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Executive Board Meeting Agenda

Monday, January 9, 2017

11:00 a.m.

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

I. CALLING OF THE ROLL

Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENTS

IV. CONSENT AGENDA

Items on the Consent Agenda 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. Approve Minutes of 12/05/16 Executive Board Meeting

Pages 4-7

V. ACTION ITEMS

A. Confirm Nominations for Open Positions

Kelli Badesheim

The Executive Board members will discuss and confirm nominations for open positions on the VRT Executive Board.

B. FY2016 Final Budget Report

Pages 8-17 Jim McMahon

Jim McMahon will present the final budget to actual expense report through Quarter 4 for FY2016 and request review and acceptance by the Executive Board.

C. Recurring Procurements Report

Pages 18-19 Jim McMahon

Jim McMahon will review recurring procurements for FY2017. Each fiscal year, Valley Regional Transit has a series of recurring procurements to vendors for insurance, utilities, the Orchard facility ground lease, and payments to community transportation providers. The Executive Board will discuss these types of procurements and provide guidance to staff on this approach.

VI. INFORMATION ITEMS

A. Section 5310 Service Providers and Program Update

Page 20

Tod Morris

VRT staff will provide an overview of the 5310 Service Provider Program.

B. ACHD Van Loaner Agreement

Tod Morris

Tod Morris will provide a verbal update on the status of the van loaner agreement with Ada County Highway District. The loaned vans would be used to support community-based and low income job access transportation needs in the region.

C. VRT Procurement Policies

Pages 21-30 Jim McMahon

Jim McMahon will present the VRT Procurement Policies which are now separated out of the Procurement Manual, which is an operational desk reference manual.

D. FY2016 Carry-forwards & FY2017 Budget Amendment

Pages 31-33 Jim McMahon

The documents attached to the agenda are for information purposes. The Executive Board members asked to have these items provided in advance of the VRT Board action. The items may be discussed if Executive Board members have any questions.

E. Surplus & Obsolete Asset Disposals for 2017 – Listing

Page 34 Jim McMahon

The attached listing of Surplus & Obsolete Asset Disposals for 2017 is for information purposes. The Executive Board members asked to have this information provided in advance of the VRT Board action. The items may be discussed if Executive Board members have any questions.

VII. 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) through (j).

An action by the Executive Board may follow the Executive Session.

VIII. ADJOURNMENT

o = Attachment

Agenda order is subject to change.

NEXT MEETING:

Monday, February 6, 2017

VRT Board Room

700 NE 2nd Street

Meridian, Idaho

Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 258-2702 if an auxiliary aid is needed.



Executive Board Meeting Minutes

Monday, December 5, 2016 at 11:00 a.m.

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

| MEMBERS ATTENDING | MEMBERS ABSENT | OTHERS PRESENT |
|---|-----------------------------|------------------------|
| Dave Bieter, Boise | Luke Cavener, Meridian | Kelli Fairless, VRT |
| Elaine Clegg, Boise | Garret Nancolas, Caldwell | Jim McMahon, VRT |
| Ismael Fernandez, Wilder (Work Session) | TBD, At-large Canyon County | Rhonda Jalbert, VRT |
| Jim Hansen, ACHD | | Billy Wingfield, VRT |
| Bob Henry, Nampa | | Linda Ihli, VRT |
| David Lincoln, ACCHD (phone) | | Mark Carnopis, VRT |
| Rick Yzaguirre, Ada County | | Tod Morris, VRT |
| Others Attending Work Session | | Jake Hassard, VRT |
| Sam Patterson, Boise State University | | Liisa Itkonen, COMPASS |
| John Kaplan, Boise State University | | Ryan Head, ACHD |
| Genesis Milan, Meridian | | Rocky Perkins, ATU 398 |
| | | Ken Pidjean, Citizen |

Chair Elaine Clegg began the meeting at 11:05 a.m. with a quorum of members present and by telephone.

AGENDA ADDITIONS/CHANGES - none

PUBLIC COMMENTS - none

Elaine Clegg reminded the Executive Board members of the holiday luncheon with the VRT Board and COMPASS Board on Monday, December 19th at noon at the Nampa Civic Center.

CONSENT AGENDA

Bob Henry moved to approve the Consent Agenda as listed; seconded by Rick Yzaguirre. The motion was approved unanimously. The Consent Agenda consisted of the approval of the minutes of the Joint Meeting Executive Board/RCC on 11/07/16 and acceptance of the 10/18/16 RCC Minutes.

ACTION ITEMS

Bus Stop Maintenance Criteria

Jake Hassard requested the Executive Board members recommend approval to the VRT Board of the ranking and rating criteria for the bus stop maintenance. Jake noted that ridership criteria had been added as requested by the Executive Board at the November meeting.

Dave Bieter moved to recommend approval of the Bus Stop Maintenance Criteria to the VRT Board as a Consent Agenda item; seconded by Bob Henry. The motion was approved unanimously.

Main Street Station Bike Storage Room Fees

Jake Hassard presented the Main Street Station Bike Storage Room fee structure and requested the Executive Board members recommend approval to the VRT Board.

Following discussion, Jim Hansen moved to recommend the Main Street Station Bike Storage Room Fees for approval by the VRT Board at their next meeting; seconded by Rick Yzaguirre. The motion was approved unanimously.

Procurement - Ten (10) Demand Response & Fixed Line Vehicles Purchase

Jim McMahon requested the Executive Board approve **Resolution VEB16-010** for the purchase of ten (10) Demand Response & Fixed Line vehicles for the Boise TMA & Nampa UZA Systems. The Executive Board was authorized to approve this procurement through the FY2017 Budget - Anticipated Contract Awards – Resolution VBD16-011 approved on 07/11/16.

Rick Yzaguirre moved to approve Resolution VEB16-010 for the purchase of ten (10) Demand Response & Fixed Line vehicles for the Boise TMA & Nampa UZA Systems; seconded by Dave Bieter. The motion was approved unanimously.

Officer Succession & Nominations

Kelli Badesheim reviewed the officer succession and open positions of Secretary/Treasurer and at-large positions for the 2017 calendar year and noted officer succession as listed below:

- Garret Nancolas (Canyon County) will move from chair-elect to the **chair** position
- Jim Hansen (Ada County) will move from vice-chair to **chair-elect**.
- Ismael Fernandez (Canyon County) will move from sec/treasurer to **vice-chair**.
- Elaine Clegg (Ada County) will remain on the Executive Board as **immediate past chair**.

The members discussed potential nominations for open positions. Kelli will follow-up with board members to bring back potential nominees.

