

# Board of Directors Meeting Agenda

January 08, 2024

12:00 PM

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

**This is an in-person meeting.**

If you are unable to attend in-person, you may participate by joining via Teams at

[http://ridevrt.org/VRTBoard\\_January24](http://ridevrt.org/VRTBoard_January24)

or by dialing in at **323-484-8960 Conference ID: 245 665 648#**

**I. Calling of the Roll - Chair Joe Stear**

**II. Agenda Additions/Changes**

**III. Consent Agenda**

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

**A. ACTION: Minutes of the October 2, 2023 Board of Directors Meeting**

**Pages 5-10 | Paula Cromie**

*The Board of Directors is asked to consider approval of the minutes from the October 2, 2023 board meeting.*

**B. ACTION: Minutes of the October 2 and December 4, 2023, Executive Board Meetings**

**Pages 11-17 | Paula Cromie**

*The Executive Board is asked to consider approval of the minutes from the December 4, 2023, meeting.*

*The Board of Directors is asked to consider acceptance of the minutes from both the October 2 and December 4 Executive Board meetings.*

**C. ACTION: Payment Registers**

**Pages 18-45 | Cameron Wells**

*The Executive Board is asked to review and consider approval of the November 16, 2023 to December 15, 2023 payment register, and the Board of Directors is asked to accept the September 16, 2023 to October 15, 2023, the October 16, 2023 to November 15, 2023, and the November 16, 2023 to December 15, 2023 payment registers.*

**D. ACTION: Quarterly Performance Report**

**Pages 46-50 | Leslie Pedrosa**

*Staff requests the Board of Directors approve the performance report for the fourth quarter of fiscal year 2023.*

**E. ACTION: Avero Advisors Contract Modification**

**Pages 51-54 | Jason Jedry**

*The Board is asked to consider approval of RESOLUTION VBD24-002 Avero Advisors Contract Modification and the corresponding Authorization for Expenditure.*

**F. ACTION: Gillig Bus Purchase**

**Pages 55-58 | Leslie Pedrosa**

*VRT staff requests the Board of Directors consider for approval RESOLUTION VBD24-006 and delegate authority to the Chief Executive Officer to authorize final negotiations and execute and agreement with Gillig, to purchase up to seven (7) replacement buses.*

**G. ACTION: Internet Service Provider - Syringa Networks LLC**

**Pages 59-61 | Brad Alvaro**

*The Board of Directors is asked to consider approval of RESOLUTION VBD24-007 and corresponding Authorization for Expenditure for internet services with Syringa Networks LLC.*

**H. ACTION: Orchard Facility Construction FY2024 Hawkeye Builders**

**Pages 62-64 | Joe Guenther**

*The Board is asked to consider approval of RESOLUTION VBD24-012 and corresponding Authorization for Expenditure for FY2024 Orchard Facility Construction increases with Hawkeye Builders.*

**I. ACTION: Main Street Station (MSS) Security Improvements**

**Pages 65-67 | Joseph Guenther, Capital Projects**

*Staff requests the Board approve RESOLUTION VBD24-011 and corresponding Authorization for Expenditure for capital improvements at MSS for security upgrades.*

**J. ACTION: Appointment to the Boise City Municipal Healthcare Trust**

**Pages 68-70 | Jason Jedry**

*The Board is asked to consider approval of RESOLUTION VBD24-005 renewing the appointment of Jason Jedry as a trustee representing VRT to the Boise Municipal Healthcare Trust.*

**K. ACTION: Regional Performance Measurement Policy 1.19.00**

**Pages 71-77 | Stephen Hunt**

*As part of VRT's efforts to keep policies up to date, VRT staff reviewed and prepared this minor update to the Regional Performance Measurement Policy for the board's consideration. The Board is asked to consider approval of RESOLUTION VBD24-008 Regional Performance Measurement Policy 1.19.00.*

**L. ACTION: Regional Advisory Council Bylaw Updates**

**Pages 78-85 | Jason Rose**

*Staff requests the Board consider approval of changes to the Regional Advisory Council (RAC) bylaws by approving Resolution VBD24-014.*

**M. ACTION: Employee Volunteer Policy**

**Pages 86-87 | Elaine Clegg**

*The Board of Directors is asked to acknowledge the update to the employee volunteer policy that will be included in the update to the Valley Regional Transit employee handbook during the next iteration of the handbook.*

**N. ACTION: Advertising Standards Policy**

**Pages 88-95 | Jason Rose**

Staff requests the Valley Regional Transit (VRT) Board of Directors consider approval of updates to the Advertising Standards Policy pursuant to Resolution VBD24-013.

**O. ACTION: Delegate Authority to Executive Board - Ada County Highway District (ACHD) 2025-2029 Integrated Five Year Work Plan (IFYWP)**

**Page 96 | Stephen Hunt**

*The Board is asked to consider delegating authority to the Executive Board to recommend to the Ada County Highway District (ACHD) Valley Regional Transit's (VRT) priorities for ACHD's 2025-2029 Integrated Five Year Work Plan (IFYWP).*

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

**V. Action Items**

**A. ACTION: PUBLIC HEARING - FY2024 Budget Amendment**

**Pages 97-99 | Jason Jedry**

*Prior to the public hearing, VRT staff will present the amended FY2024 Operating and Capital budgets. The VRT chair will then conduct a public hearing and take formal comments on the FY2024 budget amendment #1.*

**B. ACTION: FY2024 Budget Amendment**

**Pages 100-105 | Jason Jedry**

*Staff requests the Valley Regional Transit (VRT) Board of Directors review and consider approving RESOLUTION VBD24-001 – Fiscal Year 2024 Budget Amendment #1. The budget amendment includes FY2023 project carryforwards that were not concluded by the fiscal year's end.*

**C. ACTION: Executive Board Elections 2024**

**Pages 106-107 | Elaine Clegg**

*The VRT Board of Directors will have the opportunity to hold an election to confirm the succession of officers and fill at-large member positions for Ada and Canyon counties to the Executive Board for 2024.*

**D. ACTION: State Street Traffic and Transit Operations Plan (TTOP) Addenda**

**Pages 108-119 | Kate Dahl**

*Staff will present proposed updates to the existing TTOP. The Board is asked to consider approval of RESOLUTION VBD24-010 State Street Traffic and Operations Plan Addenda.*

**E. ACTION: Title VI Plan Update 2024-2026**

**Pages 120-209 | Duane Wakan**

*The Board of Directors is asked to consider approval of Resolution VBD24-003 Title VI Plan 2024-2026.*

**VI. Information Items**

**A. INFORMATION: Boise State Student Joint Development Capstone Project**

**Page 210 | Kate Dahl**

*Boise State University students will present their findings from their Masters of Public Administration Capstone project about using joint development as a potential revenue source for transit funding. A link to the project information can be found in the memo.*

**B. INFORMATION: Review and Update of Supplemental Services**

**Pages 211-215 | Elaine Clegg**

*Staff will review and update the Board on supplemental services.*

**C. INFORMATION: Procurement Calendar**

**Page 216 | Jason Jedry**

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

**VII. Department/Staff Reports**

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

**Pages 217-228 | Staff**

*The most current department/staff reports were included in the packet for information. Please take the time to read through them as they contain important information.*

**VIII. Executive Session**

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

**IX. Adjournment**

*Agenda order is subject to change.*

**Next VRT Board of Directors Meeting:**

**April 1, 2024**

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)

*The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:*

<https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf>

*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](mailto:jrose@rideVRT.org) or by calling 208-258-2739.*

# Board of Directors Meeting Minutes

October 02, 2023, 12:00 PM

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

This meeting was held in-person meeting and via MStTeams  
or by dialing in at 323-484-8960 Conference ID: 63994358#

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Tom Dayley, Ada County Commission	Rob Fisher, City of Greenleaf	Brad Alvaro, VRT
John Evans, Garden City	Dave Hershey, City of Star	Bre Brush, City of Boise
Ashley Ford-Squires, MDC	Todd Lavoie, City of Meridian	Brent Carpenter, Brown Bus Co
Jeff Flynn, CWI	Sabrina Minshall, Canyon County Commis.	Elaine Clegg, VRT
Jimmy Hallyburton, City of Boise	Joe Stear, City of Kuna	Paula Cromie, VRT
Debbie Kling, City of Nampa		Kate Dahl, VRT
Lantz McGinnis-Brown, Boise State		Richard Dowling, Caldwell Trans Co
Lauren McLean, City of Boise		Ron Duran. ITD
Alexis Pickering, ACHD		Connie Edward
Zach Piepmeyer, CCDC		Gregg Eisenberg, First Transit
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Helen Russell, City of Eagle		Dave Fotsch, VRT
Chuck Stadick, City of Caldwell		Kathleen Godfrey, VRT
David Tiede, City of Meridian		Joe Guenther, VRT
Jarom Wagoner, City of Caldwell		Stephen Hunt, VRT
Mark Wasdahl, ITD		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		David Rader
		Melody Roper, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Mike Stephenson, Caldwell Trans Co
		Nicole Stern, ACHD
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT
		Corrie Washington, First Transit
		Cameron Wells, VRT
		Brent Wilson, legal council
		Sarah Ybarra, VRT

**Calling of the Roll** – Debbie Kling called the meeting to order at 12:01 p.m., with a quorum present by phone and in person. Chair Joe Stear had to leave unexpectedly.

- I. **Agenda Additions/Changes** – Staff requested item IV-Q Meeting Dates for 2024 and 2025 be moved from the consent agenda and be moved to the action item section of the agenda.

Staff requested Item VIII Executive Session be moved after the Consent Agenda as legal council had to appear in court and would need to leave the meeting early. pursuant to Idaho Code 74-206, citing paragraph f. pending probable litigation following the approval of the consent agenda.

Ken Pidjeon, during his public comments, requested item IV-G Quarterly Performance Report be moved from a consent agenda item to an action item to see if numbers included an increase in ridership due to supplemental services.

Lauren McLean moved to approve the changes in the agenda, Jeff Flynn seconded. The motion passed unanimously.

- II. **Public Comments** – Ken Pidjeon, Mike Stephenson and Brent Carpenter reiterated the concerns they presented at the Executive Board meeting held earlier in the day.

Ken Pidjeon stated his concerns about Bronco game day shuttles and asked the Board to approve a charter policy. He requested the quarterly performance report be removed from the consent agenda to see if numbers included supplemental service customers.

He is pleased with the service changes and noted he has been asking for these changes for years.

Mike Stephenson (Caldwell Transportation Co.) and Brent Carpenter (Brown Bus Company) also spoke regarding game day shuttles and their concern of loss of revenue to their companies. They believe their charter businesses could be negatively affected by VRT supplemental services. They wondered if the reporting about increases in ridership due to the game day shuttles was misleading.

Mayor Wagoner and Mayor Kling let staff and other board members know they had been approached by Caldwell and Brown Transportation Companies respectively, as was stated in the Executive Board meeting.

Mayor Wagoner expressed his concern VRT could possibly be competing with private companies and wanted staff to look carefully at supplemental services.

- III. **Finance Committee Report** - None

IV. **Consent Agenda**

*Items on the Consent Agenda consisted of the following:*

- A. **ACTION: Minutes of the August 7, 2023 and September 1, 2023 Board of Directors Meeting**
- B. **ACTION: Minutes of the August 7, 2023 Executive Board Meeting**
- C. **ACTION: Minutes of the June 20, 2023 Regional Advisory Council Meeting**
- D. **ACTION: FY2023 3rd Quarter Operating Cash Balance Report**
- E. **ACTION: FY2023 3rd Quarter Budget Variance Reports**
- F. **ACTION: Payment Registers**
- G. **ACTION: Quarterly Performance Report – Moved to an action item from the consent agenda**
- H. **ACTION: Asset Disposition Status**
- I. **ACTION: On-Call Legal Services**  
RESOLUTION VBD23-033 On-Call Legal Services and corresponding Authorization for Expenditure for a contract with Hawley Troxell Ennis & Hawley for on-call legal services.
- J. **ACTION: Rides2Wellness Service Provider Contracts**  
RESOLUTION VBD23-032 Delegation of authority to the Chief Executive Officer to execute contracts for all service providers for the Rides2Wellness programs in Ada and Canyon County

The project budget was approved under Resolution VBD23-025 by the Board of Directors on August 7, 2025.

- K. ACTION: Acquisition of Service - Service Provider Contracts**  
RESOLUTION VBD23-031 Delegation of authority to the Chief Executive Officer to execute contracts for all Acquisition of Service, service providers. The project budget for Acquisition of Service was approved under Resolution VBD23-025 by the Board of Directors on August 2, 2023.
- L. ACTION: Emerging Mobility Solutions - Lyft Transit Connections**  
RESOLUTION VBD23-05 Emerging Mobility Solutions - Lyft Transit Connections
- M. ACTION: Orchard Facility Construction - Hawkeye Builders**  
RESOLUTION VBD23-041 for Orchard Facility construction with Hawkeye Builders
- N. ACTION: Alexander Clark Contract Amendment**  
RESOLUTION VBD23-038 for Alexander Clark Printing, a contract amendment, for on-call printing services.
- O. ACTION: Administrative Appeals Policy Update**  
RESOLUTION VDB23-036 regarding the VRT Administrative Appeals Policy update (policy 1.32.00).
- P. ACTION: Two-Way Radio Services**  
RESOLUTION VBD23-040 and delegate authority to the CEO to negotiate and finalize a contract with Intermountain Communications for two-way radio services.
- Q. ACTION: Meeting Dates for 2024 and 2025 – Moved to an action item from the consent agenda**
- R. ACTION: FY2024 Transit Asset Management Plan**
- S. ACTION: On-Call Marketing Services Contract Modification**  
RESOLUTION VBD23-037 On-Call Marketing Contract Modification - Stoltz Marketing.
- T. ACTION: New Regional Advisory Council Member - Megan Zusne**

Alexis Pickering moved to approve the Consent Agenda as presented, with item IV-G and Q being moved from the Consent Agenda to an action item; Lauren McLean seconded. The motion passed unanimously.

**EXECUTIVE SESSION** – At 12:28, Jarom Wagoner made a motion to move into Executive Session pursuant to Idaho Code 74-206, citing paragraph f. pending probable litigation; Lauren McLean seconded. Roll call was taken. The motion passed unanimously.

The Executive Session closed at 12:48. There was no action during or following the Executive Session.

**V. Public Hearing** - None

**VI. Action Items**

**ITEMS MOVED FROM THE CONSENT AGENDA**

**ACTION: Quarterly Performance Report** –Due to the request of Ken Pidjeon, the quarterly performance report was moved from the Consent Agenda to an ACTION item. Leslie Pedrosa, VRT's Chief Operations Officer, confirmed the numbers in the quarterly performance report did not include the ridership of the Bronco Game Day Shuttle and asked Board members to accept the performance report for the third quarter of FY2023 as presented.

Lauren McLean moved to accept the FY2023 3<sup>rd</sup> quarter performance report as presented; Alexis Pickering seconded. The motion passed unanimously.

**ACTION: Meeting Dates for 2024 and 2025** – Shortly before the meeting staff determined a to the dates in the calendar presented in the packet. Elaine Clegg pointed out the change, moving the July meetings to the fourth Monday of the month, and asked Board member to consider approval of the 2024 and proposed 2025 meeting calendars with updates for the Board of Directors and Executive Board.

Lauren McLean moved to approve the 2024 and proposed 2025 meeting dates, as updated, for the Executive Board and Board of Directors meetings; Alexis Pickering seconded. The motion passed unanimously.

**A. ACTION: Delegation of Authority to Approve Employee Handbook Updates and Changes**

Staff requested the Board of Directors review and consider approving RESOLUTION VBD23-034 Approve Employee Handbook Changes, Delegation of Authority to Approve Employee Handbook Updates and Changes.

Following discussion, Lauren McLean moved to approve RESOLUTION VBD23-034 to Approve the changes presented to the Employee Handbook and delegate authority to the CEO to approve updates and changes to the VRT Employee Handbook in the future and bring changes to the Board at the earliest opportunity following the updates as an action item for acceptance of the changes; Alexis Pickering seconded. The motion passed unanimously.

**B. ACTION: Holiday Schedule**

Following discussion, Lauren McLean moved to approve RESOLUTION VBD23-042 and accept the holiday schedule as proposed and allow staff to explore providing access service to dialysis patients on the two Monday holidays that have now service; Jimmy Hallyburton seconded. The motion passed unanimously.

**C. ACTION: FY2024 Final Network Proposal and Updates**

Following discussion, Lauren McLean moved to approve RESOLUTION VBD23-039 accepting the Executive Boards recommendation for approval regarding the FY2024 Final Network Design; Alexis Pickering seconded. The motion passed unanimously.

Highlights included enhancing the fixed-route network on by consolidating and adding higher frequency and longer spans of service on best in class and other high performing routes, providing crosstown connecting routes for more direct trips, improved Saturday service, consolidated service on lower performing routes and adjusted service areas for complimentary and specialized services like OnDemand, Beyond Access and Lyft Transit Connections.

The final proposal projects a 20% growth in ridership.

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or assistance. This program asks transit agencies to review service planning and changes to assess if vulnerable populations are disproportionately impacted and if so, the impacts are mitigated.

The equity analysis of the changes shows VRT will be adding 39, 645 more trips, and in doing so, VRT is enhancing service by 5.7% for low-income individuals and by 22.5% for minorities.

More complete details of the changes can be found in the meeting packet posted [here](#).



Multiple Board members congratulated staff on the hard work required to get all the pieces together to make the changes and for all the community outreach done to get the public's input.

## VII. Information Items

### A. INFORMATION: Interagency Agreements for Capital Projects

Due to time constraints, Elaine Clegg presented this item very briefly and reminded the Board of Directors the VRT CEO regularly enters into agreements with our partnering transportation agencies for mutually beneficial capital projects on behalf of the Board.

### B. INFORMATION: Proterra Bankruptcy Filing

VRT's primary electric bus manufacturer and partner on electric vehicle charging infrastructure, Proterra, recently filed for Chapter 11 bankruptcy. This item was discussed in the Executive Session.

### C. INFORMATION: Procurement Calendar

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

Following the conclusion of the information items, Elaine Clegg asked to address the Board regarding the concerns raised by the public comments.

Elaine informed Board members supplemental services are authorized in our statute and that VRT staff had explored the idea before and after piloting services at Treefort in 2017. A Supplemental Services budget was established 2018-2019 after seeing Treefort success and to continue to provide service to community events we have traditionally participated in such as parades and community travel training.

The analysis identified a purpose to support the public by providing transit service to high-demand events in the region, where there is a known traffic concern and where we provide regular service. This service can be an extension of an existing route such as for Oktoberfest and Hyde Park Street Fair, or a special connector between locations where there is stress on the transportation network such as Treeline and Bronco Game Day shuttle.

The goal of VRT is to increase public mobility by providing transportation to the public during a time and place when the transportation network will be stressed. She pointed out that benefits were identified including:

- Public transit buses are well suited to this service as they are low floor making them accessible to persons with disabilities, have wide aisles with straps and poles to hold onto when standing and have two doors to speed up boarding and alighting.
- Many people are unaware of the public transportation services VRT provides and have not been on a VRT vehicle, which has created a significant barrier to people choosing to use public transit services. Providing transit services to high-demand events creates an opportunity for people to become familiar with how to ride a transit vehicle and increase awareness of VRT services; this is especially true with supplemental services because they are to be provided where we provide regular fixed-route service as well. By providing service to a high-demand event, people are more likely to think about taking transit for regular travel needs. This is the best kind of experiential marketing available to VRT.
- By providing supplemental service to high-demand events in the communities VRT serves, VRT increases the value of assets for advertisers. This has the potential to increase VRT's directly generated revenues. Per FTA guidance advertising revenues can only be used to support regularly scheduled transit services and will not be used to support the cost of the supplemental service.

Other events were piloted. Hyde Park Street was served with an extension of the route 16. BSU games were identified as a place where there was high stress on the network and could be served with connecting shuttle style service, such as used at Treefort. Staff contacted the Federal Transit Administration prior to beginning of the pilot program and again before considering the Game Day Shuttle and confirmed it met FTA rules. VRT did work with BSU and other partners on promotion.

Board members asked staff to bring an analysis and discussion of supplemental services back to the Board of Directors at the January 2024 meeting of the Board. They encouraged staff to look carefully at the program and consider if VRT is trying to compete with private businesses.

**VIII. Executive Session** – See above.

**IX. Department/Staff Reports**

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

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

**X. Adjournment** – The meeting was adjourned at 1:50.

**Next VRT Board of Directors Meeting:**

**January 8, 2024**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes  
October 2, 2023  
VRT Board Room  
700 NE 2<sup>nd</sup> Street – Board Room  
Meridian, Idaho

APPROVED:

By:   
\_\_\_\_\_  
Joe Stear, Chair

ATTEST:

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

# Executive Board Meeting Minutes

October 02, 2023

11:00 AM

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

This was an in-person meeting and  
 MStTeams at [rideVRT.org/VRTExecutiveBoard\\_October2023](https://rideVRT.org/VRTExecutiveBoard_October2023)  
 or by dialing in at **323-484-8960 Conference ID: 322 224 878#**

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Todd Lavoie, City of Meridian	Brad Alvaro, VRT
Debbie Kling, City of Nampa	Sabrina Minshall, Canyon County	Bre Brush, City of Boise
Lauren McLean, City of Boise		Brent Carpenter, Brown Bus Co.
Alexis Pickering, ACHD		Elaine Clegg, VRT
Dale Reynolds, City of Nampa		Paula Cromie, VRT
Joe Stear, City of Kuna		Kate Dahl, VRT
Jarom Wagoner, City of Caldwell		Gregg Eisenberg, First Transit
		Jeannette Ezell, VRT
		Dave Fotsch, VRT
		Kathleen Godfrey, VRT
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Andrew Mills, RAC
		Nick Moran, VRT
		James Mundell, VRT
		Troy Oppie, BSPR
		Leslie Pedrosa, VRT
		Ken Pidjeon - Citizen
		Randy Reese, VRT
		Jason Rose, VRT
		Mike Stephenson, Caldwell Trans Co
		Walter Steed, RAC
		Nicole Stern, ACHD
		Duane Wakan, VRT
		Cameron Wells, VRT
		Sarah Ybarra, VRT

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 11:04, with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** – None
- III. **Public Comments** – Ken Pidjeon stated his concerns about Bronco game day shuttles and asked the Board to approve a charter policy.

He is pleased with the changes to service changes.

Mike Stephenson (Caldwell Transportation Co.) and Brent Carpenter (Brown Bus Company) also spoke regarding game day shuttles and their concern of loss of revenue to their companies. They believe their charter businesses could be negatively affected. They wondered if the reporting about increases in ridership due to the game day shuttles was misleading.

Mayor Wagoner and Mayor Kling let staff know they had been approached by Caldwell and Brown Transportation Companies respectively. Mayor Wagoner expressed his concern VRT could possibly be competing with private companies and wanted staff to look carefully at supplemental services.

IV. **Consent Agenda**

Items on the consent agenda consisted of the following:

**ACTION: Minutes of the August 7, 2023 Executive Board Meeting**

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

V. **Public Hearing** - None

VI. **Finance Committee** - None

VII. **Executive Board - Action Items**

**ACTION: FY2024 Final Network Proposal with Updates**

Stephen Hunt and Kate Dahl presented the final updated network proposal, with recommended changes from the published final proposal in response to public comments. Staff also showed an enlightening sampling of specific public comments received.

Highlights included enhancing the fixed-route network on by consolidating and adding higher frequency and longer spans of service on best in class and other high performing routes, providing crosstown connecting routes for more direct trips, improved Saturday service, consolidated service on lower performing routes and adjusted service areas for complimentary and specialized services like OnDemand, Beyond Access and Lyft Transit Connections.

The final proposal projects a 20% growth in ridership.

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or assistance. This program asks transit agencies to review service planning and changes to assess if vulnerable populations are disproportionately impacted and if so, the impacts are mitigated. The equity analysis of the changes shows VRT will be adding 39,645 more trips, and in doing so, VRT is enhancing service by 5.7% for low-income individuals and by 22.5% for minorities.

More complete details of the changes can be found in the meeting packet posted [here](#).

Multiple executive board members commended Valley Regional Transit staff for all the work and attention to detail in recognizing the needs around the valley to make changes to the routes. They were impressed with the depth of public outreach and the number of public comments received regarding the changes and staff response to those comments demonstrating that VRT listened.

Following discussion, Lauren McLean moved to recommend the final proposal, including all updates to the full board for approval; Dale Reynolds seconded. The motion passed unanimously.

Mayor Kling asked staff to email the final PowerPoint presentation and the public comment samples given to the Executive Board. Mayor Kling also suggested jurisdictions be approached for capital funds to assist with building new and upgraded bus stops.

- VIII. Executive Board - Information Items - None**
- IX. Executive Session - None**
- X. Department/Staff Reports – Included in the Board packet**
- XI. Adjournment – The meeting was adjourned at 11:54.**

**Next VRT Executive Board Meeting:**  
**November 6, 2023**  
VRT Boardroom  
700 NE 2nd Street  
Meridian, ID 83642

# Executive Board Meeting Minutes

December 04, 2023

11:00 AM

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

This was an in-person meeting and via MSTeams at [http://rideVRT.org/VRTExecutiveBoard\\_December](http://rideVRT.org/VRTExecutiveBoard_December) or by dialing in at **323-484-8960** Conference ID: **218 316 096#**

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Lauren McLean, City of Boise	Brad Alvaro, VRT
Debbie Kling, City of Nampa		Bre Brush, City of Boise
Todd Lavoie, City of Meridian		Elaine Clegg, VRT
Sabrina Minshall, Canyon County		Paula Cromie, VRT
Alexis Pickering, ACHD		Kate Dahl, VRT
Dale Reynolds, City of Nampa		Gregg Eisenberg, First Transit
Joe Stear, City of Kuna		Jeannette Ezell, VRT
Jarom Wagoner, City of Caldwell		Dave Fotsch, VRT
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		David Rader
		Randy Reese, VRT
		Jason Rose, VRT
		Nicole Stern, ACHD
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT

- I. **Calling of the Roll** - Chair Joe Stear called the meeting to order at 11:03, 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 the October 2, 2023, Executive Board Meeting**
  - B. **ACTION: Set Public Hearing Date for January 8, 2024 at 12:00 P.M.**
  - C. **ACTION: Payment Registers**

September 16, 2023 to October 15, 2023 and the October 16, 2023 to November 15, payment registers.

**D. ACTION: Mobile Column Lifts**

**RESOLUTION VEB23-016** and delegate authority to the Chief Executive Officer to finalize the purchase of five sets of mobile column lifts, from Ari-Phoenix, not to exceed \$250,000.

Alexis Pickering moved to approve the Consent Agenda as presented; Debbie Kling seconded. The motion passed unanimously.

**IV. Public Comments - None**

**V. Executive Board - Action Items**

**A. ACTION: Officer Succession and Nominations to Fill Vacant Positions to Executive Board**

Elaine Clegg discussed officer succession and nominations to fill the vacant positions on the Valley Regional Transit Executive Board. The outline was as follows:

Chair	Canyon	Jarom Wagoner
Chair-Elect	Ada	Lauren McLean
Vice-Chair	Ada	Alexis Pickering
Sec/Treasurer	Canyon	Dale Reynolds (nominated by Alexis Pickering)
At-Large	Canyon	Debbie Kling
At Large	Canyon	Sabrina Minshall
At Large	Ada	Joe Stear
At Large	Ada	Todd Lavoie
At Large	Ada	TBD
At Large	Canyon	TBD
Boise State		Lantz McGinnis-Brown

Debbie Kling moved to recommend to the Board, the proposed officer succession as noted above and directed staff to continue attempts to fill vacant positions on the Executive Board with Ada County and Canyon County commissioners (if possible) for nomination and election at the January Board of Directors meeting; Alexis Pickering seconded. The motion passed unanimously.

**B. ACTION: Proposed Agenda for the January Board of Directors Meeting**

Debbie Kling moved to approve the proposed agenda for the January Board of Directors meeting, adding the review of supplemental services not included on the proposed agenda, noting staff have the leeway to add or remove items as necessary; Alexis Pickering seconded. The motion passed unanimously.

**C. ACTION: State Street Traffic and Transit Operations Plan (TTOP) Addenda**

Kate Dahl presented revisions to the State Street Transit and Operational Plan (TTOP) for the Executive Board to consider recommending approval to the full board. Following discussion, Alexis Pickering moved to recommend approval by full board, the revisions to the TTOP; Todd Lavoie seconded. The motion passed unanimously.

**D. ACTION: Bus Stop Inventory Phase 1**

Kate Dahl presented information on phase 1 of the Bus Stop Inventory plan. Following discussion, Lance McGinnis-Brown moved to approve **Resolution VEB23-017** and corresponding **Authorization for Expenditure** for \$57,000 with Transpo Group, Inc. to develop a bus stop database; Todd Lavoie seconded. The motion passed unanimously.



**E. ACTION: Holders for Bus Stop Information**

Kate Dahl presented information regarding the need for holders at bus stops that would provide pertinent information to riders to be added to the contract with Idaho Correctional Industries and additional contract authority to procure other items related to the upcoming service change. Following discussion, Debbie Kling moved to approve **RESOLUTION VEB23-018** and corresponding **Authorization for Expenditure** for \$199,000 (not to exceed) to contract with Idaho Correctional Industries to build holders for bus stop information; Lance McGinnis-Brown seconded. The motion passed unanimously.

**VI. Executive Board - Information Items****A. INFORMATION: Title VI Update 2024-2026**

Stephen Hunt presented information on the Title VI 2024-2026 update that will be discussed at the January Board of Directors meeting for approval.

**B. INFORMATION: VRT/COMPASS Holiday Luncheon**

Elaine Clegg reminded Executive Boards members about the annual holiday luncheon being held December 18 at noon at the Nampa Civic Center. All Board members should have received an invite from Teri Gregory, with COMPASS. Members were reminded to RSVP to Teri Gregory at COMPASS. Teri can be reached at [tgregory@compassidaho.org](mailto:tgregory@compassidaho.org).

**C. INFORMATION: Procurement Calendar**

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

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

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

**VIII. Executive Session - None****IX. Adjournment** – The meeting was adjourned at 12:28.**Next VRT Executive Board Meeting:**

**January 8, 2023** (second Monday of the month and followed by the Board of Directors meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

<b>TOPIC</b>	Payment Registers
<b>DATE</b>	December 16, 2023
<b>STAFF MEMBER</b>	Cameron Wells

**Staff Recommendation/Request**

The Executive Board will have the opportunity to review and consider approving the November 16, 2023 to December 15, 2023 payment register, and the Board of Directors will have the opportunity to accept the September 16, 2023 to October 15, 2023, the October 16, 2023 to November 15, 2023, and the November 16, 2023 to December 15, 2023 payment registers.

**Summary**

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

**More Information**

**Attachments:**

- Payment Register – September 16, 2023 to October 15, 2023 - signed
- Payment Register – October 16, 2023 to November 15, 2023 - signed
- Payment Register – November 16, 2023 to December 15, 2023

**For detailed information contact:** Cameron Wells, Controller, 208-258-2704, [cwells@ridevrt.org](mailto:cwells@ridevrt.org)

Payment Register 9/16/2023 - 10/15/2023

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	25-Sep-23	60376	\$65.80	DL Searches
Access Idaho-26682	25-Sep-23	60376	\$95.00	DL Searches
Adame Construction Inc.	9-Oct-23	ACH	\$11,476.47	Labor/mtrl/equip BLD23-01025
AdaRide.Com, LLC	9-Oct-23	ACH	\$2,466.00	Paratransit Eligibility Service
ALLEN, STEPHEN	25-Sep-23	ACH	\$52.94	Reimbursement - Shoes
All-Pro Commercial Cleaning, LLC	25-Sep-23	ACH	\$9,011.00	Janitorial Services for MS/HappyDay
All-Pro Commercial Cleaning, LLC	9-Oct-23	ACH	\$4,815.00	Janitorial Services
American Mechanical Corp	25-Sep-23	ACH	\$799.00	Quarterly PM - HVAC
American Mechanical Corp	9-Oct-23	ACH	\$900.00	Preventative Maintenance
Anthony, Elizabeth	9-Oct-23	ACH	\$227.94	Volunteer Driver
ArchiveSocial	9-Oct-23	ACH	\$2,943.00	Public records archiving, SM
Asbury Automotive Group Inc.	25-Sep-23	ACH	\$318.11	Vehicle Parts
Automotive & Industrial Distributors	25-Sep-23	ACH	\$2,399.40	Oil, ATF
Automotive & Industrial Distributors	9-Oct-23	ACH	\$1,071.05	Gear Oil
Automotive & Industrial Distributors	9-Oct-23	ACH	\$146.47	NLGIO Grease
Automotive & Industrial Distributors	9-Oct-23	ACH	\$373.45	Yellow Coolant
Automotive Service Equip	9-Oct-23	ACH	\$2,100.00	Annual Lift Inspection
Avero, LLC	25-Sep-23	ACH	\$22,710.00	ERP system & consulting
A-Z Bus Sales, Inc	25-Sep-23	ACH	\$104.89	Vehicle Pars
A-Z Bus Sales, Inc	9-Oct-23	ACH	\$1,084.66	Module Board
A-Z Bus Sales, Inc	9-Oct-23	ACH	\$203.98	Mirror Switch
A-Z Bus Sales, Inc	9-Oct-23	ACH	\$356.36	AC Compressor
Barber, Richard P	9-Oct-23	ACH	\$66.16	Volunteer Driver
Black Signs of Idaho, Inc.	9-Oct-23	ACH	\$50.00	Rental Sign Back for Banners
Block & Head Shop, Inc	25-Sep-23	ACH	\$1,537.86	Vehicle Parts
Boise City Utility Billing	9-Oct-23	60386	\$395.75	GARBAGE/WATER/RECYC
Boise Community Radio Project	25-Sep-23	ACH	\$500.00	Radio Ads
Boise Municipal Health Care Trust	9-Oct-23	ACH	\$68,835.60	Health-care premiums
Boise Peterbilt	9-Oct-23	ACH	\$534.06	Inventory Parts
Boise State Public Radio	25-Sep-23	ACH	\$1,515.00	Radio Ads
Boise State Public Radio	9-Oct-23	ACH	\$1,515.00	Radio Ads
Boise State University	25-Sep-23	ACH	\$761.37	Sub-recipient
Boise State University	25-Sep-23	ACH	\$199,341.45	Sub-recipient
Boise State University	25-Sep-23	ACH	\$9,283.58	Sub-recipient
Boise State University	25-Sep-23	ACH	\$9,426.46	Sub-recipient
Brady Industries of Nevada, LLC	9-Oct-23	ACH	\$83.50	Janitorial Supplies
BridgeTower OpCo, LLC	9-Oct-23	ACH	\$531.25	Treasure Valley Living Ad
CAMERON WELLS	25-Sep-23	ACH	\$43.00	Reimb - Travel Expense
Career Uniforms Partners	25-Sep-23	ACH	\$16.90	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$47.90	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$117.60	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$70.35	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$1.70	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$148.75	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$193.70	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$272.45	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$323.40	Uniforms
Career Uniforms Partners	25-Sep-23	ACH	\$16.95	Uniforms
Career Uniforms Partners	9-Oct-23	ACH	\$292.45	Uniform K. Silver
Career Uniforms Partners	9-Oct-23	ACH	\$255.00	Baseball Caps & Beanies
Career Uniforms Partners	9-Oct-23	ACH	(\$30.95)	Uniform Return
Catapult3, Inc.	25-Sep-23	ACH	\$375.00	SIGNAGE INSTALLATION
CDW-G	25-Sep-23	60377	\$1,225.90	Laptop for IT Director
CenturyLink	25-Sep-23	60378	\$170.79	Telecom Services 9/16-10/15
CenturyLink	25-Sep-23	60378	\$148.77	Telecom Services 9/7-10/6
CenturyLink	9-Oct-23	60387	\$330.70	Telecom Services
CenturyLink	9-Oct-23	60387	\$246.09	Telecom Services 9/22-10/21
CenturyLink	9-Oct-23	60387	\$53.56	Telecom Services 9/22-10/21
CenturyLink	9-Oct-23	60387	\$26.78	Telecom Services10/1-10/31
CenturyLink	9-Oct-23	60387	\$307.41	Telecom Services 9/25-10/24
Christensen, Inc	25-Sep-23	ACH	\$9,749.52	Diesel
Christensen, Inc	25-Sep-23	ACH	\$4,883.70	Oil
Christensen, Inc	9-Oct-23	ACH	\$5,854.46	Unleaded Gasoline
Church of the Harvest	25-Sep-23	ACH	\$23,069.84	Acquisition of Services
CITIZENLAB INC	25-Sep-23	ACH	\$27,000.00	SW License

City of Caldwell Water Department	9-Oct-23	60388	\$526.57 WATER/SEWER/ST LIGHT
City of Caldwell Water Department	9-Oct-23	60388	\$120.32 WATER 8/24-9/23
City of Garden City	9-Oct-23	60389	\$66.10 Garbage/water/sewer
CLAMPITT, BRENT	9-Oct-23	ACH	\$180.19 Reimbursement - Boots
Clean Energy	25-Sep-23	ACH	\$19,074.79 Natural Gas - August 2023`
Clean Energy	25-Sep-23	ACH	\$7,774.00 Natural Gas
Clean Energy	25-Sep-23	ACH	\$7,774.00 Natural Gas
Clean Energy	25-Sep-23	ACH	\$7,774.00 Natural Gas
CLEGG, ELAINE	4-Oct-23	ACH	\$276.00 APTA Transform Conf Oct 8-11
Coach & Equipment Manufacturing, Inc	9-Oct-23	ACH	\$200.68 Vehicle Parts
Coach & Equipment Manufacturing, Inc	9-Oct-23	ACH	\$131.69 Vehicle Parts
Commercial Tire, Inc	25-Sep-23	ACH	\$248.50 Lube/PMI-LABOR
Commercial Tire, Inc	25-Sep-23	ACH	\$368.45 Lube Service/alignment/labor
Commercial Tire, Inc	25-Sep-23	ACH	\$330.12 window regulator & labor
Commercial Tire, Inc	25-Sep-23	ACH	\$839.28 Drive Tires N2512
Commercial Tire, Inc	25-Sep-23	ACH	\$841.08 Drive tires N2511
Commercial Tire, Inc	25-Sep-23	ACH	\$1,092.88 Drive Tires N332
Commercial Tire, Inc	25-Sep-23	ACH	\$1,092.88 Drive Tires N333
Commercial Tire, Inc	25-Sep-23	ACH	\$1,352.78 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$119.95 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$16.50 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$27.90 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$15.08 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$297.50 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$459.80 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$902.21 Tires
Commercial Tire, Inc	25-Sep-23	ACH	\$282.04 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$2,045.11 misc vechicle fixes
Commercial Tire, Inc	9-Oct-23	ACH	\$1,016.00 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$881.22 Steers N332
Commercial Tire, Inc	9-Oct-23	ACH	\$881.22 N336 Steers
Commercial Tire, Inc	9-Oct-23	ACH	\$1,801.36 Fix AC issues, PM issues, lube//oi.
Commercial Tire, Inc	9-Oct-23	ACH	\$524.00 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$841.08 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$1,555.38 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$361.20 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$841.08 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$454.54 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$454.54 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$15.08 Tires
Commercial Tire, Inc	9-Oct-23	ACH	\$808.14 Fan assembly, labor, antifreeze
Commercial Tire, Inc	9-Oct-23	ACH	\$225.90 Battery Terminal Services
Commercial Tire, Inc	9-Oct-23	ACH	\$377.89 Lube/labor/AC service
Commercial Tire, Inc	9-Oct-23	ACH	\$928.40 Roters/alignment/labor
Commercial Tire, Inc	9-Oct-23	ACH	\$823.14 AC issues/labor
Commercial Tire, Inc	9-Oct-23	ACH	\$349.24 Coolant issues/ labor
CRENSHAW, MARSHALL	25-Sep-23	60379	\$21.12 Keys for N314
CROMIE, PAULA	2-Oct-23	ACH	\$97.32 Reimb Lunch Board mtng
Cummins Rocky Mountain, LLC	25-Sep-23	ACH	\$1,023.84 Inventory Parts
Curtis Clean Sweep	25-Sep-23	ACH	\$110.00 Sweep & detail
CURTIS, JODI	9-Oct-23	60390	\$50.00 REIMB CELL
Custom Care Pest Services	25-Sep-23	ACH	\$95.00 Pest Services
David Gregory Sherman	9-Oct-23	60391	\$90.00 Windshield Repairs
David Gregory Sherman	9-Oct-23	60391	\$250.00 Replace Windshield N2511
David Gregory Sherman	9-Oct-23	60391	\$135.00 Windshield Repairs
David Gregory Sherman	9-Oct-23	60391	\$45.00 Windshield Repairs
Day Wireless Systems	25-Sep-23	ACH	\$350.00 Squaw Butte Site Rent
Delerrok, Inc.	9-Oct-23	ACH	\$1,489.60 UMO Monthly Trans. Fee's
DMC Sales	25-Sep-23	ACH	\$825.49 Anti-Freeze & Windshield Washer
DMC Sales	9-Oct-23	ACH	\$692.22 Anti Freeze Coolant
DMC Sales	9-Oct-23	ACH	\$211.98 Red Coolant
Dwaine S Lee, LLC	25-Sep-23	ACH	\$201.25 Towing Service
Dwaine S Lee, LLC	25-Sep-23	ACH	\$143.77 Towing Service
Dwaine S Lee, LLC	25-Sep-23	ACH	\$267.38 Towing Service
Dwaine S Lee, LLC	9-Oct-23	ACH	\$267.38 Towing Service
Dwaine S Lee, LLC	9-Oct-23	ACH	\$232.88 Remove container-const. zone
Dwaine S Lee, LLC	9-Oct-23	ACH	\$426.88 Towing Service
Dwaine S Lee, LLC	9-Oct-23	ACH	\$426.88 Towing Service

Dwaine S Lee, LLC	9-Oct-23	ACH	\$356.50 Towing Service
Dwaine S Lee, LLC	9-Oct-23	ACH	\$503.13 Towing Service
Ecolube Recovery, LLC.	25-Sep-23	ACH	\$90.00 Parts Wash Lease
Ecolube Recovery, LLC.	9-Oct-23	ACH	\$25.00 Oil Filter Disposal
EISENBERG, GREGG	9-Oct-23	ACH	\$50.00 REIMB CELL - OCT
EISENBERG, GREGG	9-Oct-23	ACH	\$2,058.47 Reimbursement - Employee Appreciation
Elliott Auto Supply Co., Inc	25-Sep-23	ACH	\$21.48 Plug Boots
Elliott Auto Supply Co., Inc	25-Sep-23	ACH	\$37.59 Plug Boots
Elliott Auto Supply Co., Inc	25-Sep-23	ACH	\$48.33 Plug Boots
Elliott Auto Supply Co., Inc	9-Oct-23	ACH	\$246.48 Shocks
Elliott Auto Supply Co., Inc	9-Oct-23	ACH	\$246.48 Shocks
ETA Phi Systems, Inc.	9-Oct-23	ACH	\$7,671.70 OandM costs for CAD/AVL
ETA Phi Systems, Inc.	9-Oct-23	ACH	\$7,671.70 O and M costs for CAD/AVL
Everbase Solutions LLC	9-Oct-23	ACH	\$115.00 MSS - Camaras Serviced
FASTENAL	25-Sep-23	ACH	\$752.80 Safety Vests
Fastsigns-Boise	9-Oct-23	60392	\$610.00 Signs
First Transit	9-Oct-23	ACH	\$27,557.35 Ada/Canyon mgmt fee's
FLETCHER, DIANA	9-Oct-23	ACH	\$362.60 PerDiem National Safety Council
FOURTHSQUARE LLC	9-Oct-23	ACH	\$19,960.00 ERP SW & Implementation Services
Gem State Paper & Supply	25-Sep-23	ACH	\$578.05 Shop Supplies
Gem State Paper & Supply	25-Sep-23	ACH	\$4.44 Shop Supplies
Genfare, LLC	25-Sep-23	ACH	\$132.68 Cable Ribbon
Genfare, LLC	9-Oct-23	ACH	\$557.01 Vault Supplies
Gillig, LLC	25-Sep-23	ACH	\$37.54 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$1,073.74 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$428.99 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$308.81 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$70.44 Upper Mirror
Gillig, LLC	25-Sep-23	ACH	\$395.32 Filters
Gillig, LLC	25-Sep-23	ACH	\$238.60 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$614.36 Shock Absorbers
Gillig, LLC	25-Sep-23	ACH	\$668.84 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$140.52 Vehicle
Gillig, LLC	25-Sep-23	ACH	\$575.97 Air Dryer Kit, Gaskets
Gillig, LLC	9-Oct-23	ACH	\$1,251.47 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$133.23 Filters
Gillig, LLC	9-Oct-23	ACH	\$826.16 Windshields
Gillig, LLC	9-Oct-23	ACH	\$2,374.46 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$607.92 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$43.74 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$31.00 Gas Springs
Gillig, LLC	9-Oct-23	ACH	\$471.28 Slack Adjusters
Gillig, LLC	9-Oct-23	ACH	\$1,600.18 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$142.00 Filters
Gillig, LLC	9-Oct-23	ACH	\$1,622.59 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$940.44 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$5.76 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$5.68 Clamp Cover Plate
Gillig, LLC	9-Oct-23	ACH	\$1,705.95 Vehicle
Gillig, LLC	9-Oct-23	ACH	\$68.96 Clamps, Nut Plates
Grainger Inc	25-Sep-23	ACH	\$447.69 Trash Bags, Caster Kit
Grainger Inc	25-Sep-23	ACH	\$5.80 Inventory Parts
Grainger Inc	25-Sep-23	ACH	\$72.10 Inventory Parts
Grainger Inc	25-Sep-23	ACH	\$28.29 Inventory Parts
Grainger Inc	25-Sep-23	ACH	\$2,853.55 Portable Cooler
Grainger Inc	25-Sep-23	ACH	\$253.70 Plate Casters
Grainger Inc	25-Sep-23	ACH	\$26.89 Poly Bags
Grainger Inc	9-Oct-23	ACH	\$2,600.77 Rolling Ladder
Grainger Inc	9-Oct-23	ACH	\$29.76 Glass Cleaner
Grainger Inc	9-Oct-23	ACH	\$198.52 Inventory Parts
Grainger Inc	9-Oct-23	ACH	\$4.84 Inventory Parts
Grainger Inc	9-Oct-23	ACH	\$82.18 Inventory Parts
Grainger Inc	9-Oct-23	ACH	\$17.04 Inventory Parts
HASSAN, DEANNA	9-Oct-23	ACH	\$50.00 Reimb Cell
Hawkeye Builders Inc	25-Sep-23	ACH	\$478,194.21 Orchard Parking Lot
Hawley Troxell Ennis & Hawley	25-Sep-23	ACH	\$319.00 Legal Services
Hawley Troxell Ennis & Hawley	9-Oct-23	ACH	\$1,862.00 Legal Services
Hi - Line	9-Oct-23	ACH	\$343.22 Nuts & Bolts

Hi - Line	9-Oct-23	ACH	\$494.34	Clamps, Cable Ties, Connectors
HILL, CHARLIE	9-Oct-23	ACH	\$16.60	Reimb - Chalk/batteries
Hot Shots, Inc.	9-Oct-23	ACH	\$1,194.42	Courier Services
Hot Shots, Inc.	11-Oct-23	ACH	\$1,194.42	Courier Services
ICRMP	9-Oct-23	60393	\$82,451.50	Premium
Idaho Power	25-Sep-23	ACH	\$851.29	Utilities 8/15-9/13
Idaho Power	25-Sep-23	ACH	\$15,059.48	Utilities
Idaho Power	25-Sep-23	ACH	\$1,875.45	Utilities 8/15-9/13
Idaho Power	9-Oct-23	ACH	\$36.24	Utilities AUG/SEPT
Idaho Power	9-Oct-23	ACH	\$1,680.12	Utilities 9/2-10/2
Idaho Records Management, LLC	25-Sep-23	ACH	\$119.88	Services
Idaho Walk Bike Alliance	9-Oct-23	ACH	\$2,500.00	2023 transportation polity conf.
Impact Home Services	9-Oct-23	ACH	\$189.00	Pest Control
In The Bag Promotions	9-Oct-23	ACH	\$780.00	shirts
Integrinet Global Solutions, LLC	25-Sep-23	ACH	\$1,430.00	IT Support Services
Intermountain Communications of	9-Oct-23	ACH	\$444.42	Radio project
Intermountain Gas	25-Sep-23	ACH	\$21.04	Utilities 8/12-9/11
Intermountain Gas	25-Sep-23	ACH	\$110.03	Utilities 8-12-9/11
Intermountain Gas	9-Oct-23	ACH	\$15.45	Utilities 9/7 - 10/5
Intermountain Gas	9-Oct-23	ACH	\$18.83	Utilities
Intermountain Gas	9-Oct-23	ACH	\$27,036.75	Utilities
Intermountain Gas	9-Oct-23	ACH	\$23.56	Utilities 8/29 - 9/28
Intermountain Gas	9-Oct-23	ACH	\$15.45	Utilities 8/23-9/20
Intermountain Gas	9-Oct-23	ACH	\$15.45	Utilities 8-24 - 9-21
Interstate Fre Sales and Service, LLC	25-Sep-23	60380	\$2,830.00	Annual Fire Extinguisher Services
Jacobs Engineering Group, Inc.	9-Oct-23	ACH	\$155,768.38	LO NO Project
Jarrett Walker & Associates, LLC	25-Sep-23	ACH	\$1,650.84	System Map/Brochure redesign
Jarrett Walker & Associates, LLC	9-Oct-23	ACH	\$1,007.72	Update VRT system map/brochures
Jeremy Ricky	25-Sep-23	ACH	\$1,015.04	Purchase Transportation
Jeremy Ricky	25-Sep-23	ACH	\$19,869.32	Purchase Transportation
Jeremy Ricky	25-Sep-23	ACH	\$4,648.60	Purchase Transportation
Jeremy Ricky	25-Sep-23	ACH	\$125.00	Purchase Transportation
Johnson Controls US Holdings INC	25-Sep-23	ACH	\$2,829.97	FACP Replacement - Design & PM
Johnson Controls US Holdings INC	25-Sep-23	ACH	\$6,297.68	FACP Replacement - Design & PM
Karcher Auto Parts	25-Sep-23	ACH	\$74.60	Leak Detector
Karcher Auto Parts	25-Sep-23	ACH	\$163.63	Vehicle Parts
Karcher Auto Parts	25-Sep-23	ACH	\$76.64	WD 40 , Lamps
Karcher Auto Parts	25-Sep-23	ACH	\$101.88	Oil Filters
Karcher Auto Parts	25-Sep-23	ACH	\$9.02	Window Handle
Karcher Auto Parts	25-Sep-23	ACH	\$21.68	Dielectric Tune Up Grease
Karcher Auto Parts	25-Sep-23	ACH	(\$74.60)	Credit for Leak Detector Return
Karcher Auto Parts	25-Sep-23	ACH	(\$279.33)	Returned Head Gasket Set
Karcher Auto Parts	25-Sep-23	ACH	\$41.52	Auto Parts
Karcher Auto Parts	9-Oct-23	ACH	\$73.57	Shared Fleet Expenses
Karcher Auto Parts	9-Oct-23	ACH	\$37.82	Hangers, U-Bolts
Karcher Auto Parts	9-Oct-23	ACH	\$101.88	Oil Filters
Karcher Auto Parts	9-Oct-23	ACH	\$22.34	Headlight
Karcher Auto Parts	9-Oct-23	ACH	\$10.33	Interior Step Light
Karcher Auto Parts	9-Oct-23	ACH	\$10.33	Interior Stop Light
Karcher Auto Parts	9-Oct-23	ACH	\$56.90	supplies/parts
Karcher Auto Parts	9-Oct-23	ACH	\$16.94	Parts
Kenworth Sales	25-Sep-23	ACH	\$2,022.91	Inventory Parts
Kenworth Sales	25-Sep-23	ACH	\$806.36	Support Fan, Pulley
Kenworth Sales	25-Sep-23	ACH	\$71.66	Rocker Lever Seals
Kenworth Sales	9-Oct-23	ACH	\$3,300.97	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$1,315.58	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$228.39	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$40.26	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$153.43	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$29.05	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$101.10	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$223.77	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$7.80	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$1,312.58	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$53.45	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$15.19	Inventory Parts
Kenworth Sales	9-Oct-23	ACH	\$550.10	Temperature Sensor
Kenworth Sales	9-Oct-23	ACH	\$23.02	O'Rings

Kenworth Sales	9-Oct-23	ACH	\$198.92 Hoses, O'Rings
Kenworth Sales	9-Oct-23	ACH	\$57.86 Thermostat
Kenworth Sales	9-Oct-23	ACH	\$169.59 Oil Gauge, Gaskets
KING BROADCASTING COMPANY-KTVB	25-Sep-23	ACH	\$2,662.51 Advertising
KRONENBITTER, FRANK	9-Oct-23	ACH	\$50.00 CELL REIMB OCT
KROUPA, KRISTINA	9-Oct-23	ACH	\$50.00 REIMB CELL
KROUPA, KRISTINA	9-Oct-23	ACH	\$103.82 Reimbursement - Drinks for Employee Party
KUEFFLER, CURTIS	25-Sep-23	60381	\$75.53 Reimbursement - Shoes
Kuna Senior Citizen Inc	25-Sep-23	ACH	\$11,081.77 Acquisition of Services
Language Line Solutions	25-Sep-23	ACH	\$115.75 Translation services
Lithia Motors Payment Processing	25-Sep-23	ACH	\$33.60 Bolts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$49.00 Inventory Parts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$139.98 Inventory Parts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$182.96 Inventory Parts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$1,034.40 Spark Plugs, Plug Boots
Lithia Motors Payment Processing	25-Sep-23	ACH	\$101.80 Inventory Parts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$176.40 Inventory Parts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$279.00 Inventory Parts
Lithia Motors Payment Processing	25-Sep-23	ACH	\$1,500.00 Deductible
Lithia Motors Payment Processing	9-Oct-23	ACH	\$59.04 Bushings
Lithia Motors Payment Processing	9-Oct-23	ACH	\$7.12 Oil Pan Plug
Lithia Motors Payment Processing	9-Oct-23	ACH	\$112.89 Water Pump
Lithia Motors Payment Processing	9-Oct-23	ACH	\$90.52 Gaskets
Lithia Motors Payment Processing	9-Oct-23	ACH	\$23.22 Oil Dipstick Tube
Lithia Motors Payment Processing	9-Oct-23	ACH	\$78.65 Switch
Lithia Motors Payment Processing	9-Oct-23	ACH	\$21.34 Inventory Parts
Lithia Motors Payment Processing	9-Oct-23	ACH	\$126.38 Inventory Parts
Lithia Motors Payment Processing	9-Oct-23	ACH	(\$301.85) Parts Returned
Lithia Motors Payment Processing	9-Oct-23	ACH	(\$77.60) Parts Returned
Lithia Motors Payment Processing	9-Oct-23	ACH	(\$47.28) Returned Parts
Loomis Armored US, LLC	9-Oct-23	ACH	\$500.64 Armored Car Service
Lotus Boise Corp	25-Sep-23	ACH	\$350.00 Radio Ads
Lotus Boise Corp	25-Sep-23	ACH	\$100.00 Radio Ads
Lotus Boise Corp	25-Sep-23	ACH	\$300.00 Radio Ads
Lotus Boise Corp	25-Sep-23	ACH	\$300.00 Radio Ads
Lotus Boise Corp	25-Sep-23	ACH	\$420.00 Radio Ads
Lotus Boise Corp	25-Sep-23	ACH	\$440.00 Radio Ads
Lowes Home Improvement	25-Sep-23	ACH	(\$19.92) Paid Incorrect Vendor
Lowes Home Improvement	25-Sep-23	ACH	\$39.76 Shop Supplies
Lowes Home Improvement	25-Sep-23	ACH	\$501.63 Shop Supplies
Lowes Home Improvement	25-Sep-23	ACH	\$83.43 Shop Supplies
Lowes Home Improvement	9-Oct-23	ACH	\$103.23 Shop Supplies
Lowes Home Improvement	9-Oct-23	ACH	\$38.91 Water Hose, Brass Adaptor
Luka Stankovic	9-Oct-23	ACH	\$1,838.00 Taxi - Transportation
Luminator Technology Group	25-Sep-23	ACH	\$1,099.59 Power Cables
Lyft, Inc	25-Sep-23	ACH	\$1,912.74 Lyft transit Connections
Lyft, Inc	25-Sep-23	ACH	\$207.46 Late Night Ride passes
Mary M Johnson	25-Sep-23	ACH	\$175.00 Vehicle Lettering
Mary M Johnson	25-Sep-23	ACH	\$295.00 Bldg/Street Signs
Mary M Johnson	9-Oct-23	ACH	\$302.10 Aluminuim Signs
MAXWELL, WILLIAM GORDON	9-Oct-23	ACH	\$50.00 REIMB CELL
Melba Valley Senior Center	25-Sep-23	ACH	\$5,506.52 Acquisition of Services
Meridian Senior Center	25-Sep-23	ACH	\$9,962.12 Acquisition of Services
Metro Community Services	25-Sep-23	ACH	\$42,454.43 Acquisition of Services
Michael Ogden	9-Oct-23	60394	\$2,100.00 Pigeon Removal, Roof Pressure Wash
Mills, Wayne	9-Oct-23	60395	\$480.12 Volunteer Driver
Model 1 Commercial Vehicles, Inc	25-Sep-23	ACH	\$221.16 Vehicle Parts
Motion & Flow Control Products	9-Oct-23	ACH	\$265.62 Plugs, Caps
Motion & Flow Control Products	9-Oct-23	ACH	(\$265.62) Caps, Plugs
Motion & Flow Control Products	9-Oct-23	ACH	\$118.20 Caps, Plugs
Napa Auto Parts	25-Sep-23	ACH	\$48.04 Vehicle Parts
Napa Auto Parts	25-Sep-23	ACH	\$214.20 Vehicle Parts
Napa Auto Parts	25-Sep-23	ACH	\$189.12 Vehicle Parts
Napa Auto Parts	25-Sep-23	ACH	(\$135.80) Core Credits - Org Inv 873869
Napa Auto Parts	9-Oct-23	ACH	\$513.65 Vehicle Parts
Napa Auto Parts	9-Oct-23	ACH	(\$67.90) Core Credit
National Tour Integrated Resouces Inc	20-Sep-23	ACH	\$8,434.02 Temporary Operators
National Tour Integrated Resouces Inc	25-Sep-23	ACH	\$16,854.31 Temporary Operators

