6, 2025 (followed by the Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



AUTHORIZATION FOR EXPENDITURE

VRT BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: On-Call Human Resource Services

TOTAL COST: \$300,000

PURPOSE/ACTION: To provide Human Resource consulting services to Valley Regional Transit staff.

SCOPE OF WORK: The scope of services includes any combination of recruitment, personnel relations, policy development, job description development, discipline and regulatory compliance and other related miscellaneous services. VRT expects to negotiate specific work tasks as needed.

DISCUSSION: VRT conducted a competitive request for proposals for human resource consulting services. VRT convened a selection team with representatives from VRT. The evaluation team reviewed five (5) proposals and made a recommendation that the Thompson Consulting Group proposal will provide the best value to VRT. The length of the agreement will not exceed five years with an average annual cost of \$60,000.

ALTERNATIVES: VRT does not employ human resources staff that can provide human resources support to VRT. The only alternative would be to select another successful proposer or conduct business without human resources support.

FISCAL IMPACT: The funding for these services will be included in each fiscal year budget.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Board delegate authority to the CEO to finalize and execute the contract with Thompson Consulting Group pursuant to Resolution VBD25-040 On-Call Human Resource Services.

RESOLUTION NUMBER: VBD25-040 On-Call Human Resource Services.

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____

Date Approved: MM/DD/YYYY

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____

Date Approved: MM/DD/YYYY

Resolution Number: VBD or VEB##-###

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____

Date Approved: 10/06/2025

Resolution Number: VBD25-040





VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

ON-CALL HUMAN RESOURCE SERVICES RESOLUTION VBD25-040

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT OF UP TO \$300,000 WITH THOMPSON CONSULTING GROUP TO PROVIDE HUMAN RESOURCE CONSULTING SERVICES

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

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

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

WHEREAS, Valley Regional Transit requires a professional services agreement with a qualified consulting firm for on-call human resource services; and

WHEREAS, Valley Regional Transit evaluated five (5) submitted proposals and has negotiated an agreement with the most responsive and responsible offeror meeting all of the required qualifications; and

WHEREAS, Valley Regional Transit will include the budget for this expenditure in each fiscal year; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD25-026 on 08/4/25, and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter

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

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

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

Section 1. That the Board authorizes the award of RFP REF-BASE-25-9 to Thompson Consulting Group. The length of the agreement will not exceed five years at a cost not to exceed \$300,000.

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

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

ADOPTED by the Board of Valley Regional Transit, this 6th day of October 2025.

APPROVED by the Board Chair this 6th day of October 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT





AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Non-Emergency Medical Transportation Service Provider Contracts

TOTAL COST: Not to exceed \$550,000

PURPOSE/ACTION: Valley Regional Transit (VRT) Rides2Wellness program contracts with providers for non-emergency medical transportation in Ada and Canyon County.

SCOPE OF WORK: The Rides2Wellness service providers agree to provide non-emergency medical transportation to designated locations as part of the Rides2Wellness programs in Ada and Canyon County and the Meridian Veteran's Shuttle program.

DISCUSSION: Rides2Wellness service providers are reimbursed a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are scheduled for patients of Veterans Administration Medical Center, St. Luke's, Saint Alphonsus Regional Medical Center, and other designated clinics. VRT tracks each service providers monthly reimbursements to ensure budget adherence.

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

FISCAL IMPACT: The project budget was included in the fiscal year 2026 budget, Resolution VBD25-036, approved on August 8, 2025. There will be a separate contract for each service provider. The approved budget for the Rides2Wellness project is \$550,000. Ada County budget will not exceed \$420,000, Canyon County will not exceed \$80,000. Meridian Veteran's Shuttle will not exceed \$50,000. Local match for this program is provided by the health care systems and VRT provided the federal match.

RECOMMENDATION/JUSTIFICATION: VRT issued RFP 2021-11-19 and followed procurement guidelines and policy for procuring services. Each service provider has been approved to provide Rides2Wellness transportation services in Ada and Canyon County.

RESOLUTION NUMBER: VBD25-041

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve Resolution VBD25-041 and authorize contracts for non-emergency medical transportation service providers with a not to exceed amount of \$590,000 for fiscal year 2026. The service provides are:

Trinity Transport
Serenity Transportation
YBNOW, LLC

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____

Date Approved: _____

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____

Date Approved: _____

Resolution Number: _____

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____

Date Approved: 10/6/25 Resolution Number: VBD25-041





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

NON-EMERGENCY MEDICAL TRANSPORTATION SERVICE PROVIDER CONTRACTS RESOLUTION VBD25-041

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACTS FOR RIDES2WELLNESS SERVICE PROVIDERS FOR NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES IN ADA AND CANYON COUNTY

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

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

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

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

WHEREAS, Valley Regional Transit works to secure funding to support non-emergency medical trips for patients who need transportation to critical appointments; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2026 budget Resolution VBD25-036 as approved by the VRT Board on August 8, 2025; and

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

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

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

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 BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit approve Resolution VBD25-041 for a contracts with non-emergency medical transportation service providers following procurement RFP 2021-11-19, not to exceed \$550,000 Rides2Wellness service for fiscal year 2025. The service providers are Serenity Transportation, Trinity Transport, and YB NOW, LLC.

Section 2. That the Board of Valley Regional Transit delegates authority to the CEO to finalize and execute the contracts.

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

ADOPTED by the Board of Valley Regional Transit, this 6th day of October 2025.

APPROVED by the Board Chair this 6th day of October 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Contract with Metro Community Services to operate as a service provider for Beyond Access service.

TOTAL COST: Not to exceed \$170,000

PURPOSE/ACTION: Valley Regional Transit (VRT) contracts with local service providers to provide service for the Beyond Access service, that aims to improve mobility for older adults, veterans, and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first-class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT reimburses service providers per revenue hour. The service providers' annual budget is based on projected revenue hours and is included in the operating budget annual for Beyond Access. VRT provides the federal match, and local match is funded by the service provider, Area Agency on Aging, or other local partners, as determined by the service provider. VRT tracks the monthly reimbursements to ensure budget adherence.

ALTERNATIVES: Not providing transportation for these programs fails to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The operating budget for Beyond Access was included in the fiscal year 2026 budget, Resolution VBD25-036, approved on August 8, 2025, which included costs for Metro Community Services as a service provider.

RECOMMENDATION/JUSTIFICATION: VRT issued RFB 2019-06-20 requesting service providers complete an application to ensure the ability to plan, design and carry out services to those with transportation needs that are seniors, persons with disabilities and veterans. Each service provider submitted an application and were determined to be an approved service provider for the acquisition of service project.

RESOLUTION NUMBER: VBD25-042

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve Resolution VBD25-042 and authorize a contract with Metro Community Services to provide transportation services for Beyond Access with a not to exceed amount of \$170,000 for fiscal year 2026.

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____
Date Approved:

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____
Date Approved: _____ Resolution Number: _____

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____
Date Approved: 10/6/2025 Resolution Number: VBD25-042





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

METRO COMMUNITY SERVICES OPERATING CONTRACT RESOLUTION VBD25-042

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT FOR METRO COMMUNITY SERVICES TO OPERATE AS A SERVICE PROVIDER FOR BEYOND ACCESS SERVICE FOR OLDER ADULTS AND PERSONS WITH DISABILITIES IN ADA AND CANYON COUNTY

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

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

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

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

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2026 budget Resolution VBD25-036 as approved by the VRT Board on August 8, 2025; and

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

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

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

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.

