

# Board of Directors Meeting Agenda

April 01, 2024

12:00 PM

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

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

If you are unable participate in the meeting in-person, you may join via MSTeams at [https://ridevrt.org/VRTBoard\\_April24](https://ridevrt.org/VRTBoard_April24) or by dialing in at **323-484-8960 Conference ID: 838 361 71#**

**I. Calling of the Roll - Chair Jarom Wagoner**

**II. Agenda Additions/Changes**

**III. Consent Agenda**

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

**A. ACTION: Minutes of the January 8, 2024, Board of Directors Meeting  
Pages 5-8 | Paula Cromie**

*The Board is asked to consider approval of the minutes from the January 8, 2024, Board of Directors meeting.*

**B. ACTION: Minutes of the March 4, 2024, Executive Board Joint Meeting with the Regional Advisory Council  
Pages 9-11 | Paula Cromie**

*Normally, the Board of Directors (BOD) would be asked to accept the minutes of the January, February, and March executive board meeting minutes at the April meeting. The January executive board meeting was cancelled and combined with the BOD meeting. The February meeting was cancelled. Attached are the minutes from the March 4, 2024, meeting that was a joint meeting with the Regional Advisory Council. The executive board is asked to approve, and the BOD is asked to accept the minutes from the March 4 meeting.*

**C. ACTION: FY2023 4th Quarter Operating Cash Balance Report  
Pages 12-13 | Jason Jedry**

*The Board of Directors will review and consider accepting the FY2023 4<sup>th</sup> Quarter Operating Cash Balance Report.*

**D. ACTION: FY2023 4th Quarter Budget Variance Reports  
Pages 14-26 | Jason Jedry**

*The Board of Directors will have the opportunity to review and consider accepting the FY2023 4<sup>th</sup> Quarter Budget Variance Reports.*

- E.** **ACTION: Payment Register**  
**Pages 27-34 | Cameron Wells**  
*The Board of Directors will have the opportunity to review and consider accepting the February 16, 2024 to March 15, 2024 payment register.*
- F.** **ACTION: FY2023 Audited Financial Statements**  
**Pages 35-78 | Jason Jedry**  
*Kailey Holt and Bobby Lawrence, with Eide Bailly, presented the FY2023 audited financial statements to the Executive Board at the March 4, 2024, meeting. Following discussion, Alexis Pickering moved to accept and place the audited financial statements on the consent agenda for the VRT Board of Directors to consider accepting at the April 1 meeting; Debbie Kling seconded. The motion passed unanimously. The VRT Board is asked to consider accepting the FY2023 audited financial statements.*
- G.** **ACTION: First Quarter Performance Report**  
**Pages 79-83 | Leslie Pedrosa**  
*Staff requests the Board of Directors approve and accept the performance report for the first quarter of fiscal year 2024.*
- H.** **ACTION: Avero Advisors Contract Modification**  
**Pages 84-87 | Leslie Pedrosa**  
*Staff requests the Board of Directors consider approving Resolution VBD24-020 and delegate authority to the Chief Executive Officer to authorize and execute a contract modification with Avero Advisors.*
- I.** **ACTION: FourthSquare, LLC Contract Modification**  
**Pages 88-91 | Leslie Pedrosa**  
*Staff requests the Board of Directors consider approval of Resolution VBD24-022 and delegate authority to the Chief Executive Officer to authorize and execute a contract modification with FourthSquare, LLC.*
- J.** **ACTION: National Tours Temporary Bus Driver Contract**  
**Pages 92-95 | Leslie Pedrosa**  
*Staff requests the Board of Directors consider approving Resolution VBD24-021 and delegate authority to the Chief Executive Officer to authorize and execute a contract with National Tours for Temporary Bus Drivers.*
- K.** **ACTION: Regional National Transit Database Policy Update**  
**Pages 96-104 | Leslie Pedrosa**  
*Staff requests the Board of Directors consider approval of Resolution VBD24-023 and updates to the Regional National Transit Database Policy.*
- L.** **ACTION: FY23 Customer Service Report**  
**Pages 105-106 | Jason Rose**  
  
*The Board of Directors is asked to consider acceptance of the FY 2023 Customer Service Report. Staff has compiled the customer service report for fiscal year 2023, which reviews customer service complaints, compliments, and suggestions. The VRT Executive Board reviewed the report at its March 4, 2024 meeting.*
- M.** **ACTION: State Street and 18th Street Intersection Construction - Idaho Site Works**

**Pages 107-109 | Joseph Guenther**

*The Board is asked to consider approval of RESOLUTION VBD24-018 to enter into a contract with Idaho Site Works to construct two premium transit stations, new signals, updated sidewalks, curb ramps and pedestrian controls at State and 18th.*

**N. ACTION: Electric Charging Infrastructure - Jacobs Engineering**

**Pages 110-113 | Joseph Guenther**

*The Board of Directors is asked to consider approval of RESOLUTION VBD24-019 Electric Charging Infrastructure - Jacobs Engineering to install the electrical charging infrastructure to support transition to battery electric vehicles.*

**O. ACTION: State Street Premium Construction Design and Construction Engineering - Jacobs Engineering**

**Pages 114-117 | Joseph Guenther**

*The Board of Directors is asked to consider resolution VBD24-017 State Street Premium Construction Design and Construction Engineering - Jacobs Engineering for engineering consulting services in the State Street premium corridor.*

**P. ACTION: Citizen Lab Contract Amendment**

**Pages 118-121 | Jason Rose**

*The Board is asked to consider approval of RESOLUTION VBD24-026 for extension of the Citizen Lab digital engagement platform contract.*

**Q. ACTION: Valley Regional Transit Employee Handbook**

**Page 122-184 | Jason Jedry**

*Staff requests the Board of Directors review and consider approving Resolution VBD24-025 approving the updated Valley Regional Transit Employee Handbook.*

**R. ACTION: Procurement Policy**

**Pages 185-197 | Jason Jedry**

*Staff requests the Board approve RESOLUTION VBD24-016 and the updated Procurement Policy, Policy Number 1.03.00 (G). The updates to this policy were presented to the Executive Board at the March 4, 2024, meeting as an information item.*

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

**V. Action Items**

**VI. Information Items**

**A. INFORMATION: Nampa Caldwell Boulevard Transit-Oriented Development Corridor Study**

**Pages 198-199 | Kate Dahl**

*A description of the purpose and components of the upcoming Nampa Caldwell Boulevard Transit Oriented Development Corridor Study will be discussed by staff. The planning study includes two phases, with the first phase to begin this summer.*

**B. INFORMATION: Ada County Highway District (ACHD) State Street 8th to 14th Street Update**

**Page 200 | Stephen Hunt**

*Project staff for ACHD's State Street 8th to 14th Street reconstruction will present an update on the project and the alternatives being evaluated.*

**C. INFORMATION: Review of Supplemental Services**

**Pages 201-206 | Elaine Clegg**

*This is an information and discussion item only. Staff requests that the Board provide direction on whether to proceed with bringing a policy forward.*

**D. INFORMATION: Board and RAC Bus Pass Introduction**

**Page 207 | Jason Rose**

*This is an information item. Staff will introduce a new complimentary bus pass for Board of Directors and Regional Advisory Council (RAC) members via the Umo payment system.*

**E. INFORMATION: Service Changes and Change Day**

**Page 208 | Jason Rose**

*This is an information item. Development and Communications staff will provide an update on the upcoming 2024 service changes and subsequent communications and outreach activities.*

**F. INFORMATION: Board Member Training - Transit 101**

**Page 209 | Elaine Clegg**

*This item is information only and designed to remind existing board members and introduce new board members to Valley Regional Transit policies and procedures and provide a general overview of the issues facing the authority.*

**VII. 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.*

**VIII. Department/Staff Reports**

**A. INFORMATION: Procurement Calendar**

**Page 210 | Jason Jedry**

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

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

**Pages 211-222 | Staff**

*The most current department/staff reports were included in the packet for information. These reports contain valuable information and board members are encouraged to read them carefully.*

**IX. Adjournment**

*Agenda order is subject to change.*

**Next VRT Board of Directors Meeting:**

**July 22, 2024 (This is the fourth Monday of the month and a different date than usual.)**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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



# Board of Directors Meeting Minutes

January 08, 2024

12:00 PM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Ryan Davidson, Ada County Comm.	Rob Fisher, City of Greenleaf	Brad Alvaro, VRT
Tom Dayley, Ada County Commission	Dave Hershey, City of Star	Carl Anderson
John Evans, Garden City	Todd Lavoie, City of Meridian	Lisa Brady, VRT
Ashley Ford-Squyers, MDC	Joe Stear, City of Kuna	Bre Brush, City of Boise
Jeff Flynn, CWI		Elaine Clegg, VRT
Jimmy Hallyburton, City of Boise		Paula Cromie, VRT
Brad Holton, Canyon County Comm.		Kate Dahl, VRT
Debbie Kling, City of Nampa		Gregg Eisenberg, First Transit
Lantz McGinnis-Brown, Boise State		Jeannette Ezell, VRT
Rob McDonald, City of Caldwell		Alex Finney, BSU
Lauren McLean, City of Boise		Dave Fotsch, VRT
Alexis Pickering, ACHD		Jay Gibbons
Zach Piepmeyer, CCDC		Kathleen Godfrey, VRT
Greg Rast, Canyon County Comm.		Cody Goettl, VRT
Helen Russell, City of Eagle		Joe Guenther, VRT
Chuck Stadick, City of Caldwell		Stephen Hunt, VRT
Mark Steuer, City of Nampa		Jason Jedry, VRT
David Tiede, City of Meridian		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Sophia Miraglio, ITD
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Walter Steed, RAC
		Madison Steiner, BSU
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Joe Stear was out ill. Lauren McLean, Vice-Chair, called the meeting to order with a quorum present by phone and in-person at 12:04.
- II. **Agenda Additions/Changes** – Moved action items V-A and B before the consent agenda.

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

Jason Jedry presented the amended FY2024 Operating and Capital budgets. Following the presentation, Vice-Chair Lauren McLean conducted a public hearing and took formal comments on the FY2024 budget amendment #1.

The public hearing opened at 12:11 p.m.

Ken Pidjeon requested directly generated revenue be broken out and apart from the fare box revenue.

The hearing closed at 12:15.

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

**B. ACTION: FY2024 Budget Amendment**

Following discussion, Alexis Pickering moved to approve RESOLUTION VBD24-001 – Fiscal Year 2024 Budget Amendment #1; Debbie Kling seconded. The motion passed unanimously. The budget amendment included FY2023 project carryforwards that were not concluded by the fiscal year's end.

**III. Consent Agenda**

Items on the consent agenda are action items and will be enacted by one motion. Items consisted of the following:

- A. ACTION: Minutes of the October 2, 2023, Board of Directors Meeting**
- B. ACTION: Minutes of the October 2 and December 4, 2023, Executive Board Meetings**
- C. ACTION: Payment Registers**
- D. ACTION: Quarterly Performance Report**
- E. ACTION: Avero Advisors Contract Modification**  
RESOLUTION VBD24-002 Avero Advisors Contract Modification and the corresponding Authorization for Expenditure.
- F. ACTION: Gillig Bus Purchase**  
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**  
RESOLUTION VBD24-007 and corresponding Authorization for Expenditure for internet services with Syringa Networks LLC
- H. ACTION: Orchard Facility Construction FY2024 Hawkeye Builders**  
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**  
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**  
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**  
RESOLUTION VBD24-008 Regional Performance Measurement Policy 1.19.00 update

- L. **ACTION: Regional Advisory Council Bylaw Updates**  
VBD24-014 Regional Advisory Council (RAC) bylaws update
- M. **ACTION: Employee Volunteer Policy**  
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**  
RESOLUTION VBD24-013 Advertising Standards Policy update
- O. **ACTION: Delegate Authority to Executive Board - Ada County Highway District (ACHD) 2025-2029 Integrated Five Year Work Plan (IFYWP)**  
Delegation of 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)

Debie Kling made the motion to approve the consent agenda as presented, Alexis Pickering seconded. The motion passed unanimously.

IV. **Public Comments** – Ken Pidjeon spoke regarding item VI B representing Brown Bus Company. He requested the supplemental services item be moved from an information item to a discussion item. He would like the Board to consider there being a policy made regarding supplemental services.

V. **Action Items**

- C. **ACTION: Executive Board Elections 2024**  
Following discussion, Alexis Pickering moved to confirm the succession of officers nominate and elect open positions on the Executive Board for election as shown in the table below; Ashley Ford-Squyers seconded. The motion passed unanimously.

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 - Greg Rast</b>	Canyon County
At Large	<b>Open - Tom Dayley</b>	Ada County
Boise State	Lantz McGinnis-Brown	Boise State

- D. **ACTION: State Street Traffic and Transit Operations Plan (TTOP) Addenda**  
Following discussion, Alexis Pickering moved to approve RESOLUTION VBD24-010 State Street Traffic and Operations Plan Addenda; Jimmy Hallyburton seconded. The motion passed unanimously.
- E. **ACTION: Title VI Plan Update 2024-2026**  
Following discussion, Alexis Pickering moved to approve RESOLUTION VBD24-003 Title VI Plan 2024-2026; Jimmy Hallyburton seconded. The motion passed unanimously.

VI. **Information Items**

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

Boise State University students, Alex Finney and Madison Steiner, presented their findings from their Master of Public Administration Capstone project about using joint development as a potential revenue source for transit funding. A link to the project information was included in the meeting packet. Members of the Board thanked the students for their hard work and requested the white papers be sent to them regarding the project.

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

Elaine Clegg presented a review and update on Valley Regional Transit supplemental services. Staff would like to continue to use this small budget item to continue to explore this service where existing service is provided and based on the guidelines of being sustainable, have community interest, sponsor interest and meet charter guidelines directed by the FTA. Staff would like to continue to gain experience and come back to the Board after more experience with this pilot program with a recommendation about any policy or guidelines for supplemental services. A charter policy is not needed as VRT has to meet FTA guidelines regarding charter services.

Alexis Pickering applauded staff on this service and would like to see it continue. Helen Russell, Eagle City Council, asked if services like this could be used for Eagle Fun Days. Debbie Kling pointed out this service helps increase visibility of the service VRT provides and gives individual the opportunity to ride the bus and see what's it's like in hopes they choose to ride the bus on a more regular basis. Lauren McLean stated it make sense to look at a policy if staff deemed it necessary for clarity around when these services would/could be offered. She felt it was unfortunate the game day shuttle would not happen again but felt staff had made the right decision for the organization saying, "if it was not sustainable, it was not sustainable." She continued with the there being other communities stating interest in this service, it might be good to have some parameters around how VRT would make the decision to provide these services.

**C. INFORMATION: Procurement Calendar**

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

**VII. Department/Staff Reports**

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

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

**IX. Adjournment** – The meeting was adjourned at 1:55 p.m.

**Next VRT Board of Directors Meeting:**

**April 1, 2024**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

# Executive Board Joint Meeting with Regional Advisory Council Notes

March 04, 2024

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Todd Lavoie, Meridian	Brad Alvaro, VRT
Tom Dayley, Ada County	Jarom Wagoner, Caldwell	Bre Brush, City of Boise
Debbie Kling, City of Nampa		Elaine Clegg, VRT
Todd Lavoie, City of Meridian		Paula Cromie, VRT
Lauren McLean, City of Boise		Kate Dahl, VRT
Sabrina Minshall, Canyon County		Rheanne Ekhoﬀ, VRT
Alexis Pickering, ACHD		Gregg Eisenberg, VRT
Greg Rast, Canyon County		Jeannette Ezell, VRT
Dale Reynolds, City of Nampa		Diana Fletcher, VRT
Joe Stear, City of Kuna		Kailey Holt, Eide Bailly
		Stephen Hunt, VRT
RAC MEMBERS ATTENDING	RAC MEMBERS ABSENT	Jason Jedry, VRT
Susan Bradley	Susan Manika	Lila Klopfenstein, COMPASS
Samantha Kenney	Deeann Solis	Bobby Lawrence, Eide Bailly
Terri Lindenberg		Hailee Lenhart-Wees, VRT
Andrew Mills		Rob Lowe, VRT
Mary Beth Nutting		Nick Moran, VRT
Walter Steed		James Mundell, VRT
Theresa Vawter		Leslie Pedrosa, VRT
David White		Ken Pidjeon, Citizen
Megan Zusne		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duanne Wakan, VRT
		Corrie Washington, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll - Chair Jarom Wagoner** (absent) Lauren McLean called the meeting to order with a quorum present by phone and in person at 11:09 am.
- II. **Agenda Additions/Changes** – Elaine Clegg asked that information items D and E be swapped on the agenda.

### III. Consent Agenda

Items on the consent agenda consisted of the following:

- A. **ACTION: Minutes of the January 16, 2024, Regional Advisory Council Meeting**
- B. **ACTION: FY2023 4th Quarter Budget Variance Reports**
- C. **ACTION: FY2023 4th Quarter Operating Cash Balance Report**
- D. **ACTION: Payment Registers**
- E. **ACTION: Proposed Agenda for the April Board of Directors Meeting**

Alexis Pickering moved to approve the consent agenda as presented; Debbie Kling seconded. Motion passed unanimously.

- IV. **Public Comments** - Ken Pidjeon requested the public comment section of the agenda be moved back to the top of the agenda so if someone making a public would like something removed from the consent agenda, that comment could be made prior to the approval of the consent agenda.

### V. Executive Board - Action Items

- A. **ACTION: New Regional Advisory Council Member - David White**

Dale Reynolds moved to approve David White as the new Regional Advisory Council Member; Alexis Pickering seconded. The motion passed unanimously. David was introduced and welcomed as the newest RAC member.

- B. **ACTION: FY2023 Audited Financial Statements**

Bobby Lawrence and Kailey Holt, with Eide Bailly, presented the Fiscal Year 2023 audited financial statements. Presenters let executive board members know there were no findings. Following discussion, Alexis Pickering moved to accept the audited financial statements to be placed on the consent agenda for the VRT Board of Directors to consider accepting in April; Debbie Kling seconded. The motion passed unanimously.

- C. **ACTION: Ada County Highway District 2025-2029 Integrated Five-Year Work Plan (IFYWP) Prioritization**

Kate Dahl presented the Ada County Highway District 2025-2029 Integrated Five-Year Work Plan (IFYWP) Prioritization. Following discussion, Alexis Pickering moved to approve Resolution VEB24-001 for the Ada County Highway District FY2025-2029 Integrated Five-Year Work Plan (IFYWP) which was delegated for approval by the Board at the January 2024 meeting to the Executive Board; Dale Reynolds seconded. The motion passed unanimously.

### VI. Executive Board - Information Items

- A. **INFORMATION: Updated Procurement Policy**

Jason Jedry presented proposed updates to the current procurement policy to the Executive Board. This item was for informational and discussion purposes only. Staff intends to request the Board's approval for updates to the Procurement Policy, Policy Number 1.03.00 (G), at the April Board of Directors meeting. Executive Board members found no issues with the proposed changes.

- B. **INFORMATION: FY23 Customer Service Report**

Jason Rose presented the FY 2023 Customer Service Annual Report which reviews Customer Service complaints, compliments, and suggestions.

- C. **INFORMATION: Procurement Calendar**

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



**D. INFORMATION: Valley Regional Transit Governance Orientation**

Elaine Clegg provided background on Valley Regional Transit for the Executive Board and Regional Advisory Council members as a springboard for discussion.

**E. INFORMATION: Regional Advisory Council (RAC) Update**

Jason Rose, RAC Chair Walter Steed and Vice-Chair Mary Beth Nutting presented an update of RAC activities and facilitate discussion about future priorities.

During discussion, the following takeaways were noted:

- Work hard to make sure we make the financial case for public transit
- RAC – are there ways for them to spread the word among their constituents to get grass-roots support, then come to the various council and commission meetings at times when it is import for their comments to be heard
- RAC – identify and educate decision makers from the constituents of the RAC who could meet with council and commissions regarding items of importance to those entities
- Board - continue to break down the silos between all agencies
- Board - reenergize the State Street leadership committee
- Board - Canyon County – Begin to build awareness with the Nampa/Calwell Blvd. transit corridor
- Board - Continue to plan and focus on how to build funding whether it comes from State funding or statute funding, or money from the local jurisdictions – lead with education and build toward the funding mechanism

**VII. Executive Session - None****VIII. Department/Staff Reports****A. INFORMATION: Department/Staff Reports**

The most current department/staff reports were included in the packet for information. These reports contain important information regarding activities within each department.

**IX. Adjournment – The meeting adjourned at 12:57 p.m.****Next VRT Executive Board Meeting:**

**April 1, 2024 (followed by Board of Directors meeting)**

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

<b>TOPIC</b>	FY2023 4th Quarter Operating Cash Balance Report
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Jedry

### **Staff Recommendation/Request**

The Board of Directors will review and consider accepting the FY2023 4<sup>th</sup> Quarter Operating Cash Balance Report.

### **Summary**

Attached to this memo is the operating cash balance analysis as of September 30, 2023.

The following items are important to note:

- The VRT general ledger cash balance was \$1,348,543 at the end of September. Pending federal funds were \$281,411. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- Overall, the total operating cash balance fell short of the cash balance benchmark by \$976,154.

### **More Information**

#### **Attachments:**

FY2023 4th Qtr. Operating Cash Balance Report

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

**Valley Regional Transit  
Operating Cash Balance Analysis  
September 30, 2023**

<b><u>VRT Operating</u></b>		
GL Cash Balance at 9/30/23	\$1,348,543	
Pending Federal Funds (Note 2)		\$281,411
<b>Total Cash Balance</b>	<b>\$1,348,543</b>	
<b>Total Pending Federal Funds (Note 2)</b>		<b>\$281,411</b>
<b>Total Cash Balance Benchmark (Note 1)</b>	<b>\$2,324,697</b>	

*Note 1: Average of 2020, 2021 and 2022 at September 30*

*Note 2: Local funds utilized until federal funds become available for reimbursement*

<b>TOPIC</b>	FY2023 4th Quarter Budget Variance Reports
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Jedry

### **Staff Recommendation/Request**

The Board of Directors will review and consider accepting the FY2023 4th Quarter Budget Variance Reports.

### **Summary**

Attached to this memo are the fourth quarter budget reports, reflecting the financial status as of September 30, 2023. Overall, operating expenses were \$4,298,454 or 15% under budget and capital expenses were \$12,635,923 or 77% under budget. Notably, VRT faced a local revenue shortfall of \$335,655 during this fiscal year, mitigated by utilizing funds from the previous year surplus fund balance. The anticipated shortfall of local funds was factored into the FY2023 budgeting process and a draw on the surplus fund balance was approved by the VRT Board of Directors.

For a detailed breakdown and insights into these budget variances, please refer to the attached document titled FY2023 4th Quarter Budget Variance Comments.

### **More Information**

#### **Attachments:**

FY2023 4th Quarter Budget Variance Report

FY2023 4th Quarter Budget Variance Comments

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

Valley Regional Transit  
 FY 2023 Fourth Quarter Budget Variance Reports  
 October 2022 - September 2023

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 45,000	\$ 22,386	-50%	\$ 30,000	\$ 11,029	-63%			
402 Purchased Transportation												
403 Auxiliary Revenue	118,145	118,145		463,994	600,975	30%						
404 Non-Transportation Revenue		86,721		120,000	450	-100%		10,486			308,480	
405 Federal Assistance - Capital										14,568,775	2,467,726	-83%
406 Federal Assistance - Operating/Administration				774,412	729,767	-6%	3,447,945	2,780,664	-19%	1,393,663	1,564,750	12%
407 Local Assistance - Capital										2,509,411	1,083,778	-57%
408 Local Assistance - Operating/Administration	1,855,796	1,684,004	-9%	628,939	194,812	-69%	1,773,541	1,024,724	-42%	348,416	171,390	-51%
<b>Total Revenues</b>	<b>\$ 1,973,941</b>	<b>\$ 1,888,869</b>	<b>-4%</b>	<b>\$ 2,032,346</b>	<b>\$ 1,548,390</b>	<b>-24%</b>	<b>\$ 5,251,486</b>	<b>\$ 3,826,903</b>	<b>-27%</b>	<b>\$ 18,820,264</b>	<b>\$ 5,596,124</b>	<b>-70%</b>

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 740,598	\$ 802,907	8%	\$ 568,956	\$ 500,732	-12%	\$ 600,891	\$ 557,426	-7%	\$ 599,465	\$ 435,676	-27%
502 Fringe Benefits	592,107	597,554	1%	423,544	384,320	-9%	414,076	399,419	-4%	406,367	244,676	-40%
503 Professional Services	245,845	152,383	-38%	738,871	586,467	-21%	297,175	214,731	-28%	719,246	213,446	-70%
504 Materials and Supplies	34,300	29,801	-13%	98,513	15,628	-84%	174,450	98,334	-44%	1,000	232	-77%
505 Utilities	121,750	108,655	-11%	17,655	10,540	-40%	5,440	4,161	-24%	1,650	600	-64%
506 Casualty and Liability	15,000	22,861	52%	7,000	3,829	-45%	83,500	90,801	9%			
508 Purchased Transportation							2,879,520	2,172,521	-25%			
509 Miscellaneous	191,841	168,892	-12%	128,806	34,298	-73%	796,434	289,509	-64%	1,013,290	841,509	-17%
511 Interest		629			3,746							
512 Leases and Rentals	32,500	5,190	-84%	49,000	2,400	-95%						
514 Capital (Note 2)										16,495,907	3,859,984	-77%
<b>Total Expenses</b>	<b>\$ 1,973,941</b>	<b>\$ 1,888,869</b>	<b>-4%</b>	<b>\$ 2,032,346</b>	<b>\$ 1,541,960</b>	<b>-24%</b>	<b>\$ 5,251,486</b>	<b>\$ 3,826,903</b>	<b>-27%</b>	<b>\$ 19,236,925</b>	<b>\$ 5,596,124</b>	<b>-71%</b>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 484,107	\$ 560,964	16%	\$ 74,109	\$ 85,471	15%
402 Purchased Transportation						
403 Auxiliary Revenue	149,564	149,564				
404 Non-Transportation Revenue		24,258			(2,000)	
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	2,982,602	2,938,913	-1%	1,140,741	1,039,435	-9%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	6,129,145	5,436,610	-11%	1,424,853	1,313,325	-8%
<b>Total Revenues</b>	<b>\$ 9,745,418</b>	<b>\$ 9,110,308</b>	<b>-7%</b>	<b>\$ 2,639,703</b>	<b>\$ 2,436,231</b>	<b>-8%</b>
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 4,220,200	\$ 4,028,566	-5%	\$ 1,145,300	\$ 1,043,440	-9%
502 Fringe Benefits	2,896,879	2,925,246	1%	901,666	866,615	-4%
503 Professional Services	521,717	452,591	-13%	130,515	129,571	-1%
504 Materials and Supplies	921,000	935,599	2%	191,500	196,679	3%
505 Utilities	133,750	128,864	-4%	34,100	18,580	-46%
506 Casualty and Liability	753,893	608,093	-19%	171,383	148,411	-13%
508 Purchased Transportation						
509 Miscellaneous	196,383	135,197	-31%	9,050	5,684	-37%
511 Interest	171,362	130,597	-24%	20,727	17,308	-16%
512 Leases and Rentals	371,690	5,016	-99%	35,462	9,943	-72%
514 Capital (Note 2)						
<b>Total Expenses</b>	<b>\$ 10,186,874</b>	<b>\$ 9,349,768</b>	<b>-8%</b>	<b>\$ 2,639,703</b>	<b>\$ 2,436,231</b>	<b>-8%</b>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.



Category	Canyon Demand-Response			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 41,558	\$ 79,710	92%	\$ 2,292	\$ 8,239	259%	\$ 45,591	\$ 39,780	-13%
402 Purchased Transportation									
403 Auxiliary Revenue	15,620	15,620					30,069	30,069	
404 Non-Transportation Revenue		541						6	
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	846,377	759,226	-10%	100,778	77,046	-24%	1,186,305	1,058,072	-11%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	270,196	156,717	-42%	14,762	36,815	149%	370,330	309,394	-16%
<b>Total Revenues</b>	<b>\$ 1,173,751</b>	<b>\$ 1,011,815</b>	<b>-14%</b>	<b>\$ 117,833</b>	<b>\$ 122,100</b>	<b>4%</b>	<b>\$ 1,632,294</b>	<b>\$ 1,437,321</b>	<b>-12%</b>
Category	Canyon Demand-Response			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 560,564	\$ 484,750	-14%	\$ 52,366	\$ 56,196	7%	\$ 719,711	\$ 630,587	-12%
502 Fringe Benefits	263,649	229,598	-13%	26,211	29,455	12%	360,456	320,702	-11%
503 Professional Services	97,541	89,210	-9%	9,310	10,432	12%	125,958	110,606	-12%
504 Materials and Supplies	128,498	154,552	20%	18,689	16,566	-11%	266,382	275,393	3%
505 Utilities	21,629	26,239	21%	2,118	3,002	42%	28,858	34,351	19%
506 Casualty and Liability	80,225	127,059	58%	7,827	6,202	-21%	107,620	63,559	-41%
508 Purchased Transportation									
509 Miscellaneous	20,766	2,357	-89%	937	160	-83%	18,187	1,259	-93%
511 Interest									
512 Leases and Rentals	3,820	676	-82%	375	88	-76%	5,123	864	-83%
514 Capital (Note 2)									
<b>Total Expenses</b>	<b>\$ 1,176,692</b>	<b>\$ 1,114,440</b>	<b>-5%</b>	<b>\$ 117,833</b>	<b>\$ 122,100</b>	<b>4%</b>	<b>\$ 1,632,294</b>	<b>\$ 1,437,321</b>	<b>-12%</b>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.

<b>Capital Budget Expense Category</b>		
	<b>Budget Annual</b>	<b>YTD Actual</b>
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center	50,000	29,821
Capital - Facilities - Fuel Facilities	1,556,763	
Capital - Facility - Facilities/Bldgs/Grounds	4,509,209	1,872,954
Capital - Non-Revenue Vehicles	380,353	47,001
Capital - Other		
Capital - Revenue Vehicles	5,240,306	809,791
Capital - Revenue Vehicles - Sub-Recipient	727,381	
Capital Equipment - Communications	350,000	106,101
Capital Equipment - Farebox		21,368
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	784,048	106,324
Capital Information Technology - Software	745,111	238,290
Capital Projects - Sub-Recipient		88,986
Capital -Shop Equipment	307,790	26,083
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	1,844,946	513,264
<b>Total Capital Expenses</b>	<b>\$ 16,495,907</b>	<b>\$ 3,859,984</b>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 30,000	\$ 11,029	-63%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 10,486	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 2,592,885	\$ 2,343,786	-10%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 1,559,776	\$ 912,847	-41%
<b>Total Revenues</b>	<b>\$ 4,182,661</b>	<b>\$ 3,278,148</b>	<b>-22%</b>
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	408,515	394,967	-3%
502 Fringe Benefits	329,136	302,050	-8%
503 Professional Services	289,675	209,521	-28%
504 Materials and Supplies	154,450	99,098	-36%
505 Utilities	4,240	2,961	-30%
506 Casualty and Liability	83,500	90,801	9%
508 Purchased Transportation	2,879,520	2,172,521	-25%
509 Miscellaneous	33,625	6,053	-82%
511 Interest			
512 Leases and Rentals			
514 Capital (Note 2)			
<b>Total Expenses</b>	<b>\$ 4,182,661</b>	<b>\$ 3,277,973</b>	<b>-22%</b>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.

**VALLEY REGIONAL TRANSIT  
FY 2023 BUDGET REPORT COMMENTS  
October 2022 - September 2023**

At the end of September, Fiscal Year 2023 was one hundred percent (100%) complete. The following is a review of the budgetary status of each division as of September 30, 2023. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

## **Regional Overhead (10)**

### **Revenues**

**Non-Transportation Revenue** – This revenue represents interest earned.

### **Expenses**

Total Regional Overhead operating expenses are 4% under budget through QR-4.

**Professional Services** (38% under budget) – Legal, outsourced information technology services and annual audit expenses are lower than budget estimates.

**Materials and Supplies** (13% under budget) – Minor equipment and office supply expenses are lower than budgeted for.

**Utilities** (11% under budget) – Cellular and telecommunication expenses are lower than budgeted for.

**Casualty and Liability** (52% over budget) – Overages in this category are completely offset by payments received from COMPASS for their proportionate share of insurance premiums.

**Miscellaneous** (12% under budget) – Licensing, hosting, and web fees are lower than budget estimates.

**Leases and Rentals** (84% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently, with the expense being classified as interest and a portion offsetting debt liability. Although the expense is not directly recognized in this category, it is essential to budget for it to ensure that VRT has the necessary cash available for lease payments.

## **Programs and Supports (12)**

### **Revenues**

**Directly Generated** (50% under budget) – City Go pass sales are \$16,720, and a budget for City Go pass sales was not included in FY2023. The variance is attributed to Bike Share sales revenue, which was \$39,335 under budget.

**Auxiliary Revenue** (30% over budget) – The annual auxiliary revenue budgets for the Ada and Canyon County systems have been met, and any surplus auxiliary revenue is recognized here.

**Non-Transportation Revenue** (100% under budget) – Bike Share has not been operating, resulting in no revenue being generated in this category.

**Local Operating Assistance** (69% under budget) – Expenses for Bike Share, Mobility Management, City Go, and Safe Routes to School are lower than budgeted, necessitating the recognition of less revenue to offset these expenses.

### Expenses

Total Program and Supports operating expenses are 24% under budget through QR-4.

**Wages and Salaries** (12% under budget) – Bike Share has one vacant FTE because it is not operating, City Go had a vacant Director position for 6 weeks, and Safe Routes to School had a vacant FTE for six weeks.

**Professional Services** (21% under budget) – Mobility management and marketing service expenses are lower than budget estimates.

**Materials and Supplies** (84% under budget) – Expenses for Fleet Media department supplies and City Go office supplies are below the budgeted amounts. Additionally, fuel, support vehicle, printing, and station repair expenses are lower than budgeted due to Bike Share not operating.

**Utilities** (40% under budget) – Electricity, cell phone and teleconference expenses are lower than budgeted for.

**Casualty and Liability** (45% under budget) – Insurance expenses allocated to this division are lower than budget estimates.

**Miscellaneous** (73% under budget) – Expenses related to travel, training, and administration are under budget estimates in the Bike Share, City Go, Safe Routes to School, Mobility Management, and Fleet Media departments.

**Leases and Rentals** (95% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently, with the expense being classified as interest and a portion offsetting debt liability. Although the expense is not directly recognized in this category, it is essential to budget for it to ensure that VRT has the necessary cash available for lease payments.

## **Information Supports/Specialized Transportation (20)**

### Revenues

**Non-Transportation Revenue** – This revenue is from gains from asset disposals.

**Directly Generated** (63% under budget) – Fare revenue generated from the Scrip and volunteer ridership program are \$22,542 below budget estimates.

**Federal Operating Assistance** (19% under budget) – Expenses in this division are below budget, leading to the recognition of less revenue to offset expenditures.

**Local Operating Assistance** (42% under budget) – Expenses in this division are below budget, leading to the recognition of less revenue to offset expenditures.

### Expenses

Total Information Supports/Specialized Transportation operating expenses are 27% under budget through QR-4.

**Professional Services** (28% under budget) - Contract labor expenses are lower than budget due to reduced demand for Village Van services. Additionally, expenses for IT consulting services are below budget.

**Materials and Supplies** (44% under budget) – Fuel, department supplies, parts, and minor equipment expenses are lower than budget estimates.

**Utilities** (24% under budget) – Cellular telephone expenses are lower than budgeted for.

**Purchased Transportation** (25% under budget) – Expenses for Lyft Transit Connections, VRT Late Night, Canyon County Rides2Wellness, Volunteer Driver, and Scrip Taxi are below budget estimates.

**Miscellaneous** (64% under budget) – The anticipated fees for the integrated fare payment system project have not been realized.

## **Program Administration Support/Planning (23)**

### **Revenues**

**Non-Transportation Revenue** – This revenue represents contributed capital, recognizing the charging infrastructure provided by Proterra at no cost.

**Federal Capital Assistance** (83% under budget) – Capital expenses are 77% under budget, necessitating the recognition of less revenue to offset expenses than originally budgeted for.

**Federal Operating Assistance** (12% over budget) – In FY2022, BSU failed to submit an invoice for a subrecipient reimbursement totaling \$229,334. Subsequently, it was submitted in addition to FY2023 reimbursements, necessitating the recognition of more federal funds than originally budgeted for to offset this expense.

**Local Capital Assistance** (57% under budget) – Capital expenses are 77% under budget, necessitating the recognition of less revenue to offset expenses than originally budgeted for.

**Local Operating Assistance** (51% under budget) – Expenses in this division are under budget resulting in the recognition of less revenue to offset expenses.

### **Expenses**

Total Program Administration Support/Planning expenses are 71% below budget through QR-4. Specifically, operating expenses are 37% under budget, and capital expenditures are 77% under budget

**Wages and Salaries** (27% under budget) – Two budgeted positions remained unfilled for a more extended period than anticipated, attributed to staffing changes and a competitive labor market. Moreover, wages are below budget due to the budgeting structure in the Unified Planning Work Program (UPWP). There was a reallocation of fewer wages from other divisions to the development department, as outlined in the UPWP.

**Fringe Benefits** (40% under budget) – Miscellaneous earnings, FICA, retirement, and health insurance expenses are lower than budget estimates, primarily because two budgeted positions remained unfilled for an extended period, a result of staffing changes and a competitive labor market.



**Professional Services** (70% under budget) – Much of this variance is related planning projects such as the Valley Connect 2.0 update and the Nampa-Caldwell Corridor study. The remaining budgets for these projects will be included in the FY2024 budget amendment.

**Materials and Supplies** (77% under budget) – Printing expenses are \$768 under budget.

**Utilities** (64% under budget) – Cellular telephone expenses are lower than budgeted for.

**Miscellaneous** (17% under budget) – Subrecipient reimbursement expenses are lower than budgeted for.

**Capital** (77% under budget) - Much of this variance is related to the purchase of rolling stock, construction projects and the capital portion of the new ERP system. The remaining budgets for these projects will be included in the FY2024 budget amendment.

## **Boise Fixed-Route (21)**

### Revenues

**Non-Transportation Revenue** – This revenue is from gains from asset disposals and reimbursement from Boise State University for vehicle repairs.

**Directly Generated Funds** (16% over budget) – Farebox sales are \$8,221 below budget. However, local pass sales exceeded budget by \$129,238, while employer program sales fell short by \$44,175.

**Local Operating Assistance** (11% under budget) – Expenses in this division are under budget resulting in the need to recognize less revenue than budgeted for.

### Expenses

Total Boise Fixed-Route operating expenses are 8% under budget through QR-4.

**Professional Services** (13% under budget) – Contract labor expenses for preventative maintenance and building and grounds are lower than budget estimates. Legal and bus stop expenses are also lower than budgeted for.

**Casualty and Liability** (19% under budget) – Insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are \$168,772 under budget.

**Miscellaneous** (31% under budget) – Application service charges and main street station maintenance expenses are lower than budgeted for.

**Leases and Rentals** (99% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently, with the expense being classified as interest and a portion offsetting debt liability. Although the expense is not directly recognized in this category, it is essential to budget for it to ensure that VRT has the necessary cash available for lease payments.

## **ADA Paratransit/Demand Response (22)**

### Revenues

**Non-Transportation Revenue** – This signifies a loss incurred through the disposal of an asset, attributable to the salvage value associated with the asset.

**Directly Generated Funds** (15% over budget) – Access pass sales are \$11,363 over budget estimates.

### Expenses

Total ADA Paratransit/Demand Response operating expenses are 8% under budget through QR-4.

**Utilities** (46% under budget) - This category is so far below budget due to the allocation of Ada County utility expenses between Division 21 and Division 22. Overall, utility expenses for this system are under budget by \$20,406, with telecommunications expenses having the most significant impact.

**Casualty and Liability** (13% under budget) – Insurance expenses are allocated between division 21 and division 22. Overall, insurance expenses for this system are \$168,772 under budget.

**Miscellaneous** (37% under budget) – Freight, travel and meeting expenses are lower than budgeted for.

**Leases and Rentals** (72% under budget) – Due to GASB Statement 87, lease expenses are now recognized differently, with the expense being classified as interest and a portion offsetting debt liability. Although the expense is not directly recognized in this category, it is essential to budget for it to ensure that VRT has the necessary cash available for lease payments.

## **Canyon County Fixed Route (24)**

### Revenues

**Non-Transportation Revenue** – This revenue is from gains from asset disposals.

**Directly Generated Funds** (92% over budget) – Farebox sales are \$3,602 under budget. Local pass sales are \$14,816 above budget and employer program sales are \$26,938 above budget.

**Local Operating Assistance** (42% under budget) – Operating expenses are below budget, necessitating the recognition of less revenue to offset expenses than originally budgeted for. Additionally, federal funds were leveraged to their maximum extent.

### Expenses

Total Canyon County Fixed-Route operating expenses are 5% under budget through QR-4.

**Wages and Salaries** (14% under budget) - This category is under budget due to minimal overtime and having a vacant mechanic position during the second quarter.

**Fringe Benefits** (13% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses and benefit cost increases not being as high as anticipated for the fiscal year.

**Materials and Supplies** (20% over budget) – The primary factor contributing to this category being over budget is CNG fuel expenses, followed by maintenance supplies and preventative maintenance equipment expenses. This resulted from CNG price increases and inflation that were not anticipated for when budgeting for this fiscal year.

**Utilities** (21% over budget) – Electricity, telecommunications, and natural gas expenses are higher than budget estimates. This resulted from natural gas price increases and inflation that were not anticipated for when budgeting for this fiscal year.

**Casualty and Liability** (58% over budget) – This category is over budget due to how insurance expenses are allocated between the Ada County and Canyon County Systems. Overall, insurance expenses for these systems are under budget by \$167,624.