National Tour Integrated Resouces Inc	2-Oct-23	ACH	\$16,032.48	Temporary Operators
National Tour Integrated Resouces Inc	9-Oct-23	ACH	\$19,021.66	Temporary Operators
New Flyer Parts	9-Oct-23	ACH	\$85.02	Inventory Parts
Newegg Business, Inc.	9-Oct-23	ACH	\$27.59	Crucial 16GB 260-Pin
Newegg Business, Inc.	9-Oct-23	ACH	\$94.00	Dell 600GB 10K RPM SAS
Newegg Business, Inc.	9-Oct-23	ACH	\$49.99	Samsung 16GB
Norco Inc	9-Oct-23	ACH	\$25.42	Nitrogen Cylinder Rental
ODP Business Solutions, LLC	25-Sep-23	ACH	\$113.98	Office Supplies
ODP Business Solutions, LLC	25-Sep-23	ACH	\$108.61	Office Supplies
ODP Business Solutions, LLC	25-Sep-23	ACH	\$85.98	Office Supplies
ODP Business Solutions, LLC	25-Sep-23	ACH	\$133.09	Office Supplies
ODP Business Solutions, LLC	25-Sep-23	ACH	\$46.20	Office Supplies
ODP Business Solutions, LLC	25-Sep-23	ACH	\$71.46	Office Supplies
ODP Business Solutions, LLC	25-Sep-23	ACH	(\$29.99)	Credit for Calendar
ODP Business Solutions, LLC	9-Oct-23	ACH	\$54.82	Office Supplies
ODP Business Solutions, LLC	9-Oct-23	ACH	\$39.99	Laptop Adj. Riser
ODP Business Solutions, LLC	9-Oct-23	ACH	\$12.73	Legal Pad paper
ODP Business Solutions, LLC	9-Oct-23	ACH	\$6.87	Office Supply
ODP Business Solutions, LLC	9-Oct-23	ACH	\$44.34	Office Supplies
ODP Business Solutions, LLC	9-Oct-23	ACH	\$29.99	Office Supplies
O'Reilly Auto Enterprises, LLC	25-Sep-23	ACH	\$28.47	Grey RVT Sealant
O'Reilly Auto Enterprises, LLC	25-Sep-23	ACH	\$57.98	Water Pump Belts
O'Reilly Auto Enterprises, LLC	25-Sep-23	ACH	\$310.78	AC Compressor
O'Reilly Auto Enterprises, LLC	25-Sep-23	ACH	\$269.95	AC Compressor
O'Reilly Auto Enterprises, LLC	25-Sep-23	ACH	\$11.10	Hose Connect
O'Reilly Auto Enterprises, LLC	25-Sep-23	ACH	(\$580.73)	Credit for 2 AC Compressors
O'Reilly Auto Enterprises, LLC	9-Oct-23	ACH	\$12.82	Hose Connector
O'Reilly Auto Enterprises, LLC	9-Oct-23	ACH	\$30.39	Headlight
O'Reilly Auto Parts	25-Sep-23	ACH	\$395.28	Vehicle Parts
O'Reilly Auto Parts	9-Oct-23	ACH	\$267.30	Vehicle Parts
O'Reilly Auto Parts	9-Oct-23	ACH	\$635.09	Vehicle Parts
O'Reilly Auto Parts	9-Oct-23	ACH	(\$10.00)	Core Credit - Org Inv 2894-282192
Pacific Office Automation	25-Sep-23	ACH	\$589.18	Printer/copier lease
Paragon Consulting, Inc	9-Oct-23	ACH	\$2,710.00	18th St. Engineering
Paragon Consulting, Inc	9-Oct-23	ACH	\$3,430.00	18th Street project
Parma Senior Center	25-Sep-23	ACH	\$4,342.13	Acquisition of Services
Parma Senior Center	9-Oct-23	ACH	\$4,513.08	Acquisition of Services
PEDERSON, NEIL	25-Sep-23	60382	\$52.95	Reimbursement - Shoes
PNG Media LLC	25-Sep-23	60383	\$214.08	Legal Ads
PNG Media LLC	9-Oct-23	60396	\$193.41	Legal Notice
Primary Health Medical Group, LLC	9-Oct-23	60397	\$85.00	Dot Physical - D. Strong
ProPeople	25-Sep-23	ACH	\$1,398.27	Temp Wages
ProPeople	25-Sep-23	ACH	\$3,501.15	Temp Wages - Eagle Services
ProPeople	25-Sep-23	ACH	\$1,431.30	Temp Wages
ProPeople	25-Sep-23	ACH	\$1,101.00	Temp Wages - Eagle Services
ProPeople	25-Sep-23	ACH	\$2,446.87	Temp Wages - Eagle Services
ProPeople	25-Sep-23	ACH	\$1,409.28	Temp Wages
ProPeople	25-Sep-23	ACH	\$1,101.00	Temp Wages
ProPeople	25-Sep-23	ACH	\$2,089.07	Temp Wages
ProPeople	9-Oct-23	ACH	\$1,409.28	Temp Wages
ProPeople	9-Oct-23	ACH	\$1,101.00	Temp Wages
ProPeople	9-Oct-23	ACH	\$1,277.17	Temp Wages
ProPeople	9-Oct-23	ACH	\$1,167.06	Temp Wages
ProPeople	9-Oct-23	ACH	\$2,822.04	Temp wages Eagle SC
ProPeople	9-Oct-23	ACH	\$1,101.00	Temp wages Eagle SC
Quench USA, Inc	25-Sep-23	ACH	\$289.95	Water Equipment
Rathbone Falvey Research LLC	9-Oct-23	ACH	\$18,982.00	Research for Adv. Sales / Survey
RDK Corporation	25-Sep-23	ACH	\$150.00	Background checks new hires
RDK Corporation	25-Sep-23	ACH	\$120.00	Background Checks
RDK Corporation	25-Sep-23	ACH	\$30.00	Background Check
Right! Systems, Inc.	9-Oct-23	60398	\$2,519.97	SW Security
Right! Systems, Inc.	9-Oct-23	60398	\$20,335.00	Server & SW
Romaine Electric Corporation	9-Oct-23	ACH	\$29.21	Vehicle Parts
Romaine Electric Corporation	9-Oct-23	ACH	\$796.08	Ignition Coils
Romaine Electric Corporation	9-Oct-23	ACH	\$1,134.94	Vehicle Parts
SAMG Occupational Med - Emerald	9-Oct-23	60399	\$360.00	Drug Screen/Physicals
Shred-It USA- LLC	9-Oct-23	ACH	\$121.71	Document Shredding
SIJ Holdings, LLC.	25-Sep-23	ACH	\$990.15	Legal Ads



SMITH, JOSHUA	9-Oct-23	ACH	\$50.00 Reimb Cell
Sportworks Global LLC	9-Oct-23	ACH	\$71.85 Magnets
Star Senior Center	25-Sep-23	ACH	\$7,844.34 Acquisition of Services
Star Senior Center	9-Oct-23	ACH	\$5,263.97 Acquisition of Services
STEPHENS, ANGELA	25-Sep-23	ACH	\$82.90 Reimbursement - Pants
Stoltz Marketing Group, Inc	9-Oct-23	ACH	\$10,326.00 Acctn Admin, web support, branding
Supportive Housing & Innovative Partners	25-Sep-23	ACH	\$33,803.16 Acquisition of Services
Syringa Networks, LLC	9-Oct-23	ACH	\$542.48 Telecom Services
Syringa Networks, LLC	9-Oct-23	ACH	\$4,820.00 Telecom Services
Tacoma Screw Products Inc.	25-Sep-23	ACH	\$345.50 Nuts & Bolts
Tacoma Screw Products Inc.	25-Sep-23	ACH	\$76.06 Nuts & Bolts
Tacoma Screw Products Inc.	25-Sep-23	ACH	\$2.71 Retaining Rings
Tacoma Screw Products Inc.	25-Sep-23	ACH	\$27.10 Retaining Rings
Tacoma Screw Products Inc.	9-Oct-23	ACH	\$13.61 Nuts & Bolts
Tacoma Screw Products Inc.	9-Oct-23	ACH	\$159.05 Nuts & Bolts
Tacoma Screw Products Inc.	9-Oct-23	ACH	\$84.55 Combination Wrench
That's Sharp, LLC.	25-Sep-23	ACH	\$80.00 Gloves
The Car Park, LLC	25-Sep-23	ACH	\$3,750.00 Parking passes
The Car Park, LLC	9-Oct-23	ACH	\$1,987.50 Carpark passes
The Car Park, LLC	9-Oct-23	ACH	\$112.50 Parking passes
The Car Park, LLC	9-Oct-23	ACH	(\$712.50) CM FOR 3 RIDERS
Thermo Fluids, Inc.	9-Oct-23	ACH	\$52.00 Used Oil Removal
Thompson and Associates, Inc.	9-Oct-23	ACH	\$3,072.75 HR consulting services
Transpo Group USA, Inc.	25-Sep-23	ACH	\$945.00 Consulting Services-Environ. Study
Treasure Valley Coffee	25-Sep-23	ACH	\$28.55 Creamer/Sugar
Treasure Valley Coffee	25-Sep-23	ACH	\$55.70 Coffee - MSS
Treasure Valley Coffee	9-Oct-23	ACH	\$80.70 FA - Orchard
Treasure Valley Coffee	9-Oct-23	ACH	\$106.00 Coffee - Orchard
Treasure Valley Coffee	9-Oct-23	ACH	\$53.20 Water - Orchard
Treasure Valley Coffee	9-Oct-23	ACH	\$112.10 Coffee - MSS
Treasure Valley Coffee	9-Oct-23	ACH	\$187.70 Coffee
Treasure Valley Curb & Sprinkling Inc	25-Sep-23	ACH	\$440.84 Landscaping
Treasure Valley Curb & Sprinkling Inc	9-Oct-23	ACH	\$2,145.00 Clean Up Foliage and tree debris
Treasure Valley Curb & Sprinkling Inc	9-Oct-23	ACH	\$440.84 Landscaping
Treasure Valley Transit	25-Sep-23	ACH	\$17,554.00 Sub-recipient
Treasure Valley Transit	2-Oct-23	ACH	\$17,389.00 Sub-recipient
UniFirst Acct# 1395966	25-Sep-23	ACH	\$86.53 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	25-Sep-23	ACH	\$53.61 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	25-Sep-23	ACH	\$73.62 Mats, Uniforms, Cloths
UniFirst Acct# 1395966	25-Sep-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	25-Sep-23	ACH	\$154.71 Laundry Services
UniFirst Acct# 1410130	25-Sep-23	ACH	\$127.29 Laundry Services
UniFirst Acct# 1410130	9-Oct-23	ACH	\$158.96 Laundry Services
UniFirst Acct# 1410130	9-Oct-23	ACH	\$133.09 Laundry Services
UniFirst Acct# 1410130	9-Oct-23	ACH	\$133.99 Laundry Services
United Site Services of Nevada, Inc.	25-Sep-23	ACH	\$278.60 Restroom Rental
United Site Services of Nevada, Inc.	9-Oct-23	ACH	\$278.60 Restroom Rental
UPS Freight	9-Oct-23	60400	\$25.07 Freight
Urban Transportation Associates, Inc	9-Oct-23	ACH	\$25,000.00 APC analysis S/W
US Bank Plaza Condominium Assoc., Inc.	9-Oct-23	ACH	\$10,593.00 Association dues - Quartly
US Bank Plaza Condominium Assoc., Inc.	9-Oct-23	ACH	\$10,593.00 Association dues
US Bank Plaza Condominium Assoc., Inc.	9-Oct-23	ACH	(\$10,593.00) Correct double posting
USABLE Life	9-Oct-23	ACH	\$2,005.63 Ins. Premiums
Verizon Wireless	25-Sep-23	60384	\$2,966.16 Cell Phone Service 8/16-9/15
Verizon Wireless	25-Sep-23	60384	\$493.30 Cell Phone Service 8/16-9/15
Verizon Wireless	25-Sep-23	60384	\$92.13 Cell Phone Service 8/16-9/15
Verizon Wireless	25-Sep-23	60384	\$51.40 Cell Phone Service 8/16-9/15
Verizon Wireless	25-Sep-23	60384	\$52.12 Cell Phone Service 8/16-9/15
Verizon Wireless	25-Sep-23	60384	\$1,634.05 Cell Phone Service 8/16-9/15
Verizon Wireless	25-Sep-23	60384	\$284.66 Cell Phone Service 8/18-9/17
Via Transportation, Inc.	9-Oct-23	ACH	\$5,950.00 dispatching s/w for operations
WASHINGTON, CORRIE	9-Oct-23	ACH	\$50.00 Cell Phone Reimb.
WCF National Insurance Company	10-Oct-23	ACH	\$16,978.60 Workers comp premium
Wienhoff Drug Testing	25-Sep-23	60385	\$730.00 Drug Testing
Wienhoff Drug Testing	25-Sep-23	60385	\$110.00 Drug Tests
William (Travis) Fremont	9-Oct-23	ACH	\$7,041.43 Ada County R2W
William (Travis) Fremont	9-Oct-23	ACH	\$558.02 Canyon County R2W
William (Travis) Fremont	9-Oct-23	ACH	\$40.00 VA Shuttle - same day cancellations

William (Travis) Fremont	9-Oct-23	ACH	\$680.00 Ada County R2W - same day cancels
William (Travis) Fremont	9-Oct-23	ACH	\$40.00 Canyon Count R2W - Same day cancel
William (Travis) Fremont	9-Oct-23	ACH	\$264.64 VA Shuttle Service
William (Travis) Fremont	9-Oct-23	ACH	\$1,711.43 CC Rides to Wellness
William (Travis) Fremont	9-Oct-23	ACH	\$10,429.50 Ada County R2W
William (Travis) Fremont	9-Oct-23	ACH	\$556.38 Monthly VA rides
William Beard	25-Sep-23	ACH	\$140.00 Bus Washing
William Beard	25-Sep-23	ACH	\$419.00 Bus Washing
William Beard	25-Sep-23	ACH	\$205.00 Bus Washing
William Beard	25-Sep-23	ACH	\$155.00 Seat Cleaning N616
William Beard	9-Oct-23	ACH	\$413.00 Bus Washing
YB NOW LLC	9-Oct-23	ACH	\$4,239.40 transportation
YB NOW LLC	9-Oct-23	ACH	\$161.56 Error Correct inv11888
YB NOW LLC	9-Oct-23	ACH	\$161.56 VA Shuttle
			<u>\$1,870,590.31</u>

ACCEPTED:

  
 \_\_\_\_\_  
 CHAIR OF EXECUTIVE BOARD

ATTEST:

  
 \_\_\_\_\_  
 Alexis Pickering (Dec 6, 2023 08:17 MST)  
 SECRETARY/TREASURER

# Payment Register 09-16 through 10-15-2023 Signed JS

Final Audit Report

2023-12-06

Created:	2023-12-05
By:	Paula Cromie (pcromie@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3-VmNhRempj-3spOyx39w3zk6-gDz3Oc

## "Payment Register 09-16 through 10-15-2023 Signed JS" History

-  Document created by Paula Cromie (pcromie@valleyregionaltransit.org)  
2023-12-05 - 3:09:52 PM GMT- IP address: 208.98.167.66
-  Document emailed to apickering@achdidaho.org for signature  
2023-12-05 - 3:10:20 PM GMT
-  Email viewed by apickering@achdidaho.org  
2023-12-06 - 3:17:23 PM GMT- IP address: 3.101.25.139
-  Signer apickering@achdidaho.org entered name at signing as Alexis Pickering  
2023-12-06 - 3:17:50 PM GMT- IP address: 160.2.176.173
-  Document e-signed by Alexis Pickering (apickering@achdidaho.org)  
Signature Date: 2023-12-06 - 3:17:52 PM GMT - Time Source: server- IP address: 160.2.176.173
-  Agreement completed.  
2023-12-06 - 3:17:52 PM GMT

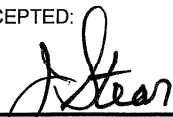
## Payment Register 10/16/2023 - 11/15/2023

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	23-Oct-23	60401	\$68.64	DL Searches
AdaRide.Com, LLC	10-Nov-23	ACH	\$1,231.50	Paratransit Services
Alexander Clark Printing	08-Nov-23	60408	\$280.00	Door Hnagers
Alexander Clark Printing	08-Nov-23	60408	\$3,620.71	Legal Postings
All-Pro Commercial Cleaning, LLC	10-Nov-23	ACH	\$6,475.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	10-Nov-23	ACH	\$6,475.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	10-Nov-23	ACH	\$117.84	Janitorial Services
ALVARO, BRADLEY	25-Oct-23	ACH	\$229.10	PerDiem-Transit Ticketing Conf
AMAZON.COM SERVICES, INC.	08-Nov-23	ACH	\$55.93	LCD writing tablets
A-Z Bus Sales, Inc	23-Oct-23	ACH	\$178.01	Heavy Duty Storage Bags
A-Z Bus Sales, Inc	23-Oct-23	ACH	\$264.98	Idler Pulley
A-Z Bus Sales, Inc	23-Oct-23	ACH	\$299.43	Element Filters
A-Z Bus Sales, Inc	23-Oct-23	ACH	\$893.58	Vehicle Parts
BAILEY, WILLIAM	23-Oct-23	60402	\$85.00	Reimbursement - DOT Physical
Boise Air Terminal	08-Nov-23	ACH	\$9,240.50	Land Rent
Boise Cold Storage, LLC	13-Nov-23	60417	\$290.00	Ice trailer for Cranksgiving
Boise Community Radio Project	13-Nov-23	ACH	\$500.00	Air Time
Boise Municipal Health Care Trust	08-Nov-23	ACH	\$69,687.06	Insurance Premiums
Boise Peterbilt	23-Oct-23	ACH	\$534.06	Inventory Parts
Brady Industries of Nevada, LLC	23-Oct-23	ACH	\$708.25	Janitorial Supplies
BULEN, PHILLIP W.	08-Nov-23	60409	\$187.60	Reimbursement - Boots
CenturyLink	23-Oct-23	60403	\$178.84	Telecom Services 10/16-11/15
CenturyLink	23-Oct-23	60403	\$158.69	Telecom Services 10/7-11/6
Church of the Harvest	23-Oct-23	ACH	\$20,643.15	Acquisition of Services
Clean Energy	23-Oct-23	ACH	\$15,669.05	Natural Gas 9/1/23 - 9/30/2023
Coach & Equipment Manufacturing, Inc	23-Oct-23	ACH	\$153.76	Vehicle Parts
Commercial Tire, Inc	11-Nov-23	ACH	\$691.48	Multiple vehicle repairs
Commercial Tire, Inc	11-Nov-23	ACH	\$88.30	Fix coolant leakage
Commercial Tire, Inc	11-Nov-23	ACH	\$860.52	Lube, PMI, misc repairs.
Commercial Tire, Inc	11-Nov-23	ACH	\$337.50	lube, PMI services
Commercial Tire, Inc	11-Nov-23	ACH	\$248.50	Lube & PMI services
Commercial Tire, Inc	11-Nov-23	ACH	\$237.95	Lube & PMI Services
Commercial Tire, Inc	11-Nov-23	ACH	\$1,065.01	Vehicle repairs & maintenance
Commercial Tire, Inc	11-Nov-23	ACH	\$2,178.67	Misc vehiclce repairs
Commercial Tire, Inc	11-Nov-23	ACH	\$1,503.46	Misc vehicle repairs
Commercial Tire, Inc	11-Nov-23	ACH	\$285.20	Vehicle maintenance
Commercial Tire, Inc	11-Nov-23	ACH	\$2,951.00	Multiple vehicle repairs
Commercial Tire, Inc	11-Nov-23	ACH	\$455.67	Wheel balance & Alignment
Commercial Tire, Inc	11-Nov-23	ACH	\$15.21	Left turn signal
Commercial Tire, Inc	11-Nov-23	ACH	\$32.00	Installed Runout N333
Commercial Tire, Inc	11-Nov-23	ACH	\$881.22	Steers N337
Commercial Tire, Inc	11-Nov-23	ACH	\$881.22	N332 Steers
Commercial Tire, Inc	11-Nov-23	ACH	\$1,614.78	N615 Rears
Commercial Tire, Inc	11-Nov-23	ACH	(\$4,467.47)	N621 Tires Replaced with tires we use
Commercial Tire, Inc	11-Nov-23	ACH	\$82.48	Headlight bulb, headlight & tail light
Commercial Tire, Inc	11-Nov-23	ACH	\$1,614.78	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$1,614.78	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$1,537.38	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$1,352.78	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$15.08	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$767.80	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$1,295.62	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$15.08	Tires
Commercial Tire, Inc	11-Nov-23	ACH	\$15.08	Tires
Corwin Ford	08-Nov-23	ACH	\$45,396.00	TAM replacement Ada vehicle
Corwin Ford	08-Nov-23	ACH	\$44,585.00	TAM replacement support vehicle
Corwin Ford	08-Nov-23	ACH	\$48,482.00	TAM replacement for Ada Vehicle
CRENSHAW, MARSHALL	08-Nov-23	60410	\$132.45	Boot Allowance
Cummins Rocky Mountain, LLC	23-Oct-23	ACH	\$180.90	Inventory Parts
Cummins Rocky Mountain, LLC	23-Oct-23	ACH	\$720.00	Insite Lite Renewal
Cummins Rocky Mountain, LLC	23-Oct-23	ACH	(\$153.76)	Credit for Part Return Minus Restocking Fee
CURTIS, JODI	08-Nov-23	60411	\$50.00	Cell phone Reimb
David Gregory Sherman	23-Oct-23	60404	\$45.00	Windshield Repairs
David Gregory Sherman	23-Oct-23	60404	\$225.00	Windshield Repairs

Day Wireless Systems	23-Oct-23	ACH	\$364.00	Site Rental
Day Wireless Systems	23-Oct-23	ACH	\$624.00	Radio Site Rent
DOW, STEPHEN	08-Nov-23	60412	\$64.20	Reimbursement - Shoes
Ecolube Recovery, LLC.	23-Oct-23	ACH	\$90.00	Parts Wash Lease
EISENBERG, GREGG	08-Nov-23	ACH	\$50.00	Reimb Cell phone
Elliott Auto Supply Co., Inc	23-Oct-23	ACH	\$2,966.00	Bus Parts
Elliott Auto Supply Co., Inc	23-Oct-23	ACH	\$16.68	Windshield Wiper
Elliott Auto Supply Co., Inc	23-Oct-23	ACH	\$16.68	Windshield Wiper
ETA Phi Systems, Inc.	08-Nov-23	ACH	\$7,671.70	Regional CAD/AVL system
First Transit	08-Nov-23	ACH	\$28,230.65	Ada/Canyon Mgmt fee's
Fleet Services	18-Oct-23	ACH	\$190.39	Fuel
Fleet Services	18-Oct-23	ACH	\$1,232.87	Fuel
Fleet Services	18-Oct-23	ACH	\$2,344.82	Fuel
Fleet Services	18-Oct-23	ACH	\$578.95	Fuel
FLETCHER, DIANA	17-Oct-23	ACH	\$362.60	PerDiem National Safety Council
GODFREY, KATHLEEN	23-Oct-23	ACH	\$86.48	Reimb - meals
GODFREY, KATHLEEN	23-Oct-23	ACH	\$30.00	Reimb lunches WTS/Chamber
HASSAN, DEANNA	08-Nov-23	ACH	\$50.00	Cell phone Reimb
Hi - Line	23-Oct-23	ACH	\$485.38	Ring Crimps, Washers
Hot Shots, Inc.	23-Oct-23	ACH	\$1,063.16	Courier Services
Idaho Power	23-Oct-23	ACH	\$679.66	Utilities 9/14-10/13
Idaho Power	23-Oct-23	ACH	\$1,386.17	Utilities 9/14-10/13
Idaho Power	08-Nov-23	ACH	\$11,402.91	Utilities
Intermountain Gas	23-Oct-23	ACH	\$20.40	Utilities 9/12-10/11
Intermountain Gas	23-Oct-23	ACH	\$789.78	Utilities 9/12-10/10
IQBALI, WAHID JAN	08-Nov-23	ACH	\$216.15	Reimbursement - CWG
Jeremy Ricky	23-Oct-23	ACH	\$524.60	Purchase Transportation
Jeremy Ricky	23-Oct-23	ACH	\$18,595.04	Purchase Transportation
Jeremy Ricky	23-Oct-23	ACH	\$2,598.68	Purchase Transportation
Jeremy Ricky	08-Nov-23	ACH	\$297.83	Purchase Transportation - Script
JIMENEZ, GABRIEL	23-Oct-23	60405	\$63.57	Reimbursement - Cold Weather Gear
Kenworth Sales	08-Nov-23	ACH	\$1,873.45	Inventory Parts
Kenworth Sales	08-Nov-23	ACH	\$190.05	Flexible Hose
Kenworth Sales	08-Nov-23	ACH	\$336.66	Oil Pan Gasket, Pulley
KOLLIE, DORBOR	08-Nov-23	ACH	\$21.19	Reimbursement - Shoes
KOSHMERL, TIM	23-Oct-23	ACH	\$211.96	Reimbursement - Pants
KRONENBITTER, FRANK	23-Oct-23	ACH	\$225.00	Reimbursement - Boots
KRONENBITTER, FRANK	08-Nov-23	ACH	\$50.00	Reimb Cell
KROUPA, KRISTINA	08-Nov-23	ACH	\$50.00	Cell phone reimb.
Kuna Senior Citizen Inc	23-Oct-23	ACH	\$7,855.81	Acquisition of Services
Lizabeth C. Arkoosh	27-Oct-23	ACH	\$9,300.00	Lease pymnts - pd quarterly
Lowes Home Improvement	08-Nov-23	ACH	\$286.33	Extension Cords
Lowes Home Improvement	08-Nov-23	ACH	\$6.92	Key Tags
Lyft, Inc	08-Nov-23	ACH	\$1,798.30	Lyft Transit Connections
Lyft, Inc	08-Nov-23	ACH	\$204.88	Lates Night Rides Lyft Pass
LYLE WATSON	08-Nov-23	60413	\$336.50	Supplies A/C Machine
MAXWELL, WILLIAM GORDON	23-Oct-23	ACH	\$89.99	Reimbursement - DOT Physical
MAXWELL, WILLIAM GORDON	08-Nov-23	ACH	\$50.00	Reimb Cell
MCEWEN, HARRIET	23-Oct-23	60406	\$214.92	Reimbursement - Uniform
Melba Valley Senior Center	23-Oct-23	ACH	\$5,015.84	Acquisition of Services
Meridian Senior Center	23-Oct-23	ACH	\$9,114.28	Acquisition of Services
Metro Community Services	23-Oct-23	ACH	\$36,049.73	Acquisition of Services
National Tour Integrated Resouces Inc	16-Oct-23	ACH	\$18,284.17	Temp operators; staff shortage
National Tour Integrated Resouces Inc	23-Oct-23	ACH	\$17,776.17	Temp Operators
National Tour Integrated Resouces Inc	27-Oct-23	ACH	\$13,738.63	Temp. bus operators 10/19-10/25
National Tour Integrated Resouces Inc	06-Nov-23	ACH	\$11,851.76	Temp Operators
National Tour Integrated Resouces Inc	13-Nov-23	ACH	\$12,451.95	Temp Operators
ODP Business Solutions, LLC	08-Nov-23	ACH	\$37.35	Office Supplies
ODP Business Solutions, LLC	08-Nov-23	ACH	\$37.99	Riser - vertical
ODP Business Solutions, LLC	08-Nov-23	ACH	\$80.48	Office Supplies
ODP Business Solutions, LLC	08-Nov-23	ACH	\$165.17	Office Supplies
ODP Business Solutions, LLC	08-Nov-23	ACH	\$30.94	Ruler, Felt Pad
ODP Business Solutions, LLC	08-Nov-23	ACH	\$117.99	Labels, Folders
ODP Business Solutions, LLC	08-Nov-23	ACH	\$43.99	Office Supplies
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$51.28	Quik-Loc Connectors
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$15.72	Hose Connectors

O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$15.72	Hose Connectors
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$267.30	A/C Compressor
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$31.44	Hose Connectors
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$279.77	A/C Compressor
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$34.55	Idler Pulley
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	(\$10.00)	Core Credit
O'Reilly Auto Enterprises, LLC	23-Oct-23	ACH	\$15.80	HTR Fitting
O'Reilly Auto Parts	23-Oct-23	ACH	\$239.17	Vehicle Parts
PEDROSA, LESLIE	08-Nov-23	ACH	\$43.75	Employee Reimb. Uber
PETERSON, TRAVIS	08-Nov-23	60414	\$400.00	Tool Allowance
Rathbone Falvey Research LLC	13-Nov-23	ACH	\$12,545.00	Market research for adv. Sales
ROCHA ALEJANDRE, ALVARO	08-Nov-23	ACH	\$140.00	Reimbursement - CDL Skills Test
ROCHA ALEJANDRE, ALVARO	08-Nov-23	ACH	\$30.00	Reimbursement - CDL License
RODGERS, TRINA	23-Oct-23	ACH	\$38.67	Reimbursement - Cold Weather Gear
SMITH, JOSHUA	08-Nov-23	ACH	\$140.00	Boot Allowance
SMITH, JOSHUA	08-Nov-23	ACH	\$50.00	Reimb cell
SMITH, JOSHUA	08-Nov-23	ACH	\$420.00	Tool Allowance
Stoltz Marketing Group, Inc	13-Nov-23	ACH	\$12,445.50	Accnt Admin/Website/Projct Mgmnt
Stoltz Marketing Group, Inc	13-Nov-23	ACH	\$1,050.00	Safe Routes Website Project
Stoltz Marketing Group, Inc	13-Nov-23	ACH	\$1,190.00	City Go Website project
Supportive Housing & Innovative Partners	23-Oct-23	ACH	\$32,612.50	Acquisition of Services
Surel's Place Inc.	13-Nov-23	ACH	\$1,000.00	Flipside Fest Sponsorship
Treasure Valley Transit	23-Oct-23	ACH	\$26,393.00	Sub-recipient
USAble Life	08-Nov-23	ACH	\$2,003.20	Insurance dues
Verizon Wireless	08-Nov-23	60415	\$2,965.74	Cell Phone Service
Verizon Wireless	08-Nov-23	60415	\$392.08	Cell Phone Service
Verizon Wireless	08-Nov-23	60415	\$92.17	Cell Phone Service
Verizon Wireless	08-Nov-23	60415	\$51.45	Cell Phone Service
Verizon Wireless	08-Nov-23	60415	\$52.16	Cell Phone Service
Verizon Wireless	08-Nov-23	60415	\$1,634.05	Cell Phone Service
Verizon Wireless	08-Nov-23	60415	\$52.16	Cell Phone Service 9/16-10/15
WASHINGTON, CORRIE	08-Nov-23	ACH	\$50.00	Cell phone Reimb
WCF National Insurance Company	09-Nov-23	ACH	\$16,978.60	Worker's Comp Premium
Wex Bank	23-Oct-23	ACH	\$198.98	Fuel 9/7 - 10/06/2023
WHITE, MELISSA	23-Oct-23	60407	\$18.00	Reimbursement - Pants
WHITE, MELISSA	08-Nov-23	60416	\$95.37	Reimbursement - Shoes
William Beard	13-Nov-23	ACH	\$205.00	Bus Washing
William Beard	13-Nov-23	ACH	\$413.00	Bus Washing
William Beard	13-Nov-23	ACH	\$205.00	Bus Washing
William Beard	13-Nov-23	ACH	\$417.00	Bus Washing
William Beard	13-Nov-23	ACH	\$205.00	Bus Washing
YB NOW LLC	08-Nov-23	ACH	\$5,642.76	Ada county rides to wellness
YB NOW LLC	08-Nov-23	ACH	\$298.24	VA shuttle
			<u>\$648,460.23</u>	

ACCEPTED:



CHAIR OF EXECUTIVE BOARD

ATTEST:



Alexis Pickering (Dec 6, 2023 08:17 MST)

SECRETARY/TREASURER



# Payment Register 10-16 through 11-15-2023 Signed JS

Final Audit Report

2023-12-06

Created:	2023-12-05
By:	Paula Cromie (pcromie@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJcOOyFEjEnWA5bZMBL-XCsLybXOrmxre

## "Payment Register 10-16 through 11-15-2023 Signed JS" History

-  Document created by Paula Cromie (pcromie@valleyregionaltransit.org)  
2023-12-05 - 3:10:54 PM GMT- IP address: 208.98.167.66
-  Document emailed to apickering@achdidaho.org for signature  
2023-12-05 - 3:11:15 PM GMT
-  Email viewed by apickering@achdidaho.org  
2023-12-06 - 3:12:27 PM GMT- IP address: 13.56.232.37
-  Signer apickering@achdidaho.org entered name at signing as Alexis Pickering  
2023-12-06 - 3:17:11 PM GMT- IP address: 160.2.176.173
-  Document e-signed by Alexis Pickering (apickering@achdidaho.org)  
Signature Date: 2023-12-06 - 3:17:13 PM GMT - Time Source: server- IP address: 160.2.176.173
-  Agreement completed.  
2023-12-06 - 3:17:13 PM GMT



## Payment Register 11/16/2023 - 12/15/2023

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	20-Nov-23	60434	\$58.48	DLR Searches
Access Idaho-26682	20-Nov-23	60434	\$30.00	DLR Search
Ada County Highway District	21-Nov-23	60447	\$500.00	Design Review Fee
AdaRide.Com, LLC	21-Nov-23	ACH	\$1,782.00	Acquisition of Services
AdaRide.Com, LLC	11-Dec-23	ACH	\$1,696.50	Rides to wellness
Advanced Communications, Inc	28-Nov-23	ACH	\$3,456.00	Annual SW Assurance MIVOICE bus.
Agnew Beck Consulting, Inc.	20-Nov-23	ACH	\$176.25	Consulting Services
Alexander Clark Printing	11-Dec-23	60451	\$265.53	Route 29 Brouchurs
Alexander Clark Printing	11-Dec-23	60451	\$1,342.65	5 versions of route maps
All-Pro Commercial Cleaning, LLC	21-Nov-23	ACH	\$80.00	Janitorial Services- mens room
All-Pro Commercial Cleaning, LLC	11-Dec-23	ACH	\$6,475.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	11-Dec-23	ACH	\$80.00	Janitorial Services
Alternative Hose	20-Nov-23	ACH	\$124.80	Vehicle Parts
Alternative Hose	11-Dec-23	ACH	\$52.92	Vehicle Parts
AMAZON.COM SERVICES, INC.	20-Nov-23	ACH	\$208.98	Slide/SCAN scanner
AMAZON.COM SERVICES, INC.	21-Nov-23	ACH	\$501.67	Circuit Maker
American Mechanical Corp	20-Nov-23	ACH	\$170.00	Service Call
American Mechanical Corp	11-Dec-23	ACH	\$750.00	Fall PM
Anthony, Elizabeth	21-Nov-23	ACH	\$97.60	Volunteer Driver
Anthony, Elizabeth	11-Dec-23	ACH	\$225.98	Volunteer Driver
ATS Inland NW	20-Nov-23	ACH	\$8,653.00	Service Plan YR1
Automotive & Industrial Distributors	11-Dec-23	ACH	\$903.65	Oil 15W40
Automotive Service Equip	11-Dec-23	ACH	\$359.31	Service Air Compressor
Avero, LLC	20-Nov-23	ACH	\$21,830.00	ERP Consulting Services
Avero, LLC	20-Nov-23	ACH	\$14,445.00	ERP Consulting Services
Avero, LLC	11-Dec-23	ACH	\$11,950.00	ERP System Consulting Services
A-Z Bus Sales, Inc	21-Nov-23	ACH	(\$179.49)	Did not order this part
A-Z Bus Sales, Inc	21-Nov-23	ACH	(\$207.18)	Incorrect Part Sent - Credit
A-Z Bus Sales, Inc	21-Nov-23	ACH	(\$356.36)	Credit for Returned Part
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$115.73	Parts for vehicles
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$324.78	Vehicle Parts
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$360.80	Vehicle Parts
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$552.38	Mirror
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$529.88	Parts for revenue vehicles
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$66.87	Dome Light
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$207.18	Pirelli - Mat
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$621.25	Vehicle Parts
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$483.60	Restraint Belt Kit
A-Z Bus Sales, Inc	21-Nov-23	ACH	\$193.08	Lumbar Support
A-Z Bus Sales, Inc	11-Dec-23	ACH	(\$1,044.59)	Billed For Part We Did Not Order
A-Z Bus Sales, Inc	11-Dec-23	ACH	(\$77.70)	Did not order these
A-Z Bus Sales, Inc	11-Dec-23	ACH	(\$494.07)	Returned Part
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$494.07	Compressor ( credit received)
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$189.46	Storage Bags
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$1,122.29	Thumb Latch, Fuel Pump (Credits received)
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$290.38	Door Battery Box, Door Molding
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$48.69	Filter
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$475.74	Bus Parts
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$106.83	Thumb Latch Battery Door
A-Z Bus Sales, Inc	11-Dec-23	ACH	\$1,390.35	Booster Pump
Barber, Richard P	21-Nov-23	ACH	\$153.27	Volunteer Driver
Black Signs of Idaho, Inc.	20-Nov-23	ACH	\$50.00	Rental of Sign Back for Banners
Black Signs of Idaho, Inc.	11-Dec-23	ACH	\$50.00	Rental Sign Back - November
Boise Air Terminal	20-Nov-23	ACH	\$9,240.50	Land Rent
Boise Air Terminal	11-Dec-23	ACH	\$9,240.50	Land Rent
BOISE BIOHAZARD SERVICES, LLC	21-Nov-23	ACH	\$800.00	Waste removal from inside of van
Boise Municipal Health Care Trust	11-Dec-23	ACH	\$65,746.84	Health Care Premiums
Boise Peterbilt	21-Nov-23	ACH	\$310.80	Inventory Parts
Boise Peterbilt	21-Nov-23	ACH	\$66.80	Inventory Parts
Boise Peterbilt	11-Dec-23	ACH	\$310.80	Inventory Parts
Boise State Public Radio	20-Nov-23	ACH	\$1,625.00	Radio Ads
Boise State Public Radio	21-Nov-23	ACH	\$580.00	Radio ads
Boise State University	20-Nov-23	ACH	\$9,428.07	Sub-recipient
Boise State University	20-Nov-23	ACH	\$8,621.64	Sub-recipient
Brady Industries of Nevada, LLC	21-Nov-23	ACH	\$613.05	Janitorial Supplies
BRADY, LISA	21-Nov-23	ACH	\$296.80	Safe Routes Stickers
Brasco International, Inc.	11-Dec-23	60452	\$30,025.00	Bus Stop Construction
Brasco International, Inc.	11-Dec-23	60452	\$32,325.00	CCDD Bus Stop Constr.
BULEN, PHILLIP W.	20-Nov-23	60435	\$64.00	Reimbursement - Bathroom Stall Latches
Career Uniforms Partners	20-Nov-23	ACH	\$182.50	Uniforms

Career Uniforms Partners	20-Nov-23	ACH	\$52.85 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$169.65 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$111.85 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$51.95 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$121.35 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$265.45 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$72.95 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$317.00 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$249.50 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$46.90 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$207.70 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$153.25 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$296.75 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$185.70 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$51.95 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$68.90 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$33.45 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$134.75 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$102.30 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$104.35 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$73.95 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$72.95 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$87.95 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$235.55 Uniforms
Career Uniforms Partners	20-Nov-23	ACH	\$69.75 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$247.35 Uniforms B. Johnatakis
Career Uniforms Partners	21-Nov-23	ACH	\$452.00 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$205.05 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$420.20 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$89.30 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$131.80 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$291.45 Uniforms
Career Uniforms Partners	21-Nov-23	ACH	\$65.70 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$209.40 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$268.00 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$37.80 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$96.65 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$259.00 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$25.90 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$12.95 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$30.95 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$329.50 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$37.80 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$84.95 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$130.80 Uniforms
Career Uniforms Partners	11-Dec-23	ACH	\$534.50 Uniforms
Catapult3, Inc.	20-Nov-23	ACH	\$604.16 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$12,521.60 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$978.40 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$3,845.14 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$2,216.00 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$695.00 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$3,570.49 SIGNAGE INSTALLATION
Catapult3, Inc.	20-Nov-23	ACH	\$750.00 SIGNAGE INSTALLATION
Catapult3, Inc.	21-Nov-23	ACH	\$6,438.71 SIGNAGE INSTALLATION
Catapult3, Inc.	11-Dec-23	ACH	\$12,521.60 DCI Campaign
Catapult3, Inc.	11-Dec-23	ACH	\$978.40 File formatting/production - DCI busses
Catapult3, Inc.	11-Dec-23	ACH	\$250.00 Birthrite Tails N616 & N617
Center for Transportation & Environment	20-Nov-23	ACH	\$59,000.00 LO-NO project
Center for Transportation & Environment	20-Nov-23	ACH	\$9,000.00 LOW NO project
CenturyLink	20-Nov-23	ACH	\$330.70 Telecom Services
CenturyLink	20-Nov-23	ACH	\$368.46 Telecom Services 10/25-11/24
CenturyLink	20-Nov-23	ACH	\$278.63 Telecom Services 10/22 - 11/1
CenturyLink	20-Nov-23	ACH	\$246.09 Telecom Services 9/22-10/21
CenturyLink	20-Nov-23	ACH	\$69.56 Telecom Services 10/22-11/21
CenturyLink	20-Nov-23	ACH	\$53.56 Telecom Services 9/22-10/21
CenturyLink	20-Nov-23	ACH	\$42.78 Telecom Services 11/1-11/30
CenturyLink	20-Nov-23	ACH	\$26.78 Telecom Services 10/1-10/31
CenturyLink	20-Nov-23	ACH	\$328.20 Telecom Services 10/25-11/24
CenturyLink	20-Nov-23	ACH	\$307.41 Telecom Services 9/25-10/24
CenturyLink	21-Nov-23	ACH	\$158.99 Telecom Services 11/7-12/6
CenturyLink	11-Dec-23	ACH	\$353.06 Telecom Services 11/25-12/24
CenturyLink	11-Dec-23	ACH	\$279.08 Telecom Services 11/22-12/21

CenturyLink	11-Dec-23	ACH	\$69.56 Telecom Services 11/22-12/21
CenturyLink	11-Dec-23	ACH	\$26.78 Telecom Services
CenturyLink	11-Dec-23	ACH	\$328.80 Telecom Services 11/25-12/24
Child Safety Solutions, Inc.	11-Dec-23	60453	\$2,950.00 Bike lights
Christensen, Inc	20-Nov-23	ACH	\$5,098.88 Unleaded Gas
Christensen, Inc	20-Nov-23	ACH	\$3,911.60 Engine Oil
Christensen, Inc	11-Dec-23	ACH	\$4,547.69 Unleaded Gas
Christensen, Inc	11-Dec-23	ACH	\$3,911.60 Engine Oil
Church of the Harvest	21-Nov-23	ACH	\$20,311.25 Aquicision of Services
City of Caldwell Water Department	20-Nov-23	60436	\$182.50 Water/Sewer/Street light
City of Caldwell Water Department	20-Nov-23	60436	\$124.88 Garbage
City of Caldwell Water Department	11-Dec-23	60454	\$33.26 Water/sewer/st. light
City of Caldwell Water Department	11-Dec-23	60454	\$57.27 Garbage
City of Garden City	20-Nov-23	60437	\$67.97 Garbage/Water/Sewer
City of Garden City	21-Nov-23	60448	\$2.00 pay shorted amount
City of Garden City	11-Dec-23	60455	\$69.97 Garbage/Water/Sewer
CLAMPITT, BRENT	11-Dec-23	ACH	\$42.36 Reimbursement - CWG
Clean Energy	21-Nov-23	ACH	\$16,873.76 Natural Gas 10/1 - 10/31/2023
Clean Energy	11-Dec-23	ACH	\$15,816.09 Natural Gas 11/1 - 11/30/2023
CLEGG, ELAINE	20-Nov-23	ACH	\$19.10 Reimb Meals
CLEGG, ELAINE	20-Nov-23	ACH	\$193.20 PerDiem IMPACT Conference
CLEGG, ELAINE	11-Dec-23	ACH	\$150.10 PerDiem to Build America Conf
CLEGG, ELAINE	11-Dec-23	ACH	\$15.94 Reimb for snacks
COLOMA, RUDIK	11-Dec-23	60456	\$100.00 Reimburse Uniform Shoes
Commercial Tire, Inc	21-Nov-23	ACH	\$237.95 Lube & PMI Services
Commercial Tire, Inc	21-Nov-23	ACH	\$57.90 Valvoline Aquablades 21" & 28"
Commercial Tire, Inc	21-Nov-23	ACH	\$4,467.47 N621 Installed on N621 to get it delivered
Commercial Tire, Inc	21-Nov-23	ACH	\$881.22 Tires N334
Commercial Tire, Inc	21-Nov-23	ACH	\$4,116.00 Tires N621
Commercial Tire, Inc	21-Nov-23	ACH	\$454.54 N2512 Steers
Commercial Tire, Inc	21-Nov-23	ACH	\$926.36 Labor/Inspection/break, rotor services
Commercial Tire, Inc	21-Nov-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$32.00 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$377.25 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$683.70 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$1,506.80 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$2,527.76 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$649.70 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$32.00 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$16.50 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	21-Nov-23	ACH	\$765.22 Tires / Alignment N2511
Commercial Tire, Inc	11-Dec-23	ACH	\$1,847.68 Misc vehicle repairs/shop labor
Commercial Tire, Inc	11-Dec-23	ACH	\$585.39 lube/air filter/wipers/ PMI inspection
Commercial Tire, Inc	11-Dec-23	ACH	\$173.60 Lube/labor
Commercial Tire, Inc	11-Dec-23	ACH	\$170.44 Lube Service/labor
Commercial Tire, Inc	11-Dec-23	ACH	\$33.53 Blinker bulb
Commercial Tire, Inc	11-Dec-23	ACH	\$881.22 N335 Steers
Commercial Tire, Inc	11-Dec-23	ACH	\$814.28 N1512 Rear Tires
Commercial Tire, Inc	11-Dec-23	ACH	\$813.22 N333 Steers
Commercial Tire, Inc	11-Dec-23	ACH	\$947.00 Tires
Commercial Tire, Inc	11-Dec-23	ACH	\$1,614.78 Tires
Commercial Tire, Inc	11-Dec-23	ACH	\$119.50 Service call - flat repair
COMPASS	20-Nov-23	ACH	\$9,800.00 Annual Membership Dues
CROMIE, PAULA	28-Nov-23	ACH	\$27.75 Reimb food - EMT retreat
Crown Awards	21-Nov-23	ACH	\$212.94 Cranksgiving trophies
Cummins Rocky Mountain, LLC	20-Nov-23	ACH	\$750.00 Inventory Parts
Cummins Rocky Mountain, LLC	20-Nov-23	ACH	\$720.00 Inventory Parts
Curtis Clean Sweep	20-Nov-23	ACH	\$55.00 Sweep & detail transit garage
Curtis Clean Sweep	20-Nov-23	ACH	\$110.00 Sweep & Detaili transit garage
Curtis Clean Sweep	21-Nov-23	ACH	\$55.00 Sweep & detail Boise Garage
CURTIS, JODI	11-Dec-23	60457	\$50.00 Cell phone reimb
Custom Care Pest Services	20-Nov-23	ACH	\$95.00 Pest Services
Custom Care Pest Services	21-Nov-23	ACH	\$95.00 Pest Services November
Cybersource Corporation	21-Nov-23	ACH	\$495.00 Initial Merchant Reg.
Cybersource Corporation	28-Nov-23	ACH	\$495.00 Initial Merchant Reg.
David Gregory Sherman	11-Dec-23	60458	\$90.00 Windshield Repairs
David Gregory Sherman	11-Dec-23	60458	\$300.00 Windshield Repairs
Day Wireless Systems	21-Nov-23	ACH	\$624.00 Site Rent
Day Wireless Systems	21-Nov-23	ACH	\$364.00 Site Rent
DeCAMP, DAN	11-Dec-23	ACH	\$42.40 Reimbursement - Shoes

Delerrok, Inc.	20-Nov-23	ACH	\$1,295.90 UMO Monthly transaction fee's
Delerrok, Inc.	21-Nov-23	ACH	\$1,515.10 UMO Monthly Transactions fee's
Dennis Dillon Auto Park	11-Dec-23	ACH	\$81.49 Vehicle Parts
Dillon Toyota Lifts	20-Nov-23	ACH	\$157.93 Squeegees, Skirt Kit
DMC Sales	21-Nov-23	ACH	\$107.33 Windshield Washer
Downtown Boise Association	20-Nov-23	60438	\$5,000.00 Ice rink sponsorship
Dwaine S Lee, LLC	20-Nov-23	ACH	\$1,106.88 Towing Service
Dwaine S Lee, LLC	20-Nov-23	ACH	\$127.65 Towing Service
Dwaine S Lee, LLC	20-Nov-23	ACH	\$301.88 Towing Service
Dwaine S Lee, LLC	20-Nov-23	ACH	\$402.50 Towing Service
Dwaine S Lee, LLC	20-Nov-23	ACH	\$201.25 Towing Service
Dwaine S Lee, LLC	20-Nov-23	ACH	\$503.00 Towing Service
Dwaine S Lee, LLC	20-Nov-23	ACH	\$218.50 Towing Service N331
Dwaine S Lee, LLC	20-Nov-23	ACH	\$402.50 Towing Service
Dwaine S Lee, LLC	11-Dec-23	ACH	\$201.25 Towing Service
Dwaine S Lee, LLC	11-Dec-23	ACH	\$402.50 Towing Service
Dwaine S Lee, LLC	11-Dec-23	ACH	\$391.00 Towing Service
Dwaine S Lee, LLC	11-Dec-23	ACH	\$402.50 Towing Service
Ecolube Recovery, LLC.	21-Nov-23	ACH	\$25.00 Oil Filter Disposal
Ecolube Recovery, LLC.	21-Nov-23	ACH	\$90.00 Parts Wash Lease
Ecolube Recovery, LLC.	11-Dec-23	ACH	\$400.00 Analytical Solvent
EISENBERG, GREGG	11-Dec-23	ACH	\$50.00 Cell phone reimb
Elliott Auto Supply Co., Inc	20-Nov-23	ACH	\$89.70 Bus Parts
Elliott Auto Supply Co., Inc	20-Nov-23	ACH	\$66.00 Bus Parts
Elliott Auto Supply Co., Inc	20-Nov-23	ACH	\$26.48 Windshield Wipers
Elliott Auto Supply Co., Inc	21-Nov-23	ACH	\$32.16 Brake Clean
Elliott Auto Supply Co., Inc	21-Nov-23	ACH	\$32.22 Wheel Seals
Elliott Auto Supply Co., Inc	21-Nov-23	ACH	\$334.98 Batteries
Elliott Auto Supply Co., Inc	11-Dec-23	ACH	\$33.36 Wipers
Elliott Auto Supply Co., Inc	11-Dec-23	ACH	(\$16.00) Battery Core Credit
Elliott Auto Supply Co., Inc	11-Dec-23	ACH	(\$16.00) Battery Core Credit
ETA Phi Systems, Inc.	11-Dec-23	ACH	\$7,671.70 O&M costs for CAD/AVL System
ETA Phi Systems, Inc.	11-Dec-23	ACH	\$27,500.00 Equipment implementation digital display
Everbase Solutions LLC	20-Nov-23	ACH	\$531.65 Door Lock Repair
Everbase Solutions LLC	20-Nov-23	ACH	\$115.00 Assessment of exit AWID
Everbase Solutions LLC	20-Nov-23	ACH	\$275.00 Service to Main Gate Entry
Everbase Solutions LLC	21-Nov-23	ACH	\$3,092.00 Replaced AWID Reader
Everbase Solutions LLC	28-Nov-23	ACH	\$3,092.00 Replaced AWID Reader
FASTENAL	20-Nov-23	ACH	\$470.38 Shop Supplies
FASTENAL	21-Nov-23	ACH	\$596.15 Safety Vests
FASTENAL	21-Nov-23	ACH	\$419.51 Department Supplies
FASTENAL	11-Dec-23	ACH	\$227.93 Safety Vest
FASTENAL	11-Dec-23	ACH	\$28.33 Safety Vest
Fehr & Peers	21-Nov-23	ACH	\$2,035.60 Intercity Study Connections
Fehr & Peers	11-Dec-23	ACH	\$2,106.00 Intercity study
Fire Services of Idaho	21-Nov-23	ACH	\$3,569.55 Bus Suppression Services
Fire Services of Idaho	21-Nov-23	ACH	\$10,216.88 Fire Suppression Services
First Transit	11-Dec-23	ACH	\$28,230.65 ADA/CANYON MGMT FEE'S
Fleet Maintenance Specialists, Inc.	11-Dec-23	ACH	\$2,580.11 Bus Build Inspection
Fleet Services	22-Nov-23	ACH	\$651.79 Fuel
Fleet Services	22-Nov-23	ACH	\$1,592.08 Fuel
Fleet Services	22-Nov-23	ACH	\$2,637.02 Fuel
Fleet Services	22-Nov-23	ACH	\$671.31 Fuel
Fleet Services	22-Nov-23	ACH	\$73.28 Fuel
FLETCHER, DIANA	11-Dec-23	ACH	\$172.26 Emp Reimb Uber rides
FUNKE, JENNIFER	11-Dec-23	60459	\$243.35 Tools needed for shop
Gem State Paper & Supply	20-Nov-23	ACH	\$489.27 Shop Supplies
Gem State Paper & Supply	21-Nov-23	ACH	\$32.35 Shop Supplies
Gem State Paper & Supply	21-Nov-23	ACH	\$521.38 Shop Supplies
Gem State Paper & Supply	11-Dec-23	ACH	\$85.11 Shop Supplies
Gem State Paper & Supply	11-Dec-23	ACH	\$218.45 Shop Supplies
General Parts Distribution, LLC	20-Nov-23	60439	(\$760.00) Engine Core Credit
General Parts Distribution, LLC	20-Nov-23	60439	\$4,316.41 Engine - N2512
Gillig, LLC	20-Nov-23	ACH	\$401.76 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$2,374.46 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$5,228.47 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$1,012.44 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$448.90 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$897.80 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$664.80 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$793.83 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$11.52 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$695.80 Vehicle

Gillig, LLC	20-Nov-23	ACH	\$32.64 Back Door Struts
Gillig, LLC	20-Nov-23	ACH	\$171.00 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$241.06 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$1,105.62 Air Dryer Kit
Gillig, LLC	20-Nov-23	ACH	\$81.80 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$411.49 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$1,004.02 Driver Lamp, Filters
Gillig, LLC	20-Nov-23	ACH	\$35.46 Drain Plug
Gillig, LLC	20-Nov-23	ACH	\$908.04 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$460.95 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$80.12 Lamp Assmbly, Insert
Gillig, LLC	20-Nov-23	ACH	\$190.17 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$77.02 Vehicle
Gillig, LLC	20-Nov-23	ACH	\$809.53 Air Dryer
Gillig, LLC	20-Nov-23	ACH	\$86.79 Driver/Map Lamp
Gillig, LLC	20-Nov-23	ACH	\$56.40 Chain, Lanyard
Gillig, LLC	21-Nov-23	ACH	\$108.04 Vehicle
Gillig, LLC	21-Nov-23	ACH	\$408.77 Vehicle
Gillig, LLC	21-Nov-23	ACH	\$267.10 Vehicle
Gillig, LLC	21-Nov-23	ACH	\$10.27 Fittings, Bushings
Gillig, LLC	21-Nov-23	ACH	\$75.68 Vehicle
Gillig, LLC	21-Nov-23	ACH	\$173.52 Seat Track Kit
Gillig, LLC	21-Nov-23	ACH	\$591,708.00 Vehicle
Gillig, LLC	11-Dec-23	ACH	\$917.66 Vehicle
Gillig, LLC	11-Dec-23	ACH	\$830.12 Vehicle
Gillig, LLC	11-Dec-23	ACH	\$174.96 Vehicle
Gillig, LLC	11-Dec-23	ACH	\$1,369.08 Vehicle
Gillig, LLC	11-Dec-23	ACH	\$113.82 Filters
Gillig, LLC	11-Dec-23	ACH	\$170.36 Vehicle
Gillig, LLC	11-Dec-23	ACH	\$235.64 Slack Adjusters
Gillig, LLC	11-Dec-23	ACH	\$204.35 O'Rings, Breather
Gillig, LLC	11-Dec-23	ACH	\$261.54 Treadle ASM, Button Stop
Gillig, LLC	11-Dec-23	ACH	\$843.06 Slack Adjusters
Gillig, LLC	11-Dec-23	ACH	\$263.05 Lamp, Microphone, Boom
Gillig, LLC	11-Dec-23	ACH	\$266.38 Lamp, Nozzle, Wiper Blades
Gillig, LLC	11-Dec-23	ACH	\$1,387.32 Torque Rods
Glass Doctor	11-Dec-23	ACH	\$325.28 New Windshield
Glass Doctor	11-Dec-23	ACH	\$705.87 new windshield
GODFREY, KATHLEEN	28-Nov-23	ACH	\$242.66 Reimb Food/batteries/lunch
Grainger Inc	20-Nov-23	ACH	\$13.88 Dimmer Relay Switch
Grainger Inc	20-Nov-23	ACH	\$357.81 Paper Towel, Toilet Paper
Grainger Inc	20-Nov-23	ACH	\$105.18 Velcro
Grainger Inc	20-Nov-23	ACH	\$243.37 Drum Sling, Trashcan
Grainger Inc	20-Nov-23	ACH	\$499.33 Inventory Parts
Grainger Inc	20-Nov-23	ACH	\$231.09 Shop Supplies
Grainger Inc	20-Nov-23	ACH	\$3,796.83 Wheel Dolly
Grainger Inc	20-Nov-23	ACH	\$290.75 Linear Led Bulb 9W
Grainger Inc	20-Nov-23	ACH	(\$290.75) Bulbs Returned
Grainger Inc	21-Nov-23	ACH	\$60.03 Trash Bags
Grainger Inc	21-Nov-23	ACH	\$15.74 Inventory Parts
Grainger Inc	21-Nov-23	ACH	\$49.32 Inventory Parts
Grainger Inc	21-Nov-23	ACH	\$75.96 Heat Barrier Sleeving
Grainger Inc	21-Nov-23	ACH	\$184.52 Inventory Parts
Grainger Inc	21-Nov-23	ACH	\$124.15 Paper Towels, Facial Tissue
Grainger Inc	11-Dec-23	ACH	\$679.25 Cleats
Grainger Inc	11-Dec-23	ACH	\$622.76 Inventory Parts
Grainger Inc	11-Dec-23	ACH	\$25.14 Back Up Alarm
Grainger Inc	11-Dec-23	ACH	\$40.95 Inventory Parts
Grainger Inc	11-Dec-23	ACH	\$49.27 Drum Bung Wrench
Grainger Inc	11-Dec-23	ACH	\$94.82 Wrench
Grainger Inc	11-Dec-23	ACH	\$41.76 Socket
HASSAN, DEANNA	11-Dec-23	ACH	\$50.00 Cell phone reimb
Hawley Troxell Ennis & Hawley	20-Nov-23	ACH	\$290.00 Legal Services
Hawley Troxell Ennis & Hawley	20-Nov-23	ACH	\$911.00 Legal Services
Hawley Troxell Ennis & Hawley	20-Nov-23	ACH	\$2,923.00 Legal Services - Proterra Bankruptcy
Hawley Troxell Ennis & Hawley	20-Nov-23	ACH	\$377.00 Legal Services
Hawley Troxell Ennis & Hawley	20-Nov-23	ACH	\$760.00 Legal Services - RFP Review
Hawley Troxell Ennis & Hawley	11-Dec-23	ACH	\$116.00 Legal Services - Dillards
Hawley Troxell Ennis & Hawley	11-Dec-23	ACH	\$1,137.50 Legal Services - Proterra
HEALTH SOLUTIONS OF IDAHO, LLC	05-Dec-23	ACH	\$204.00 NASH CPR w/ AED & First Aid training
Hi - Line	20-Nov-23	ACH	\$325.20 Nuts & Bolts
Hi - Line	21-Nov-23	ACH	\$329.16 Nuts & Bolts
Hi - Line	11-Dec-23	ACH	\$727.22 Clamps, Connectors, Elbows