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

Section 1. That the Board of Valley Regional Transit authorizes Resolution VBD25-042 for a contract with Metro Community Services following procurement RFP 2019-06-20, not to exceed \$170,000, as a service provider for Beyond Access service for fiscal year 2026.

Section 2. That the Board of Valley Regional Transit delegates authority to the CEO to finalize and execute the contracts.

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

ADOPTED by the Board of Valley Regional Transit, this 6th day of October 2025.

APPROVED by the Board Chair this 6th day of October 2025.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Asset Disposition Status
DATE	October 6, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

Staff requests the Board of Directors acknowledge the final status of assets disposed during fiscal year 2025.

Highlights

Schedule

- July 2024 - Executive Board set public hearing for assets to be disposed of during fiscal year 2025
- August 2024 – Public hearing held during the Board of Directors meeting and Resolution VBD24-033 was approved granting authority for assets to be disposed in fiscal year 2025

Summary

The Board of Directors approved Resolution VBD24-033 August 12, 2024, authorizing (Valley Regional Transit (VRT) to dispose of assets in the most advantageous method and report the final disposition of all assets scheduled for disposal in fiscal year 2025 to be included on the consent agenda at the October 2025 Board of Directors meeting.

Implication

VRT is required to follow Idaho Code when disposing of government assets. Generally, donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

More Information

Attachments:

Attachment A: FY25 Asset Disposition Status

For detailed information, contact:

Leslie Pedrosa
Chief Operating Officer
lpedrosa@ridevrt.org
(208) 258-2713



Fiscal Year 2025 Asset Disposition Status

ROLLING STOCK

Vehicle Information	VIN	Year	Status
New Flyer Low Floor Transit Bus	5FYC2GP061U023542	2002	Scheduled for FY26
New Flyer Low Floor Transit Bus	5FYC2GP081U023543	2002	Scheduled for FY26
New Flyer Low Floor Transit Bus	5FYC2GP031U023546	2002	Scheduled for FY26
Ford E450 Elkhart Cutaway	1FD4E4FS0DDA59829	2013	Scheduled for FY26
Ford E450 Elkhart Cutaway	1FD4E4FS7DDA59830	2013	Scheduled for FY26
Ford E450 Elkhart Cutaway	1FD4E4FS9DDA59831	2013	Scheduled for FY26
Ford E450 Goshen Cutaway	1FD4E4FS5BDA68541	2011	Sold at auction
Ford E450 Goshen Cutaway	1FD4E4FS4BDA63282	2011	Sold at auction
Ford F550 Glaval Entourage	1FDGF5GY7DEA93884	2013	Scheduled for FY26
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	Disposal to be determined
Ford F550 Glaval Entourage	1FDGF5GY2DEA93887	2013	Scheduled for FY26
Ford F550 Glaval Entourage	1FDGF5GY4DEA93888	2013	Disposal to be determined
Ford F550 Glaval Entourage	1FDGF5GY3DEA93889	2013	Disposal to be determined
Ford F550 Glaval Entourage	1FDGF5GY2DEA93890	2013	Disposal to be determined
Ford E350 Van	1FBSS31LX6HA58631	2006	Sold at auction
Ford E350 Van	1FBSS31LI3HA62292	2006	Scheduled for FY26
Ford E350 Van	1FBSS31L36HA62293	2006	Sold at auction
Ford E350 Van	1FBSS31L56HA62294	2006	Scheduled for FY26
Ford E450 Starcraft Cutaway	1FDWE35L06DA32234	2003	Scheduled for FY26
Ford Transit	1FBVU4XM4HKA17656	2017	Scheduled for FY26
Ford Transit	1FBVU4XM2HKA15551	2017	Scheduled for FY26

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Status
Ford F550	1FDAF56F02EB37470	2002	Scheduled for FY26
Chevrolet Silverado 1500	1GCSKPE35AZ171581	2010	Sold at auction
Ford F350	1FTRF3865CEC50074	2012	Scheduled for FY26
Dodge Caravan	2C4RDGBG7DR761313	2013	Sold at auction

EQUIPMENT

Equipment Information	Purchased	Status
Desktop Computers	varies	Donated
Laptop Computers	varies	Donated
Computer Monitors	varies	Donated
Computer Accessories	varies	Donated



TOPIC	Payment Register
DATE	October 6, 2025
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Board of Directors will have the opportunity to review and consider accepting the August 16, 2025 to September 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 Valley Regional Transit's (VRT's) accounts payable department and each payment underwent thorough review and approval by VRT's Senior Accountant or 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:

August 16, 2025 to September 15, 2025 payment register

For detailed information, contact:

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

Payment Register 8/16/25 - 9/15/25

Payment Number	Payment Date	Vendor Name	Invoice Amount	Purchasing Category
100515	2025-09-08	Access Idaho-26682	111.04	Employee_Screening
52633	2025-09-08	AdaRide.Com, LLC	5,518.00	Services
52605	2025-09-08	All-Pro Commercial Cleaning, LLC	4,763.75	Services
52625	2025-09-08	American Mechanical Corporation	2,569.00	Services
52625	2025-09-08	American Mechanical Corporation	2,569.00	Services
52625	2025-09-08	American Mechanical Corporation	2,569.00	Services
52646	2025-09-08	Automotive Service Equip	386.60	Services
52630	2025-09-08	A-Z Bus Sales, Inc	92.65	Parts
52618	2025-09-08	Boise Metro Chamber Commerce	150.00	Membership dues
52559	2025-08-27	Boise Municipal Health Care Trust	60,180.32	Insurance premiums
52647	2025-09-08	Bolen's Control House Inc.	34.32	Department_Supplies
52582	2025-09-08	Brady Industries of Idaho, LLC	980.08	Janitorial_and_Toiletry_Supplies
52582	2025-09-08	Brady Industries of Idaho, LLC	980.08	Janitorial_and_Toiletry_Supplies
52568	2025-09-08	Brasco International, Inc.	50,950.00	Bus_Shelters
100514	2025-09-08	Cable One Inc	166.94	Services
52639	2025-09-08	Career Uniforms Partners	348.75	Uniforms_and_Accessories
52639	2025-09-08	Career Uniforms Partners	348.75	Uniforms_and_Accessories
52639	2025-09-08	Career Uniforms Partners	348.75	Uniforms_and_Accessories
52648	2025-09-08	Catapult3, Inc.	23,363.11	Marketing
52648	2025-09-08	Catapult3, Inc.	23,363.11	Marketing
52648	2025-09-08	Catapult3, Inc.	23,363.11	Marketing
52648	2025-09-08	Catapult3, Inc.	23,363.11	Marketing
52648	2025-09-08	Catapult3, Inc.	23,363.11	Marketing
52615	2025-09-08	CenturyLink	1,174.12	Services
52615	2025-09-08	CenturyLink	1,174.12	Services
52615	2025-09-08	CenturyLink	1,174.12	Services
52615	2025-09-08	CenturyLink	1,174.12	Services
52564	2025-09-04	Christensen, Inc	11,626.70	Fuel
52564	2025-09-04	Christensen, Inc	11,626.70	Parts
52564	2025-09-04	Christensen, Inc	11,626.70	Oil_&_Lubes
52597	2025-09-08	City of Boise	9,240.50	Monthly rent
52609	2025-09-08	Clean Energy	7,113.75	CNG
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52613	2025-09-08	Commercial Tire, Inc	5,691.86	Auto_Parts
52576	2025-09-08	Computer Aid, Inc	2,212.50	IT_Services
100511	2025-09-08	D & B Supply Co., Inc.	22.99	Department_Supplies
52636	2025-09-08	Delerrok, Inc.	1,364.30	Subscriptions
52591	2025-09-08	DMC Sales	831.77	Parts
52591	2025-09-08	DMC Sales	831.77	Parts
52574	2025-09-08	DS Services of America, Inc.	78.18	Services
52589	2025-09-08	Dwaine S Lee, LLC	1,335.75	Services
52589	2025-09-08	Dwaine S Lee, LLC	1,335.75	Services
52589	2025-09-08	Dwaine S Lee, LLC	1,335.75	Services
52589	2025-09-08	Dwaine S Lee, LLC	1,335.75	Services
52589	2025-09-08	Dwaine S Lee, LLC	1,335.75	Services
52572	2025-09-08	Dyna Parts LLC	363.57	Parts
52572	2025-09-08	Dyna Parts LLC	363.57	Department_Supplies
52572	2025-09-08	Dyna Parts LLC	363.57	Parts

