

Executive Board Meeting Agenda

February 02, 2026

11:00 AM

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

This is virtual meeting.

You may participate via MSTeams or in person

http://ridevrt.org/VRTEB_Feb26

or by dialing in at **323-484-8960** Conference ID: **356 080 283#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. Consent Agenda

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

**A. ACTION: Minutes of the November 18, 2025 Regional Advisory Council Meeting
Pages 3-4 | Deborah Johnson**

The Executive Board is asked to accept the minutes from the November 18, 2025 Regional Council Meeting.

**B. ACTION: Payment Register 12-16-25 through 1-15-26
Pages 5-10 | Nick Leonardson**

The Executive Board is asked to accept the payment register covering the period 12-16-25 through 1-15-26.

IV. Executive Board - Action Items

**A. ACTION: Canyon County Vanpool Program
Pages 11-14 | Stephen Hunt**

Staff will present successful offeror to the Canyon County Vanpool Program Request for Qualifications (RFQ) for Executive Board Consideration.

V. Executive Board - Information Items

**A. INFORMATION: Supplemental Services Report
Pages 15-20 | Stephen Hunt**

Staff will present a report on supplemental services provided in calendar year 2025.

**B. INFORMATION: FY2026 Procurement Calendar
Page 21 | Jason Jedry**

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

VI. Executive Session

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-

206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)

VII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages 22-35 | Staff

The most current department/staff reports have been included in the packet for information. Board members are encouraged to read them as they contain valuable information not presented elsewhere.

VIII. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting (Joint with Regional Advisory Council):

March 2, 2026

Main Street Station (please note change of venue)

777 W Main Street

Boise, ID 83702

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

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

Regional Advisory Council Meeting Minutes

November 18, 2025

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Laylo Hamund	Brad Alvaro, VRT
Samantha Semple-Kenney	Terri Lindenberg	Elaine Clegg
Andrew Mills	Deeann Solis	Paula Cromie, VRT
Mary Beth Nutting	Theresa Vawter	Kate Dahl, VRT
Walter Steed		Jeannette Ezell, VRT
David White		Jeremy Gianchetta, VRT
		Jose Hernandez, VRT
		Stephen Hunt
		Jason Jedry, VRT
		Hailey Lenhart-Wees, VRT
		Nick Moore, VRT
		Leslie Pedrosa, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Olivia Vielstich McKinnon

I. **Calling of the Roll** – Chair Walter Steed called the meeting to order at 9:07, with a quorum present.

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

III. **Consent Agenda**

Items on the consent agenda consisted of the following:

A. **ACTION: Minutes of the September 30, 2025, Regional Advisory Council Meeting**

Andrew Mills moved to approve the consent agenda as presented; Samantha Semple-Kenney seconded. The motion passed unanimously.

IV. **Action Items**

A. **RAC Public Statement Disclaimer**

Jason Rose presented the disclaimer statements that might be used in public statements online, with local media, and within other platforms to Regional Advisory Council members. Following discussion, Samantha Semple-Kenney moved to recommend for approval by the Board, the RAC Public Statement Disclaimer; David White seconded. The motion passed unanimously.

B. **ACTION: Digital Accessibility Project: (WCAG) 2.1 Level AA**

Melody Roper presented Department of Justice (DOJ) updates for Title II of the American Disabilities Act, the associated technical requirements for websites and mobile apps, and VRT's proposed procedure and implementation plan. Valley Regional Transit is working towards a 2.1 Level AA compliance with new regulations from the DOJ. Following discussion, Susan Bradley moved to recommend for approval by the Board of Directors, the proposed procedure and implementation plan; Andrew Mills seconded. The motion passed unanimously.

V. Information Items

A. INFORMATION: Regional Advisory Council (RAC) Member Renewal

Jason Rose discussed the RAC members whose terms are up for renewal. Walter Steed and agreed to continue as RAC member for the next three years. Terri Lindenberg, after being a member since 2006 (19 years!) will step down from the Council. We thank Terri for her dedication and commitment to the Regional Advisory Council and the citizens VRT serves.

B. INFORMATION: Transportation Development Plan (TDP) Update

Stephen Hunt provided an update on the Transportation Development Plan and assumptions. Staff wanted to be sure to make RAC members aware of the changes as the Board of Directors will have the opportunity to approve the changes at the January board meeting. This item was for information only.

C. INFORMATION: Topics for Discussion

Walter Steed

Jason Rose led RAC members through a discussion on topics for discussion and planning for next year. Ideas consisted of the following:

Digital Accessibility

Title VI

Revamp of Regional Advisory Handbook

Members were also asked where they would like meetings to take place next year. Suggestions included:

Commission for the Blind

Main Street Station

Happy Day Transit Center

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information. RAC members were encouraged to read the reports as they contain important information that may not be presented elsewhere.

VII. Adjournment – The meeting was adjourned at 10:27.

Next Regional Advisory Council Meeting:

January 20, 2026

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

TOPIC	Payment Register
DATE	February 2, 2026
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Executive Board will have the opportunity to review and consider accepting the December 16, 2025 to January 15, 2026 payment register.

Summary

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

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

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

More Information

Attachments:

December 16, 2025 to January 15, 2026 payment register

For detailed information, contact:

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

Payment Register 12/16/25 - 1/15/26

Payment Number	Payment Date	Vendor Name	Invoice Amount	Purchasing Category
53257	2025-12-24	A-1 Auto Electric	528.00	Auto_Parts
100632	2025-12-24	Access Idaho-26682	84.24	Employee_Screening
53281	2025-12-24	AdaRide.Com, LLC	5,366.00	Services
53315	2025-12-24	All-Pro Commercial Cleaning, LLC	175.00	Services
53303	2025-12-24	AMAZON.COM SERVICES, INC.	1,598.00	Department_Supplies
53303	2025-12-24	AMAZON.COM SERVICES, INC.	344.15	Department_Supplies
53303	2025-12-24	AMAZON.COM SERVICES, INC.	33.88	Department_Supplies
53367	2026-01-16	American Mechanical Corporation	1,500.00	Services
53325	2025-12-24	Anthony, Elizabeth	96.60	Reimbursements
53352	2026-01-16	Ashbrook, Lewis	50.00	Reimbursements
53278	2025-12-24	Askarzada, Haseebullah	349.74	Reimbursements
53342	2025-12-24	Avero, LLC	3,975.00	IT_Software
53279	2025-12-24	A-Z Bus Sales, Inc	129.92	Parts
53279	2025-12-24	A-Z Bus Sales, Inc	265.74	Parts
100637	2025-12-24	Bailey, William	99.00	Reimbursements
53324	2025-12-24	Barber, Richard P	28.70	Reimbursements
53275	2025-12-24	Beckman, Cody	50.00	Reimbursements
53361	2026-01-16	Beckman, Cody	58.29	Reimbursements
100649	2026-01-16	Boise City Utility Billing	421.32	Utilities
53327	2025-12-24	Boise Municipal Health Care Trust	67,067.21	Insurance premiums
53296	2025-12-24	Bolen's Control House Inc.	15.52	Department_Supplies
53255	2025-12-24	Brasco International, Inc.	9,975.00	Bus_Shelters
53255	2025-12-24	Brasco International, Inc.	17,050.00	Bus_Shelters
53255	2025-12-24	Brasco International, Inc.	13,925.00	Bus_Shelters
53255	2025-12-24	Brasco International, Inc.	9,675.00	Bus_Shelters
53270	2025-12-24	Brett's Lawn Care Inc	393.89	Services
100641	2025-12-24	Buckendorf, Doug	58.30	Reimbursements
100654	2026-01-16	Buckendorf, Doug	200.00	Reimbursements
100631	2025-12-24	Cable One Inc	365.88	Utilities
53289	2025-12-24	Career Uniforms Partners	303.70	Uniforms_and_Accessories
53289	2025-12-24	Career Uniforms Partners	318.95	Uniforms_and_Accessories
53289	2025-12-24	Career Uniforms Partners	414.60	Uniforms_and_Accessories
53289	2025-12-24	Career Uniforms Partners	260.30	Uniforms_and_Accessories
53289	2025-12-24	Career Uniforms Partners	132.15	Uniforms_and_Accessories
53289	2025-12-24	Career Uniforms Partners	52.25	Uniforms_and_Accessories
53287	2025-12-24	Center for Transportation & Environment	3,500.00	Engineering_Consultants
53326	2025-12-24	CenturyLink	193.95	Utilities
53313	2025-12-24	Christensen, Inc	1,048.44	Fluids
53306	2025-12-24	City of Boise	440.00	Parts
100648	2026-01-16	City of Caldwell Water Department	142.63	Utilities
100648	2026-01-16	City of Caldwell Water Department	193.29	Utilities
100647	2026-01-16	City of Garden City	90.68	Utilities
53319	2025-12-24	Clean Energy	5,142.35	CNG
53319	2025-12-24	Clean Energy	970.76	Services
53331	2025-12-24	Coach & Equipment Manufacturing, Inc	1,064.26	Parts
53323	2025-12-24	Commercial Tire, Inc	3,286.46	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	210.34	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	202.95	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	660.04	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	213.50	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	213.50	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	1,412.78	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	701.60	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	213.50	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	765.88	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	688.07	Vehicle_Maintenance
53323	2025-12-24	Commercial Tire, Inc	16.50	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	64.00	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	49.50	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	151.95	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	161.00	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	64.00	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	712.20	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	2,726.80	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	27.90	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	1,382.90	Auto_Parts
53323	2025-12-24	Commercial Tire, Inc	1,492.80	Auto_Parts
53277	2025-12-24	Cubic Transportation Systems, Inc	1,470.40	Subscriptions
53297	2025-12-24	Curtis Clean Sweep	110.00	Services
53332	2025-12-24	Custom Care Pest Services	95.00	Services
100629	2025-12-24	D & B Supply Co., Inc.	166.46	Department_Supplies
53354	2026-01-16	Deanna Hassan	50.00	Reimbursement
100650	2026-01-16	Dow, Stephen	69.95	Reimbursements
53265	2025-12-24	DS Services of America, Inc.	38.97	Services

