

IDAHO TRANSPORTATION DEPARTMENT PUBLIC TRANSPORTATION OFFICE



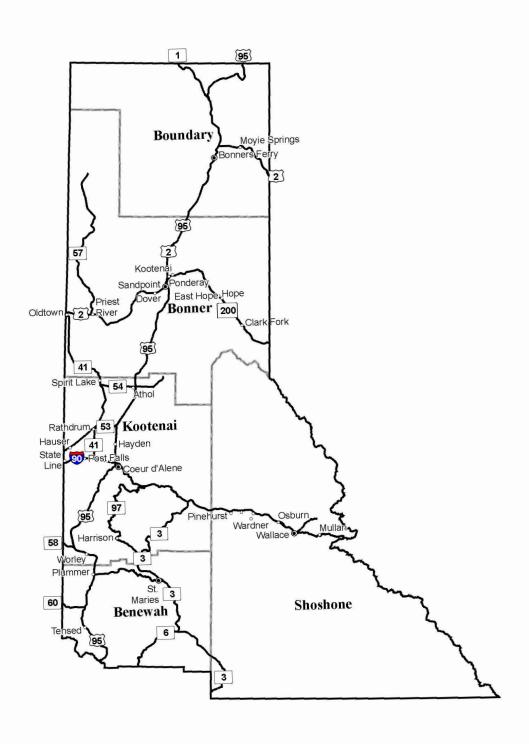
5339 PROGRAM COMBINED APPLICATION PACKET 2024 - 2026



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District 1: North Idaho



IDAHO TRANSPORTATION DEPARTMENT – PUBLIC TRANSPORTATION 2024-2026 5339 Rural Congressional Application

PROJECT APPLICATION

Local Match: \$ 74,250 Total Cost: \$ 495,000

AGENCY INFORMATION:						
Agency Name: Kootenai County Public Transpo	ortation (KCPT) – Citylink Nor	rth				
Authorized Project Represe Chad Ingle, Program Manager						
Address: Physical – 2400 W Riverstone D	r., Coeur d'Alene, ID/ Mailin	g – P0	O Box 9000, Coeur d'Alene, ID 83816			
Phone: 208.446.2102						
Email: cingle@kcgov.us						
DUNS Number: 078207404						
Architect/Engineer/Planner	if applicable:					
Project Type:						
□ Facility Construct □ Infrastructure Con □ Facility Renovatio □ ADA Accessibility □ Planning □ Marketing	struction ons	800000	Replacement Vehicle Purchase Expansion Vehicle Purchase Vehicle Rehabilitation Transit Related Technology Transit Related Equipment Other (specify)			
Project Cost:						
Federal Share: \$420,750						

Section 1: Project Description

Summary: This project request is for acquisition of three (3) demand response buses. Demand response buses provide us the opportunity to continue to offer mobility options for a growing population of seniors and individuals with disabilities, as well as allow residents to access primary services, such as healthcare, in Kootenai County.

The purpose of this project is to provide safe and reliable transportation for seniors, individuals with disabilities, and access to healthcare facilities when transportation service is unavailable, insufficient, or inappropriate in meeting those needs. Kootenai County plans, designs, and carries out transportation services and programs to meet the special transportation needs of older adults, individuals with disabilities, and members of the public seeking access to employment, health care, education, and recreation. Kootenai County's Citylink provides these services through the provision of ADA compliant complementary Paratransit Service, the Senior Ring-a-Ride program, and a health care industry partnership.

Key to this endeavor is the availability of safe and reliable vehicles through effective fleet management. The Kootenai County Public Transportation Fleet Maintenance Plan ensures vehicles are kept in a state of good repair throughout their lifecycle. To meet the requirements of our fleet maintenance plan and needs of the travelling public, we will purchase three (3) vehicles; two (2) vehicles will be replacement vehicles, while one (1) vehicle will be specific to providing healthcare transportation for the community.

Tools and Technology: Kootenai County Public Transportation is working to adapt to a swift and unprecedented population boom in North Idaho, and we are making great strides in utilizing technology to provide transportation for all, particularly for senior and disabled populations. In the past two years, we have implemented available technology to ensure robust mobility options: we completed the advancement of rider information by making route and schedule availability on Google and Apple maps, as well as an app specific to bus schedules and route information in real time (PassioGo). Our next project, the Kootenai Regional Mobility Platform, an Integrated Mobility Innovation (IMI) app currently in development (utilizing GTFS-Flex for demand response vehicle tracking), will provide shared mobility options with convenient payment and advance transportation service options. The platform will provide a menu of the most feasible mobility options to allow travelers to make informed choices that meet their needs.

Marketing: Kootenai County was granted funds from the Idaho Transportation Department for marketing of the new Regional Mobility Platform and an associated website for user interface and travel information. Referrals from service agencies and health care professionals, outreach to social service groups, and the influx of residents have all contributed to an increase in riders requesting services; the upcoming marketing and IMI app will also undoubtedly increase the demand for transportation services. Kootenai County seeks this grant to provide vehicles to continue to meet these rising needs for demand response transportation.

- a. <u>Federal Transit Authority Program Eligibility</u>: The goal of the FTA Section 5339 grant program is to provide resources for bus and bus-related projects that "support the continuation and expansion of public transportation services," to include replacement and purchase of buses. This application for funding to purchase buses will support the continuation of current public transportation services by replacing buses nearing the end of their useful life and meeting rising needs. Our project request meets the goals and criteria for Section 5339 funding under FTA.
- b. <u>Idaho Transportation Department Call for Project Priorities</u>: ITD's strategic mission of **safety**, Page | 2

mobility, and **economic opportunity** is reflected in Citylink North's quest to provide mobility options to seniors and persons with disabilities; a significant portion of riders in our paratransit program are people going to places of work (economic opportunity) or to dialysis (safety/life-saving) while the largest part of our more senior riders trips are to healthcare and food shopping (safety/mobility). Two of the requested buses are specific to providing access to health care (safety).

Additionally, the requested buses are in line with ITD's mission "Growing Idaho's Mobility Network by Providing Exceptional Customer and Leveraging Emerging Technology;" as part of the IMI app menu of transportation options, the programs utilizing the requested buses will be more accessible to riders, thereby improving the safety and mobility of residents.

c. <u>Scope of Work</u>: Replacement of rolling stock is prioritized by the vehicle with the lowest useful life benchmark and the highest annual maintenance cost. This determination is set by asset condition data detailed in the Transit Asset Management (TAM) Program and the Fleet Maintenance Plan. The Kootenai County Public Transportation Fleet Maintenance Plan ensures vehicles are kept in a state of good repair throughout their lifecycle.

Our Fleet Maintenance Manager has expertise and experience in procuring vehicles that are equipped with features for the highest degree of safety and usability by the travelling public, while following and adhering to all regulatory purchasing guidelines and parameters. The Manager has the benefit of an established joint procurement agreement, which results in significant cost savings and the highest possible degree of fiscal feasibility.

The Fleet Maintenance Manager will oversee the purchase of three (3) cutaway buses:

- Two (2) buses will replace vehicles used to provide services for the Citylink North Paratransit and senior Ring-a-Ride programs, ensuring continued provision of safe and reliable transportation, and enabling us to retire vehicles on the cusp of exceeding the defined parameters for useful life per our Fleet Maintenance Plan.
- One (1) bus will be utilized by our partner agency, Kootenai Health, by providing regional residents with access to healthcare providers such as Heritage Health, a community health center which serves growing low income and Asset Limited Income Constrained Employed (ALICE) populations.

The following objectives will be accomplished:

- Buses will be purchased with safety equipment specific to seniors and persons with disabilities.
- Assets at the end of their useful life based on the age and according to a scheduled program of replacement will be replaced, (and maintained in a state of good repair).
- Maintenance costs will be reduced.
- Kootenai County community members will continue to have access to key life activities.

Section 2: Demonstration of Need

Summary: ADA Compliant Public Transportation Vehicles are Critical to Services

In Kootenai County, most travelers currently have no access to private transportation options that are

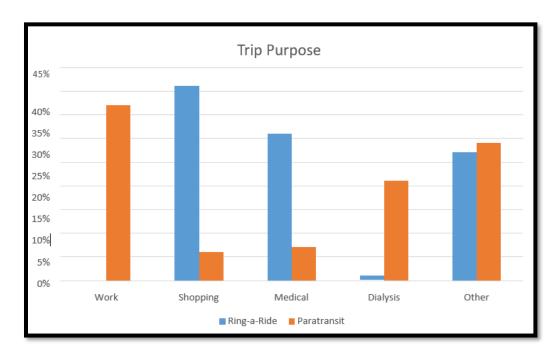
wheelchair accessible, with the exception of medical transportation services, which are costly and sparsely available, and do not provide services to daily life activities such as work, shopping, and socialization.

Kootenai County Demographic Milestones: Kootenai County's population increased by 23.7% between 2010 and 2020. The number of seniors relocating to Kootenai County, (who are more likely to experience health issues and require additional transportation options), is significant: the senior population increased by 23.5% between 2015 and 2019. Kootenai County's senior population is 19% of the population, which is about 20% higher than the State of Idaho and United States national average of 16%. According to the Department of Labor, the senior population growth will continue to be one of the fastest growing population groups in our area. i

Kootenai County Population with a Disability: As of the Census for 2020, the population of Kootenai County is estimated to be 171,361, with 9.1% of the population experiencing a disability; this means that approximately 15,594 people residing in our communities are disabled. Additionally 20.1% of the population is 65 years and over. As detailed by Disability Action Center NW, independent living means that individuals with disabilities have the same choices and control in their everyday lives that non-disabled brothers and sisters, neighbors and friends take for granted. ii

<u>Dialysis</u>: The number of riders who utilize our service to go to dialysis treatment has increased exponentially; because dialysis causes patients to be woozy, nauseated, and tired afterward, the driver's licenses of those receiving dialysis are often revoked as patients are too ill to transport themselves, and are considered as having a disability and are often conditionally eligible for ADA Paratransit. Access to safe and reliable vehicles is key to the wellbeing of our ridership, the disabled and elderly in our community.

Kootenai County Citylink Paratransit and Ring-a-Ride Trip Purpose Top Four:



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In meeting the transportation needs of seniors and individuals with disabilities, we provide transportation to areas, such as: employment, healthcare services (to include dialysis), shopping, education, and access to recreation and/or physical rehabilitation facilities and opportunities.

To meet the needs of the growing demand for ADA compliant demand response transportation, two (2) of our vehicles are in need of replacement. Replacement of rolling stock is prioritized by the vehicle with the lowest useful life benchmark and the highest annual maintenance cost. This determination is set by asset condition data through the Transit Asset Management (TAM) Program and the Fleet Maintenance Plan. A detailed asset inventory has been established to analyze state of good repair needs and investment scenarios over the next ten (10) years. Based on our TAM proposed investment project list, investment needs are prioritized such that the highest return investments are addressed first.

The chart below shows maintenance costs for the two vehicles being replaced for the past five years, with 2023 depicting use of vehicles as back-up vehicles only, (while other vehicles are being serviced or out of service):

Total Cost Trend

a. Service Area Level of Need: Moderate - Affecting Access to Health and Safety Services

Kootenai County Public Transportation conducts extensive outreach during planning and service phases of current programs, holding local and regional public transportation planning meetings, meetings with city planners, elected officials, city council members, state and local agencies, law enforcement, social services, employers, employees, heath care providers, transportation providers, nonprofit entities, disability advocates and riders. Our primary and secondary research identified public transportation service gaps for seniors and individuals with disabilities, which is particularly important in the key areas of access to medical/health care, necessity (food) shopping, and essential governmental services. III Kootenai County does not have the fleet to provide complementary paratransit services, the agency would be in violation of Federal regulations.

b. <u>Sustaining Existing Services or Expansion Need</u>: **Sustaining Existing Services**

Kootenai County's "Coordinated Public Human Transportation Plan 2017 to 2020" was based on an assessment of available services that identified current transportation providers (public, private, and non-profit) and an assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes, which included experiences and perceptions of the planning partners as well as sophisticated data-collection efforts and current gaps in service. The Plan found that "considerable resources are committed to our transportation infrastructure and systems, however, transportation services for disadvantaged populations (individuals with disabilities, older adults, and people with low incomes), are often fragmented, underused, duplicative, costly, and difficult to navigate." Existing services are highly utilized and lack of provision of service would have

significant impacts on community members, as seen below in "c. Ridership."

c. <u>Ridership</u>: **FY18-FY23 Ridership Increasing with COVID-19 Temporary Exception**While ridership across much of the nation dropped substantially during the pandemic, our decrease in ridership was minimal. Ridership has not yet exceeded pre-pandemic levels, but we have been making gains towards previously established ridership numbers. We have seen a steady increase in applications and informational calls for demand response programs.

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2018-2024 Total FYTD Ridership Comparison												
PARATRA		1220000	12000				150000	12120100			1200 100	V-2000
FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2018 2019	1,213	1,177	1,170	1,072 1,280	1,147	1,116	1,114	1,168	1,107	1,122	1,208	1,055
2019	1,330 1,463	1,229 1,387	1,149 1,397	1,653	1,210 1,582	1,328 1,202	1,400 752	1,293 858	1,217	1,285 1,167	1,337 1,112	1,206 1,140
2020	1,245	1,226	1,259	1,208	1,022	1,427	1,420	1,346	1,406	1,317	1,378	1,303
2022	1,312	1,238	1,281	1,124	1,246	1,506	1,294	1,273	1,323	1,187	1,278	1,216
2023	1,267	1,266	1,296	1,247	1,128	1,240	1,095	1,236	986	859	1,057	999
2024	1,139	1,113	, i									
_												
	TOTAL FY											
2018	13,669											
2019	15,264	2	2018 vs 2019	12%	change in r	idership						
2020	14,935	1	2019 vs 2020	-2%	change in r	idership						
2021	15,557		2020 vs 2021	4%	change in r	idership						
2022	15,278	2	2021 vs 2022	-2%	change in r	idership						
2023	13,676		2022 vs 2023	-10%	change in r	idership						
			·-									
R-A-R												
FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2018	153	183	198	225	196	187	158	202	190	159	247	233
2019	260	235	208	242	186	235	252	241	208	182	193	178
2020	234	201	187	206	208	161	78	66	134	122	128	153
2021	162 264	180 245	230 237	205 195	183 248	271 355	245 315	229 299	242 318	217 263	240 313	234 312
2022	313	245	261	264	248	300	216	153	0	0	28	0
2023	82	108	201	204	240	300	210	133	- 4	- 4	20	
2024	02	100										
7	TOTAL FY											
2018	2,331											
2019	2,620		2018 vs 2019	12%	change in r	idership						
2020	1,878		2019 vs 2020	-28%	change in r	idership						
2021	2,638		2020 vs 2021	40%	change in r	idership						
2022	3,364		2021 vs 2022	28%	change in r	idership						
2023	2,037		2022 vs 2023	-39%	change in r	idership						
_			uson conservation.	X-10-700								
KH												
FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2018	2,073	1,933	1,870	2,093	2,018	2,098	2,005	2,090	1,920	1,992	2,081	1,943
2019	1,935	1,978	1,837	2,420	2,419	2,420	2,146	2,272	1,953	1,937	2,033	2,053
2020	2,161	1,962	2,107	2,358	1,884	2,177	889	1,250	1,387	1,468	1,367	1,455
2021	1,313	1,388	1,354	1,201	1,155	1,725	1,594	1,477	1,595	1,637	1,666	1,532
2022	1,359	1,435	1,658	1,661	1,277	1,530	1,632	1,395	1,530	1,433	1,782	1,741
2023	1,695	1,764	1,737	1,773	1,737	1,913	1,599	1,823	1,879	1,633	1,985	1,715
2024	1,974	1,756										
7	TOTAL FY											
2018	24.116											
2019	25,403		2018 vs 2019	5%	change in r	idership						
2020	20,465		2019 vs 2020	-19%	change in r							
2020	17,637		2020 vs 2021	-19%	change in r							
2021 =	18,433		8020 vs 2021 8021 vs 2022	-14% 5%	change in r							
2022	21,253			15%	change in r							
²⁰²³ =	21,253		2022 vs 2023	13%	change in r	idersnip						

Section 3: Project Planning

Summary: Kootenai County Public Transportation's goal is to advance mobility through creative partnerships and emerging technologies. Our project will allow us to continue to implement our new IMI technology with vehicles to support community transportation needs, as well as leverage partnerships to

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provide transportation options for medical care. These vehicles will allow us to narrow gaps in transportation services, while providing safe and efficient transportation for riders in a cost effective manner.

Coordination across providers is a high priority in order to provide a seamless system for public transportation users, as well as improve existing services and eliminate inefficient redundancy for each involved provider. Coordination strategies and implementation plans will continue to be developed by Kootenai County Public Transportation and local service providers.

The project has a proven and sound basis and we are **ready to implement if funded**.

- a. Goals related to ITD Statewide Public Transportation Plan:
 - i. The ITD Statewide Public Transportation Plan projects that between 2018 and 2028 transit ridership in Kootenai County will increase by 57%. This projection shows the importance of getting ahead of ridership needs and having tools prepared to assist the travelling public. Ridership projections indicate that rising need will require a fleet of reliable vehicles for service provision.
 - ii. The Idaho Department of Transportation Statewide Public Transportation Plan outlines four benefits of public transportation: economic development, health, connections, and environmental quality. Our project is in direct line with those benefits:
 - Economic Development: Increased transportation options allow community members to access jobs stimulating economic development for business growth, and access to businesses and services that stimulate the economy. More than 40% of paratransit rides are for disabled community members to go to and from work. Access to public transportation shared ride services saves riders an average of \$10,000 per year on vehicle ownership, (or more for accessible vehicles with lifts).
 - *Connections*: Where there is a lack of connections to transportation, the IMI app will increase access to demand response services and will serve to help bridge gaps, as well as make travelling easier for those who may have not made the trip otherwise.
 - Health and Environmental Quality: Shared transportation reduced vehicles emissions;
 Data collected by the IMI app will include the amount of emissions saved. Access to health care is over 35% of the rides provided to community seniors.

b. Project Development Process Description:

Coordination with local stakeholders on development and involvement:
 The Kootenai County Public Transportation Department continuously gathers information on public transportation needs and works closely with human service agencies. Kootenai County has conducted stakeholder interviews and surveys; held public workshops; validated previously identified gaps in transportation service; and updated goals, objectives, and strategies to address those gaps.

Citylink staff have spent many days riding the buses and speaking with our ridership,

administered several hundred face-to-face surveys, community-wide surveys online, and worked to gather information from health care, educational, and jurisdictional organizations to determine needs and feasible avenues to provide services meeting those needs. Additionally, staff have met face-to-face with representatives from Area Agency on Aging, Idaho Commission for the Blind, NIC, Kootenai Health, Heritage Health, Panhandle Health, Coordinated Services of Idaho, Post Falls Food Bank, Project Search, Kootenai County Veteran's Services, Trinity Group Homes, Family Promise, Harmony House, Ability Works, Adult Probation, Union Gospel Mission, and local governments. The information we gain from this process gives us a tremendous sense of the individuals we serve, including unhoused, elderly, disabled, low income, and under-employed demographics along with the environmentally conscious.

The data gathered regarding employment and other current county demographics, including data identifying low-income housing and support services, is being actively used in conjunction with the transportation data gathered from our Intelligent Transportation System.

ii. Efforts undertaken to coordinate and include Minority and Low-Income Populations: Kootenai County Public Transportation conducted a Title VI Service and Fare Equity Analysis (SAFEA), a comparative analysis of existing transit service, potential alternatives, and future needs to identify opportunities for improving the efficiency and effectiveness of service provision to minority, veteran, senior, low income and disabled populations, as well as the general population within the CDA urbanized area.

As part of the Service and Fare Equity Analysis, Kootenai County evaluated the impact of service on vulnerable populations, and conducted an analysis to identify mitigations for potential disparate impacts to disadvantaged populations consistent with the Federal Transit Administration's guidance for Service and Fare Equity Analysis.

The SAFEA did not identify areas specific to Minority or Low-Income Populations, but it did recommend that seniors, Medicare members, persons with disabilities, and individuals in a qualified low-income category should all be eligible for reduced price fares when a fare is implemented.

iii. Disadvantaged Business Enterprise (DBE) plan:

Kootenai County has a full and robust Disadvantaged Business Enterprise Program and all Requests for Proposals (RFPs) are subject to our DBE Program. The DBE Policy Statement from Kootenai County states: "Kootenai County has established a Disadvantaged Business Enterprise Program in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. Kootenai County has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this financial assistance, the Kootenai County Commissioners have signed an assurance that it will comply with 49 CFR Part 26."

iv. Local Labor Unions Identified: Not applicable.

c. Public Participation Efforts:

- Attached Letters of Support (7) Attachment Section E (E1-E7)
 Please note: The letters were written specific to 5310 funding for Ring-a-Ride services. The letters illustrate the value of this project and the rides provided to community members.
- Formal presentations are made on a regular basis at local jurisdictional and transportation public meetings to update stakeholders and partners on the demand response programs and continued need for transportation, as well as data specific to vehicle use, miles, etc.
- Kootenai County continues to provide information and seek input from community members and service agencies via the Social Services Advisory Committee as we work toward updating our Service and Fare Equity Analysis (SAFEA) and our Human Transportation Plan.
- d. Milestone Reporting: Please see Attachment B "Milestone Reporting"

Section 4: Project Benefits/Evaluation

Project Benefits Summary: Now more than ever, safe and reliable transportation to key life activities and healthcare is crucial. Older people want to age in place, remaining in their homes and communities; individuals with disabilities want the same choices and control in their everyday lives that non-disabled individuals experience. This project will provide community members with transportation services to maintain or improve their economic, physical, and social well-being through access to medical appointments, employment, shopping, food banks, and recreation.

- a. <u>Improved Safety</u>: Kootenai County Public Transportation Citylink North is committed to the highest practicable level of safety.
 - Both of the Citylink programs provided give staff the opportunity to meet each individual in Kootenai County who applies for one of the transportation programs. A substantial portion of the seniors and individuals who enroll in Citylink demand response programs express relief that there is an additional transportation option for them; many state that they have been reliant on neighbors or family for essential trips to medical appointments and grocery stores, while those without similar resources are dependent on delivery services and often express a lack of awareness of any transportation options other than cabs (which is often outside of their budgetary constraints). Providing safe and reliable transportation vastly increases safety for the people enrolling in public transportation programs.
 - We monitor operational and maintenance data, safety reports and concerns from contractors and partners, riders, and employees, and perform service delivery safety check activities (field observations and ride-alongs). Citylink North actively promotes safety with each operator as well as requiring each operator to participate in monthly safety trainings.
- b. <u>Improved Mobility</u>: This project provides mobility options for persons with disabilities where travel choices are sparse, provides seniors with safe and affordable (currently no fare) transport to life activities, and enhances our partnership for medical transportation for all.

We will be able to continue to identify underserved areas and populations by tracking origins and

destinations, mapping demand to service availability, and matching transportation needs to local transportation options. Working with local jurisdictions and Disability Action Center NW and other stakeholders, we will explore regional and localized solutions that work with public transportation and all other transportation providers. Kootenai County Public Transportation will continue working with transit providers, human service agencies, private institutions, businesses, volunteers and political leaders to broaden transportation options for all users; particularly those in vulnerable populations, the economically disadvantaged, older adults and people with special needs.

- c. Support Local Economic Development and Expand Economic Opportunity:
 - Increased transportation options allow community members to access jobs and frequent businesses, stimulating economic development and the economy.
 - Mobile ticketing reduces the need for vending machine usage, saving costs on paper and machine maintenance.
 - A robust transportation system with additional and seamless transportation options is highly
 appealing to businesses considering expansion or relocating their business in the region.
 - Additionally, the buses will be part of the IMI app with resulting location data, which is more
 relevant and important than ever before. Location technologies power individuals,
 businesses, and cities to be more sustainable and get to places efficiently and safely.

Project Evaluation Methodology:

- a. <u>Continual Evaluation</u>: Kootenai County will continually evaluate the project success in two ways, firstly by monitoring cost savings on maintenance of vehicles and vehicle "down" time, and secondly by availability of enough fleet capacity to meet ridership demands.
 - i. What kind of data will be collected and specific measures:

 Vehicles: The Fleet Maintenance Manager, working with partners and contractors, will ensure the FTA requirements have been met and documented. The Manager will create and maintain a complete vehicle file for each vehicle from the date of procurement to three years after the end of the vehicles useful life. This file will have copies of all vehicle activity, procurement documentation, Preventive Maintenance Inspections (PMI), service and repair work (invoices, or in-house reports) and decommissioning paperwork.

 Ridership: The Program Specialist collects data on ridership for all Kootenai County and partner programs on a monthly basis. Data also includes vehicle miles and revenue miles. The status of ridership and vehicle miles is reported on monthly to transportation advisory committees, such as the Kootenai County Area Transportation Team (KCATT) and Kootenai Metropolitan Planning Organization (KMPO), as well as jurisdictional partners quarterly or as needed.
 - ii. How often will data be collected, used, and evaluated: Vehicle data is collected daily through Fleetio maintenance tracking system, and Daily Trip Vehicle Inspections (DVIRs). Any issue brought up on inspections is emailed immediately to the Fleet Maintenance Manager for investigation and resolution.

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- b. <u>Sustainability</u>: Kootenai County has an approved Program of Projects in place to provide for financial planning. Funding to ensure the purchased vehicles are maintained and the programs that utilize these buses are in place for a minimum of five years. This financial planning makes the project sustainable with long-term benefits.
- c. Demonstrated capacity to carry out the project and manage grant funding: Kootenai County is able to implement FTA and ITD funded projects in accordance with the grant application, agreement, and all applicable laws and regulations, to include 2 CFR 200, FTA Circular 5100, FTA Circular 5010, and FTA Circular 4220, using sound management practices. Kootenai County is currently a direct recipient of 5307 funds and a subrecipient of 5339 and 5310 funds. Our agency is eligible and authorized under state and local law to request, receive, and dispense federal and state funds and execute and administer funding projects. Kootenai County Public Transportation has demonstrated ability to match and manage FTA grant funds and conduct and respond to audits for more than a decade.
 - Kootenai County Public Transportation received a clean audit with zero findings on our FTA Triennial Review completed in 2021 for FY2017 FY2019.

Expertise: Chad Ingle serves as the Program Manager – Public Transportation Office, responsible for definition and implementation of all aspects of Kootenai County Public Transportation System's strategy, goals, objectives, processes, and initiatives. This position includes working closely with federal, state, local, and tribal officials to effectively manage a transit system that utilizes millions of dollars. Manager Ingle's oversight responsibilities include the planning, operations, maintenance, capital, and security of the Citylink North system, which includes setting and achieving overall performance goals. Chad's extensive private and public sector work have given him a depth of knowledge regarding the performance, administrative, and regulatory requirements of federal and state awards. Chad obtained his Bachelors of Business Administration with a Minor in Entrepreneurship from Concordia University.

Name	Title	Area of Focus
Chad Ingle	Program Manager	Relationship Management and Collaboration.
Kim Riley	Financial Independent	Finance, Accounting, Short-term and Long-term
	Contractor	Budgets, and Program Forecasting.
Marie Holmes	Program Specialist	Paratransit/Ring-a-Ride Applications, Outreach, Ring-a-
		Ride Programming. Safety training.
David	Program Specialist	Travel training seniors or individuals with disabilities.
Waterhouse		Operations oversight and Regular-Route Services.
Christopher	Fleet Maintenance	Vehicle Maintenance and Asset Management.
Carlos	Manager	

Local Match: Cash match is provided by local jurisdictions. Agreements are renewed annually and in place for FY24.

Section 5: Project Budget

Summary: A detailed line item budget is attached, see Attachment A: "Budget Sheet"

a. Budget Narrative:

Source and status of all funding: In-Kind Match funding is provided by Kootenai County payroll and local organizations which prefer to remain anonymous. We have sufficient funding banked to fulfill the match obligation. Records are maintained internally and available for review.

Costs/Estimates determinations: The Washington State Transit Bus Memorandum of Agreement with the Idaho Transportation Department and Washington State Department of Enterprise Services will be utilized for the purchase of the three (3) cutaway buses. Kootenai County has previously researched typical costs for cutaway vehicles equipped with safety equipment and features. Staff determined that the Ford chassis with Turtle Top bodies would be the best suited and fiscally sound for our need and environment. Our previous/recent experience procuring and purchasing cutaway buses with that manufacturer combination works well and is cost effective to maintain. The Fleet Maintenance Manager recommends that we continue to purchase vehicles with the Ford chassis and Turtle Top body for consistency and efficiency.

The Fleet Maintenance Manager, working under the Washington/Idaho MOU, has made the determination to proceed with the company that best meets Kootenai County's vehicle specifications.

- *i. Scalability*: The project becomes scalable based on available funding. Any funding available will be utilized to purchase buses.
- ii. Davis Bacon: Davis Bacon wage rates do not apply.
- *Financial Capability-Reimbursement Basis*: Kootenai County has the financial capability to operate on a reimbursement basis: Kootenai County Financial Reports.

b. Itemized and Broken Down Estimated Project Budget:

Quantity	Service	Cost	Scalable?
Two (2)	Cutaway Buses KCPT	\$ 335,000	Yes
One (1)	Cutaway Bus KH	\$ 160,000	No
	Total	\$ 495,000	Yes

c. <u>Attachment A: Project Budget Request form</u> – please see attached document.

Endnotes

- Sam Wolkenhauer, Idaho Department of Labor
- Disability Action Center website: http://dacnw.org/
- "Kootenai County Coordinated Human Services Plan

Attachments:

- Attachment A Project Budget Request Form
- Attachment B Milestone Reporting
- Attachment C NEPA Worksheet N/A (Not included)
- Attachment D Demonstration of Need
- Attachment E Letters of Support (E1 E7)
- Attachment F Turtle Top DBE Compliance
- Attachment G KCPT FY24 Fleet Maintenance Plan
- Attachment H TAM Plan-FY23_Final
- Attachment I Fleet Rolling Stock Report

Fiscal Year 2022-2024 Project Budget Request

Subrecipient	Kootenai County
Agreement Term	October 1, 2024-September 30, 2026
Contact Name	Chad Ingle
Address	PO Box 9000 Coeur d'Alene, ID 83816-9000
Phone Number	208-446-2102

FTA Grant

5339

Vehicle (CP) (85/15)				
	Total		Federal	Match
\$	495,000.00	\$	420,750.00	\$ 74,250.00

Total	Project Cost	Total Federal Request		Total Match Needed		
\$	495,000.00	\$	420,750.00	\$	74,250.00	

Printed Name Signature

Date

Scope of Work

Replacement of rolling stock which has met or exceeded its useful life. Replacement of rolling stock is prioritized by the vehicle with the lowest useful life benchmark and the highest annual maintenance cost. This determination is set by asset condition data detailed in the Transit Asset Management (TAM) Program and the Fleet Maintenance Plan. The Kootenai County Public Transportation Fleet Maintenance Plan ensures vehicles are kept in a state of good repair throughout their lifecycle.

Local Match Source(s) for Project:

Cash match provided by local jurisdictions; In-Kind Match provided by Kootenai County payroll, Partner agency operation expenses.

Attachment B: Milestone Reporting

Agency Name	Kootenai County Public Transportation (KCPT) – Citylink North				
Agency Contact	Program Manager Chad In	gle			
Phone #	208.446.2102	Email	cingle@kcgov.us		
Grant Program	5339 Rural One Time		One Time		
Federal Award Amount	420,750				

Scope of Work:

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	3/30/24	Prepare specs and purchase order for submission to the vendor.
Award Date	6/30/24	Execute Master Contract Usage Agreement; Washington State Cooperative Purchasing Contract #06719.
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	6/30/26	Manufacturing start
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	12/30/26	Delivery to Kootenai County
Contract Completion Date	6/30/27	Buses placed in service

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
☐ Fixed Route
☐ Deviated Fixed Route
☑ Demand/ Response
2. Service Area (Check one)
□ City
☑ County
☐ Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
☑ Other transit operators in your region (please list below):
Kootenai County Citylink North connects with: Coeur d'Alene Tribe Citylink South.
4. Ridership:
Estimate the average number of rides: Per Day 108 Per Year 33,711
Briefly describe your ridership over the last two years: - Ridership has not yet exceeded pre-pandemic levels, but is still increasing.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Monday through Friday 6:00 a.m. to 7:00 p.m Saturday 9:00 a.m 4:00 p.m.
(Exception of six (6) holidays per calendar year: Christmas, New Years, etc.)



St Vincent de Paul North Idaho 201 East Harrison Ave. Coeur d'Alene, ID 83814 208-664-3095 Info@svdpnid.org

12/20/2023

To Whom It May Concern,

My name is Donna Brundage, and I am the Community Outreach Advocate for St. Vincent de Paul North Idaho (SVDP). I would like to take this opportunity to express my gratitude for the innovative programs that are offered to our residents and the community at large by Citylink.

The population of our clients is at times fearful of navigating the public transit system, for many reasons. One being that they feel stigmatized and judged because of their illnesses. The Citylink staff are so supportive and respectful, providing a safe environment for our residents. Both the Ringa-Ride and the Travel Training programs are key to helping our residents learn to navigate their community, and to assist them in getting to destinations that would otherwise be too costly or impossible to reach.

The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area. Travel training provided by Citylink provides one-on-one interactive learning focused on the individual's needs and abilities.

These services provide necessary and invaluable avenues for a population that would otherwise be homebound and unable to reach shopping centers, food banks, and access to schools and medical facilities. SVDP also has a portion of their population that suffer from mobility issues. Continued development of the Mobility as a Service (Maas) will increase transportation options and help identify transportation gaps and needs. Maas is a much needed and valuable service for our vulnerable and aging residents.

We sincerely hope that Citylink receives much needed funding so that we can all benefit in the future. Please contact me if there is a need for any further comments.

If you have further questions or comments, please feel free to contact me at 208-416-4719 or email <u>donna@stvincentdepaulcda.org</u>. I appreciate your consideration of our request.

Down Blogu



January 2nd, 2024

Kootenai County Public Transportation – Citylink North PO Box 9000 Coeur d'Alene, ID

Re:

Support for 5310 Funding Request

Dear Funding Agency:

The City of Post Falls supports the continuation of the services Kootenai County Public Transportation provides through the Ring-a-Ride program. The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area.

In last two years (FY 2022 and FY 2023), the Ring-a-Ride Program provided over 5,000 rides to seniors and persons with disabilities. The need to provide rides for those members of our community will only continue to grow as our senior population booms in Kootenai County. This program makes it possible for members of our community to access vital life activities, such as grocery shopping, healthcare, and socialization.

Additionally, this grant will continue to support Travel Training to help members of our community learn how to access and use public transportation to gain independence and expanded mobility. Travel training offered by Citylink provides one-on-one interactive learning that focuses on the individual's needs and abilities. However, plans for the near future include group training that is centered on senior populations in a fun "outing" format.

Information garnered through grant monies will help toward establishing Mobility as a Service (MaaS). MaaS will increase transportation options and help identify transportation gaps and needs. Pinpointing these needs will allow public and private transportation agencies to partner in creating a more efficient transportation system with more mobility choices for both residents and visitors.

The City of Post Falls supports the expanded mobility Kootenai County Public Transportation provides via the 5310 funding.

honosom - Council ProsisonT

Sincerely,

Ronald G. Jacobson, Mayor



January 3, 2024

Kootenai County Public Transportation – Citylink North PO Box 9000 Coeur d'Alene, ID

Re: Support for 5310 Funding Request

Dear Funding Agency:

Our agency supports the continuation of the services Kootenai County Public Transportation provides through the Ring-a-Ride program. The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area.

In the last two years (FY 2022 and FY 2023), the Ring-a-Ride Program provided over 5,000 rides to seniors and persons with disabilities. The need for this mobility option will only continue to grow as our senior population booms in Kootenai County. The program makes it possible for members of our community access vital life activities, such as grocery shopping, healthcare, and socialization.

Additionally, this grant will continue to support Travel Training to help members of our community learn how to access and use public transportation to gain independence and expanded mobility. Travel training provided by Citylink provides one-on-one interactive learning focused on the individual's needs and abilities, however plans for the near future include group training centered on senior populations in a fun "outing" format.

Mobility as a Service (MaaS) will also increase transportation options and help identify transportation gaps and needs. Pinpointing these needs will allow public and private transportation agencies to partner to create a more efficient transportation system, with more mobility choices for both residents and visitors.

In short, our agency supports the expanded mobility Kootenai County Public Transportation provides via the 5310 funding. Our citizens rely on the current services for mobility to increase their quality of life, and future programs will continue to expand on these opportunities.

Sincerely,

Toby J Ruhs Kootenai Health Transportation Services Manager 208-625-5031



January 2, 2024

Kootenai County Public Transportation – Citylink North PO Box 9000 Coeur d'Alene, ID

Re: Support for 5310 Funding Request

Dear Funding Agency:

The City of Hayden supports the continuation of the services Kootenai County Public Transportation provides through the Ring-a-Ride program. The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area.

In last two years (FY 2022 and FY 2023), the Ring-a-Ride Program provided over 5,000 rides to seniors and persons with disabilities. The need to provide rides for those members of our community will only continue to grow as the senior population booms in Kootenai County. This program makes it possible for members of our community to access vital life activities, such as grocery shopping, healthcare, and socialization.

Additionally, this grant will continue to support Travel Training to help members of our community learn how to access and use public transportation to gain independence and expanded mobility. Travel training offered by Citylink provides one-on-one interactive learning that focuses on the individual's needs and abilities. However, plans for the near future include group training that is centered on senior populations in a fun "outing" format.

Furthermore, information garnered through grant monies will afford us the opportunity to continue working toward establishing Mobility as a Service (MaaS). MaaS will increase transportation options and help identify transportation gaps and needs. Pinpointing these needs will allow public and private transportation agencies to partner in creating a more efficient transportation system with more mobility choices for both residents and visitors.

In short, the City of Hayden supports the expanded mobility Kootenai County Public Transportation provides via the 5310 funding. Our citizens rely on the current services for mobility to increase their quality of life, and future programs will continue to expand on these opportunities.

• f in @citvofhavdenID

Regards,

Lisa Ailport

City Administrator

Lailport@cityofhaydenid.us



Kootenai County Public Transportation – Citylink North PO Box 9000 Coeur d'Alene, ID

Re:

Support for 5310 Funding Request

Dear Funding Agency:

Our agency supports the continuation of the services Kootenai County Public Transportation provides through the Ring-a-Ride program. The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area.

In last two years (FY 2022 and FY 2023), the Ring-a-Ride Program provided over 5,000 rides to seniors and persons with disabilities. The need to provide rides for those members of our community will only continue to grow as our senior population booms in Kootenai County. This program makes it possible for members of our community to access vital life activities, such as grocery shopping, healthcare, and socialization.

Additionally, this grant will continue to support Travel Training to help members of our community learn how to access and use public transportation to gain independence and expanded mobility. Travel training offered by Citylink provides one-on-one interactive learning that focuses on the individual's needs and abilities. However, plans for the near future include group training that is centered on senior populations in a fun "outing" format.

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Our agency supports the expanded mobility Kootenai County Public Transportation provides via the 5310 funding. Our citizens rely on the current services for mobility to increase their quality of life, and future programs will continue to expand on these opportunities.

Sincerely,

Mark Leeper, Executive Director

Disability Action Center - Northwest

505 N. MAIN ST.
MOSCOW • IDAHO 113143
Infomos@dacnw.orc
210,183,0523 VOICE.r1
I.100.475.N70

201.113.1524 F U

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Infolew@dacww.orc

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20M57,319:J FAX

25 W MAIN, 3RD FLOOR, ROOM WEST 9 SPOKANE, WASHINCTON 99201 rwels@dacn.orc 509,995,7155



CITY OF COEUR D'ALENE

Office of the City Administrator

City Hall – 710 E. Mullan Avenue Coeur d'Alene, Idaho 83814 208/666-5754

December 21, 2023

Kootenai County Public Transportation – Citylink North PO Box 9000 Coeur d'Alene, ID 83816

Re: SUPPORT FOR 5310 FUNDING REQUEST

Dear Funding Agency:

The City of Coeur d'Alene supports the continuation of the services Kootenai County Public Transportation provides through the Ring-a-Ride program. The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area.

In last two years (FY 2022 and FY 2023), the Ring-a-Ride Program provided over 5,000 rides to seniors and persons with disabilities. The need to provide rides for those members of our community will only continue to grow as our senior population booms in Kootenai County. This program makes it possible for members of our community to access vital life activities such as grocery shopping, healthcare, and socialization.

Additionally, this grant will continue to support Travel Training to help members of our community learn how to access and use public transportation to gain independence and expanded mobility. Travel training offered by Citylink provides one-on-one interactive learning that focuses on the individual's needs and abilities. However, plans for the near future include group training that is centered on senior populations in a fun "outing" format.

Furthermore, information garnered through grant monies will afford us the opportunity to continue working toward establishing Mobility as a Service (MaaS). MaaS will increase transportation options and help identify transportation gaps and needs. Pinpointing these needs will allow public and private transportation agencies to partner in creating a more efficient transportation system with more mobility choices for both residents and visitors.

In short, the City of Coeur d'Alene supports the expanded mobility Kootenai County Public Transportation provides via the 5310 funding. Our citizens rely on the current services for mobility to increase their quality of life, and future programs will continue to expand on these opportunities.

Sincerely,

Troy Tymesen

City Administrator



January 3, 2024

Kootenai County Public Transportation (Citylink North) PO Box 9000 Coeur d'Alene, ID

RE: Support for 5310 Funding Request

To Whom It May Concern:

The Area Agency on Aging of North Idaho (AAANI) has a vested interest in transportation for the senior population in the northern five counties of Idaho. In accordance with Section 306 of the Older American's Act, we are required to assure that continuing efforts are made to make transportation services available to older individuals residing within the geographical boundaries of our Area. We are also mandated to provide transportation services by the Idaho Senior Services Act, which states: "Transportation Services (IDAPA 15.01.013.03.I) designed to transport eligible clients to and from community facilities/resources for the purposes of applying for and receiving services, reducing isolation, or otherwise promoting independence."

Our agency supports the continuation of the services Kootenai County Public Transportation provides through the Ring-a-Ride program. The Ring-a-Ride program provides transportation services to seniors with mobility issues where transportation service is unavailable, insufficient, or inappropriate, as well as to people with disabilities who reside outside of the available paratransit service area.

In last two years (FY 2022 and FY 2023), the Ring-a-Ride Program provided over 5,000 rides to seniors and persons with disabilities. The need to provide rides for those members of our community will only continue to grow as our senior population booms in Kootenai County. This program makes it possible for members of our community to access vital life activities, such as grocery shopping, healthcare, and socialization.

Additionally, this grant will continue to support Travel Training to help members of our community learn how to access and use public transportation to gain independence and expanded mobility. Travel training offered by Citylink provides one-on-one interactive learning that focuses on the individual's needs and abilities. However, plans for the near future include group training that is centered on senior populations in a fun "outing" format.

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In short, our agency supports the expanded mobility Kootenai County Public Transportation provides via the 5310 funding. Our citizens rely on the current services for mobility to increase their quality of life, and future programs will continue to expand on these opportunities.

Sincerely,

Sage Stoddard, Director

TRANSIT VEHICLE MANUFACTURER DBE CERTIFICATION

Bidder, through the duly authorized undersigned, makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief, that the following are true, complete, correct, and made in good faith:

The bidder hereby certifies that it has complied with the requirements of 49 C.F.R. part 26.49, which requires the Transit Vehicle Manufacturer to submit a certification that it has complied with FTA's Disadvantaged Business Enterprises (DBE) requirements in FTA assisted procurements of transit vehicles.

Northwest Bus Sales, Inc.	enlanta din della di il 1999				
Print Name of Bidder – Print full legal entity name of the firm submitting the Bid					
re of Ridder's authorized person	Rob Goolsby Print Name of person making certifications for Bidder				
re of bluder's authorized person	i /				
	Date: 6/12/20				

Kootenai County Public Transportation

Maintenance Plan
Citylink North

FY24 Public Transportation Fleet Maintenance | Asset Manager 17 November 2020 – Revised 30 October 2023

VEHICLE MAINTENANCE PLAN

LEVEL OF SERVICE	3
OVERVIEW	3
PURPOSE	3
COMMUNICATION	3
GOALS AND OBJECTIVES	3
VEHICLE MAINTENANCE PROGRAM COMPONENTS	5
VEHICLE INFORMATION	5
PREVENTATIVE MAINTENANCE PROGRAM	9
DAILY TRIP VEHICLE INSPECTION	15
OVERSIGHT	17
PROCUREMENT	19
DISPOSITION OF VEHICLES	19
EXAMPLES OF INSPECTION/PREVENTIVE MAINTENANCE SHEETS	23

Kootenai County Public Transportation Fleet Maintenance Plan Revision/Updates

Revision	Date	Reason
	2014	Original
1	April 2016	General Update
2	April 2017	General Update
3	April 2019	General Update
4	November 2020	General Update
5	March 2023	General Update
6	October 2023	General Update

1. LEVELS OF SERVICE

Level of Service is an industry term that refers to the measurement of public transportation system performance. The Kootenai County Public Transportation Maintenance Plan is a key component in achieving improvements in Levels of Service. Customer levels of service are typically in the form of published schedules and/or policy for minimum service frequencies, on-time performance goals, customer comfort considerations (e.g., climate control), etc. Customer levels of service directly impact technical levels of service such as asset reliability standards, preventive maintenance program goals, mean time to repair, fuel efficiency standards et al. Technical levels of service are developed to inform asset management decisions and investment priorities.

2. OVERVIEW

Kootenai County is responsible for all of its public transportation assets. This responsibility requires Kootenai County to ensure that its assets are maintained in a cost-effective manner. Kootenai County's Public Transportation Maintenance Plan provides documents to ensure that our transportation system is maintained in a "state of good repair" to provide efficient, reliable, and safe service.

3. PURPOSE

The purpose of the Vehicle Maintenance Plan is to specify the goals and objectives to be used as a basis and reference to ensure the highest quality maintenance program and conform to FTA's best practices.

4. COMMUNICATION

Kootenai County Public Transportation staff must ensure a commitment to customer service throughout our system. A key component of serving our customers well is communication. This includes communication with and between contractors/subrecipients responsible for the maintenance of Kootenai County Public Transportation's vehicles.

5. GOALS AND OBJECTIVES

Kootenai County Public Transportation (KCPT) System's main objective is to provide cost-effective, systematic and interruption-free service operations. In order to accomplish this, our Vehicle Maintenance Program centers on the following goals and objectives.

- A. Ensure that the fleet is in a state of good repair.
 - Maintain and repair vehicles to ensure operation at peak efficiency, including fuel efficiency, emissions systems, etc.
 - Analyze repair, road calls, and tow data to identify trouble-prone components or systems for proactive attention.

- Maintain a clean appearance for vehicles through regular interior and exterior cleaning.
- Conduct regularly scheduled inspections.
- B. Ensure that a sufficient number of buses are available to meet daily service demands.
 - Ensure each vehicle is operating at peak efficiency and maximize vehicle life.
 - Conduct daily pre-trip inspections to identify vehicle/equipment problems in a timely manner.
 - Manage preventive maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure.
 - Utilize subcontractors to perform specialized services, as needed.
- C. Ensure the vehicles are safe, serviced regularly and clean.
 - Safety "first" in all actions concerning maintenance.
 - Maintain vehicles, at a minimum, in accordance with their manufactures maintenance/service guidelines.
 - Maintain vehicle exterior and interior appearance in a clean condition.
 - Maintain vehicle maintenance records in a readily accessible system.
- D. Ensure that quality vehicle maintenance is provided at a reasonable cost.
 - Analyze fleet fuel usage and repair data; identify vehicles that may need remedial work or be replaced.
 - Maintain vehicles and related equipment to fulfill manufacturer's warranty requirements and pursue warranty repairs where applicable; research and follow up on any applicable recalls or service bulletins.
 - Maintain vehicles to maximize the useful vehicle life, including the life of key components such as tires, brakes, batteries, etc.
 - Manage the maintenance program to be cost-effective in terms of staff time, supplies costs, service vendors and parts.
- E. Conduct vehicle operations, repairs, and cleaning in compliance with applicable local, state and federal regulations.
 - Handle and dispose of fuels, lubricants, solvents, tires and related materials in a safe and environmentally responsible manner.
 - Maintain vehicles to comply with relevant emission standards and other applicable regulations.
 - Conduct vehicle cleaning to comply with applicable wastewater and other relevant regulations.
 - Conduct maintenance and repairs in compliance with environmental standards and other relevant regulations.

6. VEHICLE MAINTENANCE PROGRAM COMPONENTS

The major components of the vehicle maintenance program are:

A. Vehicle Information

- 1. Vehicle Descriptions and useful life standards
- 2. Vehicle Condition Ratings
- 3. Life Cycle cost analysis
- 4. Kootenai County's Inventory by Operator

B. Graduated Preventative Maintenance program, taking into account:

- 1. Local Conditions
- 2. Driver Daily Trip Inspection
- 3. Vehicle Cleaning
- 4. Preventative Maintenance Schedules
- 5. Road Calls & Unscheduled Repairs
- 6. Warranty Tracking

C. Oversight

D. Procurement

7. VEHICLE INFORMATION

Vehicle Description and Useful Life Standards

According to Federal Transit Administration report number FTA VA-26-7229-07.1, "Useful Life of Transit Buses and Vans," dated April 2007, the Federal Transit Administration's (FTA's) service-life policy for transit buses and vans establishes the minimum number of years (or miles) that transit vehicles purchased with federal funds must be in service before they can be retired without financial penalty. The clear goal of this policy is to ensure that vehicles procured using federal funds remain in service for their service life, thus ensuring that federal taxpayers obtain an adequate return on their investment. (Table 4-2)

Vehicle Condition Rating

The condition-rating table (Table 4-1) details how asset conditions by asset types are reported. To determine the vehicles overall condition, Kootenai County conducts a five-step review, which includes the (1) vehicle's interior, (2) exterior, (3) chassis and (4) understructure, and (5) engine compartment. The visual inspection is combined with a review of the maintenance hours, road call, fluid analysis (e.g., oil sample), and other collected data to yield a comprehensive evaluation of each vehicle's overall physical condition. Kootenai County's analyses will use tenths (.10) to define the overall condition of the vehicles in our inventory.

The determination to retire a vehicle and/or remove it from service is based on the total vehicle condition rating (score). An overall vehicle condition rating of 2.0 indicates a rating score that a vehicle should not be permitted to continue in service. In other words, an overall condition of 2.0 helps to establish a *maximum* replacement life point (not a *minimum*). By inference then, vehicles with ages equal to FTA's minimum retirement age (or mileage) should have overall condition ratings that are *greater* than 2.0. Specifically, this minimum retirement age should optimally occur after a vehicle type has declined below a condition rating of 3.0 (i.e., adequate) but before it reaches an overall condition of 2.0 (substandard).

Table 4-1: Vehicle Condition Rating System Rating Condition Description

Rating	Condition	Description			
5.0	Excellent	No visible defects, new or like new condition			
4.0	Good	Some (slightly) defective or deteriorated components			
3.0	Adequate	Moderately defective or deteriorated components			
2.0 Fair		Defective or deteriorated component(s) in need of replacement			
1.0	Poor	Critically damaged component(s) in need of immediate repair			

Table 4-2: Minimum Service-Life Categories for Buses and Vans

Vehicle		Typical Characteristics					Minimal Life (whichever comes first)	
	Category	Length (Feet)	Approx. GVW	Seats	Cost Range	Years	Mileage	
A	Heavy-Duty Large	35-48	33,000-40,000	27-40+	\$325,000 to over \$600,000	12	500,000	
A	Heavy-Duty Large	60 Artic	33,000-40,000	27-40+	\$325,000 to over \$600,000	12	500,000	
В	Heavy-Duty Small	<40	26,000-33,000	25-35	\$200,000 to over \$325,000	10	350,000	
С	Medium-Duty and Purpose Build	<40	16,000-26,000	16-30	\$75,000 to over \$175,000	7	200,000	
D	Medium Size, Light Duty Truck & Van Chassis Cutaway	25-35	10,000-16,000	12-16	\$50,000 to over \$65,000	5	150,000	
E1	Light-Duty Small Cutaway	16-28	6,000-14,000	10-22	\$30,000 to \$50,000	4	100,000	
E2	Modified Vans	<20	6,000-14,000	10-22	\$30,000 to \$50,000	4	100,000	
E3	Modified Minivans	<20	6,000-14,000	10-22	30,000 to \$50,000	4	100,000	
E4	Vans	<20	6,000-14,000	3-14	\$20,000 to \$40,000	4	100,000	
E5	Minivans	<20	6,000-14,000	3-14	\$20,000 to \$40,000	4	100,000	
E6	Station Wagons	<20	6,000-14,000	3-14	\$20,000 to \$40,000	4	100,000	
E7	Sedans	<20	6,000-14,000	3-14	\$20,000 to \$40,000	4	100,000	

<u>Inventory</u>

Kootenai County Public Transportation's fleet consists of 19 vehicles. All vehicles are required to be maintained by standards set forth in this document.

Table 4-3: Citylink North Fixed Route-Route Vehicles

Fleet	Vehicle Category	Year, Make, Model,	Bus Maker	VIN	Purchase	Condition	Lift
#	and Description	Components and Fuel Type			Date		Y/N
510	Non-Revenue/E5 Minivan	2008 Dodge Caravan - Gas	Chrysler	2D8HN44H38R796757	5-26-2010	2.3	N
66	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2010 Ford F650 / Cummins ISB CM2150 Engine, Allison 2200PTS Transmission, Braun Millenium2 Lift, Diesel	Glaval	3FRNF6FC1AV274344	11-15-2010	2.2	Y
67	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2021 Freightliner S2C/ Cummins ISB 6.7L Engine, Allison Transmission Braun Millenium2 Lift, Diesel	Glaval	4UZADRFD0MCMP0598	12-9-2020	4.0	Y
68	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2021 Freightliner S2C/ Cummins ISB 6.7L Engine, Allison Transmission Braun Millenium2 Lift, Diesel	Glaval	4UZADRFD2MCMP0599	12-9-2020	4.0	Y
69	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2021 Freightliner S2C/ Cummins ISB 6.7L Engine, Allison Transmission Braun Millenium2 Lift, Diesel	Glaval	4UZADRFD5MCMP0600	12-9-2020	4.0	Y
70	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2022 Freightliner S2C/ Cummins ISB 6.7L Engine, Allison Transmission Braun Millenium2 Lift, Diesel	Glaval	4UZADRFD4NCUD1123	11-11-2022	5.0	Y
71	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2022 Freightliner S2C/ Cummins ISB 6.7L Engine, Allison Transmission Braun Millenium2 Lift, Diesel	Glaval	4UZADRFD0NCUD1121	12-5-2022	5.0	Y
72	C: Medium Size, Medium Duty Bus & Truck Chassis Cutaway	2022 Freightliner S2C/ Cummins ISB 6.7L Engine, Allison Transmission Braun Millenium2 Lift, Diesel	Glaval	4UZADRFD2NCUD1122	12-9-2022	5.0	Y

Table 4-4: Kootenai Health Paratransit/Demand Response Revenue Vehicles

Fleet #	Vehicle Category and	Year, Make, Model,	Bus Maker	VIN	Purchase	Condition	Lift
	Description	Components and Fuel Type			Date		Y/N
4	D: Medium Size,	2010 Ford E450	Starcraft	1FDFE4S5ADA55870	07-20-2010	1.0	Y
	Medium Duty Bus &	6.8 ltr. Gas engine					
	Van Chassis Cutaway	Braun lift					
6	D: Medium Size,	2010 Ford E450	Starcraft	1FDFE4S9ADA55872	07-20-2010	1.0	Y
	Medium Duty Bus &	6.8 ltr. Gas engine					
	Van Chassis Cutaway	Braun lift					
7	D: Medium Size,	2016 Chevy 4500	Elkhart	1GB6GUBG4G1313259	09-19-2016	2.0	Y
	Medium Duty Bus &	6.0 ltr. Gas engine	Coach				
	Van Chassis Cutaway	Braun lift					

8	D: Medium Size,	2016 Chevy 4500	Elkhart	1GB6GUBG1G1316331	09-19-2016	2.4	Y
	Medium Duty Bus &	6.0 ltr. Gas engine	Coach				
	Van Chassis Cutaway	Braun lift					
40	D: Medium Size,	2019 Ford E450	Glaval	1FDFE4FS8KDC69091	07-21-2020	4.3	Y
	Medium Duty Bus &	6.8 ltr Gas engine					
	Van Chassis Cutaway	Braun lift					
41	D: Medium Size,	2019 Ford E450	Glaval	1FDFE4FS7KDC69096	07-17-2020	4.3	Y
	Medium Duty Bus &	6.8 ltr Gas engine					
	Van Chassis Cutaway	Braun lift					
42	D: Medium Size,	2019 Ford E450	Glaval	1FDFE4FS3KDC69077	07-21-2020	4.3	Y
	Medium Duty Bus &	6.8 ltr Gas engine					
	Van Chassis Cutaway	Braun lift					
44	D: Medium Size,	2023 Ford E450	Turtle Top	1FDFE4FN8PDD21045	05-18-2023	5.0	Y
	Medium Duty Bus &	7.3L Gas engine	1				
	Van Chassis Cutaway	Braun lift					

Table 4-5: Citylink North Paratransit/Demand Response/Ring-a-Ride Revenue Vehicle

Fleet #	Vehicle Category and Description	Year, Make, Model, Components and Fuel Type	Bus Maker	VIN	Purchase Date	Condition	Lift Y/N
054	D: Medium Size, Medium Duty Bus &	2016 Chevy 4500 6.0 ltr. Gas engine	Elkhart Coach	1GB6GUBG3G1313012	09-26-2016	1.7	Y
	Van Chassis Cutaway	Braun lift	Coacii				
055	D: Medium Size,	2016 Chevy 4500	Elkhart	1GB6GUBG3G1317089	09-26-2016	1.0	Y
	Medium Duty Bus &	6.0 ltr. Gas engine	Coach				
	Van Chassis Cutaway	Braun lift					
056	D: Medium Size,	2016 Chevy 4500	Elkhart	1GB6GUBG8G1317590	10-03-2016	1.9	Y
	Medium Duty Bus &	6.0 ltr. Gas engine	Coach				
	Van Chassis Cutaway	Braun lift					
057	D: Medium Size,	2016 Chevy 4500	Elkhart	1GB6GUBG4G1317943	10-03-2016	1.9	Y
	Medium Duty Bus &	6.0 ltr. Gas engine	Coach				
	Van Chassis Cutaway	Braun lift					
058	D: Medium Size,	2019 Ford E450	Glaval	1FDFE4FS9KDC69066	07-16-2020	4.0	Y
	Medium Duty Bus &	6.8 ltr Gas engine					
	Van Chassis Cutaway	Braun lift					
059	D: Medium Size,	2019 Ford E450	Glaval	1FDFE4FS6KDC69073	07-16-2020	4.0	Y
	Medium Duty Bus &	6.8 ltr Gas engine					
	Van Chassis Cutaway	Braun lift					

Table 4-6: Citylink North Service Vehicles

Fleet #	Vehicle Category and Description	Year, Make, Model, Components and Fuel Type	Bus Maker	VIN	Purchase Date	Condition	Lift Y/N
509	Non-Revenue/ Plow Truck	1998 Ford F250/Plow Truck	Ford	1FTPX28L0WKC22832	11-03-2003	1.7	N
610	Non-Revenue/ E5 Minivan	2008 Dodge Caravan - Gas	Chrysler	2D8HN44H58R796758	05-26-2010	2.1	N
611	Non-Revenue/ E4 Vans	2012 VPG MV-1 - Gas	Ford	523MF1A64CM101218	12-21-2021	3.0	N
612	Non-Revenue/ E7 Sedans	2009 Ford Crown Victoria - Gas	Ford	2FAHP71V19X141536	11-24-2021	2.6	N

Vehicle Types: Kootenai County has eight (8) different vehicle make-ups or types.

- 1. Ford F650 with Cummins engine, Allison transmission and Braun lift diesel
- 2. Freightliner S2C with Cummins engine, Allison transmission and Braun lift diesel

- 3. Ford E450 with Braun lift gas
- 4. Chevrolet 4500 with Braun lift gas
- 5. Dodge Caravan without a lift gas
- 6. Ford F250 Plow truck gas
- 7. Ford Crown Victoria gas
- 8. VPG MV-1 gas

All vehicles are scheduled for general preventive maintenance. Preventive maintenance schedules vary by vehicles in accordance to manufacturers' recommendations adjusted by use technical experience. Service intervals for different types of maintenance are established as multiples of a common mileage denominator. This minimizes the frequency of preventive maintenance servicing, and optimizes vehicle in-service operation. The PM's are noted alphabetically "A, B, C". Each PM is independent and needs to be performed at every prescribed milestone. It is intended that at some mileages that several PM's will be performed at the same service event for example: on the F650 at 48,000 miles a PM "A", "B" and "C" will all be performed at the same service event. Table 4-7 depicts the PM's for each vehicle type. Vehicles that do not reach mileage milestones for PMs may receive a Maintenance & Safety Inspection at approximately 45-day intervals to meet scheduling needs. All service work may be performed ahead of scheduled mileage or time to meet transportation scheduling needs. All service work must be performed with no more than 10% past scheduled mileage. Kootenai County's Fleet Maintenance Manager must be notified if maintenance schedules cannot be met or maintained.

8. PREVENTATIVE MAINTENANCE PROGRAM

A strong preventative maintenance program effectively reduces overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance. KCPT uses a graduated preventative maintenance program that is based on the manufacturer's recommendations and modified based on experience and local conditions. Solid Preventative Maintenance (PM) practices maximize useful life, are cost efficient over the life of the vehicle, and ensure that vehicles remain in safe operating condition.

A multi-step PM program includes:

- 1. Timely input and updating of Preventative Maintenance Software, Fleetio. (Performed by KCPT's Fleet Maintenance Manager).
- 2. Creating a manufacturer specific plan addressing maintenance guidelines utilizing mileage intervals. (Performed by KCPT Fleet Maintenance Manager).
- 3. A daily Inspection (see Appendix 1, 2) performed by driver.
- 4. A Maintenance & Safety Inspection (see Appendix 3, 4, 5) performed at every servicing.
- 5. Annual inspection (KCPT Fleet Maintenance Manager or approved entity)

Table 4-7: Preventative Maintenance Schedule by Vehicle Type

PM TYPE	Ford F650 Diesel Cummins engine/ Allison Transmission with Braun Lift	Ford E450 with Braun Lift	Chevrolet 4500 with Braun Lift	Dodge Caravan, Ford F250	Braun Lifts Both the NL_2 and the NCL_2
	Miles	Miles	Miles	Miles	Lift Cycles
PM "A" every	8,000	5,000	5,000	5,000	750
PM "B" every	24,000	15,000	15,000	15,000	1500
PM "C" every	48,000	60,000	60,000	60,000	4500

Preventive Maintenance Schedule

PM "A" (LOF)

Under Hood/Engine

- Change engine oil and filter with OEM recommended oil type and viscosity.
- Inspect all under hood fluid levels, power steering, brake, coolant, transmission.
- Inspect air cleaner, ducts and piping. (Clean or replace as needed).
- Inspect exhaust system, EGR system and PCV system.

Transmission, Driveline, Differential

- Check fluid levels and condition of oil. Lubricate all driveline grease fittings.
- Inspect for fluid leaks.
- Inspect for loose bolts, fittings, pins and wiring.
- Inspect universal joints, CV joints and carrier bearings.

Brakes

- Visually inspect brake pads for condition and record thickness on inspection sheet.
- Drain air tanks and reservoirs if equipped.
- Check all brake lines and hoses for leaks and damage.
- Inspect park brake and lube as needed.

Suspension and Steering

- Lubricate all grease fittings.
- Inspect steering gear, ball joints, kingpins, springs and air bags.
- Inspect for loose or broken bolts, brackets, etc.

Wheels and Tires

- Inspect tire sidewalls and tread.
- Record tread depth on inspection sheet.
- Check air pressure and adjust to specifications.
- Inspect mud flaps.

Cab and Safety

- Inspect all doors, lubricate lock cylinders and hinges as needed.
- Inspect all cameras and surveillance equipment as needed.
- Inspect emergency escape windows and hatch.
- Inspect all seats, sliders, hardware and safety belts.
- Inspect overhead compartment latches and hinges.
- Inspect windshield, wipers and all glass for damage.
- Inspect horn, fire extinguisher and safety triangles.
- Check operation of all air conditioners and heaters.
- Inspect headlights, taillights, brake lights, running light, turn signals and emergency flashers for proper operation.
- Check for warning lights or check engine lights.
- Clear oil service light.
- Inspect all grab rails and stanchions for loose hardware.
- Wheelchair lift inspection, service as required (Record lift count on "PM" sheet).

Batteries

- Inspect and clean terminals, check fluid level.
- Check electrolyte level and or load test semiannually.

Clean Bus

- Wash exterior of bus.
- Inspect exterior for any necessary caulk repairs, such as front/rear caps, windows and wheel flairs.
- Sweep or vacuum inside of bus.
- Clean inside walls and windows.
- Clean under hood, as needed.

PM "B" – Perform all items listed above in PM "A" plus additional items listed below.

- Replace fuel filters as equipped.
- Test cooling system for proper Glycol mixture.
- Transmission service as required by manufacturer.

PM "C" – Perform all items listed in PM "A" and "B" plus additional items listed below.

- Service Power steering unit.
- Inspect differential oil.
- Change oil and add additive as needed.
- Service front wheel bearings.
- Cooling system service.
- PCV, EGR and after treatment system inspect, clean and or replace filter and or valves as needed.
- Timing belt inspection as equipped.
- Inspect ignition system if equipped.
- Inspect valve train and adjust as needed.

PM schedule for Braun Lift, models NL-2 and NCL-2

PM "A" – Perform every 750 lift cycles

Apply Light Oil

- Outer barrier pivot points (2)
- Outer barrier latch pivot point
- Outer barrier leverage bearings (2)
- Lift-Tite latches (Tower pivot points) (2)
- Lift-Tite latch gas (dampening) spring pivot points (2 springs 4 points)

Apply light grease to outer barrier latch slot.

- Inspect Lift-Tite latches and gas springs for wear or damage (bent, deformed or missaligned), positive engagement (external snap rings) and proper operation.
- Inspect outer barrier for proper operation.
- Inspect outer barrier latch for proper operation, positive engagement and detached or missing spring.
- Inspect lift for wear, damage or any abnormal condition.
- Inspect for rattles.
- Adjust fold pressure and outer barrier fold pressure.
- Verify FMVSS 403/404 certification checklist.

PM "B" – Perform every 1500 lift cycles

- Apply synthetic grease between inner/outer fold arms (2)
- Inspect for wear or damage, proper operation and apply light oil
- Platform pivot pin bearings (4)
- Outer fold arms bearings (8)

- Inner roll stop pivot bearings (2)
- Inner roll stop lock pivot point
- Inner roll stop lever bearings (2)
- Inner roll stop lever slot (2)
- Saddle support bearings (8)
- Inner fold arm roller pin bearings (4)
- Inner fold arm cam followers (4)
- Parallel arm pivot bearings (16)
- Handrail pivot pin

Hydraulic cylinder bushings (8)

- Apply Light Grease.
- Outer barrier lever guide slot.
- Inspect Lift-Tite latch rollers for wear or damage, positive engagement and proper operation. (2)
- Inspect inner roll stop for, wear or damage, positive engagement t and proper operation.
- Inspect handrail components for wear or damage and proper operation.
- Inspect micro-switches for engagement and proper adjustment.
- Realign towers and vertical arms to insure a lift operates smoothly.
- Inspect external snap rings.
 - Outer fold arm (6)
 - Lift-Tite latch roller (2)
 - Lift-Tite latch gas (dampening) spring (4)
 - Inner fold arm cam followers (4)
 - Inner fold arm roller pins (4)
 - Outer barrier hydraulic cylinder mounting pin (2)
 - Inner roll stop lever bracket pins (2)
- Inspect inner roll stop locks (2) and torsion springs (2) for wear or damage and proper operation.
- Inspect outer fold arm pins (2), axles (2) and bearings for wear or damage and positive engagement.
- Remove pump module cover and inspect:
 - Hydraulic hoses, fittings and connections for wear or leaks.
 - Harness cables, wires, terminals and connections for damage and proper engagement.
 - Relays fuses, power switch and lights for or damage.

PM "C" - Perform every 4500 cycles

Inspect cotter pins on platform pivot points (2)

- Inspect hydraulic fluid, pump and reservoir. [Fluid should be changed if visible contamination.]
- Inspect the hydraulic system (cylinder, hoses, fittings, seals, etc.) for leaks.
- Inspect outer barrier cylinder hose assembly (hose, fasteners, connections, etc.) for wear, damage or leakage.
- Inspect parallel arms, bearings and pivot pins for visible wear or damage.
- Inspect parallel arm pivot pin mounting bolts (8)
- Inspect platform pivot pins, bearings and vertical arms for wear, damage and positive engagement.
- Inspect inner/outer fold arms, saddle, saddle support and associated pivot pin and bearings for visible wear or damage.
- Inspect gas spring (cylinders) for wear or damage, proper operation and positive engagement.
- Inspect saddle bearing (UHMW 2)
- Inspect vertical arm plastic covers
- Inspect power cable
- Check to see that the lift is securely anchored to the vehicle and there are no loose bolts, broken welds or stress fractures.

Warranty Recovery System Best Practice

Kootenai County Public Transportation operates a warranty recovery program to ensure that the cost of parts and repairs on warranty-covered items is recovered. The need for a vehicle repair may be discovered during a pre-trip inspection, preventive maintenance inspection, or breakdown. Subrecipients, transportation partners, and contractors should contact Kootenai County's Fleet Maintenance Manager to determine warranty coverage on systems or parts requiring attention, and if appropriate, the Kootenai County's Fleet Manager will pursue warranty repairs with the appropriate vendor, bus, chassis manufacturer, or authorized warranty outlet. Kootenai County's Fleet Manager will work with subrecipients, transportation partners, and contactors to determine if a repair of the vehicle in their maintenance inventory can be accomplished in-house or must be outsourced due to the need for special diagnostic expertise or equipment. Kootenai County's Fleet Maintenance Manager, working with subrecipients, transportation partners, and contractors, will ensure warranty repairs are properly documented.

Failed parts and/or components that may have failed prematurely should be reported to the Kootenai County Fleet Maintenance Manager. The subrecipient, transportation partner, or contractor should research the original installation date, miles of usage on the failed component, and original purchase order [vendor]. If the failed part and/or component is under warranty, the subrecipient, transportation partner, or contractor maintaining the vehicle should contact the Fleet Maintenance Manager. Information regarding the circumstances of the failure, if known, should be documented and provided to the appropriate vendor for replacement. A copy of the warranty

claim form must be sent to the Fleet Maintenance Manager for tracking and vehicle history documentation.

9. DAILY VEHICLE TRIP INSPECTION

The Driver/Vehicle Operator is required to perform a pre-trip inspection for every vehicle used in his/her daily duties and will forward such information to his/her supervisor. Driver/Vehicle Operator will note:

- The mileage
- Any interior defects or other issues
- Any exterior defects or other issues

The driver will report any serious or safety defects to the dispatcher immediately and the vehicle will be taken out of service until the vehicle is deemed safe for use.

The driver at the end of his/her shift will fuel the vehicle if the fuel gauge is below ³/₄ of a tank. Additionally, the driver will walk through the inside of the bus and walk around outside to check for any deviations from pre-trip. Driver will log ending mileage and sign the daily vehicle inspection sheet.

An example of a simple nine-step vehicle inspection:

- 1. **Check the engine** Before starting the vehicle, check engine oil, brake fluid and coolant level in reservoir tank. Visually check belts and hoses for cracks, splits and warn spots. Visually check for loose battery cables and corrosion. Visually check for loose wires and fluid leaks. Check for leaking fluids under vehicle.
- 2. Check the dashboard and operator compartment Check turn signals, flashers, mirrors, lights, windshield wipers, washer and gauges. Check seat, seat belt, horn, steering wheel and radio(s).
- 3. **Check the safety equipment** Check to see that the first-aid kit, flares, accident kit, fire extinguisher and other safety equipment are properly located in the vehicle and are in good working order.
- 4. **Check exterior lights** With the engine running, check all exterior lights; headlights (high and low beams), parking lights, brake lights, turn signals, emergency flashers, back-up lights and clearance lights.
- 5. **Check the suspension** Check the suspension to see if the vehicle is lower on one side or in the front or back.
- 6. **Check the tires** Check the tire pressures and tread for depth, wear, loose parts, nails and other foreign objects.
- 7. **Check outside the vehicle** Check windows, doors, bumpers and vehicle exterior for scratches, dents and broken/cracked glass. Check the exhaust for loose parts, noise and damage.

- 8. **Check the wheelchair lift and securement** Cycle the wheelchair lift and check wheelchair securement devices in the vehicle.
- 9. **Check/test the brakes** Check the brake system for proper operation and sponginess.

An example of a Driver Vehicle checklist is on page 26.

Vehicle Cleaning Bus Clean up – Daily

- Clean spots off windows, interior
- Clean driver area (dash, consoles, seat, fare box, windshield)
- Wipe down seats
- Check for graffiti on walls and seat backs
- Pick up trash
- Sweep floors including under seats
- Replace trash bag

Bus Clean-up – Weekly – Same as daily, plus:

- Clean all interior windows
- Clean seats, walls and railings with disinfectant
- Vacuum seats, floor and window railings
- Scrub floors including under seats
- Wash exterior

Perform at Service Interval (PM schedule)

- Repair seat cushion
- Clean all interior bulkhead and ceiling surfaces
- Clean dash, console and driver area
- Paint rims as needed
- Wash exterior of bus

Wheelchair Lift:

Braun lifts Models Millennium NL-2 series and the Century NCL- 2 series:

- Proper maintenance is necessary to ensure safe, trouble free operation. Inspecting the lift
 for any wear, damage or other abnormal conditions is part of the transit agency daily
 pre/post inspection program. Simple inspections can detect potential problems.
- Maintenance and lubrication procedures specified in this schedule must be performed by a Braun authorized service representative at the scheduled intervals according to the number of lift cycles and the Braun Maintenance and lubrication schedule.

- Each operator should cycle the lift and listen for noises. Document all findings and place lift
 findings and reports in the corresponding vehicle file with an electronic copy sent to the Fleet
 Maintenance Manager.
- Cycle Counter Braun models, the Millennium NL-2 series and the Century NCL-2 series lift
 models, are equipped with a cycle counter located on the top of the pump module. This cycle
 counter allows the lift attendant/operator to easily track the number of cycles during daily
 inspections of the lift.
- Discontinue lift use immediately if maintenance and lubrication procedures are not properly performed, or if there is any sign of wear, damage or improper operation.

10. OVERSIGHT

The KCPT Fleet Maintenance Manager working with KCPT's partners and contractors will ensure that all FTA requirements have been met and documented. She/he will also be responsible for creating and maintaining a complete vehicle file, for each vehicle, from the date of procurement to three years after the end of the vehicles useful life. This file will have copies of all vehicle activity, procurement documentation, Preventative Maintenance Inspections (PMI), service and repair work (invoices, or in-house reports) and decommissioning paperwork.

All KCPT partners and contractors will supply copies of all maintenance and repair orders to KCPT's Fleet Maintenance Manager / Accounting Manager with monthly billing to be reviewed and approved prior to all payments made. Note: This will not replace the documentation or record retention requirement of sub-recipients, transportation partners, and contractors.

Training

Partners and contractors are responsible for maintaining vehicles in good working condition, which requires well trained and well supervised staff. Maintenance training should cover all vehicles and equipment operated. Training manuals, maintenance manuals, and all updates/revisions should be provided in a central shop location.

Drivers:

- All drivers should be given a complete familiarization of the vehicle, including engine compartment, driver controls and passenger safety devices.
- Training on ADA lift devices; automatic and manual modes of operation.
- Training to recognize unusual noises and to communicate basic mechanical problems to the maintenance department.
- Reference the "Kootenai County Standard Operating Procedure" manual for Driver Training minimum requirements.
- Documentation and reporting requirements.

Mechanics and Service Technicians:

- Shop and overall facility familiarization, including training on all equipment for which they have responsibility.
- Facility safety training, including hazard identification, location of fire and life safety equipment, shop power emergency disconnect location, safety exits, and emergency incident procedures.
- Vehicle maintenance program scope and objectives training.
- Applicable vehicle maintenance standards and regulations training, and instruction on how they are enforced.
- Procurement process including what items and dollar amounts require pre-approval from Kootenai County.
- Documentation and reporting requirements.

Shop Supervisors and Lead Mechanics. All above training plus:

- Training in basic and advanced supervision, employee communication and effective listening, and problem solving skills.
- Documentation and reporting requirements.

Oversight and Documentation

Oversee the quality level of driver's vehicle inspections, cleanliness of vehicle and service and repair on all vehicles after service, and repairs made on a random basis. Conditions that should be evaluated include:

- Interior and exterior cleanliness.
- Propulsion system fluid levels, such as engine oil, transmission fluid, coolant system levels, brake fluids, power steering fluid levels and window washer fluid levels.
- Paperwork is complete and signed.
- Correct procurement process has been used and documented in all parts and service purchases.

Record Keeping and Reporting

Supervisors are responsible to ensure all documentation and record retention requirements of FTA, ITD and the County are met. Kootenai County requires a copy of all vehicle maintenance or servicing activity documentation including work orders and vehicle maintenance repair report to be sent to the KCPT Fleet Maintenance Manager.

Vehicle maintenance records for each vehicle should be documented and filed by vehicle number and should include:

- Vehicle maintenance schedule for each vehicle.
- Documentation of annual safety inspections.
- Chart of periodic maintenance performed according to maintenance schedule.
- Completed daily pre-trip driver checklists documenting that all safety features are functioning.
- Driver's pre-trip checklist must include deploying any wheelchair lift equipment and interlock features. The trip checklist must include indications of service or repairs required, action taken to do the work, and whether or not the vehicle must be taken out of service until repair or service is done, based on agency maintenance policies and safe operation standards.
- Copies of all parts or services invoices, or internal repair orders, including ADA component repair and maintenance, documenting that each service was performed and that the maintenance and repairs were performed by a qualified mechanic for the specific vehicle and component that is serviced. ADA lift equipment requires special certification.

11. FEDERALLY-FUNDED PROCUREMENT

Before issuing a solicitation, a recipient/subrecipient must develop an independent cost estimate (ICE) of the proper price and cost levels for the products or services to be purchased. Some recipients use the ICE as a basis for an estimate of the contract value which is advertised in the solicitation. The ICE can range from a simple budgetary estimate to a complex estimate based on inspection of the product itself and review of such items as drawings, specifications, and prior data, such as cost data from prior procurements. The pre-solicitation ICE should inform the post-bid cost and price analysis. The ICE can assist in determining the reasonableness or unreasonableness of price and/or the estimated costs to perform the work. If the recipient intends to require a breakdown of estimated costs, the in-house independent cost estimate should be broken down into the various cost elements.

The ICE is essentially the recipient/subrecipient's estimate of what the item or service "should" cost. Available resources for completion of an ICE include: (1) the use of published price lists, (2) historical pricing information from contracts awarded by the recipient's agency, (3) comparable purchases by other agencies, (4) engineering estimates, and (5) independent third party estimates (e.g., an A/E construction cost estimate).

12. DISPOSITION OF VEHICLES

Disposition requirements apply to equipment that has met its useful life, as well as equipment that is prematurely withdrawn from service before its useful life has ended. FTA retains a financial interest in equipment with a unit value exceeding \$5,000, and in supplies with an aggregate value exceeding \$5,000, even if useful life has been met. Fund recipients must dispose of federally assisted property acquired under an Award by the state in accordance with state laws and procedures. Subrecipients of

states will follow such policies and procedures allowed by the state with respect to disposition of equipment acquired under an FTA Award.

A. Disposition Procedure – Prior to Expiration of Useful Service Life

The planned disposition of any capital asset funded by a Federal Transit Administration (FTA) program administered by KCPT or by a state program before the end of the asset's useful service life (USL) must receive Department written concurrence prior to the Grantee taking any disposition action. If an asset is removed from service before the end of its useful service life, the amount refunded by the grantee to the state and federal government is the state and federal share of the unamortized value of the asset's remaining service life, based on straight line depreciation of the original purchase price of the asset. Without the State's prior written approval to dispose of an asset before the completion of the asset's useful service life, the grantee would have to refund the state/federal share of the asset's unamortized value. All funds received as a result of an approved disposition of an asset can be placed in an interest bearing account for a future capital purchase.

For vehicles, straight line depreciation shall be based on the age or mileage of the asset at the time of disposition in comparison to total number of years or miles of the useful service life designated for that asset. If the amount recovered by the grantee exceeds the remaining value of the asset then the state/federal share will be calculated on the recovered amount.