52572 2025-09-08 Dyna Parts LLC	363.57 Parts
52572 2025-09-08 Dyna Parts LLC	363.57 Department_Supplies
52572 2025-09-08 Dyna Parts LLC	363.57 Oil_&_Lubes
52572 2025-09-08 Dyna Parts LLC	363.57 Parts
52571 2025-09-08 Dyna Parts LLC	451.78 Department_Supplies
52571 2025-09-08 Dyna Parts LLC	451.78 Parts
52558 2025-08-27 Elaine Clegg	308.42 Employee Reimbursement
52558 2025-08-27 Elaine Clegg	308.42 Employee Reimbursement
52634 2025-09-08 Elliott Auto Supply Co., Inc	1,269.34 Parts
52634 2025-09-08 Elliott Auto Supply Co., Inc	1,269.34 Parts
52626 2025-09-08 ERS Emergency Responder Services, Inc	99.94 Department_Supplies
52621 2025-09-08 Everbase Solutions LLC	14,931.00 Services
52621 2025-09-08 Everbase Solutions LLC	14,931.00 Services
52584 2025-09-08 Fleet EForce Inc.	2,877.28 Special_parts
52584 2025-09-08 Fleet EForce Inc.	2,877.28 Special_parts
52596 2025-09-08 FOURTHSQUARE LLC	8,000.00 IT_Software
52596 2025-09-08 FOURTHSQUARE LLC	8,000.00 IT_Software
52603 2025-09-08 Genfare, LLC	835.39 Parts
52603 2025-09-08 Genfare, LLC	835.39 Parts
52628 2025-09-08 Gillig, LLC	18,209.90 Parts
52628 2025-09-08 Gillig, LLC	18,209.90 Parts
52628 2025-09-08 Gillig, LLC	18,209.90 Special_parts
52628 2025-09-08 Gillig, LLC	18,209.90 Parts
52628 2025-09-08 Gillig, LLC	18,209.90 Special_parts
52628 2025-09-08 Gillig, LLC	18,209.90 Special_parts
52628 2025-09-08 Gillig, LLC	18,209.90 Special_parts
52628 2025-09-08 Gillig, LLC	18,209.90 Special_parts
52628 2025-09-08 Gillig, LLC	18,209.90 Parts
52585 2025-09-08 Giovingo, James	111.29 Employee Reimbursement
52632 2025-09-08 Grainger Inc	880.72 Department_Supplies
52632 2025-09-08 Grainger Inc	880.72 Vehicle_Maintenance
52632 2025-09-08 Grainger Inc	880.72 Department_Supplies
100508 2025-08-20 Hall, Willard	1,489.49 Employee Reimbursement
100518 2025-09-08 Harris, Scott	63.60 Employee Reimbursement
52641 2025-09-08 Hawley Troxell Ennis & Hawley	4,016.25 Legal Fee's
52641 2025-09-08 Hawley Troxell Ennis & Hawley	4,016.25 Legal Fee's
52623 2025-09-08 HI-Line	944.98 Department_Supplies
52623 2025-09-08 HI-Line	944.98 Department_Supplies
52593 2025-09-08 Hot Shots, Inc.	1,287.06 Other_Expenses
100509 2025-08-28 Idaho Access Project, Inc.	5,000.00 Marketing
52617 2025-09-08 Idaho Power	17,650.10 Utility
52617 2025-09-08 Idaho Power	17,650.10 Utility
52617 2025-09-08 Idaho Power	17,650.10 Utility
52617 2025-09-08 Idaho Power	17,650.10 Utility
52598 2025-09-08 Idaho Records Management, LLC	55.00 Services
100519 2025-09-08 Idaho Springs, LLC	43.96 Water
100519 2025-09-08 Idaho Springs, LLC	43.96 Water
52573 2025-09-08 Image Tech, LLC	146.84 Marketing
52607 2025-09-08 Impact Pest	189.00 Services
52557 2025-08-19 Intangles USA INC	1,874.47 Subscriptions
52557 2025-08-19 Intangles USA INC	1,874.47 Subscriptions
52557 2025-08-19 Intangles USA INC	1,874.47 Subscriptions
52557 2025-08-19 Intangles USA INC	1,874.47 Subscriptions
52583 2025-09-08 Intangles USA INC	390.00 Subscriptions
52587 2025-09-08 Intermountain Communications of	450.00 IT_Hardware
52587 2025-09-08 Intermountain Communications of	450.00 IT_Hardware
52640 2025-09-08 Intermountain Gas	99.55 Utility
52640 2025-09-08 Intermountain Gas	99.55 Utility

52640 2025-09-08 Intermountain Gas	99.55 Utility
52640 2025-09-08 Intermountain Gas	99.55 Utility
52640 2025-09-08 Intermountain Gas	99.55 Utility
52569 2025-09-08 Interstate Fire Sales and Service, LLC	26.10 Services
52561 2025-08-27 Jacobs Engineering Group, Inc.	642,528.70 Engineering_Consultants
52556 2025-08-19 Jeremy Ricky	9,226.52 Rides_to_Wellness
52579 2025-09-08 Jimenez, Gabriel	200.00 Employee Reimbursement
52565 2025-09-04 Joshua Smith	276.00 Employee Reimbursement
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
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52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Department_Supplies
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
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52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52642 2025-09-08 Kenworth Sales	42,740.18 Parts
52563 2025-08-28 Kuna Senior Citizen Inc	7,307.19 Senior_Services
52563 2025-08-28 Kuna Senior Citizen Inc	7,307.19 Senior_Services
52602 2025-09-08 LAMAR AIRPORT ADVERTISING CO.	1,600.00 Marketing
52650 2025-09-12 Leslie Pedrosa	340.40 Employee Reimbursement
52608 2025-09-08 Lift-U	152.45 Department_Supplies
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52606 2025-09-08 Lithia Motors Payment Processing	7,557.88 Parts
52622 2025-09-08 Loomis Armored US, LLC	645.66 Services
52616 2025-09-08 Lowes Home Improvement	305.74 Department_Supplies
52616 2025-09-08 Lowes Home Improvement	305.74 Department_Supplies
52627 2025-09-08 Lyft, Inc	6,834.43 Transportation_Services
52627 2025-09-08 Lyft, Inc	6,834.43 Transportation_Services
52638 2025-09-08 Mary M Johnson	6,575.00 Services
52638 2025-09-08 Mary M Johnson	6,575.00 Services
52651 2025-09-12 Melody Roper	270.90 Employee Reimbursement
10002 2025-08-20 Mercury Innovation Pty Ltd	11,583.00 Bus_System_Technology