**Miscellaneous** (89% under budget) – Application service charge expenses are lower than budgeted for.

**Leases and Rentals** (82% under budget) – Radio repeater site rental expenses are lower than budgeted for.

## Canyon ADA Paratransit/Demand Response (25)

### Revenues

**Directly Generated Funds** (259% over budget) – Access pass sales exceeded the budget by \$5,947, reflecting a notable 33% increase in ridership between FY2022 and FY2023.

**Federal Operating Assistance** (24% under budget) – The budgeted amount of Federal funds in this division was insufficient to cover expenses, particularly for ACCESS services. Consequently, more local funds were utilized to offset expenses.

**Local Operating Assistance** (149% over budget) – ACCESS service expenses exceed the budget, leading to the recognition of more revenue to offset these costs. However, this is mitigated by demand-response and inter-county services being under budget.

### Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses are 4% over budget through QR-4.

**Fringe Benefits** (12% over budget) – This category is over budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, fringe benefit expenses for this system are under budget.

**Professional Services** (12% over budget) – This category is over budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, professional service expenses for this system are under budget.

**Materials and Supplies** (11% under budget) – This category is under budget due to how Canyon County expenses are allocated between division 24 and division 25. Overall, materials and supplies expenses for this system are over budget. This resulted from CNG price increases and inflation that were not anticipated when budgeting for this fiscal year.

**Utilities** (42% over budget) – Electricity, telecommunications, and natural gas expenses are higher than budget estimates. This resulted from natural gas price increases and inflation that were not anticipated when budgeting for this fiscal year.

**Casualty and Liability** (21% under budget) – This category is under budget due to how insurance expenses are allocated between the Ada County and Canyon County Systems. Overall, insurance expenses for these systems are under budget by \$167,624.

**Miscellaneous** (83% under budget) – Training and travel expenses are lower than budgeted for.

**Leases and Rentals** (76% under budget) – Radio repeater site rental expenses are lower than budgeted for.

## Canyon Inter-County (31)

### Revenues

**Directly Generated Funds** (13% under budget) – Ridership program sales are \$10,054 under budget and universal pass sales are \$846 under budget.

**Federal Operating Assistance** (11% under budget) – Expenses in this division are under budget resulting in the need to recognize less revenue to offset expenses than budgeted for.

**Local Operating Assistance** (16% under budget) – Expenses in this division are under budget resulting in the need to recognize less revenue to offset expenses than budgeted for.

### Expenses

Total Canyon Inter-County operating expenses are 12% under budget through QR-4.

**Wages and Salaries** (12% under budget) - This category is under budget due to operator and maintenance staffing shortages resulting in reduced payroll expenses.

**Fringe Benefits** (11% under budget) – This category is under budget due to staffing shortages resulting in reduced staff benefit expenses.

**Professional Services** (12% under budget) – Contract labor, operating contract, uniform and preventative maintenance expenses are lower than budgeted.

**Utilities** (19% over budget) – Electricity and natural gas expenses are higher than budget estimates. This resulted from natural gas price increases and inflation that were not anticipated when budgeting for this fiscal year.

**Casualty and Liability** (41% under budget) – This category is under budget due to how insurance expenses are allocated between the Ada County and Canyon County Systems. Overall, insurance expenses for these systems are under budget by \$167,624.

**Miscellaneous** (93% under budget) – Training and app service charge expenses are lower than budgeted.

**Leases and Rentals** (83% under budget) – Radio repeater site rental expenses are lower than budgeted for.

<b>TOPIC</b>	Payment Register
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Cameron Wells

**Staff Recommendation/Request**

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

**Summary**

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

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

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

**More Information**

**Attachments:**

Payment Register – February 16, 2023 to March 15,2024

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

## Payment Register 02/16/2024 - 03/15/2024

Payee	Payment Date	CheckNum	Amount	Invoice Description
Access Idaho-26682	26-Feb-24	60546	\$195.56	DL Searches
Action Garage Door, Inc.	11-Mar-24	ACH	\$210.00	Garage Door Repair
AdaRide.Com, LLC	26-Feb-24	ACH	\$3,211.50	Paratransit
Allied Business Solutions Inc	11-Mar-24	60559	\$62.22	Printer Lease
All-Pro Commercial Cleaning, LLC	26-Feb-24	ACH	\$6,475.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	11-Mar-24	ACH	\$40.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	11-Mar-24	ACH	\$6,475.00	Janitorial Services
All-Pro Commercial Cleaning, LLC	11-Mar-24	ACH	\$40.00	Janitorial Services
Alternative Hose	11-Mar-24	ACH	\$159.00	Hose Parts
AMAZON.COM SERVICES, INC.	26-Feb-24	ACH	\$399.00	Desk chair
AMAZON.COM SERVICES, INC.	11-Mar-24	ACH	\$78.98	40W Outdoor LED Canopy lighth
AMAZON.COM SERVICES, INC.	11-Mar-24	ACH	\$79.99	Chalk
Anthony, Elizabeth	26-Feb-24	ACH	\$148.69	Volunteer Driver
ARI Phoenix, Inc.	26-Feb-24	ACH	\$2,300.62	Hydraulic Dollies
ARI Phoenix, Inc.	11-Mar-24	ACH	\$1,545.25	Lift Parts
ASHBROOK, LEWIS M.	11-Mar-24	ACH	\$50.00	Reimb Cell phone
Avero, LLC	11-Mar-24	ACH	\$27,310.00	ERP system consulting
A-Z Bus Sales, Inc	26-Feb-24	ACH	\$1,054.81	Bus Parts
A-Z Bus Sales, Inc	11-Mar-24	ACH	\$388.94	Mirror Arm
Barber, Richard P	26-Feb-24	ACH	\$62.23	Volunteer Driver
Black Signs of Idaho, Inc.	11-Mar-24	ACH	\$50.00	Rental Sign Back February
Boise Air Terminal	11-Mar-24	ACH	\$9,240.50	Land Rent
Boise City Utility Billing	11-Mar-24	60560	\$395.75	Trash/Recycling/Water
Boise Community Radio Project	26-Feb-24	ACH	\$336.00	Radio Ads
Boise Municipal Health Care Trust	11-Mar-24	ACH	\$67,727.88	Healthcare Premiums
Boise Peterbilt	26-Feb-24	ACH	\$552.72	Inventory Parts
Boise State Public Radio	26-Feb-24	ACH	\$700.00	Radio Ads
Bolen's Control House Inc.	11-Mar-24	ACH	\$346.17	RADIO PARTS/ACCESSORIE
BULEN, PHILLIP W.	26-Feb-24	60547	\$7.40	Reimbursement - Safety Party Ice
Cable One Inc	11-Mar-24	60561	\$97.52	Internet/modem lease 2/27-3/26
Caldwell Chamber of Commerce	11-Mar-24	60562	\$200.00	Membership renewal fee
Career Uniforms Partners	26-Feb-24	ACH	\$277.60	Uniforms
Career Uniforms Partners	26-Feb-24	ACH	\$329.50	Uniforms
Career Uniforms Partners	26-Feb-24	ACH	\$1,150.40	Uniforms
Career Uniforms Partners	26-Feb-24	ACH	\$216.40	Uniforms K Silvers
Career Uniforms Partners	11-Mar-24	ACH	\$110.90	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$296.55	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$180.60	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$211.70	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$144.85	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$234.75	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$293.65	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$98.85	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$30.95	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$166.85	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$417.45	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$16.90	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$151.20	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$223.10	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$147.45	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$140.20	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$214.00	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$64.40	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$67.95	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	\$161.75	Uniforms
Career Uniforms Partners	11-Mar-24	ACH	(\$13.90)	Credit for Incorrect Charge on INV # 195080
Catapult3, Inc.	26-Feb-24	ACH	\$4,095.60	SIGNAGE INSTALLATION
Catapult3, Inc.	11-Mar-24	ACH	\$9,246.60	SIGNAGE INSTALLATION
Catapult3, Inc.	11-Mar-24	ACH	\$1,390.00	SIGNAGE INSTALLATION
Catapult3, Inc.	11-Mar-24	ACH	\$4,729.20	SIGNAGE INSTALLATION
CenturyLink	26-Feb-24	ACH	\$69.56	Telecom Services 1/22-2/21
CenturyLink	26-Feb-24	ACH	\$69.56	Telecom Services JAN/FEB
CenturyLink	26-Feb-24	ACH	\$328.98	Telecom Services 1/25-2/24
CenturyLink	26-Feb-24	ACH	\$349.09	Telecom Services 1/25-2/24
CenturyLink	26-Feb-24	ACH	\$259.34	Telecom Services 1/22-2/21
CenturyLink	26-Feb-24	ACH	\$159.07	Telecom Services 2/7-3/6
CenturyLink	11-Mar-24	ACH	\$69.56	Telecom Services 2/22-3/21
CenturyLink	11-Mar-24	ACH	\$328.98	Telecom Services 2/25-3/24
CenturyLink	11-Mar-24	ACH	\$349.09	Telecom Services 2/25-3/24
CenturyLink	11-Mar-24	ACH	\$259.34	Telecom Services 2/22-3/21
CenturyLink	11-Mar-24	ACH	\$159.07	Telecom Services 3/7-4/6
Christensen, Inc	26-Feb-24	ACH	\$432.30	Yellow Coolant
Christensen, Inc	26-Feb-24	ACH	\$129.80	Window Wash
Christensen, Inc	11-Mar-24	ACH	\$4,603.79	Unleaded Gas
Christensen, Inc	11-Mar-24	ACH	\$4,882.47	Unleaded Gas



CITIZENLAB INC	11-Mar-24	ACH	\$27,000.00	12-month License fee's
City of Caldwell Water Department	11-Mar-24	60563	\$83.76	Water/sewer 1/24-2/23
City of Caldwell Water Department	11-Mar-24	60563	\$126.27	Garbage 1/24-2/23
City of Garden City	11-Mar-24	60564	\$69.97	Garbage/Water/Sewer
CivicPlus, LLC	26-Feb-24	ACH	\$4,600.00	Meetings Premium Annual Renewal.
CivicPlus, LLC	26-Feb-24	ACH	\$138.38	Late fee's for SW renewal
CLAMPITT, BRENT	11-Mar-24	ACH	\$210.46	Reimbursement - Tools
Clean Energy	11-Mar-24	ACH	\$15,899.54	Natural Gas 2/1 - 2/29/2024
CLEGG, ELAINE	11-Mar-24	ACH	\$22.70	Reimb Bus Coalition/food
Commercial Tire, Inc	26-Feb-24	ACH	\$942.01	Lube/totors/break pads
Commercial Tire, Inc	26-Feb-24	ACH	\$878.97	lub/inspect break/misc repairs
Commercial Tire, Inc	26-Feb-24	ACH	\$301.55	Lube/PMI/Break sys. Fluid exchange
Commercial Tire, Inc	26-Feb-24	ACH	\$73.26	Elect. Flasher/labor
Commercial Tire, Inc	26-Feb-24	ACH	\$85.10	PMI
Commercial Tire, Inc	26-Feb-24	ACH	\$173.60	Lube/PMI
Commercial Tire, Inc	26-Feb-24	ACH	\$12.95	Wiper Blade
Commercial Tire, Inc	26-Feb-24	ACH	\$308.00	Tires
Commercial Tire, Inc	26-Feb-24	ACH	\$361.20	Tires
Commercial Tire, Inc	26-Feb-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	26-Feb-24	ACH	\$32.00	Tires
Commercial Tire, Inc	26-Feb-24	ACH	\$205.67	Tires
Commercial Tire, Inc	26-Feb-24	ACH	\$1,614.78	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$566.45	Lube/PMI Service/misc repairs
Commercial Tire, Inc	11-Mar-24	ACH	\$525.24	Lube,PMI Service/misc service
Commercial Tire, Inc	11-Mar-24	ACH	\$800.39	Lube/PMI & Break services
Commercial Tire, Inc	11-Mar-24	ACH	\$81.99	Headlight & labor
Commercial Tire, Inc	11-Mar-24	ACH	\$27.02	washer nozel/labor/coolant
Commercial Tire, Inc	11-Mar-24	ACH	\$65.00	TPMS Sensor
Commercial Tire, Inc	11-Mar-24	ACH	\$173.60	PMI Service/lube
Commercial Tire, Inc	11-Mar-24	ACH	\$429.44	PMI/Lube services misc fluid exchanges
Commercial Tire, Inc	11-Mar-24	ACH	\$881.22	N334 Steers
Commercial Tire, Inc	11-Mar-24	ACH	\$348.82	N621 Tires Freight to NV
Commercial Tire, Inc	11-Mar-24	ACH	\$1,174.98	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$32.00	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$1,016.00	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$1,537.38	Tires
Commercial Tire, Inc	11-Mar-24	ACH	\$99.00	Tires
Community Transportation Association	11-Mar-24	60565	\$2,375.00	Membership dues
Cummins Rocky Mountain, LLC	11-Mar-24	ACH	\$364.64	Rod Bearing Set
Cummins Rocky Mountain, LLC	11-Mar-24	ACH	\$323.55	Program ECM
Curtis Clean Sweep	26-Feb-24	ACH	\$55.00	Sweep & Detail Garage
Custom Care Pest Services	11-Mar-24	ACH	\$95.00	Pest Services
Cybersource Corporation	26-Feb-24	ACH	\$310.00	Monthly Fee's
David Gregory Sherman	26-Feb-24	60548	\$225.00	Windshield and install
David Gregory Sherman	26-Feb-24	60548	\$225.00	Windshield Install
David Gregory Sherman	11-Mar-24	60566	\$45.00	Windshield Repairs
David Gregory Sherman	11-Mar-24	60566	\$250.00	Side Window Glass 337
Day Wireless Systems	26-Feb-24	ACH	\$2,496.00	Early Cancellation Fee
Delerrok, Inc.	26-Feb-24	ACH	\$1,393.10	Integrated Fare payments
DMC Sales	26-Feb-24	ACH	\$1,155.51	Anti-Freeze & Washer Fluid
DMC Sales	11-Mar-24	ACH	\$809.07	Anti-Freeze & Washer Fluid
DOW, STEPHEN	11-Mar-24	60567	\$40.00	Reimbursement - CDL Renewal
Dwaine S Lee, LLC	11-Mar-24	ACH	\$175.00	Towing Service
Dwaine S Lee, LLC	11-Mar-24	ACH	\$301.88	Towing Service
Dwaine S Lee, LLC	11-Mar-24	ACH	\$301.88	Towing Service
Dwaine S Lee, LLC	11-Mar-24	ACH	\$201.00	Towing Service
Dwaine S Lee, LLC	11-Mar-24	ACH	\$327.75	Towing Service
Ecolube Recovery, LLC.	26-Feb-24	ACH	\$25.00	Used Filter Disposal
Ecolube Recovery, LLC.	26-Feb-24	ACH	\$90.00	Parts Wash Lease
EISENBERG, GREGG	26-Feb-24	ACH	\$316.57	Reimbursement - Safety Party Pizza
EISENBERG, GREGG	11-Mar-24	ACH	\$154.04	Reimbursement - Employee Appreciation Snacks
EISENBERG, GREGG	11-Mar-24	ACH	\$50.00	Reimb Cell phone
Elliott Auto Supply Co., Inc	11-Mar-24	ACH	\$27.12	Wiper Blades
ETA Phi Systems, Inc.	26-Feb-24	ACH	\$81,594.00	Equip. digital displays
ETA Phi Systems, Inc.	11-Mar-24	ACH	\$7,671.70	O&M Costs for CAD/AVL system
FASTENAL	26-Feb-24	ACH	\$334.49	Shop Supplies
FERGUSON, DEAN	11-Mar-24	ACH	\$200.00	Reimbursement - Shoes
FERGUSON, DEAN	11-Mar-24	ACH	\$169.80	Reimbursement - Pants
Fire Services of Idaho	26-Feb-24	ACH	\$3,561.55	Fire Suppression Services
Fire Services of Idaho	26-Feb-24	ACH	\$1,407.03	Bus Parts
Fire Services of Idaho	26-Feb-24	ACH	(\$3,561.55)	Credit for Error - Entered Under Incorrect PO
First Transit	11-Mar-24	ACH	\$28,230.65	Ada/Canyon Mgmt Fee's
Fleet Services	12-Mar-24	ACH	\$7,226.34	Fuel
Fleet Services	12-Mar-24	ACH	\$975.14	Fuel
Fleet Services	12-Mar-24	ACH	\$205.66	Fuel

FOURTHSQUARE LLC	26-Feb-24	ACH	\$87,318.00 ERP SW & Implementation
Gem State Paper & Supply	26-Feb-24	ACH	\$45.16 Shop Supplies
Gem State Paper & Supply	26-Feb-24	ACH	\$456.80 Shop Supplies
Gem State Paper & Supply	26-Feb-24	ACH	\$289.73 Shop Supplies
Gem State Paper & Supply	11-Mar-24	ACH	\$374.83 Shop Supplies
Gillig, LLC	26-Feb-24	ACH	\$33.15 Filters
Gillig, LLC	26-Feb-24	ACH	\$2,410.11 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$190.82 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$575.02 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$1,023.68 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$307.18 Shock Absorbers
Gillig, LLC	26-Feb-24	ACH	\$194.32 LED Lights Strips
Gillig, LLC	26-Feb-24	ACH	\$49.95 Back Door Struts
Gillig, LLC	26-Feb-24	ACH	\$170.18 Oil Pressure Gauges
Gillig, LLC	26-Feb-24	ACH	\$555.47 Wiper Blades Slack Adjusters
Gillig, LLC	26-Feb-24	ACH	\$47.36 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$755.14 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$67.24 Pull to Signal Decals
Gillig, LLC	26-Feb-24	ACH	\$1,322.10 Vehicle
Gillig, LLC	26-Feb-24	ACH	\$29.02 Gasket, Horn
Gillig, LLC	26-Feb-24	ACH	\$340.36 Engine Oil Pressure Gauge
Gillig, LLC	26-Feb-24	ACH	\$110.36 Fuses
Gillig, LLC	26-Feb-24	ACH	\$29.92 Stanchion Ceiling Fitting
Gillig, LLC	26-Feb-24	ACH	\$47.18 W/C Warning Horn
Gillig, LLC	26-Feb-24	ACH	\$2.12 Saddle Link Nut
Gillig, LLC	11-Mar-24	ACH	\$102.18 Vehicle
Gillig, LLC	11-Mar-24	ACH	\$994.20 Vehicle
Gillig, LLC	11-Mar-24	ACH	\$16.68 T-Handle Latch
Gillig, LLC	11-Mar-24	ACH	\$47.23 Filters
Gillig, LLC	11-Mar-24	ACH	\$1,481.19 Vehicle
Gillig, LLC	11-Mar-24	ACH	\$1,179.13 Vehicle
Gillig, LLC	11-Mar-24	ACH	\$5.32 O-Ring
Gillig, LLC	11-Mar-24	ACH	\$5.76 Vehicle
GODFREY, KATHLEEN	26-Feb-24	ACH	\$67.39 Reimb Reg & lunch
GODFREY, KATHLEEN	26-Feb-24	ACH	\$1,122.00 Remib - Hotel
GODFREY, KATHLEEN	26-Feb-24	ACH	\$361.50 Trvl Reimb New Orleans 5-days
Grainger Inc	26-Feb-24	ACH	\$50.70 Inventory Parts
Grainger Inc	26-Feb-24	ACH	\$5.34 Inventory Parts
Grainger Inc	26-Feb-24	ACH	\$9.10 Inventory Parts
Grainger Inc	26-Feb-24	ACH	\$50.70 Inventory Parts
Grainger Inc	26-Feb-24	ACH	\$35.00 Spring Hinge
Grainger Inc	26-Feb-24	ACH	\$46.83 Fuse
Grainger Inc	26-Feb-24	ACH	\$312.79 Toilet Paper, Paper Towel
Grainger Inc	26-Feb-24	ACH	\$86.28 Fluid Extractors
Grainger Inc	26-Feb-24	ACH	\$31.75 Parts Bins
Grainger Inc	26-Feb-24	ACH	\$113.55 Measuring Container
Grainger Inc	26-Feb-24	ACH	\$27.38 Squeegee Handles
Grainger Inc	11-Mar-24	ACH	\$349.25 Inventory Parts
Grainger Inc	11-Mar-24	ACH	\$30.09 Cross-Check Torque Marker
Grainger Inc	11-Mar-24	ACH	\$140.39 Trash Bags
Grainger Inc	11-Mar-24	ACH	\$37.41 Drawer Compartments
Grainger Inc	11-Mar-24	ACH	\$37.41 Drawer Compartment Insert
HASSAN, DEANNA	11-Mar-24	ACH	\$50.00 Reimb Cell phone
Hawkeye Builders Inc	26-Feb-24	ACH	\$27,180.36 Orchard Prkng lot
Hawley Troxell Ennis & Hawley	26-Feb-24	ACH	\$3,341.25 Legal Services - Airport ground lease
Hawley Troxell Ennis & Hawley	26-Feb-24	ACH	\$1,247.50 Legal Services
Hawley Troxell Ennis & Hawley	26-Feb-24	ACH	\$540.00 Legal Services
Hi - Line	26-Feb-24	ACH	\$390.86 Nuts & Bolts
Hi - Line	26-Feb-24	ACH	\$494.17 Nuts, Cable Ties, Clamps,
Hi - Line	26-Feb-24	ACH	\$466.10 Rivets, Cable Ties, Couplers
Hi - Line	26-Feb-24	ACH	\$42.25 Hex C/S
Hi - Line	11-Mar-24	ACH	\$534.37 Hose Clamps, Fittings, Orings
Hi - Line	11-Mar-24	ACH	\$48.50 Abrasive 80 Grit
HOFFMAN, CHRISTOPHER	26-Feb-24	ACH	\$204.76 Reimbursement - CWG
HOFFMAN, CHRISTOPHER	26-Feb-24	ACH	\$40.00 Reimbursement - CDL Renewal
Hot Shots, Inc.	26-Feb-24	ACH	\$1,165.43 Courier Services
Hot Shots, Inc.	26-Feb-24	ACH	\$0.05 Courier Services
Idaho Correctional Industries	26-Feb-24	60549	\$6,610.50 DVIR Books
Idaho Love Light Solar, LLC.	26-Feb-24	ACH	\$5,800.00 Snow Removal
Idaho Power	26-Feb-24	ACH	\$645.98 Utilities 1/11-2/8
Idaho Power	26-Feb-24	ACH	\$3,184.73 Utilities 1/12-2/12
Idaho Power	11-Mar-24	ACH	\$17.95 Utilities 1/26-2/26
Idaho Power	11-Mar-24	ACH	\$18,344.65 Utilities
Idaho Power	11-Mar-24	ACH	\$1,492.53 Utilities2/1-3/1
Idaho Records Management, LLC	26-Feb-24	ACH	\$45.00 Services
Impact Home Services	26-Feb-24	ACH	\$189.00 Pest Control
In The Bag Promotions	26-Feb-24	ACH	\$630.00 Reflective bands for wrist/arm/akle/leg

In The Bag Promotions	11-Mar-24	ACH	\$112.00 Apparel
Intermountain Gas	26-Feb-24	ACH	\$1,176.30 Utilities 1/23-2/20
Intermountain Gas	26-Feb-24	ACH	\$190.50 Utilities 1/24-2/21
Intermountain Gas	11-Mar-24	ACH	\$15.45 Utilities 2/6-3/5
Intermountain Gas	11-Mar-24	ACH	\$555.27 Utilities 2/6-3/5
Intermountain Gas	11-Mar-24	ACH	\$18,694.47 Utilities
Interstate Fire Sales and Service, LLC	11-Mar-24	60568	\$552.53 Annual fire extinguisher
Jacobs Engineering Group, Inc.	26-Feb-24	ACH	\$56,084.50 Project Mgmt LoNo
Jarrett Walker & Associates, LLC	26-Feb-24	ACH	\$834.82 System Map Route/Brochure redesign
Jarrett Walker & Associates, LLC	11-Mar-24	ACH	\$1,712.31 Updt VRT system & route brochurs
JEDRY, JASON	11-Mar-24	ACH	\$201.45 Emp. Reimb NTD training
Jeremy Ricky	26-Feb-24	ACH	\$1,303.96 Purchase Transportation
Jeremy Ricky	26-Feb-24	ACH	\$24,014.48 Purchase Transportation
Jeremy Ricky	26-Feb-24	ACH	\$5,591.36 Purchase Transportation
Karcher Auto Parts	26-Feb-24	ACH	\$226.96 Rotors
Karcher Auto Parts	26-Feb-24	ACH	\$10.60 Wheel Bearing Dust Cover
Karcher Auto Parts	26-Feb-24	ACH	\$72.00 Buckets with Lids
Karcher Auto Parts	26-Feb-24	ACH	\$68.96 Barrel Pig Mats, Wiper Blades
Karcher Auto Parts	26-Feb-24	ACH	\$167.11 Spring Brake
Karcher Auto Parts	26-Feb-24	ACH	\$101.88 Oil Filters
Karcher Auto Parts	26-Feb-24	ACH	\$35.08 Wiper Blades
Karcher Auto Parts	26-Feb-24	ACH	\$226.96 Brake Rotors
Karcher Auto Parts	26-Feb-24	ACH	\$116.04 Gas Shocks
Karcher Auto Parts	11-Mar-24	ACH	\$258.49 bug wash, misc
Karcher Auto Parts	11-Mar-24	ACH	\$465.78 Short Running Boards
Karcher Auto Parts	11-Mar-24	ACH	\$1,863.12 Short Running Boards
Karcher Auto Parts	11-Mar-24	ACH	\$114.92 Pig Mats
Karcher Auto Parts	11-Mar-24	ACH	\$343.00 Rotors, Shocks
Kenworth Sales	11-Mar-24	ACH	\$200.40 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$5,049.52 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$2,573.32 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$1,991.92 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$2,593.13 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$1,993.47 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$251.32 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$21,915.00 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$269.75 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$29.84 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$465.24 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$3,693.85 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$158.24 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$141.01 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$609.24 Vehicle Parts
Kenworth Sales	11-Mar-24	ACH	\$68.68 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$634.37 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$2,630.21 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$212.77 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$38.93 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$347.07 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$38.93 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$38.93 Inventory Parts
Kenworth Sales	11-Mar-24	ACH	\$37.63 Seal, Rocker Lever
Kenworth Sales	11-Mar-24	ACH	\$463.13 Pressure Sensor
Kenworth Sales	11-Mar-24	ACH	\$330.61 Gaskets, Oil Pan Gasket
Kenworth Sales	11-Mar-24	ACH	\$175.01 Oil Pan Gasket
Kenworth Sales	11-Mar-24	ACH	\$117.72 Thermostat
Kenworth Sales	11-Mar-24	ACH	\$151.44 Oil Filters N621
Kenworth Sales	11-Mar-24	ACH	\$102.80 Intake Manifold Gaskets
Kenworth Sales	11-Mar-24	ACH	(\$4,140.00) Core Credit - Org Inv # 011P45592
Kenworth Sales	11-Mar-24	ACH	(\$564.12) Part Return - Org Inv # 011P46188
Kenworth Sales	11-Mar-24	ACH	(\$603.75) Core Credit - Org Inv # 011P39293
Kimley-Horn & Associates, Inc	11-Mar-24	ACH	\$6,225.00 Escalator feasibility study
KRONENBITTER, FRANK	11-Mar-24	ACH	\$50.00 Cell phone Reimb.
KROUPA, KRISTINA	26-Feb-24	ACH	\$130.48 Reimbursement - Safety Party Drinks & Food
KROUPA, KRISTINA	11-Mar-24	ACH	\$50.00 Reimb Cell Phone
Kuna Senior Citizen Inc	26-Feb-24	ACH	\$2,515.59 Acquisition of Services
Kuna Senior Citizen Inc	11-Mar-24	ACH	\$3,811.50 Acquisition of Services
Language Line Solutions	26-Feb-24	ACH	\$607.74 Translation services
LINDER, SCOTT	26-Feb-24	60550	\$200.00 Reimbursement - Shoes
Lithia Motors Payment Processing	26-Feb-24	ACH	\$106.54 Front Brakes, Wheel Seals
Lithia Motors Payment Processing	26-Feb-24	ACH	\$149.69 Gaskets, Timing Chain
Lithia Motors Payment Processing	26-Feb-24	ACH	\$13.77 Crank Shaft Pulley
Lithia Motors Payment Processing	26-Feb-24	ACH	\$58.79 U Bolts, Nuts
Lithia Motors Payment Processing	26-Feb-24	ACH	\$15.72 U Bolt Nuts
Lithia Motors Payment Processing	26-Feb-24	ACH	\$91.44 Oil Filters
Lithia Motors Payment Processing	26-Feb-24	ACH	\$241.18 Starter
Lithia Motors Payment Processing	26-Feb-24	ACH	\$17.85 u Bolt

Lithia Motors Payment Processing	26-Feb-24	ACH	\$272.08	Seat Belt
Lithia Motors Payment Processing	26-Feb-24	ACH	\$168.78	Spark Plugs, 02 Sensors
Lithia Motors Payment Processing	26-Feb-24	ACH	\$62.11	02 Sensor
Lithia Motors Payment Processing	26-Feb-24	ACH	(\$29.05)	Hose Returned
Lithia Motors Payment Processing	26-Feb-24	ACH	(\$39.20)	Bolt Returned
Lithia Motors Payment Processing	26-Feb-24	ACH	(\$29.05)	Hose Return
Lithia Motors Payment Processing	26-Feb-24	ACH	\$243.38	Inventory Parts
Lithia Motors Payment Processing	11-Mar-24	ACH	\$765.00	Inventory Parts
Lithia Motors Payment Processing	11-Mar-24	ACH	\$817.92	Inventory Parts
Lithia Motors Payment Processing	11-Mar-24	ACH	\$16.34	Light Bulb Socket
Lithia Motors Payment Processing	11-Mar-24	ACH	\$83.53	Gaskets., Nuts, Orings
Lithia Motors Payment Processing	11-Mar-24	ACH	\$1,740.36	Leaf Springs
Lithia Motors Payment Processing	11-Mar-24	ACH	\$56.60	Spark Plugs
Lithia Motors Payment Processing	11-Mar-24	ACH	\$611.05	Ignitions Coils, Sensor
Lithia Motors Payment Processing	11-Mar-24	ACH	\$8,168.90	Engine
Lithia Motors Payment Processing	11-Mar-24	ACH	\$1,204.14	Thermostat, Ignition Coils
Lithia Motors Payment Processing	11-Mar-24	ACH	\$98.34	Sun Visor
Lithia Motors Payment Processing	11-Mar-24	ACH	\$8.07	Gasket
Lithia Motors Payment Processing	11-Mar-24	ACH	\$17.32	Bushings
Lithia Motors Payment Processing	11-Mar-24	ACH	\$191.12	Brakes, Seal s
Lithia Motors Payment Processing	11-Mar-24	ACH	\$758.69	Inventory Parts
Lithia Motors Payment Processing	11-Mar-24	ACH	(\$71.40)	U-Bolt Return
Lithia Motors Payment Processing	11-Mar-24	ACH	(\$17.85)	U-Bolt Return
Lithia Motors Payment Processing	11-Mar-24	ACH	(\$35.00)	Starter Core Return
Lithia Motors Payment Processing	11-Mar-24	ACH	(\$30.00)	Core Credit - Org Inv # 248629
Loomis Armored US, LLC	26-Feb-24	ACH	\$563.76	Armored Car Service
Lotus Boise Corp	26-Feb-24	ACH	\$500.00	Radio Ads
Lotus Boise Corp	26-Feb-24	ACH	\$500.00	Radio Ads
Lowes Home Improvement	26-Feb-24	ACH	\$12.33	9 x 3 1/4 FH T-Star
Lowes Home Improvement	26-Feb-24	ACH	(\$85.46)	Shop Supplies
Lowes Home Improvement	26-Feb-24	ACH	\$111.07	Shop Supplies
Lowes Home Improvement	11-Mar-24	ACH	\$63.08	Materials for roof
Lowes Home Improvement	11-Mar-24	ACH	\$88.09	Shop Supplies
Lowes Home Improvement	11-Mar-24	ACH	\$48.66	Shop Supplies
Lowes Home Improvement	11-Mar-24	ACH	\$80.98	Shop Supplies
Lowes Home Improvement	11-Mar-24	ACH	\$6.26	Shop Supplies
Lyft, Inc	26-Feb-24	ACH	\$1,803.11	Rides
Lyft, Inc	11-Mar-24	ACH	\$659.17	Late Night Rides
Mary M Johnson	26-Feb-24	ACH	\$1,275.00	Vehicle Letting 355, 356, 357
Mary M Johnson	26-Feb-24	ACH	\$1,700.00	Vehicle Lettering 351, 352, 353, 354
MAXWELL, WILLIAM GORDON	11-Mar-24	ACH	\$50.00	Reimb Cell Phone
McLarens, LLC	26-Feb-24	ACH	\$1,000.00	Premium
McLarens, LLC	26-Feb-24	ACH	\$1,844.72	Fee's
Melba Valley Senior Center	26-Feb-24	ACH	\$5,216.31	Acquisition of Services
Melba Valley Senior Center	11-Mar-24	ACH	\$7,906.14	Acquisition of Services
Meridian Senior Center	26-Feb-24	ACH	\$8,147.52	Acquisition of Services
Meridian Senior Center	11-Mar-24	ACH	\$10,391.04	Acquisition of Services
MILLER, NICKOL	11-Mar-24	60569	\$58.29	Reimbursement - Shoes
MILLER, NICKOL	11-Mar-24	60569	\$122.06	Reimbursement - Pants
Mills, Wayne	26-Feb-24	60551	\$463.09	Volunteer Driver
Motion & Flow Control Products	11-Mar-24	ACH	\$891.14	Inventory Parts
Napa Auto Parts	11-Mar-24	ACH	\$27.18	Parts
Napa Auto Parts	11-Mar-24	ACH	\$204.22	Parts
Napa Auto Parts	11-Mar-24	ACH	\$405.87	Parts
Napa Auto Parts	11-Mar-24	ACH	(\$67.90)	Core Credit - Org Inv #1903-891288
New Flyer Parts	11-Mar-24	ACH	\$70.20	Inventory Parts
New Flyer Parts	11-Mar-24	ACH	\$355.97	Inventory Parts
Norco Inc	26-Feb-24	ACH	\$12.71	Cylinder Rent 1/1 - 1/31/2024
NuTech Specialties, Inc	11-Mar-24	ACH	\$588.92	Degreaser
ODP Business Solutions, LLC	26-Feb-24	ACH	\$31.71	Office Supplies
ODP Business Solutions, LLC	26-Feb-24	ACH	\$29.99	Office Supplies
ODP Business Solutions, LLC	26-Feb-24	ACH	\$53.99	Office Supplies
ODP Business Solutions, LLC	26-Feb-24	ACH	(\$77.22)	Credit for invoice337776409001
ODP Business Solutions, LLC	11-Mar-24	ACH	\$89.52	Misc. office supplies
ODP Business Solutions, LLC	11-Mar-24	ACH	\$20.33	Office Supplies
ODP Business Solutions, LLC	11-Mar-24	ACH	\$15.99	Office Supplies
ODP Business Solutions, LLC	11-Mar-24	ACH	\$27.98	Envelopes
ODP Business Solutions, LLC	11-Mar-24	ACH	\$4.56	Ink Stamp
ODP Business Solutions, LLC	11-Mar-24	ACH	\$191.77	Office Chair
ODP Business Solutions, LLC	11-Mar-24	ACH	\$135.14	Office Supplies
ODP Business Solutions, LLC	11-Mar-24	ACH	\$8.66	Office Supplies
ODP Business Solutions, LLC	11-Mar-24	ACH	\$107.61	Office Supplies
O'Reilly Auto Enterprises, LLC	26-Feb-24	ACH	\$161.21	Turn Signal Switch
O'Reilly Auto Enterprises, LLC	11-Mar-24	ACH	\$66.00	Coolant Hose
O'Reilly Auto Parts	26-Feb-24	ACH	\$344.69	Parts
Pacific Office Automation	11-Mar-24	ACH	\$589.18	Printer leases
Pacific Office Automation	11-Mar-24	ACH	\$589.18	Printer/copier leases

Paragon Consulting, Inc	26-Feb-24	ACH	\$5,615.00	18th Street Engineering
Parma Senior Center	11-Mar-24	ACH	\$3,778.56	Acquisition of Services
PEDROSA, LESLIE	11-Mar-24	60570	\$201.45	PerDiem - NTD Training
Peterson Motor Co.	11-Mar-24	60571	\$2,200.00	Parts
PNG Media LLC	11-Mar-24	60572	\$196.54	Legal Notices
Primary Health Medical Group, LLC	11-Mar-24	60573	\$595.00	DOT Physicals
Primary Health Medical Group, LLC	11-Mar-24	60573	\$340.00	DOT Physicals
ProPeople	26-Feb-24	ACH	\$1,056.96	Temp Wages
ProPeople	26-Feb-24	ACH	\$1,101.00	Temp Wages
ProPeople	26-Feb-24	ACH	\$448.09	Temp Wages
ProPeople	26-Feb-24	ACH	\$77.07	Tempm Wages
ProPeople	26-Feb-24	ACH	\$1,034.94	Temp Wages
ProPeople	11-Mar-24	ACH	\$178.31	Temp Wages
ProPeople	11-Mar-24	ACH	\$682.62	Temp Wages
ProPeople	11-Mar-24	ACH	\$1,100.00	Temp Wages
ProPeople	11-Mar-24	ACH	\$137.63	Temp Wages
ProPeople	11-Mar-24	ACH	\$1.00	Temp Drivers
ProPeople	11-Mar-24	ACH	\$1,101.00	Temp Wages
ProPeople	11-Mar-24	ACH	\$1,882.62	Temp Wages
ProPeople	11-Mar-24	ACH	\$1,012.92	Temp Wages
ProPeople	11-Mar-24	ACH	\$561.48	Temp wages - Eagle on Demand
ProPeople	11-Mar-24	ACH	\$539.52	Temp Wages Eagle on Demand
ProPeople	11-Mar-24	ACH	\$908.29	Temp Wages Eagle on Demand
ProPeople	11-Mar-24	ACH	\$1,178.07	Temp Wages
ProPeople	11-Mar-24	ACH	\$1,101.00	Temp Wages
ProPeople	11-Mar-24	ACH	\$792.72	Temp Wages
Protterra Operating Company, Inc	11-Mar-24	ACH	\$2,413.80	Battery Chargers 2/1-2/6
Protterra Operating Company, Inc	11-Mar-24	ACH	\$2,413.80	Battery chargers 2/1-2/6
Protterra Operating Company, Inc	11-Mar-24	ACH	\$1,206.90	Battery Leases 2/1-2/6
Quench USA, Inc	26-Feb-24	ACH	\$57.00	Water Dispenser
Quench USA, Inc	26-Feb-24	ACH	\$289.95	Water Rental
RDK Corporation	26-Feb-24	ACH	\$30.00	Background Check
RDK Corporation	11-Mar-24	ACH	\$140.00	Background Checks
Robert Half International, Inc	26-Feb-24	60552	\$1,917.60	Temp Wages
Robert Half International, Inc	26-Feb-24	60552	\$1,942.05	Temp wages
Robert Half International, Inc	11-Mar-24	ACH	\$1,917.60	Temp Wages
Romaine Electric Corporation	26-Feb-24	ACH	\$631.58	Vehicle Parts
Romaine Electric Corporation	26-Feb-24	ACH	\$337.44	Vehicle Parts
Romaine Electric Corporation	26-Feb-24	ACH	\$314.40	Spark Plugs
Romaine Electric Corporation	26-Feb-24	ACH	\$1,117.08	Vehicle Parts
Romaine Electric Corporation	11-Mar-24	ACH	\$1,592.16	Ignition Coils
Royce Industries, LLC	26-Feb-24	60553	\$720.00	Parts Wash
Sage Supply, Inc	11-Mar-24	ACH	\$216.58	Ice Melt
SAMG Occupational Med - Emerald	11-Mar-24	60574	\$150.00	Drug Screen/Physicals
Shop Equipment Specialties, LLC	11-Mar-24	ACH	\$561.24	Service Lathe Machine
Shred-It USA- LLC	26-Feb-24	ACH	\$124.38	Document Shredding
Shred-It USA- LLC	11-Mar-24	ACH	\$130.46	Document Shredding
SIJ Holdings, LLC.	26-Feb-24	ACH	\$843.64	Legal Notices
Smith Power Products, Inc	11-Mar-24	ACH	\$2,602.77	Inventory Parts
Smith Power Products, Inc	11-Mar-24	ACH	\$2,207.11	Inventory Parts
Smith Power Products, Inc	11-Mar-24	ACH	\$4,606.82	Inventory Parts
SMITH, JOSHUA	11-Mar-24	ACH	\$50.00	Reimb Cell phone
SMITH, SHAYNE	11-Mar-24	ACH	\$131.17	Reimbursement - Tools
State Insurance Fund	27-Feb-24	ACH	\$2,489.00	Payroll Report Premium
Stoltz Marketing Group, Inc	26-Feb-24	ACH	\$9,288.80	Coordinated marketing plan
Syringa Networks, LLC	26-Feb-24	ACH	\$558.42	Telecom Services - voip
Syringa Networks, LLC	26-Feb-24	ACH	\$4,820.00	Telecom Services
Tacoma Screw Products Inc.	26-Feb-24	ACH	\$533.61	Nuts & Bolts
Tacoma Screw Products Inc.	26-Feb-24	ACH	\$533.61	Ice Melt
Tacoma Screw Products Inc.	26-Feb-24	ACH	\$533.61	Ice Melt
Tacoma Screw Products Inc.	11-Mar-24	ACH	\$69.15	Nuts & Bolts
Tacoma Screw Products Inc.	11-Mar-24	ACH	\$533.61	Nuts & Bolts
TATE, JOHN	26-Feb-24	60554	\$470.00	Reimbursement - Tools
The Car Park, LLC	26-Feb-24	ACH	\$1,500.00	Parking passes
The Car Park, LLC	26-Feb-24	ACH	(\$675.00)	CREDIT for parking passes
Thompson and Associates, Inc.	11-Mar-24	ACH	\$3,538.03	HR consulting/recruiting
Thorne Printing	26-Feb-24	ACH	\$854.95	Printing Inspection Books
TK Elevator Corporation	11-Mar-24	ACH	\$570.00	Elevator Maintenance
Townsquare Media Boise	26-Feb-24	ACH	\$1,950.00	Radio Ads
Townsquare Media Boise	26-Feb-24	ACH	\$540.00	Radio Ads
Townsquare Media Boise	26-Feb-24	ACH	\$535.00	Radio Ads
Trackit LLC	26-Feb-24	ACH	\$15,000.00	Services - Hosted Database Service
Transtar Industries, Inc.	11-Mar-24	60575	\$88.71	Parts
Treasure Valley Coffee	26-Feb-24	ACH	\$100.50	Office - FA
Treasure Valley Coffee	26-Feb-24	ACH	\$146.89	Orchard - Coffee
Treasure Valley Coffee	26-Feb-24	ACH	\$57.50	Shop - FA
Treasure Valley Coffee	26-Feb-24	ACH	\$28.40	Water Cooler Rental