Confirm 2017 Meeting Calendars & Review Proposed 2018 Meeting Calendars

The members confirmed the 2017 meeting dates and reviewed the 2018 meeting dates for the VRT Board of Directors meetings and Executive Board.

Kelli Badesheim reported that Councilmember Ismael Fernandez had requested a change to the meeting date/time due to his job. The members discussed and noted that the Executive Board had been meeting at this date/time for many years and haven't typically made adjustment to the meeting date/time due to a member's schedule. The members approved the schedule as included in the meeting packet and noted Councilmember Fernandez was welcome to bring a proposal to the Executive Board if he's not able to make the approved schedule work for him.

Elaine Clegg requested adding the annual December holiday luncheon to the calendar.

Bob Henry moved to approve the 2017 meeting calendar and reviewed the proposed 2018 meeting calendar with the addition of the annual December holiday luncheon; seconded by Dave Bieter. The motion was approved unanimously.

Request for Public Hearing Date for FY2017 Budget Amendment

Jim McMahon requested a Public Hearing date be set for the regularly scheduled VRT Board of Directors meeting on January 9, 2017 at 12:00 p.m. for the FY2017 Budget Amendment. Jim noted staff is still finalizing the audit, and the carryforwards list will be emailed to the members as soon as possible. The Executive Board will review the list on January 9th prior to the VRT Board of Directors meeting the same date.

Bob Henry moved to approve holding a Public Hearing for the FY2017 Budget Amendment on January 9, 2017; seconded by Dave Bieter. The motion was approved unanimously.

Request for Public Hearing Date-Surplus & Obsolete Asset Disposals

Billy Wingfield requested the Executive Board approve a Public Hearing for Surplus & Obsolete Asset Disposals for one year to be held at the VRT Board of Directors meeting scheduled for January 9, 2017 at 12:00 p.m.

Rick Yzaguirre moved to approve holding a Public Hearing for asset disposal on Monday January 9, 2017 at 12 p.m.; seconded by Bob Henry. The motion was approved unanimously.

Staff will put together a list of surplus assets for the January 9th meeting and add as an agenda item under Information Items for the January 9th Executive Board meeting. The surplus list will also be provided to local governments to see if they could use the items.

Proposed Agenda for 01/09/17 VRT Board of Directors Meeting

The members reviewed the proposed agenda for the 01/09/17 VRT Board of Directors Meeting. The Bike Room Fee for Main Street Station will be moved to the Consent Agenda, and the Valleyconnect 2.0 item will be moved from an Action Item to an Information Item with a report on the results of the Valleyconnect 2.0 Work Session held at the 12/05/16 Executive Board meeting.

Bob Henry moved to approve the proposed agenda for the 01/09/17 VRT Board of Directors meeting with the two changes noted; seconded by Dave Bieter. The motion was approved unanimously.

INFORMATION ITEMS**Department/Staff Reports**

The most current Department/Staff Reports were included in the meeting packet.

The members broke for lunch at 11:40 a.m. and reassembled at 12:03 p.m. for a Work Session.

WORK SESSION - Valleyconnect 2.0 Enhanced Transit Scenario

Kelli Badesheim and Liisa Itkonen led the members in a Work Session to develop an Enhanced Transit Scenario that assumes additional funding for transit. The work session was designed to guide where additional investments would be made to the base system currently being operated in the two-county region.

ADJOURNMENT

There being no further business before the Executive Board members, the meeting ended at approximately 1:45 p.m.

NEXT EXECUTIVE BOARD MEETING:

Monday, January 9, 2017 at 11:00 a.m.

VRT Board Room

700 NE 2nd Street

Meridian, ID



TOPIC: FY2016 Fourth Quarter Budget Report

DATE: December 30, 2016

Summary:

The fourth quarter of FY2016 was completed on September 30, 2016. Attached is the budget variance report from October 1, 2015 to September 30, 2016.

Staff Recommendation/Request:

Staff recommends review and acceptance of the report.

Implication (policy and/or financial):

Across all VRT Divisions, actual expenses did not exceed the established budget total amounts for FY2016.

Attachments

FY2016 - 4th Quarter Budget Variance Comments

FY2016 - 4th Quarter Budget Variance Report

More Information: Jim McMahon, Finance Director, 258-2709 jmcmahon@valleyregionaltransit.org

**VALLEY REGIONAL TRANSIT
FY 2016 BUDGET REPORT COMMENTS
October 2015 - September 2016**

At the end of September, Fiscal Year 2016 was complete. The following is a review of the budgetary status of the Ada, Canyon, Regional, and Boise GreenBike Systems as of September 30, 2016. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Ada County System

Revenues

Directly Generated Funds (89% of Budget) - This line item is just outside of budget parameters. Lower farebox and local pass sales accounts for the unfavorable variance. Management presently is reviewing ridership trends in both Ada and Canyon Counties in order to increase revenues in this category.

Auxiliary Revenues (131% of budget) - This line item favorably exceeded budget estimates due to greater amounts of advertising being purchased for fixed line operations.

Non-Transportation Revenues (124% of Budget) - The Alternative Fuels Rebate is a principal revenue source in this category. A higher (\$184,701) rebate from the Federal Government was received in QR-2 resulting in the positive variance.

Federal Operating Assistance (107% of Budget) - This line item is within budget parameters. Legacy 2014 and 2015 Federal Grants were executed by QR-4's end.

Local Operating Assistance (96% of Budget) - This line item is within budget parameters. Management is presently performing a revenue analysis to assess reasons for the 4% decrease.

Expenses

Total Ada County System operating expenses were 96% of budget for FY2016.

Wages and Salaries (102% of Budget) - This line item is within budget parameters.

Fringe Benefits (86% of budget) – Fringe benefits came in lower than budget for FY2016. Fringe benefit expenses are expected to increase in FY2017 with the budget being developed at levels just above FY2016 amounts.

Professional Services (101% of Budget) - This line item is within budget parameters.

Materials and Supplies (92% of Budget) - This line item is within budget parameters. Lower parts purchases more than made up for unfavorable variances recorded in Tires & Tubes and CNG expenses through QR-4; resulting in a net favorable variance across this category. Staff will be monitoring this category in FY2017. VRT is analyzing the existing Tires and Tubes contract to ensure cost effectiveness.

Utilities (106% of budget) – Although this expense category is within +/- 10%, it is on the higher end of the threshold. Mobile Data Plan expenses for Route Match and Gas and Electric expenses were over the established budget for the fiscal year whereas all other utility expenses were under the established budgets, resulting in a net unfavorable variance. Staff believes we have established the correct budgetary amounts for Mobile Data Plan and Gas and Electric expenses for FY2017. This unfavorable variance was covered by favorable variances in Fringe Benefits and Materials and Supplies.