HILL, CHARLIE	04-Dec-23	ACH	\$19.07 Reimb Air Compressor parts
Hot Shots, Inc.	21-Nov-23	ACH	\$1,165.48 Courier Services
Idaho Power	20-Nov-23	ACH	\$18.03 Utilities 9/27-10/26
Idaho Power	20-Nov-23	ACH	\$1,517.24 Utilities 10/3-11/1
Idaho Power	21-Nov-23	ACH	\$665.83 Utilities
Idaho Power	21-Nov-23	ACH	\$2,056.44 Utilities 10/14-11/13
Idaho Power	11-Dec-23	ACH	\$18.03 Utilities 10/27-11/27
Idaho Power	11-Dec-23	ACH	\$11,149.77 Utilities
Idaho Power	11-Dec-23	ACH	\$1,523.39 Utilities 11/2-12/1
Idaho Records Management, LLC	20-Nov-23	ACH	\$45.00 Services for 10/1-10/31 - FY24
Idaho Records Management, LLC	11-Dec-23	ACH	\$45.00 Services
Impact Home Services	20-Nov-23	ACH	\$189.00 Pest Control
Impact Home Services	11-Dec-23	ACH	\$189.00 Pest Control Services
In The Bag Promotions	20-Nov-23	ACH	\$327.50 Apparel/merchandise
In The Bag Promotions	20-Nov-23	ACH	\$30.00 Apparel/Merchandise
In The Bag Promotions	20-Nov-23	ACH	\$115.75 Safe Routes Merchandise
In The Bag Promotions	20-Nov-23	ACH	\$500.00 Safe Routes Merchandise
In The Bag Promotions	20-Nov-23	ACH	\$2,486.44 Apparel/Merchandise
In The Bag Promotions	11-Dec-23	ACH	\$332.50 give-aways
Integrinet Global Solutions, LLC	20-Nov-23	ACH	\$1,137.50 IT Services
Intermountain Communications of	21-Nov-23	ACH	\$131.70 10/12-11/8
Intermountain Communications of	21-Nov-23	ACH	\$1,654.24 10/11-11/7
Intermountain Communications of	11-Dec-23	ACH	\$165.00 Radio Removal
Intermountain Communications of	11-Dec-23	ACH	\$100.00 Radio Removal
Intermountain Communications of	11-Dec-23	ACH	\$225.00 Radio Install
Intermountain Communications of	11-Dec-23	ACH	\$225.00 Radio Install
Intermountain Communications of	11-Dec-23	ACH	\$225.00 Radio Install
Intermountain Gas	20-Nov-23	ACH	\$15.45 Utilities 10/6-11/2
Intermountain Gas	20-Nov-23	ACH	\$159.11 Utilities 10/6-11/2
Intermountain Gas	20-Nov-23	ACH	\$82.59 Utilities 9/29-10/26
Intermountain Gas	20-Nov-23	ACH	\$15.45 Utilities 9/21 - 10/20
Intermountain Gas	20-Nov-23	ACH	\$45.86 Utilities 6/22-10/23
Intermountain Gas	28-Nov-23	ACH	\$20,692.54 Utilities
Intermountain Gas	04-Dec-23	ACH	\$385.30 Utilities 10/27-11/28
Intermountain Gas	04-Dec-23	ACH	\$131.70 Utilities 10/12-11/8
Intermountain Gas	04-Dec-23	ACH	\$284.63 Utilities 10/21-11/19
Intermountain Gas	04-Dec-23	ACH	\$1,654.24 Utilities 10/11 - 11/7
Intermountain Gas	04-Dec-23	ACH	\$117.50 Utilities 10/24-11/20
Intermountain Gas	11-Dec-23	ACH	\$15.45 Utilities 11/3-12/5
Intermountain Gas	11-Dec-23	ACH	\$632.41 Utilities 11/3-12/5
Intermountain Gas	11-Dec-23	ACH	\$19,213.74 Utilities
Jacobs Engineering Group, Inc.	20-Nov-23	ACH	\$92,005.14 Spring Construction Orchard
Jacobs Engineering Group, Inc.	20-Nov-23	ACH	\$23,375.52 Professional & engineering
Jacobs Engineering Group, Inc.	20-Nov-23	ACH	\$65,308.08 LOW NO project
Jacobs Engineering Group, Inc.	20-Nov-23	ACH	\$70,240.96 LoNo project
JALALI, MOHAMMAD	21-Nov-23	ACH	\$133.49 Reimbursement - CWG
JALALI, MOHAMMAD	28-Nov-23	57045	\$133.49 Reimbursement - CWG
Janek Corporation	11-Dec-23	ACH	\$1,200.00 Destination Sign
Jarrett Walker & Associates, LLC	20-Nov-23	ACH	\$546.90 Updated brochures
Jarrett Walker & Associates, LLC	11-Dec-23	ACH	\$1,694.25 Update VRT system maps/brochures
Jeremy Ricky	21-Nov-23	ACH	\$1,153.80 Purchase Transportation
Jeremy Ricky	21-Nov-23	ACH	\$17,925.60 Purchase Transportation
Jeremy Ricky	21-Nov-23	ACH	\$4,161.76 Purchase Transportation
Johnson Controls US Holdings INC	21-Nov-23	ACH	\$658.26 Alarm Monitoring
JOHNSON, GLENN	21-Nov-23	ACH	\$95.00 Reimbursement - DOT Physical
JoPaul & Sons LLC	20-Nov-23	ACH	\$28.00 Vehicle Washes
JoPaul & Sons LLC	20-Nov-23	ACH	\$35.00 Vehicle Washes
Karcher Auto Parts	20-Nov-23	ACH	\$4.67 Gasket
Karcher Auto Parts	20-Nov-23	ACH	\$6.40 Tire Crayon Markers
Karcher Auto Parts	20-Nov-23	ACH	\$75.56 Trim Adhesive
Karcher Auto Parts	20-Nov-23	ACH	\$27.69 Plastic Epoxy
Karcher Auto Parts	20-Nov-23	ACH	\$135.84 Oil Filters
Karcher Auto Parts	20-Nov-23	ACH	\$179.61 Belt, Bearings
Karcher Auto Parts	20-Nov-23	ACH	\$44.32 Exhaust Hangers
Karcher Auto Parts	20-Nov-23	ACH	(\$57.44) Solenoids Returned
Karcher Auto Parts	20-Nov-23	ACH	(\$11.22) Headlight Pigtail Returned
Karcher Auto Parts	20-Nov-23	ACH	\$1.22 Lower Ball Joint
Karcher Auto Parts	20-Nov-23	ACH	(\$1.22) Invoice 246815 billed to wrong vendor
Karcher Auto Parts	21-Nov-23	ACH	\$297.00 Super Clean
Karcher Auto Parts	21-Nov-23	ACH	\$297.00 Super Clean
Karcher Auto Parts	21-Nov-23	ACH	\$251.09 Radiator
Karcher Auto Parts	21-Nov-23	ACH	\$139.23 WDF 40, Lamps
Karcher Auto Parts	21-Nov-23	ACH	\$11.22 Headlight Pigtail

Karcher Auto Parts	21-Nov-23	ACH	\$12.72 Interior Lamp
Karcher Auto Parts	21-Nov-23	ACH	\$32.36 Caliper Pins/Bushings
Karcher Auto Parts	21-Nov-23	ACH	\$231.02 Shocks
Karcher Auto Parts	21-Nov-23	ACH	\$10.90 Battery Cleaner
Karcher Auto Parts	11-Dec-23	ACH	\$155.76 De-Icer
Karcher Auto Parts	11-Dec-23	ACH	\$101.88 Oil Filters
Karcher Auto Parts	11-Dec-23	ACH	\$58.88 Transmission Mount
Karcher Auto Parts	11-Dec-23	ACH	\$16.30 Lumax Drum Wrench
Karcher Auto Parts	11-Dec-23	ACH	\$35.56 Filters
Karcher Auto Parts	11-Dec-23	ACH	\$79.54 Supplies for revenue vehicles
Karcher Auto Parts	11-Dec-23	ACH	\$57.82 Air Filters
Karcher Auto Parts	11-Dec-23	ACH	(\$16.30) Returned Wrench
Karcher Auto Parts	11-Dec-23	ACH	\$78.19 Headlight Bulbs
Karcher Auto Parts	11-Dec-23	ACH	\$58.88 Transmission Mount
Karcher Auto Parts	11-Dec-23	ACH	\$44.88 Parts Cleaner, Silicone Spray
Karcher Auto Parts	11-Dec-23	ACH	\$8.50 Amber Bulbs
Kendall Dealership Holdings, LLC	21-Nov-23	ACH	\$48,120.00 FORD F150 Truck
Kendall Dealership Holdings, LLC	21-Nov-23	ACH	\$48,120.00 Ford F150 Truck
Kenworth Sales	20-Nov-23	ACH	\$2,396.57 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$2,712.00 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$239.86 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$167.00 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$566.08 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$2,072.91 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$387.67 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$59.10 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$468.60 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$43.80 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$43.80 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$131.16 Inventory Parts
Kenworth Sales	20-Nov-23	ACH	\$78.78 Rocker Lever Seals
Kenworth Sales	20-Nov-23	ACH	\$171.44 Seal Kit
Kenworth Sales	21-Nov-23	ACH	\$357.34 Inventory Parts
Kenworth Sales	21-Nov-23	ACH	\$6,926.15 Engine Overhaul Kit
Kenworth Sales	21-Nov-23	ACH	\$2,519.86 Wiring Harness
Kenworth Sales	21-Nov-23	ACH	\$1,545.56 Datalink Adapter
Kenworth Sales	21-Nov-23	ACH	(\$12.50) Core Credit - Org Inv 011P34611
Kenworth Sales	11-Dec-23	ACH	\$114.65 Inventory Parts
Kenworth Sales	11-Dec-23	ACH	\$2,396.57 Inventory Parts
Kenworth Sales	11-Dec-23	ACH	\$45.90 Inventory Parts
Kenworth Sales	11-Dec-23	ACH	\$722.49 Inventory Parts
Kenworth Sales	11-Dec-23	ACH	\$3,574.56 Inventory Parts
Kenworth Sales	11-Dec-23	ACH	\$532.72 Inventory Parts
Kenworth Sales	11-Dec-23	ACH	\$50.61 Yoke Assemblies
Kenworth Sales	11-Dec-23	ACH	\$30.94 Yoke Assemblies
Kenworth Sales	11-Dec-23	ACH	\$63.35 Flexible Hose
Kenworth Sales	11-Dec-23	ACH	\$43.78 Position Sensor
Kenworth Sales	11-Dec-23	ACH	(\$2,514.89) Part Return
KNIGHT, DANIEL	21-Nov-23	ACH	\$239.82 Reimbursement - CDL Tests & License
KRONENBITTER, FRANK	11-Dec-23	ACH	\$50.00 Cell phone reimb
KROUPA, KRISTINA	11-Dec-23	ACH	\$50.00 Cell phone reimb
Kuna Senior Citizen Inc	21-Nov-23	ACH	\$4,007.52 Acquisition of Services
LAMAR AIRPORT ADVERTISING CO.	28-Nov-23	ACH	\$19,500.00 Boise Airport Advertising
Language Line Solutions	20-Nov-23	ACH	\$3.50 Translation Services
Language Line Solutions	21-Nov-23	ACH	\$26.25 Translation services
LARGE, STANLEY	11-Dec-23	60460	\$161.19 Reimbursement - Pants & Shoes
Lithia Motors Payment Processing	20-Nov-23	ACH	\$5.98 Bushings
Lithia Motors Payment Processing	20-Nov-23	ACH	\$68.25 Gearshift Lever, Clamp
Lithia Motors Payment Processing	20-Nov-23	ACH	\$607.10 Ignition Coils
Lithia Motors Payment Processing	20-Nov-23	ACH	\$32.31 Thermostat, Seal
Lithia Motors Payment Processing	20-Nov-23	ACH	\$17.32 Bushings
Lithia Motors Payment Processing	20-Nov-23	ACH	\$402.42 Inventory Parts
Lithia Motors Payment Processing	20-Nov-23	ACH	\$74.16 Air Filters
Lithia Motors Payment Processing	20-Nov-23	ACH	\$27.54 Bushings
Lithia Motors Payment Processing	20-Nov-23	ACH	\$195.48 Inventory Parts
Lithia Motors Payment Processing	20-Nov-23	ACH	\$53.96 Belt Tensioner
Lithia Motors Payment Processing	20-Nov-23	ACH	\$158.07 Ignition Coil Pigtail
Lithia Motors Payment Processing	20-Nov-23	ACH	\$209.35 Inventory Parts
Lithia Motors Payment Processing	20-Nov-23	ACH	\$90.82 Dimmer Switches
Lithia Motors Payment Processing	20-Nov-23	ACH	\$7.12 Oil Plugs
Lithia Motors Payment Processing	20-Nov-23	ACH	\$628.25 Trac Bar, Drag Link
Lithia Motors Payment Processing	20-Nov-23	ACH	\$158.67 Engine Mount
Lithia Motors Payment Processing	20-Nov-23	ACH	\$249.82 Inventory Parts

Lithia Motors Payment Processing	20-Nov-23	ACH	\$159.30 Inventory Parts
Lithia Motors Payment Processing	20-Nov-23	ACH	\$191.62 Inventory Parts
Lithia Motors Payment Processing	20-Nov-23	ACH	(\$35.00) Core Return
Lithia Motors Payment Processing	21-Nov-23	ACH	\$466.61 Tie Rod End, Drag Link
Lithia Motors Payment Processing	21-Nov-23	ACH	\$161.64 Tie Rod End
Lithia Motors Payment Processing	21-Nov-23	ACH	\$25.67 Heater Hose
Lithia Motors Payment Processing	21-Nov-23	ACH	\$728.77 Filters, Ignition Coils
Lithia Motors Payment Processing	21-Nov-23	ACH	\$48.88 U-Joint, Carrier Bolt
Lithia Motors Payment Processing	21-Nov-23	ACH	\$222.87 Seat Belt, Spark Plugs
Lithia Motors Payment Processing	21-Nov-23	ACH	\$109.40 Belt Buckle
Lithia Motors Payment Processing	21-Nov-23	ACH	\$308.00 Rotors
Lithia Motors Payment Processing	21-Nov-23	ACH	\$6,058.93 Transmission
Lithia Motors Payment Processing	21-Nov-23	ACH	\$1,965.26 Leaf Springs
Lithia Motors Payment Processing	21-Nov-23	ACH	\$70.00 Rear Brake Pads
Lithia Motors Payment Processing	21-Nov-23	ACH	\$17.32 Bushings
Lithia Motors Payment Processing	21-Nov-23	ACH	\$37.93 Switch-Rear Heater
Lithia Motors Payment Processing	21-Nov-23	ACH	\$37.93 Heater Fan Switch
Lithia Motors Payment Processing	21-Nov-23	ACH	\$50.91 Inventory Parts
Lithia Motors Payment Processing	21-Nov-23	ACH	\$1,325.21 Rotors, Seals
Lithia Motors Payment Processing	11-Dec-23	ACH	\$218.33 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$75.20 Weatherstripping
Lithia Motors Payment Processing	11-Dec-23	ACH	\$18.54 Air Filters
Lithia Motors Payment Processing	11-Dec-23	ACH	\$67.46 Sway Bar Link
Lithia Motors Payment Processing	11-Dec-23	ACH	\$265.98 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$320.91 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$305.67 Engine Mounts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$140.00 Rear Brake Pads
Lithia Motors Payment Processing	11-Dec-23	ACH	\$314.05 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$43.15 Hose Assembly
Lithia Motors Payment Processing	11-Dec-23	ACH	\$45.81 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$43.67 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$83.77 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	\$147.20 Inventory Parts
Lithia Motors Payment Processing	11-Dec-23	ACH	(\$159.30) Item Return
Loomis Armored US, LLC	20-Nov-23	ACH	\$97.68 Armored Car Service
Loomis Armored US, LLC	20-Nov-23	ACH	\$407.02 Armored Car Service
Loomis Armored US, LLC	21-Nov-23	ACH	\$504.70 Armored Car Service
Lotus Boise Corp	20-Nov-23	ACH	\$350.00 Radio Ads
Lotus Boise Corp	20-Nov-23	ACH	\$100.00 Radio Ads
Lotus Boise Corp	20-Nov-23	ACH	\$440.00 Radio Ads
Lotus Boise Corp	20-Nov-23	ACH	\$300.00 Radio Ads
Lotus Boise Corp	20-Nov-23	ACH	\$420.00 Radio Ads
Lotus Boise Corp	20-Nov-23	ACH	\$300.00 Radio Ads
Lowes Home Improvement	20-Nov-23	ACH	\$76.90 Shop Supplies
Lowes Home Improvement	20-Nov-23	ACH	\$27.51 Shop Supplies
Lowes Home Improvement	21-Nov-23	ACH	\$239.20 Shop Supplies-Equipment
Lowes Home Improvement	21-Nov-23	ACH	\$246.96 LED Bulbs - Shop
Lowes Home Improvement	21-Nov-23	ACH	\$24.66 Shop Supplies
Lowes Home Improvement	21-Nov-23	ACH	\$43.08 Shop Supplies
Lowes Home Improvement	21-Nov-23	ACH	\$192.63 Shop Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$94.99 Shop Light
Lowes Home Improvement	11-Dec-23	ACH	\$13.70 Shop Light Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$194.70 Shop Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$252.56 Shop Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$143.05 Shop Light Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$151.33 Air Line Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$14.72 Shop Supplies
Lowes Home Improvement	11-Dec-23	ACH	\$38.62 Hand Warmers, Fittings
Lowes Home Improvement	11-Dec-23	ACH	\$51.93 Shop Supplies
Lyft, Inc	21-Nov-23	ACH	\$425.64 Late night rides - Lyft pass
Mary M Johnson	20-Nov-23	ACH	\$112.50 CNG Decals
Mary M Johnson	20-Nov-23	ACH	\$260.00 Wage Decal
MAXWELL, WILLIAM GORDON	11-Dec-23	ACH	\$50.00 Cell phone reimb
MAXWELL, WILLIAM GORDON	11-Dec-23	ACH	\$42.39 Reimbursement - Boots
McGuire Bearing Company	11-Dec-23	60461	\$557.12 Vehicle Parts
McLarens, LLC	20-Nov-23	ACH	\$4,200.00 Legal
Melba Valley Senior Center	21-Nov-23	ACH	\$9,205.50 Acquisition of Services
Meridian Senior Center	21-Nov-23	ACH	\$9,459.52 Acquisition of Services
Meridian Senior Center	11-Dec-23	ACH	\$7,124.16 Acquisition of Services
Metal Men Inc	21-Nov-23	ACH	\$612.95 Charging Pedestal Parts
Metal Men Inc	11-Dec-23	ACH	\$89.02 Transmission Stand
Metal Men Inc	11-Dec-23	ACH	\$63.58 Transmission Stand
Metro Community Services	28-Nov-23	ACH	\$46,616.80 Acquisition of Services



Mills, Wayne	11-Dec-23	60462	\$427.72 Volunteer Driver
Model 1 Commercial Vehicles, Inc	21-Nov-23	ACH	\$119,400.00 TAM replacement vehicle for Ada County
Model 1 Commercial Vehicles, Inc	21-Nov-23	ACH	\$119,400.00 TAM Replacement vehicle for Ada County
Model 1 Commercial Vehicles, Inc	21-Nov-23	ACH	\$119,400.00 TAM Repleacement vehilce for Ada County
Model 1 Commercial Vehicles, Inc	21-Nov-23	ACH	\$119,400.00 TAM Repleacement vehilce for Ada County
Model 1 Commercial Vehicles, Inc	21-Nov-23	ACH	\$119,400.00 TAM Repleacement vehilce for Ada County
Model 1 Commercial Vehicles, Inc	21-Nov-23	ACH	\$119,400.00 TAM replacement vehicle for Ada County
Model 1 Commercial Vehicles, Inc	11-Dec-23	ACH	\$119,400.00 Vehicle Purchase - Starcraft
Model 1 Commercial Vehicles, Inc	11-Dec-23	ACH	\$119,400.00 Vehicle Purchase Starcraft
Motion & Flow Control Products	21-Nov-23	ACH	\$25.31 Fitting nuts, sleeves
Motion & Flow Control Products	21-Nov-23	ACH	\$23.48 Tubing, Sleeve
Motion & Flow Control Products	21-Nov-23	ACH	\$118.20 Caps, Plugs
Motion & Flow Control Products	11-Dec-23	ACH	\$213.43 Assorted Bushings, Elbows
Motion & Flow Control Products	11-Dec-23	ACH	\$26.85 Elbows
Motion & Flow Control Products	11-Dec-23	ACH	\$57.00 Transmission Fitting
Motion & Flow Control Products	11-Dec-23	ACH	\$10.50 Transmission Fitting
NABIZADA, MOHAMMAD	20-Nov-23	60440	\$99.03 Reimbursement - CWG
Napa Auto Parts	20-Nov-23	ACH	\$111.83 Vehicle Parts
Napa Auto Parts	20-Nov-23	ACH	\$256.99 Vehicle Parts
Napa Auto Parts	20-Nov-23	ACH	\$38.94 Vehicle Parts
Napa Auto Parts	20-Nov-23	ACH	\$90.05 Vehicle Parts
Napa Auto Parts	21-Nov-23	ACH	\$159.80 Vehicle Parts
Napa Auto Parts	21-Nov-23	ACH	\$25.22 Vehicle Parts
Napa Auto Parts	21-Nov-23	ACH	\$353.05 Vehicle Parts
Napa Auto Parts	11-Dec-23	ACH	\$441.20 Vehicle Parts
National Tour Integrated Resouces Inc	21-Nov-23	ACH	\$12,487.25 Temp Operators
National Tour Integrated Resouces Inc	28-Nov-23	ACH	\$10,074.73 Temp Operators
National Tour Integrated Resouces Inc	04-Dec-23	ACH	\$1,453.40 Temp Operator
NEGRON, MIGUEL	11-Dec-23	60463	\$16.45 Reimbursement - CDL Knowledge Test
New Flyer Parts	20-Nov-23	ACH	\$155.80 Inventory Parts
New Flyer Parts	20-Nov-23	ACH	\$202.33 Inventory Parts
Norco Inc	20-Nov-23	ACH	\$395.57 Shop Supplies
Norco Inc	20-Nov-23	ACH	\$12.30 Cylinder Rental
Norco Inc	21-Nov-23	ACH	\$126.78 Shop Supplies
Norco Inc	21-Nov-23	ACH	\$12.71 Cylinder Rental
Norco Inc	11-Dec-23	ACH	\$7.14 Late Fee
Norco Inc	11-Dec-23	ACH	\$620.92 Shop Supplies
Norco Inc	11-Dec-23	ACH	\$12.30 Cylinder Rental
ODP Business Solutions, LLC	20-Nov-23	ACH	\$53.99 Office Supplies
ODP Business Solutions, LLC	20-Nov-23	ACH	\$75.98 Riser notebook stand
ODP Business Solutions, LLC	21-Nov-23	ACH	\$11.72 Office Supplies
ODP Business Solutions, LLC	21-Nov-23	ACH	\$39.19 Office Supplies
ODP Business Solutions, LLC	21-Nov-23	ACH	\$95.76 Office Supplies
ODP Business Solutions, LLC	21-Nov-23	ACH	\$117.71 Office Supplies
ODP Business Solutions, LLC	21-Nov-23	ACH	\$4.78 Office Supplies
ODP Business Solutions, LLC	21-Nov-23	ACH	\$191.99 Office Supplies
ODP Business Solutions, LLC	21-Nov-23	ACH	(\$11.72) Credit for Inv 335313953001
ODP Business Solutions, LLC	28-Nov-23	ACH	\$569.78 Office Suiplies
ODP Business Solutions, LLC	28-Nov-23	ACH	(\$64.35) Credit Inv#337776409001 Calendars
ODP Business Solutions, LLC	28-Nov-23	ACH	(\$115.83) credit inv# 337776409001 - calendars
ODP Business Solutions, LLC	11-Dec-23	ACH	\$77.04 Office supplies
ODP Business Solutions, LLC	11-Dec-23	ACH	\$17.96 Office supplies
ODP Business Solutions, LLC	11-Dec-23	ACH	\$60.45 Office Supplies
ODP Business Solutions, LLC	11-Dec-23	ACH	\$105.05 Office Supplies
ODP Business Solutions, LLC	11-Dec-23	ACH	\$5.97 Binder
ODP Business Solutions, LLC	11-Dec-23	ACH	\$11.99 Office Supplies
ODP Business Solutions, LLC	11-Dec-23	ACH	\$96.79 Office Supplies
O'Reilly Auto Enterprises, LLC	20-Nov-23	ACH	\$60.78 Headlight
O'Reilly Auto Enterprises, LLC	21-Nov-23	ACH	\$235.73 Throttle Body
O'Reilly Auto Enterprises, LLC	21-Nov-23	ACH	\$206.94 Ball Joints
O'Reilly Auto Enterprises, LLC	21-Nov-23	ACH	\$206.94 Ball Joints
O'Reilly Auto Enterprises, LLC	21-Nov-23	ACH	\$6.39 Headlight Pigtail
O'Reilly Auto Enterprises, LLC	21-Nov-23	ACH	\$6.39 Headlight Pigtail
O'Reilly Auto Enterprises, LLC	21-Nov-23	ACH	\$16.60 Transmission Moun
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$6.25 Gasket Making Material
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$9.88 Hose Tees
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$9.38 Pinion Seal
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$12.81 Belts
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$25.62 PWR RTD Belts
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$19.17 Headlight Pigtail
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$276.93 Hydro Booster
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$6.14 Oil Cooler Gasket
O'Reilly Auto Enterprises, LLC	11-Dec-23	ACH	\$36.90 Washer Nozzles

O'Reilly Auto Parts	20-Nov-23	ACH	\$116.99 Vehicle Parts
O'Reilly Auto Parts	20-Nov-23	ACH	\$41.97 Vehicle Parts
O'Reilly Auto Parts	20-Nov-23	ACH	\$27.99 Vehicle Parts
O'Reilly Auto Parts	11-Dec-23	ACH	\$293.19 Vehicle Parts
O'Reilly Auto Parts	11-Dec-23	ACH	\$304.46 Vehicle Parts
Pacific Office Automation	20-Nov-23	ACH	\$589.18 Copier & printer leases
Pacific Office Automation	20-Nov-23	ACH	\$589.18 Printer/copier leases
Pacific Office Automation	20-Nov-23	ACH	\$1,470.38 Copier & Printer Lease
Pacific Office Automation	11-Dec-23	ACH	\$589.18 Copier & printer Lease
Paragon Consulting, Inc	20-Nov-23	ACH	\$3,660.00 18th St. Engineering
Paragon Consulting, Inc	20-Nov-23	ACH	\$1,470.00 18th St. Engineering
Paragon Consulting, Inc	20-Nov-23	ACH	\$2,045.00 18th St Engineering
Paragon Consulting, Inc	20-Nov-23	ACH	\$235.00 18th St. Engineering
Paragon Consulting, Inc	20-Nov-23	ACH	\$27,651.09 Prelim & Nepa
Paragon Consulting, Inc	21-Nov-23	ACH	\$2,160.00 18th Stree Engineering
Paragon Consulting, Inc	21-Nov-23	ACH	\$800.00 18th Street Enginerring
Paragon Consulting, Inc	21-Nov-23	ACH	\$17,300.08 Prelim & NEPA
Parma Senior Center	21-Nov-23	ACH	\$2,676.48 Acquisition of Services
Parma Senior Center	11-Dec-23	ACH	\$3,122.56 Acquisition of Services
Peak Industrial, Inc.	11-Dec-23	60464	\$832.00 Clutch Puller
Pegasus ME Buyer, Inc	20-Nov-23	ACH	\$22,895.40 Oracle SW Licensing
Pioneer Irrigation District	11-Dec-23	60465	\$429.24 2023 Assessment
Pioneer Title Company of Ada County	16-Nov-23	60433	\$13,218.75 State & 18th
Pioneer Title Company of Ada County	04-Dec-23	60449	\$49,348.75 State & 18th
PNG Media LLC	20-Nov-23	60441	\$190.28 Legal Notice
Primary Health Medical Group, LLC	20-Nov-23	60442	\$85.00 DOT Physicals
Primary Health Medical Group, LLC	11-Dec-23	60466	\$170.00 DOT Physicals
Primary Health Medical Group, LLC	11-Dec-23	60466	\$340.00 DOT Physicals
ProPeople	20-Nov-23	ACH	\$286.26 Temp Wages
ProPeople	20-Nov-23	ACH	\$1,387.26 Temp Wages Village Van
ProPeople	20-Nov-23	ACH	\$2,367.14 Temp wages Village Van
ProPeople	20-Nov-23	ACH	\$1,101.00 Temp Wages Eagle on Demand
ProPeople	20-Nov-23	ACH	\$1,387.26 Temp Wages Village Van
ProPeople	20-Nov-23	ACH	\$2,657.03 Temp Wages - Eagle on Demand
ProPeople	20-Nov-23	ACH	\$1,101.00 Temp Wage Eagle on Demand
ProPeople	20-Nov-23	ACH	\$1,034.94 Temp wages
ProPeople	20-Nov-23	ACH	\$1,890.87 Temp Wage Eagle Senior Service
ProPeople	20-Nov-23	ACH	\$1,101.00 Temp Wages - Eagle on-demand
ProPeople	20-Nov-23	ACH	\$1,464.33 Temp wages - Village Van
ProPeople	21-Nov-23	ACH	\$66.06 Temp Wages
ProPeople	21-Nov-23	ACH	\$4,555.16 Temp Wages
ProPeople	21-Nov-23	ACH	\$1,101.00 Temp Wages
ProPeople	21-Nov-23	ACH	\$1,453.32 Temp wage - Village Van
ProPeople	21-Nov-23	ACH	\$3,509.35 Temp Wages
ProPeople	21-Nov-23	ACH	\$1,101.00 Temp Wages
ProPeople	21-Nov-23	ACH	\$1,761.60 Temp Wages - Villian Van
ProPeople	21-Nov-23	ACH	\$2,642.42 Temp Wages
ProPeople	21-Nov-23	ACH	\$1,101.00 Temp Wages
ProPeople	21-Nov-23	ACH	\$1,475.34 Temp Wages - Villiage Van
ProPeople	11-Dec-23	ACH	\$2,763.48 Temp Wages
ProPeople	11-Dec-23	ACH	\$1,101.00 Temp Wages
ProPeople	11-Dec-23	ACH	\$1,486.35 Temp wages
ProPeople	11-Dec-23	ACH	\$2,559.83 Temp Wages
ProPeople	11-Dec-23	ACH	\$1,101.00 Temp Wages
ProPeople	11-Dec-23	ACH	\$1,431.30 Temp Wage
ProPeople	11-Dec-23	ACH	\$2,948.98 Temp Wages
ProPeople	11-Dec-23	ACH	\$1,101.00 Temp Wages
Protterra Operating Company, Inc	20-Nov-23	ACH	\$11,666.68 Battery Leases
Protterra Operating Company, Inc	20-Nov-23	ACH	\$11,666.68 Monthly battery leases
Protterra Operating Company, Inc	20-Nov-23	ACH	\$2,916.67 Battery Lease
Protterra Operating Company, Inc	20-Nov-23	ACH	\$11,666.68 Battery Leases
Protterra Operating Company, Inc	20-Nov-23	ACH	\$11,666.68 Battery Leases
Protterra Operating Company, Inc	20-Nov-23	ACH	\$2,916.67 Battery Leases
Protterra Operating Company, Inc	21-Nov-23	ACH	\$583.40 Vehicle
Protterra Operating Company, Inc	11-Dec-23	ACH	\$25,850.00 Final 50% payment for bus
Protterra Operating Company, Inc	11-Dec-23	ACH	\$350,542.00 Final 50% payment for bus
Protterra Operating Company, Inc	11-Dec-23	ACH	\$11,666.68 Battery Lease
Protterra Operating Company, Inc	11-Dec-23	ACH	\$11,666.68 Battery Lease
Protterra Operating Company, Inc	11-Dec-23	ACH	\$2,916.67 Battery Lease
Quench USA, Inc	20-Nov-23	ACH	\$57.00 Water Dispenser 9/26-10/25/23
Quench USA, Inc	20-Nov-23	ACH	\$289.95 Water Equipment Rental
Quench USA, Inc	21-Nov-23	ACH	\$169.00 Water Cooler Serviced
Quench USA, Inc	21-Nov-23	ACH	\$57.00 Water Cooler 10/26-11/25/2023

Quench USA, Inc	21-Nov-23	ACH	\$289.95 Water Rental
Quench USA, Inc	11-Dec-23	ACH	\$57.00 Water Cooler 11/26 - 12/25/2023
Rathbone Falvey Research LLC	21-Nov-23	ACH	\$12,675.00 Market research for adv. Sales
RDK Corporation	20-Nov-23	ACH	\$100.00 Background screening (3)
RDK Corporation	20-Nov-23	ACH	\$90.00 Background Checks
RDK Corporation	20-Nov-23	ACH	\$30.00 Background Check R. Goff
RDK Corporation	20-Nov-23	ACH	\$40.00 Background Check - Shaw
RDK Corporation	21-Nov-23	ACH	\$325.00 Background Checks
RDK Corporation	11-Dec-23	ACH	\$60.00 Background Checks
REESE, RANDALL	13-Dec-23	ACH	\$2,440.05 Reimb Emp. Travel
Remix Technologies LLC	11-Dec-23	60467	\$14,083.00 Implementation & Sched. License
Right! Systems, Inc.	20-Nov-23	60443	\$23,484.00 Office 365 licenses
Romaine Electric Corporation	20-Nov-23	ACH	\$479.94 Vehicle Parts
Romaine Electric Corporation	20-Nov-23	ACH	\$657.78 Vehicle Parts
Romaine Electric Corporation	20-Nov-23	ACH	\$471.60 Spark Plugs
Romaine Electric Corporation	11-Dec-23	ACH	\$657.78 Vehicle Parts
Safety-Kleen Systems Inc	20-Nov-23	ACH	\$195.84 Service Parts Machine
SAMG Occupational Med - Emerald	11-Dec-23	60468	\$310.00 Drug Screen/Physicals
Shred-It USA- LLC	20-Nov-23	ACH	\$125.75 Document Shredding
Shred-It USA- LLC	20-Nov-23	ACH	\$131.91 Document Shredding
Shred-It USA- LLC	21-Nov-23	ACH	\$254.28 Document Shredding
SIJ Holdings, LLC.	20-Nov-23	ACH	\$85.06 Legal Notices
SIJ Holdings, LLC.	21-Nov-23	ACH	\$90.78 Legal Notices
Sloan Metal Solutions	20-Nov-23	ACH	\$4,898.85 VRT Benches - bus stop improvements
Smith Power Products, Inc	20-Nov-23	ACH	\$731.40 Inventory Parts
Smith Power Products, Inc	20-Nov-23	ACH	\$731.40 Inventory Parts
Smith Power Products, Inc	20-Nov-23	ACH	\$270.80 Inventory Parts
SMITH, JOSHUA	11-Dec-23	ACH	\$50.00 Cell phone reimb
SMITH, SHAYNE	20-Nov-23	ACH	\$163.22 Reimbursement - Boots
SMITH, SHAYNE	11-Dec-23	ACH	\$11.12 Reimbursement - CWG
Sportworks Global LLC	21-Nov-23	ACH	\$109.85 Bushings
Sportworks Global LLC	11-Dec-23	ACH	\$2,319.20 Bike Rack N621
Star Senior Center	21-Nov-23	ACH	\$7,077.60 Acquisition of Services
Star Senior Center	11-Dec-23	ACH	\$6,900.66 Acquisition of Services
State Insurance Fund	23-Nov-23	ACH	\$1,529.00 Premiums
Stoltz Marketing Group, Inc	11-Dec-23	ACH	\$24,404.51 Maketing project
Supportive Housing & Innovative Partners	21-Nov-23	ACH	\$35,602.43 Acquisition of Services
Syringa Networks, LLC	20-Nov-23	ACH	\$542.48 Telecom Services - VOIP
Syringa Networks, LLC	20-Nov-23	ACH	\$4,820.00 Telecom Services- missed invoice
Syringa Networks, LLC	20-Nov-23	ACH	\$4,820.00 Telecom Services
Syringa Networks, LLC	20-Nov-23	ACH	\$558.13 VOIP services
Syringa Networks, LLC	21-Nov-23	ACH	\$4,820.00 Telecom Services
Syringa Networks, LLC	21-Nov-23	ACH	\$558.13 Telecom Services
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$368.05 Nuts & Bolts
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$59.68 Nuts & Bolts
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$68.08 Gloves
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$10.44 Rivets
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$9.69 Brass Pipe Fitting
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$12.91 Fittings
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$38.74 Swivel Tees
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$22.60 Street Tees
Tacoma Screw Products Inc.	21-Nov-23	ACH	(\$20.00) Fittings Returned
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$5.20 Street Tees
Tacoma Screw Products Inc.	21-Nov-23	ACH	\$10.40 Pipe Fittings
Tacoma Screw Products Inc.	11-Dec-23	ACH	\$181.61 Screws, Nutsw, Washers
Tait & Associates, Inc	20-Nov-23	ACH	\$1,908.75 HDTC Remodel
TATE, JOHN	11-Dec-23	60469	\$303.85 Reimbursement - CNG Certificate Test
TATE, JOHN	11-Dec-23	60469	\$252.48 Reimbursement - Tools
TeamViewer Germany GMBH	05-Dec-23	ACH	\$1,548.00 Team Viewer Corporate 1
That's Sharp, LLC.	21-Nov-23	ACH	\$180.00 Gloves
The Car Park, LLC	28-Nov-23	ACH	\$2,025.00 Parking passes
The Car Park, LLC	28-Nov-23	ACH	(\$375.00) Credit inv# 93019
The Car Park, LLC	28-Nov-23	ACH	\$75.00 Parking passes
The Car Park, LLC	28-Nov-23	ACH	\$569.78 Parking passes
The Car Park, LLC	28-Nov-23	ACH	\$1,155.22 Parking passes
The Car Park, LLC	28-Nov-23	ACH	\$4,500.00 Parking validations
Thermo Fluids, Inc.	21-Nov-23	ACH	\$242.07 Used Filter Removal
Thermo Fluids, Inc.	11-Dec-23	ACH	\$31.20 Used Oil Pickup
Thompson and Associates, Inc.	20-Nov-23	ACH	\$5,444.25 HR consulting services
Thompson and Associates, Inc.	11-Dec-23	ACH	\$4,358.73 HR consulting services
Transpo Group USA, Inc.	21-Nov-23	ACH	\$3,220.00 Consulting Services River & Pioneer
Transtar Industries, Inc.	11-Dec-23	60470	\$749.27 Vehicle Parts
Transtar Industries, Inc.	11-Dec-23	60470	\$74.55 Vehicle Parts

Transtar Industries, Inc.	11-Dec-23	60470	\$59.85 Vehicle Parts
Treasure Valley Coffee	20-Nov-23	ACH	\$77.75 Coffee, Creamer, Sugar
Treasure Valley Coffee	20-Nov-23	ACH	\$140.30 Coffee - Orchard
Treasure Valley Coffee	20-Nov-23	ACH	\$175.75 Coffee - MSS
Treasure Valley Coffee	20-Nov-23	ACH	\$13.00 Water Rental - Orchard
Treasure Valley Coffee	20-Nov-23	ACH	\$79.70 MSS - Coffee
Treasure Valley Coffee	21-Nov-23	ACH	\$139.20 Coffee, Sugar, Hot Chocolate
Treasure Valley Coffee	21-Nov-23	ACH	\$98.00 MSS - Coffee
Treasure Valley Coffee	11-Dec-23	ACH	\$75.45 Orchard - Coffee
Treasure Valley Coffee	11-Dec-23	ACH	\$53.20 Water Rental
Treasure Valley Coffee	11-Dec-23	ACH	\$98.00 MSS - Coffee
Treasure Valley Curb & Sprinkling Inc	21-Nov-23	ACH	\$440.84 Landscaping
Treasure Valley Curb & Sprinkling Inc	11-Dec-23	ACH	\$440.84 Landscaping 9 of 9
Treasure Valley Transit	20-Nov-23	ACH	\$8,920.00 Sub-recipient - JAN2023
Treasure Valley Transit	20-Nov-23	ACH	\$429.00 Sub-recipient - APRL 2023
Treasure Valley Transit	20-Nov-23	ACH	\$4,637.00 Sub-recipient - JUN2023
Treasure Valley Transit	20-Nov-23	ACH	\$5,400.00 Sub-recipient JULY 2023
Treasure Valley Transit	20-Nov-23	ACH	\$4,800.00 Sub-recipient AUG2023
Treasure Valley Transit	20-Nov-23	ACH	\$64,000.00 Sub-recipient SEPT 2023
Treasure Valley Transit	20-Nov-23	ACH	\$800.00 Sub-recipient
Treasure Valley Transit	21-Nov-23	ACH	\$666.00 Sub-recipient
Treasure Valley Transit	11-Dec-23	ACH	\$6,800.00 Sub-recipient
UniFirst Acct# 1395966	20-Nov-23	ACH	\$99.71 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	20-Nov-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	20-Nov-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	20-Nov-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	21-Nov-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	21-Nov-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	21-Nov-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11-Dec-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11-Dec-23	ACH	\$73.62 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	20-Nov-23	ACH	\$141.27 Laundry Services
UniFirst Acct# 1410130	20-Nov-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	20-Nov-23	ACH	\$134.28 Laundry Services
UniFirst Acct# 1410130	20-Nov-23	ACH	\$159.86 Laundry Services
UniFirst Acct# 1410130	21-Nov-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	21-Nov-23	ACH	\$133.99 Laundry Services
UniFirst Acct# 1410130	11-Dec-23	ACH	\$142.72 Laundry Services
UniFirst Acct# 1410130	11-Dec-23	ACH	\$142.14 Laundry Services
United Site Services of Nevada, Inc.	20-Nov-23	ACH	\$278.60 Restroom Rental
United Site Services of Nevada, Inc.	11-Dec-23	ACH	\$278.60 Restroom Rental
UPS Freight	20-Nov-23	60444	\$5.36 Late Fee
Urban Land Institute	20-Nov-23	60445	\$45.00 Public Secotr Member Reg.
US Bank Plaza Condominium Assoc., Inc.	20-Nov-23	ACH	\$10,593.00 Association dues
US Bank Plaza Condominium Assoc., Inc.	11-Dec-23	ACH	\$10,593.00 Association dues
USAbLe Life	11-Dec-23	ACH	\$2,551.55 Life Ins. Premiums
Verizon Wireless	04-Dec-23	60450	\$2,965.76 Cell Phone Service 10/16-11/15
Verizon Wireless	04-Dec-23	60450	\$388.45 Cell Phone Service 10/16-11/15
Verizon Wireless	04-Dec-23	60450	\$92.17 Cell Phone Service 10/16-11/15
Verizon Wireless	04-Dec-23	60450	\$51.45 Cell Phone Service 10/16-11/15
Verizon Wireless	04-Dec-23	60450	\$52.16 Cell Phone Service 10/16-11/15
Verizon Wireless	04-Dec-23	60450	\$1,634.05 Cell Phone Service 10/16-11/15
Verizon Wireless	04-Dec-23	60450	\$360.16 Cell Phone Service OCT-NOV
Via Transportation, Inc.	20-Nov-23	ACH	\$5,520.00 Dispatching SW for operations
Via Transportation, Inc.	21-Nov-23	ACH	\$6,150.00 Demand response sched. SW.
WASHINGTON, CORRIE	21-Nov-23	ACH	\$317.98 Reimburse Thanksgiving Catering
WASHINGTON, CORRIE	11-Dec-23	ACH	\$129.00 Thanksgiving Supplies
WASHINGTON, CORRIE	11-Dec-23	ACH	\$50.00 Cell phone reimb
Watts Hydraulics Acquisition Corporation	20-Nov-23	ACH	\$249.55 Repair Hotsy
WCF National Insurance Company	12-Dec-23	ACH	\$16,978.60 Insurance premisums
Wendy Fox	11-Dec-23	ACH	\$300.00 DJ services & equip. Cranksgiving
Western Mountain Bus Sales	21-Nov-23	ACH	\$69.94 Vehicle Parts
Western Mountain Bus Sales	11-Dec-23	ACH	\$176.57 Pinch Shield
Western Mountain Bus Sales	11-Dec-23	ACH	\$12.52 T-Nut
Wex Bank	21-Nov-23	ACH	\$344.80 Fuel October 2023
Wex Bank	11-Dec-23	ACH	\$374.42 November Fuel
Wienhoff Drug Testing	20-Nov-23	60446	\$200.00 Drug Test
Wienhoff Drug Testing	11-Dec-23	60471	\$100.00 Consortium Membership
William (Travis) Fremont	20-Nov-23	ACH	\$1,340.31 R2W Ada County
William (Travis) Fremont	20-Nov-23	ACH	\$9,000.00 R2W Ada County
William (Travis) Fremont	20-Nov-23	ACH	\$1,216.70 R2W in Canyon County
William (Travis) Fremont	20-Nov-23	ACH	\$504.43 VA Shuttle Service
William (Travis) Fremont	11-Dec-23	ACH	\$3,155.44 Rides to wellness

William (Travis) Fremont	11-Dec-23	ACH	\$13,875.51	Rides to wellness
William (Travis) Fremont	11-Dec-23	ACH	\$265.65	Rides to wellness
William Beard	21-Nov-23	ACH	\$413.00	Bus Washing
William Beard	21-Nov-23	ACH	\$184.00	Bus Washing
William Beard	21-Nov-23	ACH	\$363.00	Bus Washing
William Beard	11-Dec-23	ACH	\$226.00	Bus Washing
William Beard	11-Dec-23	ACH	\$497.00	Bus Washing
William Beard	11-Dec-23	ACH	\$203.00	Bus Washing
WING FUEL SYSTEMS	21-Nov-23	ACH	\$131.50	Roll Pins
WSP USA Inc.	20-Nov-23	ACH	\$3,270.68	HDTC CEI
WSP USA Inc.	20-Nov-23	ACH	\$19,927.01	HDTC CEI Services 3/29-9/29
Wurth USA Inc.	20-Nov-23	ACH	\$119.97	Empty B&P Refill Cans
Wurth USA Inc.	21-Nov-23	ACH	\$710.00	Brake & Parts Cleaner
Wurth USA Inc.	21-Nov-23	ACH	\$53.00	Process Handling Fee
Wurth USA Inc.	11-Dec-23	ACH	\$232.22	Air Regulator with Gauge
YB NOW LLC	11-Dec-23	ACH	\$427.20	Rides to wellness
YB NOW LLC	11-Dec-23	ACH	\$4,816.88	Rides to wellness
			<u>\$3,896,784.25</u>	

ACCEPTED:

\_\_\_\_\_  
CHAIR OF EXECUTIVE BOARD

ATTEST:

\_\_\_\_\_  
SECRETARY/TREASURER

<b>TOPIC</b>	Quarterly Performance Report
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Leslie Pedrosa

**Staff Recommendation/Request**

Staff requests the Board of Directors accept the performance report for the fourth quarter of fiscal year 2023.

**Summary**

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

VRT staff continues to work on a new reporting layout for the performance report that will be more visually appealing and easier to read. VRT staff also created a dashboard on the VRT website with ridership metrics. The dashboard can be found at <https://www.valleyregionaltransit.org/dashboard/>.

In fiscal year 2023, ridership increased each quarter, except quarter 4. Table 1 below shows the trend of total ridership since fiscal year 2019, which is the base level used to determine trends following the pandemic.

Table 1.

Fiscal Year	Total Annual Ridership	Variance to 2019	Variance to Previous Year
2019	1,801,721	-	-
2020	1,597,490	-12%	-
2021	1,107,311	-39%	-31%
2022	1,288,177	-29%	+16%
2023	1,444,254	-20%	+12%

Fixed-route ridership shows an increase of 1% in the fourth quarter. Detailed ridership data show a 3% decrease in ridership in Ada County. Boise State shows an increase of 43% in ridership. Intercounty service had a 13% decrease in ridership.

Demand response ridership shows a decrease of 6% in the fourth quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 6%. Canyon County ACCESS ridership increased 46%. Canyon County On-Demand ridership decreased 22%.

Specialized Transportation ridership shows a decrease of 14% in the fourth quarter. Below is the breakdown for each service:

- Metro Community Services had a 21% decrease in ridership
- Shared Vehicle ridership had a 14% increase in ridership
- Supportive Housing and Innovative Partnerships had an 11% increase in ridership
- Kuna Senior Center had a 97% increase in ridership
- Village Van had a 5% increase in ridership
- Volunteer Driver had a 24% decrease in ridership
- Meridian Senior Center had an 8% increase in ridership
- Eagle Senior Center had a 4% increase in ridership
- Star Senior Center had a 23% increase in ridership
- Harvest Transit had a 63% decrease in ridership
- Parma Senior Center had a 43% increase in ridership
- Ada County Rides2Wellness had a 67% increase in ridership
- Canyon County Rides2Wellness had a 1% increase in ridership
- Meridian Veteran’s Shuttle had a 135% increase in ridership
- Melba Senior Center had an 18% increase in ridership

ACHD Commuteride had a 5% decrease in ridership. ACHD Commuteride was operating 92 vanpools at the end of the fourth quarter.

VRT First Mile, Last Mile services had a 73% increase in ridership. Lyft Transit Connections had a 90% increase in ridership. VRT Late Night had an 8% increase in ridership.

**Implication (policy and/or financial)**

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

**More Information**

**Attachments:**

- FY23 Performance Report, Fourth Quarter
- FY23 Fourth Quarter Ridership Report
- FY23 Year to Date Ridership Report

**For detailed information contact:** Leslie Pedrosa, Chief Operating Officer, 208.258.2713, [lpedrosa@rideVRT.org](mailto:lpedrosa@rideVRT.org)

# VRT PERFORMANCE - 4th QUARTER, FY23

Item III. D.

## SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
		2023	2022	% Change			2023	2022	% Change
RIDES	FR	271,711	270,493	▲ 0.5	RIDES	FR	1,151,286	1,022,875	▲ 12.6
	DR	15,055	16,002	▼ -5.9		DR	65,578	62,992	▲ 4.1
	ST	23,242	27,028	▼ -14.0		ST	92,684	83,072	▲ 11.6
	VP	31,443	33,038	▼ -4.8		VP	130,715	123,058	▲ 6.2
	FMLM	1,045	603	▲ 73.3		FMLM	3,991	2,584	▲ 54.5
	<b>Total</b>	<b>342,496</b>	<b>347,164</b>	▼ -1.3		<b>Total</b>	<b>1,444,254</b>	<b>1,294,581</b>	▲ 11.6
HOURS	FR	24,592	24,857	▼ -1.1	HOURS	FR	100,502	98,054	▲ 2.5
	DR	6,971	6,307	▲ 10.5		DR	28,071	24,220	▲ 15.9
	ST	7,078	8,634	▼ -18.0		ST	28,110	26,885	▲ 4.6
	VP	7,458	7,533	▲ -1.0		VP	29,250	28,619	▲ 2.2
	FMLM	136	86	▲ 57.4		FMLM	517	385	▲ 34.2
	<b>Total</b>	<b>46,235</b>	<b>47,417</b>	▼ -2.5		<b>Total</b>	<b>186,451</b>	<b>178,164</b>	▲ 4.7
RIDES PER HOUR	FR	11.05	10.88	▲ 1.5	RIDES PER HOUR	FR	11.46	10.43	▲ 9.8
	DR	2.16	2.54	▼ -14.9		DR	2.34	2.60	▼ -10.2
	ST	3.28	3.13	▲ 4.9		ST	3.30	3.09	▲ 6.7
	VP	4.22	4.39	▼ -3.9		VP	4.47	4.30	▲ 3.9
	FMLM	7.70	6.99	▲ 10.1		FMLM	7.72	6.71	▲ 15.1
	<b>Total</b>	<b>7.41</b>	<b>7.32</b>	▲ 1.2		<b>Total</b>	<b>7.75</b>	<b>7.27</b>	▲ 6.6
ON-TIME PERFORMANCE	FR	78%	84%	▼ -6.0	ON-TIME PERFORMANCE	FR	81%	83%	▼ -2.0
	DR	84%	87%	▼ -3.0		DR	90%	86%	▲ 4.0
	ST	89%	85%	▲ 4.0		ST	88%	84%	▲ 4.0
	<b>Total</b>	<b>84%</b>	<b>85%</b>	▼ -1.7		<b>Total</b>	<b>86%</b>	<b>84%</b>	▲ 2.0

FR - FIXED ROUTE

DR - DEMAND RESPONSE

ST - SPECIALIZED TRANSPORTATION

VP - VANPOOL

FMLM - FIRST MILE/LAST MILE



# VRT PERFORMANCE - 4th QUARTER, FY23

Item III. D.

## QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY23	FY22	% Change
Ada County*	225,413	232,915	▼ -3.2
Boise State - Bronce Shuttle	34,592	24,180	▲ 43.1
Intercounty*	11,706	13,398	▼ -12.6
<b>FR SUB TOTAL</b>	<b>271,711</b>	<b>270,493</b>	<b>▲ 0.5</b>

DR - DEMAND RESPONSE			
	FY23	FY22	% Change
Ada County ACCESS**	7,420	7,020	▲ 5.7
Canyon County ACCESS**	811	554	▲ 46.4
Eagle On-demand	296	-	▲ -
Canyon County On-demand**	6,528	8,371	▼ -22.0
Grocery Shuttle	-	57	
<b>DR SUB TOTAL</b>	<b>15,055</b>	<b>16,002</b>	<b>▼ -5.9</b>

ST - SPECIALIZED TRANSPORTATION			
	FY23	FY22	% Change
Metro Community Services**	2,463	3,095	▼ -20.4
Shared Vehicle	81	71	▲ 14.1
Supportive Housing and Innovative Partnerships**	3,367	3,038	▲ 10.8
Kuna Senior Center	980	497	▲ 97.2
Village Van	2,145	2,037	▲ 5.3
Volunteer Driver	246	322	▼ -23.6
Meridian Senior Center	2,258	2,087	▲ 8.2
Eagle Senior Center**	2,178	2,084	▲ 4.5
Star Senior Center	374	303	▲ 23.4
Harvest Transit**	3,517	9,409	▼ -62.6
Parma Senior Center	689	483	▲ 42.7
Ada County Rides 2 Wellness	2,480	1,482	▲ 67.3
Canyon County Rides 2 Wellness	397	393	▲ 1.0
Meridian Veteran's Shuttle	54	23	▲ 134.8
Melba Senior Center	2,013	1,704	▲ 18.1
<b>ST SUB TOTAL</b>	<b>23,242</b>	<b>27,028</b>	<b>▼ -14.0</b>

VP - VANPOOL			
	FY23	FY22	% Change
AChD CommuteRide	31,443	33,038	▼ -4.8

FMLM - FIRST MILE/LAST MILE			
	FY23	FY22	% Change
Lyft Transit Connections	952	502	▲ 89.64
VRT Late Night	93	101	▼ -7.9
<b>FMLM SUB TOTAL</b>	<b>1,045</b>	<b>603</b>	<b>▲ 73.30</b>

QUARTERLY RIDERSHIP GRAND TOTAL	FY23	FY22	% Change
	342,496	347,164	▼ -1.3

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

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

# VRT PERFORMANCE - 4th QUARTER, FY23

Item III. D.

## YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY23	FY22	% Change
Ada County*	941,602	871,666	▲ 8.0
Boise State - Bronce Shuttle	162,070	105,144	▲ 54.1
Intercounty*	47,614	46,065	▲ 3.4
<b>FR SUB TOTALS</b>	<b>1,151,286</b>	<b>1,022,875</b>	<b>▲ 12.6</b>

ST - SPECIALIZED TRANSPORTATION			
	FY23	FY22	% Change
Metro**	11,430	12,326	▼ -7.3
Shared Vehicle	297	260	▲ 14.2
SHIP**	14,103	12,809	▲ 10.1
Kuna Senior Center	2,929	2,636	▲ 11.1
Village Van	8,433	7,794	▲ 8.2
Volunteer Driver	1,387	1,404	▼ -1.2
Meridian Senior Center	8,320	5,390	▲ 54.4
Eagle Senior Center**	8,583	11,072	▼ -22.5
Star Senior Center	1,461	1,324	▲ 10.3
Harvest**	15,376	15,387	▼ -0.1
Parma Senior Center	2,548	2,287	▲ 11.4
Ada County Rides 2 Wellness	8,770	5,520	▲ 58.9
Canyon County Rides 2 Wellness	1,201	534	▲ 124.9
Meridian Veteran's Shuttle	219	98	▲ 123.5
Melba Senior Center	7,627	4,231	▲ 80.3
<b>ST SUB TOTALS</b>	<b>92,684</b>	<b>83,072</b>	<b>▲ 11.6</b>

YEAR TO DATE RIDERSHIP	FY23	FY22	% Change
<b>GRAND TOTAL</b>	<b>1,444,254</b>	<b>1,294,581</b>	<b>▲ 11.6</b>

DR - DEMAND RESPONSE			
	FY23	FY22	% Change
Ada County**	31,497	28,024	▲ 12.4
Canyon County**	2,995	2,540	▲ 17.9
Eagle On-demand**	422	-	-
Canyon County On-demand**	30,505	32,325	▼ -5.6
Grocery Shuttle	159	103	▲ 54.4
<b>DR SUB TOTALS</b>	<b>65,578</b>	<b>62,992</b>	<b>▲ 4.1</b>

VP - VANPOOL			
	FY23	FY22	% Change
ACHD CommuteRide	130,715	123,058	▲ 6.22

FMLM - FIRST MILE/LAST MILE			
	FY23	FY22	% Change
Lyft Transit Connections	3,522	2,216	▲ 58.94
VRT Late Night	469	368	▲ 27.45
<b>FMLM SUB TOTAL</b>	<b>3,991</b>	<b>2,584</b>	<b>▲ 54.45</b>

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

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

## AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

**PROCUREMENT DESCRIPTION:** RFP 2022-03-11 ERP System Consulting Services

**TOTAL COST:** Not to Exceed \$354,824

**PURPOSE/ACTION:** To provide ERP system consulting services to Valley Regional Transit.

**SCOPE OF WORK:** VRT conducted a competitive request for proposals in 2022 for ERP system consulting services. The purpose of this RFP was to retain an independent consulting firm or organization to assist the Authority in identifying and implementing an ERP solution providing for a modern, core financial system.

**DISCUSSION:** On May 10, 2022, pursuant to Resolution VEB22-006, Avero Advisors was awarded a contract with a duration not exceeding two years and a total value of \$190,000. Avero Advisors played a crucial role in assisting VRT with the procurement of Oracle Fusion and has been actively providing consulting and project management services for the ongoing implementation.

Originally selected with the approval of Resolution VEB22-006, a two-year contract with a not-to-exceed amount of \$190,000 was anticipated to cover various project aspects, including project planning, RFP development, system selection, contract negotiations, and potentially extending to encompass implementation and advisory services. However, with the commencement of the implementation phase, it has become evident that a contract modification is necessary. This modification involves an additional \$164,824 and the inclusion of an option to renew the contract for one additional year.

This will provide sufficient funding and contract length for Avero Advisors to continue delivering implementation project management services through the end of implementation, as well as post go-live project management support. The anticipated go-live date is estimated to be around April or May of this year, with post go-live support lasting three months.

Funding for this project was included in the FY2023 budget, and remaining project funds form part of the FY2023 carryforward request. Identification of new funding is not required. Approval of this modification will extend the contract to a total of three years, with a not-to-exceed amount of \$354,824.

**ALTERNATIVES:** The only viable alternative would be to proceed with the implementation of Oracle Fusion without the guidance and expertise of an ERP system consulting firm.

**FISCAL IMPACT:** Funding for this project was included in the FY2023 budget, and remaining project funds form part of the FY2023 carryforward request. Identification of new funding is not required.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board delegate authority to the Chief Executive Officer to finalize and execute the contract modification with Avero Advisors pursuant to Resolution VBD24-002 Avero Advisors Contract Modification.

**ORDER OF REVIEW**

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

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date Approved: January 8, 2024 Resolution Number: VBD24-002

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM CONSULTING SERVICES  
RESOLUTION VBD24-002**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE  
CONTRACT WITH AVERO ADVISORS TO PROVIDE ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM  
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”) 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 needs require a service agreement with a qualified consulting firm for ERP system consulting services; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2023 budget Resolution VBD22-021 approved on August 1, 2022; and

WHEREAS, Valley Regional Transit executed a contract with Avero Advisors pursuant to VEB22-006 to provide ERP system consulting services with a not to exceed amount of \$190,000; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Avero Advisors from \$190,000 to a not to exceed amount of \$354,824 and add the option to renew the contract for one additional year; 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 VBD11-012.

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

Section 1. That the Board of Valley Regional Transit approve the contract modification with Avero Advisors to the not to exceed amount of \$354,824 and add the option to renew the contract VBD24-002

for one additional year.

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

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

ADOPTED by the Board of Valley Regional Transit, this 8<sup>th</sup> day of January 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR

## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Gillig Bus Purchase

**TOTAL COST:** Not to exceed \$7,250,000

**PURPOSE/ACTION:** Valley Regional Transit plans to purchase up to seven (7) battery electric replacement buses there were previously planned for replacement from Nova Bus and New Flyer.

**SCOPE OF WORK:** Purchase up to seven (7) buses from Gillig.

**DISCUSSION:** VRT has a total of 11 buses that are scheduled for replacement. Originally VRT planned to purchase four (4) buses from Gillig, four (4) buses from Nova Bus, and three (3) buses from New Flyer. VRT is proposing to change vendors from Nova Bus and New Flyer to Gillig, as described below.

VRT was notified on August 29, 2023 that Nova Bus will stop bus production in the United States by 2025. VRT has requested a waiver from the Federal Transit Administration (FTA). The waiver will remove Nova Bus as a named partner in the FY2022 Low or No Emissions grant applications, leaving only Gillig as our named partner.

Several transit authorities have requested a waiver from FTA following the notification from Nova Bus. VRT is waiting for the waiver to be approved. If the waiver is not approved, VRT staff researched state contracts and found that the Washington State Department of Enterprise Services state contract was most advantageous with multiple bus vendors, and in compliance with all local and FTA requirements.

VRT was notified on August 3, 2023 that New Flyer would not honor the original price quote and would increase the cost of each bus over \$133,00. VRT determined that this price increase is not cost-efficient.

VRT worked with Gillig to finalize costs and specifications for seven additional buses, that will stay within the planned budget. VRT currently has Gillig buses in the fleet, and purchasing similar vehicles allows for contractor to maintain a similar inventory of parts.

**ALTERNATIVES:** Not replacing buses that have met or exceed useful benchmarks will cause the maintenance costs to increase with the potential of the vehicles getting to the point that they are no longer financially beneficial to VRT.

**FISCAL IMPACT:** The funding the three (3) replacement buses was included in the fiscal year 2022 amendment budget, **Resolution VBD22-002**, approved on January 3, 2022. The funding for up to four (4) replacement vehicles is part of the Low or No Emission Grant Award.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the VRT Board of Directors approve **Resolution VBD24-006**, and delegate authority to the Chief Executive Officer to authorize final negotiations and execute an agreement with Gillig, with a not to exceed amount of \$7,250,000. This approval will increase the not to exceed amount for Gillig bus purchases to \$14,500,000.

**ORDER OF REVIEW  
EXECUTIVE DIRECTOR (Approves procurements up to \$49, 999)**

Signature: \_\_\_\_\_  
Date Approved:

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

Signature: \_\_\_\_\_  
Date Approved:                      Resolution Number:

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

Signature: \_\_\_\_\_  
Date Approved: January 8, 2024                      Resolution Number: VBD24-006



## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### Gillig Bus Purchase RESOLUTION VBD24-006

#### BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE PURCHASE OF FIXED-ROUTE VEHICLES FROM GILLIG FOR REPLACEMENT VEHICLES

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, VRT prepared a Fleet Electrification Plan which includes the need to determine the best fleet for our working conditions; and

WHEREAS, VRT staff researched state contracts and found that the Washington State Department of Enterprise Services state contract was most advantageous with multiple bus vendors, and in compliance with all local and FTA requirements; and

WHEREAS, VRT has vehicles in fleet that have met or exceeded useful life benchmark that might incur increased maintenance costs causing a financial burden by not replacing them; and

WHEREAS, VRT was a recipient of the FY2022 Low or No Emissions Grant Program that included a budget for up to eight (8) battery electric vehicle replacements buses from Gillig and Nova Bus, who were listed as partners in the grant applications; and

WHEREAS, the Board of Directors approved Resolution VBD22-033 on October 3, 2022 to purchase up to three (3) replacement buses from New Flyer; and

WHEREAS, the Board of Directors approved Resolution VBD22-035 on October 3, 2022 to purchase up to seven (7) buses from Gillig, that included four (4) replacement buses under the LONO grant award and three (3) expansion buses; and

WHEREAS, VRT has decided not to purchase any buses from New Flyer and Nova Bus, based on a recent price increase by New Flyer, \$133,295 per bus, and due to Nova Bus stopping bus production in the United States by 2025; and

WHEREAS, VRT has determined the most cost-efficient option is to purchase all  
VBD24-006

planned New Flyer and Nova Bus buses from Gillig; 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.

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

Section 1. That the Board of Valley Regional Transit approve **Resolution VBD24-006** for the purchase of up to seven (7) additional fixed route buses from Gillig, not to exceed \$7,250,000. This approval will increase the not to exceed amount for Gillig bus purchases to \$14,500,000.

Section 2. That the Board of Valley Regional Transit rescind **Resolution VEB22-033** with the approval of Resolution VBD24-006.

Section 2. That the Board of Valley Regional Transit delegate authority to the Chief Executive Officer to finalize and execute the agreement.

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

ADOPTED by the Board of Valley Regional Transit, this 8<sup>th</sup> day of January, 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR

# AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Internet Service Provider with Syringa Networks, LLC

**TOTAL COST:** Not to exceed \$175,000.

**PURPOSE/ACTION:** To provide internet and network services.

**SCOPE OF WORK:** VRT is seeking a technical vendor to provide internet access and network services.

**DISCUSSION:** VRT will utilize the State of Idaho Contract for a qualified vendor for internet and network services with Syringa Networks, LLC.

**ALTERNATIVES:** VRT relies on internet and network services to conduct critical business needs. With out these services, business would not be able to function.

**FISCAL IMPACT:** The funding for the first year of these services was included in the FY2024 budget and will be included in subsequent budget years. These services are an important part of VRT’s responsibility in providing the necessary support to VRT staff.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board consider approving Resolution VBD24-007 Internet Service Provider – Syringa Networks, LLC.

**ORDER OF REVIEW**

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

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date Approved: January 8, 2024 Resolution Number: VBD24-007

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### Internet Service Provider -Syringa Networks, LLC RESOLUTION VBD24-007

#### BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVAL OF THE CONTRACT FOR PROCUREMENT OF INTERNET AND NETWORK SERVICES WITH SYRINGA NETWORKS, LLC

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “Valley Regional Transit”) 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 needs to purchase internet and network services to conduct critical business services; and

WHEREAS, Valley Regional Transit will utilize the State of Idaho contract for such services ; and

WHEREAS, the State of Idaho Department of Administration conducted a competitive procurement and has awarded contract BPO18200237 to Syringa Networks, LLC; and

WHEREAS, Valley Regional Transit will contract with Syringa Networks for up to three (3) years, not to exceed \$175,000; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year FY24 budget; and

WHEREAS, the Valley Regional Transit staff will conduct a competitive procurement as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD22-025 on June 30 2022, 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 VBD24-007

of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit award a contract to Syringa Networks for the purchase of internet and network services not to exceed \$175,000 for up to three (3) years.

Section 2. That the Board of Valley Regional Transit 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, 8 day of January, 2024

APPROVED by the Board Chair this 8th day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR

## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Construction services at the Orchard Facility with Hawkeye Builders

**TOTAL COST:** \$500,000

**PURPOSE/ACTION:** To complete the next phase of the Orchard Facility construction as guided by the Orchard Facility Master Plan including expanded Employee Parking Lot, replacement of concrete valley gutter, new gates and fencing and close out items.

**SCOPE OF WORK:** The scope of services includes construction at the Orchard Facility to modernize 4.6 acres of existing pavement, update parking, update drainage, pave 1.25 acres new pavement with future bus infrastructure, and incorporate the charging island into new pavement.

**DISCUSSION:** VRT conducted a competitive request for bid and HAWKEYE BUILDERS was selected as the low bidder in April of 2022. VRT subsequently entered into a Construction Services Agreement with Hawkeye Builders. Specific work was to be directed through individual work orders as guided by the Orchard Facility Master Plan. VRT has issued three work orders totaling \$2,950,000 under authority of VEB22-004, VBD23-013 and VBD23-041. After further estimates and engineering, VRT will need an additional \$500,000 bringing the project total to \$3,450,000 to complete the project including an expanded employee parking, fencing, gates, drainage, electrical, landscaping, and concrete repairs.

**ALTERNATIVES:** The only alternative would be to issue a new RFB for these construction needs and execute a new contract. These services are an important part of VRT's responsibility in providing the state of good repair for the primary maintenance facility.

**FISCAL IMPACT:** Valley Regional Transit had included the budget for this expenditure in the FY2023 budget amendment by Resolution VBD23-005.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board approve VBD24-012 and delegate authority to the Chief Executive Officer to execute the contract modifications with Hawkeye Builders which will not exceed \$500,000 to complete this construction phase.

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

Signature: \_\_\_\_\_

Date Approved: 01/08/2024

Resolution Number: VBD24-012

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION ORCHARD FACILITY CONSTRUCTION RESOLUTION VBD24-012

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A CONTRACT WITH HAWKEYE BUILDERS FOR CONSTRUCTION SERVICES AT THE ORCHARD MAINTENANCE FACILITY**

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

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

WHEREAS, Valley Regional Transit has been reconstructing Orchard Facility in phases since 2022; and

WHEREAS, HAWKEYE BUILDERS was selected through a competitive process through RFB-2022-05-26 in April of 2022.; and

WHEREAS, Valley Regional Transit executed a Construction Services Agreement (CSA) with HAWKEYE BUILDERS pursuant to VBD22-015; and

WHEREAS, the CSA provides for VRT to manage the work of this CSA through specific work orders;

WHEREAS, VRT has already issued three work orders of \$1,100,000, \$1,000,000, \$850,000 under the authority of resolutions VEB22-004, VBD23-013, and VBD23-041 pursuant to this project; and

WHEREAS, Additional tasks have been identified related to gates, electrical, lighting, and drainage are likely to exceed the authorization under VBD23-041; and,

WHEREAS, to complete scope of work outlined in the Orchard Facility Pavement Expansion project VRT will need an additional \$500,000 with HAWKEYE BUILDERS for a project total of \$3,450,000; and

WHEREAS Valley Regional Transit had included the budget for this expenditure in the FY2023 budget amendment by Resolution VBD23-005; 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.

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

Section 1. That the Board of Valley Regional Transit approves the contract for FY2024 Orchard Facility construction with Hawkeye Builders.

Section 2. That the Board of Valley Regional Transit approve **Resolution VBD24-012** and delegate authority to the Chief Executive Officer to finalize a contract with HAWKEYE BUILDERS not to exceed \$500,000.

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 8th day of January 2024.

APPROVED by the Board Chair this 8th day of January 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**



## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Main Street Station (MSS) Security Upgrades

**TOTAL COST:** Not to exceed \$215,000

**PURPOSE/ACTION:** Procure a replacement exit gate, upgrade cameras, upgrade locks, and upgrade entrance equipment to improve security at Main Street Station.

**SCOPE OF WORK:** Replace ramp gate at Main Street Station with viable alternative and upgrade other security infrastructure and procedures. VRT is in the process of finalizing estimates and availability of the specialty gate. Once estimates for procurement and installation are complete, a 13-foot gate will be installed to secure the facility exit gate. Existing service contracts will be used to add new cameras, badge readers, locking mechanisms, and monitoring upgrades.

**DISCUSSION:** Over the past 3-years the exit curtain has failed three times. Failures are generally due to the curtain guides failing and binding requiring major fixes about every 10 months. It was determined that the curtain was not a long-term viable option. As MSS electrification is underway, it is essential that the facility improve security from possible trespass and vandalism.

**ALTERNATIVES:** VRT staff explored options for gate styles, due to limited space and Federal Transit Administration (FTA) requirements for secure facilities, only the bi-fold gate was feasible. FTA mandates secure facilities for bus enclosures and a solution to reestablish a secure facility is a need.

**FISCAL IMPACT:** Valley Regional Transit includes annual repair projects in the budget for Main Street Station, approved with the fiscal year 2024 budget, RESOLUTION VBD23-025 FY2024 Budget, approved August 7, 2024; and

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the VRT Board of Directors approve **Resolution VBD24-001** and delegate authority to the Chief Executive Officer to approve the procurement and installation of the security upgrades, following the completion of RFP 2024-02-08.

### ORDER OF REVIEW

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

Signature: \_\_\_\_\_

Date Approved:

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

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date Approved: January 8, 2024 Resolution Number: VBD24-001

# VALLEY REGIONAL TRANSIT BOARD RESOLUTION

## Main Street Station Security Upgrades RESOLUTION VBD24-011

### BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE PURCHASING AND INSTALLATION OF A SECURITY GATE, MONITORING UPGRADES, AND LOCK REPLACEMENT FOR MAIN STREET STATION

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 needs to replace the exit gate at Main Street Station with another option than the previously installed custom curtain; and

WHEREAS, Valley Regional Transit needs to purchase a gate to maintain a secure facility and have experienced several intrusions, trespasses, and vandalism since the curtain has failed; and

WHEREAS, Valley Regional Transit has investigated the options and estimates with an architect/engineer for the exit solution, camera style and location, other treatments to improve visibility and security monitoring; and

WHEREAS, Valley Regional Transit will purchase a bi-folding pneumatic gate, using funding allocated in the fiscal year 2024 budget for repairs and maintenance at Main Street Station, the fund estimate is based on an engineers investigation and is likely to be lower as prices and manufacturers develop quotes for procurement and installation; and

WHEREAS, Valley Regional Transit includes annual repair projects in the budget for Main Street Station, approved with the fiscal year 2024 budget, **RESOLUTION VBD23-025 FY2024 Budget**, approved August 7, 2024; and

WHEREAS, Valley Regional Transit has engaged a Request for Proposal under RFP 2024-02-08, MSS Security Upgrade for procuring and installing the exit gate, remaining security upgrades will be performed by existing contractors service contracts: and

WHEREAS, Valley Regional Transit staff will conduct 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.

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

Section 1. That the Board of Valley Regional Transit approve **Resolution VBD24-011** and authorize the Chief Executive Officer to approve the purchase security upgrades for Main Street Station, not to exceed \$215,000.

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

ADOPTED by the Board of Valley Regional Transit, this 8<sup>th</sup> day of January, 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR

<b>TOPIC</b>	Appointment to the Boise City Municipal Health Care Trust
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Jason Jedry

### **Staff Recommendation/Request**

The Board is asked to consider approval of Resolution VBD24-005 renewing the appointment of Jason Jedry as a trustee representing VRT to the Boise Municipal Healthcare Trust.

### **Highlights**

- Jason Jedry filled a vacant position left by the previous VRT Executive Director
- The appointment expired December 2023
- VRT is required to appoint another trustee to a two-year, non-voting position that will expire December 2025

### **Summary**

VRT entered a joint powers agreement with the City of Boise in 2013 with the purpose of providing for a joint public agency self-funded healthcare plan. The City and VRT, under the Joint Powers agreement, established the Boise Municipal Health Care Trust. Every two years, the Board of Valley Regional Transit is required to appoint a trustee to represent VRT in a non-voting position.

### **More Information**

#### **Attachments:**

Resolution VBD24-005

**For detailed information contact:** Jason Jedry, Chief Financial Officer, 208-258-2709, [jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org)

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### Appointment to the Boise City Municipal Health Care Trust RESOLUTION VBD24-005

#### BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING APPOINTMENT OF JASON JEDRY, VRT CHIEF FINANCIAL OFFICER, TO THE BOISE CITY MUNICIPAL HEALTH CARE TRUST FOR A TWO-YEAR TERM AS A NON-VOTING MEMBER

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

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

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

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

WHEREAS, Jason Jedry filled a vacant position left by the previous VRT Executive Director; and

WHEREAS, the appointment to fill the vacancy expired in December 2023; and

WHEREAS, VRT is required to appoint a trustee for a term to expire December 2025 for a two year, non-voting position; and

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

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

Section 1. That the Board of Valley Regional Transit approves appointing Jason Jedry, VRT Chief Financial Officer, to the Boise Municipal Health Care Trust for a two-year term expiring on December 31, 2025.

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

ADOPTED by the Board of Valley Regional Transit, this 8<sup>th</sup> day of January, 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**

<b>TOPIC</b>	Regional Performance Measurement Policy #1.19.00
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Stephen Hunt, Chief Development Officer

**Summary**

Valley Regional Transit reviews existing policies to ensure they remain up to date. The Regional Performance Measurement Policy was last reviewed several years ago. In addition to minor grammatical edits, this review removed subrecipient requirement to report on their service area and updated references to the National Transit Database (NTD).

**Staff Recommendation/Request**

Staff recommends the VRT Board of directors approve this updated Regional Performance Measurement Policy.

**Implication (policy and/or financial)**

This policy guides our performance reporting requirements to the board and of our subrecipients.

**Highlights**

- 4/1/19 Regional Performance Measurement Policy 1.19.00 was first adopted
- 12/2023 Regional Performance Measurement Policy 1.19.00 reviewed for updates
- 1/8/2024 VRT Board of Directors considered policy 1.19.00 for approval

**For detailed information contact:** Stephen Hunt, Chief Development Officer 208-258-2701, [shunt@ridevrft.org](mailto:shunt@ridevrft.org)



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

**Policy Number: 1.19.00**

**Resolution Number: VBD24-008**

**Policy Title: Regional Performance Measurement Policy**

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

**STATEMENT OF POLICY**

This policy establishes key performance measure definitions, public transportation provider reporting requirements, reporting frequency and how performance targets are set.

**DEFINITIONS**

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

- A. BOARDINGS is defined as an unlinked passenger trip.
- B. COMPLAINTS defined as comments from the public that have been classified by customer service or other staff to be valid and generally negative in nature.
- C. HOURS defined as vehicle revenue hours.
- D. ON-TIME PERFORMANCE – DEMAND RESPONSE is defined as the number of departures from pickup locations and arrivals, at drop off locations completed no more than ten minutes before, or ten minutes after the scheduled time, divided by the total number of pickups and drop-offs completed.
- E. ON-TIME PERFORMANCE FIXED-ROUTE is defined as the number of departures from timepoints completed no more than one minute before, or five minutes after, the scheduled departure time, divided by the total number of departures from timepoints completed.



- F. ON-TIME PERFORMANCE FIXED-ROUTE PEAK is defined as the on-time performance, as defined in (E) above, for fixed-route service between the hours of 6:00-9:00 AM and 4:00-7:00 PM.
- G. SAFETY EVENT is defined as a collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or other safety occurrences not otherwise classified (OSONOC) occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established National Transit Database (NTD) thresholds.

## POLICY

The Regional Performance Measurement Policy applies to providers of public transportation services in Ada and Canyon Counties, and to all of the types of public transportation services operated by those agencies, including fixed-line bus, ADA complementary paratransit, general public demand response, specialized transportation, and rideshare services.

The reported information and statistical data is designed to support local, state and regional planning efforts and help governments and decision makers make multi-year comparisons and perform trend analyses.

### I. REPORTING

Any public transportation entity receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) – is required to submit data to the NTD in uniform categories.

A. The information that needs to be reported includes, but is not limited to:

- 1. All data being provided per the NTD Policy
- 2. Valid complaints
- 3. On-time performance data
- 4. Service areas

VRT will work with each agency and the services that are provided to ensure that all public transportation information and statistical data is being reported to NTD as required.

B. Schedule

Public transportation providers will report information, or what is indicated in their sub-recipient agreement with VRT, to VRT on a monthly basis. Reporting will be required for the life of the asset and/or the duration of the public transportation service being provided. The information will be formatted pursuant to the NTD/Performance Measurement Plan.

C. Coordination of Reporting

VRT will coordinate all public transportation reporting with the Idaho Department of Transportation – Public Transportation (ITD-PT) group to ensure that all public transportation services are being reported, and no service reporting is being duplicated.

**II. VALLEY REGIONAL TRANSIT BOARD REPORTING**

- A. On a quarterly basis, Valley Regional Transit shall provide the Board of Directors with the following statistics:
  - 1. Boardings
  - 2. Hours
  - 3. Safety
  - 4. On-time performance\*

\*If applicable to service type

- B. On an annual basis, Valley Regional Transit shall provide the Board of Directors a detailed report on complaints and progress toward achieving the goals set in any active short-range plans.

**VI. RESPONSIBILITIES AND ACCOUNTABILITIES**

- A. VRT Board of Directors – Approves all related reporting information.
- B. Accountable Executive for Public Transportation Providers – a single identifiable person who has the ultimate responsibility for carrying out the information and statistical data reporting practices; and control or direction over the human and capital resources needed to develop and maintain both the agency’s public transportation agency reporting.
- C. Performance Measurement Lead – a single identifiable person for the reporting agency that manages the overall performance reporting including the following key tasks:
  - 1. Receive the information and statistical data from the Public Transportation Providers.
  - 2. Compiles all necessary information.
  - 3. Presents necessary public transportation agency funding sources, inventories of vehicles and maintenance facilities, safety event reports, measures of transit service provided and consumed, data on transit employees, and narrative reports for the annual submission to the VRT Board of Directors for approval.

**END OF POLICY**

**Adoption Date:** 04/01/2019  
**Effective Date:** 04/01/2019  
**Last Revised Date:** 01/08/2024  
**Last Reviewed Date:** 01/08/2024

Replaced:

Supporting Documents:

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION**

**REGIONAL PERFORMANCE MEASUREMENT POLICY 1.19.00 (UPDATE)  
RESOLUTION VBD24-008**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING UPDATES TO REGIONAL PERFORMANCE MEASUREMENT POLICY 1.19.00**

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

WHEREAS, performance reporting is a key part of how Valley Regional Transit plans, demonstrates its value and ensures efficient and effective use of resources; and

WHEREAS, performance reporting is an interest to the public and all Valley Regional Transit partners; and

WHEREAS, it is important to provide consistent performance measurement across modes and service providers; and

WHEREAS, Valley Regional Transit has a responsibility and obligation to provide accurate reports to the National Transit Database and the Federal Transit Administration; 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

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

Section 1. That the Board of Valley Regional Transit adopt the updated Regional Performance Measurement Policy 1.19.00 changes to the Employee Handbook.

Section 2. That this Resolution shall be in full force and effect 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 8th day of January, 2024.

APPROVED by the Board Chair this 8th day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**

VBD24-008

VBD24-008

<b>TOPIC</b>	Regional Advisory Council Bylaw, Practices and Procedures Changes
<b>DATE</b>	January 8, 2023
<b>STAFF MEMBER</b>	Jason Rose

**Staff Recommendation/Request**

Staff requests the Board consider approval of changes to the Regional Advisory Council (RAC) Bylaws, Practices, and Procedures, which reflect changes to meeting frequency and agenda format. The changes were recommended for approval, which select changes, by the RAC in the November council meeting.

**Summary**

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

This year, VRT and RAC leadership and members have set out to re-engage the council and identify ways to create more meaningful participation. The current monthly meeting schedule, time, and location presents challenges with maintaining high levels of ongoing participation. It also requires VRT staff to provide monthly updates rather than identifying actionable collaborations with the council. Staff believes the meetings would be more effective if shifted to six (6) regularly scheduled meetings per year, with the option to deviate from the regular date and time to accommodate special site visits or other opportunities. Finally, staff proposes agendas to feature the following items, in accordance with the Idaho Open Meetings Act: Consent Items to accept meeting minutes, Action Items to allow official RAC recommendations to the VRT Board and Executive Board, and Information Items to allow for robust, topical discussions. Staff and RAC leadership believe these actions would allow the council to better fulfill the council’s mission.

**Updates**

The following updates have been made to the attached RAC Bylaws and Practices and Procedures documents:

- Regional Advisory Council Bylaws
  - Article II.6 – updated “if a member has four (4) absences in any 12-month period...” to “if a member has two (2) absences in any 12-month period...” to reflect updated meeting frequency
  - Article IV.1 – updated “Voting members of the RAC shall elect a chair and vice-chair at their September meeting. The chair and vice-chair can serve one or more subsequent terms.” to “Voting members of the RAC shall elect a chair and vice-chair at the first meeting of every even-numbered calendar year. The chair and vice-chair can serve one or more subsequent terms, with encouragement to rotate officer roles amongst the RAC to diversify leadership.”

- Article V.1 – Updated “The RAC shall meet at regularly scheduled meetings every month except July and August” to “The RAC shall meet at regularly scheduled meetings six times per year at a time and date established in the calendar.”
- Adoption date updated to “January 8, 2024”
- Signature lines updated from “Chair of Valley Regional Transit” and “Executive Director” to “VRT Regional Advisory Council Chair” and “VRT Chief Executive Officer,” respectively
- Regional Advisory Council Practices and Procedures
  - The RAC Value Statements
    - Replaced “...connectivity by focusing on customers need to have services easy to understand and easy to use.” with “...access and mobility by focusing on customers’ needs to have services that are easy to understand and use.” and “...connections between customers, transportation service providers, advocates, and decision-makers by facilitating a forum for collaboration.”
  - Membership Recruitment Process
    - 4. Updated “Executive Director” to “Chief Executive Officer (CEO)”
  - Meetings
    - Updated “RAC meetings will be held the third Tuesday of each month except for November, July and August. A joint meeting with the Board of Directors will be on the first Monday of the month of November.” to “RAC meetings will be held six (6) times per year, with one (1) of these meetings held as a joint meeting with the VRT Board of Directors.
    - Updated “The agenda consists of the following categories: Consent; Public Comment (for items that may not be on agenda); Action; and Information.” to “The agenda consists of the following categories: Consent; Action; and Information.”
  - Decision-Making Process
    - Section title updated to “Advisory Process”
    - Updated “The RAC is an advisory council and offers recommendations to the VRT Executive Board and VRT Board on a variety of topics including: Transportation Service Coordination Plan; project and funding prioritization; and program and service planning and policies pertaining to target populations represented on the council.” to “The RAC is an advisory council and offers comments and advisory recommendations to the VRT staff, VRT Executive Board and VRT Board on a variety of topics including: planning; projects; operations; and program and service planning and policies pertaining to target populations represented on the council. VRT will ensure that the RAC is included as commenters on the Coordinated Public Transit-Human Services Transportation Plan updates completed periodically by COMPASS.”
  - Issue Identification Process
    - Updated “The RAC members are encouraged to submit issues regarding the services, programs or policies to the attention of the RAC during discussion during RAC meetings or by reaching out to the RAC chair, vice-chair, VRT Executive Director or executive assistant. Issues will be reviewed and considered for further action by the RAC at their

regularly scheduled meetings. The issues brought forth will be forwarded to the staff with regular updates to the RAC on the disposition of issues.” to “Agenda items for RAC meetings come from a variety of sources. VRT staff will identify issues in need of advice or input to the VRT staff, VRT Executive Board or and VRT Board. RAC members are encouraged to submit issues regarding the services, programs or policies to the attention of the RAC during discussion during RAC meetings or by reaching out to the RAC chair, vice-chair, VRT CEO or Executive Assistant. Issues will be reviewed and considered for further action by the RAC at their regularly scheduled meetings. The chair and vice-chair will set the agendas based on issues brought forward.”

- 5. Updated “Executive Director” to “CEO”

### **More Information**

#### **Attachments:**

- Regional Advisory Council Bylaws with proposed changes
- Regional Advisory Council Practices and Procedures with proposed changes

**For detailed information contact:** Jason Rose, Communications Director, 208-258-2739, [jrose@ridevrt.org](mailto:jrose@ridevrt.org)



# REGIONAL ADVISORY COUNCIL BYLAWS

## ARTICLE I

### NAME AND PURPOSE

The name of this committee shall be the Regional Advisory Council (RAC) of Valley Regional Transit (VRT) (formerly the Regional Coordination Council). The RAC supports the VRT governance process by advising the Valley Regional Transit Board of Directors (VRT Board) through a forum for customers, transportation and human service providers, and advocates centered on sharing information and collaborating on mobility issues.

## ARTICLE II

### COMPOSITION AND APPOINTMENTS

1. The members of the RAC shall be composed of key representatives from customers, providers, and advocates.
2. A quorum shall consist of the presence of a simple majority of the sum of the votes of qualified RAC members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, internet, or other remote technologies. All meetings must occur in a physical place to allow public attendance.
3. New members shall apply through an application process, with applications being reviewed and approved for nomination by RAC officers. Once approved by the RAC, a recommendation for appointment would be forwarded to the Executive Board for approval.
4. Members serve a term of three years. Members may serve more than one consecutive term.
5. Notice of open positions shall be posted on VRT website/social media and distributed to private, public and nonprofit organizations serving the region.
6. If a member has two (2) absences in any 12-month period, a "notice of member inactivity" will be sent to the member. An attempt by email and phone will be made to encourage the member to attend meetings, but if the attempt is unsuccessful, the member will be removed from the Council and the application process will be followed to recruit a new member. The vote of the terminated member shall not be considered in determining a quorum.

## ARTICLE III

### DUTIES

1. The RAC shall have responsibility in the development and review of the Transportation Service Coordination Plan for Ada and Canyon counties. Recommendations concerning the coordination plan shall be submitted to the VRT Board for final action.
2. The RAC shall have responsibility in advising or recommending to the VRT Board prioritized projects for funding. Recommendations concerning the prioritization of projects shall be submitted to the VRT Board for final action.
3. The RAC shall have responsibility in the formulation and review of policies, services, and programs that affect the groups represented on the RAC. Advisory recommendations on policies, services, and programs shall be submitted to the VRT Board for final action.

## ARTICLE IV

### ORGANIZATION

1. Voting members of the RAC shall elect a chair and vice-chair at the first meeting of every even-numbered calendar year. The chair and vice-chair can serve one or more subsequent terms, with encouragement to rotate officer roles amongst the RAC to diversify leadership.
2. The chair will be responsible to conduct the meetings. The vice-chair would conduct the meetings in the absence of the chair.
3. An officer can be removed by a majority vote of the RAC members.
4. In the event an officer resigns mid-term, the RAC members would vote for a new officer at the next regularly scheduled meeting.
5. VRT serves as the staff support for the RAC.
6. Subcommittees may be established by majority action of the RAC members.

## ARTICLE V

### MEETINGS

1. The RAC shall meet at regularly scheduled meetings six times per year at a time and date established in the calendar.
2. The time and place of meetings shall be established by the RAC at a regularly scheduled meeting each year.

3. VRT staff shall give notice of all meetings to all members reasonably in advance of a called meeting. All meetings shall be open to the public.

**ARTICLE VI**

**AMENDMENTS TO BY-LAWS**

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

Adopted the 8th day of January 2024.

By: \_\_\_\_\_  
VRT Regional Advisory Council Chair

Date: January 8, 2024

By: \_\_\_\_\_  
VRT Chief Executive Officer

Date: January 8, 2024

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### Regional Advisory Council Bylaws RESOLUTION VBD24-013

#### BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ESTABLISH A TRANSIT ASSET MEDIA ADVERTISING POLICY

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, 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 § 40-2109 (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 Regional Advisory Council is a standing committee of Valley Regional Transit that provides a forum for customers, transportation and human service providers, and advocates to share information and collaborate on mobility issues; and

WHEREAS, the Regional Advisory Council advises the Valley Regional Transit Board of Directors on its transportation programs, services and policies, and disseminates mobility information to their constituents; and

WHEREAS, Valley Regional Transit staff and Regional Advisory Council leadership and members seek to improve participation and create more meaningful participation; and

WHEREAS, the Regional Advisory Council voted to recommend changes to council bylaws to reflect these goals and better fulfill the council mission at the November 21, 2023 council meeting.

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

Section 1. That the Board of Valley Regional Transit approves updates to Valley Regional Transit’s Regional Advisory Council Bylaws

VBD19-014

Section 2. That the Board of Valley Regional Transit directs staff to apply the changes to all Regional Advisory Council activities

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 8<sup>th</sup> day of January 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**

<b>TOPIC</b>	Employee Volunteer Policy
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Elaine Clegg, Chief Executive Officer

### **Summary**

Valley Regional Transit recently introduced an employee volunteer policy that allows employees, with supervisor permission, limited ability to utilize sick hours to volunteer for qualified charities. We also experienced a need for staff volunteers to provide the best service possible on several supplemental services. During the first quarter questions arose regarding appropriate volunteer opportunities and what was allowed or not in requesting staff time for supplemental services. The policy below was developed to answer those questions. Resolution VBD23-034 delegated authority to the CEO to approve procedural and policy changes to the handbook and to bring them to the Board for acceptance at the next possible meeting.

### **Staff Recommendation/Request**

Staff requests that the board accept the changes to the volunteer policy.

### **Implication (policy and/or financial)**

Clarify, for all employees and supervisors, what constitutes a volunteer opportunity vs. employment. Allow VRT staff to respond to both employment and volunteer opportunities appropriately. No fiscal impact.

### **Policy**

VRT encourages community volunteer activity by employees. Non-exempt employees may not volunteer for events that are sponsored by VRT and involve the same work for which they are employed. Non-exempt employees may volunteer solely at their discretion for other activities. The following examples, while not all-inclusive, will help to identify whether a non-exempt employee is volunteering their time, or participating in work which must be counted as work hours:

When are volunteers seen as employees:

1. When the event is a VRT service (Game Day shuttle, Treeline, SRTS sponsored bike rodeos [see exception 3.b.], etc.)
2. When the activity is on behalf of VRT, manning a booth or table at a community or employee event to promote VRT services and information.
3. When the event is a VRT community outreach designed to engage the community or get input to be used by VRT
  - a. Supervisors need to know when hourly employees are assisting with these types of events and these events must be compensated.
  - b. For VRT/SRTS sponsored Bike Rodeos VRT Employees may use the community volunteer hours allowed in the handbook. This is the only VRT event that qualifies at this time.

When are volunteers not seen as employees:

4. When the event is a community good event where VRT is one of several sponsors – and – the event does not directly promote VRT services or gather input to be used for VRT, is not a service of VRT, and instead is an event designed to serve broad community good and it is solely the employee's decision to participate (i.e. Cranksgiving, Stuff the Bus)
  - a. Any volunteer time in this category must be time outside of work hours and will not be compensated.

- b. VRT Employees may use the community volunteer hours allowed in the handbook by following the handbook process.
- c. When VRT is a sponsor of a community good event, and you are not using the allowed community volunteer hours it is best practice to inform your supervisor of your intent to volunteer as a community member.

Any solicitation of volunteers for community good events by VRT employees should be through the Communications Department.

**For detailed information contact:** Elaine Clegg, Chief Executive Officer 208-258-2712, [eclegg@ridevrft.org](mailto:eclegg@ridevrft.org)

<b>TOPIC</b>	Advertising Standards Policy Update
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Jason Rose

**Staff Recommendation/Request**

Staff requests the Valley Regional Transit (VRT) Board of Directors consider approval of updates to the Advertising Standards Policy pursuant to VBD24-013.

**Summary**

As a government entity, it is important for VRT to establish clear advertising guidelines that accomplish the purpose of increasing revenue while supporting VRT’s core mission to provide a safe and efficient public transportation system.

The VRT Board of Directors approved the current advertising policy (1.23.04) on September 23, 2019 pursuant to resolution VBD19-014. This policy establishes VRT’s interest to retain strict control over the nature of advertisements accepted for posting on assets and maintains the advertising space is not a public forum.

In November 2019, VRT established a department to sell media advertising on VRT’s fleet and other assets as a way to raise revenue for the system. Minor updates are necessary to the policy as represented in the attached document.

**Highlights**

Updates include:

- Updated resolution number
- Updated title from “Transit Asset Media Advertising Policy” to “Advertising Standards Policy” to reflect potential opportunities across different media types
- Added “vaping devices” under “Prohibited Advertising Content – Tobacco” to reflect a write-in addition to the policy

**Next Steps**

- Present proposed changes to VRT Board of Directors for approval

**More Information**

**Attachments:**

- Updated Advertising Standards Policy 1.23.04
- Resolution VBD24-013

**For detailed information contact:** Jason Rose, Communications Director, 208-258-2739, [jrose@ridevrt.org](mailto:jrose@ridevrt.org)





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

**Policy Number:** 1.23.04

**Resolution Number:** VBD24-013

**Policy Title:** Advertising Standards Policy

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

**STATEMENT OF POLICY**

VRT’s primary purpose is to provide a safe and efficient public transportation system. As such, VRT places great importance on maintaining safe, secure, comfortable and convenient busses in order to retain existing riders and attract new users of VRT’s bus services.

The VRT Board has approved the concept of commercial and other limited advertising on the exterior and interior of its busses and other transit assets as a means of raising revenue for the VRT’s transit system, facilities and services. Revenue generated from advertising is returned to the general operating budget and used to reduce local contributions to fund operations.

In order to realize the maximum benefit from the sale of advertising space while accomplishing VRT’s main purpose, VRT will accept advertising on its transit assets only if such advertising complies with this advertising policy.

**POLICY**

**Designation of Forum**

VRT’s acceptance of advertising does not provide or create a general public forum for expressive activities nor does VRT intend by its acceptance of transit advertising to convert VRT’s transit assets into public forums for public discourse and debate. Instead, as noted, VRT’s sole purpose and intent is to accept advertising as an additional means of generating revenue to support its transit operations. In furtherance of that discreet and limited objective, VRT retains strict control over the nature of the advertisements accepted for posting on or in its transit assets and maintains its advertising space on VRT transit assets as a nonpublic forum.

In VRT's experience, certain types of advertisements interfere with VRTs sole purpose of generating revenue to benefit the transit system. This policy advances the advertising program's revenue-generating objective and preserves the forum's primary transit purposes

by prohibiting advertisements that interfere with and divert resources from transit operations, that detract from transit purposes by creating substantial controversy, and/or that pose significant risks of harm, inconvenience, or annoyance to transit passengers, operators and vehicles. Such advertisements create an environment that is not conducive to achieving increased revenue for the benefit of the transit system or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this policy thus foster the maintenance of a professional advertising environment that maximizes advertising revenue and protects the interests of the captive audience that uses VRT's bus services.

This policy is intended to provide clear guidance as to the types of advertisements that will allow VRT to generate revenue and enhance transit operations by fulfilling the following important goals and objectives:

- Maximizing advertising revenue.
- Maintaining a position of neutrality and preventing the appearance of favoritism or endorsement by VRT.
- Preventing the risk of imposing objectionable, inappropriate or harmful views on a captive audience.
- Preserving the value of the advertising space.
- Maximizing ridership and maintaining a safe environment for transit customers and other members of the public.
- Avoiding claims of discrimination and maintaining a non-discriminatory environment for riders;
- Preventing any harm or abuse that may result from running objectionable, inappropriate or harmful advertisements.
- Reducing the diversion of resources from transit operations that is caused by objectionable, inappropriate or harmful advertisements.
- Preserving VRT's business reputation as a professional, effective and efficient provider of public transit services.

As such, VRT's transit assets are a nonpublic forum and VRT will only accept advertising specified in this viewpoint neutral policy and that satisfies all other access requirements and restrictions provided herein.

### **Scope of Advertising Policy**

This advertising policy applies to the posting of all new advertisements on VRT transit assets as of the date this policy is adopted by the VRT Board. VRT, in its sole discretion, will determine the space on VRT transit assets for the purpose of placement of advertisement. Any naming rights or sponsorship of VRT routes or facilities will be governed by separate policies and programs.

### **Permitted Advertising Content**

Subject to the limitations in the prohibited advertising, VRT will permit the following classes of advertising on VRT's transit assets:

- Commercial Advertising. Advertising proposing, promoting, or soliciting a commercial transaction for the sale, rent, lease, license, distribution or availability of goods, property, services, or events for the advertiser's commercial or proprietary interest, or more generally promoting an entity or entities that engage in such activities.

- Government Advertising. Advertising by a federal, state or local governmental entity that advances specific governmental purposes.
- Nonprofit Public Service Announcements. Advertising that is sponsored by a nonprofit organization that is exempt from taxation under Section 501(C)(3) of the Internal Revenue Code and has provided documentary proof of such status, that is directed to the general public or a significant segment of the general public, and that relates to the:
  - Prevention or treatment of illnesses or promotion of personal health;
  - Education, training or employment services;
  - Arts, culture, or special events;
  - Provision of children and family services;
  - Provision of services and programs that provide support to low income citizens, senior citizens, or people with disabilities; or
  - Solicitation by broad-based contribution campaigns that provide funds or goods to charitable organizations active in the above-listed areas.

### Prohibited Advertising Content

Advertising is prohibited on or in VRT transit assets if it falls within one or more of the following classes:

- Political Speech. Advertising that promotes, or opposes a political party, any person or group of persons holding federal, state or local government elected office, the election of any candidate or group of candidates for federal, state or local government offices, or initiatives, referendums or other ballot measures.
- Public Issue Speech. Advertising that non-incidentally expresses or advocates or appears to express or advocate an opinion, position or viewpoint on a matter of public debate about economic, political, public safety, religious or social issues.
- Religious. Advertising that promotes or opposes any identifiable or specific religion, religious viewpoint, message or practice.
- Prohibited Products, Services or Activities. Any advertising that (i) promotes or depicts the sale, rental, or use of, participation in, or images of the following products, services or activities; or (ii) that uses brand names, trademarks, slogans or other material that are identifiable with such products, services or activities:
  - Tobacco: Tobacco products, tobacco-related products, and products that simulate smoking or are modeled on the tobacco products, including but not limited to cigarettes, cigars, smokeless (e.g., chewing) tobacco, and electronic cigarettes or vaping devices.
  - Alcohol: Beer, wine, distilled spirits or any alcoholic beverage licensed and regulated under Idaho state law.
  - Cannabis: Cannabis, cannabis products, cannabis businesses, or cannabis services.
  - Firearms: Firearms, ammunition or other firearms-related products.
  - Adult/Mature Rated Films, Television or Video Games: Adult films rated "X" or "NC-17", television rated "MA" or video games rated "A" or "M".
  - Adult Entertainment Facilities: Adult bookstores, adult video stores, nude dance clubs and other adult entertainment establishments.
  - Other Adult Services: Adult telephone services, adult internet sites and escort services.

- Nudity, Sexual and/or Excretory Subject Matter: Advertising depicting nudity, sexual conduct or sexual excitement is not permitted. The terms "sexual conduct," and "sexual excitement" have the same meaning herein.
- False or Misleading: Any material that is or that the sponsor reasonably should have known is false, fraudulent, misleading, deceptive or would constitute a tort of defamation or invasion of privacy.
- Copyright, Trademark or Otherwise Unlawful: Advertising that contains any material that is an infringement of copyright, trademark or service mark, or is otherwise unlawful or illegal.
- Illegal Activity: Advertising that promotes any activity or product that is illegal under federal, state or local law.
- Profanity and Violence: Advertising that contains any profane language, or portrays images or descriptions of graphic violence, including dead, mutilated or disfigured human beings or animals, the act of killing, mutilating or disfiguring human beings or animals, or intentional infliction of pain or violent action towards or upon a person or animal, or that depicts weapons or devices that appear to be aimed or pointed at the viewer or observer in a menacing manner.
- Disparaging: Advertising that is intended to be (or reasonably could be interpreted as being) disparaging, disreputable, or disrespectful to persons, groups, businesses or organizations, including advertising that portrays individuals as inferior, evil or contemptible.
- Adverse to VRT: Advertising, or any material contained in it, that is directly adverse to the commercial or administrative interests of VRT, or that tends to disparage the quality of service provided by VRT, or that tends to disparage public transportation in general.
- VRT Graphics and References: Advertising that contains VRT graphics, logos, representations without the express written consent of the VRT.
- Insulting, Degrading or Offensive: Any material directed at a person or group that is so insulting, degrading or offensive as to be reasonably foreseeable that it will incite or produce lawless action in the form of retaliation, vandalism or other breach of public safety, peace and order.
- Harmful or Disruptive to Transit System: Any material that is so objectionable under contemporary community standards as to be reasonably foreseeable that it will result in harm to, disruption of or interference with the transportation system.
- Unsafe Transit Behavior: Any advertisement that encourages or depicts unsafe behavior with respect to transit-related activities, such as non-use of normal safety precautions in awaiting, boarding, riding upon or disembarking from transit vehicles.

## END OF POLICY

**Adoption Date:** 8/24/2004

**Effective Date:** 8/24/2004

**Last Revised Dates:** 09/23/2019, 01/08/2024

**Last Reviewed Dates:** 09/23/2019, 01/08/2024

**Replaced:** N/A

**Supporting Documents:** N/A

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### Advertising Standards Policy RESOLUTION VBD24-013

#### BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ESTABLISH A TRANSIT ASSET MEDIA ADVERTISING POLICY

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, 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, VRT’s primary purpose is to provide a safe and efficient public transportation system; and

WHEREAS, the Valley Regional Transit Board of Directors has approved the concept of commercial and other limited advertising on the exterior and interior of its busses and other transit assets; and

WHEREAS, Valley Regional Transit wants to maximize advertising revenue, while ensuring a variety of organizational objectives, including to preserve Valley Regional Transit’s business reputation as a professional, effective and efficient provider of public transit services; and

WHEREAS, Valley Regional Transit needs a policy to clearly communicate permissible advertising content that supports the organization’s objectives; 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 Valley Regional Transit Board of Directors approved the current  
VBD24-013

advertising policy on September 23, 2019 pursuant to resolution VBD19-014, and minor updates are necessary.

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

Section 1. That the Board of Valley Regional Transit approves updates to Valley Regional Transit’s Advertising Standards Policy 1.23.04

Section 2. That the Board of Valley Regional Transit directs staff to apply the standards on all advertising 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 8<sup>th</sup> day of January 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**

<b>TOPIC</b>	Delegate Authority to Executive Board – Ada County Highway District (ACHD) 2025-2029 Integrated Five Year Work Plan (IFYWP)
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Stephen Hunt

**Staff Recommendation/Request**

Staff request the VRT Board of Directors consider delegating authority to the Executive Board to recommend to ACHD Valley Regional Transit’s priorities for ACHD’s 2025-2029 IFYWP.

**Highlights**

- 12/21/2023 – ACHD sent kick of materials requesting partner agency prioritization
- 01/09/2024 – ACHD will hold a partner agency prioritization check-in meeting
- 01/10/2024 – ACHD will hold commission work session
- 01/16/2024 – VRT will discuss priorities with the Regional Advisory Committee
- 03/04/2024 – VRT Executive Board will consider approving VRT priorities for submission to ACHD
- 03/15/2024 – Partner Agency Requests due to ACHD

**Summary**

Each year ACHD requests input from partner agencies on priority projects. These priorities are collected and inform ACHD’s IFWYP. As part of the kick-off ACHD provided feedback on the projects VRT prioritized in last year’s IFWP process. To ensure the agency priorities reflect the will of each agency, ACHD has requested all priority lists be approved by agency leadership.

ACHD’s deadline for agency comments is March 15. Since this date is before the next full board meeting for VRT, staff is requesting the VRT Board of Directors delegate authority for approving VRT’s priority list to the Executive Board which will meet to consider the priority list on March 4.

**For detailed information contact:** Stephen Hunt, Development Director, 208-258-2701, [shunt@ridevrt.org](mailto:shunt@ridevrt.org)



# Notice of Public Hearing

## Valley Regional Transit Board Consideration of FY2024 Budget Amendment #1

### Exhibit 1

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit (VRT) notifies the public that it intends to review and consider for adoption an amended budget for Fiscal Year 2024. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, January 8, 2024 at the VRT administrative offices, 700 NE 2<sup>nd</sup> Street in Meridian, Idaho.

People are welcome to make comments at the January 8 public hearing; limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by Friday, December 29, 2023 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit                      Fax Number: (208) 846-8564  
Attn: FY2022 Budget Hearing                      E-mail: jrose@ridevrt.org  
700 NE 2<sup>nd</sup> St. Suite 100                      Subject: FY2024 Budget Amendment Hearing  
Meridian, ID 83642

### FISCAL YEAR 2024 BUDGET

#### REVENUES

##### **Regional Overhead**

Directly Generated Revenues	\$	-
Auxiliary Revenues		620,365
Non Transportation Revenues		-
Federal Assistance		4,569,168
Local Assistance		3,210,437
<b>TOTAL</b>	<b>\$</b>	<b>8,399,971</b>

##### **Ada County Transportation Services**

Directly Generated Revenues	\$	748,420
Auxiliary Revenues		151,462
Federal Assistance		4,091,899
Local Assistance		7,528,509
Draw from Surplus Fund Balance		-
<b>TOTAL</b>	<b>\$</b>	<b>12,520,290</b>

##### **Canyon County Transportation Services**

Directly Generated Revenues	\$	117,776
Auxiliary Revenues		46,605
Federal Assistance		2,145,781
Local Assistance		918,582
Draw from Surplus Fund Balance		-
<b>TOTAL</b>	<b>\$</b>	<b>3,228,744</b>

**Specialized Transportation Services**

Directly Generated Revenues	\$	-
Auxiliary Revenues		-
Federal Assistance		1,709,917
Local Assistance		965,243

**TOTAL** **\$ 2,675,161**

**Capital Projects**

Federal Capital Assistance	\$	26,689,765
Local Capital Assistance		6,608,018
Subrecipient Pass Through		421,262
Draw from Surplus Fund Balance		-

**TOTAL** **\$ 33,719,045**

**Grand Total Revenues, All Sources** **\$ 60,543,210**

**EXPENSES**

**Regional Overhead**

Wages and Salaries	\$	2,412,382
Fringe Benefits		1,717,114
Professional Services		1,665,882
Materials and Supplies		217,492
Utilities		138,601
Casualty and Liability		49,501
Purchased Transportation		-
Miscellaneous		1,211,490
Subrecipient Pass Through		938,087
Interest		1,500
Leases and Rentals		47,922

**TOTAL** **\$ 8,399,971**

**Ada County Transportation Services**

Wages and Salaries	\$	5,526,500
Fringe Benefits		3,634,397
Professional Services		677,026
Materials and Supplies		1,162,550
Utilities		170,600
Casualty and Liability		592,614
Purchased Transportation		-
Miscellaneous		201,050
Interest		194,185
Leases and Rentals		361,369

**TOTAL** **\$ 12,520,290**

**Canyon County Transportation Services**

Wages and Salaries	\$ 1,417,400
Fringe Benefits	686,315
Professional Services	288,280
Materials and Supplies	476,446
Utilities	72,106
Casualty and Liability	253,978
Purchased Transportation	-
Miscellaneous	28,043
Interest	-
Leases and Rentals	6,175
<b>TOTAL</b>	<b>\$ 3,228,744</b>

**Specialized Transportation Services**

Wages and Salaries	\$ 378,260
Fringe Benefits	350,337
Professional Services	832,750
Materials and Supplies	351,850
Utilities	1,800
Casualty and Liability	119,499
Purchased Transportation	613,214
Miscellaneous	27,450
Interest	-
Leases and Rentals	-
<b>TOTAL</b>	<b>\$ 2,675,161</b>

**Capital Projects**

VRT	\$ 33,297,783
Subrecipient - Pass Through	421,262
<b>TOTAL</b>	<b>\$ 33,719,045</b>

**Grand Total Expenses** \$ 60,543,210

<b>TOPIC</b>	FY2024 Budget Amendment #1
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Jason Jedry

**Staff Recommendation**

Staff requests the Valley Regional Transit (VRT) Board of Directors review and consider approving Resolution VBD24-001 – Fiscal Year 2024 Budget Amendment #1.

**Highlights**

- The VRT Board of Directors approves an annual budget before the commencement of each fiscal year.
- VRT reviewed fiscal year 2023 projects and Subrecipient carryforwards in the first quarter of fiscal year 2024.
- VRT staff recommends funds to carry forward, primarily for projects budgeted in previous years.
- This budget amendment encompasses \$14,303,152 of project carryforwards and an additional budget authority of \$12,026,920, totaling \$26,330,071.
- Although the approval of this amendment increases VRT’s budget authority, staff are still required to obtain VRT Board approval before executing contracts exceeding \$50,000.

**Summary**

The VRT Board of Directors officially approved the fiscal year 2024 budget on August 7, 2023. Fiscal year 2023 concluded on September 30, 2023. Annually, in January, VRT staff presents a budget amendment, incorporating projects that were not concluded by the fiscal year's end. Additionally, staff introduces new budget items related to projects funded after the initial adoption of the budget, if applicable.

The budget amendment packet presents a detailed breakdown, including \$14,303,152 in project carryforwards and an additional budget authority of \$12,026,920, resulting in a substantial total of \$26,330,071. The carryforwards represent work that the board has previously approved and is partially funded by large grants including Low No and RAISE. The request for additional budget authority provides budget for activities that were not included in estimates at the time the budget was adopted in August 2023.

Capital carryforwards and additional capital budget authority combined represent a significant amount at \$24,673,282, encompassing rolling stock, construction projects, and the capital segment of the new ERP system. Notably, the most substantial portion is \$15,369,365 allocated for new bus purchases, with \$8,237,783 specifically designated for the acquisition of battery electric buses through the federal Low No program. Additionally, the inclusion of \$1,478,874 for the ERP system will provide VRT with the ability to implement the supply chain/maintenance and lease management modules if VRT chooses to move forward with them.

Another notable group of projects in the capital category amounts to \$5,607,895. This covers various initiatives, including infrastructure for battery electric bus charging at Orchard and Main Street Station, facility upgrades at Happy Day Transit Center, Orchard, and improvements to bus stops. The remaining construction work at the Orchard facility is anticipated to recommence in the spring of 2024. Maintenance activities at the Happy Day facility are scheduled to commence once the National Environmental Policy Act (NEPA) review is finalized and approved by the Federal Transit Administration (FTA).

In the planning category, project carryforwards amount to \$478,369. Operations and Subrecipient projects constitute the last two categories, totaling \$589,195 and \$589,225, respectively.