53375	2026-01-16	Dwaine S Lee, LLC	385.00 Services
53262	2025-12-24	Dyna Parts LLC	-249.97 Parts
53262	2025-12-24	Dyna Parts LLC	76.38 Parts
53262	2025-12-24	Dyna Parts LLC	1.92 Parts
53262	2025-12-24	Dyna Parts LLC	38.16 Parts
53262	2025-12-24	Dyna Parts LLC	72.34 Parts
53262	2025-12-24	Dyna Parts LLC	56.70 Fluids
53262	2025-12-24	Dyna Parts LLC	13.05 Parts
53262	2025-12-24	Dyna Parts LLC	4.74 Parts
53262	2025-12-24	Dyna Parts LLC	229.02 Department_Supplies
53261	2025-12-24	Dyna Parts LLC	65.69 Parts
53347	2026-01-09	Elaine Clegg	289.80 Reimbursement
53282	2025-12-24	Elliott Auto Supply Co., Inc	413.00 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	413.00 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	206.50 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	458.30 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	458.30 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	16.24 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	67.18 Vehicle_Maintenance
53282	2025-12-24	Elliott Auto Supply Co., Inc	997.04 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	311.74 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	141.70 Vehicle_Maintenance
53282	2025-12-24	Elliott Auto Supply Co., Inc	522.74 Parts
53282	2025-12-24	Elliott Auto Supply Co., Inc	-285.60 Parts
100652	2026-01-16	Eskins, Michael	200.00 Reimbursements
53336	2025-12-24	ETA Phi Systems, Inc.	14,128.46 Subscriptions
53336	2025-12-24	ETA Phi Systems, Inc.	3,988.50 Subscriptions
53335	2025-12-24	Everbase Solutions LLC	125.00 IT_Hardware
53300	2025-12-24	Fisher's Document Systems, Inc.	5,075.00 Subscriptions
53304	2025-12-24	FOURTHSQUARE LLC	4,200.00 IT_Software
53304	2025-12-24	FOURTHSQUARE LLC	3,500.00 IT_Software
53268	2025-12-24	Frost, Scott	90.10 Reimbursements
53357	2026-01-16	Frost, Scott	79.50 Reimbursements
53318	2025-12-24	Full Service Glass LLC	470.02 Vehicle_Maintenance
53318	2025-12-24	Full Service Glass LLC	293.58 Vehicle_Maintenance
53290	2025-12-24	Gem State Paper & Supply	321.92 Department_Supplies
53309	2025-12-24	Genfare, LLC	3,152.28 Parts
53309	2025-12-24	Genfare, LLC	419.50 Parts
53309	2025-12-24	Genfare, LLC	1,359.18 Parts
53345	2025-12-24	Gillig, LLC	210.04 Parts
53345	2025-12-24	Gillig, LLC	92.44 Parts
53345	2025-12-24	Gillig, LLC	256.04 Parts
53345	2025-12-24	Gillig, LLC	107.89 Parts
53345	2025-12-24	Gillig, LLC	126.21 Parts
53345	2025-12-24	Gillig, LLC	21.21 Department_Supplies
53345	2025-12-24	Gillig, LLC	315.04 Parts
53345	2025-12-24	Gillig, LLC	294.67 Parts
53345	2025-12-24	Gillig, LLC	6.12 Parts
53345	2025-12-24	Gillig, LLC	89.66 Parts
53345	2025-12-24	Gillig, LLC	17.07 Department_Supplies
53345	2025-12-24	Gillig, LLC	1,531.94 Parts
53345	2025-12-24	Gillig, LLC	1,515.94 Parts
53345	2025-12-24	Gillig, LLC	397.90 Parts
53345	2025-12-24	Gillig, LLC	455.72 Parts
53368	2026-01-16	Gillig, LLC	707.57 Parts
53345	2025-12-24	Gillig, LLC	103.15 Parts
53345	2025-12-24	Gillig, LLC	2,732.25 Parts
53345	2025-12-24	Gillig, LLC	275.79 Parts
53345	2025-12-24	Gillig, LLC	123.34 Parts
53345	2025-12-24	Gillig, LLC	1,184.72 Auto_Parts
53345	2025-12-24	Gillig, LLC	26.23 Parts
100021	2026-01-13	Gillig, LLC	1,134,924.00 Vehicles
53280	2025-12-24	Grainger Inc	847.09 Department_Supplies
53280	2025-12-24	Grainger Inc	349.84 Services
53280	2025-12-24	Grainger Inc	-847.09 Department_Supplies
53280	2025-12-24	Grainger Inc	242.44 Department_Supplies
53280	2025-12-24	Grainger Inc	92.61 Department_Supplies
53280	2025-12-24	Grainger Inc	198.20 Department_Supplies
53280	2025-12-24	Grainger Inc	99.99 Department_Supplies
53292	2025-12-24	Hawley Troxell Ennis & Hawley	1,087.50 Services
53292	2025-12-24	Hawley Troxell Ennis & Hawley	1,003.50 Services
53292	2025-12-24	Hawley Troxell Ennis & Hawley	472.50 Services
53339	2025-12-24	HI-Line	649.85 Department_Supplies
53377	2026-01-16	Hot Shots, Inc.	1,333.69 Other_Expenses
53377	2026-01-16	Hot Shots, Inc.	1,110.48 Other_Expenses
53256	2025-12-24	Idaho Correctional Industries	46.25 Signage
53256	2025-12-24	Idaho Correctional Industries	41.00 Signage
53256	2025-12-24	Idaho Correctional Industries	41.00 Signage
53329	2025-12-24	Idaho Power	561.05 Utilities