Casualty Insurance (129% of Budget) – During the FY2016 budget development process, Casualty Insurance expense budget was established at too low a level. This shortfall is being covered by savings in Fringe Benefit and Materials and Supplies categories. The FY2017 budget has been increased in the Casualty Insurance expense category with additional base funding from the City of Boise to cover increased insurance premiums for the Ada County System.

Miscellaneous (118% of Budget) – A \$16,127 expense amount associated the Professional Transit Management Fee was erroneously recorded as a Miscellaneous expense instead of being recorded in Professional Services resulting in the unfavorable variance. Finance staff will ensure correct coding of all transit management fees in Professional Services in FY2017. Miscellaneous expenses are a lower magnitude expense category. Overages in this category are being covered by savings in Fringe Benefit and Materials and Supplies categories.

Purchased Transportation - This line item has not been historically budgeted in the Ada County System. No expenses were incurred in this category in FY2016. This expense is not expected to occur in FY2017.

Leases and Rentals (218% of Budget) - The unfavorable variance is due to the incremental increase in the Boise Air Terminal Building Lease that was not taken into account during the FY2016 budget development process. Favorable budget variances in Fringe Benefits and Materials and Supplies categories are covering this shortfall for the fiscal year. Staff has adjusted the FY2017 budget to include the increased building

lease cost for FY2017. The City of Boise has provided additional base funding to support the increases in the Orchard Facility Lease.

Canyon County System

Revenues

Directly Generated Revenues (93% of Budget) - This line item is within budget parameters. Total Directly Generated Revenues were \$169,651 for FY2016. The established budget was \$181,760. Staff is presently analyzing revenues and ridership in the Canyon County System to identify trends that have led to this unfavorable variance.

Auxiliary Revenues (Advertising) (70% of Budget) - Total Auxiliary Revenues earned through QR-4 were \$9,806. Total budgeted revenues in this category were \$14,000 for the fiscal year. Transportation staff continues to work with the advertising contractor (Lamar) to improve the performance for this revenue source.

Non-Transportation Revenues The Alternative Fuels Rebate is a principal revenue source in this category. A \$43,401 rebate from the Federal Government was received in QR-3 resulting in the positive variance. This revenue source has historically been utilized for capital match purposes in the Canyon County System and therefore no operational budget has been established since the amounts received are dedicated to Canyon County capital projects.

Federal Operating Assistance (153% of Budget) - The 2015 and 2016 Federal grants for the Canyon County System have been executed at the end of QR-4 resulting in a large favorable variance for the fiscal year. VRT recouped its overmatched funds; reversing the budget to actual unfavorable variance that existed at the end of QR-3.

Local Operating Assistance (90% of Budget) - Although this revenue category is within +/- 10%; it is on the lowest end of the threshold range. The shortfall in Local Operating Assistance was covered through receiving back overmatched funds when VRT executed the 2015 and 2016 Federal grants for the Canyon County System at the end of QR-4. Staff will be analyzing the Canyon County revenue base during FY2017 to ensure Local base revenues can cover base operating expenses not covered with Federal dollars.

Expenses

Total Canyon County System operating expenses are at 99% for FY2016.

Wages and Salaries (97% of Budget) - This line item is within budget parameters.

Fringe Benefits (89% of Budget) - This line item is a bit lower than budget parameters. We expect some increases in Fringe Benefit expenses in FY2017; with the developed budget reflecting those projected increases.

Professional Services (100% of Budget) - This line item is within budget parameters.

Material and Supplies (110% of Budget) - This line item is within budget parameters but on the highest end of the spectrum range (+/- 10%). Unfavorable variances in this expense category are being covered by savings in Fringe Benefits, Utilities and Miscellaneous expenses. Finance and Operations staff will be monitoring this expense category closely in FY2017.

Utilities (82% of Budget) - This line item is tracking as a favorable budgetary variance due to lower Electrical, Telecommunications, and Sewer and Water expenses that offset higher Mobile Data Plan expenses through the end of the fiscal year.

Casualty Insurance (104% of Budget) – This line item is within budget parameters. Finance and Operations staff will be monitoring this expense category in FY2017.

Miscellaneous (73% of Budget) - Travel & Meetings and Other Administrative Expense line items are ran below budget through QR-4, resulting in a positive budget variance.

Interest (0% of Budget) - No interest expenses have been incurred through FY2017.

Leases and Rentals (118% of Budget) - The Radio Repeater Site Rental is running above the established budget through QR-4; resulting in an unfavorable budget variance. This unfavorable budgetary variance will be covered by other favorable variances listed above. Finance and Operations staff believe that the FY2017 budget has been established at the correct level to correct this unfavorable condition.

Regional Operations

Revenues

Directly Generated Revenues (130% of Budget) - This revenue category comprises fares from VRT Community Transportation Programs. The fares generated by the Community Transportation programs are generating revenues exceeding budgeted amounts through the end of the fiscal year.

Federal Operating Assistance (127% of Budget) - The 2015 and 2016 Federal grants have been executed at the end of QR-4 resulting in a large favorable variance for the fiscal year. VRT recouped its overmatched funds; reversing the budget to actual unfavorable variance that existed at the end of QR-3.

Federal Capital Assistance (43% of budget) - This line item reflects the current lower level of capital expenditures experienced through the fiscal year due to legacy capital grants not being executed through a significant portion of the year.

Local Operating Assistance (84% of Budget) – During the fiscal year, Local Revenues were short by \$194,775 in covering operating expenses in Regional. This shortage was made up by higher Federal Operating Assistance. VRT Finance staff is presently performing a revenue analysis in FY2017 to determine the cause of this unfavorable variance.

Local Capital Assistance (43% of Budget) - This line item also reflects the current lower level of capital expenditures experienced through the fiscal year.

Expenses

Regional operating expenses are 101% of budget through the fiscal year. The 1% unfavorable variance (\$33,757) was covered by favorable variances in the Ada County and Canyon County Systems.

Wages and Salaries (98% of Budget) - This line item is within budget parameters.

Fringe Benefits (128% of budget) - The unfavorable variance is principally due to under-budgeting in FY2016 in the following categories: Miscellaneous earnings, FICA, Health and Unemployment. Finance staff believes it has appropriately developed the FY2017 Regional Fringe Benefit budget so that this unfavorable variance is corrected.