52575 2025-09-08 Mereacre, Tudor	36.02 Employee Reimbursement
52645 2025-09-08 Meridian Senior Center	6,806.80 Senior_Services
52644 2025-09-08 Metro Community Services	15,602.40 Services
52560 2025-08-27 Model 1 Commercial Vehicles, Inc	291,252.00 Vehicles
52560 2025-08-27 Model 1 Commercial Vehicles, Inc	291,252.00 Vehicles
52649 2025-09-08 Model 1 Commercial Vehicles, Inc	295,848.00 Vehicles
52649 2025-09-08 Model 1 Commercial Vehicles, Inc	295,848.00 Vehicles
52649 2025-09-08 Model 1 Commercial Vehicles, Inc	295,848.00 Vehicles
52649 2025-09-08 Model 1 Commercial Vehicles, Inc	295,848.00 Vehicles
52631 2025-09-08 Model 1 Commercial Vehicles, Inc	217.59 Parts
52610 2025-09-08 New Flyer Parts	944.92 Parts
52610 2025-09-08 New Flyer Parts	944.92 Parts
52566 2025-09-08 Nicholas Moran	44.87 Employee Reimbursement
52643 2025-09-08 Norco Inc	1,204.76 Vehicle_Maintenance
52643 2025-09-08 Norco Inc	1,204.76 Department_Supplies
52562 2025-08-28 Northwest Lift & Equipment LLC	1,600.00 Services
200020 2025-09-05 NYSIF Disability Benefits	29.28 benefits
52599 2025-09-08 ODP Business Solutions, LLC	180.52 Department_Supplies
52599 2025-09-08 ODP Business Solutions, LLC	180.52 Department_Supplies
52599 2025-09-08 ODP Business Solutions, LLC	180.52 Department_Supplies
52599 2025-09-08 ODP Business Solutions, LLC	180.52 Department_Supplies
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
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52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52635 2025-09-08 O'Reilly Auto Parts	867.81 Oil_&_Lubes
52635 2025-09-08 O'Reilly Auto Parts	867.81 Oil_&_Lubes
52635 2025-09-08 O'Reilly Auto Parts	867.81 Parts
52601 2025-09-08 Paragon Consulting, Inc	16,662.50 Engineering_Consultants
100516 2025-09-08 Peak Industrial, Inc.	528.59 Parts
100516 2025-09-08 Peak Industrial, Inc.	528.59 Special_parts
52580 2025-09-08 Personnel Plus, Inc.	26,287.53 Transportation_Services
52580 2025-09-08 Personnel Plus, Inc.	26,287.53 Transportation_Services
52580 2025-09-08 Personnel Plus, Inc.	26,287.53 Transportation_Services
52580 2025-09-08 Personnel Plus, Inc.	26,287.53 Transportation_Services
52580 2025-09-08 Personnel Plus, Inc.	26,287.53 Transportation_Services
52604 2025-09-08 Phoenix Cars, LLC	212.82 Parts
52570 2025-09-08 PNG Media LLC	350.25 Services
52570 2025-09-08 PNG Media LLC	350.25 Services
100512 2025-09-08 Primary Health Medical Group, LLC	440.00 Services
52629 2025-09-08 Quench USA, Inc	334.95 Services
52637 2025-09-08 RDK Corporation	196.00 Employee_Screening
52612 2025-09-08 Remix Technologies LLC	6,555.00 Subscriptions
52567 2025-09-08 Richard Marks-Chalmers	396.90 Employee Reimbursement
100513 2025-09-08 Right! Systems, Inc.	1,311.00 Subscriptions
52581 2025-09-08 Robert Half International, Inc	2,685.45 Consulting_Services
52581 2025-09-08 Robert Half International, Inc	2,685.45 Consulting_Services
52600 2025-09-08 Royce Industries, LLC	230.00 Department_Supplies
100517 2025-09-08 SAMG Occupational Med - Emerald	150.00 Employee_Screening
200019 2025-09-05 State Insurance Fund	1,523.00 premiums
52652 2025-09-12 Stephen Hunt	404.80 Employee Reimbursement
52592 2025-09-08 Stoltz Marketing Group, Inc	4,650.00 Professional_&_Technical_Services
52592 2025-09-08 Stoltz Marketing Group, Inc	4,650.00 Professional_&_Technical_Services

52592 2025-09-08 Stoltz Marketing Group, Inc	4,650.00 Professional_&_Technical_Services
52594 2025-09-08 Syringa Networks, LLC	5,382.56 Internet_Service
52595 2025-09-08 That's Sharp, LLC.	80.00 Department_Supplies
52577 2025-09-08 T-Mobile USA Inc.	867.01 Services
52586 2025-09-08 Treasure Valley Coffee	130.51 Department_Supplies
52590 2025-09-08 Treasure Valley Transit	22,538.00 sub-recipient
52619 2025-09-08 UniFirst	252.51 Department_Supplies
52611 2025-09-08 UniFirst	378.84 Uniform_Laundry_Services_and_Accessories
52619 2025-09-08 UniFirst	252.51 Department_Supplies
52611 2025-09-08 UniFirst	378.84 Uniform_Laundry_Services_and_Accessories
52619 2025-09-08 UniFirst	252.51 Department_Supplies
52611 2025-09-08 UniFirst	378.84 Uniform_Laundry_Services_and_Accessories
52614 2025-09-08 US Bank Plaza Condominium Assoc., Inc.	10,766.00 Leases_&_Rentals
52620 2025-09-08 USAbLe Life	2,313.43 Insurance premiums
100510 2025-09-08 Veolia Water Idaho	399.27 Utility
100520 2025-09-08 Verizon Wireless	3,085.84 Utility
100521 2025-09-08 Verizon Wireless	40.01 Utility
100522 2025-09-08 Verizon Wireless	51.50 Utility
100523 2025-09-08 Verizon Wireless	38.43 Utility
100525 2025-09-08 Verizon Wireless	1,654.19 Utility
100524 2025-09-08 Verizon Wireless	200.10 Utility
200018 2025-08-21 WCF National Insurance Company	25,390.56 Insurance premiums
52588 2025-09-08 Western Mountain Bus Sales	621.10 Parts
52588 2025-09-08 Western Mountain Bus Sales	621.10 Parts
52624 2025-09-08 William Beard	674.00 Bus_Washing
52624 2025-09-08 William Beard	674.00 Bus_Washing
52624 2025-09-08 William Beard	674.00 Bus_Washing
52578 2025-09-08 Zenobe Americas EV Assetco LLC	70,000.08 Leases_&_Rentals
52578 2025-09-08 Zenobe Americas EV Assetco LLC	70,000.08 Leases_&_Rentals
52578 2025-09-08 Zenobe Americas EV Assetco LLC	70,000.08 Leases_&_Rentals
52578 2025-09-08 Zenobe Americas EV Assetco LLC	70,000.08 Leases_&_Rentals
	4,866,727.19

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

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER



TOPIC	Vehicle Donation Policy
DATE	October 6, 2025
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an Action Item, staff request that the Board of Directors approved Resolution VBD25-044 and adopt Vehicle Donation Policy Number 6.04.08.