53365	2026-01-16	Idaho Power	17.04	Utilities
53365	2026-01-16	Idaho Power	15,707.00	Utilities
53329	2025-12-24	Idaho Power	3,028.51	Utilities
53365	2026-01-16	Idaho Power	1,359.95	Utilities
53365	2026-01-16	Idaho Power	899.01	Utilities
53307	2025-12-24	Idaho Records Management, LLC	55.00	Services
100639	2025-12-24	Idaho Springs, LLC	19.99	Department_Supplies
100639	2025-12-24	Idaho Springs, LLC	7.99	Department_Supplies
53264	2025-12-24	Image Tech, LLC	849.10	Marketing
53264	2025-12-24	Image Tech, LLC	679.28	Marketing
53337	2025-12-24	In The Bag Promotions	566.81	Employee_Relations
53271	2025-12-24	Intangles USA INC	390.00	Subscriptions
53271	2025-12-24	Intangles USA INC	390.00	Subscriptions
53271	2025-12-24	Intangles USA INC	390.00	Subscriptions
53299	2025-12-24	Intermountain Communications of	474.30	IT_Hardware
53299	2025-12-24	Intermountain Communications of	271.37	Vehicle_Maintenance
53299	2025-12-24	Intermountain Communications of	199.58	Vehicle_Maintenance
53299	2025-12-24	Intermountain Communications of	205.01	Vehicle_Maintenance
53299	2025-12-24	Intermountain Communications of	150.00	Vehicle_Maintenance
53299	2025-12-24	Intermountain Communications of	150.00	Vehicle_Maintenance
53299	2025-12-24	Intermountain Communications of	199.58	Vehicle_Maintenance
53299	2025-12-24	Intermountain Communications of	1,326.85	IT_Hardware
53299	2025-12-24	Intermountain Communications of	483.91	IT_Hardware
53299	2025-12-24	Intermountain Communications of	255.00	IT_Hardware
53299	2025-12-24	Intermountain Communications of	1,601.63	IT_Hardware
53299	2025-12-24	Intermountain Communications of	483.91	IT_Hardware
53372	2026-01-16	Intermountain Gas	11,430.75	Utilities
53372	2026-01-16	Intermountain Gas	206.65	Utilities
53291	2025-12-24	Intermountain Gas	337.95	Utilities
53372	2026-01-16	Intermountain Gas	904.35	Utilities
53291	2025-12-24	Intermountain Gas	1,650.30	Utilities
53372	2026-01-16	Intermountain Gas	227.53	Utilities
53258	2025-12-24	Interstate Fire Sales and Service, LLC	919.00	Services
100628	2025-12-17	Jacob Robert Stewart	227.69	Claim
53382	2026-01-16	Jacobs Engineering Group, Inc.	6,690.74	Engineering_Consultants
100020	2026-01-13	Jacobs Engineering Group, Inc.	1,041,748.63	Engineering_Consultants
53370	2026-01-16	John Lance Giles	10,000.00	Consulting_Services
53379	2026-01-16	Johnson Controls US Holdings INC	688.85	Fire_Protection_Services
53353	2026-01-16	Joshua Smith	94.00	Reimbursement
53353	2026-01-16	Joshua Smith	50.00	Reimbursement
53363	2026-01-16	Kelly, Paul	50.00	Reimbursements
53333	2025-12-24	KENDALL DEALERSHIP HOLDINGS, LLC	150.19	Fluids
53373	2026-01-16	Kenworth Sales	690.63	Parts
53266	2025-12-24	Kimley-Horn & Associates, Inc	19,900.00	Consulting_Services
53360	2026-01-16	Kittelson & Associates Inc	3,504.39	Consulting_Services
100653	2026-01-16	Large, Stanley	148.33	Reimbursements
100653	2026-01-16	Large, Stanley	169.58	Reimbursements
53251	2025-12-24	Leslie Pedrosa	60.90	Reimbursement
53362	2026-01-16	Leslie, Brian	84.79	Reimbursements
53317	2025-12-24	Lithia Motors Payment Processing	71.65	Parts
53317	2025-12-24	Lithia Motors Payment Processing	218.65	Parts
53317	2025-12-24	Lithia Motors Payment Processing	34.91	Parts
53317	2025-12-24	Lithia Motors Payment Processing	349.09	Parts
53317	2025-12-24	Lithia Motors Payment Processing	20.36	Parts
53317	2025-12-24	Lithia Motors Payment Processing	-30.00	Parts
53305	2025-12-24	Lizabeth C. Arkoosh	9,600.00	Leases_&_Rentals
53338	2025-12-24	Loomis Armored US, LLC	668.25	Services
53328	2025-12-24	Lowe's Home Improvement	101.62	Department_Supplies
53328	2025-12-24	Lowe's Home Improvement	8.48	Services
53343	2025-12-24	Lyft, Inc	5,570.55	Services
53343	2025-12-24	Lyft, Inc	1,261.37	Services
53286	2025-12-24	Mary M Johnson	150.00	Services
53348	2026-01-16	McLarens, LLC	7,000.00	Premiums
53276	2025-12-24	MDMC3 LLC	1,290.00	Professional_&_Technical_Services
53276	2025-12-24	MDMC3 LLC	4,958.44	Professional_&_Technical_Services
53276	2025-12-24	MDMC3 LLC	328.40	Professional_&_Technical_Services
53374	2026-01-16	Melba Valley Senior Center	3,654.72	Senior_Services
53295	2025-12-24	Meridian Senior Center	9,616.96	Senior_Services
53294	2025-12-24	Metro Community Services	16,393.55	Senior_Services
100630	2025-12-24	Mills, Wayne	235.20	Reimbursements
53259	2025-12-24	Minert & Associates, Inc	50.00	Employee_Screening
53259	2025-12-24	Minert & Associates, Inc	73.00	Employee_Screening
53369	2026-01-16	Model 1 Commercial Vehicles, Inc	152,289.00	Vehicle_purchase
53359	2026-01-16	Muncie Reclamation Supply Company	234.84	Parts
53263	2025-12-24	Mursalov, Islom	493.43	Reimbursements
53274	2025-12-24	MV Public Transportation, Inc	39,765.02	Services
53274	2025-12-24	MV Public Transportation, Inc	1,396.91	Services
53321	2025-12-24	New Flyer Parts	227.61	Parts
53293	2025-12-24	Norco Inc	25.80	Department_Supplies