Professional Services (123% of Budget) - This unfavorable variance is attributed to overages in VRT Regional Planning (Division 23) and Community Transportation Program Operations (Division 41). Savings within VRT Overhead (Division 10) and in Community Transportation Program Development (Division 20) resulted from lower utilization of professional services and Coordinated Marketing dollars. This favorable condition in Division 10 and Division 20 assisted in offsetting the unfavorable variances in Divisions 23 and 41; leaving a net unfavorable condition for this expense category.

Material and Supplies (67% of Budget) - Printing and Binding within Coordinated Marketing and Parts costs in Customer Service and the Mobility Programs were running well below budget through the fiscal year. These favorable variances are offsetting unfavorable variances in Community Transportation – Operations Unleaded Fuel and Tires and Tubes, resulting in a net favorable variance across the expense category for all combined divisions within Regional at the end of the fiscal year.

Utilities (88% of Budget) – Lower Electrical and Telecommunication expenses in Regional through QR-4 are offsetting an unfavorable variance in Condominium Association expense resulting in a net favorable variance across the category for Regional.

Casualty Insurance (26% of Budget) - This expense category is tracking significantly below the established budget due to the Mobility Program vehicles being covered under the ICRMP Policy from January to September without an adjustment to the annual premium paid for FY2016. The FY2017 Budget was developed with the exact amount of Regional insurance premium provided by ICRMP for the upcoming fiscal year.

Purchased Transportation (96% of Budget) - This line item is within budget parameters. This line item tracks costs for sub-recipients and contracts for purchased transportation services. Expenses ran below the established budget through QR-4.

Miscellaneous & Interest Expenses (75% of Budget) - The favorable variance in miscellaneous expense can be largely attributed to lower Other Subrecipient grant pass-thru expenses that have offset greater Volunteer Driver Reimbursements through QR-4. VRT Regional incurred a small amount of invoice processing late fees (\$367) during the fiscal year. Presently, VRT Finance is increasing our ACH processing capabilities. This should assist in decreasing late fees in FY2017.

Leases and Rentals (174% of Budget) - The Customer Service (Division 20) copier lease principally accounts for the unfavorable dollar variance. In relation to Regional budget, this overage is relatively immaterial. Finance staff has increased the FY2017 budget line item for this expense category.

Capital: (43% of Budget) - Through QR-4, lower levels of capital expenditures occurred during the fiscal year in relation to capital carry-forwards and new capital projects scheduled in FY2016. VRT was awaiting capital grant execution for a significant portion of the fiscal year.

- **Revenue Vehicles** - Expenditures in this line item were for fixed line Gillig transit vehicles and retanking of existing buses.
- **Revenue Vehicles - Subrecipients** - Expenditures in this line item were for ACHD vehicles.
- **Facility** - Expenditures in this line item were for parking lot enhancements at the Happy Day Transit Center.
- **Main Street Station** - This line item accumulates expenses for the Main Street Station center located on the corner of Main and Capital in Boise.
- **IT Hardware** - Expenditures in this line item include the PEM Machine and computer hardware for fixed line transit operations.
- **IT Software** - This line item includes the following: Agate Software write-off, Route Match, Castlerock-Iowa DOT, Trapeze and CDW expenses.

Boise GreenBike

Revenues

Directly Generated Fund / Local Assistance (84% of Budget) – Revenues came in below budget through QR-4. Boise GreenBike staff constrained expenses as a result of the lower revenue base. The Boise GreenBike Director (Dave Fotsch) and VRT Finance Director Jim McMahon will be analyzing revenues quarterly in FY2017 to ensure expenses do not expand beyond the revenue base.

Other Revenue Sources – A small amount of Auxiliary and Federal Operating Assistance (\$2,372) revenue was recorded through the end of the fiscal year.

Expenses

Total Boise GreenBike System operating expenses are at 85% of budget through QR-4.

Wages and Salaries (92% of Budget) - This line item is within budget parameters.

Fringe Benefits (138% of Budget) - This line item was unfavorable through the end of the fiscal year. The favorable variance in Wages and other expense categories this unfavorable variance condition.

Professional Services (69% of Budget) – Lower spending on Advertising, Contract Labor, and Professional & Technical Services through QR-4 results in the favorable variance.

Material and Supplies (86% of Budget) - Lower spending on bike parts, materials and supplies accounts for the favorable variance in this expense category.

Utilities (55% of Budget) – Lower Electrical expenses have offset greater Cellular Phone expenses, resulting in a net favorable variance through QR-4.

Casualty Insurance (100% of Budget) – This line item is within budget parameters.

Miscellaneous (53% of Budget) - Travel & Meetings, Personnel Training, Other Expenses and Bank Service Charges are running below budget through QR-4, resulting in a positive budget variance.

Interest (0% of Budget) - No interest expenses have been incurred through QR-4.

Leases and Rentals (100% of Budget) – This line item is within budget parameters.