A refund of state/federal funds can be waived under the conditions explained below:

- Transfer Disposition If, due to operational changes, the asset is no longer needed by the
 grantee but could be used in transit service, the grantee shall request in writing that the
 Department transfer the asset to another program grantee. If the Department is able to
 transfer the asset, no refund of state and federal funds will be required of the original
 grantee.
- 2. Substitution Disposition If the grantee wishes to substitute another asset for an asset prior to the end of useful service life of the asset being retired, the grantee shall make a written request to the Department for approval of the substitution. Examples for allowing the substitution might be premature equipment failure or obsolescence of the asset to be retired. If the Department approves the request, no refund of state and federal funds is required (conditioned on the proceeds being used to purchase the replacement property), unless the fair market value of the replacement asset is less than the fair market value of the asset being replaced. In that case, the Department requires the grantee to refund the difference between the two values.
- 3. Extenuating Circumstances Disposition Grantees wishing to dispose of a capital asset prior to the end of its useful service life due to extenuating circumstances may make a written request to the Department demonstrating that the useful service life of the asset was reached because the cost to operate or maintain the asset now exceeds any benefits of

retaining it. Additional information such as maintenance records or documentation showing due diligence in pursuing remedies with the manufacturer may also be required.

Examples of extenuating circumstances are premature equipment failure or obsolescence of the asset. If the request is approved by the Department, the grantee may dispose of the asset (in a manner in which the fair market value of the asset is obtained) and retain the proceeds from the sale of the asset, or use the asset for spare parts.

B. Disposition Procedure – After Expiration of Useful Service Life

After the useful service life of any FTA funded asset has expired, the grantee may, without prior approval by the Department, use the asset for spare parts (if the Spare Parts Criteria described below are met), or dispose of the asset and retain the proceeds from the sale of the asset (if the proceeds are used in accordance with the Retained Sale Proceeds Criteria described below). If the asset is sold, grantees are required to establish and follow written procedures for determining the fair market value of the asset so that the proceeds from the sale of the asset are equal to or greater than the fair market value of the asset. When a grantee disposes of equipment with a unit value of more than \$5,000, or supplies with an aggregate residual value of more than \$5,000, the grantee must provide the Department written notification of the spare parts usage or disposition within thirty (30) days after its occurrence.

When disposing of vehicles that have met their minimum useful life that have a fair market value greater than \$5,000, or disposing of vehicles before they reach their minimum useful life, or requesting a revision to the Award affecting those vehicles, the Rolling Stock Status Report should include the following information:

- Vehicle Number
- b. Year
- c. Make/Model
- d. Vehicle Identification Number (VIN)
- e. Date Placed in Revenue Service
- f. Date Removed from Revenue Service
- g. Minimum Useful Life (Years and Miles)
- h. Mileage (At the time Removed from Revenue Service)
- i. Total Number of Vehicles
- j. Total Number of Peak Vehicle Requirements
- k. Total Number of Spare Vehicles

C. Suggested Methods for Obtaining Fair Market Value

The following are suggested methods that grantees may use for obtaining fair market value:

- 1. Solicit bids for the acquisition of the asset by advertising in at least one newspaper of general circulation and sending a description of the asset to at least three potential bidders. Both the ad and the description should include instructions for deadlines and submission of bids; or
- 2. In an Invitation for Bids for the purchase of a new capital asset, include the asset to be disposed of as a trade-in; or
- 3. Have the asset appraised by at least two qualified appraisers and
 - a. Offer the asset for sale at the average appraised value; or
 - b. Take the asset to auction and require a minimum offer equal to the average appraised value.

D. Spare Parts Criteria

If it is determined that the value of the parts of an asset are of greater value than the asset as a whole, the asset may be retained by the grantee and used for spare parts. In this event, the grantee must document the estimated value of the spare parts as compared to an appraised value of the asset.