Summary Through the Vehicle Donation Policy Valley Regional Transit (VRT) aspires to enhance community mobility by donating surplus vehicles to eligible non-profit organizations within its service area. This initiative supports the transportation needs of vulnerable populations.

Policy Objectives: The policy seeks to support VRT's mission, support non-profits, enhance public transportation, ensure effective reutilization of surplus vehicles and promote sustainable practices.

Eligibility, Controls and Restrictions: Non-profit organizations must be located within VRT's service area, use the vehicles solely for transportation-related services, and report usage for one year. Vehicles cannot be used for personal or election campaign purposes.

History

VRT has occasionally donated surplus vehicles to various non-profit entities in the region upon request. However, there has not been a documented policy or standard process to consider such donations. This policy establishes that, as well as establishing a standard procedure to process such donations.

Implication

Auctioning vehicles rarely results in meaningful revenue for VRT. This policy establishes a commitment to the community and ensuring our assets continue to serve our region where needed through sustainable reuse of our surplus vehicles.

More Information

For detailed information, contact:

Leslie Pedrosa
Chief Operating Officer
lpedrosa@ridevrt.org
(208) 258-2713

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

Policy Number: 6.04.08

Resolution Number: VBD25-044

Policy Title: Vehicle Donation

Signature of Board Chairperson

Date

Signature of Chief Executive Officer

Date

STATEMENT OF POLICY

The vehicle donation policy seeks to reuse Valley Regional Transit's, henceforth, the AUTHORITY's surplus vehicles and enhance community mobility and support by making surplus vehicles available for donation to eligible non-profit organizations within our service area. This initiative supports transportation-related service needs of those non-profits and promotes mobility that will enhance the quality of life for community members.

Definitions

Coordinated Public Transit Human Services Transportation Plan (HST): A comprehensive strategy developed to improve transportation for vulnerable populations that identifies transportation needs of individuals with disabilities, older adults, people with low incomes, and people with limited English proficiency and focuses on collaboration between human service agencies and transportation providers to optimize resources and address unmet transportation needs. In our region developing and overseeing HST is the responsibility of COMPASS and the plan provides strategies for meeting transportation needs and recognizes projects eligible for funding for the services identified. HST also identifies service providers who are eligible for that funding.

Eligible Non-Profit: Tax-exempt nonprofit organizations that meet 501(c)(3) status. 501(c)(3) organizations are nonprofit groups with a dedicated mission such as focused on charitable, educational, and public service activities.

Fair Market Value: The price a willing buyer would pay a willing seller for an Federal Transit Administration (FTA)-assisted property or asset in an open, unrestricted market, with both parties having full knowledge and no compulsion to act.

Surplus Vehicles: Transit vehicles owned by VRT that have reached the end of their useful life and have been listed and approved for disposal.

POLICY

Objectives

- Support the AUTHORITY's mission
- Support the transportation needs of non-profit organizations.
- Enhance public and private transportation within the AUTHORITY's service area.
- Ensure the effective reutilization of AUTHORITY vehicles past their useful life.
- Promote sustainable practices through vehicle donation and reuse.
- Utilize the Coordinated Public Transit Human Services Transportation Plan (HST) to identify potential recipients of vehicles.

Eligibility Criteria

- Potential recipients must be registered 501(c)(3) non-profit organizations.
 - Proof of non-profit status must be provided to AUTHORITY.
- Upon receipt of a donated vehicle, organizations must:
 - Utilize the vehicle for the intended transportation-related purposes.
 - Track and record ridership, service hours, miles driven.
 - Submit quarterly reports to AUTHORITY for a period of one-year, detailing vehicle usage and impact.

Restrictions

- AUTHORITY will not donate any vehicle with a fair market value of more than \$10,000 to ensure no obligation to reimburse the FTA.
- Vehicles cannot be used for personal purposes.
- Vehicles cannot be used for election campaign activities.
- Vehicles must solely support the mission and activities of the non-profit organization.

Failure to comply with any of the above criteria and restrictions will result in the inability to obtain another vehicle donation in the future.

Conclusion

The vehicle donation policy seeks to reuse the AUTHORITY's surplus vehicles and enhance community mobility and support by making surplus vehicles available for donation to eligible non-profit organizations within our service area. This initiative supports transportation-related service needs of those non-profits and promotes mobility that will enhance the quality of life for community members.

END OF POLICY

Adoption Date: 10/03/2025

Effective Date: 10/03/2025

Last Revised Date: 10/03/2025



Last Reviewed Date: 10/03/2025

Supporting Documents:

- PROCEDURE - Vehicle Donation



VRT Operations – Procedures

Subject: Vehicle Donation

Signature of Department Head

Date

Signature of CEO

Date

STATEMENT OF PROCEDURE

The vehicle donation policy seeks to reuse Valley Regional Transit's, henceforth, the AUTHORITY's, surplus vehicles and enhance community mobility and support by making surplus vehicles available for donation to eligible non-profit organizations within our service area. This initiative supports transportation-related service needs of those non-profits and promotes mobility that will enhance the quality of life for community members.

The following procedure ensures the process through which non-profits can request an AUTHORITY surplus vehicle be donated. Requesting a vehicle donation does not guarantee the AUTHORITY will donate a vehicle.

PROCEDURE

- The AUTHORITY will list eligible vehicles as surplus and available for disposal, once approved by the Board of Directors.
- Non-profit organizations listed in the Coordinated Public Transit Human Services Transportation Plan (HST) will be invited to request a vehicle donation prior to AUTHORITY action to dispose of vehicles through auction or other means to other registered non-profit organizations.
- Registered non-profit organizations not listed in the HST will be considered and reviewed to ensure they meet eligibility requirements before being accepted.
- Organizations will be asked to provide a brief description of their organization, a listing of their 501(c)(3) status, a description of how the vehicle will be used, an estimate of the amount of use and the population it will serve.
- Requests will be reviewed by an AUTHORITY staff committee from operations, communications and development departments. Awards will be based on eligibility criteria listed in the policy and the potential impact on community mobility.

- Selected organizations will be notified and required to sign an agreement that shall include:
 - Recognition that the vehicle will be used for transit purposes as described request
 - Requirement to display recognition that the vehicle was donated by Valley Regional Transit
 - Acknowledgement that organization assumes all maintenance, insurance, and operating costs of the vehicle
 - Acknowledgement that vehicle is being donated “as-is”
 - Organization must agree to indemnify, defend and hold harmless the AUTHORITY from all issues or liability arising from the receiving organization’s use of the donated vehicle
 - Reporting requirements for ridership, hours and miles
- Title will be transferred to eligible recipient once agreement is executed.