### **Policy/Fiscal Implications**

The budget amendment incorporates crucial elements meant to sustain initiatives that commenced in FY2023 but were not concluded by the fiscal year's end or necessitate additional budget authority. Funding for these carryforwards was included in prior-year budgets approved by the VRT Board of Directors, and funding for the additional budget authority has been identified.

### **More Information**

#### **Attachments:**

FY2024 Amendment #1 Budget Detail

FY2024 Amendment #1 Budget Comparison

Resolution VBD24-001 – Fiscal Year 2024 Budget Amendment #1

**For detailed information contact:** Jason Jedry, Chief Financial Officer, 208-258-2709, [jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org)

FY2023 Project Carryforward List			
Project Carry Forward	Description	Project Mgr	Balance Remaining
<b>CAPITAL</b>			
23227-023-019	ERP System - Capital	Jason Jedry	\$ 540,000
23227-023-015	MSS Chargers/Infrastructure Design & Engineer	Joe Guenther	\$ 1,360,595
23227-023-014	Regional Support Vehicle	Jeremy Gianchetta	\$ 55,000
23227-023-013	IT Hardware Replacement FY23	Jimmy Mundell	\$ 21,573
23227-023-011	Canyon County Mobile Lift	Leslie Pedrosa	\$ 50,000
23227-023-010	Canyon County Transit Bus Expansion	Jeremy Gianchetta	\$ 545,784
23227-023-009	Canyon County Shop Equipment	Leslie Pedrosa	\$ 7,001
23227-023-008	Canyon County Demand Response Vehicle	Jeremy Gianchetta	\$ 119,400
23227-023-007	Ada County Mobile Lift Replacements	Leslie Pedrosa	\$ 200,000
23227-023-006	Ada County Shop Equipment	Leslie Pedrosa	\$ 20,000
23227-023-005	Ada County Service and Support Vehicles	Jeremy Gianchetta	\$ 250,000
23227-023-004	Ada County Demand Response Vehicle	Jeremy Gianchetta	\$ 500,000
23227-023-001	Ada County Fixed Route Bus Replacement (3)	Jeremy Gianchetta	\$ 1,572,392
23227-022-013	Happy Day Transit Center	Joe Guenther	\$ 1,231,304
23227-022-012	Bus Radio Replacement	Nick Moran	\$ 248,122
23227-022-009	State Street Premium Corridor Phase 1	Joe Guenther	\$ 749,700
23227-022-008	Bus Stop Sign Blade Update	Alissa Taysom	\$ 280,000
23227-022-005	Specialized Transit Vehicle Replacement	Jeremy Gianchetta	\$ 136,000
23227-022-001	Ada County Demand Response Vehicles	Jeremy Gianchetta	\$ 393,421
23227-021-015	Orchard Facility Master Plan	Joe Guenther	\$ 1,996,212
23227-021-009	ERP System Consulting Services	Jason Jedry	\$ 80,503
23227-021-003	Fleet Replacement: Electric Bus Vehicles	Jeremy Gianchetta	\$ 1,037,044
23227-020-021	Integrated Fare Payment System - Capital	Duane Wakan	\$ 116,249
23227-020-000	(8) Replacement Electric Buses	Leslie Pedrosa	\$ 1,136,061
Capital Total			\$ 12,646,362
<b>OPERATIONS</b>			
20170-021-002	Integrated Fare Payment System - Non-Capital	Duane Wakan	\$ 448,480
20010-023-011	Lyft Transit Connection	Jeannette Ezell	\$ 92,667
20010-023-003	VRT Late Night	Jeannette Ezell	\$ 48,047
Operations Total			\$ 589,195
<b>PLANNING</b>			
12183-023-001	Service-Mode Marketing	Jason Rose	\$ 29,992
12164-023-005	Coordinated Marketing - Stoltz	Jason Rose	\$ 40,951
12164-023-002	Coordinated Marketing	Jason Rose	\$ 39,921
10176-023-001	Community Engagement	Jason Rose	\$ 6,684
23160-023-006	FY23 Development/Service Change Outreach/Education	Jason Rose	\$ 32,454
23160-023-005	System Map & Brochure Redesign	Alissa Taysom	\$ 7,752
23160-023-004	Multimodal Center Study	Stephen Hunt	\$ 30,000
23160-023-003	Nampa-Caldwell Corridor Study	Stephen Hunt	\$ 150,000
23160-023-002	ValleyConnect 2.0 Update	Kate Dahl	\$ 120,000
23160-022-003	Bus Plus Property Legal Analysis	Stephen Hunt	\$ 20,615
Planning Total			\$ 478,369
<b>SUBRECIPIENTS</b>			
23171-023-002	BSU Operating Assistance	Randy Reese	\$ 120,898
23171-023-001	TVT Above and Beyond ADA FY23	Randy Reese	\$ 2,125
23171-020-003	ACHD Operating Assistance	Randy Reese	\$ 44,940
23227-023-020	TVT TOD Prelim Design and Engineer	Randy Reese	\$ 161,814
23227-021-012	BSU Shuttle Replacement	Randy Reese	\$ 259,448
Subrecipient Total			\$ 589,225
<b>Carryforwards Total</b>			<b>\$ 14,303,152</b>

FY2023 New/Amended Project List			
Project ID	Description	Project Mgr	Balance Added
<b>CAPITAL</b>			
23227-023-022	Shelter Project #2	Joe Guenther	\$ 176,129
23227-023-021	Shelter Project #1	Joe Guenther	\$ 306,654
23227-023-019	ERP System - Capital	Jason Jedry	\$ 1,478,874
23227-023-018	Low-No Bus Purchase FY23	Leslie Pedrosa	\$ 8,237,783
23227-023-003	Canyon County Fleet Expansion Vehicles	Jeremy Gianchetta	\$ 400,000
23227-023-001	Ada County Fixed Route Bus Replacement (3)	Jeremy Gianchetta	\$ 1,427,480
<b>Additional Budgeted Total</b>			<b>\$ 12,026,920</b>
<b>AMENDMENT TOTAL</b>			<b>\$ 26,330,071</b>

**Fiscal Year 2024**  
**Adopted Budget and Amendment #1 - Summary by Budget Area**

REVENUES	ADOPTED	AMENDED #1	EXPENSES	ADOPTED	AMENDED #1
<b>Regional Overhead</b>			<b>Regional Overhead</b>		
Directly Generated Revenues	\$ -	\$ -	Wages and Salaries	\$ 2,412,382	\$ 2,412,382
Auxiliary Revenues	\$ 620,365	\$ 620,365	Fringe Benefits	\$ 1,717,114	\$ 1,717,114
Non Transportation Revenues	\$ -	\$ -	Professional Services	\$ 1,217,505	\$ 1,665,882
Federal Assistance	\$ 3,698,332	\$ 4,569,168	Materials and Supplies	\$ 187,500	\$ 217,492
Local Assistance	\$ 2,986,461	\$ 3,210,437	Utilities	\$ 138,601	\$ 138,601
<b>TOTAL</b>	<b>\$ 7,305,159</b>	<b>\$ 8,399,971</b>	Casualty and Liability	\$ 49,501	\$ 49,501
			Purchased Transportation	\$ -	\$ -
			Miscellaneous	\$ 763,010	\$ 1,211,490
			Subrecipient Pass Through	\$ 770,124	\$ 938,087
			Interest	\$ 1,500	\$ 1,500
			Leases and Rentals	\$ 47,922	\$ 47,922
			<b>TOTAL</b>	<b>\$ 7,305,159</b>	<b>\$ 8,399,971</b>
<b>Ada County Transportation Services</b>			<b>Ada County Transportation Services</b>		
Directly Generated Revenues	\$ 748,420	\$ 748,420	Wages and Salaries	\$ 5,526,500	\$ 5,526,500
Auxiliary Revenues	\$ 151,462	\$ 151,462	Fringe Benefits	\$ 3,634,397	\$ 3,634,397
Federal Assistance	\$ 4,091,899	\$ 4,091,899	Professional Services	\$ 677,026	\$ 677,026
Local Assistance	\$ 7,528,509	\$ 7,528,509	Materials and Supplies	\$ 1,162,550	\$ 1,162,550
Draw from Surplus Fund Balance	\$ -	\$ -	Utilities	\$ 170,600	\$ 170,600
<b>TOTAL</b>	<b>\$ 12,520,290</b>	<b>\$ 12,520,290</b>	Casualty and Liability	\$ 592,614	\$ 592,614
			Purchased Transportation	\$ -	\$ -
			Miscellaneous	\$ 201,050	\$ 201,050
			Interest	\$ 194,185	\$ 194,185
			Leases and Rentals	\$ 361,369	\$ 361,369
			<b>TOTAL</b>	<b>\$ 12,520,290</b>	<b>\$ 12,520,290</b>
<b>Canyon County Transportation Services</b>			<b>Canyon County Transportation Services</b>		
Directly Generated Revenues	\$ 117,776	\$ 117,776	Wages and Salaries	\$ 1,417,400	\$ 1,417,400
Auxiliary Revenues	\$ 46,605	\$ 46,605	Fringe Benefits	\$ 686,315	\$ 686,315
Federal Assistance	\$ 2,145,781	\$ 2,145,781	Professional Services	\$ 288,280	\$ 288,280
Local Assistance	\$ 918,582	\$ 918,582	Materials and Supplies	\$ 476,446	\$ 476,446
Draw from Surplus Fund Balance	\$ -	\$ -	Utilities	\$ 72,106	\$ 72,106
<b>TOTAL</b>	<b>\$ 3,228,744</b>	<b>\$ 3,228,744</b>	Casualty and Liability	\$ 253,978	\$ 253,978
			Purchased Transportation	\$ -	\$ -
			Miscellaneous	\$ 28,043	\$ 28,043
			Interest	\$ -	\$ -
			Leases and Rentals	\$ 6,175	\$ 6,175
			<b>TOTAL</b>	<b>\$ 3,228,744</b>	<b>\$ 3,228,744</b>
<b>Specialized Transportation Services</b>			<b>Specialized Transportation Services</b>		
Directly Generated Revenues	\$ -	\$ -	Wages and Salaries	\$ 378,260	\$ 378,260
Auxiliary Revenues	\$ -	\$ -	Fringe Benefits	\$ 350,337	\$ 350,337
Federal Assistance	\$ 1,639,560	\$ 1,709,917	Professional Services	\$ 832,750	\$ 832,750
Local Assistance	\$ 894,886	\$ 965,243	Materials and Supplies	\$ 351,850	\$ 351,850
<b>TOTAL</b>	<b>\$ 2,534,447</b>	<b>\$ 2,675,161</b>	Utilities	\$ 1,800	\$ 1,800
			Casualty and Liability	\$ 119,499	\$ 119,499
			Purchased Transportation	\$ 472,500	\$ 613,214
			Miscellaneous	\$ 27,450	\$ 27,450
			Interest	\$ -	\$ -
			Leases and Rentals	\$ -	\$ -
			<b>TOTAL</b>	<b>\$ 2,534,447</b>	<b>\$ 2,675,161</b>
<b>Capital Projects</b>			<b>Capital Projects</b>		
Federal Capital Assistance	\$ 7,250,915	\$ 26,689,765	VRT	\$ 8,624,500	\$ 33,297,783
Local Capital Assistance	\$ 1,373,585	\$ 6,608,018	Subrecipient - Pass Through	\$ -	\$ 421,262
Subrecipient Pass Through	\$ -	\$ 421,262	<b>TOTAL</b>	<b>\$ 8,624,500</b>	<b>\$ 33,719,045</b>
Draw from Surplus Fund Balance	\$ -	\$ -			
<b>TOTAL</b>	<b>\$ 8,624,500</b>	<b>\$ 33,719,045</b>			
<b>Grand Total Revenues, All Sources</b>	<b>\$ 34,213,139</b>	<b>\$ 60,543,210</b>	<b>Grand Total Expenses</b>	<b>\$ 34,213,139</b>	<b>\$ 60,543,210</b>
<b>Total Amended #1</b>		<b>\$ 26,330,071</b>	<b>Total Amended #1</b>		<b>\$ 26,330,071</b>

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
FISCAL YEAR 2024 BUDGET AMENDMENT #1  
RESOLUTION VBD24-001**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2024 BUDGET AMENDMENT #1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.**

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

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

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

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

WHEREAS, the Valley Regional Transit Board adopted the FY2024 Budget at the August 7, 2023 VRT Board meeting by Resolution VBD23-025; and

WHEREAS, Valley Regional Transit is required to include all federally funded projects in the Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP); and

WHEREAS, Valley Regional Transit requires the carryforward of capital and other projects with designated funds from the FY 2023 budget; and

WHEREAS, Valley Regional Transit received federal grants and local support to add new projects to the operating and capital budget for FY2024; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2024 Budget Amendment #1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

VBD24-001



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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2024 Budget Amendment #1, which includes budget carryforwards from FY2023 and budget increases to support projects of VRT and subrecipients - Exhibit 1 - FY2023 Budget Amendment #1 Summary.

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

ADOPTED by the Board of Valley Regional Transit, this 8<sup>th</sup> day of January 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
CHAIR

<b>TOPIC</b>	2024 VRT Executive Board Elections
<b>DATE</b>	January 8, 2023
<b>STAFF MEMBER</b>	Elaine Clegg

**Staff Recommendation/Request**

The staff requests that the VRT Board accept the recommendation of the Executive Board of nominations for 11 positions on the Executive Board to be filled by current VRT Board members to serve for calendar year 2024.

**Highlights**

- VRT bylaws sets the January meeting as the Executive Board election, timely nominations advances that election.
- The Executive Board has four officers, six at-large members, and a Boise State position
- Terms of office are one year, with each officer moving forward in succession
- VRT Board combines the secretary and treasurer position into one position.
- The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

**Existing and open positions for 2024**

The VRT Executive Board is comprised of eleven members total, five members from each of Ada and Canyon counties and one member from Boise State University. There are four Board officers, two from each county, who follow a succession from Secretary/Treasurer to Chair over a four-year span, 6 members at-large and one position to be filled by a BSU representative. There are currently three open positions with nominees identified (in bold) below. The current slate of nominees, including the succession of current officers to the succeeding officer position for 2024 are as listed below:

Position	Nominee	County Represented
Chair	Jarom Wagoner	Canyon County
Chair-Elect	Lauren McLean	Ada County
Vice-Chair	Alexis Pickering	Ada County
Sec/Treas.	<b>Open - Dale Reynolds</b>	Canyon County
At Large	Debbie Kling	Canyon County
At Large	Sabrina Minshall	Canyon County
At Large	Joe Stear	Ada County
At Large	Todd Lavoie	Ada County
At Large	<b>Open -</b>	Canyon County
At Large	<b>Tom Dayley</b>	Ada County
Boise State	Lantz McGinnis-Brown	Boise State

The request today is to complete the list of proposed nominees and make a recommendation to the VRT Board of Directors to accept those nominations.

## **Background**

The VRT Board established the current governance model in 2012 to expedite business actions, and support continuity and stability in leadership. The Executive Board meets monthly and provides timely oversight and governance functions for the VRT Board which meets quarterly.

The bylaws do not require Executive Board members to be elected officials, any member of the Board of Directors is eligible to serve on the Executive Board. Members can and many do stay on the Executive Board for multiple years. Jarom Wagoner, Lauren Mclean and Alexis Pickering are in line to succeed to the next officer positions.

## **Implication (policy and/or financial)**

The VRT Board has authorized the Executive Board to act on its behalf to expedite decisions and provide timely leadership for VRT. The frequency of Executive Board meetings ensures VRT can meet core mission critical functions with the appropriate fiscal oversight for the organization. Conducting the election of the Executive Board allows that critical function to continue without interruption.

## **More Information**

For detailed information contact: Elaine Clegg, CEO, [eclegg@ridevrt.org](mailto:eclegg@ridevrt.org) 208-258-2712

<b>TOPIC</b>	State Street Traffic and Transit Operations Plan (TTOP) Addenda
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Kate Dahl

**Staff Recommendation/Request**

Staff request the VRT Board of Directors consider approval of the State Street Traffic and Transit Operations Plan (TTOP) Addenda.

**Highlights**

- 2011 – State Street TTOP was adopted
- 2018 – VRT convened a State Street Technical and Executive Team to review progress on the State Street Corridor
- 2021 – VRT initiated the State Street Transit Operations Plan to review impacts of current TTOP transit treatments
- 2023 – State Street Technical and Executive Team developed recommended addenda
- 12/04/2023 – VRT Executive Board recommended approval of addenda

**Summary**

For more than the past decade, public agencies along State Street have used the State Street TTOP to coordinate transportation and development activities. Over that time several issues have been identified that need revision. To address these issues VRT leveraged the State Street Memorandum of Understanding and convened a technical and executive team to develop and review potential updates. These needs lead to additional analysis and the attached recommended addenda.

**Changes Summary**

- (High Occupancy Vehicle) HOV lane changed to Multi-modal Lane
- Updated 7 Traffic Lane ACHD Cross-Section to include multi-use path
- Provided an example cross section of a transit stop along the 5 Traffic Lane ITD section
- Updated long range transportation reference maps
- Updated schedule of Transit Oriented Development (TOD) and transit improvements to happen before transit triggers
- Replaced bus pull outs with in-lane stops to improve transit speed and reliability.

**More Information**

Attachment:  
TTOP Addenda

**For detailed information contact:** Kate Dahl, Principal Planner, 208-258-2718, [kdahl@ridevrt.org](mailto:kdahl@ridevrt.org)



# BUILDING A BETTER State Street

**Addenda: State Street Transit and Traffic and Operation Plan (TTOP) Revision**  
**Date: October 30, 2023**

## Recommendation/Request

The State Street Transit and Traffic Operational Plan (TTOP) has guided coordinated action along State Street for the last 11 years. Over the years State Street partners have made progress on various elements of the TTOP. Implementation of the TTOP has also required partners to consider updates to specific elements in the plan. The Transit Operational Analysis (TOA) is one of those planning projects that results in recommending an update to the TTOP. The technical team and State Street executive team met and recommended the following changes.

## Changes Summary

- HOV lane changed to Multi-modal Lane
- 7 Lane ACHD Cross-Section
- 5 Lane ITD Example Cross Section
- Update long range transportation reference maps
- TOD development to happen before to drive transit improvements
- In-Lane stops replace bus pull-outs

## Description

### **State Street Widened to Seven Lane Cross-Section (TTOP page 24 & 39, Figure 18 & 24).**

The seven-lane configuration has reconfigured the HOV lane as a multi-modal curbside travel lane, that will accommodate a broad range of uses including right turn traffic, business access, in-lane bus stops and other potential transit priority spot treatments. The State Street Corridor Operational Analysis identified that transit priority spot treatments such as right turn only except bus restrictions at intersections or queue jumps can be utilized to benefit transit operations without degrading general purpose traffic. These strategies used in combination with off-board payment, near-level boarding, routing bike lanes behind the bus stops, transit signal priority, and strategic bus stop consolidation can all work together to deliver a strong multi-modal corridor.

The typical cross section is also updated to show a buffered multi-use path rather than on street bicycle lanes. The cross section continues to show trees in the median and in pedestrian buffers to create the desired pedestrian experience and streetscape. It is recognized that trees may not be possible in all locations. Cross-section widths are 127 feet as shown on the diagram and are considered desirable but may be reduced depending upon available right-of-way, or utility conflicts. Traffic lane widths may also vary between 11 and 12 feet depending on site specific needs.

Two revised cross sections have been created one for ACHD and one for ITD. The ACHD cross-section shows an 11' foot lane width, a tree in the median and a shared-use pathway. The ITD cross-sections are shown as examples to provide guidance in specific areas where it





# BUILDING A BETTER State Street

was unclear how facilities would integrate. Example Section A-A is a 5-lane highway at an intersection with a bus stop and utilizing the additional lane as a bus bay. Example Section B-B is a 5-lane highway includes the shared use pathway and how that could be integrated with ACHD sections with a shared use pathway. Notes have been provided with the new cross sections which illustrate changes and identify exceptions, see attachments 1-3 below.

*Note: From 23<sup>rd</sup> to Gary Lane, a road widening project to 7 lanes has been identified in the medium-term improvements (Fig. 23) see Attachment 1: ACHD below.*

*From Gary Lane to Eagle Road, a road widening project to 7 lanes is identified in the long-term improvements (Fig. 25) in the TTOP, but plans have not been developed. See Attachments 2-3: ITD below for guidance on 5 lanes.*

### Low & High Transit Network Maps (TTOP Pages 19-20, Figures 8-9)

The TTOP envisions low and high transit networks for the horizon year of 2035, which were developed at the time of the plan in 2011. Since that time two long range plans for transportation and transit have built upon the low and high networks. COMPASS has completed Communities in Motion 2050, which outlines a funded and unfunded network. Moving forward, the CIM 2050 funded network or its successor should be referenced for the low transit network and the unfunded network or its successor for the high transit network. In addition, Valley Connect 2.0 also outlines a growth scenario network or its successor that should be referenced and maybe more accurate for the 2035 horizon. The CIM 2050 unfunded network provides more routes connecting between Middleton to Meridian and outlying areas to the south and north than VC 2.0 but is 15 years further down the timeline (2050). As long-range transportation plans are updated the newest network map should be referenced. See attachments 4-6 below.

### Medium & Long-term improvements (TTOP Pages 56 & 60)

Medium and Long-term improvements are outlined for the corridor and identify thresholds of ADT > 43,000, transit ridership of 1500-3000 riders/day and TOD site development in specific locations before installation of improvements. This update acknowledges that the transit improvements will benefit existing riders, support the TOD site development and are part of the strategy to grow ridership to the target levels of 1500-3000 daily riders. Land development within the TOD nodes should be developed as far ahead as possible to begin building ridership for transit. The development of multi-family residential and businesses requiring higher number of employees will especially drive ridership, as well as park and ride lots at either end will accommodate ridership as outlying areas develop.

### Transit Treatment (TTOP, Pages 55, 57 Figure 22-23, and throughout the document)

As mentioned above, the State Street Corridor Operational Analysis identified in-lane bus stops will result in significant travel time savings for transit compared to bus pull-outs. Henceforth, references to bus bays and pull-outs are to be replaced with in-lane bus stops as described in the TOA and are recommended for speeds 35 mph and under and up to





## BUILDING A BETTER State Street

45mph on an individual basis. Furthermore, the priority transit treatments identified in the TOA replace those specifically called out in the TTOP.

### More Information

#### Attachments:

1. State Street Typical Section \_ACHD
2. State Street Example Section A-A \_ITD
3. State Street Example Section B-B\_ITD
4. Communities in Motion 2050 [funded network](#)
5. Communities in Motion 2050 [unfunded network](#)
6. [Valley Connect 2.0](#)

#### Links:

1. [State Street TTOP](#)
2. [State Street TOA](#)

### State Street Technical Group:

[Stephen Hunt, Valley Regional Transit](#)

[Kate Dahl, Valley Regional Transit](#)

[Joseph Guenther, Valley Regional Transit](#)

[Lila Klopfenstein, COMPASS](#)

[Tom Laws, Ada County Highway District](#)

[Mark Wasdahl, Idaho Department of Transportation](#)

[Zach Piepmeyer, Capital City Development Corporation](#)

[Bre Brush, City of Boise](#)

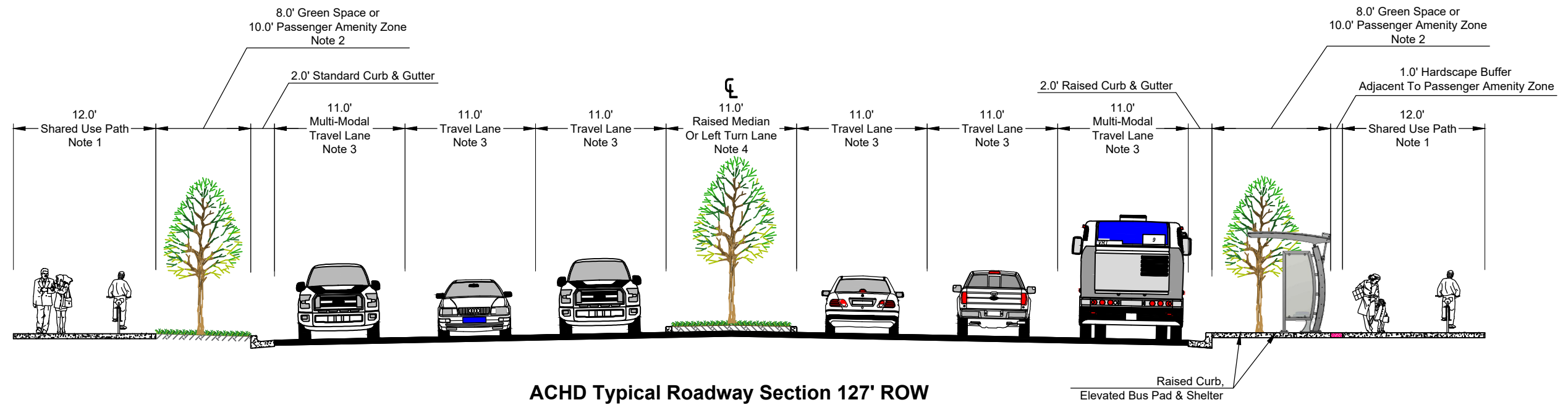
[Jenah Thornborrow, Garden City](#)

[Nichoel Baird-Spencer, City of Eagle](#)

[Brent Moore, Ada County](#)

[Stacey Yarrington, Ada County](#)





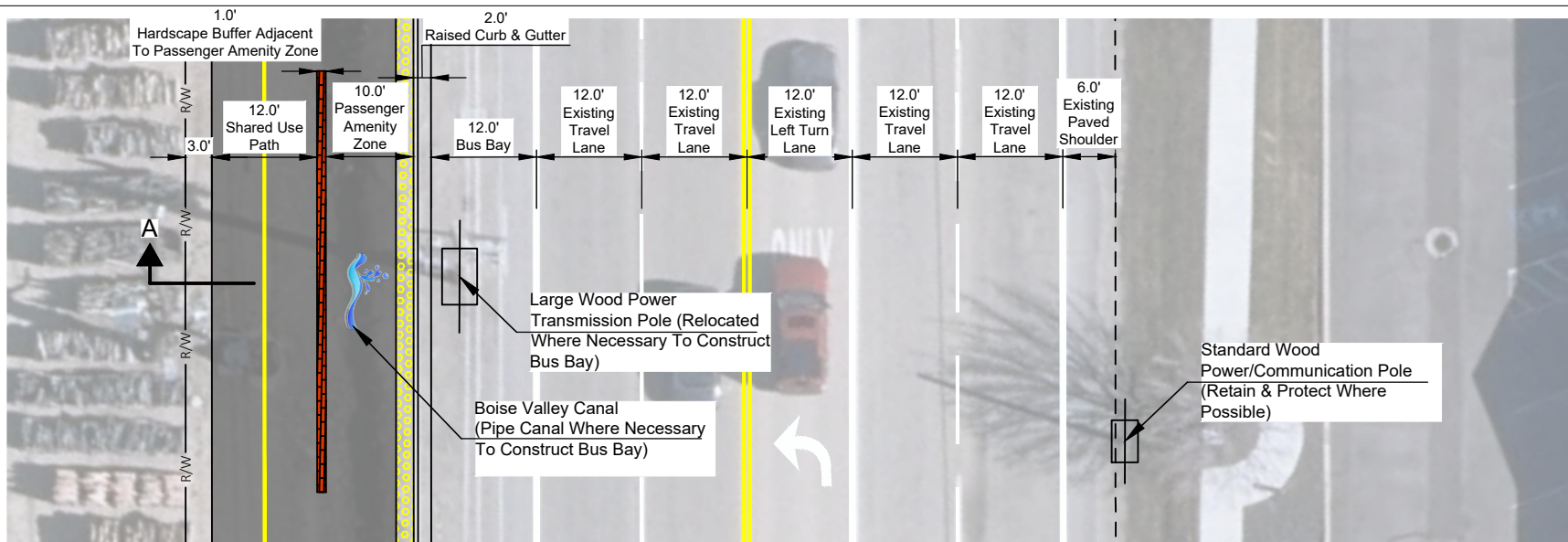
**ACHD Typical Roadway Section 127' ROW**

Seven (7) Lane Configuration  
N.T.S.

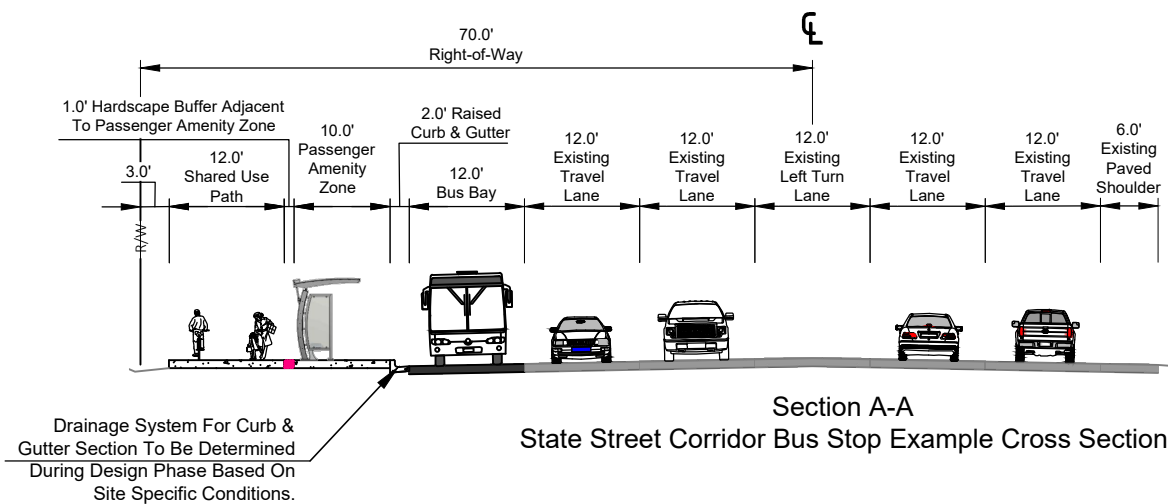
**Typical Section Notes:**

1. The desired width of the Shared Use Path is 12-feet. However, the width of Shared Use Path may be reduced to 10-feet where physical or right-of-way constraints exist. Alternately, the Shared Use Path may be omitted and replaced with a sidewalk of appropriate width as approved during design review of detailed construction plans for State Street improvements.
2. A minimum Green Space width of 8-feet is required for tree planting or can be extended to 10 feet for larger street trees per ACHD policies. It may be necessary to reduce the Green Space width due to physical or right-of-way constraints. Planting of trees, shrubs or grass in the Green Space may be prohibited due to vision sight triangle requirements at driveways and intersections, unavailability of irrigation, drainage concerns, utilities in the Green Space area or space constraints.
3. All travel lanes shown on the typical section are intended to be "general use lane" available for all vehicle types. Typical lane widths are 11-feet. Narrower lane widths will require special approval from ACHD. Wider lanes may be used where space is available or where the existing road width or travel lanes are already wider. Additional lanes may be incorporated into the typical section to accommodate turn lanes at intersections.
4. The center "lane" may be used to accommodate left turn lanes at intersections, a two-way-left-turn lane where left turn movement to/from adjacent properties are allowed, or may be constructed as a raised median to prohibit left turn movements. Where a raised median is constructed, the width of the center "lane" may be reduced to help alleviate space constraints or right-of-way impacts. Planting of trees, shrubs or grass in the raised median may be prohibited due to unavailability of irrigation, drainage concerns, utilities in the raised median area or space constraints if the raised median is narrowed.





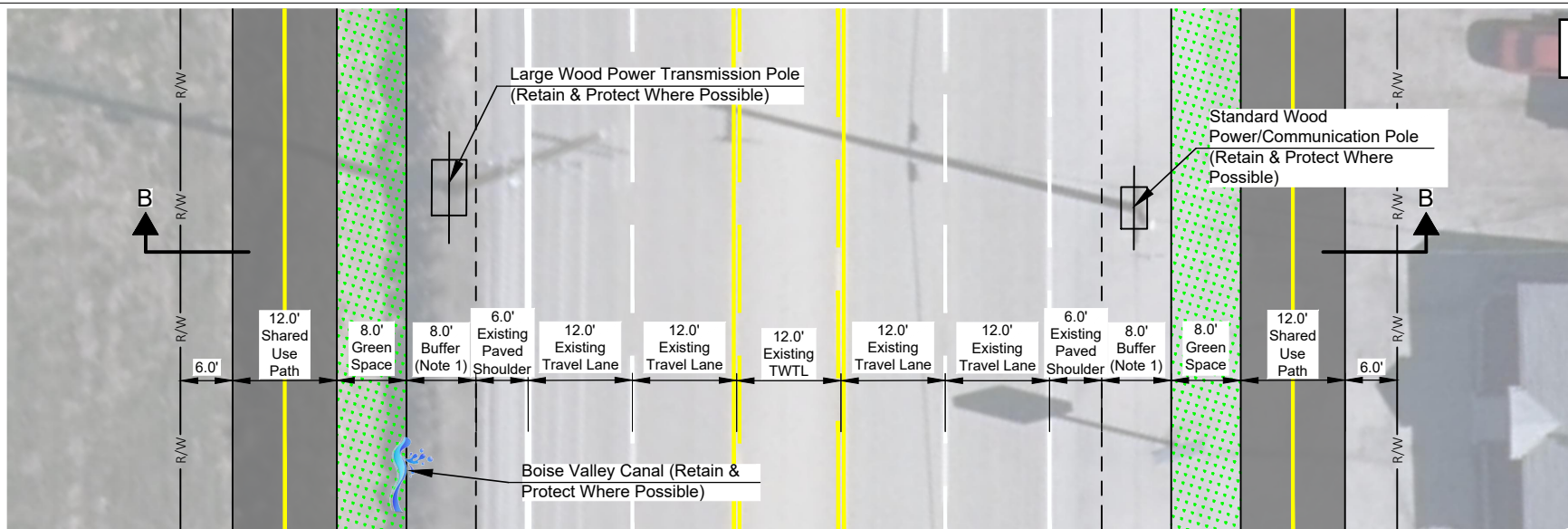
State Street Corridor Bus Stop Example Plan View  
(Example Location West Of N. Bogart Ln.)



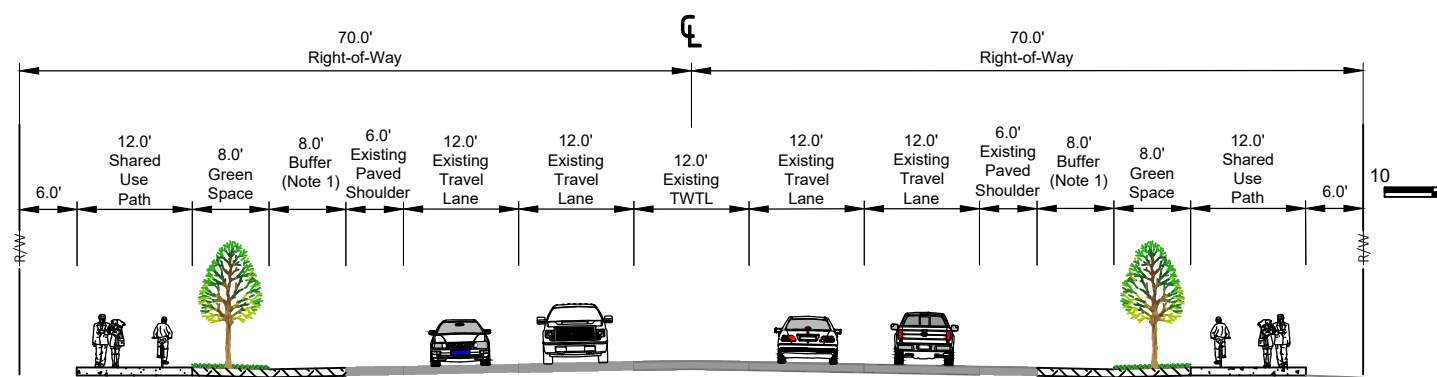
Section A-A  
State Street Corridor Bus Stop Example Cross Section

**Notes:**

1. The example location shown in this exhibit may not be representative of all portions of W State Street, from N. Glenwood Street to State Highway 55. The improvements being shown outside the existing 5-lane roadway & the 70' half right-of-way width will have significant impacts to private property & private infrastructure.
2. The desired width of the shared use path is 12-feet. However, the width of shared use path may be reduced to 10 feet where physical or right-of-way constraints exist. Alternately, the shared use path may be omitted and replaced with a sidewalk of appropriate width as approved during design review of detailed construction plans for State Street improvements.
3. All travel lanes shown (except the "Bus Bay") are intended to be "general use lanes" available for all vehicle types.
4. The "Bus Bay" is intended to be a bus only lane adjacent to the bus boarding & alighting area, allowing the bus to stop outside the travel lane. Appropriate roadway widening transitions & merge lane tapers are required before & after the bus stop location.



State Street Corridor Example Plan View  
(Example Location ±600' West Of N. Bogart Ln)

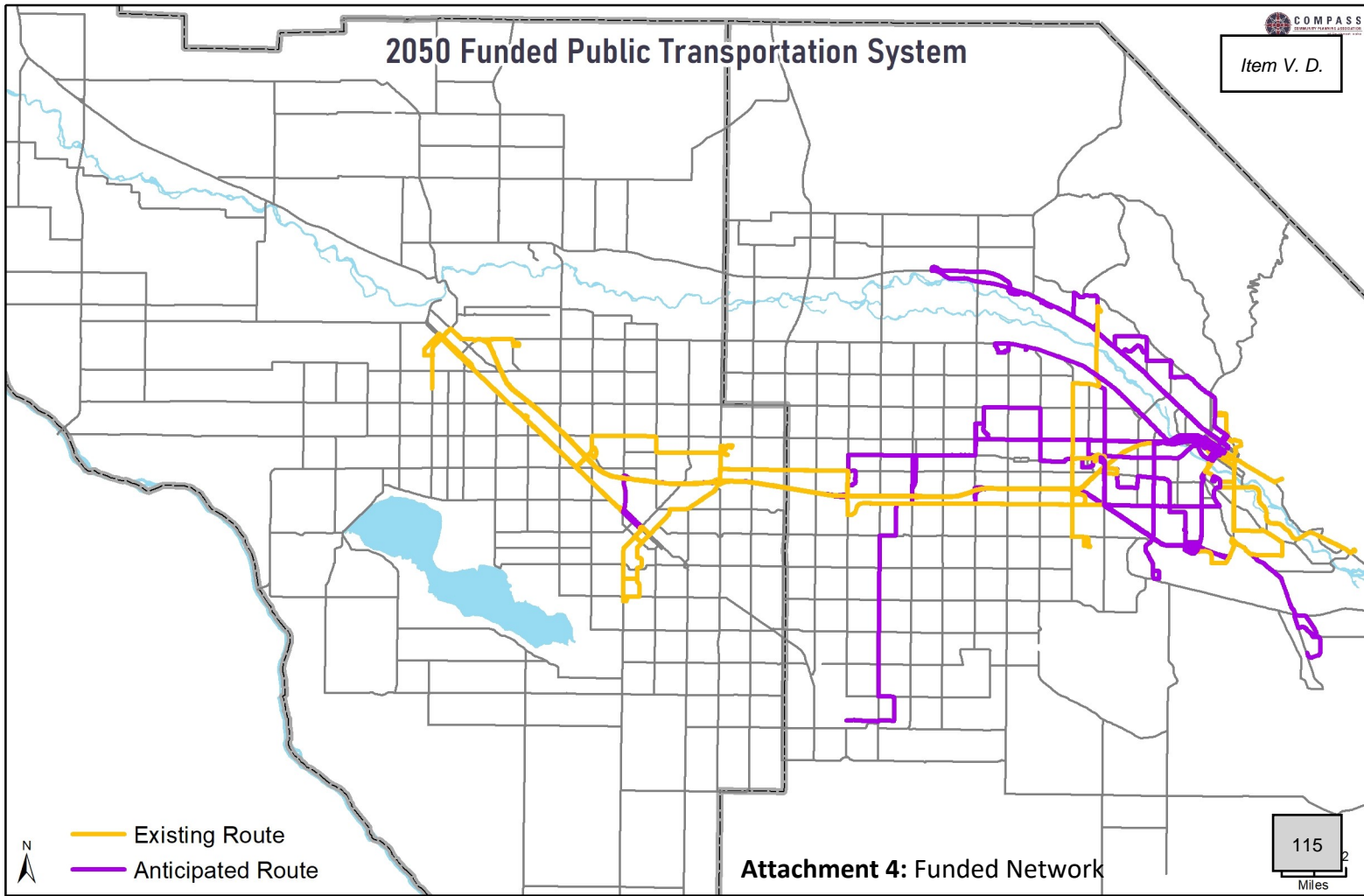


Section B-B  
State Street Corridor Example Cross Section

**Notes:**

1. The 8.0' buffer shown on each side of the roadway coincides with the approximate location of existing power transmission & power distribution/communication poles.
2. The example location shown in this exhibit may not be representative of all portions of W State Street, from N. Glenwood Street to State Highway 55. The improvements being shown outside the existing 5-lane roadway & the 140' right-of-way width will have significant impacts to private property & private infrastructure.
3. The desired width of the shared use path is 12-feet. However, the width of shared use path may be reduced to 10 feet where physical or right-of-way constraints exist. Alternately, the shared use path may be omitted and replaced with a sidewalk of appropriate width as approved during design review of detailed construction plans for State Street improvements.
4. A minimum green space width of 8-feet is required for tree planting & tree trunks within the clear zone must be less than 4" in diameter. It may be necessary to reduce the green space width due to physical or right-of-way constraints. Planting of trees, shrubs or grass in the green space may be prohibited due to vision sight triangle requirements at driveways and intersections, unavailability of irrigation, drainage concerns or utilities in the green space area.
5. All travel lanes shown are intended to be "general use lanes" available for all vehicle types.

# 2050 Funded Public Transportation System

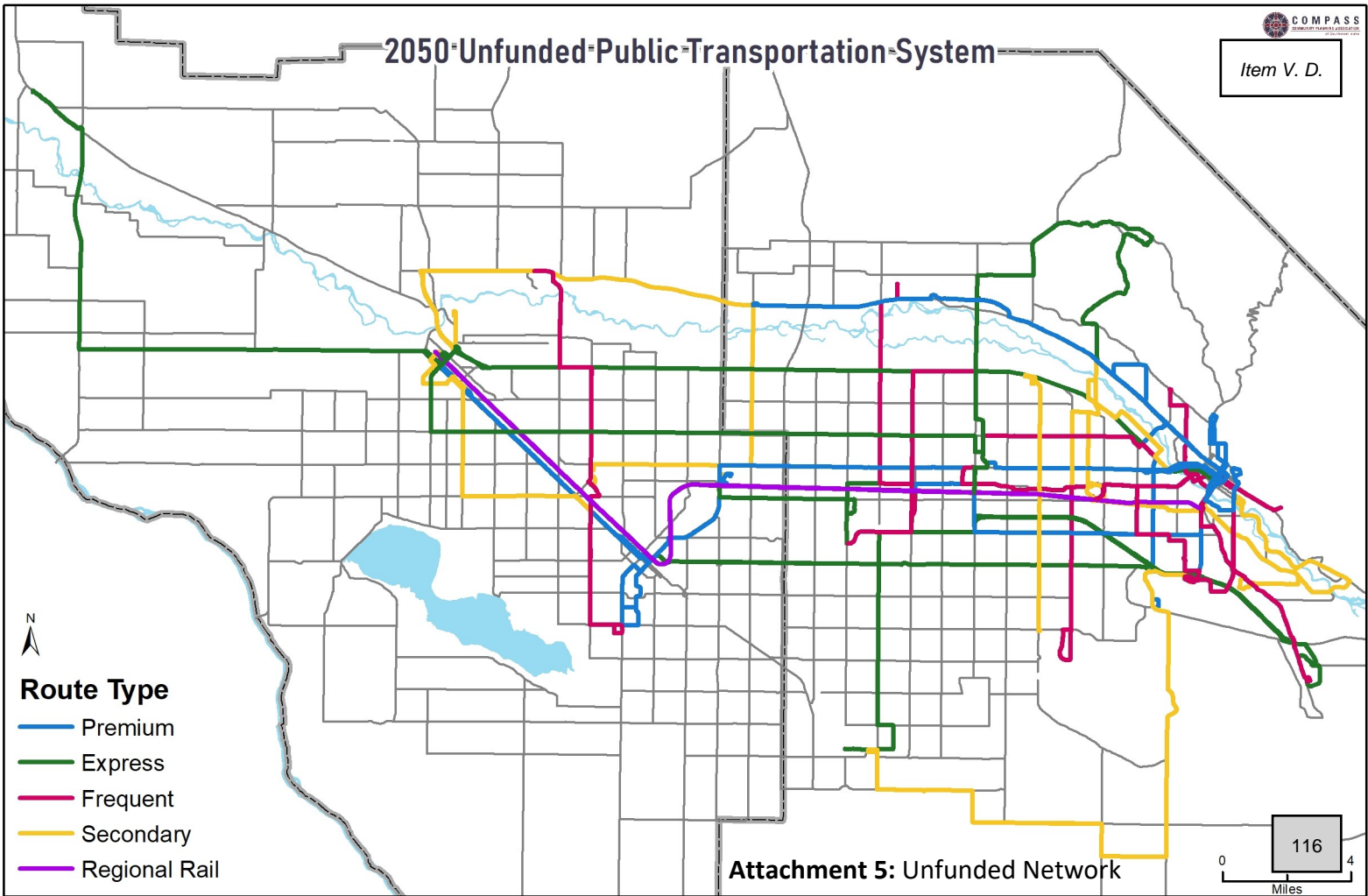


- Existing Route
- Anticipated Route

Attachment 4: Funded Network

# 2050 Unfunded Public Transportation System

Item V. D.



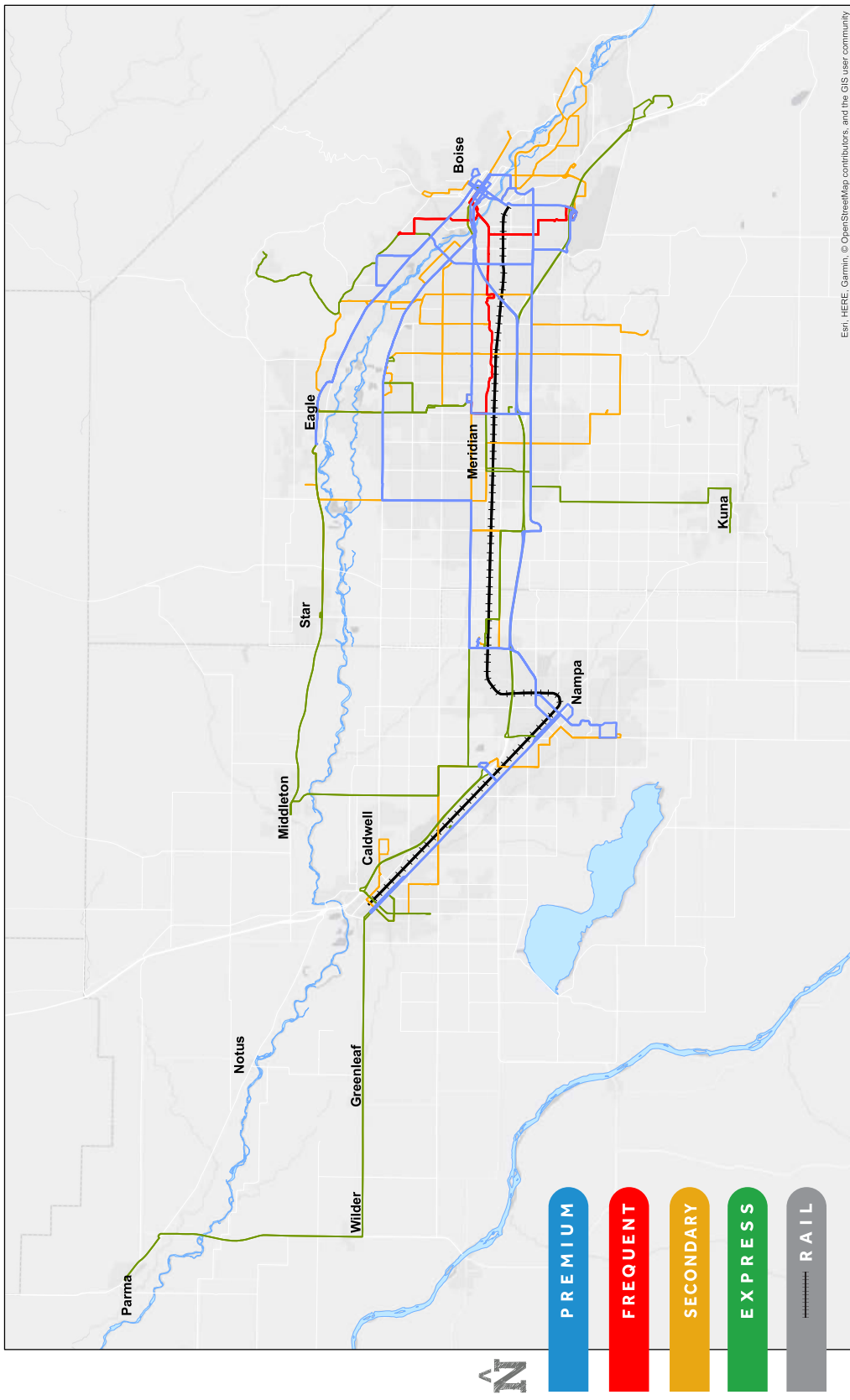
## Route Type

- Premium
- Express
- Frequent
- Secondary
- Regional Rail

Attachment 5: Unfunded Network



**FIGURE 11.**  
ValleyConnect 2.0 Growth Scenario Conceptual Network



Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### STATE STREET TRAFFIC AND TRANSIT OPERATIONAL PLAN (TTOP) ADDENDA RESOLUTION VBD24-010

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE TTOP ADDENDA UPDATES INFORMATION THAT ALLOWS STAKEHOLDERS TO MOVE FORWARD WITH DESIGN AND FUNDING FOR TRANIST IMPROVEMENTS TO THE STATE STREET CORRIDOR.

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

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

WHEREAS, State Street is Valley Regional Transit’s highest ridership and premium transit corridor; and

WHEREAS, the Transit Operational Analysis completed in 2021 identified specific transit treatments which improved transit operations that were different than the original 2011 State Street Transit and Traffic Operational Plan. Improvements including renaming the high occupancy vehicle (HOV) travel lane to multi-modal travel lane, providing a cross section for the Ada County Highway District right of way sections, providing example cross sections for the Idaho Department of Transportation cross-sections, updating the low and high transit network maps, promoting Transit Oriented Development take place prior to transit treatments, and replacing bus bays with in-lane stops on sections under 45 mph; and

WHEREAS, adopting these changes will provide specific guidance and appropriate wording on transit treatments to allow VRT and stakeholders to develop designs and pursue federal grant funding on the State Street corridor which will implement the plans and improve transit service; and

WHEREAS, there is no expenditure for this specific item in the fiscal year 2024 budget; and

WHEREAS, a competitive procurement process was not necessary as no funds were specifically earmarked for improvements identified in the TTOP Addenda for FY2024.; 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.

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

Section 1. That the Board of Valley Regional Transit adopts the TTOP Addenda.

Section 2. That the Board of Valley Regional Transit delegates authority to the CEO to finalize and execute actions related to the TTOP Addenda.

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 8<sup>th</sup> day of January, 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**

<b>TOPIC</b>	2024-2026 Title VI Program
<b>DATE</b>	December 18, 2023
<b>STAFF MEMBER</b>	Duane Wakan

### **Staff Presentation Purpose**

Valley Regional Transit (VRT) staff seeks Board adoption of the 2024–2026 Title VI program.

### **Summary**

**Title VI Program:** Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. The Title VI program is a requirement of the Civil Rights Act of 1964 and requires transit agencies to submit a Title VI Program every three years to the FTA. These programs report on how the agency applied the Title VI requirements over the last several years and identifies how they will apply them over the next three years. These updates provide the agencies an opportunity to review compliance and make any changes if necessary.

Title VI programs are an important part of establishing a culture of equity and are concerned not only with specific policies and actions but also includes how individuals are treated, ensuring that no person is discriminated against on the basis of race, color or national origin. VRT's current Title VI program covers the years 2021 through 2023 and VRT staff is preparing the 2024-2026 update.

The 2024-2026 update includes the following changes:

- Definitions for disparate impacts
- Definitions for disproportionate burdens
- New demographic thresholds for low-income and minority populations
- Updated refugee resettlement data
- An updated Public Participation Plan
- An updated Limited English Proficiency Plan
- A new Environmental Justice Policy
- Included a new annual compliance review process

### **Title VI Required Elements:**

The Title VI report consists of 9 sections and 11 attachments.

- Sections:
  - Annual Civil Rights (Title VI) Assurances
  - Title VI Complaint Procedures
  - Title VI Investigations, Complaints and Lawsuits
  - Public Participation
  - Language Assistance Program
  - Subrecipients
  - Service Standards
  - Distribution of Transit Amenities
  - Determination of Site Location of Facilities



- Consolidated Attachments:
  - A. Signed Annual Title VI Assurances
  - B. Notice to the Public
  - C. Title VI Policy Statement
  - D. Discrimination Complaint Procedure
  - E. Title VI Complaint Form
  - F. Public Participation Plan
  - G. Limited English Proficiency Plan
  - H. Environmental Justice
  - I. Subrecipient Assessment Tool
  - J. Subrecipient Assessment Monitoring and Oversight Plan
  - K. VRT System Map
  - L. Capital Infrastructure Tracking Checklist

**Staff Recommendation/Request**

Action item: Approve RESOLUTION VBD 24-003 Title VI Plan Update 2024-2026

**Implication (policy and/or financial)**

An updated Title VI plan is a federal requirement.

**Highlights**

- **August 2023**                      Staff reviewed current Title VI Program and identified updates
- **November 2023**                Title VI Regional Advisory Committee Presentation/Discussion
- **December 2023**                Title VI Executive Board Presentation/Discussion
- **January 2024**                    Presentation of final Title VI Program to VRT Board

**For detailed information contact:**

Duane Wakan, Mobility Integration Director, dwakan@ridevrt.org, 208-258-2750

**2024**  
**2026**

# Title VI Program Update



## **Title VI Program**

**Valley Regional Transit**

**The Regional Public Transportation Authority of Ada and Canyon Counties, Idaho  
(2024-2026)**

*Submitted in Fulfillment of Title VI of the Civil Rights Act of 1964 and FTA Circular 4702.1B (Oct. 1, 2012)*



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## Introduction

This report documents the efforts of Valley Regional Transit (VRT), the regional public transportation authority of Ada and Canyon counties, to provide a level of transit service that is fairly distributed to all the authority populations to the extent possible. The content and organization of this report is based on the guidelines of FTA Circular FTA C 4702.1B (October 1, 2012) – Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

726,100 people live within VRT's service area in Ada and Canyon Counties. VRT has identified that 15.3% fit the definition of minority for disproportionate impact measurements and 13.3% fit the definition of low income for disparate burdens measurements. Furthermore, VRT has documented that 2.0% of the population in Ada County and 2.1% of the population in Canyon County do not speak English very well. This document describes how VRT meets the requirements of Title VI for these populations and provides attachments to the specific policies and tools used.

Questions regarding the content or preparation of this report may be directed to Elaine Clegg, VRT Chief Executive Officer (CEO).



# Federal Document Requirements

## Annual Civil Rights (Title VI) Assurances

VRT enters the annual Certification and Assurances into Transit Award Management System (TrAMS) yearly and provides an electronic signature through a personal identification number (PIN). A signed copy of the Annual Civil Rights Title VI Assurances for 2024 is attached as **Attachment A**. The VRT CEO signs a hard copy yearly.

## Notification of Valley Regional Transit's Title VI Obligations

VRT publicizes its Title VI program by posting its commitment to providing services without regard to race, color, or national origin at: the VRT administrative offices in Meridian, Idaho; on all VRT buses; at the transit centers in Caldwell and Boise; and online [rideVRT.org](http://rideVRT.org). A copy of the notice can be found in **Attachment B**.

The complete Title VI Policy Statement is included as **Attachment C**.

## Title VI Complaint Procedures

VRT has developed complaint procedures for filing, investigating, and tracking Title VI complaints. VRT's complaint procedure is available on the VRT website, on revenue service vehicles, and in public view at capital facilities.

The complaint procedures are as follows:

### 1. File a Complaint

Any person who believes they have been excluded from participation in, or denied the benefits of, VRT's programs, activities, or services due to discrimination may file a complaint with VRT within 180 days from the date of the alleged discrimination. VRT encourages use of its complaint form, which is available on the VRT website at [rideVRT.org](http://rideVRT.org) or by calling 208-345-7433.

Filed complaints must meet specific requirements, including the following:

- Be in hard copy or submitted electronically and signed by complainant
- Include date of alleged discrimination
- Include detailed description of the issues
- Be filed within 180 days of the incident

Complaints can be filed by:

#### Mail

Title VI Coordinator  
700 NE 2<sup>nd</sup> Street, Suite 100  
Meridian, ID 83642

#### Fax

(208) 846-8564

#### Email

[TitleVICoordinator@rideVRT.org](mailto:TitleVICoordinator@rideVRT.org)



## 2. Record the Complaint

Within ten (10) days of the complaint, the VRT Title VI Coordinator will record the complaint in a database, determine its jurisdiction, acceptability and/or need for additional information and assign an investigator. VRT will provide written acknowledgement of complaint and whether it has accepted or rejected the complaint to the complainant.

## 3. Investigate the Complaint

An investigation of the complaint will occur within sixty (60) days of the complaint. The investigation may include interviews of individuals named as witnesses or other individuals who may have information. The investigator may review relevant documentation. Failure of the complainant to respond to requests for information from the investigator may result in closure of the complaint.

## 4. Resolve the Complaint

Within ninety (90) days of the complaint, the complainant will receive a final written response from VRT, including the proposed disposition of the matter and their right to appeal. VRT will also provide the appropriate federal or state agency with a copy of the decision.

VRT also notifies the public of their right to file their complaint with the U.S. Department of Transportation with the following notice:

### Title VI Complaint to the U.S. Department of Transportation

Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to the discrimination on the grounds, of race, color or national origin may submit a complaint to the U.S. Department of Transportation:

#### Federal Transit Administration's Office of Civil Rights

Attention: Title VI Program  
Coordinator East Building, 5th Floor-TCR  
1200 New Jersey Ave, SE  
Washington, DC 20590

Further information, including the complaint form, is available at [www.fta.dot.gov](http://www.fta.dot.gov). The full complete complaint procedure is included in **Attachment D**.