E. Straight Line Depreciation Model

1. Example:

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Original Purchase price of vehicle: $600,000
Useful Service Life = 12 years/500,000 miles
Actual vehicle details at time of retirement: 6 years/200,000 miles
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Straight line Depreciation Calculation:
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Actual Service Life (Years) = [\$600,000-(600,000/12 \text{ years}) \times 6 \text{ years}] = \$300,000
Actual Service Life (Miles) = [\$600,000-(600,000/500,000 \text{ miles}) \times 200,000] = \$360,000
```

Conclusion

The actual service life in years is the lesser value of the two measures; therefore, in this example the service life in years (\$300,000) will represent the remaining value of the asset.

The funding percentages used in the original vehicle purchase will then be used to determine the remaining state/federal share of the depreciated asset.

EXAMPLES OF INSPECTION/ PREVENTIVE MAINTENANCE SHEETS

Coeur d'Alene Tribe

PM SCHEDULE

UNDER HOOD / ENGINE Charge engine of an offiter with OSM recommended oil type and viscosity, inspect all under hood fluid levels, power sieering, brake, coolard, transmission. Inspect air cleaner (clean or replace as needed), duct and piping, Inspect exhaust system, EOR system and POV system. TRANSMISSION, DRIVELINE, DIFFERNTIAL Check fluids levels and condition of oil. Lubricalle all driveline grease fittings, inspect for fluid leaks, inspect for floore boils, fittings, pins, and wifting nepect universal piets, CV joints and carrier beatings. BRAKES Visually inspect brake pack for condition and record tribuness on inspection sheet. Drain air tanks and reservoirs if equipped. Check all brake lines and hoses for leaks and dramage. Inspect part brake and shows a needed. SUSPENSION AND STEERING. Lubricale ail grease fittings, inspect detering gear, ball joint, kingpins, spring and air bags, inspect for loose or broken boils, brackels, els. WHEELS AND TIRES Inspect the sidewasts and tread. Record tread depth on inspection sheet. Check air pressure and adjust to specifications, inspect multifage. CAB AND SAFETY Inspect ail doors lubricate look dylinders and hinges as needed. Inspect emergency escape windows and table. Inspect ail each, sides, hardware results and tread sheet inspect and each stream of the side waster and safety transpect. All the sides was a required flexes and period instructions are all guars for disrage, inspect on the endingent period in carried entires in layers and guars for disrage, propect one, resultings, inspect and each guide in the period of	PM "A" LOF
transmission. Inspect air cleaner (clean or replace as needed), duct and piping. Inspect exhaust system, EGR system and PCV system. TRANSMISSION, DRIVELINE, DIFFERNTIAL Check fluids levels and condition of oil. Lubricate ail driveline grease fittings. Inspect for fluid leaks. Inspect for loose boits, fittings , pins, and wiring. Inspect universal joints, CV joints and carrier bearings. BRAKES Visually inspect brake pads for condition and record thickness on inspection sheet. Drain air tanks and reservoirs if equipped. Check all brake lines and hoses for leaks and damage. Inspect park brake and lube as needed. SUSPENSION AND STEERING. Lubricate all grease fittings. Inspect steering gear, ball joint, kingpins, spring and air bags. Inspect for loose or broken bolts, brackets, etc. WHEELS AND TIRES Inspect the sidewalls and tread. Record tread depth on inspection sheet. Check air pressure and adjust to specifications. Inspect mud flaps. CAB AND SAFETY Inspect all doors lubricate lock cylinders and hinges as needed. Inspect emergency escape windows and hatch. Inspect all seats, sliders, hardware and safety batis, inspect overhead compartment latches and hinges. Inspect windshield, where and all glass for damage. Inspect horn, fire extinguisher and safety triangles. Check operation or all air conditioners and heaters. Inspect head lights, tall lights, brake lights, running lights, turning lights, tu	
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Comments	PCV, EGR and after treatment system inspect, clean and or replace filter and or valves as needed. Timing belt inspect if equipped. Inspect ignition
	Comments

Coeur d'Alene Tribe

VEHICLE #		EHICLE MAIN	····	TOL, ALI MI			DATE	
PM A-8K B-24K C-48K	Mileage/OK	Date			Come	nts		Mech
Under Hood/Engine								
ube / Oil / Filter								
Check & fill all Fluids								
nspect air cleaner, piping								
nspect Exhaust, Egr, PCV								
Trans, Driveline, Diff								
Check fluid cond./level								
Inspect u-joints, driveline								
Inspect for fluid leaks								
Inspect Chassis, bolts, wiring Brakes								
	+							
Inspect brake pads & record	+							
Drain air tanks Check brake line/hoses								
Inspect park brake Suspension / Steering	+ +							
Lubricate all grease fittings	+ +							
Inspect steering components	+ +							
Inspect front suspension parts	+							
Wheels and Tires	+							
Inspect tire sidewalls and tread.								
Check air pressure/Lug Nuts								
Inspect mud flaps.								
CAB AND SAFETY								
Inspect e-windows & seats								
Inspect all windows								
Inspect all safety equipment								
Inspect inside & exterior Lights								
Check Engine &Warning Lights								
Inspect Batteries as needed								
PM B Fuel Filters change								
PM B Antifreeze test								
PM C Power steering service								
PM C Diff oil Change as needed								
PM C Wheel Bearing service								
PM C Check valves adj as needed								
PM C Cooling system as needed								
Comments/Miscellaneous Work,	Date, Mileage							
•								
								_
			_			see ot	her comment	
Part # and Discription			Qty	Part Cost	Total Cost		Labor Hrs	Mech
								<u> </u>
			Tota	I Amout Cost		Total Labor Hours		

"A"-Inspect 5,000 Mile			PM Inspection Report		" Check Mark" "X" for Item need "NA" for Not App	l Repa
Bus#	Mileage	_	Work Order#		Wheelchair Lift Count	
Exterior Ligh			Steering Assembly		Brake Drums/Rotors	Т
	High/Low Beam)		Steering Column		Brake Shoes/Pads	+
Marker Light	ts		Steering Gear Box		Brake Lining Thickness	1
Clearance Li	ghts		Pitman Arm/Ball Joints	$\overline{}$	• Left /32 • Right /32	
Midline Sign	nal and Marker Lights		Drag Link/Ball Joints	$\overline{}$	Hub Leakage	\top
Fog/Road Lig	ghts		Lubricate Steering Components	\neg	Tire Tread Depth	
All Signal Lig	ghts (Hazards)		Steer Axle		• LRI /32 • LRO /32	+
Brake Lights			Springs		• RRI /32 • RRO /32	+
Interior	gara Exemple Sustain		Shock Absorbers	\neg	Tire Pressure/Adjust	\top
Windshield			Brake Drums/Rotors		Tire Condition	\top
	mergency Exits		Brake Shoes/Pads	\neg	Rims	\top
Mirror Cond	lition and Mounting		Brake Lining Thickness	\neg	Lug Nuts	+
Shifter Play			• Left /32 • Right /32	_	PM "B" 15,000 Miles	
Pedal Action	1		Upper and Lower Ball Joints	$\overline{}$	Replace Fuel Filter	25 0 100 5
Horn			Lubricate Ball Joints	_	Presure Test Cooling System	+
Steering Free	e Play		Tire Tread Depth	$\overline{}$	Test Cooling System Glycol	+
Gauges			• Left /32 • Right /32		Service Transmission/Filter	+
Light Indicate	ors (L,R,HB)		Tire Pressure/Adjust		PM "C" 60,000 Miles	S. 78787
Dash Lights			Alignment	\rightarrow	Service Power Steering Unit	Vis Upropie
Dome Lights			Tire Condition		Change Differential Fluid	+-
Wipers/Cont	trols		Rims	_	Cooling System Service	+
Seat/Seat Ad	djustments		Lug Nuts	\top		+
Passenger Se			Body/Frame	THE P	Comments:	W 1993
Emergency E	quipment		Frame Condition	327	The properties of the commission	SE BILLIPAN
 Triangles 			Cross Members	\forall		+
Fire Exting	guisher		Body Mounts	\forall		+-
Electrical			Doors and Seals	+		+
Check Batter	ry Condition	200	Windows	+		+
Check Termi	inal Condition		Emergency Exits	\top		+
Check for Fac	ult Codes		Mirrors/Mounts	\top		+
Clear Oil Serv	vice Light		Fuel Tanks	+		+-
Under Hood			Fuel Lines	+		+
General Cond	dition and Leaks		Fuel Pump	+		+-
Electrical Cor			Windows	+		+-
Change Engir	ne Oil and Filter		Windshield	+		+
Coolant Leve			Rear Axle Assembly	200		+
Power Steeri	ing Fluid Level	7	Drive Shaft Condition/Lubricate	500 E		+
	on and Tension	-	Rear Differential/Fluid	+		+
Fan and Cluto		7	Coil/Leaf Springs	+		+-
Air Filter		\dashv	U-Bolts	+		+
Exhaust Leak	(S		Shock Absorbers	+		+
	-		SHOCK ABSOLDERS	- 1		

Date_

Technician Signature_

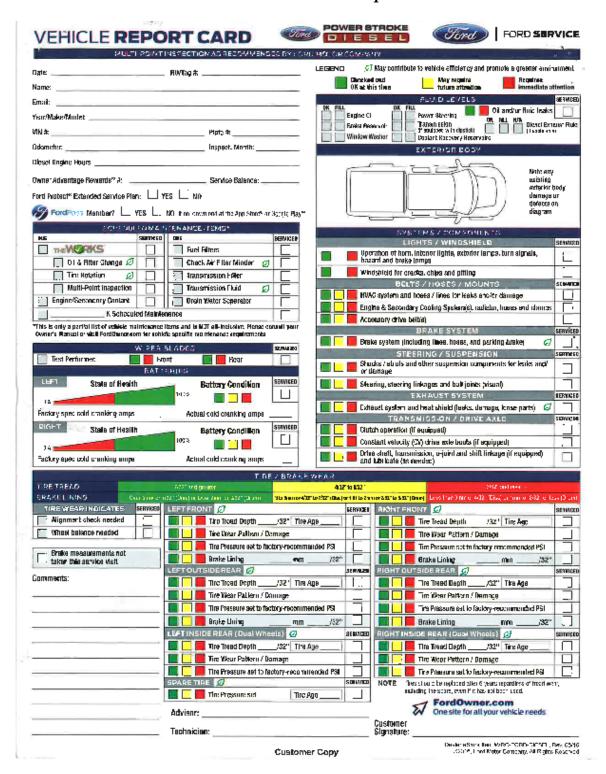
Transportation Department Pre-Trip/Post Trip Inspection Report Form

Date	**********		Bus Numbe	er		Route			
Star	ting Mi	es	Ending Mile	es		Total Miles			
Drive	er	***************************************	Fuel Gal.		Fu	el Cost	Name Plate		
Pre- Trip	Post- Trip	Items	Remarks	Pre- Trip	Post- Trip	Items	Remarks		
		Interior Lights				Leaks			
		Dash Lights				Oil Level			
		Speedometer				Brake Fluid			
		Gauges				Coolant			
		Fuel & DEF Full				Washer Fluid			
		Mirrors				Transmission Fluid	1		
		Heat & Defrost				Belts			
		Heater Rear				Hoses			
		A/C Front				Headlights			
		A/C Rear				Turn Signals			
		Steering				Emergency Lights			
		Horn				Parking Lights			
		Two Way Radio				Marker Lights			
		Seat Belt Harness				Back Up Lights			
		Registration Card				Brake Lights			
		Insurance Card				Tail Lights			
		Fire Extinguisher				Windshield			
		Accident Kit				Wipers & Washers			
		Bio Hazard Kit				Tires & Wheels			
		First Aid Kit				Studs & Lug Nuts			
		Seat Belt Cutter				Body Damage			
		Triangles				License Plate Light	t		
		Window T- Breaker				Doors			
		Interior Clean				Seats			
		Emergency Brakes				Stop Request			
		Brakes				Interlock			
		Back Up Alarm				Wheelchair Lift			
		Battery				Tiedowns			
I hav I am	e check satisfie	tification of No Defects ted the above vehicle at d the vehicle is in safe	nd have found it						
	ers Sign								
Note	s:								

DAILY VEHICLE INSPECTION Report

	4 11/4						•
Vehicle No.	Date	Drivers Name	Start	Miles	Start Time	End Miles	End Time
		1					
		2					
		3	-			-	
		<u> </u>				<u></u>	
		✓ = Satisfactory			atisfactory		
1 2 3		INSPECTION ITEM	1 2 3			SPECTION ITEM	
Tire		S AND WHEELS depth and air pressure			and cushions are se elts are complete, o		120
		racks, rips, welds or protruding objects.	1 200000		adio is complete an		
		cessive rust or damage			hield wipers opera		
		E COMPARTMENT			ield washer operati	onal	
	ne oil	alam dista			perational		
	matic Transmis ing system leve				nger door complet egistration present		j
	shield washer so				roof of insurance	and violete	
	e fluid level			OTHER			
	er steering fluid le			7 =	BRA		
	ry terminals clea r vehicle leaks	n, no corrosian			pedal feels good a g brake complete :		
Olide		HICLE GLASS		Faikiii		SPENSION SYSTEM	perry
Wind	shield has no chi			Steerin	ng wheel secure, n		Y
Mirro	rs are complete	and in good condition			ift mechanism tight	and working prop	
	ows complete		6596ANNG Decic	## Ch-+ :	SAFETY		
Emer		complete and operable			d kit, fully stocked a e reflectors present		
Head		nal – High and low beam			Traffic Cone prese		
		perational & reflectors present			tinguisher presen		
		te and operational			accident packet pr		ole
		te and operational			uid kit present and a elt web cutter prese		
	up alarm comple	te and operational		Seal Di	WHEELCI		
		shers operational		Lift free	from leakage		
1 1		TERIOR ENVIRONMENT			rating properly elec		
		ioner complete and operational			rating properly mar		
		omplete and operational and operational			erlock operating p p Belts: # c	roperty of Tie Downs:	
Denc	ster complete	INTERIOR	+++		wns Operable	The Downs	
Clear)			POSE	BELT PRESENT.	AND OPERABLE	
Next PMS due is:			Quarts of oil a	idded;		Gallons of fuel added:	
Diogga avalain	in dotail holow	any problems you are having with the vo	shicle and	when the	nrohlem occure		
r lease explain	in detail below	any problems you are naving with the vi	cinoic and			1 /C	
ST					// /// ///	11	$\overline{}$
_4					ـــالـــالـــ	7) N ===	
400			4				
0				0	$\overline{\omega}$	7 '	-
		atisfa share sound be brought to the offention	of the Cur	on ioor Im	madiately. The he	ld typofogo indicat	on itama that place
a vehicle out of s		atisfactory must be brought to the attention	i oi ais out	ervisor iii	inediately. The bo	io typerace indicar	es items that place
		formed a vehicle inspection on the vehicle	indicated a	bove and	have inspected and	marked the inspe	ction items, listed
above, according							
Driver*	's signature Pre	Trip inspection: There have been no incidents or a	ncidente sei	th this yel	icle since the above	signed inspection	n
= .			CHICHEN	uruns veli	inia siine iile anna	a aigiteu iriapectioi	**
	s signature mid						
Driver'	s post trip inspe	ction:					
☐ Reviewed		Technisiana Claset					
□ Noted for repair	air	Technicians Signature:					
Could not dup	olicate problem	Shop Managers Signat	ure:				
☐ Repaired							
Daliana a h 0	mid trin It is	as to perform a walk around inspection. On	ly inencet i	ome who	a a mark oon he ol	acad	
Driver number 2,	, mia trip, only ha	s to репопп а waik агоила inspection. On	ıy inspect it	ems wher	e a mark can be pla	2050.	
Paratransit DVI 1	10 2014						
i didudisi DVI	10_ZU14						

Kootenai Health PM Inspection



Kootenai Health PM Inspection

Ye ar/Ma ke/Mo de l:		Repair Order #:	(Check body condition)
VIN:			
Name:			
Date:	Recommen	ded Next Service:	(Check lamps)
			forecas minikal
INSTAR DIAGNOSTICS		TIRE INSPECTION	
O A OnStar Active		Driver Side Front	Passenger Side Front
△ ☐ Enrolled in Advanced Diagnostics Report		PSI before:PSI set to:	PSI before: PSI set to:
🗘 🔲 Dealer Maintenance Notification		○ △ □ Tread depth:/32	○ △ □ Tread depth:/32
Check ☐ Service History/Recall Check		○ △ □ Wear pattern/damage	○ 🛆 🗖 Wear pattern/damage
NGINE OIL AND FILTER		Driver Side Rear	Passenger Side Rear
🗘 🗖 Engine oil		PSI before:PSI set to:	PSI before: PSI set to:
Oll Life Monitor%		○ △ □ Tread depth:/32	
Reset Oil Life Monitor		○ △ □ Wear pattern/damage	○ △ □ Wear pattern/damage
IGHTS		O A D Rotation needed	○ △ □ Reset tire pressure monitor
△ □ Exterior lights		○ △ □ Ali gnment needed	○ △ □ Tire sealant expiration date:
/INDSHIELD AND WIPERS		○ △ □ Balance needed	
VINDSHIELD AND WIFERS			
		BRAKES Front Brakes: O Good: 7 mm or greater	Rear Brakes: O Good: 4 mm or greater
D △ □ Wiper blade—rear		△ OK: 6 mm to 4 mm	△ 0K: 3 mm
○ △ □ Windshield condition		□ Bad: 3 mm or less	☐ Bad: 2 mm or less
Cracks		Front Brakes	Rear Brakes
D △ □ Chips		O A Driver front:/m m	O A Driver rear:/mm
Z L vinps		○ △ □ Passenger front:/mm	O 🛆 🔲 Passenger rear:/mm
ATTERY		○ △ □ Brake system	O A Parking Brake
D △ □ Battery condition* See attached battery printout			
D △ □ Battery cables and connections		VEHICLE AND FUNCTIONAL INSPECTIONS	
D △ □ Battery voltage		Inspect (Fit, Form, and Function)	Check Operation
		○ △ □ Safety belt components	O 🛆 🔲 Horn
ISIBLE LEAK INSPECTION	Filled		O 🛆 🔲 Ignition lock
D △ ☐ Engine oil		○ △ □ Passenger-compartment air filter	○ △ □ Starter switch
△ □ Transmission		○ △ ☐ Floor mat fit and wear	○ △ □ Evaporative control system
△ □ Engine cooling system		○ △ □ Compartment lift struts	Lubricate
O A Power steering		○ △ □ Engine air filter	○ △ □ Chassis components
△ □ Brake fluid reservoir		○ △ □ Hoses	and the street semificients
△ □ Windshield washer fluid		O A Belts	Checked and 0K
☐ Transfer case		○ △ □ Shocks and struts	△ May require attention soon
Ò △ □ Fuel system		○ △ □ Steering components	Requires immediate attention
Drive axle			Not inspected if not indicated
Diesel exhaust fluid		○ △ □ Exhaust system	
DDITIONAL NOTES			
echnician:		Advisor:	

END OF DOCUMENT

Appendix B: Asset Condition Data

B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	BU - Bus	60	1	4946	13	300,342	\$175,000.00	. ,	Yes
RevenueVehicles	BU - Bus	61	1	4947	13	299,952	\$175,000.00	7	Yes
RevenueVehicles	BU - Bus	62	1	4945	13	295,899	\$175,000.00	7	Yes
RevenueVehicles	BU - Bus	63	1	4979	13	343,840	\$175,000.00	7	Yes
RevenueVehicles	BU - Bus	64	1	4980	13	364,267	\$175,000.00	7	Yes
RevenueVehicles	BU - Bus	65	1	4981	13	342,627	\$175,000.00	7	Yes
RevenueVehicles	BU - Bus	66	1	4982	13	309,057	\$175,000.00	7	Yes
RevenueVehicles	BU - Bus	67	1	8075	3	88,436	\$175,000.00	7	No
RevenueVehicles	BU - Bus	68	1	8076	3	101,122	\$175,000.00	7	No
RevenueVehicles	BU - Bus	69	1	8077	3	73,055	\$175,000.00	7	No
RevenueVehicles	BU - Bus	70	1	8193	1	1,928	\$175,000.00	7	No
RevenueVehicles	BU - Bus	71	1	8194	1	2,060	\$175,000.00	7	No
RevenueVehicles	BU - Bus	72	1	8195	1	2,082	\$175,000.00	7	No
RevenueVehicles	CU - Cutaway Bus	4	1	4939	13	231,128	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	6	1	4937	13	257,670	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	7	1	7614	7	148,574	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	8	1	7615	7	133,869	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	40	1	7990	3	53,161	\$132,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	41	1	7991	3	47,127	\$132,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	42	1	7992	3	45,971	\$132,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	54	1	7616	7	137,541	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	55	1	7617	7	127,979	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	56	1	7618	7	156,322	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	57	1	7619	7	139,560	\$132,000.00	5	Yes
RevenueVehicles	CU - Cutaway Bus	58	1	7993	3	53,475	\$132,000.00	5	No
RevenueVehicles	CU - Cutaway Bus	59	1	7994	3	62,893	\$132,000.00	5	No

Page 7 of 10 Page 59

Fleet Inventory Paratransit

VIN		1FDFE4FS5ADA55870	1FDFE4FS7ADA55871	1FDFE4FS9ADA55872	1GB6GUBG4G1313259	1GB6GUBG4G1316331	1GB6GUBG4G1313012	1GB6GUBG4G1317089	1GB6GUBG4G1317590	1GB6GUBG4G1317943	1FDFE4FS9KDC69066	1FDFE4FS6KDC69073
Lic. Plate		C16897	C16898	C16899	C19911	C19910	C19907	C19908	C19909	C19906	C22050	C22049
Asset #		4939	4938	4937	7614	7615	7616	7617	7618	7619	7993	7994
Provider		1555	1550	1337	7021	7015	7020	7017	7010	7013	, , , , ,	7551
Vehicle ID		4	5	6	7	8	54	55	56	57	58	59
Make		Startrans	Startrans	Startrans	Elkhart	Elkhart	Elkhart	Elkhart	Elkhart	Elkhart	Glaval	Glaval
Model		Senator	Senator	Senator	Coach ECII	Coach ECII	Coach ECII	Coach ECII	Coach ECII	Coach ECII	Universal	Universal
Year		2010	2010	2010	2016	2016	2016	2016	2016	2016	2019	2019
Fuel Type		Gas	Gas	Gas	Gas	Gas	Gas	Gas	Gas	Gas	Gas	Gas
Туре		Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)	Cutaway (CU)
Gross Vehicle Weight (GVWR)		14,500	14,500	14,500	14,200	14,200	14,200	14,200	14,200	14,200	14,200	14,200
Classification		Active	Dispositioned	Active	Active	Active	Active	Active	Active	Active	Active	Active
Vehicle Location	City	Coeur d'Alene	Coeur d'Alene	Coeur d'Alene	Coeur d'Alene	Coeur d'Alene	Post Falls	Post Falls	Post Falls	Post Falls	Post Falls	Post Falls
	Address	Kootenai Health	Kootenai Health	Kootenai Health	Kootenai Health	Kootenai Health	5629 E. Seltice Way	5629 E. Seltice Way	5629 E. Seltice Way	5629 E. Seltice Way	5629 E. Seltice Way	5629 E. Seltice Way
		Owned by Public Agency	Owned by Public Agency	Owned by Public Agency		Owned by Public Agency	Owned by Public Agency	Owned by Public Agency	Owned by Public Agency	Owned by Public Agency	Owned by Public Agency	Owned by Public Agency
Ownership		(not ITD)	(not ITD)	(not ITD)	ITD is Lienholder/Owner	(not ITD)	(not ITD)	(not ITD)	(not ITD)	(not ITD)	(not ITD)	(not ITD)
Title		101020799	101020801	101020796	161043805	161043943	161046216	161046213	161046211	161046215	()	(
Length		22	22	22	23	23	23	23	23	23	23	23
# of Passengers(Including Driver)		12	12	12	14	14	14	14	14	14	14	14
WheelchairCapacity		3	3	3	2	5	5	5	5	5	5	5
Accessible		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lift/Ramp Information	Туре	Lift	Lift	Lift	Lift	Lift	Lift	Lift	Lift	Lift	Lift	Lift
	Weight											
	Capacity	800 lbs.	800 lbs.	800 lbs.	800 lbs.	800 lbs.	800 lbs.	800 lbs.	800 lbs.	800 lbs.	1,000 lbs.	1,000 lbs.
Service Mode		Demand Response	Demand Response	Demand Response	Demand Response	Demand Response	Demand Response	Demand Response	Demand Response	Demand Response	Demand Response	Demand Response
Revenue Type		Non-Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
Vehicle Acceptance Date		07/20/10	07/20/10	07/20/10	10/06/16	10/6/2016	10/6/2016	10/20/2016	10/20/2016	10/20/2016	6/10/2020	6/18/2020
Vehicle In Service Date		07/20/10	07/20/10	07/20/10	11/1/2016	11/1/2016	11/1/2016	11/1/2016	11/1/2016	11/1/2016	7/16/2020	7/16/2020
FTA Useful Life (Yr)		5	5	5	5	5	5	5	5	5	5	5
Actual Service (Yr)		13	13	13	7	7	7	7	7	7	3	3
Remaining Useful Life (Yr)		-8	-8	-8	-2	-2	-2	-2	-2	-2	2	2
Remaining % Based on Yrs		-160%	-160%	-160%	-40%	-40%	-40%	-40%	-40%	-40%	40%	40%
Current Mileage		231,128	194,665	257,670	148,574	133,869	139,370	130,727	160,877	141,640	56,744	67,917
Useful Life Mileage		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Remaining % Based on Mileage		-54%	-30%	-72%	1%	11%	7%	13%	-7%	6%	62%	55%
								ID-90-				
Funding Information	Primary	ID96-X006-01	ID96-X006-01	ID96-X006-01	5339	ID-90-X118-00	ID-90-X118-00	X118-00 / ID-90-X128-00	ID-90-X118-00	ID-90-X118-00	5310	ID-90-X130-00
	Amount				\$ 57,393.00							
					NFPA – Non-Federal							
	Secondary				public funds							
	Amount				\$ 12,371.00							
Total Purchase Amount		\$ 61,332.00		\$ 61,332.00	\$ 69,959.00	\$ 69,959.00	\$ 69,764.00	\$ 69,764.00	\$ 69,764.00	\$ 69,764.00	\$ 82,285.27	
Federal Share		\$ 49,065.60		\$ 49,065.60	\$ 55,967.20	\$ 55,967.20	\$ 55,811.20			\$ 55,811.20		
% Federal Share		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	85%
Remaining Federal Share (Based on \		\$ (78,504.96)	\$ (78,504.96)	\$ (78,504.96)	\$ (22,386.88)	\$ (22,386.88)	\$ (22,324.48)	\$ (22,324.48)		\$ (22,324.48)	\$ 26,331.20	
Remaining Federal Share (Based on)	rs)	\$ (26,537.29)	\$ (14,610.10)	\$ (35,219.29)	\$ 532.06	\$ 6,018.71	\$ 3,955.15		\$ (4,047.06)	\$ 3,110.54	\$ 40,925.71	\$ 38,273.66
Registration Exp.		11/30/2023	11/30/2023	11/30/2023	11/30/2023	11/30/2023	11/30/2023	11/30/2023	11/30/2023	11/30/2023		
Insurance Exp.		12/1/2018	12/1/2018	12/1/2018	10/1/2018	12/1/2018	2/1/2018	2/1/2018	2/1/2018	2/1/2018		
Anticipated Disposition												
							Operated by MV	Operated by MV	Operated by MV	Operated by MV	Operated by MV	Operated by MV
Additional Comments/Information		Oper Kootenai Health	Oper Kootenai Health	Oper Kootenai Health	Oper Kootenai Health	Oper Kootenai Health	Transportation	Transportation	Transportation	Transportation	Transportation	Transportation



Selkirks - Pend Oreille Transit Authority

31656 HWY 200, Box 8 Ponderay, ID 83852 (mailing address) 31656 HWY 200, Suite 102 Ponderay, ID 83852 (physical address) 208-263-3774

January 10, 2024

Attn: Sam Carroll, Grants & Contracts Officer Public Transportation Office Idaho Transportation Department PO 7129 Boise, ID 83707

PTOps@itd.idaho.gov

Re: 2024-2026 5339 Rural Congressional Application - Replace Two Mountain Route Buses

Dear Mr. Carroll,

Attached is an application for 2024-2026 5339 Rural Congressional funds and the required attachments.

Please contact us if you need any additional information.

Respectfully Submitted,

Donna Griffin

Donna Griffin Executive Director Selkirks Pend Oreille Transit Authority

2024-2026 5339 Rural Congressional Application

Thank you for your interest in this grant application and advancing transportation for the State of Idaho. Questions regarding content within the application will be accepted up to 10 business days before the close of the application. If you have any questions on the application or the submittal process, please feel free to contact the application contact listed below.

Application Contact:

Sam Carroll, Grants & Contracts Officer PTOps@itd.idaho.gov

Timeline/Review Process

- 1. October 02, 2023: Application Release
- 2. January 12, 2024: Application Close
- February 05 March 08, 2024: Technical Assistance
- March 11 April 10, 2024: Public Comment
- April 2024: PTAC reviews ITD-PT recommendations and public comments and may concur or recommend changes to projects and/or funding levels.
- May 2024: Idaho Transportation Board reviews ITD-PT recommendations, PTAC response, and public comment in their determination of final project award and funding levels.
- 7. Summer 2024: ITD-PT Office programs with FTA
- October 1, 2024: Funding begins. Please note, capital projects have the possibility of start sooner if funding is programmed with FTA before this date.

Application Submittal Checklist

- ✓ Cover Sheet
- ✓ Sections 1-5
- ✓ Section 6-7 (ITD-PT Internal Review of Application)
- ✓ Attachments
 - ✓ Attachment A: Budget Sheet

 - ✓ Attachment C: NEPA/SSA/Rolling Stock Worksheet
 - Attachment D: Demonstration of Need
- ☑ Back-Up Documentation
- ✓ Letters of Support (specific to the project)

Application Specifications

- Font: Black, Times New Roman, size 12-14
- Paper: 8 ½ x 11, drawings may be larger
- Format: pdf or word (Attachment A and budget sheets may be in excel)
- Pages must be numbered

Application Submission

Please submit all items in the submittal checklist formatted as outlined in the application specifications to:

- ITD Public Transportation Office, Attn: Sam Carroll, PO 7129, Boise, ID 83707
- Or email to: PTOps@itd.idaho.gov



YOUR Safety ••• > YOUR Mobility ••• > YOUR Economic Opportunity

Application Information Form

Applicant: Selkirks-Pend Oreille Transit Auth	ority (SPOT Bus)
Authorized Representative: Donna Griffin	
Address: 31656 Hwy 200, Suite 102, Box 8, F	Ponderay ID 83852
Phone: 208-263-3774	
Email Address: dgriffin@spotbus.org	
DUNS #: 082358452	_
Architect/Engineer/Planner if applicable: (Contac	et Name): NA
Phone: NA	
Address: NA	
PROJECT TYPE (MARK ONE)	
Facility Construction	✓ Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: \$517,814.00	

FEDERAL SHARE: \$414,251.20 LOCAL MATCH: \$103,562.80

Public Transportation Office • 208 334-8139 • itd.idaho.gov/pt

Section 1: Project Description

Concise Project Description

For this project we request grant funding in the amount of \$414,251.20 for SPOT Bus to purchase two mountain route buses that will replace two buses and allow us to continue providing safe, reliable, public transit services in the two most northern counties in Idaho – Bonner County and Boundary County. Schweitzer Mountain committed to fund the required match = \$103,562.80. This purchase of two new rugged buses will replace two rear engine (RE) high maintenance, high-cost Mountain Route buses used for existing services. We estimate that each bus will cost \$258,907.00. The total project cost is \$517,814.00.

a. FTA Program Eligibility:

According to the FFY 2024 5339 Rural One-Time Capital Application: Relevant Information - Federal program details and related Federal Circulars (https://www.transit.dot.gov/bus-program), Selkirks Pend Oreille Transit Authority (SPOT) is eligible to apply for The Grants for Buses and Bus Facilities Competitive Program (49 U.S.C. 5339(b)) which makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities. SPOT qualifies as a public transportation service and is a sub-jurisdiction of six Idaho government entities.

This project provides replacement equipment to continue operations that support the FTA Goals listed below with additional information about SPOT's efforts to meet each goal. This response is built directly off the program goals as printed in the FTA Circular C 9040.IG. PROGRAM GOALS. Pursuant to 49 U.S.C. 5311, FTA apportions or awards funds to states, Indian tribes, or other eligible recipients located in rural areas for planning, public transportation capital projects, operating costs, job access reverse commute projects, and the acquisition of public transportation service.

This project meets the FTA funding source program. According to the 2024-2026 5311 Rural Congressional Application, Federal program details and related Federal Circulars https://www.transit.dot.gov/rural-formula-grants-5311purpose. Selkirks- Pend Oreille Transit Authority (SPOT) is eligible to apply for funding because the project meets the purpose of the Section 5311 Program.

The Section 5311 Program supports both the maintenance of existing public transportation services and the expansion of those services through the following program goals:

- a. Enhancing access in rural areas to health care, shopping, education, employment, public services, and recreation: SPOT has fixed and demand routes servicing all the above categories.
- b. Assisting in the maintenance, development, improvement, and use of public transportation systems in rural areas: SPOT uses the FTA funding for these exact purposes. In addition to the

work of the Board and Executive Director, SPOT utilizes service development committees to help assess transportation needs in the area and recommend service changes and improvements to the SPOT Board.

- c. Encouraging and facilitating the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services: SPOT diligently looks for ways to increase ridership and increase our operational efficiencies. SPOT is a member of the Bonner County Area Transportation Team (BCATT) and the Boundary Area Transportation Team (BATT). We partner as often as practical on projects and purchases ensuring that we are good stewards of the funding we ae entrusted with. We participated in the Urban Area Transportation Plan and in the development of a Multi-Modal Transportation Plan for the city of Sandpoint, which included public transit elements.
- d. Providing financial assistance to help carry out national goals related to mobility for all, including seniors, individuals with disabilities, and low-income individuals: SPOT has taken steps to serve the above categories of riders. The Idaho Area Agency on Aging approves and financially supports SPOT's services in both Bonner and Boundary Counties. In the third quarter 2023, SPOT buses provided 5,752 rides for seniors and 1,419 rides for riders with disabilities, and 2,829 youth rides.
- e. Increasing availability of transportation options through investments in intercity bus services: SPOT does not provide service in this area. However, Intercity Service is in our Master Plan. SPOT has met with Citylink and Spokane Transit to discuss future connectivity. All three agencies support the concept. SPOT does provide transportation between Boundary County/Bonners Ferry and Sandpoint with its demand service.
- f. Assisting in the development and support of intercity bus transportation: Same response as given to item e above. SPOT continues working with Kootenai County Public Transportation gaining information with our involvement in the regional mobility platform.
- g. Encourage mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development: We are currently partners with Schweitzer Mountain Resort in providing public transportation from the local communities to the base of the mountain and service from the base to the village, serving both customers of the ski resort and their employees. SPOT is a member of the Bonner County Area Transportation Team (BCATT) and the Boundary Area Transportation Team (BATT). Agencies involved in transportation at all levels meet monthly to provide updates about area transportation projects. SPOT participated in the development of a Multi-Modal Transportation Plan for the city of Sandpoint, which included public transit elements. SPOT works with the City of Ponderay to include transit facilities in new developments in Ponderay. SPOT has worked with the cities of Dover, Sandpoint, and Kootenai to install bus pads, shelters and benches in their cities. Property developers now use the availability of our services in the traffic impact analyses as required when new developments are planned and permitted, demonstrating the positive impact of our services to the overall transportation system.

h. Providing for the participation of private transportation providers in rural public transportation: We are currently partners with Schweitzer Mountain Resort in providing public transportation. SPOT contracts with Schweitzer Mountain Resort to provide mountain route services. SPOT buses provide service from the communities to the base of the mountain and the bulk of service from the base of the mountain up to the village.

b. ITD Call for Project Priorities

This project meets the ITD-PT call for project priorities. Program Priorities: 1. Existing 5339 Services (Capital, Preventative Maintenance).

With this application, SPOT is applying for funds in ITD's number 1 priority. The funds will be used to purchase replacement vehicles which will allow us to continue operating SPOT Bus existing public transportation services. Our service requires funding assistance to support public transportation in our rural area with populations less than 50,000. Many residents rely on public transit to reach their destinations. Ridership continues to increase. SPOT expects to provide more than 140,000 rides in 2023 filling a crucial role in safe, reliable transportation services.

SPOT is an eligible recipient. SPOT was created and operates under a Joint Powers Agreement of six local government authorities. SPOT serves both Bonner and Boundary Counties with transit service. SPOT has strong support from the seven partner municipalities including Boundary County as well as the cities of Bonners Ferry, Dover, Kootenai, Moyie Springs, Ponderay, and Sandpoint. Additional contributors include Schweitzer Mountain Resort, Schweitzer Mountain Homeowners Association, Idaho Area Agency on Aging, Festival at Sandpoint, and a handful of private contributors. Schweitzer Mountain committed to provide the required match for this project.

SPOT endeavors to comply with all required regulations: SPOT gathers community input with appointed Board Members from each joint powers partner; SPOT has a Service Development Committee in each county with members from social service agencies, economic development corporations, municipalities, businesses, and the general public; SPOT adheres to all administration requirements; SPOT applies for NEPA determination when required; SPOT follows ADA regulations. We agree with the terms outlined in the Grant Project Funding Agreement with ITD and Uniform Administrative Requirements (2 CFR 200). The NEPA requirements do not apply to this project.

c. Application Scope of Work

The scope of work entails SPOT Bus purchasing two (shorter) Cutaway type front engine mountain route buses in the amount of \$517,814.00 to replace two rear engine (RE) buses that have trouble navigating the mountain roads. We request Federal funding in the amount of \$414,251.20. Schweitzer Mountain committed to fund the required match = \$103,562.80. The purchase of two mountain route buses will allow us to continue providing safe, reliable, public transit services in the two most northern counties in Idaho – Bonner County and Boundary County. These two new rugged buses will replace high maintenance, high-cost Mountain Route buses used for existing services. We estimate that each bus will cost \$258,907.00. This estimated budget takes

into account a possible 15% increase between the time of submission of this application and when we place the order.

Tourists, resort employees and locals depend on the mountain buses to provide more than 19,000 rides each month. The RE's break down often, not to mention the danger of unloading passengers on a narrow mountain road sometimes in the dark and ice. Our challenge is to find rugged front engine buses with cargo space for skis, poles, and snowboards. The project entails purchasing two (shorter) Cutaway type front engine mountain route buses that will have (better) clearance, and features that will improve our ability to safely navigate the mountain roads and parking lots. Ideally, these buses will provide greater reliability and lower maintenance costs. Some specifications include the following: Freightliner chassis, 22 ½" tires, an Allison Transmission, air brakes and a Cummins Deisel, bike racks, rear cargo compartment for skis, poles and snowboards, and cameras. With this purchase we will replace two large rear engine buses.

We will work out the details of how to sell the RE buses that do not function well on the mountain. As an additional note, the RE's drive well on flat roadways and interstates. The mountain is a challenge.

We have a front engine school bus that runs most of the time. Local front engine school buses seem to run the mountain without issues. The rear engine buses break down weekly. The frequency of mechanical issues and maintenance costs for these buses continue to increase. We have four rear engine buses and usually only one of them runs. We spend Monday through Thursday and into Friday repairing them so we can transport thousands of passengers on the weekends. They break down a lot and often de-rate (cannot move up the mountain). We have never had them all running at the same time, which hurts our ability to move huge numbers of people efficiently, especially on holiday weekends. We rarely get through a weekend with two of them running. Since the warranties do not cover most of the repairs or have expired, our repair bills continue to escalate. We also incur towing bills when we cannot drive the buses down the mountain.

We continue maintaining our vehicles at a high standard for passenger comfort and dependability. Our drivers have a vested interest in helping with vehicle reliability by reporting mechanical issues before they become problems. They must report deficiencies immediately and shall not use a vehicle unless authorized by our mechanic. Our mechanic responds promptly to issues by either fixing them (sometimes immediately) or directing staff to have another authorized mechanical repair provider fix the problem. Please see our Daily Vehicle Inspection form attached as well as our Vehicle Maintenance Program attached

d. Contractor Information

This project will use a third-party contractor to assist with Mountain Route Services.

- Name of Third-Party Contractor Schweitzer Mountain Resort
- Physical Address 10,000 Schweitzer Mountain Road, Sandpoint, ID 83864
- Contact Information Rob Batchelder, Director, Mountain Operations 208-263-9555

Section 2: Demonstration of Need

a. Service Area Level of Need:

SPOT is unaware of any official situations in its service area that would put the public in danger or violate any local or federal health and safety regulations. SPOT has agreements in place with local municipalities to provide service in times of emergencies. There has only been one occasion where emergency service was provided to protect the public.

Fortunately for the communities we serve, the Area Service Level of the SPOT must be classified as General. However, this includes the potential loss of service due to the lack of drivers caused by low pay. Many riders use SPOT for all of their transportation needs including access to employment and health care.

In the counties we serve, our increasing numbers of riders have come to expect a high level of service. In this respect we have a high level of need. In February 2023 we reached a milestone of providing one million rides. In 2022, we provided 136,253 rides.

b. Sustaining existing services or expansion need:

This application is for sustaining fixed routes in Bonner County, although residents from both counties take advantage of the service. Our clients who use this service enjoy recreation opportunities such as skiing, restaurants, live music, AND many of them work at the resort. This transit service provides access for those who do not want to drive up the mountain. Since the service is free, we provide an easy, safe alternative to driving. We provide direct, curb side service up to the walking entrance to the Village. In addition, the resorts upper parking lots are crowded and often fill up. People who park need to carry their equipment as they walk through parking lots to the village or lift.

Our communities benefit in many ways because our riders are safely transported as they access the mountain for special events such as music festivals and fireworks, as well as skiing, tubing, and shopping. The resort benefits from people enjoying their time on the mountain. This funding allocation will allow us to continue providing safe, efficient transportation services. YOUR Safety... YOUR Mobility... YOUR Economic Opportunity is at the forefront and provides guidance as we provide FREE great transportation services.

SPOT keeps in touch with the needs of the communities through our Service Development Committees and through the Bonner County Area Transit Team (BCATT) and through the Boundary Area Transportation Team (BATT). We visit with our city and county partners regularly and as they desire, to understand how we can help with safety, mobility, and economic opportunity. We visit potential and current riders at senior centers, veteran's groups, community fairs and events. SPOT also uses its Strategic Plan and Shift Plan (which includes ridership surveys) to help guide its service decisions. Both plans are included as attachments.

Our region is experiencing rapid population growth. We continue to receive numerous requests to expand our Bonner County services in all directions. We have requests from West Bonner County to serve Priest River and Old Town (which in turn has transportation to the Spokane Airport). East Bonner County cities are including us in planning efforts to serve Hope, East Hope and Clark Fork and to transport riders in their towns and to Sandpoint. Many request service to Sagle and ultimately to Coeur D'Alene (specifically Kootenai Medical Center). SPOT recognizes that we will need to address future service expansions to serve our communities. SPOT obtained a planning grant to explore utilizing micro-transit and adjusting our existing routes to provide better service and increased ridership. This planning project will start in early 2024. Current financial restrictions prohibit the addition of new service areas. However, we are currently focusing on improving timeliness on existing routes (considering increased traffic and crowding due to growth) and adjusting service to allow for driver's comfort (namely bathroom and water breaks).

We also are addressing vehicle maintenance and cleanliness at a high level for driver and passenger comfort, and for view in the communities we serve. Our schedule for replacing vehicles is based on safety guidelines and SPOT's experience. It is important to replace vehicles before the maintenance costs and reliability become unacceptable. We get every mile out of every vehicle in our fleet through a comprehensive vehicle maintenance schedule. Please see our Vehicle Maintenance Program attached.

We have picked up our public outreach and started on a marketing campaign with a recent grant. Please see our Marketing and Public Outreach Plan attached. This will pick up more when we institute adjustments to our fixed routes. We have shifted service days. We provide service for high demand events based on business and community requests. The Festival at Sandpoint, as well as the Wine Fest and Fall Fest at Schweitzer Mountain service changes, resulted in increases from 5,800 rides in 2022 to 7,952 rides for 11 days of service in 2023. In January through June 2023, fixed route buses in Bonner County drove 120,510 miles. Paratransit buses drove 14,950 miles and the Boundary County Demand bus drove 6,813 miles for a total of 142,273 miles. Almost every Wednesday, we add an additional Paratransit bus to satisfy the increasing demand. We serve a large geographical area.

c. Ridership:

SPOT ridership continues to increase. Please see the attached ridership report. Our numbers surpassed 2019 (pre-covid) by more than 36,000 rides in 2022. With area growth and knowledge of the SPOT service, we expect SPOT ridership to continue increasing. We provided 136,253 rides in calendar year 2022. Through November 2023, SPOT buses provided 130,626 rides. We expect the exceed 140,000 rides in calendar year 2023. Through November 2023 we provided 33,529 rides for seniors and 4,786 rides for riders with disabilities, 9,806 rides for youth, and 82,505 rides for the general public. Please see the attached SPOT Ridership document. We reached the milestone of providing one million rides in February 2023. We currently utilize TRANSLOC which allows patrons to track locations of the fixed routes in Bonner County. This allows them to schedule their time and meet the bus as it arrives. This proves very helpful during inclement weather. They can track the bus location on their phone in the event of traffic delays and poor road conditions.

SPOT Ridership

2023	Fixed	Para	Bonners Ferry	Mountain Route	Total
23-Jan	4672	563	230	22489	27954
23-Feb	4200	509	204	19502	24415
23-March	4835	600	261	19601	25297
23 April	4197	477	152	4612	9438
23 May	4489	548	139	0	5176
23 June	4199	565	190	0	4,954
23 July	5986	489	129	628	7232
23 August	6820	536	216	0	7572
23 September	4231	547	149	2810	7737
	4185	511	152	0	4848
23 October					
23 November	4079	565	145	1214	6003
2023 TOTAL	51,893	5,910	1,967	70,856	130,626
2022	Fixed	Para	Bonners Ferry	Mountain Route	Total
22-Jan	3986	365	136	20650	25137
22-Feb	3795	447	187	16777	21206
22-Mar	4399	538	277	12794	18008
22-Apr	3639	482	189	3470	7780
22-May	3752	467	191		4410
22-Jun	3827	588	185		4600
22-Jul	4417	480	202	494	5593
22-Aug	5132	596	217		5945
22-Sep	3888	545	223	2419	7075
22-Oct	4027	509	179		4715
22-Nov	3577	498	195	1815	6085
22-Dec	3776	478	237	21208	25699
2022 TOTAL	48,215	5,993	2,418	79,627	136, 253
2021	Fixed	Para	Bonners Ferry	Mountain Route	Total
January	3334	270	111	9300	13015
February	3278	311	96	7894	11579
March	4345	414	111	6715	11585
April	3513	331	97	1531	5472
May	3949	299	69	1551	4317
June	3782	375	119		4276
July	4420	388	169	524	5501
	3965	460	139	524	4564
August September	3392	459	123	3382	7356
October	3471	425	190	3302	4086
				562	
November	3478	429	200	562	4669
December 2024 TOTAL	3873	401	256	14,413	18943
2021 TOTAL	44,800	4,562	1,680	44,321	95,363
2019	Fixed	Para	Bonners Ferry	Mountain Route	Total
September	4042	401	230	1269	5,942
October	4310	457	239		5,006
November	4473	395	226	393	5,487
December	4806	383	258	13013	18,460

d. If applying for a vehicle:

The vehicles we will purchase will hopefully be in excellent condition (and ideal for use on the mountain roads). We will replace two existing vehicles, that are unreliable on the mountain but seem to run well everywhere else. I would rate them as adequate to good condition. We will work within ITD and FTA parameters when we sell them. Please see our rolling stock information attached as well as specific information for the two buses we want to replace below.

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share
SPOT Bus	1BABNB6A0PF388774	2023	Bluebird/All American/SB	12/23/23	a lot	19,675	ID-2020-021	\$131,753.00
SPOT Bus	1BABNB6A2PF388775	2023	Bluebird/All American/SB	11/19/23	a lot	24,484	ID-2020-021	\$ 131,753.00

The rear engine buses break down weekly. The frequency of mechanical issues and maintenance costs for these buses continue to increase. We have four rear engine buses and usually only one of them runs. We spend Monday through Thursday and into Friday repairing them so we can transport thousands of passengers on the weekends. They break down a lot and often de-rate (cannot move up the mountain). We have never had them all running. We rarely get through a weekend with two of them running. Since the warranties do not cover most of the repairs or have expired, our repair bills continue to escalate. We also incur towing bills when we cannot drive the buses down the mountain.

e. Demonstration of Need Worksheet:

Attachment D – Demonstration of Need Worksheet. Please see attached.

f. Meeting ADA Requirements:

Our vehicles and facilities meet or exceed ADA requirements. All our buses are equipped with lifts. Our shelters provide protection from the elements and are ADA accessible. A staff member cleans shelters and clears snow around shelters and bus stops to allow all guests safe ingress and egress to shelters, benches and buses.

SPOT provides complementary curb to curb paratransit service in Dover, Sandpoint, Ponderay and Kootenai for qualified riders. We also provide Demand service in Boundary County. All of SPOT's demand and fixed route buses are equipped with wheelchair lifts, and all drivers are trained to use them.

g. Marketing and Advertising

SPOT markets our service in the following ways:

- Local radio station advertisements are provided at no cost as a community service by our local radio stations.
- SPOT continues to work with Google Transit to include our fixed routes in Google Maps.
- Social media, including Facebook and Instagram.
- The SPOT website (spotbus.org) includes route information, paratransit application information, board information, and a live map that shows the location of our fixed route buses.
- A dedicated bus tracking application (Transloc).
- Periodic new stories in local media describing our services.

- Periodic presentations at the Bonners Ferry Senior Center and Veterans groups to promote our demand service in and around Bonners Ferry.
- Route maps that include service information are distributed at local hotels, government offices and in our bus shelters
- Our drivers wear shirts, sweatshirts, and jackets with our SPOT logo on them. They look professional and clean.
- SPOT actively participates in Community events such as Ponderay Days, Dover Days, Boundary County Health Fair, Bonner County Fair, the Festival at Sandpoint as well as events at Schweitzer Mountain Resort which include Fall Fest and Wine Fest.

Section 3: Project Planning

This project was developed out of necessity. We rely on dependable vehicles to win support and increase ridership. When we break down, we lose the community's confidence in providing reliable service. Dependable vehicles also allow drivers to focus on driving conditions and passenger care. In dependable vehicles they worry less about vehicle condition and can focus on transporting passengers safely.

a. Project ties to specific goals in the ITD Statewide Transportation Plan

Goal: Ensure the Safety and Security of Public Transportation

- 1. SPOT strives to ensure the safety and security of the public.
- 2. SPOT holds regular training meetings with the staff to review procedures and policies. Guest speakers are sometimes brought in. The police have spoken to review the gun policies and give the drivers directions on how to handle situations involving guns.
- 3. SPOT now orders all buses with multiple cameras on both the inside and outside.
- 4. SPOT is up to date in training drivers on how to operate the lifts safely.
- 5.SPOT buses provide safe transportation services.

Goal: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

- 1. SPOT equips all our buses with bike racks and posts training videos on the website instructing riders on their use.
- 2. SPOT participated in the development of Sandpoint's Multi Modal Transportation Plan and the Urban Area Transportation Plan.
- 3. Property developers use the availability of our services in the traffic impact analyses as required when new developments are planned and permitted, demonstrating the positive impact of our services to the overall transportation system.

Goal: Preserve the Existing Public Transportation Network

- 1. SPOT continues to look to the future. Growth is our goal. SPOT has no intention of maintaining the status quo.
- 2. SPOT continues to cultivate resourceful partnerships to efficiently provide excellent service in accordance with, and respectful of various organizations missions, goals, objectives, plans, policies, and procedures.
- 3. SPOT is dedicated to continuing operations for the benefit of the public indefinitely.

Goal: Provide a Transportation System that Drives Economic Opportunity

- 1. The economy of the service area of SPOT is largely based on tourism. SPOT has a financial partnership with Schweitzer Mountain Resort driven by the desire to move both locals and tourists between the resort and the communities below. The hotels, restaurants, and shops are major benefactors of this partnership.
- 2. SPOT is the sole source of transportation for many riders, providing daily access to employment, doctors, services and recreation. City planning departments report that developers

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chose to invest in the Sandpoint area because it has public transportation. The Chamber of Commerce reports people visit our area because there is public transportation.

3. Project planning and coordination is a continuous ongoing effort. SPOT provides public transportation services in two counties and is a sub-jurisdiction of six Idaho government entities. In addition to the work of the Board and Executive Director, SPOT utilizes service development committees to help assess transportation needs in the area and recommend service changes and improvements to the SPOT Board.

SPOT requires funding to achieve our operational benefits stated below:

Improve Efficiency and Increase Ridership

We expect this grant to accomplish both improved efficiency <u>and</u> increased ridership. The continuation of reliable fixed route and demand service will continue to increase SPOT's ridership and lower our overall cost per ride.

Improve Safety

As with any public transportation system, the roads are always safer with less vehicles on them. Safety also increases when vehicles are operated by professional drivers. The new buses will require less repairs. We will maintain them at a high standard to maximize their useful life. We have attached our Vehicle Maintenance Program that details daily, weekly, monthly, and annual schedules. Due to the newness and quality of these vehicles, putting them on the road will improve the safety of other vehicles and our riders.

Improve Mobility

SPOT continues to explore new avenues of service to the communities in which we operate. We always have the attitude of "come join us". Whenever someone suggests new service options, the response of SPOT to have them help us work out how that idea can become a reality. Growth does not happen by just responding "We can't do that". There are a lot of creative people that can help SPOT provide new and better service to Bonner and Boundary Counties.

b. Project Development Process

1. Describe coordination with local stakeholders

A primary source of our project development process is relying on our Strategic Plan. The Strategic Plan was developed with a broad range of community input. The Strategic Plan outlines the goals of SPOT. Our Strategic Plan is included as an attachment.

SPOT Mission Statement

A COOPERATIVE EFFORT OF AREA MUNICIPALITIES TO PROVIDE CONVENIENT, SAFE AND RELIABLE PUBLIC TRANSPORTATION FOR RESIDENTS AND VISITORS TO EMPLOYMENT, RECREATION AND SERVICE DESTINATIONS.

This mission statement is the result of a community visioning process which resulted in the following vision statement:

SPOT Vision Statement

SPOT is the people's choice for travel throughout North Idaho. We will continue to help preserve North Idaho's human and natural environments for generations to come.

We are innovative, taking advantage of new technology to stay cost effective and affordable. SPOT is recognized and leveraged as a valuable asset for economic development and community vitality.

Our partnerships and strategies for self-reliance are a national model.

Our Marketing and Public Outreach Plan outlines a clear path towards growing ridership and building community support. SPOT continues to grow its awareness, usage, and impact Bonner and Boundary Counties in a positive manner. We included our Marketing and Public Outreach Plan as an attachment.

SPOT also commissioned Shift Community Solutions to produce "See SPOT Run, A Comprehensive Success Guide". This guide included a survey of riders to help guide route development, service improvements, and marketing efforts. "See SPOT Run, A Comprehensive Success Guide" is included as an attachment.

The SPOT Board of Directors is comprised of representatives from the cities of Dover, Sandpoint, Kootenai, Ponderay, Bonners Ferry, and Boundary County. This ensures that the needs of each community are represented in the decision-making process. SPOT also utilizes local service development advisory committees that include a range of community stakeholders. Based on input from our Boundary County service development committee and the Boundary County Commissioners, SPOT has expanded its service area in Boundary County over the last four years to include the City of Moyie Springs, the Three Mile area and the Paradise Valley area.

SPOT enjoys enormous and continued support in the communities that we serve. Due to the support, we secured the match required to uphold our end of the deal. Match funds are provided by the Cities of Bonners Ferry, Dover, Kootenai, Moyie Springs, Ponderay, and Sandpoint, the Area Agency on Aging, Boundary County, Festival at Sandpoint, Schweitzer Mountain Resort, as well as the Schweitzer Mountain Homeowners Association.

2. Describe efforts undertaken to coordinate and include Minority and Low-Income populations (Title VI)

North Idaho is an area of the state with very few minorities. There is minority representation on the Service Development Committees.

There is representation from social service agencies that work with low-income populations on the community development committees. Input on service needs have been given by the Bonner Community Food Bank, the Sandpoint Senior Center, the Bonners Ferry Senior Center, the

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Bonners Ferry Food Bank, riders from low-income housing, and local elected officials regarding their constituents. This input represents the low-income population.

3. What is your plan to include Disadvantaged Business Enterprises (DBE's) in this project?

SPOT utilizes ITD's DBE program and submits reports to ITD as requested.

4. Identify any local Labor Unions (if applicable) as identified by the Department of Labor There are no local labor unions covering workers employed under this grant application. SPOT Authority does not discriminate in any way and provides transportation services to all of those who need it. We provide transportation to various stops that allow riders to access many businesses for personal care, shopping, and work.

c. Public Participation Efforts

This project is supported by the governmental entities included in our Joint Powers Agreement, including the Cities of Dover, Sandpoint, Ponderay, Kootenai, Bonners Ferry, and Boundary County. The SPOT Director periodically presents information about SPOT at local public governing board meetings. This grant application process has been discussed at past SPOT board meetings and SPOT Finance Committee meetings. Our SPOT Board with support of the Boundary County SPOT Advisory Committee and the SPOT Finance Committee unanimously approved the request to continue operating our public transit service.

d. Provide Attachment B: Milestone Reporting Attachment B is attached.

e. Provide Attachment C (if applicable): NEPA Worksheet if applying for a project that moves dirt.

We will not be moving dirt for this project, only providing transit services. We attached a NEPA Worksheet.

- Sole Source Aquifer (SSA) This does not apply to this project. Please see SSA document attached
- Rolling Stock Replacement Report Please see RSRR document attached

Section 4: Project Benefits/Evaluation

Project Benefits: The key benefit of this project is to continue providing safe, reliable, transit service in North Idaho that takes people where they want and need to go. The strategic planning team established goals (and objectives). Please see our goals and several objectives below that relate directly to our service:

Goal 1: To increase ridership

- Implement our marketing and public information plan to expanding SPOT's customer base, improving information on how to ride, and protecting/enhancing SPOT's brand.
- Perform community and rider surveys to identify barriers for current and potential customers, and to gauge the popularity of potential expansion options.
- Increase public awareness through various options including press release about SPOT activities.

Goal 2: Improve rider access, convenience, and amenities

- Evaluate routes and requests for service according to location and access to destinations
- Add shelters and benches to stop locations
- Expand on-board bicycle accommodation on all coaches
- Work to increase frequency of fixed route services (ongoing).

Goal 3: Leverage partnerships to expand service and improve the system

- Integrate SPOT with Schweitzer Mountain Resort's transportation needs and funding.
- Coordinate with Bonner County and/or other partners to become active participants in SPOT.
- As roadway projects are proposed, coordinate with BCATT, BATT, ITD, local
 cities and counties, to include stop furnishings, pedestrian access and safety
 features, and other transit infrastructure needs.
- Develop a sponsorship program for stop furnishings ("adopt a stop")
- Coordinate with land use agencies to incorporate SPOT needs in development reviews.
- Coordinate with social services agencies to implement Demand-Response service within in the Sandpoint area
- Provide regular (annual) updates to local government agencies and civic groups.

Goal 4: Increase organizational financial stability

- We evaluated alternate governance structures and revised current governance structure to reduce political risks and allow for easier service area expansion.
- On an ongoing basis, develop and expand SPOT's internal capacity and resources through training and grant opportunities.
- Create an endowment or other long-term donation opportunity for SPOT.

Goal 5: Promote environmental stewardship

- Explore other public transportation services including park and ride, vanpool and rideshare, as program champions are found.
- Add a seat on the TAC for a designated environmental advocate.

Vehicles are tools of the operating program. SPOT requires vehicles to achieve our operational benefits as stated below:

a. Improve safety

The general population benefits by having a public transit service in the region. As with any public transportation system, the roads are always safer with fewer vehicles on them and more so, when the vehicles on the roadways are reliable. When people use our transit service, the riders as well as the general public are safer on the roadways. Another factor in Noth Idaho is the lack of daylight in the Wintertime. For those who find it difficult to travel in the dark, we provide a safe option for people to get to where they need to go before 7:00 a.m. and after 4:00 p.m. as well as in inclement weather or when the roads are bad. Our fixed Mountain route ridership continues to grow. Between our mechanic and the local repair shops our buses continue driving miles to get people where they want to go. We require safe reliable vehicles to accommodate the increased ridership. We expect these buses to become our workhorses.

We continue working with local jurisdictions to improve the safety of our riders as they wait for the bus. SPOT consciously included safety considerations in all our decisions. This project budget includes funds for driver safety training. SPOT utilizes RTAP funding for first aid and CPR training for the drivers. We also have included funds in the budget to remove snow at bus stops to increase safety. SPOT also includes instructional videos on our website to increase rider safety.

b. Improve mobility

SPOT continues to explore new avenues service to the community. For instance, we provide service at the red barn, where the mountain buses pick-up and drop off those traveling to and from Schweitzer Mountain Resort. That service allows riders to catch the bus to go to destinations that include housing and hotels in Ponderay, or restaurants in Sandpoint. We always have the attitude of "come join us". Whenever someone suggests new service options, SPOT responds by working with them to help us work out how that idea can become a reality. Growth does not happen with a response of "We can't do that". There are a lot of creative people that help SPOT provide new and better service to Bonner and Boundary County. SPOT participated in Sandpoint's multi-modal transportation plan. As a member of the Bonner County Area Transit Team (BCATT) and Boundary Area Transportation Team (BATT), we receive the first word on all area transportation projects. We have the opportunity to share our perspective and request inclusion - that they accommodate public transit in the projects.

We also expect this grant to accomplish both improved efficiency and increases in ridership to increase mobility. The continuation of reliable fixed route and demand route service will continue to increase SPOT's ridership and lower our overall cost per ride. In some places we serve, there is limited or no parking and traffic congestion as a result. The general population benefits because of access to various venues, expedited ingress and egress from events, as well as improved

efficiency, increased ridership, improved mobility and improved service times/areas. Reliable vehicles running consistently, with no breakdowns and on time sends a positive message to our communities and riders. We strive to encourage ridership, not discourage transit use. That starts with clean, dependable vehicles.

c. Support local economic development and expand economic opportunity

SPOT strives to increase economic opportunity in its service area. First, we shop locally and employ local citizens. We buy our supplies and parts from local vendors as practical. We utilize local services such as local repair shops, our attorney, and our CPA. Routes such as the Festival at Sandpoint service and the Schweitzer service support tourism and recreation in our area. These services have had high ridership counts and a very positive effect on our local economy while increasing convenience for riders and reducing vehicle and parking congestion.

In Bonner County, both our fixed route service and our paratransit service are used by employees to get to work. We regularly transport 30 or so passengers on Blue Route runs to and from the red barn. Most are Schweitzer employees who ride the bus from housing downtown, up the Mountain to work. Riders use public transportation services to get to shopping and medical appointments. Property developers use the availability of our services in the traffic impact analyses as required when new developments are planned and permitted, demonstrating the positive impact of our services to the overall transportation system.

Our community and businesses benefit because workers and those with appointments show up on time. Our service hours cater to many who need prompt access to their appointments. Our businesses strive to in turn, accommodate our riders with their schedules.

Project Evaluation:

a. SPOT Bus will continually evaluate success of the project

SPOT will maintain and sustain the vehicles through our high standard of upkeep and maintenance. We continue maintaining our vehicles at a high standard for passenger comfort and dependability. Our drivers have a vested interest in helping with vehicle reliability by reporting mechanical issues before they become problems. They must report deficiencies immediately and shall not use a vehicle unless authorized by our mechanic. Our buses and equipment continuously have a long productive life as shown by the vehicles we strive to replace. Maintenance costs for each bus are evaluated monthly. Changes to the maintenance program will occur based on evaluations to ensure the safety of the vehicles and to extend the life of the vehicles. We also receive daily reports if something malfunctions on each vehicle. This allows us to address concerns and fix problems immediately. Please see our Vehicle Inspection Form

b. The following data will be collected and evaluated:

✓ Ridership is collected and tabulated weekly and evaluated monthly by our Board and Committees. Ridership data includes general boardings, youth, senior and disabled. Stop utilization is also recorded and regularly evaluated. In calendar year 2022, SPOT's total ridership was 136,253. The pandemic reduced ridership in 2020 to 90,609.

FFY 2024 – 2026 5339 Rural Congressional Application - Replace Two Mountain Route Buses

- ✓ Ridership by Youth and Young Adults. SPOT has identified these two groups of riders as having large growth potential. We have targeted a 20% growth in this ridership. Many of our riders on the Mountain Route, up and down Schweitzer Mountain Road fall in these categories.
- ✓ Vehicle mileage and tire wear/replacement.
- ✓ Website and Social Media Usage. SPOT monitors its website traffic and social media reach.

b. The following data will also be collected and evaluated regularly as follows:

- ✓ Cost "Dashboard". SPOT has developed a cost "dashboard" to monitor the cost per ride and cost per mile for our fixed route and paratransit routes. This enables us to monitor and increase our operating efficiencies monthly.
- ✓ Website and Social Media Use. SPOT monitors its website traffic and social media reach.
- ✓ We collect and tabulate mileage sheets weekly.
- ✓ Budgets are evaluated weekly or more by staff and monthly by the Finance Committee and the SPOT Board.

SPOT will sustain the project after the end of the grant period

The maintenance of the asset purchased under this grant will be covered by the operating budget, and the bus will have a useful life beyond the end of the grant period. Future 5311 grants will fund continued maintenance and operation costs for the bus. SPOT plans to continue to apply for operating funds after this grant period in order to continue the project. Our partners have agreed to continue with the Joint Powers agreement.

SPOT plans to continue to apply for operating funds after this grant period in order to continue the project. Our partners have agreed to continue with the Joint Powers agreement.

SPOT has the capacity to carry out the project as proposed

The reorganization of the SPOT administration team has brought a higher level of management capability to the organization. The creation of a Finance Committee provides excellent financial oversight. The SPOT bookkeeper provides detailed monthly financial statements. Copies of the latest income statement and balance statement are attached.

SPOT has demonstrated its ability to manage the grant funding by having a technical rating of "Low" by ITD's Public Transportation Division.

While the governmental agencies that provide match cannot commit to match amounts beyond the current fiscal year, all are strongly supportive of the system and are expected to continue to financially support SPOT.

Section 5: Project Budget

a. Budget Narrative:

The cost estimates for the budget are based on quotes from a bus sales company (ABC Co.) and our area/local communications company (RACOM). The amount of \$517,814.00 will fund the purchase of two mountain route buses that will allow us to continue providing safe, reliable, public transit service. For this project we request grant funding in the amount of \$414,251.20. Schweitzer Mountain committed to fund the required match = \$103,562.80. We estimate that each bus will cost \$258,907.00. This purchase of two front engine cutaway buses will replace high maintenance, high-cost rear engine Mountain Route buses used for existing services.

ABC Co. anticipates delivery of buses 8 to 10 months after we place our order. We currently plan to piggyback on the Georgia Statewide Contract for Public Mass Transit Vehicles and Related Options, Equipment, and Accessories. We continue to explore alternatives though and will go with the option that fits our needs best.

SPOT receives strong financial support from the joint powers agreement partners and other supporters. The list includes the Cities of Bonners Ferry, Moyie Springs, Dover, Sandpoint, Ponderay and Kootenai; Boundary County, Area Agency on Aging; Schweitzer Mountain Resort; and the Schweitzer Mountain Homeowners Association. While the governmental agencies that provide match cannot commit to match amounts beyond the current fiscal year, all are strongly supportive of the system and are expected to continue to financially support SPOT. Schweitzer Mountain Resort has committed to pay the required match of \$103,562.80 for this purchase.

- 1) We can purchase one bus instead of two. We estimate that each bus will cost \$258,907.00.
- 2) This project is not a construction project, so David Bacon wage rates are not applicable.
- 3) SPOT Bus has the financial capability to operate on a reimbursement basis. Please see the Balance Sheet portion of the attached financial statement.

b. Provide an Itemized and Broken Down Estimated Project Budget

The total project budget for the two-year grant period = \$517,814.00, with a federal share of \$414,251.20 and local match of \$103,562.80. Please see the estimated budget below. Please see the quotes in the Attachments Section of this proposal. I am requesting an additional \$2,500.00 to cover additional costs for lift inspections, registration, DOT inspections, and decals. Communication equipment supplies, programming and installation will cost \$2,636.00 per bus. We also anticipate a 15% increase overall by the time we order the buses late next year. We are assured by ABC Co. that after we order the buses, the prices will not increase.

Estimated Detailed Project Budget

Description	Quantity	Price Additional	Total Price	Service Area
		Each unit + Cost**		
Turtle Top Terra	2	\$220,000 + \$2,500	\$445,000.00	Fixed Route
Transit				
Communication	2	\$2,636.00	\$5,272.00	North Idaho
Equipment/ Radios				
Estimated 15%	2	Approximately =	\$67540.00	
Possible cost		\$33,770 each.		
increase				
Total	2	\$258,907.00	\$517,814.00	

c. Provide Attachment A: Project Budget Request Form

Attachment A is attached.

5:27 PM 10/13/23 Accrual Basis

Selkirks-Pend Oreille Transit Authority Summarized Balance Sheet As of September 30, 2023

ASSETS	Bonner County	Boundary County	Total
Current Assets			
Checking/Savings	227,569.74	15,406.48	242,976.22
Accounts Receivable	1,038.00	342.00	1,380.00
Grant Funds Receivable	182,246.01	10,767.00	193,013.01
Total Other Current Assets	40,997.33	3,078.67	44,076.00
Total Current Assets	451,851.08	29,594.15	481,445.23
Total Fixed Assets	1,427,011.11	72,360.37	1,499,371.48
TOTAL ASSETS	1,878,862.19	101,954.52	1,980,816.71
LIABILITIES & EQUITY Liabilities			
Current Liabilities	19,503.10	620.93	20,124.03
Equity	1,859,359.09	101,333.59	1,960,692.68
TOTAL LIABILITIES & EQUITY	1,878,862.19	101,954.52	1,980,816.71

5:27 PM 10/13/23 Accrual Basis

Selkirks-Pend Oreille Transit Authority Summary Profit & Loss Budget vs. Actual September 2023

	Bonner C	ounty	Boundary 0	ounty	Mountain	Route	Tota	al .
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	92,150.00	126,206.82	7,168.00	6,297.00	13,029.00	7,464.88	112,347.00	139,968.70
Expenses:								
Administration	9,616.07	11,760.26	732.11	609.78	244.09	1,189.70	10,592.27	13,559.74
Operations	57,127.34	75,087.49	4,854.64	7,005.29	10,833.19	10,314.95	72,815.17	92,407.73
Preventative Maintenance	6,465.79	6,518.00	0.00	515.45	688.39	0.00	7,154.18	7,033.45
Total Expenses	73,209.20	93,365.75	5,586.75	8,130.52	11,765.67	11,504.65	90,561.62	113,000.92
Net Ordinary Income	18,940.80	32,841.07	1,581.25	-1,833.52	1,263.33	-4,039.77	21,785.38	26,967.78
Other Income/Expense	85.47	-74,060.08	0.00	0.00	0.00	0.00	85.47	-74,060.08
Net Income	19,026.27	-41,219.01	1,581.25	-1,833.52	1,263.33	-4,039.77	21,870.85	-47,092.30

Selkirks Pend Oreille Transit Authority (SPOT) FFY 2024 – 2026 5339 Rural Congressional Application - Replace Two Mountain Route Buses

5:27 PM 10/13/23 Accrual Basis

Selkirks-Pend Oreille Transit Authority Summary Profit & Loss Budget vs. Actual October 2022-September 2023

	Bonner C	county	Boundary C	county	Mountain F	Route	Tota	al
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	811,519.10	1,120,732.30	74,685.18	82,303.82	555,672.40	329,254.86	1,441,876.68	1,532,290.98
Expenses:								
Administration	146,053.04	151,923.06	16,320.98	8,377.40	10,377.50	24,088.00	172,751.52	184,388.46
Operations	482,525.48	621,816.34	47,468.68	69,012.64	166,107.10	184,550.70	696,101.26	875,379.68
Preventative Maintenance	106,943.79	80,935.72	4,598.25	6,785.42	39,613.95	105,740.71	151,155.99	193,461.85
Total Expenses	735,522.31	854,675.12	68,387.91	84,175.46	216,098.55	314,379.41	1,020,008.77	1,253,229.99
Net Ordinary Income	75,996.79	266,057.18	6,297.27	-1,871.64	339,573.85	14,875.45	421,867.91	279,060.99
Other Income/Expense	-20,400.69	-392,481.00	-171.33	0.00	-329,382.60	0.00	-349,954.62	-392,481.00
Net Income	55,596.10	-126,423.82	6,125.94	-1,871.64	10,191.25	14,875.45	71,913.29	-113,420.01

ATTACHMENTS

Attachment A: Budget Sheet

			Project	Budget Requ	uest		
		Subreci	pient	Sell	kirks-Pend Oreille T	ransit Authority (SPOT Bus)
		Agreeme	nt Term		October 1, 2024-	September 30, 20	026
		Contact	Name		Donr	na Griffin	
		Addr	ess	31650	6 Hwy 200, Suite 10	2, Box 8, Pondera	ıy, ID 83852
		Phone N	umber		208-2	263-3774	
	FTA Grant		Ca	apital (CP) 80/20			
	5000		Total	Federal	Match		
	5339		\$ 517,814.00	\$ 414,251.20	\$ 103,562.80		
Tota	al Project Cost	Total Federal Request	Total Match Needed			Scope of Wo	ork
\$	517,814.00	\$ 414,251.20	\$ 103,562.80				
		Donna Griffin, Exe Printed			D		ses to replace high
		Frinted	Name		I		ses to replace high n Route buses used for
		Donna M	. Grillin		The state of the s	_	that each bus will cost
		Signat			\$258,907.00.	The total project	cost is \$517,814.00.
		11-Jar	1-24				
		Dat	e				
					Loca	I Match Source(s)	for Project:
					Sc	hweitzer Mounta	in Resort

Attachment B: Milestone Reporting

CARES One-Time Application Attachment B: Milestone Reporting

Agency Name	Selkirks- Pend Oreille Tran	nsit Authority (SP	OT Bus)
Agency Contact	Donna Griffin		
Phone #	208-263-3774	Email	dgriffin@SPOTBus.org
Grant Program	5339	Rural	One Time
Federal Award Amount	\$414,251.20		

Scope of Work: Purchase two buses that will replace two buses currently used on fixed routes which will allow us to continue operating safe, reliable public transit service.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

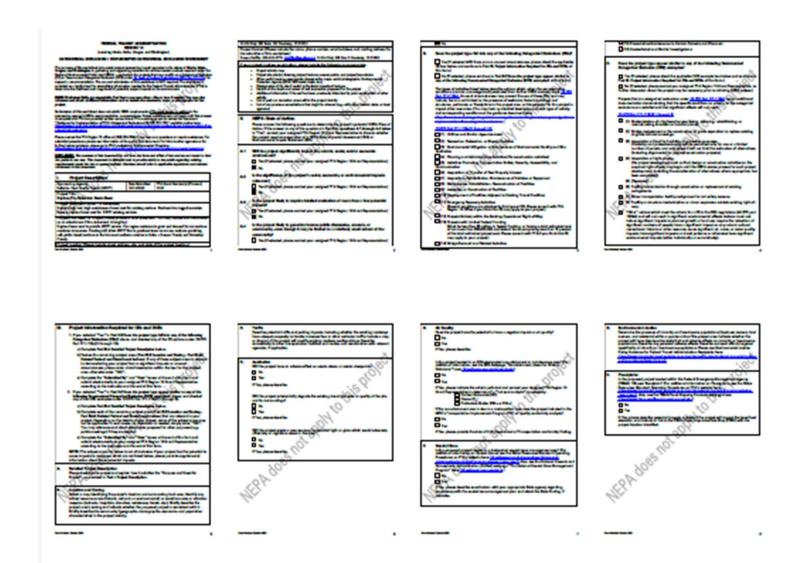
The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

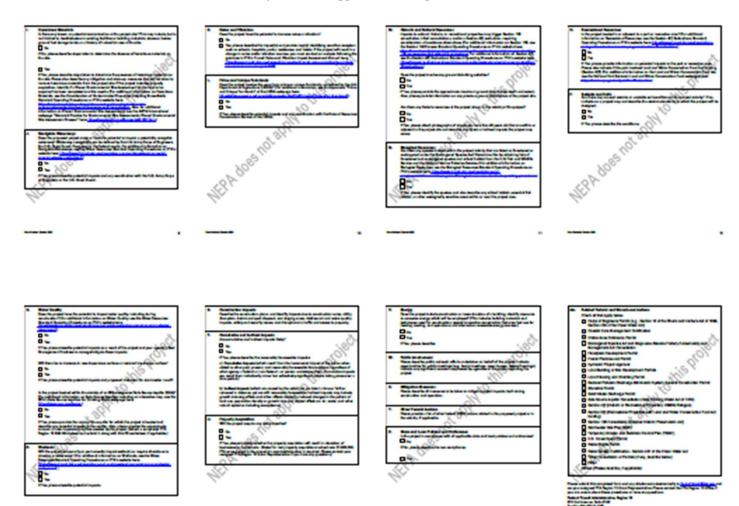
Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
ITD-PT Application Award timeline.	May 2024 ITD Board will determine project awards and funding levels.	Hopefully, we will be awarded our request for this project. We continue to explore options to fill our needs and determine vehicle spec's.
Prepare Vehicle Specifications	June 2024	Evaluate and finalize Vehicle Specifications based on needs and availability.
RFP/RFQ Issue Date	NA	At this time, we plan to purchase buses through the Georgia Statewide Contract but are still exploring options.
Award Date	August 15, 2024	Solidify our purchase source to confirm that we will purchase buses through the Georgia Statewide Contract.
ITD PT Funding Begins	October 1, 2024	
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	November 15, 2024	Place the order for buses.
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	May 15, 2025, through May 15, 2026	Take delivery of buses. Register buses, conduct lift inspections, DOT inspections, and place decals. Install and program communication equipment.
Contract Completion Date	September 15, 2026	Complete paperwork and close the contract.

Attachment C: NEPA/SSA/Rolling Stock Worksheet – Does not apply to this project.



Selkirks Pend Oreille Transit Authority (SPOT) FFY 2024 – 2026 5339 Rural Congressional Application - Replace Two Mountain Route Buses





Attachment C: NEPA/SSA/Rolling Stock Worksheet, Continued

Sole Source Aquifer Checklist

PROJECT NAME: Replace Two Mountain Buses. This does not apply to the request.

NAME OF SOLE SOURCE AQUIFER OR SOURCE AREA:

- 1. Location of project:
- 2. Project description.
- 3. Is there any increase of impervious surface? If so, what is the area?
- 4. Describe how storm water is currently treated on the site?
- 5. How will storm water be treated on this site during construction and after the project is complete?
- 6. Are there any underground storage tanks present or to be installed? Include details of such tanks.
- 7. Will there be any liquid or solid waste generated? If so how will it be disposed of?
- 8. What is the depth of excavation?
- 9. Are there any wells in the area that may provide direct routes for contaminates to access the aquifer and how close are they to the project?
- 10. Are there any hazardous waste sites in the project area....especially if the waste site has an underground plume with monitoring wells that may be disturbed? Include details.
- 11. Are there any deep pilings that may provide access to the aquifer?

- 12. Are Best Management Practices planned to address any possible risks or concerns?
- 13. Is there any other information that could be helpful in determining if this project may have an effect on the aquifer?
- 14. Does this Project include any improvements that may be beneficial to the aquifer, such as improvements to the wastewater treatment plan?

The EPA Sole Source Aquifer Program may request additional information if impacts to the aquifer are questionable after this information is submitted for review.

Attachment C: NEPA/SSA/Rolling Stock Worksheet, Continued

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share
Example	1FTNS2EL0DDB02363	2022	E250 Van	11/04/22	05/01/23	5,600	C2376XX	\$ 42,238.00
SPOT Bus	1BABNB6A0PF388774	2023	Bluebird/All American/SB	12/23/23	a lot	19,675	ID-2020-021	\$131,753.00
SPOT Bus	1BABNB6A2PF388775	2023	Bluebird/All American/SB	11/19/23	a lot	24,484	ID-2020-021	\$ 131,753.00

Attachment D: Demonstration of Need

Congressional Application Attachment D: Demonstration of Need

Type of Service (Check all that apply):
✓ Fixed Route
☐ Deviated Fixed Route
✓ Demand/Response
2. Service Area (Check one)
□ City
□ County
M Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
☐ Other transit operators in your region (please list below):
4. Ridership:
Estimate the average number of rides: Per Day Per Year138,000
Briefly describe your ridership over the last two years: - Our ridership in Bonner County continues to increase. We will exceed 138,000 rides this year based on a very conservative estimate.
Our ridership in Bonner County continues to increase. We will exceed 138,000 rides this year based on a very conservative estimate. We actually expect to reach this year's goal of 150,000 rides. We surpassed one million rides in February 2023.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Seven days a week, 12 hours day in Bonner County. Four days per week, 7 hours each day in Boundary County.

Back up Documentation

MEETING MINUTES SPOT



SELKIRK PEND OREILLE TRANSIT November 16, 2023

Nancy Lewis CALLED THE MEETING TO ORDER AT 11:00 A.M.

PRESENT: Clif Warren, Colleen Culwell, Donna Griffin, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittman,

Zale Palmer

Absent: Wally Cossairt

Public Comment Period: No comments.

MINUTES: Approve minutes of the October 19, 2023 regular meeting as presented.

Motion to approve the minutes of the October 19, 2023 regular meeting as presented. Zale Palmer/ Gary Kunzeman. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for October.

Motion to accept the financial reports for October. Clif Warren/ Zale Palmer. All in favor. Approved

Approve payment of prepaid bills and outstanding bills.

Motion to approve payment of prepaid bills and outstanding bills. Zale Palmer/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership for the fixed route overall is on track to exceed last year's ridership. Same for the para transit. Boundary County ridership is still lower. Ridership might come out to match last year. Donna is still working on more marketing – meeting in person with groups that may utilize the service. Schweitzer is planning to open for the season November 24th.

Operations: Donna Griffin reported AAA sent a contract extension that includes \$10,500 more in funding than the original contract. Disposing of three old buses that have previously been declared surplus property. They are not worth stripping for parts. Attorney has provided a checklist to follow. Buses to be disposed of are 107, 111, 106. Received approval to install a bench at the fairgrounds. The fairgrounds is removing their porta potty that our drivers use. Drivers will be told to utilize the facilities at the Red Barn once ski season opens. Feds are requiring that we use the GTSF system to upload our fixed route stop locations into their system.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: Ron Smith reported they are watching the ridership numbers. Discussing discontinuing the Tuesday trips to Sandpoint. May possibly change it to an in-town day.

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B. Finance Committee Update: The financial reports were reviewed and approved. Zale reported the committee discussed mechanic pay increase not covered last month's discussions of driver & admin pay increases. Committee recommends an increase. It has been one year since the krugerrand was placed in lost and found, however the prosecutors office has not released it to us yet. Committee reviewed the shelter grant balance. ITD approved to remove the installation of bike racks from the scope of work. Eureka is requesting additional funds for shelter construction due to increased cost of materials.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Executive Session, Tabled.
- B. Action Item: Authorize advertisement for Safety and Operations Manager position. Donna distributed the job description for review. Board discussed various points. A special meeting has been scheduled for 10am November 28, 2023 to discuss further.
 No action taken.
- C. Action Item: SPOT staff pay increase
 - a. Mechanic. Donna presented school district rate for entry level mechanic is \$23.39 up to \$29.63 for skilled mechanic. Looking for pay increase to \$24.50. An 8% pay increase for SPOT's mechanic would bring him to \$22.60/hr plus \$1 hazard pay.
 - Motion to increase mechanic base pay rate to \$22.60 effective October 1, 2023 plus \$1 hazard pay already in place. Zale Palmer/ Gary Kunzeman. All in favor. Passed.
 - b. Assistant Director. Donna presented Shannon was awarded a 5% pay increase as approved for admin staff, but drivers were awarded an 8% pay increase. She does occasionally drive vehicles and assist with moving them for repair purposes. The Finance Committee recommends not awarding the additional 3%. This would raise her pay rate to \$24.50/hr including hazard pay.
 No action taken.
- D. Action Item: Consider a Christmas Bonus for employees.

Donna mentioned drivers would prefer gift cards instead of cash bonuses.

Motion to award \$50 Christmas bonus for all employees via gift cards. Zale Palmer/ Gary Kunzeman. All in favor. Approved.

ı	E. Action Item: Grant Applications 2024 - 2026.
	a. Two Year Congressional Application suggestions
	 i. Existing Services – Donna plans to apply for funding for existing services, including Mountain
	Route which Schweitzer expects to continue past this current ski season.
	ii. Capital/Asset Replacement – Buses (replacement for existing services) – Would include two
	Mountain buses, two Fixed Route buses, two Para Transit buses.
	iii. Add Demand Service in Bonner County – Need county participation before this can move
	forward.
	iv. Transit facility - Need a place where buses can be worked on, parked, etc. Donna is discussing
	various options with Bonner County and with City of Ponderay.
	Motion to authorize Donna to proceed with 5311 grant request for 2024-2026 and 5339 grant for
	capital/asset replacement. Gary Kunzeman/ Zale Palmer. All in favor. Passed.
	Grant requests for Bonner County demand service and transit facility tabled.
	b. One-time CARES Application suggestions - Available in October 2024 and no match requirements.
	i. Communication Equipment
	ii. Office Equipment
	 Computers, phones, printer/scanner, and operating system.

Motion to apply for one-time CARES grant for communication and office equipment. Zale Palmer. Ron Smith. All in favor. Passed.

- c. VIP or CARES funding Bus replacement or rehab (fixed) Available in October 2024 and no match requirements for CARES grant. Bus 219 requires a new engine and other substantial work. Or it may need to be replaced.
 - Motion to apply for funding via either VIP or CARES grants for replacement or rehab. Zale Palmer/ Ron Smith. All in favor. Passed.
- F. Action Item: Schweitzer Mountain Route. Contract received back from Schweitzer with federally required wording removed. ITD stated the wording is required. Wording was added back and ITD has approved the contract. Clif and Donna will deliver the contract to Schweitzer for signature.
 Motion to authorize Nancy Lewis to sign the contract if it meets all requirements. Zale Palmer/ Gary

Kunzeman. All in favor. Passed.

- G. Action Item: Boundary County Service. Discussed changing Tuesday 5.
 Motion to discontinue Tuesday service to Sandpoint and change it to local service day effective January 1, 2024. Ron Smith/ Zale Palmer. All in favor. Approved.
- H. Action Item: Financial Considerations. None.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: No comments.

Meeting adjourned 12:26 p.m.

SPECIAL MEETING MINUTES SPOT



SELKIRK PEND OREILLE TRANSIT December 12, 2023

Gary Kunzeman CALLED THE MEETING TO ORDER AT 8:20 A.M.

PRESENT: Clif Warren, Colleen Culwell, Donna Griffin, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittman,

Zale Palmer

Absent: Wally Cossairt

Public Comment Period: No comments.

MINUTES: Approve minutes of the November 16, 2023 regular meeting as corrected.

Motion to approve the minutes of the November 16, 2023 regular meeting as corrected. Clif Warren/ Ron Smith. All in favor. Approved

Approve minutes of the November 28, 2023 special meeting as presented.

Motion to approve the minutes of the November 28, 2023 special meeting as presented. Zale Palmer/ Gary Kunzeman. All in favor. Approved

FINANCIAL REPORTS:

Approve payment of prepaid bills and outstanding bills.

Motion to approve payment of prepaid bills and outstanding bills. Zale Palmer/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership for the Fixed and Para Transit routes for this year should exceed pre-Covid levels and also last year. Boundary County ridership is still lower. Mountain Route ridership for November was good even with little snow.

Operations: Donna Griffin reported 15 applications have been received so far for the Safety and Operations Manager position. There are 4-5 that look good. The hiring committee should plan to meet towards the end of December. The Mountain bus repair costs are still running high. Two of the rear engine buses are being worked on at RWC. The 2019 route buses are also encountering high repairs - mainly ball joints, brakes, etc. The drivers appreciated the holiday gathering and gift cards.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee: Nothing to report.
- B. Finance Committee: Nothing to report.

ACTION & DISCUSSION ITEMS:

A. Action and Discussion Item: Approve an option for funding for the cost of buses. Revisited numerous cost increases from Northwest Bus Sales on three buses on order. ITD has approved an additional \$50,000 of funding to cover latest cost increase. This is sufficient to cover the \$24,000 additional cost of the bodies. Donna and Clif met with the attorney to review the options. Because the contract is with the WA purchasing group, we have no standing. The WA contract allows for cost increases up to 50%. The latest proposed cost of these buses is comparable to other recent purchases of similar items. Another option is to order under the GA contract. This contract allows for August/September 2023 delivery date with no price increases after the PO's are issued. GA quoted Turtle Top buses, which also have a heavy-duty AC. Donna needs to confirm change of scope with ITD changing from three buses to two buses. Noted quotes do not include interior cameras, which need to be added

Motion to cancel the PO with the WA group, purchase two Turtle Top buses per GA contract with changes discussed, and also contingent on ITD approval of change of scope. Clif Warren/ Zale Palmer. All in favor. Approved.

- B. Action Item: Grant Applications 2024 2026.
 - One-time CARES Application Donna plans to apply for funding for updating office computers and phone system, purchase AC compressor diagnostic machine, and scanning tool for codes. Total still to be determined.
 - ii. VIP or CARES or Two-Year Congressional Application VIP grant does not have enough available funds to cover the purchase of an additional demand bus. CARES has \$795k for the District and no match funds required. The 2-year congressional has \$1.1M available with match as a 5339. According to Donna, we don't have to decide on which funding path – can leave that up to ITD to decide which one would be a best fit. Will have a total of six buses under grant applications.

Motion to authorize Donna to proceed with applying for grants for six buses (2 Mountain buses + 4 Regular buses), marking the grant applications as scalable. Clif Warren/ Zale Palmer. All in favor. Passed.

Action Item: Financial Considerations.
 None.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: No comments.

Meeting adjourned 9:21 a.m.



Jnauary 12, 2024

Donna Griffin Executive Director Selkirks-Pend Oreille Transit Authority 31656 Highway 200, Box 8 Ponderay, ID 83852

Ms. Griffin:

ABC Companies is presenting Selkirks-Pend Oreille Transit Authority a cost estimation for Turtle Top Terra Transit HD shuttles built on the Freightliner Custom Chassis Corporation (FCCC) S2C chassis. This estimate is based on the Georgia DOAS contract 99999-SPD-SPD0000212-0010.

This Terra Transit HD shuttle will feature the following:

FCCC S2C cutaway chassis 26,000lb GVWR Cummins ISB 6.7L diesel engine 300 HP 660 ft./lb. torque 22.5" steel wheels Allison transmission Rear air ride suspension Rear luggage compartment ADA accessibility with two (2) wheelchair positions Approximately 24 passengers seated Coosa composite flooring Altro 2.2mm floor covering, cove molded to seat track Electric bi-fold entry door LED interior/exterior lighting Dual heaters (65k BTU) with booster pump & insulated heater lines 120,000 BTU A/C system



The estimated cost of this shuttle is \$220,000.00.

Regards,

George Altevogt

Vice President, SVT

ABC Companies

(410) 353-5353

 $\underline{galtevogt@abc\text{-}companies.com}$

www.abc-companies.com

Selkirks Pend Oreille Transit Authority (SPOT)

FFY 2024 – 2026 5339 Rural Congressional Application - Replace Two Mountain Route Buses





SPOT - Selkirks-Pend Orelle Transit Donna Griffin Director 31656 Hwy 200 P.O. Box 8 Ponderay, ID 83852 208.263.3774 Quote Date 1/5/2024
Quote # 24-AC01050914
Revision 1
Quote Validity 60 Days
Estimated Lead-Time TBD
Payment Terms Net 30
Freight TBD

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Letters of Support



1/18/2024

Idaho Transportation Department Public Transportation Office

To Whom it may concern,

I am writing on behalf of the Selkirk Pend Oreille Transit Authority (SPOT) in their request to secure ongoing operational funds. SPOT has been a great resource for the greater Sandpoint community and beyond, now providing service to both Boundary and Kootenai counties.

My perception is that SPOT is not only a transportation service but an economic contributor to the local retail, recreation and medical industries that it serves. Schweitzer Mountain Resort is one of the largest employers in the community. SPOT's fixed route service area provides an alternative for employees, local families and destination travelers seeking access to our recreational facilities from the greater Sandpoint area with regularly scheduled service (blue route) to our Park/Ride facility. Since 2018 SPOT has been successful in taking on the additional routes from the Park/Ride facility to our resort during winter operations by providing maintenance, equipment and cooperation. Schweitzer currently staffs and operates the route. It is a strong partnership.

As we continue to promote Schweitzer and Sandpoint as a true destination resort community, we hope that we can continue to expand the transportation options offered by SPOT. I would urge you to continue funding SPOT as it has become a reliable connection for the entire region.

Sincerely,

Robert Batchelder

Director of Mountain Operations Schweitzer Operations, Inc.



P. O. Box 419 Bonners Ferry, ID 83805

01/09/2024

Idaho Transportation Department Public Transportation Office 311 W State St Boise, ID 83706

Attention: 5339 Rural Congressional

To Whom It May Concern:

This Letter will serve to endorse Rural Congressional Application for Replacing high mileage/high maintenance cost busses used on the Mountain Route. (Selkirks- Pend Oreille Transit). The Boundary County Board of Commissioners has discussed supporting all applications submitted by jurisdictions for support and are in full support of this project. This Project promotes coordination, planning, development and maintenance of the transportation infrastructure in Boundary County."

SPOT is looking to replace two new mountain buses used to transport larger groups of passengers up and down Schweitzer Mountain Road. These buses provide a great benefit in allowing those to up to Schweitzer Mountain Resort for winter activities and for those who work at the resort.

Boundary County Board of Commissioners would appreciate your consideration of this project.

Thank You,

BOUNDAY COUNTY BOARD OF COMMISSIONERS Wally Cossant, Commissioner

Ben Robertson, Commissioner



BONNER COUNTY EMERGENCY MANAGEMENT AGENCY

1500 Highway 2, Suite 101 Sandpoint, ID 83864

Phone: 208-255-5681 E-mail: em@bonnercountyid.gov

January 4, 2024

Idaho Transportation Department Public Transit Office 3311 W. State St. Boise, ID 83706

RE: Letter of Support -

Replace Mountain Route Buses

To whom it may concern:

I am writing to express our agency's support for Selkirks-Pend Oreille Transit Authority (SPOT Bus). SPOT Bus is and has been an excellent resource for the citizens and the communities within Bonner County.

I recommend you consider SPOT Bus for the 2024-2026 5339 Rural Congressional Application to replace high mileage and high maintenance cost Mountain Route buses used for existing services. This funding will allow SPOT Bus to purchase two new mountain buses as replacements for existing buses used to transport larger groups of passengers on route, up and down Schweitzer Mountain Road and provide a greater response to whole communities in times of emergent needs.

Bonner County Emergency Management has updated our Memorandum of Understanding with SPOT Bus as an emergency transportation resource for the citizens of Bonner County and the funding for buses used to transport larger groups enhances the capabilities of this well-established organization.

Sincerely,

Director

Bonner County Emergency Management



KOOTENAL MAYOR Nancy Lewis

CITY Clerk-Treasurer Manda R. Corbett

COUNCIL MEMBERS David Sundquist Stephen Ferris Joseph Bafferty Daniel Schock January 04, 2024

Federal Transit Administration Boise, ID

Re: Rural Transit System Award

To Whom It May Concern,

Mayor Lewis of the City of Kootenai would like to support the Selkirk Pend Oreille Transit Service (SPOT) as a consideration for the 2024-2026 5311 Rural Congressional Application supporting the following:

- · Continuation of existing services
- Office and Support Equipment
- · Communication Equipment
- · CARES Act one-time application (3 new fixed route buses)
- 2024-2026 Rural Congressional Application (Purchase of two new mountain buses)
- I, Nancy Lewis Mayor of the city of Kootenai have always held SPOT in the highest of standards.

The city of Kootenai has a long and proud history of collaboration between the City and SPOT. I recognize the importance of SPOT's commitment to provide efficient and responsive public transportation services that are coordinated in a manner to encourage ease of ridership and quality services.

The SPOT system is a very valued resource. SPOT services supply public transportation for resident: visitors, and workers not only commuting to employment and medical centers but ensure connectivit to other surrounding city resources.

I, Nancy Lewis Mayor of the City of Kootenai am excited for the opportunity to help support this award. Please consider SPOT for the Rural Transit System of the Year Award.

Sincerely,

Nancy Lewis, Mayor

Boundary Area Transportation Team P.O. Box 1418 Bonners Ferry, ID 83805 208-267-3838

01/05/2024

Idaho Transportation Department Public Transportation Office 311 W State St Boise, ID 83706

Attention: 5339 Rural Congressional

To Whom It May Concern:

This Letter will serve to endorse Rural Congressional Application for Replacing high mileage/high maintenance cost busses used on the Mountain Route. (Selkirks- Pend Oreille Transit). Boundary Area Transportation Team members have discussed supporting all applications submitted by jurisdictions for support and are in full support of this project. This Project meets BATT's mission statement of "promoting the coordination, planning, development and maintenance of the transportation infrastructure inf Boundary County."

SPOT is looking to replace two new mountain buses used to transport larger groups of passengers up and down Schweitzer Mountain Road. These buses provide a great benefit in allowing those to up to Schweitzer Mountain Resort for winter activities and for those who work at the resort.

The Boundary Area Transportation Team would appreciate your consideration of this project.

Thank You,

Chairman Boundary Area Transportation Team



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone 208 267 2105 Fevr 208

Phone: 208-267-3105 Fax: 208-267-4375

January 11, 2024

Idaho Transportation Department Public Transportation Office

RE: Grant Application for Replacing Mountain Route SPOT Buses

To Whom It May Concern:

The City of Bonners Ferry wholeheartedly supports the Selkirks-Pend Oreille Transit Authority (SPOT) application for grant funding for replacing mountain route buses for the SPOT bus service. The City understands that the replacement of high mileage rolling stock is very important the reliable operation of a transit system.

Our City residents, and the entire community, benefit greatly from the services offered by SPOT. Currently, a demand service is offered in Bonners Ferry and Moyie Springs where people call in and are picked up at their homes and taken to requested destinations. They are then transported back to their homes a few hours later. It is a much-needed service for people in our community. SPOT also offers a route from Bonners Ferry to Sandpoint that is very popular, since many Bonners Ferry residents have doctor appointments or need to shop in Sandpoint.