END OF PROCEDURE

Adoption Date: 10/06/2025

Last Revised Date: 10/06/2025

Last Reviewed Date: 10/06/2025

Replaced:

Supporting Documents: POLICY – Vehicle Donation 6.04.08





VALLEY REGIONAL TRANSIT BOARD RESOLUTION

VEHICLE DONATION POLICY NUMBER 6.04.08 RESOLUTION VBD25-044

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VEHICLE DONATION POLICY NUMBER 6.04.08.

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, the AUTHORITY aspires to enhance community mobility by donating surplus vehicles to eligible non-profit organizations within its service area that will support the transportation needs of vulnerable populations; and

WHEREAS, the AUTHORITY seeks to support its mission, support non-profits, enhance public transportation, ensure effective reutilization of surplus vehicles and promote sustainable practices in the Treasure Valley; and

WHEREAS, the AUTHORITY will ensure donated vehicles are used by organizations that are located within the AUTHORITY’s service area and be used solely for transportation-related services; and

WHEREAS, the AUTHORITY has determined that auctioning vehicles rarely results in meaningful revenue, therefore, donating vehicles establishes a commitment to the community that allows surplus vehicles continue to serve our region; and

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

WHEREAS, 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 BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit approve Resolution VBD25-044 and adopt Vehicle Donation Policy Number 6.04.08.

Section 2. That Resolution VBD25-044 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 6th day of October 2025.

APPROVED by the Board Chair this 6th day of October 2025.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	State Legislative Update
DATE	October 6, 2025
STAFF MEMBER	Elaine Clegg

Staff Request

This is an action item; the CEO requests the Board of Directors approve the request to work toward draft legislation with state partners.

Highlights

- Discussions have been ongoing with state leaders and local leaders in other parts of the state through the spring and summer regarding a policy recognizing the need for dedicated funding for transit systems in Idaho.
- These discussions have included a consistent message with the proposition that “Transit in Idaho needs direct, consistent and stable funding to provide attractive, efficient, reliable transit service for their communities”
- Though there is no agreement on specific legislation there is a growing recognition and support that transit can fill part of the transportation need as the state grows and is vital to the long-term ability to support travel for all residents.
- An idea has emerged that Regional Public Transportation Authorities (RPTAs) be treated the same as other political subdivisions in the state and afforded levy authority, recognizing that exercising that authority requires a 66 2/3 vote.

Summary

VRT has had, and plans to continue to have, conversations about various potential funding mechanisms and would like to move the discussions to the next level by working on legislation that reflects the conversations. To date, the position that has garnered the most interest is allowing levy authority in the existing statute as per other political subdivisions in the state. The request today is to support VRT leadership to work with legislative leaders toward draft legislation that would allow levy authority for RPTAs and continue conversations about that and other legislation.

Implication

It is important for the Board of Directors to provide direction as the legislative process unfolds. If successful we will need your full support to move forward.

More Information

For detailed information, contact:

Elaine Clegg
CEO
eclegg@ridevrt.org
208-258-2712



TOPIC	INFORMATION: Transportation Development Plan (TDP) Update
DATE	10/06/2025
STAFF MEMBER	Elaine Clegg, Stephen Hunt, Kyle Street

Staff Recommendation/Request

This is an information item only. Valley Regional Transit has begun drafting the update for Transportation Development Plan (TDP) for FY2026-2030. Staff requests the board engage in discussion to provide guidance for completing the plan.

Summary

In 2023, VRT adopted its first five-year TDP and is past due for an update. The plan acts as a five year work plan for VRT. It lists expense and revenue projections, estimates of available federal funds, directly generated funds and local funding needs feeding into forecasts of anticipated assessment requests over a five-year window. These forecasts allow funding partners and stakeholders to review future anticipated service and capital projects and the expected revenue contributions needed to complete them. The plan is based on existing and projected service, capital needs including vehicle replacements, regular capital maintenance, bus stop and other amenity improvements, facility updates and anticipated special projects.

Detail

The overview of service, capital, planning and program support projects planned over the next five years in the TDP drives the expense and revenue budget forecasts for the next five years. All expenses and revenues are categorized into their appropriate department. Revenues are categorized as local, federal or directly generated. Federal grant revenues and their varying match rates are applied to appropriate expenses. The projected local funding needs are then distributed to partners using the Board established cost allocation methodology (CAM), which is a formula based on service and population. The TDP further breaks down the projected needs by fiscal year identifying local funding needs for each year and itemizes the anticipated funding request VRT will make of each funding partner. This breakdown is essential for VRT to plan for operating and capital program management needs and for our financial partners to prepare for future budgets. It also helps coordinate federal funds with COMPASS.

The forecast funding requests are categorized into the same four categories for each year:

- *General* - Support for regional overhead expenses (administration, planning, communications, etc.)
- *Service* - Support for fixed route and demand response services and associated paratransit, maintenance, planning and administration.
- *Capital* - Support for vehicle replacements, regular repair and maintenance, capital procurement, design/construction of these projects.
- *Special* - Support for programs or projects not subject to the cost allocation model, e.g. capital expansion or construction projects

The TDP provides each funding partner with details of specific service and projects planned for each year and allows VRT and its partners to consider project benefits. The plan is designed to illuminate when planned service enhancements are expected to come online and the budget impact of those so funding partners can plan in their own budgets for the potential increases. It also shows the lumpiness of the capital forecasts, for instance bus replacements that happen sporadically but not at the same level each year or major facility needs. Finally, it shows proposed special projects that often rely on discretionary grant funding and require partner agreement and support in order to go forward such as the recent upgrades at Main Street station and the ongoing work on State Street.

VRT understands the need for our partner organizations to have insight into what we have planned for the future. We recognize that forecasted local funding contributions are dependent on the annual budget process and agreement to approve the plan does not guarantee that budget. The plan is designed to allow VRT and its partners the time to plan for the projects anticipated and to daylight potential questions early. It also helps VRT develop strategies and plans internally for the next five years and allows funding partner representatives to work with VRT to ensure that their jurisdiction is aware of the forecasts and potential impacts on the jurisdiction.

Assumptions - Discussion The basic assumptions guiding the plan are:

- A. Existing service levels will be carried forward as is with an increment of projected inflation, service enhancements will be represented distinctly based on the discussion below.
- B. Capital projects will include basic (small and service vehicles) vehicle replacements and repair and maintenance on equipment (including IT) and facilities, larger bus replacements will be forecast based on the discussion below.
- C. There will be a regular amount of funding each year based on the VRT budget for basic bus stop repair and improvements, larger bus stop projects will be in special projects.
- D. Special projects are unfunded until there is agreement from partners to participate, listing them in the plan in the plan year anticipated is designed to allow that negotiation.
- E. There will be a list of unfunded projects that may become feasible depending on discretionary grant eligibility and local partner match availability – these will not be listed in a project year but may move into a plan year in future updates as they become feasible.

To guide the final plan staff requests discussion and guidance on the following:

- 1. Do you have questions about the basic assumptions above?
- 2. What is the best way to present planned service enhancements;
 - a. Should they be included in the service section of plan in the year anticipated?
 - b. Should they presented in special projects in the year anticipated?
 - c. -or- Should they be presented as an unfunded project without a service year until the year service funds are committed?
- 3. Large bus replacements require significant local match. Requesting the local funds for the specific year the vehicle replacements are due creates lumpy assessment requests. Would the board prefer that the large bus local match requests be smoothed out over the five years of the plan – recognizing that may delay some replacements briefly, or should the full amount be requested in the year needed – recognizing this will create increased local assessment requests in those years.
- 4. Are board members interested in considering funding special projects with one-time funds from their capital budgets rather than in the cooperative agreement?