**VALLEY REGIONAL TRANSIT
FY2016 FOURTH QUARTER BUDGET REPORT - Audited
OCTOBER 2015 - SEPTEMBER 2016**

| Category | Ada County System | | | Canyon County System | | | Regional | | | Boise GreenBike | | |
|----------------------------------|---------------------|---------------------|------------|----------------------|---------------------|------------|----------------------|----------------------|---------------|-------------------|-------------------|------------|
| | Budget | Actual | % Variance | Budget | Actual | % Variance | Budget | Actual | % Variance | Budget | Actual | % Variance |
| Directly Generated Revenues | \$ 807,100 | \$ 716,052 | 89% | \$ 181,760 | \$ 169,651 | 93% | \$ 18,150 | \$ 23,532 | 130% | \$ 288,495 | \$ 63,505 | 22% |
| Auxiliary Revenues | 50,000 | 65,717 | 131% | 14,000 | 9,806 | 70% | - | - | | - | - | |
| Non-Transportation Revenues | 150,000 | 185,492 | 124% | - | 43,401 | | - | - | | - | - | |
| Federal Operating Assistance | 2,080,360 | 2,227,538 | 107% | 797,163 | 1,223,317 | 153% | 1,637,037 | 2,083,347 | 127% | - | 2,372 | |
| Federal Capital Assistance | - | - | | - | - | | 12,053,543 | 5,128,638 | 43% | - | - | |
| Local Operating Assistance | 5,255,475 | 5,046,309 | 96% | 580,701 | 524,653 | 90% | 1,850,892 | 1,549,701 | 84% | - | - | |
| Local Capital Assistance | - | - | | - | - | | 2,798,707 | 1,217,284 | 43% | 18,750 | 195,273 | 1041% |
| TOTAL REVENUES | \$ 8,342,935 | \$ 8,241,108 | | \$ 1,573,624 | \$ 1,970,828 | | \$ 18,358,329 | \$ 10,002,501 | | \$ 307,245 | \$ 261,150 | |
| Wages and Salaries | \$ 3,121,949 | \$ 3,173,615 | 102% | \$ 687,956 | \$ 664,914 | 97% | \$ 1,168,292 | \$ 1,144,215 | 98% | \$ 102,956 | \$ 94,789 | 92% |
| Fringe Benefits | 3,380,598 | 2,901,083 | 86% | 123,955 | 110,331 | 89% | 563,650 | 718,989 | 128% | 29,529 | 40,615 | 138% |
| Professional Services | 400,900 | 403,950 | 101% | 229,284 | 228,882 | 100% | 748,406 | 918,205 | 123% | 119,720 | 82,827 | 69% |
| Materials and Supplies | 879,988 | 809,442 | 92% | 305,638 | 337,065 | 110% | 116,750 | 78,743 | 67% | 12,550 | 10,815 | 86% |
| Utilities | 106,150 | 112,590 | 106% | 59,815 | 49,014 | 82% | 68,460 | 60,306 | 88% | 6,860 | 3,762 | 55% |
| Casualty and Liability Insurance | 376,000 | 483,408 | 129% | 134,415 | 140,220 | 104% | 134,500 | 34,693 | 26% | 5,000 | 5,000 | 100% |
| Purchased Transportation | - | - | | - | - | | 575,000 | 552,189 | 96% | - | - | |
| Miscellaneous | 45,250 | 53,256 | 118% | 25,039 | 18,374 | 73% | 412,160 | 308,173 | 75% | 15,630 | 8,356 | 53% |
| Interest | - | - | | 4,974 | - | 0% | - | 367 | | - | - | |
| Leases and Rentals | 32,100 | 70,019 | 218% | 2,548 | 3,000 | 118% | 6,850 | 11,945 | 174% | 15,000 | 14,925 | 100% |
| Capital | - | - | | - | - | | 14,564,250 | 1,167,144 | Note 1 | - | - | |
| TOTAL EXPENSES | \$ 8,342,935 | \$ 8,007,363 | | \$ 1,573,624 | \$ 1,551,799 | | \$ 18,358,318 | \$ 4,994,968 | | \$ 307,245 | \$ 261,088 | |

Note 1: Actual expenses residing in the income statement after VRT's annual capitalization entry - removing expense and recording assets on the balance sheet. The total amount of capital expenditures prior to capitalization was \$6,210,192 as shown in the schedule below.

**VALLEY REGIONAL TRANSIT
CAPITAL SPENDING - Without Capitalization Adjustments
OCTOBER 2015 - SEPTEMBER 2016**

| Capital Budget | Budget | Actual |
|----------------------------------|----------------------|---------------------|
| Revenue Vehicles | \$ 3,784,148 | \$ 1,505,921 |
| Revenue Vehicles Sub-Recipients | 984,000 | 897,279 |
| Non-Revenue Vehicle | 1,015,000 | 77 |
| Shop & Other Equipment | 50,000 | - |
| Capital Facility Safety/Security | 421,270 | - |
| Fareboxes | - | - |
| Facility | 1,481,200 | 535,427 |
| IT Hardware | 580,142 | 63,584 |
| IT Software | 197,210 | 197,055 |
| Main Street Station | 3,463,780 | 3,010,849 |
| CWI Park and Ride | 779,000 | - |
| Bus Stop Enhancements | - | - |
| Bike /Pedestrian Improvements | - | - |
| Capital Projects - Subrecipients | 1,808,500 | - |
| TOTAL CAPITAL EXPENSES | \$ 14,564,250 | \$ 6,210,192 |

TOPIC: VRT Recurring Procurements

DATE: December 22, 2016

Summary:

Procurements for Valley Regional Transit (VRT) are guided by the policies adopted by the VRT Board of Directors. These policies and the subsequent procedures are designed to comply with State of Idaho and Federal Transit Administration (FTA) procurement requirements. The policies establish spending authority for various levels of the organization. Procurements over \$75,000 require approval from the VRT Board of Directors. Procurements over \$50,000 but under \$74,999 require approval from the Executive Board. Procurements under \$49,999 require approval by the Executive Director.

VRT staff completed a detailed review of procurement processes over the last several months to assess areas of risk and update procurement procedures. The review found that authorizations for some annually reoccurring and routine operational activities have lacked the appropriate authorization from the VRT Board of Directors. These items include utilities, insurance, and partner supported purchased transportation services. VRT staff is responding to bolster the controls by updating the procedures and requiring that all routine and reoccurring procurements be placed on the VRT Board's agenda with each year's annual budget.

Staff Recommendation/Request

The attached table contains the vendor and amounts that VRT expects to spend on recurring purchases throughout Fiscal Year 2017 for items that are not specifically put out for Request for Proposal or Request for Bids. Staff is requesting the VRT Board approve these items to provide the proper authority for staff to pay for these routine expenses.

Implications (policy and/or financial):

Internal reviews of practices provide an opportunity for VRT staff to improve financial controls that protect the organization and minimize financial risks. These activities and services wouldn't be able to be provided by other vendors or partners. The approval of these routine and reoccurring items allows for VRT to continue to operate services to the community without disruptions.

For More Information: Contact Jim McMahon, Finance Director, (208) 258-2709, or e-mail: jmcmahon@valleyregionaltransit.org

| Vendor | Amount | Comment |
|--|---------|---|
| National Interstate Insurance Company | 380,000 | Vehicle Insurance for Ada and Canyon County Systems. Competitively procured through third-party broker. |
| Boise Municipal Health Care Trust | 328,781 | Annual contribution for regional employee health insurance costs per agreement with Boise Municipal Health Care Trust approved by VRT Board in August 2013. |
| Intermountain Gas | 282,225 | Annual costs for CNG fuel and natural gas utilities for VRT facilities. |
| Idaho Power | 87,926 | Annual costs for electricity for VRT facilities. |
| Boise Air Terminal | 76,472 | Facility ground lease for Orchard maintenance garage per VRT approved agreement with Boise Airport approved September 2015. |
| ICRMP | 76,437 | Insurance for VRT Regional, building & Goride Vehicle Sharing Program procured through third-party broker. |
| <u>Community Transportation Programs</u> | | |
| Metro Community Services | 219,825 | Purchase of Service transportation for Seniors/Individuals with Disabilities. Local match funded through provider. |
| Supportive Housing & Innovative Partners | 208,092 | Purchase of Service transportation for Seniors/Individuals with Disabilities. Local match funded through Division of Veterans Services and local provider. |