A significant portion of our population does not have the ability to drive. And we have heard specifically from Bonners Ferry City residents that the SPOT bus service has been a tremendous help to them in getting to doctor appointments, shopping, and performing other errands. Please approve the request for grant funding for SPOT from now through September 2026, so these services can continue in our area.

Sincerely,

Rick Alonzo

Mayor



January 4, 2024

Idaho Transportation Department PO Box 7129 Boise, Idaho 83707-1129

RE: Letter of Support for Public Transportation Funding- SPOT (Selkirk Pend Oreille Transit)

Dear ITD Reviewers:

The Bonner County Area Transportation Team (BCATT), which is one of the longest-standing coordination groups in Idaho, is made up of member jurisdictions and local coordination groups which are dedicated to the planning, development, and maintenance of multi-modal transportation in northern Idaho. Membership includes ITD-D1, LHTAC, Bonner County, Sandpoint Independent Highway District, ten local communities, two school-districts, the non-vehicular trails/pathways group, and Selkirk Pend Oreille Public Transit (SPOT). This group's membership regularly seeks sources for transportation funding from all available entities- public and private, at the state and federal levels due to the ever-present statewide growth rate in ridership.

As longtime advocates for the development and advancement of public transit services to serve the evergrowing population in northern Idaho, BCATT is proud to comment on the status of this regional provider who has successfully woven public transit into all types of transportation planning throughout the geographic area. Our support covers five distinct areas of need which are briefly described below in terms of utilization and funding source(s):

- Operations, Admin., Preventive Maintenance for Existing Services- (5311 Rural Congressional)
 This category of funding covers the continuation of existing services, including three fixed routes
 and paratransit services in Bonner County; demand response service in Boundary County; and the
 same service category between Boundary and Bonner counties.
- Office and Support Equipment for Operations- (CARES Act One-Time Application)
 This category covers replacement of outdated systems, including telephone, updated operating systems and software; purchase of diagnostic tools for needed bus repairs.
- Communication Equipment (CARES Act One-Time Application)- These funds will be used to purchase Nine-TM9300 40 W UHF Dash-mount mobile radios, one base-radio, as well as the programming and installation of the same.
- Purchase of three new buses (fixed route) and one new demand-response bus; replace the outdated/high-maintenance vehicles for use in the two-county service area. (Cares Act One-Time Application)
- Replace high mileage/ high maintenance Mountain Route buses with two new heavy-duty vehicles which will transport larger groups of passengers on mountainous route to and from Schweitzer Mountain ski destination (2024-2026 / 5339 Rural Congressional Application)

(2)

BCATT is very proud of the dedication and sincere perseverance that the Selkirk-Pend Oreille Transit Authority (SPOT), exudes in every action it has taken in serving the people who live, shop and recreate in the two Northern-most counties of Idaho.

Over the decade of growth, and cooperation with the other local jurisdictions/organizations that value their innovative approach to public service, SPOT has manifest a model community- partnership with the entire geographic area that North Idaho occupies. Its involvement with the local jurisdictions, service groups, and individual riders has rendered it a Community Star.

BCATT will continue to support this outstanding model of community service and outreach and urge your positive consideration of this request for funding.

Respectfully submitted,

Commissioner Luke Omodt, Chair



January 10, 2024

Idaho Transportation Department Public Transit Office

Re: SPOT Bus grant application support

To Whom it May Concern:

This letter is to confirm the City of Sandpoint's support for the Selkirks - Pend Oreille Transit Authority (SPOT Bus) in their efforts to obtain funding. SPOT Bus is an incredible resource we are proud to support for the Citizens of Sandpoint.

SPOT provides key transportation services to citizens of all ages and demographics and is the only free transportation service currently in operation in Sandpoint. The City of Sandpoint wishes to express our support of the continuation of SPOT Bus and it's existing services. Funding will allow SPOT Bus to continue to provide safe, reliable public transport services in Bonner County and Boundary County, as well as the operation of three fixed routes and Paratransit services in both counties. Thank you for supporting this effort.

Sincerely,

Jeremy Grimm Mayor of Sandpoint



January 3, 2024

RE: Selkirk - Pend Oreille Transit

To Whom It May Concern:

The Area Agency on Aging of North Idaho (AAANI) has a vested interest in transportation for the senior population in the northern five counties of Idaho. In accordance with Section 306 of the Older American's Act, we are required to assure that continuing efforts are made to make transportation services available to older individuals residing within the geographical boundaries of our Area. We are also mandated to provide transportation services by the Idaho Senior Services Act, which states: "Transportation Services (IDAPA 15.01.013.03.I) designed to transport eligible clients to and from community facilities/resources for the purposes of applying for and receiving services, reducing isolation, or otherwise promoting independence."

AAANI clients are provided transportation to healthcare services, pharmacies, shopping (including grocery stores), senior centers, and miscellaneous excursions to help maintain their independence. The populations that we primarily serve include seniors aged 60 and over. Our goal is to enable older adults to live in their own homes as long as they can, safely and with independence.

The Selkirk-Pend Oreille Transit (SPOT) is critical to our goal of helping seniors maintain their independence and enjoy an increased quality of life. SPOT services have significantly helped addressed the need for public transportation with fixed route buses for many seniors in the Sandpoint area in Bonner County, and curb to curb service in Bonners Ferry area in Boundary County. SPOT's paratransit service for individuals with disabilities is essential for homebound seniors to access needed services, such as for medical services or social assistance agencies. The SPOT transportation service is an intricate and necessary process for the senior population to achieve their goals of remaining safely in their own homes.

Please let me know if you have any questions or need further clarification regarding transportation for seniors, It is a vital service that we need to provide in our state.

Sincerely,

Sage Stoddard

Director

Area Agency on Aging of North Idaho

		Project	Bu	dget Requ	ıest						
	pient		Sell	Selkirks- Pend Oreille Transit Authority (SPOT Bus)							
	Agreement Term				October 1, 2024-September 30, 2026						
	Contact	Name	Donna Griffin								
	Addr			3165	56 Hwy		te 102, Box 8, Ponderay, ID 83852				
	Phone N	umber					208-263-3774				
FTA Grant		C	Capital	(CP) 80/20			7				
5339		Total		Federal	N	latch					
5339		\$ 517,814.00	\$	414,251.20	\$ 1	03,562.8	0				
	I		1	,							
Total Project Cost \$ 517,814.00	Total Federal Request \$ 414,251.20	Total Match Needed \$ 103,562.80					Scope of Work				
	Donna Griffin, Exe Printed Donna M Signat 11-Jar	Name I. Griffin ture			high	cost Mo	o new rugged buses to replace high maintenance, untain Route buses used for existing services. We each bus will cost \$258,907.00. The total project cost is \$517,814.00.				
						Local Match Source(s) for Project:					
							Schweitzer Mountain Resort				

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service
SPOT Bus	1BABNB6A0PF388774	2023	Bluebird/All American/SB	12/23/23	a lot
SPOT Bus	1BABNB6A2PF388775	2023	Bluebird/All American/SB	11/19/23	a lot

Current Mileage	Award ID	Fed Share		
19,675	ID-2020-021	\$131,753.00	MT 34	
24,484	ID-2020-021	\$ 131,753.00	MT 35	



SELKIRKS-PEND OREILLE TRANSIT STRATEGIC PLAN

NOVEMBER, 2015



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ACKNOWLEDGMENTS

The following people contributed to the development of this strategic plan:

Erik Brubaker, City of Ponderay

George Eskridge, Idaho Public Transportation Advisory Council

Marion Johnson, SPOT Manager

Susan Kiebert

Carol Kunzeman, City of Ponderay

Nancy Lewis, City of Kootenai

Carrie Logan, City of Sandpoint

Devin Marks, Schweitzer Mountain Resort

Saegen Neiman, Bonner County

Carole Richardson, Plangineering

Annie Shaha, City of Dover

Clif Warren

Bill Williamson, Schweitzer Mountain Resort

Bill Wright, SPOT Driver

Jared Yost, City of Sandpoint

PLANGINEERING, LLC
Next-Generation Planning for Great Communities



1. INTRODUCTION

In 2011, the cities of Dover, Sandpoint, Ponderay and Kootenai launched a public transportation system offering fixed route service connecting each of the four cities. The City of Dover assumed the role of operator for the community transit system, using Federal Transit Administration funding with matching funds provided by Sandpoint and Ponderay.

The Selkirks-Pend Oreille Transit (SPOT) system was an immediate success, and ridership has grown steadily over the past four years. SPOT's early achievements are a testament to the effectiveness of our collaborative approach. SPOT successes and lessons learned offer a valuable statewide model for other transit systems in Idaho, demonstrating the power of partnerships in addressing critical community needs.

Our transit system's success has caught the attention of the Idaho Transportation Department and other organizations who are interested in seeing the system expand to serve new geographic areas. Recently, SPOT was encouraged to initiate demand-response service to serve a critical transportation need in Boundary County. SPOT has stepped to the plate and is currently providing limited demand response service within Boundary County, with a weekly inter-city connection between Bonners Ferry and Sandpoint.

Looking ahead, SPOT's leadership team desires a deliberate, informed approach to future expansion opportunities, so that the system's growth does not outpace available resources.

PLANNING PROCESS

In the summer of 2015, SPOT's leadership team developed this strategic plan to set priorities, focus energy and resources, validate investment decisions, and enhance the organization's legitimacy in the eyes of funders, customers and stakeholders.

In discussing a vision for the organization, our team recognized that forward momentum would require sustained motivation and

commitment by
SPOT's leaders and
partners.
Understanding that
each person is
motivated by his or
her own values,
identifying common
values for our
leadership team and
the communities we
serve was a critical

Values that could be positively influenced by SPOT led to the

first step.

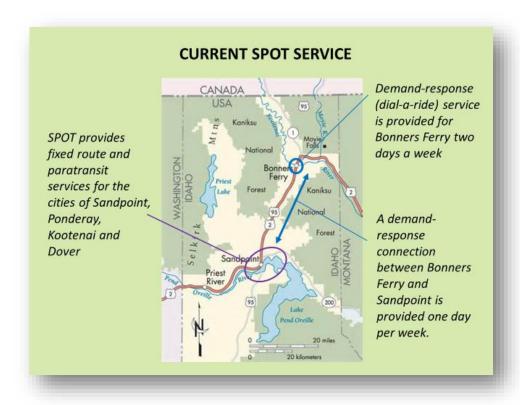


development of SPOT's vision statement. We then established a set of goals and objectives to be accomplished within the next five years to support the vision, and confirmed that SPOT's current mission provides a solid footing on which to start.



2. CURRENT ORGANIZATION, MISSION AND SERVICE

SPOT is a cooperative effort, formed through a memorandum of understanding between the cities of Dover, Sandpoint, Ponderay and Kootenai. Our oversight board, which includes the mayors of each city and an ex-officio member at large, is supported by a technical committee of staff members from each city plus a representative from Schweitzer Mountain Resort.





MISSION

A COOPERATIVE EFFORT OF AREA MUNICIPALITIES TO PROVIDE CONVENIENT, SAFE AND RELIABLE PUBLIC TRANSPORTATION FOR RESIDENTS AND VISITORS TO EMPLOYMENT, RECREATION AND SERVICE DESTINATIONS.

Our mission is to provide convenient, safe and reliable public transportation for residents and visitors to employment, recreation and service destinations in the area.

Currently, fixed route service in the Sandpoint Area includes two routes connecting the four cities, with hourly service seven days per week. SPOT also provides paratransit service within the four city area.

For residents of Boundary County, SPOT recently initiated essential demand-response service within Bonners Ferry two days per week. We also offer a connection from Bonners Ferry to Sandpoint one day per week, which allows access to critical health care services, shopping and other basic needs.



3. WHAT WE VALUE

PEOPLE

SPOT riders inspire us! Coming from all walks of life, their appreciation for SPOT is a source of pride for us. We work hard to earn their trust and to keep it through friendly, excellent service. Hearing customers refer to SPOT as "my" bus, not just "the" bus, is music to our ears.





PLACES

From the Pend Oreille River to the scenic Selkirk Mountains, a ride with SPOT showcases magnificent natural beauty, clean air and water, and artistic, livable communities with a small-town feel. SPOT is privileged to help preserve these advantages for future generations, by reducing traffic congestion and fossil fuel emissions.









PROSPERITY

Prosperity has many faces. SPOT fosters economic prosperity by providing businesses with access to the regional workforce, and helping to reduce employee commuting costs.

Elderly, disabled, low income and other socioeconomically disadvantaged people depend on affordable, accessible transportation. Without it, many could not access medical services, shop for necessities, or get to work, and may become isolated in their homes. SPOT provides essential travel options to reduce these serious health and safety risks.







PASSION

There is no better feeling than helping others. We get a big charge out of solving problems for people, and sharing lessons learned so that other transit systems can also succeed.



4. OUR VISION



Vision Statement

- SPOT is the people's choice for travel throughout North Idaho.
- We will continue to help preserve North Idaho's human and natural environments for generations to come.
- We are innovative, taking advantage of new technology to stay cost-effective and affordable.
- SPOT is recognized and leveraged as a valuable asset for economic development and community vitality.
- Our strong partnerships and strategies for self-reliance are a national model.



5. STRATEGIC PLAN

SPOT's strategic plan covers goals and objectives for these five areas, to support SPOT's ultimate vision:

- Ridership
- Rider Access and Convenience
- Partnerships
- Stability and Sustainability
- Environmental Stewardship.

The strategic planning team established long-range goals for each of these areas, and developed objectives to be accomplished over the next five years. The "SMART" principle was used to make goals and objectives <u>specific</u>, <u>measurable</u>, <u>achievable</u>, <u>realistic</u> and <u>time-bound</u>. Table 1 lists goals and objectives along with the anticipated year for action. SPOT's technical advisory committee will maintain an action plan (Appendix C) to monitor progress and accomplishments.





Table 1. SPOT Strategic Plan

	SPOT STRATEGIC PLAN	2015	2016	2017	2018	2019
GO	AL 1: INCREASE RIDERSHIP					
1A	Prepare and implement a marketing and public information plan by December, 2016, aimed at expanding SPOT's customer base, improving information on how to ride, and protecting/enhancing SPOT's brand.		•			
1B	Get SPOT's routes and stops on Google Transit by December, 2015.	•				
1C	Fully implement the Double Map app by December, 2015.	•				
1D	Perform community and rider surveys in 2016 to identify barriers for current and potential customers, and to gauge the popularity of potential expansion options.		•			
1E	Work to increase public awareness by issuing regular press releases about SPOT activities.		+	+	+	•
GO	AL 2: IMPROVE RIDER ACCESS, CONVENIENCE AND AMENITIES	<u> </u>				
2A	Add third route to serve airport, food bank, residential and medical area.		•			
2B	Perform an annual review of routes, stop frequencies, and operating hours; make adjustments if appropriate to improve convenience for riders.	•	*	•	*	•
2C	Add shelters and bicycle racks to 10% of stop locations by 2016 and an additional 10% by 2018.		•		•	



	SPOT STRATEGIC PLAN	2015	2016	2017	2018	2019
2D	Expand on-board bicycle accommodation on all coaches by 2018.				•	
2E	Work to increase frequency of fixed route services (ongoing).	•	•	•	•	•
GO	AL 3: LEVERAGE PARTNERSHIPS TO EXPAND SERVICE AND IMPROVE THE SYSTEM					
3A	Integrate SPOT with Schweitzer Mountain Resort's transportation needs and funding. Implement a new route serving the mountain beginning November 2016.		*			
3B	Coordinate with Bonner County and/or other partners to become active participants in SPOT by 2017.			•		
3D	As roadway projects are proposed, coordinate with BCATT, BATT, ITD, local cities and counties, to include stop furnishings, pedestrian access and safety features, and other transit infrastructure needs.	•				
3E	Develop a sponsorship program for stop furnishings ("adopt a stop") by 2016.		•			
3F	Coordinate with land use agencies to incorporate SPOT needs in development reviews by December 2015.	•				
3G	Coordinate with social services agencies to implement Demand-Response service within in the Sandpoint area by 2016.		•			
3H	Provide regular (annual) updates to local government agencies and civic groups.	*	•	*	•	•



	SPOT STRATEGIC PLAN	2015	2016	2017	2018	2019
GO	AL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STABILITY					
4A	Evaluate alternate governance structures and select desired approach by 2017.	•				
4B	By 2017, revise current governance structure to reduce political risks and allow for easier service area expansion.			•		
4C	On an ongoing basis, develop and expand SPOT's internal capacity and resources through training and grant opportunities.	•	•	•	•	•
4D	Update this list of objectives and action items quarterly.	•	•	•	•	•
4E	Identify and select performance measures for SPOT and report on them annually		•			
4F	Create an endowment or other long-term donation opportunity for SPOT, after Objective 4B is complete.				•	
GO	AL 5: PROMOTE ENVIRONMENTAL STEWARDSHIP	<u>-</u>				
5A	Explore other public transportation services including park and ride, vanpool and rideshare, as program champions are found.					•
5B	Report annual emission reductions due to rides on SPOT on the SPOT website, beginning in 2017.			•	•	•
5C	Add a seat on the TAC for a designated environmental advocate.	•				



	SPOT STRATEGIC PLAN	2015	2016	2017	2018	2019
5D	Consider energy efficiency options with next bus purchase.					•
5E	Consider solar technology and other energy efficient options for shelters with next significant installation project.					•



APPENDICES



APPENDIX A - FUNDING INVENTORY

STATE AND FEDERAL FUNDING SOURCES

In 2012, Congress enacted new federal transportation funding legislation known as "MAP-21" (Moving Ahead for Progress in the 21st Century. The majority of funding for transit systems and services in the country comes from this federal transportation act.

MAP-21 contains provisions for funding programs administered by the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA), which are found in Chapter 53 and 23 of the Code of Federal Regulations respectively. While the lion's share of transit funding is contained in Chapter 53, there are some transit funding opportunities within the Highway program in Chapter 23.

Much of the federal transportation funding that is available to rural areas in Idaho State will flow through the Idaho Transportation Department (ITD), however there are several direct-federal programs that SPOT could explore; specifically direct-federal funding that is available to tribes and for projects that improve access to federal lands. A summary of MAP-21 programs for which transit activities may be eligible follows.

FEDERAL TRANSIT PROGRAMS ADMINISTERED BY ITD

5310 Enhanced Mobility of Seniors and Individuals with Disabilities

- Former New Freedom program has been rolled into the 5310 program
- At least 55% of Idaho's program funds must be spent on capital project planning, design and implementation specifically for seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable.
- Remaining 45% can be used for projects that improve access to fixed route service and decrease reliance by individuals with disabilities on paratransit.
- Capital 80% federal funding; 20% match
- Operating 50% federal funding; 50% match
- Projects must be identified within a Coordinated Public Transportation Human Services Transportation Plan

5311 Rural Formula Funding

- Eligible recipients are states and Indian tribes. Subrecipients may be state or local governments, nonprofits, public transportation operators or intercity bus services.
- Eligible activities are planning, capital, operating, JARC projects, and acquisition of public transportation services.
- Amount that comes to Idaho is dependent on vehicle revenue miles. SPOT can help increase Idaho's share by increasing ridership.

- Low-income populations in rural areas is also a formula factor.
- Data collection required
 - Annual revenue
 - Sources of revenue
 - Total annual operating costs
 - Total annual capital costs
 - Fleet size and type, related facilities
 - o Vehicle revenue miles
 - Ridership
- Capital 80% federal funding; 20% match
- Operating 50% federal funding; 50% match

5311(f) Intercity

- 15% of the state's 5311 funds have to go to intercity service
- Planning and marketing for intercity transportation
- Capital
- Operating through purchase of service agreements, etc
- Coordinating rural connections between small public transportation operations and intercity bus carriers

5319 Bicycle Facilities

- Providing shelters and parking facilities for bikes near transit facilities
- Installing equipment for bikes on buses
- 90% federal funding; 10% local match

5324 Emergency Relief

- Capital projects to protect, repair, reconstruct or replace equipment and facilities after a governor-declared disaster
- Transit agency operating costs related to evacuation, rescue, temporary service or changing routes before, during or after an emergency in an a directly-affected area.

5326 Transit Asset Management

- Will be a future requirement for recipients to manage capital assets and prioritize investments.
- There will likely be a technical assistance program.

5339 Bus and Bus Facilities Formula grants

Capital 80% federal funding; 20% local match

RTAP

- Supports a variety of technical services and training opportunities for transit operators in rural areas.
- Includes scholarships to cover tuition and expenses for individuals to attend training courses, workshops and conferences.

OTHER FEDERAL FUNDING

5311(c) Tribal Transit Program (\$25M for tribes by formula and \$5M discretionary nationally)

- This program is administered directly by the Federal Transit Administration (FTA), not ITD.
- \$25 million annually is available nationally, and is allocated to tribes by formula. There is no match required for the formula funds.
- A recipient that is an Indian tribe may use funds apportioned under this subsection to finance public transportation services provided by a non-tribal provider of public transportation that connects residents of tribal lands with surrounding communities, improves access to employment or health care, or otherwise addresses the mobility needs of tribal members.
- Award amounts are based on revenue miles and number of low-income individuals residing on tribal lands
- There has been no formula allocation for the Kootenai Tribe in Idaho under this program, however other neighboring tribes do receive apportionments. 2015 apportionments included:
 - o Confederated Salish and Kootenai Tribes (Montana) \$473,565
 - Coeur d'Alene Tribe/Citylink (Idaho) \$302,689
 - Kalispel Tribe (Washington) \$40,998
- An additional \$5 million annually is available nationally for competitive application. (The Idaho Kootenais should be eligible applicants for this portion of the program.) There is a 10% match required for the competitively awarded funds.

Tribal Transportation Program

- Separate from the Tribal Transit Program
- This program is jointly administered by the Federal Highway Administration and Bureau of Indian Affairs.
- Historically used for roadways, but eligible activities include planning, design and construction of transit and non-motorized transportation projects.

Transportation Investment Generating Economic Recovery (TIGER)

- TIGER is a nationally competitive funding program for transportation projects that have a significant national or regional impact. A broad array of projects are eligible for TIGER funding.
- Competition is typically fierce, however, and projects must demonstrate significant benefits for safety, economic competitiveness, state of good repair, livability and/or environmental sustainability.
- Most of SPOT's smaller capital improvements and bus purchases would not have the broader regional or national significance to
 compete well in this program. However, as the SPOT team continues to collaborate, the team may identify larger initiatives requiring
 the participation of multiple partners, for which the TIGER program could be considered.
- This is a direct federal program that is not administered by ITD.

Surface Transportation Program (STP)

- \$10 billion nationally in STP flexible funding. Non-motorized transportation facilities, transit capital projects and public bus terminals and facilities are eligible.
- In Idaho, STP funding for local agencies is administered by the Local Highway Technical Assistance Council (LHTAC). Projects within Bonner County are prioritized by the Bonner County Area Transportation Team (BCATT) and within Boundary County by the Boundary Area Transportation Team (BATT).

Transportation Alternatives Program (TAP)

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- This program is administered by ITD.

Federal Lands Access Program

- This program is administered by the Federal Highway Administration, although ITD participates in project selection.
- Eligible recipients: State, county, town, township, tribal, municipal, or local government
- Eligible projects must address access to or within federal lands:
 - o Preventive maintenance, rehabilitation, restoration, construction and reconstruction
 - Adjacent vehicular parking areas
 - o Acquisition of necessary scenic easements and scenic or historic sites
 - Provisions for <u>pedestrian and bicycles</u>
 - Environmental mitigation in or adjacent to Federal land to improve public safety and reduce vehicle-wildlife mortality while maintaining habitat connectivity
 - Construction and reconstruction of roadside rest areas, including sanitary and water facilities.
 - Operation and maintenance of transit facilities

Federal Lands Transportation Program

- Only federal land management agencies are eligible for this program. Includes National Parks, US Forest Service, US Fish and Wildlife Service, Bureau of Land Management and Corps of Engineers.
- Operation and maintenance of transit programs are eligible.

USDA Rural Development - Community Facilities Programs

- Administered by the Idaho office of the US Department of Agriculture Rural Development Division
- Provide low-interest loans, grants and loan guarantees for projects to develop essential community facilities for public use in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.
- Eligible borrowers include public bodies, community-based non-profit corporations, federally-recognized Tribes.
- Rural areas including cities, villages, townships and towns including Federally Recognized Tribal Lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program.
- Funds can be used to purchase, construct, and / or improve essential community facilities, purchase equipment and pay related project expenses.

COMMUNITY DEVELOPMENT BLOCK GRANTS

CDBG Public Facilities and Downtown Revitalization Grants

- Eligible agencies are incorporated cities with a population under 50,000, or counties. Special service providers must be sponsored by a city or county.
- Funds public utility systems, firs stations, removal of architectural barriers and other public infrastructure.

CDBG Job Creation Grant

- Eligible agencies are incorporated cities with a population under 50,000, or counties. Special service providers must be sponsored by a city or county.
- Funds public facility construction and improvements that support companies who are expanding, or new companies that will be creating jobs.

PRIVATE FUNDING SOURCES

Most private sources of funds grant small amounts. As many federal funding sources require a local match amount, private funding can be important as a source for required match amounts. Many private foundation grants require a nonprofit (non-government) recipient.

UNION PACIFIC FOUNDATION

The UP Foundation provides grants to public charities or municipalities located in communities that are served by Union Pacific Railroad. Grants are typically modest – in 2015 grants made in Idaho totaled \$180,000, with an average individual award of roughly \$5,000.

STATE FARM COMMUNITY GRANTS

Nationally, State Farm supports communities through social investments and countrywide relationships. At a local level, the company grants focus on two areas: safety and education.

Safety Grants

- Auto and roadway safety
- Teen Driver Education
- Home safety and fire prevention
- Disaster preparedness
- Disaster recovery

Education Grants

- Basic Economics
- Budget Counseling
- · Employable Skills Training
- First Time Homebuyers Workshop
- Foreclosure Prevention Counseling

FORD FOUNDATION

http://www.fordfoundation.org/grants/organizations-seeking-grants

Each year the Ford Foundation receives about 40,000 proposals and makes about 1,400 grants. Requests range from a few thousand to millions of dollars and are accepted in categories such as project planning and support; general support; and endowments. Grant applications are reviewed at our New York headquarters and in our regional offices.

Grant types include:

- General/core support
- Project
- Planning

- Competition
- Matching
- Recoverable
- Individual
- Endowment
- Foundation-administered project

The foundation has numerous grant interest areas. Those most applicable to SPOT will likely be found under the categories of Economic Fairness, Democratic and Accountable Government, and Sustainable Development. Inquiries can be submitted on-line throughout the year.

MJ MURDOCK CHARITABLE TRUST

http://www.murdock-trust.org/grants/index.php

Description and Eligible Activities

The trust provides grants for a broad range of activities. These generally include education, culture and the arts, health and human services, scientific research, and youth leadership. The trust does not fund normal ongoing operations, including existing staff, or for the continuation of existing projects, or the continuation of programs previously financed from other external sources.

Amount and Match Requirement

Grant award size varies depending upon organization and project; however, past practices inform future decisions. Because the Trust's application and evaluation process is rigorous, thorough, and time intensive, requests for less than \$50,000 are generally discouraged.

Eligibility

To be eligible to apply for a grant, organizations must:

- Be a 501(c)(3) organization
- Operate in the Alaska, Idaho, Montana, Oregon, or Washington

Organizations must submit a letter of inquiry.

THE ROBERT WOOD JOHNSON FOUNDATION: MULTIPLE PROGRAMS

http://www.rwjf.org/applications/solicited/cfp.jsp?ID=21390&cid=XEM A5734

Description and Eligible Activities

The Robert Wood Johnson foundation has multiple funding programs focusing on improving health and health care for Americans. Specific programs and funding initiatives vary year to year. Access to health care may be funded under various initiatives by this foundation.

Amount and Match Requirement

To be eligible for funding, applicants must typically secure 100 percent matching support. Matching funds may come from private organizations, or from city, county, state and federal funds. Usually, at least 50 percent of the match must be a cash match from one or more local, state, regional or national funding partners. The balance may be in-kind support provided by organizations other than the applicant organization.

Timing

Proposals are solicited at various time throughout the year. Watch the website for applicable opportunities.

Eligibility

To be eligible, an applicant organization must be located in the United States or its territories and be a:

- Nonprofit organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code;
- Tribal group recognized by the U.S. federal government; or
- State or local agency.

In addition, grantees must be organizations that participate in established coalitions or networks that span multiple sectors and perspectives and may include representatives from business; education; public health; health care; community organizations; community members; policy advocates; foundations; and policy-makers.

STATE FARM COMPANY GRANTS

http://www.statefarm.com/aboutus/community/grants/company/company.asp

Description and Eligible Activities

The grants focus on three areas: safety, community development and education.

- Safety Grants—Auto and Roadway Safety, Home Safety and Fire Prevention, Disaster Preparedness, Disaster Recovery, Personal Financial Safety/Security
- Community Development Grants—Affordable Housing, 1st Time Homeowners, Community Revitalization, Economic Development

A-3

• Education—Grants for K-12 public schools

Amount and Match Requirement

N/A.

Timing

Applications for 2016 funding were available from Tuesday, September 1 through Friday, October 30, 2015. Expect a similar timeframe for 2017.

Eligibility

The applicant must be an educational Institution, government entity, 501(c)(3) charitable nonprofit organizations, a 501(c)(4) volunteer fire companies, or a 501(c)(6) chambers of commerce.

TOM'S OF MAINE 50 STATES FOR GOOD

http://www.tomsofmaine.com/community-involvement/living-well/project-sponsorships

Description and Eligible Activities

Tom's of Maine 50 States for Good initiative supports grassroots organizations throughout the country working to do good in their communities. Eligible projects must have a positive impact on the community in one of the following areas:

- Environmental Goodness
- Healthy Goodness
- Human Goodness

An internal panel narrows applications down to the top 100. An external panel narrows the 100 nominees down to 51 finalists (one from each state and the District of Columbia). 15 Final awards are made based on a consumer vote on Tom's of Maine's Facebook page.

Amount and Match Requirement

\$150,000 is available nationally; individual grants are \$10,000.

Eligibility

To be eligible to apply for a grant, organizations must:

• Nonprofit 501(c)(3) organizations, in good standing, for funding requests related to community events, projects or program support

A-4

Nonprofit must have an operating budget of less than \$2 million

WALMART FOUNDATION

http://foundation.walmart.com/apply-for-grants/

Description and Eligible Activities

Walmart has national, state and community grant programs. Funding requests should align with the Foundation's areas of focus. Current focus areas are:

- Hunger Relief and Healthy Eating
- Sustainability
- Women's Economic Empowerment
- Career Opportunity

The Community Grant Program considers additional focus areas.

Amount and Match Requirement

The Community Grants Program awards grants of \$250 to \$2,500.

Larger grants - \$25,000 minimum -- are possible through Walmart's National and State Giving Programs.

Eligibility

Organizations must be described as one of the following:

- An organization holding a current tax-exempt status under Section 501(c)(3), (4), (6) or (19) of the Internal Revenue Code;
- A recognized government entity: state, county, or city agency, including law enforcement or fire departments, that are requesting funds
 exclusively for public purposes;
- A K-12 public or private school, charter school, community/junior college, state/private college or university; or
- A church or other faith-based organization with a proposed project that benefits the community at large.

US BANCORP FOUNDATION

http://www.usbank.com/community/index.html

Description and Eligible Activities

The U.S. Bancorp Foundation offers grants for unrestricted general operating support, program support, capital support, and contributions of equipment and property.

The Foundation has the following funding priorities:

- Affordable Housing
- Self-Sufficiency for low and moderate income populations
- Economic Development
- Education
- Cultural and Artistic Enrichment
- United Way

Eligibility

Only nonprofit organizations are funded. Organizations receiving primary funding support from a United Way organization are not eligible for a direct grant from the Foundation.

BULLIT FOUNDATION

http://www.bullitt.org/

Description and Eligible Activities

The mission of the Bullitt Foundation is to safeguard the natural environment by promoting responsible human activities and sustainable communities in the Pacific Northwest. The Foundation supports nonprofit organizations that serve Idaho, Oregon, Washington, western Montana (including the Rocky Mountain range), coastal Alaska from Cook Inlet to the Canadian border, and British Columbia, Canada.

The Foundation's current focus is on the following areas:

- Urban Ecology
- Ecosystem Services

- Energy, Industry, and Technology
- Leadership and Civic Engagement

The Foundation will consider special requests in response to unforeseen emergencies or time- sensitive needs. However, funds for such grants are limited, and approval standards are high. Interested applicants should contact a program officer to determine eligibility. The Foundation does not fund capital projects or university overhead costs, nor does it fund candidates for political office or lobbying activities.

Applicants must begin the application process by completing an online proposal inquiry form available on the Foundation's website.

Amount and Match Requirement

Total Annual Giving: \$5,394,000; Grant Range: \$5,000 - \$200,000; Average Grant: \$25,000 - \$50,000

Timing

Proposal inquiry forms are available annually on March 15 and September 15, annually. Invited proposals are solicited May 1 and November 1, annually

Eligibility

Applicants must have a 501(c)(3) determination letter, or identify themselves as a validly organized and operating municipal corporation, public agency, or Native American tribe.

PEOPLE FOR BIKES GRANT PROGRAM

http://www.peopleforbikes.org/pages/grant-guidelines

Description and Eligible Activities

Formerly the Bikes Belong Grant Program, People for Bikes is aimed at providing funding to those who strive to improve bicycling in America through efforts such as the building of trails and paths, or through promoting general bicycling advocacy and awareness. Fundable projects include paved bike paths, lanes, and rail-trails as well as mountain bike trails, bike parks, BMX facilities, and large-scale bicycle advocacy initiatives. A key goal of the Bikes Belong grants program is to support bicycling in as many places as possible.

Amount and Match Requirement

People for Bikes will accept requests for funding of up to \$10,000 for facility and advocacy projects. It does not require a specific percentage match, but prefers leverage and funding partnerships. The fund does not consider grant requests in which its funding would amount to 50 percent or more of the project budget.

Timing

People for Bikes generally holds 1-2 open grant cycles every year, historically in the spring and fall.

Eligibility

While SPOT is not specifically eligible for this funding program, it is included here for informational purposes as the planning team looks to partner with bicycling groups in the future. The program funds end-of-trip facilities for bicycles, such as bike racks, bike parking, and bike storage. Applications are accepted from nonprofit organizations whose missions are bicycle and/or trail specific. They also accept applications from public agencies and departments at the national, state, regional, and local levels; however, they encourage these municipalities to align with a local bicycle advocacy group that will help develop and advance the project or program. Because of its limited funds, People for Bikes rarely awards grants to organizations and communities that have received People for Bikes funding within the past three years.

TECHNICAL ASSISTANCE, TRAINING AND OTHER RESOURCES

Technical assistance grants can help SPOT to build their internal knowledge and capacity. Grants are typically small, and usually in the form of time donated by technical experts rather than cash. The following programs may be of interest.

AMERICAN PLANNING ASSOCIATION'S COMMUNITY PLANNING ASSISTANCE TEAM PROGRAM—PLANNING ASSISTANCE http://www.planning.org/communityassistance/teams/

Description

APA's Community Planning Assistance Team program considers applications from communities seeking pro bono planning assistance. If you live in or know of a community that lacks planning resources and could benefit from a team of planning experts, you're encouraged to apply. There is a \$50 application fee.

GOOGLE GRANTS—FREE ADVERTISING

http://www.google.com/grants/

Description

Google Grants provides \$10,000 per month in in-kind AdWords™ advertising (Google's online advertising tool), to nonprofit organizations to promote their missions and initiatives on Google.com. Grantees build and manage their own AdWords accounts just like paying advertisers, but participate with the following restrictions:

- A daily budget set to \$330, which is equivalent to about \$10,000 per month
- A maximum cost-per-click (CPC) limit of \$1.00 USD
- Only run keyword-targeted campaigns
- Only appear on Google.com
- Only run text ads

Timing

Google will run the ads run for as long as the organization remains actively engaged with their Grants AdWords account.

Eligibility

Only registered 501(c)(3) nonprofit organizations are eligible. Applicants must register on "Google for Nonprofits."

MJ MURDOCK CHARITABLE TRUST FUNDRAISING & CAPACITY BUILDING ESSENTIALS OF DEVELOPMENT SEMINAR—FUNDRAISING SEMINARS

http://www.murdock-trust.org/enrichment-programs/essentials-development-seminar.php

Description

The Essentials of Development Seminar helps organizations create a diversified funding development structure. Designed for smaller or start-up organizations, the program's goal is to help these groups sustain the long-term accomplishment of their mission. The seminar is a pair of two-day workshops in Vancouver, Washington.

Among the topics covered in the seminar are:

- Principles of Fundraising
- Development of a case for support
- Donor list segmentation and management
- Donor contact and care
- Multiple approaches to fundraising

Participants

Each year, a group of about ten organizations is invited to participate in this program. Each organization brings its executive director, development personnel, and at least two board members

BENEVON—FUNDRAISING FROM INDIVIDUALS

http://www.benevon.com/welcome

Description

Benevon trains and coaches nonprofit organizations in its system for developing individual donor programs. Benevon programs and services provide step-by-step process and the tools—training, templates, scripts, and rigorous coaching—to put non-profit organizations on the pathway

to financial sustainability. Benevon offers free 17-minute and 55-minute video training sessions on its website. It also offers free seminars and conference calls.

COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA

The Community Transportation Association of America (CTAA) provides technical assistance for a wide variety of alternative transportation issues and activities. www.ctaa.org

THE CHRONICLE OF PHILANTHROPY

http://philanthropy.com/section/Home/172/

ASSOCIATION OF FUNDRAISING PROFESSIONALS

www.afpnet.org



APPENDIX B - STAKEHOLDER ASSESSMENT

The SPOT strategic planning team brainstormed potential stakeholders in order to identify potential partners, and also discuss key outreach tactics that may be useful to consider as a marketing plan is prepared.

	SPOT STRATEGIC PLAN: STAKEHOLDER ASSESSMENT NOTES								
		Pos	ssible	Source					
Stakeholder or Stakeholder Group	Interests or "Stake"	Outreach Tactics/Key Messages	Money	Time	Materials or Equipment	Political/ Moral Support	Best Team Contacts(s)		
Tourists	Ease of use Hassle factor Want to spend their time doing, not figuring out how to get around.	Sightsee with SPOT PR Campaign Educational Materials Provide info at hotels, chamber of commerce/visitor center, Schweitzer, and on line travel sites	х			Х	Devon		
Seniors	Access to essential shopping and services Safety Independence Combat Social isolation	Education Promote SPOT's understanding of senior needs and issues Convenience Outreach through assisted living facilities, medical offices, and area aging agency	X			X	Susan		
ITD (Upper Levels)	Funding levels Impacts on roads	Economic benefits of transit Private/public partnerships Safety							
Anti-Government	Cost/taxes	Economic return to community and benefits of getting people to employment and medical care in a cost-effective way							

	SPOT STRATEGIC PLAN: STAKEHOLDER ASSESSMENT NOTES									
			Po	ssible	Source					
Stakeholder or Stakeholder Group	Interests or "Stake" Outreach Tactics/Key Messages		Money	Time	Materials or Equipment	Political/ Moral Support	Best Team Contacts(s)			
Rural Residents	Cost of travel Commuting	Drive in, park once and take SPOT Use mailers and advertising to reach this group								
Un-served Residents	Funding (taxpayer dollars going to services that they do not benefit from) General lack of awareness about the service									
Private Transportation Providers (Taxi's)	Effects on their income	Partner with taxis for off-hour service needs Consider SPOT as a complementary service		x	x		Clif			
Taxpayers	They pay the bill – can that be reduced by reduced costs for roads	Need clear statement of benefits.	Х			Х	All Team Members			
Environmentalists/EPA	Clean air and water	Highlight SPOT's environmental goals	Х		Х	Χ				
Government Agencies (All)	Financial impacts	Bring local elected officials into the "inner circle" – give them first-to- know status on SPOT's activities	Х			х	Mayors on SPOT Board			
City Governments	Service to citizens / public welfare Cost-effectiveness Increased visitors to cities for business, shopping, entertainment; school	Keep them updated – presentations Encourage participation in SPOT advisory board	х	х	x	x				

	SPOT STRATEGIC PLAN: STAKEHOLDER ASSESSMENT NOTES									
			Po	ssible	Source					
Stakeholder or Stakeholder Group	Interests or "Stake"	Outreach Tactics/Key Messages		Time	Materials or Equipment	Political/ Moral Support	Best Team Contacts(s)			
Road Departments	Road construction and maintenance	Benefits of transit for helping to reduce traffic Teaming with SPOT on road projects helps make the multi-modal case — may help to increase competitive position for funding	x			Х				
SPOT Staff, Board and Committees	Ability to operate the system well Sustainability of the system Providing quality service		х	Х	х	Х				
Bus Riders	Expanded travel options Get to work Get to recreation	Use social media Provide info about SPOT at places of employment and recreational destinations	х			Х				
Retailers	Impacts on business revenues; access to workforce; parking for customers	Reach them through DBA. Communicate benefits of transit for recruiting/retaining employees. Be seen as an environmentally friendly/ socially responsible/ community caring business.	X			Х				
Cyclists	Safe commuting Access to recreation/nature/outdoors	Take the bus on days when you can't have helmet hair. Reach them through cycle clubs	х	Х		х				

	SPOT STRATEGIC PLAN: STAKEHOLDER ASSESSMENT NOTES										
			Po	ssible	Source						
Stakeholder or Stakeholder Group	Interests or "Stake"	Outreach Tactics/Key Messages	Money	Time	Materials or Equipment	Political/ Moral Support	Best Team Contacts(s)				
Pedestrians	Aesthetics/pleasant walking environment Avoiding car trips	SPOT is a great option for long distances or inclement weather Make buses, stops, signs easily identifiable Make schedule info available at stops	х			х					
Children (and Parents)	Independence Safety	Provide info on SPOT to teachers, PTA's, libraries, child care businesses, recreational/sports/after school programs									
Low Income	Transportation affordability Access to jobs, medical and essential shopping	Outreach through health and welfare/social services agencies		Х		Х					
Disabled	Independence Transportation affordability	Outreach through medical offices		Х		Х					
Public At-Large	Traffic congestion Travel options/automobile dependence May not know much about SPOT	Advertising/radio/TV Word of mouth	х	х	х	Х					



APPENDIX C - ACTION PLAN

SPOT ACTION PLAN 2015-2017

To be updated quarterly by the SPOT Technical Advisory Committee

Date of Last Update:	
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GOALS AND OBJECTIVES		2015	2016	2017	2018	2019	ACTION ITEMS
GOAL 1: INCREASE RIDERSHIP							
1A	Prepare and implement a marketing and public information plan by December, 2016, aimed at expanding SPOT's customer base, improving information on how to ride, and protecting/enhancing SPOT's brand.		X				Marion - secure funding SPOT Board - work on increasing budget for marketing Jared and TAC – Develop and analyze market info using Census and other available demographic data Annie – look for a marketing coordinator
1B	Get SPOT's routes and stops on Google Transit by December, 2015.	X					Jared
1C	Fully implement the Double Map app by December, 2015.	Х					Jared
1D	Perform community and rider surveys in 2016 to identify barriers for current and potential customers, and to gauge the popularity of potential expansion options.		Х				Clif, Marion and Bill Wright - design survey questions Jared - provide online survey Marion and Bill - Administer on-board survey TAC - Synthesize results for Board
1E	Work to increase public awareness by issuing regular press releases about SPOT activities.	Х	Х	Х	Х	Х	Annie – add standing item to Board agenda to decide whether to issue a press release each month and agree on key messages.



	GOALS AND OBJECTIVES	2015	2016	2017	2018	2019	ACTION ITEMS			
GO	GOAL 2: IMPROVE RIDER ACCESS, CONVENIENCE AND AMENITIES									
2A	Add third route to serve airport, food bank, residential and medical area.		x				Marion - submit grant applications for operations funding and capital funding in 2015			
2B	Perform an annual review of routes, stop frequencies, and operating hours; make adjustments if appropriate to improve convenience for riders.	Х	Х	х	Х	х	Marion, Bill Wright and TAC			
2C	Add shelters and bicycle racks to 10% of stop locations by 2016, and an additional 10% by 2018.		Х		Х		Marion - submit grant application in 2015 and 2017			
2D	Expand on-board bicycle accommodation on all coaches by 2018.				Х		Marion - look for grant opportunity in 2016			
2E	Work to increase frequency of fixed route services. (On-going objective.)	Х	Х	Х	Х	х	TAC – begin with peak hour frequencies in 2016.			
	AL 3: LEVERAGE PARTNERSHIPS TO EXPAND SERVICE AN TEM	ID IN	1PRC	VE T	HE					
3A	Integrate SPOT with Schweitzer Mountain Resort's transportation needs and funding. Implement a new route serving the mountain beginning November 2016.		Х				Clif and Devon - negotiate service and payment schedule Clif - draft agreement for Board and Schweitzer approval.			
3B	Coordinate with Bonner County and/or other partners to become active participants in SPOT by 2017.			Х			Saegen, Annie and George - begin dialogue with county commissioners after community survey (Objective 1D) is complete.			
3D	As roadway projects are proposed, coordinate with BCATT, BATT, ITD, local cities and counties, to include stop furnishings, pedestrian access and safety features, and other transit infrastructure needs.	х					Susan - discuss with BCATT and BATT members; implement a transit checkoff process for LHTAC projects starting this fall.			



	GOALS AND OBJECTIVES	2015	2016	2017	2018	2019	ACTION ITEMS
3E	Develop a sponsorship program for stop furnishings ("adopt a stop") by 2016.		х				Erik – Develop the program and secure initial sponsors. Consider a "top SPOT stop adopter" award.
3F	Coordinate with land use agencies to incorporate SPOT needs in development reviews by December 2015.	x					Implement a process for SPOT feedback prior to subdivision and commercial building permit approvals: Carrie (Sandpoint), Carol K/Erik (Ponderay), Nancy (Kootenai), Annie (Dover), Saegen (County).
3G	Coordinate with social services agencies to implement Demand-Response service within in the Sandpoint area by 2016.		х				TAC to make assignments for this task.
3H	Provide regular (annual) updates to local government agencies and civic groups.	х	х	х	х	х	Plangineering- prepare initial powerpoint for SPOT team's use Marion and Clif - update the powerpoint annually Carrie, Annie, Carol K, and Nancy – present the strategic plan to the Idaho Transportation Board TAC – schedule presentations to SURA, SDBA and PCDC
GO	AL 4: INCREASE ORGANIZATIONAL AND FINANCIAL STAE	BILITY	Y				
4A	Evaluate alternate governance structures and select desired approach by 2017.	х	Х	х			Clif and Annie - Compare pros and cons of: Joint Powers Agreement, 501(c)(3) or(4); Regional Public Transportation Authority; for- profit structure; or refinements to current structure. Provide information for Board discussion.



	GOALS AND OBJECTIVES	2015	2016	2017	2018	2019	ACTION ITEMS		
4B	By 2017, revise current governance structure to reduce political risks and allow for easier service area expansion.			Х			Lead person for this action item to be decided after Objective 3A is complete.		
4C	On an ongoing basis, develop and expand SPOT's internal capacity and resources through training and grant opportunities.	х	х	х	х	Х	Marion - watch for RTAP training		
4D	Update this list of objectives and action items quarterly.	Х	Х	Х	Х	Х	Marion or designated TAC member		
4E	Identify and select performance measures for SPOT and report on them annually		Х				Clif and Erik		
4F	Create an endowment or other long-term donation opportunity for SPOT after governance structure has been revised (see Objective 4B).				х		Action items to be assigned after 4B is complete.		
GO	GOAL 5: PROMOTE ENVIRONMENTAL STEWARDSHIP								
5A	Explore other public transportation services including park and ride, vanpool and rideshare, as program champions are found.					Х	TAC – look for potential program champions/volunteer coordinators. Action items to be assigned after coordinators are found.		
5B	Report annual emission reductions due to rides on SPOT on the SPOT website, beginning in 2017.			Х	Х	Х	Plangineering - Provide simple spreadsheet tool for SPOT to estimate fossil fuel savings due to transit use.		
5C	Add a seat on the TAC for a designated environmental advocate	х					Erik – Recruit a person for this position in consultation with other TAC members and the Board.		
5D	Consider energy efficiency options with next bus purchase					Х	Marion, Clif and TAC		
5E	Consider solar technology and other energy efficient options for shelters with next significant installation project.				Х		Marion, Clif and TAC		



See SPOT Note: The second sec

A Comprehensive Success Guide







A Comprehensive Success Guide

developed by



September 2016

See SPOT FNGAGE

Marketing and Public Outreach



OVERVIEW

The goal of this SPOT Marketing and Public Outreach Plan is to provide a clear path towards continuing to grow ridership and build community support. SPOT has a solid foundation on which to build increased marketing and public outreach efforts. It has a strong brand, solid ridership, enthusiastic community support, and positive political momentum. This plan will leverage all of these assets in a thoughtful and strategic way.

The Marketing and Public Outreach Plan addresses the following:

- Current marketing efforts
- Who is riding today, why they ride, and how to get them to ride more
- Who isn't riding much today and how to get them onboard
- A toolkit of strategies, rated by cost and complexity, and mapped to target audiences
- A three-year approach to implementation
- Partnerships required to successfully implement this plan

Informing this plan are stakeholder interviews, two community surveys – from riders and stakeholders, and market research performed by SHIFT. This plan uses industry best practices, opportunities unique to SPOT and the communities it serves, and successful efforts from other communities.

Implementation of this plan will result in a stronger SPOT that continues to weave itself more tightly into the fabric of the community. In several of our community interviews, the idea of making SPOT "just the way you get around" and "what our community does" and "a community institution" were expressed and embody exactly what a good marketing and public outreach plan can do for SPOT, along with strategic implementation.

SPOT MARKETING EFFORTS TO DATE

The SPOT brand is very strong for a small transit system. SPOT's brand reflects the community and is easily identifiable. The logo, bus graphics and generally positive community perception of SPOT are tremendous assets that can be leveraged towards a new infusion of energy, excitement, and growth.

As SPOT moves forward with the marketing and outreach efforts of this plan, the brand and what it represents should be infused into all the various outputs. The brand should remain the same and be adapted and leveraged to connect more people to the bus and get more people on board. The main goal of this plan is for the community to view the SPOT brand synonymously with economic vitality and development.



The SPOT Brand = fun, interesting, community-oriented

SPOT has gone through a common cycle for new services in rural areas with a limited budget. Initially, SPOT had a lot of buzz, the awareness of SPOT grew quickly, there was initial money to market the service, and ridership grew quickly. Now, SPOT has hit a 5-year plateau where ridership is steady but not growing, awareness among non-riders has dropped, money for marketing is very limited, and customer information needs improvement. SPOT must invest more in marketing in order to reverse this trend. The baseline budget for marketing is very small:

The current SPOT marketing and advertising budget is only \$1500-\$2000 per year.

This current spend consists of limited print advertising, printed brochures, and website costs. Bus graphics and bus stop signage are not included in this total, but are included as part of the Capital Improvement Plan (bus graphics are included in the cost of a new bus and bus stop signage project already funded and slated for 2017). The advertising budget is so limited that SPOT is not able to build awareness or grow ridership through marketing or outreach.

SPOT should start planning for how to grow funding for these marketing investments. This is a challenge that will be addressed later in this plan with ideas on how to partner and trade for market exposure. The good news is that SPOT has strong brand fundamentals and is ready to build on this foundation to renew itself and look for more support and use in the coming three years.

COMMUNITY SURVEYS

SHIFT conducted two similar surveys, from two distinct community groups – existing riders and community stakeholders. The goal of the surveys was to understand a variety of aspects including the markets and identify marketing opportunities, service improvement needs and perceptions of SPOT. Only a portion of the questions from each survey were asked of both groups, the rest were tailored specifically to either existing riders or community stakeholders.

This plan focuses only on the survey responses that inform the markets and marketing opportunities. The existing riders group responded to marketing questions about how they use SPOT and why, how they plan their trip, and where they get their SPOT and other community information. The stakeholder group represented key decision makers and responded to some rider questions, such as why they ride or don't ride and what could get them to ride or ride more frequently, as well as marketing ideas for increasing ridership.

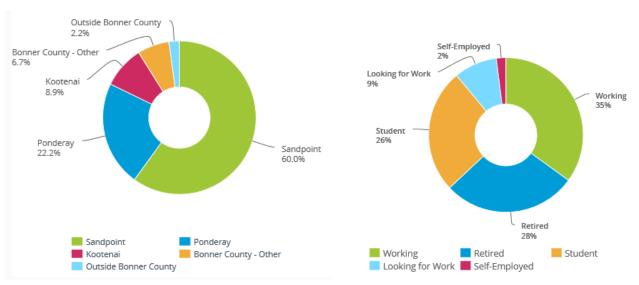
Existing Riders Survey - Results

SHIFT conducted a survey of existing riders to understand who is using SPOT, why they are riding, and how they use the bus. 45 riders responded to the survey, which represents approximately 3% of the average weekly ridership, and 21% of the average daily ridership.

They survey shows 25% of respondents use SPOT 10 or more times a week, while 50% of respondents use it between 1-5 times a week. All respondents ride on weekdays and almost all ride on weekends too. The large majority live in Sandpoint, and most are employed, followed closely by retirees (retirees includes those no longer working, not necessarily retirement age).

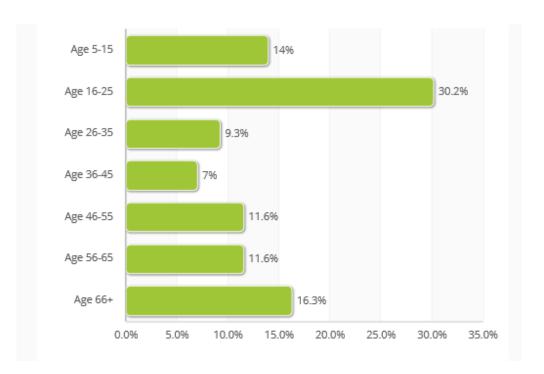


Employment Status



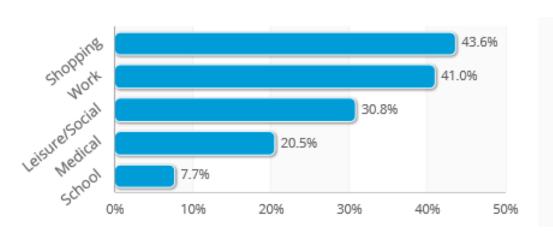
In terms of age, SPOT riders tend be either younger riders, with 44% of riders aged 25 or younger, or older riders, with 28% of riders aged 56 or older. Middle-aged riders make up the smallest percentage of riders.





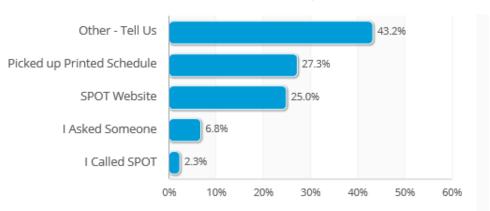
When asked about trip purpose, SHIFT found that most SPOT riders were using the bus for shopping, followed closely by work, but the results show that SPOT is being used for a wide variety of trip purposes. The data show that SPOT has a diverse ridership that counts on the service for all types of trips:

Reason for Trip



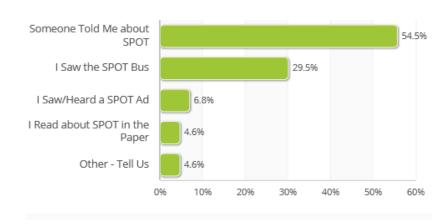
Another goal of the survey was to find out how riders are doing their trip planning, how they originally found out about the bus, and why they ride:

How Did You Plan Your Trip Today?

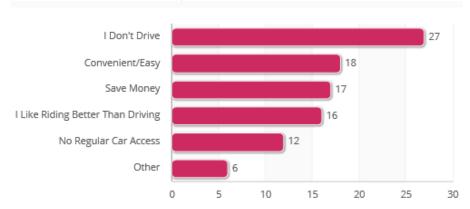


The "other" responses were predominately that the rider knows the schedule and doesn't need to pre-plan their trip. The two additional responses received as "other" are: 1) schedule on phone; 2) called paratransit.

How Did You Hear about SPOT?



Why Do You Ride SPOT?



Existing Riders Survey - Discussion

SPOT is used by a diverse group of people, representing many age groups with varying reasons for using SPOT. There were a few patterns identified in the responses received that lead to assumptions regarding who the majority of riders are today and what groups of riders are not as prevalent. The survey results highlight three target market opportunities:



- 1) Youth/young adults
- 2) Seniors
- 3) Employees (middle ages)

The youth/young adult segment of SPOT respondents can be summarized as follows:

- They form the majority of riders responding to the survey
- They don't drive or have access to a vehicle
- They are almost solely use SPOT for shopping and work trips
- 70% live in Sandpoint
- They use both routes equally
- They predominately get their information from the SPOT website

The survey was conducted in August; therefore, youth respondents were not in school and no responses were collected reflecting that this age demographic is using SPOT for school transportation. Additional information or survey data would need to be collected to identify whether they are using SPOT for transportation to and from school. Without knowing the results, assumptions can be made that this is likely occurring during the school year. Gaining more youth ridership during the school year is certainly a marketing opportunity through outreach and promotion at the schools.

Riders greater than 65 in age made up 16% of respondents. This group's responses can be summarized as follows:

- They use SPOT primarily for shopping and leisure trips
- 50% live in Ponderay
- They get their SPOT information from a variety of places website, brochures around town, newspaper, and at community centers

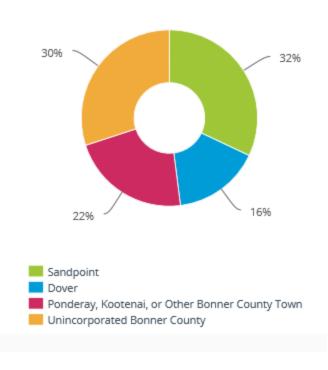
- Their trips tend to be longer in miles, which might be because 50% of the respondents from this demographic reported to live in Ponderay and are likely traveling to Sandpoint or another location outside of Ponderay for their shopping and leisure trips
- They ride SPOT predominately because they would rather not drive and because it's easy and convenient

Almost 56% of all respondents heard about SPOT from someone (word of mouth), with about 30% finding out about SPOT by seeing the bus. This leaves about 14% of respondents learning about SPOT from other forms of marketing. This is an indicator that either SPOT has invested little in advertising or riders are not receptive to the types of advertising that SPOT has pursued. The former is likely the primary reason, but strategically selecting the type of advertising is also an important consideration.

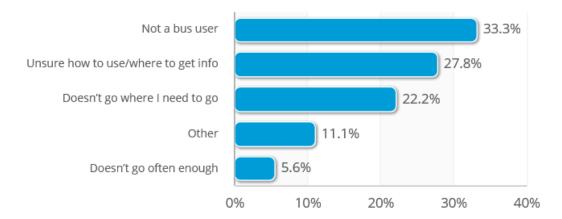
Stakeholder Survey (Riders and Non-Riders) - Results and Discussion

SHIFT polled community stakeholders by designing an online survey and distributing it electronically through a variety of means including the Sandpoint Chamber, city and county electronic mailing lists, a link on the SPOT website, a feature in the Bonner County Bee, and a feature on Sandpoint Online. Here are the results of 49 respondents who took the survey.

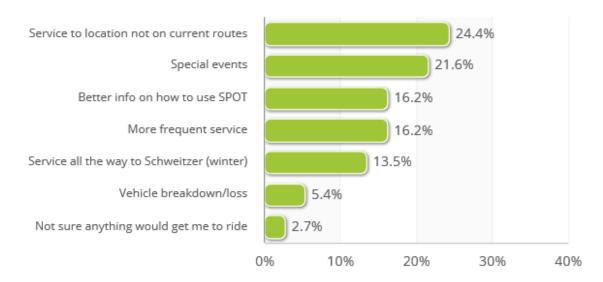
Rider Residency



43.5% have never taken SPOT before. Of these respondents, the following reasons for not riding were received:



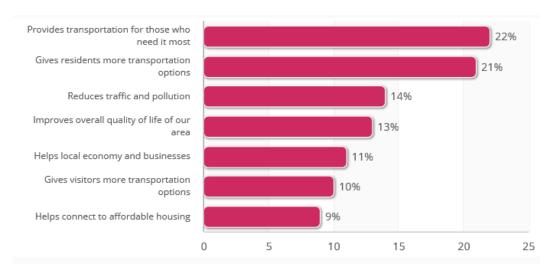
When this group was asked what could get them to ride spot, they responded as follows:



In addition to the choices provided above, the group was also given the option to write in their own ideas that might get them to ride SPOT. Their feedback was predominately split between two responses: 1) clearer information and route maps; 2) expanded service to Sagle, Baldy Road, and shuttle service between parking areas and City Beach/downtown during the weekends.

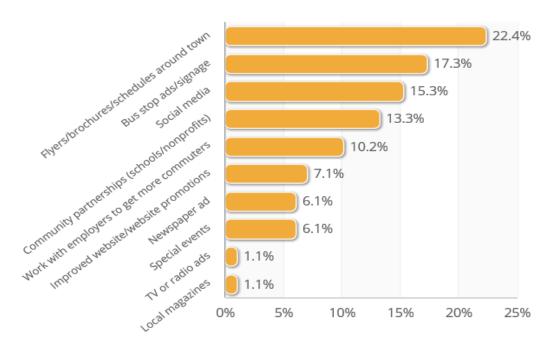
56.5% of the stakeholder group has taken SPOT. When asked their reasons for riding, the top three responses among respondents were: 1) transportation while their car was repaired; 2) leisure or social activity; 3) shopping. These results are consistent with the results of the rider survey; few middle-age respondents are using SPOT for transportation to and from work. The stakeholder group likely uses SPOT for infrequent trips, on occasion, not for daily commuting.

The stakeholder group was asked to respond to what the perception of SPOT is and its role in the community. Here were the responses:



These results indicate that stakeholders perceive SPOT as a necessary service for those that need it and as a benefit to residents to allow them more transportation options. They see SPOT less as helping the local economy and businesses and even less as giving visitors more transportation options. These are two areas where more targeted marketing can change the community's perception of SPOT from offering limited, but necessary, transportation benefits to SPOT being "a community institution" and "just the way we get around," as heard during several stakeholder interviews.

The stakeholder group was asked what the most cost effective marking strategies/tools are to attract more riders and improve awareness of SPOT and the following responses were received:



Getting more information out about SPOT around town is a common theme in the results of both community surveys that could help increase ridership with the general community as well as visitors and establish SPOT as beneficial to the economy and businesses.

There can be a relationship between increased ridership and economic and community vitality. SPOT riders walk or bike to and from each bus stop when they begin and end their trip. Walking by businesses creates opportunities for more economic activity around these bus stops. When parking is limited people may decide not to visit downtown areas at all, whereas SPOT could provide a hassle free and easy way to get people to a location without the stress and inconvenience of parking.

Marketing for Boundary County, Paratransit, and Vanpool

Much of the research, discussion, and tools in this plan are focused on riders of the fixed route system – Blue and Green Route riders. This market represents one of the largest opportunities for growth through marketing and outreach. Many of the marketing ideas in the toolkit section of the plan can be used for these services, but it is important to discuss specific marketing tactics for Boundary County, paratransit and vanpool and the communities they serve. These groups weren't specifically surveyed, but SHIFT conducted many interviews and drew on best practices when marketing to these groups.

Boundary County-Bonner's Ferry Demand Response Service

This service is still relatively new, running less than eighteen months, and has done a good job of attracting a base of riders that need the service. It routinely runs at better than two riders per hour, which is good for a demand response service.

In a small community such as Bonner's Ferry, word of mouth and grassroots marketing are the best approach. As a new service, SPOT needs to educate the community about what SPOT is, how it operates, and why it's good for everyone.

The first step is creating a simple marketing piece that can printed and distributed in several forms including as a rack card, a flyer, and electronically. The purpose of this would be two-fold: to promote the service itself and how to use it (hours of service, destinations, etc.), and to educate on what public transportation is.



The educational message should be:

- Public transportation is a public service and is open to everyone
- The city and county support and sponsor SPOT services
- With more demand and use, SPOT could add more service to the Bonner's Ferry area
- Public transportation is good for the community it provides vital mobility, saves riders money, and provides more independence to those who use SPOT



SPOT strengthens the community by providing mobility and independence

Credit: Bonner's Ferry Herald

Recommended distribution of this marketing piece is:

- posting around town
- city mailings
- local businesses
- hospital
- assisted living facilities (e.g. Restorium)
- visitor center
- city hall

SPOT should also consider being interviewed on the local radio show and presenting to as many community groups as possible. It should also be distributed electronically through Bonner's Ferry online, Facebook groups, and city and county online resources.

Bonner County Paratransit Service

Paratransit service is a federal requirement of a fixed route service, when federally funded. SPOT should consider marketing this service in conjunction with marketing the fixed route service. There are numerous benefits to increased awareness of paratransit service:

- 1) providing mobility to those that need it most
- 2) increasing efficiency/productivity of paratransit service by linking multiple trips together instead of only single rider trips
- 3) providing positive community perception

Currently, this service is marketed very little. There is a very small mention of it on the SPOT schedule, with no detailed information about the service, and the website doesn't have any section about this service. SPOT should increase the information about paratransit on the SPOT printed schedule and website as a first step to better marketing this service. The next step would be to create a dedicated informational card on this service, much like the one suggested for the Bonner's Ferry demand response service, that would describe hours of service, prequalification process, area of service, and other helpful information. This should be distributed to all social service organizations in the Sandpoint area, as well as at assisted living facilities, the hospital, disability organizations, and the senior center.

Vanpool

Based on the current lack of affordable housing and challenges that employers have in finding skilled workers, SHIFT anticipates that SPOT will see significant growth in this

program. Employers will find that vanpool can provide them with skilled workers from outside the area, and employees will find that vanpool links affordable housing locations with high paying jobs in a cost-effective way.



Vanpool marketing is straightforward:

Put together an informational piece on how vanpool works

- Include example pricing and commuter tax benefit information (vanpool qualifies for pre-tax consideration under the Commuter Benefits program)
- Describe benefits of vanpool for employee and employer
- Adapt for flyer/brochure and electronic dissemination

Set-up meetings with owners and managers of local businesses and present vanpool basics

- Find how vanpool can solve the employee challenges
- Vanpool delivers happier, safer, better rested employees to the job

Follow-up with interested employers to build interest among employees

• Employee staff meetings, email communications, and drop-in coffee talks are all ways to build employee interest

The Sandpoint area employers should be very receptive to vanpool, and SPOT could see this program grow quickly with some basic promotion and direct outreach.

Marketing to Those Who Will Never Ride

Riders or non-rider aside, the public perception of SPOT is critical to ongoing partnerships and funding. SPOT is a public agency receiving local tax dollars that aren't guaranteed year-to-year; therefore, marketing to the community itself is a necessity. It's not enough to have regular riders taking more trips, new demographics getting on the bus, and routes connecting to new destinations. Elected officials, business leaders, non-profit organizations, and the community at large must know about SPOT and understand why SPOT is important to the community, regardless of whether someone rides or not. SPOT needs the community to feel that public transportation is an important community asset and something worthy of supporting.

SPOT can tailor the message for a particular group, but some of the resonating talking points that board and staff can use include:

SPOT is good for quality of life

- Communities with good public transportation are nicer, easier, more connected places to live and work
- Public transportation makes the community more attractive those living here are more likely to stay and those thinking of living here are more likely to relocate
- Communities that rely less on single occupancy vehicles are more resilient

SPOT is good for business

- With a tight job market, employers are looking for ways to attract and retain employees public transportation options make this easier
- Consistent transportation means employees get to work safely and are often more rested and ready to work
- Those people riding SPOT save money and can spend it on other things
- Bus trips end and begin with walking or biking, which means bus riders are more likely to frequent businesses while enroute

SPOT is good for housing

- With limited affordable housing within walking distance to most amenities, SPOT can better link jobs and services with housing in outlying areas
- Vanpool can be used as a tool to link areas of regional activity

SPOT is good for biking and walking and community health

- Public transportation can reduce depression and isolation among those who use it
- Every bus trip on SPOT starts and end with a walk or a bike trip, which helps improve health
- SPOT takes an average of 400 cars off the road per day, which improves the downtown experience for biking and walking

SPOT is good for the environment and congestion

- With an average of 6 people an hour getting on the bus, that means the effective miles per gallon of the bus is 72MPG!
- More people on the bus = less people in cars
- SPOT must continually talk about the community benefits of public transportation and build specific outreach efforts towards building general awareness. By growing ridership and this community awareness, the political support and overall goodwill will happen naturally.

SPOT must continually talk about the community benefits of public transportation and build specific outreach efforts towards building general awareness. By growing ridership and this community awareness, the political support and overall goodwill will happen naturally.

THE TOOLKIT

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Better bus stop amenities	One of the top requests from the surveys was better bus stops with amenities like benches, shelters, and lighting. All of these improve the overall riding experience and make new riders more likely to ride again. Bus stops are also the most visible aspect of the service and impact the community perception.	All current and potential riders; the community at-large	\$\$\$	The state of the s
Better bus stop signage	Through its work on this plan, SHIFT heard that bus stop signage needs to improve to show the system map and the bus times at a particular stop. The signage should also identify the stop itself. In addition, larger and more visible signs can have an advertising benefit.	Current riders and general community impression	\$\$	
Invest in better buses that all have route identification	Many of SPOT buses are in need of replacement and hurt the rider experience, especially for those buses that don't have adequate air conditioning for cooling in the summer. Also, many riders requested desire to know what route a bus is running through bus identification. Although this is a capital improvement issue, it impacts marketing and ridership growth. Buses with better passenger amenities that are easier to board and are more comfortable will help market the service.	Current riders, new riders, and general community impression	\$\$\$	The state of the s
Improve the service	Although this is part of the transit service plan, improving the service is certainly a marketing tool. Especially for tourists who might use the service to get around and for skiers going to Schweitzer. And later night service might encourage 25-45 demographic ridership.	New riders (millennials, young families), tourists, skiers, seniors, employees/ commuters	\$\$\$	E CONTRACTOR DE LA CONT

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Invest in the drivers as marketers	Drivers are SPOT's ambassadors. By keeping drivers happy and informed, they can be effective marketing tools for growing the service. Training drivers in how to provide the highest quality customer service will pay dividends every time someone rides the bus.	Current riders, first time riders	\$	
New website	Redesigning and updating the SPOT website is recommended and is a key customer information tool. This effort would include completely overhauling the existing site to create a much easier user experience; update website content with more complete SPOT information; include real-time bus information tools; and have better maps and timetables. Once the new site is built, SPOT should plan to use the site for timely news and rider alerts, as service changes.	Youth, tourists, businesses, existing riders	\$\$	To lo
Press releases	SPOT should celebrate its successes and regularly update the community on SPOT through periodic press releases. SPOT should have a standard press release template and list of press contacts for distribution of press releases. The Bonner County Bee, Sandpoint Reader, Sandpoint Online Town Crier, and KXLY should all receive SPOT press releases.	Community at large; those who may never ride	\$	
Business partner campaign "I'm on the SPOT"	This idea is to create a campaign where supporting businesses would display a "I'm on the SPOT – ask me about the free bus" window sticker to show support of SPOT. The business would also have SPOT schedules available, preferably in a holder on the counter, and know the basics about SPOT. Also promoting it to specific businesses with built-in ridership needs like auto repair shops.	Visitors, new riders, businesses	\$\$	To To

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
School partnerships and outreach	Since youth are such a big part of SPOT's current ridership, SPOT should work to encourage more students to ride the bus by promoting SPOT at school events, in youth publications (like the high school newspaper), and by having SPOT bus information at all of the schools. SPOT should also look for opportunities to partner with schools on transportation needs – taking a SPOT route for a field trip is a great way to introduce SPOT.	Youth, school staff	\$	To the second se
Re-do printed schedule and distribute more widely	Through surveys conducted for this project, we know that the SPOT bus schedule needs to be updated for easier comprehension and made more readily available throughout the community. The SPOT printed schedule needs a better map and easier to understand timetable for each route, and it needs to include information on paratransit and vanpool. A separate information rack card should be developed for Bonner's Ferry service for distribution in that area. SPOT should consider paying to have the schedule distributed in local brochure racks.	Community at large; those who may never ride	\$	
Quick reference guides and training of staff near bus stops	Businesses closest to the bus stops can be one of the best ambassadors for the service. This idea involves creating a simple quick reference card or handout that shows the nearest bus stop location in relation to the system map ("you are here") and gives the schedule for just that bus stop location (northbound bus at :45 from 6:45 until 5:45). This allows local businesses to know and share information with their customers.	All	\$	To lo

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Flyers and posters around town	From market and community research, flyers and posters around town seem to be an effective communication tool. SPOT should develop flyers and posters that build awareness of the bus service, its benefits, and any new and interesting services. This tool could be particularly effective when SPOT grows or changes its service. Flyers could be placed at many locations around town – senior centers, social service offices, the library, non-profits, and community centers would all make good poster locations.	Locals, seniors, youth, visitors, employees/ commuters	\$	
SPOT as a vehicle for better health	According to a study presented at the American Heart Association's Scientific Sessions 2015, riding the bus or train to work is associated with significant health improvements. Promoting this fact and partnering with public health organizations can be a great way to build ridership. The ParkRx program, a health initiative to get people healthier by exercising in parks, of the Kanisku Land Trust is a developing partnership for SPOT. By linking the SPOT bus into a trip to a park, SPOT can attract new riders. This tool is simply partnering with ParkRx and other healthcare organizations to cross-promote SPOT services.	Those with physical or mental health problems	\$	
Presentations to partners, especially city councils, business groups	Making presentations is one of the most effective ways to educate the community about SPOT services and their importance. Although this is a time consuming effort, it is low cost and very effective. SPOT should work to develop a standard set of talking points, service highlights, and organizational statistics. Depending on the presentation, this might be a PowerPoint, a 1-2 page handout, or use the flyers. This tool will help build general community support for SPOT.	Decision makers, community leadership	\$\$	To lo

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Rider of the month spotlight and/or bus schedule in newspaper	Advertising in the newspaper isn't something recommended for SPOT due to high costs; however, SPOT may be able to work with the Bee or Reader to get free or discounted placement of monthly rider profiles or perhaps having the bus schedule in the newspaper. The rider profile could be a recurring feature that would have a picture and quote from a SPOT rider in order to highlight why SPOT is awesome and showcase a daily rider who's story helps illustrate the paradigm, that SPOT is "just the way we get around."	All	\$\$	To lo
"Get on the SPOT" campaign for coffee sleeves and coasters	Having a simple message printed on coffee sleeves and coasters at local coffee shops and restaurants could be a low-cost way to create exposure to SPOT. This tool would hopefully be something that the local business partner (restaurant or coffee shop) would want to help underwrite.	New riders, millennials, choice riders (those who drive but might choose to ride occasionally)	\$\$	To lo
Employer outreach	- Lommulers L		\$	To lo
Facebook page, social media	Facebook and select regional Facebook groups could be effective ways to send periodic updates about SPOT with interesting and timely content. In order to be effective, the SPOT social media account must be regularly monitored and actively managed.	Youth, millennials, community at large	\$	To the second se

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Troubleshoot phone app and promote as part of all other campaigns, along with other technology	SPOT has an app that shows customers where the bus is in real-time, but it isn't working consistently and isn't promoted. The DoubleMap app could be an excellent tool, especially for tech savvy riders, but it must be managed and promoted (i.e. included on all SPOT materials). This technology does take a lot of time to manage and keep up to date; SPOT doesn't have this expertise or time today. If SPOT does have the capacity, integrating SPOT schedule information into Google Maps through the GTFS file spec could be another way to reach technology-savvy riders.	Youth, millennials, visitors	\$\$	in the second se
Targeted radio and magazine advertising	Radio seems to be an effective advertising tool for ongoing messages to build awareness. SPOT should pursue trade or public service announcements (PSAs) on radio. Additionally, SPOT could look at ads in local magazines, although this is higher cost and harder to trade or get free submissions. SPOT has been in Sandpoint Magazine in the past and needs to evaluate the effectiveness of this ad and its cost relative to other marketing potentials. Cost dependent on trade or PSA.	New riders, general community	\$	
Special events	SPOT could consider providing additional bus service for many special events throughout the year. This would introduce the bus to new riders and increase SPOT's visibility in the community; however, special events can be challenging. SPOT will need a partner who will promote the extra event service and limit parking around the event venue, or the special event service can be underutilized and ineffective.	New riders	\$\$	Hallo -
Links to local partners	SPOT should work to integrate awareness into as many efforts of the cities and counties as possible. This could include SPOT on municipal websites or having SPOT at city or county sponsored events. SPOT should be integrated into the cities and the county, as the transportation arm.	The community at-large	\$	

The Plan Year by Year

For the coming three years, SPOT should begin to put into action some of the information, ideas, and tools presented. SPOT can take its limited budgeted and staff time and slowly and incrementally implement the Marketing and Outreach Plan.

Year	Goal and Theme	Tools	Resources*
Year 1	To improve the basic marketing and outreach building blocks, in order to setup SPOT for future success. SPOT must invest in basic customer information tools, rider amenities, PR strategies, and partnerships.	 Bus stop signage and amenities Website rebuild Bus branding and ID Driver training Press releases Update bus schedule format Links to local partners 	\$5,000-\$10,000 in direct marketing spend plus in-kind partner support Staff, board, and in-kind partners time total of 10-20 hours per month
Year 2	Continue work from Year 1 and begin to leverage those efforts to: 1. Get regular riders riding more 2. Start attracting new markets. With basics in place, SPOT can now go to work on getting more people on board and building community awareness.	 Employer outreach School partnerships Rider of the month spots SPOT for better health Flyers and posters Facebook and social media Quick reference guides 	\$10,000-\$15,000 in marketing plus inkind partner support Staff, board, contracted, and inkind time total of 20-25 hours per month
Year 3	Years 1 and 2 create opportunity for Year 3 to be year of significant external marketing and ridership growth among new marketing. This is the year to make SPOT omnipresent in the community.	 Business partner "I'm on the SPOT" Presentations to the community Phone app and other technology Coffee sleeves and coasters Targeted ads Special events 	\$20,000-\$25,000 in marketing plus in- kind Time of 25-30 hours per month

^{*}This is direct marketing and out expense. Capital and operating expenses that have marketing benefits, such as service improvements, bus stop amenities and new buses, are not included in Resources.

Each year builds on the next and efforts started in Year 1 must be continually developed through Years 2 and 3. Once an effort is started, it is recommended that it be continued going forward, unless it is thoroughly reviewed and there is an identified reason it is deemed ineffective (effectiveness often increases with time). Budgeting and staffing must grow to support increasing SPOT marketing and outreach efforts over the next three years.

Getting This Work Done (Limitations and Need for Partnerships)

The challenge to implementing this plan is figuring how to fund these efforts and how to improve marketing without impacting existing service. Every public transportation system faces the same challenge of finding enough funding for marketing and outreach when the direct costs of running bus service are a higher priority. But funding this marketing plan is critical to SPOT's success; running SPOT buses without good marketing means the service will not reach its full potential. Acknowledging that SPOT has budget and staff limitations in implementing the ideas of this plan, SPOT must seek creative partnerships, cost share, schedule the work slowly, and use low-cost approaches.

The budget constraint is one of the biggest challenges to plan implementation. SPOT should look to allocate more funding to marketing, but this approach will take time – SPOT has a fixed budget and service commitments that use almost all the current budget. It is recommended that SPOT also pursue a more immediate solution for accomplishing marketing goals – set-up an interior and exterior bus advertising program with the goal of trading ads on buses for SPOT ads in a variety of media. SPOT should trade bus ad space for radio spots, online advertising, putting the bus schedule in the newspaper, getting SPOT into businesses (like on coffee cups or coasters), or any other creative trades SPOT can establish. The goal of ads on SPOT buses wouldn't be to generate direct revenue – the goal would be to generate trade dollars for SPOT marketing and outreach. Bus ads could also be used as trade for staff time from partners who can help market and promote.

The other biggest constraint is available staff time. Currently, SPOT is not staffed to carry out much of this plan. SPOT has one full-time employee whose time is consumed with day to day operations. Given this time constraint, SPOT must look to other ways to get this work completed and rely on its partners to help.

Workhorse board of directors

• The SPOT board has shown that it is willing to work and will need to give time to these marketing efforts

Schweitzer Mountain Resort

• With in-house marketing resources, Schweitzer could provide marketing staff time to help SPOT implement this plan, which could be done as part of a trade for bus ad space or as in-kind donation as part of a partnership for bus service to the mountain

Municipal partners

 SPOT could reach out to its partner cities to ask for help with specific marketing and outreach initiatives from city staff or officials who may have expertise or access to helpful resources like existing city newsletters

CONCLUSION

SPOT has a strong, recognizable community brand with loyal and happy customers. Building upon this base of support, SPOT is ready to grow its awareness, usage, and community impact. By implementing this Marketing and Outreach Plan, SPOT will become a community institution that is positively viewed throughout the region. Many more opportunities and new ideas will result from starting down the path of better marketing and outreach – SPOT should plan to incorporate this evolution of marketing and outreach through periodic updates to this plan.

See SPOT GROW

Transit Service Development Plan





OVERVIEW

A Transit Service Development Plan is an organizational planning tool that describes how existing transit routes and transportation services will be analyzed, developed, and operated, all of which is internally valuable to SPOT staff and board. This tool is also used to communicate externally with SPOT stakeholders and the community about transit service needs.

This plan will define the planning process by which the Transit Service Development Plan is updated annually. Included in this process is a mechanism for soliciting public comment on planned transit service and vet new service requests. This will allow for a transparent process to create more buy-in from the community. Not all the needs can be met, but SPOT must give an opportunity to hear from riders, the communities SPOT serves, and the general public about how SPOT service should grow.

The core of the Transit Service Development Plan is an evaluation of how to improve and grow services. Ideas in the plan are based upon several factors:

- The existing service operated
- Interviews with key stakeholders
- Survey results from riders and non-riders
- Analysis of the services operated and associated statistics
- Funding available now and in the future
- Industry best practices

The plan attempts to reconcile needs with available resources, while protecting existing services that are succeeding. The goal is to give SPOT a context for considering how to improve existing services and how to evaluate new services.

Finally, the plan will address existing services, ideas for improvement, new services, and make recommendations for the coming three years. Included will be route statistics, operating costs, trade-off analysis, and growth projections.

FIXED ROUTE SERVICE: THE FUNDAMENTALS

When planning a fixed route bus system, there are two ends of the service spectrum to consider. On the one side of the spectrum are systems designed to cover the largest amount of geographic area with routes that offer a relatively low level of service. These routes run circuitously over longer distances to many different destinations that are geographically dispersed with frequencies often 60 minutes or longer. These routes are designed to provide equity and access. On the other side of the spectrum are bus routes that run more like rail service, with direct connections along an efficient, linear route, that are commonly referred to as high frequency service. Frequency routes run with buses departing every 30 minutes or less and often connect major destinations. Frequency routes require people to walk more, but people will often walk further to get more frequent service than wait for an hour to catch a bus closer.

SPOT's current system has aspects of both a coverage and a frequency system. Service between the shopping areas of Ponderay and downtown Sandpoint are direct and more frequent with the combined effect of coupled service on both Blue and Green Routes, but other areas are served with lower frequency routes of 60 minutes or more, which often wind around to get passengers directly in front of where they want to go.

SPOT should consider what model it prefers as it adapts and changes services. Many of the ideas in this plan are based around trying to grow ridership and develop more frequent service. The reason for this is that ridership growth is an expectation for most funding partners, and more frequent service is more productive, in terms of ridership per hour. In fact, ridership grows disproportionately higher with increased frequency. In other words, doubling frequency from 60 minutes to 30 minutes will often grow ridership by more than double.

In addition to considering the directness and frequency of a route, SPOT needs to ensure that the service provided is high quality, convenient, and consistent. Ridership doesn't happen overnight. You have to invest in a new service with the mindset that you will operate for at least a year, preferably two. Ridership is very hard to build and very easy to lose. You build ridership by developing services thoughtfully and run those new service with the long-term in mind. Unfortunately, ridership can easily be lost a lot, if service is inconsistent or unreliable.

The other key aspects to making a service go are:

Demand

• Do you have enough confidence that a new service will be successful over the long-term? Have there been a lot of consistent requests for the service?

Community-driven (political will)

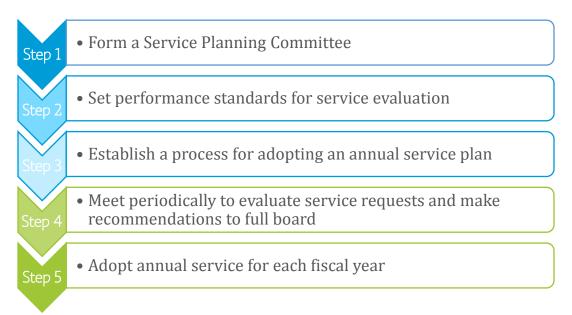
 This is often overlooked, but for a new route to be successful, there must be community interest and political will. Not necessarily from elected officials, political will can come from a new employer who is behind the start of a new vanpool, or a business like Schweitzer, helping to support the expansion of Blue Route to connect to the mountain base.

Funding

• This one is obvious, but a service must have funding to support it. The funding should be predictable and sustainable, as much as possible with public transportation funding. SPOT should also be looking at both the operating and capital needs of the service. A new bus may be required to start a new route and SPOT needs to include the capital equipment budget impacts, both upfront and ongoing, and plan accordingly.

THE PLANNING PROCESS: HOW TO BUILD

In order to have a well-functioning service, SPOT needs to establish a well-functioning process for service development. This process should be:



The committee should be made up of 3-4 board members and other stakeholders that have an interest in SPOT services. The existing technical advisory committees could transition onto this SPOT Planning Committee alongside willing SPOT board members. The committee should be no more than 10 people in order to keep meetings efficient. Meetings would be noticed and open to the public, as the Planning Committee would be making recommendations to the full SPOT board.

The first task for the SPOT Planning Committee would be to develop a set of standards for evaluating current services and new services. The committee would use these standards as a reference point for making changes to existing routes, increasing frequency of service, and adding new routes or services. Suggested questions to ask are:

For Existing Services:

- 1) Is a given service meeting performance goals in terms of ridership and cost?
 - Even if a given service isn't meeting goals, is there a reason to keep operating it, regardless of performance? (e.g., "life-line" services that serve at-risk populations without other transportation options)
- 2) Are there improvements to the service that, on-balance, could provide more upside vs. downside?
- 3) Are bus stops getting too few or too many riders? Do stops need to be added or taken away?
- 4) How can SPOT continuously improve these existing services while still responding to unmet needs?
 - Don't harm existing, base-level of service
- 5) If a service needs to be cut or changed significantly, is there a way to still have another option for those impacted by any change?
 - Perhaps fixed route is replaced by demand response to retain basic mobility?

For New Services:

- 1) What are the biggest unmet needs in the community?
 - Basis could be a missing connection, an unserved constituency, a change in land use or new land development, economic needs of businesses, or an affordable housing link
- 2) Does it complement existing SPOT services?
 - Is there a way to develop a new service such that it adds value to an existing service?
- 3) Does SPOT have the capacity to operate the service?
 - Administrative staff requirements, vehicle needs, marketing/promotional materials, and partnerships needed for success should all be considered

- 4) What is the funding model?
 - Is it sustainable? Does it have both local matching funds and federal funds?
 - Does it qualify for new sources of funding?
- 5) Does it meet the definition of public transportation?
 - Will it be open and accessible to the general public?

Federally Mandated Guidelines:

In addition to establishing service change questions/standards, SPOT is required to set service policies and standards for five specific items (requirement of all Federal Transit Administration funding recipients):

- 1) Vehicle load the maximum number of people per bus type (usually set by bus manufacturer but SPOT can choose to be more restrictive)
- 2) Vehicle assignment bus sizes for each type of route
- 3) Vehicle headway minimum service frequency for particular routes or route types
- 4) Distribution of transit amenities goals for establishing bus shelters, benches, etc.
- 5) Transit access the proximity of a route to existing population centers or other measure of service distribution like bus stop spacing

Once service standards are in place, the Planning Committee should establish a process for updating and adopting the annual service plan. In terms of timing with a fiscal year start of October 1st, the timeline and process for adopting an annual service plan could be:

January – March: collect service requests (use a standardized form); notify funding partners of the process

May: hold a meeting of the Planning Committee to review current services and evaluate requests for service changes, improvements, or new services.

June: put basic service concepts into a service outline that matches a draft budget

July: hold another Planning Committee meeting to develop the draft service plan that defines services for coming fiscal year

August: solicit public input on draft plan through surveys and community distribution of the plan

September: SPOT board adopts service plan, based on available budget and recommendation from Planning Committee