Treasure Valley Coffee	26-Feb-24	ACH	\$58.49 MSS - Coffee
Treasure Valley Coffee	11-Mar-24	ACH	\$123.98 Coffee
Treasure Valley Coffee	11-Mar-24	ACH	\$58.49 MSS - Coffee
Treasure Valley Transit	26-Feb-24	ACH	\$8,000.00 Sub-recipient
Treasure Valley Transit	14-Mar-24	ACH	\$18,828.00 Sub-recipient
UniFirst Acct# 1395966	26-Feb-24	ACH	\$75.49 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	26-Feb-24	ACH	\$75.49 Mat, Cloths, Uniforms
UniFirst Acct# 1395966	11-Mar-24	ACH	\$72.95 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11-Mar-24	ACH	\$75.49 Mats, Cloths, Uniforms
UniFirst Acct# 1395966	11-Mar-24	ACH	\$75.49 Mats, Cloths, Uniforms
UniFirst Acct# 1410130	26-Feb-24	ACH	\$142.17 Laundry Services
UniFirst Acct# 1410130	26-Feb-24	ACH	\$142.17 Laundry Services
UniFirst Acct# 1410130	11-Mar-24	ACH	\$142.17 Laundry Services
UniFirst Acct# 1410130	11-Mar-24	ACH	\$147.12 Laundry Services
United Site Services of Nevada, Inc.	26-Feb-24	ACH	\$289.45 Restroom Rental
United States Treasury	26-Feb-24	60555	(\$3,563.10) Taxes
United States Treasury	26-Feb-24	60555	\$3,563.10 Taxes
United States Treasury	27-Feb-24	60558	\$356.31 Fee's
United States Treasury	11-Mar-24	60576	\$213.38 Interest
Urban Land Institute	11-Mar-24	60577	\$80.00 Member Registration
Urban Transportation Associates, Inc	26-Feb-24	ACH	\$8,175.00 UTA APC Annual System
US Bank Plaza Condominium Assoc., Inc.	11-Mar-24	ACH	\$10,403.00 Association Dues
USABLE Life	11-Mar-24	ACH	\$2,146.88 Life Ins. Premiums
Veolia Water Idaho	11-Mar-24	60578	\$227.36 Water 12/27-2/20
Verizon Wireless	26-Feb-24	60556	\$2,965.94 Cell Phone Service 1/16-2/15
Verizon Wireless	26-Feb-24	60556	\$410.06 Cell Phone Service 1/16-2/15
Verizon Wireless	26-Feb-24	60556	\$92.18 Cell Phone Service 1/16-2/15
Verizon Wireless	26-Feb-24	60556	\$51.45 Cell Phone Service 1/16-2/15
Verizon Wireless	26-Feb-24	60556	\$52.17 Cell Phone Service 1/16-2/15
Verizon Wireless	26-Feb-24	60556	\$1,634.05 Cell Phone Service 1/16-2/15
Verizon Wireless	26-Feb-24	60556	\$180.08 Cell Phone Service 1/18-2/17
Via Transportation, Inc.	11-Mar-24	ACH	\$7,925.00 O&M Costs for dispatching SW
WASHINGTON, CORRIE	11-Mar-24	ACH	\$74.17 Snacks for Employee Appreciat
WASHINGTON, CORRIE	11-Mar-24	ACH	\$50.00 Cell phone Reimb
Watts Hydraulics Acquisition Corporation	26-Feb-24	ACH	\$145.00 Pressure Washer Repair
WCF National Insurance Company	16-Feb-24	ACH	\$14,051.80 Wrkr comp ADA/Canyon
WCF National Insurance Company	13-Mar-24	ACH	\$54,158.00 Premiums
WCF National Insurance Company	13-Mar-24	ACH	\$14,051.80 Premiums
Western Mountain Bus Sales	26-Feb-24	ACH	\$211.74 Parts
Western Mountain Bus Sales	26-Feb-24	ACH	\$378.99 Parts
Wex Bank	11-Mar-24	ACH	\$1,030.59 Fuel - February
Wienhoff Drug Testing	26-Feb-24	60557	\$110.00 Drug Test R. Schmitt, J. Smith
Wienhoff Drug Testing	26-Feb-24	60557	\$75.00 Annual DOT Consortium
Wienhoff Drug Testing	26-Feb-24	60557	\$200.00 Drug Test
Wienhoff Drug Testing	11-Mar-24	60579	\$320.00 Drug Testing
William (Travis) Fremont	28-Feb-24	ACH	\$1,342.28 VA shuttle for Jan
William (Travis) Fremont	14-Mar-24	ACH	\$12,919.79 ADA R2W
William (Travis) Fremont	14-Mar-24	ACH	\$2,008.57 Canyon R2W
William (Travis) Fremont	14-Mar-24	ACH	\$533.35 VA Shuttle
William Beard	26-Feb-24	ACH	\$434.00 Bus Washing
William Beard	11-Mar-24	ACH	\$274.00 Bus Washing
William Beard	11-Mar-24	ACH	\$228.00 Bus Washing
William Beard	11-Mar-24	ACH	\$317.00 Bus Washing
YBNOW LLC	11-Mar-24	ACH	\$7,005.34 ADA Rides to Wellness
YBNOW LLC	11-Mar-24	ACH	\$287.52 VA Shuttle
			<b>\$1,056,867.69</b>

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

*Cam Wells*  
\_\_\_\_\_  
VRT Controller or Chief Financial Officer

ACCEPTED:

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

ATTEST:

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



Financial Statements  
September 30, 2023  
**Valley Regional Transit**

Valley Regional Transit  
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September 30, 2023

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## Independent Auditor's Report

To the Board of Directors  
Valley Regional Transit  
Meridian, Idaho

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the financial statements of the business-type activities of Valley Regional Transit (VRT) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of VRT as of September 30, 2023, and the respective changes in financial position and its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of VRT and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Adoption of New Accounting Standard**

As discussed in Note 1 to the financial statements, VRT has adopted the provisions of Government Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*, for the year ended September 30, 2023. There was no restatement of beginning net position as of October 01, 2022. Our opinion is not modified with respect to this matter.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about VRT's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of VRT's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about VRT's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of employer's share of net pension liability (asset) and employer contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise VRT's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 7, 2024 on our consideration of the VRT's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of VRT's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering VRT's internal control over financial reporting and compliance.



Boise, Idaho  
February 7, 2024

The following provides the readers of Valley Regional Transit's (VRT) financial statements with a narrative overview and analysis of the financial activities of VRT for the fiscal year ended September 30, 2023 (Fiscal Year 2022).

### **Financial Highlights**

- The assets and deferred outflows of financial resources of VRT exceeded its liabilities and deferred inflows of financial resources at September 30, 2023, by \$37,301,446.
- Compared to fiscal year 2022, in fiscal year 2023, total net position of VRT decreased by \$735,835 while the net investment in capital assets portion of net position increased by \$584,301. Unrestricted net position decreased by \$1,320,136.
- The implementation of Governmental Accounting Standards Board (GASB) 96, *Subscription Based Information Technology Arrangements (SBITAs)*, added \$544,839 of assets to the statement of net position. This addition represents subscription arrangements, greater than one year in length that VRT is liable for, and is receiving benefit from.

### **Overview of the Financial Statements**

The discussion and analysis related to the overview of the financial statements is intended to serve as an introduction to Valley Regional Transit's basic financial statements and is designed to provide readers with a broad overview of VRT's finances in a manner similar to a private-sector business. The following describes each of the statements and their use:

- *Statement of Net Position* presents information on the assets, deferred outflow of resources, liabilities and deferred inflow of resources; with the resultant net difference being reported as net position. Analyzing increases and decreases in net position is one way to measure VRT's overall financial position and may serve as an indicator of whether the financial position of the organization is improving or deteriorating.
- *Statement of Revenues, Expenses, and Change in Net Position* shows how VRT's net position changed during the year. VRT is structured as a single enterprise fund established to operate in a manner similar to private business enterprises where our intent is to provide services to our ridership on a continuing basis in part through user fees. VRT's accounting system functions and reports on an accrual basis of accounting. Accrual accounting dictates that revenues are recognized when earned, not when received, and expenses are recognized when incurred, not when paid. Additionally, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of related cash flows.

The notes to the financial statements provide additional information that is helpful when analyzing the data provided in the basic financial statements.

Valley Regional Transit  
Management's Discussion and Analysis  
September 30, 2023

### Financial Analysis

#### Statement of Net Position

As previously noted, net position may serve over time as a useful indicator of an entity's financial position. As of September 30, 2023, the net position of Valley Regional Transit was \$37,301,446.

	2023	2022*
Assets		
Current assets	\$ 5,663,852	\$ 6,402,803
Capital assets	35,802,488	35,234,045
Right to use leased assets	5,120,755	4,087,850
Subscription IT assets	525,008	-
Total assets	47,112,103	45,724,698
Deferred outflow of resources	918,875	1,267,385
Total assets and deferred outflow of resources	\$ 48,030,978	\$ 46,992,083
Liabilities		
Current liabilities	\$ 3,106,797	\$ 2,544,303
Long-term liabilities	7,622,735	6,400,630
Total liabilities	10,729,532	8,944,933
Deferred inflow of resources	-	9,869
Total liabilities and deferred inflow of resources	10,729,532	8,954,802
Net position		
Net investment in capital assets	35,716,596	35,132,295
Restricted	-	-
Unrestricted	1,584,850	2,904,986
Total net position	37,301,446	38,037,281
Total liabilities and deferred inflow of resources	\$ 48,030,978	\$ 46,992,083

\*Prior year balances have not been restated for the implementation of GASB Statement No. 96, *SBITAs*.

Current asset balances were \$738,951 lower in FY 2023 as compared to the prior fiscal year, primarily attributable to the decrease in cash of \$1,311,708, offset by a slight increase in federal receivables of \$323,504. This was due to a decrease in the COVID-19 resources that were received from the U.S. Department of Transportation as that funding source is sunsetting.

Valley Regional Transit  
Management's Discussion and Analysis  
September 30, 2023

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The balance of current liabilities was \$1,784,599 higher in fiscal year 2023, as compared to the prior fiscal year. Total working capital (current assets, less current liabilities) decreased by \$1,301,445 from 2022 to 2023. VRT working capital was \$2,557,055 at the end of fiscal year 2023.

By far, the largest portion of VRT's net position reflects the regional transportation authority's net investment in capital assets. All capital assets are used by VRT in the provision of regional public transportation services and are utilized in the capacity as intended and therefore are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources because the capital assets themselves cannot be used to liquidate these liabilities. VRT's net capital assets are further restricted. Any liquidation occurring prior to the end of the asset's useful life must have the corresponding federal assistance repaid to the Federal Transit Administration (FTA).

Capital assets, right to use leased assets, and right to use subscription IT assets increased by a net amount \$2,126,356 after taking into consideration additions related to GASB 96, increases in depreciation/amortization, and certain vehicle and equipment disposals at September 30, 2023.

VRT's depreciation schedule is compliant with FTA regulations and is an unfunded expense.

Unrestricted net position, which represents assets that may be used to meet on going obligations to VRT's ridership and creditors, was in a surplus position of \$1,584,850 at the end of the fiscal year. Unrestricted net position decreased by \$1,320,136, as compared to the prior fiscal year.

### **Statement of Revenues, Expenses, and Change in Net Position**

Operating as a single enterprise fund, Valley Regional Transit's financial structure is similar to a private business enterprise with the exception of unique revenue and expense reporting categories which are dictated by the FTA. All recipients of federal assistance are required to conform to standardized revenue and expense classifications for the purpose of reporting on specific federal grant assistance programs.

Valley Regional Transit receives federal operating and capital assistance through the FTA Section 5307 Urbanized Area Formula Program and the FTA Section 5339 Capital Program for both the Boise Transportation Management Area (TMA) and the Nampa Urbanized Area (UZA). VRT also receives funding from Federal Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) Program. While Valley Regional Transit is the designated recipient of federal funds for both the Boise TMA and Nampa UZA, each area is operated and funded independently.

Valley Regional Transit  
Management's Discussion and Analysis  
September 30, 2023

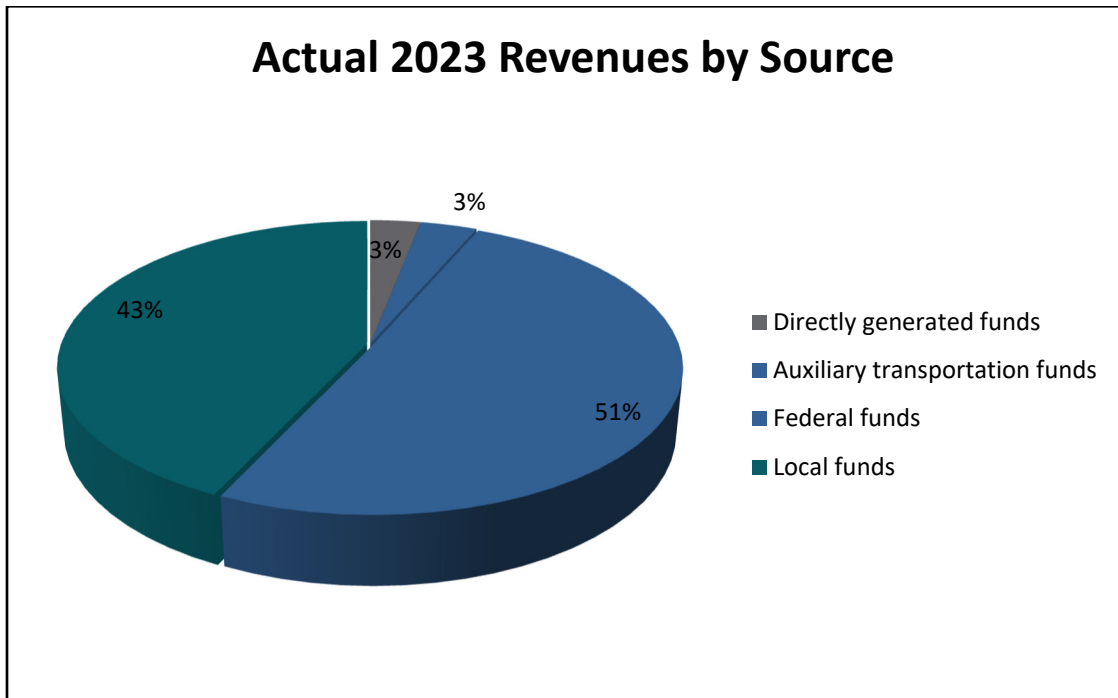
Local revenues are contributions made by each of the members of VRT to support regional management, minor capital, local match for special projects, as well as service contributions which are intended to fund the operating expenses of the various VRT programs, depending upon the services a member receives.

	<u>2023</u>	<u>2022*</u>
Revenues		
Directly generated funds	\$ 807,578	\$ 796,650
Auxiliary transportation funds	914,373	882,410
Non-transportation funds	107,108	133,720
Federal funds	13,415,599	15,754,273
Local funds	11,411,567	10,583,458
Contributed capital	308,480	-
Net gain on sale of capital assets	13,355	26,878
	<u>26,978,060</u>	<u>28,177,389</u>
Expenses		
Salaries and fringe benefits	14,967,560	13,279,443
Professional services	1,959,439	2,320,655
Materials and supplies	1,712,713	1,433,837
Utilities	334,989	308,985
Casualty and liability insurance	1,070,815	1,138,169
Miscellaneous	1,488,936	804,159
Interest expense	152,279	116,103
Lease and rental	24,176	85,326
Non-capital expenditures	290,442	281,553
Purchased transportation	2,172,522	1,579,298
Depreciation & amortization	3,540,024	2,930,446
	<u>27,713,895</u>	<u>24,277,974</u>
Change in Net Position	(735,835)	3,899,415
Beginning Balance Net Position	<u>38,037,281</u>	<u>34,137,866</u>
Ending Balance Net Position	<u>\$ 37,301,446</u>	<u>\$ 38,037,281</u>

\*Prior year balances have not been restated for the implementation of GASB Statement No. 96, *SBITAs*.

**Analysis of Revenues**

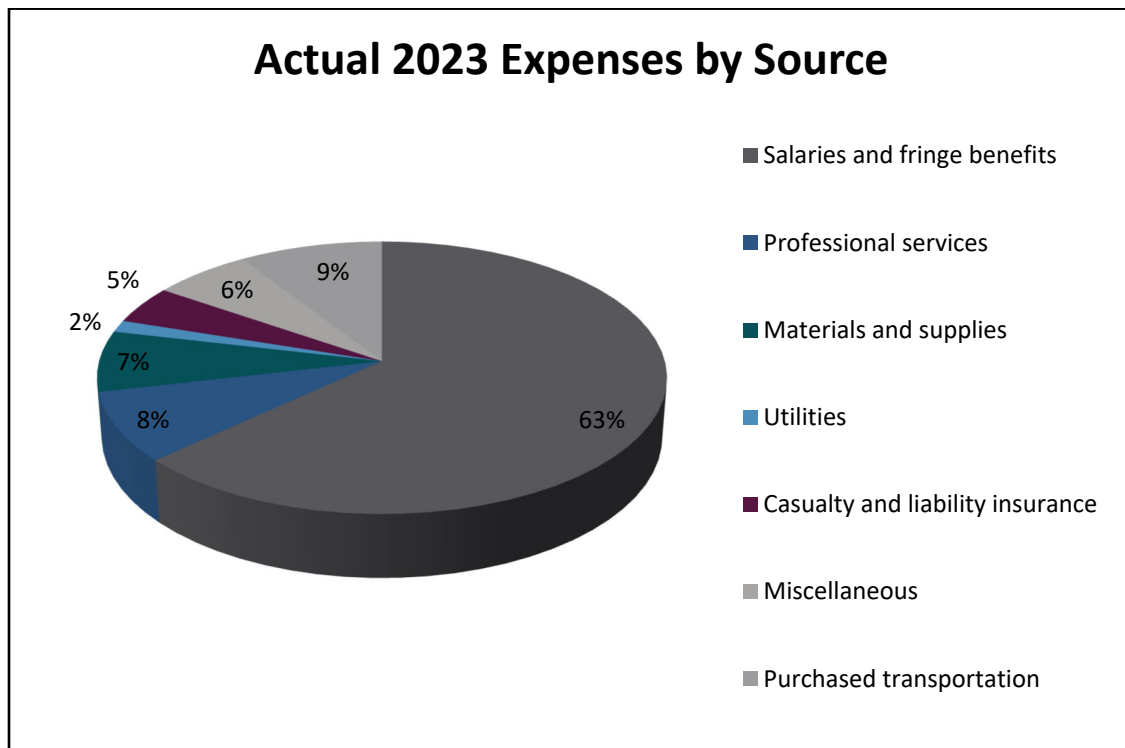
Total revenues were \$26,978,060 and \$28,177,389 for FY 2023 and FY 2022, respectively. Total revenues decreased \$1,199,329 on a net basis, or 4.3%, in comparison to the prior fiscal year. In FY 2023, federal revenues decreased \$2,338,674. This decrease was partially offset by increases in directly generated revenues of \$10,928, auxiliary transportation funds of \$31,963, contributed capital of \$308,480, and local funds of \$828,109. The change in revenues was largely due to the following events: 1) federal revenues decreased due to lower FTA grant drawdown activity directly related to COVID-19 federal funding; 3) Directly generated revenues increased due to increased fare sales compared to the previous year; 4) Auxiliary transportation revenues increased due to higher advertising and City Go revenue earned during FY 2023 as compared to the prior fiscal year.





### ***Analysis of Expenses***

Total expenses for FY 2023 were \$27,713,895 and \$24,277,974 for FY 2022. Expenses increased \$3,435,921 or 14.15% in comparison to the prior fiscal year largely due to the following events: 1) Salaries and fringe benefits expenditures increased \$1,688,117, or 12.71%. There were decreases in professional services, insurance, lease expenses, partially offset by increases in salaries and fringe benefits, material and supplies, utilities, miscellaneous, interest, and purchased transportation. While these expenses were higher than the previous year, they are below the budgeted amount approved by the Valley Regional Transit Board of Directors.



### ***Capital Asset and Debt Administration***

Valley Regional Transit's net investment in capital assets and right of use assets, as of September 30, 2023, was \$41,448,251 (net of accumulated depreciation and amortization). This investment in capital assets, right to use leased assets, right to use subscription assets includes office equipment, building and improvements, vehicles, machinery and equipment, software, land, construction in process and right of use assets related to leases. Additional information can be found in Notes 3 and 6 of the financial statements.

The increase in VRT's net investment in capital assets, right to use leased assets, and right to use subscription IT assets, for the current fiscal year was \$2,126,356, or 5.41%. This net increase was the result of construction projects, vehicle and equipment purchases, SBITAs and leases. The purchase of battery electric buses began in FY 2021 and will continue through fiscal year 2024 with the final battery purchase.

**Debt Obligations**

As of September 30, 2023, VRT had \$5,731,655 in outstanding right to use obligations. Leases related to the leasing of facilities, batteries for the electric buses, and copiers, represents \$5,320,648 of the liability amount. SBITAs relates to the implementation of VRT's new enterprise resource platform and comprises the remaining \$411,007 of the liability amount. See page 20 *Implementation of GASB Statement No. 96* for a full description of this new standard.

**Economic Factors and Next Year's Budgets**

As a component of the annual budget process, VRT prepares a six-year operating budget and a ten-year capital budget. These budget projections assist with the current year budget development by establishing base fundamental assumptions with regard to capital replacement requirements, maintenance demands, changes to wage overhead rates, operating expenses, funding projections, and fare returns.

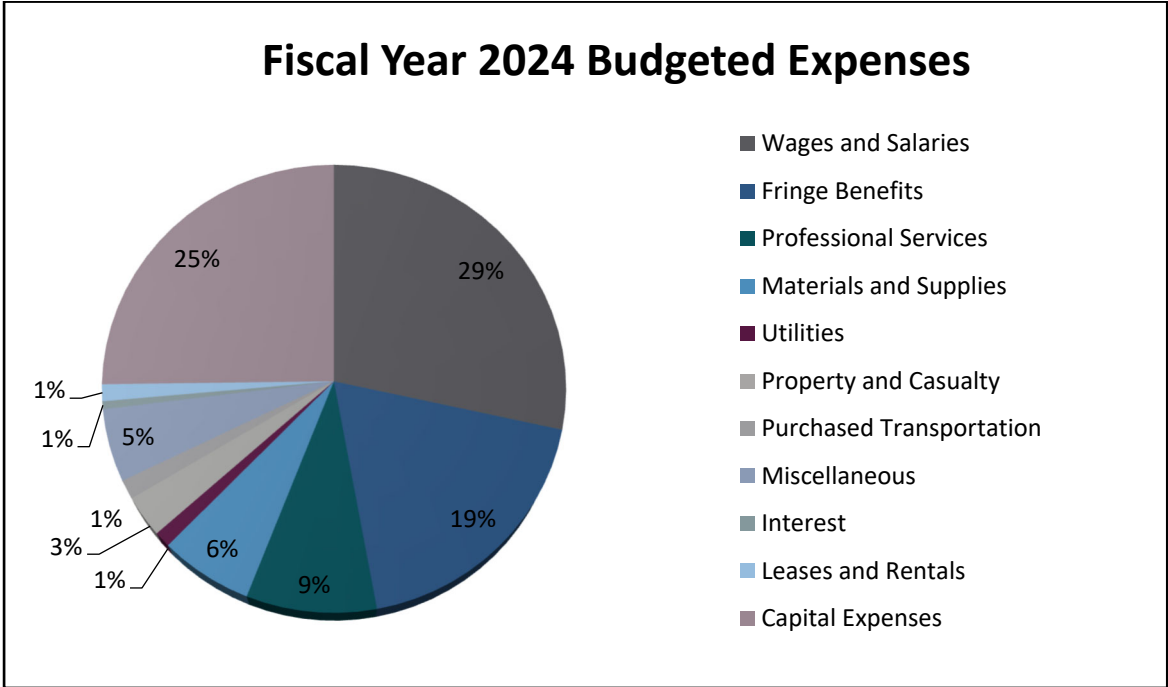
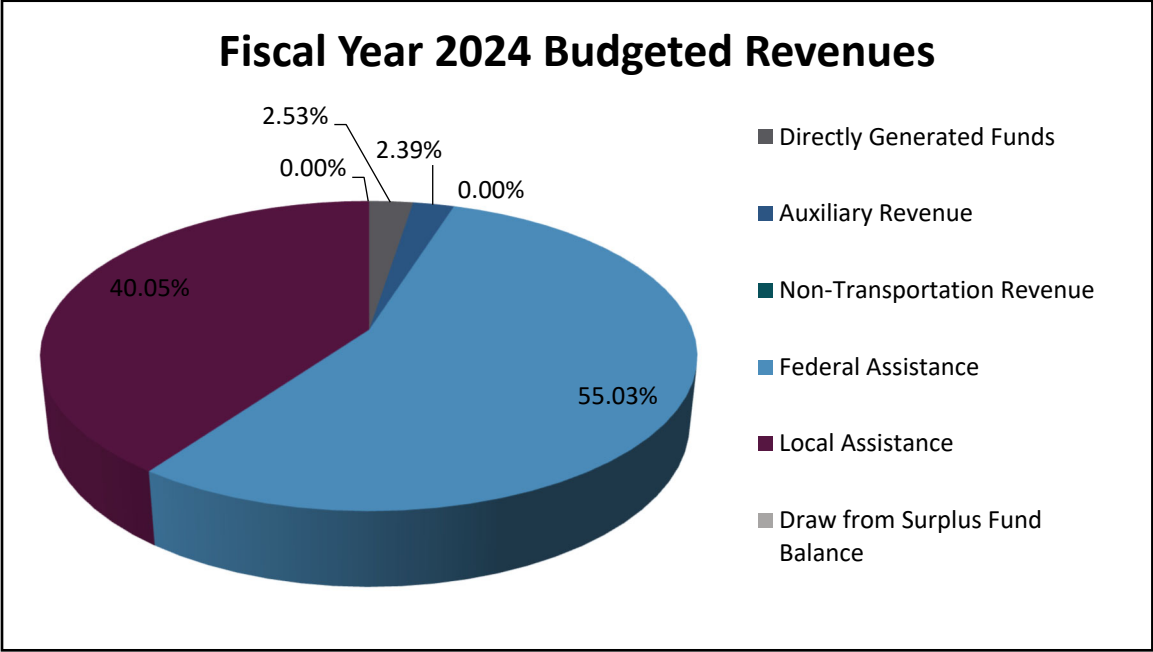
Valley Regional Transit's FY 2024 operating budget decreased by \$2,413,547, or 8.62%, from the FY 2023 operating budget. The capital budget for FY 2024 decreased by \$7,871,407 or 48%, from the FY 2023 capital budget.

Decreased operating budget amounts are due to the following: 1) Notably, the most significant decrease is observed in purchased transportation. The introduction of VRT's new Beyond Access service is a key contributor to this reduction, as it effectively replaces our acquisition of services and is anticipated to operate more efficiently resulting in a significant budget decrease. This decrease is offset somewhat with the following increases, 2) Wage and salary expenses, along with fringe benefit expenses, have been budgeted higher across all divisions. The most substantial increases are observed in Specialized Transportation to accommodate the hiring of staff for operating the Beyond Access service, and in the Canyon County system, where driver wages have been increased to enhance recruitment and retention efforts 3) There are budget increases in professional services, material and supplies, utilities, and interest. However, these increases are counterbalanced by budget reductions in insurance, purchased transportation, leases, and miscellaneous expenses.

Decreases in capital budget amounts are due to the anticipated completion of vehicle purchases and anticipated capital budget carryforwards from FY 2023 to the FY 2024 amended budget.

The Fiscal Year 2024 operating budget is \$25,588,639 whereas the capital budget is \$8,624,500.

The following charts show the composition of anticipated revenues and expenses within the 2024 budget.



Fiscal Year 2024 budget issues include:

- VRT meets financial requirements with revenue from federal and local sources. Federal funding from formula and discretionary grants funds the majority of capital needs. A combination of federal formula and local revenue funds operating expenses. Local funds come primarily from voluntary contributions of local revenue from cities and counties, as VRT is one of only three political subdivisions in Idaho without levy authority. Additionally, VRT earns directly generated and auxiliary revenue from fares, advertising, interest and disposal of aging assets.
- Acknowledging the uncertainty current funding has on VRT's ability to plan for the future and respond to growth and demands for service, VRT is actively communicating with the state leaders. There is a concerted effort, led by the CEO, engaged private sector leaders and engaged Board members, to emphasize the crucial necessity of establishing consistent funding sources for addressing all the transportation needs not only in the Treasure Valley but across the state of Idaho.

VRT's audited financial statements are posted to <https://www.valleyregionaltransit.org/about-us/accountability/>.

Valley Regional Transit  
Statement of Net Position  
September 30, 2023

Assets	
Cash	\$ 1,348,543
Receivables	
Federal receivables	3,430,001
Prepaid expenses	310,070
Inventories	575,238
	<u>5,663,852</u>
Capital assets, net of accumulated depreciation	35,802,488
Right to use leased assets, net of accumulated amortization	5,120,755
Right to use subscription IT assets, net of accumulated amortization	525,008
	<u>525,008</u>
Total assets	<u>47,112,103</u>
Deferred Outflows of Resources	
Pension	<u>918,875</u>
Liabilities and Net Position	
Liabilities	
Accounts payable and other accrued expenses	1,683,056
Accrued payroll and benefits	684,235
Advanced revenue	328,499
Lease liability	5,320,648
SBITA liability	411,007
Net pension liability	2,302,087
	<u>10,729,532</u>
Total liabilities	<u>10,729,532</u>
Deferred Inflows of Resources	
Pension	<u>-</u>
Net Position	
Net investment in capital assets	35,716,596
Unrestricted	1,584,850
	<u>1,584,850</u>
Total net position	<u><u>\$ 37,301,446</u></u>

Valley Regional Transit  
Statement of Revenues, Expenses and Change in Net Position  
Year Ended September 30, 2023

Operating Revenues	
Directly generated funds	\$ 807,578
Auxiliary transportation funds	914,373
Federal funds	10,947,873
Local funds	10,327,789
Total operating revenues	<u>22,997,613</u>
Operating Expenses	
Salaries and fringe benefits	14,967,560
Professional services	1,959,439
Materials and supplies	1,712,713
Utilities	334,989
Casualty and liability insurance	1,070,815
Miscellaneous	1,488,936
Site rentals	24,176
Non-capital expenditures	290,442
Purchased transportation	2,172,522
Depreciation & amortization	3,540,024
Total operating expenses	<u>27,561,616</u>
Operating Loss	<u>(4,564,003)</u>
Nonoperating Revenue and (Expense)	
Other income	107,108
Net gain on sale of capital assets	13,355
Interest expense	(152,279)
Total nonoperating revenue, net	<u>(31,816)</u>
Loss Before Capital Grants	(4,595,819)
Capital Grants & Contributions	
Federal capital grants	2,467,726
Local capital grants	1,083,778
Capital contributions	308,480
Total capital grants & contributions	<u>3,859,984</u>
Change in Net Position	(735,835)
Net Position, Beginning of Year	<u>38,037,281</u>
Net Position, End of Year	<u>\$ 37,301,446</u>

Valley Regional Transit  
Statement of Cash Flows  
Year Ended September 30, 2023

Operating Activities	
Receipts from customers and users	\$ 1,829,059
Receipts from federal government	10,624,369
Receipts from local government	10,276,059
Payments to suppliers	(9,848,206)
Payments to employees	<u>(14,467,673)</u>
Net Cash used for Operating Activities	<u>(1,586,392)</u>
Investing Activities	
Capital and Related Financing Activities	
Interest paid	(152,279)
Receipts of capital grants (federal and local)	3,551,504
Purchase of capital assets	(2,757,760)
Payments on lease agreements	(257,057)
Payments on SBITAS	(133,832)
Proceeds from sale of capital assets	<u>24,108</u>
Net Cash from Capital and Related Financing Activities	<u>274,684</u>
Net Change in Cash	<u>(1,311,708)</u>
Cash, Beginning of Year	<u>2,660,251</u>
Cash, End of Year	<u>\$ 1,348,543</u>
Reconciliation of Operating Loss to Net Cash used for Operating Activities	
Operating loss	\$ (4,564,003)
Adjustment to reconcile operating loss to net cash used for operating activities	
Depreciation	3,164,994
Amortization	375,031
Other miscellaneous receipts	107,108
GASB 68 actuarial pension expense	429,697
Changes in assets and liabilities	
Accounts receivable	(323,504)
Inventories	(62,168)
Prepaid expenses	(187,085)
Accounts payable	(544,921)
Accrued expenses	70,189
Advanced revenue	<u>(51,730)</u>
Net Cash used for Operating Activities	<u>\$ (1,586,392)</u>
Supplemental Disclosure of Non-cash Investing Financing Activities	
Property and equipment purchases included in accounts payable	\$ 677,949
Property and equipment donated	\$ 308,480
Property and equipment purchases financed through lease arrangements	\$ 1,388,105
IT subscription purchases financed through SBITAS	\$ 411,007

See Notes to Financial Statements

**Note 1 - Summary of Significant Accounting Policies**

The financial statements of Valley Regional Transit (VRT) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants in the publication entitled *Audits of State and Local Governmental Units*. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The significant accounting and reporting policies and practices used by VRT are described below.

**Reporting Entity**

VRT is a Regional Public Transportation Authority structured as an enterprise fund created by a vote of Ada and Canyon County voters. VRT is the regional public transportation authority, VRT is responsible for the short and long-term planning and operations of providing public transportation services for the region. The VRT Board of Directors consists of 25 appointed representatives from incorporated cities, counties and highway districts in Ada and Canyon Counties, plus one representative from Capital City Development Corporation, one representative from Meridian Development Corporation, one representative from the Idaho Department of Transportation, one representative from Boise State University and one representative from the College of Western Idaho.

VRT entered into a contract with Transit Management of Ada County (TMAC) and Transit Management of Canyon County (TMCC), wholly-owned subsidiaries of First Transit Corporation, for operation of the Ada County transit system and the Canyon County transit system, respectively. Under this model, TMAC and TMCC are responsible for all operational and personnel decisions for operations. TMAC and TMCC perform all payroll and human resource functions, issue standard purchase orders, approve accounts payable, manage inventory and maintain separate bank accounts for the operations. TMAC and TMCC enter all approved purchase orders and accounts payable into the Fleetnet system, which is the overall financial information system for VRT. VRT generates all accounts payable payments which are approved by the Board of Directors and signed by authorized signatories within VRT. VRT transfers funds to the TMAC and TMCC payroll accounts on a bi-weekly basis to cover incurred personnel expenses. The results of all financial and personnel transactions are reflected in VRT's financial statements. TMAC and TMCC are responsible for remittance and reporting of all employer related payroll expenses.

The financial statements for VRT include all organizations for which VRT is financially accountable, and other organizations for which the nature and significance of their relationships with VRT are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. There were no such organizations included in the current year.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

VRT is accounted for and reported as a proprietary-type enterprise fund, using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred, regardless of the timing of cash flows. The statement of net position and the statement of revenues, expenses, and change in net position display



information about VRT. These statements include the financial activity of the overall reporting entity. These statements report all activities of VRT as a business-type activity. Operations are financed from federal grant monies, local contributions, advertising and fares.

When both restricted and unrestricted resources are available for use, it is VRT's policy to use restricted resources first, then unrestricted resources as they are needed.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of VRT are user charges to customers, local contributions, dues, and operating grants. Operating expenses for VRT include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

#### **Accounts Receivable**

Receivables are due from city and federal governments for capital commitment contributions and federal grants. Based on experience, no allowance for uncollectible accounts has been established as of September 30, 2023. It is unlikely but possible that this estimate will change in the near future of the date of the financial statements.

#### **Prepays**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid in the financial statements.

#### **Inventories**

Inventories are stated at average cost (first-in, first-out). Inventories consist of spare parts and equipment held for consumption. The cost is recorded as an expense at the time individual inventory items are used.

#### **Capital Assets**

The policy of VRT is to capitalize all property, such as land, buildings, and equipment with a cost equal to or greater than \$5,000, and a useful life of one or more years. All capital assets are valued at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life is not capitalized. Assets, like bus shelters, that have a higher chance of being damaged, moved, and vandalized will not be considered for capitalization. Other items not considered for capitalization include items that are consumed, used-up, or worn-out in one year or less.

Depreciation of all exhaustible capital assets is charged as an expense against operations. Depreciation has been provided over the estimated useful lives using the straight-line method. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected in the results of operations in the period of disposal.

The estimated useful lives of fixed assets are as follows:

Office equipment	3-15 years
Software	3 years
Machinery and equipment	5-15 years
Vehicles	3-15 years
Buildings and improvements	10-45 years

Right to use leased assets are recognized as a lease liability and a right to use lease asset at the commencement of the lease term, unless the lease is a short-term lease, or it transfers ownership of the underlying asset. The lease liability is measured at the present value of payments expected to be made during the lease term (less any lease incentives received). The lease asset is measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

Right to use subscription IT assets are recognized at the subscription commencement date and represent VRT's right to use the underlying IT asset for the subscription term. Right to use subscription IT assets are measured at the initial value of the subscription liability plus any payments made to the vendor at the commencement of the subscription term, less any subscription incentives received from the vendor at or before the commencement of the subscription term, plus any capitalizable initial implementation costs necessary to place the subscription asset into service. Right to use subscription IT assets are amortized over the shorter of the subscription term or useful life of the underlying asset using the straight-line method. The amortization period is 5 years.

### **Pensions**

For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from Base Plan's fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### **Deferred Outflows/Inflows of Resources**

The statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. VRT has one item that qualifies for reporting in this category: the deferred outflows related to the net pension liability reported on the statement of net position. The deferred net pension results from changes in assumptions or other inputs, changes in VRT's proportion and VRT's contributions and proportionate share of contributions, and the net difference between projected and actual earnings on pension plan investments in the actuarial calculation of VRT's net pension liability.

The statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. VRT has one item that qualifies for reporting in this category: the deferred inflows related to the net pension liability. For the year ended September 30, 2023, there were no deferred inflows of resources relating to the pension obligation. The deferred net pension results from the differences between the expected and actual experience and the net difference between projected and actual earnings on pension plan investments derived from the actuarial calculation of VRT's net pension liability.

#### **Accrued Payroll and Benefits**

Accumulated unpaid vacation and compensatory time amounts are accrued and charged to expenses when earned. Terminated employees are paid out their unused vacation without stipulation except for TMCC terminated employees, who are not paid for unused vacation unless they have 10 years of service or are over 62 years of age at the date of termination.

Sick pay amounts are charged to expenses when used. Terminated employees are not paid for unused sick time unless they are over 60 years of age at the date of termination (VRT employee) or unless they have 15 years of service or are over 60 years of age at the date of termination (TMCC employee), in which case they are eligible to receive 50% of their sick pay balance. Terminated TMCC employees are not paid for unused sick time.

#### **Advanced Revenue**

Valley Regional Transit receives some funds from local government and private partners that are earmarked for specific projects. Until expenses specific to these projects occur, the earmarked funds are recognized as deferred revenue.

#### **Net Position**

VRT classifies net position, revenues and other support based on the existence or absence of grantor-imposed restrictions. Accordingly, net position of VRT and changes therein are classified and reported as follows:

*Net investment in Capital Assets* – This represents VRT's total investment in capital assets and right of use assets. To the extent debt has been incurred but not yet expended for capital assets and right of use assets, such amounts are not included in this section.

*Restricted Net Position* – This represents the amount related to the net pension asset, which is restricted for a specific use/purpose by law.

*Unrestricted Net Position* – Net position not subject to grantor-imposed stipulations or received with restrictions that were satisfied in the same period.

### Risk Management

VRT is exposed to various risks of loss related to theft of, damage to, or destruction of assets. VRT participates in a public entity risk pool, Idaho Counties Risk Management Pool (ICRMP), for liability insurance. VRT's exposure to loss from its participation in ICRMP is limited only to the extent of their deductible.

### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, net position and disclosures regarding contingent assets and liabilities. Actual results could differ from those estimates.

### Implementation of GASB Statement No. 96

As of October 1, 2022, VRT adopted GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*. The implementation of this standard establishes that a SBITA results in a right to use subscription IT asset - an intangible asset – and a corresponding liability. The standard provides the capitalization criteria for outlays and other than subscription payments, including implementation costs of a SBITA. The Statement requires recognition of certain SBITA assets and liabilities for SBITAs that previously were recognized as outflows of resources based on the payment provisions of the contract. As a result of the implementation of this standard, there was no effect on beginning net position. The additional disclosure required by this standard is included in Note 6 – Leases and Subscription Based Information Technology Arrangements (SBITAs).