100640	2025-12-24	Oberman, Doreen	105.99 Reimbursements
53308	2025-12-24	ODP Business Solutions, LLC	64.29 Department_Supplies
53308	2025-12-24	ODP Business Solutions, LLC	6.82 Department_Supplies
100651	2026-01-16	Omanovic, Asim	180.19 Reimbursements
100651	2026-01-16	Omanovic, Asim	132.50 Reimbursements
53283	2025-12-24	O'Reilly Auto Parts	-304.09 Parts
53283	2025-12-24	O'Reilly Auto Parts	42.75 Parts
53283	2025-12-24	O'Reilly Auto Parts	5.71 Parts
53283	2025-12-24	O'Reilly Auto Parts	5.71 Parts
53283	2025-12-24	O'Reilly Auto Parts	13.83 Parts
53283	2025-12-24	O'Reilly Auto Parts	29.96 Fluids
53283	2025-12-24	O'Reilly Auto Parts	12.49 Department_Supplies
53283	2025-12-24	O'Reilly Auto Parts	5.48 Department_Supplies
53283	2025-12-24	O'Reilly Auto Parts	362.32 Parts
53316	2025-12-24	Pacific Office Automation	950.00 IT_Operations_ & Maintenance
100633	2025-12-24	Peak Industrial, Inc.	340.27 Professional_ & Technical_Services
100633	2025-12-24	Peak Industrial, Inc.	206.04 Professional_ & Technical_Services
53364	2026-01-16	Pedrosa, Leslie	34.80 Reimbursements
53311	2025-12-24	Pegasus ME Buyer, Inc; DBA Mythics. LLC	867.53 IT_Software
53269	2025-12-24	Personnel Plus, Inc.	944.54 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	910.40 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	972.80 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	8,281.51 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	728.32 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	778.24 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	6,048.42 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	910.40 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	1,911.07 Labor_Services
53269	2025-12-24	Personnel Plus, Inc.	6,699.16 Labor_Services
53260	2025-12-24	PNG Media LLC	229.00 Professional_ & Technical_Services
53346	2025-12-24	Quench USA, Inc	62.70 Department_Supplies
53346	2025-12-24	Quench USA, Inc	318.95 Services
53252	2025-12-24	Randall Reese	842.44 Reimbursement
53285	2025-12-24	RDK Corporation	74.00 Employee_Screening
53285	2025-12-24	RDK Corporation	60.00 Services
53285	2025-12-24	RDK Corporation	40.00 Employee_Screening
53284	2025-12-24	Remix Technologies LLC	6,125.00 Subscriptions
53358	2026-01-16	Reynolds, Brady	58.30 Reimbursements
53253	2025-12-24	Richard Marks-Chalmers	216.30 Reimbursement
53253	2025-12-24	Richard Marks-Chalmers	235.90 Reimbursement
53350	2026-01-16	Richard Marks-Chalmers	345.10 Reimbursement
53340	2025-12-24	Romaine Electric Corporation	3,726.82 Parts
53340	2025-12-24	Romaine Electric Corporation	664.02 Parts
53340	2025-12-24	Romaine Electric Corporation	885.36 Parts
100635	2025-12-24	SAMG Occupational Med - Emerald	150.00 Services
100635	2025-12-24	SAMG Occupational Med - Emerald	150.00 Employee_Screening
100636	2025-12-24	Scheer, Jessie	59.41 Reimbursements
53351	2026-01-16	Shanon Wheeler	150.92 Reimbursement
53320	2025-12-24	Shred-It USA- LLC	139.76 Services
53355	2026-01-16	Smith, Shayne	268.91 Reimbursements
53355	2026-01-16	Smith, Shayne	42.39 Reimbursements
53355	2026-01-16	Smith, Shayne	344.43 Reimbursements
53349	2026-01-16	Stephen Hunt	471.05 Reimbursement
53302	2025-12-24	Stoltz Marketing Group, Inc	1,245.00 Professional_ & Technical_Services
53302	2025-12-24	Stoltz Marketing Group, Inc	630.00 Professional_ & Technical_Services
53302	2025-12-24	Stoltz Marketing Group, Inc	2,975.00 Professional_ & Technical_Services
53302	2025-12-24	Stoltz Marketing Group, Inc	11,420.00 Professional_ & Technical_Services
53302	2025-12-24	Stoltz Marketing Group, Inc	700.00 Professional_ & Technical_Services
53302	2025-12-24	Stoltz Marketing Group, Inc	3,877.00 Professional_ & Technical_Services
53378	2026-01-16	Syringa Networks, LLC	5,388.76 Internet_Service
53312	2025-12-24	Tacoma Screw Products Inc.	135.26 Department_Supplies
53312	2025-12-24	Tacoma Screw Products Inc.	106.55 Department_Supplies
53267	2025-12-24	Taylor, Taggart	861.62 Reimbursements
53288	2025-12-24	The Car Park, LLC	75.00 Professional_ & Technical_Services
53288	2025-12-24	The Car Park, LLC	1,050.00 Professional_ & Technical_Services
53371	2026-01-16	The Car Park, LLC	75.00 Professional_ & Technical_Services
53344	2025-12-24	Thompson and Associates, Inc.	2,958.50 Consulting_Services
53334	2025-12-24	TK Elevator Corporation	694.89 Services
53356	2026-01-16	T-Mobile USA Inc.	649.21 Services
53298	2025-12-24	Treasure Valley Coffee	93.83 Department_Supplies
53298	2025-12-24	Treasure Valley Coffee	233.71 Department_Supplies
53298	2025-12-24	Treasure Valley Coffee	193.95 Department_Supplies
53298	2025-12-24	Treasure Valley Coffee	219.95 Department_Supplies
53298	2025-12-24	Treasure Valley Coffee	328.39 Department_Supplies
53298	2025-12-24	Treasure Valley Coffee	270.94 Department_Supplies
53376	2026-01-16	Treasure Valley Transit	20,972.00 Sub-recipient
53330	2025-12-24	UniFirst	86.25 Department_Supplies
53322	2025-12-24	UniFirst	143.80 Uniform_Laundry_Services_and_Accessories
53330	2025-12-24	UniFirst	133.29 Department_Supplies

53322	2025-12-24	UniFirst	144.53	Uniform_Laundry_Services_and_Accessories
53330	2025-12-24	UniFirst	86.25	Department_Supplies
53322	2025-12-24	UniFirst	146.14	Uniform_Laundry_Services_and_Accessories
53254	2025-12-24	UPS Freight	137.26	Postage_&_Freight
53366	2026-01-16	USAble Life	2,513.45	Insurance premiums
100646	2026-01-16	Veolia Water Idaho	270.84	Utilities
100642	2025-12-24	Verizon Wireless	3,386.02	Services
100645	2025-12-24	Verizon Wireless	51.56	Services
100643	2025-12-24	Verizon Wireless	38.48	Services
100655	2026-01-16	Verizon Wireless	1,654.31	Services
100644	2025-12-24	Verizon Wireless	200.10	Services
53273	2025-12-24	Water Wagon LLC	100.00	Services
200027	2026-01-16	WCF National Insurance Company	34,333.60	Insurance premiums
53301	2025-12-24	Western Mountain Bus Sales	1,074.93	Parts
53380	2026-01-16	Wex Bank	6,167.50	Fuel
53380	2026-01-16	Wex Bank	381.51	Fuel
53383	2026-01-16	Wex Bank	2,180.66	Unleaded
100634	2025-12-24	Wienhoff Drug Testing	520.00	Services
100634	2025-12-24	Wienhoff Drug Testing	280.00	Services
53310	2025-12-24	William (Travis) Fremont	5,979.84	Rides_to_Wellness
53310	2025-12-24	William (Travis) Fremont	28,228.69	Rides_to_Wellness
53310	2025-12-24	William (Travis) Fremont	999.35	Rides_to_Wellness
53341	2025-12-24	William Beard	189.00	Bus_Washing
53341	2025-12-24	William Beard	234.00	Bus_Washing
53341	2025-12-24	William Beard	141.00	Bus_Washing
53341	2025-12-24	William Beard	240.00	Bus_Washing
53314	2025-12-24	WING FUEL SYSTEMS	340.00	Services
100638	2025-12-24	Winkel, Sullivan	358.96	Reimbursements
			2,939,475.46	

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.

Nicholas Leonardson

VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

CHAIR OF EXECUTIVE BOARD

ATTEST:

SECRETARY/TREASURER

AUTHORIZATION FOR EXPENDITURE

BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Canyon County Vanpool Contract with Commute with Enterprise and Delegation of Authority to CEO.

TOTAL COST: Not to exceed \$600,000

PURPOSE/ACTION: Provide vanpool services in Canyon County with competitive fares for up to four years

SCOPE OF WORK: Contract with Commute with Enterprise to provide a turn-key vanpool solution in Canyon County with competitive vanpool fares. Services include providing and maintaining vanpool vehicles, including Americans with Disabilities Act (ADA) accessible vans, providing necessary insurance and licensing, providing National Transit Database (NTD) reporting, conducting marketing, outreach, and vanpool formation, managing all invoicing and fare collection.

DISCUSSION: Valley Regional Transit (VRT) identified a gap in vanpool offerings in Canyon County. Currently, the only publicly supported vanpool offerings in the Treasure Valley must touch Ada County. This leaves employers in Canyon County and employees traveling to Canyon County at a disadvantage.

VRT has researched potential solutions and discovered there are private sector partners able to fill this need. It was also discovered these private sector partners could use the value of their committed assets as local match allowing VRT to provide this solution to Canyon County communities without additional local revenues.

ALTERNATIVES: Not extending vanpool services to Canyon County would continue to put Canyon County employers and employees at a disadvantage compared to those in Ada County. VRT also worked with Ada County Highway District Commuteride to consider extending Commuteride to Canyon County, but their service area is fixed by state statute.