5. Staff recommends that the TDP be updated every other year, addressing only necessary or minor changes in the off-years. Do board members have any concerns with this approach?

Implication

The annual budget process that our organization is dependent on makes a five-year forecast vitally important even though there are no guarantees that the local match will be funded except to participate annually in the many annual budget processes of our partners. Without a multi-year plan it is impossible for VRT and its partners to engage in productive budget planning.

More Information

For detailed information, contact:

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

Stephen Hunt
Chief Development Officer
shunt@ridevrt.org
208-258-2701

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



**Valley Regional Transit
FY2026 Procurement Calendar**

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
On-Call Glass Repair and Replacement Services	Jeremy Gianchetta	TBD	Sep-25		No Project Budget at this Time
On-Call Engineering Architecture and Associated Professional Services	Joseph Guenther	TBD	Oct-25		No Project Budget at this Time
Automatic Passenger Counter (APC) Upgrade	Nick Moran	\$ 310,000.00	Oct-25	Nov-25	Board of Directors
East Lot Development - 23227-024-004	Joseph Guenther	\$ 2,775,000.00	Jan-26		Board of Directors
Bus Camera Replacement	Nick Moran	\$ 220,000.00	TBD		Executive Board
Van Pool for Canyon County	Kate Dahl	TBD	TBD		No Project Budget at this Time
CCDC Downtown Bus Stop - 23227-023-002	Joseph Guenther	\$ 325,000.00	TBD		Board of Directors
Fleet Replacement Plan	Leslie Pedrosa	\$ 20,000.00	TBD		CEO
On-Call Electrical Service	Stephanie Hailey	TBD	TBD		No Project Budget at this Time

Updated 9-11-25

Department Manager Approval Level: up to \$10,000
 Department Director Approval Level: up to \$50,000
 Chief Executive Office (CEO) Approval Level: up to \$150,000
 Executive Board Approval Levels: \$150,000 - \$300,000
 VRT Board of Directors Approval Levels: \$300,000 and over



CEO Activity Report	CEO Activity Report
DATE	October 6, 2025
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

Thank you everyone who has already signed a **cooperative agreement** for the year; this process has been much more timely and I think easier for both VRT and our member agencies with the process improvements we instituted last year.

This month has been busy completing the contracts and preparing for the change in service operations. **MV officially took over service on September 28.** We look forward to working with them to enhance service reliability and efficiency.

We have also been busy working to complete the agreement with Genfare to begin the **farebox replacement**. This procurement will be completed in two phases. During the first phase we will replace the majority of the fareboxes and work out any “kinks” in their operation, it will also include the equipment at the bases needed to run the new farebox. Phase II will complete the remaining few farebox replacements, replace the electronic payment validators and add the new software. We'll go live with the new payment system when the second phase is complete.

After the COMPASS Board approved commuter rail on the **Boise Cut-off as the preliminary locally preferred alternative** for high-capacity transit VRT is working with COMPASS to create a short synopsis of the project and a document describing our vision for the corridor as we find a way to realize the vision.

We have been working with the Community Transit Association of Idaho (CTAI) on a date for next year's **Transit Day at the Capitol**. Please hold the morning and lunch on **February 12, 2026**, on your calendars. CTAI will host a morning at the Lincoln Auditorium with presentations on the state of transit in Idaho with a keynote from Scott Bogren, CTAA (Community Transit Association of America) Executive Director. Scott will also keynote a luncheon for legislators. VRT will support similarly to last year, Look for more details in the future.

Meetings/Presentations

Most of the meetings this month were with partners or potential partners. I did make two presentations,

- I attended the **Idaho Public Transportation Summit**, hosted by ITD. Though we were not on the agenda this year we did have a dispatcher receive a Hall of Fame award and I shared information about the Transit Day at the Capitol
- I presented at the **Big Sky Passenger Rail Authority Annual conference** on the

outlook for long distance passenger rail, including the Pioneer corridor followed by discussion on regional rail and the upcoming potential CID reapplication.

- I presented to the **Boise Regional Realtors** on our current operations, the why and economic impact of transit, our upcoming plans and policy positions.
- I met with **ITD leadership** to share information on each organization's plans and activities.
- I and VRT staff met with a hand full of partners to explore new opportunities and enhance existing ones including **St. Luke's Health Systems, Bogus Basin, Zenobe and Stolz.**
- I continue to participate in these boards and committees; **The Bus Coalition, the APTA High Speed and Intercity Rail Committee, and the Treasure Valley Clean Cities Coalition.**

Travel

I took one extended trip this month, because Amtrak pays for all of my Amtrak-related travel I was able to leverage expenses to save travel funds as I attended the APTA Transform conference and the Boise Metro Chamber of Commerce DC Fly-in.

- I traveled to the **Big Sky Passenger Rail Authority Annual conference** on behalf of the Amtrak Board, then traveled to Washington, D.C. for an Amtrak meeting.
- While in DC for the September Amtrak Board meeting, I met with congressional staff from Senator Rsich's office and government affairs director of one of VRT's on-call planning and engineering firms.
- I then traveled to Boston to attend the **American Public Transportation Association (APTA) annual Transform Conference.** I participated in discussions about policy regarding bus purchase, NEPA reforms and local match requirements. FTA Administrator, **Marc Molinaro** gave a presentation that outlined opportunities around wayfinding improvements and joint development projects. **Stephen Hunt was accepted into the 2026 class of APTA's Leadership Program, and VRT was the recipient of and AD-Wheel award** recognizing our "Let's Ride BOI" campaign as the most effective in agencies serving less than three million riders per year.
- Before returning home, I traveled back to DC to attend the **Boise Metro Chamber of Commerce DC Fly-in.** I was able to arrange a tour of Washington Union Station.

Media was light this month, see the communications update for more specific news items.

- [DBA on Game Day Bus](#)

Internal Activities

Scheduled services changes went into effect on September 28. The changes are very minimal this year, and we are very excited to add one later run on Route 10 to accommodate the commute home from work and not just school. There were also some minor bus stop adjustments in location and timing.



We have been busy moving the conversation forward on grants as a sub-recipient to PNWER to explore a path toward joint development at a location in Boise and at Happy Day Transit Center. The grant also includes consultants developing a report on the feasibility of high-performance rail on the shortline rail corridor.

Finally, as a note to the Board, as I wrap up my first year of service on the Amtrak Board, I want to assure you that despite the time it has taken, I have been able to leverage that service in many ways to further the needs of VRT. I am cognizant of making sure that the business of VRT is my first priority. Besides being able to represent the western states at large, I am confident it is furthering the interests of this region. Thank you for your support in that service.

More Information

For detailed information, contact:

Elaine Clegg, CEO
eclegg@ridevrt.org,
(208) 258-2712





TOPIC	Operations Department Staff Report
DATE	October 6, 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

Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc., trying to 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 still working to coordinate the repairs for battery issues with Phoenix.