The process needs to allow for input from the leaders of the communities SPOT serves, the riders themselves, general public, and stakeholder organizations. As SPOT is a regional provider of public transportation services, there will always be more service requests than available resources. This process and timeline will provide context and guidance for how to deal with these competing requests.

CURRENT SPOT FIXED ROUTE SERVICES: WHAT WE HEARD

SPOT today is characterized by strong public support, satisfied riders, and solid ridership. As SPOT considers how to develop transit services, the current services are the best place to start for transit service development.

The easiest and simplest way to grow ridership is to get existing riders to ride more often. By understanding what the existing riders like about the current services, why they ride, what they would like to see in improvements, SPOT will be able to make better decisions with regards to improving the existing routes. The rider survey, which sampled approximately 21% of the daily ridership, provided the following insights.

Current riders would most like to see:

- 1) More frequent service
- 2) Later evening service
- 3) More stops along the routes
- 4) Connections to unserved places like Sagle and Ponder Point
- 5) Easier to read schedule

Trip purposes:

- 1) Shopping
- 2) Work
- 3) Leisure or social activity
- 4) Medical
- 5) School

All of this rider feedback is crucial to remember when considering service changes – SPOT has been successful thanks to its current riders and changes to service must protect the majority of these existing customers to the extent possible.

What current riders love about the service today:

- 1) Free!
- 2) Easy and convenient
- 3) Friendly drivers
- 4) Reliable service, that it is available

Who's riding:

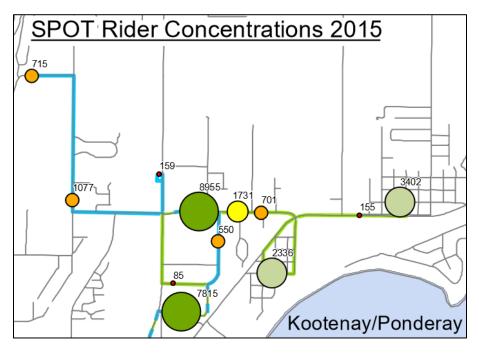
- 1) Those who can't drive
- 2) Young people
- 3) Those who want to save money
- 4) Retirees

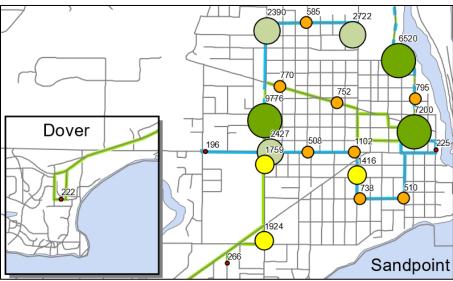


Happy riders and friendly drivers define SPOT today

CURRENT SPOT BUS STOPS: STATS, CONSIDERATIONS, ADDITIONS

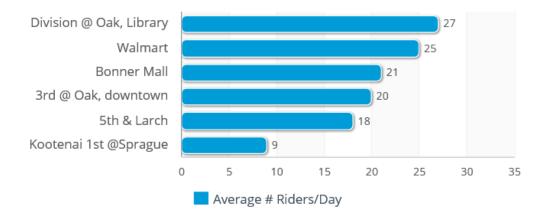
Bus stops along the Blue and Green fixed routes are a good starting point to understanding the current service and where the riders are boarding the buses. By looking at bus stop usage, SPOT can start to see where opportunities for route improvement exist. For 2015, SPOT looked at rider concentrations per stop, based on recorded rider boardings. The bigger and more green the bubble, the higher the ride boardings; yellow, orange and red show lower rider concentrations.





Heat map of rider totals at SPOT stop (Credit: Erik Brubaker, Ponderay City Planner)

From this data, the top stops in the system, along with average riders per day, are:



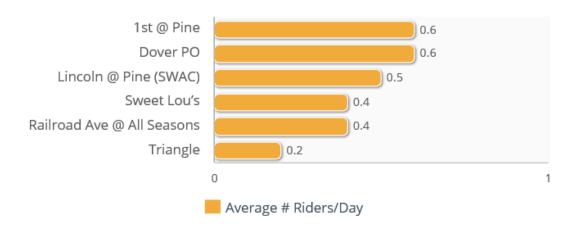
The data show how riders are using the system today – downtown Sandpoint, the library, Walmart, and Bonner Mall are the trip generators of the SPOT system. These stops show solid use and most are planned for bus stop improvements, which will help grow ridership even more.

Conversely, there are many stops with such limited use that SPOT must consider eliminating or moving some of these stops as part of the service plan.



The Bonner Mall, one of the high-use stops

The lowest performing stops in the SPOT system are:



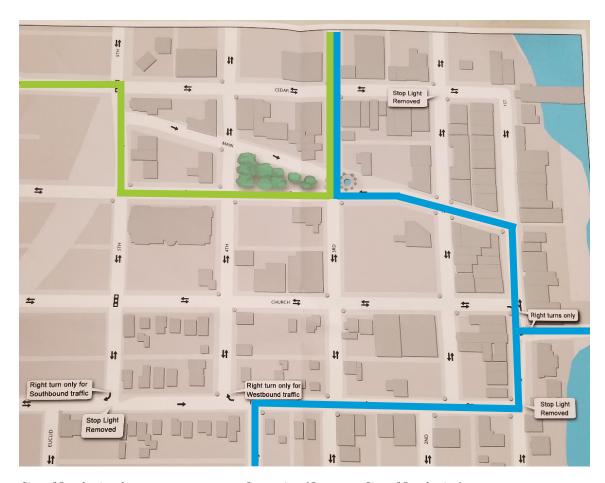
Considering that these stops are served many times each day, these average rider numbers are extremely low. A suggested benchmark would be at least 2 riders per day for any stop, especially if the stop requires a route to travel out of its way to serve that stop. If an underperforming stop is an intermediate point between two higher use stops, it is less of a concern and could remain as a stop. SPOT also needs to consider how planned service changes or improvements might affect whether or not a stop is eliminated. For example, the potential for Schweitzer service may be a reason to keep the Sweet Lou's stop due to potential growth in hotel guest ridership.

SHIFT also analyzed the distance between SPOT bus stops for Blue and Green Routes. In several cases, SPOT bus stop spacing is farther apart than what is typical for fixed route service. Within the transit industry, standards for bus stop spacing vary but are generally 500 to 1000 feet apart for downtown areas, higher density housing, or retail areas. In the SPOT service area, this would be downtown Sandpoint, the Bonner Mall, and Walmart areas. For more suburban housing areas or areas with dispersed retail or services, stops should generally be 1000 to 1500 feet apart (closer to ¼ mile spacing, or 1320 feet, which is the industry accepted maximum distance for how far someone will walk to a bus stop). In the SPOT service areas, this would be the areas along North Division, Chestnut, Michigan, City of Kootenai, Ponderay City Hall. More rural areas could see stop distances of ½ mile to 2 miles, depending on trip demand and safe stop placement. For SPOT, this would be Highway 2 to Dover, and points along Blue Route towards Schweitzer, west of Highway 95/2.

The recommended areas for adding stops are:

- 1) Along Main St., between downtown (3rd and Oak) and Division, 1 to 2 new stops
- 2) Along Division St, between Larch and Ontario, 2 to 3 new stops, especially at the High School and Middle School area
- 3) South downtown area, near Pine and 4th St., 1 new stop

There may be other areas that warrant new bus stops or adjustments to current stops, as services grow or land use changes. One big opportunity for adding new stops, as well as thinking about how to reconfigure Blue and Green routing, is the City of Sandpoint's planned change to downtown street configuration. This new layout will allow both Green and Blue Routes to provide more direct service in the downtown core, as shown.



City of Sandpoint downtown street reconfiguration (Courtesy: City of Sandpoint)

This is just one example of how Blue and Green Routes might operate after the streets of Sandpoint are changed. Other options may exist to more efficiently connect downtown destinations, including City Beach and the Library, while still serving the majority of the current stops. SPOT needs to be ready to adjust bus routing once the street project is complete.

CURRENT SPOT SERVICES: HOW TO IMPROVE

Given the complexities of transit service planning, there is no holy grail or silver bullet that can meet all goals. As mentioned previously, there are inherent trade-offs between serving many communities and destinations versus providing high frequency service. Each route and service is a reflection of the community itself and usually develops from a community-based service planning process. SPOT service has grown up around this concept, and the system is generally working well. The current SPOT system:

- 1) Connects four different communities with consistent fixed route service, operating seven days a week
- 2) Serves major community destinations including the shopping areas of Ponderay, the downtown core of Sandpoint, the hospital, schools, grocery stores, the library, and town centers of Dover and Kootenai
- 3) Provides a base level of service within the Bonner's Ferry area with a growing demand response service
- 4) Gives those how qualify under the Americans with Disabilities Act lifeline service that may not exist otherwise
- 5) Is well-used by a variety of user demographics for a variety of trip purposes



In suggesting improvements to current services, this plan strives to respect the current system and the riders that depend on it. There are always a variety of ways to improve and change a service, but major changes to the existing routes could be detrimental and counterproductive. The following are two examples, illustrating the trade-offs between coverage versus frequency (SHIFT does not recommend these changes, they are only provided as an example):

- 1) Just one route running between the library, downtown Sandpoint, and the shopping areas of Ponderay. This route could achieve 20-minute frequency with two buses but would leave many areas unserved. This approach would prioritize frequency above coverage area.
- 2) Add a third route, running every 60 minutes, to connect to more destinations. This would prioritize coverage over frequency of service.

Both of these examples run contrary to what has made SPOT successful to date.

What SHIFT is recommending, after analyzing all of the current routes and services, is a strategic approach that takes the existing routes and services and improves them incrementally over time, making small changes to frequency and/or coverage, where it's appropriate. By implementing small tweaks and adjustments, as opposed to fully rebuilding routes and services, SPOT can best leverage its current system to produce higher ridership and more efficient, effective service with the ideas herein. The added benefit to this approach is it will retain the existing ridership and get existing riders using SPOT more often.

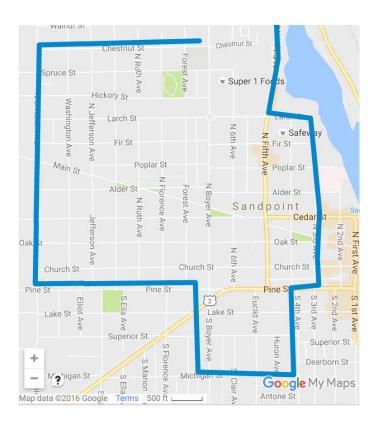
It is worth noting that SPOT operates in a very unique area that is constrained by many factors including: bodies of water that require indirect road routing, railroad tracks with intense train activity, one-way roads, and destinations that are not along direct routes. SPOT has done a commendable job designing a system that account for these many unique factors. The goal of this plan for improvements and service additions is to build on this solid foundation.

Rlue Route

SHIFT believes that Blue Route has the most opportunity for long-term growth due to potential for new Schweitzer and City Beach connections, and the fact that all of the highest use stops are served by Blue Route. When analyzing the route configuration (where it goes and how it gets there), SHIFT determined that the routing of Blue Route for points north of the City of Sandpoint is working well. For Blue Route within Sandpoint, SHIFT has identified options for SPOT to consider:

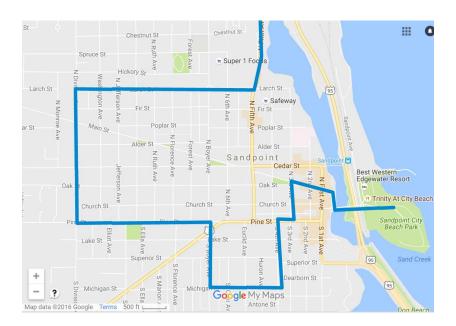
Option 1 - Keep route as is in Sandpoint

 Blue Route doesn't necessarily need any adjustments, and SPOT could determine that the existing routing is preferred (apart from potential connection to City Beach that is easily added to current routing)



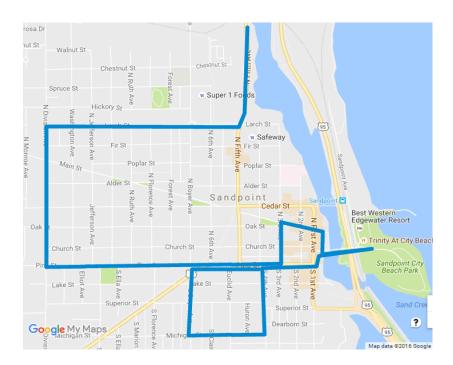
Option 2 - Use Larch to Division as route into and out of Sandpoint

Keeps current routing for neighborhood area off of Michigan



Option 3 - Same as Option 2 with exception of how Michigan neighborhood is served

 This option gets passengers straight to downtown first and then does a oneway loop to serve Michigan via 4th and Boyer



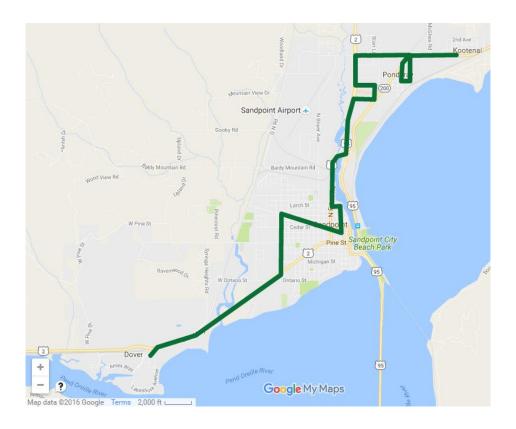
Routing options 2 and 3 make sense if SPOT felt more ridership could be gained from those in north Sandpoint who want a more direct connection to Ponderay, versus current routing that requires them to loop down to Michigan St. and into downtown before going to Ponderay and Kootenai. SPOT would also have to believe that those getting on in Kootenai and Ponderay are more interested in getting to destinations on the north side of Sandpoint, as well as the library, before going to downtown. The downside of both Option 2 and 3 is that the hospital isn't served and that getting to and from downtown isn't as direct.

Apart from potential routing adjustments that could be considered, there are service improvements that SPOT should evaluate to incrementally improve the Blue Route:

- 1) Make connection to City Beach in the summer
- 2) Add a second bus to improve frequency to every 30-minutes during winter and potentially summer; could start as part of Schweitzer for winter service and should be evaluated for eventual year-round service
- 3) Expand late night service to Wednesday through Saturday nights until 9:30p for both winter and summer to start and eventually provide late night Wed-Sat for entire year

Green Route

The southern "tail" of Green Route currently alternates between two different destinations, resulting in a very low frequency (120 minutes) for the Sandpoint West Athletic Club and Dover. SHIFT recommends that the routing of Green Route be changed such that the connection to the SWAC is eliminated and Dover is served every trip. This will improve frequency for Dover to 60-minutes and will give the Dover ridership a chance to increase. It also provides for a more consistent and easier to understand schedule for the public. Here is the suggested routing change:



SHIFT looked at alternatives for changing how Green Route serves the Ponderay area, but the railroad tracks, lack of pedestrian infrastructure along Route 200, and needed connections to both the retail area and downtown Ponderay caused SHIFT to conclude that the routing in Ponderay should remain the same. Kootenai routing is recommended to remain largely the same as well.

Other opportunities for Green Route improvements include:

- 1) Reestablishing a bus stop at Kootenai City Hall
- 2) Make small adjustments to route timing to give drivers a longer break either in downtown or at the SPOT office

Due to timing constraints, Ponder Point isn't a recommendation for Green Route service, but SHIFT is recommending that this be included in a new demand response service for certain areas of Sandpoint (see separate section on "New Services").

Paratransit in Sandpoint Area

SHIFT found that the paratransit service that operates within a ¾ mile of the fixed route service area for those who qualify under the Americans with Disabilities Act is well used, is compliant with regulations, and is providing important service. Apart from more marketing to increase awareness of this service, there are no improvement recommendations for the paratransit service; however, there is a suggestion for a new demand response service that would utilize the existing paratransit service as its basis.

Demand Response in Bonner's Ferry Area

Started in April of 2015, this service is one of the newest for SPOT. Ridership has grown from 92 in the first full month to over 200 per month recently. The service is open to the public and requires passengers to request trips in advance. Current service operates three days a week from 9am until 3pm and includes two days in and around Bonner's Ferry, and one day from Bonner's Ferry to Bonner County.

Given the population size of the area, SHIFT recommends that SPOT continue to improve demand response service for the next few years and not implement fixed route service. Demand response is much more flexible and appropriate for this service area. Demand response should be expanded from three days a week to four days a week with slightly longer hours and potential for larger service area to points:

Bonner's Ferry demand response goals (implemented over three years):

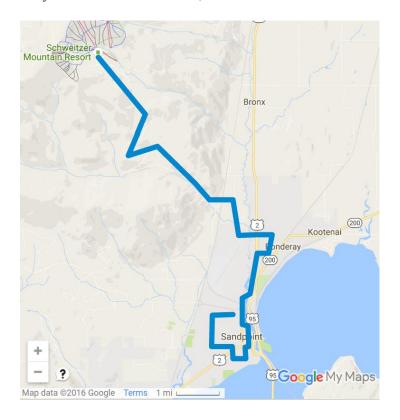
- Demand response service 4 days a week
- Monday through Thursday from 9a until 4p
- Expanded service area

Increasing service will take increased funding from partners in Boundary County and Bonner's Ferry. SPOT needs to continue to communicate about the resources required to grow this service, so that funding partners can plan ahead. It should be noted that the growth of this service is a separate goal from the new regional connection between Bonner's Ferry and Ponderay and Sandpoint, as detailed in the New Service section.

NEW SPOT SERVICES: HOW TO GROW

Schweitzer Connection

The extension of Blue Route to Schweitzer Mountain Resort in the winter is a new service that has been discussed by SPOT and Schweitzer in detail for more than a year. This new service idea seems to be viable – the community appears to support this new service, Schweitzer is willing to subsidize the operating and capital of this service, SPOT is willing to operate the service, and ridership should increase significantly. The proposed route, previously discussed by SPOT and Schweitzer, is an extension of Blue Route:



Schweitzer service dovetails into the existing Blue Route timing, but requires additional buses to operate. This timetable shows how buses would be timed for both 60-minute frequency, which requires 2 buses to operate, and 30-minute frequency, which requires 4 buses. (Frequency is calculated by using the time it takes 1 bus to make a full lap and dividing by the number of buses.) Bus times shown are suggested to create times that are easy for passengers to remember going to and from Schweitzer and match relatively close to existing Blue Route timing. Only show major time points, as shown in the table below (route would serve all existing intermediate stops).

BLUE ROUTE TIMING WITH SCHWEITZER	60-minute frequency 2 buses	30-minute frequency 4 buses	
TOWARDS SANDPOINT	(bus times after the hour)		
Schweitzer	:30	:30, :00	
Red Barn	:00	:00, :30	
Walmart	:10	:10, :40	
Sandpoint downtown	:20	:20, :50	
Spruce @ Boyer	:30	:30, :00	
TOWARDS SCHWEITZER	(bus times after the hour)		
Spruce @ Boyer	:30	:30, :00	
Sandpoint downtown	:40	:40, :10	
Walmart	:50	:50, :20	
Red Barn	:00	:00, :30	
Schweitzer	:30	:30, :00	

In both scenarios, northbound and southbound buses are crossing paths at the Red Barn. This is a big advantage – if the road were closed and a bus was unable to make it down the hill in time, the other bus would simply turn around at the Red Barn and start running the schedule of the stuck bus.

Demand Response Addition for Sandpoint Area

With a dedicated bus already operating complimentary paratransit service for ADA passengers in the Dover, Kootenai, Ponderay, and Sandpoint area, SHIFT believes that SPOT should consider using this service to also offer demand response service to specific areas and destinations not currently served. SPOT could offer a demand response service open to the public to connect to the following areas:

West Sandpoint, including service to SWAC

• Given recommendation for rerouting the Green Route and eliminating the SWAC stop, this would still give connectivity to this area

North Sandpoint

 Foodbank and airport area – demand response could work well to connect to these areas, especially since railroad tracks and deviation time make this area difficult to serve for existing fixed routes

Ponder Point

 As mentioned, Green Route is very time constrained and cannot afford the time to go to Ponder Point. Demand service could fill this gap and provide service for this area

Sagle

• The bridge is a challenge for this connection, but demand response with 1-2 standing trips (prescheduled trips that only operate if someone requests in advance) per day could be a place to start for serving Sagle

Vanpool

With the first route just getting started for Quest Aircraft employees, SPOT vanpool is a brand new expansion of service, and SPOT's first foray into regional commuter transportation. SHIFT believes that vanpool will grow very quickly for SPOT over the coming years. As employers understand the benefits that vanpool offers in terms off employee retention and attraction, vanpool ridership will follow.

SHIFT believes that SPOT should grow vanpool carefully, as resources allow. With the current cost structure of vanpool, some administration costs are built in and SPOT must put that funding first into increasing the hours of an office assistant, and ultimately funding a vanpool coordinator position that could also be responsible for demand response coordination.

Vanpool should be a core part of SPOT's growth over the coming three years with the goal of adding 1-2 vanpool routes per year

Regional Connections

As SPOT is about to expand its joint powers agreement regionally, SHIFT recommends that SPOT start planning for regional scheduled service. Two areas are recommended:

Connection between Bonner's Ferry and Ponderay/Sandpoint

Plan: transition current demand response run to scheduled fixed route one day a week and add Saturday service for casino goers and general public – both of these could start in 2017 and be expanded as funding and ridership grow.

Funding: existing demand response connection already funded; casino could fund weekend service

Connection between Sandpoint area and Coeur D'Alene (CDA)

Plan: start conversation with regional partners in the CDA area and start planning route and funding. Apply for 5311(f) funding in 2017 and start service in 2018.

Funding: 5311(f) intercity funding from the Federal Transit Administration with local match required. Kootenai County and Bonner County partners will have to participate.

SHIFT believes SPOT's role in regional transportation is going to grow in terms of importance and influence. By planning now, SPOT will be more successful in connecting a broader region and delivering economic benefits to all partners.

SUMMARY OF IMPROVEMENTS

In considering potential improvements to existing services or additional new services, SPOT should be aware of the pros, cons, relative costs, and relative ridership gains.

Improvement or service addition	Analysis-Recommendation	Expense	Estimated Ridership Gain
Later night service for Blue	One of the top requests from riders, but this ridership potential may be limited. Recommended only if resources allow.	\$\$	2
30-minute frequency for Blue	Getting Blue Route to every half-hour will significantly improve ridership, but it is expensive. If resources allow, this is recommended (implement slowly)	\$\$\$	
City Beach summer connection for Blue	This is an easy, low-cost change to Blue Route that should yield strong ridership gains and is recommended.	\$	
Reconfigure Blue to operate along Larch	These options could produce more ridership. Not enough data to make a recommendation.	\$	2
Reconfigure Green to serve Dover every trip	Having a consistent route is important. This is low cost and is recommended, but ridership may take time to build.	\$	
Demand response for specific areas around Sandpoint	General public demand response could work well for areas that aren't practical for fixed route service but are in need of service. Recommended if resources allow.	\$\$	2
Schweitzer service as Blue extension	This service seems to have the most energy and interest. It is expensive but Schweitzer is willing funding partner. Ridership numbers will be high, based on Schweitzer data. Recommended.	\$\$\$	**
Regional fixed route w/ limited service from Sandpoint to Bonner's Ferry	Currently the demand response service comes into Ponderay/Sandpoint once a week from Bonner's Ferry. This service is recommended to be transitioned to a fixed route. Saturday service is only recommended if the casino funds it.	\$\$	2
Regional intercity route to CDA	This is longer term project that is recommended for planning only at this point. If funding develops and partners are in place, service could be started in three years.	\$\$\$	2
Vanpool	Implementing vanpool is fairly low-cost with riders paying costs of the van. Given employer needs and housing, vanpool growth of 1-2 vans per year is recommended for SPOT.	\$	

THREE-YEAR SERVICE PLAN

There are many opportunities for SPOT – this chart charts illustrates a course for implementation. SPOT will need to determine if all of these opportunities make sense and whether they should happen sooner or later than recommended. As SPOT implements some of these opportunities, this three-year plan will need to be updated to reflect new information resulting from service, land use, and other changes.

EXISTING SERVICE	2017	2018	2019		
Blue Route	Connect to city beach, consider route configuration	Increase night service.	Increase to 30-minute for winter and potentially summer service.		
Green Route	Realign route to serve Dover every run, add new stops along existing route	Make time adjustment to Green to account for more Blue service	Evaluate long-term potential in 2020 and beyond of increasing to 30-min. freq.		
Paratransit in Bonner County	Maintain as is	Maintain as is	Maintain as is		
Demand response Boundary County	Maintain as is	Expand hours of service and look at larger service area	Add 4th day of service and keep Boundary bus in Bonner's Ferry for all 4 days		
NEW SERVICE	2017	2018	2019		
Schweitzer service	Plan ahead for winter 2017- 2018 start. Finalize service details.	Start Schweitzer service with 60- minute service	Expand Schweitzer service to 30- min., evaluate peak load needs in partnership w/Schweitzer		
Demand response in Bonner County	Add limited service areas and days to existing paratransit bus	Expand to other service areas	Add another bus for 2 hours per weekday		
New regional service to Bonner's Ferry	Start with 1 day per week scheduled service with 1 round-trip	Expand to 2 days per week	Expand to 3 days per week with multiple roundtrips		
New intercity service	Begin regional discussions and apply for funding	Start service with 1 day per week with 1 roundtrip	Expand service to 2 days per week		
Vanpool	3 vanpool routes by end of 2017	5 vanpool routes by end of 2018	7 vanpool routes by end of 2019		
RESOURCES REQUIRED	2017	2018	2019		
Estimated incremental operating costs	\$50,000 - \$75,000	\$140,000 - \$180,000	\$220,000-\$270,000		
Increased administrative staff	Add full-time office assistant	Add part-time vanpool and demand response; add driver trainer position	Make vanpool and demand response coord. full-time; transition management from Ops Manager to Exec Director		
RESOURCES AVAILABLE	2017	2018	2019		
	Schweitzer operating funding, vanpool fares, funding from casino	Schweitzer, vanpool, casino, 5311(f) for intercity, additional local JPA contributions	Schweitzer, vanpool, casino, 5311(f), additional local JPA contributions, additional 5311 operating funding		

CONCLUSION

SPOT has tremendous opportunity over the next three years to strengthen and improve existing services. Improving existing services should be SPOT's top priority. New services should be developed as resources allow and must be implemented carefully with a long-term, incremental approach.

See SPOT COV

Performance Dashboard





OVERVIEW

A performance dashboard is a monitoring and feedback tool for SPOT to use to evaluate its impact and performance over time. A performance dashboard tracks specific performance indicators and represents them in an easy to read and understand format, typically with graphical data, comparisons against benchmark goals, and historical trends.

Three main performance areas of focus for this dashboard are ridership, financial, and safety. In these three areas, the dashboard gives 1-2 specific metrics for each that quantify SPOT's performance (e.g., riders per hour). For each area an appropriate goal is suggested as the benchmark.

The goal of this tool is to give SPOT insight into its performance on an ongoing basis. A performance dashboard is primarily used by staff and the board to understand the organization better, but it can be used to present information to specific stakeholders or the community at large. By creating a feedback loop of information, SPOT can determine if specific projects or initiatives are working and how they impact performance.

It should be noted that a performance dashboard does have limitations; it cannot present the entire organizational performance. A dashboard can't tell you, for example, that there was a big economic slowdown that impacted ridership, or that costs spiked one month due to a large unscheduled maintenance issue. There are so many variables in running a public transportation system that must be recognized. It may make sense for staff to provide descriptive context to the dashboard when it is presented. And there may be good reason to accept lower than desired benchmark performance – a new route may take longer to get established, SPOT's cost structure, especially overhead, may have to increase to support more service growth, and a few back-to-back incidents or accidents may skew safety data temporarily. The key is to look at trends and patterns and use the dashboard data as potential indicators to help inform decisions or make adjustments appropriately.

AGENCY SNAPSHOT

In order to determine where SPOT should go, it's important to understand where SPOT is today. The organization is in a great place with solid ridership, low cost structure, satisfied customers, and safe operations.

A Typical Month for **SPOT**

Riders boarding	6,408
Hours of service provided	1,074
Miles driven	14,526
Monthly expenses to run SPOT	\$38,790
Accidents and incidents	Less than 1 per year

12-month average for July 2015-July 2016

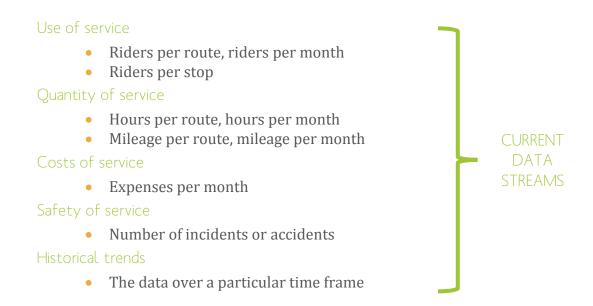
Formed in 2011, SPOT is a relatively new organization that grew its ridership quickly from 2012-2014. However, growth has stalled in recent years. Ridership numbers are relatively stable, but – in the past two years – the trend has been downward. Based on interviews that SHIFT conducted with SPOT board members, the goal is to reverse this trend and see SPOT ridership grow.

Trends in Ridership for **SPOT**

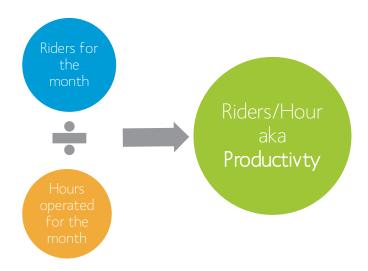


PERFORMANCE METRICS

Developing performance metrics involves taking available data streams and combining them in ways that make sense for the organization. For SPOT, the data streams that are readily available and currently tracked by staff include:



Developing a performance metric takes combines these data streams to develop a ratio that can quantify performance. For example, to understand how productive a particular service is, you would take ridership and divide by hours of service to get ridership per hour:



With so much data and so many different ways to calculate and present the data in an understandable format, it is recommended that the SPOT dashboard track these metrics for each area of performance:

SPOT Recommended Performance Metrics

METRIC		6 month average for SPOT actual performance	Suggested SPOT benchmark goal for each metric	
<u>ā</u> .	Riders per hour for fixed route service	7.9	9	
Ridership	Riders per hour for paratransit and demand response	2.1	2.5	
Financial	Cost per hour of revenue service	\$38	< \$45	
	Cost per passenger (total with both paratransit and fixed route)	\$6.35	< \$7	
Safety	Accident and incidents per year	1	< 2	

These specific metrics were chosen because they give a picture of data driven performance of the organization in three key areas that are easy to calculate, readily available from existing data, and typical in the public transportation industry.

The suggested benchmarks were chosen as achievable goals for SPOT, which are applicable for a small rural transit agency operating a similar amount of service. Every transit agency is different when it comes to performance, and there is no industry standard benchmark for these metrics. Agency performance varies widely based on the type of service, the amount of service, the density of the areas served, incentives to take public transportation, disincentives to driving, and many other unique factors.

Given that SPOT is serving small towns and rural areas, SPOT is performing well overall. In comparison to neighboring agencies, most of which are serving much larger areas with a much higher level of service, SPOT has a very low cost structure and has solid ridership per hour.

Comparables: Ridership and Financial

Community	Ridership Total	Hours of service	Ridership per Hour Average	Ridership per Hour By Service	Operating budget	Cost per Hour	Cost per Pass
Spokane, WA (STA)	11,811,344	580,892	20.3	28.9 = Bus 2.96= Demand	\$58,695,223	\$101	\$4.97
Boise, ID (ValleyRide)	1,466,139	121,563	12.1	15.3 = Bus 2.0 = Demand	\$9,624,981	\$79	\$6.52
Missoula, MT (Mtn Line)	922,768	54,624	16.9	20.1 = Bus 2.2 = Demand	\$5,031,414	\$85	\$5.02
Billings, MT (MET)	671,907	51,461	13.1	16.1 = Bus 4.0 = Demand	\$5,150,741	\$100	\$7.67
SPOT (2015 data)	79,170	12,931	6.2	7.5 = Bus 2.1 = Demand	\$438,601	\$34.04	\$5.54
Idaho Falls, ID (TRPTA)	38,660	32,114	1.2	1.7 = Bus 1.0 = Demand	\$1,118,204	\$34.82	\$28.92

^{*2014} Data from the Federal Transit Administration National Transit Database.

THE DASHBOARD

A good dashboard should include these metrics in an attractive presentation and be easy to understand at a glance. The dashboard developed for SPOT combines speedometers that show where SPOT is operating in the range for a particular month alongside graphs that show the trend over a longer period of time. The dashboard is shown in Appendix A for a recent month. This dashboard should be updated by staff on a monthly or quarterly basis and be shared with board members as part of the regular board meetings.

OTHER METRICS TO CONSIDER

The SPOT dashboard is a quantitative tool to give organizational feedback to staff and the board on an ongoing basis. SPOT should consider tracking other metrics on a less frequent basis. Other potential performance indicators could include:

Customer satisfaction survey

• The recent survey conducted by SHIFT sampling 45 riders showed that, on average, passengers were very happy with SPOT service, giving it an average of 4.7 out of 5 stars on overall experience

Driver satisfaction survey

Happy drivers = happy customers = good community feelings about SPOT

Ridership per stop

 Looking at how many people are boarding at each stop will give SPOT an idea of which stops may not be effective

Property values near popular bus stops

• Are they increasing faster than other properties?

These indicators could be looked at annually or as the resources allow. This could be part of a more in-depth annual performance report.



APPENDIX A

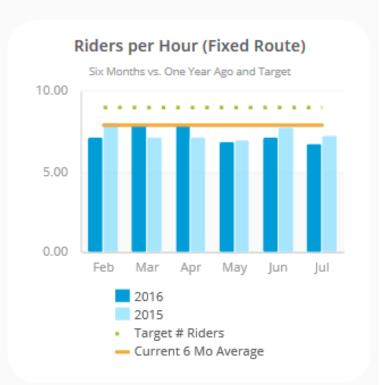


RIDERSHIP PERFORMANCE

Riders per Hour (Fixed Route)

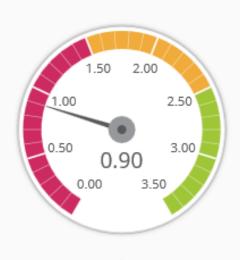
July 2016



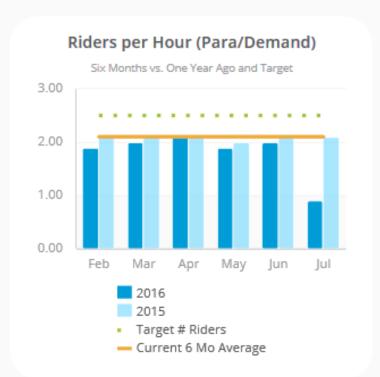


Riders per Hour (Para and Demand)

July 2016



Goal of 2.5 riders/hr





FINANCIAL PERFORMANCE

Cost per Passenger

July 2016

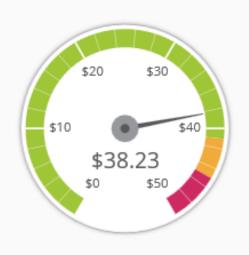


A Goal of less than \$8/passenger



Cost per Hour of Revenue Service

July 2016



Goal of less than \$45/Hour

Cost per Hour of Revenue Service Six Months vs. One Year Ago and Target \$60.00 \$40.00 \$20.00 \$0.00 Feb Mar Apr May Jun Jul 2016 2015 Do not Exceed Current 6 Mo Average

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SAFETY PERFORMANCE





Goal of less than 2/Year

See SPOT BUILD

Capital Improvement Plan







OVERVIEW

Capital planning is critical to the success of any public transportation provider. The SPOT Capital Improvement Plan (CIP) will be a valuable planning tool used to assess, predict, and develop capital needs of the organization over a specific time frame. This CIP uses a five-year time horizon as its basis, planning out capital projects for fiscal years 2017-2021 (FY2017 starts 10/1/16 and ends 9/30/17).

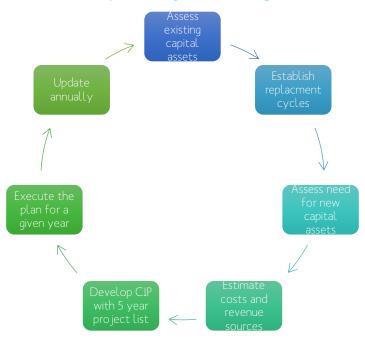
SPOT is at a point in its evolution where there are numerous capital needs to maintain and grow the vehicle fleet, improve bus stops, and look to a future SPOT-owned facility. Having a CIP in place ensures that the SPOT board and staff will be proactive in planning for capital needs and investing in SPOT's continued success.

A CIP ensures that assets are always in a state of good repair, providing safe and reliable service to the community.

CAPITAL IMPROVEMENT PLANNING PROCESS

Each year SPOT staff, board, and community stakeholders should work together to update this CIP, moving the plan forward one year so that the plan always looks forward to the next five years of capital projects. Capital needs and funding opportunities are always in flux. This plan must be adjusted to match capital needs with capital resources, according to the process below.

SPOT Capital Project Planning Process



In order to provide predictions about future capital needs, a CIP is formulaic. It assumes that capital assets - especially vehicles – depreciate incrementally and need to be replaced at a certain mileage or after a certain number of years, in accordance with industry standards and guidance. However, actual experience will be different and will have to be accounted for in the annual update.

It is common for a bus expected to go 250,000 miles to need replacement much sooner than expected (the "lemon" effect) and for some buses to go much longer than expected. Staff and board must assess which vehicles, and other assets, are running ahead of or behind the originally planned life cycle and plan accordingly.

By keeping the CIP current and adapting to opportunities and challenges, SPOT can be nimble and responsive in maintaining, replacing, and growing its assets.

TYPES OF CAPITAL PROJECTS

SPOT's CIP projects fall into five basic categories:

- bus replacements
- bus expansion (for new service)
- on-street assets like bus shelters
- facilities
- technology

Vanpool vehicles are not included in this CIP, because the leasing model SPOT is using for vanpool should work well going forward. By leasing vehicles and including this in the cost to riders, SPOT doesn't need to include vanpool vans as owned assets in the CIP.

Bus Replacements

Currently SPOT operates light duty and medium duty buses that have a minimum useful life of 5 years/150,000 miles or 7 years/200,000 miles, as established by the Federal Transit Administration (FTA).

These minimum useful life estimates help a transit agency understand what to expect for minimum life cycle performance of the bus. Many larger transit agencies view



these minimums as the point at which a bus should be replaced, but smaller transit agencies like SPOT have to plan to use buses longer than these minimum life estimates.

Minimum Service-Life Categories for Buses and Vans

Category
Heavy-Duty Large Bus
Heavy-Duty Small Bus
Medium-Duty and Purpose-Built Bus
Light-Duty Mid-Sized Bus
Light-Duty Small Bus, Cutaways, and Modified Van

Typical Characteristics						
Length	Approx. GVW	Seats	Average Cost			
35-48 ft; 60 ft artic.	33,000 to 40,000	27-40	\$325,000 to >\$600,000			
30 ft	26,000 to 33,000	26-35	\$200,000 to \$325,000			
30 ft	16,000 to 26,000	22-30	\$75,000 to \$175,000			
25-35 ft	10,000 to 16,000	16-25	\$50,000 to \$65,000			
16-28 ft	6,000 to 14,000	10-22	\$30,000 to \$40,000			

Minimum Life				
Whichever	comes First			
Years	Miles			
12	500,000			
10	350,000			
7	200,000			
5	150,000			
4	100,000			

Source: FTA Useful Life of Transit Ruses and Vans Final Report, April 2007

To date, the light and medium-duty buses have served SPOT well, and this vehicle type should continue to do so in the future. The light and medium-duty buses do have limitations – SPOT should be aware of the limitations and how to plan around them.

The current fixed route buses in the SPOT fleet are built on the Ford E450 chassis and can accommodate a maximum of 16-18 passengers without the wheelchair positions occupied. Base price for these buses is approximately \$75,000, for current model year.

The current demand response, paratransit buses are also built on the Ford E450 chassis and can accommodate a maximum of 8 passengers without the wheelchair positions occupied. Base price for these demand response vehicles is approximately \$60,000. All buses have a wheelchair lift and standard safety equipment.

PROS of current buses

Cost to purchase and maintain is lower than most other bus options

Ford chassis means local dealer can provide maintenance and warranty support

Gas engine has less issues than modern diesel engine in stop and go operations

Sized right for the existing routes, services, and ridership

Flexible and interchangeable among existing routes and services

CONS of current buses

Expected serviceable life is 250,000 miles or less (engines and transmissions may need to be replaced at 150,000-200,000 miles)

Passenger capacity of 16-18 passengers means system growth could be limited by bus capacity

Buses have wheelchairs lifts, which require more time and training to operate safely, as opposed to a wheelchair ramp

Buses don't have proper options to serve Schweitzer

Buses have steps which are challenging for some riders

As SPOT continues to evaluate bus needs for fixed route and demand response service, it should consider optional add-ons to the current vehicle chassis that improve carrying capacity and passenger accessibility:

Improvements to current fixed route bus configuration package with stop requests, destination signage, rear bike racks, and rear cameras

Adds \$10,000 to cost

Increasing carrying capacity of fixed route bus by adding 5-8 passenger capacity

Adds \$30,000 to cost

Eliminate entry steps and wheelchair lift and replace with a low-floor option (no entry steps and flip-out wheelchair ramp instead of wheelchair lift)

Adds \$40,000 to cost



Low floor bus with ramp (Credit: Champion Bus)

If SPOT wanted to purchase heavier duty buses with longer serviceable life, the cost goes up dramatically – as a point of reference, a 28-32 passenger heavy-duty (12 year rated) diesel bus with a low floor (wheelchair ramp) is \$350,000-\$400,000. A 10 year-rated bus with a capacity of 25-30 passengers is \$200,000-\$300,000.

Bus Expansion for New Service

In evaluating service expansion, SPOT should carefully consider how to grow the fleet. For a small transit system, it's very helpful to have one vehicle platform that is easily interchangeable among different routes and service. Having vehicles that only work on one route is too limiting for a small transit provider like SPOT. By planning around the current Ford vehicle chassis with small adjustments to seating capacity, add-on packages, and potential low-floor option, SPOT will be able to keep a cost-effective fleet that can be used year-round on all routes and services.

With fleet consistency in mind, the biggest challenge in the next 1-2 years will be what type of bus to get for a potential Schweitzer service. If SPOT moves forward with this service, it is recommended that SPOT consider purchasing a bus that has additional passenger capacity but built on a similar Ford chassis as the current SPOT buses. Using the same basic

bus chassis will allow for interchangeability with the current fleet, current routes, and current needs of the service. Especially if the existing Blue Route is lengthened to connect to Schweitzer, SPOT must have a bus that can maneuver easily in town and not be oversized to the year-round usage of the route. This approach will require that Schweitzer retain some of its current buses in order to deal with peak skier demands from the Red Barn parking lot up to the resort.

The buses for Schweitzer are recommended to be built on a Ford E-450 or F-550, or equivalent, chassis and have capacity for 22-26 passengers. They will need to be wheelchair accessible. Additional add-on packages for this bus must include:

- Heavier duty transmission and braking package with retarder system (used to help slow the bus)
- Auto-chains for winter conditions
- Exterior ski racks
- Higher gross vehicle weight to accommodate the additional passenger load

Estimated per bus cost with these options: \$130,000-\$140,000





Auto chain system and driveline retarder system (Credit: left: ONSPOT; right: Telma)

In addition to the fleet expansion for the Schweitzer service, SPOT will also need to plan for expansion of the bus fleet for potential new services like a scheduled route between the Sandpoint area and Bonner's Ferry to serve commuters or casino goers and a regional intercity connection from the Sandpoint area to Coeur D'Alene. Both of these connections require an additional bus in the fleet and are included in the 5 year CIP. These buses are recommended to be built around a similar specification as the SPOT fixed route buses for Blue and Green Routes.

On-Street Infrastructure (Stops, Shelters, Park-and-Ride)



SPOT bus shelter concept (Credit: Steve Holt, Eureka Institute)

SPOT has developed a well-functioning fixed route bus system with over 40 established bus stops served by the Green and Blue Routes within the communities of Dover, Sandpoint, Ponderay, and Kootenai. Most of these stops have limited passenger amenities for safe and comfortable accessibility. SPOT is aware of this need and has already started the capital funding process by applying for and receiving a grant of \$125,000 from the Federal Transit Authority (FTA) for improving bus stops that will become active in the fall of 2016. With matching funds included, this project will result in over \$150,000 in bus stop improvements.

This project will likely not start until 2017 and includes:

- New bus shelters at 10 different higher volume bus stops
 - 4 in Sandpoint
 - 4 in Ponderay
 - 1 in Dover
 - 1 in Kootenai
- Bus stop benches at an additional 9 stops throughout the system.
- Better bus stop signage that shows departure times.

SPOT has built community partnerships for this project including a creative partnership with the Eureka Institute. The Eureka Institute has developed a modern, attractive bus shelter design that fits the community aesthetic. This design will be built by youth, as part of Eureka's Construction Basics Initiative. The partnership leverages the FTA funding that SPOT has secured with the community support for this youth construction program. SPOT has correctly recognized that this effort is only the beginning and needs to be continued in future years, beyond this federal grant. As a result, SPOT and Eureka have started the conversation on ways to keep this project self-funded by looking at bus shelter sponsorship opportunities. This could result in sustained funding for building more shelters and adding more benches.

Potential Park and Ride lot in Dover

Another project included in this CIP is the development of a park-and-ride lot in Dover. This lot would become the terminal point for the Green Route in Dover. The City of Dover is a willing partner for acquiring and entitling the land for the park-and-ride, and SPOT would seek grant funding for improvements including paving the lot and building a bus shelter. The project in the CIP Appendix A includes the cost of these improvements, but excludes the cost of acquiring the land.

SPOT must also work in partnership with the cities in which it operates to help support development of continuously improving bicycle and pedestrian infrastructure. SPOT most likely won't manage the development of better bike lanes, pathways, crosswalks and sidewalks, but SPOT should support and encourage these efforts within the communities that it operates. Every bus trip begins and ends with a walk or bike trip; safe and



complete pedestrian and bicycle infrastructure compliments and promotes transit services. Across the nation, ridership numbers are higher in communities that have provided this type of infrastructure.

Facil ities

SPOT currently rents a facility located in Sandpoint. This is its only facility. It is used for office space and bus storage with outdoor parking. This space is meeting the current needs of the organization, but SPOT should be planning for long-term growth. As SPOT expands operations and levels of service, it will need more office space, better bus storage (preferably indoors), and space to perform bus maintenance in-house. Investing in a facility will eliminate rent payments, improve longevity of vehicle fleet, and provide more capacity to grow services.

The CIP includes a facility project that begins with one year of design and planning, followed by a 1-2 year construction process. SPOT may be able to acquire land through one of its partner cities or by working with Schweitzer. The value of this land could be used as match toward the project. Alternatively, SPOT may find that it is able to acquire an existing building that meets the needs of a maintenance and administration facility. Acquiring an existing building would be a quicker process and less costly, avoiding the challenges of having to construct a new facility.

It may seem premature to start planning for a facility, but these projects take years to plan and fund. It is likely that this project will extend beyond the term of this CIP, but SPOT will have a head start if planning and funding development starts now.

Technology

SPOT currently operates a real-time customer information phone app called DoubleMap. This system utilizes tablets onboard the buses to track bus location and send that information to an app that customers can use to see the bus location. It is unclear how much this system is being used and how much it will cost to maintain the system going forward. The CIP includes funding to keep this program going into 2017, but SPOT should evaluate whether this tool is sustainable. It could be very useful for SPOT customers, but it requires staff time to keep it operating properly.

Other technology projects include:

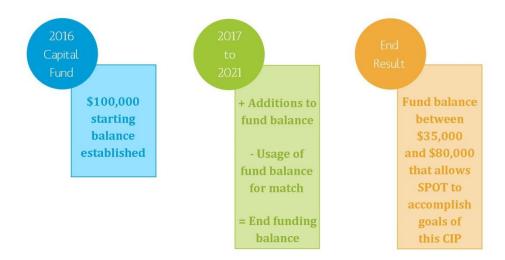
- Ridership tracking system this would allow drivers to put ridership directly into a tablet instead of doing this by hand. The data would be readily available to management staff and would eliminate time spent entering this data by hand into a spreadsheet
- Scheduling software as demand response and paratransit ridership increases, SPOT could benefit from software for entering and scheduling these rides.
- Asset management/maintenance software as the fleet grows, SPOT will need more sophistication in how it manages and tracks maintenance of its buses.



BASE FUNDING FOR THIS PLAN

Capital planning requires steady capital funding. Currently, SPOT doesn't have a separate budget and account for capital funding. It is recommended that SPOT use its existing "excess funding" that is unallocated in order to establish a capital fund balance. Based on discussions with SPOT staff regarding available fund balances, SHIFT recommends that this starting fund balance be established at \$100,000 for FY2017, beginning October 1st, 2016.

Capital Fund Establishment



For each year going forward, it is recommended that SPOT allocate 10% of local contributions to the newly created capital fund for the purpose of creating a balance of matching funds. Currently SPOT receives approximately \$166,000 of local funding each year. Starting in 2017, SPOT should allocate \$16,000 of this local funding to the capital fund. This allocation creates stability to the capital fund with a growing fund balance that can be leveraged to get new federal funding. Almost all capital projects that SPOT would consider qualify for 80% federal funding from the FTA. Having 20% local funding available and "in the bank" means that SPOT can move forward with capital projects quickly and when needed.

This could be established by creating a separate bank account and establishing a separate capital budget each year, based up the priorities in this plan. This capital budget should be adopted in conjunction with the adoption of the annual operating budget. SPOT's total adopted budget should include operating and capital funds with estimated revenue and estimated expenses. This new process may require SPOT to ask for more funding from local funding partners to build these capital matching funds in excess of \$166,000 a year.

By establishing this standard of always allocating 10% of every local dollar received, SPOT will be able to show funding partners that there won't be any surprises when it comes to capital needs. Having to make one-time funding request, outside of the annual budget request, of cities and counties for capital projects creates challenges for the city and county budgeting processes. If funding partners know that SPOT is proactively planning for both operations and capital, then there will be a higher degree of trust in SPOT's ability to manage its finances.

FUNDING SOURCES

CIP projects are expensive and require a variety of funding sources to complete. Fortunately, SPOT has been very adept, finding creative ways to make projects happen. SPOT has been successful in competing for federal capital project grants and is using many of the sources listed below to build more capacity for funding future projects.

Funding from Municipalities and Counties

As previously described, SPOT needs to establish a capital fund and start allocating a percentage of every local dollar received to building and maintaining a fund balance for the capital account. This fund balance can be used as match to federal funding or to complete a capital project in its entirety. SPOT should build this fund in anticipation of large capital projects. The more funding available from local funding sources, the better SPOT can compete for grants that often require or recommend local participation in project funding.

5339 Program of the Federal Transit Administration (FTA)

The FTA states that the Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. For most 5339 projects, the funding from the FTA provides 80% of the cost with a 20% local match requirement.

This 5339 program will fund most major SPOT capital projects, with the assumption that 80% of the cost of a given project for bus replacement/acquisition or new bus facilities, including bus stop improvements, will be paid out of this program. The 5339 program is managed by the Idaho Transportation Department (ITD). ITD has an application cycle of every two years, but periodically ITD has released one-time funding.

Other Federal Funding

Opportunities for bus and bus facility projects outside of the 5339 program are limited for rural providers like SPOT, but there are still programs that SPOT should look at when considering larger capital projects, especially a new facility. SPOT may be able to access one-time programs like TIGER, 5311(f), and 5310. The SPOT Strategic Plan from 2015 has a list of potential federal sources in Appendix A. SPOT should continue to look for federal funding opportunities for capital projects.

Creative Community Funding

As a service uniquely positioned in the community, SPOT has the opportunity to continue to grow funding support from a variety of non-profit and business partnerships in order to funding capital projects:

- Eureka Institute and other community minded organizations interested in construction
- Other non-profits like the food bank, the senior center, North Idaho College
- Sponsorship of assets like benches and bus shelters that can be used to continue programs
- Business partnerships

These funding sources can bolster the capital fund balances, be used as matching funds for federal grants, or they could be used entirely to fund a smaller capital project, like bus stop amenities, benches or customer accessibility projects.

Schweitzer Mountain Resort

SPOT has already received commitment from Schweitzer Mountain Resort to provide the matching funds up to \$170,000 for 4 additional buses to be used to connect Sandpoint and Ponderay with Schweitzer. These matching funds are critical to expanding SPOT's service to Schweitzer. The CIP summary of projects includes two buses for winter 2017-2018 and two buses for winter 2018-2019, based on Schweitzer matching funds.

Other Grant Opportunities

In the SPOT strategic plan from 2015, many ideas for funding are provided and should be evaluated as opportunities present themselves. Smaller capital projects for bus stop improvements and passenger amenities can often be funded through smaller grant opportunities, as shown in the SPOT strategic plan.

ANALYSIS OF CURRENT FLEET

SHIFT analyzed the current bus fleet in order to determine necessary vehicle replacement needs to maintain the service. SPOT currently runs a fleet of gas powered light to mid-duty buses in fixed route and demand response service.

Some stats to note:

- Fixed route buses operate a total of 145,000 miles per year.
- Demand response and paratransit buses operate a total of 30,000 miles per year.
- Fleet mileage total of 175,000 miles per year.

This results in the need to replace one bus every other year or sooner, based on current usage.

Bus Fleet Today

SPOT ID#	Model	Model Year	# of Passengers	Service Mode	Current Mileage 6/30/16	Typical Useful Life for Bus Type (Miles)	Estimated Replacement Cost
106	FORD E450 cutaway	2005	16	Fixed Route Spare	298,301	200,000	\$75,000
107	FORD E450 cutaway	2007	9	Demand Response	195,270	250,000	\$80,000
110	FORD E450 cutaway	2010	16	Demand Response	158,535	250,000	\$78,000
111	FORD E450 cutaway	2011	16	Fixed Route Spare	270,844	250,000	\$75,000
114	FORD E450 cutaway	2014	16	Fixed Route Blue	119,520	250,000	\$82,000
115	FORD E450 cutaway	2015	16	Fixed Route Green	79,919	250,000	\$84,000
BFB#1	FORD E450 cutaway	2011	8	Demand Response Boundary Co.	36,031	200,000	\$80,000

The next step in understanding the fleet is to use mileage data to calculate when a particular bus will be at the end of its useable life, based on how many miles each bus is predicted to accumulate.

Mileage Analysis with Predicted Replacement Year Highlight indicates point of replacement

SPOT ID#	Avg miles per year	Estimated Mileage End 2016	Estimated Mileage End 2017	Estimated Mileage End 2018	Estimated Mileage End 2019	Estimated Mileage End 2020	Estimated Mileage End 2021	Notes
106	10,000	303,301	313,301	10,000	20,000	30,000	40,000	replace now no AC, original engine & transmission
107	12,000	201,270	213,270	225,270	237,270	12,000	24,000	replace sooner due to age in 2019
110	12,000	164,535	176,535	12,000	24,000	36,000	48,000	replace sooner due to age and rough condition
111	10,000	275,844	285,844	295,844	10,000	20,000	30,000	run longer due to new engine in 2016
114	60,000	149,520	209,520	239,520	269,520	60,000	90,000	replace when >250k
115	60,000	109,919	169,919	229,919	259,919	289,919	60,000	replace when >250k
BFB#1	12,000	42,031	54,031	66,031	78,031	90,031	102,031	replace due to age

This analysis is the best guess as to how buses will age and how services will grow. Most likely, the SPOT fleet replacement schedule will need to be adjusted to account for numerous unknown factors. The annual CIP update should include adjustments to fleet replacements opportunities.

CONCLUSION

A CIP is a valuable tool that will allow SPOT to project local and federal funding requirements for achieving capital goals. Capital planning ensures that SPOT can maintain its capital assets in an ongoing state of good repair. Federal funding requires it, local funding partners will appreciate it, and customers will benefit from it.

The CIP addresses acquisition and construction costs of capital projects, but maintaining assets over their lifetime is just as important to the capital asset process. Maintenance costs are not included in the CIP, as they should be included in SPOT's annual operating budget as an ongoing expense.

Given the 5-year timeframe and the many assumptions that have built into this plan, it is necessary that SPOT view the CIP as a living document that should always be as current as possible.

APPENDIX A - CIP SUMMARY AND SCHEDULE OF PROJECTS 2017-2021

TVDE CDD OJECTO	COST OF REPLACEMENT or ACQUISITION by YEAR						
TYPE of PROJECTS	2017	2018	2019	2020	2021		
Existing fleet-replacement							
Fixed route buses (incl. spares)	\$ 75,000	\$ 78,000	\$ 81,000	\$ 84,000			
Demand/paratransit buses (incl. spares)	\$ 60,000	, ,,,,,,	\$ 64,000	, o 2,000	\$ 68,000		
Fleet expansion	¢ 270,000	¢ 270,000	1	1			
Schweitzer buses Regional buses	\$ 270,000	\$ 270,000	\$ 78,000	\$ 78,000			
Regional buses			\$ 70,000	\$ 70,000			
On-street assets							
Park and ride lots			\$ 35,000				
Bus stop signage + bike racks	\$ 20,000						
Bus shelters	\$ 130,000	\$ 18,000	\$ 18,000				
Facilities							
Planning/design			\$ 20,000				
Building/construction of facility			20,000	\$ 100,000	\$ 150,000		
Technology				1			
DoubleMap App (or other customer tech)	\$ 5,000		b 45000				
Scheduling software		b 10000	\$ 15,000				
System for tracking ridership		\$ 10,000		\$ 5,000			
Asset manangement/maintenance				\$ 5,000			
TOTAL CAPITAL SPEND BY YEAR	\$ 560,000	\$ 376,000	\$ 311,000	\$ 267,000	\$ 218,000		
LESS Federal Funding (80%)	\$ 448,000	\$ 300,800	\$ 248,800	\$ 213,600	\$ 174,400		
BALANCE to fund locally (20%)	\$ 112,000	\$ 75,200	\$ 62,200	\$ 53,400	\$ 43,600		
ANALYSIS S CARLTAL FLAIR			•				
ANALYSIS of CAPITAL FUND							
INCOME Sources	£ 100.000	\$ 75.000	¢ 55.000	\$ 56.600	¢ 40.200		
Capital fund balance (Start with \$100k) Capital fund additions-10% of local funds	\$ 100,000 \$ 16,000	\$ 75,000 \$ 17,000	\$ 77,800 \$ 18,000	\$ 56,600 \$ 19,000	\$ 40,200 \$ 20,000		
Misc local funding (private, grants, etc)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
Schweitzer	\$ 54,000	\$ 54,000	\$ 2,000	\$ 2,000	\$ 2,000		
Tribe or other local business partners	\$ -	\$ -	\$ 16,000	\$ 16,000	\$ -		
Community partners for stop improvements	\$ 15,000	\$ 5,000	\$ 5,000	\$ -	\$ -		
community pareners for scop improvements	Ψ 15,000	Ψ 5,000	Ψ 5,000	Ψ	Ψ		
TOTAL LOCAL FUNDING AVAILABLE	\$ 187,000	\$ 153,000	\$ 118,800	\$ 93,600	\$ 62,200		
LESS BALANCE to fund locally for GIVEN YEAR (annual local expense)	\$ 112,000	\$ 75,200	\$ 62,200	\$ 53,400	\$ 43,600		
CARRYOVER CAPITAL FUND BALANCE	\$ 75,000	\$ 77,800	\$ 56,600	\$ 40,200	\$ 18,600		

NOTES

- 1. As of 10/1/16 start of this plan, only funding secure through federal award is \$125,000 of federal funding for bus stop improvements
- 2. All other projects are contingent upon future federal awards
- 3. Capital fund balance starts with \$100k, as described in the CIP, and has 10% of local municipal/county funding added to it each year

Selkirk Pend Oreille Transit VEHICLE MAINTENANCE PROGRAM

A schedule for vehicle maintenance on all every transportation vehicle is kept to maintain all vehicles in good operating condition.

Schedule -

Daily – Pre trip and Post trip inspections will be performed on all vehicles that will be in service that day

Monthly – Maintenance inspection and lubrication for wheelchair lifts, wheelchair ramps and all vehicles door tracts, hinges and latches.

Quarterly – A vehicle inventory report is conducted. This report is done to check to see if equipment is missing or needs replace in each transit vehicle.

Six Months – This includes but is not limited to: Change seasonal tires and replace as needed; Inspect Brake Pads; Inspect Shocks / Struts; Inspect Front and Back suspension; and inspect lug bolts.

Annually – The following will be performed at least annually or every 35,000 – 45,000 miles, whichever comes first. This includes but is not limited to: Inspect and/or replace Air filter; Flush radiator and replace anti-freeze; Inspect and/or replace battery and cables; replace Spark Plugs, spark plug wires, distributor cap / ignition rotor; inspect and/or replace power steering fluid, belts, fuel pressure regulator, hoses, and cabin air filter.

As Needed – This will includes but is not limited to: oil changes (see requirements for services to be performed during an oil change) to be performed every 3,000 –5000 miles or sooner if needed; windshield repair; upholstery repair and chaise repairs.

A Service record (Appendix6) is kept on an ongoing basis to record all services performed and vehicles. This report is kept by vehicle with the receipts following in the vehicle binder.

DAILY MAINTENANCE SCHEDULE

Prior to putting a vehicle into service each day a pre-inspection will be performed by the driver on the vehicle. At the end of that vehicle's service day the driver will perform a post-inspection on the vehicle. This inspection includes under the hood fuel levels and hoses and/or belts.

MONTHLY MAINTENANCE AND LUBRICATION INSPECTION

This inspection is to check and lubricate wheelchair lifts, ramps, door tracts, hinges and latches.

TWICE A YEAR MAINTENANCE SCHEDULE – Typically spring and fall

Change and/or Replace Tires Inspect Brakes-Pads Inspect Shocks / Struts Inspect Front and Back suspension Inspect Lug bolts

ANNUAL MAINTENANCE SCHEDULE

The following services will be performed on each vehicle annually or every 35,000 to 45,000 miles, whichever comes first.

Inspect and/or Replace Air filter
Flush radiator and Replace Anti-freeze
Inspect and/or Replace Battery and Cables
Replace Spark plugs
Replace Spark plug wires
Replace Distributor cap / Ignition rotor
Inspect and/or replace Power steering fluid
Inspect CV boots/joints or Drive shaft/U-joints
Inspect/Replace Belts
Inspect/ Replace Fuel pressure regulator
Inspect and/or Replace Hoses
Inspect and/or Replace Cabin air filter

AS NEEDED - OIL CHANGE will be performed on each vehicle every 3,000-5,000 miles or sooner if needed. The following will be included during each oil change.

Check Coolant fluid & level
Inspect Lug bolt
Top off Washer fluid
Check/Top off Power steering fluid & level
Check/ Top off Brake fluid & level
Check differential fluids & level
Check Transmission fluids & level
Check transfer case fluids & level
Check transfer case fluids & levels
Replace Oil filter
Change engine oil
Perform a 14 Point inspection
Test Drive

Lube Chassis fittings Wash Windows inside & out Dust interior Vacuum interior Check/ Replace Wiper blades Check? Replace Air filter Check/ Replace Battery Check Exhaust system Check Tires Check Air Pressure in tires Lube Fittings on Steering linkages Lube Ball joints Lube Drive shaft Check all Gas filters Install next Oil change sticker Lube Drive shaft Check all Gas filters

EVERY SPRING AND FALL

Install next Oil change sticker

Change and/or Replace Tires Inspect Brakes-Pads Inspect Shocks / Struts Inspect Front and Back suspension Inspect Lug bolts

OVERVIEW

The goal of this SPOT Marketing and Public Outreach Plan is to provide a clear path towards continuing to grow ridership and build community support. SPOT has a solid foundation on which to build increased marketing and public outreach efforts. It has a strong brand, solid ridership, enthusiastic community support, and positive political momentum. This plan will leverage all of these assets in a thoughtful and strategic way.

The Marketing and Public Outreach Plan addresses the following:

- Current marketing efforts
- Who is riding today, why they ride, and how to get them to ride more
- Who isn't riding much today and how to get them onboard
- A toolkit of strategies, rated by cost and complexity, and mapped to target audiences
- A three-year approach to implementation
- Partnerships required to successfully implement this plan

Informing this plan are stakeholder interviews, two community surveys – from riders and stakeholders, and market research performed by SHIFT. This plan uses industry best practices, opportunities unique to SPOT and the communities it serves, and successful efforts from other communities.

Implementation of this plan will result in a stronger SPOT that continues to weave itself more tightly into the fabric of the community. In several of our community interviews, the idea of making SPOT "just the way you get around" and "what our community does" and "a community institution" were expressed and embody exactly what a good marketing and public outreach plan can do for SPOT, along with strategic implementation.

SPOT MARKETING EFFORTS TO DATE

The SPOT brand is very strong for a small transit system. SPOT's brand reflects the community and is easily identifiable. The logo, bus graphics and generally positive community perception of SPOT are tremendous assets that can be leveraged towards a new infusion of energy, excitement, and growth.

As SPOT moves forward with the marketing and outreach efforts of this plan, the brand and what it represents should be infused into all the various outputs. The brand should remain the same and be adapted and leveraged to connect more people to the bus and get more people on board. The main goal of this plan is for the community to view the SPOT brand synonymously with economic vitality and development.



The SPOT Brand = fun, interesting, community-oriented

SPOT has gone through a common cycle for new services in rural areas with a limited budget. Initially, SPOT had a lot of buzz, the awareness of SPOT grew quickly, there was initial money to market the service, and ridership grew quickly. Now, SPOT has hit a 5-year plateau where ridership is steady but not growing, awareness among non-riders has dropped, money for marketing is very limited, and customer information needs improvement. SPOT must invest more in marketing in order to reverse this trend. The baseline budget for marketing is very small:

The current SPOT marketing and advertising budget is only \$1500-\$2000 per year.

This current spend consists of limited print advertising, printed brochures, and website costs. Bus graphics and bus stop signage are not included in this total, but are included as part of the Capital Improvement Plan (bus graphics are included in the cost of a new bus and bus stop signage project already funded and slated for 2017). The advertising budget is so limited that SPOT is not able to build awareness or grow ridership through marketing or outreach.

SPOT should start planning for how to grow funding for these marketing investments. This is a challenge that will be addressed later in this plan with ideas on how to partner and trade for market exposure. The good news is that SPOT has strong brand fundamentals and is ready to build on this foundation to renew itself and look for more support and use in the coming three years.

COMMUNITY SURVEYS

SHIFT conducted two similar surveys, from two distinct community groups – existing riders and community stakeholders. The goal of the surveys was to understand a variety of aspects including the markets and identify marketing opportunities, service improvement needs and perceptions of SPOT. Only a portion of the questions from each survey were asked of both groups, the rest were tailored specifically to either existing riders or community stakeholders.

This plan focuses only on the survey responses that inform the markets and marketing opportunities. The existing riders group responded to marketing questions about how they use SPOT and why, how they plan their trip, and where they get their SPOT and other community information. The stakeholder group represented key decision makers and responded to some rider questions, such as why they ride or don't ride and what could get them to ride or ride more frequently, as well as marketing ideas for increasing ridership.

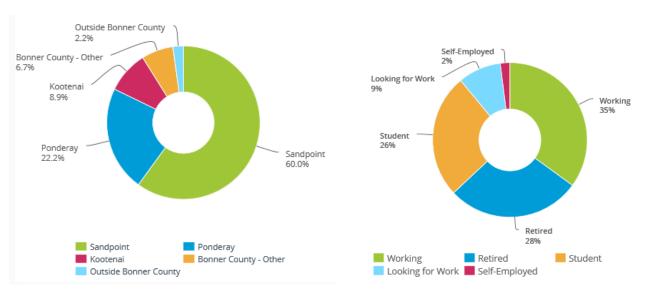
Existing Riders Survey - Results

SHIFT conducted a survey of existing riders to understand who is using SPOT, why they are riding, and how they use the bus. 45 riders responded to the survey, which represents approximately 3% of the average weekly ridership, and 21% of the average daily ridership.

They survey shows 25% of respondents use SPOT 10 or more times a week, while 50% of respondents use it between 1-5 times a week. All respondents ride on weekdays and almost all ride on weekends too. The large majority live in Sandpoint, and most are employed, followed closely by retirees (retirees includes those no longer working, not necessarily retirement age).

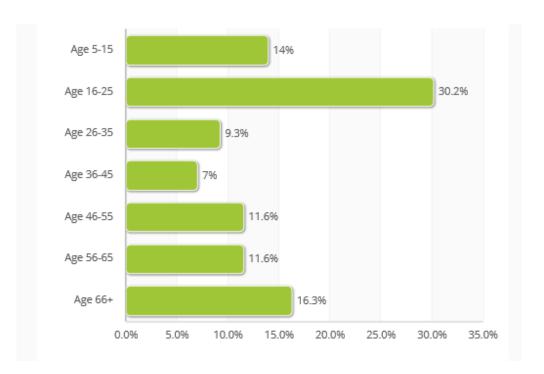


Employment Status



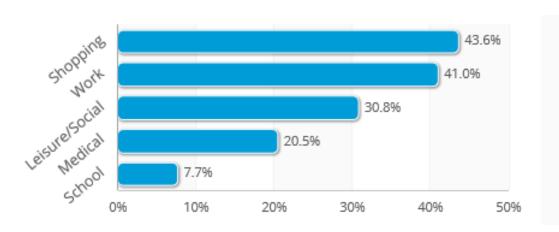
In terms of age, SPOT riders tend be either younger riders, with 44% of riders aged 25 or younger, or older riders, with 28% of riders aged 56 or older. Middle-aged riders make up the smallest percentage of riders.





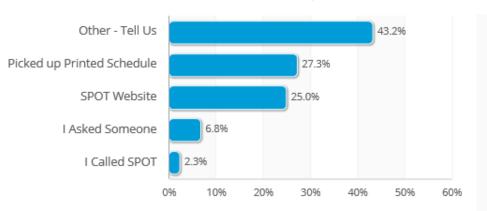
When asked about trip purpose, SHIFT found that most SPOT riders were using the bus for shopping, followed closely by work, but the results show that SPOT is being used for a wide variety of trip purposes. The data show that SPOT has a diverse ridership that counts on the service for all types of trips:

Reason for Trip



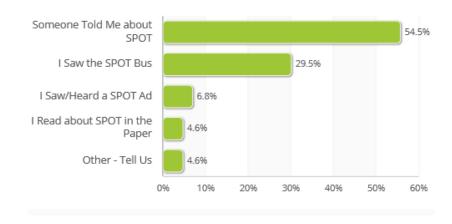
Another goal of the survey was to find out how riders are doing their trip planning, how they originally found out about the bus, and why they ride:

How Did You Plan Your Trip Today?

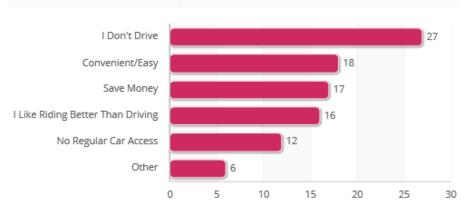


The "other" responses were predominately that the rider knows the schedule and doesn't need to pre-plan their trip. The two additional responses received as "other" are: 1) schedule on phone; 2) called paratransit.

How Did You Hear about SPOT?



Why Do You Ride SPOT?



Existing Riders Survey - Discussion

SPOT is used by a diverse group of people, representing many age groups with varying reasons for using SPOT. There were a few patterns identified in the responses received that lead to assumptions regarding who the majority of riders are today and what groups of riders are not as prevalent. The survey results highlight three target market opportunities:



- 1) Youth/young adults
- 2) Seniors
- 3) Employees (middle ages)

The youth/young adult segment of SPOT respondents can be summarized as follows:

- They form the majority of riders responding to the survey
- They don't drive or have access to a vehicle
- They are almost solely use SPOT for shopping and work trips
- 70% live in Sandpoint
- They use both routes equally
- They predominately get their information from the SPOT website

The survey was conducted in August; therefore, youth respondents were not in school and no responses were collected reflecting that this age demographic is using SPOT for school transportation. Additional information or survey data would need to be collected to identify whether they are using SPOT for transportation to and from school. Without knowing the results, assumptions can be made that this is likely occurring during the school year. Gaining more youth ridership during the school year is certainly a marketing opportunity through outreach and promotion at the schools.

Riders greater than 65 in age made up 16% of respondents. This group's responses can be summarized as follows:

- They use SPOT primarily for shopping and leisure trips
- 50% live in Ponderay
- They get their SPOT information from a variety of places website, brochures around town, newspaper, and at community centers

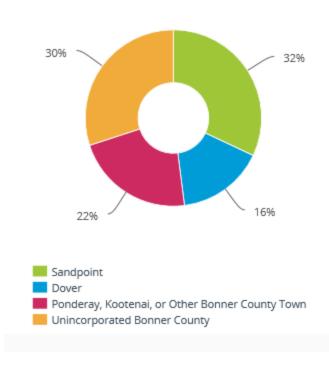
- Their trips tend to be longer in miles, which might be because 50% of the respondents from this demographic reported to live in Ponderay and are likely traveling to Sandpoint or another location outside of Ponderay for their shopping and leisure trips
- They ride SPOT predominately because they would rather not drive and because it's easy and convenient

Almost 56% of all respondents heard about SPOT from someone (word of mouth), with about 30% finding out about SPOT by seeing the bus. This leaves about 14% of respondents learning about SPOT from other forms of marketing. This is an indicator that either SPOT has invested little in advertising or riders are not receptive to the types of advertising that SPOT has pursued. The former is likely the primary reason, but strategically selecting the type of advertising is also an important consideration.

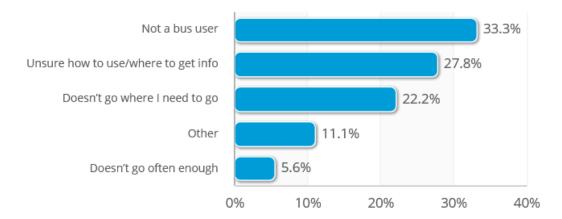
Stakeholder Survey (Riders and Non-Riders) - Results and Discussion

SHIFT polled community stakeholders by designing an online survey and distributing it electronically through a variety of means including the Sandpoint Chamber, city and county electronic mailing lists, a link on the SPOT website, a feature in the Bonner County Bee, and a feature on Sandpoint Online. Here are the results of 49 respondents who took the survey.

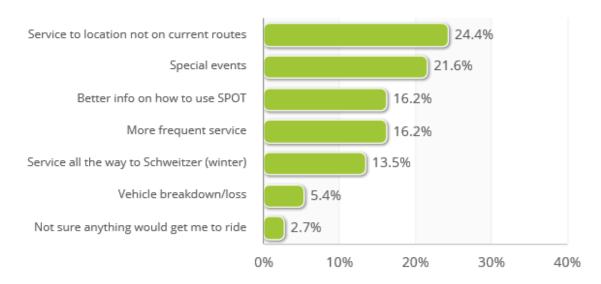
Rider Residency



43.5% have never taken SPOT before. Of these respondents, the following reasons for not riding were received:



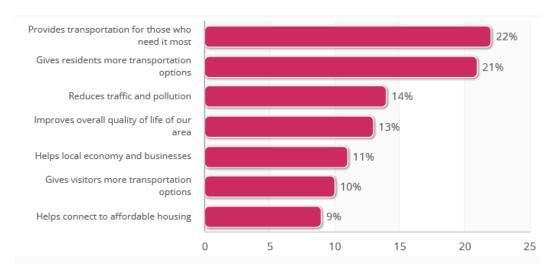
When this group was asked what could get them to ride spot, they responded as follows:



In addition to the choices provided above, the group was also given the option to write in their own ideas that might get them to ride SPOT. Their feedback was predominately split between two responses: 1) clearer information and route maps; 2) expanded service to Sagle, Baldy Road, and shuttle service between parking areas and City Beach/downtown during the weekends.

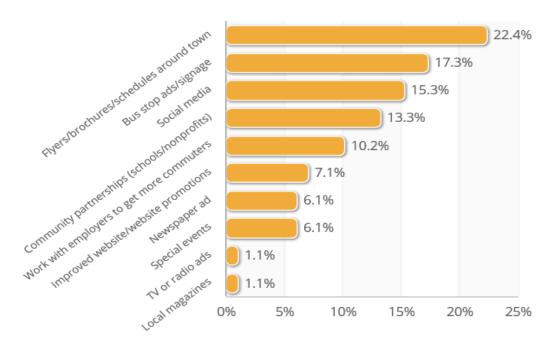
56.5% of the stakeholder group has taken SPOT. When asked their reasons for riding, the top three responses among respondents were: 1) transportation while their car was repaired; 2) leisure or social activity; 3) shopping. These results are consistent with the results of the rider survey; few middle-age respondents are using SPOT for transportation to and from work. The stakeholder group likely uses SPOT for infrequent trips, on occasion, not for daily commuting.

The stakeholder group was asked to respond to what the perception of SPOT is and its role in the community. Here were the responses:



These results indicate that stakeholders perceive SPOT as a necessary service for those that need it and as a benefit to residents to allow them more transportation options. They see SPOT less as helping the local economy and businesses and even less as giving visitors more transportation options. These are two areas where more targeted marketing can change the community's perception of SPOT from offering limited, but necessary, transportation benefits to SPOT being "a community institution" and "just the way we get around," as heard during several stakeholder interviews.

The stakeholder group was asked what the most cost effective marking strategies/tools are to attract more riders and improve awareness of SPOT and the following responses were received:



Getting more information out about SPOT around town is a common theme in the results of both community surveys that could help increase ridership with the general community as well as visitors and establish SPOT as beneficial to the economy and businesses.

There can be a relationship between increased ridership and economic and community vitality. SPOT riders walk or bike to and from each bus stop when they begin and end their trip. Walking by businesses creates opportunities for more economic activity around these bus stops. When parking is limited people may decide not to visit downtown areas at all, whereas SPOT could provide a hassle free and easy way to get people to a location without the stress and inconvenience of parking.

Marketing for Boundary County, Paratransit, and Vanpool

Much of the research, discussion, and tools in this plan are focused on riders of the fixed route system – Blue and Green Route riders. This market represents one of the largest opportunities for growth through marketing and outreach. Many of the marketing ideas in the toolkit section of the plan can be used for these services, but it is important to discuss specific marketing tactics for Boundary County, paratransit and vanpool and the communities they serve. These groups weren't specifically surveyed, but SHIFT conducted many interviews and drew on best practices when marketing to these groups.

Boundary County-Bonner's Ferry Demand Response Service

This service is still relatively new, running less than eighteen months, and has done a good job of attracting a base of riders that need the service. It routinely runs at better than two riders per hour, which is good for a demand response service.

In a small community such as Bonner's Ferry, word of mouth and grassroots marketing are the best approach. As a new service, SPOT needs to educate the community about what SPOT is, how it operates, and why it's good for everyone.

The first step is creating a simple marketing piece that can printed and distributed in several forms including as a rack card, a flyer, and electronically. The purpose of this would be two-fold: to promote the service itself and how to use it (hours of service, destinations, etc.), and to educate on what public transportation is.



The educational message should be:

- Public transportation is a public service and is open to everyone
- The city and county support and sponsor SPOT services
- With more demand and use, SPOT could add more service to the Bonner's Ferry area
- Public transportation is good for the community it provides vital mobility, saves riders money, and provides more independence to those who use SPOT



SPOT strengthens the community by providing mobility and independence

Credit: Bonner's Ferry Herald

Recommended distribution of this marketing piece is:

- posting around town
- city mailings
- local businesses
- hospital
- assisted living facilities (e.g. Restorium)
- visitor center
- city hall

SPOT should also consider being interviewed on the local radio show and presenting to as many community groups as possible. It should also be distributed electronically through Bonner's Ferry online, Facebook groups, and city and county online resources.

Bonner County Paratransit Service

Paratransit service is a federal requirement of a fixed route service, when federally funded. SPOT should consider marketing this service in conjunction with marketing the fixed route service. There are numerous benefits to increased awareness of paratransit service:

- 1) providing mobility to those that need it most
- 2) increasing efficiency/productivity of paratransit service by linking multiple trips together instead of only single rider trips
- 3) providing positive community perception

Currently, this service is marketed very little. There is a very small mention of it on the SPOT schedule, with no detailed information about the service, and the website doesn't have any section about this service. SPOT should increase the information about paratransit on the SPOT printed schedule and website as a first step to better marketing this service. The next step would be to create a dedicated informational card on this service, much like the one suggested for the Bonner's Ferry demand response service, that would describe hours of service, prequalification process, area of service, and other helpful information. This should be distributed to all social service organizations in the Sandpoint area, as well as at assisted living facilities, the hospital, disability organizations, and the senior center.

Vanpool

Based on the current lack of affordable housing and challenges that employers have in finding skilled workers, SHIFT anticipates that SPOT will see significant growth in this

program. Employers will find that vanpool can provide them with skilled workers from outside the area, and employees will find that vanpool links affordable housing locations with high paying jobs in a cost-effective way.



Vanpool marketing is straightforward:

Put together an informational piece on how vanpool works

- Include example pricing and commuter tax benefit information (vanpool qualifies for pre-tax consideration under the Commuter Benefits program)
- Describe benefits of vanpool for employee and employer
- Adapt for flyer/brochure and electronic dissemination

Set-up meetings with owners and managers of local businesses and present vanpool basics

- Find how vanpool can solve the employee challenges
- Vanpool delivers happier, safer, better rested employees to the job

Follow-up with interested employers to build interest among employees

• Employee staff meetings, email communications, and drop-in coffee talks are all ways to build employee interest

The Sandpoint area employers should be very receptive to vanpool, and SPOT could see this program grow quickly with some basic promotion and direct outreach.

Marketing to Those Who Will Never Ride

Riders or non-rider aside, the public perception of SPOT is critical to ongoing partnerships and funding. SPOT is a public agency receiving local tax dollars that aren't guaranteed year-to-year; therefore, marketing to the community itself is a necessity. It's not enough to have regular riders taking more trips, new demographics getting on the bus, and routes connecting to new destinations. Elected officials, business leaders, non-profit organizations, and the community at large must know about SPOT and understand why SPOT is important to the community, regardless of whether someone rides or not. SPOT needs the community to feel that public transportation is an important community asset and something worthy of supporting.

SPOT can tailor the message for a particular group, but some of the resonating talking points that board and staff can use include:

SPOT is good for quality of life

- Communities with good public transportation are nicer, easier, more connected places to live and work
- Public transportation makes the community more attractive those living here are more likely to stay and those thinking of living here are more likely to relocate
- Communities that rely less on single occupancy vehicles are more resilient

SPOT is good for business

- With a tight job market, employers are looking for ways to attract and retain employees – public transportation options make this easier
- Consistent transportation means employees get to work safely and are often more rested and ready to work
- Those people riding SPOT save money and can spend it on other things
- Bus trips end and begin with walking or biking, which means bus riders are more likely to frequent businesses while enroute

SPOT is good for housing

- With limited affordable housing within walking distance to most amenities, SPOT can better link jobs and services with housing in outlying areas
- Vanpool can be used as a tool to link areas of regional activity

SPOT is good for biking and walking and community health

- Public transportation can reduce depression and isolation among those who use it
- Every bus trip on SPOT starts and end with a walk or a bike trip, which helps improve health
- SPOT takes an average of 400 cars off the road per day, which improves the downtown experience for biking and walking

SPOT is good for the environment and congestion

- With an average of 6 people an hour getting on the bus, that means the effective miles per gallon of the bus is 72MPG!
- More people on the bus = less people in cars
- SPOT must continually talk about the community benefits of public transportation and build specific outreach efforts towards building general awareness. By growing ridership and this community awareness, the political support and overall goodwill will happen naturally.

SPOT must continually talk about the community benefits of public transportation and build specific outreach efforts towards building general awareness. By growing ridership and this community awareness, the political support and overall goodwill will happen naturally.

THE TOOLKIT

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Better bus stop amenities	One of the top requests from the surveys was better bus stops with amenities like benches, shelters, and lighting. All of these improve the overall riding experience and make new riders more likely to ride again. Bus stops are also the most visible aspect of the service and impact the community perception.	All current and potential riders; the community at-large	\$\$\$	
Better bus stop signage	Through its work on this plan, SHIFT heard that bus stop signage needs to improve to show the system map and the bus times at a particular stop. The signage should also identify the stop itself. In addition, larger and more visible signs can have an advertising benefit.	Current riders and general community impression	\$\$	
Invest in better buses that all have route identification	Many of SPOT buses are in need of replacement and hurt the rider experience, especially for those buses that don't have adequate air conditioning for cooling in the summer. Also, many riders requested desire to know what route a bus is running through bus identification. Although this is a capital improvement issue, it impacts marketing and ridership growth. Buses with better passenger amenities that are easier to board and are more comfortable will help market the service.	Current riders, new riders, and general community impression	\$\$\$	To lo
Improve the service	Although this is part of the transit service plan, improving the service is certainly a marketing tool. Especially for tourists who might use the service to get around and for skiers going to Schweitzer. And later night service might encourage 25-45 demographic ridership.	New riders (millennials, young families), tourists, skiers, seniors, employees/ commuters	\$\$\$	

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Invest in the drivers as marketers	Drivers are SPOT's ambassadors. By keeping drivers happy and informed, they can be effective marketing tools for growing the service. Training drivers in how to provide the highest quality customer service will pay dividends every time someone rides the bus.	Current riders, first time riders	\$	
New website	Redesigning and updating the SPOT website is recommended and is a key customer information tool. This effort would include completely overhauling the existing site to create a much easier user experience; update website content with more complete SPOT information; include real-time bus information tools; and have better maps and timetables. Once the new site is built, SPOT should plan to use the site for timely news and rider alerts, as service changes.	Youth, tourists, businesses, existing riders	\$\$	To lo
Press releases	SPOT should celebrate its successes and regularly update the community on SPOT through periodic press releases. SPOT should have a standard press release template and list of press contacts for distribution of press releases. The Bonner County Bee, Sandpoint Reader, Sandpoint Online Town Crier, and KXLY should all receive SPOT press releases.	Community at large; those who may never ride	\$	
Business partner campaign "I'm on the SPOT"	This idea is to create a campaign where supporting businesses would display a "I'm on the SPOT – ask me about the free bus" window sticker to show support of SPOT. The business would also have SPOT schedules available, preferably in a holder on the counter, and know the basics about SPOT. Also promoting it to specific businesses with built-in ridership needs like auto repair shops.	Visitors, new riders, businesses	\$\$	To To

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
School partnerships and outreach	Since youth are such a big part of SPOT's current ridership, SPOT should work to encourage more students to ride the bus by promoting SPOT at school events, in youth publications (like the high school newspaper), and by having SPOT bus information at all of the schools. SPOT should also look for opportunities to partner with schools on transportation needs – taking a SPOT route for a field trip is a great way to introduce SPOT.	Youth, school staff	\$	To the second se
Re-do printed schedule and distribute more widely	Through surveys conducted for this project, we know that the SPOT bus schedule needs to be updated for easier comprehension and made more readily available throughout the community. The SPOT printed schedule needs a better map and easier to understand timetable for each route, and it needs to include information on paratransit and vanpool. A separate information rack card should be developed for Bonner's Ferry service for distribution in that area. SPOT should consider paying to have the schedule distributed in local brochure racks.	Community at large; those who may never ride	\$	
Quick reference guides and training of staff near bus stops	Businesses closest to the bus stops can be one of the best ambassadors for the service. This idea involves creating a simple quick reference card or handout that shows the nearest bus stop location in relation to the system map ("you are here") and gives the schedule for just that bus stop location (northbound bus at :45 from 6:45 until 5:45). This allows local businesses to know and share information with their customers.	All	\$	To lo

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Flyers and posters around town	From market and community research, flyers and posters around town seem to be an effective communication tool. SPOT should develop flyers and posters that build awareness of the bus service, its benefits, and any new and interesting services. This tool could be particularly effective when SPOT grows or changes its service. Flyers could be placed at many locations around town – senior centers, social service offices, the library, non-profits, and community centers would all make good poster locations.	Locals, seniors, youth, visitors, employees/ commuters	\$	
SPOT as a vehicle for better health	According to a study presented at the American Heart Association's Scientific Sessions 2015, riding the bus or train to work is associated with significant health improvements. Promoting this fact and partnering with public health organizations can be a great way to build ridership. The ParkRx program, a health initiative to get people healthier by exercising in parks, of the Kanisku Land Trust is a developing partnership for SPOT. By linking the SPOT bus into a trip to a park, SPOT can attract new riders. This tool is simply partnering with ParkRx and other healthcare organizations to cross-promote SPOT services.	Those with physical or mental health problems	\$	
Presentations to partners, especially city councils, business groups	Making presentations is one of the most effective ways to educate the community about SPOT services and their importance. Although this is a time consuming effort, it is low cost and very effective. SPOT should work to develop a standard set of talking points, service highlights, and organizational statistics. Depending on the presentation, this might be a PowerPoint, a 1-2 page handout, or use the flyers. This tool will help build general community support for SPOT.	Decision makers, community leadership	\$\$	To lo

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Rider of the month spotlight and/or bus schedule in newspaper	Advertising in the newspaper isn't something recommended for SPOT due to high costs; however, SPOT may be able to work with the Bee or Reader to get free or discounted placement of monthly rider profiles or perhaps having the bus schedule in the newspaper. The rider profile could be a recurring feature that would have a picture and quote from a SPOT rider in order to highlight why SPOT is awesome and showcase a daily rider who's story helps illustrate the paradigm, that SPOT is "just the way we get around."	All	\$\$	To to the second
"Get on the SPOT" campaign for coffee sleeves and coasters	Having a simple message printed on coffee sleeves and coasters at local coffee shops and restaurants could be a low-cost way to create exposure to SPOT. This tool would hopefully be something that the local business partner (restaurant or coffee shop) would want to help underwrite.	New riders, millennials, choice riders (those who drive but might choose to ride occasionally)	\$\$	The second secon
Employer outreach	Local businesses need to know about SPOT and how SPOT can help solve employee commuting challenges. SPOT should meet with and present to major employers and their employees details about SPOT services. This tool will be particularly helpful in building vanpools. Attending employee staff meetings, dropping by with donuts for a meet and greet, and working with HR staff on flyers and emails to employees are all ways to implement.	Commuters	\$	To the second se
Facebook page, social media	Facebook and select regional Facebook groups could be effective ways to send periodic updates about SPOT with interesting and timely content. In order to be effective, the SPOT social media account must be regularly monitored and actively managed.	Youth, millennials, community at large	\$	The second second

TOOL	DESCRIPTION	TARGET AUDIENCE	COST	LEVEL OF DIFFICULTY
Troubleshoot phone app and promote as part of all other campaigns, along with other technology	SPOT has an app that shows customers where the bus is in real-time, but it isn't working consistently and isn't promoted. The DoubleMap app could be an excellent tool, especially for tech savvy riders, but it must be managed and promoted (i.e. included on all SPOT materials). This technology does take a lot of time to manage and keep up to date; SPOT doesn't have this expertise or time today. If SPOT does have the capacity, integrating SPOT schedule information into Google Maps through the GTFS file spec could be another way to reach technology-savvy riders.	Youth, millennials, visitors	\$\$	
Targeted radio and magazine advertising	Radio seems to be an effective advertising tool for ongoing messages to build awareness. SPOT should pursue trade or public service announcements (PSAs) on radio. Additionally, SPOT could look at ads in local magazines, although this is higher cost and harder to trade or get free submissions. SPOT has been in Sandpoint Magazine in the past and needs to evaluate the effectiveness of this ad and its cost relative to other marketing potentials. Cost dependent on trade or PSA.	New riders, general community	\$	
Special events	SPOT could consider providing additional bus service for many special events throughout the year. This would introduce the bus to new riders and increase SPOT's visibility in the community; however, special events can be challenging. SPOT will need a partner who will promote the extra event service and limit parking around the event venue, or the special event service can be underutilized and ineffective.	New riders	\$\$	The state of the s
Links to local partners	SPOT should work to integrate awareness into as many efforts of the cities and counties as possible. This could include SPOT on municipal websites or having SPOT at city or county sponsored events. SPOT should be integrated into the cities and the county, as the transportation arm.	The community at-large	\$	

The Plan Year by Year

For the coming three years, SPOT should begin to put into action some of the information, ideas, and tools presented. SPOT can take its limited budgeted and staff time and slowly and incrementally implement the Marketing and Outreach Plan.

Year	Goal and Theme	Tools	Resources*
Year 1	To improve the basic marketing and outreach building blocks, in order to setup SPOT for future success. SPOT must invest in basic customer information tools, rider amenities, PR strategies, and partnerships.	 Bus stop signage and amenities Website rebuild Bus branding and ID Driver training Press releases Update bus schedule format Links to local partners 	\$5,000-\$10,000 in direct marketing spend plus in-kind partner support Staff, board, and in-kind partners time total of 10-20 hours per month
Year 2	Continue work from Year 1 and begin to leverage those efforts to: 1. Get regular riders riding more 2. Start attracting new markets. With basics in place, SPOT can now go to work on getting more people on board and building community awareness.	 Employer outreach School partnerships Rider of the month spots SPOT for better health Flyers and posters Facebook and social media Quick reference guides 	\$10,000-\$15,000 in marketing plus inkind partner support Staff, board, contracted, and inkind time total of 20-25 hours per month
Year 3	Years 1 and 2 create opportunity for Year 3 to be year of significant external marketing and ridership growth among new marketing. This is the year to make SPOT omnipresent in the community.	 Business partner "I'm on the SPOT" Presentations to the community Phone app and other technology Coffee sleeves and coasters Targeted ads Special events 	\$20,000-\$25,000 in marketing plus in- kind Time of 25-30 hours per month

^{*}This is direct marketing and out expense. Capital and operating expenses that have marketing benefits, such as service improvements, bus stop amenities and new buses, are not included in Resources.

Each year builds on the next and efforts started in Year 1 must be continually developed through Years 2 and 3. Once an effort is started, it is recommended that it be continued going forward, unless it is thoroughly reviewed and there is an identified reason it is deemed ineffective (effectiveness often increases with time). Budgeting and staffing must grow to support increasing SPOT marketing and outreach efforts over the next three years.

Getting This Work Done (Limitations and Need for Partnerships)

The challenge to implementing this plan is figuring how to fund these efforts and how to improve marketing without impacting existing service. Every public transportation system faces the same challenge of finding enough funding for marketing and outreach when the direct costs of running bus service are a higher priority. But funding this marketing plan is critical to SPOT's success; running SPOT buses without good marketing means the service will not reach its full potential. Acknowledging that SPOT has budget and staff limitations in implementing the ideas of this plan, SPOT must seek creative partnerships, cost share, schedule the work slowly, and use low-cost approaches.

The budget constraint is one of the biggest challenges to plan implementation. SPOT should look to allocate more funding to marketing, but this approach will take time – SPOT has a fixed budget and service commitments that use almost all the current budget. It is recommended that SPOT also pursue a more immediate solution for accomplishing marketing goals – set-up an interior and exterior bus advertising program with the goal of trading ads on buses for SPOT ads in a variety of media. SPOT should trade bus ad space for radio spots, online advertising, putting the bus schedule in the newspaper, getting SPOT into businesses (like on coffee cups or coasters), or any other creative trades SPOT can establish. The goal of ads on SPOT buses wouldn't be to generate direct revenue – the goal would be to generate trade dollars for SPOT marketing and outreach. Bus ads could also be used as trade for staff time from partners who can help market and promote.

The other biggest constraint is available staff time. Currently, SPOT is not staffed to carry out much of this plan. SPOT has one full-time employee whose time is consumed with day to day operations. Given this time constraint, SPOT must look to other ways to get this work completed and rely on its partners to help.

Workhorse board of directors

 The SPOT board has shown that it is willing to work and will need to give time to these marketing efforts

Schweitzer Mountain Resort

• With in-house marketing resources, Schweitzer could provide marketing staff time to help SPOT implement this plan, which could be done as part of a trade for bus ad space or as in-kind donation as part of a partnership for bus service to the mountain

Municipal partners

 SPOT could reach out to its partner cities to ask for help with specific marketing and outreach initiatives from city staff or officials who may have expertise or access to helpful resources like existing city newsletters

CONCLUSION

SPOT has a strong, recognizable community brand with loyal and happy customers. Building upon this base of support, SPOT is ready to grow its awareness, usage, and community impact. By implementing this Marketing and Outreach Plan, SPOT will become a community institution that is positively viewed throughout the region. Many more opportunities and new ideas will result from starting down the path of better marketing and outreach – SPOT should plan to incorporate this evolution of marketing and outreach through periodic updates to this plan.

District 2: North-Central Idaho





Lewiston Transit System 2024-2026 5339 Rural Congressional Application

Suzanne Seigneur, Transit Manager

Application Information Form