FISCAL IMPACT: Other than internal staff support to coordinate with Commute with Enterprise around public messaging and materials, VRT would only request federal funds to reimburse vanpool subsidies on this program as vanpools are formed. Funding for Canyon County Vanpool would come from vanpool rider fares and federal formula revenue. It is expected that the increased ridership from new vanpools in Canyon County would increase federal formula revenue resulting in a potential positive cash flow.

RECOMMENDATION/JUSTIFICATION: VRT requests the VRT Executive Board approve **Resolution VEB26-001**, and delegate authority to the Chief Executive Officer (CEO) to finalize and execute an agreement with Commute with Enterprise, with a not to exceed amount of \$600,000 over four years.

RESOLUTION NUMBER: VEB26-001

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: 2/2/2026 Resolution Number: VEB26-001

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

Signature: _____

Date Approved:



VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

CANYON COUNTY VANPOOL CONTRACT WITH COMMUTE WITH ENTERPRISE RESOLUTION VEB26-001

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT OF UP TO \$600,000 OVER FOUR YEARS WITH COMMUTE WITH ENTERPRISE TO PROVIDE TURN-KEY VANPOOL SERVICES IN CANYON COUNTY

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

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

WHEREAS, VRT conducted a Regional Vanpool Study in 2022 and determined that there was a gap in service for Canyon County employers and employees; and

WHEREAS, VRT has been approached by Canyon County funding partners to support vanpool services in Canyon County to address limited parking at certain work sites and to improve employee retention; and

WHEREAS, publicly supported Vanpool programs are known to improve employee retention, reduce emissions, save residents money, reduce wear and tear on public infrastructure; and

WHEREAS, VRT worked with Ada County Highway District Commuteride to identify alternative vanpool options in Canyon County and helped shape the Canyon County Vanpool program to be complementary to existing services and strengthen the vanpool culture in the Treasure Valley; and

WHEREAS, Commute with Enterprise will be able to use the value of their assets as local match for Federal Transit Administration formula funds dedicated to Canyon County that have gone unmatched; and

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

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code

Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

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

Section 1. That the Executive Board of Valley Regional Transit authorizes the award of RFP REG-BASE-25-10 to Commute with Enterprise. The length of the agreement will not exceed four years at a cost not to exceed \$600,000.

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

Section 3. That this Resolution VEB26-001, shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of February 2026.

APPROVED by the Executive Board Chair this 2nd day of February 2026.

APPROVED:

CHAIR

ATTEST:

EXECUTIVE ASSISTANT



TOPIC	Supplemental Services Update 2025
DATE	February 2, 2026
STAFF MEMBER	Stephen Hunt, Leslie Pedrosa, Jason Rose

Staff Recommendation/Request

This is an information item. Staff will review of our supplemental service policy to inform new board members and remind all members of the policy guidelines adopted in 2025 and share an overview of Valley Regional Transit’s (VRT’s) supplemental services for 2025, including key considerations that informed each service, highlights, ridership and key benefits for 2025 events, a ridership summary and future opportunities.

Background

VRT is excited to support community events aligning with our mission and benefiting the public, bringing the benefits of public transit to the community with real-time bus tracking, easy identification of vehicles, low-floor boarding, and more.

VRT does this through supplemental services, which include expanded or special service offered during large, high-interest events within our service area, particularly to reduce traffic volumes and parking demand around events with high-volume transportation needs.

Policy Review

All supplemental services must comply with Federal Transit Administration (FTA) charter regulations, which are designed to ensure public transit agencies don’t use taxpayer funded assets to compete with private charter transportation providers.

To ensure transparency, compliance, and sustainability, VRT may deliver supplemental services under the following conditions to various community events such as festivals, parades, concerts, sports, and more:

- **Planning:** Ideally, event service will be identified early and approved as part of VRT’s annual fiscal planning process, which starts at the beginning of each calendar year for the following fiscal year, which begins October 1. This is especially true for annual events that occur every year. This allows us to allocate budget, staff, and vehicles in a way that supports special service while protecting regular, scheduled routes. It also ensures the supplemental services we provide can be scheduled and promoted so the community is aware of the opportunity. However, new and new-to-us community events may be added to after October 1st, especially for one-time events that may attract large audiences. VRT will evaluate these opportunities as allowed by availability of budget, staff, vehicles, potential advertising opportunities, and adequate lead time to provide

high quality service and impactful promotions.

- **Fits within our budget and policy:** To provide the highest quality service, VRT has a budget set aside within operations each year to cover the supplemental service events we will serve that year. Staff identify supplemental services that fit into that annual budget set aside during our planning process, leaving room for one-time or short notice events that may need our services. VRT will only provide service that aligns with our supplemental service policy, fits within our budget and service capacity, and will:
 - Reduce traffic and parking needs around high-volume community events
 - Move more people more quickly at these events
 - Showcase the benefits of public transit to the community, including real-time bus tracking, easily identifiable vehicles, and low-floor boarding
 - Attract advertising to help offset the cost.
- **Ongoing or high-impact events:** VRT prioritizes recurring or regionally significant events with demonstrated transportation needs, public benefit, strong community support, and potential for long-term viability. These include major civic, cultural, or institutional events that serve broad segments of the public and occur within or adjacent to our service footprint. Supplemental services also include the use of transit buses to participate as demonstrations such as the annual electric vehicle show, or in a non-passenger carrying capacity, such as parades or the annual Stuff the Bus event, and more.

VRT welcomes early conversations with event organizers to explore whether proposed services may qualify as supplemental and whether we have the budget and capacity to serve it in the current year. Early requests are more likely to be approved. Annual events that cannot be served during the current fiscal year may be considered and planned for in a future year. Requests for short-notice or one-time charter-style service will generally be declined to preserve public resources and regulatory compliance.

Charter

VRT follows the regulations that ensure that federally funded transit systems do not displace or undercut private transportation providers. VRT does not provide single-use, charter-style services funded directly by outside parties. Under FTA charter regulations, we cannot accept direct payment for exclusive use, operate routes set by a third party, or provide service exclusively for private events.

Under limited federal exceptions, VRT may be allowed to offer charter-style service at current market rate if:

- The event organizer solicits bids from qualified private charter companies,
- No eligible private providers respond or are unable to meet the need, and
- The organizer provides formal documentation verifying that no qualified bids were received.



In these cases, the event organizer must submit required documentation to VRT, and VRT must obtain federal approval before proceeding. These approvals ensure compliance with charter service rules and protect the role of the private sector.

VRT implemented a Supplemental Service policy in an effort to take a more proactive stance regarding ways we participate in community events and to provide clear guidelines for decision-making. Staff will share more information about tiers of service and the development of the policy with the Regional Advisory Council.

Service Categories

In general, staff have identified two distinct service offerings we consider to be supplemental services: Event Service and Extra Hours.

- **Event Service:** These are unique routes created to serve high-demand areas and events. Examples include the Treeline and Game Day Bus. These services offer a unique opportunity for advertising partners to purchase a dedicated ad package, ensuring their brand gets in front of the event crowd.
- **Extra Hours:** These are additional services (buses, drivers, service hours) on existing routes, typically resulting in greater span or increased frequency. Examples include New Year's Eve Bus or the Hyde Park Street Fair service.

VRT also accounts for two additional service types as we budget for supplemental services each year: Partner and Stakeholder Support Service (wherein we assist funding partners to move people during events, allocating a predefined amount per funding partner each fiscal year) and Bus Showcases (wherein we operate a bus at a community event without service involvement, such as during a parade or staged community event). While neither rises to the level of planning and engagement as Event Service and Extra Hours, both work toward the same supplemental services goals and help VRT support our funding partners and community.