TOPIC: Section 5310 Service Providers and Program Update

DATE: December 20, 2016

Summary:

Valley Regional Transit has partnered with multiple non-profit agencies to provide transportation services for seniors and persons with disabilities in the Treasure Valley. These agencies act as service providers in their community and often serve as the only transportation option for these populations. The service providers are reimbursed with FTA funds from VRT if they are able to provide the local match needed to support the programs. The reimbursements are provided on a per ride basis. Across the region these service providers are beginning to show considerable growth. Two agencies, Metro in Canyon County and SHIP in Ada County, have become prominent service providers, providing a projected 23,425 rides collectively in 2017. The expenses identified in the service provider contracts for FY2017 are provided below.

| Agency/Service Provider | FY2017 Expenses |
|-------------------------|-----------------|
| SHIP | \$208,092 |
| Metro | \$219,825 |

The expenses associated with these trips are provided by VRT in combination with local support from the City of Caldwell, Canyon County, The Idaho Commission on Aging, Idaho Division of Veteran Services, and in-kind match. The amount of local support dedicated to these programs has recently increased, providing more operational support than the minimum requirements to secure Federal funding. The overmatch of local dollars demonstrates the vision for these programs, to become less dependent on federal funds by demonstrating value in their communities.

In FY2017, these are the only two contracts that exceed the \$75,000 threshold, requiring VRT Board approval. However, there are similar smaller programs throughout the region in the communities of: Star, Parma, Kuna, Meridian, and Eagle. As these programs continue to grow, they will require additional funding from VRT to support operations. However, it is expected that these programs will move towards a similar funding model as SHIP and Metro, where local contributions make up a larger proportion of revenue.

Staff Recommendation/Request:

Information only

More Information: Tod Morris, Community Programs Manager, 208-258-2713, tmorris@valleyregionaltransit.org



TOPIC: VRT Procurement Policies

DATE: December 22, 2016

Summary:

VRT Finance and Administration completed a detailed review of the VRT Procurement Policies and Procedures manual. The 98-page manual includes both the guiding policies and the administrative procedures that are required to implement the policies approved by the VRT Board of Directors. Staff is proposing to separate the procurement policies into a separate document for the VRT Board to review and approve. This approach helps the Board focus on the governance aspects of procurement administration and leaves the operational procedures to implement those policies under the authority of the Executive Director.

Staff Recommendation/Request:

Since this is a different approach to approving procurement policy, staff requests that the Executive Board discuss the change and provide a recommendation on the new approach to the VRT Board of Directors.

Implication (policy and/or financial):

Procurement policies have their foundation in both state and federal regulatory code. These policies are needed to give guidance to staff on the operational practices that are used to conduct open and competitive procurements.

Attachment

VRT Procurement Policies

More Information: Jim McMahon, Finance Director, 258-2709 jmcmahon@valleyregionaltransit.org



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

| | |
|---|---|
| Section | Policy No. 1.03.00 |
| Policy Title: VRT Procurement Policies | Page 1 of 9 |
| Policy Date: original 04/16/03; updated 07/20/05; revised 11/17/10; revised 07/18/12; revised 01/09/17 | Policy Adopted: |
| Approved by: | Policy/Page Replaced: Policy Amended: 01/09/17 |
| Elaine Clegg, Chair | Kelli Badesheim, Executive Director |

Valley Regional Transit (VRT) Procurement Policies

1. STATEMENT OF POLICY

- 1.1 Objective. The purpose of Valley Regional Transit (VRT) Procurement Policies are 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 VRT. The VRT Procurement Policies guide the development of procedures for all VRT employees involved in the procurement process.

VRT's Procurement Policies are established in order to:

- Maximize the value received for expenditure of public funds.
- Protect assets purchased with public funds and ensure their application in VRT's interest.
- Provide a timely, efficient, and cost-effective flow of resources necessary to support VRT's provision of service.
- Protect the integrity of VRT's procurement process and the reputations of VRT, its officers and employees.
- Comply with all applicable Federal Transit Administration (FTA) and State of Idaho regulations.

- 1.2 Statement of Policy. It is the policy of VRT that the purchase of all goods and services be accomplished under the control of its Executive Director and appointed staff designated by the Executive Director who is 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 goods 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. VRT's policies are intended to conform to applicable federal, state, and local regulations and guidelines that govern public procurements. VRT will employ the strictest of any federal, state, or local regulation, which applies to a particular procurement. The largest percentages 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 VRT Board. The Executive Director 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 Executive Director (or a person he/she designates) will, at a minimum, annually review the Policy against any changes in federal, state or local guidelines that may have occurred, or changes in internal procedures necessary and/or appropriate. Changes to Policies shall be submitted by the Executive Director to the Board for approval.

2. POLICIES

- 2.1 General Procurement Requirements. As a political subdivision of the State of Idaho, VRT Procurement 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 (Ver.2), and 5010.1E.
- 2.2 VRT Code of Ethical Standards
- 2.2.1 Purpose. It is imperative that officials and employees of VRT 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 VRT employee, official, or agent, including any member of an evaluation committee for a VRT project, shall participate in the selection, award, or administration of a contract between VRT and a private business if a conflict of interest, real or apparent, exists. A conflict exists when an employee, officer, or agent of VRT; 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, a VRT official or employee is not precluded from making a bid on a VRT 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 VRT 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 a VRT Board Member or the Executive Director; disclosure shall be made to the VRT Board Chairman and other Board members. For all other employees, disclosures shall be made to the Executive Director.

No VRT 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 a VRT official or employee.

If a VRT 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 VRT 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 VRT 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 VRT official or employee may use his or her position to secure or grant unwarranted privilege, preferences, 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 VRT's ethics policy by any employee shall subject the individual to disciplinary action up to and including discharge as determined by the Executive Director of VRT. Violation of this Policy by the Executive Director, a member of the Board, or officer or agent of VRT shall subject the individual to disciplinary action or sanction as determined by the VRT 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 VRT. 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. VRT 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. It shall not be a bid or proposal requirement that a prospective vendor or contractor have prior contracts with VRT. This shall not be construed, however, to prevent or limit the use of two-step sealed bidding.