Applicant:	The City of Lewiston/ Lewiston Transit System/		
Authorized Re	epresentative: <u>Suzanne Seigneur</u>		
Address:	215 D Street, P.O. Box 617, Lewiston, ID 83501-1930		
Phone:	(208)298-1344		
Email Address	s: sseigneur@cityoflewiston.org		
DUNS #:	040197261		
Architect/Eng	ineer/Planner if applicable: (Contact Na	me): <u>NA</u>	
Phone:			
Address:			
PROJECT T	YPE (MARK ONE)		
Facility C	Construction	Vehicle Rehabilitation	
Facility R	enovations	Transit Related Technology	
ADA Acc	cessibility	Transit Related Equipment	
X Replaces	ment Vehicle	Other	
Expansion	n Vehicle		
TOTAL PRO	DJECT COST: _\$355,300		
FEDERAL SI	HARE: <u>\$284,240</u> LOCAL MAT	CH: <u>\$71,060</u>	

Section 1: Project Description

Procurement of Two Light-Duty, Replacement Buses

The project consists of purchasing two ADA accessible, light-duty buses to replace 2 existing busses from our fleet, that have far expended their useful lives – both buses have a rating of "poor" in the City's Transit Asset Management Plan. The buses will be used for paratransit service, for our on-demand feeder service to and from N. Lewiston and fixed route service. Due to the fact that Lewiston's main thoroughfares, like 21st Street and 5th Street, are riddled with pitches and potholes, and that paratransit riders oftentimes are elderly and more frail, Lewiston Transit will be looking to add features such as liquid spring suspension and noise dampening features. Our most recent demand response vehicles have liquid spring suspension and our riders have reported a noticeable improvement in the quality of their rides.

- a) The City of Lewiston/Lewiston Transit has **FTA Program Eligibility:** Lewiston Transit System is run by the City of Lewiston, a local government entity and eligible recipient that operates fixed route bus service and is eligible to receive direct grants under the 5307 grant program. The proposed procurement of two, light-duty, replacement buses **meet the** 5339 program purpose of replacing, rehabilitating, and purchasing buses and related equipment for eligible recipients that operate fixed route bus service
- b) ITD Call for Project Priorities: This project does fall under program priority one, sustaining existing service with capital such as buses. New buses will help ensure Lewiston Transit System's service is sustained by providing new, reliable rolling stock. As a Small Urban recipient that is in good standing with the FTA, is the City of Lewiston's hope that if there are funds not being utilized by the 5311 providers, that ITD may consider funding other eligible requests from providers such as Lewiston Transit/City of Lewiston.
- c) Application Scope of Work: this project scope includes;
 - a. Planning procurement of 2, ADA accessible, light duty buses in 2025 is already comprehended within the City of Lewiston's fleet planning.
 - b. Establishing the feature list for the new buses including liquid spring suspension
 - c. Developing an Independent Cost Estimate (ICE).
 - d. Determining which Procurement Cooperative to order the bus from review current bus contracts for TIPS, NASPO and Washington State.
 - e. Developing a supplemental conditions document including all of the FTA clauses, certifications and requirements. Include too the City of Lewiston and State of Idaho purchasing requirements if not listed in the Cooperative's contract.
 - f. Signing the contracts and ordering the buses.
- d) **Third Party Contractor**: This project will not use a third party contractor. Lewiston Transit will procure buses directly through a procurement cooperative.

Section 2: Demonstration of Need

The City of Lewiston is a small urban center within a greater rural area that provides health care, shopping, education, employment, and public services for much of the 5 county area that makes up transportation District 2. Many individuals move into Lewiston once they find themselves in need of services their rural communities can't provide.

a. **Service Area Level Of Need**: Much of Lewiston Transit's ridership, fixed route and paratransit, is made up of individuals that are transit dependent; riders that for a multitude of reasons cannot drive. Providing these riders access to the goods and services they need for independence and quality of life is what Lewiston Transit System is all about. While this service is important and sustaining it is important as well, it is characterized as a "moderate need" for our service area.

Per the Idaho Public Transportation Plan, Appendix C from April 2018, Lewiston was identified as having the highest Transit Propensity Index in District 2, which is a composite indicator of the presence of 4 populations: older adults, people with disabilities, people in low-income households and people without access to a private vehicle. The greater the number of these 4 populations, the greater the need for public transportation. In addition, the plan also cited Lewiston and Nez Perce County as the District 2 location where the greatest future population and employment growth should take place between 2010 and 2040, and also points to Lewiston as a key location on one of Idaho's main economic corridors. The Idaho Public Transportation Plan also identified District 2 as requiring the second highest number of additional vehicles needed by 2028, with District 1 being the first: this demonstrates the lack of funding available for capital and bus purchases for District 2.

Lastly, Lewiston Transit utilizes its entire 5307 annual allocation for operations, leaving nothing for capital, meaning LTS must compete nationally for capital dollars for buses. As you can imagine the competition is fierce and LTS' requests small relative to large metro transits.

- b. Sustaining Existing Services This application is for new buses that will help sustain Lewiston Transit System's current service of two fixed routes and three dial-a-ride buses daily. As Lewiston is an important location in a 5 county rural area for healthcare, jobs, education and shopping, LTS service is important in connecting riders from Appaloosa Express and the rural areas East of Lewiston and Nez Perce County as well as Intercity riders from throughout Idaho, and connecting riders from Asotin County in Washington. Dedicated to providing public transportation, the City of Lewiston continues to provide the majority of local match for LTS service with additional program income earned through a dispatching contract.
- c. **Ridership** Fixed Route ridership had continued to increase year after year after its inception in 2009, as a result of expanding the fixed route, expanding operating hours, expanding outreach to the community, encouraging riders that are not ADA eligible to utilize the fixed route, and creating the Kids Freedom Pass Program. Prior to 2020 and the pandemic, fixed route ridership had increased by 118%. Fixed route ridership now

stands at 66% of our peak ridership at 37,704 trips for 2023. While lower than our peak ridership, our ridership has been steadily improving every year since the pandemic.

Dial-a-Ride ridership was at an all-time high when the City of Lewiston took over Transit as the previous contractor allowed the general public to ride. Staff diverted dial-a-ride trips to the fixed route as a means of providing the most economical service. From FY2010 to FY2017, dial-a-ride had been reduced by 57.8%. Now, like many transit agencies, Lewiston Transit is trying to find ways to accommodate its aging population as more and more 65+ and disabled riders request dial-a-ride services. Dial-a-ride rides numbered 6,529 trips in FY2023 or 113% of ridership prior to the pandemic.

d. **Asset Condition** – Lewiston Transit participates in the Transit Asset Management (TAM) plan that the Idaho Transportation Department authors and maintains for Tier II transit providers throughout the state. Lewiston Transit has been meeting the goals of the TAM plan and will again by prioritizing the replacement of two vehicles, #701 and #710, that are in "poor" condition as they have exceeded their useful life in years and in miles at 259,900 and 317,381 miles respectively.

VIN	Plate	Provider ID	Make	Model	Year	Condition
1FDFE45S49DA43318	C9489	710	FORD	STARCRAFT	2009	Poor
1GBE5V198F416900	C16160	701	CHEVY	GOSHEN	2009	Poor
1FDFE4FS5BDB12408	C17447	705	FORD	STARTRANS	2011	Marginal
1FDNF6AYAHDB10325	C20426	709	FORD	F650	2017	Adequate
1FDNF6AYXHDB10324	C20425	708	FORD	F650	2017	Good
1FDFE4FN3MDC17915	C192	712	FORD	ENDERA	2022	Excellent
1FDFE4FN6MDC17908	C16082	711	FORD	ENDERA	2022	Excellent
4UZADRFD9NCNP1320	C17447	713	FREIGHTLINER	CHAMPION	2022	Excellent
4UZADRFD9NCNP2227	C18424	714	FREIGHTLINER	CHAMPION	2022	Excellent

Section 3: Project Planning

a. As both vehicles the City of Lewiston is looking to replace are in "Poor" condition, as in they have outlived their useful life in both years and miles, this project ties in with the Transit Asset Management Plan Goal #2, "Reduce the number of revenue vehicles exceeding their useful life by 3% annually". In addition, the procurement of the 2 replacement buses also delivers on two important goals set out in the Idaho Public Transportation Plan of "Preserve the Existing Public Transportation Network" and "Ensure the Safety and Security of Public Transportation". With new rolling stock, Lewiston Transit's maintenance costs will be lower and its service safer and more reliable.

b. **Rider Outreach**: Lewiston Transit has reached out to riders and stakeholders regarding its service over the past few years. In regards to procuring replacement rolling stock, the riders, who are mostly transit-dependent and low income, have requested smoother riding buses as well as lower steps on the fixed route. This procurement should deliver on the request of providing a smoother ride by including liquid spring suspension on the buses. Unfortunately, lower floor buses, which feature lowered steps, cost considerably more and could not be part of this procurement.

Stakeholder Outreach: While replacing rolling stock isn't necessarily an activity where you would engage your stakeholders as they would expect your agency to be savvy about obtaining equipment in good working order, we do have the support of many organizations as demonstrated by the attached letters of support.

Internal Planning: Since this project is the procurement of replacement rolling stock, most of the project planning has been internal to the City of Lewiston. Transit is just one department within the City and coordination with the City's Fleet Dept. and Finance department is imperative, balancing Transit's needs with those of the other departments. Transit has been given the green light to procure 2 replacement buses in 2025 and has saved adequate local match funds for the past 2 years. Lastly, Lewiston Transit is supported by

- c. **Public Participation**: Lewiston Transit's public participation efforts of this project consist of a rider survey, highlighting the need of smoother riding buses and the outreach our Dispatcher's do when talking with riders as they call to inquire about services and make their trip reservations. Comments about the rough roads and the rough ride have been constant the past few years. Otherwise, replacing aging rolling stock becomes more important as maintaining the vehicles becomes more expensive. Having reliable, lower maintenance rolling stock should be the number 1 objective of all services wanting to sustain service.
- d. **Milestone Reporting** see attachment B.
- e. Rolling Stock Replacement Report see attachment C.

Section 4: Project Benefits/Evaluation

Goals:

- 1. Improve reliability and safety of service with newer rolling stock that needs repair less often.
- 2. Reduce maintenance costs with newer rolling stock to reduce operating costs and improve the longevity of the service.
- 3. Improve the rider experience by improving the quality of the ride and offering a service that is reliable.

Project Benefits:

- a. Improving Safety newer buses provide enhanced safety features that provide greater safety for riders. In addition, newer buses increase the safety of riders and drivers by breaking down less often and not exposing them to traffic hazards.
- **b.** Improving Mobility newer buses with liquid spring suspension will remove one of the most enduring rider complaints of our service and that's a "rough ride". With a better quality of service, ridership will increase.
- c. Supporting Local Economic Vitality The City of Lewiston is one few economic centers in North Central Idaho, where many come in from the outlying areas to work, shop and obtain healthcare services. Lewiston Transit, in partnership with the Asotin County PTBA in WA, and Appaloosa Express to the East in Idaho, works cooperatively to ensure passengers can come into and out of Lewiston to access jobs, medical care and access to the goods and services needed.

With improved, newer buses, Lewiston Transit can continue to support local economic vitality by delivering riders to work, to medical offices and retail outlets. As inflation continues to rise, and individuals cannot afford transportation, Lewiston Transit can continue to sustain the local economy with workers and buyers.

Project Evaluation:

- a. Evaluate Success of Project:
 - 1. Transit will monitor performance and safety of the buses for the duration of their useful lives, after the buses have been accepted and released into revenue service.
 - 2. Transit will administer a biannual customer satisfaction survey where questions regarding the quality of service will be included. Results will be used to improve the quality of our service.
 - 3. Lastly a procurement post mortem will be conducted to gain key learnings from the procurement process as well as the overall performance of the buses.

b. Measures of Success:

- 1. Reduced maintenance expenses in the first 2 years
- 2. Increased service time between failures/repair calls
- 3. Greater satisfaction of riders and drivers
- c. Sustain/Maintain The Asset: The City of Lewiston's Fleet department maintains all Transit vehicles with a staff of 5 mechanics, a director and office manager. All fleet maintenance and repairs are overseen by the shop in a very timely manner. This enables Lewiston Transit to react faster to repairs, minimize downtime and enable Lewiston Transit to keep rolling stock longer than is possible for organizations that have to use repair shops. In addition, adhering to both the Transit Asset Management (TAM) plan and the Public Transportation Safety Plan (PTASP) developed by ITD, also ensures we

manage our rolling stock and other assets safely and wisely.

d. **Grant Management Capacity**— as a current 5307 Small Urban grant recipient for 20 years, the City of Lewiston/Lewiston Transit has well demonstrated its financial and managerial ability to manage FTA grants and requirements. The City has both the personnel and the resources to excel in this area. In 2023 the FTA administered a successful Triennial review of the City's grant management capabilities.

Section 5: Project Budget

a. Budget Narrative:

• Lewiston Transit has planned for a replacement rolling stock purchase of two, ADA accessible, light duty buses with liquid spring suspension in the year 2025 and has built replacement costs into our operating budget annually to accommodate this procurement. The source of funding for Lewiston Transit is the City of Lewiston General fund and other contract revenue Lewiston Transit earns. The City of Lewiston Transit reserves are 25% of both the operating and capital budgets. See the included Treasury Report dated 9/30/23 indicating that Lewiston Transit has \$597,778 in reserves. In addition, Lewiston Transit operates with at least 6 months of spare 5307 allocation for operating, ensuring that Lewiston Transit can operate successfully on a reimbursement basis.

b. Budget Breakdown:

1. The breakdown of costs for the buses is based on current pricing for light, duty ADA accessible buses, plus an additional 10% as bus costs have risen dramatically and are still rising. The 10% increase was applied just to the price of the buses and and not the other accessories. A single bus would be estimated at \$177,650, with just the Federal grant amount at \$142,120. If funding both buses is not an option, our scaled down request for one bus would be \$142,120.

Total Costs of Request for 2 Buses

Item	Cost	No. of Buses	Total	Federal Costs	Local Match
Buses, light duty	\$173,250	2	\$346,500	\$277,200	\$69,300
Bus wraps w/ City Logo	\$4,200	2	\$8,400	\$6,720	\$1,680
Tablet Holders	\$200	2	\$400	\$320	\$80
Total	\$177,650	2	\$355,300	\$284,240	71,060

2. Scaled Requests

Item	No of Buses	Total	Federal Costs	Local Match
Option 1	2 Light Duty Buses	\$346,500	\$284,240	\$71,060
Option 1	1 Light Duty Buses	\$177,640	\$142,120	\$35,530

c. Project Budget Request Form - See attachment A for the

		Project Bu	udget Req	juest
	Subreci	pient		City of Lewiston/Lewiston Transit System
	Agreemer	nt Term		October 1, 2024-September 30, 2026
	Contact	Name		Suzanne Seigneur
	Addre	ess		215 D Street, Moscow ID 83501
	Phone N	umber		(208) 298-1344
FTA Grant		Сарі	tal (CP) 80/20	
5339		Total \$ 355,300.00	Federal \$ 284,240.00	Match) \$ 71,060.00
Total Project Cost	Total Federal Request	Total Match Needed		Scope of Work
\$ 355,300.00	\$ 284,240.00	\$ 71,060.00		
				The purchase of 2 light duty, replacement buses plus of Lewiston bus wraps and tablet holders
	Suzanne Seigneur Printed	Name •		\$173,250 X 2 = \$346,500 for buses
<i>e</i>	Signa	Sagn		\$4200 X 2 = \$8,400 for bus wraps
	12-Jan-24	0		\$200 x 2 = \$400 for tablets/holders
	Dat	e		
				Local Match Source(s) for Project:
				City of Lewiston General Fund

Attachment B: Milestone Reporting

Agency Name	City of Lewiston		
Agency Contact	Suzanne Seigneur		
Phone #	208-298-1340	Email	Sseigneur@cityoflewiston.org
Grant Program	5339	Rural	One Time
Federal Award Amount	\$284,240		

Scope of Work: The purchase of 2 light duty, replacement buses, including City of Lewiston bus wraps and tablet holders.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	NA	Ordering the buses from a cooperative from which
		the City is already a member.
Award Date	11/1/24	Buses ordered and FTA supplementary conditions
		signed and accepted.
Start Date or Order Date for	11/1/24	
Rolling Stock, Equipment, and		
Technology Purchases		
Construction Completion Date or	8/1/24	Delivery of buses to City of Lewiston
Delivery Date for Rolling Stock,		
Equipment, or Technology		
Purchases		
Contract Completion Date	9/1/24	Acceptance of vehicle into revenue service.
		Contract to be complete

Attachment C.

City of Lewiston Rolling Stock Worksheet

1/12/2024

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share
				11/04/22	05/01/23			
City of Lewiston	1GBE5V198F416900	2009	Chevy, Goshen, #701	2/3/2009	In Use	259,900	C16160	0
City of Lewiston	1FDFE45S49DA43318*	2009	Ford, Starcraft, #710	6/27/2017	In Use	317,381	C9489	0
·			***************************************					
								·

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
⊠ Fixed Route
☐ Deviated Fixed Route
Demand/ Response
2. Service Area (Check one)
□ City
□ County
□ Multi-County
Other (Please Specify): Demand response delivers to the MPO boundaries (Lewiston, ID & Clarkston, WA). The fixed route service is just in Lewiston, ID.
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☑ Urban Public Systems
☑ Intercity Carriers
M Airports/ Trains
Other transit operators in your region (please list below):
Lewiston Transit System transports urban and rural transit riders via its connections with the Asotin County Public Transit and Appaloosa Express. In addition, Lewiston Transit makes meaningful connections to both the intercity bus system, NorthWestern Trailways (now Salt Lake Express) as well as the Lewiston Airport, connecting riders to regional and national travel modes.
4. Ridership:
Estimate the average number of rides: Per Day 145 Per Year 44,233 in FY23
Briefly describe your ridership over the last two years: Lewiston Transit's ridership is continuing to rebound after the pandemic, growing on average of 12% per year. Fixed route is growing more slowly and demand response has surpassed it's pre-pandemic levels.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service:
Monday - Friday, 6:00AM - 7:00PM, Saturday 9:00AM - 3:00PM

CITY OF LEWISTON TREASURY REPORT - 09/30/2023 PRELIMINARY

				MM & CD	ST	TATE TREASURER'S	D	IVERSIFIED BOND			
FUND	BANK	CASH IN BANK		INVESTMENTS		POOL		FUNDS	OTHER	15 15 15	TOTAL
ECONOMIC DEVELOPMENT	WELLS FARGO STATE TREASURER	348,554				- 4,058,042		- -	•		348,554 4,058,042
ECONOMIC DEVELOPMENT		\$ 348,554	\$	-	\$	4,058,042	\$	-	\$ -	\$	4,406,597
TRANSPORTATION	WELLS FARGO	404,602						-	-		404,602
	ZIONS	<u>.</u>		255,324		202,296		•	·		255,324 202,296
TRANSPORTATION FUND TO	STATE TREASURER OTAL	\$ 404,602	\$	255,324	\$	202,296	\$	-	\$ -	\$	862,222
LIBRARY	WELLS FARGO STATE TREASURER	340,496		-		- 108,486		_\	-		340,496 108,486
LIBRARY FUND TOTAL		\$ 340,496	\$	-	\$	108,486	\$	-	\$ -	\$	448,983
FLEET	WELLS FARGO STATE TREASURER	1,676,558 -		-		- 523,514		-	-		1,676,558 523,514
FLEET FUND TOTAL		\$ 1,676,558	\$	-	\$	523,514	\$	-	\$ -	\$	2,200,071
IT	WELLS FARGO STATE TREASURER	344,485		<u>-</u>		209,340		<u>-</u>			344,485 209,340
IT FUND TOTAL		\$ 344,485	\$	-	\$	209,340	\$	-	\$ -	\$	553,824
POLICE RETIREMENT	US BANK		,	_		/ <u>-</u>		<u>-</u>	12,759,326		12,759,326
POLICE RETIREMENT FUND	TOTAL	\$ <u> </u>	\$	-	\$	-	\$	-	\$ 12,759,326	\$	12,759,326
PUBLIC TRANSIT	WELLS FARGO	597,778		<u>-</u>		<u>-</u>		-	<u> </u>		597,778
PUBLIC TRANSIT FUND TOTA	AL	\$ 597,778	\$	-	\$		\$	-	\$ -	\$	597,778
PERPETUAL CARE	US BANK	******* <u>*</u> ***		-		- ·		- ·	956,534		956,534
PERPETUAL CARE FUND TO	TAL	\$ 	\$	-	\$	-	\$	-	\$ 956,534	\$	956,534
GRAND TOTALS		\$ 31,574,840	\$	2,037,973	\$	33,712,025	\$	5,658,157	\$ 16,545,044	\$	89,528,040

Other Includes: Fiduciary Funds, Equity Buy-in Funds, Funds Reserved for Debt Repayment, Unemployment Reserves and Funds Held in Trust

SUMMARY BY BANK	WELLS FARGO	\$ 31,574,840 \$	- \$	- \$	- \$	698,799 \$	32,273,639



300 Main Street Lewiston, ID 83501 P 208.743.1535 F 208.746.1510 www.ywcaidaho.org

Suzanne Seigneur City of Lewiston 1134 F Street Lewiston, ID 83501

December 19, 2023

Subject: Letter in Support of the City of Lewiston's Grant Application for the Rural 5339 Bus and Bus Facilities Grant Program

Dear Ms. Seigneur,

YWCA of Lewiston, ID-Clarkston, WA is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the Rural 5339 Bus and Bus Facilities Grant Program. The proposed project goal is to purchase two, light-duty buses to replace aging and less reliable buses within Lewiston Transit's fleet.

We believe that the new buses will provide reliable transport, maintaining Lewiston Transit's existing bus service and improving the safety and security of passengers. Reliable and safe public transportation is important to our community because it connects riders to health care, work, learning, social and civic activities and opportunities. Reliable and safe transportation means better health and well-being for everyone. The survivors of domestic violence served by YWCA gain a sense of independence and empowerment by having access to safe and reliable public transportation.

With the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for two, new light-duty buses through the Rural 5339 Bus and Bus Facilities Grant Program.

Sincerely,

Laurie Lewis

Director

T: 208.743.1535 F: 208.746.1510

Laurie Leuri

YWCA IS ON A MISSION



Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

1610 NE Eastgate Blvd, Ste. 401 Pullman, WA 99403 509-339-7100 www.palousertpo.org

Suzanne Seigneur City of Lewiston 1134 F Street Lewiston, ID 83501

December 21, 2023

Subject: Letter in Support of the City of Lewiston's Grant Application for the Rural 5339 Bus and Bus Facilities Grant Program

Dear Ms. Seigneur,

The Palouse Regional Transportation Planning Organization (Palouse RTPO) is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the Rural 5339 Bus and Bus Facilities Grant Program. The proposed project goal is to purchase two, light-duty buses to replace the aging and less reliable buses within Lewiston Transit's fleet.

We believe that the new buses will provide reliable transport, maintaining Lewiston Transit's existing bus service and improving the safety and security of passengers. The coordinated service and shared responsibilities afforded by the partnership between Lewiston Transit and Asotin County Public Transportation Benefit Area (an agency of the Palouse RTPO) is critical to the Lewiston/Clarkston communities. New and improved buses for Lewiston Transit will ensure reliable and safe public transportation connections continue for riders to health care, work, learning, social and civic activities, and opportunities. Reliable and safe transportation provided by Lewiston Transit means better health and well-being for both the Lewiston and Clarkston communities.

With the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for two new light-duty buses through the Rural 5339 Bus and Bus Facilities Grant Program.

Sincerely,

Rebecca Couch

Rebecca Couch

Director - Palouse RTPO



December 19, 2023

Suzanne Seigneur City of Lewiston 1134 F Street Lewiston, ID 83501

Subject:

Letter in Support of the City of Lewiston's Grant Application for the Rural

5339 Bus and Bus Facilities Grant Program

Dear Ms. Seigneur:

Asotin County PTBA is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the Rural 5339 Bus and Bus Facilities Grant Program. The proposed project goal is to purchase two, light-duty buses to replace aging and less reliable buses within Lewiston Transit's fleet.

We believe that the new buses will provide reliable transport, maintaining Lewiston Transit's existing bus service and improving the safety and security of passengers. Reliable and safe public transportation is important to our community because it connects riders to health care, work, learning, social and civic activities and opportunities. Reliable and safe transportation means better health and well-being for everyone.

With the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for two, new light-duty buses through the Rural 5339 Bus and Bus Facilities Grant Program.

Sincerely,

Asotin County PTBA

Jenny George General Manager

1494 Poplar St. • Clarkston, WA 99403

www.ridethevalley.org

(509) 758-3567 • (509) 758-3594 Fax



December 20, 2023

Grants Manager for 5339 Program IDT – Public Transportation 3311 W. State Street Boise, Idaho 83703

Subject: Letter in Support of the City of Lewiston's Grant Application for the FTA 5339 Bus and Bus Facilities Grant Program

Dear ITD Personnel:

The Lewis-Clark Valley MPO is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their rolling stock grant proposal for the 5339 Rural Bus and Bus Facilities Grant Program. The proposed project goal is to purchase two light-duty buses to replace buses within Lewiston Transit's fleet.

This project proposal supports the number one goal of the LC Valley's Long Range Transportation Plan 2040 update, which is to maintain existing transit service. With new buses, Lewiston Transit's service will be sustained by reliable buses that will provide lasting service, improve riders' quality of life, and support economic vitality.

With the above benefits in mind, the Lewis-Clark Valley MPO fully supports the City of Lewiston's/Lewiston Transit's grant proposal for two light-duty buses through the Rural 5339 Bus and Bus Facilities Grant Program.

Sincerely,

Shannon Grow

Director Lewis-Clark Valley MPO



Suzanne Seigneur City of Lewiston 1134 F Street Lewiston, ID 83501

January 2, 2024

Subject: Letter in Support of the City of Lewiston's Grant Application for the Rural 5339 Bus and Bus Facilities Grant Program

Dear Ms. Seigneur,

Disability Action Center – NW, Inc. is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the Rural 5339 Bus and Bus Facilities Grant Program. The proposed project goal is to purchase two, light-duty buses to replace aging and less reliable buses within Lewiston Transit's fleet.

We believe that the new buses will provide reliable transport, maintaining Lewiston Transit's existing bus service and improving the safety and security of passengers. Reliable and safe public transportation is important to our community because it connects riders to health care, work, learning, social and civic activities and opportunities. Reliable and safe transportation means better health and well-being for everyone.

With understanding and appreciation of the value of public transportation in general and the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for two, new light-duty buses through the Rural 5339 Bus and Bus Facilities Grant Program.

Sincerely,

Mark Leeper, Executive Director

Disability Action Center – Northwest, Inc.

505 N. MAIN ST.

MOSCOW . IDAHO 83843
infomos@dacnw.org

208.883.0523 VOICE.TTY

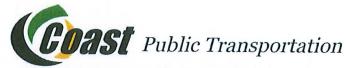
1.800.475.0070

208.883.0524 FAX

330 5TH STREET
LEWISTON, IDAHO 83501
infolew@dacnw.org
208.746.9033 VOICE.TTY
1.858.746.9033
205.746.1004 FAX

3726 E. MULLAN AVE,
POST FALLS, IDAHO 83854
infopf@dacnw.org
208-457-3891 VOICE.TTY
208-457-3893 FAX

25 W MAIN, 3RD FLOOR, ROOM WEST 9 SPOKANE, WASHINGTON 99201 mels@dacnw.org 509.995.7655



Transportation Program of the Council on Aging & Human Services
P.O. Box 107 South 210 Main St. Colfax, WA 99111 (509) 397-2935 FAX (509) 397-9229

December 19, 2023

Suzanne Seigneur City of Lewiston 1134 F Street Lewiston, ID 83501

It is a pleasure, Ms. Seigneur,...

...to provide this letter showing our support of the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the Rural 5339 Bus and Bus Facilities Grant Program. Our understanding is the proposed project focuses on the purchase of two, light-duty buses to replace aging and less reliable buses within Lewiston Transit's fleet.

We share your belief that the new buses will provide reliable transport, maintaining Lewiston Transit's existing bus service and improving the safety and security of passengers. Reliable and safe public transportation is important to the community because it connects riders to health care, work, learning, social and civic activities and opportunities. Reliable and safe transportation means better health and well-being for everyone.

With the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for two new light-duty buses through the Rural 5339 Bus and Bus Facilities Grant Program.

Sincerely

Craig H. VanTine

Contracts and Grants Manager



Lewiston Transit System 2024-2026 5339 Rural Congressional Application

Suzanne Seigneur, Transit Manager

Application Information Form

Applicant:	Applicant: The City of Lewiston/ Lewiston Transit System/							
Authorized Re	epresentative: <u>Suzanne Seigneur</u>							
Address:	215 D Street, P.O. Box 617, Lewiston, ID 83501-1930							
Phone:	(208)298-1344							
	Email Address: sseigneur@cityoflewiston.org							
DUNS #: 040197261								
Architect/Eng	ineer/Planner: (Contact Name): Rich	H. Utzman, TD&H Engineering						
Architect/Engineer/Planner: (Contact Name): Rich H. Utzman, TD&H Engineering Phone: 208 746 0038								
Phone: 208-746-0938 Address: 210 Main Street, Lewiston, ID 83501								
Address. <u>210</u>	Widin Street, Ecwiston, 112 03301	_						
PROJECT T	PROJECT TYPE (MARK ONE)							
Facility C	,	Vehicle Rehabilitation						
X Facility F	Renovations	Transit Related Technology						
ADA Accessibility Transit Related Equipment								
Replacement Vehicle Other								
Expansion Vehicle								
	. , 0							
TOTAL PROJECT COST: \$642,000								
FEDERAL SHARE: _\$513,600 LOCAL MATCH: \$128,400								

Section 1: Project Description

Lewiston Community Center Transit Stop, Additional Funding Request

This project was awarded 5339 funding in 2019 and the MPO added more funding in 2021. Unfortunately, when the project went to bid, the construction bids were 3 times more expensive than the total funding available. So serious is the City of Lewiston about the need to provide a safe place for riders and drivers to transfer between buses, it is again requesting funding versus shuttering the project.

This project re-purposes a portion of the Lewiston Community Center (LCC) parking lot and public right of way to construct a small transit center stop, dedicated solely to the safe boarding and de-boarding of bus passengers.

The City of Lewiston has long used its Community Center as its passenger facility without ever customizing any infrastructure specifically for transit needs. This project would re-purpose the west side of the LCC parking lot to construct a small transit center stop where passengers have access to amenities such as shelter and bathrooms, and where riders from 3 different bus services can transfer from one bus to the other, more safely and reliably. The Transfer Center Stop includes a 112 ft. bus pullout, a longer shelter with solar lighting, ADA accessible flush bathrooms and a cement rider platform.

- a) The City of Lewiston/Lewiston Transit has **FTA Program Eligibility:** Lewiston Transit System is run by the City of Lewiston, a local government entity and eligible recipient that operates fixed route bus service and is eligible to receive direct grants under the 5307 grant program. The proposed LCC Transit Center Stop project that will turn a portion of the LCC parking lot into a bus transfer stop with rider amenities. The bus transfer stop will include a bus pullout, a rider platform, flush bathrooms and 2 shelters, which are all considered bus passenger facilities. This project meets the 5339 program purpose of rehabilitating and constructing bus-related facilities.
- b) **ITD Call for Project Priorities**: This project does fall under program priority one, sustaining existing service with capital such as constructing a new, safer transit stop with a bus pullout and bathrooms at the LCC, where 3 transit services meet to exchange riders. As a Small Urban recipient that is in good standing with the FTA, is the City of Lewiston's hope that if there are funds not being utilized by the 5311 providers, that ITD may consider funding other eligible requests from providers such as Lewiston Transit/City of Lewiston.
- c) **Application Scope of Work**: this project scope includes;
 - a. Development of an engineering and architectural design, drawings and bid documents for a bus transit stop with a bus pullout, a concrete rider platform that includes a large bus shelter, bathrooms, and a large route map; ensuring design meets all City codes plus ADA requirements. This stage of the project has been completed.
 - b. Relocation of utilities electric box and telephone pole.
 - c. Site preparation clearing and grubbing plus the removal of trees. Removal of current curb, sidewalk, asphalt for platform, cutting into curbs on islands and removal of concrete for

- construction of a pedestrian pathway to the LCC. Digging and laying pipe to tie into sewer system and water to the rider platform and where the bathrooms will be.
- d. Site preparation of concrete platform by grading the site and laying gravel. The construction of concrete forms and pouring of concrete. Installing bus shelter foundation.
- e. Construction of the bathrooms and bus shelter including cameras and signage. Construction of the pedestrian pathway across the parking lot to the entrance of the LCC.
- f. Finally landscaping takes place, installing the trees in recesses in the shelter and on the site, as well as planting shrubbery on the parking lot side of the shelter.
- d) **Third Party Contractor**: There will be a third party contractor but the project has not been awarded and the identity of the contractor is unknown at this time

Section 2: Demonstration of Need

The City of Lewiston is a small urban center within a greater rural area that provides health care, shopping, education, employment, and public services for much of the 5 county area that makes up transportation District 2. Many individuals move into Lewiston once they find themselves in need of services their rural communities can't provide.

a. **Service Area Level of Need:** The addition of the Transit Center Stop at the LCC is considered a general need as it is an improvement that is not related to "health and safety", but is a major improvement in services and infrastructure. While this is the classification our project falls under, we do tout safety as the key reason why we have developed this project, though no violation/s would occur if the Transit Center Stop were not built.

Much of Lewiston Transit's ridership, fixed route and paratransit, is made up of individuals that are transit dependent; riders that for a multitude of reasons cannot drive. Providing these riders access to the goods and services they need for independence and quality of life is what Lewiston Transit System is all about.

Per the Idaho Public Transportation Plan from April 2018, Lewiston was identified as having the highest Transit Propensity Index in District 2, which is a composite indicator of the presence of 4 populations: older adults, people with disabilities, people in low-income households and people without access to a private vehicle. The greater the number of these 4 populations, the greater the need for public transportation. In addition, the plan also cited Lewiston and Nez Perce County as the District 2 location where the greatest future population and employment growth should take place between 2010 and 2040, and also points to Lewiston as a key location on one of Idaho's main economic corridors.

Lastly, Lewiston Transit utilizes its entire 5307 annual allocation for operations, leaving nothing for capital, meaning LTS must compete nationally for capital funding. As you can imagine the competition is fierce and LTS' requests are small relative to large metro transits.

Unmet Need for Capital Investment - The Lewiston Community Center (LCC) has served as the main transit passenger facility for 14 years, without any specific transit modifications or considerations. Currently, Lewiston Transit (LTS) and it's two partner transits line up in the

parking lot along the entrance to transfer passengers between systems, which is the widest area and only location feasible. This blocks the path of LCC attendees such as seniors going to the senior lunch, moms and toddlers going to gym class and other community members looking to access the LCC.

In addition, transit drivers must navigate buses 32 times daily M-F, through an active parking lot which can expose them to greater risk of accidents. Thus City management has identified the need for development of a small Transit Transfer Center to increase safety around the LCC, streamline the transfer of passengers and give passengers access to shelters and bathrooms while Transit is in operation. Note the LCC sometimes closes by 2:00pm and is always closed by 5:00pm, though transit service continues until 7:00pm. The Valley Destination 2040 -Long Range Plan 2.0 created by the LC Valley MPO (chapter 6 Public Transportation, pg. 60), identified Enhancement of Fixed Route Facilities, where access to the fixed route include the installation of accessible cur ramps such as the Transit Center Stop would provide, in addition to other amenities for the riders such as a shelter, bathrooms and enhanced lighting. Bus shelter pads, shelters and benches are critical to the success of Transit and are an unmet need for capital investment due to the City's ability to fund operating activities only. In addition, on pg. 32 of the ITD Statewide Public **Transportation plan**, Figure 16 points to the lack of bus shelters and bus stops as a transportation service gap and challenge in District 2. Note too that this project takes place in the middle of an Opportunity Zone where infrastructure investments go a long way to bring about economic development. Lastly, **The Human Services Transportation Plan**, authorized by the Lewis Clark Valley MPO, also sited enhancements to the fixed route such as benches, shelters and lighting as a high priority for funding for elderly and disabled passenger transportation (p. 30).

- b. **Sustaining Existing Services** This application for a transit transfer stop that will enable riders to transfer from between 3 different services will help sustain Lewiston Transit System's current service. As Lewiston is an important location in a 5 county rural area for healthcare, jobs, education and shopping, LTS service is important in connecting riders from Appaloosa Express and the rural areas East of Lewiston and Nez Perce County, as well as Intercity riders from throughout Idaho, and connecting riders from Asotin County in Washington. Dedicated to providing public transportation, the City of Lewiston continues to provide the majority of local match for LTS service with additional program income earned through a dispatching contract for the Asotin County Public Transit.
- c. **Ridership** Fixed Route ridership had continued to increase year after year after its inception in 2009, as a result of expanding the fixed route, expanding operating hours, expanding outreach to the community, encouraging riders that are not ADA eligible to utilize the fixed route, and creating the Kids Freedom Pass Program. Prior to 2020 and the pandemic, fixed route ridership had increased by a total of 118%. Fixed route ridership now stands at 66% of our peak ridership at 37,704 trips for FY2023. While lower than the peak, ridership has been steadily improving every year since the pandemic and is up 9% in the first quarter of FY2024, over the first quarter of FY2023.

Dial-a-Ride ridership was at an all-time high when the City of Lewiston took over Transit as the previous contractor allowed the general public to ride. Staff diverted dial-a-ride trips to the fixed route as a means of providing the most economical service. From FY2010 to FY2017, dial-a-ride had been reduced by 57.8%. Now, like many transit agencies, Lewiston Transit is trying to find

- ways to accommodate its aging population as more and more 65+ and disabled riders request dial-a-ride services. Dial-a-ride rides numbered 6,529 trips in FY2023 or 113% of ridership prior to the pandemic, and is up 17% in the first quarter of FY2024, over the first quarter of FY2023.
- d. **Asset Condition** Lewiston Transit is not applying for a vehicle in this application but does participate in the Transit Asset Management (TAM) plan that the Idaho Transportation Department authors, and maintains, for Tier II transit providers throughout the state.

Section 3: Project Planning

- a. **Coordination with ITD Statewide Public Transportation Plan Goals** this project ties directly to Goal 1 and action 1 of the ITD Statewide Public Transportation Plan.
 - Goal 1 "Promote the safety of transit and its riders by utilizing performance measures and funding as it relates to safety and security", Action 1 is, "Capital investments for bus stops, transit centers, and paths of travel" and is a shared action item between ITD, transit providers, transportation advisory groups, partner organizations and stakeholders.
- b. Describe the Project Development Process -
 - 1. Coordination with local stakeholders Tim Barker, City of Lewiston Parks and Recreation Director and key occupant of the LCC, has identified safety issues related to pedestrians and buses for some time. The Parks and Rec. and Transit Departments worked to get support from City management to increase safety for bus loading and provide transit riders more amenities for when the LCC closes. Now the bus transfer stop is identified in the City of Lewiston's Strategic and Capital Program plan. Transit also sought support from other City stakeholder departments such as Public Works and Community Development to identify a footprint for the bus transfer center that would work effectively for the LCC and would obey local zoning requirements as to parking etc. In addition, Transit worked with its service partners Appaloosa Express and the Asotin County PTBA to determine if such a bus transfer stop would be beneficial to the operation of all 3 services and what would be required. Public Works worked with Transit to determine initial design, cost, and project details, and then engineering firm TD&H was hired to develop civil engineering and architectural plans.
 - 2. **Minority and Low-Income Populations** (Title VI) the LCC is centrally located downtown in an area labeled an "Opportunity Zone" by Congress and the State of Idaho as a low income urban community. The LCC has provided services to low income residents and senior citizens for many years. Transit has used the LCC as a transfer point between buses for years, as the great majority of fixed route ridership is transit-dependent and low income making \$15,000 or less in our last rider survey. The bus transfer stop was designed to not only easily transfer clients from 1 bus to another bus, it was also designed to provide amenities such as bathrooms and shelter for riders for those times the LCC is closed.

- 3. **Disadvantage Business Enterprises (DBEs)** we welcome bids from DBEs and did ensure there were DBE businesses listed on our bid notice for this project.
- **4.** No local labor unions will be effected.
- c. **Public Participation Efforts** as this project remains on City property and in the Right of Way, we did not reach out to the public for input as we considered this project to be beneficial to riders. We did gather informal qualitative input from riders and drivers on the type of restrooms to install. In past public outreach efforts, such as our 2018 Transit Survey Ridership Data, see page 15, "no shelters" proved to be the biggest barrier to accessing the fixed route, then came "no place to sit", followed by "lack of sidewalks".
- d. **Milestone Reporting** see attachment B.
- e. **NEPA Worksheet** see attachment C regarding the NEPA Worksheet
 - 1. We received NEPA approval and have included copies of FTA emails indicating approval.
 - 2. The sole source aguifer worksheet is also included.

Section 4: Project Benefits/Evaluation

Project Benefits:

- **a.** Improving Safety As stated earlier, the greatest benefits provided by removing the risk of parking lot accidents. Buses will no longer block the LCC entrance, removing the risk of LCC attendees and riders streaming in front or in back of the buses as they make their way to the entrance of the LCC. The risk of driver accidents and bus damage will also be reduced.
- b. Improving Mobility The addition of the small Transit Center Stop will also improve mobility. Passengers will now have access to shelter and bathrooms when the LCC is closed, making it more convenient for them to ride and thereby encouraging greater ridership. The new Transit Center Stop should realize service improvements and greater passenger satisfaction overall. Passenger mobility will also be enhanced as riders can move from bus to bus on even payment that is ADA compliant, quickly, without jockeying between the attendees attempting to enter the LCC.
- c. Supporting Local Economic Vitality The City of Lewiston is one few economic centers in North Central Idaho, where many come in from the outlying areas to work, shop and obtain healthcare services. Lewiston Transit, in partnership with the Asotin County PTBA in WA, and Appaloosa Express to the East in Idaho, work cooperatively to ensure passengers can come into and out of Lewiston to access jobs, medical care and other goods and services needed.

Constructing a Transit Center Stop at the LCC, which is located in an opportunity zone, signals to the business investment community that the City is continuing to invest in downtown Lewiston. The new Transit Center Stop will signal to the investment community that downtown Lewiston is developing and is worthy of investment. It also signals that the City/Transit will continue to do its part to bring folks in and out of the town and region to work and shop in Lewiston. Investing in Transit infrastructure highlights the City's willingness to invest in downtown Lewiston.

In addition, the Transit Center Stop will also give Lewiston Transit a facility within the City, signaling to the community that Transit and its ridership are worthy of investment. This increase of importance for Transit, will help Lewiston Transit garner future support within the City which will help fortify and keep the service strong should Transit experience difficulties in the future.

Project Evaluation:

a. **Evaluate success of project**:

- 1. Transit will monitor performance and safety data around the transit stop to determine if performance increases are realized 6 months after completion of the stop:
 - i. The number of "near misses" and "incidents" should be reduced. Our goal is a 50% reduction.
 - ii. On-time performance entering and leaving the bus pullout should be increased. Our goal is a 5% increase.
- 2. Lewiston Transit conducts a biannual customer satisfaction survey where we will include questions about the new Transit Center Stop in our next customer survey after completion of the center. Results will be used to improve use of the stop.
- 3. Lastly a project post mortem will be conducted to gain key learnings from the project overall.
- a. **Sustain/maintain the asset**: the City of Lewiston Parks and Recreation Department are the current hosts of the LCC and the grounds, and will maintain the bathrooms. The Transit Department will maintain the shelters. These City departments are well staffed to provide ongoing cleaning and maintenance..
- b. **Grant Management Capacity** as a current 5307 Small Urban grant subrecipient for 20 years the City of Lewiston/Lewiston Transit has well demonstrated its financial and managerial ability to manage FTA grants and requirements. The City has both the personnel and the resources to excel in this area. In 2023 the FTA administered a successful Triennial review of the City's grant management capabilities.

Section 5: Project Budget

a. Budget Narrative:

The beginning: This project was conceived in 2019 when the Parks and Recreation and Transit Departments discussed making the parking lot of the LCC safer for the transfer of riders and patrons attending the LCC for events. Both departments identified the need for the transit activity to be pulled away from the entrance of the building for safety, and the need for amenities for riders if the transfer point was to be moved to a corner of the LCC lot. Transit applied for and received a 5339b. grant from the FTA in the amount of \$64,000. The grant number is ID-2020-020-01.

Need for more funding: Realizing the cost of materials had increased greatly, the Transit Department sought additional 5339 grant funding through the ITD and was awarded of \$127,981 via grant number ID-2020-025. Additional Small Urban 5339 funding in the amount of \$156,934 was also added to the grant via the LC Valley Metropolitan Planning Organization.

Project Stalled, Covid-19 and urban status in flux: between Covid-19 through 2020 and the area's Small Urban status in question by the Census Bureau for 2 years, this project was dormant. The City felt it was prudent not to put in the transit stop if funding was in question. TD&H Engineering was hired in Fall of 2022, took the next year to develop the design, drawings, bid documents and engineer's estimate for the project, based on their knowledge of the local market and working with an architecture firm. The project went to bid, and given the rise in cost of construction materials, most notably cement, the bids came in at 3 times the engineer's estimate. Consequently, a bid was not awarded and construction is not scheduled to take place at this time. The City still feels that the installation of a new transit transfer stop is important to the safety of its citizens, and additional funding is being sought.

Local match: the City of Lewiston's additional local match would be \$128,400 and would be provided from the current Transit reserve fund as approved by the City Treasurer. This is in addition to the \$71,230 already in the Transit budget for this project. See page 23 of the City of Lewiston Budget Guide for Fiscal Year 2024 and see attachment A for the amount of Transit reserves available. Note that Davis Bacon wages do apply to this project.

Scalability – yes, this project could be scaled. The walkway to the LCC could be uncovered and prefabricated bathrooms could be used instead through initially the architect believed constructing concrete brick bathrooms would be the most cost effective. With both changes, the total cost of the project could be reduced though at this time, it is not known how much.

Financial capability – Lewiston Transit is part of the City of Lewiston which is projected to generate revenue of \$85,552,000 in FY24. The City/Transit budget can afford the additional \$128,400 in required match, see attachment A. for the most current City of Lewiston Treasury Report dated 1/31/24, stating Public Transit has \$769,551 in reserves. In addition, the City of Lewiston has the personnel in Finance and Accounting and procedures in place to ensure we have the ability to comply with 5339 grant. Note that the City of Lewiston is a 5307 recipient and is very used to operating on a reimbursement basis and has for the past 14 years.

b. **Project Budget Request Form - see** Attachment A

			Project	Bu	dget Req	u	est			
	Subreci	ipient						of Lewiston		
	Agreeme	nt Term					October 1, 202	4-September	30, 2026	
	Contact	Name					Suzai	nne Seigneur		
	Addr	ess			P.O.	. Bo	ox 617, 215 D S	treet, Lewist	on, Idaho 8350	1
	Phone N	lumber								
FTA Grant			Ci	apita	I (CP) 80/20					
5220			Total		Federal		Match			
5339		\$	642,000.00	\$	513,600.00	\$	128,400.00			
Total Project Cost	Total Federal Request	Total M	latch Needed			Г		Scope	of Work	
\$ 642,000.00	\$ 513,600.00	\$	128,400.00							
	Suzanne Seigneur Printed Sygare Su Signa 16-Feb-24 Dat	ture				A	Center parking small Transit shelter, dedi	g lot and publ Center with a cated solely t	ic right of way	
							Lo	cal Match Sou	rce(s) for Proje	ect:
							C	Lity of Lewisto	on General Fun	d

Attachment A: Itemized Project Budget

			Engineer	's Estimate	Low	est Bid
Description	Estimate d Quantity	Unit	Unit Price (include sales tax)	Item Total	Unit Price (include sales tax)	Item Total
Clearing and Grubbing	1	LS	5,000.00	5,000.00	4,560.00	4,560.0
Removal of Obstructions	1	LS	9,000.00	9,000.00	3,000.00	3,000.0
Removal of Asphalt Pavement	146	SY	20.00	2,920.00	30.00	4,380.0
Removal of Concrete Curb & Gutter	452	LF	8.59	3,882.68	5.00	2,260.0
Removal of Catch Basin	2	EA	690.00	1,380.00	1,440.00	2,880.0
Removal of Concrete Sidewalk	122	SY	11.50	1,403.00	12.00	1,464.0
Sawcut Pavement	673	LF	3.31	2,227.63	22.00	14,806.0
Tree Removal	7	EA	690.00	4,830.00	1,812.00	12,684.0
Excavation	1	LS	12,000.00	12,000.00	13,800.00	13,800.0
Seedbed Preparation	126	SY	0.51	64.26	10.00	1,260.0
Seeding	126	SY	0.87	109.62	8.00	1,008.0
Mulching	101	SY	2.75	277.75	48.00	4,848.0
Type "P" Surface Restoration (Asphalt Roadway)	99	SY	240.00	23,760.00	168.00	16,632.0
Water Service Connection, Size 1"	1	EA	1,500.00	1,500.00	6,480.00	6,480.0
Sewer Service Line - Size 6" Sewer Service Connection to Main -	45	LF	93.00	4,185.00	77.40	3,483.0
Size 6"	1	EA		0.00	4,740.00	4,740.0
Storm Drain Pipe, 12" SDR-35 PVC	36	LF	75.00	2,700.00	126.00	4,536.0
Catch Basin - Type I	3	EA	2,190.00	6,570.00	1,236.00	3,708.0
Catch Basin Frame - Curb Inlet	2	EA	730.00	1,460.00	1,080.00	2,160.0
Catch Basin Frame - Rectangular	1	EA	650.00	650.00	730.00	730.0
Portland Cement Concrete Pavement - Class 8" Thickness (Pullout)	193	SY	77.00	14,861.00	172.00	33,196.0
Portland Cement Concrete Pavement - Class 4" Thickness (Sidewalk)	338	SY	19.00	6,422.00	136.00	45,968.0
Standard 6-inch Vertical Curb & Gutter	203	LF	54.00	10,962.00	88.00	17,864.0
Curb, Type A	222	LF	45.00	9,990.00	70.00	15,540.0
Concrete Valley Gutters	190	LF	78.00	14,820.00	108.00	20,520.0
Pedestrian Ramp w/Detectable Warning Domes, Type _	2	EA	1,975.00	3,950.00	3,600.00	7,200.0
Pedestrian Ramp w/out Detectable Warning Domes, Type _	7	EA	900.00	6,300.00	3,000.00	21,000.0
Construction Traffic Control	1	LS	6,000.00	6,000.00	7,800.00	7,800.0
Mobilization	1	LS	12,000.00	12,000.00	40,800.00	40,800.0
Sanitary Facilities	1	LS	900.00	900.00	1,440.00	1,440.0
Power Pole Relocation (Contractor to supply conduit and trench)	1	LS	0.00	0.00	8,904.00	8,904.0
Bus Stop Canopy		`				
Concrete Foundation	1	LS	4,465.00	4,465.00	66,000.00	66,000.0
CMU Block Walls	1	LS	5,600.00	5,600.00	43,200.00	43,200.0
Steel Framing	1	LS	10,200.00	10,200.00	108,000.00	108,000.0
Metal Roofing	1	LS	1,200.00	1,200.00	56,400.00	56,400.0
Electrical	1	LS	5,700.00	5,700.00	15,600.00	15,600.0
Fixtures, Benches, Trash Receptacles, Signage, Bulletin Boards	1	LS	10,500.00	10,500.00	48,000.00	48,000.0
Tranist Stop Site and Canopy Total				207,789.94		666,851.0
Bus Stop Restrooms						
[Concrete Foundation, CMU Blocks, Metal Roofing, Doors/Skylights	1	LS	29,000.00	29,000.00	180,000.00	180,000.0
Electrical	1	LS	5,000.00	5,000.00	36,000.00	36,000.0
Plumbing	1	LS	7,500.00	7,500.00		
Plumbing & Restroom Fixtures	1	LS	14,260.00	14,260.00	48,000.00	48,000.0
Tranist Stop Restroom Total				48,260.00		264,000.0
				\$256,049.94		\$930,851.0
						,

CITY OF LEWISTON TREASURY REPORT - 1/31/24

					MM & CD	ST	ATE TREASURER'S	DI	VERSIFIED BOND				
FUND	BANK		CASH IN BANK		INVESTMENTS		POOL		FUNDS		OTHER		TOTAL
CEMETERY	WELLS FARGO		392,837		-		-		-		-		392,837
CEMETERY FUND TOTAL		\$	392,837	Ş	-	\$	-	\$	-	Ş	-	\$	392,837
ECONOMIC DEVELOPMENT	WELLS FARGO		383,241		-				-		-		383,241
	STATE TREASURER						4,132,342						4,132,342
ECONOMIC DEVELOPMENT	FUND TOTAL	\$	383,241	Ş	-	\$	4,132,342	\$	-	\$	-	\$	4,515,584
TRANSPORTATION	WELLS FARGO		2,244,435										2,244,435
MANSFORTATION	ZIONS		2,244,433		257,928						_		257,928
	STATE TREASURER				-		206,000				_		206,000
TRANSPORTATION FUND TO		Ş	2,244,435	\$	257,928	\$	206,000	\$	-	Ş	-	\$	2,708,363
LIBRARY	WELLS FARGO		990,443										990,443
LIDRANT	STATE TREASURER		990,445		-		9,999		-		•		9,999
LIBRARY FUND TOTAL		\$	990,443	\$	-	\$	9,999	\$	-	Ş	-	\$	1,000,442
FLEET	WELLS FARGO		2,108,980				_						2,108,980
TEELT	STATE TREASURER		-				533,099		_				533,099
FLEET FUND TOTAL		Ş	2,108,980	Ş	-	\$	533,099	\$	-	Ş	-	\$	2,642,079
ІТ	WELLS FARGO		253,702		_		_				_		253,702
	STATE TREASURER						213,172						213,172
IT FUND TOTAL		\$	253,702	\$	-	\$	213,172	\$	-	Ş	-	\$	466,875
POLICE RETIREMENT	US BANK		_		-		-				13,464,194		13,464,194
POLICE RETIREMENT FUND	TOTAL	Ş	-	\$	-	\$	-	Ş	-	Ş	13,464,194	\$	13,464,194
PUBLIC TRANSIT	WELLS FARGO		769,551										769,551
PUBLIC TRANSIT FUND TOTA		ş	769,551	\$	-	\$	-	\$	-	Ş	-	\$	769,551
PERPETUAL CARE	US BANK		_		_		_				1,031,808		1,031,808
PERPETUAL CARE FUND TO		s	-	s	-	s	-	S	-	s	1,031,808	s	1,031,808
						-				-		-	_,,502,000
GRAND TOTALS		\$	37,311,552	\$	2,059,144	\$	34,329,270	\$	5,735,369	\$	18,164,159	\$	97,599,494

Other Includes: Fiduciary Funds, Equity Buy-in Funds, Funds Reserved for Debt Repayment, Unemployment Reserves and Funds Held in Trust

Attachment B: Milestone Reporting

Agency Name	City of Lewiston		
Agency Contact	Suzanne Seigneur		
Phone #	208-298-1340	Email	Sseigneur@cityoflewiston.org
Grant Program	5339	Rural	One Time
Federal Award Amount	\$513,600		

Scope of Work: A project re-purposing a portion of the Lewiston Community Center parking lot and public right of way to construct a small Transit Center, dedicated solely to the safe boarding and de-boarding of bus passengers.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	August 2024	The IFB will be issued just prior to funding becoming available, if awarded. The advertising of the bid will take place the end of august and mid Sept.
Award Date	October 2024	The bid opening will take place in the first week in October.
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	Early Spring 2025	Given this is a small construction project, contractors most likely begin in early Feb or March 2025
Begin Job	March 2025	Utilities on site to be relocated
Site Clearing and Site Preparation	April 2025	including removal of concrete, grading, installation of gravel and creation of concrete forms. This also includes preparation of rider pathway from Transit Center Stop to the front of the Community Center. Order bathroom
Construction Starts	May 2025	Construction of concrete rider platform, installation of shelter footings, finish work on rider pathway and prep of area where bathroom structure will lye
Construction Completion Date	July 1, 2025	The bid will contain a requirement that all construction will be completed by October 1, 2025, so if not completed early spring it will be late summer/early fall.
Contract Completion Date	October 1, 2025 at the latest.	90 days after the completion of the construction.

Attachment C: NEPA Worksheet

FTA Region 10 CATEGORICAL EXCLUSION and DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. NOTE: Fields are expandable, so feel free to use more than a line or two if needed.

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 10 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA_CE_Presentation.pdf. Feel free to contact Region 10 for additional assistance. Please see the end of this document for submittal procedures. For links to other agencies or for further topical guidance, please go to Region 10's Environmental Processes and Procedures site.

I. Project Description		
Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Lewiston Community Center Transit Stop	12/16/2019	No grant yet
Project Title	_	

Project Title

Transit Stop and Bus Pullout at Lewiston Community Center

Project Description (brief, 1-2 sentences)

A project re-purposing a portion of the Lewiston Community Center parking lot and public right of way to construct a small Transit Center Stop, dedicated solely to the boarding and de-boarding of bus passengers.

Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)

The City of Lewiston has long used its Community Center as its passenger facility without ever customizing any infrastructure specifically for transit needs. This reconstruction project is would re-purpose the west side of the Community Center parking lot to construct a small Transit Center Stop where passengers have access to amenities such as shelters and prefabricated bathrooms (flush toilets, 2 rooms) and where riders from 3 different bus services can transfer from one bus to the other, more safely and reliably. The Center includes a 112 ft. bus pullout, 2 shelters with lighting (5 x 15 ft. ea.), a prefabricated 2 room, ADA accessible flush bathroom (10ft. 3in x 17ft)

downtown Lewiston.
Project Location (include City and Street address)
The project is located on the east side of Lincoln Street, between streets G and F. The approximate center of the location is $46^{\circ}25'01.9"N~117^{\circ}00'48.9"W$, with the pullout being in the Right of Way and continuing into the first row of parking spaces. The address of the Lewiston Community Center is 1424 Main Street, Lewiston, ID 83501, though the location is right along Lincoln Street.
Note that the soil has been previously disturbed for the creation of the sidewalk, the grass strip between the street and sidewalk and the Lewiston Community Center parking lot.
Project Contact (include phone number, mailing address and email address)
Suzanne Seigneur, Transit Manager, City of Lewiston. 215 D Street, Lewiston, ID 83501. (208)298-1344, sseigneur@cityoflewiston.org
If your project involves construction, include the following as appropriate:
 Project vicinity map Project site plan showing access points and project boundaries Other useful maps as appropriate (topo, for instance, depending on circumstances, and/or Google Earth aerial, NEPA Assist, etc.) A few photographs of the site if useful to illustrate important features Details pertaining to the depth of soil excavation Note if the soil has been previously disturbed by prior construction or other activity List parks or recreation areas within the project vicinity Any previous consultations that might be relevant? (HUD, SHPO, or DOTs)
Answer the following questions to determine the project's potential class of action. If the answer to any of the questions in Section A is "YES", contact the FTA Region 10 office to determine whether the project requires preparation of a NEPA environmental assessment (EA) or environmental impact statement (EIS).
Will the project significantly impact the natural, social and/or economic environment? ☐ YES (contact FTA Regional office) ☐ NO (continue)

A.1		e significance of the project's social, economic or environmental impacts own?
	☐ YI	ES (contact FTA Regional office)
	⊠ N	O (continue)
A.2	Is the	e project likely to require detailed evaluation of more than a few potential cts?
	☐ YI	ES (contact FTA Regional office)
	⊠ N	O (continue)
A.3	conti	e project likely to generate intense public discussion, concern or oversy, even though it may be limited to a relatively small subset of the nunity?
	☐ YI	ES (contact FTA Regional office)
	⊠ N	O (continue)
В.		(1
Б.	The ty are m under prese area, activit	the project appear on the following list of Categorical Exclusions (CEs)? The project activities listed below describe actions which, when the corresponding conditions et, are under usual circumstances categorically excluded from further NEPA analysis 23 CFR 771.118(c). Unusual circumstances may include, but are not limited to, the note of wetlands, historic buildings and structures, parklands, or floodplains in the project or the potential for the project to impact other resources. (Descriptions of each type of y, and corresponding conditions, are available here ; this worksheet simply lists the name the exclusion.)
		ES (If checked AND there are no special circumstances, check the applicable x and proceed to Section III.)
	□ N	O (continue to Section II. C)
	23 CF	R 771.118(c)(1-16)
	(1)	Utility and Similar Appurtenance Action
	(2)	Pedestrian or Bicycle Action
	(3)	Environmental Mitigation or Stewardship Activity
	(4)	Planning and Administrative Activity
	(5)	Activities Promoting Transportation Safety, Security, Accessibility and Communication
	(6)	Acquisition, Transfer of Real Property Interest
	(7)	Acquisition, Rehab, Maintenance of Vehicles or Equipment
	(8)	Maintenance, Rehab, Reconstruction of Facilities

	(9)	Assembly or Construction of Facilities
	(10)	Joint Development of Facilities
		Emergency Recovery Actions everal conditions attach to this type of CE. We recommend you consult with FTA if you nk this CE may apply to your action.)
	(12)	Projects Entirely within the Existing Operational Right-of-Way.
		Federally Funded Projects (Must be less than \$5 million in federal funding, or having a total estimated cost of not ore than \$30,000,000 and Federal funds comprising less than 15 percent of the total timated project cost.)
	(14) B	ridge Removal and Related Activities.
	(15) P	reventative Maintenance to Certain Culverts and Channels
	(16) G	eotechnical and Similar Investigations
C.		the project appear on the following list of potential documented Categorical sions?
C.	Exclu Project docum	
C.	Project docume and the	ts that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied
C.	Project docume and the	ts that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied at significant effects will not result.
C.	Project docume and the Market	ts that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied at significant effects will not result. S (Check correct box below and continue to Part III)
c .	Project document and that I YE NO 23 CFI (1)	ts that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied at significant effects will not result. S (Check correct box below and continue to Part III) O (Contact FTA Regional Office)
C .	Project docume and that I YE NO 23 CFI (1) should (2)	ts that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied at significant effects will not result. S (Check correct box below and continue to Part III) (Contact FTA Regional Office) R 771.118(d)(1-8) Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing
c .	Project docume and that will be a second of the second of	ts that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied at significant effects will not result. S (Check correct box below and continue to Part III) C (Contact FTA Regional Office) R 771.118(d)(1-8) Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing ers or auxiliary lanes. Bridge replacement or the construction of grade separation to replace existing at-grade
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c .	Project docume and that the YE NC 23 CFI (1) should (2) railroad (3) buying limit the (4) way m consider	Its that are categorical exclusions under 23 CFR 771.118(d) require additional entation demonstrating that the specific conditions or criteria for the CEs are satisfied at significant effects will not result. S (Check correct box below and continue to Part III) (Contact FTA Regional Office) R 771.118(d)(1-8) Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing ers or auxiliary lanes. Bridge replacement or the construction of grade separation to replace existing at-grade d crossings. Acquisition of land for hardship or protective purposes. (NOTE: Hardship and protective will be permitted only for one or a limited number of parcels, and only where it will not e evaluation of alternatives (including alignments) for planned construction projects. Acquisition of right-of-way. (NOTE: No project development on the acquired right-of-ay proceed until the NEPA process for such project development, including the eration of alternatives, where appropriate, has been completed.)

(8) Facility modernization/expansion outside existing ROW

"Other" actions which meet the criteria for a CE in the CEQ regulations (40 CFR 1508.4) and will not result in significant environmental effects. Actions must not: induce significant impacts to planned growth or land use; require the relocation of significant numbers of people; have a significant impact on any natural, cultural, recreational, historic or other resource; cause significant air, noise, or water quality impacts; have significant impacts on travel patterns; or otherwise have significant environmental impacts (either individually or cumulatively).

III. Information Required for Documented Categorical Exclusions

If you checked "Yes" to any of the options in Part II.C, complete Section III.A and each relevant subject area of Sections B-AA. Depending on the project, some of the subject areas may not be applicable. In such cases, no discussion is needed. You may use documents prepared for other purposes (e.g., public meetings) if they are helpful.

The list below is not all-inclusive. If your proposed project has the potential to cause impacts to resources which are not listed below, please provide supplemental information about those potential impacts.

A. Detailed Project Description

Describe the project and explain how it satisfies the purpose and need identified in Part I.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc.). Briefly describe the project area's zoning and indicate whether the proposed project is consistent with it. Briefly describe the community (geographic, demographic, economic and population characteristics) in the project vicinity.

C. Traffic

Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes, and coordination with relevant agencies.

D.	Aesthetics
	Will the project have an adverse effect on a scenic vista?
	□ No
	☐ Yes, describe
	Will the project substantially degrade the existing visual character or quality of the site and its surroundings?
	□ No
	Yes, describe
	Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?
	□ No
	Yes, describe
E.	Air Quality
	Does the project have the potential to impact air quality?
	□ No
	□ No
	□ No
	☐ No ☐ Yes, describe
	☐ No☐ Yes, describe Is the project located in an EPA-designated non-attainment or maintenance area?
	 No Yes, describe Is the project located in an EPA-designated non-attainment or maintenance area? No Yes, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is
	 No Yes, describe Is the project located in an EPA-designated non-attainment or maintenance area? No Yes, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.
	 No Yes, describe Is the project located in an EPA-designated non-attainment or maintenance area? No Yes, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary. Carbon Monoxide (CO)
	 No Yes, describe Is the project located in an EPA-designated non-attainment or maintenance area? No Yes, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary. Carbon Monoxide (CO) Ozone (O₃)
	 No Yes, describe Is the project located in an EPA-designated non-attainment or maintenance area? No Yes, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary. Carbon Monoxide (CO) Ozone (O₃)

F.	Coastal Zone
	Is the proposed project located in a designated coastal zone management area?
	□ No
	Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.
G.	Environmental Justice Determine the presence of minority and low-income populations (business owners, land owners, and residents) within about a a quarter-mile of the project area. Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations. Guidance is here .
	Lewiston Transit's ridership predominately consists of low income individuals. The addition of the bus pull out, shelters with lighting and bathrooms are to assist riders when in transit between our routes, and/or between the 3 different bus services that transfer riders there. This new bus transfer stop should actually have a positive impact on low-income riders, as it will provide shelter, bathrooms and lighting (just around the shelter) for those times when the Lewiston Community Center is closed.
Н.	Floodplains
	Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain?
	□ No
	Yes, describe potential impacts, indicate if the project will impact the base flood elevation, and include or link to the FEMA Flood Insurance Rate Map (FIRM) with the project location identified.

l.	Hazardous Materials
	Is there any known or potential contamination at the project site? This may include, but is not limited to, lead/asbestos in existing facilities or building materials; above or below ground storage tanks; or a history of industrial uses of the site.
	☐ No, describe steps taken to determine whether hazardous materials are present on the site.
	Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site. If the project includes property acquisition, identify if a Phase I Environmental Site Assessment for the land to be acquired has been completed and the results.
J.	Navigable Waterways Does the proposed project cross or have the potential to impact a navigable waterway? No
	Yes, describe potential impacts and any coordination with the US Coast Guard.
K.	Noise and vibration
K.	Noise and vibration Does the project have the potential to increase noise or vibration?
K.	
К.	Does the project have the potential to increase noise or vibration?
К.	Does the project have the potential to increase noise or vibration? NO YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment"
K.	Does the project have the potential to increase noise or vibration? NO YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment"
K.	Does the project have the potential to increase noise or vibration? NO YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.
K.	Does the project have the potential to increase noise or vibration? NO YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact. Prime and Unique Farmlands
K.	Does the project have the potential to increase noise or vibration? NO YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact. Prime and Unique Farmlands Does the proposal involve the use of any prime or unique farmlands?

М.	Historic & Cultural Resources
	Impacts to cultural, historic, or recreational properties may trigger Section 106 or tribal consultations or a Section 4(f) evaluation, requiring consideration of avoidance alternatives.
	Does the project involve any ground disturbing activities?
	□ No
	Yes, provide the approximate maximum ground disturbance depth. Also provide information on previous disturbances or where ground disturbance will occur.
	Are there any historic resources in the vicinity of the project?
	□ No
	Yes, Attach photos of structures more than 45 years old that are within or adjacent to the project site and describe any direct or indirect impacts the project may cause.
N.	Biological
	Are there any species located within the project vicinity that are listed as threatened or endangered under the Endangered Species Act? Determine this by obtaining lists of threatened and endangered species and critical habitat from the US Fish and Wildlife Service and the National Marine Fisheries Service.
	Describe any critical habitat, essential fish habitat or other ecologically sensitive areas within or near the project area.
Ο.	Recreational
	Is the project located in or adjacent to a park or recreation area?
	□ No
	Yes, provide information on potential impacts to the park or recreation area. Please also indicate if the park involved Land and Water Conservation Act funds (Section 6(f))

P.	Seismic and Soils
	Are there any unusual seismic or soil conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed.
	□ No
	☐ Yes, describe
Q.	Water Quality
	Does the project have the potential to impact water quality, including during construction.
	□ No
	Yes, describe potential impacts and best management practices which will be in place.
	Will there be an increase in new impervious surface or restored pervious surface?
	⊠ No
	Yes, describe potential impacts and proposed treatment for stormwater runoff.
	Is the project located in the vicinity of an EPA-designated sole source aquifer (SSA)?
	Yes, provide the name of the aquifer which the project is located in and describe any potential impacts to the aquifer. Also include the approximate amount of new impervious surface created by the project. (May require completion of SSA worksheet.)
R.	Wetlands
	Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways?
	□ No
	Yes, describe potential impacts
S.	Construction Impacts
	Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

T.	Cumulative and Indirect Impacts
	Are cumulative and indirect impacts likely?
	□ No
	Yes, describe the reasonably foreseeable:
	a) Cumulative impacts, which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes them. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.
	b) Indirect impacts, which are caused by the action but are later in time or farther removed in distance, yet are still reasonably foreseeable. Indirect impacts may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.
U.	Property Acquisition
	If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals.
	Note: For acquisitions over \$500,000, FTA concurrence in the property's valuation is also required.
V.	Energy If the project includes the construction or reconstruction of a building, identify potential opportunities to conserve energy which could be employed. This includes building materials and techniques used for construction; special innovative conservation features; fuel use for heating, cooling and operations; and alternative renewable energy sources.
W.	Public Involvement Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public meetings (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.
Χ.	Mitigation Measures
	Describe all measures to be taken to mitigate project impacts.

Y.	Other Federal Actions
	Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.
Z.	State and Local Policies and Ordinances
	Is the project in compliance with all applicable state and local policies and ordinances?
	☐ No, describe noncompliance:
	☐ Yes

AA.	Related Federal and State/Local Act	tions
	☐ Corps of Engineers Permit (Section	n 10, Section 404)
	☐ Coast Guard Permit	
	☐ Coastal Zone Management Certific	cation
	☐ Critical Area Ordinance Permit	
	☐ ESA and EFH Consultation	
	☐ Floodplain Development Permit	
	☐ Forest Practice Act Permit	
	☐ Hydraulic Project Approval	
	☐ Local Building or Site Developmen	nt Permits
	☐ Local Clearing and Grubbing Perm	nit
	☐ National Historic Preservation Act-	-Section 106 consultation
	□ National Pollutant Discharge Elimi	nation System General Construction Permit
	☐ Shoreline Permit	
	☐ Solid Waste Discharge Permit	
	☐ Sole Source Aquifer Consultation	
	☐ Section 4(f) (Historic or Recreation	nal Properties; Wildlife Refuges)
	☐ Section 6(f) (Recreational Properti	es)
	☐ Section 106 (Historic Properties)	
	☐ Stormwater Site Plan (SSP)	
	☐ Temporary Erosion and Sediment	Control Plan (TESC)
	☐ Water Quality Certification—Section	on 401
	☐ Tribal Consultation or Permits (if a	ny, describe below)
	☐ Other	
	Others (describe as applicable):	
Subm	nitted By (name, title):	Date:

Please submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below, <u>or</u> submit an electronic version to <u>fta.tro10mail@dot.gov</u>. Contact FTA at the number below if you are unsure of these procedures. Modifications are typically necessary.

Federal Transit Administration, Region 10 phone: (206) 220-7954

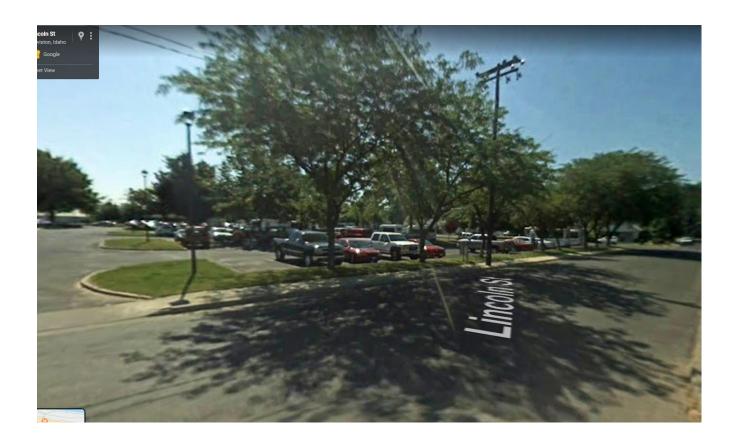
915 2nd Avenue, Suite 3142 fax: (206) 220-7959

Seattle, WA 98174-1002 fta.tro10mail@dot.gov

For links to further topical guidance, please visit Region 10's <u>Grantee Resources: Environment</u> webpage.

Photos of the Site:

Lincoln Street Looking Southeast



Lincoln Street Looking NW – the yellow line marks the length of the project



Google Map of the Lewiston Community Center and Proposed Bus Stop

Attachment C: Sole Source Aquifer

Sole Source Aquifer Checklist

PROJECT NAME: Lewiston Community Center Transit Stop

NAME OF SOLE SOURCE AQUIFER OR SOURCE AREA: The Lewiston Basin Sole Source Aquifer

1. Location of project:

The project is located on the east side of Lincoln Street, between streets G and F. The approximate center of the location is 46°25'01.9"N 117°00'48.9"W, with the pullout being in the Right of Way and continuing into the first row of parking spaces. The address of the Lewiston Community Center is 1424 Main Street, Lewiston, ID 83501, though the location is right along Lincoln Street.

2. Project description.

A project re-purposing a portion of the Lewiston Community Center parking lot and public right of way to construct a small Transit Center Stop, dedicated solely to the boarding and de-boarding of bus passengers.

3. Is there any increase of impervious surface? If so, what is the area?

Yes, the project requires the removal of a strip of grass between the curb and the sidewalk on Lincoln Street of approximately 1,289.7 sq.ft. using the City of Lewiston GIS website. Please see picture below.



4.	Describe how storm water is currently treated on the site? The storm water drains into the right of way and down through the City's inlet for storm water.
5.	How will storm water be treated on this site during construction and after the project is complete? During construction, the contractor will use Best Management Practices to ensure the storm water inlets are properly protected.
6.	Are there any underground storage tanks present or to be installed? Include details of such tanks. No.
7.	Will there be any liquid or solid waste generated? If so how will it be disposed of? Yes, the liquid and solid waste generated in the bathrooms will be disposed of through the City's sewer/wastewater system.
8.	What is the depth of excavation? No more than 1 foot in depth.
9.	Are there any wells in the area that may provide direct routes for contaminates to access the aquifer and how close are they to the project? No.

	there any hazardous waste sites in the project area, especially if the waste site an underground plume with monitoring wells that may be disturbed? Include ils.
11. Are t No.	there any deep pilings that may provide access to the aquifer?
Yes.	Best Management Practices planned to address any possible risks or concerns? As stated previously, BMPs will be used to protect the storm water inlets during truction.
have No. T	ere any other information that could be helpful in determining if this project may an effect on the aquifer? This is a straight forward project of putting curb and sidewalk in and installing a room.
	s this Project include any improvements that may be beneficial to the aquifer, as improvements to the wastewater treatment plan?
	A Sole Source Aquifer Program may request additional information if impacts to ifer are questionable after this information is submitted for review.

Attachment D: Congressional Application Demonstration of Need

1. Type of Service (Check all that apply):
⊠ Fixed Route
□ Deviated Fixed Route
□ Demand/ Response – as a feeder service to our fixed route.
2. Service Area (Check one)
⊠ City
□ Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
□ Urban Public Systems
☑ Other transit operators in your region (please list below):
Lewiston Transit System transports urban and rural transit riders via its connections with the Asotin County Public Transit and Appaloosa Express. In addition, Lewiston Transit makes meaningful connections to both the intercity bus system, Northwestern Trailways (now Salt Lake Express) as well as the Lewiston Airport, connecting riders to regional and national travel modes.
4. Ridership:
Estimate the average number of rides: Per Day 154 in FY'24 Per Year 44,233 in FY23
Briefly describe your ridership over the last two years: _
Lewiston Transit's ridership is continuing to rebound after the pandemic, growing on average of 12% per year. Fixed route is growing more slowly and demand response has surpassed its pre-pandemic levels.

5. Days/ Hours of Service:

List days of the week and hours transit provider is in service

Monday-Friday from 6:00am to 7:00pm, Saturday from 9:00am to 3:00pm.



Suzanne Seigneur <sseigneur@cityoflewiston.org>

Confirmation of Categorical Exclusion - City of Lewiston/Lewiston Transit System --ewiston Community Center Transit Stop Project

1 message

Assam, Mark (FTA) < Mark. Assam@dot.gov>

Fri, Feb 14, 2020 at 3:56 PM

To: "anygaard@cityoflewiston.org" <anygaard@cityoflewiston.org>

Cc: Suzanne Seigneur <sseigneur@cityoflewiston.org>, "Stojak, Mark CTR (FTA)" <mark.stojak.ctr@dot.gov>, "Changchien, Amy (FTA)" <Amy.Changchien@dot.gov>, "fta.tro10mail" <fta.tro10mail@dot.gov>

Dear Mr. Nygaard:

The Federal Transit Administration (FTA) has reviewed the materials submitted by e-mail on December 20, 2019, including an FTA Categorical Exclusion Worksheet and supporting documentation describing the proposed City of Lewiston/Lewiston Transit System - Lewiston Community Center Transit Stop Project (Project) in Lewiston, Idaho. The Project is located on the east side of Lincoln Street, between F Street and G Street. FTA understands that the Project would re-purpose a portion of the Lewiston Community Center parking lot and public right-of-way at this location to construct a small transit center, dedicated solely to the boarding and de-boarding of bus passengers. The Project would also provide transit amenities including shelters, prefabricated bathrooms, and a concrete boarding platform. None of the Project improvements would affect historic properties. Project excavations would occur primarily in previously disturbed areas below currently paved surfaces.

This e-mail confirms that FTA has determined that the Project qualifies as a Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) pursuant to 23 Code of Federal Regulations (CFR) Part 771.118(c)(9). This determination of CE applies only to the Project as described above and in the documentation submitted to FTA on December 20, 2019. Should the Project scope change or new information on the Project or its potential environmental effect be provided, FTA may require a re-evaluation of the NEPA determination and may withdraw or suspend the CE or require additional environmental reviews.

This confirmation is not an expressed or i	mplied promise that Federal finar	ncial assistance for the Project	will be awarded.
Please contact me if you have questions.			

Thank you for coordinating with FTA.

Sincerely,

Mark A. Assam, AICP

U.S. Department of Transportation

Federal Transit Administration, Region X

915 2nd Avenue, Suite 3142 | Seattle, WA 98174-1002

(206) 220-4465 | mark.assam@dot.gov | www.transit.dot.gov



Suzanne Seigneur <sseigneur@cityoflewiston.org>

RE: Lewiston Transit System - Lewiston Community Center Transit Stop Project -Sole Source Aquifer Checklist

1 message

Soni, Sejal <soni.sejal@epa.gov>

Fri, Jan 24, 2020 at 3:41 PM

To: "mark.assam@dot.gov" <mark.assam@dot.gov>

Cc: "Stojak, Mark CTR (FTA)" <mark.stojak.ctr@dot.gov>, "amy.changchien@dot.gov" <amy.changchien@dot.gov>, Suzanne Seigneur <sseigneur@cityoflewiston.org>, "fta.tro10mail" <fta.tro10mail@dot.gov>

Thank you for submitting your project for review. We have reviewed the information provided and find that the project will not have a significant adverse the Lewiston Basin Sole Source Aquifer and therefore the funding may proceed.

EPA reviews federally financially assisted projects that are proposed in federally designated Sole Source Aguifer review areas to determine if the projects have a potential to contaminate the aquifer through a recharge zone so as to create a significant hazard to public health. Such projects are submitted to EPA by federal, state, and local governments, and by the public.

This correspondence only addresses the Sole Source Aquifer Program, any other federal environmental requirements are your responsibility to ensure compliance. Please retain this email for your records.

Sejal Soni | (206) 553-1798 | soni.sejal@epa.gov

From: Assam, Mark (FTA) < Mark. Assam@dot.gov> Sent: Monday, December 30, 2019 10:31 AM

To: Soni, Sejal <soni.sejal@epa.gov>

Cc: Stojak, Mark CTR (FTA) <mark.stojak.ctr@dot.gov>; amy.changchien@dot.gov; Suzanne Seigneur

<sseigneur@cityoflewiston.org>; fta.tro10mail <fta.tro10mail@dot.gov>

Subject: Lewiston Transit System - Lewiston Community Center Transit Stop Project - Sole Source Aquifer Checklist

Hi Sejal,

Attached for your review is a completed Sole Source Aguifer Checklist for the Lewiston Community Center Transit Stop Project for Lewiston Transit System. Please review and let me know if you have questions or concerns.

Thanks,

Mark A. Assam, AICP

Federal Transit Administration, Region X

915 2nd Avenue, Suite 3142 | Seattle, WA 98174-1002

(206) 220-4465 | mark.assam@dot.gov | www.transit.dot.gov

FTA Region 10 CATEGORICAL EXCLUSION and DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

Note: The purpose of this worksheet is to assist sponsoring agencies (grantees) in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA), particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE). The use and submission of this particular worksheet is NOT required. The worksheet is provided merely as a helpful tool for assembling information needed by FTA to determine the likelihood and magnitude of potential project impacts. **NOTE: Fields are expandable, so feel free to use more than a line or two if needed.**

Submission of the worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation. Project activities may not begin until this process is complete. Contact the FTA Region 10 office at (206) 220-7954 if you have any questions or require assistance. If this is the first time you have filled out this form, FTA encourages you to review http://www.fta.dot.gov/documents/FTA CE Presentation.pdf. Feel free to contact Region 10 for additional assistance. Please see the end of this document for submittal procedures. For links to other agencies or for further topical guidance, please go to Region 10's Environmental.processes and Procedures site.

I. Project Description		
Sponsoring Agency Lewiston Community Center Transit Stop	Date Submitted 12/16/2019	FTA Grant Number(s) (if known) No grant yet

Project Title

Bus Pullout and Rider Platform at Lewiston Community Center

Project Description (brief, 1-2 sentences)

A project re-purposing a portion of the Lewiston Community Center parking lot and public right of way to construct a small Transit Center, dedicated solely to the boarding and de-boarding of bus passengers.

Purpose and Need for Project (brief, 1-2 sentences, include as an attachment if adopted statement is lengthy)

The City of Lewiston has long used its Community Center as its passenger facility without ever customizing any infrastructure specifically for transit needs. This reconstruction project is would re-purpose the west side of the Community Center parking lot to construct a small transit center where passengers have access to amenities such as shelters and prefabricated bathrooms (flush toilets, 2 rooms) and where riders from 3 different bus services can transfer from one bus to the other, more safely and reliably. The Center includes a 112 ft. bus pullout, 2 shelters with lighting (5 x 15 ft. ea.), a prefabricated 2 room, ADA accessible flush bathroom (10ft. 3in x 17ft) and cement boarding platform. Note the Lewiston Community Center is on Main Street, downtown Lewiston.

Project Location (include City and Street address)

The project is located on the east side of Lincoln Street, between streets G and F. The approximate center of the location is 46°25'01.9"N 117°00'48.9"W, with the pullout being in the Right of Way and continuing into the first row of parking spaces. The address of the Lewiston Community Center is 1424 Main Street, Lewiston, ID 83501, though the location is right along Lincoln Street.

Note that the soil has been previously disturbed for the creation of the sidewalk, the grass strip between the street and sidewalk and the Community Center parking lot.

Project Contact (include phone number, mailing address and email address)

Suzanne Seigneur, Transit Manager, City of Lewiston, 215 D Street, Lewiston, ID 83501. (208)298-1344, sseigneur@cityoflewiston.org

If your project involves construction, include the following as appropriate:

Project vicinity map

ш

- Project site plan showing access points and project boundaries
- Other useful maps as appropriate (topo, for instance, depending on circumstances, and/or Google Earth aerial, NEPA Assist, etc.)
- A few photographs of the site if useful to illustrate important features
- Details pertaining to the depth of soil excavation
- Note if the soil has been previously disturbed by prior construction or other activity
- List parks or recreation areas within the project vicinity
- Any previous consultations that might be relevant? (HUD, SHPO, or DOTs)

•••	MEI / Cidoo of / totion
	Answer the following questions to determine the project
	answer to any of the questions in Section A is "YES", or

NFPA Class of Action

ct's potential class of action. If the contact the FTA Region 10 office to determine whether the project requires preparation of a NEPA environmental assessment (EA)

	or environmental impact statement (EIS).
A.	Will the project significantly impact the natural, social and/or economic environment?
	☐ YES (contact FTA Regional office)
	NO (continue)
A.1	Is the significance of the project's social, economic or environmental impacts unknown?
	☐ YES (contact FTA Regional office)
	NO (continue)
A.2	Is the project likely to require detailed evaluation of more than a few potential impacts?
	☐ YES (contact FTA Regional office)
	NO (continue)
A.3	Is the project likely to generate intense public discussion, concern or controversy, even though it may be limited to a relatively small subset of the community?
	☐ YES (contact FTA Regional office)
	NO (continue)

В. Does the project appear on the following list of Categorical Exclusions (CEs)? The types of activities listed below describe actions which, when the corresponding conditions are met, are under usual circumstances categorically excluded from further NEPA analysis under 23 CFR 771.118(c). Unusual circumstances may include, but are not limited to, the presence of wetlands, historic buildings and structures, parklands, or floodplains in the project

	area, or the potential for the project to impact other resources. (Descriptions of each type of activity, and corresponding conditions, are available here ; this worksheet simply lists the name of each exclusion.)						
	☑ YES (If checked AND there are no special circumstances, check the applicable box and proceed to Section III.)						
	☐ NO (continue to <u>Section II. C</u>)						
	23 CFR 771.118(c)(1-16)						
	(1) Utility and Similar Appurtenance Action						
	(2) Pedestrian or Bicycle Action						
	(3) Environmental Mitigation or Stewardship Activity						
	(4) Planning and Administrative Activity						
	(5) Activities Promoting Transportation Safety, Security, Accessibility and Communication						
	(6) Acquisition, Transfer of Real Property Interest						
Ш	(7) Acquisition, Rehab, Maintenance of Vehicles or Equipment						
	(8) Maintenance, Rehab, Reconstruction of Facilities						
	(9) Assembly or Construction of Facilities						
	(10) Joint Development of Facilities						
	(11) Emergency Recovery Actions (Several conditions attach to this type of CE. We recommend you consult with FTA if you think this CE may apply to your action.)						
	(12) Projects Entirely within the Existing Operational Right-of-Way.						
	(13) Federally Funded Projects (Must be less than \$5 million in federal funding, or having a total estimated cost of not more than \$30,000,000 and Federal funds comprising less than 15 percent of the total estimated project cost.)						
	(14) Bridge Removal and Related Activities.						
	(15) Preventative Maintenance to Certain Culverts and Channels						
	(16) Geotechnical and Similar Investigations						
C.	Does the project appear on the following list of potential documented Categorical Exclusions?						
	Projects that are categorical exclusions under 23 CFR 771.118(d) require additional documentation demonstrating that the specific conditions or criteria for the CEs are satisfied and that significant effects will not result.						
	☐ YES (Check correct box below and continue to Part III)						
	23 CFR 771.118(d)(1-8)						
	(1) Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing						

	shoulders or auxiliary lanes.
	(2) Bridge replacement or the construction of grade separation to replace existing at-grade railroad crossings.
	(3) Acquisition of land for hardship or protective purposes. (NOTE: Hardship and protective buying will be permitted only for one or a limited number of parcels, and only where it will not limit the evaluation of alternatives (including alignments) for planned construction projects.
	(4) Acquisition of right-of-way. (NOTE: No project development on the acquired right-of-way may proceed until the NEPA process for such project development, including the consideration of alternatives, where appropriate, has been completed.)
	(5) Construction of bicycle facilities within existing transportation right-of-way.
	(6) Facility modernization through construction or replacement of existing components.
	(7) Minor realignment for rail safety purposes
	(8) Facility modernization/expansion outside existing ROW
	"Other" actions which meet the criteria for a CE in the CEQ regulations (40 CFR 1508.4) and will not result in significant environmental effects. Actions must not: induce significant impacts to planned growth or land use; require the relocation of significant numbers of people; have a significant impact on any natural, cultural, recreational, historic or other resource; cause significant air, noise, or water quality impacts; have significant impacts on travel patterns; or otherwise have significant environmental impacts (either individually or cumulatively).
III.	Information Required for Documented Categorical Exclusions
	If you checked "Yes" to any of the options in Part II.C, complete Section III.A and each relevant subject area of Sections B-AA. Depending on the project, some of the subject areas may not be applicable. In such cases, no discussion is needed. You may use documents prepared for other purposes (e.g., public meetings) if they are helpful.
	The list below is not all-inclusive. If your proposed project has the potential to cause impacts to resources which are not listed below, please provide supplemental information about those potential impacts.
A.	Detailed Project Description Describe the project and explain how it satisfies the purpose and need identified in Part I.
B.	Location and Zoning Attach a map identifying the project's location and surrounding land uses. Note any critical resource areas (historic, cultural or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, etc). Briefly describe the project area's zoning and indicate whether the proposed project is consistent with it. Briefly describe the community (geographic, demographic, economic and population characteristics) in the project vicinity.
C.	Traffic Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes, and coordination with relevant agencies.

D.	Aesthetics Will the project have an adverse effect on a scenic vista?					
	☐ No ☐ Yes, describe					
	Will the project substantially degrade the existing visual character or quality of the site and its surroundings? No Yes, describe					
	Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?					
	□ No					
	Yes, describe					
E.	Air Quality Does the project have the potential to impact air quality?					
	□ No					
	☐ Yes, describe					
	Is the project located in an EPA-designated non-attainment or maintenance area? □ No					
	Yes, indicate the criteria pollutant and contact FTA to determine if a hot spot analysis is necessary.					
	Carbon Monoxide (CO) Ozone (O ₃)					
	Particulate Matter (PM ₁₀ or PM _{2.5})					
	If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?					
	□ No					
	☐ Yes Date of USDOT conformity finding:					
F.	Coastal Zone Is the proposed project located in a designated coastal zone management area?					
	□ No					
	Yes, describe coordination with the State regarding consistency with the coastal zone management plan and attach the State finding, if available.					

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Determine the presence of minority and low-income populations (business owners, land owners, and residents) within about a a quarter-mile of the project area. Indicate whether the project will have disproportionately high and adverse impacts on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations. Guidance is here.

Lewiston Transit's ridership predominately consists of low income individuals. The addition of the bus pull out, shelters with lighting and bathrooms are to assist riders when in transit between our routes, and/or between the 3 different bus services that transfer riders there. This new bus transfer stop should actually have a positive impact on low-income riders, as it will provide shelter, bathrooms and lighting (just around the shelter) for those times when the Community Center is closed.

	is closed.				
Н.	Floodplains Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain? No				