### Note 2 - Cash

Financial instruments which potentially subject VRT to concentration of credit risk consist principally of cash and sweep accounts. VRT maintains its cash and sweep accounts in one commercial bank.

Custodial credit risk is the risk that, in the event of the failure of the counterparty, VRT will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. All deposits greater than the FDIC insurance coverage were subject to custodial credit risk. VRT has a written policy limiting custodial credit risk through preauthorization of financial institutions. Accounts at the commercial bank are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank.

A summary of the total insured and uninsured bank balances follows:

Total cash in bank	\$ 1,358,312
Portion insured by FDIC	(250,000)
Uninsured and uncollateralized cash	\$ 1,108,312

Valley Regional Transit  
Notes to Financial Statements  
September 30, 2023

### Note 3 - Capital Assets

The following presents capital asset activity for the year ended September 30, 2023:

	Balance October 1, 2022	Additions	Deletions	Transfers	Balance September 30, 2023
Non-depreciable					
Construction in process	\$ 5,334,959	\$ 3,610,654	\$ -	\$ (3,495,459)	\$ 5,450,154
Land	1,210,000	-	-	-	1,210,000
Depreciable					
Office equipment	793,624	-	-	-	793,624
Software	2,373,523	-	-	-	2,373,523
Machinery and equipment	1,468,823	61,177	-	-	1,530,000
Vehicles	25,430,078	46,801	(1,301,433)	3,165,857	27,341,303
Building and improvements	29,016,278	25,556	-	329,602	29,371,436
Total capital assets	65,627,285	3,744,188	(1,301,433)	-	68,070,040
Accumulated depreciation	(30,393,240)	(3,164,994)	1,290,682	-	(32,267,552)
Net capital assets	<u>\$ 35,234,045</u>	<u>\$ 579,194</u>	<u>\$ (10,751)</u>	<u>\$ -</u>	<u>\$ 35,802,488</u>

### Note 4 - Defined Contribution Plan

TMAC provides for a non-discretionary 401(k) contribution of 7.5% of eligible compensation to TMAC eligible employees. To participate, the TMAC employee must have completed six months of continuous service. The 401(k) plan allows employee deferred pre-tax and Roth contributions. The maximum contribution amount to the plan is 100% of compensation less any mandatory income and payroll tax withholding or the IRS prescribed amount, whichever is less.

TMCC provides a 401(k) plan for all ATU Bargaining Unit employees who have completed three months of service. Those eligible can contribute to a pre-tax and a Roth contribution up to 100% of compensation less any mandatory income and payroll tax withholding or the IRS prescribed amount, whichever is less.

TMCC provides for a non-discretionary 401(k) contribution of 3% of eligible compensation to TMCC eligible employees.

During the year ended September 30, 2023, VRT reimbursed TMAC and TMCC for contributions of \$456,014 to the plans that are managed by Quorum Financial.

**Note 5 - Defined Benefit Pension Plan****Plan Description**

Valley Regional Transit contributes to the Base Plan which is a cost-sharing multiple-employer defined benefit pension plan administered by Public Employee Retirement System of Idaho (PERSI or System) that covers substantially all employees of the State of Idaho, its agencies, and various participating political subdivisions. The cost to administer the plan is financed through the contributions and investment earnings of the plan. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at [www.persi.idaho.gov](http://www.persi.idaho.gov).

**Pension Benefits**

The Base Plan provides retirement, disability, death and survivor benefits of eligible members or beneficiaries. Benefits are based on members' years of service, age, and highest average salary. Members become fully vested in their retirement benefits with five years of credited service (5 months for elected or appointed officials). Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance for each month of credited service is 2.0% of the average monthly salary for the highest consecutive 42 months.

The benefit payments for the Base Plan are calculated using a benefit formula adopted by the Idaho Legislature. The Base Plan is required to provide a 1% minimum cost of living increase per year provided the Consumer Price Index increases 1% or more. The PERSI Board has the authority to provide higher cost of living increases to a maximum of the Consumer Price Index movement or 6%, whichever is less; however, any amount above the 1% minimum is subject to review by the Idaho Legislature.

**Member and Employer Contributions**

Member and employer contributions paid to the Base Plan are set by statute and are established as a percent of covered compensation. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) that are adequate to accumulate sufficient assets to pay benefits when due.

The contribution rates for employees are set by statute at 60% of the employer rate for general employees. As of June 30, 2023, it was 7.16% for general employees. On July 1, 2023, the rate decreased for general employees to 6.71%. The employer contribution rate as a percent of covered payroll is set by the Retirement Board and was 11.94% for general employees as of June 30, 2022. On July 1, 2023, the employer contribution rate decreased to 11.18%. VRT's contributions were \$300,523 for the year ended September 30, 2023.

**Pension Liabilities (Assets), Pension Expense (Expense Offset), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At September 30, 2023, VRT reported a liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. VRT's proportion of the net pension liability was based on VRT's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At June 30, 2023, VRT's proportion was 0.0005768671 percent, an increase from the 2022 proportion which was 0.0005613520.

For the year ended September 30, 2023, VRT recognized pension expense of \$429,698. At September 30, 2023, VRT reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 394,595	\$ -
Changes in assumptions or other inputs	227,955	-
Net difference between projected and actual earnings on pension plan investments	216,085	-
VRT's contributions subsequent to the measurement date	<u>80,240</u>	<u>-</u>
Total	<u>\$ 918,875</u>	<u>\$ -</u>

The \$80,240 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending September 30, 2024.

The amortization period is based on the remaining expected service lives of all employees that are provided with pensions through the System determined at the beginning of the measurement period. The amortization of the net difference between projected and actual investment earnings on pension plan investments is amortized over a closed 5-year period inclusive of this fiscal year. The amortization period was calculated at 4.4 at the beginning of the measurement period ended June 30, 2023.

Valley Regional Transit  
Notes to Financial Statements  
September 30, 2023

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (expense offset) as follows:

<u>Years Ending September 30,</u>	
2024	\$ 298,237
2025	140,150
2026	435,982
2027	<u>(35,734)</u>
	<u>\$ 838,635</u>

### Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year's earnings of the individual between entry age and assumed exit age. The Base Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Base Plan permitted under Section 59-1322, Idaho Code, is 25 years.

The following are the actuarial assumptions and the entry age normal cost method, applied to all periods included in the measurement:

Inflation	2.30 percent
Salary increases, including inflation	3.05 percent
Investment rate of return, net of investment fees	6.35 percent
Cost of Living (COLA) adjustments	1.00 percent

Several different sets of mortality rates are used in the valuation for contributing members, members retired for service and beneficiaries. These rates were adopted for the valuation dated July 1, 2021.

### Contributing Members, Service Retirement Members, and Beneficiaries

General Employees and All Beneficiaries - Males	Pub-2010 General Tables, increased 11%.
General Employees and All Beneficiaries - Females	Pub-2010 General Tables, increased 21%.
Disabled Members - Males	Pub-2010 Disabled Tables, increased 38%.
Disabled Members - Females	Pub-2010 Disabled Tables, increased 36%.

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.



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September 30, 2023

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of PERSI's assets. The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation.

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash	0%	0.00%
Large Cap	18%	4.50%
Small/Mid Cap	11%	4.70%
International Equity	15%	4.50%
Emerging Markets Equity	10%	4.90%
Domestic Fixed	20%	-0.25%
TIPS	10%	-0.30%
Real Estate	8%	3.75%
Private Equity	8%	6.00%

#### Discount Rate

The discount rate used to measure the total pension liability was 6.35%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for administrative expense.

#### Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Employer's proportionate share of the net pension liability of PERSI employer's calculated using the discount rate of 6.35%, as well as what the Employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (5.35%) or 1-percentage point higher (7.35%) than the current rate:

	1% Decrease (5.35%)	Current Discount Rate (6.35%)	1% Increase (7.35%)
Employer's proportionate share of the net pension net pension liability	\$ 4,140,397	\$ 2,302,087	\$ 799,612

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report.

PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at [www.persi.idaho.gov](http://www.persi.idaho.gov).

**Payables to the Pension Plan**

At September 30, 2023, VRT had reported payables to the defined benefit pension plan of \$4,614 for legally required employer contributions, \$3,466 for legally required employee contributions, and \$1,116 for the PERSI Choice 401(k) of which had been withheld from employee wages but not yet remitted to PERSI.

**Defined Contribution – PERSI Choice 401(k)**

Employees of VRT participating in the PERSI Base Plan may enroll in the PERSI Choice 401(k) defined contribution retirement savings plan available to active members. Participation is voluntary. The PERSI Choice 401(k) is intended to be a government plan within the meaning of Code Section 414 (d) and within the meaning of section 3(32) of the Employee Retirement Income Security Act (ERISA) and as such, is exempt from provisions of Title I ERISA. VRT does not match participants' contributions in the PERSI Choice 401(k). A participant shall be 100% vested in their individual account at all times. The authority of the benefit and contribution terms are established and amended by the PERSI Board. VRT recognized \$88,826 of contributions to the PERSI Choice 401(k) as benefits expense during the year ended September 30, 2023.

**Note 6 - Leases and Subscription Based Information Technology Arrangements (SBITAs)****Orchard Facility:**

In October 2015, VRT entered into a lease agreement for the use of a vehicle maintenance facility. Previously this lease agreement was recognized as an operating-type lease arrangement, however during the current fiscal year the agreement was recorded as a right of use asset, as a direct result of the implementation of GASB Statement No. 87. A right to use lease asset in the amount of \$2,456,780 was recognized, with an annual interest rate of 3.00%. Annual payments for both principal and interest are approximately \$149,928. The agreement expires September 30, 2045.

**Bus Battery Leases:**

In 2021, VRT entered into a lease agreement with Proterra for the purpose of leasing batteries for electric buses. The first set of agreements commenced on September 1, 2021 with monthly principal and interest payments totaling approximately \$5,833, bearing an interest rate of 3.27%. This agreement expires on August 31, 2033. A second lease agreement with Proterra was executed October 1, 2021 for additional batteries, with monthly payments of approximately \$5,833 (includes both principal and interest), bearing an interest rate of 3.27%. This lease agreement is scheduled to expire September 30, 2033. A third battery lease agreement was executed on

Valley Regional Transit  
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August 1, 2022 with a monthly payment for both principal and interest of \$2,917 that will expire on July 31, 2034. This agreement also bears an interest rate of 3.27%.

In 2022, three additional lease agreements were executed, all bearing an interest rate of 3.27%. The fourth and fifth battery lease agreements were executed on November 1, 2022 and December 1, 2022, respectively, with a monthly payment for both principal and interest of \$2,917 that will expire on November 30, 2034 and December 31, 2032. A sixth battery lease agreement was executed for two additional batteries was executed June 1, 2023 with a monthly payment for both principal and interest of \$5,833. The agreement expires May 31, 2035. Right to use leased assets for the batteries totaled \$3,123,234 as of September 30, 2023.

Subsequent to year end, a battery lease for one bus commenced in November 2023, having a monthly payment of approximately \$2,917.

Bikeshare Facility:

VRT entered a lease agreement effective September 1, 2022, for the use of a facility in the operations of the Boise Bike Share Program. The lease is a 37-month lease with monthly payments for principal and interest of approximately \$3,100. The agreement bears an interest rate of 4.25%. A right of use asset in the amount of \$104,788 was recognized during the fiscal year 2022. The use of the facility has been expanded to include use by the Programs and Supports division of VRT.

Copiers:

Beginning July 2022, VRT entered into a 36-month lease agreement for copiers with a monthly payment (including both principal and interest) of approximately \$589. The agreement bears an interest rate of 3.35%. A right of use asset in the amount of \$20,153 was recognized during fiscal year 2022.

Below summarizes the changes in right to use leased assets and the related accumulated amortization for the year ended September 30, 2023:

Right to use leased assets	Balance as of October 1, 2022	Additions	Deletions	Balance as of September 30, 2023
Orchard Facility	\$ 2,456,780	\$ -	\$ -	\$ 2,456,780
Bus Battery Leases	1,735,130	1,388,105	-	3,123,235
Bikeshare Facility	104,788	-	-	104,788
Copiers	20,153	-	-	20,153
	<u>\$ 4,316,851</u>	<u>\$ 1,388,105</u>	<u>\$ -</u>	<u>\$ 5,704,956</u>

Valley Regional Transit  
Notes to Financial Statements  
September 30, 2023

Accumulated amortization	Balance as of October 1, 2022	Additions	Deletions	Balance as of September 30, 2023
Orchard Facility	\$ (102,366)	\$ (100,016)	\$ -	\$ (202,382)
Bus Battery Leases	(122,124)	(214,481)	-	(336,605)
Bikeshare Facility	(2,832)	(33,985)	-	(36,817)
Copiers	(1,679)	(6,718)	-	(8,397)
	<u>\$ (229,001)</u>	<u>\$ (355,200)</u>	<u>\$ -</u>	<u>(584,201)</u>
Total right to use leased assets, net				<u>\$ 5,120,755</u>

Below summarizes the changes in lease liability amounts for the year ended September 30, 2023:

Lease Liability	Balance as of October 1, 2022	Additions	Deletions	Balance as of September 30, 2023
Orchard Facility	\$ 2,425,535	\$ -	\$ (38,568)	\$ 2,386,967
Bus Battery Leases	1,643,255	1,388,105	(180,886)	2,850,474
Bikeshare Facility	102,259	-	(31,054)	71,205
Copiers	18,551	-	(6,549)	12,002
	<u>\$ 4,189,600</u>	<u>\$ 1,388,105</u>	<u>\$ (257,057)</u>	<u>\$ 5,320,648</u>

Future payments under these arrangements are as follows:

Years Ending September 30,	Principal	Interest	Total
2024	\$ 306,512	\$ 161,909	\$ 468,421
2025	318,533	152,267	470,800
2026	289,488	143,151	432,639
2027	302,537	133,632	436,169
2028	316,112	123,691	439,803
2029 - 2033	1,815,682	453,459	2,269,141
2034 - 2038	786,544	229,215	1,015,759
2039 - 2043	794,402	122,787	917,189
2044 - 2045	390,838	12,521	403,359
	<u>\$ 5,320,648</u>	<u>\$ 1,532,632</u>	<u>\$ 6,853,280</u>

Valley Regional Transit  
Notes to Financial Statements  
September 30, 2023

Subscription Based Information Technology Arrangements (SBITAs):

Enterprise Resource Platform:

VRT has a SBITA contract for their ERP platform and are required to make principal and interest payments, with services that commenced July 2023 and are scheduled to end July 2028. The subscription liability was valued using a discount rate of 4.19% based on VRT's incremental borrowing rate at the inception of the subscriptions. \$411,007 has been recognized as a subscription IT asset related to these SAAS payments.

\$133,832 was recognized as a subscription IT asset in progress which represents implementation costs in progress to get the ERP system configured for VRT. At the time the ERP modules go-live, the amounts relating to those specific modules will be reclassified from Subscription IT asset in progress to subscription right to use asset and begin amortizing.

VRT amortized the subscription assets as follows:

	Balance as of October 1, 2022	Additions	Reductions	Balance as of September 30, 2023
Right to use Subscription IT Assets not Being Amortized				
Subscription IT asset in progress	\$ -	\$ 133,832	\$ -	\$ 133,832
Right to use Subscription IT Assets Being Amortized	-	411,007	-	411,007
Less Accumulated Amortization	-	(19,831)	-	(19,831)
Total Subscription IT Assets, net	<u>\$ -</u>	<u>\$ 525,008</u>	<u>\$ -</u>	<u>\$ 525,008</u>

A summary of the changes in the subscription IT liability is as follows:

	Balance as of October 1, 2022	Additions	Reductions	Balance as of September 30, 2023	Amounts Due Within One Year
Subscription IT liability	<u>\$ -</u>	<u>\$ 411,007</u>	<u>\$ -</u>	<u>\$ 411,007</u>	<u>\$ 75,477</u>

Future payments under the SBITA liability arrangement are as follows:

Fiscal Years Ending September 30,	Principal	Interest	Total
2024	\$ 75,477	\$ 16,794	\$ 92,271
2025	78,696	12,070	90,766
2026	82,058	8,673	90,731
2027	85,563	5,131	90,694
2028	89,213	1,444	90,657
	<u>\$ 411,007</u>	<u>\$ 44,112</u>	<u>\$ 455,119</u>

**Note 7 - Concentrations**

Approximately 51% of VRT's total revenue for the year ended September 30, 2023, was derived from contracts with the federal government, and 83% of the local revenue came from the City of Boise.

**Note 8 - Self-Insurance**

TMAC established a partially self-funded health plan for its employees. The employees are responsible for the first \$250 of their individual deductible and \$500 of their family deductible. TMAC is responsible for the remainder of the deductible up to the \$1,575 individual out-of-pocket limit and \$3,150 family out-of-pocket limit. The employee is responsible for all further claims not covered by the insurance. The health care plan is administered by Blue Cross of Idaho and they are responsible for the approval, processing and payment of claims.

At September 30, 2023, VRT has reported a liability of \$53,474 which represents amounts payable by VRT towards the employee's deductible for claims incurred as of the end of the year but not paid by VRT as of that date.

**Note 9 - Related Party**

The Board of VRT is made up of representatives from member organizations that pay dues to VRT as a part of the local match requirement on federal grants.



Required Supplementary Information  
September 30, 2023

## Valley Regional Transit

Valley Regional Transit  
 Schedule of Employer's Share of Net Pension Liability (Asset) and Employer Contributions  
 Year Ended September 30, 2023

**Schedule of Employer's Share of Net Pension Liability (Asset)**  
**PERSI – Base Plan**  
**Last 10 – Fiscal Years \***

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Employer's portion of the net pension liability	0.000439740	0.000443322	0.000445219	0.000438584	0.00045406	0.000504707	0.0005481181	0.0005613520	0.0005768671
Employer's proportionate share of the net pension liability (asset)	\$ 579,066	\$ 898,682	\$ 699,808	\$ 646,919	\$ 518,297	\$ 1,171,996	\$ (43,289)	\$ 2,211,030	\$ 2,302,087
Employer's covered payroll	\$ 1,231,700	\$ 1,296,576	\$ 1,425,209	\$ 1,411,082	\$ 1,542,171	\$ 1,800,522	\$ 2,045,507	\$ 2,213,664	\$ 2,452,792
Employer's proportional share of the net pension liability as a percentage of its covered payroll	47.01%	69.31%	49.10%	45.85%	33.61%	65.09%	-2.12%	99.88%	93.86%
Plan fiduciary net position as a percentage of the total pension liability	91.38%	87.26%	90.68%	91.69%	93.79%	88.22%	100.36%	83.09%	83.83%

\* GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, VRT will present information for those years for which information is available.

Data reported is measured at the measurement date which is as of June 30 of each year.

**Schedule of Employer Contributions**  
**PERSI – Base Plan**  
**Last 10 – Fiscal Years \*\***

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Statutorily required contribution	\$ 138,531	\$ 152,675	\$ 150,283	\$ 162,701	\$ 182,493	\$ 219,740	\$ 251,757	\$ 267,743	\$ 305,137
Contributions in relation to the statutorily required contribution	\$ (140,279)	\$ (150,744)	\$ (145,075)	\$ (170,757)	\$ (189,393)	\$ (233,612)	\$ (276,205)	\$ (250,533)	\$ (300,523)
Contribution (deficiency) excess	\$ 1,748	\$ (1,931)	\$ (5,208)	\$ 8,056	\$ 6,899	\$ 13,872	\$ 24,447	\$ (17,210)	\$ (4,614)
Employer's covered payroll	\$ 1,223,775	\$ 1,348,714	\$ 1,350,824	\$ 1,437,288	\$ 1,594,325	\$ 1,840,370	\$ 2,108,521	\$ 2,329,618	\$ 2,555,586
Contributions as a percentage of covered payroll	11.46%	11.18%	10.74%	11.88%	11.88%	12.69%	13.10%	11.17%	11.76%

\*\* GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, VRT will present information for those years for which information is available.

Data reported is measured as of September 30 of each year.





Federal Awards Reports in Accordance with the Uniform  
Guidance

September 30, 2023

**Valley Regional Transit**

Valley Regional Transit  
Schedule of Expenditures of Federal Awards  
Year Ended September 30, 2023

Federal/Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Financial Assistance Listing Number	Pass- Through Number	Expenditures	Amounts Passed- Through to Subrecipients
Direct from U.S. Department of Transportation				
Federal Transit Cluster				
Federal Transit Formula Grants	20.507	N/A	\$ 8,686,777	\$ 624,889
COVID 19 - Federal Transit Formula Grants	20.507	N/A	1,086,657	-
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	20.526	N/A	<u>1,900,962</u>	<u>-</u>
Total Federal Transit Cluster			<u>11,674,396</u>	<u>624,889</u>
Pass through from Idaho Department of Transportation				
Transit Services Programs Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	ID-2023-003	<u>1,151,230</u>	<u>-</u>
Highway Planning and Construction Cluster				
Highway Planning and Construction	20.205	None Provided	<u>245,477</u>	<u>-</u>
Total U.S. Department of Transportation			<u>\$ 13,071,103</u>	<u>\$ 624,889</u>

**Note 1 - Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Valley Regional Transit (VRT) under programs of the federal government for the year ended September 30, 2023. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of VRT, it is not intended to and does not present the financial position, changes in net position, or cash flows of VRT.

**Note 2 - Summary of Significant Accounting Policies**

Expenditures reported in the Schedule are reported on the cash basis of accounting, including amounts passed through to subrecipients. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note 3 - Indirect Cost Rate**

VRT has not elected to use the 10% de minimis cost rate.

**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

To the Board of Directors  
Valley Regional Transit  
Meridian, Idaho

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Valley Regional Transit (VRT), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise VRT’s basic financial statements and have issued our report thereon dated February 7, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered VRT's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of VRT’s internal control. Accordingly, we do not express an opinion on the effectiveness of VRT’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether VRT's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP".

Boise, Idaho  
February 7, 2024

**Independent Auditor’s Report on Compliance for the Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance**

The Board of Directors  
Valley Regional Transit  
Meridian, Idaho

**Report on Compliance for the Major Federal Program**

***Opinion on the Major Federal Program***

We have audited Valley Regional Transit’s (VRT) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on VRT’s major federal program for the year ended September 30, 2023. VRT’s major federal program is identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, VRT complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended September 30, 2023.

***Basis for Opinion on the Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of VRT and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of VRT’s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to VRT's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on VRT's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about VRT's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding VRT's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of VRT's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of VRT's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance

requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Boise, Idaho  
February 7, 2024



Valley Regional Transit  
Schedule of Findings and Questioned Costs  
September 30, 2023

**Section I – Summary of Auditor’s Results**

**FINANCIAL STATEMENTS**

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Noncompliance material to financial statements noted?	No

**FEDERAL AWARDS**

Internal control over major program:	
Material weaknesses identified	No
Significant deficiencies identified not considered to be material weaknesses	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516 (a):	No

**Identification of major programs:**

Name of Federal Program	Federal Financial Assistance Listing
Federal Transit Cluster	
Federal Transit Formula Grants	20.507
COVID 19 - Federal Transit Formula Grants	20.507
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	20.526
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

Valley Regional Transit  
Schedule of Findings and Questioned Costs  
September 30, 2023

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**Section II – Financial Statement Findings**

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None reported

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**Section III – Federal Award Findings and Questioned Costs**

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None reported

<b>TOPIC</b>	FY 2024 First Quarter Performance Report
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Leslie Pedrosa

**Staff Recommendation/Request**

Staff requests the Board of Directors accept the performance report for the first quarter of fiscal year 2024.

**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. Overall ridership in the first quarter of fiscal year 2024 increased 1% from the first quarter of fiscal year 2023.

Fixed-route ridership shows an increase of 2% in the first quarter. Detailed ridership data shows less than a 1% decrease in ridership in Ada County. Boise State shows an increase of 14% in ridership. Intercounty service had a 3% decrease in ridership.

Demand response ridership shows a decrease of 9% in the first quarter. When reviewing detailed ridership data, Ada County ACCESS ridership increased 4%. Canyon County ACCESS ridership increased 75%. Canyon County On-Demand ridership decreased 30%. Canyon County ACCESS ridership increased with the changes planned with the January launch of the Beyond Access service. Canyon County On-Demand ridership decreased with the budget constraints. Service hours increased in January with planned budget increases.

Specialized Transportation ridership shows an increase of 9% in the first quarter. Below is the breakdown for each service:

- Metro Community Services had a 10% decrease in ridership
- Shared Vehicle ridership had a 286% increase in ridership
- Supportive Housing and Innovative Partnerships had an 11% decrease in ridership
- Kuna Senior Center had a 52% increase in ridership
- Village Van had a 46% increase in ridership
- Volunteer Driver had a 46% decrease in ridership
- Meridian Senior Center had a 6% increase in ridership
- Eagle Senior Center had a 25% decrease in ridership
- Star Senior Center had a 12% increase in ridership
- Harvest Transit had a 1% increase in ridership
- Parma Senior Center had a 40% increase in ridership
- Ada County Rides2Wellness had a 64% increase in ridership
- Canyon County Rides2Wellness had a 51% increase in ridership
- Meridian Veteran’s Shuttle has a 36% increase in ridership
- Melba Valley Senior Center had a 20% increase in ridership

ACHD Commuteride had less than a 1% decrease in ridership. ACHD Commuteride was operating 88 vanpools at the end of the first quarter.

VRT First Mile, Last Mile services had a 42% increase in ridership. Lyft Transit Connections had a 60% increase in ridership. VRT Late Night had a 41% decrease in ridership.

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

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

**More Information**

**Attachments:**

FY24 Performance Report, First Quarter

FY24 First Quarter Ridership Report

FY24 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 - 1st QUARTER, FY24

Item III. G.

## SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
		2024	2023	% Change			2024	2023	% Change
RIDES	FR	288,633	284,403	▲ 1.5	RIDES	FR	288,633	284,403	▲ 1.5
	DR	14,781	16,250	▼ -9.0		DR	14,781	16,250	▼ -9.0
	ST	23,695	21,821	▲ 8.6		ST	23,695	21,821	▲ 8.6
	VP	31,303	31,494	▼ -0.6		VP	31,303	31,494	▼ -0.6
	FMLM	1,068	754	▲ 41.6		FMLM	1,068	754	▲ 41.6
	<b>Total</b>	<b>359,480</b>	<b>354,722</b>	<b>▲ 1.3</b>		<b>Total</b>	<b>359,480</b>	<b>354,722</b>	<b>▲ 1.3</b>
HOURS	FR	25,017	24,595	▲ 1.7	HOURS	FR	25,017	24,595	▲ 1.7
	DR	7,272	6,777	▲ 7.3		DR	7,272	6,777	▲ 7.3
	ST	7,915	6,237	▲ 26.9		ST	7,915	6,237	▲ 26.9
	VP	7,004	6,766	▲ 3.5		VP	7,004	6,766	▲ 3.5
	FMLM	119	104	▲ 14.7		FMLM	119	104	▲ 14.7
	<b>Total</b>	<b>47,327</b>	<b>44,479</b>	<b>▲ 6.4</b>		<b>Total</b>	<b>47,327</b>	<b>44,479</b>	<b>▲ 6.4</b>
RIDES PER HOUR	FR	11.54	11.56	▼ -0.2	RIDES PER HOUR	FR	11.54	11.56	▼ -0.2
	DR	2.03	2.40	▼ -15.2		DR	2.03	2.40	▼ -15.2
	ST	2.99	3.50	▼ -14.4		ST	2.99	3.50	▼ -14.4
	VP	4.47	4.65	▼ -4.0		VP	4.47	4.65	▼ -4.0
	FMLM	8.96	7.26	▲ 23.5		FMLM	8.96	7.26	▲ 23.5
	<b>Total</b>	<b>7.60</b>	<b>7.98</b>	<b>▼ -4.8</b>		<b>Total</b>	<b>7.60</b>	<b>7.98</b>	<b>▼ -4.8</b>
ON-TIME PERFORMANCE	FR	81%	78%	▲ 3.0	ON-TIME PERFORMANCE	FR	81%	78%	▲ 3.0
	DR	86%	84%	▲ 2.0		DR	86%	84%	▲ 2.0
	ST	94%	89%	▲ 5.0		ST	94%	89%	▲ 5.0
	<b>Total</b>	<b>87%</b>	<b>84%</b>	<b>▲ 3.3</b>		<b>Total</b>	<b>87%</b>	<b>84%</b>	<b>▲ 3.3</b>

FR - FIXED ROUTE

DR - DEMAND RESPONSE

ST - SPECIALIZED TRANSPORTATION

VP - VANPOOL

FMLM - FIRST MILE/LAST MILE

# VRT PERFORMANCE - 1st QUARTER, FY24

Item III. G.

## QUARTERLY RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	232,674	233,682	▼ -0.4
Boise State - Bronce Shuttle	44,641	39,051	▲ 14.3
Intercounty*	11,318	11,670	▼ -3.0
<b>FR SUB TOTAL</b>	<b>288,633</b>	<b>284,403</b>	<b>▲ 1.5</b>

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County ACCESS**	7,721	7,415	▲ 4.1
Canyon County ACCESS**	1,082	617	▲ 75.4
Eagle On-demand**	250	-	▲ -
Canyon County On-demand**	5,728	8,162	▼ -29.8
Nampa Grocery Shuttle	-	56	▲ -
<b>DR SUB TOTAL</b>	<b>14,781</b>	<b>16,250</b>	<b>▼ -9.0</b>

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro Community Services**	2,506	2,782	▼ -9.9
Shared Vehicle	81	21	▲ 285.7
Supportive Housing and Innovative Partnerships**	3,100	3,481	▼ -10.9
Kuna Senior Center	937	615	▲ 52.4
Village Van	2,404	1,643	▲ 46.3
Volunteer Driver	195	366	▼ -46.7
Meridian Senior Center	1,815	1,707	▲ 6.3
Eagle Senior Center**	1,895	2,528	▼ -25.0
Star Senior Center	348	310	▲ 12.3
Harvest Transit**	3,764	3,725	▲ 1.0
Parma Senior Center	689	491	▲ 40.3
Ada County Rides 2 Wellness	3,246	1,984	▲ 63.6
Canyon County Rides 2 Wellness	483	320	▲ 50.9
Meridian Veteran's Shuttle	84	62	▲ 35.5
Melba Senior Center	2,148	1,786	▲ 20.3
<b>ST SUB TOTAL</b>	<b>23,695</b>	<b>21,821</b>	<b>▲ 8.6</b>

VP - VANPOOL			
	FY24	FY23	% Change
ACHD CommuteRide	31,303	31,494	▼ -0.6

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	989	620	▲ 59.52
VRT Late Night	79	134	▼ -41.0
<b>FMLM SUB TOTAL</b>	<b>1,068</b>	<b>754</b>	<b>▲ 41.64</b>

QUARTERLY RIDERSHIP GRAND TOTAL	FY24	FY23	% Change
	359,480	354,722	▲ 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 - 1st QUARTER, FY24

Item III. G.

## YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY24	FY23	% Change
Ada County*	232,674	233,682	▼ -0.4
Boise State - Bronce Shuttle	44,641	39,051	▲ 14.3
Intercounty*	11,318	11,670	▼ -3.0
<b>FR SUB TOTALS</b>	<b>288,633</b>	<b>284,403</b>	<b>▲ 1.5</b>

ST - SPECIALIZED TRANSPORTATION			
	FY24	FY23	% Change
Metro**	2,506	2,782	▼ -9.9
Shared Vehicle	81	21	▲ 285.7
SHIP**	3,100	3,481	▼ -10.9
Kuna Senior Center	937	615	▲ 52.4
Village Van	2,404	1,643	▲ 46.3
Volunteer Driver	195	366	▼ -46.7
Meridian Senior Center	1,815	1,707	▲ 6.3
Eagle Senior Center**	1,895	2,528	▼ -25.0
Star Senior Center	348	310	▲ 12.3
Harvest**	3,764	3,725	▲ 1.0
Parma Senior Center	689	491	▲ 40.3
Ada County Rides 2 Wellness	3,246	1,984	▲ 63.6
Canyon County Rides 2 Wellness	483	320	▲ 50.9
Meridian Veteran's Shuttle	84	62	▲ 35.5
Melba Senior Center	2,148	1,786	▲ 20.3
<b>ST SUB TOTALS</b>	<b>23,695</b>	<b>21,821</b>	<b>▲ 8.6</b>

YEAR TO DATE RIDERSHIP	FY24	FY23	% Change
<b>GRAND TOTAL</b>	<b>359,480</b>	<b>354,722</b>	<b>▲ 1.3</b>

DR - DEMAND RESPONSE			
	FY24	FY23	% Change
Ada County**	7,721	7,415	▲ 4.1
Canyon County**	1,082	617	▲ 75.4
Eagle On-demand**	250	-	▲ -
Canyon County On-demand**	5,728	8,162	▼ -29.8
Nampa Grocery Shuttle	-	56	▲ -
<b>DR SUB TOTALS</b>	<b>14,781</b>	<b>16,250</b>	<b>▼ -9.0</b>

VP - VANPOOL			
	FY24	FY23	% Change
AChD CommuteRide	31,303	31,494	▼ -0.6

FMLM - FIRST MILE/LAST MILE			
	FY24	FY23	% Change
Lyft Transit Connections	989	620	▲ 59.52
VRT Late Night	79	134	▼ -41.0
<b>FMLM SUB TOTAL</b>	<b>1,068</b>	<b>754</b>	<b>▲ 41.64</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 BOARD OF DIRECTORS

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

**TOTAL COST:** Not to exceed \$470,000

**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. VRT intends to implement an integrated suite of systems that can remain on the upgrade path with minimal cost and business impact in the future.

**DISCUSSION:** On May 10, 2022, pursuant to **Resolution VEB22-006**, Avero Advisors was awarded a contract not to exceed two years and \$190,000. On January 8, 2024, pursuant to **Resolution VBD24-002** Avero Advisors contract was amended to not exceed three years and \$354,824 for VRT for consulting and project management services for the on-going implementation of Oracle Fusion.

Now that VRT is preparing to launch the new ERP system, staff is prepared to begin replacement of the maintenance management system that will replace the existing system that is at end of life no longer supported by the current vendor. This implementation will require additional consulting and project management services.

With the EAM system being a part of the current Oracle Fusion product, it has been determined that it is necessary to modify the contract with Avero Advisors by adding an additional \$115,116. Approval of this modification will result in a contract not to exceed three years with a not to exceed amount of \$470,000.

This will provide enough funding and contract length for Avero Advisors to continue providing implementation project management services for the on-going implementation as well as post go live project management support for both the ERP system and EAM system.

**ALTERNATIVES:** The only alternative would be to issue a new RFP for EAM system consulting services. This new procurement would result in the implementation of EAM software being delayed. There is also a risk of a new consultant not being familiar with the Oracle Fusion product and how the ERP system and EAM system are integrated to meet VRT needs.

**FISCAL IMPACT:** The funding for these services were included in the fiscal year 2024 amended budget approved by **Resolution VBD24-001** on January 8, 2024.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board of Directors consider approving **Resolution VBD24-020** and delegate authority to the Chief Executive Officer to authorize final negotiations and execute the contract modification with Avero Advisors.



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

*Item III. H.*

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: April 1, 2024              Resolution Number: VBD24-020

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
ENTERPRISE ASSET MANAGEMENT (EAM) SYSTEM CONSULTING SERVICES  
RESOLUTION VBD24-020**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE CONTRACT WITH AVERO ADVISORS  
TO PROVIDE ENTERPRISE ASSET MANAGEMENT (EAM) 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 Enterprise Asset Management (EAM) system consulting services; and

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

WHEREAS, a contract modification was approved pursuant to **Resolution VBD24-002** on January 8, 2024 to increase the not to exceed amount with Avero Advisors to \$354,824 and add the option to renew the contract for one additional year; and

WHEREAS, a contract modification is required to increase the not to exceed amount with Avero Advisors from \$354,824 to a not to exceed amount of \$470,000 for EAM system consulting services; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2024 amended budget, **Resolution VBD24-001** approved on January 8, 2024; 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 \$470,000 for EAM system consulting services.

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 by the Board of Directors approving Resolution VBD24-020, it shall rescind Resolution VBD24-002.

Section 4. 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 1<sup>st</sup> day of April 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April 2024.

**ATTEST:**

**APPROVED:**

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

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

## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

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

**TOTAL COST:** Not to exceed \$1,233,351.00.

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

**SCOPE OF WORK:** VRT conducted a competitive request for proposals in 2023 for an integrated suite of Enterprise Software Solutions that will meet its core requirements across all functional areas, out-of-the-box with minimal modifications. The goal is to optimize system utilization for all users, improve response times, reduce errors, decrease manual efforts, improve analytical capabilities, and offer customer service enhancements.

VRT intends to minimize its total cost of ownership without any impact in performance and level of service. Further, VRT intends to implement an integrated suite of systems that can remain on the upgrade path with minimal cost and business impact in the future.

**DISCUSSION:** On April 3, 2023, pursuant to Resolution VEB23-014, FourthSquare, LLC was awarded a contract not to exceed five years and \$957,000. FourthSquare, LLC is in the process of launching the Oracle Fusion software that VRT will be using for the new ERP software. When FourthSquare, LLC was initially selected and VRT requested approval of Resolution VEB23-014, a five-year contract with a not to exceed amount of \$957,000 was for the ERP system software and implementation services.

Included within RFP2023-04-10 was optional pricing for a maintenance management system for VRT owned assets, that VRT could implement within two years of the original procurement. The Enterprise Asset Management (EAM) system for maintenance management will replace the existing system that is at end of life no longer supported by the current vendor.

Now that VRT is preparing to launch the new ERP system, staff is prepared to begin replacement of the maintenance management system. In order to purchase the EAM system, it has been determined that it is necessary to modify the contract by adding an additional \$276,351 to the amount. Approval of this modification will result in a contract not to exceed six years with a not to exceed amount of \$1,233,351. This will provide enough funding and contract length for FourthSquare, LLC to begin the software for a maintenance management system.

The Valley Regional Transit Board of Directors delegated authority to the Valley Regional Transit Executive Board to approve the software as a service contract with FourthSquare, LLC for the ERP system not to exceed \$957,000 by **Resolution VBD23-022** on April 3, 2023.

**ALTERNATIVES:** The only alternative would be to issue a new RFP for EAM system software and implementation services. This new procurement could result in a new system that does not integrate with the Oracle Fusion software.

**FISCAL IMPACT:** The contract modification includes five years of software license fees of \$91,600 per year and implementation fees totaling \$775,351. The funding for

implementation and first year of expenditures for the EAM system were included in the fiscal year 2024 amended budget approved by **Resolution VBD24-001** on January 8, 2024.

Item III. I.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board of Directors consider approving **Resolution VBD24-022** to modify the Enterprise Resource Planning (ERP) System Software and Implementation Services contract, and delegate authority to the Chief Executive Officer to authorize final negotiations and execution of the agreement with FourthSquare, LLC.

**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: April 1, 2024              Resolution Number: VBD24-022

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM SOFTWARE AND IMPLEMENTATION  
SERVICE CONTRACT MODIFICATION WITH FORTHSQUARE, LLC  
RESOLUTION VBD24-022**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A SOFTWARE AS A SERVICE CONTRACT MODIFICATION FOR AN ENTERPRISE ASSET MANAGEMENT (EAM) SYSTEM WITH FOURTHSQUARE, 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 is responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit previously determined the existing Enterprise Resource Planning (ERP) system was at end of life and supported by current vendor ended in December 2023, which included the maintenance management system for VRT owned assets; and

WHEREAS, Valley Regional Transit requested pricing for an Enterprise Asset Management (EAM) system for maintenance management when RFP 2023-04-10 was bid for a new ERP system, to secure pricing for five years for planned future implementation; and

WHEREAS Valley Regional Transit included the implementation and first year of expenditures for the EAM system replacement in Resolution VBD24-001, with the fiscal year 2024 amended budget on January 8, 2024; and

WHEREAS the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD22-018 on 08/1/22, and in compliance with all local and FTA requirements; and

WHEREAS Idaho Code § 40-2108(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, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

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 Directors approve Resolution VBD24-022 to modify the contract with FourthSquare, LLC, with a not to exceed amount of \$1,233,350

Section 2. That the Board of Directors delegate authority to the Chief Operating Officer to finalize and execute a software as a service contract for Enterprise Asset Management system with FourthSquare, LLC.

Section 3. That by the Board of Directors approving Resolution VBD24-022, it shall rescind Resolution VBD23-014.

Section 4. That this Resolution 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 1<sup>st</sup> day of April 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April 2024.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
CHAIR

## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** RFQ 2024-02-15 Temporary Bus Driver Services

**TOTAL COST:** Not to exceed \$100,000

**PURPOSE/ACTION:** To contract with a firm that will provide temporary bus drivers for subcontractors of Valley Regional Transit.

**SCOPE OF WORK:** VRT is seeking a qualified and experienced vendor to provide temporary bus drivers.

**DISCUSSION:** VRT subcontractors have been challenged with hiring qualified applicants in the current job market, where unemployment is low and good job opportunities are at an all-time high. In this competitive market, lack of drivers has resulted in the last-minute cancellation of routes, when a driver shortage arises. VRT completed a procurement that would allow subcontractors to hire temporary bus drivers to reduce the risk of cancelling routes, while working to get applicants hired and trained.

With the RFP that was issued, it allows the subcontractors the ability to bring in temporary drivers that meet the required federal, state and local requirements needed to driver commercial vehicles, with proper licenses and endorsements.

**ALTERNATIVES:** Not having the ability to bring in temporary drivers, when subcontractors are experiencing hiring challenges, will continue to result in last-minute cancellation of scheduled services. If scheduled services are not met, it results in reduced ridership, reduced funding, and poor customer service for those that plan on riding a bus, that doesn't show up.

**FISCAL IMPACT:** The expenditures for temporary drivers were included in the operating budgets for fiscal year 2024, **Resolution VBD23-025** as approved by the Board of Directors on August 7, 2023. VRT will ensure these expenditures continue to be included in the operating budget each fiscal year.