Highlights

In 2025, following the VRT Board adoption of VRT's Supplemental Services Policy, staff advanced a more comprehensive approach to supplemental and event-focused service, with proactive service increases and event services that respond to predictable surges in demand. These services are designed to:

- Reduce congestion and parking demand during major events
- Provide a safe, predictable transportation option, particularly during evenings and late-night periods
- Introduce new riders to transit through "low-friction" first-ride moments
- Create high-visibility opportunities for partnerships and advertising helping sustain or expand service
- Position the VRT brand at the forefront of all the above benefits, helping confirm our place as a mobility manager and trusted leader in the region



2025 Overview

2025 represented the first full year of implementing a more consistent, repeatable “playbook” for supplemental services: advanced planning, partner coordination, brand and design treatment, clear and early promotions, and performance tracking. We aimed to:

- Emphasize “Try Transit” moments, making it easy for new riders to use the bus once, experience the Umo payment and planning system, and then feel confident using it again
- Create more consistent communications and wayfinding tools catered to the event audience, with simple messaging, park and ride information, clear hours/frequency, and dedicated web pages with a trackable bus map
- Explore a structured ad package to help sustain and expand the most effective services
- Reduce the number of people driving to concentrated destinations at the same time, easing parking demand and event-area congestion

2025 Service Highlights

Below are supplemental services delivered, ridership achieved, changes to web traffic observed, and key benefits outlined.

Tuesday, June 24: Post Malone (Extra Hours)

Service Summary: Targeted supplemental service aligned with major concert demand (pre/post event)

Ridership: 1,300 boardings

Web traffic: reflecting days of active promotions:

- 6/17/25: 1,196 users, a 76% increase over one week prior
- 6/24/25: 1,224 users, a 102% increase over one week prior
- 6/24/25: 1,501 users, a 26% increase over one week prior

Key Benefits:

- Reduced traffic and parking pressure around the venue area
- Reinforced transit as the easiest option for one-time high-demand trips
- Demonstrated a scalable approach for future large concerts and arena events

Fall '25: Game Day Bus (Event Service)

Service Summary: Branded event service supporting Boise State home football game travel; high-visibility service that normalizes transit use for special events:

- **Friday, September 5:** Eastern Washington (1,070 boardings)
- **Saturday, September 27:** Appalachian State (1,257 boardings)
- **Saturday, October 11:** New Mexico (777 boardings)



- **Saturday, October 18:** UNLV (N/A)
- **Saturday, November 1:** Fresno State (983 boardings)
- **Saturday, November 22:** Colorado State (1149 boardings)
- **Friday, December 5:** Mountain West Championship: UNLV (692 boardings)

Ridership: We estimate 7,000 boardings for Game Day Bus 2025. We have documented 5,928 boardings but missed data from the October 18 game due to a technical malfunction. We estimate having provided 1,000 rides that day.

Key Benefits:

- Repeatable model for scheduled event service delivery and promotion
- Strong partnership value and clear community-facing benefit
- Strong anecdotal support and positive association with VRT

Friday, September 15 – Sunday, September 17: Hyde Park Street Fair (Extra Hours)

Service Summary: Increased service capacity on Route 16 to support the Hyde Park Street Fair, a major neighborhood event. This service was well used, with significant traffic and parking reductions and positive feedback significant.

Ridership: 974 boardings

Key Benefits:

- Supported neighborhood livability by reducing vehicle volumes and parking spillover
- Provided a convenient option for attendees who may not typically ride
- Reinforced VRT's role as a community event partner and mobility provider

Saturday, October 4: Oktoberfest Meridian (Extra Hours, Route 30)

Service Summary: Provided service from 10am to 9pm to support travel to downtown Meridian.

Ridership: 48

Key Benefits:

- Provide a convenient option for attendees who may not typically ride
- Reinforced VRT's role as a community event partner and mobility partner

Wednesday, December 31: New Year's Eve Bus (Extra Hours, Route 7 Late-Night Service)

Service Summary: Increased late-night frequency to support downtown travel on New Year's Eve. This was the first time VRT has offered service for New Year's Eve, and it was very well utilized with over 420 riders travelling between 10pm - 1am, when service typically does not operate.

Ridership: 723 boardings

Key Benefits:

- Reduced downtown parking demand and post-event congestion
- Provided a safe and predictable option during a peak late-night period



- Strong “first-ride” moment for new or occasional riders (simple trip, clear destination)

Ridership Summary (At-a-Glance)

Total boardings: 10,045

Top-performing service(s): Post Malone and Game Day Bus services were the top-performing services.

- Both the Post Malone concert and Game Day Bus services were well-integrated into event planning, communications and promotions were well-established and collaborative, and transit access to the event was coordinated with event organizers and associated traffic control plans. This integration is integral to their success. The Meridian Oktoberfest was an outlier in performance and merits review for future years.

Future Opportunities

Building off an impactful 2025 supplemental service program, staff look forward to replicating the successes and considering:

- **Additional advertising opportunities:** To strengthen sustainability and scale the most effective services, staff are developing a clearer supplemental services advertising package to secure advertising partners for a season rather than a single event.
- **Expanded communications and promotions:** With a full year of event-related promotional activities under our belt, staff feel confident further expanding in partnership engagement, co-marketing, material creation, and rider outreach.
- **Additional event services:** We entered into 2026 with a reasonable “pilot” selection of supplemental services, holding a queue for potential future use. We are investigating these options for potential introduction later this year.
- **Updating metrics** to include a comprehensive report on ridership, web page activity, Umo downloads and/or code usage, and customer feedback (via survey, social media commentary, and more).

More Information

Attachments:

VRT Supplemental Services Policy

For detailed information, contact:

- **Stephen Hunt**, Chief Development Officer, shunt@ridevrt.org, (208)258-2701
- **Leslie Pedrosa**, Chief Operating Officer, lpedrosa@ridevrt.org, PHONE
- **Jason Rose**, Chief Communications Officer, jrose@ridevrt.org, (208)803-5183



**Valley Regional Transit
FY2026 Procurement Calendar**

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Van Pool for Canyon County	Stephen Hunt	\$ 500,000.00	Dec-25	Feb-26	Delegated to Executive Board
ADA Eligibility Evaluation Services	Jeannette Ezell	\$ 299,000.00	Dec-25	Feb-26	Executive Board
CCDC Downtown Bus Stop - 23227-023-002	Joseph Guenther	\$ 610,000.00	May-26	Apr-26	Board of Directors
Acquisition of Services Beyond Access	Leslie Pedrosa	\$ 1,500,000.00	Dec-25	Apr-26	Board of Directors
East Lot Development - 23227-024-004	Joseph Guenther	\$ 2,775,000.00	Jan-26	Aug-26	Board of Directors
Non-Emergency Medical Transportation Service Providers - Rides 2 Wellness Transportation	Leslie Pedrosa	\$ 2,500,000.00	May-26	Aug-26	Board of Directors
Bus Camera Replacement	Brad Alvaro	\$ 220,000.00	TBD		Executive Board

Updated 1-9-26

CEO Activity Report	CEO Activity Report
DATE	February 2, 2026
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

Please RSVP for the Community Transit Association of Idaho's (CTAI) **Transit Day at the Capitol, February 12, 2026**. I will send separate email late this week with information about reminding your legislator(s) and asking them to attend. We will pair you with them at lunch if they come. I spoke to Scott Bogren, CTAA (Community Transit Association of America) Executive Director last week and he is very excited about coming to Boise.

A lot of final touch work is going on at **Main Street Station**. The floors were refinished in mid-January, the interior is being painted, new tables and chairs have been ordered for the conference room as they were worn out during construction, new vinyl wainscoting will protect the lower walls and eventually the imbedded medallions will be cleaned with minor repairs and new artwork reusing the history panels installed. We are very excited about the refresh for the next decade. The grand reopening has been moved to April, with the Executive Board and the RAC holding their joint meeting there in March for a sneak peek.

Work continues on the rail corridor study and will look at infrastructure needs, freight market potential and land use along the corridor. We have also just kicked off a traffic circulation study at Happy Day Transit Center.

Meetings/Presentations/Travel

Travel

This year includes significant travel. Remember all Amtrak travel is paid for by Amtrak.