The complaint form is included as **Attachment E**.

## Title VI Investigations, Complaints and Lawsuits

VRT's data related to allegations of discrimination, both with respect to employment and in the provision of transit services, comes from several sources. The data includes customer reports, reports to federal and state regulatory agencies, lawsuits filed in federal, state, or local courts, and internal employee complaints.

### Customer Reports

Customer complaints are collected from the public through VRT's customer call center at 208-345-7433. The call center is supported by VRT's Customer Service Department. Calls are managed in "Track-It," an IT help desk/customer service software with endpoint management. Calls are entered as tickets which can then be prioritized and routed to the appropriate person or department. The help desk system ensures each complaint is assigned a unique tracking number and tracked by the Transit Services Manager through the resolution of the complaint.



VRT received no Title VI related complaints from a customer during the report period (2021-2023).

## Employee Reports

Employees and those applying for a job with VRT can submit any workplace discrimination complaints through the U.S. Equal Employment Opportunity Commission (EEOC). The EEOC offers a few ways to file complaints and discrimination inquiries through:

- The EEOC’s public portal <https://publicportal.eeoc.gov/Portal/Login.aspx>
- Phone: 1-800-669-4000 (Toll Free), 1-800-669-6820 (TTY), 1-844-234-5122 (ASL video phone)
- There are no EEOC field offices in Idaho, so in-person workforce discrimination claims would need to visit the office in Seattle, Washington as an alternative to phone calls, and on-line public portals.

909 First Avenue, Suite 400  
Seattle, WA 98104-1061  
Office Hours: M-F 8:30 A.M. – 3:00 P.M.

VRT received no Title VI related complaints from current or former employees, nor from job applicants during the report period (2021-2023).

## Title VI Compliance Reviews

VRT will monitor the agency’s compliance to Title VI laws and associated documents, including those of our subrecipients. We will report the following elements to our Board of Directors in the fall of each calendar year.

- Service standards and policies
- Public outreach efforts
- Language assistance efforts
- Title VI staff training updates
- Subrecipient and contractor compliance

VRT has found no compliance issues during the report period (2021-2023).



# VRT Compliance Procedures

## Staff Training

VRT is committed to ensuring that all staff and subrecipients understand and meet their obligations regarding Title VI. VRT will use digital trainings that can be viewed on-demand and integrated into VRT's staff on-boarding or continual education series and will develop specific training for specific staff or subrecipients as needed. The training may include the following:

- Information on the Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Use of the Language Line brochure and telephone interpretation service
- Documentation of language assistance requests
- How to handle a potential Title VI/LEP complaint

All contractors or subcontractors performing work for Valley Regional Transit will be required to follow the Title VI/LEP guidelines.

## Public Participation Plan

VRT's Public Participation Plan outlines the process for soliciting and considering public comment prior to the implementation of various changes, including, but not limited to: service changes or adjustments, VRT annual budget adoption or modifications, fare changes, and VRT's annual Program of Projects (POP).

Guided by VRT's Public Involvement and Notification Policy (1.24.00; adopted May 2004; revised August 2020 and April 2023), notes the importance of public participation. This participation "is especially crucial when significant changes to current services are proposed." According to this policy, "significant changes" include fare increases, major service reductions or route modifications, and/or the addition of new service, and minimum outreach requirements are listed for these instances.

VRT staff aims to extend comprehensive public engagement to as many decision-making processes as possible and practical. We typically use the International Association for Public Participation (IAP2) Spectrum of Public Participation as a guide in developing outreach programs and have staff trained on these tactics.

At a minimum, VRT utilizes public notice methods designed to increase general knowledge of VRT processes, planned actions, or approved actions, including:

- **Open House** - public forum to provide an opportunity for the public to learn and comment about a project or proposed operational changes and to solicit public comment prior to any public hearing.
- **Public Meeting** – a meeting designed to facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.
- **Property Notices** – door hangers or other type of specific individual notice given to specific affected properties or individuals.



- **Fliers/Posters** – postings generally placed on buses, at transfer locations or other public places designed to educate the public on planned VRT action.
- **Mailers** – targeted mailing services designed to notify all persons possibly affected by a transit route or pathway.
- **Media** – notices or postings placed on the various local newspaper, television, social media, websites, email or other electronic or other media the VRT has access to including contracted or targeted surveys or solicited requests for input or responses.

VRT's Public Participation Plan goes beyond the minimum requirements and is committed to getting comprehensive and authentic public feedback.

## 2021-2023 Service Changes

VRT has had four (4) service adjustments between 2021-2023. A detailed table representing 2021-2023 services changes can be found in the Public Participation Plan. A fifth change in the form of a bus network redesign will occur in summer 2024.

The Public Participation Plan is included as **Attachment F**.

## Limited English Proficiency (LEP) Plan and Purpose

Limited English Proficiency (LEP) is a term used to describe individuals who do not speak English as their primary language and who also may have a limited ability to read, write, or understand English. Direct recipients and subrecipients of Federal financial assistance are required to take reasonable steps to provide LEP individuals with meaningful access to its activities, programs, and services. The key to providing meaningful access for LEP persons is to ensure that effective communication exists between VRT and LEP persons.

VRT's *Limited English Proficiency Plan (LEP)* has been prepared to address VRT's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

## Compliance with LEP Requirements

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

## Plan Summary - Four Factor Analysis

VRT has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

FTA requires that transit agencies provide “meaningful access” for LEP populations. Meaningful access is based on a four-factor analysis. Valley Regional Transit assesses staff interactions with customers and patrons of limited English proficiency in a multitude of ways including but not limited to transit services, customer service, administration duties, and public meetings and events as it applies to the following four factors as required by the FTA.

1. The number or proportion of LEP persons in the service area who may be served by Valley Regional Transit services.
2. The frequency with which LEP persons come in contact with Valley Regional Transit services.
3. The nature and importance of services provided by Valley Regional Transit to the LEP population.
4. The interpretation services available to Valley Regional Transit and overall cost to provide LEP assistance.

### Language Assistance Actions

As a result of the findings of the four-factor LEP plan, VRT employs the following solutions to ensure people with limited English proficiency are reasonably accommodated:

- VRT will translate vital documents, including fare information and “how to ride” brochures, into Spanish.
- VRT customer service may employ one full-time position designated as a bilingual Customer Service Specialist and must be fluent in both English and Spanish.
- VRT staff has initiated language-specific travel training sessions in coordination with local resettlement agencies.
- VRT utilizes LanguageLine Solutions ([www.languageline.com](http://www.languageline.com)) as a translation service during customer calls in circumstances where the customers are unable to communicate with one of VRTs customer service specialists.
- VRT provides a translation of materials, including meeting notices, flyers, and agendas upon request, or when warranted by the target audience.
- VRT trains staff on VRT’s Title VI Policy and LEP responsibilities and documents LanguageLine use and requests.
- VRT customer service staff and drivers utilize LanguageLine brochures to both identify the appropriate language and get the translation services necessary.
- VRT advertises the availability of LanguageLine at Main Street Station with a poster stating language assistance that is available.
- As mentioned in the LEP plan, VRT will review language barriers that exist and the appropriateness of VRT’s actions to minimize or remove those barriers. See **Figure 1** for an example of a language card that assists with Swahili translation.

The full LEP plan and its four-factor analysis is attached as **Attachment G**.



## Subrecipients

VRT supports subrecipients in complying with Title VI requirements by:

1. Annually providing a Title VI Compliance Assessment Tool to the Subrecipients, using a baseline questionnaire. This tool walks subrecipients through Title VI requirements and requests appropriate documentation, which is reviewed by VRT to ensure compliance. Subrecipients are notified if there are any corrective action measures needed at that time.

The subrecipient Compliance and Assessment Tool is attached as **Attachment I**.

2. VRT staff also supports subrecipients in their Title VI compliance responsibilities by conducting site reviews to ensure updated Title VI documents are visibly posted at appropriate facility locations in line with Title VI requirements.

VRT's Subrecipient Monitoring and Oversight Procedures is attached as **Attachment J**

VRT currently passes FTA dollars on to the following sub recipients:

- **Treasure Valley Transit** – Provides Above and Beyond paratransit services to individuals who are outside of the core fixed-route service area within  $\frac{3}{4}$ 's of a mile on each side of a fixed-route for VRT's service area in the Nampa Urbanized Area (UZA).
- **Boise State University** – Provides fixed-route services with shuttle buses within the Boise UZA. They receive federal grant funding for vehicles used to provide these services as well as operation funding.
- **Ada County Highway District (ACHD)** – Through VRT's Shared Vehicle Pool, ACHD provides a vanpool service in the Nampa/Boise UZA with federal grant funding for vehicles and some operating funds.

The Title VI language of the subrecipient agreement is attached as **Attachment H**.

















 <p>I want to go home. Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>I want to go to the doctor's office. Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>I want to go to the grocery store. Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>I want to go to the English Language Center. Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>I want to go to work at _____ Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>I want to go to the WIC Office. Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>I want to go to the IRC. Route _____ stop _____ to route _____ stop _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	<p>Name _____ Language _____  <input type="checkbox"/> Child <input type="checkbox"/> Person with disability  <input type="checkbox"/> Adult <input type="checkbox"/> Older Adult</p>
 <p>Ninataka kuenda nyumbani. Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>Ninataka kuenda madaktari ofisi. Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>Ninataka kuenda dukani. Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>Ninataka kuenda darasani ya Kiingereza. Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>Ninataka kuenda kazi katika _____ Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>Ninataka kuenda WIC ofisi. Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	 <p>Ninataka kuenda IRC. Njia ya _____ vituo vya mabasi _____ kwa Nija ya _____ vituo via mabasi _____</p>	<p>Jina _____ Lugha _____  <input type="checkbox"/> Kupitisha Watoto <input type="checkbox"/> Watu wakongw/watu walio na  <input type="checkbox"/> Watu Wazima <input type="checkbox"/> Ulemaru Wataingia Bila malipo Kuanzia</p>



Figure 1: An example of a language card for an individual who speaks Swahili

## Boards and Councils

### Non-Elected Committees and Councils

The VRT Board of Directors establishes policy and guides the strategic priorities for the agency. Board members include representatives from Ada and Canyon counties, the incorporated cities, and highway districts. In addition, there are representatives from Boise State University, the Capital City Development Corporation, the Idaho Transportation Department (ex-officio) and the Meridian Development Corporation.

The VRT Executive Board is a standing committee of the Board of Directors. It reviews matters related to budget, finance, operations, governmental, and legislative actions.

The Executive Board focuses on the internal and operational issues of the agency and works closely with the CEO in the management of Valley Regional Transit. Members consist of the board chair, past-chair, chair-elect, vice-chair, treasurer, five at-large members from Ada and Canyon counties, as well as a representative from Boise State University.

The Board of Directors and its Executive Board are made up of both elected and non-elected officials. Their work is supported by various committees and work groups described below.

### Regional Advisory Council (RAC)

The RAC supports the VRT governance process by advising the Board of Directors through a forum for customers, transportation and human service stakeholders and advocates centered on sharing information and collaborating on mobility issues. VRT staff actively tries to ensure adequate representation of diverse opinions and perspectives by soliciting participation from key human service and transit providers such as:

- Blind/visually impaired
- Transit Consumer
- Vocational/labor
- Housing
- Non-emergency medical transport
- Neighborhood associations
- Statewide coordination
- Urban transportation provider
- Rural transportation provider
- Public health sector
- Limited English Proficiency (LEP)
- Public education
- Older adults
- Employers
- Low-income families and individuals
- Persons with disabilities
- Veterans

VRT will continue to work with the RAC to improve representation on the Council. The area refugee community does have representation on the RAC and a primary focus will continue to be on reestablishing Latino representation on the Council. VRT and the RAC will also consider the timing and location of RAC meetings to ensure there are not unnecessary barriers to participation.

The RAC, which meets semi-monthly, formulates and reviews policies, services and programs that affect groups represented on the RAC. Recommendations on policies, services and programs are submitted to the VRT Board of Directors for final action.



## Racial Representation of Non-Elected Committees and Councils

Body	Caucasian	Latino	African American	Asian American	Native American
Regional Advisory Council	14	0	1	0	0

## Service Standards

Service standards and performance measures are a set of guidelines that are used to design, evaluate, and modify transit service. VRT has established baseline service standards to optimize short-term operational efficiencies while monitoring the quality of service on an on-going basis. Day-to-day management of VRT services is based on established service standards. Service standards and performance measures define the criteria for making major or administrative service changes, as well as guidelines and driving factors for the type of changes needed to ensure VRT services are meeting the demand in the Treasure Valley.

## Definitions

### Disparate Impacts

The measure of disparate impact involves a comparison of impacts borne by minority populations compared to impacts borne by non-minority populations. Minority populations include any person that self identifies as non-white under the U.S. Census guidelines. This includes American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islander.

- Service change proposals are determined to have a disparate impact on minority populations if, when viewed cumulatively, the adverse impacts experienced by minority riders is at least 10% higher than the adverse impacts experienced by non-minority riders.
- Additionally, if benefits associated with the service change accrued to non-minority riders is greater than 10% when compared to minority riders, then that change will be determined to have a disparate impact.
- Adverse impacts from service decreases may be offset by benefits incurred from service increases.

Service Boundary	2020 POP	Minority POP
Ada + Canyon County	726,100	15.3%
Minority Population Source: 2017-2021 ACS 5-Year Estimates		

### Disproportionate Burdens

The measure of disproportionate burden involves a comparison of impacts borne by low-income populations compared to impacts borne by non-low-income populations. Low-income populations have been identified following FTA’s guidance to use locally-developed and inclusive definitions of low-income status, specifically in regions with a high cost of living. VRT defines low income as falling at or below **125%** of the Federal Poverty Guideline (FPG) as defined by the U.S. Department of Health and Human Services.

- Service change proposals are determined to have a disproportionate burden on low-income populations if, when viewed cumulatively, the adverse impacts experienced by low-income riders is at least 10% higher than the adverse impacts experienced by non-low-income riders.





- Additionally, if benefits associated with the service change accrued to non-low-income riders greater than 10% when compared to low-income riders, then that change will be determined to have a disproportionate burden.
- Adverse impacts from service decreases may be offset by benefits incurred from service increases.

Service Boundary	2020 POP	Low-Income POP Threshold (125%)
Ada + Canyon County	726,100	13.3%
Low-Income Population Source: 2017-2021 ACS 5-Year Estimates		

## Vehicle Load

Vehicle load is an expression of the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.5 means all seats are filled and there are approximately 19 standees. Max load factors for VRT fixed-route buses are illustrated below.

Service Type	Vehicle Type	Length	Number of Vehicles	Seated	Standing	Max Load Factor
Fixed-Route	New Flyer Bus	35'	3	30	13.0	1.4
Fixed-Route	Glaval Entourage	33'	6	28	6	1.2
Fixed-Route	Gillig	40'	13	38	19.0	1.5
Fixed-Route	Gillig	35'	18	32	16	1.5
Fixed-Route	Elkhart	25'	3	21	10.0	1.5
Fixed-Route	Proterra XZ5+	35'	8	29	22	1.8
Fixed-Route	Proterra XZ5+	40'	4	40	31.0	1.8
Paratransit	Goshen	28'	2	8	4	N/A
Paratransit	Glaval Universal	27'	9	7	10.0	N/A
Paratransit	Glaval Universal	26'	3	18	3	N/A
Paratransit	Glaval Universal	23'	2	11	5.0	N/A
Paratransit	EIDorado Phoenix	28'	3	8	6	N/A
Specialized	Starcraft	28'	1	20	8.0	N/A
Specialized	Starcraft	23'	1	6	2	N/A
Specialized	Starcraft	25'	1	21	10.0	N/A
Specialized	Dodge Caravan	18'	3	5	0	N/A
Specialized	Dodge Grand Caravan	18'	1	4	0.0	N/A
Specialized	Ford Econoline Van	18'	4	14	0	N/A
Specialized	Ford Econoline Van	18'	3	12	0.0	N/A
Specialized	Ford Transit Van	20'	4	5	3	N/A
Specialized	Ford Transit Van	22'	6	9	2.0	N/A

## Vehicle Headway

VRT categorizes its existing and planned bus routes with three (3) types of service, frequent, local and commute typologies. These typologies help planners establish the appropriate level of service throughout the region. OnDemand transit is defined by a designated zone(s) with dedicated smaller vehicles that provide transportation options for patrons who lack direct access to a fixed-route bus line.

The categories are as follows.

SERVICE CATEGORY	FREQUENCY	SERVICE PARAMETERS
<b>Frequent Service</b>	15 – 30-minute all day	<b>Frequent stops Dedicated right-of-way</b> <b>Frequent stops</b>
<b>Local Service</b>	30 – 60-minute mid-day	<b>All Day</b> <b>Frequent Stops</b>
<b>Commute Service</b>	30 – 60-minute peak	<b>Rush Hour</b> <b>Limited Stops</b>
<b>OnDemand Service</b>	<b>Based on demand – all day</b>	<b>Utilizes both fixed and virtual stops based on demand</b>

VRT regularly analyzes ridership, travel patterns, and development; we also engage with riders, funding partners, and stakeholders to develop service change proposals. VRT makes adjustments to ensure the transit network is providing the best possible connections across the region.

In the summer of 2023 VRT initiated the Better Bus initiative to concentrate service frequency on fewer corridors. These changes were driven by the long-range vision in Valley Connect 2.0, public comment and local financial decisions.

On October 2, 2023, VRT's Board of Directors voted to approve the agency's final bus network redesign. The expected result of these changes is an increase in ridership and transit accessibility. The changes will also result in 34% more people within a ¼ mile of 15-minute bus service, and 100% more people within a ¼ mile of 30-minute bus service.

## On-Time Performance

VRT collects on-time performance (OTP) data daily by route, by trip and by operator, all of which is summarized and reported on monthly. If operators and/or customer comments suggest a route is consistently late, an analysis may be performed prior to the scheduled monthly report date. OTP will be expressed as the ratio of trips a route is on time to the total number of trips provided (see below). A vehicle is considered on time if it leaves a timepoint no earlier than the latest published schedule and no later than five minutes after the published time.

For example, the on-time performance for a route recording 1000 trips with 20 late trips over a one-week time period would be calculated as follows:

$$\text{On-time performance algorithm} = \frac{(1000 - 20)}{(1000)} = 98\%$$

The criteria for defining an on-time trip, as well as the algorithm used to arrive at an on-time percent were both developed in accordance with best practice guidance as established by the American Public Transportation Association (APTA). By following the industry best practice standards, VRT can compare system performance to peer organizations.

On-time performance metrics will be used to determine:

1. If VRT is achieving the system wide goal of achieving 90 percent on-time performance.
2. If route on-time performance standards (75 percent OTP) have been met

Monthly reviews of system performance and in-depth route analysis helps VRT identify trends and detect problems with individual routes or trips. NOTE: Late trips due to vehicle breakdowns will not be considered in the on-time calculation

### Service Availability

VRT's long-standing guideline for establishing service availability is 70 percent of its service based on ridership and demand and 30 percent of its service based on serving transit-dependent populations. In reality, relatively low frequency of service has made it difficult to distinguish between ridership focused service and service focused on transit dependent populations. The recent Better Bus initiative is VRT's most recent effort to distinguish between ridership and coverage based corridors. VRT uses the industry standard of  $\frac{1}{4}$  mile walking distance when assessing what area a route serves and how far customers can travel to a bus stop. Initial stop locations on fixed-route services are identified using the  $\frac{1}{4}$  mile walking standard. Exact stop placement may be adjusted from this target location based on destinations, passenger safety, bus safety, vehicle safety or site restrictions.

### Vehicle Assignment

The primary factor for vehicle assignment is ridership demand. Larger buses are assigned to routes with higher ridership and smaller buses are assigned to routes with lower demand. In most cases, a vehicle runs a route all day, so the peak period demand dictates the size of vehicle needed. Within these size categories, buses are rotated daily to different routes, so mileage and vehicle wear and tear is evenly distributed throughout the fleet. There is no consideration given to the age or condition of the vehicle when assigning it to a route. Given the relatively small size of VRT's fleet, each bus within a size category (with the exception of electric vehicles which are only in Ada County) will typically run each route within a month's time, thereby eliminating any difference in quality of vehicle to a particular route or population. All VRT fixed-route vehicles are lift-equipped, and bike rack equipped, so all routes and populations have equal access to these amenities. Additionally, all VRT fixed-route vehicles are equipped with security cameras with audio, so no routes or passengers are provided with a lesser amount of security.



## Distribution of Transit Amenities

Transit amenities for the VRT system include, but are not limited to, ADA accessible bus stops, benches, shelters, bike racks, bike lockers, transit centers, schedules, system maps, intelligent transportation systems, language proficiency measures and travel training. VRT implemented a fixed bus stop program in 2009. Prior to that, a flag-stop system was used. VRT has been working since then to implement transit amenities at fixed bus stops.

### Bus Stops Amenity Factors - ADA Accessibility

VRT's service standard is to provide, at a minimum, landing pads at all bus stops. Where funding and right-of-way allow, VRT will improve sidewalks and pedestrian ramps. VRT is continuing its program to upgrade bus stops to meet ADA recommended standards. In 2021, VRT completed a Bus Stop Typology Study, creating new standards for amenities at bus stops. Core stop amenities at stops are determined by the following factors: ridership - if the stop is a key transfer location; if the stop has unique topography or site exposure; and if the stop serves a park and ride, a transit center, a college or university, a hospital, a supermarket, a high proportion of seniors, or a high proportion of persons with disabilities.

This study updated the criteria VRT uses to determine the distribution of passenger amenities in the region. Each stop is defined by whether it is a small, medium or large stop and whether it is a premium or standard stop.

### Bus Stop Size

Stop size is determined by whether a stop meets either high ridership, elevated or other criteria as shown in the table criteria table below.

Stop Size Criteria
<b>High Ridership Criteria Stop Factor</b>
High ridership
<b>Elevated Stop Factors</b>
Key transfer location
Serves Park and Ride or transit center
<b>Other Criteria Stop Factors</b>
Serves college/university
Serves Hospital
Serves high proportions of persons with disability
Serves high proportion of seniors
Site Exposure
Unique Topography



## Bus Stop Classification

In addition to stop size criteria, VRT identifies stops on premium and standard corridors with premium corridors including additional passenger amenities such as real time information etc.

Stop Typology	Large	Medium	Small
<b>Premium: on a premium corridors</b>	<ul style="list-style-type: none"> <li>• Meets high ridership criterion, OR</li> <li>• At least two elevated criteria stop factors, OR</li> <li>• At least one elevated and one other stop criteria stop factor</li> </ul>	<ul style="list-style-type: none"> <li>• One elevated criteria stop factor, OR</li> <li>• At least one other criteria stop factor</li> </ul>	<ul style="list-style-type: none"> <li>• No ridership, elevated, or other criteria stop factors</li> </ul>
<b>Standard: not on a premium corridor</b>	<ul style="list-style-type: none"> <li>• Meets high ridership criterion, OR</li> <li>• At least two elevated criteria stop factors, OR</li> <li>• At least one elevated and one other stop criteria stop factor</li> </ul>	<ul style="list-style-type: none"> <li>• One elevated criteria stop factor, OR</li> <li>• At least one other criteria stop factor</li> </ul>	<ul style="list-style-type: none"> <li>• No ridership, elevated, or other criteria stop factors</li> </ul>

## Transit Amenities – Improvements

VRT is currently conducting an inventory of all bus stops to identify which ones meet our new Bus Stop Typology service standard and develop a plan to update those that do not. VRT has budgeted limited bus stop improvement funding and will use this plan to install improvements at existing bus stops as funding allows. VRT will continue to use its ongoing federal capital enhancement funding to make bus stop improvements at qualifying stops (those stops that do not currently meet our new standard) and look to enhance that funding through other grants in order to implement our new typology plan. VRT will prioritize bus stops needing ADA enhancements.

### Benches

The VRT service standard is to have a bench at every stop that has enough right-of-way (ROW) to allow for a bench and to meet ADA clearance requirements and where funds are sufficient. If the ROW is limited, ADA clearance standards take priority, and a bench may not be able to be located at that stop. To expand the availability of benches, VRT currently contracts with a vendor to furnish, install and maintain benches at as many bus stops as is feasible.

The vendor installs benches at approved locations. If a specific need is identified by drivers or customer comments, based on the stop usage or demographics of the population using a stop, VRT may request a bench be installed at a particular stop prior to advertising being sold.

In addition to vendor-installed benches, VRT works with local funding partners to improve bus stops with agency-supplied benches where ridership is highest.

### Shelters

The VRT service standard for shelters is to have a minimum of ten (10) passenger boardings on an average weekday at a stop. The number of passengers using each stop comes from the National Transit Database (NTD) survey sampling conducted by VRT on an on-going basis. VRT currently has shelters at 52

of its 760 stops and will install new shelters at stops identified in our inventory as not meeting the standard as funding allows.

## Bus Stop Information Holders

VRT has updated this service standard to provide route information in English and Spanish at all stops throughout the transit network and bus schedules at transit centers and outlets throughout the two-county area. VRT is in the process of implementing this standard and should conclude this process by the end of this Title VI reporting period. Bus stop information is expected to include the following information:

- Route name(s)
- Time points
- Daily hours of operation
- General frequency information
- Trip planning app
- QR code
- Agency contact information
- ADA etching for the visually impaired

Bus stop information is cased in an 18" x 6" box and updated with VRT's latest marketing and branding designs.

Outlets are selected based on the location and availability of the facility to the general public. There is no charge for the schedules. Currently, VRT schedules are distributed at approximately 20 outlet locations that also sell bus passes and tickets and at 69 locations that provide bus information only. Schedule information for appropriate routes is also on the buses.

## Bike Racks

The VRT service standard is to have three-bike bike racks on all large buses and small fixed-line buses. VRT currently has bike racks on all fixed-line buses.

## Website

VRT posts all schedule information, including maps and times, on its website. The VRT service standard also calls for providing the schedule information in large type on the website and providing translation services upon request. Detailed routing information, including route directions, is also provided on the website.

## System Maps

System maps and the customer service phone number are important materials VRT makes available at major transfer locations. **Attachment K** is an example of the system map provided at major transfer locations.

## Determination of Site Location of Facilities

Valley Regional Transit analyzes facilities through a comprehensive planning process including the National Environmental Policy Act (NEPA). NEPA requires facilities using federal funding to follow **Executive Order 12898** which requires findings to ensure EJ populations are considered during the siting process.

See **Attachment L** for VRT's compliance process.



**2024-2026**

**Title VI Program Update**

Attachment  
**A**

**Signed Annual  
Title VI Assurances**

# Attachment A: Signed Annual Title VI Assurances

FTA C4702.1

## Urban Mass Transportation Administration

### CIVIL RIGHTS ASSURANCES

Valley Regional Transit (VRT) HEREBY CERTIFIES THAT; as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person, on the basis of race, color or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. Valley Regional Transit will compile, maintain, and submit, in a timely manner, Title VI information required by FTA circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. Valley Regional Transit will make it known to the public that any person or persons alleging discrimination on the basis of race, color or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration (FTA) and/or the U.S. Department of Transportation (USDOT).

The person or persons whose signature appears below are authorized to sign this assurance.

\_\_\_\_\_  
Elaine Clegg

Chief Executive Officer

\_\_\_\_\_  
Date





**2024-2026**

**Title VI Program Update**

Attachment

**B**

**Notice to the Public**



## Attachment B: Notice to the Public

### Valley Regional Transit Title VI Notice to the Public

#### YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Valley Regional Transit assures full compliance with the Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities.

Title VI provides that no person in the United States shall, on the grounds of race, color, nation origin, gender, age, disability, economic status, or limited English proficiency be excluded from participation in, or be denied the benefits of, any service, program, or activity of the Valley Regional transit and/or paratransit system.

If you have questions, concerns, complaints, or would like additional information regarding Title VI, please contact:

Valley Regional Transit  
Duane Wakan – Mobility Integration Director  
700 NE 2<sup>nd</sup> S. Ste. 100  
Meridian, ID 83642  
(208) 258-2750

#### AMERICANS WITH DISABILITIES (ADA)

Valley Regional Transit is committed to full compliance with ADA. The ADA prohibits discrimination based on disability in admission or access to Valley Regional Transit facilities, programs, services, and activities.

If you need help to use our services, please make your request know to the staff serving this facility. Questions, concerns, complaints, or requests for additional information may be sent to the address above.



**2024-2026**

**Title VI Program Update**

Attachment

**C**

**Title VI  
Policy Statement**



## Attachment C: Valley Regional Transit Title VI Policy Statement

Item V. E.

Valley Regional Transit (VRT) is committed to ensuring that no individual or organization is excluded from participation in, denied the benefits of its program, activities or services, or subject to discrimination on the basis of race, color, or national origin, as stated in Title VI of the Civil Rights Act of 1964.

Every department, division and employee of VRT is responsible for carrying out VRT's commitment to non-discrimination, including the requirements of Title VI and needs:

- to ensure the level and quality of transportation services are provided to all;
- to identify and address, as appropriate the human health, social, economic and environmental effects of VRT's programs and activities on all populations;
- to promote full and fair participation in transportation decision making; and
- to ensure meaningful access to VRT's programs and activities by persons with limited English proficiency.

VRT's Title VI Coordinator is responsible for providing leadership, direction and policy to ensure compliance with Title VI. For additional information on VRT's non-discrimination obligations, please contact:

Valley Regional Transit  
Duane Wakan – Mobility Integration Director  
dwakan@rideVRT.org  
700 NE 2<sup>nd</sup> S. Ste. 100  
Meridian, ID 83642  
(208) 258-2750  
(208) 846-8564 (FAX)



**2024-2026**

**Title VI Program Update**

Attachment

**D**

**Discrimination  
Complaint Procedures**



## Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Lewiston. A complaint may also be filed by a representative on behalf of such a person.
2. The complaint must meet the following requirements:
  - a. Complaint shall be in writing and signed by the complainant(s). In cases where the Complainant is unable or incapable of providing a written statement, a verbal complaint may be made. If necessary, Valley Regional Transit (VRT) staff will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature.
  - b. Include the date of the alleged act of discrimination date when the Complainant became aware of the alleged act of discrimination; or the date on which that conduct was discontinued or the latest instance of conduct.
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.
  - d. Federal and state law requires complaints be filed within 180 calendar days of the alleged incident.
3. Within 10 days of receipt of the complaint, the Valley Regional Transit Mobility Integration Director will determine its jurisdiction, acceptability, and/or need for additional information. The Complainant will be provided with a written acknowledgement that Valley Regional Transit has either accepted or rejected the complaint.
4. A complaint may be dismissed for the following reasons:
  - a. The Complainant requests the withdrawal of the complaint.
  - b. The Complainant fails to respond to requests for additional information needed to process the complaint.
  - c. The Complainant cannot be located after reasonable attempts.
5. Within 60 days, the VRT Mobility Integration Director, Duane Wakan, will investigate the allegation and will, based on the information obtained, render a recommendation for action in a report of findings to the VRT CEO, Elaine Clegg and to the Transit Services Manager. The complaint should be resolved by informal means whenever possible. Such information attempts and their results will be summarized in the report of findings.
6. Within 90 days of receipt of the complaint, the VRT CEO, Elaine Clegg, will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the appropriate Federal or State agency, if they are dissatisfied with the final decision rendered by Valley Regional Transit.
  - a. VRT will reconsider this determination if new facts come to light.
  - b. If Complainant is dissatisfied with the determination and/or resolution set forth by Valley Regional Transit, the same complaint may be submitted to the appropriate Federal or State agency for investigation.



7. Valley Regional Transit will also provide the appropriate Federal or State agency with a copy decision and summary of findings upon completion of the investigation within 120 days of the receipt of the complaint.
8. Contacts for the different Title VI administrative jurisdictions are as follows: Idaho Transportation Department

**EEO Office**

3311 West State Street PO Box 7129  
Boise, ID 83707-1129

**Federal Transit Administration Office of Civil Rights**

Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

**Seattle Regional Office of FHEO**

U.S. Department of Housing and Urban Development  
Seattle Federal Office Building  
909 First Avenue, Room 205  
Seattle, Washington 98104-1000



**2024-2026**

**Title VI Program Update**

Attachment  
**E**

**Title VI  
Complaint Form**



# Valley Regional Transit Discrimination Complaint Form

Title VI of the Civil Rights Act of 1964 states “No person in the United States shall, on the ground of race, color or national origin, be excluded from, participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Please provide the following information necessary to process your complaint. Assistance is available upon request. Complete this form and mail, email, or fax to:

**Duane Wakan, Title VI Coordinator**, 700 N. East 2<sup>nd</sup> Street, Suite 100, Meridian, ID, 83642  
[dwakan@ridevrt.org](mailto:dwakan@ridevrt.org) FAX: 208-846-8564

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Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Optional Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Person discriminated against (if other than Complainant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

What was the discrimination based on: (Check all that apply)

\_\_\_\_\_ Race                      \_\_\_\_\_ National Origin                      \_\_\_\_\_ Color

Date of incident resulting in discrimination: \_\_\_\_\_

Explain, as clearly as possible, what happened and how you were discriminated against. Indicate those involved. For additional space, attach additional sheets of paper to this form.

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Where did the incident take place? Please provide location, bus number, driver's name, etc.

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Were there witnesses? Please provide their contact information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Did you file this complaint with another federal, state, or local agency; or with a federal or state court?

\_\_\_\_ Yes

\_\_\_\_ No

If you answered yes, check each agency complaint was filed with:

\_\_\_\_ Federal Agency

\_\_\_\_ State Agency

\_\_\_\_ Local Agency

\_\_\_\_ Federal Court

\_\_\_\_ State Court

\_\_\_\_ Other

Provide contact person information for the agency you also filed the complaint with:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date filed: \_\_\_\_\_

Sign the complaint in the space below. You may attach any written materials or other information that supports your complaint.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Signature Date

*Filing a complaint with Valley Regional Transit is voluntary. However, without the information requested above, we may be unable to proceed with your complaint. We collect this information under authority of Title VI of the Civil Rights Act of 1964 and other civil rights statutes. We will use the information you provide to determine if we have jurisdiction, and if so, how we will process your complaint. Information submitted on this form is treated confidentially and is protected under the provisions of the Privacy Act of 1974. Names or other identifying information about individuals are disclosed when it is necessary for investigation of possible discrimination, for internal systems operations, or for routine uses, which include disclosure of information outside Valley Regional Transit for purposes associated with civil rights compliance and as permitted by law. It is illegal for a recipient of Federal financial assistance to intimidate, threaten, coerce, or discriminate or retaliate against you for filing this complaint or for taking any other action to enforce your rights under Federal civil rights laws. You are not required to use this form. You may also email or write a letter and send it to the address above.*



2024-2026

# Title VI Program Update



Attachment  
**F**

# Public Participation Plan



# Attachment F: Public Participation Plan

## Policy

VRT's Public Involvement and Notification Policy guides VRT's public participation efforts, informs VRT's Public Participation Plan, and sets minimum required standards for public participation. It was first adopted in May 2004, and revised August 2020 and April 2023.

**Policy Number:** 1.24.00

**Resolution Number:** VDB23-016

**Policy Title:** Public Involvement and Notification

## STATEMENT OF POLICY

Valley Regional Transit (henceforth AUTHORITY) provides transportation services in Ada County and Canyon County. The AUTHORITY will, at times, update its annual budget or propose changes to its transit system to improve service or maximize ridership.

Public participation is an important part of transit planning. This participation is especially crucial when significant changes to current services are proposed. Significant changes include fare increases, major service reductions or route modifications, and/or the addition of new service.

Just as important as collecting public comment prior to Board action is informing riders and others when new transit service is either coming to or leaving a specific area. If the service is new to an area, this notification process will include information about the benefits of public transportation.

This policy provides guidance as to the types of public activities required for budget approval, fare changes, new transit service, and service that will be modified or eliminated. It also provides details about public outreach following Board approval of any changes.

## DEFINITIONS

**Budget** – the summary of the AUTHORITY'S revenues and planned expenditures, approved by the AUTHORITIES Board, updated annually, and amended bi-annually or as needed.

**Fare Change** – any change to an existing, established fare rate or fare type applicable to regular fixed-route or paratransit service which results in a different fare-rate that is currently in effect.

**Major Service Change** - any change that would:

- add or eliminate more than twenty-five percent (25%) or more of the number of route revenue miles of a single route; or
- affect twenty-five percent (25%) or more of the number of route vehicle miles on any individual route commuted on a daily basis for the day(s) impacted by the change; or
- result in a route elimination or new route creation

**Minor Service Change** - any change in route length, frequency, route path, stop location or amenity work done to a lesser extent, or in smaller amounts, than described above as a major service change.



**Modified Service** - recommend or required new or adjusted transit service, or modifications to the existing service, generally called major or minor service changes, but possibly limited to schedule changes or timing adjustments only.

**Notice of Approval** – notice given after final approval by the Board regarding any budget approval, major service change, or fare changes.

**Public Comment** – responses gathered and compiled from open houses, surveys, emailed comments, service desk reports and other outlets during interactions with the public.

**Public Hearing** - a special type of public meeting that requires the publication and posting of a legal notice within a specified time. The main purpose of a public hearing is to provide an opportunity for the public to make comments for or against a proposal to an authorized agency representative or board member. A public hearing may be scheduled when a specific statute requires one, or when public input is desired on a sensitive or controversial issue. A public hearing is mandatory when a fare change or any major service change is proposed, or prior to the board adoption of, or changes to, the annual budget.

**Public Notice** – Any type of notification or interaction with the public designed to increase the general knowledge of the AUTHORITY'S processes, planned actions, or approved actions. Public notice can include any of the following:

- **Open House** - public forum to provide an opportunity for the public to learn and comment about a project or proposed operational changes and to solicit public comment prior to any public hearing.
- **Public Meeting** – a meeting designed to facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.
- **Property Notices** – door hangers or other type of specific individual notice given to specific affected properties or individuals.
- **Fliers/Posters** – postings generally placed on buses, at transfer locations or other public places designed to educate the public on planned AUTHORITY action.
- **Mailers** – targeted mailing services designed to notify all persons possibly affected by a transit route or pathway.
- **Media** – notices or postings placed on the various local newspaper, television, social media, websites, email or other electronic or other media the AUTHORITY has access to including contracted or targeted surveys or solicited requests for input or responses.

**Revenue Vehicle Miles** – the distance traveled from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatch point.

**Route Miles** – the total number of miles included in a single fixed-line route or a fixed-route transit system network.



## PUBLIC INVOLVEMENT REQUIREMENTS

### Budget Adoption

A public hearing is required for budget adoption. The required public hearing on the proposed AUTHORITY budget or budget amendment shall be held during a regular or special meeting of the Board of Directors. Notice of any public hearing for budget adoption shall be posted at least 10 calendar days prior to the date of the board meeting. Notice of the hearing also shall be published on two consecutive days in at least one (1) issue of a newspaper having general circulation in the region. The second publication date shall be no sooner than five (5) calendar days before the hearing.

### Fare Changes

A public hearing is required when a change to the fare policy is proposed. Also required are two open house/public meetings – one each in Ada County and Canyon County. Additional various media notifications, surveys and fliers/postings as determined appropriate by staff may also be included.

According to Idaho Code, the AUTHORITY shall fix by resolution the fares and fees to be charged those who use its public transportation service. Prior to the adoption of fare changes, the proposed changes will be published in at least one (1) issue of a newspaper having general circulation in the region.

### Major Service Changes

The public input process for major service changes will include a public hearing and at least one public meeting/open house in the county (Ada or Canyon) where the changes will occur. Printed and/or electronic (online) comment forms and surveys, and additional face-to-face events, may be utilized to gather public comment as determined appropriate by staff. Staff will provide an update to the Executive Board regarding the types of outreaches planned.

Any physical infrastructure changes, including the installation of new bus stops or the removal of existing stops, will include mailers and notices to the affected property owners/businesses as well as fliers and other media as determined appropriate by staff. These notices will include information about any scheduled public hearings or meetings.

### Minor Service Changes

Outreach efforts for minor service changes may include an open house and/or a public meeting. AUTHORITY staff will determine the level public notice during the development of any proposed changes.

### Public Notification Following Board Approval

When a new bus stop, identified through AUTHORITY technical analysis, is approved, or existing bus stops will be removed, staff will provide notices to nearby property owners and businesses. These notices will be issued no later than two weeks before the change. AUTHORITY staff will conduct follow-up visits upon request with adjacent property owners as needed. This will ensure the public is provided with the technical rationale and methodology used. The notices will also provide both a timeline for installation of the bus stop any amenities or enhancements (e.g., benches or shelters), and information about how to contact the AUTHORITY if there are any issues with the bus stop.

## Responses to Public Comment

Staff will respond to all comments and feedback with the documented technical reasons and rationale for the changes in question. Technical reasons for changes may include regulations or procurement rules affecting the course of the budget, established policy regarding bus stop placement or amenities or rationale regarding the course and timing of an adjusted route. Comments will always require a response stating the reason and method chosen for the change. Technical rationale or established policy will be followed unless staff are directed otherwise by the AUTHORITY's Board.

## Plan

### Philosophy

Public participation is a critical element of the work done at VRT. Our public participation work is guided by VRT's Public Involvement and Notification Policy (1.24.00; adopted May 2004; revised August 2020, April 2023) and outlines the process for soliciting and considering public comment prior the implementation of changes to services or programs. The Policy indicates required engagement – with changes to VRT services, budget, or fares – and provides a basis for comprehensive engagement. However, as we plan engagement efforts we treat these standards as starting points, acknowledging that meaningful public participation extends beyond periodic outreach cycles but thrives in ongoing and consistent outreach and communication with the community.

When planning outreach and public participation, we seek to incorporate elements of VRT's Environmental Justice Plan (Attachment H) and Limited English Proficiency (LEP) Plan (Attachment G). During planning phases, VRT identifies potential Justice40 census tracts within project areas and works to prioritize engagement in those areas. For instance, we establish ongoing engagement with the 2C Resource Hub, a group of community partners in Canyon County, which has helped establish a network of community-based organizations with which we can conduct broad outreach. We also have standing engagement tables at libraries in Nampa and Caldwell, participate in a variety of committees with the West Ada School District, and connect frequently with local organizations in Boise J40 areas, including the City of Boise's Energize our Neighborhoods program. We also look to the LEP plan when developing materials for engagement and determining translation needs. Additionally, we have fostered relationships with a variety of community organizations that focus on providing resources for refugees, including the International Rescue Committee (IRC) and Jannus, who play a significant role in identifying language needs and distributing information and training to populations they work with.

This document outlines opportunities for the public to be involved throughout various VRT projects and underscores the importance of accessible information, timely public notices, engagement-rich environments, and clearly-stated final decisions. Throughout our outreach, we take steps to ensure minority, low-income, and LEP populations have opportunities to provide feedback in accordance with the LEP Plan. We believe in the importance of engaging with members of the public and other stakeholders early and often to gain meaningful input from parties that will be impacted by changes.

These activities, when well-designed, can help build a culture of engagement and collaboration – both within the agency and within the community. A genuine culture of engagement not only helps build more useful projects, but also helps to maintain transparency with the public, achieve long-term buy-in from impacted parties, and build public trust in VRT. Relationships between VRT and the public based on



dependability and authenticity can help us stay connected and working together as we build the future of our transit system.

It is our intent to provide recommendations or move into decisions only after reviewing feedback and potential impacts to the community we serve. The following sections discuss minimum requirements, additional engagement methods, public notification tools, and areas in which we look to grow our participation programming.

## Minimum Requirements

The Policy sets the following minimum requirements for public participation for specific changes:

- **Budget Adoption** – a budget hearing during a Board of Directors meeting, with adequate public notice, is required; this also applies to budget amendments, which typically occur at the beginning of the calendar year following the budget adoption
- **Fare changes** – a public hearing, preceded by two open houses or public meetings (one in each county) is required, along with public notice and other media notification as determined appropriate by staff
- **Major service changes** – a public hearing and at least one open house/public meeting in Ada and Canyon counties is required for any change that would impact more than 25% of a route or available service levels, with additional public notice requirements and recommendations

In addition to major changes listed above, VRT sends notices to affected property owners/businesses and to a broader audience as determined by staff for any physical infrastructure changes, including the installation of new bus stops or the removal of existing stops. Additionally, comments from any public comment period are shared with staff and the VRT Board of Directors for consideration prior to decision-making.

- **Open House** - public forum to provide an opportunity for the public to learn and comment about a project or proposed operational changes and to solicit public comment prior to any public hearing.
- **Public Meeting** – a meeting designed to facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.
- **Property Notices** – door hangers or other type of specific individual notice given to specific affected properties or individuals.
- **Fliers/Posters** – postings generally placed on buses, at transfer locations or other public places designed to educate the public on planned VRT action.
- **Mailers** – targeted mailing services designed to notify all persons possibly affected by a transit route or pathway.
- **Media** – notices or postings placed on the various local newspaper, television, social media, websites, email or other electronic or other media the VRT has access to including contracted or targeted surveys or solicited requests for input or responses.

Additionally, monthly VRT Executive Board meetings and Regional Advisory Council (RAC) meetings, alongside quarterly Board of Directors meetings, are held in-person and virtually in compliance with





Idaho’s Open Meetings Act. We also provide language interpretation services as much as possible (always when requested), working with local vendors.

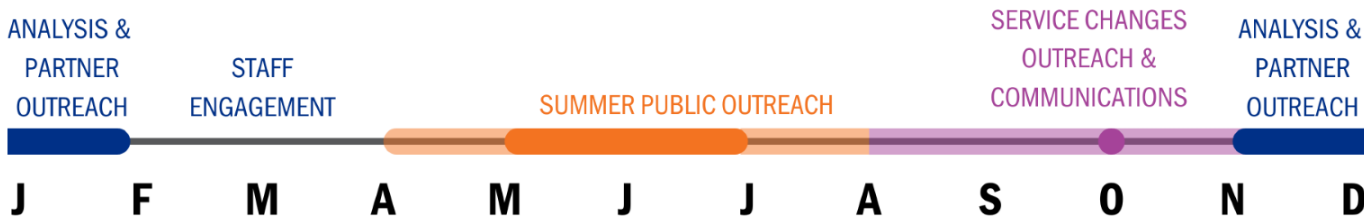
**Additional Methods**

In many cases, these standards set a minimum. VRT staff aims to extend comprehensive public engagement to as many decision-making processes as possible and practical. This always begins with internal acknowledgement of how input would be used by staff. We do not seek out involvement for its own sake, but rather to gain specific inputs and perspectives from the people using our services. Lack of proper input from the community may result in poor decisions, unintended consequences in project development, or limited buy-in in the future.

Topics of engagement can include those required by policy – services, budgets, and fares – and can also include construction projects, technology upgrades, enhancements to a fare payment system, improvements to the rider experience, or bus stop amenities (for example, working with the Idaho Commission for the Blind & Visually Impaired to ensure bus stop sign treatments will work for blind and low-sight populations).

In addition to the changes above, we also include engagement in regular planning projects and project-specific work. These include the development of VRT’s annual Program of Projects (POP), Transportation Development Plan (TDP), visionary documents such as ValleyConnect 2.0 (created in 2018 with additional feedback from 2022, as listed in the Projects section below), and ongoing work to the best-in-class State Street corridor.

**VRT Transportation Development Plan Outreach Cycle**




We typically use the International Association for Public Participation (IAP2) Spectrum of Public Participation as a guide in developing outreach programs and have staff trained on these tactics. We note here that involvement could include the one-directional “informing” of impacted parties to ensure they are equipped with the information needed to answer questions and help them navigate the community or could lean as far as “empower” to allow the public to make the final decision. In some cases, involvement could result in the co-creation of services or programs (for example, our Better Bus initiative – shown on page 49 – features routes that were the direct result of extensive public outreach).



## IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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VRT builds an outreach plan for each project and relies on a variety of touchpoints to ensure comprehensive reach and participation. This was made especially evident during the COVID-19 pandemic as we had to find new ways to engage. These include:

- **A digital engagement platform, Engage VRT** – this forum has acted as the hub of public participation and allowed us to have ongoing dialogue on studies, plans, projects, and more
- **Direct partner engagement** – we have been building a network of community collaborators that work in similar spaces as our riders, programs, and services; this network has been crucial to reach as broad and diverse a population as possible
- **Pop-up tables and canvassing** – we love to use our transit centers, buses, and other community hubs like libraries to establish a frequent community presence; we will fill our outreach calendar between open houses and public meetings with these pop-up opportunities, which give us a chance to get spontaneous feedback outside the regular meeting structure (while still gaining legitimate input and survey responses)
- **In-person open houses and town halls** – we aim to provide space outside of the public hearing to provide detail about potential changes, answer questions, and connect with the public as a staff;

these work best along bus routes and within VRT service areas where we can promote transit for travel

- **Virtual options** – especially during the pandemic, we shifted much of our engagement to a virtual or hybrid format; Board, Executive Board, and Regional Advisory Council meetings have all been held as hybrid (virtual and in-person) meetings since the start of the pandemic, and we have included virtual town halls and open houses in all outreach efforts
- **Regular programming** – we use a variety of other methods to connect with our community on a regular basis, including things like Tireside Chats, during which we dive into specific mobility-related topics; these allow for unstructured and honest conversations with riders and non-riders alike, and provide our team with on-the-ground feedback on their experience

Comments can also be submitted at any time on VRT’s website (equipped with the Google language translator), via Customer Service, or through social media channels. When feasible, we also seek feedback through onboard surveys.

VRT also convenes a Regional Advisory Council (RAC), which, among other activities, provides feedback to outreach plans and helps advocate these projects to the community and the constituencies they represent. The RAC supports the VRT governance process by advising the Board through a forum for transportation and human service stakeholders and advocates centered on sharing information and collaborating on mobility issues. VRT staff actively tries to ensure adequate representation of diverse opinions and perspectives by soliciting participation from key human service and transit providers in the following categories:

- Blind/visually impaired
- Transit Consumer
- Vocational/labor
- Housing
- Non-emergency medical transport
- Neighborhood associations
- Statewide coordination
- Urban transportation provider
- Rural transportation provider
- Public health sector
- Limited English proficiency (LEP)
- Public Education
- Older adults
- Employers
- Low-income families and individuals
- Persons with disabilities
- Veterans

We make specific efforts to reach out to minority, LEP, and other underserved populations through various means of outreach. We work closely with refugee resettlement agencies, of which there are many in the valley, and provide resource-sharing to improve engagement, ridership experiences, and document translation. These relationships have been critical in determining and maintaining updated language needs of incoming refugee populations and in connecting with these groups to share transit information. VRT staff have also been equipped with handheld language translators and language cards for use in the field.



We seek out opportunities to meet people where they are, acknowledging the burden that may accompany an agency-hosted event. Open and ongoing participation from VRT is key to maintaining a strong network of collaborators and partners, including neighborhood association meetings, school groups, social service agencies, community-based organization gatherings, community councils, local business groups, special interest groups, and more. We aspire to be available for as many community touchpoints as possible – our stance is that we need to participate with the public before we ask for their participation with us.

## Notification

To ensure high participation in this outreach, the Public Notification and Involvement Policy outlines required notices and notes that “additional media notifications, surveys, and fliers/postings as determined appropriate by staff may also be included.”

For outreach, including open houses, public hearings, VRT provides, at a minimum, property notices or mailers (door hangers or other direct-to-property materials) when necessary, flyers/posters, and legal notices in local newspapers.

When developing outreach plans for individual projects, we also include promotional and informational tactics to ensure the right reach for the project. In alignment with VRT’s Communications Plan, an ideal strategy is to provide information wherever our audience might be.

At a minimum, VRT utilizes the public notice methods designed to increase general knowledge of VRT processes, planned actions, or approved actions, and includes:

This broadens our notification tactics to include:

- **Earned media** – press releases, press conferences, editorials, legal notices
- **Owned media** – posters, displays, onboard bus posters, onboard bus hangers, bus shelter posters, infotainment screens, newsletters, email groups, community bulletins, community calendars, public meeting notices, mailers/postcards, onboard audio announcements, service alerts
- **Paid media** – social media advertising, radio advertising, bus benches/wraps
- **Social media** – organic posts and content campaigns

When creating materials, VRT provides English and Spanish language representation as a default. We also work with community organizations to identify any additional translation needs.

## Ongoing Efforts

VRT is committed to the continued development of our public participation program. Our goal is to provide comprehensive access to clear information about potential decisions or projects, the opportunity to provide feedback and engage with staff and decision-makers and close the feedback loop by outlining final decisions and how input was used. With services in multiple areas across diverse populations across Ada and Canyon counties, it is essential for our team to continue to learn, adapt, and include new opportunities to engage with the community. We are looking to expand our equity lens to ensure continual participation inclusive of a diverse range of needs, backgrounds, genders, sexualities, races, religions, cultures, abilities, incomes, and experiences. We will specifically continue to expand our work within environmental justice zones and with translation materials that continue to reflect the LEP. We will continue to design



public participation and outreach programs – and ensure engagement is infused throughout regular projects – to build a culture of engagement and collaboration with our community.

## Public Participation Projects

This section outlines public engagement work completed from 2021 to 2023. It includes public participation for six completed service changes and three broader campaigns, two of which had service change implications. The final campaign – VRT’s Better Bus initiative – sought feedback for both near-term and long-term changes, which will begin implementation in June of 2024.

### 2021

#### Service Changes (May 2021)

Valley Regional Transit (VRT) implemented service changes to bus service on Saturday, May 1, 2021. The changes involved timing modifications to 11 bus routes. Ten of the affected routes provided fixed-line service in Boise and Garden City, and one provided intercountry service between Nampa, Meridian and Boise. The timing changes were designed to improve on-time performance. VRT conducted outreach with existing riders to inform time adjustment decisions and informed impacted riders of changes prior to implementation.

May 2021 Service Change	
Route/Area	Change
1 – Harris Ranch via Parkcenter	• Adjustments were made to the schedule to improve on-time performance
2 – Broadway	• Adjustments were made to the schedule to improve on-time performance
3 – Vista	• Adjustments were made to the schedule to improve on-time performance
5 – Emerald	• Adjustments were made to the schedule to improve on-time performance
6 – Orchard	• Adjustments were made to the schedule to improve on-time performance
7A – Fairview/Ustick	• Adjustments were made to the schedule to improve on-time performance
7B – Fairview – Towne Square Mall	• Adjustments were made to the schedule to improve on-time performance
9 – State Street	• Adjustments were made to the schedule to improve on-time performance
12 – Maple Grove	• Adjustments were made to the schedule to improve on-time performance
29 – Overland	• Adjustments were made to the schedule to improve on-time performance
42 – Happy Day to Towne Square Mall	• Adjustments were made to the schedule to improve on-time performance

#### Service Changes (October 2021)

The VRT Board of Directors approved service changes that were implemented on October 4, 2021. These changes impacted Boise fixed-route and inter-county service.

The October 2021 changes moved VRT closer to the goals outlined in the agency’s long-term vision, ValleyConnect 2.0, including improving on-time performance, increasing frequency on premium routes, and improving safety for operators and passengers.



In addition to the above changes, the Board of Directors agreed to the temporary suspension of the additional service on the 9 State Street where it travels to Eagle in the morning and afternoon, as well as the delay of the start of new Route 30 Pine in Meridian. This change was proposed due to the fact ridership has not returned to pre-pandemic levels, as well as the number of confirmed cases of the Delta variant continuing to rise.

Outreach for these changes included onboard surveys, open houses, and – due to the change for Route 11 – public hearing. VRT received more than 1,800 surveys during this outreach phase from across the region.

### October 2021 Service Change

Route/Area	Change
7A – Fairview/Ustick	<ul style="list-style-type: none"> <li>To improve on-time performance and safety, a minor reroute in the east bound direction eliminated the unprotected left turn from Orchard Street onto I-184 with the route utilizing the I-184 on ramp on Fairview east of the Curtis Road intersection. This resulted in the closure of two eastbound stops, Fairview and Laurel and Fairview and Orchard.</li> </ul>
7B – Fairview/Towne Square Mall	<ul style="list-style-type: none"> <li>Three morning trips were added from Towne Square Mall to Main Street Station and four afternoon trips were added from Main Street Station to Towne Square Mall increasing the peak frequency to 30 minutes in the peak direction only.</li> <li>To improve on-time performance and safety, a minor reroute in the east bound direction eliminated the unprotected left turn from Orchard Street onto I-184 with the route utilizing the I-184 on ramp on Fairview east of the Curtis Road intersection. This resulted in the closure of two eastbound stops, Fairview and Laurel and Fairview and Orchard.</li> </ul>
9 – State Street	<ul style="list-style-type: none"> <li>Service to Eagle was suspended due to low ridership. This service began in October 2020 as an extension of the 9 – State Street and consisted of four morning trips and three evening trips between Eagle and Boise. Ridership across the entire system was heavily impacted by the COVID-19 pandemic and ridership on these trips was not conducive to maintaining this service.</li> </ul>
11 – Garden City	<ul style="list-style-type: none"> <li>This service was eliminated due to low ridership. Select stops on Chinden Boulevard were added to the 8x – Five Mile/Chinden to provide alternative options for riders of the 11. No changes were made to the ACCESS paratransit service area due to the proximity of the 9 – State Street and the 8x – Chinden Express.</li> </ul>
17 – Warm Springs	<ul style="list-style-type: none"> <li>Peak period service was reduced from 30 minutes to 60 minutes.</li> </ul>
29 Overland	<ul style="list-style-type: none"> <li>To improve on-time performance and safety, a minor reroute occurred at the turn around at Boise State University. Instead of traveling from University Drive to Boise Avenue via Chrisway Driver, the route utilizes Juanita Street, Potter Drive and Joyce Street to return to University Drive. This resulted in the closure of one stop, Chrisway Drive and Boise Avenue.</li> </ul>



43 – Caldwell Express

- Service was reduced from two (2) morning and two (2) afternoon/evening trips to one (1) morning and one (1) evening trip. A targeted survey of Route 43 riders was performed that determined which trips would remain.

## 2022

### Connected Canyon County (2022-2023)

In July of 2021, VRT began working with leaders and community partners on an engagement initiative called Connected Canyon County. The effort aimed to understand needs and identify transportation options that improve access to important destinations and activities in Canyon County (covering an area later identified as a J40 zone) while considering potential funding challenges. This engagement also considered social determinants of health and highlighted the impact of transportation on these factors.