**POST RFP/FINAL SELECTION OF PROJECT:** VRT staff followed federal procurement guidelines and VRT's policy for procuring services. VRT staff recommends the Board of Directors approve a contract for Temporary Drivers with National Tours.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board approve **Resolution VBD24-021** and delegate authority to the Chief Executive Officer to finalize negotiations and execute a contract with National Tours, with a not to exceed amount of \$100,000 over a three (3) year period.

### 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: April 8, 2024 Resolution Number: VBD24-021

# VALLEY REGIONAL TRANSIT BOARD RESOLUTION

## TEMPORARY DRIVERS SERVICES RESOLUTION VBD24-021

### BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A CONTRACT WITH NATIONAL TOURS TO PROVIDE TEMPORARU DRIVER SERVICES

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

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

WHEREAS, VRT subcontractors have a need to bring in temporary drivers when facing a challenge to hire qualified applicants, to continue to provide scheduled services; and

WHEREAS, VRT issued RFQ 2024-02-15 and following a review of quotes, has selected National Tours as the vendor; and

WHEREAS, VRT will contract with National Tours for temporary driver services for up to three (3) years, not to exceed \$100,000; and

WHEREAS, VRT included the expenditure for temporary drivers in the operating budget for fiscal year 2024, **Resolution VBD23-025** as approved by the Board of Directors on August 7, 2023; and

WHEREAS, VRT will ensure these expenditures will continue to be included in the operating budget for each fiscal year; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD22-018 on 08/1/22, 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 award a contract to National Tours temporary driver services following procurement RFQ 2024-02-15 not to exceed \$100,000 for up to three (3) years.

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

Section 3. That this Resolution VBD24-021 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 1<sup>st</sup> day of April, 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April, 2024.

**ATTEST:**

**APPROVED:**

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

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

<b>TOPIC</b>	Regional National Transit Database Policy Update
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Leslie Pedrosa

**Staff Recommendation/Request**

Staff requests the Board of Directors consider approval of Resolution VBD24-023 and updates to the Regional National Transit Database Policy, Policy Number 1.30.00.

**Summary**

Public Transportation Data reporting is required by Congress since 1974. The National Transit Database (NTD) was set up to be the repository of data about the financial, operating, and asset conditions of American transit systems. The NTD is designed to support local, state, and regional planning efforts and help governments and other decision-makers make multi-year comparisons and perform trend analyses. It contains a wealth of information such as agency funding sources, inventories of vehicles and maintenance facilities, safety event reports, measures of transit service provided and consumed, and data on transit employees.

Federal Transit Administration (FTA) grant recipients – those receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) – are required to submit data to the NTD in uniform categories. More than 660 transit providers report to the NTD through the Internet-based system.

Federal formula allocations to regions are calculated using NTD data. The more public transportation service information that our region can report may benefit our region by increased federal funding.

Currently, Idaho Transportation Department (ITD) and Valley Regional Transit (VRT) are the two designated recipients of federal formula funds within the State of Idaho. NTD Reporters are:

- Valley Regional Transit
- Idaho Transportation Department
- Ada County Highway District – Commuteride
- Boise State University – Transportation Department
- Treasure Valley Transit

Based upon the requirements of FTA for NTD Reporting, it was determined that a Regional NTD Policy would clarify scope and purpose, definitions and roles and responsibilities. A Regional NTD Policy was approved by the Board in September 2018.

VRT staff previously updated the policy in August 2021. VRT staff reviewed the Regional NTD Policy in March made the following edits:

- Updated titles as applicable.

- Revised definition for “Directly Operated”

No other changes were made to the policy. VRT staff will continue to review and edit the policy every four years, or earlier as needed.

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

Policy implications pertain to addressing any areas where there may be under-reporting or duplication of reporting. VRT staff is interested in ensuring and establishing the sub-recipient reporting in the system in the way that benefits the region. Expanded NTD reporting could lead to additional federal funding resources for the region.

### **Highlights**

August 2018 Executive Board recommended approval of policy to VRT Board of Directors  
September 2018 Board of Directors approved policy  
August 2021 Board of Directors approved updates to policy

### **More Information**

#### **Attachments:**

Regional National Transit Database Policy

#### **For detailed information contact:**

Leslie Pedrosa, Chief Operating Officer, 208.258.2713, [lpedrosa@ridevrt.org](mailto:lpedrosa@ridevrt.org)



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

**Policy Number:** 1.30.00

**Resolution Number:** VBD24-023

**Policy Title:** Regional National Transit Database

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Statement of Policy**

The Regional National Transit Database policy recognizes the importance of a transparent and equitable process for achieving and maintaining a record of the public transportation information and statistical data for the region by the Valley Regional Transit (VRT) Board of Directors. A number of processes are necessary to achieve and maintain the regions information and statistical data. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties that ensure their timely completion.

**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:

**Accountable Executive:** 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.

**Automatic Passenger Counters (APC’s):** Onboard electronic devices that, along with software, count passenger activity. The APC system counts both onboarding and alighting as well as doing statistical analysis to provide accurate passenger count data used to report ridership and other important data to the NTD and local jurisdictions.

**Asset Data:** Data on capital assets, e.g. year of manufacture, useful life, specifications, etc.

**Directly Operated (DO):** Transportation service provided directly by a transit agency, using their employees or contracted employees to supply the necessary labor to operate the revenue vehicles. This includes instances where an agency's employees provide purchased transportation (PT) services to the agency through a contractual agreement. Can be found in sections B-10, F-10, F-20, A-10, R-10, R-20, R-30, FFA-10, and Declarations of the annual NTD report package and sections S&S-40 and S&S-50 of the monthly NTD safety and security summary report.

**Federal Funding Data:** Financial assistance obtained from the Federal government to assist with paying the costs of providing transit services. Can be found in section F-10 of the annual NTD report package.

**Financial Information:** Financial information that must be reported on an annual basis using accrual accounting and Uniform System of Accounts

**Full Reporting:** Full Reporters must provide the Annual Report and the monthly ridership and safety and security reports. All other reporting types file on an annual basis only.

**National Transit Database (NTD):** A reporting system that collects public transportation financial and operating information.

**National Transit Database Identification (NTD ID):** Unique five-digit number assigned to each reporting agency.

**Public Transportation:** As defined in the Federal Transit Act, "transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)."

Notes: (1) Passenger rail transportation refers to Amtrak. (2) This definition does not affect the eligibility of intercity bus service under the Section 5311 Other Than Urbanized Area (Rural) Formula Program. (3) The intercity bus and intercity rail (Amtrak) portion of Intermodal terminals is however an eligible capital cost. Can be found in the Introduction and sections B-10, A-10, A-20, and A-30 of the NTD annual package.

**Purchased Transportation (PT):** Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation (PT) does not include:

- Franchising
- Licensing operations
- Management services
- Cooperative agreements
- Private conventional bus service

**Reduced Reporting:** Reduced Reporters only provide the Annual Report and report total annual reportable safety events, as well as the total number of fatalities and injuries.

**Safety Data:** A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or other safety occurrence not otherwise classified 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 NTD thresholds. Can be found in the Introduction and sections S&S-40 and S&S-50 of the monthly NTD safety and security summary report.

**Services Area:** A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA), i.e. a corridor surrounding the routes  $\frac{3}{4}$  of a mile on either side, or for rail, a series of circles of radius  $\frac{3}{4}$  mile centered on each station. Transit agency reporters are required to submit service area information on the Identification form (B-10). Can be found in the Introduction and sections B-10 and FFA-10 of the annual NTD report package.

**Transit Profile:** Transit Profiles contain general agency information, financial, and modal data, as well as performance and trend indicators.

### Policy

The Regional National Transit Database (NTD) 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. Transit Profile
2. Service Data
3. Financial Information
4. Safety Data
5. Asset and Resource Data
6. Federal Funding Data



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 the Federal Transportation Administration.

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.

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. 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. National Transit Database Lead – a single identifiable person for the reporting agency that manages the overall NTD Reporting including the following key tasks:

1. Receive the information and statistical data from the Public Transportation Providers.
2. Compiles all NTD 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.
4. Reports the information and statistical data as required by the FTA.

**END OF POLICY**

**Adoption Date:** September 24, 2018

**Effective Date:** April 1, 2024

**Last Revised Date:** August 2, 2021, April 1, 2024

Last Reviewed Date:

Replaced:

Legal References:

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### REGIONAL NATIONAL TRANSIT DATABASE POLICY POLICY NUMBER 1.30.00 RESOLUTION VBD24-023

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED REGIONAL NATIONAL TRANSIT DATABASE POLICY, POLICY NUMBER 1.30.00,

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**” (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 is the designated recipient for Federal Transit Administration funding from the Urbanized Area Formula Program (5307); and

WHEREAS, VRT is required to submit data to the National Transit Database in uniform categories; and

WHEREAS, VRT completed an analysis of the National Transit Database reporting in the region to ensure the required reporting for the region will be met; and

WHEREAS, the Regional National Transit Database Policy identifies the reporting requirements and responsibilities and accountabilities for VRT and sub-recipients; and

WHEREAS, Valley Regional Transit staff will complete operations policy reviews to every four years, or earlier as needed to kept policies relevant and updated; 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 the updated Regional National Transit Database Policy 1.30.00.

Section 2. That by the Board of Directors approving Resolution VBD24-023, it shall rescind Resolution VBD21-024.

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 1<sup>st</sup> day of April 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April 2024.

**ATTEST:**

**APPROVED:**

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

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

<b>TOPIC</b>	FY 2023 Customer Service Report
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Rose

**Staff Recommendation/Request**

This is an action item. The Board of Directors is asked to consider acceptance of the FY 2023 Customer Service Report. Staff has compiled the customer service report for fiscal year 2023, which reviews customer service complaints, compliments, and suggestions. The VRT Executive Board reviewed the report at its March 4, 2024 meeting.

**Summary**

In 2016, the Valley Regional Transit (VRT) Executive Board and the Regional Advisory Council (RAC) began discussing the need for a comprehensive public comment report regarding Valley Regional Transit services. This report provides a general overview of public complaints and suggestions entered into the Fleetnet and Trackit document management systems by VRT staff.

The report provides an overview on what the public has to say about their experiences using VRT transportation services. The report is provided to staff to identify to address problem areas. During the fiscal year, VRT transitioned reporting from Fleetnet to TrackIt, with about half a year in each system. This report compiles data from both platforms. Future years will be exclusively in TrackIt, which will facilitate easier and more efficient customer service categorization.

**Findings**

VRT’s Customer Service desk fielded nearly 60,000 calls in fiscal year 2023, 83 of which were valid complaints. Given the nearly 1.1 million passenger trips provided, this is one indication of high service quality. Total ridership in all service categories increased to 1,096,198 in FY23, up from 1,024,845 in FY22. Report highlights:

- The total number of complaints increased by 50% from 181 to 272
- When considering ridership for all services, the valid complaints per 10,000 rides rose from 0.7% to 2.62%
- VRT received 28 compliments and 16 service requests/suggestions

Note: this report does not include public comments received at public hearings/open houses or via surveys, social media comments, or other mediums.

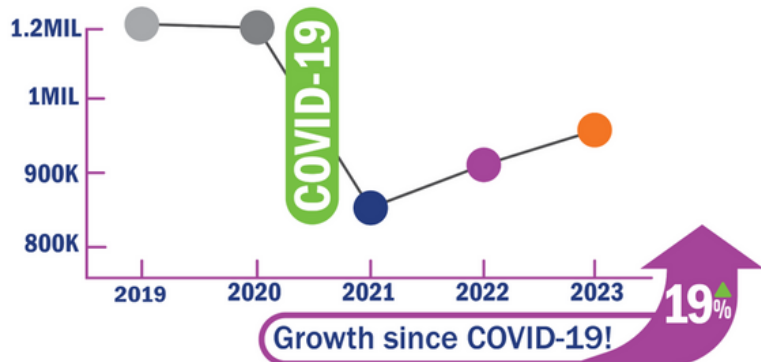
**More Information**

**Attachments:** FY23 Customer Service Report

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



## FY23 RIDERSHIP



**1,096,198**

**TOTAL RIDES**

**106,982**  
**DOOR-TO-DOOR RIDES**

**989,216**  
**FIXED-ROUTE RIDES**

- > VRT Access
- > 150 Nampa/Caldwell On-Demand
- > 160 Eagle On-Demand
- > Harvest Transit
- > SHIP
- > Metro Community Services
- > Eagle Senior Transportation

## Ridership Demographics



### AGE

- <18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- No answer



### EMPLOYMENT

- Employed full or part time
- Not employed, not seeking
- Retired
- Seeking Employment
- Other
- Homemaker or Caregiver



### HOUSEHOLD INCOME

- Less than \$13,000
- \$13,000-\$37,499
- \$37,500-\$49,999
- \$50,000 - \$74,999
- \$75,000 or more

## CUSTOMER SERVICE

VRT's Customer Service desk fielded nearly 60,000 calls in fiscal year 2023, 83 of which were valid complaints. Given the nearly 1.1 million passenger trips provided, this is one indication of high service quality.

Fiscal Year	General Calls	Access Calls	On-Demand Calls	Total Complaints	% Valid	Valid per 10K Rides
<b>FY23</b>	<b>31,921</b>	<b>13,858</b>	<b>13,809</b>	<b>272</b>	<b>31%</b>	<b>2.62</b>
<b>FY22</b>	<b>33,142</b>	<b>12,221</b>	<b>8,575</b>	<b>181</b>	<b>40%</b>	<b>0.7</b>

**1,096,198 RIDES**

**59,588 CALLS (COMBINED)**

**83 VALID COMPLAINTS**

**1,024,845 RIDES**

**53,938 CALLS (COMBINED)**

**72 VALID COMPLAINTS**

SERVICE TYPE	TOTAL RIDERSHIP	TOTAL COMPLAINTS	TOTAL VALID	% VALID	VALID PER 10K RIDES	TOP COMPLAINT CATEGORIES
Ada County Fixed Route	941,602	123	50	41%	0.53	Discourteous driver (32%) Missed passenger/pick-up (28%) On-time performance (13%)
Ada County Demand Response	31,571	6	2	33%	.63	On-time performance (33%) Discourteous driver (17%) Inaccurate/conflicting info (17%)
Canyon County On-Demand	13,823	7	1	14%	7.2	Discourteous driver (57%) Pass issues (14%) Air conditioning/heat (14%)
Canyon County Demand Response	3,131	10	3	30%	9.58	On-time performance (30%) Discourteous driver (20%) Inaccurate/conflicting info (20%)
Intercounty	47,614	28	8	29%	1.68	Missed passenger/pick-up (32%) On-time performance (25%) Aggressive/careless driving (18%)
Unknown	n/a	53	19	36%	n/a	Aggressive/careless driving (32%) Discourteous driver (28%) Missed passenger/pick-up (1%)

## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Construction services at the State Street and 18th Street Intersection Construction with Idaho Site Works

**TOTAL COST:** \$1,150,000

**PURPOSE/ACTION:** Improve transit and pedestrian amenities at State Street and 18th Street intersection consistent with the State Street premium corridor vision. Construction will replace signals, upgrade intersection surface, reconstruct sidewalks and curb ramps, install new pedestrian controls and two premium transit stations.

**SCOPE OF WORK:** The scope of services includes reconstruction of State Street and 18th Street intersection to create two premium transit stations, update curb ramps, coordinate installation of ACHD traffic signals with modernized pedestrian controls, and update drainage.

**DISCUSSION:** VRT conducted a competitive request for bid and IDAHO SITE WORKS was selected as the low bidder in March of 2024. A Construction Services Agreement with Idaho Site Works was initiated and requires Board Approval. Developing the State Street Premium corridor as envisioned by VRT and its partners, the premium transit stations at State and 18<sup>th</sup>, requires significant upgrades to adjacent infrastructure. VRT worked with ACHD and the City of Boise to develop a project that addressed all parties needs. State and 18<sup>th</sup> intersection was constructed in the 1960's when State Street was operated by the Idaho Transportation Department, which has been transferred to the Ada County Highway District. The signals, pavement, and pedestrian features are all substandard to current design standards. VRT staff worked with ACHD and City of Boise along with all local utilities to reconstruct this multi-agency project. VRT acquired property on behalf of ACHD in the summer of 2023, received ACHD's permits in the fall of 2023, and bid the project for construction in winter of 2024. VRT will need to issue a work order not to exceed \$1,150,000.

**ALTERNATIVES:** The only alternative would be to continue operating with substandard infrastructure and delay implementation of State Street corridor premium amenities. These services are an important part of VRT's responsibility in providing the state of good repair of the on-street resources.

**FISCAL IMPACT:** Valley Regional Transit had included the budget for this expenditure in the FY2023 budget amendment by Resolution VBD23-005 and in FY2024 by Resolution 24-001

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the Board approve VBD24-018 and delegate authority to the Chief Executive Officer to execute the contract with Idaho Site Works which will not exceed \$1,150,000.

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

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

Date Approved: 04/01/2024

Resolution Number: VBD24-018

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION**  
**State Street and 18th Street Intersection Construction– Idaho Site Works**  
**RESOLUTION VBD24-018**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A CONTRACT WITH IDAHO SITE WORKS FOR CONSTRUCTION SERVICES AT 18<sup>th</sup> STREET AND STATE STREET INTERSECTION**

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 working on design and implementation of improved transit facilities since 2020; and

WHEREAS, IDAHO SITE WORKS was selected through a competitive process, as the lowest qualified bidder through RFB-RFB 2024-04-01 in March of 2024.; and

WHEREAS, Valley Regional Transit Board has approved the budget for this project; and the bid was favorable to the budgeted amount and

WHEREAS, Valley Regional Transit requires an authorization for expenditure for \$1,150,000 to execute the contractual bid amount of \$986,000 plus contingency from unknown encounters not covered from the bid amount, as discovered during construction; and,

WHEREAS Valley Regional Transit had included the budget for this expenditure in the FY2023 budget amendment by Resolution VBD23-005 and in FY2024 by Resolution 24-001; 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 a contract for State Street and 18th Street Intersection Construction with Idaho Site Works



Section 2. That the Board of Valley Regional Transit approve **Resolution VBD24-018** and delegate authority to the Chief Executive Officer to finalize a contract with IDAHO SITE WORKS not to exceed \$1,150,000.

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 1st day of April 2024.

APPROVED by the Board Chair this 1st day of April 2024.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
CHAIR

## AUTHORIZATION FOR EXPENDITURE VALLEY REGIONAL TRANSIT BOARD

**PROCUREMENT DESCRIPTION:** Secure engineering and construction services through Jacobs Engineering Group to expand VRT's electric charging infrastructure.

**TOTAL COST: Not to Exceed Cost: \$12,000,000**

**PURPOSE/ACTION:** Facilitate the electrification of VRT's fixed route fleet in Ada County with the installation of electric charging infrastructure.

**SCOPE OF WORK:** Consulting services for planning, equipment procurement, construction engineering, and construction of up to 8 on route charging infrastructure in the Main Street Station transit center, 2 charging units on Main Street, and expansion of depot charging infrastructure at the Orchard maintenance facility.

**DISCUSSION:** As a result of the FY2020 Orchard Facility Master Plan, prepared for VRT by Jacobs Engineering, an evaluation of the electric bus transition plan identified the need for on route charging infrastructure at Main Street Station and expanded charging capacity at Orchard. The recommendation from the master plan was to prepare a detailed fleet electrification plan, implement the on-route charging infrastructure, and purchase additional buses to meet the future fleet and facility needs. In 2022 VRT was successful in two competitive grants to build the necessary on route charging at Main Street Station and the Orchard maintenance facility. Jacobs Engineering completed preliminary engineering, NEPA, and costs for installing electric charging at Main Street Station and the expanded Orchard facility capacity. This authorization will direct Jacobs Engineering to prepare final engineering, procure the charging infrastructure, and install charging infrastructure. The contract terms will be from 2024 until 2028. Procurement will begin immediately; construction is anticipated in 2025 through 2027 with project closeout and commissioning to follow.

**ALTERNATIVES:** Without charging infrastructure it will not be possible to meet the goals of a carbon free fleet by 2035. Alternatives were evaluated in the Orchard Facility Master Plan and shown that either additional depot charged buses would be required (requiring space and charge infrastructure at the orchard facility) or on-route charging options would need to be developed. MSS was the first priority for on-route charging due to layovers providing time to charge.

**FISCAL IMPACT:** Funding for this project was included in the FY2023 budget through the budget amendment Resolution VBD 23-005 and in 2024 through VBD 24-001, subsequent budgets will be phased from 2025-2027 up to the grant amount.

**RECOMMENDATION/JUSTIFICATION:** Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolutions VBD23-019** with a no exceed amount of \$12,000,000.

### ORDER OF REVIEW

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

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

Date Approved:

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

*Item III. N.*

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

Date Approved: Resolution Number:

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

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

Date Approved: 04/01/2024 Resolution Number: VBD23-019

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
ELECTRIC CHARGING INFRASTRUCTURE – JACOBS ENGINEERING  
RESOLUTION VBD24-019**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH JACOBS ENGINEERING TO INSTALL ELECTRICAL CHARGING INFRASTRUCTURE TO SUPPORT TRANSITION TO BATTERY ELECTRIC 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”**) 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 is responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit has assessed the condition of the electric bus infrastructure with the Orchard Facility Master Plan, the fleet electrification plan, and site/facility needs which identified on-route charging to be a high need for the electric fleet transition; and

WHEREAS Valley Regional Transit has worked with local jurisdictions of Ada County, City of Boise, and the City of Meridian to both secure funding for improving existing infrastructure and expand transit services and infrastructure; and

WHEREAS Valley Regional Transit was successful in two 2022 competitive grant awards to help fund the construction of on-route charging infrastructure at Main Street Station and expand the charging capacity at the Orchard Maintenance Facility, and

WHEREAS the expenditure of these funds will be phased over several years and included in the appropriate annual budgets; and

WHEREAS, the contract for this procurement incentivizes a timely completion of the engineering and procurement activities which will support planned service upgrades for an amount not to exceed \$12,000,000 total expended over the course of the contract; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the annual budget process; and

WHEREAS, the Valley Regional Transit has a cooperative agreement, based on a successful competitive pursuit with CTE/Jacobs Engineering which is in compliance with all local and FTA requirements; and

WHEREAS, VRT staff will administer the grant funds, schedule, and acceptance of the product; 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 Valley Regional Transit Board of Directors approves a contract with Jacobs Engineering for FY2023 Low-No Grant services not to exceed \$12,000,000.

Section 2. That upon approval of the construction contract the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreements with the selected construction firm.

Section 3. That this Resolution, VBD23-019, 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 1<sup>st</sup> day of April, 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April, 2024.

**ATTEST:**

**APPROVED:**

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

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

## AUTHORIZATION FOR EXPENDITURE VALLEY REGIONAL TRANSIT BOARD

**PROCUREMENT DESCRIPTION:** RESOLUTION VBD24-017 State Street Premium Construction Design and Construction Engineering - Jacobs Engineering

**TOTAL COST:** Not to Exceed Cost: \$1,000,000

**PURPOSE/ACTION:** Authorize contracts for administration, engineering, planning, and procurement leading to construction on State Street Premium Corridor

**SCOPE OF WORK:** Jacobs Engineering will perform final design, right of way acquisition, and construction engineering services on State Street Premium Corridor from FY2024 through FY2030

**DISCUSSION:** Valley Regional Transit began studying State Street for construction in 2021 with the Transit Operational Analysis, the State Street Premium Construction RFP was issued in 2022 and Jacobs Engineering was the selected engineering consultant. VRT and Jacobs developed the project preliminary engineering and NEPA in 2022-2023 and FTA approved the project in January 2023. Funding through RAISE grant has been delayed due to needed NEPA review and VRT is awaiting full funds authority. This contract will be tied to the term of the RAISE funds, FY2024-FY2030 and will be phased for design and construction. VRT staff will issue multiple task orders under the terms of the professional services agreement during this time, not to exceed the amount budgeted within the grants, up to \$1,000,000. The RFP included Four tasks. The first task is complete, preliminary engineering and NEPA. The remaining tasks include construction within ACHD rights of way, construction within ITD rights of way, and final design, permitting, and construction engineering.

**ALTERNATIVES:** VRT requires construction engineering to procure right of way, negotiate terms with ACHD and ITD, prepare the bid documents and perform construction inspections. Without these services, the project has no alternatives and the corridor will remain in similar condition on the highway districts timeline for construction.

**FISCAL IMPACT:** Funding for this project was included in the FY2022 and FY2023 budgets through the budget amendment Resolution VBD 23-005 and in 2024 through VBD 24-001, subsequent budgets will be phased from 2025-2030 up to the grant amount.

**RECOMMENDATION/JUSTIFICATION:** Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board approve **Resolutions VBD23-017** and authorize a contract with Jacobs Engineering with a total proposed price for the overall project does not exceed \$1,000,000.

### 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:

Item III. O.

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

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

Date Approved: 04/01/2024

Resolution Number: VBD23-017

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION  
STATE STREET PREMIUM CONSTRUCTION DESIGN AND CONSTRUCTION ENGINEERING –  
JACOBS ENGINEERING  
RESOLUTION VBD24-017**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE A CONTRACT FOR STATE STREET CONSULTING ENGINEERING SERVICES.**

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

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

WHEREAS Valley Regional Transit is responsible for the provision of quality public transportation infrastructure in the communities it serves; and

WHEREAS Valley Regional Transit has identified infrastructure needs in the State Street Corridor through the State Street Traffic Operational Analysis and completed the NEPA phase of the contract with Jacobs Engineering in January 2024; and

WHEREAS Valley Regional Transit has worked with local jurisdictions of Ada County, Ada County Highway District, Idaho Transportation Department, City of Boise, City of Eagle and the City of Meridian to both secure funding for improving existing infrastructure and expand transit services and infrastructure; and

WHEREAS Valley Regional Transit included the budget for this expenditure in the FY2022 and FY2024 budgets; and

WHEREAS the next steps leading to construction are to complete final design and program construction; 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 Valley Regional Transit Board of Directors approves a contract for consulting engineering with Jacobs Engineering on the State Street Premium not to exceed \$1,000,000.

Section 2. That upon approval of the contract the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the agreements with Jacobs Engineering.

Section 3. That this Resolution, VBD24-017, 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 1st day of April, 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April, 2024.

**ATTEST:**

**APPROVED:**

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

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

## AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

**PROCUREMENT DESCRIPTION:** Amendment of the Citizen Lab digital engagement platform contract

**TOTAL COST:** \$27,000

**PURPOSE/ACTION:** To provide a single engagement platform through which Valley Regional Transit can connect with customers and community stakeholders, share information, and solicit input to enhance decision-making, project planning, and prioritizing.

**SCOPE OF WORK:** The CitizenLab platform is designed to support the engagement work of Valley Regional Transit through a simple user experience. The features of the system include the following: A modular toolkit for easy, self-guided design and customization; Intuitive user experience for the public to access with ease on multiple device types, with the highest accessibility standards, and multiple languages; Centralized collaboration through a variety of methods (surveys, polls, workshops, ideation, etc.); Text analytics and insight tools to allow for data mining, processing and reporting; map interaction and substantial engagement opportunities with users; and the ability to create limited-access projects that can be used to better communicate with funding partners.

**DISCUSSION:** VRT entered into a one-year contract with CitizenLab in 2021 with an option for a one-year extension. The first-year contract was within the spending authority of the Executive Director. The extension required approval of the Executive Board, which was given in May 2022. During this extension period, VRT staff identified the ongoing need for digital engagement and better alignment with outreach and fiscal year cycles and proposed a contract extension, which was approved in May 2023. Staff is requesting an additional contract extension through August 2024 to support outreach and engagement for VRT's bus network redesign and provide an opportunity to enhance communication with funding partners during budgeting processes.

**ALTERNATIVES:** Continue with more traditional non-digital engagement practices such as utilizing existing contracts for individual and disconnected surveys and traditional communications channels.

**FISCAL IMPACT:** When compared to the cost of hiring communications and engagement consultants or additional staff, this platform is very affordable and provides a variety of tools that can be deployed in strategic and real-time ways for enhancing and expanding access to VRT's decision-making processes. The funding for the platform was included in the FY24 budget.

**RECOMMENDATION/JUSTIFICATION:** VRT staff requests the VRT Board of Directors approve Resolution VBD24-026, Extension of the Citizen Lab Digital Engagement Platform and delegate authority to the Chief Executive Officer to finalize and execute the contract. CitizenLab was determined to be the most advantageous vendor in the procurement process based on the functionality of the platform and the client supports the organization provides to VRT staff and has provided enhanced engagement opportunities thus far.

**ORDER OF REVIEW**

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

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

Date Approved:

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

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

Date Approved:                      Resolution Number:

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

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

Date Approved: 4/1/24              Resolution Number: VBD24-026

# VALLEY REGIONAL TRANSIT BOARD RESOLUTION

## Extension of the Citizen Lab Digital Engagement Platform Contract RESOLUTION VBD24-026

### BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE AMENDMENT OF THE CITIZEN LAB AGREEMENT

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, effective and broad-based community engagement strategies ensure activities and decisions are informed by the needs of the community; and

WHEREAS, Valley Regional Transit researched and determined a digital engagement tool would be desirable and cost-effective in supporting community engagement efforts; and

WHEREAS, Citizen Lab was determined to be the most advantageous digital platform to meet VRT’s needs; and

WHEREAS, a contract was executed with Citizen Lab in 2021, with extension agreements approved May 2022 and May 2023; and

WHEREAS, amending the agreement through August 2024 would create better alignment with VRT’s bus network redesign outreach and provide opportunities to better communicate with funding partners during budget processes; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget for FY2024, and

WHEREAS, amending the agreement requires authorization from the Board; 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  
VBD24-026

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 approve Resolution VBD24-026, authorizing extension of the Citizen Lab digital engagement platform contract for an amount not to exceed \$27,000.

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

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

ADOPTED by the Board of Valley Regional Transit, this first day of April 2024.

APPROVED by the Board Chair this first day of April 2024.

**ATTEST:**

**APPROVED:**

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

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

<b>TOPIC</b>	Valley Regional Transit Employee Handbook
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Jedry

**Staff Recommendation/Request**

Staff requests the Board of Directors review and consider approving Resolution VBD24-025 adopting the updated Valley Regional Transit Employee Handbook.

**Summary**

The Valley Regional Transit Employee Handbook that was last approved by the Board of Directors in October 2023 required several updates. The updates include:

- Grammatical changes
- Clarified employment of relatives language
- Clarified language in gift policy
- Clarified employment classifications and added a part time plus category
- Addition of a policy regarding employees volunteering for VRT-sponsored events
- Clarified employee bus passes

**More Information**

**Attachments:**

Resolution VBD24-025 VRT Employee Handbook  
Employee Handbook – Red Lined

**For detailed information contact:** Elaine Clegg, Chief Executive Officer, 208-258-2709, [eclegg@ridevrt.org](mailto:eclegg@ridevrt.org)

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### VALLEY REGIONAL TRANSIT EMPLOYEE HANDBOOK RESOLUTION VBD24-025

#### BY THE BOARD OF VALLEY REGIONAL TRANSIT ADOPTING THE UPDATED EMPLOYEE HANDBOOK

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

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

WHEREAS, Valley Regional Transit is committed to providing an environment for effective work; and

WHEREAS, a handbook is to provide basic rules and guidelines concerning employment; and

WHEREAS, Valley Regional Transit recognizes its responsibilities and obligations in employment to comply with State and Federal Equal Opportunity laws; and

WHEREAS, the successful operation and reputation of Valley Regional Transit is built upon the principles of fair dealing and ethical conduct of employees; and

WHEREAS, Valley Regional Transit will comply with all applicable laws and regulation and expects its board, officers, and employees to conduct business in accordance with the letter, spirit and of all relevant laws and refrain from any illegal, dishonest, or unethical behavior; and

WHEREAS, in general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct; and

WHEREAS, compliance with this policy of ethics and conduct is the responsibility of every Valley Regional Transit employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

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  
VBD24-025

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 Valley Regional Transit Employee Handbook.

Section 2. That the Board of Valley Regional Transit directs staff to notify employees of the revised handbook.

Section 3. 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 1<sup>st</sup> day of April, 2024.

APPROVED by the Board Chair this 1<sup>st</sup> day of April, 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIR



3 Vista

# Employee Handbook

Approved by the Valley Regional Transit Board of Directors April 1, 2024

310

BUS 310



valley  
regional  
transit

Dear Valley Regional Transit employee:

Welcome to Valley Regional Transit! On behalf of your new co-workers, I want you to know how thrilled we are you have decided to join us.

You are now an integral part of VRT’s team of transit professionals dedicated to providing the freedom to travel to everyone in this region. Every employee contributes directly to VRT’s success. Together our team takes pride in the services we provide, the way we provide them, and our dedication to working together to make our customer’s day better. We count on each staff member to play a key role in delivering excellent public transit services and to help develop an efficient, innovative, and responsive organization.

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties. We are governed by a Board of Directors primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties and special members such as colleges and universities, urban renewal districts and the Idaho Transportation Department. The Board sets the policies and budget.

VRT directly provides a variety of public and specialized transportation services in Ada and Canyon counties, including fixed-route bus service, on-demand service, paratransit service, services for older adults and persons with disabilities, and transportation to workplaces. We are the region’s leader in developing, providing, and advocating for well-funded, expansive transit services that afford mobility for all users and allows this region to thrive as we grow. We are the people who help people move.

VRT is committed to safety as a primary goal. Every VRT employee is a transit “ambassador” and is asked to put riders first. Our expectations of you are simple: always provide unsurpassed customer service; be safe, professional, courteous, and friendly to our customers and to your co-workers; and treat our customers and each other with respect. Whatever your specific job, we will provide basic customer service and communications training to be effective. We’ll make sure you receive the support, training, and tools you need to succeed and we will address any concerns you bring us.

We strive for a culture that welcomes everyone and has fun while we work hard. I know we can count on you and request that when you encounter challenges, which we all do, that you face them and work with your supervisor and peers to find solutions. My job is to ensure that you are well-informed about our activities and plans – that you understand where we are headed and why and know how you can play a role in getting us there.

I hope you find this work as satisfying and rewarding as I have.

Welcome aboard!



Elaine Clegg  
Chief Executive Officer

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## INTRODUCTION

### Better Bus Vision

Fixed-route bus transit in the region that is easy to understand and easy to use. A system that goes where people want to go when they want to get there – in other words it comes frequently with extensive hours of service to high travel destinations, and it connects less traveled places to the larger region.

### Mission Statement

(Adopted by the VRT Board April 2018 – ValleyConnect 2.0)

Valley Regional Transit's (VRT) mission is to develop and manage transportation resources and to coordinate the effective and efficient delivery of safe transportation options to the region's citizens.

### Vision Statement

We envision a region with adequate and secure funding to support public transportation options designed to meet the needs of citizens and businesses and to support livable, healthy, and sustainable communities.

### Guiding Principles

**Develop community benefit** in an overall, not just a public transportation, focused manner by enhancing the ability of citizens to make a number of choices for transportation and by providing alternative transportation for those who have no choice.

**Maximize public investment** in transportation options throughout the region to assure that resources are utilized efficiently and effectively.

**Provide connectivity** to create ease of services between people, places, and modes, by assuring reasonable ways to connect between different providers and different modes are not only available but are truly easy to understand and easy to use.

**Develop geographic reach** to assure that the geographic locations and concerns of stakeholders, both rural and urban, are thoughtfully integrated into planning and delivery of transportation options to the greatest degree possible.

**Ensure quality customer service** by placing the customer as the focal point of our processes and assure that the ease of use, flexibility of service, and satisfaction are of paramount concern to Valley Regional Transit, providers, and other partners.

**Be action-oriented** by providing the appropriate sense of urgency not only to the matter of immediate improvements, but also for longer range planning efforts with the ultimate goal of enhanced livability for the citizens of the region.



**Work as a team** in collaboration with our partners, stakeholders, and the public by demonstrating our willingness to improve how we work together for the benefit of our constituents.

**Communicate openly and directly and constantly** in an honest manner on all things, always encouraging positive communication and creating an environment where everyone's contribution to the region is acknowledged and respected.

## About Valley Regional Transit

Valley Regional Transit (VRT) is a subdivision of state government formed by a vote of the residents in 1998 as the regional public transportation authority for Ada and Canyon counties. VRT is governed by a 29-member Board of Directors primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties and special members such as colleges and universities, urban renewal districts and the Idaho Transportation Department. The Board sets the policies, budget, service levels and fares.

VRT does not have direct taxing authority and is funded through a combination of voluntary contributions from our member jurisdictions based on intergovernmental agreements, advertising, fares, pass sales, and federal grants. VRT has a bus depot/operations/maintenance facility in each county, administrative offices in Meridian an underground bus station in downtown Boise and numerous bus stops with various infrastructure. Our fleet of transit buses are fueled by compressed natural gas with additional electric fueled buses and charging infrastructure in Ada County.

VRT directly provides a variety of public and specialized transportation services Ada and Canyon counties including fixed-route bus service, on-demand service, paratransit service, services for older adults and persons with disabilities and transportation to workplaces.

## Current VRT System

- ✓ **Fixed-Route service** 22 routes across two counties
- ✓ **VRT On-Demand service;** two routes, one in Canyon County and one in Eagle
- ✓ **ACCESS service:** ADA Complementary Paratransit service to those who qualify in both counties
- ✓ **VRT Beyond Access service:** service for older adults/persons with disabilities across two counties
- ✓ **Transportation Demand Management (City Go)** coordinating travel solutions
- ✓ **Rider Assistance:** Customer Service, Trip planning, Navigation, Real-Time “where is my bus” map, Mobile Ticketing
- ✓ **Safe Routes to School:** providing education, encouragement, and safety training for walk and bike travel to school and for school age students

In addition to those services directly operated or contracted by Valley Regional Transit, the Authority is responsible for planning and administering a variety of federal transit grant programs.

## Purpose

The purpose of this employee handbook is to provide basic rules and guidelines concerning employment. This handbook supersedes any previously issued handbooks or policy statements





dealing with the subjects discussed within this document. VRT reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employment handbook can address every situation in the workplace. If there are questions about employment, ask them. If there is any difficulty reading or understanding any of the provisions of this handbook, please contact your supervisor.

## At-Will Statement

Employment with VRT is “at-will.” This means employment may be terminated at any time and for any reason, with or without notice by the employee or VRT. Nothing in this employee handbook or any other VRT document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons, or pursuant to specific procedures, or of any other guarantee of continued benefits. Only the CEO has the authority to make promises about guaranteed or continued employment, and any such promises are only effective if placed in writing signed by the CEO and specifically stating it is to have a contractual effect.

## Ethics

The successful operation and reputation of VRT is built upon the principles of fair dealing and ethical conduct of employees and the public. VRT’s reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of VRT is dependent upon the public’s trust, and we are dedicated to preserving that trust. Employees owe a duty to VRT and the communities we serve to act in a way that will merit the continued trust and confidence of the public.

VRT will comply with all applicable laws and regulations and expects its board, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation should arise where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every VRT employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

## Introductory Period

The first 90 days of employment is considered an introductory period. During this period, employees will become familiar with VRT, job responsibilities, and the culture of the organization. At the same time, VRT will have the opportunity to monitor the quality and value of performance and make any necessary adjustments in job descriptions or responsibilities. The introductory period with VRT may be revised, as deemed appropriate, by the supervisor. Completion of this introductory period does



not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the "at-will" nature of the employment relationship.

## Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image VRT presents to the public and visitors. While representing VRT, employees are expected to present a professional, clean, neat, and tasteful appearance. Dress and grooming should be appropriate according to the requirements of the position and accepted social standards. This is particularly true where jobs involve dealing with the public.

Shirts/tops must be long enough to cover the tops of pants or skirts at all times. Clothing that shows excessive cleavage is not allowed.

An employee may be sent home by their supervisor if they are found to have the following:

- Unclean clothing
- Offensive body odor
- Inappropriate attire

Supervisors may place additional requirements on attire as is appropriate for specific positions and for the safety of employees.

## Attendance

To maintain a safe and productive work environment, VRT expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on VRT. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Employees may be required to work different shifts, times, days and/or locations as directed by their supervisor.

Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. It is the employee's responsibility to maintain consistent communication with the Authority regarding the status of their absence.

Poor attendance and excessive tardiness are disruptive. Excessive absenteeism is defined as three (3) or more occurrences in one month. Either may lead to disciplinary action, up to and including termination of employment.

Not reporting to work and not calling to report an absence for three (3) consecutive days is job abandonment and is a serious matter. Job abandonment will be considered as a voluntary termination.



## Personnel Files

VRT maintains a confidential personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

It is the responsibility of each employee to notify VRT of any changes in personal data. Mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the payroll specialist within three (3) days of the change. Employees who falsify information are subject to disciplinary action up to and including termination.

Personnel files are the property of VRT, and access to the information they contain is restricted. Generally, only supervisors and management personnel of VRT who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the payroll specialist. With reasonable advance notice, employees may review their own personnel files in VRT's offices and in the presence of an individual appointed by VRT to maintain the files.

## EMPLOYEE CONDUCT

### Employee Relations

Experience has shown that when employees deal openly and directly with supervisors the work environment can be excellent, communications can be clear, and attitudes are generally positive. We believe VRT amply demonstrates its commitment to employees by responding effectively to employee concerns.

VRT strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Not every suggestion can be implemented; however, every effort will be made to determine the viability of suggestions.

### Public Relations

Every employee represents VRT to the public. The way jobs are performed presents an image of the entire organization. The public judges VRT by how they are treated with each employee contact. Therefore, one of VRT's first business priorities is to assist the public. Nothing is more important than being courteous, friendly, helpful, and prompt in response to the public. All those who contact VRT deserve to be treated with respect. Demeaning, confrontational, or other inappropriate behavior, regardless of the circumstances, directed toward any member of the public will not be tolerated.