	Yes, describe potential impacts, indicate if the project will impact the base flood elevation, and include or link to the FEMA Flood Insurance Rate Map (FIRM) with the project location identified.				
I.	Hazardous Materials Is there any known or potential contamination at the project site? This may include, but is not limited to, lead/asbestos in existing facilities or building materials; above or below ground storage tanks; or a history of industrial uses of the site.				
	☐ No, describe steps taken to determine whether hazardous materials are present on the site.				
	Yes, note mitigation and clean-up measures that will be taken to remove hazardous materials from the project site. If the project includes property acquisition, identify if a Phase I Environmental Site Assessment for the land to be acquired has been completed and the results.				
J.	Navigable Waterways				
J .	Does the proposed project cross or have the potential to impact a navigable waterway?				
	□ No				
	Yes, describe potential impacts and any coordination with the US Coast Guard.				

K.	Noise and vibration Does the project have the potential to increase noise or vibration? NO YES, describe impact and provide map identifying sensitive receptors such as schools, hospitals, parks and residences. If the project will result in a change in noise and vibration sources, you must use FTA's "Transit Noise and Vibration Impact Assessment" methodology to determine impact.
L.	Prime and Unique Farmlands Does the proposal involve the use of any prime or unique farmlands? No
	Yes, describe potential impacts and any coordination with the Soil Conservation Service of the U.S. Department of Agriculture.
M.	Historic & Cultural Resources Impacts to cultural, historic, or recreational properties may trigger Section 106 or tribal consultations or a Section 4(f) evaluation, requiring consideration of avoidance alternatives. Does the project involve any ground disturbing activities? No Yes, provide the approximate maximum ground disturbance depth. Also provide information on previous disturbances or where ground disturbance will occur.
	Are there any historic resources in the vicinity of the project? No Yes, Attach photos of structures more than 45 years old that are within or adjacent to the project site and describe any direct or indirect impacts the project may cause.
N.	Biological Are there any species located within the project vicinity that are listed as threatened or endangered under the Endangered Species Act? Determine this by obtaining lists of threatened and endangered species and critical habitat from the US Fish and Wildlife Service and the National Marine Fisheries Service.
	Describe any critical habitat, essential fish habitat or other ecologically sensitive areas within or near the project area.

Ο.	Recreational Is the project located in or adjacent to a park or recreation area?
	 No Yes, provide information on potential impacts to the park or recreation area. Please also indicate if the park involved Land and Water Conservation Act funds (Section 6(f))
P.	Seismic and Soils Are there any unusual seismic or soil conditions in the project vicinity? If so, indicate on project map and describe the seismic standards to which the project will be designed. No Yes, describe
Q.	Water Quality Does the project have the potential to impact water quality, including during construction. ☐ No ☐ Yes, describe potential impacts and best management practices which will be in place.
	Will there be an increase in new impervious surface or restored pervious surface? ☑ No ☐ Yes, describe potential impacts and proposed treatment for stormwater runoff.
	Is the project located in the vicinity of an EPA-designated sole source aquifer (SSA)? ☑ No ☐ Yes, provide the name of the aquifer which the project is located in and describe any potential impacts to the aquifer. Also include the approximate amount of new impervious surface created by the project. (May require completion of SSA worksheet.)
R.	Wetlands Does the proposal temporarily or permanently impact wetlands or require alterations to streams or waterways? ☐ No ☐ Yes, describe potential impacts
S.	Construction Impacts Describe the construction plan and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

T.	Cumulative and Indirect Impacts Are cumulative and indirect impacts likely?	
	□ No	
	Yes, describe the reasonably foreseeable:	
	a) Cumulative impacts, which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person undertakes them. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.	
	b) Indirect impacts, which are caused by the action but are later in time or farther removed in distance, yet are still reasonably foreseeable. Indirect impacts may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water and other natural systems, including ecosystems.	
U.	Property Acquisition If property is to be acquired for the project, indicate whether acquisition will result in relocation of businesses or individuals. Note: For acquisitions over \$500,000, FTA concurrence in the property's valuation is also required.	
V.	Energy If the project includes the construction or reconstruction of a building, identify potential opportunities to conserve energy which could be employed. This includes building materials and techniques used for construction; special innovative conservation features; fuel use for heating, cooling and operations; and alternative renewable energy sources.	
W.	Public Involvement Describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public meetings (e.g. board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.	
Χ.	Mitigation Measures Describe all measures to be taken to mitigate project impacts.	
Y.	Other Federal Actions Provide a list of other federal NEPA actions related to the proposed project or in the vicinity.	
Z.	State and Local Policies and Ordinances	
- .	Is the project in compliance with all applicable state and local policies and ordinances?	
	☐ No, describe noncompliance:	
	☐ Yes	

AA.	Related Federal and State/Local Actions	
	☐ Corps of Engineers Permit (Section 1	0, Section 404)
	☐ Coast Guard Permit	
	☐ Coastal Zone Management Certificati	on
	☐ Critical Area Ordinance Permit	
	☐ ESA and EFH Consultation	
	☐ Floodplain Development Permit	
	☐ Forest Practice Act Permit	
	☐ Hydraulic Project Approval	
	☐ Local Building or Site Development P	ermits
	Local Clearing and Grubbing Permit	
	☐ National Historic Preservation Act-Se	ction 106 consultation
	☐ National Pollutant Discharge Eliminat	on System General Construction Permit
	☐ Shoreline Permit	
	☐ Solid Waste Discharge Permit	
	☐ Sole Source Aquifer Consultation	
	☐ Section 4(f) (Historic or Recreational	Properties; Wildlife Refuges)
	☐ Section 6(f) (Recreational Properties)	
	☐ Section 106 (Historic Properties)	
	☐ Stormwater Site Plan (SSP)	
	☐ Temporary Erosion and Sediment Co	ntrol Plan (TESC)
	☐ Water Quality Certification—Section 4	101
	☐ Tribal Consultation or Permits (if any,	describe below)
	☐ Other	
	Others (describe as applicable):	
Cubm:	ittad By (nama titla):	A.
Submi	itted By (name, title):	5 .

Please submit two paper copies of this form, attachments, and a transmittal letter recommending a NEPA finding to the address below, <u>or</u> submit an electronic version to <u>fta.tro10mail@dot.gov</u>. Contact FTA at the number below if you are unsure of these procedures. Modifications are typically necessary.

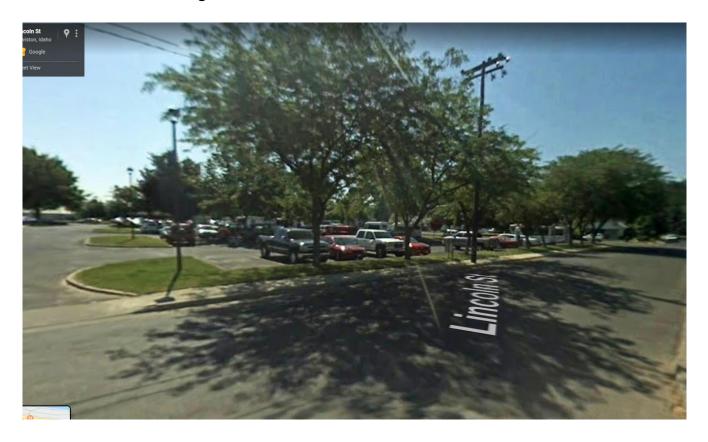
Federal Transit Administration, Region 10 915 2nd Avenue, Suite 3142 Seattle, WA 98174-1002

phone: (206) 220-7954 fax: (206) 220-7959 fta.tro10mail@dot.gov

For links to further topical guidance, please visit Region 10's <u>Grantee Resources: Environment</u> webpage.

Photos of the Site:

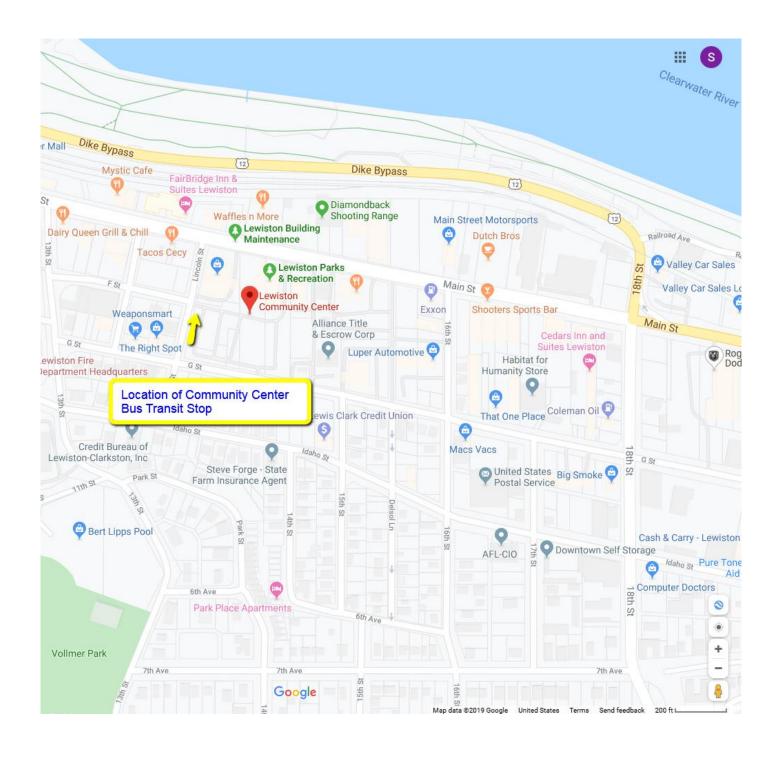
Lincoln Street Looking Southeast

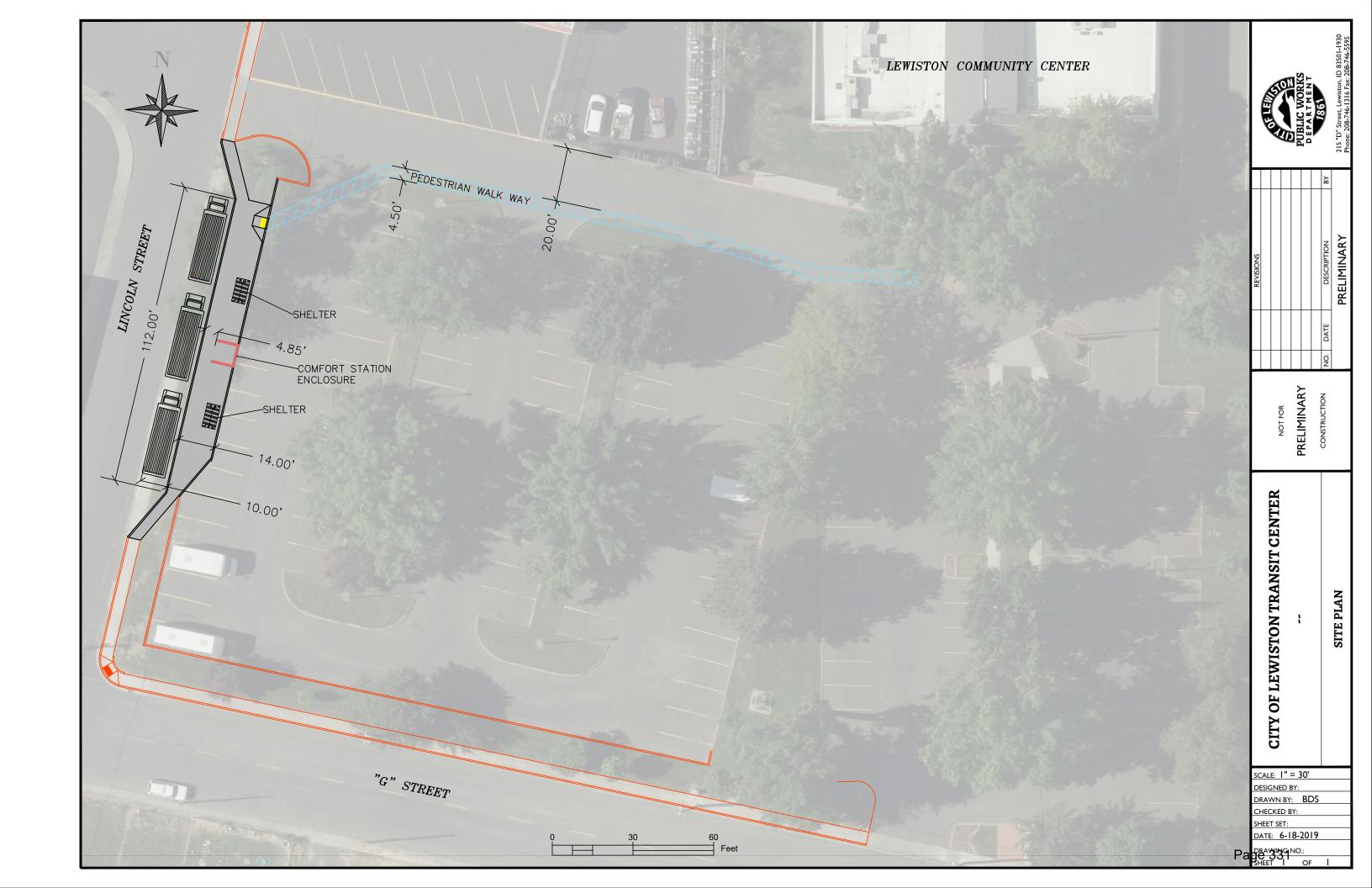


Lincoln Street Looking NW - the yellow line marks the length of the project



Google Map of the Lewiston Community Center and Proposed Bus Stop







November 7, 2019

Drew McGuire Capital Grants Officer ITD- Public Transportation 3311 W. State Ave. Boise, ID 83843

As the Risk Manager for the City of Lewiston I would like to express my support of grant funding to relocate the location of the current bus stop at the Lewiston Community Center from within the parking lot, to a pullout along Lincoln Street.

The Community Center serves many individuals in our City and neighboring cities and the current location of the bus stop increases exposure to pedestrians and raises the likelihood of a serious accident. The current stop has three different organizations that access it totaling 32 visits per day, each time risking a collision with either a vehicle or pedestrian.

If the bus stop were to be moved to Lincoln Street and out of the parking lot it would eliminate these exposures making the Community Center much safer to our citizens as well as our Transit drivers. It would also eliminate vehicle/pedestrian congestion at the entrance of the building, greatly reducing the chances of a serious or fatal accident.

Sincerely,

Gene Harrington Risk Manager City of Lewiston

Lewiston Transit System

VEHICLE & EQUIPMENT MAINTENANCE PLAN



215 D Street Lewiston, ID 83501

Revised - March 2022

Lewiston Transit System Maintenance Plan

INTRODUCTION

The goal of this plan is to outline the LTS maintenance program and is designed to keep federally allocated transit vehicles in good working order.

Proper management of the maintenance functions requires the establishment of performance standards with continuous assessment to improve measures relating to safe, dependable, clean, and timely service.

Through this process, adverse trends can be identified, corrected, and improved prior to the onset of an operating problem. Areas of less than optimum performance will be isolated and improvements initiated.

Adherence to performance standards requires the Equipment Service Manager to have routine access to data via MUNIS that accurately reflects the performance of most all maintenance tasks. The data will provide sufficient detail to pinpoint any problem areas, so management can concentrate efforts to remedy the problem.

This maintenance plan is specific to the Lewiston Transit System (LTS). It is reviewed and updated to reflect changes with fleets and operational environments. Factors such as fleet trends, technological advances, government regulations, fleet age and safety are considered during the plan update process.

This LTS maintenance plan is structured to comply with Federal Motor Carrier Safety Regulations. This plan will also comply with Local, State, and Federal laws. In addition, LTS will follow and review manufacturers recommended specifications and procedures.

FACILITY

LTS is an organization of professionals committed to providing a facility that will meet the needs of the operation and ensure environmental security to our clients, our employees, and the community in which we operate.

The City of Lewiston provides janitorial services as well as the facility repairs to the major systems of the Service Center and the LTS offices. The City also maintains a staff of service workers that provide additional support to the facilities. Some of the daily tasks are waste disposal, refilling tissue dispensers, cleaning the floors and work area, etc.

SERVICE PROVIDERS

Lewiston Transit System (LTS) utilizes the Fleet Services as the primary provider for vehicle maintenance needs.

For FTA funded equipment, other providers are contracted with to insure equipment is properly maintained in safe, working order.

PHYSICAL MAINTENANCE FACILITY

Maintenance activities operate out one single facility located at 1214 Warner Ave., Lewiston, ID 83501.

Most all aspects of fleet maintenance including engine and transmission replacements are conducted at this location. Other repairs such as major body/accident repairs are conducted by outside vendors.

MAINTENANCE DEPARTMENT PERSONNEL

Fleet Services operates from 7:00 am to 3:30 pm, Monday through Friday, excluding COL holidays. An on-call mechanic is assigned to handle after hours, weekends and holidays service calls.

Fleet Services is staffed by one Equipment Service Manager, Administrative Assistant and four mechanics.

Under the supervision of the Administrative Service Director, the Equipment Service Manager is responsible for the maintenance and repair of all LTS equipment.

LTS FLEET

The City of Lewiston (COL) Fleet Services is responsible for the maintenance and repair of all buses.

LTS adopted the following FTA standards as its standard for determining the normal service life of a bus:

- Medium-size, medium-duty transit buses: 7 years or 200,000 miles.
- Medium-size, light-duty transit buses (approximately 25'-35'): 5 years or 150,000 miles.
- Other light-duty vehicles such as small buses and regular and specialized vans: 4 years or 100,000 miles.

DAILY VEHICLE INSPECTIONS

Drivers will perform a checklist of essential maintenance elements and record the results on the Daily Vehicle Inspection (DVI) form. The inspection form includes inspection of wheelchair lifts. If a defect identified will cause further damage or presents a safety hazard, the vehicle will not be put into operation. Any defects identified will be reviewed by the Operations Supervisor. Minor defects will be listed on the DVI and noted on the whiteboard located in the dispatch office. Minor defects will be corrected during the preventive maintenance process.

PREVENTIVE MAINTENANCE INSPECTIONS (PMI)

PMI's will be performed per schedule below with an 80% on-time rate. The inspections are documented on both an itemized report and on a repair work order form that includes the date, current mileage, a description of the work performed, a list of the repairs made, the parts used, the technician's name, and the actual time spent on the repairs. The PMI check list and related materials are reviewed by the administrative staff and approved accordingly. All work is performed to the manufacturer's specifications and pursuant to FMCSA.

Defects found during inspections will be repaired at that time. Occasionally non-safety related defects cannot be repaired at the time of the inspection due to such factors as parts availability and service demands.

Dispatch will track vehicle miles for each bus in the fleet from the DVI's and schedule with Fleet Services to have the work performed.

Preventive maintenance will be performed on each vehicle on the following schedule with a window of 10% (+/-).

701 – Every 7,000 miles

702 - Every 3,000 miles

703 - Every 3,000 miles

704 – Every 3,000 miles

705 – Every 3,000 miles

706 – Every 7,000 miles

707 – Every 7,000 miles

708 – Every 5,000 miles

709 – Every 5,000 miles 710 – Every 3,000 miles

711 – Every 5,000 miles

712 – Every 5,000 miles

713 – Every 7,500 miles

714 – Every 7,500 miles

WHEELCHAIR LIFT MAINTENANCE

Wheelchair lift inspections are part of all PMI's. In addition, operators are required to cycle wheelchair lifts as part of their Daily Vehicle Inspection prior to departing the yard or on any new vehicle assignment during their shift. If a wheelchair lift does not operate during daily inspection, the vehicle will be taken out of service. Should a lift stop working during operating hours, the vehicle will be immediately taken out of service. All wheelchair lifts will be repaired before returning to service.

Page 336 Revised March 2022

VEHICLE BREAKDOWN

In the event of vehicle breakdown, a spare unit will be maintained ready to leave the facility immediately. The dispatcher on-duty will be responsible for troubleshooting the situation, identifying the best alternative to safely resume service. The vehicle involved with the breakdown will be taken out of service, scheduled for repair and a record maintained of repairs.

DEFECT IDENTIFICATION

Timely and accurate reporting of defects is essential in maintaining a reliable and safe fleet. Unreported, uncorrected defects cause unnecessary fleet deterioration, down time, and low productivity resulting in high maintenance costs.

Defects are identified by the Operators Daily Vehicle Inspection (DVI).

OPERATOR DAILY VEHICLE INSPECTION (DVI)

Operators are required to complete a DVI form prior to departing for service and returning from service to verify vehicle condition. In the event an operator discovers a defect, the operator will note such defect on the DVI form, which is reviewed daily by dispatch personnel, and noted on the whiteboard located in the dispatch office. If such defect is safety related the vehicle is removed from service until repairs are completed. Any safety related and/or out of service defects will be corrected immediately whenever possible and shall be completed prior to the vehicle returning to service.

DVI defects shall be noted in anticipation of the next PMI. This compilation of defects will address the defects noted by the operators during the PMI period. At the completion of the PMI, all work will be completed, parts and labor accounted for and an accurate description of the corrective action taken.

Any safety related and/or out of service defects will be corrected immediately whenever possible, and shall be completed prior to the vehicle returning to service. There may be some non-safety related items remaining on the repair order until the next PMI.

ROAD CALL MANAGEMENT AND REPORT

When a safety related mechanical failure occurs, the operator is instructed to pull the vehicle over in a safe area and notify dispatch of the problem and their location. A mechanic is dispatched to the location to evaluate the condition of the vehicle and either proceed with repair or inform dispatch to schedule the vehicle for towing. When there is a non-safety mechanical failure the operators inform dispatch of the problem while continuing in route, dispatch arranges a vehicle exchange with a spare bus, if available.

The Equipment Service Manager or mechanic will provide any special instructions, and guarantee the assigned personnel responds to the road call in a timely manner.

The mechanic will determine the extent of the maintenance work needed to repair the vehicle. This information will be relayed to the Equipment Service Manager as soon as possible so a decision can be made to:

- A. Return the vehicle to service if no defect is found, document the facts on the report and notify dispatch.
- B. Return the vehicle to service if the mechanic succeeds in rectifying the problem and notify dispatch.
- C. Switch out the vehicle in the event the repair would be too time consuming or unable to be repaired on the spot.

When a vehicle is replaced, a service request will be generated detailing the necessary repairs required for the vehicle to be made operational again, and the mechanic will begin repairs. The vehicle will remain out of service until the repairs are made. Upon completion of repair, the vehicle will be made available for service and parked.

ACCIDENT REPORTING

The operator involved in an accident and/or the Transit Manager fills out all required accident reports.

Fleet Services will be notified of the bus involved and location of the accident.

The Equipment Service Manager or mechanic will inspect the bus damage, and determine the extent of the damage. A decision will be made to:

- A. Return the vehicle to service if damage is negligible.
- B. If extensive vehicle damage is evident, it will be removed from service, the Equipment Service Manager will proceed to request an estimate from an outside source and expedite repairs as soon as possible, the vehicle will remain out of service until the repairs are completed.

Upon completion of repairs, the vehicle will be ready for service and released to dispatch.

WORK ORDER PROCESS

Whenever defects are identified, dispatch will communicate them to Fleet Services via phone or email, and a service request order will be created. Information obtained from the service request will generate a work order. The work orders can be used to set future standards, measure performance, analyze trends, track costs per mile and pinpoint problem areas.

AWAITING MAINTENANCE

Once a work order is created, it will go on the board "awaiting maintenance" pending/approval, or in-progress. This section of the board will hold any work order with work to be done.

IN WORK/WORK IN PROCESS

As manpower and space becomes available to begin work, the work order is given to a mechanic. When all work on the work order is completed, it will be checked for completeness and then filed in the unit history record. If the work cannot be completed due to lack of parts, the work is deferred.

DEFERRED MAINTENANCE

If the Equipment Service Manager decides the equipment is workable but can be deferred to a later time with no further deterioration, the vehicle can continue to be used. The work will continue to be recorded until it is completed. MUNIS will prompt with any deferred maintenance at the time work orders are created. These work orders are filed by bus number sequence for easy retrieval during scheduled maintenance.

WARRANTY RECOVERY PROGRAM

All mechanics will confer with the Equipment Service Manager about any repair, part or component that is possibly eligible for warranty. The records will be reviewed at that time to determine eligibility. Separate files are maintained in the Equipment Service Manager office for quick review. Fleet Services will pursue reimbursement from all eligible warranties in accordance with the provisions set forth in the vehicle warranty.

WARRANTY AND PROCUREMENT

Vehicle suppliers are responsible for providing vehicles, including all equipment, accessories, modifications and options that conform to all provisions of the OEM chassis manufacturer's warranties. In addition, the suppliers shall describe their policies and procedures on warranty(s) both on workmanship and material installed, along with the method of adjustment.

The chassis and powertrain shall be covered by the OEM chassis Bumper-to-Bumper limited warranty (3-years or 36,000 miles).

TRAINING PROGRAM

Fleet Services' training program is intended to motivate and promote individual growth within a team environment of strong values. Successful training creates healthy and positive attitudes towards learning, positive outlooks towards changing technologies, and reinforces openness to experiences in which the individual can learn from.

Outside trainers and resources are utilized as needed at all times, specifically when new buses are added to the LTS Fleet. Many of the LTS technicians are scheduled to take special training classes, as they are made available, on bus critical areas, IE; engine, transmission, electronic controls, fuel systems, etc.

FACILITIES MAINTENANCE

LTS is an organization of professionals committed to providing facilities that will meet the needs of the operation and ensure environmental security to our clients, our employees, and the community in which we operate.

Elevator

The elevator is maintained by the Schindler Elevator Corporation who performs annual inspections on components. LTS maintains documentation of the Maintenance Control Task Log to ensure the equipment is maintained per manufacturer's recommendations.

A service call will be placed to Schindler Elevator Corporation if it becomes inoperable (800) 225-3123. In the meantime, patrons can make arrangements with the staff downstairs for transit staff to meet them in the lobby until the elevator is back in service.

Security Cameras

The City of Lewiston IT Department will review the camera information on a monthly basis, ensuring correct dates are displayed, and that specified loop intervals are being taped. Employees will perform a monthly visual inspection of the camera to check for vandalism and theft.

Security Fencing/Gate

The security fencing/gate is operated daily by those entering/exiting Fleet services and is not mission critical. Should there be a problem or failure, building maintenance and/or a city electrician will be immediately notified and repairs scheduled.

Shelters

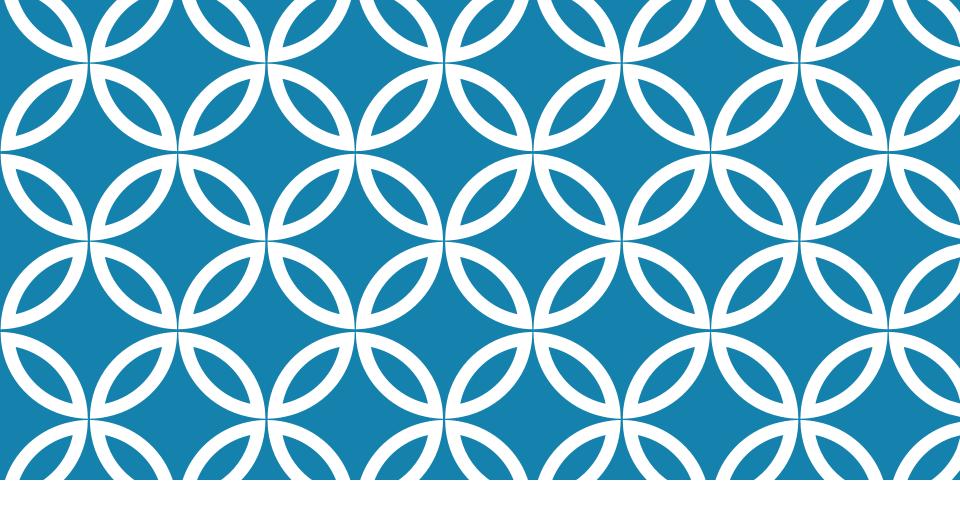
Drivers will immediately report any broken glass or other obvious damage to the dispatcher. Arrangements will immediately be made to remedy the damage. Routine cleaning of shelters is performed by transit staff on an as-needed basis.

Vehicle Lift

The vehicle lift located at Fleet Services will be inspected per the American National Standard safety requirements for operation, inspection and maintenance.

Mechanics perform a visual inspection before and during lift use. The lift is inspected annually by a qualified technician from Coeur d'Alene Service Station, who completes an Inspection Certificate to verify that the lift has been maintained in a reasonable and safe manner. Any safety defects will be noted and the lift will be "red-tagged" out-of-service. The Equipment Service Manager will make the necessary arrangements to rectify the defects.

LTS will maintain documentation of all annual lift inspections.



LEWISTON TRANSIT MISSION, GOALS, STRATEGIES AND MARKETING

Suzanne Seigneur Transit Manger 10/5/23 TRANSIT

LEWISTON TRANSIT MISSION VISION

Vision: To enable the public to move seamlessly throughout the LC Valley and beyond

Mission: Through the capabilities and coordination of our people and partners, we provide safe, effective, and efficient customer-focused transportation solutions.



ENVIRONMENTAL FACTORS

Strengths: friendly, flexible drivers/dispatchers, high customer satisfaction rating, internal shop/Fleet repair and City of Lewiston Streets crew to rely upon, management that believes in our service

Weaknesses: low driver pay, no service to North Lewiston, medium to low resident awareness, no facility, office not located by clients, very tight routes, inconvenient intervals (60 vs. 30 min intervals)

Opportunities: Explore potential partnership opportunities with Valley businesses (Medical, Credit Unions, etc) and schools (LCSC Tech Center, Workforce Training program)

Threats: expensive Dial-a-Ride growing, fixed route ridership not recovered from pandemic, lack of facility increases resources (\$, driver time) spent managing and maintaining fleet and operations, Transit office far from riders

RIDER DEMOGRAPHICS

Lewiston Rider Demographics

- Age: 55% are ages 20 to 39
- Location: 55% live in Orchards, 44% Lewiston downtown (note only 2 listed)
- Employment: 32% are FT, 31% PT, 22% Unemployed, 13% student
- **Income**: 66% household income less than \$24K
- Frequency: 66% make 1-2 trips per day, 25% make 3 to 5 trips
- Time on bus: 29% on bus 30 to 60 min, 27% 15 to 30 min
- Duration: 51% have ridden transit 2+ years
- Driver's license status: 48% do not have a valid driver's license, 25% have an ID card and only 24% have a valid driver's license
- Vehicle access: 49% do not have access to a vehicle
- Gender: 56% are male



GOALS

Make Lewiston Transit System More Convenient



OBJECTIVES

Make Lewiston Transit System More Convenient

- 1. Add more service. Develop an On-Demand service that brings N. Lewiston riders to FR and that also connects to regional public transportation options such as NW Trailways (N. Lewiston) and the L-NPC Airport. AMB an increase in Fixed Route ridership by 10% in 2023.
 - Increase regional connectivity North Lewiston and the Orchards
 - As measured by on demand North Lewiston Service in 2023
 - As measured by a 3rd route by 2024
- 2. Acquire new technology. Acquire new dispatching software for better reliability/accountability and capabilities to do on-demand service.
- 3. Increase transit infrastructure. Develop a plan to fund more capital improvements, like bus shelters that make taking the bus more convenient. Implementation of plan to take 1-2 years. Implement transit capital improvements that better support LTS operations/service
 - 1. Create safe transfer stop. Comm. Ctr. Transit stop w/ bathrooms where all 3 services meet to transfer riders
- 4. Locate centrally. Remodel offices within Comm. Ctr., relocate department to be with riders and create fenced and secure bus storage parking.
- 5. Reconfigure bus routes using new scheduling software adding On Demand services to decrease waiting time for buses and decrease the time riders in transit.
- 6. Improve operating efficiencies and driver and rider satisfaction.



MARKETING PLAN 2024

Communicate how Lewiston Transit is making service more convenient

- New Announcements
 - North Lewiston Service March '24
 - Ride Transit Month June '24
 - New Transit Stop at Community Center Aug.
 - 30 min headways Fall '24 (per City Council approval of 2025 budget)

Advertising

- 2nd year of bus wrap advertising with LCSC's "Do More" campaign
- Map in Living Lewiston Magazine, summer addition (the camp and park guide)
- PSA Campaign cooperate with ITD's campaign

Social Media

- Regular updates on Transit and City Facebook pages Transit Driver appreciation day, kids ride free, veterans ride free November, hiring info, closures, holidays, new buses
- Website regularly updated with service changes, rider rules
- Presentations and Outreach
 - LC Valley Interagency Group, LCSC Science class, LCSC International Students, Lewiston Rotary
- Travel Training

Drew McQuire
Grants Manager for 5339 Program
ITD – Public Transportation
3311 W. State Street
Boise, ID 83703

November 7, 2019

Subject: Letter in Support of the City of Lewiston's Grant Application for the FTA 5339 Bus and Bus Facilities Grant Program

Dear Mr. McQuire,

Nez Perce Tribe Transit is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the 5339 Bus and Bus Facilities Grant Program. The proposed project goal is to establish a small Transit Center in Lewiston, ID at the Community Center where our services meet to transfer passengers. Our service coordinates with both Lewiston Transit and ____Asotin PTBA to provide public transportation throughout the Lewis Clark Valley and beyond.

We believe that this project will meet the program goals outlined by the Federal Transit Administration for section 5339 by adding first ever and much needed public transportation infrastructure in downtown Lewiston, improving the safety and security of our passengers and enhancing access to our buses/services. Currently all three services load in back of the Community Center, in the parking lot. This location was not designed specifically for transit, doesn't allow passengers easy access between the buses and blocks access to the Community Center entrance creating safety hazards for attendees of the Center as well as for our passengers. A new Transit Center purposefully designed for transit activities will provide passengers improved access to and between our buses and 24/7 access to a passenger shelter and to amenities such as information boards and bathrooms.

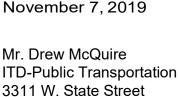
With the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for a small Transit Center in Lewiston through the 5339 Bus and Bus Facilities Grant Program.

Sincerely.

Wenona C.Holt

Nez Perce Tribe Transit Director

November 7, 2019





RE: Letter in Support of the City of Lewiston's Grant Application for the FTA 5339 Bus and Bus Facilities Grant Program

Dear Mr. McQuire:

Boise. ID 83703

Asotin County PTBA is pleased to support the City of Lewiston/Lewiston Transit System (LTS) in their grant proposal for the 5339 Bus and Bus Facilities Grant Program. The proposed project goal is to establish a small Transit Center in Lewiston, ID at the Lewiston Community Center where our services meet to transfer passengers. Our service coordinates with both Lewiston Transit and Appaloosa Express to provide public transportation throughout the Lewis-Clark Valley and beyond.

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With the above benefits in mind, we fully support the City of Lewiston's/Lewiston Transit's grant proposal for a small Transit Center in Lewiston through the 5339 Bus and Bus Facilities Grant Program.

Sincerely, Asa in County PTB Jenny George

General Manager

.....

1494 Poplar St. • Clarkston, WA 99403

asotincoptba.com

(509) 758-3567 • (509) 758-3594 Fax

Drew McQuire
Grants Manager for 5339 Program
ITD – Public Transportation
3311 W. State Street
Boise, ID 83703

November 7, 2019

Subject: Letter in Support of the City of Lewiston's Grant Application for the FTA 5339 Bus and Bus Facilities Grant Program

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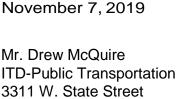
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Sincerely,

Your Name Here Your Title Here

November 7, 2019





RE: Letter in Support of the City of Lewiston's Grant Application for the FTA 5339 Bus and Bus Facilities Grant Program

Dear Mr. McQuire:

Boise. ID 83703

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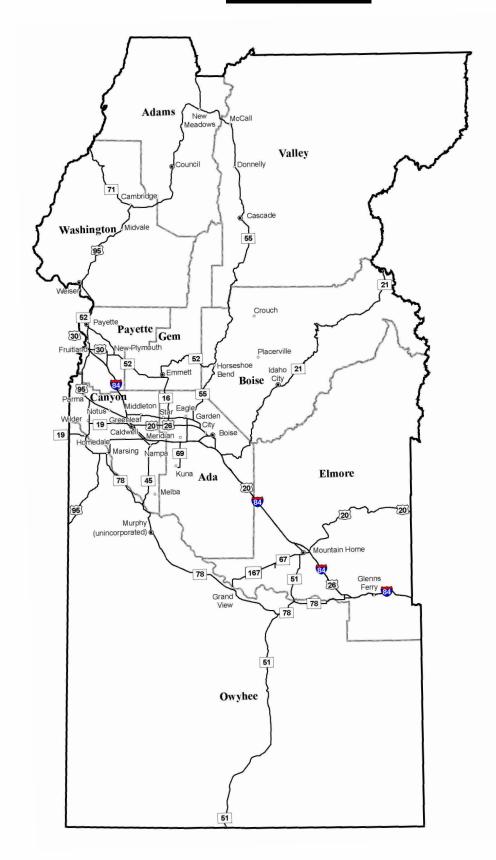
Sincerely, Asa in County PTB Jenny George General Manager

1494 Poplar St. • Clarkston, WA 99403

asotincoptba.com

(509) 758-3567 • (509) 758-3594 Fax

District 3: Southwest Idaho



Application Information Form

Applicant: Ada County Highway District Commuteride	
Authorized Representative: Nicole Stern	
Address: 3775 N. Adams Street, Garden City ID 83714	
Phone: 208-345-7665	
Email Address: nstern@achdidaho.org	
DUNS #: <u>5575472880000</u>	
Architect/Engineer/Planner if applicable: (Contact Name):	
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
Facility Construction	X Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: <u>\$ 981,300</u>	

FEDERAL SHARE: \$785,040 LOCAL MATCH: \$196,26

2024-2026 5339 Congressional Award Application 5339 Grant:Bus and Bus Facilities

ACHD Commuteride- Request for Vanpool Van Replacements

Section 1: Project Description

Project Description: Up to 10 points (4 page maximum, single sided) Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project addresses the scope and objectives of the FTA grant program and ITD-PT priorities. If the project was previously funded by ITD, explain how this funding request relates to that project.

a. FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose

The proposed project will provide necessary funding to replace 15 Ada County Highway District (ACHD) Commuteride (CR) vanpool vans that have exceeded their useful life. The proposed project replaces 15 13-seat with 15 14 to 15-seat passenger vans. This ties specifically to the 5339 FTA funding program goals of capital replacement for agencies providing general public transportation services. These vans will be used to service rural vanpool routes in District 3, providing a critical transportation service for residents living or working in rural areas and needing to commute long distances for work, and where other public transit options do not provide such service.

b. ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities

The Idaho Transportation Department's Public Transportation Office receives an annual federal appropriation from FTA, which is utilized for the congressional application cycle allowing transit providers the opportunity to apply funding for operating and capital projects to support rural public transportation needs and services. 5339 funding is specifically intended to support replacement or rehabilitation of buses or bus-related facilities, including vans, to support public transportation in rural areas. Commuteride is an existing service provider and direct recipient of 5339 grant funds through ITD, which aligns with ITD's grant program priorities, and is seeking additional funding to support vehicle replacements for vanpool routes providing public transportation service in rural areas.

c. Application Scope of Work: Describe in detail the scope of work for the project you are proposing

The proposed project replaces 15 Commuteride vans that are essential to our mission and the regional public transportation system. Our vanpool program was established in 1976 and is the longest running multi-employer vanpool program in the nation. Our mission is to expand the use of Transportation Demand Management (TDM) throughout the Treasure Valley, reduce vehicle miles traveled and roadway congestion, improve air quality, and maintain financial sustainability.

Commuteride currently serves a six-county workforce population and consists of an average of 85 active vanpool routes, serving over 500 commuters annually, and providing over 1 million revenue miles annually. Commuteride's vanpool numbers have steadily increased since the impacts of COVID-19, the program served almost 125,000 passenger trips per year and achieved a reduction of over 3.5 million vehicle miles traveled and over 2,000 tons of carbon dioxide. Further, our vanpool program annually achieves a 100% recovery rate, meaning we do not rely on federal dollars for vanpool operations.

Commuteride currently provides vanpool service for 59 routes originating or ending in rural areas. As the Treasure Valley grows, we expect increased demand for vanpools serving rural areas, and our TDM marketing efforts will continue to support this demand. Ensuring we are following federal and local standards and guidelines for vehicle replacement is essential to the success of our service.

We intend to replace the vans outlined in Attachment C, which will serve rural routes. The replacement vans will be 14 to 15-passenger vans that are compliant with Buy America guidelines.

- d. Contractor Information: Will this project use third party contractors? No If so, please provide necessary contractor information.
 - Name of Third Party Contractor-n/a
 - Physical Address-n/a
 - Contact Information-n/a

Section 2: Demonstration of Need

Demonstration of Need for Public Transportation Funding: Up to 24 points (3 page maximum, single sided) Applicants should demonstrate the specific need for the service/project in their local area. Points will be assigned based on the narrative and supporting documentation provided to substantiate the degree of need as defined below.

- a. Service Area Level of Need: Please discuss efforts, qualitative and quantitative that have been undertaken to determine the following levels of need.
 - Critical Need: Critical need is defined as an existing, officially identified violation of federal or state health or safety regulations. If the entity has critical need the regulations being violated must be documented (i.e. compliance order, consent order or notice of violation.
 - Moderate Need: Moderate need is an officially identified problem related to health and safety regulations, but the agency is not in violation of any regulation.
 - Potential Need: In order to be considered a potential need, the applying agency must illustrate that the current situation would become a violation if it is left uncorrected.
 - General Need: General need is an improvement not related to health and safety, but is a major improvement in services and/or infrastructure.

Our largest trip patterns being met by the vanpool program are between Boise and Mountain Home, Meridian and Mountain Home, and Kuna routes.

The replacement vans will provide service from Boise to Mountain Home Air Force Base, and Emmett to Boise. The vans slated for replacement provide transportation for employees connecting to employment opportunities where limited to no other transit options are available.

The funds requested will replace 13 of Commuteride's passenger vans that were purchased in 2012, 2013, 2015 and 2016 and that will have exceeded their useful life (both age and mileage). With these replacements, we aim to:

- Improve our overall State of Good Repair rating,
- Improve safety of our passengers,
- Maintain our asset management plan strategy for consistent funding and premium service; and
- Continue providing the services we offer connecting employees to/from rural and urban areas.
- Improve mileage and environmental benefits through fuel efficiency upgrades

The replacement of these vans would likely be considered a General Need per the criteria above, however the vans will have exceeded their useful life by the time of replacement and will be below the region's desired SGR score. Further, ensuring we are following a regular vehicle replacement schedule is important for maintaining our ridership and reducing overall maintenance costs.

- b. Sustaining existing services or expansion need:
 - Describe efforts, qualitative or quantitative, that were undertaken to determine need, the reason for sustaining current levels or expanding, and include any pertinent documents to supplement your answer (examples may include: surveys, studies, planning documents, route maps, ridership history and projected ridership, spending history etc.)

The replacement vehicles will be used to sustain existing services connecting rural areas and support increasing demand as vanpool ridership grows.

ACHD Commuteride serves between 400 and 800 passengers annually and supports 130,000 annual passenger trips on average; as of October 2023, 80% of our routes provide service to or from a rural area in District 3.

ACHD Commuteride has seen continued growth since FY20. Post-COVID, Commuteride has seen continued growth in ridership. Demand from essential employees as well as employees returning to the office has brought our ridership and passenger trips to pre-pandemic levels. Employers requiring their employees to return to the office, have sought out options for their employees knowing support for commute options is an important benefit to employees.

Valley Regional Transit (VRT) with assistance from ACHD Commuteride, conducted a regional vanpool study to assess the needs and opportunities for the regional vanpool system. Feedback from stakeholders during the project has conveyed the latent demand for vanpool particularly in areas not currently serviced by VRT's fixed routes system, as well as housing growth in rural areas due to housing costs in urban area.

With significant population and employment growth forecasted throughout the Treasure Valley, along with increased commute times and traffic congestion, the need for public transit service in these outlying communities is even greater. Further, the increasing housing prices in Boise and the surrounding area have required many people to live further from their place of work, creating greater opportunities for vanpool to support regional transportation needs. Without dedicated transit serving the desired commutes we see with our vanpool customers (e.g., serving Mountain Home Air Force Base or downtown Boise), we expect the demand for rural vanpool services to increase in the future.

ACHD Commuteride Performance Metrics			
			Vehicle Operating in
	Unlinked Passenger Trips	Vehicle Revenue Miles	Maximum Service
FY23	130,715	1,387,404	92
FY22	123,033	1,375,843	81
FY21	103,960	1,165,041	82
FY20	117,999	1,059,730	79
FY19	174,463	1,417,041	84

- c. Ridership (Scoring is based on the most recently published ITD-PT Annual Performance Report) *New providers please provide past 3 years of ridership data.
 - Decreasing
 - Staying the same
 - Increasing

The following demonstrates our annual ridership performance metrics for the last 5 years, noting that while ridership had decreased during the COVID-19 pandemic, we have seen growth since a low in 2020, and expect continued growth moving into 2024. Further, our rural routes have largely maintained ridership during the pandemic, providing service for essential workers.

ACHD Commuteride Ridership Data		
	Average Ridership/Month	
FY23	522	
FY22	491	
FY21	413	
FY20	332	

d. If applying for a vehicle:

 \bullet $\;$ Asset Condition (Scoring is based on the condition assessment parameters as outlined in an approved TAM

plan) or by providing data on asset conditions.

- o Excellent condition
- o Good Condition
- Adequate Condition
- o Marginal Condition
- o Poor Condition
- o Removed from services

ACHD Commuteride Asset Condition 15 Commuteride Vehicles for Replacement							
Vehicle #	Year	Make/Model/Description	Current Mileage	TAMS Score FY22	Condition		
99.221	2012	Ford E-350 Wagon	177,463	Scored by VRT	Good		
99.223	2012	Ford E-350 Wagon	147,932	Scored by VRT	Good		
99.226	2012	Ford E-350 Wagon	126,510	Scored by VRT	Good		
99.228	2012	Ford E-350 Wagon	118,250	Scored by VRT	Good		
99.231	2013	Ford E-350 Wagon	118,680	3.2	Good		
99.235	2013	Ford E-350 Wagon	106,343	4.1	Good		
99.242	2013	Ford E-350 Wagon	112,276	3.8	Good		
99.255	2015	Ford T-350 Wagon	127,629	3.8	Good		
99.256	2015	Ford T-350 Wagon	130,856	3.7	Good		
99.258	2015	Ford T-350 Wagon	130,385	4.1	Good		
99.261	2015	Ford T-350 Wagon	101,193	4	Good		
99.268	2016	Ford T-350 Wagon	106,143	4.2	Good		
99.274	2016	Ford T-350 Wagon	110,757	4.2	Good		
99.277	2016	Ford T-350 Wagon	137,505	4.1	Good		
99.278	2016	Ford T-350 Wagon	127,876	4.3	Good		

Section 3: Project Planning

Project Planning and Coordination: up to 24 points (5 page maximum, single sided) In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded.

a. Applicant should tie project to specific goals in ITD Statewide Public Transportation Plan and for 5310 projects the Locally Coordinated Plan for your Districts.

ITD's Public Transportation Plan from 2015 projects a 36% increase in public transit ridership by 2028 for District 3, and more specifically, a 35% increase in Vanpool ridership – if these projections are realized, Commuteride will need additional vehicles to support this increased demand across the District. Community input received through the planning process further demonstrates the need for regional transit service expansion particularly in rural areas – Commuteride is well-positioned to support service expansion needs.

In addition, the timing of these van replacements adheres to Commuteride's asset management policy, and VRT's TAMs Plan by maintaining the target State of Good Repair to operate at a full level of performance.

Recommendations supporting the procurement, maintenance and expansion of regional vanpool services are identified in local and regional plans, including ACHD's adopted Five-Year Integrated Work Plan (2021-25). This plan recommends the purchase of 13-passenger vans and minivans to replace vehicles according to the desired vehicle replacement schedule.

The Community Planning Association of Southwest Idaho (COMPASS) is the forum for regional collaboration in southwest Idaho. The need for van replacements fits with the Metropolitan Planning Organization's adopted long-range plan and that which is in development (Communities in Motion 2050). The adopted goals and objectives for CIM 2050 align with vanpool investments, include:

• Develop a multimodal transportation system, including public transportation, bicycle, pedestrian, and auto modes, that promotes economic vitality to enable people and business to prosper.

The vanpool program provides access to several hundred jobs every month through a very efficient model.

 Provide for a reliable transportation system to ensure all users can count on consistent travel times for all modes.

The vanpool program is designed so that groups of commuters who share a common schedule can travel together to work, providing everyone reliability in their transportation service. Commuteride requires at least one back-up driver in the event the primary drivers are unable to drive.

• Develop a regional transportation system that provides access and mobility for all users via safe, efficient, and convenient transportation options.

The vanpool program provides connections to multiple employment centers throughout the Treasure Valley including downtown Boise, Mountain Home Air Force Base, Gowen Field, and the Veterans Affairs Hospital.

• Manage and reduce congestion with cost-effective solutions to improve efficiency of the transportation system.

During a typical year, the vanpool program removes over 3 million VMT off the roadways each month.

Further, Valley Regional Transit's Draft Transportation Development Plan (TDP) and ValleyConnect 2.0, include specific recommendations supporting the expansion of regional vanpool services. The TDP serves as the five-year work plan for the public transportation system. The TDP outlines a service implementation plan that proposes growth in the fixed route network as well as expansion of vanpool (note – this plan is currently in development). ValleyConnect 2.0 also envisions an expansion of vanpool services and recognizes vanpool services as an important part of the region's strategy to help move more people by connecting the region's residents with employment opportunities in areas that may not be well-served by fixed route transit.

b. Describe the Project Development Process

Describe coordination with local stakeholders on project development and involvement

The recommendation for maintaining and expanding vanpool services is identified in various regional plans, which included opportunities for public involvement, as outlined in the previous section. Further, Commuteride maintains ongoing coordination with COMPASS, VRT and ITD to assess funding availability and needs to maintain current levels of vanpool service, meet new demand, and adhere to asset management guidelines. In addition, Commuteride communicates regularly with vanpool riders and employers served by our vanpool routes to evaluate service needs and opportunities. For the routes that will be served by these replacement vehicles, the riders and employers are currently active, and we expect their continued support for vanpool services.

• Describe efforts undertaken to coordinate and include the Minority and Low-Income Populations (Title VI)

Our vanpool program provides a low-cost commute option for all employees regardless of race and income and serves communities that do not currently have access to public transit services. Our TDM program works with businesses throughout the Treasure Valley to provide education and support to implement commute benefit programs – this includes encouraging employers to develop and implement financial incentives to support commuters in utilizing smart transportation options, including vanpool. Nearly all of

our vanpool riders receive some level of employer subsidy or tax credit to utilize vanpool. Commuteride also plans to develop and implement a low-income membership plan in the next couple years to support riders of all income levels.

What is your plan to include Disadvantage Business Enterprises (DBE's) in this project?

ACHD implements fair, open, and transparent procurement processes that follow Federal and State requirements. This approach ensures participation by qualified and competent suppliers, contractors, and consultants, including state certified Disadvantaged Business Enterprises (DBE). These processes will be followed for the procurement of the replacement vans.

• Identify any local Labor Unions (if applicable) as identified by the Department of Labor.

This project will not affect labor unions; our drivers are actual commuters who are part of the vanpool group

c. Please list the public participation efforts of this project up to the time of application submittal. This can include letters of support, workshop agenda's, meeting minutes, and survey results, etc.

The public participation process for this project has occurred through various planning efforts, which specifically include recommendations for the following:

- The need for ongoing van replacement to maintain SGR and performance/level of service standards (TAMS, ACHD Five-Year Integrated Work Plan)
- Recommendations in support of regional vanpool services: ValleyConnect 2.0, CIM2040 2.0 / CIM2050, VRT TDP, Regional Vanpool Study
- Attached: letter of support from a long-standing vanpool driver from Middleton to the VA Medical Center

- d. Provide Attachment B: Milestone Reporting
 - Be sure to include ITD-PT Application Award timeline.
 - \bullet $\,$ Be sure to include procurement process timelines as well as ordering and manufacturing, architecture &

design, construction, etc. At a minimum must include the following milestones:

- Solicitation/RFP
- Contract Award
- Start Work
- Complete Work
- Close-out Contract
- e. Provide Attachment C (if applicable):
 - NEPA Worksheet if applying for a project that moves dirt.
 - Be sure to have all back-up environmental documentation, such as historical preservation, cities, counties, etc.
 - Sole Source Aquifer (SSA)
 - Rolling Stock Replacement Report

Attachment B: Milestone Reporting

Agency Name	ACHD Commuteride			
Agency Contact	Nicole Stern			
Phone #	208-345-7665	Email	nstern@achdidaho.org	
Grant Program	5339	Rural	One Time	
Federal Award Amount	\$981,300			

Scope of Work:

For the purchase of 15 14/15-passenger replacement vans to serve rural areas.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description	
RFP/RFQ Issue Date	August 2025 / August 2026	Expected RFP Issue Dates	
Award Date	December 2025 / December 2026	Commuteride awards van procurement contracts	
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	December 2025 / December 2026	Order placed for vehicles	
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	September 2025 / September 2026	Expected delivery for new vehicles	
Contract Completion Date	September 2026	Contract complete, grant closeout	

					Out of	Current			
Subrecipient	Vehicle #	Year	Make/Model	In Service	Service	Mileage	Award ID	Fe	ed Share
ACHD	99.221	2012	Ford E-350 Wagon	2/31/2012	In use	177,463	ID-04-0014-00	\$	27,192.80
ACHD	99.223	2012	Ford E-350 Wagon	2/31/2012	In use	147,932	ID-04-0014-00	\$	27,192.80
ACHD	99.226	2012	Ford E-350 Wagon	2/31/2012	In use	126,510	ID-04-0014-00	\$	27,192.80
ACHD	99.228	2012	Ford E-350 Wagon	2/31/2012	In use	118,250	ID-04-0014-00	\$	27,192.80
ACHD	99.231	2013	Ford E-350 Wagon	10/23/2013	In use	118,680	A011(787)KEY 11787	\$	28,361.60
ACHD	99.235	2013	Ford E-350 Wagon	10/23/2013	In use	106,343	A011(787)KEY 11787	\$	28,361.60
ACHD	99.242	2013	Ford E-350 Wagon	10/23/2013	In use	112,276	A011(787)KEY 11787	\$	28,361.60
ACHD	99.255	2015	Ford T-350 Wagon	3/25/2015	In use	127,629	2016-003-00	\$	33,885.60
ACHD	99.256	2015	Ford T-350 Wagon	3/25/2015	In use	130,856	2016-003-00	\$	33,885.60
ACHD	99.258	2015	Ford T-350 Wagon	3/25/2015	In use	130,385	2016-003-00	\$	33,885.60
ACHD	99.261	2015	Ford T-350 Wagon	3/25/2015	In use	101,193	2016-003-00	\$	33,885.60
ACHD	99.268	2016	Ford T-350 Wagon	2/14/2016	In use	106,143	N/A - Commuteride Loca	al Mato	ch Only
ACHD	99.274	2016	Ford T-350 Wagon	2/14/2016	In use	110,757	2016-015-00	\$	35,969.60
ACHD	99.277	2016	Ford T-350 Wagon	2/14/2016	In use	137,505	2016-015-00	\$	35,969.60
ACHD	99.278	2016	Ford T-350 Wagon	2/14/2016	In use	127,876	2016-015-00	\$	35,969.60

Section 4: Project Benefits/Evaluation

Project Benefits: up to 3 points (3 page maximum, single sided) In this section applicants should identify expected project benefits, including basic goals and objectives for the project. Applications should address how the project impacts the following areas:

a. Improve safety;

 What benefits will the general population receive from this project such as improved safety, easier accessibility to facilities/amenities or meeting health and safety regulation standards?

Replacing our vehicles in accordance with best practice and asset management standards allows us to ensure we are providing safe vehicles for our riders and the general population. Further, these replacement vans will include additional safety and connectivity features including passenger protection features; lane keep and lane departure warning assistance. We have installed GPS telematics in our vans, which will be included in the replacement vehicles as well – this technology allows for data logging as well as remote monitoring of vehicle onboard diagnostics, rapid acceleration, and deceleration, geo-fence boundaries, and the tracking of other safety measures (i.e., engine failures, unsafe speeds, route deviation).

Also, as part of onboarding new vanpool drivers, we conduct training and education to ensure they are equipped to operate a passenger van and are aware of the emergency procedures.

b. Improve mobility;

• What benefits will the general population receive from this project such as improved efficiency, increased ridership, improved mobility or improved service times/areas?

The Commuteride Vanpool program increases mobility for people with limited access to alternative modes of transportation and provides a cost-effective transportation option for hundreds of commuters annually.

The Commuteride vanpool program produces an average 150,000 annual passenger trips during a typical year and removes more than 3 million vehicles miles from the roadway annually reducing roadway wear/tear and associated maintenance costs. Further, this program is the sole provider for long distance commutes connecting urban/rural areas and crossing multiple jurisdictional boundaries — which are often difficult to cross due to funding constraints, political will, and/or inability to coordinate.

By keeping our maintenance costs low, we can maintain operating costs below a certain margin allowing us to operate independent of public subsidies. This project will improve our cost efficiencies associated with repairs and fuel costs. Annual van repair costs run approximately \$6,000/year. The new vans will be under bumper-to-bumper warranty for 8 years / 125,000 miles. Our existing vans achieve an average 13-14 miles/gallon; the new replacement vans will maintain a minimum of 17-20 miles/gallon (and likely higher with the possible procurement of hybrid vehicles).

Further, maintaining a consistent replacement schedule removes uncertainty in the budgeting process, allowing us to keep van fares low and consistent. This is a key element in maintaining and encouraging ridership along with having a newer van.

- c. Support local economic development and expand economic opportunity
 - What benefits will the community and business community receive from this project such as increased ridership within community, improved service times to allow for appointment making, easier accessibility to businesses, etc.?

The Commuteride vanpool program provides a low-cost and direct transportation option for an average 500 people annually to access employment opportunities in both urban and rural areas. The vans purchased with this funding will provide direct service to employment opportunities in Mountain Home and downtown Boise.

Project Evaluation:

up to 13 points (3 page maximum, single sided In this section applicants should also describe the methodology that will be used to measure and evaluate the project and determine the project's value to the community.

- a. Describe how the applicant intends to continually evaluate success of the project.
- b. Include in the description what kinds of data will be collected and discuss specific measures.
- c. How often will data be collected, used and evaluated?

The following summarizes Commuteride's current and proposed approach to evaluating the success of our vanpool program and determining/implementing refinements where necessary:

Evaluation Data

This project is a success if we purchase the vans according to all guidelines, reduce our operational costs, improve safety, and maintain ridership. Commuteride collects the following data monthly and use it to evaluate success as well as National Transit Database use:

- Van purchase approval of our reimbursement request. Adhering to Federal, State and ACHD for proper procurement of vehicles.
- Costs reduction in cost/trip and reduction in fuel cost. Making sure we are stewards of grant funding for program cost efficiency as well as our riders out of pocket costs for their daily commutes.
- Safety number of incidents. Reviewing quarterly our near misses, accidents, and citizen complaints to
 address any concerns. Proactively updating our driver training and vanpool telematics to insure our riders
 safety.
- Ridership monthly ridership reports to evaluate how we can target area employers, residential areas as well as the general public to keep our van routes as a sustainable trip savings and cost savings.

Project Value

Commuteride conducts an annual vanpool survey to evaluate customer satisfaction. Input on the following subjects guide the capital replacement plan, budgeting, and van specifications.

- Van seating
- Van appearance
- Van safety
- Cost
- Overall experience
- Desired amenities (wireless, data ports, etc.)

• Expecting the project under this grant to be successful, describe how the agency plans to sustain/maintain the asset/project after the end of the grant period.

Commuteride vanpool program fares sustain operational costs. We review our fares annually against operational costs to maintain a 100% recovery rate. Additional revenues are deposited into an Enterprise account and used for a portion of capital replacement costs.

Commuteride maintains contracts with various vendors to ensure our assets are maintained to a high standard for safety and performance.

Ultimately, we will follow the asset management schedule described in this application for these vehicles; under these guidelines, we anticipate maintaining and operating these vehicles for 7-9 years. Once they have exceeded their useful lie, they will be sold at auction.

Scheduled Maintenance

When to expect the OIL CHANGE REQUIRED message		
Interval	Vehicle use and example	
	Normal	
7500-10000 miles (12000-16000 km)	Normal commuting with highway driving No, or moderate, load or towing Flat to moderately hilly roads No extended idling	
	Severe	
5000-7499 miles (8000-11999 km)	Moderate to heavy load or towing Mountainous or off-road conditions Extended idling Extended hot or cold operation	
3000 4000 miles	Extreme	
3000-4999 miles (4800-7999 km)	Maximum load or towing Extreme hot or cold operation	

Scheduled Maintenance

Brake Fluid Maintenance 1		
Every 3 Years	Change the brake fluid. ²	

¹ Perform this maintenance item every 3 years. Do not exceed the designated time for the interval.

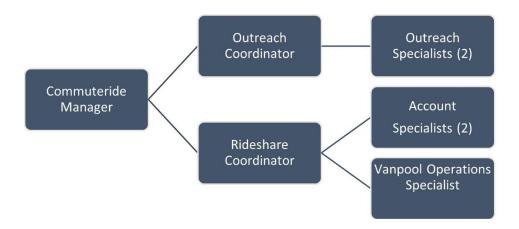
² Brake fluid servicing requires special equipment available at your authorized dealer.

	Other Meintenen on Henry 1	
	Other Maintenance Items '	
Every 20,000 mi (32,000 km)	Replace the cabin air filter.	
	Replace the engine air filter.	
Every 30,000 mi (48,000 km)	Replace the engine-mounted and frame-mounted fuel filters. ²	
Every 55,000 mi (88,500 km)	Replace the spark plugs. ³	
Every 60,000 mi (96,600 km)	Inspect the accessory drive belt(s). 3	
Every 100,000 mi (160,000 km)	Replace the accessory drive belt(s). ³	
Every 100,000 mi	Replace the spark plugs.	
(160,000 km)	Inspect the accessory drive belt(s). 4	
	Change the automatic transmission fluid and filter.⁵	
	Change the front axle fluid. ⁶	
Every 150,000 mi	Change the rear axle fluid.	
(240,000 km)	Change the transfer case fluid. ⁶	
	Replace the accessory drive belt(s).	
	Replace the fuel pump drive belt. ²	

- Does the applicant have capacity to carry out the project as proposed?
 - Demonstrate sufficient levels of capacity to carry out the project. Examples might
 include organizational charts, financial statements, local match commitment letters,
 etc.

ACHD Commuteride has experienced staff to process the purchasing of vans, manage associated contracts, and operate and maintain the assets. Commuteride includes 8 FTE (see organization chart below) and we work closely with other ACHD department staff on accounting, federal grants, legal and procurement processes. We maintain \$1,000,000 minimum in cash reserves to cover operational and potential capital costs in any month. Further, we are experienced in dealing with both FTA grant guidelines and working with ITD. We have implemented multiple FTA grants and have worked with ITD on various FTA and FHWA grants over the last 10 years.

Commuteride is committed, and has the cash reserves, to budget a 20% match in FY24-26. We can do this due to our established capital replacement plan that allows for consistent budgeting. Please see included cover letter as confirmation.



• Demonstrate the ability to manage grant funding and adhere to both FTA and State of Idaho rules and regulations. These regulations include 2 CFR 200, FTA Circular 5010; FTA Circular 4220, FTA

ACHD Commuteride has successfully managed multiple FTA grants in adherence with FTA and State of Idaho rules and regulations and are committed to ensuring compliance with such rules and regulations with this funding.

Section 5: Project Budget

Project Budget: Up to 11 points (2 page maximum, single sided) In this section applicants should describe how the project budget was determined. Applicants should detail any projections in estimates for longer-term projects. Applicants should detail all major milestones and methods to ensure on-time delivery of project.

a. Budget Narrative: Describe the source and status of all funding for the project according to the instructions. Include description of how costs/estimates were determined.

The project budget was developed by utilizing actual cost information from previous passenger van procurements (with FTA funds) as a baseline along with projected increases in such costs for the FY25-26 timeframe, and current cost information associated with additional safety and maintenance items that will be included with the vans (e.g., first aid/safety kits, extended warranty).

• (if applicable) If this project has the ability to be scaled down please itemize for each type of funding.

If needed, this project could be scaled down to support fewer vehicle purchases. Each van is estimated to cost \$65,000 (\$52,000 Federal) and the total Federal request could be reduced accordingly.

• If Construction project, are Davis Bacon wage rates applicable to the project?

Not Applicable.

• Do you have the financial capability to operate on a reimbursement basis? Please provide documentation that supports your answer.

Commuteride has successfully managed multiple FTA and FHWA grants on reimbursement basis. Our cash reserves along with our fare revenue provide the financial backing for us to operate through reimbursement and commit the local match.

b. Provide an itemized and broken down estimated project budget

Estimated Project Budget for the puring rural areas. Funding request include vehicles that meet Commut	des additional items	s to allow for fu	illy operational	
FTA Grant (5339)	Capital (CP) 80/20			
	Total Project Cost	Federal	Match	
	\$981,300	\$785,040	\$196,260	
Detailed Budget Estimate Item	Unit cost	Quantity	Sum	
14-15-passenger vans (Base Price Estimate) (includes an extended warranty)	\$65,000.00	15	\$955,000	
Safety kits (e.g., first aid kits, winter kits)	\$100.00	15	\$1,500.00	
Bike racks	\$1200.00	4	\$4,800.00	

a. Provide Attachment A: Project Budget Request Form

See Attachment A

c. Provide Attachment A: Project Budget Request Form

Section 6: Applicant Experience

FTA/ITD Experience: Up to 10 points (Internal scoring only – no response needed)

Section 7: Application Professionalism

Application Presentation and Neatness: Up to 5 points (Internal scoring only – no response needed)

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
☐ Fixed Route
☐ Deviated Fixed Route
□ Demand/ Response
a vanpool
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
☐ Other transit operators in your region (please list below):
4. Ridership:
Estimate the average number of rides: Per Day 491 Per Year 123,732
Briefly describe your ridership over the last two years: - Steadily increased growth of 15% or more.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Monday-Friday (typical service) Limited vanool routes operated Sat-Sunday. Typical hours of operations range from 5am-7pm; few routes start as early at 3:30am.

January 10, 2024

Sam Carroll
PO Box 7129
Boise, ID 83707
Idaho Transportation Department
ptops@itd.idaho.gov

Dear Mr. Carroll:

On behalf of my vanpool group, I am pleased to offer support for ACHD Commuteride's 2024-2026 Congressional Award Application for 5339 Bus and Bus Facilities funding. This funding will enable Commuteride to replace multiple Commuteride vanpool vans that currently and will continue to provide essential public transportation service for rural areas. As a long-standing participant of Commuteride's Vanpool Program, I have greatly benefited from the public transportation service provided through this program. I strongly support the need for ongoing funding to ensure optimal service and safety for Commuteride's regional vanpool program and fleet.

These funds will help ACHD Commuteride maintain multiple rural routes, which connect residents to job opportunities in Boise, and to rural areas like Middleton, that would not otherwise be accessible through public transportation service.

We strongly urge your consideration of ACHD Commuteride's grant application.

If you have any questions, please contact me at (208-353-6488)-(timothy.beams@va.gov)

Sincerely,

7im Beams

Application Information Form

Applicant: City of McCall	
Authorized Representative: Robert S. Giles, Mayor	
Address: 216 E. Park St., McCall, ID 83638	
Phone: 208.634.3504	
Email Address: <u>djames@mccall.id.us</u>	
DUNS #: 18892611	
Architect/Engineer/Planner if applicable: (Contact Name):	
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
_X Facility Construction	Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning Planning	Transit Related Equipment
Marketing	Other
ГОТАL PROJECT COST: \$1,569,711	
<u>-</u> · / / <u></u>	

FEDERAL SHARE: \$1,255,768_ LOCAL MATCH: \$313,943



McCall Civic Center Park & Ride Project City of McCall, Idaho, & Treasure Valley Transit FFY24 5339 Grant Program



Section 1: Project Description

Project overview

The McCall Civic Center Park & Ride project will create a hub for alternative transportation options on a currently unimproved and vacant city-owned dirt parking lot immediately adjacent to the Transit Center within McCall's downtown core. The total project cost is estimated at \$1,569,711, which includes final engineering design, grading, paving, striping, landscaped islands, lighting, conduit for future EV charging stations, covered bicycle parking, "Park & Ride" wayfinding signage, and ADA compliant sidewalk and crossings that link the Park & Ride facility and Transit Center bus terminal to the Senior/Community Center, Central District Health, Public Library, City Hall and downtown core. The project will also provide a designated turnaround route needed to facilitate passenger drop off/pick up and transit route efficiencies.

Project location

The McCall Civic Center Park & Ride project will increase multi-modal transportation options and transit ridership by creating a public Park & Ride facility on a currently unimproved city-owned property immediately adjacent the McCall Transit Center in McCall's downtown core.

The City of McCall is located approximately 108 miles north of Boise, at the north end of Valley County, Idaho, on the south shore of Payette Lake. With 3,686 residents, McCall is a small rural mountain town, yet is the largest community within 100+ mile radius and serves as the region's employment and services hub. With three nearby lift-served ski resorts, easy access to public recreation lands, a large freshwater lake, and temperate summer weather, McCall is also a popular



tourism destination, primarily for residents of the Boise metro area which has seen rapid population growth in recent years. On a weekend, visitors can swell the population to 20,000 or more.

The City of McCall partners with Treasure Valley Transit (TVT) to provide local and regional public transit services. TVT operates Mountain Community Transit which serves approximately 30,000 annual boardings on the "Red Line" free scheduled bus route within McCall seven days a week, "Green Line" free weekday regional service to/from neighboring communities, and "Bluebird Express" free seasonal continuous loop services between major hotels and the downtown core during summer months and Brundage Mountain ski area in winter months. All of these routes can be boarded at the McCall Transit Center and would directly benefit from the proposed McCall Civic Center Park & Ride facility.

FTA program eligibility alignment

The Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (5339) supports the construction of "bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities." The McCall Civic Center Park & Ride project meets the intent of this program by:

- Constructing a facility to encourage transit ridership and reduction of private vehicle
 emissions that includes centralized free public parking immediately adjacent to the
 McCall Transit Center that will allow riders to park personal vehicles for extended
 periods of time and utilize transit services to reach local and regional business and
 recreation destinations; and
- Reducing the amount of private vehicle mile emissions by improving pedestrian and
 access to transit services through construction of ADA-compliant sidewalk and crossings
 that link the McCall Transit Center terminal to the McCall Senior/Community Center,
 Central District Health Department, McCall Public Library, businesses and services
 within the downtown core, and to the greater McCall pathway network; and
- Supporting transit, public and private fleet transition to electric vehicles by installing infrastructure necessary to offer four Level 2 vehicle charging stations.

ITD priorities alignment

The McCall Civic Center Park & Ride project supports the vision and strategic mission of the Idaho Transportation Department generally and ITD Public Transportation Department specifically by:

- Furthering innovation in McCall's transportation system by providing a site that directly links commuters and travelers to alternative transportation modes such as public transit, non-motorized accessible pathways, and electric vehicle and electric bicycle charging infrastructure.
- Improving safety of the local transportation system by providing ADA pathway/sidewalk that link key services and businesses to the bus stops and provides a dedicated turnaround route for public transit buses to safely return to their route.
- Advancing community mobility by providing a centralized location to access a full spectrum of mobility options such as public transit, pedestrian walkways, EV charging and bicycle storage and the McCall Library's free bicycle borrowing fleet.
- Supporting McCall's economy by making customer circulation between local businesses easier and more accessible through a variety of transportation modes and by improving opportunities for lower cost and more connected commuter modes.

Project scope of work

The McCall Civic Center Park & Ride project will be located on a city-owned unimproved dirt parking area located immediately adjacent to the McCall Transit Center and will include the following scope of work:

- Final project engineering design, preparation of contractor bid invitation and manual, and construction engineering and inspection by a licensed engineer; and
- Site preparation including grading, drainage, excavation and dust abatement; and
- Construction of ADA-compliant sidewalk to connect the McCall Transit Center and its bus stop with the McCall Senior/Community Center, McCall Central District Health, McCall Public Library and the existing downtown core sidewalk/pathway network.
- Construction of a covered bicycle storage area to expand multi-modal transportation options and to offer free loaner bicycles for public use through the McCall Library's existing bike loan program; and
- Paving and striping of Park & Ride public lot to serve transit users, including six (6) designated ADA parking spots, four (4) dedicated EV charging locations, and
- Wayfinding signage and collaborative marketing to build awareness of the Park & Ride service and increase local transit ridership.

Project management

Preliminary design of the McCall Civic Center Park & Ride project has been completed in partnership with Treasure Valley Transit, the local/regional transit provider. Once funding is secure, quality-based procurement of a design professional in accordance with federal/state requirements will be conducted to complete final engineering design and bid document preparation. A publicly advertised bidding process will be used with appropriate bid alternate components to control overall project costs. The lowest responsive bidder with appropriate public works licenses will be selected to construct the project. Project oversight will be provided by the design professional with support from City of McCall Public Works, fiscal, and grants administration staff. Given the harsh mountain climate of McCall, the project timeline will be tailored so that construction occurs efficiently and quickly during the non-snow summer months of 2025.

Concurrently, a public information campaign, led by City of McCall communications staff in partnership with the transit provider, will keep residents and visitors informed of the project components, timeline, funding sources, and any changes to access routes that may be necessary while the project is underway. Communication tools include press releases/ads in local weekly newspaper, social media, websites, direct texting notifications via Text My Gov, and on-site wayfinding and project information boards. Upon completion of the project, a coordinated public information campaign, using all of these tools, will be launched to encourage use of the Park & Ride facility to access public transit, greater walk/bike pathway network, and ADA accessible sidewalk routes to downtown businesses, services and lakeside parks. Key messaging will include ease and safety of park & ride facility use and reduction of greenhouse gas emissions by transit use vs. private auto.

McCall Civic Center Park & Ride Project City of McCall, Idaho, & Treasure Valley Transit

Section 2: Demonstration of Need

Challenges addressed

The McCall Civic Center Park & Ride project will help address several local and regional safety, access, workforce housing, congestion, and environmental challenges:

• Safety and congestion: Idaho State Highway 55 serves as McCall's "Main Street." Rapid growth in daily vehicle traffic in McCall (38% from 2015-2020) is increasing pressure on roadway efficiency, safety, circulation and available parking. Between 2018 and 2022, 188 accidents along the roadways in McCall were reported, many of them resulting from conflicts between single occupancy vehicles and other user types such as pedestrians and bicyclists. Increasing transit use by providing safe and convenient facilities can reduce single occupancy vehicle trips and roadway congestion.



McCall is a popular recreation destination in summer and winter, attracting tens of thousand of visitors to event such as the Winter Carnival parade pictured above.

- Affordable workforce housing: The City of McCall completed a Housing Strategy in 2018 that demonstrated, like many rural mountain towns, that housing affordability is a significant and growing threat to equity and community character. Due to the high cost of housing, 82% of employees in McCall live outside of the city and commute into McCall for work using single occupancy vehicles, placing the added pressure of fuel and vehicle maintenance costs onto these workers. Additionally, United for Alice (unitedforalice.org) reports that the McCall area (Valley County) has a higher than state average (39% vs. 32%) of household that earn more than the Federal Poverty Level, but less than the basic cost of living for the county. By designing transit facilities that allow workers to commute using public transit, impacts to family incomes are reduced opening more flexibility in housing options.
- Environmental impacts: As noted by the U.S. Department of Transportation in its "Public Transportation's Role in Responding to Climate Change" (2010) document, private vehicles such as cars, SUVs and pickup trucks running on conventional fuels account for roughly two-thirds of transportation-related greenhouse gas emissions. The City of McCall's 2023 Inventory of Green House Gas Emissions calculated that transportation, primarily from single occupancy vehicle trips, is the largest contributor of greenhouse gas emissions in McCall (52%). By providing accessible and convenient facilities that encourage public transit use and active transportation modes over private vehicle miles, greenhouse gas emissions can be reduced.

Accessibility: The City of McCall's ADA Transition Plan completed in 2023 identified
that 8.2% of the McCall population has some type of disability and that improving access
to the McCall Transit Center from Civic Center services is the #1 top priority project to
improve ADA access in McCall. The proposed project will complete these recommended
ADA improvements by linking the McCall Transit Center and bus stop with the McCall
Senior Center, Central District Health and McCall Public Library with ADA compliant
sidewalk and crossings.

Outreach strategies

To maximize positive results of the McCall Civic Center Park & Ride project, the City of McCall will partner with Treasure Valley Transit and the McCall Area Chamber of Commerce and Visitors' Bureau to launch a coordinated communications strategy that encourages residents, employees and visitors utilize public transit and active transportation via the centralized Park & Ride facility. Shared messaging will be created across a variety of available communication tools, such as:

- Press releases/ads in local weekly newspaper, the Star News
- Social media (Facebook, X, Instagram) postings
- Website content updates
- E-mail newsletter posts
- Direct texting notifications via Text My Gov
- Wayfinding signage and on-sight project information boards

Key messaging will include ease and safety of park & ride facility use, the fun and health benefits of trying different transportation modes, and reduction of greenhouse gas emissions by transit use vs. private auto. Periods of historic high traffic volumes, such as during summer months or annual events, will be targeted for messaging release.

Indicators of success

Evidence of success of the McCall Civic Center Park & Ride project will be shown through these quantifiable and qualitative indicators:

- Annual transit ridership and pick up location data will show if more riders are using public transit and accessing transit via the centralized Park & Ride facility; and
- Increase of active transportation use shown at Park & Ride facility location during bicycle and pedestrian counts conducted by the City of McCall every 5-7 years; and
- Decrease of greenhouse gas emissions from transportation-related sources as measured by the City of McCall's Inventory Greenhouse Gas Emissions calculated every 3-5 years; and
- Public comment and observative reports from those utilizing project accessibility improvements to/from the McCall Transit Center, McCall Senior Center, Central District Health office, and McCall Public Library.

McCall Civic Center Park & Ride Project City of McCall, Idaho, & Treasure Valley Transit

Section 3: Project Planning

Alignment with state, regional and local planning

The McCall Civic Center Park & Ride project is consistent with adopted local, regional and state long-range planning that is founded on extensive and award-winning community outreach. For example:

- The Idaho Transportation Department's statewide Public Transportation Plan states that the benefits of public transportation include providing access to healthcare, increasing physical activity, connecting people to education and recreation, and reducing the number of single occupancy vehicle trips. This project will enhance these benefits by linking the McCall Transit Center and public transit system to the Central District Health Dept., McCall Senior Center and McCall Library, and reducing single occupancy vehicle trips by providing convenient facilities to allow transition from private vehicle to public transit and active modes of transportation. Additionally, this plan demonstrates that in rural areas like McCall, community input survey respondents rated "Safer Sidewalk and Crossings" as a top priority, which is a key component of the proposed project.
- The statewide Public Transportation Plan also includes a goal to "Encourage Public Transportation as an Important Element of and Effective Multi-Modal Transportation System in Idaho." The McCall Civic Center Park & Ride facility will help fulfill this goal by providing accessible physical infrastructure that directly links the public transit system in downtown McCall to essential services though active transportation modes.
- The 2023 "Access McCall" ADA Transition Plan specifically identifies the project area as needing accessibility upgrades for people with disabilities to access transit services.
- The McCall Area Comprehensive Plan articulates the community policy to: "recognize the seasonal change in McCall traffic and prioritize strategies and projects that manage peak demand (e.g. enhancing transit service, walking and biking facilities, carpooling and employee incentives, parking management) over capacity-enhancing roadway projects."
- The McCall Civic Campus Master Plan, adopted by McCall City Council in 2019, articulates a vision for the Civic Center project area to include "encouraging multi-modal transportation" and notes that ADA sidewalk connections to/from the McCall Transit Center location and bus stops and improved auto and pedestrian circulation are needed.
- The Valley County Master Transportation Plan states that "the potential for developing transit alternatives for residents, workers, and visitors to Valley and Adams County is excellent."

Project stakeholder engagement to date

The extensive planning efforts referenced above, which all align with the McCall Civic Center Park & Ride facility project goals, included broad and varied community engagement

opportunities, including online and print community surveys, in-person outreach at community events, stakeholder and focus group meetings, and public hearings. The City of McCall prides itself for its innovative and broad-reaching public involvement approach to its project and long-range planning efforts. The City of McCall was recognized for this commitment to public engagement in 2018 when the City received the Public Outreach Award from the Idaho Chapter of the American Planning Association.

Throughout these planning processes, efforts to engage minority and low-income populations included bi-lingual materials and surveys, personal invitations to local minority business owners, and public input gatherings at school and sports events.

Additionally, in-person project concept and design development with representatives from those agencies/facilities that will directly benefit from the project, including Treasure Valley Transit, McCall Public Library, Central District Health, McCall Redevelopment Agency and McCall City Council. Letters of support and/or local match commitment from many of these organizations are attached.

If funded, the project will seek the services of Disadvantaged Business Enterprises during contractor selection by ensuring that the invitation to bid is widely distributed through targeted state and regional procurement postings such as the Idaho APEX Accelerator and Idaho Commerce.

McCall Civic Center Park & Ride Project City of McCall, Idaho, & Treasure Valley Transit

Section 4: Project Benefits/Evaluation

Project benefits

The McCall Civic Center Park & Ride facility will provide the following safety, mobility, environmental and economic benefits to McCall residents, visitors, and workforce:

- Improve roadway system safety by reducing traffic congestion through reduction of single vehicle trips and reduction of user conflicts within the project area by delineating drive aisless that facilitate bus turn-around, parking stalls and pedestrian/bike routes.
- Contribute to local transit system efficiency and mobility by facilitating bus circulation, loading and passenger access.
- Create direct multi-modal access to the McCall Transit Center by constructing an ADA compliant pathway link from the Senior/Community Center, Central District Health office, and Public Library to the Transit Center.
- Support efforts to reduce greenhouse gas emissions by providing convenient and safe access to transit that encourages reduction of single occupancy vehicle miles and increases transit ridership.
- Protect air quality by reducing particulate dust currently generated by bus circulation on an unimproved (dirt) lot.
- Boost local business by providing transit mobility options that connect customers to local businesses.
- Contribute to housing affordability by making use of transit easier for commuting workers, thereby reducing maintenance and fuel costs that impact family incomes.

Measures of success

Evaluative evidence that will indicate that these benefits are being realized once the project is complete include:

- Increased Annual Mountain Community Transit ridership to/from McCall Transit Center as reported by Treasure Valley Transit; and
- System efficiency as reported through anecdotal interviews with transit drivers one month after project completion to ascertain effectiveness of designated bus turn around route; and
- Reduction in Greenhouse Gas Emissions from transportation-related sources as measured during the City of McCall's Greenhouse Gas Emissions Inventory, which conducted every 3-5 years; and
- Lower monthly transportation cost burden to Asset Limited, Income Constrained, Employed individuals in Valley County as reported annually by United for Alice at unitedforalice.org.

Asset maintenance

The City of McCall currently owns and maintains the project area in its current undesignated dirt parking lot status, including dust abatement, annual regrading and snow removal. The City of McCall is committed to providing ongoing maintenance and upkeep of the McCall Civic Center Park & Ride area once it is constructed, including snow removal, landscape maintenance and irrigation, annual striping, and asphalt and/or concrete repair/replacement as needed.

Ability to administer grant funding

The City of McCall has successfully administered federally funded projects and has complied with all of the associated requirements from several federal sources, including Federal Highway Administration, Economic Development Agency funding, Community Development Block Grants, and Land and Water Conservation Funds. Technical engineering/design expertise will be competitively selected as part of this project and City of McCall's legal, financial, grants management, and communications professional staff stand ready to ensure compliance with Federal requirements such as NEPA, Davis-Bacon, Buy America, Civil Rights Act, etc. and a successful and timely project outcome.

McCall Civic Center Park & Ride Project City of McCall, Idaho, & Treasure Valley Transit

Section 5: Project Budget

The City of McCall, in partnership with Treasure Valley Transit, Central District Health, and the McCall Redevelopment Agency is seeking 5339 Buses and Bus Facilities grant funding to contract with a competitively selected qualified design professional and licensed public works construction contractor to prepare final engineered plans and to construct the McCall Civic Center Park & Ride facility immediately adjacent to the McCall Transit Center. This facility will improve the public transportation system and encourage increased use of multi-modal transportation options by constructing a dedicated bus turn around area needed for route efficiency, ADA compliant sidewalks and crossings to connect the bus terminal to adjacent critical services and businesses including the McCall Senior Center and McCall Public Library, providing EV charging infrastructure for future use by EV buses and EV drivers, and establish a central hub for visitors and residents to utilize active and multi-modal transportation options such as the McCall Library free loaner bicycles, the greater pathway network, and public transit to area businesses, services and recreation destinations.

The total cost of the project is \$1,569,711. The grant request will provide 80% of the necessary funding (\$1,255,768) and is being matched with non-federal funds through a partnership of the City of McCall (\$169,943), the McCall Redevelopment Agency (\$100,000) and Central District Health (\$44,000). The table below summarizes the cost sharing and estimated expense categories.

Description	Federal Request	Local Match	Total Cost
Final design / engineering	\$173,210	\$43,302	\$216,512
Construction	\$866,047	\$216,512	\$1,082,559
Contingency	\$216,511	\$54,129	\$270,640
TOTAL	\$1,255,768	\$313,943	\$1,569,711

A detailed cost estimate prepared by Crestline Engineering is attached.



Project Budget Request

Subrecipient	City of McCall
Agreement Term	October 1, 2024-September 30, 2026
Contact Name	Delta James, Economic Development Planner
Address	216 E. Park St., McCall, ID 83638
Phone Number	208.634.3504

FTA Grant 5339

Capital (CP) 80/20					
	Total		Federal		Match
\$	1,559,711	\$	1,247,769	\$	311,942

Total Project Cost		Total Federal Request		Total Match Needed	
\$	1,559,711	\$	1,247,769	\$	311,942

Robert S. Giles, Mayor

1.12.2024

Printed Name

D-4-

Scope of Work

Creation of McCall Park & Ride facility to facilitate transit use and provide a necessary bus turn-around area, including: final engineering design, site grading, paving, striping, landscaping, lighting, EV-ready electrical conduit, construction of covered bicycle parking structure, and installation of ADA-compliant sidewalk and pedestrian crossings to link McCall Transit Center to Library, Senior Center, Central District Health and other downtown core businesses and services.

Local Match Source(s) for Project:

\$100,000 McCall Redevelopment Agency; \$44,000 Central District Health Dept.; \$167,942 City of McCall

Attachment B: Milestone Reporting

Agency Name	City of McCall		
Agency Contact	Delta James, Economic De	velopment Plann	er
Phone #	208.634.3504	Email	djames@mccall.id.us
Grant Program	5339	Rural	One Time
Federal Award Amount	\$1,247,769	_	

Scope of Work: Creation of McCall Park & Ride facility to facilitate transit use and provide a necessary bus turn-around area, including: final engineering design, site grading, paving, striping, landscaping, lighting, EV-ready electrical conduit, construction of covered bicycle parking structure, and installation of ADA-compliant sidewalk and pedestrian crossings to link McCall Transit Center to Library, Senior Center, Central District Health and other downtown core businesses and services.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
Design Services Procurement and Contracting	11/30/2024	Selection of engineering/design firm to complete project final design and bid manual
Final Design and Bid Manual	1/31/2025	Completion of project final design and bid invitation
Construction Procurement and Contract Award	4/30/2025	Select construction contractor
Notice to Proceed	5/15.2025	Begin project construction
Construction Completion	10/15/2025	Complete construction
Project and Grant Close Out	12/30/2025	

FEDERAL TRANSIT ADMINISTRATION REGION 10

(covering Alaska, Idaho, Oregon, and Washington)

CATEGORICAL EXCLUSION / DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

The purpose of this worksheet is to assist project sponsoring transit agencies in the states of **Alaska, Idaho**, **Oregon, and Washington** in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA) – particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE) under <u>23 Code of Federal Regulations (CFR) Part 771.118</u> – to support a recommendation. The use and submission of this worksheet is NOT required. The worksheet is provided as a helpful tool for assembling information needed by the Federal Transit Administration (FTA) to determine the likelihood and magnitude of potential project impacts to the environment.

<u>NOTE</u>: Worksheet fields are expandable. Feel free to use more than a line or two, if needed. You may also reference and attach additional information such as technical memoranda, maps, or photographs for the project.

Submission of this worksheet does not satisfy NEPA requirements. <u>FTA must concur in writing</u> in the sponsoring agency's NEPA recommendation, as appropriate. Project activities may not begin until this process is complete and FTA has provided written concurrence. FTA encourages you to review the document "Guidance for Implementation of FTA's Categorical Exclusions (23 CFR 771.118)" available online here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-implementation-ftas-categorical-exclusions.

Please contact the FTA Region 10 office at (206) 220-7954 if you have any questions or require assistance. For submittal procedures, please see information at the end of this document. For links to other agencies or for further topical guidance, please go to FTA's website on Environmental Programs, https://www.transit.dot.gov/regulations-and-quidance/environmental-programs/environmental-programs.

<u>DISCLAIMER</u>: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees should refer to applicable regulations and statutes referenced in this document.

I. Project Description		
Sponsoring Agency City of McCall	Date Submitted 1.12.2024	FTA Grant Number(s) (if known)
Project Title McCall Civic Center Park & Ride Facility	1	,

Project Description (brief, 1-2 sentences)

Creation of McCall Civic Center Park & Ride facility to facilitate transit and multi-modal use, provide ADA sidewalk access to the public transit terminal, and provide a necessary bus turn-around area, including: final engineering design, site grading, paving, striping, landscaping, lighting, EV-ready electrical conduit, construction of covered bicycle parking structure, and installation of ADA-compliant sidewalk and pedestrian crossings to link McCall Transit Center to Library, Senior Center, Central District Health and other downtown core businesses and services.

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Purpose and Need for Project (Please provide a brief statement. You may include this information as an attachment if the statement is lengthy.)

Provide ADA access to transit facility, increase safety by providing designated bus turn around area, support housing affordability by reducing workforce commuting expenses, and reduce greenhouse gas emissions by facilitating lower and zero-emissions transportation modes.

Project Location (Please include street address, city, and state of the project location.) Unaddressed vacant unimproved parking lot located immediately behind (south) of the McCall Transit Center at 210 E. Park Street, McCall, Idaho.

Project Contact (Please include the name, phone number, email address, and mailing address for the submitter of this worksheet.)

Delta James, Economic Development Planner, 208.634.3504., djames@mccall.id.us, 216 E. Park St., McCall ID 83638

If your project involves construction, please include the following as appropriate:

- Project vicinity map
- Project site plan(s) showing project features, access points, and project boundaries
- Other useful maps as appropriate (topographic maps, aerial photographs, Environmental Protection Agency [EPA] NEPAssist maps, etc.)
- Photographs of the site if useful to illustrate important features
- Details on the depth and extent of soil excavation proposed for the project
- Additional information if the soil has been previously disturbed by prior construction or other activity
- List of parks or recreation areas within the project vicinity
- List of any previous consultations that might be relevant (e.g., with other federal, state, or local agencies)

II. **NEPA Class of Action**

Please answer the following questions to determine the project's potential NEPA Class of

	Action. If the answer to any of the questions in Part II.A , questions A.1 through A.4 below is "Yes", contact your assigned FTA Region 10 Grant Representative to discuss whether the project requires preparation of a NEPA Environmental Assessment (EA) or Environmental Impact Statement (EIS).
A .1	Will the project significantly impact the natural, social, and/or economic environment?
	☐ Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)☒ No
A.2	Is the significance of the project's social, economic, or environmental impacts unknown?
	☐ Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)☒ No
A.3	Is the project likely to require detailed evaluation of more than a few potential impacts?

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	☐ Ye	s (If selected, please contact your assigned FTA Region 10 Grant Representative.)
A.4	contro comm	project likely to generate intense public discussion, concern, or oversy, even though it may be limited to a relatively small subset of the nunity? s (If selected, please contact your assigned FTA Region 10 Grant Representative.)
	⊠ No	
B.	Does t	the project type fall into any of the following Categorical Exclusions (CEs)?
		s (If selected AND there are no unusual circumstances, please check the applicable below and continue to Part III . Project Information Required for CEs and DCEs of rm.)
		(If selected, please continue to Part II.C Does the project type appear similar to the following Documented Categorical Exclusion (DCE) examples? of this form.)
	econdition Part 77 include structurimpact and country://	pes of activities listed below describe actions which, when the corresponding ions are met, are categorically excluded from further NEPA analysis under 23 CFR (1.118(c)). Unusual circumstances may prevent the use of these CEs, and may e, but are not limited to, the presence of wetlands, historic buildings and ures, parklands, or floodplains in the project area, or the potential for the project to other resources. (You may look up detailed descriptions of each type of activity, wresponding conditions at the guidance document here: (www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-mentation-ftas-categorical-exclusions.)
	23 CFR	R Part 771.118(c)(1 through 16)
	<u> </u>	Utilities and Similar Appurtenances
	(2)	Recreation, Pedestrian, or Bicycle Facilities
	(3) Aesthe	Environmental Mitigation or Maintenance of Environmental Quality and Site
	(4)	Planning and Administrative Activities (No construction activities)
	(5) Comm	Activities Promoting Transportation Safety, Security, Accessibility, and unication
	(6)	Acquisition or Transfer of Real Property Interest
	(7)	Acquisition, Rehabilitation, Maintenance of Vehicles or Equipment
	(8)	Maintenance, Rehabilitation, Reconstruction of Facilities
	<u> </u>	Assembly or Construction of Facilities
	(10)	Development of Facilities Adjacent to Existing Transit Facilities
	[] (11)	Emergency Recovery Activities (Several conditions are attached to this type of CE. Please consult with FTA Region 10 Office if you think this CE may apply to your project.)

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	☐ (12) H	Projects Entirely within the Existing Operational Right-of-Way