**CONNECTED CANYON COUNTY**

valley regional transit

**50+ community organizations**

Advocates Against Family Violence  
Boise State University  
Bike Walk Nampa  
Blue Cross of Idaho  
Blue Cross of Idaho Foundation  
Caldwell Chamber of Commerce  
Caldwell Housing Authority  
Caldwell School District  
City of Caldwell  
City of Nampa  
College of Western Idaho  
COMPASS  
Full Circle Health  
Lifeways  
Living Independence Network Corporation  
Nampa First Church of the Nazarene  
Idaho Commission on Aging  
Idaho Community Credit Union  
Idaho Department of Commerce  
Idaho Department of Labor  
Idaho Department of Juvenile Corrections  
Idaho Division of Veterans Services  
Idaho Hispanic Chamber of Commerce  
Idaho Housing and Finance Association  
Idaho Office for Refugees  
Idaho Smart Growth  
Idaho Youth Ranch  
Idaho Walk Bike Alliance  
Jannus, Inc.  
Metro Meals on Wheels  
Nampa Housing Authority  
Nampa School District  
Saint Alphonsus  
Saltzer Health  
Southwest District Health  
Southwest Idaho Area Agency on Aging  
St. Luke's Health System  
Terry Riley Health Services  
Treasure Valley Community College  
Treasure Valley Family YMCA  
United Way of Treasure Valley  
University of Idaho  
Urban Land Institute  
Vallivue School District  
Western Alliance for Economic Development  
Western Idaho Community Health Collaborative  
WICAP Community Collaborative

**WHAT**  
Since July 2021, VRT has been working with leaders and community partners on an initiative called Connected Canyon County to design and implement mobility solutions that improve access to important destinations and activities in Canyon County.

**WHY**  
Transportation and mobility are the means to socioeconomic well-being for all who live, work, learn, play, worship, and seek services across our region. Unprecedented growth is putting additional pressure on an already tight housing market. The lack of affordable housing is pushing residents farther away from jobs, food, healthcare, education and recreation. Canyon County is a place where neighbors help neighbors and organizations work together to improve outcomes for all populations.

**WHAT WE HEARD**

### A CONNECTED CANYON COUNTY WOULD INCLUDE

#### Transportation that...

• Is safe, frequent, reliable, easy-to-use, and coordinated, including:

- Fixed-route bus
- On-demand
- Car- and vanpools
- Real time dial-a-ride
- Cycling
- Walking
- Wheeling
- Microtransit
- Rideshare

- Includes new and innovative options as they come
- Features safe infrastructure and coordinated technology to ensure easy travel and transfers
- Fits with the long-term vision for transit in Canyon County
- Is affordable and easy to pay for (and includes pass programs)
- Provides access for everyone, especially those with disabilities or without access to the internet or a phone
- Is accompanied by useful and kind customer support during all hours of operation
- Reduces time and cost of travel

#### Information that...

- Is easy to use and access (including real-time arrival information) in a centralized location
- Connects people to services and programs through seamless customer support systems, navigation, training, and traveler information supports and programming
- Is supported by marketing and outreach to riders, users, businesses, private sector partners, public partners, institutions, stakeholders, and more
- Features wayfinding and navigation tools using both new technology and traditional methods
- Responds to the diverse needs of the community

#### Places that...

- Are designed, planned, and connected by transit, including community hubs and critical locations like housing, jobs, recreation, food, health, service providers, childcare, co-working spaces, and more
- Connect housing, work, and childcare to a variety of transportation options
- Are located at or near transit hubs
- Are created with wise land-use decisions and transit-supportive land use policies
- Are well-designed, accessible, and integrated into the community
- Include pleasant places to be and provide safety, dignity, and belonging (including things like accessible design, public art, lighting, etc.)

Check out our open houses January! We'll share what we've heard and get feedback on services and programs that can create a more

### CONNECTED CANYON COUNTY



The initiative was led by VRT and included a steering committee with representatives from various community organizations. The committee identified the following statement of need:

*Transportation and mobility are the means to improve quality of life for all who live, work, learn, play, worship, and seek services across our region. Unprecedented growth is putting additional pressure on an already tight housing market. The lack of affordable housing is pushing residents farther away from jobs, food, healthcare, education, and recreation. Canyon County is a place where neighbors help neighbors and organizations work together to improve life for everyone.*

After ongoing community and committee meetings, VRT held 3 in-person open houses and 3 virtual town halls in January and February of 2023 to finalize this phase of the initiative. The input gained – and



network built – helped set the stage for further work in Canyon County, including service improvements on VRT’s Route 150 Nampa/Caldwell OnDemand and the revival of two fixed bus routes (coming June 2024) and a Nampa/Caldwell Boulevard study to determine potential improvements to transportation along a major thoroughway in the area (coming 2024).

# CONNECTED CANYON COUNTY

## GROWTH SCENARIO

INTERCOUNTY (EXPRESS)

40 43

INTERCOUNTY (LOCAL)

42 45

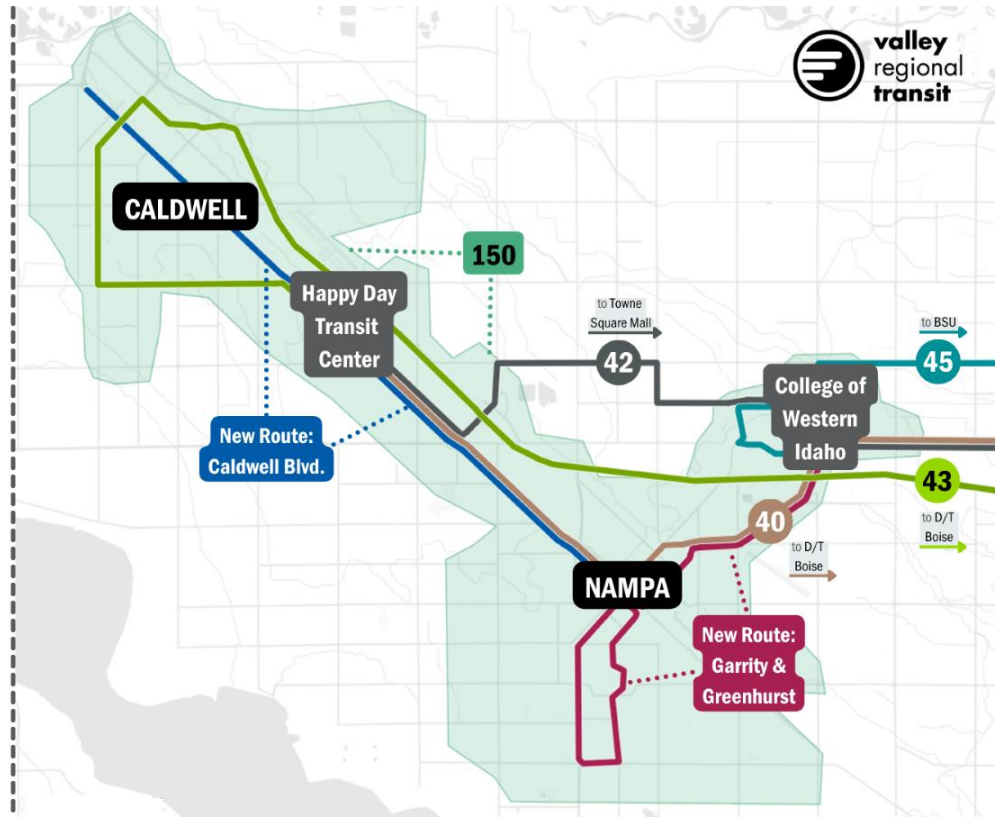
ON-DEMAND

150

FIXED-ROUTE (LOCAL)

C G

ELECTRIC BIKE-SHARE (VALL-EBIKE)



### Service Changes (January 2022)

VRT implemented a reroute on the 28 Five Mile/Victory in January 2022. This change was the result of ongoing engagement with Frank Church High School, to and from which many students utilize VRT services. The school encountered challenges with students arriving around bell times. VRT worked with the school to identify solutions and maintains ongoing engagement to support students and staff.

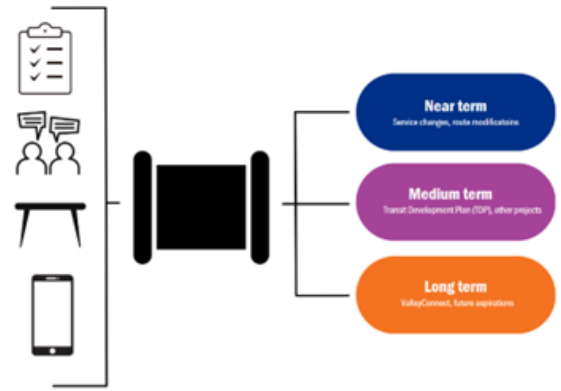
January 2022 Service Change	
Route/Area	Change
28 – Five Mile/Victory	<ul style="list-style-type: none"> <li>A reroute was performed on this route for one trip in the morning to ensure that students at Frank Church High School who utilize this route would arrive on time for the start of school. Instead of turning at Overland Road from Cole Road, the route continues down Cole to Victory Road, by passing the stops along Overland Road and Five Mile Road.</li> </ul>





## Connected Treasure Valley (May – September 2022)

Identifying the need for public input across multiple projects and timelines in 2022, VRT created a campaign called Connected Treasure Valley to synthesize various efforts into a single point of input. The campaign utilized the Engage VRT online platform and was built to reduce survey fatigue for the public and connect what can appear to be disconnected projects to form a holistic picture of the future. It featured 26 projects spread across three categories (new services, improved service, and updated services) and three timelines:



- **Transit for Today:** near-term projects and 2022 service changes, including one new bus route, one new on-demand service, service improvements, and route changes
  - **Downtown Boise event service** – this project sought to increase available service hours for downtown Boise events; as a result, VRT implemented its first Game Day Shuttle in fall 2023
  - **Route 45** – this route change was designed to provide access to more riders, shifting it from a highway-running express to run on a major corridor; VRT received nearly 200 survey responses (far exceeding ridership numbers), and implemented the reroute in October 2022
  - **Eagle On-Demand** – in the buildup to this service design, VRT conducted outreach at libraries, community events, council meetings, and more to get a sense for preferred service options; this service was launched in May of 2023
  - **150 On-Demand** – no change has resulted from this project to date, though public sentiment features a significant desire for more service hours in this area; VRT is working to build that into the 5-year Transportation Development Plan and seek funding from local partners
  - **Route 40** – this change was designed to shift service hours to more productive routes, and VRT received nearly 130 total surveys (far exceeding ridership numbers); we utilized feedback to identify ideal service times, and plan to make additional improvements to the route in upcoming service changes due to feedback in this campaign
  - **Route 30** – this new Meridian service was delayed periodically throughout the COVID-19 pandemic, but launched on October 3, 2023 after extensive community engagement with local businesses, schools, chambers of commerce, and other organizations
- **Transit for Tomorrow:** this category featured seven projects featured in the 5-year Transportation Development Plan (TDP); input helped VRT prioritize upcoming investments and resulted in early action as a result of the Better Bus initiative (see below):
  - **Route 9 weekday frequency increase** – this improvement has been identified in the TDP
  - **Nampa to Southeast Boise Express route** – this new route has been identified in the TDP; VRT is now able to engage with local funding partners to provide support for implementation



- West Bench routes – these updates are featured in the TDP; some were modified or acted on within the Better Bus initiative (see below)
- 7B weekday service/Saturday frequency – these updates are featured in the TDP; some were modified or acted on within the Better Bus initiative (see below)
- Kuna Express route – this new route has been identified in the TDP; VRT is now able to engage with local funding partners to provide support for implementation
- Route 30 connection – this improvement has been identified in the TDP; some levels of improvement were realized within the change to Route 45 in the Better Bus initiative (see below)
- Four (4) Canyon County bus routes – these updates are featured in the TDP; two routes were added to the Better Bus initiative for implementation in June 2024 (see below)
- Transit for the Future: this category featured 13 projects featured in VRT’s long-term vision, ValleyConnect 2.0; input helped VRT prioritize upcoming investments, guide work on an updated vision, and, in some cases, take early action within the Better Bus initiative (see below):
  - 150 OnDemand service – no change has resulted from this project to date, though public sentiment features a significant desire for more service hours in this area; VRT is working to build that into the 5-year Transportation Development Plan and seek funding from local partners
  - Bogus Basin winter bus route - this new route has been identified in the TDP; VRT has been engaging with Bogus Basin on service opportunities
  - Boise route frequency improvements – these improvements have been identified in the TDP; some levels of improvement will be realized within the route modifications within the Better Bus initiative (see below)
  - Boise Avenue bus route – this new route has been identified in the TDP; VRT has been engaging with Bogus Basin on service opportunities
  - Route 9 Sunday service – this improvement has been identified in the TDP
  - Downtown Boise route improvements – these improvements have been identified in the TDP; some levels of improvement will be realized within the route modifications within the Better Bus initiative (see below)
  - Highway 44 Express route – this new route has been identified in the TDP
  - Route 3 weekday frequency – this improvement has been identified in the TDP; some levels of improvement will be realized within the route modifications within the Better Bus initiative (see below)
  - Central Bench routes – these updates are featured in the TDP; some were modified or acted on within the Better Bus initiative (see below)
  - Ada County OnDemand pilot – this improvement has been identified in the TDP



- Route 8X – these updates are featured in the TDP; some were modified or acted on within the Better Bus initiative (see below)
  - Route 5 midday, Saturday frequency – these updates are featured in the TDP; some were modified or acted on within the Better Bus initiative (see below)
  - Route 7B weekday frequency, Sunday service – these updates are featured in the TDP; some were modified or acted on within the Better Bus initiative (see below)
3. VRT received nearly one thousand points of input during the campaign across Engage VRT platform interactions, open houses, virtual workshops, social media engagement, surveys (print and digital), in-person table discussions, phone/email inputs, and more.

### Service Changes (October 2022)

Guided by feedback provided from the Connected Treasure Valley campaign, VRT modified 5 routes, changed timing on 7 routes, and added one new route effective October 3, 2022.

In addition to the public participation listed above for the Connected Treasure Valley campaign, VRT sought public participation for:

- Route 7A change, which included the elimination a twice-daily extension to Capital High School; VRT conducted outreach with Capital High School throughout this process to ensure impact mitigation and awareness
- Route 40 change; in addition to ongoing summer outreach, VRT distributed change-specific print and online surveys; 108 online survey and nearly 20 print survey responses were received, far exceeding ridership numbers and providing guidance for staff in identifying ideal travel times
- Route 45 change; in addition to ongoing summer outreach, VRT distributed change-specific print and online surveys; 193 online survey and nearly 40 print survey responses were received, far exceeding ridership numbers and providing guidance for staff in identifying destinations; a specific open house and public hearing was held at the August 1 board meeting

#### October 2022 Service Change

Route/Area	Change
1 - Harris Ranch via Parkcenter	• Adjustments were made to the schedule to improve on-time performance
4 - Roosevelt	• Adjustments were made to the schedule to improve on-time performance
5 – Emerald	• Adjustments were made to the schedule to improve on-time performance
6 – Orchard	• Adjustments were made to the schedule to improve on-time performance
7A – Fairview/Ustick	• The twice daily extension to Capitol High School was eliminated due to low ridership. This resulted in the closure of four stops, Milwaukee Street and Bayhill Drive, Milwaukee Street and Chesterfield Street, Cole Road and Manorwood Drive, and Cole Road and Court Avenue. This change resulted in



faster trips and a more regular schedule for riders and impact less average daily boarding's or alighting's.

7B – Fairview – Towne Square Mall	<ul style="list-style-type: none"> <li>Adjustments were made to the schedule to improve on-time performance</li> </ul>
9 – State Street	<ul style="list-style-type: none"> <li>Adjustments were made to the schedule to improve on-time performance</li> </ul>
12 – Maple Grove	<ul style="list-style-type: none"> <li>Adjustments were made to the schedule to improve on-time performance</li> </ul>
30 – Pine	<ul style="list-style-type: none"> <li>A new service was launched in Meridian, connecting Ten Mile Crossing to The Village at Meridian via Pine Avenue. This route provides service to downtown Meridian during peak travel periods with six morning trips and seven evening trips. Service is 30 minutes and 60 minutes during these periods. This route also provides direct service to Meridian High School, Meridian Elementary School, Ada County West Campus, Cross Roads Middle School, Scentsy and Blue Cross of Idaho. This service was initially scheduled to launch in 2021 but was postponed due to the impacts on ridership of the COVID-19 pandemic. This service provides access to 6,800 residents, 5,700 jobs and 2,300 households within ¼ mile of stops.</li> </ul>
40 – Nampa/Meridian Express	<ul style="list-style-type: none"> <li>Two inbound trips were eliminated due to low ridership, one in the morning and one in the afternoon.</li> <li>A minor reroute was performed in increase access to Downtown Nampa. Instead of accessing I-84 via Northside Boulevard, the route continues down 3rd Street South to 16th Avenue South to connect to Garrity Boulevard.</li> </ul>
42 – Happy Day to Towne Square Mall	<ul style="list-style-type: none"> <li>A midday trip has been added to the route, repurposing hours from the 40 – Nampa/Meridian Express. This was a trip requested by riders.</li> </ul>
43 – Caldwell Express	<ul style="list-style-type: none"> <li>The service now begins at Happy Day Transit Center, instead at Jefferson Middle School, eliminating the deadhead from Happy Day Transit Center to Jefferson Middle School, increasing access to riders at no additional cost.</li> </ul>
45 – Boise State/CWI via Fairview	<ul style="list-style-type: none"> <li>The route 45 was rerouted to provide service along Cherry Lane and Fairview Avenue to Boise State, increasing access to riders by 536%, jobs by 118% and increasing productivity by 70%. This does increase travel times for existing riders of the 45 as it no longer travels along I-84.</li> </ul>

## 2023

### Service Changes (May 2023)

After suspending service to Eagle in the fall of FY2021 due to low ridership, VRT worked extensively with the Eagle City Council to understand their interests in transit service to Eagle. We also surveyed the City of Eagle residents; the 125 surveys received indicated a strong preference for weekday service. They also expressed a slight preference for on-demand services compared to fixed route (52% vs 48%). Based on input from the public and guidance from the city council VRT developed a weekday on-demand service.

## May 2023 Service Change

Route/Area	Change
160 – Eagle On Demand	<ul style="list-style-type: none"> <li>• New on demand service in the City of Eagle providing a flexible service and improved access to fix route services for Eagle residents.</li> <li>• The new service provides residents access to fix route service by having connection points at State Street and Glenwood Street, the State of Idaho Campus on Chinden, the Village at Meridian, as well as access to Saint Lukes Meridian Medical Center on Eagle Road in Meridian.</li> <li>• This service helps to replace the extension of the 9 – State Street that was eliminated in 2021</li> </ul>

### SERVICE CHANGES (OCTOBER 2023)

On October 2, 2023, VRT implemented schedule changes to the following routes. VRT conducted outreach and shared schedule updates with impacted riders.

## October 2023 Service Change

Route/Area	Change
30 - Pine	<ul style="list-style-type: none"> <li>• Adjustments were made to the schedule to improve on-time performance</li> </ul>
40 – Nampa/Meridian Express	<ul style="list-style-type: none"> <li>• Adjustments were made to the schedule to improve on-time performance</li> </ul>
42 – Happy Day Transit Center/Towne Square Mall	<ul style="list-style-type: none"> <li>• Adjustments were made to the schedule to improve on-time performance</li> </ul>
43 – Caldwell Express	<ul style="list-style-type: none"> <li>• Adjustments were made to the schedule to improve on-time performance</li> </ul>
45 – Boise State/CWI via Fairview	<ul style="list-style-type: none"> <li>• Adjustments were made to the schedule to improve on-time performance</li> </ul>

### BETTER BUS INITIATIVE (February 2023 – October 2023)

VRT's Better Bus initiative was the next step of the 2018 ValleyConnect 2.0 vision, which incorporated significant public input and pointed toward a more frequent bus network with regional connections, better technology, and regional rail. The plan highlighted the Treasure Valley's need for four times the service and funding to meet regional demand and match service levels with peer agencies.

- Extensive public feedback guided all decisions throughout this four-phase process, including five in-person open houses, two virtual town halls, dozens of pop-up tables, canvassing on buses and at transit centers, community event attendance, and more. A summary of each phase can be found below.

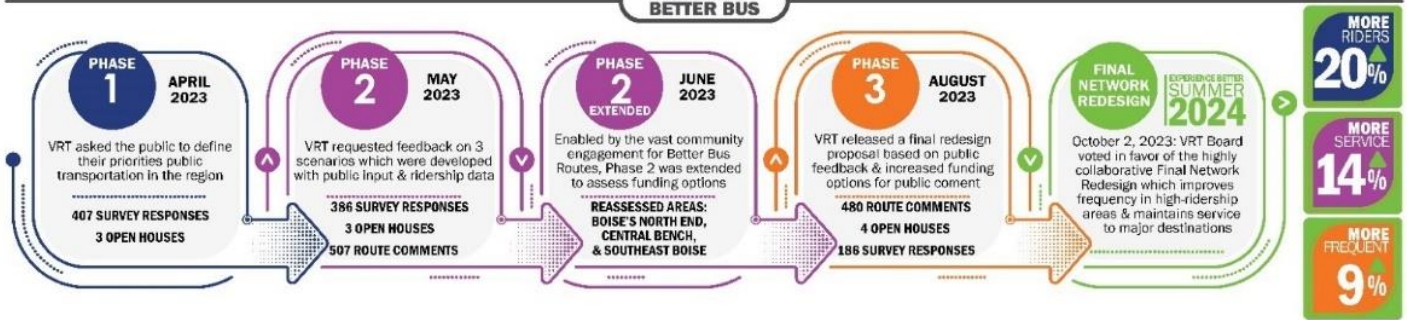




# EXPERIENCE BETTER SUMMER 2024



## HOW WE BETTER BUS



### 2024 ROUTES AT A GLANCE

**IMPROVED & NEW ROUTES**  
 2, 3, 7, 8, 20, 21, 24, 42, 45, 56, 58

**ADJUSTED FOR EFFICIENCY**  
 4, 10, 17, 16, 28, 29, 30, 40, 150

**NO CHANGE**  
 5, 9, 160

Notice something different with the route colors?? Check this out!

### TRIP PLANNING SIMPLIFIED

	WHEN DO BUSES RUN?	HOW OFTEN DO BUSES ARRIVE?
#	ALL DAY!	15-30 MINS
#	ALL DAY!	30-60 MINS
#	RUSH HOUR	30-60 MINS

### WHERE'S MY OLD ROUTE?

**ROUTES WITH NEW NUMBERS**  
 6, 20, 8, 24, 8x, 8, 12, 21

**ROUTES CONSOLIDATED**  
 1, 17, 7A, 21, 7B, 7, 43, 40

[LEARN MORE](#)

Public: 3/27/2023 - 4/12/2023

rideVRT.org

info@nceVRT.org

(208)345-7433

@rideVRT

Valley Regional Transit

2024 Change Details

rideVRT.org/changes

- Phase 1:** In the first phase, we asked participants to help define priorities for our network redesign, primarily around the focus of services on frequency or coverage. We received 407 surveys and hundreds of additional comments via. This feedback, along with guidance from our Board of Directors, pointed us in the direction of focusing on more frequent service in high-ridership areas, among other priorities.
- Phase 2:** In the second phase, we asked participants to provide feedback on three scenarios that represented various iterations of route design. These scenarios included similar and increased budgets with different focuses on coverage and frequency. VRT staff used this feedback from 386 survey responses, 570 individual comments, and dozens of additional comments via email, phone, social media, open houses, and other in-person outreach to create a final proposal.

**Phase 3:** In this final phase of public outreach, we presented a final redesign proposal to the public. This proposal took elements of the three scenarios from Phase 2 and was guided public feedback to date. In this phase, we received surveys from 186 individuals who provided more than 480 comments on individual routes or services.

**Final network redesign:** Using feedback from all three phases, VRT made final recommendations to the VRT Board of Directors with various route consolidations. These recommendations allowed us to retain many of the services the public desired, including service in Boise’s North End, the Central Bench, and Southeast Boise.

VRT used a variety of metrics to compare routes and prepare the network redesign, including:

- **Ridership:** using the ridership metric of “boardings per hour by route,” we reviewed routes that are in the bottom 25% for ridership for change or reinvestment.
- **Proximity to bus stops:** we examined the number of people and jobs that are within 1/4 mile of a bus stop to measure coverage, or the number of individuals that are likely to choose to take transit because it is close to them.
- **Proximity to higher-frequency routes:** we evaluated each service concept by the number of people within 1/4 mile of a bus stop with 15-minute service or better during peak periods and 30-minute service or better throughout the day. This measures the number of people who are more likely to choose to take transit because transit is both close and convenient for their travel needs.
- **Service frequency:** we evaluated the percentage of service hours dedicated to routes with service every 30 minutes or better throughout the day to determine how much of the system is dedicated to higher-frequency routes.
- **Potential systemwide ridership:** based on existing route performance, we compared the proposed concepts to one another on potential systemwide ridership. The table below compares the various concepts based on these measures, illustrating the potential impact on ridership when trading coverage for frequency.

	Current Service	October 2023 Final
Overall service hours	90,000	102,000 (+14%)
Annual Riders	996,500	1,193,000 (+20%)
Population Served within 1/4 mile of service	158,000	153,600 (-3%)
Jobs Served within 1/4 of service	114,000	115,900 (+1.6%)
Population within 1/4 mile of 15-minute service	19,400	28,400 (+34%)
Population within 1/4 mile of 30-minute service	19,400	38,900 (+100%)
% of Frequent Service by total hours of operation	21%	30% (+9%)
% of Coverage Service by total hours of operation	79%	70% (-9%)

Public input – including more than two thousand points of feedback since April – and additional funding commitments from local partners made the following changes possible:

- **Maintained service to Southeast Boise** with a redesigned Route 17 (the southeast Boise Route 1 was initially proposed for elimination)
- **Maintained service to North Boise** with Route 10 in the North End and a restructured Route 16 serving Harrison Hollow (Route 10 was initially proposed for elimination and Route 16 for a decrease in service area)
- **Maintained service to the Central Bench** with a modified Route 4 to serve from Towne Square Mall to Downtown Boise via Franklin, serving Borah High School and maintaining service on sections of Latah (Route 4 was proposed for elimination)
- **Improved efficiency in the Central Bench** with Route 28, which has been modified to work with the restructured Route 4

- Timing and bus stop adjustments to fit rider requests
- **Expanded first/last mile options** by adding Lyft Transit Connections stops and expanding VRT Late Night to better reflect job market locations

Final changes include:

## 2024 Service Change

Route/Area	Change
1 – Harris Ranch via Parkcenter	<ul style="list-style-type: none"> <li>• Route 1 will be consolidated with the Route 17, which will run a one-way loop along Warm Springs to Harris Ranch, returning to downtown Boise along Parkcenter</li> <li>• Riders can use expanded Lyft Transit Connection, Route 2, and the new Beyond Access service for lost Access service area</li> <li>• Service will be 60 minutes all day, Monday through Friday service</li> </ul>
2 - Broadway	<ul style="list-style-type: none"> <li>• There is no change to where Route 2 runs</li> <li>• The redesign does extend Saturday service on Route 2, extending the end time from 5 p.m. to 8 p.m.</li> <li>• Departure times from Main Street Station and the Boise Airport are modified to accommodate other changes and improve transfers.</li> <li>• Route 2 will run from 5:30 a.m. to 9:30 p.m. weekdays with buses arriving every 30 minutes from 5:30 a.m. to 8:30 a.m. and 3:30 p.m. to 9:30 p.m., and every 60 minutes all other times</li> <li>• Route 2 will run from 7:45 a.m. to 8:45 p.m. Saturdays, with buses arriving every 60 minutes</li> </ul>
3 Vista	<ul style="list-style-type: none"> <li>• There is no change to where Route 2 runs</li> <li>• The redesign does extend Saturday service on Route 2, extending the end time from 5 p.m. to 8 p.m.</li> <li>• Departure times from Main Street Station and the Boise Airport are modified to accommodate other changes and improve transfers.</li> <li>• Route 2 will run from 5:30 a.m. to 9:30 p.m. weekdays with buses arriving every 30 minutes from 5:30 a.m. to 8:30 a.m. and 3:30 p.m. to 9:30 p.m., and every 60 minutes all other times</li> <li>• Route 2 will run from 7:45 a.m. to 8:45 p.m. Saturdays, with buses arriving every 60 minutes</li> </ul>
4 – Roosevelt	<ul style="list-style-type: none"> <li>• Previously slated for elimination, Route 4 will be restructured, with the service starting in downtown Boise, following the Route 5 Emerald to Latah, where it will take Latah to Rose Hill before turning west to continue down Rose Hill</li> </ul>



and Franklin to Towne Square Mall, providing service along Cassia and Allumbaugh with direct connections to Borah and Bishop Kelly High Schools. The revised route 4 will also cover the service provided along Barrister by the route 28 which will be straightened out to remain on Cole to Overland

- Route 4 will be renamed to 4 Franklin
- Riders can use expanded Lyft Transit Connection, Route 3, Route 5, Route 29, and the new Beyond Access service for lost Access service area

#### 5 Emerald

- There will be no changes to where or when the current Route 5 provides services
- The redesign includes modified departure times from Main Street Station and Towne Square Mall to provide better connections to other routes
- Route 5 will run from 6:15 a.m. to 6:55 p.m. weekdays with buses arriving every 30 minutes from 6:15 a.m. to 9:25 a.m. and 2:45 p.m. to 6:55 p.m., and every 60 minutes all other times
- Route 5 will run from 7:45 a.m. to 6:15 p.m. Saturdays, with buses arriving every 60 minutes

#### 6 – Orchard

- The redesign will renumber the Route 6 to the Route 20
- The redesign will extend service time and restructure the route, providing a north-south route from Hill Road to the Airport via Veterans Memorial Parkway and Orchard Street with stops at Hillside Jr. High, residential areas, Albertson's, Veteran's Memorial Park, and the Boise Bench
- The redesign will extend when Route 20 runs on weekdays, running from 6 a.m. until 9 p.m. (an improvement from the current 6 p.m. end time) with buses arriving every 30 minutes from 6:00 a.m. to 8:30 a.m. and 4:00 p.m. to 9:00 p.m., and every 60 minutes all other times
- The redesign will extend when Route 20 runs on Saturdays, running from 7:45 a.m. to 8:45 p.m. and buses arriving every 60 minutes
- To get downtown, riders on the south end of Orchard can ride to the airport and continue on Route 3 or take Route 20 north to connect with Route 5 or the revised Route 29; riders along Orchard could also take the revised Route 29, which extends directly to downtown Boise, or the revised Route 4 along Franklin, connecting to downtown along Americana and River
- Other transfer options to get to downtown Boise include the new 7 Fairview, 8 Chinden, or 9 State Street

#### 7 Fairview

- The redesign will consolidate routes 7B and 7A to a more frequent service called Route 7 Fairview



- Route 7 will run on weekdays from 5:15 a.m. to 9:45 p.m., with buses every 15 minutes from 5:15 a.m. to 9:30 a.m. and 3:15 p.m. to 6:45 p.m., and every 30 minutes all other times
- Route 7 will also run on Saturdays from 7:45 a.m. to 8:45 p.m. with buses arriving every 30 minutes
- Route 7 will use the connector on-ramp at Orchard rather than Curtis to connect with the revised Route 6 (Route 20 Orchard)
- Route 7 will use Cole to return to Fairview from Towne Square Mall, improving transfer opportunities for riders coming north of Fairview to downtown Boise

#### 7A – Fairview/Ustick

- The redesign consolidates Route 7A with the 7B and 12. Consolidation with the 7B will create a more frequent service called the 7 Fairview. Consolidations with the 12 will create a more frequent service called the 21 Cole/Glenwood
- Route 7 will run on weekdays from 5:15 a.m. to 9:45 p.m., with buses arriving every 15 minutes from 5:15 a.m. to 9:30 a.m. and 3:15 p.m. to 6:45 p.m., and every 30 minutes all other times
- Route 7 will also run on Saturdays from 7:45 a.m. to 8:45 p.m. with buses arriving every 30 minutes
- Route 7 will use the connector on-ramp at Orchard rather than Curtis to connect with the revised Route 6 (20 Orchard)
- Route 21 will run on weekdays from 6 a.m. to 7 p.m. arriving every 30 minutes
- Route 21 will also run on Saturdays from 8 a.m. to 7 p.m., arriving every 60 minutes

#### 7B – Fairview – Towne Square Mall

- The redesign will consolidate routes 7B and 7A to a more frequent service called Route 7 Fairview
- Route 7 will run on weekdays from 5:15 a.m. to 9:45 p.m., with buses arriving every 15 minutes from 5:15 a.m. to 9:30 a.m. and 3:15 p.m. to 6:45 p.m., and every 30 minutes all other times
- Route 7 will also run on Saturdays from 7:45 a.m. to 8:45 p.m. with buses arriving every 30 minutes
- Route 7 will use the connector on-ramp at Orchard rather than Curtis to connect with the revised Route 6 (Route 20 Orchard)
- Route 7 will use Cole to return to Fairview from Towne Square Mall, improving transfer opportunities for riders coming north of Fairview to downtown Boise

#### 8 – Five Mile

- Route 8 will be renamed Route 24 Ustick/Maple Grove



- Route 24 will be restructured from The Village to Towne Square Mall via Ustick, North Maple Grove, and Emerald with stops at residential areas and within close distance to the DMV; service to the YMCA would be discontinued
- Route 24 will have a longer span, with the end of service increasing from 2 p.m. to 6 p.m. during the week with buses running every 60 minutes from 7:00 a.m. to 6:45 p.m.
- Riders will also be able to use the revised Route 42 on Emerald, the expanded Lyft Transit Connection, and Beyond Access for lost Access service area

#### 8x – Five/Mile Chinden

- The redesign changes Route 8X to the Route 8 Chinden to serve Chinden directly in both directions instead of running in a loop and serving Towne Square Mall, as it does currently
- The restructured route will provide service from the State of Idaho Campus to Main Street Station via Chinden with stops at Glenwood, Orchard, the fairgrounds, Whitewater, and downtown Boise
- Buses will arrive every 30 minutes during the week from 6:15 a.m. to 8:15 a.m. and 3:45 p.m. to 5:15 p.m.
- Riders will also be able use the new Route 24 on Ustick, revised Route 42 on Emerald, revised Route 45 on Fairview, expanded Lyft Transit Connections, and Beyond Access for lost Access service area

#### 9 State Street

- There is no proposed change to when or where Route 9 provides service
- Route 9 will continue to run on weekdays from 5:15 a.m. to 9:30 p.m., with buses arriving every 15 minutes from 5:15 a.m. to 9:45 a.m. and 2:45 p.m. to 6:45 p.m., and every 30 minutes all other times
- Route 9 will also continue to run on Saturdays from 7:45 a.m. to 8:45 p.m. with buses arriving every 30 minutes

#### 10 – Hill Road

- The Route 10 includes a reduction in span of service with no change to the route
- Based on current ridership demands, the route would provide commute and school service with a shortened morning and afternoon periods arriving downtown at 7:35 a.m. and 8:35 a.m., and departing downtown at 2:45 p.m., 3:45 p.m., and 4:45 p.m. (please refer to the proposed schedule below)

#### 12 – Maple Grove

- The Route 12 is renamed to Route 21 Cole/Glenwood to reflect the proposed restructure of the route, which would offer a new north-south connection from Gary & Gillis to Towne Square Mall via Gary Lane, Glenwood, Goddard, Milwaukee, Ustick, and North Cole



- New stops include residential areas, Ustick Library, Albertson's, Memorial Stadium, Expo Idaho, Capital High School, and Fairmont Junior High; the restructured route covers a high-ridership stop at Cole & Ustick
- The route includes later weekday service, with buses arriving every 30 minutes from 6 a.m. to 7 p.m.
- The route also includes a new Saturday service, with buses arriving every 60 minutes from 8 a.m. to 7 p.m.
- Riders could also take the new Route 26, the revised Route 42 on Emerald, the revised Route 45 on Fairview, and the expanded Lyft Transit Connection

#### 16 – VA/Hyde Park Loop

- Route 16 will service from Main Street Station to the VA Medical Center via Franklin, South Curtis, and North Robbins with stops in downtown Boise, the Department of Labor, St. Lukes, and the Elks Hospital; the restructured route will no longer serve 9<sup>th</sup>, Brumback, or Ridenbaugh, moving to 15<sup>th</sup> St to Highland Hollow and Bogus Basin Road, providing all day service to the North End
- There will be no change to how often Route 16 provides service
- There will be timing changes from Main Street Station to provide better connections to other routes
- Route 16 will run weekdays only, with buses arriving every 60 minutes from 9:15 a.m. to 5:45 p.m.

#### 17 – Warm Springs

- Route 17 has been consolidated with the Route 1, running a one-way loop along Warm Springs to Harris Ranch, returning to downtown Boise along Parkcenter
- Route includes modified departure times from Main Street Station to provide better connections to other routes
- Route 17 will run weekdays only from 6:15 a.m. to 7:15 p.m., with buses arriving every 60 minutes

#### 20 Orchard

- The redesign will extend service time and restructure Route 6, providing a north-south route from Hill Road to the Airport via Veterans Memorial Parkway and Orchard Street with stops at Hillside Jr. High, residential areas, Albertson's, Veteran's Memorial Park, and the Boise Bench
- The redesign will renumber the Route 6 to the Route 20
- The redesign will extend when Route 20 runs on weekdays, running from 6 a.m. until 9 p.m. (an improvement from the current 6 p.m. end time) with buses arriving every 30 minutes from 6:00 a.m. to 8:30 a.m. and 4:00 p.m. to 9:00 p.m., and every 60 minutes all other times



- The redesign will extend when Route 20 runs on Saturdays, running from 7:45 a.m. to 8:45 p.m. and buses arriving every 60 minutes
- To get downtown, riders on the south end of Orchard can ride to the airport and continue on Route 3 or take Route 20 north to connect with Route 5 or the revised Route 29; riders along Orchard could also take the revised Route 29, which extends directly to downtown Boise, or the revised Route 4 along Franklin, connecting to downtown along Americana and River
- Other transfer options to get to downtown Boise include the new 7 Fairview, 8 Chinden, or 9 State Street

#### 21 Cole/Glenwood

- The Route 12 is renamed to Route 21 Cole/Glenwood to reflect the proposed restructure of the route, which would offer a new north-south connection from Gary & Gillis to Towne Square Mall via Gary Lane, Glenwood, Goddard, Milwaukee, Ustick, and North Cole
- New stops include residential areas, Ustick Library, Albertson's, Memorial Stadium, Expo Idaho, Capital High School, and Fairmont Junior High; the restructured route covers a high-ridership stop at Cole & Ustick
- The route includes later weekday service, with buses arriving every 30 minutes from 6 a.m. to 7 p.m.
- The route also includes a new Saturday service, with buses arriving every 60 minutes from 8 a.m. to 7 p.m.
- Riders could also take the new Route 26, the revised Route 42 on Emerald, the revised Route 45 on Fairview, and the expanded Lyft Transit Connection

#### 24 Ustick/Maple Grove

- Route 8 will be renamed Route 24 Ustick/Maple Grove
- Route 24 will be restructured from The Village to Towne Square Mall via Ustick, North Maple Grove, and Emerald with stops at residential areas and within close distance to the DMV; service to the YMCA would be discontinued
- Route 24 will have a longer span, with the end of service increasing from 2 p.m. to 6 p.m. during the week with buses running every 60 minutes from 7:00 a.m. to 6:45 p.m.
- Riders will also be able to use the revised Route 42 on Emerald, the expanded Lyft Transit Connection, and Beyond Access for lost Access service area

#### 28 – Cole/Victory

- A trip will be added in the morning to meet school bell times, as well as timing changes at Towne Square Mall to provide better connections to other routes, and straightening out the route to remain on Cole to Overland, no longer serving Barrister and Allumbaugh, which will be served by the Route 4 Franklin
- There will be no change to how often and how late Route 28 provides service



- Route 28 will run weekdays only, with buses arriving every 60 minutes 7:15 a.m. to 6:45 p.m.

#### 29 – Overland

- The Route 29 is restructured, offering service from Main Street Station to Towne Square Mall via 9<sup>th</sup> Street, Capitol, University, Protest, Federal, Overland, and North Cole. This restructure provides Route 6 riders near Orchard and Overland a direct connection to downtown with stops along west Bench residential areas, Albertson's, BSU, and Idaho State Museum.
- There will be timing changes from Main Street Station and Towne Square Mall to provide better connections to other routes
- There will be no change to how often and how early or late Route 29 runs
- Route 29 will run on weekdays from 7:15 a.m. to 6:45 p.m., with buses arriving every 30 minutes from 7:15 a.m. to 9:15 a.m. and 3:15 p.m. to 6:45 p.m., and every 60 minutes all other times
- Route 29 will also run on Saturdays from 7:45 a.m. to 6:15 p.m. with buses arriving every 60 minutes

#### 30 – Pine

- There are no changes to the where or how late Route 30 provides service
- The redesign does reduce service on the 30 and increase service on the 45 to maintain 30-minute service during rush hour between downtown Meridian and The Village
- Route 30 will run weekdays only.

#### 40 – Nampa/Meridian Express

- The change adjusts Route 40, renaming it to the Route 40 Caldwell-Boise Express to reflect the new connection from Simplot Stadium in Caldwell to BSU and downtown Boise with a loop through Garrity Wal-Mart via Nampa/Caldwell Boulevard, Karcher, I-84, and I-184; this changed route combines the current routes 40 and 43
- The change restores the 4:00 p.m. afternoon trip from Boise to Caldwell
- Morning service from Boise to Caldwell is reduced from three (3) trips to one (1); afternoon service from Caldwell to Boise is reduced from three (3) trips to one (1)
- Route 40 would run weekdays only
- This change creates connections with the new Route 56 and with routes 42 and 45

#### 42 – Happy Day to Towne Square Mall

- The redesign restructures Route 42, with service running from Happy Day Transit Center in Caldwell to Towne Square Mall in Boise via Caldwell Boulevard, Garrity, Franklin, and Overland, with stops at Winco, downtown Nampa, Walmart, Ford Idaho Center, CWI, Amazon, the Ten Mile Park & Ride,



Roaring Springs, Fred Meyer, and the Boise Police Department; the route no longer serve the Nampa Marketplace, Cherry, or Birch

- The change increases frequency on Route 40 and creates an all-day intercounty route, with buses arriving every 60 minutes from 6 a.m. to 6 p.m. weekdays

#### 43 – Caldwell Express

- Route 43 will be consolidated into the updated Route 40
- Riders can use the updated Route 40, which was extended into Caldwell, or other intercounty routes
- Service along 10th Avenue will be covered by the new 58 – South Caldwell, increasing levels of service from one morning and one afternoon trip to 60-minute service from 6 am to 7 pm

#### 45 – Boise State/CWI via Fairview

- The change restructures Route 45, providing service from CWI to Boise State University via Idaho Center Boulevard, I-84, Ten Mile, Pine, Fairview, Emerald, Towne Square Mall, and Cole
- Proposed stops include College of Western Idaho, Walmart, residential areas along Pine, downtown Meridian, Ten Mile Crossing, Scentsy, Blue Cross of Idaho, The Village at Meridian, Kleiner Park, Towne Square Mall, and Boise State University
- The restructured route directly connects Nampa, downtown Meridian, and Boise, and service is timed with the updated Route 30 to provide bus arrivals every 30 minutes between downtown Meridian and The Village between the two routes
- Morning service is extended to end at 8 a.m. instead of 7 a.m., and afternoon service is expanded to run from 2 p.m. to 7 p.m., instead of 4 p.m. to 6 p.m.
- The changed Route 45 will provide service from 6:15 a.m. to 8:30 a.m. and 2:45 p.m. to 7:00 p.m. with buses arriving every 60 minutes
- There will also be minor departure changes to better connect with other routes

#### 56 – Cleveland Blvd

- Route 56 will be a new route on Cleveland Boulevard, providing service from Caldwell Events Center to Happy Day Transit Center with stops in downtown Caldwell, the Steunenberg residential historic district, College of Idaho, and Walmart
- Route 56 will run weekdays from 6 a.m. to 6 p.m., with buses arriving every 30 minutes all day
- With the revised Route 42, this change restores former bus service along the Nampa/Caldwell Boulevard with connections at Happy Day Transit Center in Caldwell



58 – South Caldwell

- Route 58 will be a new route in Caldwell, providing service from the Caldwell Police Station to Happy Day Transit Center, with stops at the Social Security Office, the Caldwell Library, West Valley Medical, YMCA, and Walmart
- The route connects South Caldwell to service on Nampa Caldwell Boulevard at the Happy Day Transit Center
- Route 58 will run weekdays from 6 a.m. to 7 p.m., with buses arriving every 60 minutes all day

150 – Nampa/Caldwell On Demand

- The change expands and simplifies the Route 150 boundary to match roadways, making it easier for riders to plan trips
- Service hours from the new routes 56 and 58 will be applied to Route 150 to add more capacity until the service change goes into effect in summer 2024
- There will be no change to the availability of Nampa/Caldwell On-Demand, which will continue to be available Monday through Friday from 6 a.m. to 8 p.m.
- Riders will also use the new routes 56 and 58 in Caldwell, the updated Route 42, and Beyond Access for lost Access service areas

160 Eagle OnDemand

- There are no changes to the service area or availability of Eagle On-Demand, which continue to be available Monday through Friday from 8 a.m. to 5 p.m.
- Riders can also connect to the routes 8, 9, 21, 24, 30, 40, or 45, or use the expanded Lyft Transit Connections

Access Paratransit

- Under the network redesign, the Access service area will be adjusted to match the new locations of the routes
- In areas where bus routes will be eliminated, Access service will also be eliminated; riders will be able to use the new Beyond Access service

Beyond Access

- This is a new regional service launching early 2024 for older adults and persons with disabilities that will provide no-cost trips in and between Canyon and Ada counties and offer more transportation options for those that qualify
- Beyond Access unifies a variety of smaller service providers that offer transportation across different service zones, days, and times into a single, regional service available Monday through Friday from 7 a.m. to 6 p.m.

Title VI Analysis

- VRT used transit planning software to assess impacts borne by low-income and minority populations when compared to the rest of the service area populations. It revealed that the 2024 service change improved transit access by 5.7% percentage points to low-income populations and improved transit access by 22.5% percentage points to minority populations.





**2024-2026**

**Title VI Program Update**

Attachment

**G**

**Limited English Proficiency Plan**



**valleyregionaltransit**

# Attachment G: Limited English Proficiency Plan

## Introduction

This *Limited English Proficiency Plan (LEP)* has been prepared to address Valley Regional Transit's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

## Plan Summary

Valley Regional Transit has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

FTA requires that transit agencies provide "meaningful access" for LEP populations. Meaningful access is based on a four-factor analysis. Valley Regional Transit assesses staff interactions with customers and patrons of limited English proficiency in a multitude of ways including but not limited to transit services, customer service, administration duties, and public meetings and events as it applies to the following four factors as required by the FTA.

To prepare this plan, Valley Regional Transit used the four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by Valley Regional Transit.
2. The frequency with which LEP persons come in contact with Valley Regional Transit services.
3. The nature and importance of services provided by Valley Regional Transit to the LEP population.
4. The interpretation services available to Valley Regional Transit and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.



## Meaningful Access: Four-Factor Analysis

### Factor 1: The number or proportion of LEP persons in the service area who may be served by Valley Regional Transit.

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. VRT's main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system. VRT owns the fixed-route bus system, but contracts with private transportation firms to manage fixed-route bus services for Boise/Garden City and Nampa/Caldwell, intercounty service between Ada and Canyon counties, and Access/Paratransit service.

VRT examined data from the “Languages spoken at home and ability to speak English in the United States,” data set in the 2017-2021 American Community Survey Estimates. Data was reviewed from both Ada County and Canyon County, covering the expanse of Valley Regional Transit’s service area. Approximately 2% (13,178) of Ada County total population five (5) years of age or older (475,109) indicated they do not speak English “very well.” In Canyon County, 2.1% (13,750) of the total population (224,222) indicated they do not speak English “very well.”

A breakdown of the languages spoken in Ada and Canyon County’s population that speak English less than very well is provided in **Figure 1**.

Language Categories	Ada County (1A)	Canyon County (2C)	1A+2C
Speak English Less than Very Well	2.0% (13,178)	2.1% (13,752)	4.0% (26,930)
Spanish	1.0% (6,525)	1.8% (11,968)	2.8% (18,493)
Other Indo-European	0.1% (829)	0.1% (389)	0.2% (1,218)
Arabic	0.1% (977)	0.0% (240)	0.2% (1,217)
Russian, Polish or Slavic	0.1% (866)	0.0% (237)	0.2% (1,103)
Chinese (incl. Mandarin, Cantonese)	0.1% (881)	0.0% (222)	0.2% (1,103)
Other Asian and Pacific Island	0.1% (928)	0.0% (133)	0.2% (1,061)
Vietnamese	0.1% (609)	0.0% (91)	0.1% (700)
Other and unspecified	0.1% (637)	0.0% (42)	0.1% (679)
German or other West Germanic	0.0% (109)	0.1% (369)	0.1% (478)
Korean	0.1% (348)	0.0% (28)	0.1% (376)
French, Haitian, or Cajun	0.0% (248)	0.0% (9)	0.0% (257)
Tagalog (incl. Filipino)	0.0% (221)	0.0% (24)	0.0% (245)

Total Population	67.9% (475,109)	32.1% (224,222)	100% (669,331)
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Data source: US Census Bureau 2017-2021 American Community Survey 5-Year Estimates

Figure 1 Ada and Canyon County Populations Who Speak English Less Than Very Well

According to the 2017-2021 American Community Survey 5-Year Estimates, there are 699,331 total persons in Ada and Canyon counties. Of the 669,331 just 2% (13,178) of Ada County’s residents do not speak English very well and 2.1% (13,752) of Canyon County’s residents do not speak English very well. In both counties, Spanish is the most common single language spoken by those who indicate they do not speak English very well followed by other Indo-European, Arabic, Russian/Polish/Slavic, Chinese (including Mandarin and Cantonese, and Other Asian/Pacific Islanders, each at 2%.

In addition to the 2017-2021 American Community Survey (ACS) 5-year estimates, a significant refugee resettlement program in the area adds to the dynamics of those who do not speak English very well. According to the Refugee Processing Center, since 2000, Idaho has resettled more than 15,184 refugees (on average 633 refugee every year). **See Figure 2.** Boise, located in Ada County is one of two refugee resettlement cities in Idaho and is experiencing an uptick in resettlement activities with approximately 2,763 refugees added to our region from 2021-2023. According to the Idaho Office for Refugees, about 75% of new arrivals come to Boise each year, while the remaining 25% arrive in Twin Falls.

Ada County has a plurality of languages spoken with more people speaking Indo-European or Asian and Pacific Island languages. The six most common languages spoken by incoming refugees from 2021-2023 are Farsi/Dari/Persian, Ukrainian, Swahili, Kibembe, Arabic and Pashto. **See Figure 3.**

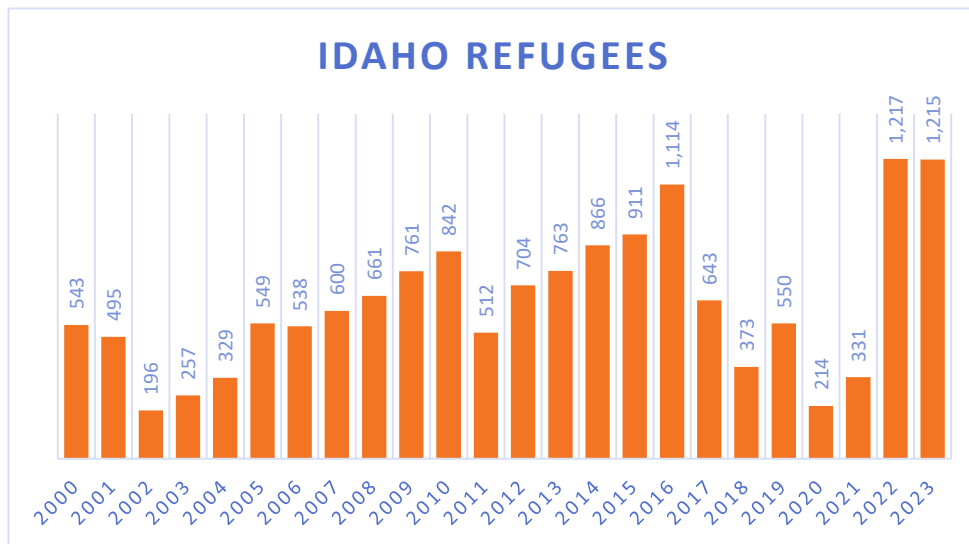


Figure 2: Frequency of Refugee Resettlement in Idaho (2000-2023) Source: Idaho Office for Refugees



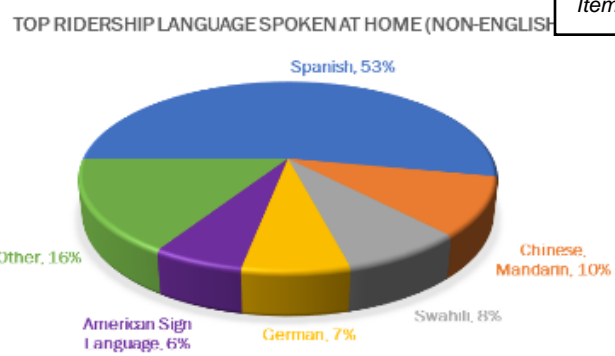
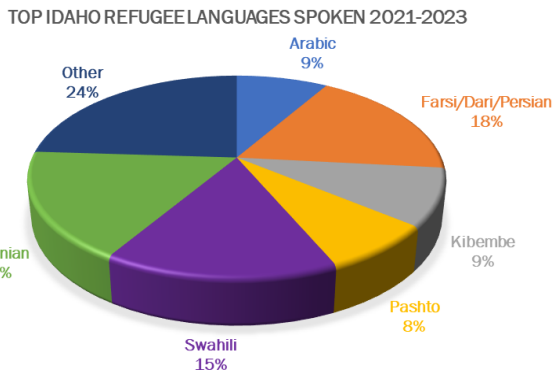


Figure 3: Top Refugee Languages Spoken at Home Source: Idaho Office for Refugees

Figure 4: Top Ridership Languages Spoken at Home: Source 2021 COMPASS Onboard Survey

**Factor 2: The frequency with which LEP individuals come into contact with VRT programs, activities, and services.**

VRT assesses the frequency at which LEP individuals come into contact our programs by monitoring limited English phone calls to customer service staff, as well as developing and distributing ridership surveys from time to time.

VRT Customer Service staff monitors and calculates phone calls from bus patrons requesting language assistance. Limited English customers calling into VRT customer service are provided with an option to select Spanish to navigate through the Customer Service phone tree. Data collected was minimal from October 2020-October 2021 due to the pandemic. From October 2022 – October 2023 indicated that 71 customers selected this option, 63 calls were Spanish, 3 Russian, 2 Swahili, 1 French, 1 Arabic, and 1 Kinyarwanda. Considering two new routes are being added into corridors with higher populations of Spanish speakers, as well as routes and stops better serving the refugee communities, customer Service expects to double the number call requests in 2024-2026.

In the fall of 2021, an onboard origin-destination (OD) survey of VRT’s fixed-route riders was conducted on behalf of Community Planning Association of Southwest Idaho (COMPASS) and VRT. The 2021 OD study was conducted as a tablet-based intercept study and collected a 24% sample of average weekday ridership on fixed-route buses with 544 total responses. One of the purposes of this study was to create a better understanding of current travel patterns on the existing transit system serving the greater Boise area. This OD survey followed the Federal Transit Administrations best practices to learn more about trip characteristics and travel behavior of transit riders. This survey supports and informs transit planning work and provides COMPASS with refined data used to calibrate their regional travel demand forecast model. In addition to travel patterns, the top languages spoken at home was asked in the survey revealing Spanish as the top LEP need, with some Swahili and Chinese as other top languages spoken at home (see **Figure 4**).

Both these efforts (phone calls and on-board surveys) support the findings in Factor 1, that Spanish is the most frequently requested language support. VRT Customer Service receives 2-4 phone calls a day from riders who speak English less than very well.

In circumstances where additional language assistance is needed, VRT Customer Service staff have access to a LanguageLine – an over the phone interpreting service. This service is only used on average,



once a month, but is available 24 hours a day. Bus drivers are trained to make this resource available to riders by providing a pamphlet detailing the various available languages.

### Factor 3: The importance to LEP persons of VRT programs, activities, and services

As demonstrated in Factor 2, VRT's fixed-route system encounters people with limited English proficiency. VRT provides many unique specialized services in addition to fixed-route bus routes. These specialized services provide many opportunities to support LEP populations in their search for work and connections to life-line services. This is especially true of the newly settled refugee populations.

- Access Paratransit
- Beyond Access
- City Go
- Lyft Transit Connections
- Meridian Medical Services
- Meridian Veterans Shuttle
- Rides2Wellness – Ada County
- Rides2Wellness – Canyon County
- Safe Routes to School
- Village Van
- VRT Late Night
- VRT On-Demand
- Volunteer Driver Program

To assist resettled refugees and LEP populations, VRT offers a ride-hailing solution for qualified low-income residents. VRT Late Night, in partnership with Lyft, a transportation network company (TNC), is specifically designed for low-income workers who need transportation access to jobs outside of regular bus service hours Tuesday-Sunday from 9:00 p.m. to 6:00 a.m. The fare is a minimum of \$3.00 per trip and VRT will subsidize up to \$20.00 of the additional fare costs. Any fare amount exceeding \$23.00 must be covered by the end user.

In addition to VRT Late Night, VRT has partnered with Lyft on a first/last mile ride-sharing services where limited access to bus routes exists. Lyft Transit Connections provides affordable ride-hailing access to many VRT bus stops from 6:00 a.m. to 9:00 p.m., Monday-Friday, and from 7:30 a.m. to 6:00 p.m. on Saturday. If a patron in the designated service area, the Lyft fare will be \$2.00. VRT will subsidize any fare up to \$6.00. The bus stop must be within two miles of a pickup location for the \$2.00 Lyft fare.

Since February 1, 2022 – October 31, 2023, there have been 6,053 rides completed between the Lyft Late Night and Lyft Transit Connections. These, and other transit services, are important to those LEP persons who need to access them. These, and other innovative services, connect them to their jobs, healthcare, educational and other life enriching opportunities.