With the lack of response from Phoenix, VRT is working with legal to send a demand letter to Phoenix to address the maintenance issues that have not been resolved. Staff did meet with Phoenix staff at a recent conference and are hoping that meeting will get Phoenix engaged again, following some new partnerships they have been able to build.

VRT continues to work with BorgWarner, the vendor who provided the recently installed Rhombus Energy Solution dispensers. BorgWarner staff were onsite in June to troubleshoot some chargers that were having issues. They also installed some replacement parts in August. At the current time, all chargers and dispensers are operating.

Miscellaneous

- Staff and Transit Management of Ada County are preparing to provide service for the second Game Day Bus on September 27. Game Day Bus carried over 1,000 fans to and from the first Boise State home game.
- Staff are working on a slight service adjustment that will occur September 29. This change was originally planned for October 1 but was moved up slightly to better align with the contractor change.
- Metro is still working to hire more drivers. VRT is trying to fulfill as many rides as possible in Canyon County.
- VRT worked with MV Transportation to execute the contract for the transit management services in Ada and Canyon counties. This transition will occur on September 28.

Service Highlights

Canyon County

- Zero preventable safety events in August
- Intercounty on-time performance 77% for August
- On-demand on-time performance 76% for August
- ACCESS on-time performance 97% for August

Ada County Highlights

- One preventable safety event in August
- Fixed-route on-time performance 80% for August
- ACCESS on-time performance 99% for August

Beyond Access Service

- Zero preventable safety events in August
- On-time performance 92% for August

Compliance

- Staff continues to work with Urban Transportation Associates to recertify the automatic passenger counters (APC's) with NTD. APC's are required to be recertified every three years. This will be VRT's second time recertifying the APC's.

Customer Service

- In August customer service answered 7,804 of 8,520 of all incoming calls. That is 91% of all phone calls that are to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 641 abandoned calls. The average call time was 3 minutes. The average hold time was 19 seconds.
- August City Go Pay mobile ticket sales totaled \$14,166.50.

More Information

For detailed information, contact:

Leslie Pedrosa
Chief Operating Officer
lpedrosa@ridevrt.org
(208) 258-2713





TOPIC	Development Department Monthly Report
DATE	October 6, 2025
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for the October 2025 report.

Highlights

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

Performance Based Decision-making

- **FY2026-2030 Transportation Development Plan** – Based on the adopted FY2026 plan staff is finalizing the FY2026-2030 Transportation Development Plan which will develop revenue and expense forecasts for planned projects over the next five years.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** – Staff continues to make progress on the bus stop investments prioritization and will prepare a list of potential projects before the end of the calendar year. Staff continues to reposition passenger amenities such as bus benches to better serve the public.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff continues to work with HDR, Inc., the consultant VRT is working with on the Caldwell Corridor Transit Oriented Development Study.
- **Valley Connect 3.0 (VC 3.0)** – Jacobs Engineering, and staff worked with consultants to complete draft chapters for VC3.0. VRT staff are now reviewing draft chapters and working with communications to finalize VC3.0 for adoption later this fall.
- **Pacific Northwest Economic Region (PNWER) Regional Infrastructure Accelerator (RIA) Grant** – Staff continues to coordinate with PNWER staff and local stakeholders on the possible use of Transportation Infrastructure Finance and Innovation Act (TIFIA) financing to construct a multi-modal center near Whitewater and Main Street, build a mixed-use development at Happy Day Transit Center and invest in rail infrastructure in the valley.

Mobility Integration

- **Canyon County Vanpool Pilot** – In coordination with ACHD Commuteride, and per the findings of the Regional Vanpool Study, VRT staff met with Commute with Enterprise,

who drafted an initial concept for expanding vanpool options in Canyon County.

- **Reduced Fare Verification** – With imminent changes to the existing Genfare fare boxes staff determined to delay the reduced fare verification process and align it with the roll out of the Genfare farebox replacement.

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

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff worked with consultants and finalized scope and fee for the Orchard facility master plan update, 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 continued work on temporary roof repairs at Happy Day Transit Center. Staff also responded to a vehicular accident at HDTC and are working with insurance to assess the damage plan for repairs.
- **Main Street Station (MSS)** – Construction continues at MSS. VRT worked with operations and the public to reopen half of Main Street Station and remove the bus staging on 9th. Construction will continue through the end of this year.
- **Nampa Pedestrian Improvements** – Staff continues its coordination with Nampa on a subrecipient contract regarding pedestrian infrastructure improvements to transit stops on 16th Ave.
- **Bus Stop Improvements** – Staff continued its evaluation of the real-time information signs. The installation of the Papercast real-time information signs has been delayed because of missing mounting hardware. Staff have continued coordinating with the Boise Airport on placement of a bench and shelter and resumed conversation with the City of Boise about bus stop improvements in Barber Valley as part of a neighborhood grant.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - Staff followed up with Federal Transit Administration (FTA) and the the Department of Transportation (DOT) regarding review and approval of the final draft Paper Grant Agreement for the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to for their review.
 - Staff continued design of intersections at State and 23rd and 27th in coordination with ACHD and other partners.
 - VRT staff has resumed coordination activity to cover the Boise Valley Canal from Saxton to Bogart on State Street until the future of RAISE grant funding is clarified. Staff have been working with Federal partners to ensure progress is as timely as possible.

More Information

For detailed information, contact:

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

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



Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, lbrady@rideVRT.org
Kate Dahl, Principal Planner, 208.258.2715, kdahl@ridevrt.org
Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org
Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org





TOPIC	Finance and Administration Activity Report
DATE	October 6, 2025
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

This information item provides an update on the finance department.

Highlights

Budget/Finance

- Finance staff continue to work on the final stages of the Oracle ERP system implementation
- Finance and Operations are working together on the final stages of the Oracle EAM system
- Staff are working to close FY2024 and prepare for the annual audit
- Finance staff are sending FY2026 Cooperative Agreements to local jurisdictions

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - FY2026 Projects
 - Federal grant reconciling and reporting

Procurement

- Procurement and Contracts Specialist is working on:
 - On-Call Architecture and Engineering
 - On-Call Electrical Services
 - On-Call Human Resource Services
 - Electric Farebox Mobile Ticketing System
 - Janitorial Services for MSS, HDTC, and Garden City

For detailed information, contact:

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TOPIC	Information Technology Monthly Report
DATE	October 6, 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

- Awarded Electronic Farebox Mobile Ticketing system RFP to Genfare. Working on contract, scope of work (SOW) and phase I requirements.
- Oracle Enterprise Resource Planning (ERP) system: Continue working with FourthSquare for minor production support issues and troubleshooting. Worked with FourthSquare regarding last data dump from our legacy ERP system called Fleetnet.
- Continue supporting Oracle Enterprise Asset Management (EAM) system:
- FY2025 October Service Changes. Continue to modify bus stops and routes in General Transit Feed Specification (GTFS) and bus head signs.

Support Services

- Project Scope for Boise State/VRT Spot Integrations
- Order ITS (Intelligent Transportation Systems) equipment for 11 new buses'
- Luminator programming for new services
- Game day service in ETA (vendor that provides several ITS equipment)
- Month/Quarter ridership reports
- Working with Pacific Office regarding new printer rollout.

More Information

For detailed information, contact:

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