- I attended the **Bus Coalition Retreat** in Washington DC where we developed details on our reauthorization strategy. The leading issue continues to be adequate funding for bus facilities and bus replacements. In DC I visited with our congressional delegation and asked them to continue to request action on obligation of our RAISE grant, and with representatives for each of the authorizing committees and appropriation committees as well as a short visit to a Transportation Research Board event.
- I attended the **Amtrak Board** meeting also in Washington DC I the last week of January. I will now be helping represent Amtrak during reauthorization discussions as the new Government Relations committee Chair. Important topics we discussed included reauthorization and fleet procurement. Both will be vital to any discussion about expansion of the national network of passenger rail. While in DC I visited the US Conference of Mayors transportation committee as well.

Presentations

- I presented to the **Sunrise Rotary** in Boise and had a great discussion about how important transit is to the many people they volunteer for.
- I also made a presentation to the **Boise High School Train Club**, who are interested in understanding and supporting return of passenger rail.

Meetings

- I have been meeting with many **newly elected officials**, both those interested in serving on our board and those who are learning about transit and how it works for the community they represent.
- I continue to meet with **legislators** to talk about our conceptual draft legislation, challenges.
- I completed an interview for a study of transit being done for the state of **Colorado** on the experiences we have had in serving a growing region in the west.
- Staff and I also met with a group from **Anchorage AK** to talk about lessons learned on our journey to lamenting electric buses and the infrastructure to support them.

Internal Activities

As we recover from our financial software implementation breakdown, we have begun our audit. The finance department will be very busy with that over the next few weeks.

You will see a report on supplemental services. We are excited as this grows and becomes a great tool to move people around high-volume events and to introduce new riders to our services.

Now that the Transit Development and Operations Plan (TDOP) is complete and adopted we look forward to that plan providing the baseline for our budget discussions. I will have Deborah send a separate email with a link to the final document.

We will have a site visit from our new farebox contractor to develop the logistical plan for installing the new fareboxes in the buses.

For detailed information, contact:

Elaine Clegg, CEO

eclegg@ridevrt.org,

(208) 258-2712



TOPIC	Development Department Monthly Report
DATE	February 2, 2026
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for the February 2026 report.

Highlights

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

Performance Based Decision-making

- **FY2026-2030 Transportation Development Plan** – The Valley Regional Transit (VRT) Board of Directors adopted the 2026-2030 Transit Development and Operations Plan (TDOP) which outlines service and capital projects over the next five years and includes improved transparency for funding partners.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** – Staff completed its review of the bus stop inventory and drafted an initial bus stop investment plan outlining necessary bus stop investments over the next five years.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff has continued working with consultants to finalize the study which should be complete in early 2026.
- **Valley Connect 3.0 (VC 3.0)** – VRT executive and communications staff is commenting on the VC3.0 plan, focusing on key messages. These activities will extend the expected completion date by several months and we expect to present a final VC3.0 plan for adoption in April of 2026.
- **Pacific Northwest Economic Region (PNWER) Regional Infrastructure Accelerator (RIA) Grant** – Staff worked with WSP on collecting baseline data for a traffic study at Happy Day Transit Center in preparation for a potential joint redevelopment of that site. Staff coordinated with Columbia Group to identify stakeholders and begin outreach regarding the feasibility of a high-performance freight and passenger rail corridor along the Boise cut-off and identify improvements along the existing Union Pacific mainline.

Mobility Integration

- **Canyon County Vanpool Pilot** – The VRT Board of Directors delegated authority to the

Executive Board to consider a turn-key vanpool solution in Canyon County. Staff evaluated proposals and will request executive board approval of a contract with Commute with Enterprise.

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

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff provided final comments on the Orchard facility master plan update. This review will revisit and refine electrical and other fuel source infrastructure needs.
- **Happy Day Transit Center Upgrades (HDTC)** – Staff completed coordination with contractors in replacing aging HVAC units to ensure adequate heating and cooling at HDTC.
- **Main Street Station (MSS)** – Construction at MSS is complete. The operations department and our contractors are testing commissioning of vehicles and the charging equipment. Staff are coordinating the cleaning and repainting of MSS in preparation for re-opening.
- **Nampa Pedestrian Improvements** – Staff continues coordination with Nampa on a subrecipient contract regarding pedestrian infrastructure improvements to transit stops on 16th Avenue.
- **Bus Stop Improvements** – Staff continues to coordinate with the Boise Airport on placement of a bench and shelter. Staff supported the City of Boise neighborhood grant program for bus stop improvements.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - Staff has continued working with Idaho congressional delegation to push for approval of the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant Paper Grant Agreement.
 - VRT staff resumed coordination activity to cover the Boise Valley Canal from Saxton to Bogart on State Street until the future of RAISE grant funding is clarified. Staff have been working with Federal partners to ensure progress is as timely as possible.

More Information

For detailed information, contact:

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

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

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

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org

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



TOPIC	Operations Department Staff Report
DATE	February 2, 2026
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Highlights

Ada County Charging and Battery Electric Bus Update

Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc., trying to get four buses back on the road. Three buses are down due to battery issues, and one is down due to delayed replacement parts. There is no update regarding the lack of response from Phoenix to address the maintenance issues that have not been resolved.

Overhead Charging Project

Jacobs is working to finish up commissioning of overhead chargers at Main Street Station (MSS). Four overhead pantograph chargers were installed in the bays located on the east side of the lower deck. Once all buses and chargers have been commissioned, routes 4, 10 and 16 will resume serving the lower deck at MSS. VRT will begin looking at changing bays and layover times at MSS to accommodate on-route charging at the next service change in June.

Comingling Services

January 2, VRT began comingling rides using Via scheduling software. VRT has seen an increase in same-day ride availability for Beyond Access by booking rides to Access buses in Ada County having availability in their schedule. Staff will continue working closely with Ada County staff to ensure scheduling process continues to work properly.

Beginning February 2, Via will start comingling rides in Canyon County to increase same day ride availability for VRT OnDemand rides. On-demand rides will be scheduled onto Access buses in Canyon County when shifts have availability. Currently 13% of VRT OnDemand rides cannot be booked due to limited availability of buses.

Miscellaneous

- VRT offered Access service in Ada and Canyon counties allowing rides to be booked between 9:00 a.m. – 12:00 p.m. and 3:00 p.m. - 6:00 p.m. on Christmas Day. A total of three rides were provided in Ada County.
- Saint Alphonsus and St. Luke’s were awarded the 2025 Leadership in Business award from COMPASS for the Healthcare + Transit Partnership for the Rides2Wellness service.

- Staff is working with the IT Department to begin a new farebox replacement project. VRT will be implementing new fareboxes in two phases for this project. The first phase will replace 48 fareboxes in transit buses.

Phase two will replace fareboxes in the remaining transit buses and add equipment to demand response buses for comingling purposes. VRT also plans to add VRT Access fares as a mobile ticketing option in the next phase.

The new fareboxes will also be equipped with hardware to accept mobile ticketing fares as well as accepting credit cards.

Service Highlights

Canyon County

- Zero preventable safety events in December
- Intercounty on-time performance 72% for December
- On-demand on-time performance 79% for December
- ACCESS on-time performance 93% for December

Ada County Highlights

- Three preventable safety events in December
- Fixed-route on-time performance 83% for December
- ACCESS on-time performance 97% for December

Beyond Access Service

- Zero preventable safety events in December
- On-time performance 97% for December

Compliance

- Staff completed auditing all transit providers' drug and alcohol programs for compliance. Most programs were compliant in most areas. VRT will work with transit providers to correct all findings that were not compliant.
- Staff began scoring of assets for Transit Asset Management scoring for the fiscal year.

Customer Service

- In December, customer service answered 6,745 of 7,525 all incoming calls. Of those calls, 89% were to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 711 abandoned calls. The average call time was 3 minutes and 17 seconds. The average hold-time was 15 seconds.
- December City Go Pay mobile ticket sales totaled \$12,745.93.



More Information

For detailed information, contact:

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



TOPIC	Finance and Administration Activity Report
DATE	February 2, 2026
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

This information item provides an update on the finance department.