### Factor 4: The resources available to the recipient and costs

VRT Customer Service currently has no Spanish-speaking staff person who can provide direct assistance to Spanish speaking LEP customers. However, when staff language skills become available, VRT staff updates and includes language ability in the VRT customer service phone tree.

Additionally, for language needs beyond Spanish, LanguageLine can easily be made available, as drivers are trained to identify rider language interpretation needs and work with VRT customer service (via LanguageLine) to provide translation services.



Ada and Canyon counties currently have thousands of refugees who have resettled in the area. Many of these refugees rely heavily on our public transportation system. These refugees speak more than 55 different languages.

Valley Regional Transit has worked with the English Language Center in Boise providing in-person training on using our transit system. VRT staff has assisted other refugee agencies, including the Agency for new Americans, the International Resource Committee, and World Relief. VRT will continue to work with these agencies on an as-requested basis.

### Language Assistance Actions

As a result of the findings of the four-factor LEP plan, VRT employs the following solutions to ensure people with limited English proficiency are reasonably accommodated:

- VRT will translate vital documents including fare information and “how to ride” brochures into Spanish.
- VRT customer service may employ one full-time position that is designated as a Bilingual Customer Service Specialist and must be fluent in both English and Spanish.
- VRT staff has initiated language specific travel training sessions in coordination with local resettlement agencies.
- VRT Customer Service utilizes LanguageLine Solutions ([www.language.com](http://www.language.com)) for translation services for customer calls where the customers who are not able to communicate with one of our customer service specialists.
- VRT will provide translation of materials, including meeting notices, flyers and agendas upon request, or when warranted by the target audience.
- VRT trains staff on VRT’s Title VI Policy and LEP responsibilities and document LanguageLine use and requests.
- VRT customer service staff and drivers utilize LanguageLine brochures to both identify the appropriate language and get the translation services necessary.
- VRT advertises the availability of LanguageLine at customer facing facilities with posters stating language assistance availability.
- As mentioned in the LEP plan, VRT will review language barriers that exist and the appropriateness of VRT’s actions to minimize or remove those barriers.



Following, in **Figure 5**, is an example of a language card for an individual who speaks Swahili. VRT has created multiple language cards that are given to LEP riders who can then use them in a pinch to reference destination icons with a simple language translation that can be shared with a bus operator or customer service representative. Bus operators and customer service representatives are trained on their use to accommodate language barriers. VRT distributes language cards to local agencies who work with resettled communities like the Agency for New Americans, the International Rescue Committee, the Idaho Office for Refugees, and many more.









I want to go home. Route ____ stop ____ to route ____ stop ____		Ninataka kuenda nyumbani. Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
I want to go to the doctor's office. Route ____ stop ____ to route ____ stop ____		Ninataka kuenda madaktari ofisi. Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
I want to go to the grocery store. Route ____ stop ____ to route ____ stop ____		Ninataka kuenda dukani. Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
I want to go to the English Language Center. Route ____ stop ____ to route ____ stop ____		Ninataka kuenda darasani ya Kiingereza. Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
I want to go to work at ____ Route ____ stop ____ to route ____ stop ____		Ninataka kuenda kazi katika ____ Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
I want to go to the WIC Office. Route ____ stop ____ to route ____ stop ____		Ninataka kuenda WIC ofisi. Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
I want to go to the IRC. Route ____ stop ____ to route ____ stop ____		Ninataka kuenda IRC. Njia ya ____ vituo vya mabasi ____ kwa Njia ya ____ vituo via mabasi ____
Name ____ Language ____ <input type="checkbox"/> Child <input type="checkbox"/> Person with disability <input type="checkbox"/> Adult <input type="checkbox"/> Older Adult		Jina ____ Lugha ____ <input type="checkbox"/> Kupitisha Watoto <input type="checkbox"/> Watu wakongw/watu walio na <input type="checkbox"/> Watu Wazima <input type="checkbox"/> Ulemaru Wataingia Bila malipo Kuanzia

Figure 5: Is an example of a language card produced by VRT for an individual who speaks Swahili

### Translation Of Documents

Valley Regional Transit translates vital documents including fare information and “how to ride” brochures into Spanish. In addition, Valley Regional Transit may consider translation of major service changes, project documents, meeting notices, flyers and agendas when the target audience is expected to include LEP individuals.





## Monitoring

### Monitoring and Updating the LEP Plan

Valley Regional Transit will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated every three years with the 5-Year American Community Survey estimates, or when it is clear that higher concentrations of LEP individuals are present in the VRT service area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Valley Regional Transit's financial resources are sufficient to fund language assistance resources needed.
- Determine whether Valley Regional Transit fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

### Dissemination of Valley Regional Transit's LEP Plan

VRT will disseminate the LEP Plan in the following ways:

- Post the LEP plan on Valley Regional Transit's website at [www.rideVRT.org](http://www.rideVRT.org).
- State on agendas and public notices in the language that LEP persons would understand that documents may be made available in that language upon request.



**2024-2026**

**Title VI Program Update**

Attachment

**H**

**Environmental Justice**



## Attachment H: Environmental Justice

### Environmental Justice

On August 15, 2012, the Federal Transit Administration (FTA) released a circular FCA C 4703.1 *Environmental Justice Policy Guidance for Federal Transit Recipients*, with a purpose to provide recipients of FTA financial assistance with guidance in order to incorporate environmental justice principles into plans, projects, and activities that receive funding from FTA. Environmental justice is similar in its scope to Title VI, and we include our environmental justice efforts in our Title VI Program.

The Authority for environmental justice stems from:

- a. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, dated February 11, 1994
- b. U.S. Department of Transportation (USDOT) Order 5610.2(a), Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 77 FR 27534, May 10, 2012
- c. Federal Transit Laws, Title 49, United States Code, Chapter 53

“Environmental Justice” is the fair treatment and meaningful involvement of all people, regardless of race, ethnicity, income, national origin, or educational level with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. For environmental justice, Valley Regional Transit (VRT) defines “Fair Treatment” as when no population, due to policy or economic disempowerment, is forced to bear a disproportionate burden of the negative human health and environmental impacts, including social and economic effects, resulting from VRT decisions, programs, or policies or how they are implemented or enforced.

### Transportation Planning

Transportation planning plays a critical role to foster engagement with all users of the transit system. FTA/Federal Highway Administration (FHWA) joint planning regulations require transit agencies seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households.

- VRT’s Title VI Public Participation Plan (attachment F) is designed to ensure robust public engagement of all effected including from environmental justice populations. VRT’s Limited English Proficiency Plan (attachment G) also ensures all people are empowered to comment and participate in planning processes.
- In addition to the low income and minority population designations that are part of our Title VI program, VRT will utilize federal tools available to us to identify disadvantaged communities to inform our outreach and planning processes.

### Justice40

The Justice40 Initiative, which is a national initiative that seeks to deliver 40 percent of the benefits of certain federal investments to disadvantaged communities who face burdens related to climate change, the environment, health, and economic opportunity. USDOT’s Equitable Transportation Community (ETC) Explorer, is an interactive web application that uses 2020 Census Tracts and data, to explore the cumulative burden communities experience, as a result of underinvestment in transportation, in the following five components:



- 1. Transportation Insecurity
- 2. Climate and Disaster Risk Burden
- 3. Environmental Burden
- 4. Health Vulnerability
- 5. Social Vulnerability

Valley Regional Transit has mapped an overlay Justice40 census tracts across the two-county planning area and have identified the highest concentration of disadvantaged populations is in Canyon County, with 64.3% of the population.

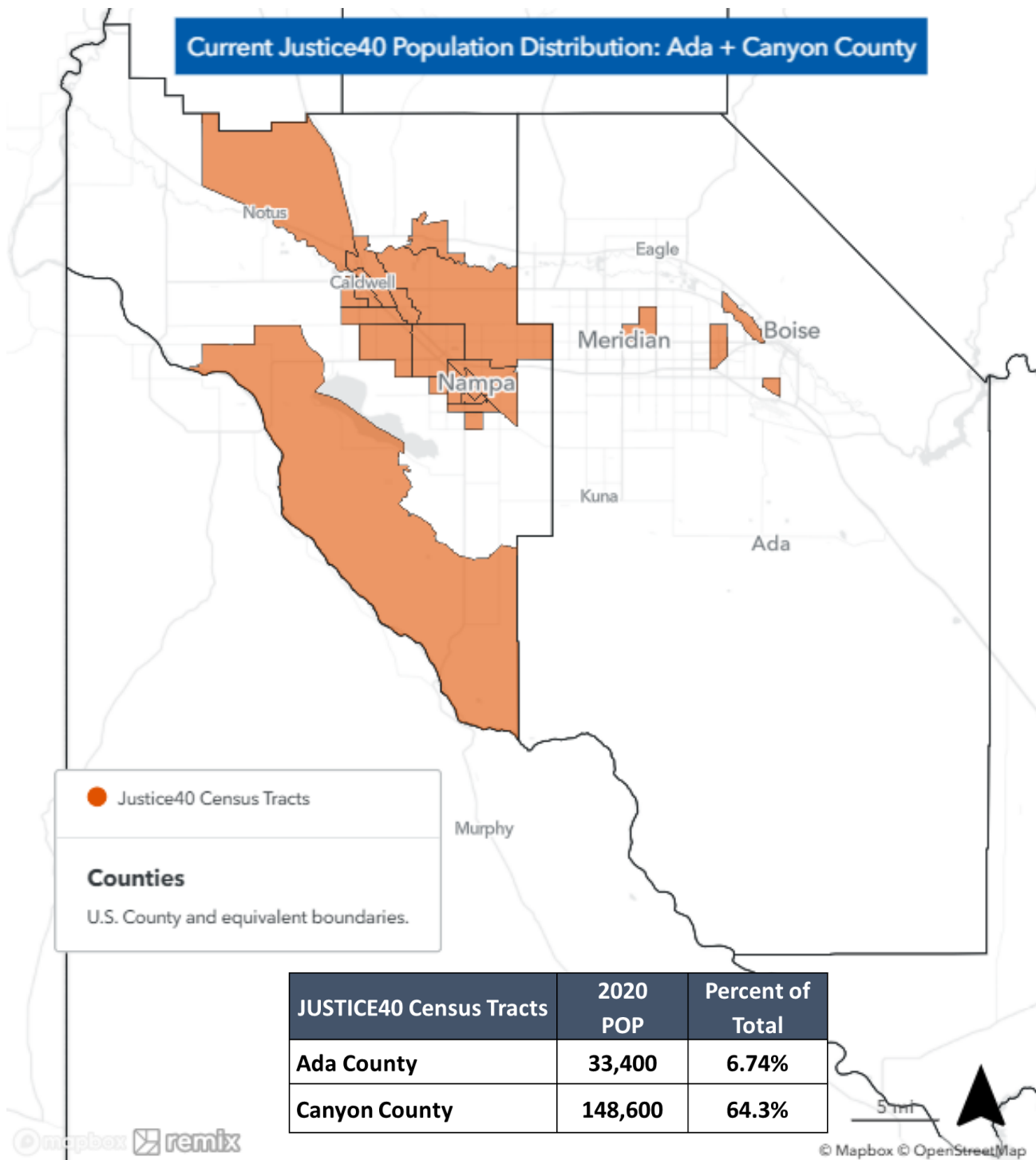


Figure 1: Current Justice40 Population Distribution: Ada + Canyon County



**2024-2026**

**Title VI Program Update**

Attachment

**I**

**Subrecipient  
Assessment Tool**

# Attachment I: Sub-recipient Title VI Compliance Assessment Tool

## Sub-recipient Title VI Compliance Assessment Tool

49 Code of Federal Regulations (CFR) Part 21 requires that the Valley Regional Transit (VRT) conduct periodic reviews of cities, counties, planning agencies and other recipients of federal-transit funds to ensure they are complying with Title VI of the Civil Rights Act of 1964. Title VI states that “no person in the United States shall be excluded from participation, denied the benefits of, or be subjected to discrimination in any Federally-funded program, policy or activity on the basis of race, color or national origin.” (42 U.S.C.2000d)

VRT has developed this assessment as a means of determining sub-recipient compliance; helping sub-recipients understand their Title VI responsibilities; and assisting VRT in planning future training and technical assistance.

This assessment is part of VRT's Quality Assurance Review (QAR) process and has been designed to take only a few minutes of your time. Please fax, mail, or email the completed questionnaire no later than July with attachments to:

**Duane Wakan**  
**VRT Title VI Coordinator**  
VRT, 700 NE 2<sup>nd</sup> Street, Suite 100,  
Meridian, ID 83642  
[dwakan@ridevrt.org](mailto:dwakan@ridevrt.org)

Questions or concerns may be addressed via email to [dwakan@ridevrt.org](mailto:dwakan@ridevrt.org) or by phone at 208-258-2750.

### Baseline Questionnaire

1. Who is the Title VI contact person for your agency? Does this person accept complaints from the public? If not, who does? Please include title, email and telephone number for each person listed.

2. In the past three years, has your agency been named in a discrimination complaint or lawsuit? If so, when and what was the nature of the complaint or lawsuit and the outcome?

3. Does your agency have a written discrimination complaint process? If so, please provide a copy as an attachment.

4. Has your agency made the public aware of the right to file a complaint? If so, by what mechanism?  
Provide as attachment.



5. Does your agency provide free translation services for persons with Limited English Proficiency (LEP)? Explain.

6. In the past twelve months, what has your agency done to receive and consider input from all citizen groups, especially minority, low income, disabled and transit-dependent? Provide attachment, if applicable.

7. Does your agency have a method to collect racial and ethnic data on citizens impacted by your projects? If so, please describe.

8. Has your agency provided written Title VI Assurances to VRT? Please attach a copy.

9. Does your agency include the required DBE assurance language at 49 CFR 26.13 (a) and (b) verbatim in all financial agreements, contracts and subcontracts?  
*(Please see DBE assurance language below)*

**26.13 What assurances must recipients and contractors make?**

- a. *Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance:*

*The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).*

- b. *Each contract you sign with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:*

*The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*



10. Does your agency physically include the Civil Rights Special Provisions (42 U.S.C. 12132) in all contracts and ensure they are included in all sub-contracts, including the third-tier?

11. Does your agency monitor DBEs on construction projects to ensure they are performing a commercially useful function (CUF)? If so, where is this documented? If a DBE is not performing a CUF, what actions or steps have you taken? Who do you notify?

12. Name of your Agency:

13. Number of full-time and part-time employees:

14. Do you have any questions regarding this assessment or Title VI? Please include them here along with your email address or phone number and an VRT representative will respond.

15. Would your agency like Title VI training or other Civil Rights technical assistance from VRT? If yes, please explain. Does your agency have teleconferencing ability?

16. Please provide the Name, Title and contact information of the person who completed this baseline assessment.

17. Please list each attachment provided with the assessment.





**2024-2026**

**Title VI Program Update**

Attachment

**J**

**Subrecipient Contractor  
Monitoring & Oversight Procedures**



## Attachment J: VRT Subrecipient/Contractor Monitoring & Oversight

Item V. E.

[Follow this link to access the 40-page report.](#)



**2024-2026**

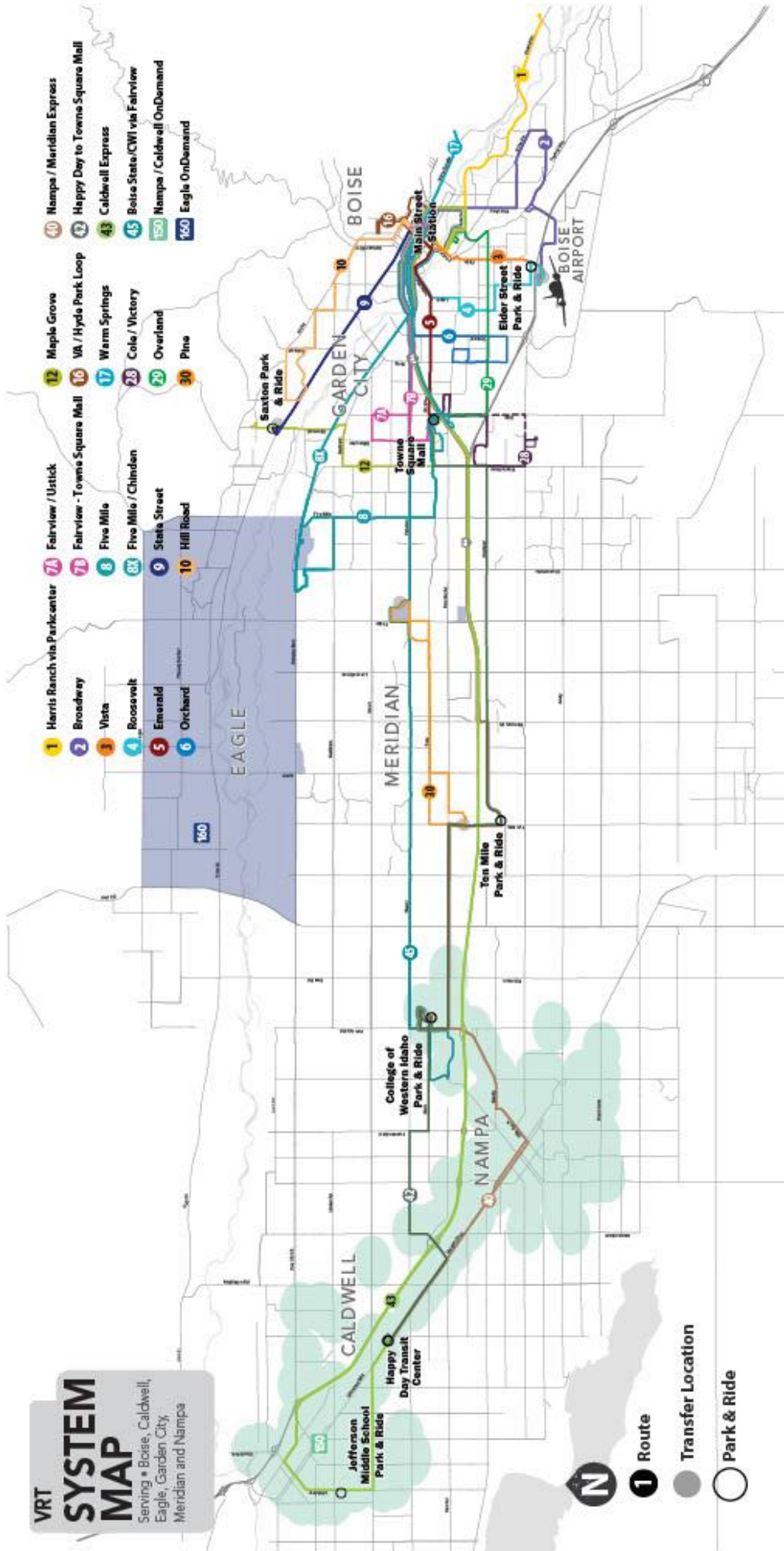
**Title VI Program Update**

Attachment

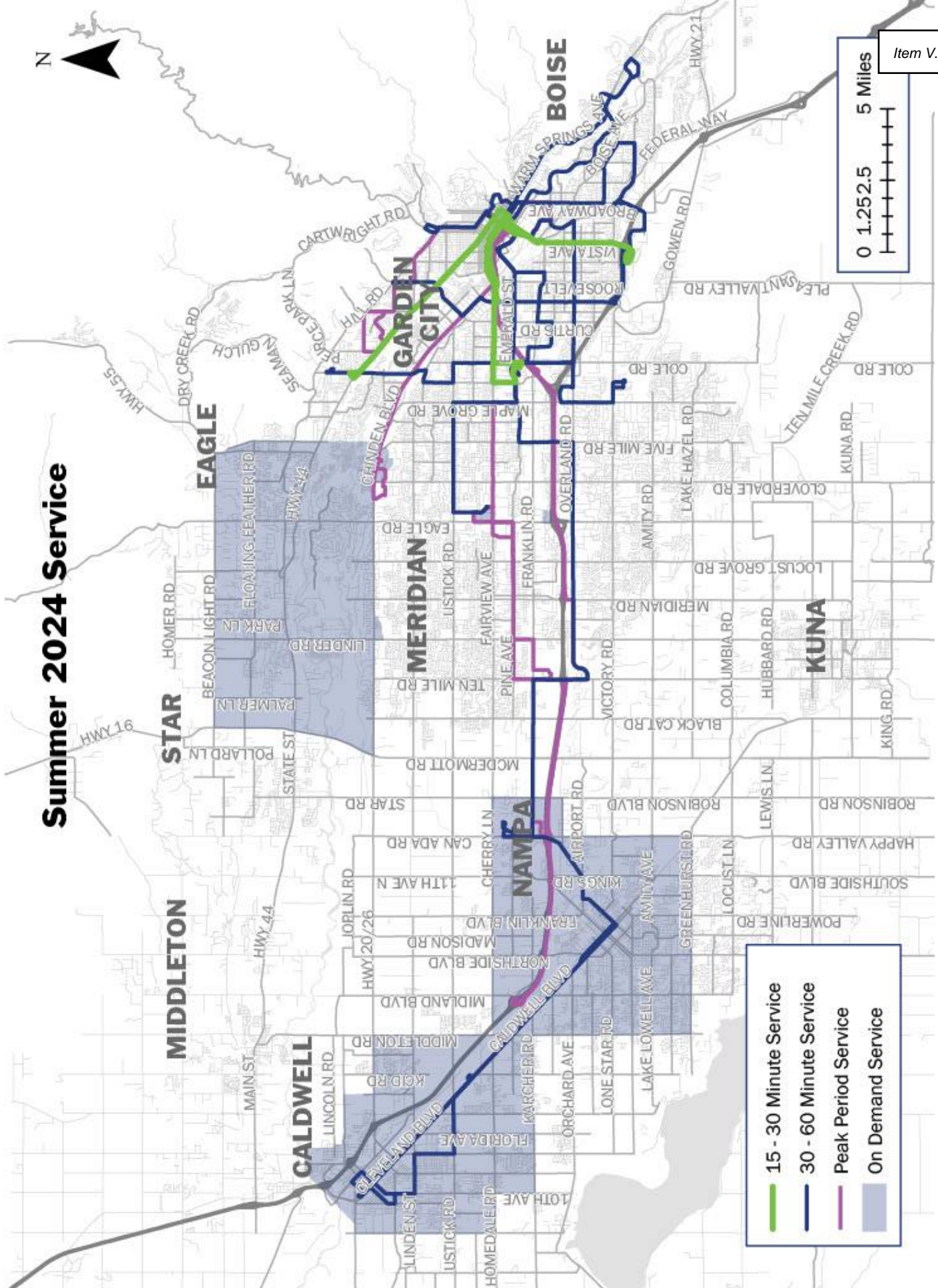
**K**

**Fixed-Route System Map**





# Summer 2024 Service



<span style="color: green;">—</span>	15 - 30 Minute Service
<span style="color: blue;">—</span>	30 - 60 Minute Service
<span style="color: purple;">—</span>	Peak Period Service
<span style="background-color: lightgrey; width: 15px; height: 10px; display: inline-block;"></span>	On Demand Service



Item V. E.



**2024-2026**

**Title VI Program Update**

Attachment

**L**

**Determination of Site  
Location of Facilities**



## Determination of Site Location of Facilities

Title 49 CFR Section 21.9(b)(3) states, “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.” Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

The FTA has stated that, “facilities” does not include bus shelters, as these are transit amenities, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the NEPA process. Facilities include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

The recipient shall complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin.

Recipients shall engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.

## VRT Process for Sites and Facilities

In addition to Title VI guidance, VRT also follows FTA’s Environmental Justice (EJ) Circular which implements Executive Order 12898 ensuring that FTA funding recipients avoid, minimize, or mitigate disproportionately high and adverse health and environmental effects, including social and economic effects, on minority populations and low-income populations, consistent with the U.S. DOT’s EJ order and the Council on Environmental Quality (CEQ) guidance.

In 2021, VRT installed a new electric charging facility at the Orchard Maintenance site which became operational in 2022. During the NEPA review, and EJ finding of “no adverse effects” to EG populations was confirmed through FTA concurrence, stating “The project efforts in question are not expected to have adverse effects on EJ populations. Rather, the project is expected to substantially benefit all aspects of the population by providing cleaner, quieter, and lower emission vehicles into the transit fleet.”



**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
TITLE VI PROGRAM 2024-2026  
RESOLUTION VBD24-003**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT RATIFYING THE TITLE VI PROGRAM 2024-2026**

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, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin; and

WHEREAS, Valley Regional Transit is the direct recipient of Federal Transit Administration funds per Resolution VBD02-003 dated June 19, 2002, and referenced in Resolution VBD11-011 – Powers of Executive Board dated August 17, 2011; and

WHEREAS, the Title VI Program and Update are federal requirements which every three years Valley Regional Transit (VRT) assures and certifies that it will comply with these requirements; and

WHEREAS, VRT assures transit benefits and services, transit level of quality, opportunities to participate in transit planning and decision making, the location of transit services and facilities are equitably distributed without regard to race, color, national origin, age, gender, disability, economic status or limited English proficiency, and that there are corrective and remedial action if there are complaints of discrimination; and

WHEREAS, Idaho Code § 40-2109 (5) provides 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 with specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

WHEREAS, on July 20, 2005, the Valley Regional Transit Board authorized the Management Committee now known as the Executive Board to approve the Title VI Program

VBD24-003



and Update (Resolution VBD05-016); and

WHEREAS, on December 4, 2023 the Executive Board recommended to move forward with the Title VI Program 2024-2026; and

WHEREAS, on November 21, 2023 the Regional Advisory Council recommended to move forward with the Title VI Program 2024-2026; and

WHEREAS, staff has completed the Limited English Proficiency Plan and an analysis of boards and decision making bodies.

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

Section 1. That the Board of Valley Regional Transit ratify the Title VI Program 2024-2026 will be submitted to the FTA in January 2024.

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

ADOPTED by the Board of Valley Regional Transit, this 8th day of January 2024.

APPROVED by the Board Chair this 8<sup>th</sup> day of January, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**EXECUTIVE ASSISTANT**

\_\_\_\_\_  
**CHAIR**

<b>TOPIC</b>	Boise State Student Joint Development Capstone Project
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Stephen Hunt, Chief Development Officer

**Summary**

Valley Regional Transit was invited to participate in the fall 2023 Masters of Public Administration Capstone class. VRT staff worked with Boise State students to research the possibility of using joint development to raise ongoing revenues for transit services. The students reached out to several peer agencies and will report on their findings.

**Staff Recommendation/Request**

Information only.

**Implication (policy and/or financial)**

Joint development could provide another way to raise local funds to support public transportation services and infrastructure.

**Highlights**

- 6/2021 VRT staff initiated a revenue analysis study that outlined potential of joint development (see [Task 4 Memo linked here](#))
- 2022 VRT began exploring the legal framework for VRT to engage more directly in joint development
- 9/2023 Boise State Masters Students selected VRT’s joint development question as their MPA capstone project

**For detailed information contact:** Stephen Hunt, Chief Development Officer 208-258-2701, [shunt@ridevrft.org](mailto:shunt@ridevrft.org)

<b>TOPIC</b>	Supplemental Services
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Elaine Clegg

**Staff Recommendation/Request**

This is an information item only. VRT Staff will provide an update to the Board of Directors regarding our experience of providing supplemental services and future plans.

**Background**

The goal in providing supplemental service is to serve transportation needs for community events in places we currently provide services, even if those events occur outside regularly scheduled services. VRT is frequently asked to provide additional service beyond our regular fixed-route service which includes extension of existing routes in frequency and span of service and special services designed to circulate people in high traffic areas around events.

Many of the existing supplemental services we have offered center near and around downtown Boise and Boise State University and are designed to eliminate high traffic volumes during the event. VRT believes it is in the public interest to provide transportation services for big special events with high community interest due to the benefits that our vehicles and services offer, especially for events that may lack adequate car parking.

With our specialized transit buses and infrastructure we can: move more people more quickly due to our low floor vehicles and two door loading, and through our onboard technology we can track buses in real time for customers to see, label the bus for the special service on the outboard reader board and provide customers information while they are on board through our info screens and our app. We know that these features provide superior service to customers during events. Additionally, this is an opportunity to introduce riders to our services and open the potential for building future regular ridership.

The Federal Transit Administration (FTA) does not allow federally funded assets to perform any charter services unless there has been an unsuccessful bid for charter services from a commercial operator. Our buses and infrastructure are considered federally funded assets. There is no such limitation on state taxpayer funded assets such as school buses.

VRT has worked closely with the FTA ombudsman to ensure that operating supplemental services is not the same as operating a charter service. Services are considered supplemental when none of the following occur:

- No third party is requesting service for its exclusive use
- No third party pays VRT for the service
- No fares are collected
- No third party determines the origin or destination of the trips or scheduling
- The service is paid for exclusively with local funds

Occasionally VRT also plays a role in charter services. For instance, at the recent Gowen Thunder, when there were not sufficient private sector vehicles or drivers to serve the need of the event. The other opportunity would be when no private company responds to a call for charter service.

## **Experience**

VRT began providing supplemental services in 2017 with the Treeline Shuttle. The Treeline Shuttle provided a specialized route during the Treefort Music Fest in downtown Boise. The Treeline stopped at existing bus stops along Idaho Street and Main Street, near music venues for Treefort. VRT has continued to provide the service annually.

As Treefort expanded its footprint in 2023 our services expanded accordingly such as stops at Julia Davis Park. Treefort 2023 was the highest ridership to date with a grand total of 3,923 bus rides associated with the festival. In 2023 Treeline circulator buses each featured Treefort musical artists throughout the four nights of bus service with “Bands on the Bus.” Riders loved it! It provided entertainment for passengers and a second-chance venue for the artists. We look forward to continuing to provide this supplemental service.

VRT has also offered supplemental services with expansion of hours and/or frequency of existing routes. In 2022 VRT served the Oktoberfest in Meridian with expanded hours of service on the Route 30. This year we expanded the hours of service of the Route 16 during the Hyde Park Street Fair. We feel both services were useful and could be more successful in the future with better promotion.

This year, VRT looked to expand offerings of supplemental services in downtown Boise during Boise State University football games to get people to BSU home games, a time of high transportation demand and congestion in downtown Boise. We understood it was a service that was no longer going to be subsidized as a charter by downtown businesses.

We designed specialized routes for the Game Day Shuttle utilizing mostly existing VRT stops. The service was highly successful with growing ridership as the season progressed and high marks from riders. However, as the service was designed it created an unsustainable staffing demand. We don't plan to offer it in its current design in the future. We are exploring expanding service on existing routes during games.

Local match for supplemental service costs must be funded by qualifying local revenues. Advertising revenue generated from federally funded assets are not eligible to be used as local match to fund supplemental services. Federal rules do allow VRT to sell advertising on our buses and supplemental services create an opportunity to increase our ad revenues. Those advertising revenues are required to be used to fund the maintenance and improvement of the transportation infrastructure or to offset operational costs.

Riders of the Game day Shuttle said it was a good experience. In 25 survey responses from riders, 96% said the shuttle improved their game day experience. It also increased awareness of our services with 30% of respondents saying they were not aware of VRT providing regular fixed route service in Ada and Canyon Counties and almost 60% said they did not know VRT provides discounted commuter programs to individuals and groups. We would like to understand how to bring that same awareness to other supplemental services.

## **Summary**

The FTA has a very rigorous charter policy which VRT adheres to, we don't believe there is a need to create a separate policy. The VRT Board has approved a small budget for pilot supplemental services over the last several years. VRT plans to continue exploring how to provide the most useful and needed supplemental services for the region within the limited budget approved. We will bring more information and any proposals for a permanent budget line or service policy in the future based on what we learn from our additional experience.

**Implication (policy and/or financial)**

None at this time.

**Attachments:**

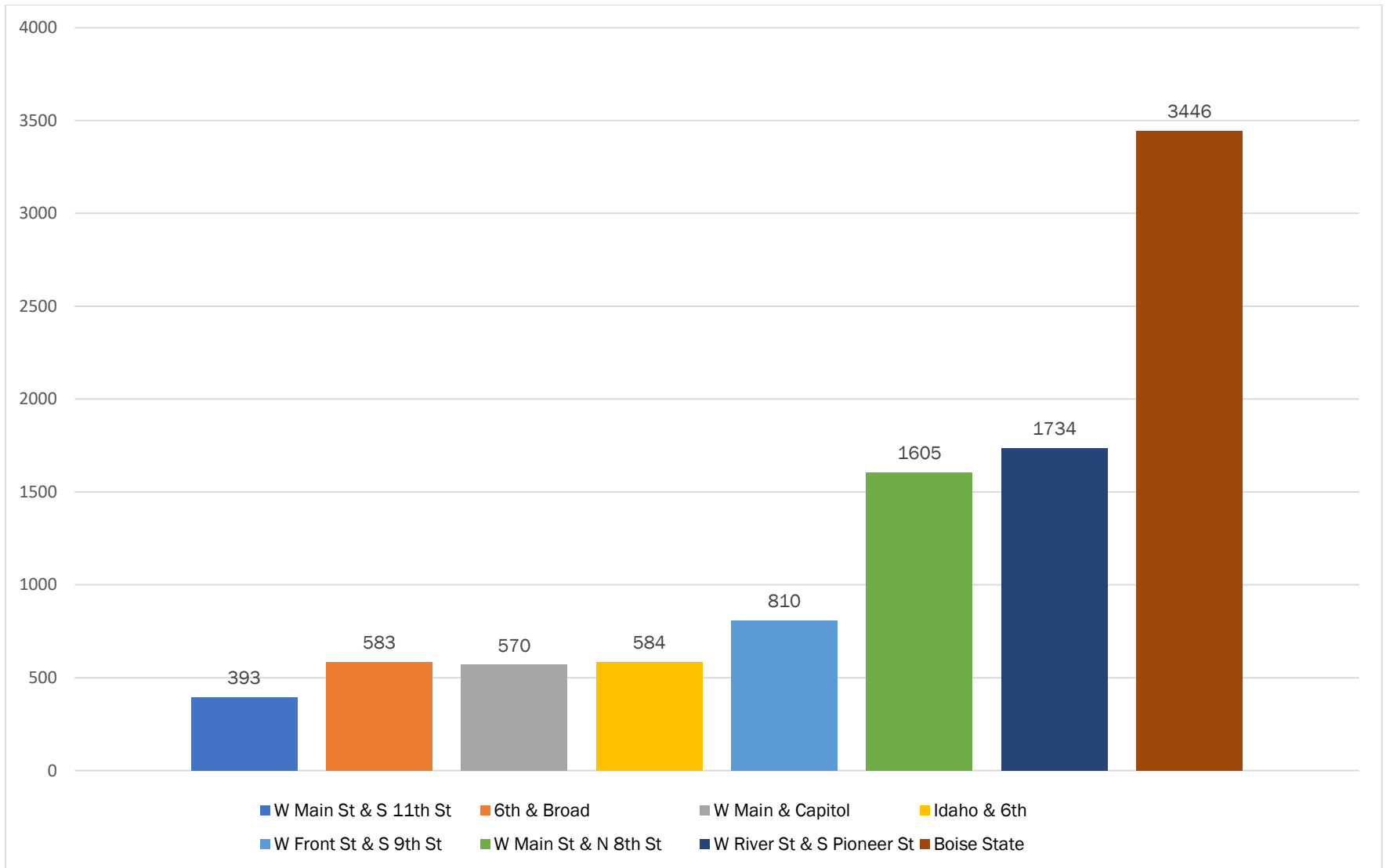
Exhibit A: Game Day Shuttle Stop Level Boardings

Exhibit B Game Day Shuttle Daily Boardings by Date

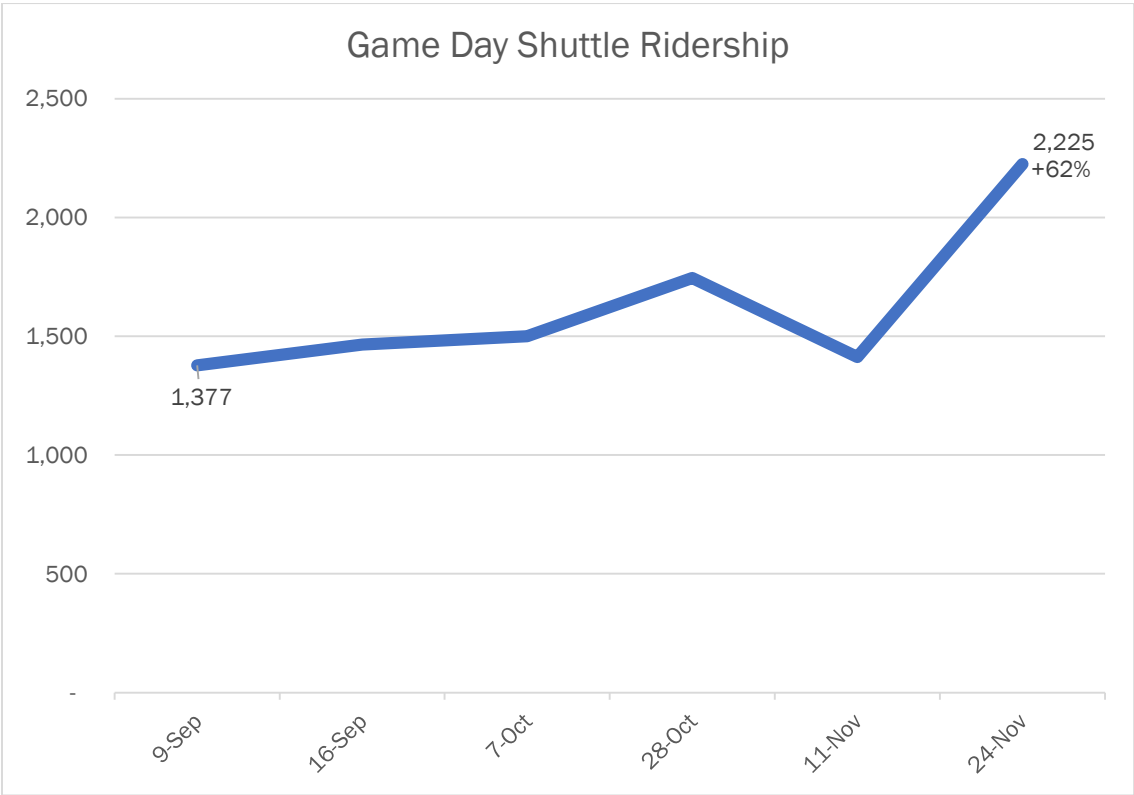
**For detailed information contact:**

Elaine Clegg, Chief Executive Officer, 208-258-2712, [eclegg@ridevrt.org](mailto:eclegg@ridevrt.org)

### EXHIBIT A 2023 GAME DAY SHUTTLE - STOP LEVEL BOARDINGS



**EXHIBIT B**  
**GAME DAY SHUTTLE BOARDINGS BY DATE**



## Valley Regional Transit FY2024 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Internet Service Provider	James Mundell Brad Alvaro	120,000	Oct-23	Jan-24	Executive Board
Consulting Service for Transit Operating Contract	Leslie Pedrosa	49,000	Dec-23		CEO
State Street and 18th Project	Joe Guenther	1,450,000	Dec-23	Apr-24	Board of Directors
Temporary Bus Drivers	Leslie Pedrosa	400,000	Dec-23	Apr-24	Board of Directors
Orchard Facility East Lot Project	Joe Guenther	2,700,000	Jan-24	Apr-24	Board of Directors
On-Call Shop Door Service	Jonathan Mutchler	49,999	Jan-24		CEO
Nampa and Caldwell Study	Kate Dahl	150,000	Jan-24	Mar-24	Executive Board
On-Call Electrical Maintenance Charging Station	Jonathan Mutchler	60,000	Jan-24	Mar-24	Executive Board
Happy Day HVAC Equipment	Joe Guenther	75,000	Feb-24	Apr-24	Executive Board
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Apr-24	Jul-24	Board of Directors
Main Street Station Security Upgrade	Joe Guenther	199,000	Nov-23		Resolution VBD23-024
IT Assessment and Strategic Plan	Brad Alvaro	65,000			Executive Board
On-Call Technical Support Services	James Mundell	TBD			
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD			
Vehicle Maintenance Parts	Leslie Pedrosa	TBD			
Bus Washing Services	Corrie Washington	TBD			
Towing Services	Leslie Pedrosa Jeremy Gianchetta	TBD			

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

Updated 12-7-2023



<b>TOPIC</b>	CEO Activity Report
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Elaine Clegg

**CEO Update**

Information only, no action needed.

**Highlights**

The month of December was a busy and productive time at VRT. Happy Holidays! – though they will be over by the time you read this.

The conference I was invited to as a sub-recipient of a Build America Bureau grant was very informative. This is only the second round of a new program and the bureau is working hard to ensure that it is productive by teaching grantees about the program and how to use it effectively. I heard how San Diego used their grant to help plan a regional rail corridor and about joint development projects in a number of places. We will use the grant to work on both – learning more about the rail corridor and exploring joint transit oriented development around our premiere bus corridors.

We have been meeting with COMPASS to identify more areas where we can collaborate. We worked with them to be a partner on the Thriving Communities grant they just submitted. If successful VRT will assist the communities with project management and outreach. The Planning and Environmental Linkages study that COMPASS is conducting of high-capacity transit options, including the rail corridor is about to begin as well.

I’ve had several meetings with leaders around the valley to just discuss VRT and all the things that transit does in this valley and will schedule many more in the coming months. It is information that we need more people to understand as we begin discussions of how to provide more service and how to bring high-capacity transit to the valley. We continue to work toward educational materials and information on how transit could impact travel as the region grows for these and other meetings.

**Congressional visits:**

While I was in DC for the Build America Bureau conference, I was able to meet with three of our four congressional offices. All continue to be interested in knowing how they can help on the rail, on the challenges of moving to electric buses and on supply chain issues with bus purchases. They were appreciative to know how these issues are affecting our ability to provide services.

**Committee/Boards/Meetings of note:**

- **APTA High Speed and Intercity Passenger Rail Committee** – continues to meet monthly. The information I shared at the congressional offices was informed by what I have learned as a member of the committee.
- **Treasure Valley Clean Cities Coalition** – held a work session on updating its strategic plan and has received funding for an intern.
- **The Bus Coalition** – This group of bus only transit systems have been extremely helpful as VRT faces bus supply and electrification trials. We will hold a retreat in January and prepare a more in-depth legislative program in anticipation of the next reauthorization.

- **Kuna** – I attended the final Steering Committee meeting for the Meridian Road Extension (including a rail crossing) in Kuna. There will be a final round of public outreach on the options presented.
- **Idaho Housing and Finance Association** – I had a very preliminary meeting at IHFA to let them know we are exploring the use of TIFIA bonds and determine if they can or should play a role.

#### Events/Outreach:

- **Idaho Business Review Forum on the Future** – I served on a five-person panel at the Forum talking about the future of our industries related to sustainability. I talked about our projects to electrify our fleet and make our facilities more resilient. It was informative to hear what other industries, such as solid waste, building construction resilience, natural gas and employee well-being through office design are moving toward.
- **Canyon County Concerned Citizens Committee** – I presented to the committee to talk to them about the various things VRT is doing to become more efficient and gain more riders. The group was concerned that we were pursuing light rail and I told them that we are not, we are working hard to make our existing bus service better and more efficient while we explore using the existing rail corridor for heavy rail.

**Media:** Our outreach in November and December has been focused on community good;

#### **Cranksgiving**

- The 8<sup>th</sup> annual Thanksgiving-themed scavenger hunt on bicycles – sponsored by VRT and ACHD Commuteride – was held on Saturday, November 18<sup>th</sup>. This year, there were 183 participants and 39 teams that contributed food boxes for St. Vincent de Paul for distribution to families in need throughout the Treasure Valley, helping to feed over 230 people this year

[Read more!](#)

#### **Stuff the Bus**

- Stuff the Bus – an annual collaboration from the Salvation Army, Fred Meyer, KTVB, and Valley Regional Transit (VRT) – aims to fill VRT buses with new toys or gift cards for children of all ages. The 25th annual Stuff the Bus toy drive, held Saturday, December 2, 2023, brought a record number of toy and gift card contributions for children in need in the Treasure Valley. A total of 8,272 toys – 30% more than last year – and nearly \$1,400 in gift cards – more than double last year's value – were donated.

[Read more!](#)

[Watch a recap!](#)

#### **7 Cares, Idaho Shares**

This was the first year we participated in 7 Cares – we had a bus on site at Albertsons Stadium to provide space for folks to warm up and enjoy free WiFi... and got a good TV spot in the process!

[Read more!](#)

### **Summary of Internal Activities**

This month has been highly focused on moving our two major capitol grants forward. The \$20M Lo and No Emissions grant and the \$10M+ RAISE grant for State Street both needed environmental clearance before we could begin construction and we have also been reviewing some design decisions. The final NEPA clearance on the RAISE grant project on

State Street should be complete by the time you get this report. Once it is done, we will be full steam ahead on constructing bus stops and pedestrian along the corridor.

The Lo-No grant required some deep analysis and decision points around various options for installing on-route charging in Main Street Station. I am excited that the accepted design not only provides all the charging we will need today but has set us up for a number of options in the future as the industry evolves in the next few years.

As VRT continues to work toward June implementation of the system redesign we had our second tour of new bus stops focused on Canyon County. We also have begun the bus stop inventory and are in process of getting FTA approval on the needed improvements.

After prioritizing major projects, I have begun the process of engaging an on-call consultant to conduct a high-level energy use plan. While we have a target of electrifying in Ada County, VRT does not have a firm target for moving toward more efficient energy use in Canyon County. The goal is to build more detail on the Ada County plan and to develop a strategy and timeline for Canyon County. I will share more detail with the board as the consultant develops more information.

I was able to continue a new tradition (just begun in the last few years) of delivering cookies and hot drinks to our drivers, mechanics, dispatchers and other front line. Thanks to our great administrative staff for baking and donating seven trays of cookies. It was a fun and rewarding day! Thanks, Jeannette Ezell, for coming with me and helping out. If it's any indication of how they were received two full trays were consumed at Main Street Station in just a few short hours. I hope you all found the same rewards in this giving season.

**For detailed information contact:** Elaine Clegg, CEO, 208.258.2712, [eclegg@rideVRT.org](mailto:eclegg@rideVRT.org)

<b>TOPIC</b>	Finance and Administration Activity Report
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Jason Jedry, Chief Financial Officer

### Summary

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

### Highlights

#### **Budget/Finance**

- The soft close of the 4th quarter of FY2023 has been completed
- The FY2023 independent annual audit began in November and is expected to be completed by the end of December
- The audited financial statements are tentatively scheduled to be presented to the Executive Board at the February meeting
- Finance staff are preparing to submit the Authorities FY2023 National Transit Database information to the FTA .
- A large percentage of the finance team’s time is directed to working on the implementation of the Oracle Fusion enterprise resource planning (ERP) system. We are currently finishing the iterative acceptance testing phase and expect the implementation to be complete sometime in the summer.

#### **Grant Management**

- Grants and Compliance Administrator is working on the following:
  - FTA grant applications
  - Active grant revisions/amendments
  - FY2024 Project funding
  - Federal grant reconciling

#### **Procurement**

- Procurement and Contracts Specialist is working on:
  - Consulting Service for Transit Operating Contract
  - Schedule Holders
  - Main Street Station Security Upgrades
  - Temporary Bus Drivers

**For detailed information contact:** Jason Jedry, Chief Financial Officer, 208-258-2709, [jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org)

<b>TOPIC</b>	Development Department Monthly Report
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Stephen Hunt

**Summary**

Development Department activities for January 2024 report.

**VRT Strategic Plan**

**Goal 1 - Demonstrate responsible stewardship of public resources**

**Performance Based Decision-making**

- **Transportation Development Plan (TDP)**  
Staff has continued making progress on the FY 2024-2028 TDP. The final TDP will incorporate the FY2024 services changes and final budget. Staff is re-evaluating the timing of the TDP development.

**Goal 2 – Increase Ridership and Revenue**

- **FY2024 Service Changes** – Staff is continuing internal coordination to deliver the FY2024 service change including finalizing brochures and maps redesign, conducting procurement for signs blades and stop information holders, and is working with communications on implementation outreach for summer 2024.
- **Bus Stop Improvements** – Phase 1 of the Bus Stop Inventory will begin January to develop a database of tracking bus stops and amenities, which will guide stop improvement prioritization. An estimated 90 new bus stops are required for the service change and documentation has been approved by National Environmental Policy Act (NEPA) and awaits State Historical Preservation Office (SHPO) concurrence.
- **The Intercity Connections Study** – First stakeholder meeting was well attended, and great discussion ensued. The bus rider survey is currently being circulated by intercity providers (i.e. Greyhound, Flixbus, etc.) to collect opinions about needs at a multi-modal center.
- **Towne Square Mall Transit Center** – The Dillard's contract has been updated and Elaine will contact Dillard's to begin negotiations.
- **Boise State University Public Policy Masters Student Capstone Project** – VRT staff has partnered with Boise State University Masters students for a capstone project that looks at Joint Development as a potential way to raise additional operating revenues and what VRT would need to do as an organization to take advantage of joint development. They will present at the meeting.
- **Nampa – Caldwell Corridor TOD Study** – Staff is finalizing the scope of work and expects to put out the RFP in January.

### Goal 3 - Build institutional and regional capacity

#### Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
  - Orchard facility improvements continue. Paving around the south end of the maintenance facility was completed.
  - Staff responded to an electrical equipment failure at Orchard and has been able to bring all charging and electrical equipment back online.
- **Happy Day Transit Center Upgrades (HDTC)**
  - HVAC replacement contractor is designing replacement system and is working through complications due to the unavailability of HVAC systems. Design engineer and architect are under contract for roof and awning replacement. Architect began the office redesign plans for 2024 construction and staff had the opportunity to provide comments on the future office layout.
- **Main Street Station**
  - Construction of an additional room in the MSS customer service area is complete. Staff is working on updating key cards and access to ensure security.
  - Consultants continue to refine designs for on-route charging at MSS with 90% designs and a "guaranteed maximum price" due in December.

#### Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
  - FTA's NEPA review along with SHPO providing concurrence is complete. VRT and FTA will now finalize the and execute the RAISE grant and begin final design of improvements RAISE funded projects.
  - VRT staff continues to work with ACHD on State and 18<sup>th</sup> Street intersection. Construction bid packets are expected to go out in December.
  - VRT staff and the technical team have finalized revisions to the State Street Traffic and Operation Plan (TTOP) and will present to the Executive board.
- **Bus Stop Improvements**
  - Brasco shelter for the transit island at 27<sup>th</sup> and Fairview has been delivered and was installed on the 18<sup>th</sup> of December.
  - Transpo, one of our on/call consultants, has prepared a concept to address the Pioneer/River crossing to improve vehicle conflicts around the bus stop there. The improvements would add amenities per CCDC funding request.

#### Mobility Integration

- Staff continues to expand the employer pass programs, increasing pass revenues.
- Staff selected a vendor to continue a VRT/Ride-hailing first/last mile transportation solution with an expanded zone.
- Staff updated the Title VI program for the 2024-2026. Updates will include improved demographic mapping and tables and refined plans for public engagement.
- Staff is researching the potential of VRT bus pass resale locations at all Kroger retailers due to a national partnership with Umo.
- Staff is researching how to integrate the Umo app with Lime scooters and bikes due to a year pilot contract with the City of Boise

- Safe Routes to School
  - Staff will engage in more Bike Rodeos and school presentations with the start of the new school year.

**More Information:**

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<b>TOPIC</b>	Operations Department Staff Report
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	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 Operations**

*Ada County Battery Electric Buses*

On October 16, the electric bus charging station went out of service due to a main breaker failing. During the system failure, VRT staff was able to work with Republic Services to charge buses at their facility. VRT staff also met with J&M Sanitation in Kuna to test their chargers for compatibility.

Proterra staff arrived onsite October 25 to inspect the system and perform maintenance on all chargers following the system failure. Eight chargers were back in service on October 27. Two chargers were placed out of service during the inspection. Proterra approved purchase of the replacement parts and VRT is waiting for a schedule to get parts installed.

The original six battery electric bus chargers continue to only work as single dispenser units. A software update was expected to be deployed to restore the original chargers back to dual dispensing. Due to the Proterra bankruptcy, this task has been put on hold. VRT will be working with Proterra to determine a path forward on the software update to ensure VRT will have 18 operating chargers during the bankruptcy process.

Currently, all four 40' and six of the eight 35' Proterra buses are in service. VRT staff placed the sixth 35' bus into revenue service in November. Two buses remain out of service. VRT expects to place these last two buses into revenue service when the out of service chargers are operating.

*Canyon County Expansion Bus*

The CNG bus delivered on October 20 is being prepared for revenue service. This bus will be the first to roll into service with VRT's new paint branding. Target date for revenue service has been pushed to January, while the new branding is finalized.

*Beyond Access Service*

VRT staff has been presenting details surrounding the new Beyond Access service to the senior centers. Drivers have been hired and began training on December. VRT continues to hire administrative staff for the service, including Dispatchers and an Operations Assistant. The scheduling software was ready on December 18 and VRT staff began scheduling rides and testing the software. VRT staff began installing radios the week of December 26.



Training took place the week of December 26 to ensure a smooth transition for Beyond Access and service launched on January 2.

### Game Day Shuttle

VRT wrapped up the operation of the Game Day Shuttle for Boise State home games on November 24. Stop level ridership for the season is shown in Table 1 below. This ridership is not included in any performance reporting, including National Transit Database (NTD) reporting.

Table 1.

Stop	Boardings
6th and Broad	41
W River St & S Pioneer St SEC	254
W Main St & S 11th St SWC	393
5th and Broad	542
W Main and Capitol	570
Idaho and 6th	584
W Front St & S 9th St NEC	810
River and Pioneer	1480
W Main St & N 8th St SWC	1605
Boise State	3446
<b>Grand Total</b>	<b>9725</b>

### Capital Projects

VRT staff got behind on getting replacements ordered, following the lack of vehicles available following the pandemic. VRT staff was able to get all vehicles delivered for all 2021, 2022, and 2023 projects for Ada County, Canyon County, and Specialized Transportation. A total of nine cutaway buses, three support vehicles and two service trucks are getting prepared for revenue service.

### Highlights:

#### Contracted Transportation

##### **Canyon County Highlights**

- Zero preventable accidents in November
- Intercounty on-time performance 80% for November
- On-demand on-time performance 96% for November
- ACCESS on-time performance 92% for November

##### **Ada County Highlights**

- Two preventable accidents in November
- Fixed-route on-time performance 85% for November
- ACCESS on-time performance 98% for November

#### Compliance

- Staff continues to validate data for fiscal year 2023 to prepare for NTD reporting
- Staff continues to work on updates to VRT policies and procedures as needed

**Customer Service Support**

- Customer service handled 2,709 of 2,801 phone calls for information, with 92 calls abandoned. The average call time was 2 minutes, 45 seconds and the average hold time was 22 seconds in November.
- Reservationist handled 1,148 of 1,192 phone calls to change or schedule a ride on ACCESS, with 42 calls abandoned. The average call time was 3 minutes, 51 seconds and the average hold time was 16 seconds in November.
- On-demand services and Eagle Senior Transportation answered 982 of 1,058 phone calls to schedule a ride, with 76 calls abandoned. The average call time was 2 minutes, 28 seconds and the average hold time was 23 seconds in November.
- November City Go Pay mobile ticket sales totaled \$11,124.25.

**More Information**

For detailed information: Leslie Pedrosa, Chief Operating Officer, 208.258.2713,  
[lpedrosa@rideVRT.org](mailto:lpedrosa@rideVRT.org)

<b>TOPIC</b>	Communications Update
<b>DATE</b>	January 8, 2023
<b>STAFF MEMBER</b>	Jason Rose

**Summary**

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

**Highlights**

Communications and Marketing

- Staff is working on a multi-faceted marketing and communications strategy for 2024-2026 to elevate the visibility of the VRT brand, complement service changes and bus stop updates, and align with upcoming agency strategic work; we have selected a theme and plan to introduce this in 2024.
- We continue to build website and social media content and are working with our marketing partners on creating additional website tools for new content types; we are conducting a website review and implementing a survey tool to analyze site usage to identify areas of traffic and needs for improvement; we plan to launch these changes in the spring.
- We will be utilizing an updated brand guide and are in the process of creating new branded templates and updating all materials; we will also be introducing new signage at Main Street Station to increase visibility.
- VRT has radio and TV broadcast ad partnerships; on the radio side, we submit content to three outlets for airtime on two-week cycles and align content with the Communications Strategy.

Advertising

- We recently completed an advertising rate card and media kit analysis, which has allowed us to update our rate card with competitive costs and include incoming advertising opportunities, including the onboard infotainment screens; these changes are effective FY2024, with rates that increase incrementally in coming years.
- As of 12/18, we sold \$521,279.28 since the start of the fiscal year, with an incredible 100% renewal rate and a projected fiscal year finish at \$98,000.

Engagement

- Staff has been finalizing plans for outreach activities leading up to – and including –
- After a successful engagement campaign around the 2024 service changes, staff began planning outreach activities in the lead-up to Change Day (the name of the service change implementation day), as well as activities afterward.
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities.

**More Information**

Attachments: None

For detailed information contact: Jason Rose, Communications Director, 208-258-2739, [jrose@valleyregionaltransit.org](mailto:jrose@valleyregionaltransit.org)

<b>TOPIC</b>	Information Technology Activity Report
<b>DATE</b>	January 8, 2024
<b>STAFF MEMBER</b>	Brad Alvaro

### Summary

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

### Highlights

#### Projects

- Enterprise Resource Planning (ERP) replacement - Oracle ERP
- New Canyon County bus installs
- Radio purchases for Beyond Access
- Infotainment phase II equipment and install planning.
- Programming for Intermountain Communication Beyond Access
- New 2-way radio service implemented – Intermountain Communication

#### Support Services

- Monthly ridership reports
- Resolved 121 of 130 tickets received for November
- Completed internet upgrade at Garden City location
- ERP data conversion
- ERP – Setup database and file access for third-party systems
- VIA June 2024 brainstorm new service
- UTA quarterly meeting
- Camera upgrades with vendor for Orchard and Main Street Station projects
- Google General Transit Real-time (GTFS) feed feedback to Estimate Time of Arrival (ETA)
- Automatic Passenger Counter (APC) analytic report changes and adjustments

**For detailed information contact:** Brad Alvaro, Information Technology Director, 208-258-2726, [balvaro@rideVRT.org](mailto:balvaro@rideVRT.org)