2.3 Procurements with Suspended/Debarred Vendors Prohibited. VRT 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. Valley Regional Transit will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. VRT staff shall comply with the Protest Procedures as outlined in FTA Circular 4220.1F.
- 2.5 Procurement of Real Property. VRT 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, 42 U.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 5010.1E, providing “Award Management” guidance.
- 2.6 Procurement of Public Works Construction. VRT 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 SAFETEA-LU, 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”) VRT will comply with the applicable requirements of Idaho Code 67-2801 through 67-2808 and the specific rolling stock requirements in FTA C 4220.1F (Ver. 2), 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, VRT 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 VRT rests with the Executive Director. The Executive Director has independent authority to act for the VRT Board, subject to VRT policies, in the purchases of materials, equipment or services through \$49,999.99. The Executive Director may delegate procurement authority and define internal practices for procurements up to \$10,000.00. All purchases between \$50,000.00 and \$74,999.99 require approval by the VRT Executive Board prior to award. Purchases of \$75,000.00 or more require approval by the VRT Board prior to the award.

2.10.2 For all procurements, the Executive Director shall designate a Procurement Administrator to oversee all procurements of goods and services for VRT, whose responsibility shall be to insure, through its procurement practices, full and open competition, fair treatment of all suppliers, and good value to VRT.

2.11 Geographic Preferences are prohibited. VRT shall conduct procurements in a manner that prohibits statutory or administrative 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 VRT 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 Executive Director is delegated the authority to establish procedures that comply with Idaho Code. The Executive Director will report such emergency action to the VRT Board or Executive Board at their next regularly scheduled meeting.

2.13 Disadvantaged Business Enterprise Program. VRT actively encourages and assists Disadvantaged Business Enterprises (DBEs) to participate competitively in VRT procurement actions as outlined in the VRT DBE Program. This shall be done in compliance with the Idaho Transportation Department’s Disadvantaged Business Enterprise Program.

2.14 Parts and Supplies Inventory. VRT will conduct, at a minimum, an annual inventory inspection of parts and supplies 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 Equipment and Supplies/Scrap.

2.15.1 Identification of Surplus/Obsolete Materials, Supplies, Equipment and Scrap. Equipment shall be surplus to VRT when it becomes obsolete to VRT because it has been replaced by newer equipment or because the equipment no longer supports VRT's mission. Equipment shall be scrapped only when it is non-functional and non-repairable, and has little or no value unless functional.

Parts are surplus when the part is no longer applicable to VRT's fleet or when stock on hand exceeds the maximum established by the usage history of the item for a period of over three (3) years. In the VRT operation, stock levels and order levels will be reviewed for all stock items at least once annually.

All scrap metal and other scrap having recovery value shall be sold for the benefit of VRT.

2.15.2 Disposal of Surplus. VRT shall dispose of surplus and scrap to ensure the highest possible return consistent with the costs of disposal, while conforming to requirements of FTA Circulars 5010.1E and 4220.1F (Ver. 2), and the principles 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 VRT 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 5010.1E, when selling equipment exceeding its useful life with a fair market value over \$5,000, or supplies sold for over \$5,000 in aggregate, VRT 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 VRT may also request those funds be used in a future capital purchase. VRT will secure FTA concurrence prior to selling equipment before the end of its useful life. VRT shall reimburse FTA for its appropriate prorated share of any proceeds from the sale

of FTA funded assets unless undepreciated asset or book value (based on straight line depreciation) is \$5,000 or less.

Surplus materials or equipment that cannot be returned or sold shall not be sold as scrap while such material or equipment is still applicable to VRT vehicles or operation. The disposition of surplus materials, supplies and scrap must be authorized and approved by the Executive Director prior to disposition. All sales shall be by cashier's check or cash.

2.15.3 Disposal of Scrap. Materials, parts, or equipment identified as scrap and having recovery value shall be sold in compliance with the rules set forth in FTA Circulars 4220.1F and 5010.1E. The Finance Director must recommend, with subsequent Board approval, the disposition of scrap. All sales shall be by cashier's check or cash, unless otherwise approved by the Finance Director.

3. RESPONSIBILITIES

3.1 General. The authority to award contracts rests with the VRT 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 Executive Director who oversees all agency activities and designates a Procurement Administrator to oversee day-to-day purchasing activity.

3.2 VRT Board.

Holds sole contracting authority;

- (a) Establishes agency operating budgets and capital plans. Approves budgets based upon recommendations of Executive Director and staff;
- (b) Approves all purchases of \$75,000.00 and over resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on Executive Director's recommendation;
- (c) Requires award methodology be consistent with the solicitation evaluation criteria and the requirements of the scope of work, bid specifications, etc.;
- (d) Authorizes the Executive Board to approve all purchases between \$50,000 and \$74,999.99 and to ensure all purchases are made in compliance with applicable state and federal guidelines;

- (e) Authorizes Executive Director to approve all purchases of \$49,999.99 and less and to ensure all purchases are made in compliance with applicable state and federal guidelines; and
- (f) Authorizes the Executive Director to dispose of surplus materials, supplies, equipment and property, subject to its policies.

3.3 VRT Executive Board

- (a) Sets annual DBE goals based upon recommendation of VRT staff;
- (b) Approves all purchases of \$50,000.00 to \$74,999.99 resulting from competitive procurements pursuant to Idaho Code § 67-28, and based on Executive Director's recommendation;
- (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 VRT upon Board approval or as authorized by the Board.

3.4 Executive Director.

- (a) Maintains authority for contracting of all purchases of \$49,999.99 or less;
- (b) Provides recommendations for all purchases over \$49,999.99 to the VRT Executive Board or Board for approval;
- (c) May sign any contract on behalf of VRT upon Board approval or as authorized by the Board; and
- (d) Establishes internal purchasing procedures, recommends changes in purchasing procedures to the VRT Board, and assures compliance with VRT purchasing policies.



TOPIC: FY2016 Budget Carryforwards and FY2017 Budget Amendment

DATE: December 22, 2016

Summary:

Annually, the VRT Board reviews and approves an amendment to the current fiscal year budget to carry forward unexpended funds from the previous year's budget to the current year budget and/or to amend the current year budget for new capital and operating requests that are warranted subsequent to the Board's approval action on July 11, 2016.

The budget amendment for FY2017 adds \$7,538,275 in unexpended capital funds from the FY2016 Budget associated with VRT and subrecipient capital projects. Also included in the amendment are new capital and operating expenses of \$511,500 for planning associated with State Street Transit Oriented Development and the purchase of additional Boise GreenBike bikes and rack equipment. The total amendment to the FY2017 Budget is \$8,049,775. Details of the requested budget amendment are shown in Exhibit A.

Also, attached is a list of the major contracts for January 2017 through March 2017 for procurement authorization delegation to the Executive Board.

Staff Recommendation/Request:

Staff requests the Executive Board review the proposed Budget Amendment for FY2017.