Highlights

Budget/Finance

- Finance staff continue to work on the final stages of the Oracle ERP system implementation and configuration issues
- Finance and Operations are working together on the final stages of the Oracle EAM system configuration
- The soft close of FY2024 has been completed
- The FY2024 audit began in January and is expected to be completed by the end of March

Grant Management

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

Procurement

- Procurement and Contracts Specialist is working on:
 - Acquisition of Services Beyond Access
 - ADA Eligibility Evaluation Services
 - Vanpool Pilot for Canyon County

For detailed information, contact:

Jason Jedry
 Chief Financial Officer
 jjedry@ridevrt.org
 208-258-2709

TOPIC	Communications & Engagement Update
DATE	January 20, 2025
STAFF MEMBER	Jason Rose

Summary

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

Highlights

2026 focus and resourcing: Staff are refining our communications strategy to better allocate capacity and prioritize major projects, especially public education around funding constraints and budget limitations. Messaging is being integrated into appropriate public-facing materials.

Stronger, more consistent collateral: Staff finalized a set of branded templates for passenger- and partner-facing information materials to improve consistency, speed, and clarity across channels.

Planning for major initiatives: Staff are actively building plans for 2026 priorities, including funding education, supplemental services, youth outreach, and route-focused promotions and engagement.

Key destination promotion: Advertising agreements continue with Boise State Athletics and the Boise Airport to promote service to these destinations, with additional route-level promotions planned in the coming year.

Main Street Station and infrastructure communications: Staff continue public-facing updates related to Main Street Station and other infrastructure projects, including coordinated brand refreshes (floors/walls) as construction allows and continued work on public art agreements and City of Boise partnerships.

In-house video capacity: Valley Regional Transit (VRT) is investing in updated video equipment to reduce reliance on vendors and increase flexibility for timely visual content.

Digital accessibility: We are auditing our digital platforms to align with updated Department of Justice Americans with Disabilities Act (ADA) standards for digital accessibility.

Event and milestone planning: VRT is preparing for major upcoming moments, including the Main Street Station reopening, CTAI Transit Day at the Capitol support, ongoing supplemental services, and major planning efforts such as the Valley Connect 3.0 update and legislative outreach materials.

EARNED MEDIA

Coverage last month centered around event service, which has been a proven earned media hook – we got both a TV station event guide mention (KTVB) and a standalone service story

(CBS2) centered on VRT as the solution to traffic/parking. We’re also noting that offering a clean “How to Ride” package gets picked up by partners and the media alike – the official Potato Drop site and ACHD traffic content both carried VRT service details, which is the kind of “earned adjacent” visibility that drives ridership.

KTVB (Boise) - Idaho Potato Drop event guide (Dec 29, 2025)

- KTVB’s guide for the 13th annual Idaho Potato Drop includes VRT, noting VRT will be offering rides to/from Cecil D. Andrus Park/downtown as part of the event logistics.
- <https://www.ktvb.com/article/news/local/13th-annual-idaho-potato-drop-2026-downtown-boise-event-guide-ktvb-live-coverage/277-cc0b0bef-5366-45aa-a62f-44fc05df76d3>

CBS2 / IdahoNews.com - “Valley Regional Transit offers free bus rides for New Year’s Eve revelers” (Dec 30, 2025)

- <https://idahonews.com/news/local/valley-regional-transit-offers-free-bus-rides-for-new-years-eve-revelers>

SOCIAL MEDIA (DECEMBER)

[this month, last month, last year]

Platform	Total Followers	Total Views	Reach	Engagement Rate	Posts Published
Instagram	1,629	22,142	12,522	4.52%	12
	1,612	19,215	8,835	6.63%	9
	1,248	8,447	5,944	8.70%	11
Facebook	2,453	9,415	5,628	4.89%	13
	2,450	5,850	3,606	3.85%	11
	N/A	10,498	3,896	5.54%	10
LinkedIn	655	610	383	9.40%	3
	647	979	661	8.17%	6
Reddit	N/A	8,932	N/A	0.50%	3
		3,100		0.26%	1



December featured several successful collaboration efforts that helped expand reach and visibility. Notable partnerships included content with the Ranch Podcast; KTVB and the Salvation Army for Stuff the Bus and The Idaho Potato Drop to promote New Year’s Eve late-night service on Route 7. These collaborations played a key role in increasing awareness beyond our existing audience.

While engagement rate percentages were higher in December of last year, overall reach more than doubled this year. As reach increases, engagement rates often decrease since content is being shown to a broader and less familiar audience. This growth in reach reflects stronger visibility and awareness, even as engagement remains solid.

One standout piece of content was the Idaho Potato Drop video featuring the rolling potato, which sparked strong online interaction and effectively promoted the NYE Bus service. Overall, December demonstrated the value of creative storytelling and strategic partnerships in driving both awareness and meaningful engagement during a high-traffic seasonal period.

In the Comments

- “So glad to hear the Game Day Bus is running! Going to the game for my 10th wedding anniversary!”
- “... I’m glad and grateful for u VRT!!! Been a rider since 2009!”
- “This solves my parking problem. Brilliant!”
- “Thank you for providing this service!”

NYE Bus 2025 Paid Social Media Ad (via Meta)

Dates	Reach	Impressions	Results	Amount Spent	Cost Per Result
12/24-12/31	33,457	39,301	1,558 landing page-specific views; 2,111 new users	\$160	\$0.10

The New Year’s Eve Bus paid Meta ad effectively increased awareness of our late-night Route 7 service during a high-demand period leading up to the Idaho Potato Drop. The campaign reached a broad audience while successfully driving users to seek out more information about the service, doing so at a very low cost per result for a landing page view–focused campaign.

The performance of the ad shows strong efficacy for a short, event-focused ad, demonstrating that a modest investment can generate meaningful interest when messaging is timely and relevant. Overall, the ad supported visibility goals and complemented organic content promoting safe, accessible transportation options on New Year’s Eve.

BUSINESS ENGAGEMENT

Our pass programs with the Regional Bus Pass and City Go partnerships are off to a strong start for fiscal year 2026. So far, this fiscal year, we’re billing \$221,642, with 34 total members or programs, 8 of which also have a City Go commitment.



What we're hearing:

- Cushing Terrell loves supporting public transit and has been a supporter from day one
- Block 22 (The Grove, ICCU Arena, Marriot, Hotel 43) says, without the bus pass for employees, they would struggle with retention
- One Stone loves educating students on how to ride the bus. They focus on sustainability and the environment, and they also use VRT for field trips!

VRT is in the process of updating the relationship between the regional pass program and City Go and are looking forward to introducing a realigned brand in the months to come.

SALES

Sales for fiscal year 2026 are off to a good start, billing \$412,854.30 through January 20 for bus, bench, and bus shelters. Our goal for FY2026 is \$850,000, and, with a healthy start to the year, we feel optimistic about reaching that threshold. Generally, our goal is to start each fiscal year with at least 20% of our goal revenue contracted, and we are well within that amount currently.

VRT is also investing in updated videos and one-sheets to pitch new supplemental service sales options as we program for future years.

For detailed information, contact:

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

Jason has the pleasure of leading the Communications & Engagement Team, which is comprised of:

- Rich Marks: Account & Sales Manager
- Kathleen Godfrey: Business Development Manager
- Melody Roper: Marketing & Creative Projects Manager
- Hailee Lenhart-Wees: Community Outreach Manager
- Nick Moore: Communications Specialist II



TOPIC	Information Technology Monthly Report
DATE	February 2, 2026
STAFF MEMBER	Brad Alvaro

Summary

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

Projects

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

Support Services

- Project scope for Boise State/VRT spot integrations
- Install new ITS (Intelligent Transportation Systems) three new Gillig buses
- Decommissioned three buses from Nampa
- Programmed Christmas and New Years service in SPOT (bus software)
- Configured Real-time Display Vendor Route Ladder options
- Tightened impersonation protection settings for external emails, and email origin verification
- Resolved 147 of 159 tickets received for December
- Adjusted backup retention schedules into infrastructure and data retention to optimize backup storage utilization

More Information

For detailed information, contact:

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