VRT will provide public relations and services training to all employees with extensive contact with the public. Any person who wishes to lodge specific comments or complaints should be directed to

the Customer Service Department for appropriate action. Employee's personal contact with the public, manners on the telephone, and the communications sent are a reflection not only of the employee, but also of the professionalism of VRT. Positive public relations not only enhance the public's perception or image of VRT, but also pay off in greater loyalty to the organization through increased ridership and funding support.

## Standards of Conduct

To ensure orderly operations and provide the best possible work environment, VRT expects employees to follow standards of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Inappropriate use of social media or computers
- Inappropriate personal use of VRT computers

## Authority Property

Employees are always expected to be respectful of VRT property. Unless specifically pre-approved by management, VRT's property is only to be used for legitimate business purposes. Any abuse, misuse, unsafe, or reckless use of VRT's property will not be tolerated.

In limited circumstances and with pre-approval from an employee's supervisor, employees may be authorized to use VRT equipment for personal use. The employee will be required to keep an accurate inventory and to return VRT property in the same condition as it left. The employee will be responsible for the cost of VRT property that is misplaced or damaged during personal use.

VRT will not tolerate property theft of any kind. Property theft includes unauthorized use of VRT's services or facilities or taking VRT property for unauthorized personal use. Every employee is responsible for making reasonable efforts to safeguard VRT's property and must report any known violations of this policy to the appropriate supervisor.

When an employee separates from VRT, they shall be responsible to surrender all VRT property within 24 hours, in the same condition in which it was issued.

## Tobacco Use

VRT is strongly committed to maintaining and improving the health of all employees; therefore, employees have the right to work in an environment free of the hazards of tobacco. The goal is to balance the respect for individuals with the need to maintain a safe, productive, and smoke-free environment.

In keeping with the goal, no smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, e-cigarettes, or vaping) is permitted in any part of the buildings or on VRT owned or leased property, including but not limited to restrooms, break rooms, exterior entrances/exits, patios, or parking lots. Smoking, vaping, or other use of tobacco products is also prohibited in vehicles owned, leased, or rented by VRT. No additional breaks beyond those customarily allowed may be taken for using tobacco products. This policy applies to all employees, clients, contractors, and visitors.

Violations of this policy are subject to disciplinary action, up to and including termination of employment.

## Outside Employment

In general, VRT does not prohibit employees from holding employment outside of VRT except in cases where the secondary employment affects performance at VRT or creates a conflict of interest. All employees will be evaluated by the same performance standards and will be subject to the same scheduling demands regardless of any existing outside work requirements.

## Conflicts of Interest

Employees have an obligation to conduct VRT business within guidelines that prevent actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative resulting from dealings with VRT. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of VRT. Dealings with outside firms should not result in unusual gains for either party. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks,



and other windfalls ultimately designed to benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative they disclose the possible conflict to an executive level manager of VRT as soon as possible.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which VRT does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving VRT.

## **Employment of Relatives - Conflicts of Interest**

It is the goal of the organization to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with another current employee are not permitted to hold a position that creates a direct reporting relationship with whom they are involved. VRT also reserves the right to take prompt action if an actual, potential, or perceived conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. VRT retains the right to refuse to hire, promote, and/or transfer relatives into the same department, division, or facility if doing so may cause an adverse effect on:

- Supervision
- Work productivity or performance
- Security and safety
- Morale
- Conflicts of interest (actual or perceived)
- Improper influence of favor
- Confidentiality
- Scheduling and application of time off benefits

If VRT employees are relatives, consideration should be given to ensuring appropriate professional boundaries exist (i.e. with communication, confidentiality, etc.) at work and understand each employee is judged by their own merits to ensure no potential conflict of interest arises.

In the case where a relative or person involved in a dating relationship is in a supervisory position above the direct supervisor of the relative or person in the dating relationship, the direct supervisor of that person will have the option of taking sensitive decisions or questions regarding that relative or person in a dating relationship to another supervisor in a peer supervisory position in a separate department so as to avoid a potential conflict of interest.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the

supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals involved will have 30 days to decide who will be transferred to another available position or resign from VRT immediately. If that decision is not made within 30 days, management will decide who is to be transferred or, if necessary, terminated from employment.

Employees in a close personal relationship with another employee should refrain from public workplace displays of affection or excessive personal conversation.

## Gifts

Employees must report, in writing, all gifts, tickets to sporting or music events, or any item having more than nominal value in excess of \$50 (fifty dollars). Employees should be very cautious about receiving gifts from vendors who are competing for VRT's business as the receipt of such gifts might create an actual or perceived conflict of interest.

As Employees of a Political Subdivision of the State of Idaho all Valley Regional Transit employees are subject to Idaho Code TITLE 18 CHAPTER 13 regarding GIFTS TO PUBLIC SERVANTS BY PERSONS SUBJECT TO THEIR JURISDICTION. (see Section 18-1356 – Idaho State Legislature)

In addition, VRT offers the following guidance: A Valley Regional Transit employee may not accept any **valuable** gift, whether in the form of service, loan, thing, or promise, from any person or business which is interested directly or indirectly in any manner whatsoever in business dealings with VRT. A valuable gift does not include trivial benefits not to exceed the value of **fifty dollars (\$50.00)** incidental to personal, professional, or business contact and involving no substantial risk of undermining official impartiality.

When is permissible to accept a gift with a value that exceeds fifty dollars (\$50.00)?

The following, if offered by a conference or event, organization or group, where you are attending as a member or affiliated, are permissible if they are offered (or the chance to win them is offered) to all attendees and they are sponsored by the conference organizer, organization or group.

- **Attendee gifts:** such as gift bags
- **Awards:** if offered through a competition or jury process
- **Door prizes:** prizes must be randomly selected
- **Event tickets:** If event tickets are worth more than fifty dollars (\$50.00) and the entity or organization does not do business with Valley Regional Transit the employee is not prohibited from accepting the tickets. It must be clear that the ticket is not being used in an attempt to influence the employee in any sort of business relationship with VRT. If there is any appearance of trying to influence VRT business, the employee is prohibited from accepting the ticket.
- **Volunteer thank you gifts:** if the employee is being compensated for the activity by VRT they may not accept gifts for volunteering



## Bulletin Boards

Bulletin boards have special notices and important information that all employees will want to know about. Items to be posted on bulletin boards or anywhere on the premises must be submitted to a supervisor for prior approval. Employees are required to check bulletin boards regularly for items of interest and importance.

## VRT POLICIES

### Equal Employment Opportunity/Affirmative Action Program

Equal Employment Opportunity (EEO) laws prevent employers and their contractors from implementing discriminatory employment practices. These laws ensure all qualified persons are entitled to equal employment opportunities based on merit. Discrimination against qualified employees or applicants because of race, color, gender, national origin, disability, age, veteran status, sexual orientation, or gender identity is strictly prohibited.

VRT is committed to complying with these laws. Non-discrimination is emphasized and prevails throughout every aspect of the employment relationship, including recruitment, hiring, promotion, examination, training, performance evaluation, transfer, compensation and benefits, discipline, layoff, recall, and termination. All personnel actions are administered in accordance with the EEO laws.

VRT is further committed to taking affirmative action to encourage minorities and women to apply for employment and advancement within VRT. It is a goal of VRT to achieve an employee population representative of the locally available workforce. Successful achievement of this policy will allow VRT to reap the benefits of a diverse workforce.

VRT requires each employee to conduct themselves in support of this policy to ensure the working environment is free from intimidation, harassment, and all other discriminatory actions. In addition, VRT management and administration will continue to encourage and implement employment practices based on fair and equitable job-related criteria. Reasonable accommodations for persons with disability, religious conviction, or belief, will be explored upon request when such accommodation would enable an otherwise qualified individual to perform the essential functions of a position. Management will conduct policy oversight.

An applicant or employee who feels their rights under this policy have been violated may file a complaint by contacting the CEO. If the employee is uncomfortable contacting the CEO or if they believe the CEO violated their rights under this policy, the employee may make a complaint by contacting VRT's Board chair. Supervisors, employees, and applicants may file a complaint alleging discrimination or participate in an investigation without fear of retribution or other penalty. An immediate investigation will ensue, and a response made as soon as possible. At any time, either party may pursue additional action by contacting the following external resources designed to protect Human Rights:



**EEO Commission**  
 Seattle District Office  
 Federal Office Building  
 909 1st Ave., Suite 400  
 (208) 334-2873  
 Seattle, WA 98104-1061  
 TTY (208) 334-4751

**Idaho State Human Rights Commission**  
 317 Main Street  
 Boise, ID 83735  
 (208) 334-2873

## Immigration Reform and Control Act (IRCA)

VRT is committed to employing only United States citizens and individuals who are lawfully authorized to work in the United States and does not discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment and regardless of the nature of the job or the number of hours or months employed, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to beginning employment. Those unable to present the required documentation will not be allowed to work. Former employees who are rehired must also complete the form if they have not completed an I-9 with VRT within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the payroll specialist. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## Respectful Workplace

VRT is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature perceived or intentional. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or display of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of employment
- submission or rejection of the conduct is used as a basis for making employment decisions
- the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment

Other forms of harassment include ethnic slurs, racial jokes, verbal/physical abuse or other offensive or persistently annoying conduct directed at a person's gender, race, color, disability, national origin, sexual orientation, gender identity or age which:

- has the purpose or effect of creating an intimidating or hostile work environment
- unreasonably interferes with an individual's work performance
- otherwise adversely affects an individual's employment opportunities

Employees are responsible to make an immediate report to a supervisor if they experience or witnesses sexual or other unlawful harassment in the workplace. If the supervisor is unavailable or it is believed it would be inappropriate to contact that person, employees should immediately contact any member of management. Concerns may be raised, and reports made without fear of reprisal or retaliation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the CEO so it can be investigated in a timely and confidential manner.

All allegations of harassment will be investigated quickly and discreetly. To the extent possible, confidentiality will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

If the findings of the investigation indicate that a violation of this policy has occurred, VRT will take immediate and appropriate corrective and/or disciplinary action, up to and including termination of employment of the harasser. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. Specific information regarding corrective action shall be communicated on a strictly need to know basis only.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employees who complain of harassment or discrimination, provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected from retaliation. Retaliation is considered as serious as prohibited discrimination or harassment. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to immediate and appropriate disciplinary action up to and including termination of employment. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation include negative actions such as poor performance evaluations, changes in job duties or other negative employment decisions, laughing at, ignoring, or failing to take seriously

reports/complaints of discrimination or harassment, or continuing/escalating harassing behavior after the employee objects.

## Inappropriate Workplace Conduct

While it is expected that everyone in the workplace will behave in a professional manner and treat each other with dignity and respect, it does not always happen.

Inappropriate workplace conduct includes, repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors and executive level managers, that VRT will not tolerate inappropriate conduct. Employees found in violation of this policy will be disciplined up to and including termination.

Inappropriate behavior may be intentional or unintentional. However, it must be noted that where an allegation is made, the intention of the alleged conduct is irrelevant and will not be considered when determining appropriate disciplinary actions. What is important is the effect of the behavior upon the individual. The following are examples of inappropriate conduct (not an inclusive list):

<b>Verbal</b>	Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
<b>Physical</b>	Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property
<b>Gestures</b>	Nonverbal threatening gestures or glances that convey threatening messages
<b>Exclusion</b>	Socially or physically excluding or disregarding a person in work-related activities
<b>E-mail</b>	Disparaging or negative conversations or comments about the target via email

In addition, the following examples may constitute or contribute to evidence of inappropriate conduct in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in public or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail and other communications



- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do his or her work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property)

## Workplace Violence Prevention

VRT is committed to preventing workplace violence and to maintaining a safe work environment. VRT has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of VRT without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intervene or see what is happening.

All reports of threats or actual violence and of suspicious individuals or activities will be investigated promptly and thoroughly. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, VRT may suspend employees, either with or without pay, pending investigation.



Anyone determined to be responsible for threats or actual violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

VRT encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. Employees will not be disciplined for raising such concerns. VRT is committed to assist in the resolution of employee disputes.

## Accommodation

VRT is committed to fully complying with the Americans with Disabilities Act as Amended (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities.

It is the policy of VRT to provide fair and equitable employment related opportunities to qualified persons with disabilities and, upon request by such person, reasonable accommodation(s), unless accommodation would impose an undue hardship. For this policy, the term “disability” means a physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activities. A “disabled person” means any person who: 1) has a disability; 2) has a record of a disability; or 3) is regarded as having a disability. The term “otherwise qualified disabled person” means a disabled person who, with or without reasonable accommodation, can perform the essential functions of the employment position that such person holds or desires. Applicants or employees who are currently engaging in the illegal use of drugs, or whose alcohol or illegal drug abuse inhibits meeting the same standards of performance and conduct that are set for other employees are not considered disabled for the purpose of this policy.

VRT is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. VRT will follow all state or local laws that provides individuals with disabilities greater protection than the Americans with Disabilities Amendments Act (ADAAA).

This policy is neither exhaustive nor exclusive. VRT is committed to taking all other actions reasonably necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

## Drug Free Workplace and Alcohol Use

In compliance with the Drug-Free Workplace Act of 1988, VRT has a longstanding commitment to provide a safe, quality-oriented, and productive work environment consistent with the standards of the region in which the Authority operates. Alcohol and drug abuse poses a threat to the health and safety of VRT employees and to the security of the Authority’s equipment and facilities. For these reasons, VRT is committed to the elimination of drug and alcohol use and abuse in the workplace.

VRT prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting Authority business. VRT employees are also prohibited from misusing

legally prescribed or over the counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

VRT does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, VRT reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to the payroll specialist within five days. Failure to comply will result in automatic termination.

VRT will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other VRT policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including termination, will be unavoidable.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

- Whenever employees are working, are operating any VRT vehicle, are present on VRT premises or are conducting Authority-related work offsite, they are prohibited from:
  - using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia)
  - being under the influence of alcohol or an illegal drug as defined in this policy
  - possessing or consuming alcohol
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body, while performing Authority business or while in an Authority facility, is prohibited.
- VRT will not allow employees to perform their duties while taking prescribed drugs adversely affecting the ability to perform job duties safely and effectively. Employees are encouraged to provide their supervisor with information regarding any prescription medication that could potentially impair their ability to perform their job functions.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency.

## Drug Free Workplace Testing – Non-Safety-Sensitive Employees

As a condition of employment, all applicants are required to participate in pre-employment drug testing. These requirements are applied to non-safety sensitive employees, which all VRT employees are considered, and as such are not governed by the Federal Department of Transportation drug and alcohol regulations.





VRT employees may be required to participate in reasonable suspicion, post-accident, and follow-up drug testing upon selection or at the request of their department manager or the CEO. Testing will be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet VRT believes they are impaired, under no circumstances will the employee be allowed to drive themselves home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, will result in discipline up to and including termination.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a supervisor and the third-party Human Resource provider. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

All drug-testing information will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among supervisors on a need-to-know basis and may be disclosed when relevant to a charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

## Electronic Media

Computers, computer files, cell phones, the e-mail system, and software furnished to employees are VRT property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

VRT strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, VRT prohibits the use of computers, cell phones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic or health information, or any other characteristic protected by law.

To enforce this policy and other policies, VRT reserves the right to conduct such searches of its property as it determines are appropriate, including searches of personal information stored in VRT's e-mail and computer systems. Accordingly, information that an employee considers private and confidential should not be stored in or accessed through VRT's information systems.



## Workplace Monitoring

Employees shall have no expectation of privacy in their use of VRT property, including electronic media. Workplace monitoring may be conducted by VRT to ensure quality control, employee safety, security, and client satisfaction.

## Social Media Policy

VRT understands that social media can be a fun and rewarding way to share life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communication or posting information or content of any sort on the Internet, including to an individual or someone else's blog, journal, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with VRT, or not, as well as any other form of electronic communication.

Ultimately, each employee is responsible for what they post online. Before creating online content, employees are encouraged to consider some of the risks and rewards that are involved. Employees should be aware that content that adversely affects their job performance, the job performance of co-workers, or otherwise adversely affects VRT customers, clients, suppliers, or other people who work on behalf of VRT may result in disciplinary action up to and including termination.

Employees are encouraged to be fair and courteous to fellow employees, customers, clients, suppliers, or other people who work on behalf of VRT. Employees are also reminded that conflicts or complaints are more likely to be resolved through direct, face-to-face communication, rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post a complaint or criticism, employees are asked to avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, clients, suppliers, or employees, or that might constitute harassment or bullying.

## Personal Property

VRT discourages the use or storage of personal property within the facilities or vehicles. VRT will not be held responsible for the loss or damage to an employee's personal property that is brought to or left on the premises.

Employees who drive their personal vehicles to work are responsible for the security of their vehicle. VRT is not responsible for loss or damage to private automobiles parked on Authority property except for damages caused by at-fault drivers operating agency owned or leased vehicles.

## Personal Devices

The purpose of this policy is to promote a safe and productive work environment. To that end, VRT expects the following:



- Cell phones and personal devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
- Employees may carry and use personal cell phones or devices while at work on a sporadic basis. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per Authority policy.
- Use of handheld cell phones for sending or receiving text messages, reading, or taking notes while operating a VRT vehicle is strictly prohibited.

Failure to follow this policy may result in disciplinary action up to and including termination.

## Employee Exposure or Positive Test of a Communicable Disease During Active Public Health Orders

It is VRT's policy to ensure a safe workplace by monitoring the health of its employees. VRT requests employees: who exhibit symptoms of a communicable disease; who know they have been exposed to a communicable disease; or who test positive for a communicable disease, to report these findings to their immediate supervisor. The employee must follow any direction that the supervisor gives them and follow any current directives from the local health district or other agency, which may be directing efforts to contain said disease. The disclosure will be kept confidential, and no employee shall be discriminated or retaliated against because of the disclosure.

### Responsibilities

- **Employees:** VRT will rely on all employees to self-monitor their health and report anything that may cause a communicable/contagious disease to infect other employees.
- **Supervisors:** All front-line supervisors shall report to their immediate manager any reports from employees where the employee suspects they may be contagious. The supervisor is to work with the employee to ensure the employee's identity, well-being, and safety is given high priority and that all HIPAA regulations are followed. The supervisor will also determine from the employee what the possible exposure is to other employees. All information shall be passed onto their manager and the HR representative working with VRT.
- **Managers:** All managers shall make sure the supervisor knows and understands the HIPAA regulations. The managers shall monitor the situation closely and work with the HR representative assigned to VRT at that time. The manager shall ensure all regulations and procedures are followed and that all sanitation measures have been taken to ensure a safe environment for all employees.

### Reimbursement Guidelines

Valley Regional Transit (VRT) may ask or require employees to work from home, temporarily, due to an active public health order. VRT recognizes employees will need certain office supplies to complete their work remotely in these instances. VRT requires employees to pick up existing office supplies from their respective VRT facility when feasible (paper, pens, etc.). When employees are unable to obtain necessary supplies from their facility, VRT will reimburse employees for the following work-related expenses.

## Covered Expenses

- Personal cell phone expenses will be reimbursed up to \$50 per month
- Personal internet expenses will be reimbursed up to \$35 per month
- Mileage will be reimbursed at the current IRS issued standard mileage rate
- Printer ink will be reimbursed at the actual purchase price
- Printer paper will be reimbursed at the actual purchase price

## Non-Covered Expenses

(This is not a complete list. Please refer to the list of covered expenses.)

- Electricity
- The purchase of personal office equipment or furniture
- Mileage for commuting to your respective VRT facility to complete routine work assignments

## Responsibilities

- **Employees** are required to submit all requests for reimbursements, on VRT's expense report, form to their supervisor with bills or receipts for the requested reimbursements. Travel reimbursement requests need to include the date, mileage, and reason for travel.
- **Supervisors** are required to review all requests for reimbursements to determine they are compliant with the guidelines and the appropriate documentation has been submitted.

## Hybrid Work Model

The Valley Regional Transit hybrid work model gives some employees the ability to split their time between working onsite at a designated VRT location, or at a remote/offsite location. The purpose of this policy is to outline the parameters and approval process for hybrid work arrangements. Management and supervisors are responsible for administering hybrid work in accordance with this policy. Regular full-time and regular part-time employees, including probationary employees, who are regularly assigned to work 19-hours or more per week and who are in positions that meet the hybrid work eligibility requirements may be permitted to work in a hybrid work model. Temporary staff do not qualify to work in a hybrid manner.

The hybrid work model is not considered a VRT-wide employee benefit, right or entitlement. The Hybrid Work Model Policy in no way creates a contract, changes the terms and conditions of employment, modifies the employment relationship between VRT and the employee, or restricts management's rights to revise or end remote work or a hybrid work model assignment at any time.

Employees who work in the hybrid work model are expected to comply with all VRT policies, regardless of work location, and all work product remains the property of VRT. VRT reserves the right to modify or terminate any/all conditions of this policy, at any time, with or without notice.

While some positions are conducive to hybrid work arrangements, other positions simply are not. The hybrid work model eligibility and availability are based on the position and will depend on a variety of factors. Please see Addendum A for additional information on Hybrid Work Model Procedures.



Approved hybrid work schedules must be documented on the Hybrid/Alternative Work Schedule form and kept in the personnel file.

## Alternative Work Weeks for Non-Exempt Employees

With supervisor approval, a non-exempt employee may commence an alternative workweek schedule. Examples of an alternative work week schedule may include working four ten-hour days in a workweek, or four nine-hour days and one 4-hour day, as examples. The alternative workweek schedule is not appropriate for all positions and/or departments and will only be available as the position allows therefore prior approval is always required. Flexibility must be ensured with alternative workweek schedules and adjustments are to be made for business necessity (i.e. to allow for important meetings, for workflow purposes, holiday weeks, etc.). Alternative work schedules may be adjusted at any time and without notice at the discretion of the supervisor and/or needs of the organization.

With supervisor approval, exempt employees have flexibility to work an alternate work schedule. Non-exempt employees (i.e., overtime-eligible) must be mindful of the fact that they incur overtime in any week in which they work more than 40 hours and must ensure they follow the overtime policy.

Approved alternative work schedules must be documented on the Hybrid/Alternative Work Schedule form and kept in the personnel file.

## Credit Card Policy

Eligibility for a business-related credit card is determined by the Chief Financial Officer (CFO) on a case-by-case basis. If a staff member believes they are eligible for a business-related credit card, they may submit a request with their business case to hold a credit card. That case must also have the approval of the staff member's immediate supervisor.

Card limits are determined by the CFO on a case-by-case basis. If a card holder believes they should have a different limit than they currently hold, they may submit a request with their business case for a different limit. That case must also have the approval of the card holder's immediate supervisor.

If a card holder needs to make a purchase on their credit card that is higher than their limit, or over \$3,000, the card holder must get prior approval from the CFO or Controller before the purchase occurs.

### Allowable Expenses

Business-related credit card purchases are limited to micro purchases and purchases where it is not possible to comply with the standard requisition and procurement processes.

The following are examples of expenditures that are eligible for purchase on Author credit cards.

- Online purchases where the company does not allow for invoicing
- Travel including hotel and flight
- Small items typically found on expense reports

## Ineligible Expenses

The following are examples of expenditures that are **NOT** eligible for purchase on Authority credit cards.

- Purchases of gift cards
- Cash advances
- Payments to contracted vendors

## Card Holder Responsibilities

### Reconciliation

Authority card holders must submit all original receipts for each month to accounts receivable staff within ten (10) days after the end of the month. A card holder may request an extension due to vacation or business travel, but that request must be approved by accounts receivable staff prior to the ten (10)-day deadline.

### Personal Purchases

Authority card holders may not make personal purchases on their company credit card. If a personal purchase is accidentally made on an Authority credit card, the card holder must immediately notify accounts receivable staff and will be required to reimburse the Authority the full cost of the purchase. The reimbursement will be withheld from the card holder's next paycheck.

### Card Security

A card holder has ultimate responsibility for an Authority credit card. A card holder shall treat the safety of the card the same way they treat the safety of their personal credit cards. They will not leave it unattended or give it to any other person (e.g., friends, family, colleagues) even just to hold.

- Card holders shall report a stolen or missing credit card to the CFO immediately

### Policy Violation

Any violation of this policy or abuse of credit cards by Authority card holders will be addressed as noted below and may result in disciplinary action up to and including termination of employment.

- First time violations will result in a minimum 6-month suspension from card holding
- Second time violations will result in an indefinite suspension from card holding

## Travel Policy

All employees who travel and incur business expenses on behalf of the Authority, as well as those responsible for the approval of these expenses are expected to use prudence, discretion, good judgment, and the application of these policies to assist in maintaining control over travel expenses. Employees shall not gain a personal financial benefit from travel on behalf of the Authority unless otherwise permitted in the travel procedures. The absence of guidance covering particular situations

does not relieve a supervisor or employee from the responsibility of exercising good judgement. For the purposes of this policy, the term “travel” refers to a work-related trip or journey that is outside of an employee’s regular/typical job duties. Transitioning between home and work is not considered travel for the purpose of this policy.

Travel authorization is required prior to commencement of travel and incurring expenses. Authorization requirements may vary depending on the person(s) traveling and the destination.

All travel requests shall be authorized and approved by the employee’s Department Director or designee. Travelers should attempt to use the most cost-effective and efficient mode of travel after considering total time and convenience involved, as well as direct costs for airfare, mileage, taxi’s, rental cars, other fares, etc.

Per diem will be provided via direct deposit in most cases. Employees may also request reimbursement for allowable travel expenses that are actually incurred and paid for using personal funds.

The Authority will follow travel guidelines in accordance with the Fair Labor Standards Act (FSLA) when an Authority employee is required to travel. [Please reference Addendum B for more information regarding the Travel policy.](#)

## PERFORMANCE

### Performance Management

The most successful performance management process occurs all year long, not just at review time. Ongoing performance management supports each employee’s efforts throughout the review period, from setting goals to documenting performance to providing feedback. In addition to regular ongoing coaching, VRT has chosen to conduct one annual evaluation and your supervisor will provide ongoing coaching and feedback on your performance.

Maintaining ongoing performance-related documentation makes it easier to plan, track, evaluate, and improve employee performance. The annual reviews allow employees and supervisors to:

- Set and track goals
- Record examples of ongoing performance, including achievements, training, and critical incidents
- Document coaching sessions
- Measure performance against job descriptions, past reviews, and other performance-related documents

The performance review provides an opportunity for a one-on-one exchange between an employee and his/her supervisor for the purpose of communicating expected work standards of performance, establishing job objectives, and discussing work accomplishments and progress. Performance reviews with an overall ranking of average does not mean an employee is a poor performer but is an opportunity to grow within the current position.



Increases in pay are not directly tied to performance evaluations. Performance evaluation results will be taken into consideration should the budget allow for pay increases.

## Progressive Discipline

The purpose of this policy is to state VRT's intent to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Although employment with VRT is based on mutual consent and both the employee and VRT have the right to terminate employment at will, with or without cause or advance notice, VRT may use progressive discipline at its discretion.

Disciplinary action may call for any of five steps:

- Verbal warning
- Written warning
- Final written warning
- Suspension with or without pay
- Termination

One or more steps may be bypassed based upon the severity of the incident.

## Wage and Salary Administration

The wage and salary administration program at VRT was created to achieve consistent pay practices, comply with federal and state laws, mirror VRT's commitment to Equal Employment Opportunity, and offer competitive salaries within the labor market. Because recruiting and retaining talented employees is critical to success, VRT is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions, experience levels, and wage comparability studies. VRT periodically reviews its salary administration program and restructures it as necessary.

- Employees will normally begin at the entry level of their position pay range. However, management may choose to assign certain employees at a higher rate because of recruiting difficulty or the experience level of the candidate.
- Employees are eligible for, but not guaranteed, salary or wage increases one-time per year until the upper limit of the position's salary range is reached. Salary and wage increases are awarded based on various factors such as budget and job performance. From time-to-time salaries and wages may undergo review and be adjusted outside of the yearly increase.
- Employees who have reached the upper limit of their position's salary range will receive increases only in the event of salary range adjustments. Management will periodically analyze the wage and job responsibilities of each position and will adjust as necessary.



## Job Descriptions

VRT maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Upon hire, each employee will be required to sign a copy their job description and when any updates/changes are made to their job description.

## Training

Upon hire, all new employees will receive an orientation to VRT and its policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale.

## COMPENSATION

### Employment Classification

It is the intent of VRT to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time-period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and VRT.

- **Full-time employee:** an employee who is regularly scheduled to work ~~4030~~ or more hours per week and is eligible to participate in all benefit programs
- **Part-time employee:** an employee who is regularly scheduled to work less than ~~3929~~ hours per week and may be eligible for some benefits. For benefits purposes, there is a distinction between 20-29 hours per week (“Part Time Plus”) and less than 20 hours per week.
- **Temporary employee:** a full-time or part-time employee, who is working for a short, defined time-period and is not eligible for benefits

### Employee Categories

VRT is subject to and complies with the Fair Labor Standards Act (FLSA) of 1938, as amended. As such, all employees are categorized as either exempt or non-exempt from the FLSA provisions. These categories determine eligibility for overtime pay.

- **Exempt Employee:** an employee who is paid a set salary, regardless of time required to complete the job, and is not eligible for overtime pay
- **Non-Exempt Employee:** a full-time or part-time employee who is paid on an hourly basis for time worked. Such employees are eligible for overtime pay



## Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require VRT to keep an accurate record of time worked to calculate employee pay and benefits. Time worked, is all the time actually spent on the job performing assigned duties. Records must include time worked, sick leave, vacation, and holiday hours.

Timecards and time off requests are to be submitted through the payroll system that VRT is currently utilizing. Full-time and part-time hourly employees must enter their time and approve their timecards prior to the employee's supervisor approving.

Exempt employees are only required to submit time off requests when they are using sick, vacation, or floating holidays.

Non-exempt employee pay is based upon a regular schedule, usually 40 hours per week. Any exceptions to the regular schedule including paid holidays, floating holidays and vacation time should be submitted in the payroll system.

**It is important that time off requests and timecards are submitted in a timely manner, therefore they are due by 5pm on the Monday after the pay period is completed. Any changes to this deadline because of requirements from the payroll processor will be communicated.**

## Meal and Rest Breaks

While no state or federal law requires rest breaks, VRT may do so as a courtesy. The appropriate use of short breaks may increase employee efficiency and result in better customer service. A manager may determine the appropriate duration of a break for the office, up to a maximum of 20 minutes total. These breaks will be considered paid work time. Managers may discontinue breaks as needed to ensure proper staffing to meet customer demand. Unauthorized extensions of authorized work breaks will not be considered work time. Breaks may not be combined or foregone to leave earlier in the day.

In addition, all employees who work more than six hours in a day shall take a meal break. Meal breaks are not less than 30 minutes and are generally unpaid; however, employees who are required to work during the meal break will be paid for that time.

## Travel Time

The time an employee spends commuting to and from work is considered "home-to-work travel" and is not considered work time. However, the time an employee spends traveling from one worksite to another for work purposes is considered work time.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.





VRT takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Should an error occur, promptly notify your supervisor or the payroll specialist.

## Overtime and Compensatory Time

Consistent with the Fair Labor Standards Act (FLSA), non-exempt employees shall receive monetary compensation at the rate of one and one-half times their regular hourly rate for overtime hours (hours worked in excess of 40 hours per week). Non-Exempt employees may accept compensatory time in lieu of overtime by so informing their supervisor prior to working the overtime and clearly documenting this on the time sheet on the week the overtime is accrued. Comp time should be used within the quarter it is accrued. Under certain circumstances an exception may be granted by the CEO. Exempt employees are not eligible for overtime or compensatory time.

Time off for sick leave, vacation leave, or holiday pay will not be considered hours worked in overtime calculations.

- All overtime must be approved by the supervisor in advance. Failure to work assigned overtime may result in disciplinary action, up to and including termination of employment.

## Pay Periods

All employees are paid biweekly every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods for all employees shall be 14 days and will end on the Saturday before the bi-weekly pay date.

When a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the preceding Thursday.

Employees are expected to have pay directly deposited into personal bank accounts. Employees will have access to an itemized statement of wages when VRT makes direct deposits.

## Payroll Deductions

The law requires VRT make certain deductions from every employee's compensation. Among these are applicable Federal, State, and local income taxes. VRT must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Federal Insurance Contributions Act (FICA), and any wage garnishments.

VRT offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Any changes affecting payroll and deductions, including an employee's name or tax withholdings as identified on the W-4 form, must be submitted through the payroll system that VRT is currently utilizing no later than the final day of the pay period. Any changes to dependents for insurance purposes must be communicated to the payroll specialist the month before they start. Any changes to PERSI 401(k) deductions must be submitted in writing to the payroll specialist no later than the final day of the pay period.



## BENEFITS AND LEAVE

Eligible employees at VRT are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Please see the summary plan description (SPD) for specific eligibility. When this handbook conflicts with the SPD and/or the benefit plan, the language of the benefit plan shall control. VRT reserves the right to modify or terminate any benefit plan at any time.

### Group Health Insurance

VRT offers group medical insurance programs to all full-time employees, and part-time, plus employees who regularly work over 20 hours based upon individual benefit eligibility and participation requirements. VRT pays a portion of the medical premium for the employee and dependents. Details of the plan are available from the payroll specialist.

### Group Life Insurance

VRT pays 100% of the life insurance premium for eligible employees. Details of the insurance plans are available from the payroll specialist.

### Short Term/Long Term Disability

VRT pays 100% of the insurance premium for Short Term and Long-Term Disability. A full-time employee may be eligible for short term disability when unable to work due to illness, pregnancy, or injury. Specific stipulations and plan details are outlined in the carrier's documentation which is available from the payroll specialist.

The short-term disability will run concurrent with FMLA and the employee must exhaust accrued paid leave including comp time, vacation, floating holiday pay, and sick leave prior to short term disability use. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

### Medical Certification

The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the director of human resources, who will review the certification and determine benefit qualification.

### Return to Work

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance to the director of human resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA.

Employees with questions regarding this policy should contact their supervisor.

## Retirement

VRT is a participant in Public Employee Retirement System of Idaho (PERSI). All VRT employees who work more than 20 hours per week for five consecutive months are defined as an employee within the PERSI statutes and are required to participate in the PERSI Basic Retirement Plan. The Basic Plan is a defined benefit plan that pays retirement income to the employee based upon an established formula. PERSI Basic Plan contributions for both the employer and employee are set annually by the PERSI Board of Directors.

In addition to the Basic plan, PERSI also offers a 401(k) plan for participating employees known as the PERSI Choice 401(k) Plan. Employees may make voluntary contributions to the PERSI Choice plan. VRT does not match employee voluntary contributions to the PERSI 401(k) plan.

PERSI Basic and Choice plans are automatically deducted from each employee's pay before Federal and State tax withholdings are calculated. While the amounts deducted will generally be taxed when they are distributed, favorable tax rules typically apply to PERSI Basic and Choice distributions.

Complete details of the plans are described in the PERSI Handbook, which is provided to eligible employees and is available on-line from PERSI. Contact the payroll specialist for more information.

## Flexible Spending Account (FSA)

VRT offers Flexible Spending Accounts (FSA) to its employees. An FSA is a voluntary account where employees can set pre-tax dollars aside to pay for eligible medical expenses. For employees that choose to participate, all funds added to their account will come solely from voluntary payroll deductions. VRT will not provide any match to the funds. However, VRT will cover all the administrative fees associated with managing their account.

Plan years are based on a calendar year. Employees that opt out at the time of hire will not be able to participate until the next open enrollment period. For employees that choose to participate, plans will go into effect the first month after their hire date. VRT's plan allows employees to carry over the current IRS maximum amount from one year to the next.

## Provided Transportation

~~Each employee, their spouse, and dependent children (high school age or younger) will be allowed to ride for free on any regularly scheduled transit bus operated within the VRT service area. Bus passes will be issued by customer service and must be shown to the bus driver upon each boarding.~~

Each full-time employee, one adult, and dependent children (high school age or younger) within the employee's household, will be allowed to ride for free on any fixed-route or on-demand vehicle operated within the VRT service area. If no dependent children are assigned a pass, up to two adults (excluding the employee) within the household may be assigned a bus pass. Bus passes will be issued by customer service and must be shown to the driver upon each boarding.

Employee household bus passes will be reviewed on a yearly basis. Person(s) no longer living within the employee's household are no longer eligible for bus passes.

## Workers' Compensation

Workers' compensation is a no-fault insurance required by law that provides medical treatment and partial loss of wage compensation for covered workers whose injury or illness is a result of employment activities. VRT pays 100% of the cost of premiums for workers' compensation insurance.

## Unemployment Benefits

VRT pays all costs of unemployment benefits required by law. Unemployment benefits provide unemployment compensation benefits to employees if an employee loses his or her job due to no fault of his or her own, such as when an employee is laid off due to lack of work. This benefit provides eligible employees with temporary income for a limited time-period until other employment is secured. State law will determine eligibility requirements and waiting period.

## COBRA Health Insurance Coverage

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and qualified beneficiaries the opportunity to continue, temporarily, health insurance coverage at group rates under VRT's health plan when a "qualifying event" would normally result in the loss of health care insurance coverage. The type of qualifying event will determine who may elect to participate in COBRA and the amount of time that health insurance coverage will be offered to the individual under COBRA.

### Qualifying Events for Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee
- Loss of dependent child status under the plan rules

### Eligibility

To be eligible for COBRA coverage, the employee must have been enrolled in VRT's health insurance plan and the plan must continue to be in effect for eligible employees.

The COBRA administrator will provide each eligible employee with a written notice describing rights granted under COBRA when employees become eligible to participate in VRT's health insurance plan. The notice contains important information about employees' rights and obligations. Employees will



have 60 days from the date VRT's insurance ends or 60 days from the date the employee receives such information, whichever is later, to elect continued coverage under COBRA.

## Bereavement Leave

Full-time employees who wish to take time off due to the death of an immediate family member should notify his/her supervisor immediately. VRT defines "immediate family" as the employee's spouse, parent, child, sibling; mother-in-law; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; grandparent; or grandchild.

Bereavement leave will be paid as follows:

- Three (3) consecutive workdays if the location of the funeral is less than 200 miles from Boise, Idaho
- Four (4) consecutive workdays if the location of the funeral is more than 200 miles from Boise, Idaho
- An employee may take additional days of accrued leave, if necessary and approved by the employee's immediate supervisor

Pay for bereavement leave will be computed based on the employees' normal hours worked per day. This leave is not considered in the calculation of overtime pay.

Dishonesty in reporting a death will be considered a falsification of payroll records and may be subject to discipline up to and including termination.

## Holiday Pay

Holiday pay is for the days when VRT is normally closed in recognition of a holiday. The following are recognized as paid holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Five (5) Floating Holidays (Floating holidays must be used in full workday increments, just like any other holiday)

The following are recognized as paid holidays for part-time plus employees:

- Thanksgiving
- Christmas
- Three (3) Floating Holidays (Floating holidays must be used in part time plus workday increments, just like any other holiday)



Holidays will be paid at the rate of eight (8) hours per day for full-time employees and, six (6) hours per day for part time plus employees

Non-exempt, full-time employees who work an alternative work week (i.e. “four 10-hour days,” or “4 9’s and one 4”), fixed schedule will receive 8 hours of holiday pay. They should plan ahead for upcoming paid holiday as they will receive eight (8) hours of holiday pay regardless of their compressed schedule hours.

In this scenario, employees should temporarily work a traditional work schedule for the week (8 hours each day that is not a holiday and receive 8 hours holiday pay for the holiday).

Alternatively, the employee could work any supervisor-approved combination of the 32 hours in that workweek and leave the 8 hours of holiday pay for the holiday (Example: Christmas falls on a Monday. The employee who normally works 4 9’s/one 4 will work instead, 9 hours Tuesday, 9 hours Wednesday, 9 hours Thursday, and 5 hours Friday).

## Floating Holidays

Beginning on their hire date, each full-time and part time plus employee shall receive allotted hours of floating holiday leave. Each full-time and part time plus employee will receive allotted hours of Floating Holiday leave on the anniversary of their hire date. Time spent on vacation or holiday leave counts as time worked for purposes of this calculation.

Employees should attempt to use floating holidays within each employment year. Only one floating holiday can be carried over to the next year.

To utilize floating holidays, employees must submit a time off request through the payroll system prior to the requested leave date.

Employees are eligible to begin using floating holiday after 30 days of employment. Negative balances are not allowed.

Full-time and part time plus employees retiring or terminating employment after six months of consecutive employment, shall be compensated for their accrued floating holiday leave at their current hourly rate of pay.

## Community Volunteer Leave

VRT recognizes the value employees bring to the community when they volunteer their time in support of community programs.

For those continuously employed for at least six months, Community Volunteer Leave allows employees to take up to one day of sick leave (up to 8 hours in one workday for non-exempt employees) every six months to participate in manager-approved community volunteer programs that positively impact the quality of life within the community.

Employees interested in this opportunity should meet with their manager to discuss their volunteer choice, schedule, and to receive approval. Community Volunteer Leave should not conflict with peak



work schedules, other work-related responsibilities, create the need for overtime, or cause conflicts with other employees' schedules.

### Volunteering for VRT-Sponsored Events

Non-exempt employees may not volunteer for events that are sponsored by VRT and involve the same work for which they are employed. 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, 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:

1. 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)
  - 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.
  - c. When VRT is a sponsor of a community good event 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.

## **Jury Duty**

VRT encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees called upon to serve jury duty will be paid the difference between the jury fees and the employee's base wages for the days of service.

When an employee is required to report for jury duty and is released for all or part of a day, the employee shall report to their supervisor for work for the day or balance of the day.





## Personal Leave of Absence

Employees who require time off in addition to vacation or sick days may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances. All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Please contact the payroll specialist for more information on leave request procedures.

The employee must return to work on the scheduled return date, or the employee will be considered to have voluntarily resigned from his/her employment. Extensions of leave will be considered on a case-by-case basis.