Implication (policy and/or financial):

Should the budget amendment not be adopted, funding will not be authorized for the capital projects and operating expenses as noted in Exhibit A.

Highlights:

- VRT Board adopted the FY2017 Budget on July 11, 2016.
- FY2017 Budget Amendment going before the VRT Board of Directors in Public Hearing on January 9, 2017.

Attachments

Exhibit A - Budget Amendment Detail

Exhibit B - Major Contracts for January 2017 through March 2017

For detailed information contact: Jim McMahon, Finance Director, 258-2709, jmcmahon@valleyregionaltransit.org.

**VALLEY REGIONAL TRANSIT
FY 2016 BUDGET CARRYFORWARD AND
FY 2017 BUDGET AMENDMENT**

Exhibit A

| Description | Federal Funding or CIM Grant | Local Funding | Total Amount |
|--|------------------------------|---------------------|---------------------|
| <u>VRT CAPITAL CARRYFORWARDS</u> | | | |
| Revenue Vehicles | \$ 1,143,040 | \$ 285,760 | \$ 1,428,800 |
| Non-Revenue Vehicles | 124,000 | 31,000 | 155,000 |
| Shop Equipment | 40,000 | 10,000 | 50,000 |
| Communications - Int. Trans. Sys. | 209,816 | 52,454 | 262,270 |
| Communications - 511 Project | 61,600 | 15,400 | 77,000 |
| Buildings Grounds - HDTC Parking Lot | 704,818 | 176,205 | 881,023 |
| Interior Remodel/Security - HDTC Remodel | 75,000 | 18,750 | 93,750 |
| Main Street Station | 882,346 | 220,586 | 1,102,932 |
| IT Hardware - Annunciators | 320,000 | 80,000 | 400,000 |
| IT Software - Trapeze | 64,800 | 16,200 | 81,000 |
| Subtotal | \$ 3,625,420 | \$ 906,355 | \$ 4,531,775 |
| <u>VRT CAPITAL BUDGET AMENDMENT</u> | | | |
| Boise BikeShare - Additional Bikes | \$ 19,920 | \$ 65,680 | \$ 85,600 |
| <u>VRT OPERATING BUDGET AMENDMENT</u> | | | |
| State Street TOD (Note 1) | \$ 279,000 | \$ 146,900 | \$ 425,900 |
| <u>SUBRECIPIENT CAPITAL CARRYFORWARDS</u> | | | |
| City of Nampa | \$ 641,000 | \$ - | \$ 641,000 |
| Middleton Park-n-Ride | 1,060,000 | - | 1,060,000 |
| CWI Park-n-Ride | 779,000 | - | 779,000 |
| Revenue Vehicles - Subrecipient (BSU) | 419,000 | - | 419,000 |
| BSU Park-n-Ride | 107,500 | - | 107,500 |
| Subtotal | \$ 3,006,500 | \$ - | \$ 3,006,500 |
| GRAND TOTALS | \$ 6,930,840 | \$ 1,118,935 | \$ 8,049,775 |

Note 1: Local match contribution includes \$125,000 from the City of Boise and \$21,900 in In-Kind Match.

VALLEY REGIONAL TRANSIT
FY 2017 BUDGET AMENDMENT
MAJOR CONTRACTS FOR JANUARY 2017 THROUGH MARCH 2017
PROCUREMENT AUTHORITY DELEGATION
TO EXECUTIVE BOARD

Exhibit B

| <u>Contract For:</u> | <u>Budgeted Cost</u> |
|---|----------------------|
| Fareboxes – Canyon County System | \$200,000 |
| Boise GreenBike Bike and Rack Additions | \$90,600 |



TOPIC: List of Potential Items for Disposal of Surplus and Obsolete Assets

DATE: December 23, 2016

Summary:

On 12/05/16, the Executive Board approved a request by VRT staff to hold a public hearing at the January 2017 VRT Board of Directors meeting. The attached listing of Surplus & Obsolete Asset Disposals for 2017 is for information purposes. The Executive Board members asked to have this information provided in advance of the VRT Board action. The items may be discussed if Executive Board members have any questions.

VRT assembled the listing below which details assets to be disposed of throughout the year by category, asset type, location, year, and useful life span.

Potential items for disposal include:

VEHICLE LIST

| Vehicle # | Make Model | Service | Miles | Chassis # | Year | Useful Life | Notes |
|-----------|--------------------|---------------|---------|-------------------|------|--------------|-------|
| N101 | Ford Crown Vic | Canyon County | 120,110 | 2FAFP71W81X165398 | 2001 | 60 months | BYL |
| N102 | Chevy 1500 PU | Canyon County | 169,464 | 1GCEK19T91E321378 | 2001 | 60 months | BYL |
| N1501 | El Dorado Aerotech | Canyon County | 165,371 | 1FDXE45S05HA60074 | 2005 | 60-84 months | BYL |
| N1502 | El Dorado Aerotech | Canyon County | 168,817 | 1FDXE45S25HA60075 | 2005 | 60-84 months | BYL |
| N2502 | El Dorado Aerotech | Canyon County | 408,962 | 1FDXE45S75HA51730 | 2005 | 60-84 months | BYL |
| N2505 | El Dorado Aerotech | Canyon County | 437,060 | 1FDXE45S25HA51733 | 2005 | 60-84 months | BYL |
| N2508 | El Dorado Aerotech | Canyon County | 441,950 | 1FDXE45S85HA51736 | 2005 | 60-84 months | BYL |

EQUIPMENT

| Asset # | Make Model | Service | Year | Age | Useful Life | Notes |
|---------|------------------------------|---------------|------|------------|-------------|--------------|
| 570 | Bench Grinder | Ada County | 1985 | 384 Months | 180 Months | Safety |
| 433 | Overhead Projector | Ada County | 1999 | 216 Months | 60 months | BYL |
| 5037 | PFM - Brake Lathe | Ada County | 2006 | 120 Months | 180 Months | Not Suitable |
| 60 | 15,000 lb. Bus Lift (3 of 4) | Canyon County | 2010 | 72 Months | 60 months | BYL |
| 60 | 15,000 lb. Bus Lift (4 of 4) | Canyon County | 2010 | 72 Months | 60 months | BYL |
| 60 | 15,000 lb. Bus Lift (1 of 4) | Canyon County | 2010 | 72 Months | 60 months | BYL |
| 60 | 15,000 lb. Bus Lift (2 of 4) | Canyon County | 2010 | 72 Months | 60 months | BYL |

For detailed information contact: Billy Wingfield, Operations Director,
208-258-2726, bwingfield@valleyregionaltransit.org