**It is the employee's responsibility to maintain consistent communication on approved leaves-of-absence with the Authority regarding the status of their leave and adequate notice of employee's return-to-work date(s).**

## Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) for full-time and part-time employees (excluding seasonal or temporary employees). Advance notice of at least two weeks from military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. VRT will attempt to accommodate the work schedule of all full-time regular employees who are required to participate in military training or active duty.

For employees in the Reserves who must take time off for Reserve training and who are not on active duty: If training pay is less than the employee's regular rate of pay, VRT will make up the difference, less applicable payroll deductions for the days missed for training up to the equivalent of 40 hours of straight pay for a given workweek. Overtime will not be considered for this calculation. Employees desiring to use this benefit must provide 14 days' notice of leave and government issued orders or documentation of training and pay received.

Employees may use any available paid time off for the absence in the following order: comp time, vacation time, floating holiday, sick leave. If any employee chooses to take unpaid leave while on Reserve training, they will be required to cover their portion of their health benefit premiums.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.

Unless doing so creates an undue hardship, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable





one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

## Sick Leave

Beginning on the first day of the month following completion of 30 days of service, each full-time employee shall receive eight (8) hours of sick leave per month. Time spent on vacation or holiday, or FMLA leave counts as time worked for purposes of this calculation.

Sick leave may be used in the following situations:

- Personal illness
- Medical appointments
- Injury not arising in the course of employment, but requiring medical attention
- Quarantine
- Illness of a member of the employee's immediate family necessitating the employee's absence from duty
- When an employee is not able to report for work at their assigned time due to the conditions mentioned above, they shall notify a supervisor at least one hour before the start of the assigned work, or as soon as possible.
- Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. (See section on Attendance) **It is the employee's responsibility to communicate with the Authority regarding the status of their leave and return to work date(s).**

Any employee who is unable to report to work for one of the above reasons but has exhausted accrued sick leave, or exhausts sick leave during the absence, may be placed on an unpaid personal leave of absence. Vacation time and/or floating holidays may only be used in accordance with the vacation benefits and holiday pay policies.

Approved sick leave shall be paid at straight time and will not be considered in overtime calculations. Employees may accumulate up to 800 hours of sick leave. Employees retiring at age 65 or older shall have their accumulated sick leave balance converted to a cash payout equal to the rate of fifty cents on the dollar at the employee's current straight time rate of pay.

Habitual absenteeism and misuse of sick leave is a violation of VRT policies. Those who abuse sick leave may be subject to disciplinary action up to termination of employment.

## Vacation Benefits

Vacation pay is provided to eligible full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation pay is generally accrued based on time worked; some exceptions may be negotiated at the time of hiring. Employees generally accrue time based upon the schedule below:

First full pay period worked through end of 4 <sup>th</sup> year	80 hours per year or 3.33 hours twice a month
Start of 5 <sup>th</sup> year through end of 9 <sup>th</sup> year	120 hours per year or 5.00 hours twice a month
Start of 10 <sup>th</sup> year through end of 14 <sup>th</sup> year	160 hours per year or 6.67 hours twice a month
15 or more years	200 hours per year or 8.33 hours twice a month
<b>For Chief-level positions, vacation will generally accrue based upon the schedule below:</b>	
First full pay period worked through end of 4 <sup>th</sup> year	120 hours per year or 5.00 hours twice a month
Start of 5 <sup>th</sup> year through end of 9 <sup>th</sup> year	160 hours per year or 6.67 hours twice a month
Start of 10 <sup>th</sup> year or more	200 hours per year or 8.33 hours twice a month

Employees may accrue vacation time up to the maximum accrual noted in the schedule below. Employees will stop accruing vacation once the maximum accrual is reached. VRT does recognize that under certain circumstances organizational needs may prevent employees from using vacation benefits and may allow exceptions to this policy on a case-by-case basis.

First full pay period worked through end of 4 <sup>th</sup> year	120 hours maximum accrual
Start of 5 <sup>th</sup> year through end of 9 <sup>th</sup> year	160 hours maximum accrual
Start of 10 <sup>th</sup> year through end of 14 <sup>th</sup> year	200 hours maximum accrual
15 or more years	240 hours maximum accrual
<b>For Chief-level positions, vacation may accrue up to the maximum accrual noted in the schedule below.</b>	
First full pay period worked through end of 4 <sup>th</sup> year	160 hours maximum accrual
Start of 5 <sup>th</sup> year through end of 9 <sup>th</sup> year	200 hours maximum accrual
Start of 10 <sup>th</sup> year or more	240 hours maximum accrual

Employees are eligible to begin using vacation time as soon as it is accrued. Negative vacation balances are not allowed.

Determination of the number of full-time employees who may be permitted to be on vacation at any one time shall rest with management.

**To utilize vacation leave, employees must submit a time off request through the payroll system prior to the requested leave date.**

Full-time employees retiring or terminating employment shall be compensated for their accrued vacation hours at their current hourly rate of pay.

## Donated Sick Leave

Employees who donate sick must maintain 100 accrued sick leave hours. Employees may donate accrued sick leave hours that exceed their 100-hour reserve up to 40 sick leave hours to other employees with serious personal or family medical circumstances that have exhausted their accrued sick days, vacation days, comp time, holiday comp time, and other leave. Employees seeking to make such donations must, however, provide a written request to their manager.



The donation and receipt of donated leave is subject to the approval of the Department Chief, Director, or CEO for both the donating and receiving employees. Evaluation may include prior satisfactory attendance, with no history of leave abuse. Employees receiving workers' compensation benefits through VRT are not eligible to receive donated leave. Donated sick hours are converted into the same number of sick hours for the recipient, regardless of the employees' regular hourly pay rates or salaries. Names of donors and recipients must be kept confidential.

Donations to a specific employee by several other employees may not total more than forty-eight (48) days. One employee cannot donate more than 40 hours to another employee per incident. The manager has the right to schedule how the recipient may use the donated leave, but at all times, expects the recipient to return to work as soon as personal or family health allows. Employees who report a personal incapacity to work at the end of leave may be required to provide medical certification of such incapacity.

If the recipient of donated sick leave returns to work before all donated sick leave has been used, the recipient forfeits the donated leave. Donors of unused sick leave will not be credited back the unused balance.

## Accrual of Paid Leave Benefits During Paid Leave

All employees who are on paid leave such as vacation leave, sick leave or floating holiday leave, will continue to accrue paid leave benefits provided by Valley Regional Transit.

## Accrual of Paid Leave Benefits During Unpaid Leaves

Employees on unpaid leave (for at least one full pay period) are not entitled to continue accruing paid-leave benefits. Floating holidays will replenish according to the Floating Holiday Policy. This includes employees who are receiving income replacement benefits from a source other than Valley Regional Transit payroll such as short-term disability, long-term disability, or workers' compensation insurance.

Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are also not eligible for accruals of paid leave.

## Family and Medical Leave Act (FMLA)

VRT complies with the federal FMLA, which requires employers with 50 or more employees to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. **For details on FMLA see appendix A.**

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the HR department to discuss options for leave.



## EMPLOYMENT STATUS AND RECORDS

### Employment Reference Checks

To ensure that individuals who join VRT are well qualified and have a strong potential to be productive and successful, it is the policy of VRT to check the employment references of all applicants.

When an employee is no longer employed by VRT, the payroll specialist will respond to reference check inquiries. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### Background/Criminal History Checks

VRT reserves the right to conduct background checks to review the criminal history of applicants upon employment, promotion, or transfer. If an applicant has been convicted of a crime, a determination will be made by management as to whether the nature of the crime and conviction is incompatible with the job in question and the applicant should be disqualified from consideration. All VRT positions require a background check, which is conducted before the final offer of employment, is extended to the prospective employee.

Applicants are required to list any convictions (including traffic violations, if part of job description) within the past five years. Falsification of this information will automatically disqualify an applicant from consideration. Convictions may or may not be grounds for disqualification; each case will be judged separately.

### Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated with VRT:

- **Resignation** - voluntary employment termination initiated by an employee
- **Retirement** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from PERSI. An employee eligible to retire with PERSI may continue to work as long as they can successfully perform the duties of the job
- **Layoff/Recall** - an involuntary separation brought about through no fault of the employee and without adverse effect on his/her eligibility for future reinstatement
- **Suspension** - a temporary, involuntary separation for disciplinary purposes
- **Discharge** - involuntary, permanent employment termination initiated by the organization

To continue the work of VRT with as little disruption as possible, VRT requests at least two (2) weeks written notice of resignation or retirement.

VRT shall issue final pay for hours worked. Any unused vacation hours, and unused floating holidays in accordance with the holiday pay policy will be included in the employee's final paycheck. VRT shall

deduct and withhold from the final paycheck any amount owed to VRT for payment of unearned leave, as well as group insurance premiums.

## MISCELLANEOUS

### Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using VRT property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Use of VRT owned vehicles or equipment for personal purposes is strictly prohibited. Individuals that have VRT vehicles assigned to them shall not have any other person in the vehicle unless it is for official business, or the employee has been granted permission by their immediate supervisor. Vehicles must be parked at a VRT facility overnight except when attending a VRT approved event more than 100 miles from Boise.

Notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or require repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

At no time shall VRT require any employee to use equipment that is not in safe operating condition.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

### Distracted Driving

When driving on Authority business, VRT employees may not use cell phones (including hands free) or any other mobile electronic devices while operating a motor vehicle. This includes, but is not limited to, answering calls or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the internet.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, VRT employees are required to:

- consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car
- pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road
- consider modifying your voicemail greeting to indicate that you are unavailable to answer calls or return messages while driving



- inform clients, associates, and business partners of this VRT policy as an explanation of why calls may not be returned immediately
- pull over to a safe place and put the vehicle in "Park" to adjust a Global Positioning System (GPS) or other navigation devices

## Solicitation

To ensure a productive and harmonious work environment, persons not employed by VRT may not solicit or distribute literature in the workplace at any time for any purpose.

VRT recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

Sending solicitation emails or posting of written solicitations on Authority bulletin boards is not allowed without a supervisor's authorization.





# Valley Regional Transit Employee Handbook

# Appendix & Addendum

## Appendix A Family Medical Leave Act (FMLA) Policy

Under FMLA, eligible employees are provided up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. (Except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave).

### Basic leave entitlement

Eligible employees will receive up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

### Military family leave entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying needs. Qualifying needs may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

### Benefits and protections

During FMLA leave, the company will maintain the employee's health coverage under the "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.



Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the company’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the company’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

### Employee eligibility

The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

### Definition of “serious health condition”

A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

### Use of FMLA Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. *Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations.*

### Employee responsibilities

Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company’s normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the

company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

### Pay And Benefits During Leave

**FMLA leave is unpaid. VRT requires the use of accrued paid leave concurrently while taking FMLA leave (sick leave, vacation, floating holiday).** Employees who have no accrued leave may still be eligible to take unpaid FMLA leave. FMLA leave taken after employees' accrued leave is exhausted shall be unpaid.

Holidays that occur during FMLA leave will be paid in accordance with VRT's Holiday policy.

Leave accruals while on FMLA leave will be in accordance with VRT's Sick Leave, Vacation Leave and Wage Payment, Accrual During Paid/Unpaid Leave, and Overtime policies.

Employees' short-term disability leave or workers' compensation leave shall be counted as FMLA leave. Employees' accrued leave is not substituted for paid short-term disability leave or workers' compensation leave.

VRT will maintain group health plan benefits for employees on FML. Employees on unpaid FML or who do not have enough accrued leave to cover their portion of the copay, are responsible for arranging with the payroll specialist and their manager to pay their full portion of the premium copay. While on FML, employees will be notified how to make the payments for their share of their group health plan premiums during leave.

If VRT terminates employees' group health insurance coverage due to nonpayment of premium copayment(s), VRT will provide written notice to employees 15 calendar days in advance of the coverage termination date. Employees will be required to reimburse VRT for any group health insurance premiums paid during leave if employees do not return to work from leave. Employees who do not return to work from FML and those who lose coverage due to nonpayment of premium copayments can continue their group health insurance coverage under COBRA.

### VRT Responsibilities

VRT will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, VRT will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.



## Valley Regional Transit Procedure

**Subject:** Hybrid Work Model

Kee Badesheim  
Signature of CEO

1-9-2023  
Date

### STATEMENT OF PROCEDURE

The Valley Regional Transit hybrid work model gives some employees the ability to split their time between working onsite at a designated VRT location, or at a remote/offsite location. The purpose of this policy is to outline the parameters and approval process for hybrid work arrangements. Management and supervisors are responsible for administering hybrid work in accordance with this policy. Regular full-time and regular part-time employees, including probationary employees, who are regularly assigned to work 19-hours or more per week and who are in positions that meet the hybrid work eligibility requirements may be permitted to work in a hybrid work model. Temporary staff do not qualify to work in a hybrid manner.

The hybrid work model is not considered a VRT-wide employee benefit, right or entitlement. The Hybrid Work Model Policy in no way creates a contract, changes the terms and conditions of employment, modifies the employment relationship between VRT and the employee, or restricts management's rights to revise or end remote work or a hybrid work model assignment at any time.

Employees who work in the hybrid work model are expected to comply with all VRT policies, regardless of work location, and all work product remains the property of VRT. VRT reserves the right to modify or terminate any/all conditions of this policy, at any time, with or without notice.

While some positions are conducive to hybrid work arrangements, other positions simply are not. The hybrid work model eligibility and availability are based on the position and will depend on a variety of factors including, but not limited to, the following points.

- All essential job duties can be effectively performed offsite through secure remote access to VRT systems.
- The required job duties and the results needed from the position can be effectively accomplished from the offsite location.
- Sufficient resources (e.g., people, funds, tools, etc.) are, or continue to be available to support a hybrid work model. Hybrid work arrangements may be approved on a short-term or long-term basis depending on business needs. VRT also reserves the right to require employees to work in a hybrid model. Persons in positions eligible for in-office/remote arrangements must consistently meet established professional, behavioral, and performance-related expectations to continue to be permitted to work in the hybrid model and/or to maintain an existing hybrid work arrangement. In-office/remote arrangements may be suspended or denied by management at any time with or without notice for business reasons, or due to misconduct or performance

- Designate a home workspace for placement and installation of equipment and secure storage of VRT material.
- Conduct all in-person customer and co-worker interactions at appropriate customer site, department/VRT meeting room, or appropriate alternate public location. In-person, third party meetings at a home worksite are not permitted.
- Be able to report to a designated onsite VRT work location, as needed, within two hours' notice to attend meetings, assist with staffing shortages or other business reasons deemed necessary by leadership. A longer reporting time may be permitted, under unique circumstances and must be pre-approved by the supervisor.
- Utilize the MiCollab client on the employee's laptop or forward office phone to employee's phone, and answer/respond to work-related phone calls in a timely manner.
- Check in with supervisor to provide updates regarding work assignments, project status, etc.; check-in frequency shall be determined by the supervisor. Employees who, on occasion cannot meet the availability conditions outlined above due to special circumstances, shall notify their supervisor in advance, and provide explanation. Employees who fail to notify their supervisor in advance and/or provide a reasonable explanation when availability conditions cannot be met may be subject to discipline up to and including termination.

Employee compensation, benefits, work status, and work responsibilities will be based on the job description, classification, and work schedule. The amount of time an employee is expected to work per day, week, or pay period will not change because of hybrid working. The following general provisions shall be followed:

- Employees shall adhere to their approved hybrid work schedule. Any exception to, or divergence from the hybrid work schedule must be pre-approved by the supervisor. Significant or long-term changes to the hybrid work schedule will require submittal of a new Hybrid Work Request and Authorization form.
- Overtime or compensatory time (comp time) must be pre-approved by the supervisor in accordance with VRT's Employee Handbook.
- All hours worked must be recorded accurately in accordance with VRT's timekeeping policy found in the VRT Employee Handbook. Employees who do not accurately maintain their time records are subject to discipline up to and including termination.
- When working from home/approved offsite location, time spent traveling (i.e., driving/walking/cycling) to and from VRT meetings or job-related events, within the employee's regular work hours counts as hours worked. Time spent traveling to or from such meetings or events either before or after the employee's regular work hours is considered regular commute time, not hours worked. Employees who hybrid work from a distant location are expected to be diligent and effectively plan their workdays, to ensure travel to and from the offsite hybrid work location does not hinder efficiency, productivity or consume unreasonable amounts of their workday. Virtual technology may be used for work meetings when appropriate.



drives. VRT data should be stored on a VRT network drive to avoid the loss of data. Data stored on a local drive that experiences equipment failure may be permanently lost. VRT materials, records, and equipment shall not be made accessible to others and shall be protected from damage. Employees shall report to their supervisor any incidents of loss, damage, or unauthorized access to VRT equipment and information at the earliest opportunity. All equipment, records, and materials provided by VRT and/or created, as a part of the employee's duties, shall remain the property of VRT.

IT support remains in place for hybrid workers. Employees should first log an incident with IT support via email or over the phone if email is unavailable. The IT team will determine the best path to resolution. This may mean a remote consultation with an IT Support staff member or, if IT is unable to fix the issue remotely, the employee will be required to bring the equipment to a VRT facility for access by IT Support. IT support will make the best effort but will not be responsible for issues with non VRT equipment and services (e.g., home internet issues, user provided equipment such as monitors and keyboards). If equipment, network, or system access from the hybrid work location fails or suffers from inadequate performance, and this negatively affects the employee's productivity, the employee shall notify their supervisor at the earliest opportunity. The supervisor may direct the employee to return to their VRT-assigned work location until equipment is replaced/repaired or adequate access is restored at the hybrid work location. Employees may be asked to return to their VRT-assigned work location indefinitely if adequate system performance cannot be maintained.

Employees who hybrid work may be asked to share their onsite VRT workspace with other VRT employees. Feasibility and need will be determined case-by-case with consideration given to the position responsibilities and department needs. Flex workstations may also be used. Employees who share an onsite workspace are expected to maintain the workspace in a clean and orderly fashion. Employees are required to wipe down workstations with an appropriate disinfectant after each shift. Employees who hybrid work may also be re-assigned to a different VRT workspace as business/VRT needs dictate.

Employees are responsible for determining any tax implications of maintaining a personal hybrid work workspace. VRT will not provide tax guidance nor will VRT assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

## II. DEPENDENT CARE

Hybrid work is not a substitute for dependent care. Employees shall not be responsible for, or provide, dependent or childcare during scheduled or compensable work hours, or while performing VRT duties. Employees working from their designated offsite work location are expected to arrange for such care just as they would if they were working on site. VRT reserves the right to impose additional restrictions as needed.

**END OF PROCEDURE**

**Effective Date:** 10/20/2022

**Last Revised Date:**

**Last Reviewed Date:**



## Valley Regional Transit Procedure

**Subject:** Travel Procedure

Kee' Brodeshein                      1-10-2023  
 Signature of CEO                                      Date

### STATEMENT OF PROCEDURE

All employees who travel and incur business expenses on behalf of the AUTHORITY, as well as those responsible for the approval of these expenses are expected to use prudence, discretion, good judgment, and the application of these policies to assist in maintaining control over travel expenses. Employees shall not gain a personal financial benefit from travel on behalf of the AUTHORITY unless otherwise permitted in this procedure. The absence of guidance covering particular situations does not relieve a supervisor or employee from the responsibility of exercising good judgement. For the purposes of this procedure, the term "travel" refers to a work-related trip or journey that is outside of an employee's regular/typical job duties. Transitioning between home and work is not considered travel for the purpose of this procedure.

### PROCEDURE

#### I. AUTHORIZATION

Travel authorization is required prior to commencement of travel and incurring expenses. Authorization requirements may vary depending on the person(s) traveling and the destination.

All travel requests shall be authorized and approved by the employee's Department Director or designee.

#### II. TRAVEL DESCRIPTIONS/REASONS

The level of detail set forth in the travel description and/or reason shall include as much information as practical. The description or reason should include, at a minimum, the name of the conference or description of the meeting, including the topic, and the business purpose for the travel. If an agenda is available, it should be included with the travel request.

#### III. MODE OF TRAVEL

Travelers should attempt to use the most cost-effective and efficient mode of travel after considering total time and convenience involved, as well as direct costs for airfare, mileage, taxi's, rental cars, other fares, etc. *The AUTHORITY encourages the use of public transportation when available and practical.* Employees are permitted to accumulate mileage credits and other benefits from individual frequent traveler programs; however, travel providers and/or accommodations should not be selected based on membership or benefits in any program.



If an employee rents and pays for an automobile with personal funds, they shall purchase liability, comprehensive, and collision coverage through the rental agency, unless the automobile rental amount is paid by means of a personal credit card that provides such rental car insurance coverage. If the employee fails to buy insurance through the rental car company and is not insured through the credit card used to rent the vehicle, the employee may be personally responsible for damages and other liability incurred through rental and use of the automobile.

Employees will need to provide receipts for the rental vehicle and provide receipts for any gas purchased.

#### **IV. TRAVEL EXPENSES**

Per diem will be provided via direct deposit in most cases. Employees may also request reimbursement for allowable travel expenses that are actually incurred and paid for using personal funds.

##### **A. Authorized travel expenses**

- One personal checked bag is a valid employee expense. Costs associated with overweight personal luggage is not expected to occur and is a personal expense.
- Taxi, shuttle service or other transportation methods, including tips/gratuities, to transport an employee to or from an airport is a valid employee expense while traveling.
- Lodging accommodations should be comfortable, not lavish, and should be a reasonable price, consistent with business requirements. Employees attending conferences may stay at the conference hotel even if it is not the most economical option available.
- Lodging provided by relatives or other individuals without charge is not a reimbursable expense.
- Bridge tolls, airport parking, hotel parking and like expenses, while on approved travel, is a valid employee expense.
- Telephone calls pertaining to official AUTHORITY business will be paid. One call home will be paid per day.
- Tips and gratuities related to taxi or airport shuttle services are a valid employee expense.

##### **B. Non-authorized travel expenses**

- Airline or other travel insurance coverage
- Tips and gratuities related to baggage handling or hotel services are not a reimbursable expense
- Personal services, such as hair stylist, nail technician, shoeshine, or massage therapist
- Use of extra-cost hotel/motel services, such as pay-per-view television or movies, video games or similar items
- Additional charges for room upgrades, poolside rooms, or special floors

To demonstrate that no additional expense was included for air fare and/or car rental for the personal portion of the trip, a cost comparison for transportation of the business travel versus the combined business/personal travel must be provided at the time of booking. If the extended trip results in a higher cost, the traveler must provide payment for the difference at the time of booking. If the traveler purchases an airline ticket or rental car with personal funds and fails to provide the cost comparison when requesting reimbursement, the AUTHORITY will reimburse 75% of the employee's portion of the expense. The AUTHORITY will not pay for any personal expenses, nor will any personal expenses be reimbursed.

The AUTHORITY shall not reimburse or pay for the travel expenses of an employee's spouse or guest.

## VII. DOCUMENTATION REQUIREMENTS

After travel is completed, all travel authorization and expense forms shall be completed and reconciled within 15 calendar days of travel; employees will work with their department head to determine if there are any expenses due to the employee. Employee is required to turn in receipts for ground, baggage fees, etc. Employee does NOT need to keep any meal receipts as per diem amount for location traveling was paid prior to travel.

- Employee provides any expenditure receipts requiring reimbursement (public transportation, car rental, shuttle, baggage fees)
- Department head works with employee to process original travel request form, which now becomes the final travel reimbursement form, and includes other expenses paid by employee
- Employee signs the updated travel form and obtains department head signature
- Employee makes copies and turns form/original receipts in to Accounting to cut reimbursement check for other expenses paid by employee
- Accounting cuts check and provides final expense check to employee

Each traveler must submit their own travel expense report. A travel expense report is required for every trip and must include the business purpose, date, and location of trip.

Required itemized proof of purchase and documentation, if applicable, regardless of payment method:

- Air/Rail receipt, including cost comparison if the employee had personal travel in conjunction with business travel
- Baggage fees
- Hotel receipt
- Registration receipt
- Agenda/itinerary
- Car rental receipt
- Taxi/shuttle/toll
- Parking fees (airport/hotel)
- Any other authorized and/or eligible expense
- Itemized proof of purchase must include the name of the vendor, location, date, and dollar amount.



- Any work which an employee is required to perform while traveling, and is outside the employee's regularly scheduled work hours, must be counted as hours worked.
- Departments may not adjust an employee's regular work schedule to include or exclude travel hours that would not otherwise be considered hours worked.
- Compensatory time and overtime requirements resulting from travel time will be processed in accordance with applicable laws and AUTHORITY policies.

**END OF PROCEDURE**

**Effective Date:** 10/20/2022

**Last Revised Date:**

**Last Reviewed Date:**

## Addendum C – Travel Per Diem Process

### Prior to Travel

- Employee completes Travel Request/Reimbursement Form which can be found here:  
<O:\Company\Company Forms\VRT MERIDIAN FORMS\AP-Accounting Accounts Payable\Travel Request-Reimbursement Form-FY2017.xlsx>
- Employee indicates
  - name
  - purpose of travel and the dates of travel
  - travel location
  - account number to which the travel will be billed (GL line)
  - per diem amount <http://www.gsa.gov/> (under travel/per diem)
  - mode of travel
- Employee provides training/conference/workshop backup information to include
  - registration
  - agenda
  - hotel
  - per diem
  - suggested air itinerary
- Per diem is determined by conference agenda and meals not provided at conference.
  - Per diem meals are check marked on the form which automatically figures the amount based on the daily per diem amount filled in at the top of the Travel Request/Reimbursement form
  - Accounting will process the per diem and deposit directly into your bank account, or cut the check during a regular check run and hold the check until a few days before travel
- Employee signs form and obtains department head signature
  - Once forms are signed, employees can book travel using their business credit card (if they have one) or work with the department head to get travel booked.
  - When department heads are traveling, they have the option to book their own travel, or provide the above information to the Executive Assistant for booking travel.
- When department heads are traveling, they must obtain the CEO's signature for authorization to travel
- VRT encourages taking public transportation rather than renting a car or taking a cab.

### Upon return from travel (within 15 calendar days)

#### Employee (non-Department Head)

- Within 15 calendar days of travel, employees will work with their department head to determine if there are any expenses due to the employee. Employee is required to turn in receipts for ground, baggage fees, etc. Employee does NOT need to keep any meal receipts as per diem amount for location traveling was paid prior to travel.
  - Employee provides any expenditure receipts requiring reimbursement (public transportation, car rental, shuttle, baggage fees)

- Department head works with employee to process original travel request form, which now becomes the final travel reimbursement form, and includes other expenses paid by employee
- Employee signs the updated travel form and obtains department head signature
- Employee makes copies and turns form/original receipts in to Accounting to cut reimbursement check for other expenses paid by employee
- Accounting cuts check and provides final expense check to employee

## Department Head

- Executive assistant works with department head to determine any expenses due to employee. Department head is required to turn in receipts for ground, baggage fees, etc. Department head does NOT need to keep any meal receipts as per diem amount for location traveling was paid prior to travel.
  - Department head provides any expenditure receipts requiring reimbursement (public transportation, car rental, shuttle, baggage fees)
  - Executive assistant works with department head to process original travel request form, which now becomes the final travel reimbursement form, and includes other expenses paid by department head
  - Executive assistant obtains department head signature
  - Executive assistant makes copies and turns form/original receipts in to Accounting to cut reimbursement check for other expenses paid by department head
  - Accounting cuts check and provides final expense check to department head





# Employee Handbook Acknowledgement Form

This employee handbook describes important information about VRT, and I understand I should consult the department supervisor regarding any questions not answered in the handbook.

I have voluntarily entered an employment relationship with VRT, acknowledging there is no specified length of employment. Accordingly, either VRT or I can terminate the relationship at will, with or without cause, at any time and for any reason.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to VRT's policy of employment-at-will. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors can adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge this handbook is not a contract of employment and does not create any contractual rights, either expressed or implied, but it is presented as a matter of information only. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
**EMPLOYEE'S SIGNATURE**

\_\_\_\_\_  
**EMPLOYEE'S PRINTED NAME**

\_\_\_\_\_  
**DATE**

<b>TOPIC</b>	Procurement Policy
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Jedry

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD24-016 and the updated Procurement Policy, Policy Number 1.03.00 (G). The updates to this policy were presented to the Executive Board at the March 4, 2024 meeting as an information item.

Summary

The purpose of Valley Regional Transit (VRT) (henceforth "AUTHORITY") procurement policies is to outline the guidelines governing procurement practices, including the disposal of materials, equipment, buses, vehicles, facilities, and the procurement and administration of professional services and other necessary services for the AUTHORITY.

The Procurement Policy, last revised in 2022, has undergone review, and the proposed changes are as follows:

- Replace all mentions of "Executive Director" with "Chief Executive Officer"
- Changes to formatting
- Changes to approval thresholds in sections 2.10.1 and 3.2:

**Recommended Changes to Approval Thresholds**

	Current Approval Threshold	Proposed Approval Threshold
Managers	\$ 3,000	\$ 10,000
Executive / Director	10,000	50,000
Chief Executive Officer	50,000	150,000
Executive Board	200,000	300,000
Board of Directors	Over 200,000	Over 300,000

The proposed adjustments to approval thresholds aim to alleviate congestion by enabling additional executive team members, beyond just the CEO, to authorize smaller purchases under \$50,000. Furthermore, it will streamline the process of handling VRT purchasing needs by allowing the CEO authorization up to \$150,00 and raising the approval threshold for the Executive Board, which meets monthly to \$300,000. For major purchases surpassing \$300,000, approval will be sought from the Board of Directors, which convenes quarterly. These changes align with the current procurement rules outlined in Idaho Code and the requirements set forth by the FTA.

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

The AUTHORITY's procurement policies are established to:

- Maximize the value received for expenditure of public funds

- Protect assets purchased with public funds and ensure their application in the AUTHORITY's interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY's provision of services
- Protect the integrity of the AUTHORITY's procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

#### **Highlights**

- Last update to policy approved by Board of Directors August 2022

#### **More Information**

##### **Attachments:**

Resolution VBD24-016 Procurement Policy 1.03.00 (G)

Procurement Policy

Procurement Policy with Redlines

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

## VALLEY REGIONAL TRANSIT BOARD RESOLUTION

### PROCUREMENT POLICY POLICY NUMBER 1.03.00 (G) RESOLUTION VBD24-016

**BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED PROCUREMENT POLICY, POLICY NUMBER 1.03.00 (G)**

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 staff completed a review of finance policies to manage finance activities; and

WHEREAS, the Procurement Policy is needed to give guidance to staff and Board members; and

WHEREAS, Valley Regional Transit is committed to a balanced budget; 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 the updated Procurement Policy 1.03.00 (G)

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 1st day of April 2024

APPROVED by the Board Chair this 1st day of April 2024.

ATTEST:

APPROVED:

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

\_\_\_\_\_  
CHAIR





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

Policy Number: 1.03.00

Resolution Number: ~~VBD22-018~~VBD24-016

Policy Title: Procurement Policy

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ~~Chief Executive Director~~ Officer

\_\_\_\_\_  
Date

The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials, equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other services required by the AUTHORITY.

**DEFINITIONS**

**Procurement** – The process of acquiring goods and services by purchasing from commercial businesses.

**Board of Directors** – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation, and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

**Executive Board** – The Executive Board consists of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

**POLICY**

**1. STATEMENT OF POLICY**

**1.1 Objective.** The purpose of Valley Regional Transit (VRT) (henceforth “AUTHORITY”) procurement policies is to define the relevant policies that guide procurement practices in general and specifically, the disposal of materials,

equipment, buses and other vehicles, facilities, and the procurement and administration of professional services and other supplies and services required by the AUTHORITY. The AUTHORITY Procurement Policies guide the development of procedures for all AUTHORITY employees involved in the procurement process.

The AUTHORITY’s procurement policies are established to:

- Maximize the value received for expenditure of public funds
- Protect assets purchased with public funds and ensure their application in the AUTHORITY’s interest
- Provide a timely, efficient, and cost-effective flow of resources necessary to support AUTHORITY’s provision of services
- Protect the integrity of the AUTHORITY’s procurement process and the reputations of VRT, its officers and employees
- Comply with all applicable U.S. DOT Federal Transit Administration (FTA) requirements and State of Idaho regulations

**1.2 General Statement of Policy.** It is the policy of VRT that the purchase of all goods and services be accomplished under the control of its [Chief Executive Director/Officer](#) and appointed staff designated by the [Chief Executive Director/Officer](#) who are responsible for each purchase. These purchasing professionals facilitate procurement of quality materials, equipment, and services in a cost effective, efficient, and responsive manner. They are responsible for ensuring full and open competition and equitable treatment of all potential vendors and sources of good and services. They will use sound procurement practices and procedures in the planning, solicitation, award, administration, and documentation of procurement contracts through which public funds are expended.

**1.3 Federal, State and Local Regulations.** The AUTHORITY’s policies are intended to conform to applicable federal, state, and local regulations and guidelines that govern public procurements. The AUTHORITY will employ the strictest of any federal, state, or local regulation, which applies to a particular procurement. The largest percentage of procurement supports transit operations. Transit operations are funded in part by federal funds through grants from the U.S. Department of Transportation Federal Transit Administration (FTA).

**1.4 Review and Update.** The policies incorporated in Section 2.0 “POLICIES” of this document can only be changed with the approval of the Valley Regional Transit Board. The [Chief Executive Director/Officer](#) is responsible to prepare and propose to the Board the rules and regulations regarding purchasing policies which are in accordance with applicable State of Idaho statutes and FTA requirements. The [Chief Executive Director/Officer](#) (or a person he/she designates) will, at a minimum, annually review both the Policy and Desk Procedures Manual against any changes in federal, state, or local guidelines that may have occurred, or changes in internal procedures necessary and/or appropriate. Changes to any policy documents shall be submitted by the [Chief Executive Director/Officer](#) (or a person he/she designates) to the AUTHORITY’s Board for approval.

## 2. POLICIES

**2.1 General Procurement Requirements.** As a political subdivision of the State of Idaho, The AUTHORITY’s procurement policies and procedures must comply with Idaho Code 67-2801 through 67-2808 as well as other applicable sections of Idaho Code. The FTA provides guidance for procurement in 49 Code of Federal Regulations Part 18, and in FTA Circulars 4220.1F, and 5010.1 or most current version.

### 2.2 VRT Code of Ethical Standards

**2.2.1 Purpose.** It is imperative officials and employees of the AUTHORITY maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and published. The following Code of Ethical Standards (2.2.2 through 2.2.5) is adapted from Idaho Code Title 59, Chapter 7, “Ethics in Government Act of 1990” and includes standards of the Federal Transit Administration.

**2.2.2 Relationships.** No AUTHORITY employee, official, or agent, including any member of an evaluation committee for an AUTHORITY project, shall participate in the selection, award, or administration of a contract between the AUTHORITY and a private business if a conflict of interest, real or apparent, exists. A conflict exists when an employee, officer, or agent of the AUTHORITY; any member of his/her immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above has a material financial or other interest in a firm selected for award of a contract. Any interest as owner or stockholder of one percent (1%) or less in such a firm shall not be deemed to be a material financial interest, but serving as director, officer, consultant, or employee of the firm would be deemed a material interest.

Unless specifically prohibited by law, an AUTHORITY official or employee is not precluded from making a bid on an AUTHORITY’s contract if: the contracting process is controlled by rules of open competitive bidding; the sources of supply are unrestricted; the bidder has not taken part in developing contract plans or specifications; he or she will not be personally involved in opening, considering, or accepting bids or proposals; and he or she will not in any way participate in administering the contract.

No AUTHORITY official or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he or she has a financial interest without disclosing the full nature and extent of his or her interest. Such a disclosure must be made before the time when he or she is to perform the duty or concurrently with that performance. For an AUTHORITY board member or the Chief Executive Director/Officer, disclosure shall be made to the AUTHORITY Board Chairman and other board members. For all other employees, disclosures shall be made to the Chief Executive Director/Officer.

No AUTHORITY official or employee may accept any salary, retainer,

augmentation, expense allowance or other compensation from any private source for the performance of his or her duties as an AUTHORITY official or employee.

If an AUTHORITY official or employee acquires, through his or her public duties or relationships, any information which by law or practice is not at the time available to people generally, he or she may not use the information to further the pecuniary interests of himself or herself, or any other person or business entity.

No AUTHORITY official or employee may suppress any governmental report or other document because it might tend to affect unfavorably his or her financial interests.

**2.2.3 Gifts and Gratuities.** No official or employee of the AUTHORITY shall seek or accept, directly or indirectly, any gift, gratuity, service, favor, employment, engagement, compensation or economic opportunity from a contractor, potential contractor, or subcontractor which would tend to improperly influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties. This would include any gift or gratuity that has a value of \$50.00 or more. No AUTHORITY official or employee may use his or her position to secure or grant unwarranted privilege, preference, exemptions, or advantages for himself or herself, any member of his or her immediate household, any business entity in which he or she has a financial interest, or any other person. Gifts received with a value of \$50.00 or more shall be returned to the source.

**2.2.4 Violations.** Violation of the AUTHORITY's ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the Chief Executive Director/Officer of the AUTHORITY. Violation of this policy by the Chief Executive Director/Officer, a member of the Board, or officer or agent of the AUTHORITY shall subject the individual to disciplinary action or sanction as determined by the AUTHORITY's Board. Violation of this policy by contractors or their agents may be considered a breach of contract and shall subject such contractor or agent to action up to and including cancellation of the contract and suspension and being barred from contracting with the AUTHORITY. Violation of this policy by bidders or potential contractors may be considered to make such bidder or proposer ineligible to bid or render a bid or proposal non-responsive.

**2.2.5 Organizational Conflict of Interest.** The AUTHORITY will prevent in the soliciting and contracting of goods and services any real or apparent organizational conflicts of interest which could arise when the nature of work to be performed under a proposed contract would result in an unfair competitive advantage to the contractor in the award of future work.

The AUTHORITY will utilize the following means to mitigate or eliminate conflicts of interest:

- a) It shall not be a bid or proposal requirement that a prospective vendor or contractor have prior contracts with the AUTHORITY. This shall not be construed, however, to prevent or limit the use of two-step sealed bidding.
- b) The offeror shall disclose and describe in a statement all past, present or planned organizational, financial, contractual, or other interest with the AUTHORITY.
- c) Offeror shall certify as part of the Request for Bid (RFB) or Request for Proposal (RFP) package that to its best knowledge and belief no affiliation exists relevant to a possible conflict of interest.
- d) The Procurement Administrator will review the statements submitted to assess whether additional relevant information from the offeror may be required as it relates to potential conflict of interests.

**2.3 Procurements with Suspended/Debarred Vendors Prohibited.** The AUTHORITY shall not enter into a contract with a bidder(s) on the General Services Administration’s listing of Suspended and/or Debarred Parties (as published at <https://www.sam.gov/>).

**2.4 Protests.** Prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract may make protests. The AUTHORITY will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. The AUTHORITY’s staff shall comply with the Protest Procedures as dictated by FTA Circular 4220.1F or most current version contained within the AUTHORITY’s Procurement Manual.

**2.5 Procurement of Real Property.** The AUTHORITY’s procurement procedures will comply with applicable sections of Idaho Code and FTA requirements. Real property acquisition is addressed in DOT Regulations “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs,” 49 CFR Part 24, implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42U.S.C. Section s 4601 et seq., which provide protections for owners and lessees of real property to be acquired as part of an FTA-assisted project. More guidance is included in the most recent edition of FTA Circular 5010.1 or updated version, providing “Award Management” guidance.

**2.6 Procurement of Public Works Construction.** The AUTHORITY will follow the requirements of Idaho Code, Title 67-2805 and applicable FTA requirements.

**2.7 Intelligent Transportation Systems.** Intelligent Transportation Systems (ITS) property and services must comply with the National ITS Architecture and Standards to the extent required by section 5307(c) of FAST ACT, FTA Notice, “FTA National ITS Architecture Policy on Transit Projects,” 66 FR 1455 et seq., January 8, 2001, and later published policies or implementing directives FTA may issue. Consequently,

third party contracts involving ITS are likely to require provisions to ensure compliance with Federal requirements.

**2.8 Rolling Stock.** For the procurement of transit vehicles (also referred to as “Rolling Stock”) the AUTHORITY will comply with the applicable requirements of Idaho Code 67-2801 through 67-2808 and the specific rolling stock requirements in FTA Circular 4220.1F or most current version, Chapter. IV, 2.e (Rolling Stock – Special Requirements).

**2.9 Professional Service Contract with Design Professionals, Construction Managers and Professional Land Surveyors (also referenced as Architectural Engineering (A & E), and Related Services by FTA).** For the procurement of projects which are connected or related to construction or repair of real property, the AUTHORITY will comply with Idaho Code, 67- 2320, unless otherwise pre-empted by federal law.

**2.10 Centralized Purchasing Authority**

**2.10.1** The responsibility for the procurement and disposal of all materials, equipment, vehicles, property, and services for the AUTHORITY rests with the Chief Executive Director/Officer. The Chief Executive Director/Officer has independent authority to act for the VRT Board, subject to VRT policies, in the purchase of materials, equipment or services through \$~~49,999.99~~150,000. The Chief Executive Director/Officer may delegate procurement authority and define internal practices for procurements up to \$~~49,999.99~~150,000. All purchases between \$~~50~~150,000.00 and \$~~199,999.99~~300,000 require approval by the AUTHORITY’s Executive Board prior to award. Purchases of \$~~200~~300,000.00 or more require approval by the VRT Board of Directors prior to the award.

**2.10.2** For all procurements, the Chief Executive Director/Officer shall designate a procurement administrator to oversee all procurements of goods and services for the AUTHORITY, whose responsibility shall be to ensure, through its procurement practices, full and open competition, fair treatment of all suppliers, and good value to the AUTHORITY.

**2.11 Geographic Preferences.** are prohibited including local preferences. Federal regulations prohibit geographical preferences in making contractor selections except for A&E contracts. The AUTHORITY shall conduct procurements in a manner that prohibits statutory or administrative local, in-state, or geographical preferences in the solicitation and evaluation of bids or proposals, except where federal or state law expressly mandates such preferences.

**2.12 Emergency Purchases.** The appropriate authority for purchases as defined in policy shall be secured before committing any AUTHORITY funds, except in cases of emergency. Idaho State Statute defines an “emergency” as one which the property is required for a life-threatening situation or a situation that is immediately detrimental to the public welfare or property as defined in Idaho Code § 67-2808. The Chief Executive Director/Officer is delegated the authority to establish procedures that

comply with Idaho Code. The Chief Executive Director/Officer will report such emergency action to the AUTHORITY's Board or Executive Board at their next regularly scheduled meeting.

**2.13 Disadvantaged Business Enterprise Program.** The AUTHORITY actively encourages and assists Disadvantaged Business Enterprises (DBEs) to participate competitively in AUTHORITY procurement actions as outlined in the AUTHORITY's DBE program. This shall be done in compliance with the Idaho Transportation Department's Disadvantaged Business Enterprise Program. All DBE inquiries and requests are coordinated through AUTHORITY's Community Relations Manager.

**2.14 Parts and Supplies Inventory.** AUTHORITY will conduct, at a minimum, an annual inventory inspection of parts and supplies utilizing monthly/quarterly cycle counts performed by contractors and will reconcile items in stock versus the record of those on hand as well in the fixed asset records.

**2.15 Disposition of Surplus Property.** Surplus property is defined as Authority property which has been determined to not be required for the needs and for the discharge of the responsibilities of the Authority.

**2.15.1 Disposal of Surplus Property.** AUTHORITY shall dispose of surplus property by either donating the surplus property to local non-profit entities or will ensure the highest possible return consistent with the costs of disposal, while conforming to requirements of FTA Circulars 5010.1 and 4220.1F or most current versions, and the principals set forth in Idaho Code § 67-5732A, applicable to the State of Idaho, Department of Administration. VRT Surplus Property Policy and Procedures, conforming to, and pursuant to, Idaho Code § 67-5701 et seq., all sales of personal property of the AUTHORITY must be made, to the extent possible, under the conditions and limitations as required by Title 67, Chapter 57 in the purchase of personal property, but the governing body or its authorized representatives may sell any such personal property at public auction if it deems such a sale desirable and in the best interests of the local government.

Pursuant to FTA Circular 5010.1 or most current version, when selling equipment exceeding its useful life with a fair market value over \$5,000, or supplies sold for over \$5,000 in aggregate, AUTHORITY shall reimburse FTA by the same percentage of net sales proceeds as the percentage of federal interest in the original grant for the equipment or supplies. AUTHORITY will secure FTA concurrence prior to selling equipment before the end of its useful life. AUTHORITY shall reimburse FTA for its appropriate prorated share of any proceeds from the sale of FTA funded assets unless the fair market value of the property is \$5,000 or less.

Prior to the disposition of surplus property, the Operations Director shall recommend, with subsequent Board approval, the disposition of the surplus property. The surplus property must then be authorized and approved by the Chief Executive Director/Officer prior to disposition.



### 3. RESPONSIBILITIES

**3.1 General.** The authority to award contracts rests with the AUTHORITY's Board depending upon the dollar threshold of the procurement event. This authority is delegated, in part, to the Executive Board within established authority limits, as well as the Chief Executive Director/Officer who oversees all agency activities and designates a Procurement Administrator to oversee day-to-day purchasing activity.

#### 3.2 VRT Board of Directors.

Holds sole contracting authority.

- a) Establishes agency operating budgets and capital plans. Approves budgets based upon recommendations of the Chief Executive Director/Officer and staff; and
- b) Approves all purchases of ~~\$200,000.00~~ or more resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on the Chief Executive Director's/Officer's recommendation; and
- c) Requires award methodology be consistent with the solicitation evaluation criteria and the requirements of the scope of work, bid specifications, etc.; and
- d) Authorizes the Executive Board to approve all purchases between ~~\$50,000.00~~ and ~~\$199,999.99~~ 300,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- e) Authorizes Chief Executive Director/Officer to approve all purchases less than ~~\$49,999.99~~ 150,000 and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- f) Authorizes the Chief Executive Director/Officer to dispose of surplus materials, supplies, equipment, and property, subject to its policies.

#### 3.3 AUTHORITY's Executive Board

- a) Sets annual DBE goals based upon recommendation of AUTHORITY staff; and
- b) Approves all purchases of ~~\$50,000.00~~ through ~~\$199,999.99~~ 300,000 resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on Chief Executive Director's/Officer's recommendation; and
- c) Awards procurements consistent with the evaluation criteria and accompanying weights and the requirements of the scope of work, bid specifications, etc., of the procurement; and
- d) May execute any contract on behalf of AUTHORITY upon full board approval or as authorized by the full board.

#### 3.4 Chief Executive Director/Officer

- a) Maintains authority for contracting of all purchases of ~~\$49,999.99~~ or 150,000 or less; and
- b) Provides recommendations for all purchases over ~~\$49,999.99~~ 150,000 to the AUTHORITY's Executive Board or



- AUTHORITY's Board of Directors for approval; and
- c) May sign any contract on behalf of AUTHORITY upon Board of Directors approval or as authorized by the Board of Directors; and
- d) Establishes internal purchasing procedures, recommends changes in purchasing procedures to the VRT Board of Directors, and assures compliance with AUHTORITY purchasing policies

**END OF POLICY**

**Adoption Date:** April 16, 2003

**Effective Date:** April 16, 2003

**Last Revised Date:** [August 1, 2022](#), April ~~14, 2022~~[1, 2024](#)

**Last Reviewed Date:** [April 1, 2024](#)

**Replaced:**

**Legal References:**

Idaho Code § 67-28

FTA Circulars 4220.1F and 5010.1 or most current versions

Idaho Code Title 59, Chapter 7

Idaho Code 67- 2320

Idaho Code 67-2801 through 67-2808

Idaho Code 67-5701

Idaho Code 67-5732A

<b>TOPIC</b>	Nampa Caldwell Boulevard Transit Oriented Development Corridor Study
<b>DATE</b>	September 20, 2023
<b>STAFF MEMBER</b>	Kate Dahl

**Introduction**

This is a summary of the Nampa Caldwell Boulevard Transit Oriented Development Corridor Study.

**Highlights**

- Nampa Caldwell Boulevard is a primary transit corridor in Canyon County and there is opportunity for coordinated development and improved transit services.
- Phase 1 Study: Data Collection and Visioning FY2024/2025
- Phase 2 Study: Implementation Strategies FY2025/2026

**Summary**

The Nampa-Caldwell Boulevard connects the two biggest cities in Canyon County, Nampa and Caldwell. The corridor parallels the I-84 interstate and the Union Pacific Main Line. The corridor is home to many of the city’s commercial businesses and is considered a principal arterial. Development along the corridor is auto-mobile oriented and includes vehicle dealerships, automobile repair, restaurants, regional shopping, and other uses. Commercial uses are interspersed with some mobile home, multi-family, and single-family residential. The corridor is congested at various times and hosts fixed route and OnDemand transit service. As the Valley continues to grow, development of this corridor to better accommodate transit, rail, bikes and pedestrians will help alleviate congestion, allow residents maximum mobility, and continue to foster livable communities.

As the primary corridor for transit service in Canyon County there is opportunity to expand and improve transit services. To improve service current traffic, demographic, market conditions, and land use patterns and transportation infrastructure information needs to be collected and analyzed to make strategic decisions about transportation choices on the Boulevard. To make decisions a vision for a multi-modal corridor needs to be developed by gathering feedback from the public and key stakeholders convened to provide guidance and perspective and develop partnerships with ownership of future improvements and decision making. Several implementation strategies can be developed with stakeholders ranging from land use such as zoning uses and densities, economic development strategies, infrastructure improvements, and funding and leadership. Transit Oriented Development (TOD) nodes would be identified and major intersections and other key locations where land use and economic development strategies could be applied to redevelop underutilized parcels to better support transit. Infrastructure improvements are also needed especially to improve the pedestrian and bicycle environment for riders, such as sidewalk connectivity, separated sidewalks, cross-walks, signalization, and better bus stops.

VRT requires the expertise of planning and engineering consultants to conduct this planning study.

VRT staff has engaged stakeholders from Nampa, Caldwell, Canyon County, ITD and COMPASS to get feedback on developing a scope of work over the course of the last 6 months. In addition, VRT staff has meet internally to discuss the scope of the project and how divisions would work together. Two phases have been identified for the study and Phase 1 has started the procurement process.

Phase 1 of this study will collect and analyze data on the corridor, develop a vision and goals, and propose three scenarios of transit service. Phase 2 of this study will build on this work, with the preferred scenario in mind, begin to develop implementation strategies. Key objectives for each phase are identified below.

**Phase 1: Data Collection & Vision:**

- a. Collect baseline data to provide a basis for decision making.
- b. Engage stakeholders and develop a consensus on a vision for the corridor that supports multi-modal transportation.
- c. Develop 3 scenarios with different levels of transit and multi-modal options.

**Phase 2: Implementation Strategies:**

- a. Develop desired land-use and economic development strategies to support the multi-modal vision.
- b. Develop a feasible funding plan to support the vision.
- c. Develop a partnership and leadership plan to implement the vision.
- d. Identify infrastructure improvements and costs.

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

The Nampa Caldwell Corridor Study would align with strategies in Valley Connect 2.0, Phase 1 and Phase 2 planning budgets are included in the Transportation Development Plan 2024-2028.

**More Information**

Not applicable

**For detailed information contact:**

Kate Dahl, Principal Planner, [kdahl@rideVRT.org](mailto:kdahl@rideVRT.org), 208-258-2715

<b>TOPIC</b>	Ada County Highway District (ACHD) State Street 8 <sup>th</sup> to 14 <sup>th</sup> Street Update
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Stephen Hunt

**Staff Recommendation/Request**

This is an information item only. Project staff for the Ada County Highway District (ACHD) State Street 8<sup>th</sup> to 14<sup>th</sup> street project to reconstruct and upgrade State Street will present an update on the project and the alternatives being evaluated.

**Summary**

ACHD has been planning for and designing the reconstruction of State Street in downtown Boise. Last year ACHD presented a recommended construction bid for this project which included reconstructing the intersection of State and 11<sup>th</sup> with two lanes in each direction with in-lane bus stops in the curb lane. VRT wrote letters of support for this project as designed because it would continue to provide transit infrastructure that minimized conflict between transit and general-purpose traffic and facilitated fast and efficient transit service. The ACHD Board of Commissioners did not accept the bid and asked ACHD staff to re-evaluate the designed project between State and 8<sup>th</sup> and State and 14<sup>th</sup> street to see if anything could be done to improve the pedestrian and bicycle infrastructure along this stretch.

VRT staff has been participating in the design process for 8<sup>th</sup> to 14<sup>th</sup> and requested that the project staff present to the VRT board the alternative being evaluated. Presentation and materials will be provided by ACHD project staff.

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

<b>TOPIC</b>	Supplemental Services Policy Draft
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Elaine Clegg

**Staff Recommendation/Request**

This is an information and discussion item only. Staff requests that the Board provide direction on whether to proceed with bringing a policy forward.

**Summary**

The purpose of a Valley Regional Transit (VRT) (henceforth “AUTHORITY”) Supplemental Service Policy would be to define guidelines governing the provision of supplemental services including the goals, benefits, criteria, measures of success, limitations, and regulations for any supplemental service offered by the AUTHORITY.

**Background**

Supplemental service is defined as an extension of hours or frequency of regular fixed-routes or specialty routes specifically designed for an identified event that are centered near high-use locations, such as downtowns, colleges, universities, and event centers in the region, for special events with high community interest to serve transportation needs for these community events. Events must take place within an area centered in locations where VRT currently provides services, or where VRT has the assets to support the service, even if those events occur outside a regular service schedule. Supplemental service also includes using transit buses to participate in individual community events such as parades, Stuff the Bus, First Thursday and more.

VRT has been offering supplemental services as pilots under a limited budget line-item using the guidance outlined in the draft policy. Moving that guidance to adopted policy would provide consistency and accountability to any services offered and would allow the board to review the measures of success in determining the future provision of specific supplemental services. VRT used the following criteria to guide its use of supplemental service in FY2024:

- Service meets a community transportation need where the transportation network is stressed with congested traffic and or lack of parking
- Service can be provided without impacting regular fixed route operations
- Service is provided in a location where VRT has assets to support service and there are sufficient resources available to support service
- Service will increase awareness of VRT’s services and promote growth in ridership
- Service will increase the value of VRT’s advertising assets
- Service must comply with all FTA charter regulations including no third-party payment
- Organizer interest and community support are identified
- Any recent previous providers of transportation services for the event are consulted

The proposed policy will allow VRT to offer supplemental services when those services meet the goals, benefits, criteria, measures of success, limitations and FTA Regulations described and allow specific services to be piloted on a limited basis under the limited supplemental services budget for one or more years to determine sustainability. If a determination is made that services are sustainable and should be sustained, they will be added to the list of regular services and moved into the operations budget. The VRT Board will be provided with a report of supplemental services offered with an evaluation of measurements of success each fiscal year as part of the budget process.

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

The AUTHORITY's Supplemental Service Policy would ensure:

- Consistent provision of supplemental services
- Accountability for provision of services
- Regular Board review of services and measures of success
- Compliance with all applicable U.S. DOT Federal Transit Administration (FTA) requirements
- Compliance with budget limitations

### **More Information**

#### **Attachments:**

POLICY – Supplemental Services policy draft

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



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

Policy Number: **TBD**

Resolution Number: **TBD**

Policy Title: **Supplemental Services**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**STATEMENT OF POLICY**

This policy establishes the criteria under which Valley Regional Transit, henceforth Authority, can provide supplemental services.

**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:

**Authority** – Valley Regional Transit is a regional public transportation authority formed by citizen referendum and established in Idaho State Code, Chapter 21, Title 40. As the Authority, they are:

- Accountable to local governments
- Exclusive jurisdiction over publicly funded transportation
- Provide public transportation services
- Encourage private transportation programs
- Coordinate both public and private transportation programs

**Board of Directors** – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

**Supplemental Service** – an extension of hours or frequency of regular fixed-routes, or specialty routes specifically designed for an identified event that are centered near high-use

locations, such as downtowns, colleges, universities, and event centers in the region, for special events with high community interest to serve transportation needs for these community events. Events must take place within an area centered in locations where the Authority currently provides services, or where the Authority has the assets to support the service, even if those events occur outside a regular service schedule. Supplemental service also includes using transit buses to participate in individual community events such as parades, Stuff the Bus, First Thursday, and more.

**Federal Transit Administration** - The Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA also oversees safety measures and helps develop next-generation technology research.

## GOALS

The Authority may use supplemental services to achieve the following goals:

- Reduce traffic volumes and parking needs around large community events
- Provide the public with unique benefits Authority vehicles and services offer during community events such as, real-time bus tracking, low-floor accessible vehicles and on-board electronic information.
- Introduce the public to the unique services the Authority provides, and attract new riders
- Increase directly generated revenues through increased ridership on regular revenue service and increased value of advertising revenue

## BENEFITS

Supplemental services will be designed to benefit the public in the following ways:

- Increase visibility and awareness of Authority services
- Help people learn how to use Authority services, including fixed-route services
- Move more people more quickly at community events using fast loading accessible low-floor two-door transit vehicles
- Improve customer awareness of service through use of transit vehicle onboard technology and apps allowing customers to track buses in real time, see service alerts and see information onboard through electronic info screens
- Easy bus identification through use of outboard reader board labeling of event buses

## POLICY

The Authority may offer supplemental services when those services meet the goals, benefits, criteria, measures of success, limitations and FTA Regulations described herein. Specific services will be piloted on a limited basis under the limited supplemental services budget for one or more years to determine sustainability. If a determination is made that services are sustainable based on measurements of success and should be sustained, they will be added to the list of regular services and moved into the operations budget. The Authority's Board of Directors will be provided with a report of supplemental services offered each fiscal year.

## AUTHORITY CRITERIA FOR SUPPLEMENTAL SERVICE



All supplemental services must:

- Identify community events with high volume transportation needs in areas within the Authority's service area where the Authority has assets to support services
- Identify event organizer interest and community support
- Identify if the service has advertising potential
- Verify that service does not violate Federal Transit Administration (FTA) charter regulations and other limitations
- Consult with any recent previous provider of services for said event
- Confirm available resources, including buses, drivers, staff, budget, and available advertising space

#### **AUTHORITY'S MEASURES OF SUCCESS**

Success of supplemental services will be measures by:

- Event ridership
- Rider, event organizer, and advertiser satisfaction through surveys and/or interviews
- Increased reach, including social media impressions, newsletters sign-up, etc.
- Increased technology use, including app downloads, mobile ticket purchases, etc.
- Advertising sales growth
- Ridership growth on regular services, identified by route ridership comparisons
- Positive public opinion on Authority services, identified by surveys and/or interviews

#### **SUPPLEMENTAL SERVICE LIMITATIONS AND FTA REGULATIONS**

The following limitations and regulations will govern when supplemental services are piloted and scheduled.

Supplemental services cannot typically receive direct payment for service, as federally funded assets cannot be used to provide charter services (exception must meet charter regulations – FTA Regulations below)

Per FTA regulations, supplemental services must be paid for with local revenue, not directly generated revenue, and

- VRT must have sufficient available resources – buses/drivers/support staff/budget
- Supplemental services cannot interfere with regularly scheduled services (i.e. weekend/off peak times)

Supplemental services will follow all FTA regulations including the following:

- No third party is requesting service for its exclusive use, or
- There is no or an inadequate responsive bid to an exclusive request for service
- No third party pays Authority for the service
- No fares are collected
- No third party determines the origin or destination of the trips, the route or schedule
- The service is paid for exclusively with local funds

**END OF POLICY**

Adoption Date: TBD

Effective Date: TBD

Last Revised Date: TBD

Last Reviewed Date: TBD

Supporting Documents: TBD

DRAFT

<b>TOPIC</b>	Board and RAC Bus Pass Introduction
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Rose

**Staff Recommendation/Request**

This is an information item. Staff will introduce a new complimentary bus pass for Board of Directors and Regional Advisory Council (RAC) members via the Umo payment system.

**Summary**

VRT utilizes the Umo payment product for account-based fare payments, offering either a mobile app or smart card option. As a token of appreciation for Board and RAC involvement, and to incentivize usage of the transit system by decisionmakers and advisory members, VRT has created codes for a complimentary bus pass for those members who wish to utilize the transit system.

The passes will be valid on VRT fixed-route and intercounty buses only and will be distributed via code or card. Staff will provide a short presentation to instruct board and RAC members on this opportunity and will then follow up to work with interested members on setting up either an app or card account.

**More Information**

**Attachments:** none

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

<b>TOPIC</b>	Service Changes & Change Day
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Jason Rose

**Staff Recommendations/Request**

This is an information item. Development and Communications staff will provide an update on the upcoming 2024 service changes and subsequent communications and outreach activities.

**Highlights**

Staff is currently preparing for outreach and communications efforts around service changes for the FY24 network redesigned – dubbed Change Day – to create a day of activation and attention around the system improvements. This will begin in the months before and after the service changes occur:

**April**

- Week of 4/1: new sign install begins
- Week of 4/8: Change Day public push (8 weeks out)
  - Earned media, social media, signage, posters, onboard displays, radio, etc.

**May**

- Sign install continues
- May in Motion
- Public communications continues (as above), with additional public outreach (tabling, travel training, etc.), especially in coordination with May in Motion

**June**

- 1st and 2nd: Permanent inserts for information holders, signs unbagged; remove blades/poles at closed stops
- 3rd: Change Day, w/ ongoing outreach and kick off events at MSS, HDTC, and TSM
- Destination/route-based outreach: partner outreach, pass program/advertising sales, group rides and travel training, paid marketing, etc.

**July**

- Ongoing destination/route-based outreach: partner outreach, pass program/advertising sales, group rides and travel training, paid marketing, etc.

**August**

- Ongoing destination/route-based outreach with school and university-focused promotions, marketing, training, etc.

Staff will present information about these efforts, show new signage, and have a discussion about how board members can participate.

**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>	Valley Regional Transit 101
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Elaine Clegg

**Staff Recommendation/Request**

This item is information only and designed to remind existing board members and introduce new board members to Valley Regional Transit policies and procedures and provide a general overview of the issues facing the authority.

**Summary**

Valley Regional Transit relies on engaged informed board members to conduct its business and provide the best public transportation services possible within the restraints that it operates under to the region’s residents. There will be a presentation and discussion to ensure that all board members have a common basic understanding of the authority, the decisions board members asked to participate in and the issues facing public transportation in our region. The presentation includes, Who is VRT, What does VRT do, VRT mission and goals and your role in fulfilling them, key information about VRT departments, staff and adopted plans, FTA requirements, and current challenges including funding as follows:

- History of the authority
- Governance structure of Regional Transit Authorities in Idaho, including VRT
- Overview of programs and services provided
- Summary of current strategic plan. review of mission and goals
- Introduction of Board’s, Executive Board’s, and Regional Advisory Council’s role, responsibilities, and member requirements
- Introduction of key staff members and departmental plans and responsibilities
- Introduction to Federal Transit Administration funding and regulations
- Challenges to meeting our mission, goals and responsibilities

**More Information**

The PowerPoint presentation will be available after the meeting and will have links to key documents

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

## Valley Regional Transit FY2024 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Temporary Bus Drivers	Leslie Pedrosa	\$ 400,000	Dec-23	Apr-24	Board of Directors
Towing Services	Leslie Pedrosa Jeremy Gianchetta	\$ 45,000	Jan-24		CEO
Consulting Service for Transit Operating Contract	Leslie Pedrosa	\$ 49,000	Jan-24		CEO
Bus Washing Services	Corrie Washington	TBD	Feb-24		
Phase 1 Nampa/Caldwell TOD Study	Kate Dahl	\$ 150,000	Feb-24	Apr-24	Executive Board
Non-Emergency Medical Transportation	Leslie Pedrosa	\$ 401,000	Mar-24		Board of Directors
Valley Connect 2.0 Update	Kate Dahl	\$ 120,000	Mar-24	May-24	Executive Board
Ada and Canyon County Operating Contract	Leslie Pedrosa	TBD	Apr-24	Oct-24	Board of Directors
Orchard Facility - East Lot Development	Joe Guenther	\$2,775,000	Aug-24	Oct-24	Board of Directors
On-Call Technical Support Services	Brad Alvaro	TBD			
Vehicle Maintenance Fluids	Leslie Pedrosa	TBD			
Vehicle Maintenance Parts	Leslie Pedrosa	TBD			

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

Updated 3-7-2024

<b>TOPIC</b>	CEO Activity Report
<b>DATE</b>	March 27, 2024
<b>STAFF MEMBER</b>	Elaine Clegg

### CEO Update

Information only, no action needed.

### Highlights

February 13 marked one year that I have been on the job here at VRT. It has been fun and invigorating. I am inspired by all of you and by the work. I am having fun trying to make a difference; thank you for your support. Most of all I feel like we are moving VRT forward and a positive and meaningful way. Here are just some of the activities and accomplishments from that first year.

**Better Bus** – We have redesigned fixed-route bus services across the valley. This responds to the long-held desire for more frequent services on routes with high ridership potential, to have a more connected fixed-route network, to counter ridership demand changes post-Covid and to respond to things our riders have been telling us about improving service. Thanks to everyone who pitched in as we completed a big redesign of the bus services. This change will lead to:

- **20% more** riders projected
- **A 10% increase** in frequency routes from coverage routes
- **15% more total** service to start in June
- **34% more** people within ¼ mile of 15-minute service
- **100% more (double)** people within ¼ mile of 30-minute service

And it was all done in house because of the dedication of the crew here at VRT – **Thank you!**

**Beyond Access** – VRT began directly providing specialized service to older adults and person with disabilities in January. This service combines service areas and services previously offered through numerous service providers, in five separate zones, into one service. It was planned to provide more trips with less funding in response to a looming budget shortfall and identified inefficiencies in the previous service model. The service has provided over 2800 trips, and though there have been challenges, VRT staff is working hard to address them and deliver on the promise of this model. See the operations report for more details.

**Raising VRT's Profile** – VRT has been out in the community letting people know what we do and why it's important.

- **Presentations** – I have made over 20 appearances and been featured as a speaker or panelist and giving presentations; staff has participated in others, to spread the word about transit's importance to the valley as we grow.
- **Media stories** – VRT has had over 316 media mentions during the year, with an advertising equivalency value of \$1.3 million. These include everything from local television and newspaper to national magazines such as Mass Transit and podcast such as Talking Headways.
- **CEO Think Tank** – Idaho 2040 Forum has met five times, A diverse group of private and public sector thinkers have agreed to support research, education and advocacy targeting state leadership to make the case for the need for better transit. BSU's Idaho Policy Institute will support with survey and reporting work.

- **Meetings with state leaders** – With the help of staff and our new government affairs consultant, I have initiated meetings with state leaders at ITD, various state organizations and state legislative leadership introducing them to VRT. I have also met congressional members and staff from all offices three different times this year.

**Boards and Committees** – I have accepted three different Board and Committee assignments in organization's that can help VRT move forward.

- **The Bus Coalition (TBC) Board** – I serve on this national board to advocate for better support for bus transit funding, manufacturing, and operations.
- **TVCCC Board** – The Treasure Valley Clean Cities Coalition Board is working to support the transition to electric and other clean vehicles across the state.
- **HSIPR Committee member** – The High Speed and Intercity Passenger Rail committee at the American Public Transportation Association (APTA) is working to speed up delivery of new passenger rail service across the United States.

**Travel** – I have had the opportunity to engage with three different national transit organizations at conferences and other events and as a subrecipient a national infrastructure accelerator was hosted on a trip to Washington DC.

- **APTA CEOs Seminars** – Houston and Savannah hosted these two seminars and they have been great peer exchanges.
- **TBC** – I have attended a Board retreat and board meetings at other national events for the Bus Coalition and have learned they are extremely effective at advocating for bus transit specific concerns.
- **CTAA Annual Conference** – Oklahoma City hosted this conference last year and I got to tour their streetcar line and network with other mid-sized agencies.
- **APTA Transform Conference** – Orlando hosted, and I was able to participate in a specific track on regional rail and another on Bus Rapid Transit. I also attended an in-person HSIPR Committee meeting.
- **Build American Bureau** - the 10 Regional Infrastructure Accelerators were brought together for two days to learn more about this new program and how to best take advantage of our subrecipient grant.

**Regional Rail** – We can we restore passenger rail service in the valley and the heart of that service can become the backbone of a high-capacity transit service. Three steps can help us reach the goal of utilizing the existing rail corridor to move passengers: 1) restoring long-distance Amtrak service through the Treasure Valley, 2) re applying for the Corridor Identification Program to establish interstate passenger service from Boise to Salt Lake City, and 3) establishing regional high-capacity transit on the existing heavy rail corridor from Caldwell to Micron. Actions to support those outcomes include:

- **PEL study** - VRT is partnering with COMPASS to conduct a Planning and Environmental Linkages study (PEL) of the preferred alternative for a high—capacity regional transit service including studying the alternative of using the existing heavy rail line for that service. That study will be conducted this year.
- **Boise Passenger Rail Summit** – VRT partnered with the City of Boise, PNWER and others to host the Greater Northwest Passenger Rail summit. Amtrak CEO Stephen Gardner keynoted, and many other provided comments and discussion through panels and presentations including Union Pacific, who we also met with. **Boise cutoff Rail Tour** – VRT hosted a tour of the shortline showing off the amazing alignment with population and job centers in the region during the GNWPR Summit.



- **Corridor Identification Program** – VRT supported ITD and a group of mayors led by the City of Boise to prepare and submit an application to begin study of operations and service for interstate rail from Boise to Salt Lake City. Unfortunately, the application was submitted incorrectly and never considered. We are working to move forward.
- **FRA Long Distance Study** – I participated in three meetings hosted by the Federal Railroad Administration on restoring long-distance passenger rail service on the Pioneer. We met in Denver, then Boise during the rail summit and last month in Seattle. The study will host one more meeting in Montana in the late spring and then report to Congress. Our route is on the map they published after our last meeting.

### **Summary of Internal Activities**

Internally, we have reorganized the Executive Management structure by elevating IT to a full department and organizing communication to have the bandwidth to serve the whole organization. The other three department heads were changed with my job title to Chiefs and all five department heads have done a great job learning to work together as an executive management team.

I have learned we have a great staff here at VRT and have been working diligently to ensure that we have the updated personnel policies and support in place for them to perform at the highest level. We have initiated more frequent in-person meetings and hosted three all hands events, one to celebrate our platinum status for May in Motion, a barbecue after one of our staff meetings and the other to celebrate the holidays.

I continue to work with our legal counsel to ensure the VRT is protected during the bankruptcy proceedings of our initial provider of electric buses and electric bus infrastructure. We are also working out details to participate more fully in the emergency management system providing evacuation and other transport services.

On the operations side we have initiated regular in-person meetings in both counties to improve communication and information sharing.

There is more to share but suffice to say that it has been a productive year; thank you all for your support.

**For detailed information contact:** Elaine Clegg, CEO, 208.258.2712, [eclegg@rideVRT.org](mailto:eclegg@rideVRT.org)

<b>TOPIC</b>	Development Department Monthly Report
<b>DATE</b>	April 1, 2024
<b>STAFF MEMBER</b>	Stephen Hunt

**Summary**

Development Department activities for April 2024 report.

**VRT Strategic Plan**

**Goal 1 - Demonstrate responsible stewardship of public resources**

**Performance Based Decision-making**

- **FY2025 Budget Build**  
Staff leveraged the planning efforts of the FY 2023-2027 TDP to inform the FY2025 budget process. Staff began developing FY2025 preliminary budgets and is coordinating with staff of financial partners to develop FY2025 funding requests.

**Goal 2 – Increase Ridership and Revenue**

- **FY2024 Service Changes** – Updated sign blades and information holders have been delivered and staff prepared an implementation schedule which will begin in April. Staff announced the final service change date will be June 3, 2024. Staff is coordinating internal tasks to ensure a coordinated and timely delivery of FY2024 service changes this summer. Staff continues to work with the City of Caldwell about the city’s contribution levels and whether all services will move forward as planned.
- **Bus Stop Improvements** – Phase 1 of the Bus Stop Inventory is underway. Staff coordinated with consultant support to develop a database of tracking bus stops and amenities, which will guide stop improvement prioritization.
- **The Intercity Connections Study** – Staff continues to coordinate consultant and stakeholder tasks for the intercity connections study.
- **Towne Square Mall Transit Center** – The Dillard’s contract has been updated and the CEO will contact Dillard’s to begin negotiations. Staff began coordinating with consultants to prepare a low-no grant application to update the transit center at the Towne Square Mall and install an electric charging infrastructure.
- **Boise State University Public Policy Masters Student Capstone Project** – VRT staff continues to support Boise State Masters students as they study potential redevelopment sites along Fairview Avenue.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff reviewed and selected a consultant to initiate the Nampa Caldwell corridor study.

**Goal 3 - Build institutional and regional capacity**

**Regional Capital Enhancements**

- Orchard Facility Master Plan Implementation

- Staff coordinated with consultants and operations staff to complete employee parking and advance concepts of east lot expansion and associated infrastructure.
- **Happy Day Transit Center Upgrades (HDTC)**
  - The HVAC replacement contractor is designing a replacement system and is working through complications due to the unavailability of HVAC systems. A 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**
  - Consultants and staff continue to refine concepts and scope for the MSS charging infrastructure. VRT has agreed to a maximum price and will present those costs to the Board in the April board meeting.

### **Regional Corridor Planning/Corridor Capital Investments**

- **State Street Corridor Projects**
  - Federal Transit Administration's (FTA) National Environmental Policy (NEPA) review along with State Historic Preservation Office (SHPO) providing concurrence is complete. VRT and the FTA will now finalize and execute the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant and begin final design of improvements RAISE funded projects.
  - VRT staff continues to work with Ada County Highway District (ACHD) on State and 18<sup>th</sup> Street intersection. Construction bid packets were issued and bids were received. Award will be on the April full board agenda.
  - VRT staff and the technical team continue to push updates to the State Street Traffic and Operation Plan (TTOP) through partner agencies approval process.
- **Bus Stop Improvements**
  - VRT staff shared refined Pioneer/River crossing transit stop improvement concepts with ACHD, City of Boise and Capital City Development Corporation (CCDC). Improvements would reduce vehicle, transit, bicycle and pedestrian conflicts around the bus stop there. The improvements would add amenities per CCDC funding request.

### **Mobility Integration**

- Staff is developing a TDM template that will help employers and developers cite goals and performance measures to reduce Single Occupancy Vehicles (SOV) trips.
- Staff has planned a tentative date of April 10 to meet with the Downtown Boise Collaborative to discuss implementation of the Mobility Playbook and priorities.
- Umo is updating their mobile application that will improve mobility integration for the agency and the public. Updates will improve real-time information, deep links with other mobility applications, and more nimble responses to VRT requests.
- Staff is working with Lime to develop micromobility discounts for City Go members.
- Safe Routes to School (SRTS) staff will be attending a national SRTS conference in March.

**More Information:**

Stephen Hunt, Chief Development Officer, 208.258.2701, [shunt@rideVRT.org](mailto:shunt@rideVRT.org)

Duane Wakan, Mobility Integration Director, 208.258.2750, [dwakan@rideVRT.org](mailto:dwakan@rideVRT.org)

Joe Guenther, Capital Projects Manager, 208.258.2705, [jguenther@rideVRT.org](mailto:jguenther@rideVRT.org)

Kate Dahl, Principal Planner. 208.258.2715, [kdahl@ridevrt.org](mailto:kdahl@ridevrt.org)

Alissa Taysom, Associate Planner, 208.258.2717, [ataysom@rideVRT.org](mailto:ataysom@rideVRT.org)

Kyle Street, Programming Planner, 208.258.270, [kstreet@rideVRT.org](mailto:kstreet@rideVRT.org)

Hailee Lenhart-Wees, Programs Manager, 208.608.6039, [hlenhart-wees@rideVRT.org](mailto:hlenhart-wees@rideVRT.org)

Kathleen Godfrey, Accounts Manager, 208 407-2519, [kgodfrey@rideVRT.org](mailto:kgodfrey@rideVRT.org)

Lisa Brady, Safe Routes to School Program Manager, 208-761-8507, [lbrady@rideVRT.org](mailto:lbrady@rideVRT.org)

<b>TOPIC</b>	Finance and Administration Activity Report
<b>DATE</b>	April 1, 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**

- Audited financial statements were presented to the Executive Board at the March meeting and will be included on the April Board agenda as a consent item.
- Finance staff have submitted the Authorities FY2023 National Transit Database financial information to the FTA.
- The CFO continues working with budget managers on FY2025 budget planning.
- Finance staff submitted required information to the FTA in response to the Triennial Review. FTA subcontractors will be onsite in May to continue the review with staff in person.
- A significant portion of the finance team's effort is dedicated to the implementation of the Oracle Fusion enterprise resource planning (ERP) system. After a very significant and time-consuming effort, data conversion is mostly complete. We plan to begin user acceptance testing the week of March 18. The delay caused by the challenges encountered during the data conversion process will result in the go live date being pushed out to April or May.

### **Grant Management**

- Grants and Compliance Administrator is working on the following:
  - FTA grant applications
  - Active grant revisions/amendments
  - FY2024 Project funding
  - Federal grant reconciling
  - FTA Triennial Review

### **Procurement**

- Procurement and Contracts Specialist is working on:
  - Consulting Service for Transit Operating Contract
  - Non-Emergency Medical Transportation Service Provider
  - Bus Washing
  - Towing Service
  - Nampa Caldwell TOD Corridor Study

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

<b>TOPIC</b>	Operations Department Staff Report
<b>DATE</b>	April 1, 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 Charger and Battery Electric Bus Update**

Currently there are three dispensers placed out of service. Service tickets have been submitted and VRT is waiting for an update on repairs. Responses are extremely delayed due to the Proterra bankruptcy.

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 following the bankruptcy process.

Currently, all four 40' and six of the eight 35' Proterra buses are in service. Two buses remain out of service. VRT is working with Proterra to determine when we will place the last two buses into revenue service, with the two chargers being operational.

### **Proterra Bankruptcy Update**

January 8, VRT was notified that the bankruptcy court approved the sale of the Proterra Transit business arm of Proterra to Phoenix Motor Inc. (Phoenix). The transit business arm includes new bus builds, bus parts, and battery leases. VRT continues to work on the transition with Phoenix to get a new account set up and work through existing orders on hold.

VRT has not gotten any update on the sales of the other two business arms of Proterra, Proterra Energy, which is charging infrastructure and Proterra Powered, which is the bus batteries.

### **Beyond Access Service**

Beyond Access service launched on January 2. Since inception, VRT has provided almost 6,000 rides, which is about a 15% decrease from the combined total of previous service providers. VRT provided almost 200 trips that traveled between Ada and Canyon County in February, which was previously a gap in service. There were a number of factors, detailed below, that contributed to the decrease in ridership.

Challenges in January include weather, incorrect information on bookings from the previous database, new drivers and duplicate service. Additionally, we have been moving riders who are eligible for ACCESS service, as we find they have been booked incorrectly.

February ran much smoother than January. VRT continues to work with individuals who are determined to be ACCESS eligible and those that were already eligible to use ACCESS to schedule them on the correct service. VRT has also grown our partnership with Metro Community Services in Canyon County for better service.

VRT staff presented the Beyond Access service and how to use it to several senior centers in February with additional presentations scheduled in this quarter to continue to promote Beyond Access. As of the mid-March, VRT is fully staffed with drivers. Staff will continue to work through challenges as they arise.

### Miscellaneous

- Working with other VRT department staff and consultants to prepare for construction plans at Main Street Station for work planned under the 2022 Low or No Emissions (LONO) Grant.
- Working with other VRT department staff and consultants to prepare an application for the 2024 Low or No Emissions (LONO) Grant.
- Participating in the Steering Committee with Idaho Transportation Department - Public Transportation Office to plan the upcoming 2024 Public Transportation Summit scheduled September 24–26 in Coeur d’Alene.
- Operations staff continues to work with the Ada County Emergency Management team to finalize an agreement for emergency evacuations and transportation support.
- Operations staff working with other VRT departments and contracted transportation staff to finalize services changes planned for the spring of 2024.
- Completed fiscal year 2023 National Transit Database (NTD) reporting. There are issues with the NTD website, which has prevented VRT from submitting the report. Staff is working closely with NTD IT staff to get report submitted.
- Working with other VRT departments and contracted transportation staff to prepare for the VRT Treeline shuttle that will run in the evenings for four days of the Treefort Music Fest (TMF) in downtown Boise. VRT is also working with TMF staff to host a roller-skating event at Main Street Station on Sunday, March 24, when no bus service is running.

### Highlights:

#### Contracted Transportation

##### **Canyon County Highlights**

- One preventable accident in February
- Intercounty on-time performance 79% for February
- On-demand on-time performance 89% for February
- ACCESS on-time performance 91% for February

##### **Ada County Highlights**

- One preventable accident in February

- Fixed-route on-time performance 86% for February
- ACCESS on-time performance 98% for February
- Lewis Ashbrook was hired as the new Operations Manager. He was previously a Road Supervisor for the operation.

#### **Compliance**

- Staff continues to work on updates to VRT policies and procedures as needed
- Staff is preparing to begin scoring assets for annual Transit Asset Management scoring
- Staff completed audit on automatic passenger counters in fixed route vehicles for compliance

#### **Customer Service Support**

- Customer service handled 3,411 of 3,729 phone calls for information, with 315 calls abandoned. The average call time was 3 minutes, 9 seconds and the average hold time was 20 seconds in February.
- Reservationist handled 1,750 of 1,931 phone calls to change or schedule a ride on ACCESS, with 151 calls abandoned. The average call time was 3 minutes, 58 seconds and the average hold time was 16 seconds in February.
- On-demand services handled 1,372 of 1,569 phone calls to schedule a ride, with 197 calls abandoned. The average call time was 2 minutes, 49 seconds and the average hold time was 19 seconds in February.
- February City Go Pay mobile ticket sales totaled \$10,594.

#### **More Information**

Leslie Pedrosa, Chief Operating Officer, 208.258.2713, [lpedrosa@ridevrt.org](mailto:lpedrosa@ridevrt.org)



<b>TOPIC</b>	Communications Update
<b>DATE</b>	April 1, 2024
<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 are coordinating early creative work, including a robust video and visual campaign to roll out with service changes this summer.
- Staff has been preparing for the Treeline bus shuttle in concert with the Treefort Music Fest; we’re promoting the Treeline, the new Underground Disco Derby hosted at Main Street Station, and Safe Routes to School bike rodeos.
- Staff is currently preparing for outreach and communications efforts around service changes for the FY24 network redesigned – dubbed Change Day – to create a day of activation and attention around the system improvements; this will begin in the months before and after the service changes occur.
- 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; with feedback from the UI/UX website review, we have updated individual route pages and are working on home page and menu navigation updates this spring.
- The new Main Street Station sign will be installed in the coming months, which will help increase visibility at the transit center.
- 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 are preparing for the installation of the next round of onboard infotainment screens, at which point we will be able to offer digital advertising to our media kit; this revenue will pay for ongoing data costs with additional revenue directed to the general operating fund alongside exterior ad revenue; this will both increase our annual revenue amounts and provide riders with better passenger information.
- As of 3/14/24, we have sold \$657,938.52 since the start of the fiscal year, and project to finish the fiscal year at \$990,000.

**More Information**

**Attachments:** None

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

TOPIC	Information Technology Activity Report
DATE	April 1, 2024
STAFF MEMBER	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
- ERP Data Conversion
- Infotainment equipment prep for installation
- Radio programming for Beyond Access
- BSU computer aided design and automatic vehicle location (CAD/AVL) project

### Support Services

- Monthly National Transportation Database (NTD) Reports
- Resolved 117 of 121 tickets received for February
- Fare project collection data
- Headway sign programming
- Service change stop announcement recordings and updates
- Assisted with website map adjustment questions and issues.
- 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,