	(Projects with Limited Federal Funding Must be less than \$5 million in federal funding, or having a total estimated cost of not more than \$30,000,000 and federal funds comprising less than 15 percent of the total estimated project cost. Please consult with FTA if you think this CE may apply to your project.)
	[] (14) E	Bridge Removal and Related Activities
	(15) F	Preventative Maintenance to Certain Culverts and Channels
	[] (16) (Geotechnical and Similar Investigations
C.		ne project type appear similar to any of the following Documented rical Exclusion (DCE) examples?
		(If selected, please check the applicable DCE example box below and continue to Project Information Required for CEs and DCEs of this form.)
		If selected, please contact your assigned FTA Region 10 Grant Representative, as discussion about the project may be necessary prior to initiating NEPA review.)
	docume	that are categorical exclusions under <u>23 CFR Part 771.118(d)</u> require additional ntation demonstrating that the specific conditions or criteria for the categorical ns are satisfied and that significant effects will not result.
	23 CFR F	Part 771.118(d)(1 through 8)
	<u> </u>	Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing shoulders or auxiliary lanes.
	<u>(2)</u>	Bridge replacement or the construction of grade separation to replace existing at-grade railroad crossings.
	(3)	Acquisition of land for hardship or protective purposes. (Hardship and protective buying will be permitted only for one or a limited number of parcels, and only where it will not limit the evaluation of alternatives (including alignments) for planned construction projects.)
	<u>(4)</u>	Acquisition of right-of-way. (No project development such as final design or construction activities on the acquired right-of-way may begin until the NEPA review process for such project development, including the consideration of alternatives, where appropriate, has been completed.)
	(5)	[Reserved]
	<u>(6)</u>	Facility modernization through construction or replacement of existing components.
	(7)	Minor transportation facility realignment for rail safety reasons.
	(8)	Facility or structure modernization or minor expansion outside existing right-of-way.
		her" actions which meet the criteria for a CE in the CEQ regulations (40 CFR part 18.4) and will not result in significant environmental effects. Actions must not:

Form Revised: October 2020 Page 394 induce significant impacts to planned growth or land use; require the relocation of significant numbers of people; have a significant impact on any natural, cultural, recreational, historic or other resource; cause significant air, noise, or water quality impacts; have significant impacts on travel patterns; or otherwise have significant environmental impacts (either individually or cumulatively).

III. Project Information Required for CEs and DCEs

- 1. If you selected "Yes" in Part II.B Does the project type fall into any of the following Categorical Exclusions (CEs)? above, and checked any of the CE options under 23 CFR Part 771.118(c)(1 through 16):
 - a) Complete Part III.A Detailed Project Description below.
 - b) Review the remaining subject areas (Part III.B Location and Zoning Part III.AA Related Federal and State/Local Actions). If any of these subject areas is relevant to demonstrating your project has no significant impacts or unusual circumstances, please enter a brief description within the box for that subject area, otherwise enter "N/A".
 - c) Complete the "Submitted By" and "Date" boxes at the end of the form and submit electronically to your assigned FTA Region 10 Grant Representative according to the instructions at the end of this form.
- 2. If you selected "Yes" in Part II.C Does the project type appear similar to any of the following Documented Categorical Exclusion (DCE) examples? above, and checked any of the DCE examples under 23 CFR Part 771.118(d)(1 through 8):
 - a) Complete Part III.A Detailed Project Description below.
 - b) Complete each of the remaining subject areas (Part III.B Location and Zoning Part III.AA Related Federal and State/Local Actions) that are relevant to your project. Depending on the details of your project, some of the subject areas may not be applicable. In such cases, no discussion is needed, simply enter "N/A". You may reference and attach documents prepared for other purposes (e.g., public meetings) if they are helpful.
 - c) Complete the "Submitted By" and "Date" boxes at the end of the form and submit electronically to your assigned FTA Region 10 Grant Representative according to the instructions at the end of this form.

NOTE: The subject areas list below is not all-inclusive. If your project has the potential to cause impacts to resources which are not listed below, please provide supplemental information about those potential impacts.

A. Detailed Project Description

Please describe the project and explain how it satisfies the "Purpose and Need for Project", as provided in **Part I. Project Description**.

Please see attached narrative.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Identify any critical resource areas (historic, cultural, or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, hotels, etc.). Briefly describe the project area's zoning and indicate whether the proposed project is consistent with it. Briefly describe the community (geographic, demographic, economic, and population characteristics) in the project vicinity.

The project is located on an existing unimproved city-owned dirt parking area that is zoned Civic and is central to McCall's downtown business core and immediately adjacent to other civic uses including the McCall Transit Center, McCall Senior/CommuPeasenity Center, McCall Public Library, Central District Health offices, and McCall City Hall. The proposed multi-modal Park & Ride facility is consistent with the underlying zoning and existing uses.

C. Traffic

Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes, and coordination with relevant agencies, if applicable.

This project will improve traffic circulation and safety by defining a bus turn around area that of sufficient size and turn radius while also providing ADA compliant sidewalk to protect pedestrians and persons with disabilities from bus and vehicle traffic. More details are provided in the attached.

D.	Aesthetics Will the project have an adverse effect on scenic views, or scenic viewpoints? ☑ No ☐ Yes If Yes, please describe.
	Will the project substantially degrade the existing visual character or quality of the site and its surroundings? ☑ No ☐ Yes If Yes, please describe.
	Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area? ☐ No ☐ Yes If Yes, please describe.

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E.	Air Quality Does the project have the potential to have a negative impact on air quality?
	⊠ No
	☐ Yes
	If Yes, please describe.
	Is the project located in an EPA-designated non-attainment or maintenance area? (For additional information, see the EPA webpage "Nonattainment Areas for Criteria Pollutants" here: https://www.epa.gov/green-book .)
	⊠ No
	☐ Yes
	If Yes, please indicate the criteria pollutant and contact your assigned FTA Region 10 Grant Representative to determine if a "hot spot analysis" is necessary. Carbon Monoxide (CO) Ozone (O ₃) Particulate Matter (PM ₁₀ or PM _{2.5})
	If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
	□ No
	☐ Yes
	If Yes, please provide the date of U.S. Department of Transportation conformity finding.
F.	Coastal Zone Is the proposed project located in a designated coastal zone management area? (For additional information on Coastal Zones, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0 . Also, see the National Oceanic and Atmospheric Administration [NOAA] webpage "The National Coastal Zone Management Program" here: https://coast.noaa.gov/czm/ .) \[\times \text{No} \text{ No} \] \[\times \text{Yes} \text{ No} \]
	If Yes, please describe coordination with your appropriate State agency regarding consistency with the coastal zone management plan and attach the State finding, if available.

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G. Environmental Justice

Determine the presence of minority and low-income populations (business owners, land owners, and residents) within a quarter-mile of the project area. Indicate whether the project will have disproportionately high and adverse effects on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations. Please see Environmental Justice Policy Guidance for Federal Transit Administration Recipients here: https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/environmental-justice-policy-guidance-federal-transit.

This project will not create adverse effects on minority or low-income populations. The project is located on an existing civic campus in the McCall downtown business core.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain? (For additional information on Floodplains, see the Water Resources Standard Operating Procedures on FTA's website here:

https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0. Also, see the FEMA Flood Mapping Products webpage here: https://www.fema.gov/flood-mapping-products.)

No
Yes

If Yes, please describe potential impacts, indicate if the project will impact the base flood elevation, and include or link to the FEMA Flood Insurance Rate Map (FIRM) with the project location identified.

I.	Hazardous Materials Is there any known or potential contamination at the project site? This may include, but is not limited to, lead/asbestos in existing facilities or building materials; above or below ground fuel storage tanks; or a history of industrial uses of the site. No If No, please describe steps taken to determine the absence of hazardous materials on the site.
	☐ Yes
	If Yes, please describe steps taken to determine the presence of hazardous materials on the site. Please also describe any mitigation and clean-up measures that will be taken to remove hazardous materials from the project site. If the project includes property acquisition, identify if a Phase I Environmental Site Assessment for the land to be acquired has been completed and the results. (For additional information on Hazardous Materials, see the Consideration of Contaminated Properties including Brownfields Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/consideration-contaminated-properties-including. Also, for additional information on Phase I Environmental Site Assessments, see the ASTM International webpage "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessments Phase I Environmental Site Assessments: Phase I Environmental Site Assessment Process" here: https://www.astm.org/Standards/E1527.htm .)
J.	Navigable Waterways Does the proposed project cross or have the potential to impact a potentially navigable waterway? (Waterway navigability can be defined by the U.S. Army Corps of Engineers, the U.S. Coast Guard, Congress, or the federal courts. For additional information on Navigable Waterways, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0.) No Yes If Yes, please describe potential impacts and any coordination with the U.S. Army Corps of Engineers or the U.S. Coast Guard.

K.	Noise and Vibration							
	Does the project have the potential to increase noise or vibration?							
	⊠ No							
	Yes, please describe the impact(s) and provide map(s) identifying sensitive receptors such as schools, hospitals, parks, residences, and hotels. If the project will result in a change in noise and/or vibration sources, you must conduct an analysis following the guidance in FTA's Transit Noise and Vibration Impact Assessment Manual here: https://www.transit.dot.gov/research-innovation/transit-noise-and-vibration-impact-assessment-manual-report-0123 .							
L.	Prime and Unique Farmlands							
	Does the project involve the use of any prime or unique farmlands, as defined by the U.S.							
	Department of Agriculture (USDA)? (For additional information, see the document "Prime and Unique Farmlands" at the USDA webpage here:							
	https://efotg.sc.egov.usda.gov/references/public/VA/PrimeandUniqueFarmlands.pdf.)							
	⊠ No							
	☐ Yes							
	If Yes, please describe potential impacts and any coordination with the Natural Resources Conservation Service of the USDA.							

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Historic and Cultural Resources Impacts to cultural, historic, or recreational properties may trigger Section 106 consultation, tribal consultations, and/or a Section 4(f) evaluation, requiring consideration of avoidance alternatives. (For additional information on Section 106, see the Section 106 Process Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-106-process-standard-operating-procedures . For additional information on Section 4(f), see the Section 4(f) Evaluations Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-4f-evaluations .) Does the project involve any ground disturbing activities?
∑ Yes
If Yes, please provide the approximate maximum ground disturbance depth and extent. Also, please provide information on any previous ground disturbance at the project site.
The project will include surface re-grading of an existing non-landscaped gravel parking lot of approximately 1.6 acres and minor spot excavation to prepare the site for construction of sidewalk connections, landscaping and EV charging units. No existing landscaping, trees, or buildings will be altered.
Are there any historic resources at the project site or in the vicinity of the project?
⊠ No
☐ Yes
If Yes, please attach photographs of structures more than 45 years old that are within or adjacent to the project site and describe any direct or indirect impacts the project may cause.
Biological Resources Are there any species located within the project vicinity that are listed as threatened or endangered under the Endangered Species Act? Determine this by obtaining lists of threatened and endangered species and critical habitat from the U.S. Fish and Wildlife Service and the National Marine Fisheries Service. (For additional information on Biological Resources, see the Biological Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-programs/environmental-programs/biological-resources-standard-operating-procedures.) No Yes If Yes, please identify the species, and also describe any critical habitat, essential fish habitat, or other ecologically sensitive areas within or near the project area.

О.	Recreational Resources Is the project located in or adjacent to a park or recreation area? (For additional information on Recreational Resources, see the Section 4(f) Evaluations Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-4f-evaluations .) □ No □ Yes
	If Yes, please provide information on potential impacts to the park or recreation area. Please also indicate if the park involved Land and Water Conservation Fund Act funding (Section 6(f)) (For additional information on the Land and Water Conservation Fund Act, see the National Park Service's Land and Water Conservation Fund webpage here: https://www.nps.gov/subjects/lwcf/index.htm .)
	A recreational non-motorized pathway exists along the southern boundary of the project limits. This project will not alter this recreational resource, which was constructed with support from the Land and Water Conservation Fund program. The proposed project will, instead, complement this recreational pathway by providing ADA compliant sidewalk connections and pedestrian crossings to/from this recreational resource.
P.	Seismic and Soils Are there any unusual seismic or unstable soil conditions in the project vicinity? If so, indicate on a project map and describe the seismic standards to which the project will be designed. No Yes If Yes, please describe the conditions.

Ω.	Water Quality Does the project have the potential to impact water quality, including during construction? (For additional information on Water Quality, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0 .)
	⊠ No
	☐ Yes
	If Yes, please describe potential impacts as a result of the project and your agency's Best Management Practices to manage/mitigate these impacts.
	Will there be an increase in new impervious surface or restored impervious surface?
	☐ No
	If Yes, please describe potential impacts and proposed treatment for stormwater runoff.
	The project includes paving an existing gravel drive and parking area. Best Management Practices will be used during construction. When completed, the project will the stormwater system by directing project area runoff into an existing and approved regional stormwater system.
	Is the project located within the vicinity of an EPA-designated Sole Source Aquifer (SSA)? (For additional information on Sole Source Aquifers including an interactive map, see the EPA's Sole Source Aquifers for Drinking Water webpage here: https://www.epa.gov/dwssa .)
	⊠ No
	☐ Yes
	If Yes, please provide the name of the aquifer for which the project is located and describe any potential impacts to the aquifer. Also, please provide the approximate amount of new impervious surface created by the project. (Attach a completed FTA Region 10 SSA Worksheet and submit it along with this CE worksheet, if applicable.)
₹.	Wetlands Will the project temporarily or permanently impact wetlands or require alterations to streams or waterways? (For additional information on Wetlands, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0.) No Yes If Yes, please describe potential impacts.

S.	Construction Impacts Describe the construction plans, and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property. In accordance with McCall City Code, all construction will occur within the hours of 7:30 am and 10:00 pm to minimize construction noise impacts. No utility disruptions are anticipated. Contractor will be required to manage disposal, ensure dust abatement and install appropriate BMPs in accordance with local, state and federal policies.
Т.	Cumulative and Indirect Impacts Are cumulative and indirect impacts likely? ☑ No ☐ Yes,
	If Yes, please describe the reasonably foreseeable impacts:
	a) Cumulative impacts (which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency – Federal or non-Federal – or person undertakes them. Cumulative impacts can result from individually minor but collectively significant actions taking place over a time period.)
	b) Indirect impacts (which are caused by the action but are later in time or farther removed in distance, yet are still reasonably foreseeable. Indirect impacts may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water, and other natural systems, including ecosystems.)
U.	Property Acquisition Will the project acquire any real properties?
	No
	If Yes, please indicate whether the property acquisition will result in relocation of businesses or individuals. (Note : For real property acquisitions valued over \$1,000,000, FTA concurrence in the property's appraisal/valuation is required. Please contact your assigned FTA Region 10 Grant Representative if you have any questions.)

V.	Energy Does the project include construction or reconstruction of a building, identify measures to conserve energy which will be employed? (This includes building materials and techniques used for construction; special innovative conservation features; fuel use for heating, cooling, and operations; and alternative renewable energy sources.) No Yes If Yes, please describe.
W.	Public Involvement Please describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public meetings (e.g., board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project. The McCall Civic Center Park & Ride project design concept and scope was reviewed and
	approved at a properly noticed public meeting of the McCall City Council. This meeting was advertised via the local newspaper of record, social media, and website news posts and included an opportunity for public comment. No comment, in support or opposed, was received. The project as approved unanimously by the elected officials.
Χ.	Mitigation Measures Please describe all measures to be taken to mitigate project impacts, both during construction and operation.
	During construction, contractor will be required to manage disposal, ensure dust abatement and install appropriate BMPs in accordance with local, state and federal policies. No mitigation measures will be necessary post-construction.
Y.	Other Federal Actions Please provide a list of other federal NEPA actions related to the proposed project or in the vicinity, if applicable. None.
Z.	State and Local Policies and Ordinances Is the project in compliance with all applicable state and local policies and ordinances? No If No, please describe the non-compliance.
	∀es

AA.	Related Federal and State/Local Actions
	Check all that apply below.
	Corps of Engineers Permit (e.g., Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act)
	Coastal Zone Management Certification
	☐ Critical Area Ordinance Permit
	 Endangered Species Act and Magnuson-Stevens Fishery Conservation and Management Act Consultation
	☐ Floodplain Development Permit
	☐ Forest Practices Act Permit
	Hydraulic Project Approval
	☐ Local Building or Site Development Permits
	☐ Local Clearing and Grubbing Permit
	☐ National Pollutant Discharge Elimination System General Construction Permit
	☐ Shoreline Permit
	Solid Waste Discharge Permit
	☐ Sole Source Aquifer Consultation (Safe Drinking Water Act of 1974)
	Section 4(f) (Historic or Recreational Properties; Wildlife Refuges)
	 Section 6(f) (Recreational Properties with Land and Water Conservation Fund Act funding)
	☐ Section 106 Consultation (National Historic Preservation Act)
	Stormwater Site Plan (SSP)
	☐ Temporary Erosion and Sediment Control Plan (TESC)
	U.S. Coast Guard Permit
	☐ Water Rights Permit
	☐ Water Quality Certification - Section 401 of the Clean Water Act
	☐ Tribal Consultation or Permits (if any, describe below)
	☐ Other
	Others (Please describe, if applicable):

Please submit this completed form and any attachments electronically to fta.tro10mail@dot.gov and cc: your assigned FTA Region 10 Grant Representative. Please contact the FTA Region 10 Office if you are unsure about these procedures or have any questions.

Federal Transit Administration, Region 10

915 2nd Avenue, Suite 3142 Seattle, WA 98174-1002 **Phone**: (206) 220-7954

Sole Source Aquifer Checklist

PROJECT NAME: McCall Civic Center Park & Ride

NAME OF SOLE SOURCE AQUIFER OR SOURCE AREA: N/A – No Sole Source Aquifers exist in the project area – see attached EDA map of Idaho Sole Source Aquifers.

1. Location of project:

Immediately adjacent to the McCall Transit Center at 210 E. Park St. McCall, Idaho.

- 2. Project description. N/A
- 3. Is there any increase of impervious surface? If so, what is the area? N/A
- 4. Describe how storm water is currently treated on the site? N/A
- 5. How will storm water be treated on this site during construction and after the project is complete? N/A
- 6. Are there any underground storage tanks present or to be installed? Include details of such tanks. N/A
- 7. Will there be any liquid or solid waste generated? If so how will it be disposed of? N/A
- 8. What is the depth of excavation? N/A
- 9. Are there any wells in the area that may provide direct routes for contaminates to access the aquifer and how close are they to the project? N/A
- 10. Are there any hazardous waste sites in the project area....especially if the waste site has an underground plume with monitoring wells that may be disturbed? Include details. N/A
- 11. Are there any deep pilings that may provide access to the aquifer? N/A
- 12. Are Best Management Practices planned to address any possible risks or concerns? N/A
- 13. Is there any other information that could be helpful in determining if this project may have an affect on the aquifer? N/A
- 14. Does this Project include any improvements that may be beneficial to the aquifer, such as improvements to the wastewater treatment plan? N/A

The EPA Sole Source Aquifer Program may request additional information if impacts to the aquifer are questionable after this information is submitted for review.

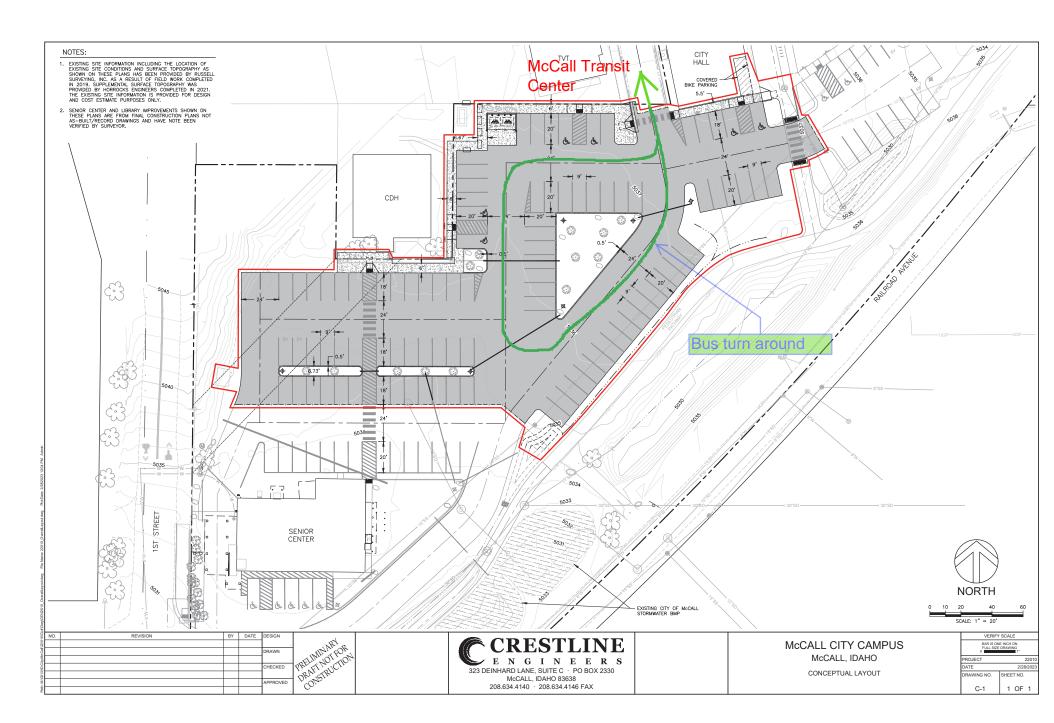


Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
☑ Fixed Route
☐ Deviated Fixed Route
☑ Demand/ Response
2. Service Area (Check one)
□ City
□ County
□ Multi-County
☑ Other (Please Specify): Mountain Community Transit, operated by Treasure Valley Transit, provides fixed and flag stop routes within the city of McCall, commuter routes to neighboring cities of Cascade and New Meadows, and winter routes to Brundage Mountain ski resort.
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☑ Intercity Carriers
☐ Airports/ Trains
☐ Other transit operators in your region (please list below):
None.
TWOILE.
4. Ridership:
Estimate the average number of rides: Per Day Per Year 38,211 (FY22)
Briefly describe your ridership over the last two years: -
Ridership increased 33% from 2021 to 2022, but is still well short of capacity. 37% of ridership is within the McCall city limits and is used by visitors and residents to reach local businesses and services. Regional intercity service is used primarily by employees of McCall businesses and for access to services not otherwise available.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
The Mountain Community Transit Red Line free public transportaiton service within the city of McCall runs daily 7:00 am to 7:00 pm

McCall Civic Campus Park & Ride Vicinity Map







CITY OF McCALL

CIVIC CAMPUS PARK & RIDE IMPROVEMENTS

Crestline Engineers

Base Bid	Bid Tabulation Summary				Engineer's Estimate			nate
BID				ESTIMATED				
ITEM	SPEC REFERENCE	ITEM DESCRIPTION	UNIT	QUANTITY		UNIT PRICE		AMOUNT
1	201.4.1.D.1.A	Removal of Asphalt	SY	1700	\$	6.25		10,625.00
2	201.4.1.D.1.B	Removal of Concrete	SY	66	\$	56.25		3,712.50
3	201.4.1.F.1.A	Removal of Roadway Sign	EA	2	\$	125.00	_	250.00
4	201.4.1.F.1.B	Remove and Reset Roadway Sign	EA	2	\$	375.00		750.00
5	202.4.1.A.1	Excavation	CY	2500	\$	36.88	_	92,187.50
6	202.4.5.A.1	Unsuitable Material Excavation	CY	50	\$	81.25	_	4,062.50
7	202.4.6.A.1	Borrow (Imported)	CY	110	\$	18.75	\$	2,062.50
8	202.4.8.A.1	Dust Abatement Water	MG	135	\$	106.25	_	14,343.75
9	206.4.1.B.1	Seeding	AC	0.1	\$	11,250.00		1,125.00
10	206.4.1.C.1	Mulching	AC	0.1	\$	3,750.00	\$	375.00
11	206.4.1.E.1	Mulch Anchoring (tack)	AC	0.1	\$	1,875.00	_	187.50
12	307.4.1.K.7	Soft Spot Repair Crushed Aggregate Base Material	CY	50	\$	78.75		3,937.50
13	706.4.1.A.3	6" Vertical Curb (No Gutter)	LF	545	\$	62.50		34,062.50
14	706.4.1.A.7	Curb and Gutter, Type II	LF	29	\$	68.75		1,993.75
15	706.4.1.E.1	Concrete Sidewalks, Thickness 5"	SY	350	\$	118.75	\$	41,562.50
16	706.4.1.H.1.A	Pedestrian Ramp with No Landing, Mid Block	EA	3	\$	3,750.00		11,250.00
17	706.4.1.H.1.B	Pedestrian Ramp w/Detectable Warning Domes, Modified Type A1	EA	3	\$	3,750.00	_	11,250.00
18	706.4.1.H.1.C	Detectable Warning Domes	EA	3	\$	1,875.00		5,625.00
19	802.4.1.A.1.A	Crushed Aggregate for Base Type I	CY	525	\$	97.50		51,187.50
20	802.4.1.A.1.B	Crushed Aggregate for Base Type II	CY	1540	\$	78.75		121,275.00
21	810.4.1.A.3	Plant Mix Pavement, SP-2, PG64-34, 2.5" Thickness	SY	4155	\$	35.00	\$	145,425.00
22	1001.4.1.A.1	Sediment Control	LS	1	\$	8,125.00	\$	8,125.00
23	1007.4.1.A.1	Topsoiling, 4" Thickness	SY	435	\$	18.75	\$	8,156.25
24	1102.4.1.A.1	Street Light and Pole, City of McCall Standard	EA	6	\$	5,250.00	\$	31,500.00
25	1102.4.1.D.1.A	Wire Conductor, Type TBD for Street Lights	LF	700	\$	9.38	\$	6,562.50
26	1102.4.1.D.1.B	Wire Conductor, Type TBD for Light Pole Receptacles	LF	700	\$	9.38	\$	6,562.50
27	1102.4.1.E.1.A	Conduit, Size 2", RPC for Street Light	LF	505	\$	18.13	\$	9,153.13
28	1102.4.1.E.1.B	Conduit, Size 4", RPC for EV Charging Stations	LF	50	\$	31.25	\$	1,562.50
29	1102.4.1.E.1.C	Conduit, 4" Sched 80 PVC Irrigation Sleeve	LF	185	\$	36.25	\$	6,706.25
30	1102.4.1.F.1	Junction Box (Illumination)	EA	8	\$	1,750.00	\$	14,000.00
31	1102.4.1.G.1	Service Pedestal	EA	1	\$	7,500.00	\$	7,500.00
32	1102.4.1.H.1	Utility Service and Connection Fee, IPCO EV Transformer	CA	1	\$	75,000.00	\$	75,000.00
33	1103.4.1.A.1	Construction Traffic Control	LS	1	\$	6,250.00	\$	6,250.00
34	1104.4.1.A.1	Pavement Line Paint or Painted Pavement Markings	SF	1350	\$	2.88	\$	3,881.25
35	1105.4.1.A.1.A	Permanent Signing	SF	42.00	\$	50.00	\$	2,100.00
36	1105.4.1.A.1.B	Accessibility Signage	LS	1.00	\$	10,000.00	\$	10,000.00
37	1105.4.1.C.1	Steel Sign Posts	LB	290	\$	6.44	\$	1,866.88
38	1105.4.1.D.1	Anchor Assembly	EA	7	\$	350.00	\$	2,450.00
39	2010.4.1.A.1	Mobilization	LS	1	\$	141,203.39	\$	141,203.39
40	2030.4.1.A.1	Manhole, Sanitary Sewer, Adjust to Grade	EA	1	\$	4,125.00	\$	4,125.00
41	2030.4.1.D.1	Miscellaneous Utility, Adjust to Grade, RAPID Comm Box	EA	1	\$	2,500.00	\$	2,500.00
42	2050.4.1.C.1	Subgrade Separation Geotextile, Type II	SY	50	\$	2.50	\$	125.00
43	SP-1	Silane-40 Concrete Sealer	SY	495	\$	35.31	\$	17,479.69
44	SP-2	Boulders, 48" Diameter	EA	7	\$	1,125.00	\$	7,875.00
45	SP-3	Surveying	LS	1	\$	12,500.00	\$	12,500.00
46	SP-4	Directed Survey (Contingency Allowance)	CA	1	\$	1,250.00	\$	1,250.00
47	SP-5	Light Pole Bases (Parking Lot Lighting)	EA	6	\$	3,125.00	\$	18,750.00
48	SP-6	Trash Enclosure	EA	1	\$	15,625.00	\$	15,625.00
49	SP-7	Remove and Reset Trash Enclosure	EA	1	\$	8,125.00	\$	8,125.00
50	SP-8	Covered Bike Storage	EA	1	\$	15,625.00	\$	15,625.00
51	SP-9	Irrigation System	LS	1	\$	62,500.00	\$	62,500.00
52	SP-10	Trees	EA	13	\$	1,250.00		16,250.00
						Base Bid Subtotal:	\$	1,082,559.33
				Final Enginee	ring [Design and CE&I (20%)	\$	216,511.87
						Contingency (25%)	_	270,639.83
				Total Ac	ljuste	ed Engineers Estimate:	\$	1,569,711.03



216 East Park Street McCall, Idaho 83638

Phone 208-634-7142 Fax 208-634-3038

www.mccall.id.us

January 12, 2024

Idaho Transportation Department Public Transportation Office PO Box 7129 Boise, ID 83707-1129

RE: 5339 Bus and Bus Facilities

Dear Grants Review Committee,

The City of McCall is pleased to partner with the Idaho Transportation Department, Treasure Valley Transit and Central District Health to apply for 5339 Bus and Bus Facilities grant funding to create a public Park and Ride site in downtown McCall immediately adjacent to the McCall Transit Center, City Hall, Central District Health, and the McCall Public Library.

Currently, this city-owned parcel is unimproved with dirt surfacing, uneven grading, no designated parking spots, no ADA or pedestrian access, no lighting for nighttime safety and navigation, and no defined routes to facilitate bus circulation.

By making the proposed surfacing, bus tum-around route, ADA access, pedestrian connections, covered bicycle storage, lighting, and EV charging improvements to the public parking lot immediately adjacent to the McCall Transit Center and other crucial community facilities, the proposed project will:

- · Improve economic opportunity by linking public transit to downtown businesses; and
- Provide cost-effective and sustainable transportation options for locals and visitors alike;
 and
- · Reduce traffic congestion and alleviate parking demand in peak tourism seasons, and
- Help to mitigate environmental impacts associated with transportation by reducing single vehicle trips.

The City of McCall appreciates your consideration of this grant request and, if funded, is committed to providing a local match amount of \$167,942.

Hiles

Sincerely,

Robert S. Giles, Mayor

December 18,2023

Idaho Transportation Department Public Transportation Office PO Box 7129 Boise, ID 83707-1129

RE: 5339 Bus and Bus Facilities

Dear Grants Review Committee,

Please accept this letter as confirmation of the McCall Redevelopment Agency's enthusiastic support and funding match commitment for the City of McCall's 5339 Bus and Bus Facilities grant funding request to improve the civic campus in downtown McCall immediately adjacent to the McCall Transit Center into a multi-modal public Park and Ride facility located within the Agency's Downtown West Urban Renewal Project Area.

The McCall Redevelopment Agency (MRA)'s Urban Renewal Plan for the Downtown West Urban Renewal Project Area defines goals that align with the proposed project including the construction and maintenance of public parking facilities (goal o.), and improvements to pedestrian crossing facilities and parking facilities (goal a.).

By making the proposed surfacing, bus turn-around route, ADA access, pedestrian connections, covered bicycle storage, lighting and EV charging improvements to the currently dirt unimproved public parking lot, the project will promote healthy and sustainable active transportation options, increase access for people using the regional and local bus systems, and help to support the economic development of the Downtown West Urban Renewal Project Area.

We look forward to the opportunity to collaborate with the City of McCall on this effort and, if the grant is awarded, will provide up \$100,000 in matching funds for the project.

Thank you for your consideration.

Sincerely,

Mike Maciaszek, Chair

McCall Redevelopment Agency



December 8, 2023

Idaho Transportation Department Public Transportation Office PO Box 7129 Boise, ID 83707-1129

RE: Grants for Buses and Bus Facilities

Dear Grants Review Committee,

Please accept this letter as confirmation of Central District Health's (CDH) enthusiastic support and funding match commitment for the City of McCall's 5339 Buses and Bus Facilities grant funding request to improve the civic campus in downtown McCall immediately adjacent to CDH's McCall office and the McCall Transit Center into a multi-modal public Park and Ride facility.

CDH is one of seven public health districts within the state of Idaho, serving Ada, Boise, Elmore, and Valley counties. The health districts were established in 1970 under Idaho Code to ensure essential public health services are made available to protect the health of all citizens of the state - no matter how large or small their county population. With a vision of "Healthy People in Healthy Communities," CDH's emphasis is on decreasing risk factors for chronic disease, improving quality of life and increasing the years of healthy life among residents. The proposed project aligns with CDH priorities by encouraging Valley County residents and visitors to park their cars and use alternative transportation such as public transit, bicycles and/or walk.

By making the proposed surfacing, bus turn-around route, ADA access, pedestrian connections, covered bicycle storage, lighting and EV charging improvements to the currently dirt unimproved public parking lot, the project will promote healthy and sustainable active transportation options. It will also make CDH's local office and programs easier to access for people using the regional and local bus systems, participating in programs at the Senior Center, and/or people with mobility challenges.

We look forward to the opportunity to collaborate with the City of McCall and will provide \$44,000 in matching funds for the project.

Thank you for your consideration.

Sincerely

Russell A. Duke, District Director



November 27, 2023

Idaho Transportation Department **Division of Public Transportation** P.O. Box 7129 Boise, Idaho 83707

RE: FY2024-2026 Grants for Busses and Bus Facilities

Dear grant review panel,

On behalf of Treasure Valley Transit, I am writing to express enthusiastic support for the Idaho Transportation Department and City of McCall's request for FTA Busses and Bus Facilities grant funding to create a public Park and Ride site in downtown McCall immediately adjacent to the McCall Transit Center.

Treasure Valley Transit operates Mountain Community Transit, the local public transit provider for McCall, Idaho, and the surrounding West Central Mountains region. As a transit company with a longstanding commitment to serving rural communities, we understand the unique challenges and opportunities that come with providing transportation options in these areas and are committed to promoting sustainable transportation options that benefit both the community and the environment.

The lack of transportation options in rural areas can be a major barrier to economic growth and prosperity, as well as access to healthcare, education, and other essential services. At the same time, rural areas often have limited resources to develop multi-modal transportation infrastructure, making it essential that transit improvement projects, like the proposed Park and Ride facility, are supported by grant funding from agencies like yours.

By making the proposed surfacing, bus turn-around route, ADA access, pedestrian connections, covered bicycle storage, and EV charging improvements to the public parking lot immediately adjacent to the McCall Transit Center, the project will provide for improved economic opportunities and more sustainable transportation options for locals and visitors alike. Users would be able to park their cars in a designated area and then use public transportation destinations throughout the region. This would not only save time and money, but it would also reduce traffic congestion, alleviate parking demand in peak tourism seasons, and help to mitigate environmental impacts associated with transportation.

We look forward to the opportunity to collaborate with the City of McCall on this project and provide the transportation services needed to make it a success.

Thank you in advance for your consideration.

Sincerely,

Terri Lindenber **Executive Director**

Treasure Valley Transit, Inc.



Pete Buttigieg, U.S. Secretary of Transportation U.S. Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590

RE: FTA FY23 Grants for Busses and Bus Facilities

Dear Secretary Buttigieg,

This letter confirms that the West Central Mountains Economic Development Council supports the collaborative effort of the City of McCall and Treasure Valley Transit (TVT) to improve transit-related facilities in McCall.

TVT operates our regional public transit network, which provides vital alternative transportation connections between the communities and key destinations of the West Central Mountain region of Idaho. By making the identified surfacing, ADA access, pedestrian connections, covered bicycle storage, and EV charging improvements to the public parking lot immediately adjacent to the McCall Transit Center, the project will provide for improved economic opportunities and more sustainable transportation option for locals and visitors alike.

As the regional economic development voice for the West Central Mountains, we appreciate TVT and the City's efforts to create a Park and Ride facility in McCall's downtown core that contributes to a more livable, sustainable, and economically vibrant region.

Sincerely,

Dylan Martin

President

West Central Mountain Economic Development Council

Date: 3/15/20223



March 15, 2023

Pete Buttigieg, U.S. Secretary of Transportation U.S. Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590

Re: FTA Busses and Bus Facilities Grant

Dear Secretary Buttigieg,

This letter is on behalf of the McCall Area Chamber of Commerce and Visitors Bureau (MACCVB) Board of Directors in support of the City of McCall's request for FTA Busses and Bus Grant Funding to create a public park and ride site in downtown McCall immediately adjacent to the McCall Transit Center.

The MACCVB is the concerted voice of local businesses and organizations, promoting and protecting their interests as well as the interests of the community at large. We are committed to sustaining a healthy community with a sought-after quality of life that features year-round recreational opportunities and a thriving economic climate.

McCall, Idaho, is located on the shores of picturesque Payette Lake surrounded by national forest and the 2nd largest contiguous wilderness area in the lower 48 states. The community is within a short drive of two world-class ski resorts, one of which has been coined "the best snow in Idaho."

However, parking availability for personal vehicles has become a challenge during peak tourism seasons and community gatherings.

Having an improved, central, *Park and Ride* area will alleviate this problem by providing convenient public parking with direct access to public transit, pathways, and downtown businesses.

The MACCVB fully supports the proposed project and encourages your organization to provide the necessary resources to move this project forward. We are committed to collaborate with Treasure Valley Transit, City of McCall, and other stakeholders to bring this important project to fruition. Thank you for your consideration.

Sincerely,

The McCall Area Chamber of Commerce & Visitors Bureau Board of Directors

Julie Whitescarver

Signed on behalf of Julie Whitescarver, Director, McCall Area Chamber of Commerce

P.O. Box 350 | 605 N. 3rd Street | McCall, ID 83638 P: 208.634.7631



January 12, 2024

Mr. Sam Carroll ITD-Public Transportation PO Box 7129 Boise, Idaho 83707-1129

RE: 2024-2026 5339 Rural Congressional Application

Dear Sam,

It is our pleasure to submit the attached application for 5339 Capital Funding. The FTA Formula Grant makes resources available to 5339 grant recipients for Capital projects. The project scope is for the purchase of replacement CNG cylinder tanks for 3 medium duty ADA buses currently used in our demand response system.

By funding this grant submission ITD will also ensure the TVT "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful.

I look forward to the opportunity to work with ITD staff to ensure that all necessary information has been submitted and address any questions that may offer clarification. Thank you for your time and consideration in this important application.

Sincerely,

Debbie Maxwell Assistant Director

Treasure Valley Transit, Inc.

Delle Maprell

1136 W. Finch Drive

Nampa, Idaho 83651 Office: 208-463-9111

Application Information Form

Applicant: Treasure Valley Transit, Inc.		
Authorized Representative: Debbie Maxwell		
Address: 1136 W. Finch Drive, Nampa ID 83651		
Phone: 208-463-9111		
Email Address: debbie@treasurevalleytransit.com		
DUNS #: 884972332		
Architect/Engineer/Planner if applicable: (Contact Name): Not	Applicable	
Phone:		
Address:		
PROJECT TYPE (MARK ONE)		
Facility Construction	Replacement Vehicle Purchase	
Infrastructure Construction	Expansion Vehicle Purchase	
Facility Renovations	X_ Vehicle Rehabilitation	
ADA Accessibility	Transit Related Technology	
Planning	Transit Related Equipment	
Marketing	Other	
TOTAL PROJECT COST: \$37,500		

FEDERAL SHARE: \$30,000 LOCAL MATCH: \$7,500

Section 1: Project Description

- a) FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose.
 - The FTA 5339 Formula Grant makes resources available to States and designated recipients to replace, rehabilitate, and purchase buses and related equipment. This project meets this FTA funding source program purpose by purchasing replacement CNG cylinder tanks for 3 buses currently used on the demand response system.
- b) ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities
 - By funding this project ITD will ensure safety and security by funding Preventative Maintenance for existing buses utilized for existing service to maintain vehicles in a State of Good Repair and also preserve the existing public transportation network.
- c) Application Scope of Work: Describe in detail the scope of work for the project you are proposing:
 - This project is to purchase replacement CNG cylinder tanks for 3 Compressed Natural Gas buses currently used in service on our demand response system.
- d) Contractor Information: Will this project use third party contractors?
 - Not Applicable

Section 2: Demonstration of Need

a) Service Area Level of Need:

The 3 Compressed Natural Gas (CNG) buses we have in our fleet are used daily in our demand response system. Performing a regular safety inspection of the CNG storage tanks is a critical maintenance requirement for CNG fuel systems. Damage from road debris can threaten the integrity of CNG tanks. Exposure to certain chemicals may cause corrosion and cracking as well.

Upon the recent inspection of the CNG tanks, one of the tanks failed the inspection and needed to be removed from the vehicle. This tank needs to be replaced immediately. We can safely keep the vehicle in service with one less tank. However, it does require the driver to fill the transit vehicle with compressed natural gas more frequently. This is not efficient and not cost-effective for operations.

CNG fuel tanks have a useful life of 15 to 20 years, depending on their construction and how they were certified by the original manufacturer. Because there is no way to safely "requalify" tanks for extended use, once a tank has reached its useful life it must be replaced. A CNG tank must be replaced by a qualified service facility with properly trained personnel and equipment.

Once funding is received, we will work with Valley Regional Transit Authority who has a CNG certified mechanic on staff to perform the defueling, decommissioning, and disposal of the failed tank and replace it with a new tank. The estimated cost of \$2,500 for the labor to install a new CNG tank is based on the costs we recently paid for the inspection and removal of the failed tank.

a) Sustaining existing service or expansion need:

The Idaho State Public Transportation Plan has four goals. One of the four goals identified is to preserve the existing public transportation network. Maintaining our current fleet of buses in service is critical to our existing operations. TVT needs to replace one of the CNG tanks immediately and needs to plan replacement if any of the other tanks may fail inspection in the future. The inspections are scheduled for inspection within 3 years or 36,000 miles. The current tanks are reaching the end of their expected useful life.

In addition to the State of Idaho plan each county and city we serve has an individual comprehensive and/or transportation plan. TVT has participated in planning meetings, public meetings, and sat on local committees to identify the needs of each of the communities we serve.

Canyon County has adopted the Metropolitan Planning Association (Compass) Communities in Motion 2040 Long Range Transportation Plan. This plan has identified not only a shortfall of funding to expand service, but it also identifies that the funding available will not even maintain the existing service by the year 2040.

The City of Nampa 2040 Comprehensive Plan identifies the need to improve public transportation offerings because of the anticipated growth of more than a million citizens by 2040.

The need for sustaining the current services TVT provides has been demonstrated by the community involvement, ridership and city and county funding. The need for additional service has been demonstrated in the planning efforts but the funding has not increased to enable that level of expansion.

b) Ridership History

Service	FY21	FY22	FY23	+/-
Demand Response	32,500	35,313	34,269	(3%)
Total Ridership	32,500	35,313	34,269	(3%)

Qualitative:

- Keep existing fleet operating in a safe and efficient manner
- Improve and maintain a professional and clean appearance of transit vehicles
- Reduction of mechanical breakdowns

Quantitative:

- Extend the useful life of transit buses by an extra two years
- Maintain existing level of service
- Reduce Safety Risks
 Improve driver and rider experience
- c) Asset Condition if applying for a vehicle: Not Applicable

Section 3: Project Planning

- a) Tie project to specific goals in ITD Statewide Public Transportation Plan:
 - 1. Ensure the Safety and Security of Public Transportation
 - TVT's priority is the safety and security of our employees and the passengers they serve. This is demonstrated through our policies and procedures that cover all aspects of operations from maintenance standards for the vehicles, training of employees, drug and alcohol testing program, etc. This information is available in our Personnel Manual, Driver Handbook, Title VI Plan, Safety and Security & Emergency Preparedness Plan.
 - 2. Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

TVT works closely with our elected officials and other agencies to advocate for a truly Multi-Modal system in the areas we serve. This includes bus, demand response, vanpool, bike, and pedestrian modes.

3. Preserve the Existing Public Transportation Network

TVT is seeking continued grant funding to preserve the existing services we provide.

4. Provide Transportation System that Drives Economic Opportunity

TVT works closely with the chambers of commerce, and other local businesses in order to promote public transportation and provide access to jobs which in turn spur economic growth.

- b) Describe the Project Development Process
 - 1. Community involvement from the city and county, chambers of commerce, local businesses, health and human service agencies and the potential passengers (i.e. advisory group, public hearings, social media, surveys etc.)
 - 2. Selection of the appropriate mode of transportation-fixed route, deviated fixed route or demand response service; van pool, ride share, or voucher program
 - 3. Funding mechanism:
 - 5339 Grant Program
 - City and County Funding



- Medicaid revenue
- Employer benefit for transit passes
- School district
- Advertising
- Seek State of Idaho Funding
- Private grants and foundations
- 4. Assure sustainability through stable funding
- 5. Monitoring and Evaluation of the service in an on-going manner
- 6. Route restructure as appropriate through input of all
- 7. Participate in the city and county development of master plans

For a successful service to be implemented and maintained by stable funding it is imperative that the planning process involves ongoing input from affected parties. Meaningful engagement ensures accountability, effective communications, and consistencies.

Describe efforts undertaken to coordinate with Minority and Low-Income Population

Treasure Valley Transit (TVT) operates using our Title VI Plan to outline TVT processes and procedures to comply with all Title VI laws and regulations. All employees receive training on Title VI laws and regulations. They all receive a copy of TVT Title VI Plan and commit to ensuring that no person is excluded from participation in. or denied the benefits of transit services on the basis of race, sex, LEP, disability, gender identity sexual orientation, age, color, or national origin, as protected by Title VI Civil Rights Act of 1964, Civil Rights Restoration Act of 1987 and subsequent related acts and FTA Circular 4702.1.

Community Outreach is a requirement of Title VI. Recipients and sub recipients shall seek out and consider the viewpoints of minority and low-income populations while conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of the recipient.

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

Public Meetings: TVT holds public and stakeholder meetings to introduce possible pilot projects, routes or schedules change when needed.



TVT will conduct a four-factor analysis:

- a. Determine the eligible Limited English Proficient (LEP) populations (Example: the data on percent of LEP's within the service area, i.e. 25% are Spanish LEP'S, etc.). This will be done through the use of EJScreen or information requested through COMPASS the metropolitan planning association for Southwest Idaho.
- b. Determine the frequency with which the LEP individuals come in contact with the program through the use of surveys, website, postings at local venues (i.e. churches, grocery stores, library, etc.) and public meetings (i.e. outside the Walmart, public Library, etc.)
- c. Identify the nature and importance of the program, activity or service provided to the LEP populations (i.e. scheduling information, riders guide, complaint forms, route changes due to construction, policies and procedures, etc.). TVT will take this information and conduct a survey of the LEP populations to determine what the communities identified think is most important.
- d. Cost does not prohibit TVT from providing language services through GOOGLE translate, in-house staff for Spanish speaking passenger's or interpretive call center for other languages and posting vital documents in Spanish on the TVT website.

Board Meetings: Treasure Valley Transit's Board of Directors meets the last Tuesday of every month, 9:00am, and the public is invited to attend.

TVT regularly attends Health and Human Services meetings in the cities, in which, it serves. In the past, TVT has used public hearings and public comment sessions for programs such as Transit Improvement Plan (TIP).

TVT also participates in community resource fairs and public marketing and outreach activities.

TVT submits to the Idaho Transportation Department an application for funding during the scheduled application periods. The application requests funding for both capital and operating assistance and a part of the application process requires public notice, which includes a 30-day public comment period.

• What is your plan to include Disadvantage Business Enterprises (DBE)

TVT will make a good faith effort to include Disadvantage Business Enterprises (DBE's) in this project. The first thing we will do is to search the Idaho Transportation Department Director for DBE's. https://itd.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp?XID=9178&TN=itd,



Identify any local Labor Unions

TVT is not affiliated with any labor unions in the rural areas that we serve. The Valley Regional Transit Authority contracts out their large and small urban services. They are represented by Local 378.

c) Please list the public participation efforts of this project up to the time of application submittal.

TVT is quick to take advantage of opportunities to publicly participate in local events. We take these opportunities to introduce our services and provide information to the public. For example, on June 10, 2023, we had an information booth at the KYMfest put on by the For You Network, Inc. at Lakeview Park in Nampa. This even highlighted the various community resources that are available but not necessarily known by the community at large. Several thousand were in attendance and our booth saw many visitors.

TVT uses electronic media resources to inform the public of our services and instructs people how to use them in each of our service areas. We have a website, treasurevalleytransit.com, a Facebook page and an X account, these are listed on all our brochures, schedules, and vehicles. Our services are marketed to each of our service areas in different ways. Each service is branded to facilitate local ownership by the residents, elected officials, and the business community. Advertisements for local services and/or events are placed in the local newspaper and local community magazines. TVT also belongs to the local chamber of commerce in Nampa.

- d) Provide Attachment B: Milestone Reporting (See attached documentation)
- e) Provide Attachment C (if applicable)

NEPA Worksheet (Not Applicable)
Sole Source Aquifer (SSA) (Not Applicable)
Rolling Stock Replacement Report (Not Applicable)

Section 4: Project Benefits/Evaluation

a. Improve safety.

The new CNG replacement tanks will ensure the existing public transportation services operating within District 3 continue to operate in a safe, dependable, and easily accessible manner.

Increased safety for drivers and vehicles, driver safety in our vehicles is of major importance. A well scheduled and executed preventative maintenance plan reduces vehicle downtime by up to 60% and helps achieve adequate performance. The most important benefit is extending the mechanical useful life of the current fleet which will be a necessity to maintaining current levels of transit service.

b. Improve mobility.

Mobility is an essential human need, no more or less vital to our existence than clean and safe air, water and food, as well as public safety and security. As such, mobility is a quality-of-life issue, and for those unable to provide their own mobility due to health, age, economic or other conditions, public transit can bridge the gap. Likewise, to ensure the well-being and future of our society, we have chosen to provide space for social programs to assist our community citizens in need. Often, those requiring human services rely on public transit to get them there.

The primary benefit of this project is the general population will receive the continuance of our current level of transit service without interruption. Ensuring them quality opportunity for mobility.

c. Support local economic development and expand economic opportunity.

TVT works closely with local businesses to educate them about the economic advantages of public transit. The tax benefits that they can receive and the benefit of stable transportation for their employees. Large businesses look at the transit options when deciding on what community they may want to locate to. The local Chambers of Commerce and the Department of Labor look to public transportation to offer these benefits to the business community.

a. TVT intends to continually evaluate success of the project as follows:

Treasure Valley Transit will continue to track and monitor the condition of vehicle assets by regularly conducting inspections as outlined in our Vehicle Preventative Maintenance Plan. This allows us to plan and budget to maintain and add continued value and life to our assets. Our inspections are conducted prior to going into any service. Any noted distresses will allow for proper planning, budgeting, and maintenance.



YOUR Safety · · · ▶ YOUR Mobility · · · ▶ YOUR Economic Opportunity

b. TVT collects data daily and reports to ITD monthly and to the Federal Transit Administration annually the following:

- Ridership
- Fares
- Mileage
- Services Miles and Hours
- Dead Head Miles and Hours
- Accidents (at fault or not at fault)
- Injuries
- Fatalities
- Complaints
- Other Incidents

Treasure Valley Transit will continue to track fleet performance by obtaining and analyzing the following Performance Metrics:

- Inspect for tire problems, low air, tread depth
- Inspect for wheel and rim problems, missing or loose lug nuts,
- Any leakage around outside of vehicle, underneath vehicle, and in the engine compartment
- All lights, blinkers, brakes, headlights etc... are working
- No cracks in windshield or mirrors
- Vehicle Body in good condition, nothing loose or flapping or dented
- Any exhaust system defects
- Any steering defects
- Any braking defects
- All emergency equipment on board
- Start engine and check all gauges
- Operate wheelchair lift to ensure working properly
- Complete the TVT Pre Trip and Post Trip Inspection form and report to supervisor any defects noted

c. TVT intends to sustain/maintain the project after the end of the grant period:

The Operations Supervisor keeps a file for each vehicle that includes a record of all repairs and vehicle inspections as well as their associated costs. All daily inspection forms are also kept on file. This helps to keep all maintenance records organized and allows the Operation Supervisor to collect data on a regular basis, identify any reoccurring problems, or concerns as well as ongoing costs. The Operations Supervisor tracks and schedules all upcoming preventative maintenance and annual DOT inspections as well as the CNG cylinder tank inspections. This allows for a minimization of maintenance related downtimes in the service schedule.

TVT has the capacity to carry out the project as proposed:

Executive Director: Terri Lindenberg has been with TVT since January 1992 when the Office of Rural Health Policy awarded a three-year grant to develop a Coordinated Transportation System in Canyon County and secure sustainable funding. TVT now serves a 10-county area, has thirty-five employees, and collaborates with multiple agencies. Terri's strength is in building partnerships and advocating for rural transportation on both the local and national stage.

Certifications: Certified Community Transit Manager CCTM and Certified Safety and Security Officer through the Community Transportation Association of America

Assistant Director: Debbie Maxwell has worked over 11 years in public transportation management and has been with TVT since May 2016. She oversees all aspects of TVT operations including but not limited to, procurement, fleet management, driver training and supervision of operational staff. In addition to these responsibilities she works closely with the Executive Director in the administration of TVT in the finance and grants departments.

Certifications: Certified Safety and Security Officer through the Community Transportation Association of America, Passenger Assistance Safety and Sensitivity Certified

Operations Supervisor: Fred Maxwell has been with TVT since January 2023 and brings extensive CDL transportation management experience as well as public transportation driving experience. Fred is directly responsible for supervising, evaluating, and training drivers. He is also responsible to ensure TVT Vehicle Maintenance Plan, TVT Facility Maintenance Plan, and the TVT Safety Security and Emergency Preparedness Plan are adhered to.

Certifications: Designated Employer Representative through Wienhoff Drug Testing, First Aid/CPR through the American Heart Association, Passenger Assistance Safety & Sensitivity Training certificate through the Community Transportation Association of America, Vehicle Maintenance Management and Compliance certified through Community Transportation Association of America.

Mobility Manager: Miranda Murray has been with TVT since January 2013 and brings extensive experience in dispatch, scheduling and coordinating services with various agencies in the 10-county area. Miranda's role as Mobility Manager oversees the dispatch and scheduling component and monitors for efficiencies. She works closely with the statewide Medicaid broker and the Department of Health and Welfare Medicaid Division. In addition, her skills in marketing, print material and knowledge of technology (dispatch software and hardware) have been instrumental.

Certifications: Certified Community Transit Supervisor; Certified Professional Dispatcher through the Community Transportation Association of America

Finance and Human Resource Manager: Rebecca Soto has been with TVT since September 2019 and has worked in both the private and non-profit sector since 2009. She began her career as a Staff accountant, Senior Audit Associate and Accounting Supervisor. She currently processes TVT's 5309, 5310, 5311 and 5339 grants with attention to detail and accuracy.

Education: Bachelor of Business Administration (BBA) in Accountancy 2013 and member of the national Society of Human Resource Managers (SHRM) and the Local Chapter

Day / Willis, CPA's: Tabbatha Willis prepares TVT's monthly Financial Statements for the TVT Board of Directors and provides direct oversight of the grant reimbursement process. TVT is proud to note a clean opinion without findings since we have been required to have an A-133 Annual Audit done by an independent Accounting Firm.

Section 5: Project Budget

Budget Narrative:

It is estimated the CNG tank replacement to include parts, taxes, shipping and labor for installation is \$12,500. We will order three tanks and keep two on hand as back up in case of another inspection failure.

Description	Quantity	Price	Total
CNG Cylinder	3	\$10,000	\$30,000
Labor for Installation	3	\$ 2,500	\$ 7,500
Total			\$37,500

- a. Itemized estimated project budget included in documentation.
- b. Attachment A: Project Budget Request Form included in documentation



ATTACHMENTS

- Project Budget
- Estimated Quote
- Milestone
- NEPA (Not Applicable)
- Sole Source Aquifer (Not Applicable)
- Demonstration of Need
- Rolling Stock Replacement Report (Not Applicable)
- TVT Organizational Chart
- TVT FY23 Audit
- Letters of Support
- CNG cylinder tank inspection and invoice

Project Budget Request

Subrecipient	Treasure Valley Transit Inc.	
Agreement Term October 1, 2024-September 30, 2026		
Contact Name	Debbie Maxwell	
Address 1136 W. Finch Drive, Nampa ID 83651		
Phone Number	208-463-9111	

FTA Grant 5339

Capital (CP) 80/20							
Total			Federal		Match		
\$	37,500.00	\$	30,000.00	\$	7,500.00		

		Total Federal Request		Total Match Needed		
\$	37,500.00	\$	30,000.00	\$	7,500.00	

Debbie Maxwell
Printed Name
Signature
1/12/2024
Date

Purchase replacement CNG cylinder tanks for 3 Compressed Natural Gas medium duty ADA buses currently used in the

Scope of Work

Local Match Source(s) for Project:

demand response system.

City and County Funding, Medicaid Revenue, Advertising,
Private Grants and Foundations



57475 County Rd 3 Elkhart, IN 46517 P:(574) 343-1050 F:(574) 584-7829 TF:(877) 686-9448 model1.com

BILL TO
Treasure Valley Transit - 27393
1136 W Finch Drive
NAMPA, ID 83651
P: (208) 761-7133

Treasure Valley Transit - 27393 1136 W Finch Drive NAMPA ID 83651 P: (208) 761-7133

ESTIMATE: EP107003933

DATE SHIPPED	SHIP VIA	DATE INVOICE	SALESPERSON	UNIT ID	VIN	SALE TYPE	TERMS	CUSTOMER PO#
1/4/2024	BEST WAY POSSIBLE		APugh			PRET	CHECK	

QTY SHP	QTY B/O	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1		FRTOUT	OUTBOUND FREIGHT (estimate)	400.00	400.00
2		107G/W200D-001	CNG CYLINDER	4,349.07	8,698.14

ESTIMATE

NO RETURNS AFTER 30 DAYS OF INVOICE DATE. NO RETURNS, REFUNDS OR EXCHANGES FOR INSTALLED OR SPECIAL ORDERED PARTS. ALL RETURNED PARTS MUST BE ACCOMPANIED BY A RETURN MERCHANDISE AUTHORIZATION AND THIS INVOICE. RETURNS MUST BE IN THE ORIGINAL PACKAGING AND UNUSED. PURCHASER AGREES TO PAY ALL COSTS ASSOCIATED WITH RETURNS INCLUDING, BUT NOT LIMITED TO, FREIGHT, HANDLING, AND EXPEDITING FEES. ELIGIBLE RETURNS ARE SUBJECT TO A 20% RESTOCKING FEE.

ANY WARRANTIES ON THE PARTS SOLD HERBY ARE MADE BY THE MANUFACTURER, MODEL 1 DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED. THE PURCHASER ACKNOWLEDGES THAT IT HAS READ, UNDERSTANDS AND AGREE TO SELLER'S DISCLAIMER CONTAINED HEREIN.

ALL INVENTORY IS SUBJECT TO PRIOR SALE.

 SUB-TOTAL
 \$ 8,698.14

 TAX
 \$ 545.89

 RET. DEL. FEE
 \$ 0.00

 PREPAY
 \$ 0.00

 FREIGHT
 \$ 400.00

 TOTAL
 \$ 9,644.03

<u>Please Remit Payment to:</u>
Model 1 Commercial Vehicles, Inc.
PO Box 713176
Chicago, IL 60677-0376

ELECTRONIC PAYMENTS: PNC Bank - ACCT # XXXXXX5248
Please call (463) 222-9050 to request further instructions.

SIGNATURE X _____

Attachment B: Milestone Reporting

Agency Name	Treasure Valley Transit Inc.					
Agency Contact	Debbie Maxwell					
Phone #	208-463-9111	Email	debbie@treasurevalleytransit.com			
Grant Program	5339	Rural	One Time			
Federal Award Amount	\$30,000.00					

Scope of Work:

Purchase replacement CNG cylinder tanks for 3 Compressed Natural Gas medium duty ADA buses currently used in the demand response system.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

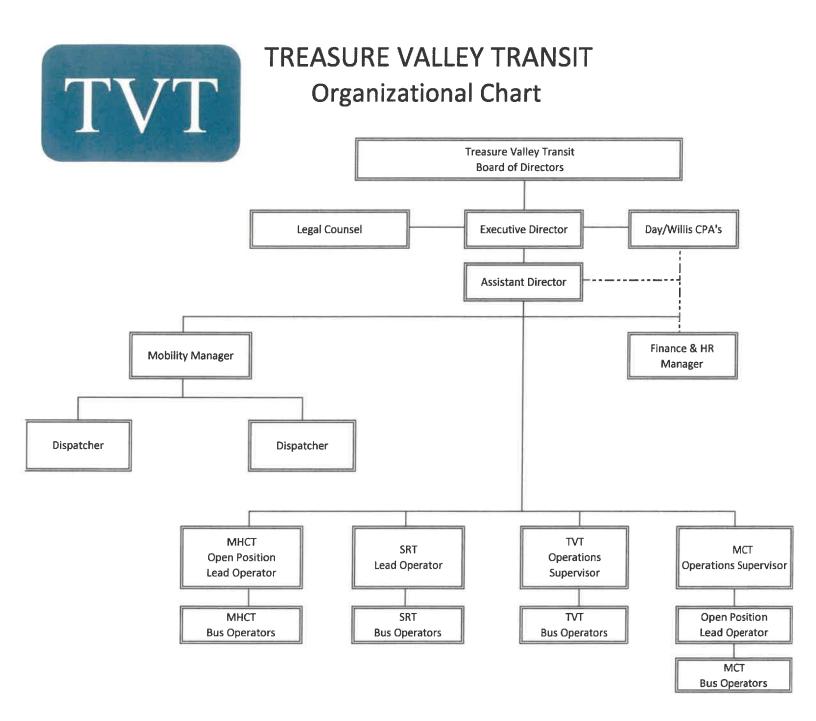
- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled
 milestone or completion dates were not met, identifying problem areas and discussing how the problems will be
 solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	November 2024	Issue RFP
Award Date	December 2024	Receive proposals and choose winning vendor
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	December 2024	Issue Purchase Order
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	March 2025	Receive equipment and begin installation
Contract Completion Date	September 2025	Close out grant

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
Fixed Route
Deviated Fixed Route
Demand/ Response
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Elderly Opportunity Agency, Inc., Metro Community Services, Inc., and the Valley Regional Transit Authority serving
Canyon County.
4. Ridership:
Estimate the average number of rides: Per Day 425 Per Year 101,982
Briefly describe your ridership over the last two years: - Ridership increased 16.5% from FY21 to FY22 combined for all systems.
Ridership increased 13.4% from FY22 to FY23 combined for all systems.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Mon - Fri 6 am - 6 pm for MHCT, SRT, and TVT. MCT Red Line Mon - Sun 7 am - 7 pm, Green Line Mon - Fri
5:55 am to 7:25 pm, and Blue Line Winter 7 am - 6 pm. Summer 11 am - 9 pm. Gold Line Mon - Fri 5:45 am - 5:45 pm.



Date: December 22, 2023



Phone: 208-459-4649 • FAX: 208-229-0404

Zwygart John & Associates CPAs, PLLC

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

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Treasure Valley Transit, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 4, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

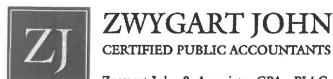
As part of obtaining reasonable assurance about whether Treasure Valley Transit, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct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

Purpose of this Report

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023



Phone: 208-459-4649 + FAX: 208-229-0404

Zwygart John & Associates CPAs, PLLC

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control
Over Compliance Required by Uniform Guidance

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Treasure Valley Transit, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Treasure Valley Transit, Inc.'s major federal programs for the year ended September 30, 2023. Treasure Valley Transit, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Treasure Valley Transit, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023

Treasure Valley Transit, Inc.

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

Section I - Summary of Auditor's Results

Financial Statements Type of auditor's report issued: Unmodified Internal control over financial reporting: Significant deficiencies disclosed? □ yes ☑ none reported Material weakness(es) disclosed □ yes ☑ No Noncompliance material to financial statements noted? ☐ yes ☑ no Federal Awards Internal control over major programs: Significant deficiencies identified? ☐ yes ☑ none reported Material weakness(es) identified? □ yes ☑ none reported Type of auditor's report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with 2CFR SECTION 200.516(A)? □ yes ☑ no Identification of major programs: Federal Assistance Listing Number(s) Name of Federal Program Federal Transit Cluster 20.526, 20.207

Dollar threshold used to distinguish betwee	n
Type A and Type B programs:	

\$750,000

Auditee qualified as low risk auditee?

☑ yes □ no

Section II - Financial Statement Findings

None

Section III - Findings and Questioned Costs for Federal Awards

None

DEBBIE KLING MAYOR



CITY HALL 411 3RD STREET SOUTH NAMPA, ID 83651 (208) 468-5401

OFFICE OF THE MAYOR

January 2, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Re:

Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg:

The City of Nampa would like to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 5311 Congressional Application, CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit.

These grants provide funding to maintain existing rural transportation systems, replace vehicles and other capital needs (i.e. technology or facility upgrades) throughout the State of Idaho.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for transportation within all of District 3. Maintaining the existing service was the number one priority.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical transportation within Canyon County. This has been demonstrated by the ridership and continued community support for the transit service.

The City of Nampa strongly supports Treasure Valley Transit's FY25-26 5311 Congressional Application for operational funds, CARES Act One-Time Application and 5339 Capital grant application for replacement vehicles and administrative facility upgrades to 3101 S. Powerline Rd., Nampa.

Sincerely,

The Honorable Mayor Kling

City of Nampa



January 5, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

RE: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg,

WITCO is happy to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit for four replacement ADA transit vans used in your Demand Response program.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical Transportation within Canyon County.

WITCO strongly supports Treasure Valley Transit's FY25-26 5339 Capital grant application and CARES Act One-Time application for the four replacement ADA transit vans which will be used in the Demand Response program.

Sincerely,

Connie Johnson
Chief Financial Officer

Witco, Inc.



A Ministry of Hope House, Inc. A Private, Non-Profit Corporation

501c3 # 82-0352589

Donnalee Velvick Founder / CEO

Jim Smith, Ed.D. Board President

Keith W. Croft, B.A. Executive Director

Michael Borchardt, BS Program Director

Angela Johnson, BA Developmental Specialist

Hope Developmental Center

3110 Cleveland Blvd., Ste. B7, Caldwell, ID 83605

January 8, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

RE: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg,

HOPE Developmental Center is happy to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit for four replacement ADA transit vans used in your Demand Response program.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical Transportation within Canyon County.

HOPE Developmental Center strongly supports Treasure Valley Transit's FY25-26 5339 Capital grant application and CARES Act One-Time application for the four replacement ADA transit vans which will be used in the Demand Response program.

Sincerely,

Keith W. Croft

Executive Director

Hope Developmental Center



January 8, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

RE: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg,

RISE Developmental Disability Services Inc is happy to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit for four replacement ADA transit vans used in your Demand Response program.

Treasure Valley Transit provides safe and reliable Non-Emergency Medical Transportation services to the clientele we serve within Canyon County. This is a very valuable and much needed transportation service.

RISE Developmental Disability Services Inc strongly supports Treasure Valley Transit's FY25-26 5339 Capital grant application and CARES Act One-Time application for the four replacement ADA transit vans which will be used in the Demand Response program.

Sincerely,

TeRonda Robinson Regional Director

RISE, Inc.

TVT VEHICLE MAINTENANCE PLAN

The Treasure Valley Transit vehicle maintenance program involves policies and procedures in which all company employees play a role, in addition to our maintenance provider.

Proper vehicle maintenance begins with our drivers, who are trained and required to perform a complete pre-trip inspection of their assigned vehicle before beginning their route. This includes, but is not limited to, an approximately 42-point check consisting of:

- The general condition and appearance of the vehicle.
- The engine compartment including fluid levels, leaks, belt wear, batteries, etc.
- The interior including operation of controls, gauges, lights, safety equipment, passenger hazards, etc.
- The exterior including tires and rims, headlights, tall lights, brake lights, flashers, etc.

Our primary maintenance provider Blue Wrench, Meridian Idaho and Gold Fork Automotive, McCall Idaho are licensed, qualified and experienced in all aspects of fleet maintenance from regular services and preventative maintenance inspections to major mechanical repairs, rebuilds, retrofits, etc. Maintenance records are maintained in a computerized format with hard copy back-up records.

The preventative maintenance schedule for all Treasure Valley Transit vehicles is as follows:

- Complete Service (Performed every 3,000 or 5,000 Miles Depending on Bus or Van type):
 Includes a complete vehicle service and inspection. This service includes an oil change, oil and
 fuel filter changes, chassis lube, and checking and filling all fluids. The inspection includes a 43 point inspection on items such as electrical components, fuel, braking, cooling, heating, drive
 train, exhaust, tires, visual and mechanical components, etc.
- DOT Inspection (Performed Annually): Includes a complete Federal DOT inspection. This DOT inspection is in full compliance with all federal, state and local regulations.
- TVT meets or exceeds all recommended manufacturers scheduled maintenance plan, as stated in the owners manual.

Treasure Valley Transit managers and supervisors are experienced, trained and dedicated to ensuring all our vehicles are always maintained in good safe working order. Ongoing training, reviewing driver's vehicle inspection forms and providing a timely response to noted deficiencies, performing unannounced "spot inspections" of vehicles, maintaining meticulous records and excellent communication with the vehicle maintenance service provider all contribute to the efficiency and success of the Treasure Valley Transit maintenance policy.

Treasure Valley Transit is in full compliance with all federal, state and local regulations regarding the safe and legal operation and maintenance of all company vehicles.

BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY:	
ODOMETER READING:	BUS NO.:
END MILEAGE:	DATE:
START MILEAGE:	TIME: PN
TOTAL MILEAGE:	LOCATION:
INSPECT ITEMS LISTED - IF DEFECTIVE	NUMBER AND DESCRIBE IN "REMARKS"
FLUID LEAKS UNDER BUS LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT OIL LEVEL RADIATOR COOLANT LEVEL BATTERY TRANSMISSION UNUSUAL ENGINE NOISE GAUGES & WARNING LIGHTS SWITCHES HORN FANS & DEFROSTERS WIPERS & WASHERS STOP ARM CONTROL (WARNING CONTROL) INSIDE & OUTSIDE MIRRORS BRAKE PEDAL & WARNING LIGHT OPERATION OF SERVICE DOOR EMERGENCY EQUIPMENT FIRST AID KIT ENTRANCE STEPS CLEANLINESS OF INTERIOR CONDITION OF FLOOR REMARKS:	EMERGENCY DOOR & BUZZER HEADLIGHTS, FLASHERS & 4-WAY FLASHERS RIGHT FRONT TIRE & WHEEL FRONT OF BUS - WINDSHIELD LEFT FRONT TIRE & WHEEL STOP ARM (SCHOOL BUS) EXHAUST SYSTEM LEFT SIDE OF BUS - WINDOWS & LIGHTS LEFT REAR TIRES & WHEELS REAR OF BUS - WINDOWS & LIGHTS TAIL PIPE RIGHT REAR TIRES & WHEELS RIGHT SIDE OF BUS - WINDOWS & LIGHTS DRIVER'S SEAT & BELT DIRECTIONAL LIGHTS PARKING BRAKE OR SERVICE BRAKE CLUTCH STEERING WHEELCHAIR LIFT
CONDITION OF ABOVE VEHICLE IS:	SATISFACTORY UNSATISFACTORY
☐ ABOVE DEFECTS CORRECTED	
ABOVE DEFECTS NEED NOT BE CORRECTED I	FOR SAFE OPERATION OF VEHICLE
MECHANIC'S SIGNATURE:	DATE:
DRIVER REVIEWING REPAIRS: SIGNATURE:	DATE:
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VALLEY REGIONAL TRANSIT 700 NE 2ND STREET, SUITE 100 MERIDIAN ID 83642-PHONE: (208) 345-7433 FAX: (208) 846-8564



INVOICE

11/20/2023

Reference #

0000032681

0444

Bill To: TREASURE VALLEY TRANSIT

1136 W FINCH NAMPA ID 8365164

Terms:

Page 1

Line	item #	Description	Quantity	U/M	Unit Price	Extended Price
1		Jus # 64 GNG Tank Inspection - Labor	29.50	HR	\$75.00	\$2,212.50
2		Bus # 64 NG Tank Inspection - Parts	1.00	EA	\$159.24	\$159.24
All sales are fir	nal. No refunds or re	placements.		SubT	otal:	\$2,371.74

Invoice Total:

\$2,371.74

LLEY REGIONAL TRANSIT

Work Order #: 1V00025010

Opened On:	11/11/20	23 Com	npleted:	eted:			
Repair Type:							
Class Code: 16 Treasure Valley Transit							
Opened By:	06502	TATE JOHN	P	1V00025010			
Vandalism:	No						
Other 64					Odometer:	0.0	
					Ltd Mileage:	0.0	
Serial #:							
Assignment:	CNG inspec	tion on TVT 6	4				
	ready to close jt 11/18/23						

<u>Labor/Outside Labor</u>

Date	Emp/Ven	Op Code	Hours	Comments		
11/11/2023	06502	07002	6:00	JOHN P TATE	Inspect CNG Tank	
11/13/2023	06701	07002	:50	GRIMSLEY ROB	Inspect CNG Tank	
11/13/2023	06502	07002	4:30	JOHN P TATE	Inspect CNG Tank	
11/14/2023	06502	07002	6:30	JOHN P TATE	Inspect CNG Tank	
11/15/2023	06502	07002	7:00	JOHN P TATE	Inspect CNG Tank	
11/15/2023	06305		2:00	TAGGART W. TAYLOR	CNG tank install.	
11/18/2023	06502	07002	3:00	JOHN P TATE	Inspect CNG Tank	

Materials / Components

Date	Item / Component	Description	Quantity	Unit Cost
11/14/2023	CG1022	LABEL, CYLINDER PASSING, ALL 06502 Time: 19:18:26 EF501RANLBSSHBA751	3.00	2.500043
11/14/2023	CG1026	LABEL,CNG,CYLINDER FAILED,ALL 06502 Time: 19:18:30 EF501RANLBSSHBA751	1.00	3.000000
11/15/2023	FU1137	STRAP RUBBER, FUEL TANK MT, 21	12.00	6.190175
11/15/2023		RUBBER, CNG TANK, 310 06502 Time: 21:00:23 EF501RANLBSSHBA751	24.00	2.700000
11/15/2023	FU1147	CAP,1/2 IN.CNG,316 SS,21 06502 Time: 21:50:17 EF501RANLBSSHBA751	1.00	9.660000

Notes

Code	Reference	Comments		
MechanicsNotes	06305-07002	11/15/2023 9:32:27 PM		
		Assisted with CNG tank install.		

LLEY REGIONAL TRANSIT

Work Order #: 1V00025010

Notes

Comments Code Reference 11/11/2023 4:47:38 PM 06502-07002 MechanicsNotes Conducting inspection, found rubbers bad on forward cng tank to be bad and have to look at other tank rubbers Monday. After removing all shields and dropping forward tank I found damage on the top of it from rubbing on a coolant pump hose clamp that is installed right above it. Damage is 7/8inch long, 1/2inch wide and .078inch deep. Damage that deep will probably have to condemn that tank, will contact manufacture Monday. 11/13/2023 9:31:10 PM Got word back from luxfer tank manufacturer today, they said the damage exceeded the maximum allowable depth for repairable conditions. We will see what the TVT person in charge wants to do but I will not sticker this tank. I pulled out one of the other tanks and replaced the rubbers, torqued straps to 35ft lbs and re-installed the tank. Will continue tomorrow. 11/14/2023 9:48:23 PM Removed last of the two small tanks and replaced rubbers and torqued straps and reinstalled the tank in vehicle. I removed the large tank in the back, this tank took a long time to get down because I couldn't get to any bolts and I had to cut multiple bolts out with an electric metal saw. Tomorrow I will replace the rubbers and reinstall the large tank. Also I do not know if there was anyone else looking at tanks before me but both cng lines on the big tank that go to the PRD vent were loose and one side of one came completely off when I dropped the tank. That means that if the PRD had to vent it would not have vented up in the roof it potentially would have vented into the cab. 11/15/2023 9:01:59 PM Replaced rubber straps on large tank and torqued bolts to 35ft lbs. installed large tank back under bus, same issue with taking forever because you can not get to any of the forward bolts. I started the vehicle and checked for leaks, I had to tighten one fitting but there are no leaks at this time. I ran out of time to defuel the bad tank, I will do that my next work day Saturday. The tank is stickered as needing to be taken out of service I removed the PRD and flex fuel lines for that tank from the frame and capped that off and those lines will leave with vehicle once I am able to bolt the brackets/shield back up so when the new tank comes (if its being replaced) those parts are with the vehicle. The large tank shield is bent up a little and it ripped some little screws out of it, I do not think its an issue as none of the other tvt vehicles had them. 11/18/2023 4:23:51 PM Defueled fuel tank, put out of service sticker on it and drilled a hole in it. I removed it from the brackets and installed them back onto bus so I could reinstall the plastic shield. I used zip ties to tie the plug for the valve up on the frame. Left valve and cng lines in vehicle and Parked it. 11/13/2023 9:16:45 PM 06701-07002 MechanicsNotes assist John with setting tanks in brackets.



January 12, 2024

Mr. Sam Carroll ITD-Public Transportation PO Box 7129 Boise, Idaho 83707-1129

RE: 2024-2026 5339 Rural Congressional Application

Dear Sam.

It is our pleasure to submit the attached application for 5339 Capital Funding. The FTA Formula Grant makes resources available to 5339 grant recipients for Capital projects. The project scope is for "Phase 2" site development improvements for the Bus Parking area to include asphalt paving and a covered and enclosed bus parking structure. In addition, the City of Nampa has included street improvements and a walking path for Treasure Valley Transit Administrative Facility located at 3101 S. Powerline Rd, Nampa Idaho 83686.

The benefit of supporting this grant will enable TVT to improve the infrastructure to our primary facility which supports all TVT's rural public transportation programs administratively and houses the service vehicles for our demand response system.

ITD will also ensure the TVT "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful.

I look forward to the opportunity to work with ITD staff to ensure that all necessary information has been submitted and address any questions that may offer clarification. Thank you for your time and consideration in this important application.

Sincerely,

Debbie Maxwell Assistant Director

Treasure Valley Transit, Inc.

Dellie Maxil

1136 W. Finch Drive Nampa, Idaho 83651

Office: 208-463-9111

Application Information Form

Applicant: <u>Treasure Valley Transit, Inc.</u>	
Authorized Representative: Debbie Maxwell	
Address: 1136 W. Finch Drive, Nampa ID 83651	?
Phone: <u>208-463-9111</u>	
Email Address: debbie@treasurevalleytransit.com	
DUNS #: 884972332	
Architect/Engineer/Planner if applicable: (Contact Name): <u>Schl</u> <u>Principle</u>	ager Zimmerman Architects, Dion Zimmerman,
Phone: 208-866-3457	
Address: 1179 Pleasant View Drive, Weiser, Idaho 83672	
PROJECT TYPE (MARK ONE)	
Facility Construction	Replacement Vehicle Purchase
X Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: \$2,980,550	

FEDERAL SHARE: \$2,384,440 LOCAL MATCH: \$596,110



Section 1: Project Description

a) FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose.

This project is for Phase 2 of site development improvements for the bus parking area to include asphalt paving and a covered, enclosed bus parking structure. In addition, the City of Nampa has included street improvements and a walking path for Treasure Valley Transit Administrative Facility located at 3101 S. Powerline, Nampa, Idaho 83686, as a condition in the Conditional Use Permit. This project will house all local vehicles of Treasure Valley Transit (TVT), a private non-profit public transportation company operating in rural southwestern Idaho since 1992.

FTA 5339 Formula Grant makes resources available to States and designated recipients to replace, rehabilitate, and purchase bus related facilities.

b) ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities

This project meets the number one priority of Idaho Transportation Department-Public Transportation, the need to maintain/expand existing capital assets.

The bus parking area is an unpaved gravel surface with a storage building located near the York Ave. roadway. Treasure Valley Transit would like to improve the parking area by paving the site and building a covered, enclosed bus parking structure. A site aerial map is included as additional documentation, on the site map the storage building is labeled building 3. In Phase 2, we will procure a qualified asphalt and excavation company to mobilize, grade, and pave the asphalt paving according to the engineering recommendations. In a separate procurement, we will seek a qualified architect and engineering firm to develop a stormwater drainage report and design a new enclosed bus parking structure. This will be a major improvement to the infrastructure of the property.

c) Application Scope of Work: Describe in detail the scope of work for the project you are proposing:

The scope of work for Phase 2 of the project consists of site development improvements for the bus parking area to include asphalt paving and a covered, enclosed bus parking structure. In addition, the City of Nampa has included a walking path to be constructed as a condition of the approved Conditional Use Permit. Preliminary design concepts and estimated costs have been completed by Phase I Architect & Engineering Firm.

The Bus Storage Facility Building is expected to be constructed using a pre-manufactured steel building component with steel exterior siding and roofing. The building will incorporate concrete foundations and reinforced building slabs. The building's square footage is currently designed at 9000 square ft. and has been positioned to allow maximum flexibility within the allowable site. A total of (24) 12'x12' overhead doors will be added to each bus storage bay and (4) man doors are



expected to be positioned around the building footprint. The structure is expected to be insulated and heated with gas fired unit heaters throughout the building. Interior lighting and emergency egress lighting will be included. Preliminary design concept is attached as additional documentation.

We have separated the project into three separate scopes of work for prioritizing and budgeting purposes. The priority is the building and concrete. We could do the asphalt first, however, upon building the structure later we would have to remove a considerable amount of the already finished asphalt for the installation of the footings for the new structure. If we do the concrete and footings at the same time as the asphalt, it will create a safety issue with rebar and footings sticking out of the concrete and asphalt until the building can be built. The building and concrete should be done first. The site development and drainage should be completed second, and lastly the improvements to the street and walking path as agreed upon in the Conditional Use Permit. The budget outlines the estimated costs of each of the three scopes.

Also included as additional back up documentation is a Preliminary Design Drawing.

d) Contractor Information: Will this project use third party contractors?

This project will need to use a third-party contractor. Once funding has been secured for Phase 2, TVT would meet the Federal Transit Administration procurement requirements using the Invitation to Bid competitive process.

Section 2: Demonstration of Need

a) TVT acquired the property on April 10, 2023. The work for Phase 1 which included renovations on the interior and exterior directly around the administrative building will be completed in July 2024. The driveway and parking area improvements are not included in this phase. It is critically important to make these infrastructure improvements for TVT operations. The Nampa site will house up to 25 ADA medium duty buses and ADA transit vans. These vehicles provide demand response services within the Canyon County rural and small urban areas and back-up vehicles during regular scheduled service maintenance for the Snake River Transit and Mountain Home Community Transit vehicles.

TVT operates this service Monday through Friday, and the vehicles will be coming and going on the gravel site multiple times a day. This will put a lot of travel onto the gravel driveway and parking area. With the weather conditions constantly changing, the weight of the vehicles, and the frequency of driving vehicles that is required on the gravel will create potholes and cause snow plowing issues. This will create maintenance problems in the driveway and parking area which will need to graded and the potholes filled on a regular basis. By making these improvements, TVT will be able to protect our assets from outdoor weather conditions and protect our employees from adverse weather conditions when they are beginning or ending their scheduled shift. Additionally, reduce maintenance costs by not having to grade and maintain the driveway and parking area on a regular basis.

Included in the line-item budget "exterior" improvements is the pricing for updated and improved keypad fencing, exterior and interior lighting, and added cameras for security.

Treasure Valley Transit is committed to maintaining its facilities and equipment to protect its investment and to prolong the useful life of its assets. We believe service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide. By investing in the new asphalt paving and bus parking structure it will provide less wear and tear on transit vehicles and provide a cleaner, smoother, and more comfortable riding experience.

The City of Nampa made a condition of the approval of the Conditional Use Permit that a 10' wide paved pedestrian path be located along the south side of York Ave from S Powerline Rd. to the Bray Lateral Bridge be constructed. This walking path will connect the green belt to the Wilson Ponds walking path and provide the community with a safer pathway. This supports alternative modes of travel which is identified as a priority for the City of Nampa.

This asphalt paving and enclosed bus parking structure is a shovel ready infrastructure project. The preliminary planning, engineering, and design have all been completed. Once the balance of funding needed has been secured, we can finalize the engineering and the design and plans to begin construction immediately. It is critical to obtain enough funding to complete the project as originally envisioned.

b) Sustaining existing service or expansion need:

TVT has been headquartered in Nampa, Idaho since 1992. This facility supports all TVT's public transportation programs administratively and houses its Canyon County service assets as well as provides adequate parking for staff. Phase 1 of this project is expected to be completed by July 2024. This new facility ensures TVT's current and future needs will be met to maintain and potentially expand existing services.

TVT prioritizes preventative maintenance to sustain transit assets in a state of good repair. Preventative maintenance ensures the optimal performance of equipment and facilities and reduces the risk of breaks and failures. By keeping assets in excellent working condition, TVT can minimize downtime and extend the lifespan of our facilities. Regular maintenance activities, such as our quarterly facility inspections, cleaning, and timely repairs, help in detecting and addressing issues before they escalate into major problems. By taking a proactive approach we can keep productivity high and extend the lifespan of our assets, ensuring assets are well-maintained for optimal longevity.

Qualitative:

- Asphalt melts hazardous ice and snow faster than gravel driveways; hence, it is more suitable for snow/ice
- The blacktops of the asphalt driveway surface absorb the sun's heat making them an excellent choice
- Asphalt parking and driveways are more aesthetically appealing than gravel
- Gravel will inevitably wash out where asphalt will not
- The smoothness of asphalt is better wear and tear on the transit vehicles
- The asphalt driveway is flexible and durable
- Reduction and/or elimination of drivers slipping or falling on ice
- Enhance efficiency and well-being of the drivers

Quantitative:

- Improved snow/ice removal and storage
- Improve appearance
- Reduce maintenance
- Reduce wear and tear on transit vehicles
- Enhance efficiency and well-being of the drivers
- Reduction of workers compensation claims



c) Ridership

Ridership History:

Service	FY21	FY22	FY23	+/-
MCT -Green Line	9,453	11,657	16,560	42%
MCT- Red Line	15,043	20,416	25,028	23%
MCT – Blue Line	516	1026	2689	162%
MCT – Gold Line			348	
SRT-Idaho	14,771	16,726	17,960	7%
MHCT-City/AFB	4,886	4767	5,038	6%
Demand Response	32,500	35,313	34,269	(3%)
Total Ridership	77,169	89,907	101,982	13%

d) Asset Condition if applying for a vehicle: Not Applicable

Marketing/Advertising/Public participation efforts

TVT is quick to take advantage of opportunities to publicly participate in local events. We take this opportunity to introduce our services and provide information to the public. For example, TVT staff recently sponsored and attended the 2023 Regional Economic Summit on November 6th, which was held in Cascade, Idaho this year. The summit gave TVT staff the opportunity to obtain a bigger picture of current economic challenges we face nationally, regionally, and locally. There were several opportunities available for networking with local government leaders and business owners, and it provided us with an opportunity to introduce our new route, the New Meadows Gold Line. We were able to provide marketing and scheduling material at the registration table. These forums are a great opportunity to address questions in a very positive and transparent manner.

TVT uses electronic media resources to inform the public of our services and instructs people how to use them in each of our service areas. We have a website, treasurevalleytransit.com, a Facebook page and an X account. These are listed on all our brochures, schedules, and vehicles. Our services are marketed to each of our service areas in different ways. Each service is branded to facilitate local ownership by the residents, elected officials, and the business community. Advertisements for local

services and/or events are placed in the local newspaper and local community magazines. TVT also belongs to the local chamber of commerce in each of our service areas and participates whenever possible in local events like the McCall Winter Carnival annual parade.

Section 3: Project Planning

a) Tie project to specific goals in ITD Statewide Public Transportation Plan:

This project meets the goal highlighted in the Idaho Transportation Department Public Transportation plan "Ensure the safety and security of public transportation". The action item under this goal is for capital investments for bus stops, transit centers, and paths of travel. The next action item under this goal is funding to support state of good repair. All of Treasure Valley Transit assets are included in the ITD Transit Asset Management Plan.

This project also meets another goal highlighted in the Idaho Transportation Department-Public Transportation plan "Provide a Transportation System that Drives Economic Opportunity". The public transportation system in Nampa is headquarters to all TVT services and operations within District 3 rural southwest Idaho. This project will provide the people within District 3 with connections to medical, educational, cultural, social, and recreational outlets.

- b) Describe the Project Development Process
 - Describe coordination with local stakeholders on project development and involvement.

TVT recognized the need for a new facility and started to explore the potential in 2015. TVT organized a Transit Oriented Development Committee which consisted of staff from the following agencies: Treasure Valley Transit, Inc, Valley Regional Transit Authority, Community Planning Association of Southwest Idaho, City of Nampa Economic Development Department, Elderly Opportunity Agency, Metro Community Services, and the Nampa Senior Center. Several properties were ranked in consideration for this project, and one property was selected by the committee. TVT was awarded grant funding as of October 2019 to begin the NEPA, appraisal and appraisal review. All was on track to move forward with the property until the COVID-19 pandemic arrived in March 2020. At that point the property became unavailable because the seller took it off the market, and the project could not move forward.

TVT consulted with a local commercial realtor to look for new properties or vacant land to design and build a new facility. This became a race against time as commercial property was being sold as soon as it came on the market with multiple cash offers above fair market value. TVT held a Strategic Planning Session with its Board of Directors and staff, and the Nampa facility was identified as one of four main initiatives and a top priority. A key component to this initiative was to accommodate future growth and purchase adequate land to meet this requirement looking out on a 5–10-year horizon.



Over the next couple of years several properties were identified and pursued, but TVT was never successful in procuring a suitable property until 2022. On September 29, 2022, the State of Idaho Department of Administration listed a Surplus Property. This property was perfectly suited for TVT's needs. Working with the Idaho Transportation Department Public Transportation and the Federal Transit Administration-Region X we were able to submit a Categorical Exclusion and receive approval to move forward with an Appraisal and Appraisal Review on November 1, 2022.

We were able to close on the property dated April 12, 2023. This occurred after an amendment to the Future Land Use Map was approved by the Nampa City Council on February 6, 2023, and the County approved a Conditional Use Permit on April 7, 2023.

• Describe efforts undertaken to coordinate with Minority and Low-Income Population

TVT has interviewed stakeholders, transit users, and other community groups throughout the planning process to include the Minority and Low-Income Populations.

TVT has published a link on our website where the Title VI plan, Public Notice Process, the Riders Guide, and the Complaint and Appeals Process can be located.

• What is your plan to include Disadvantage Business Enterprises (DBE)

TVT will make a good faith effort to include Disadvantage Business Enterprises (DBE's) in this project. The first thing we will do is to search the Idaho Transportation Department Directory for DBE's.

https://itd.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp?XID=9178&TN=itd,

If a DBE is identified TVT will include this business in our Invitation for Bid for the General Contractor. When the General Contractor is identified, awarded, and contracted with, we will also request a list of all DBE's the Contractor will be subcontracting with.

Identify any local Labor Unions

This is Not Applicable

YOUR Safety ••• ▶ YOUR Mobility ••• ▶ YOUR Economic Opportunity

c. Please list the public participation efforts of this project up to the time of application submittal.

Working with Canyon County Development Services, TVT mailed out a notification letter on November 18, 2022, to 111 neighbors within a 600' radius area of the project. The list of names and addresses were provided to us by Canyon County. The letter explained to the neighbors who Treasure Valley Transit is, what our plans for the property were and the date, time, and location for a public meeting to occur. The public meeting was for informational purposes, to receive feedback, and to provide any additional answers to questions the neighbors might have. A copy of the letter is provided as additional documentation.

The meeting was held on December 12, 2022, 5:30PM, at the City of Nampa Public Library. There was a total of 10 people who showed up for the meeting. All questions were able to be answered and there appeared to be no objections to Treasure Valley Transit operating at the Powerline location.

On December 15, 2022, the City of Nampa Planning and Zoning Commission and Nampa City Council held a workshop to discuss the proposed changes to the Future Land Use Map. The Powerline property was zoned for a park and the proposed change was to change the zoning to Education, Public Administration, Health Care, and other institutions. This change was adopted and made in the 2040 City of Nampa Comprehensive Plan. This was a necessary change for the County to approve the Conditional Use Permit TVT was requesting. The final Planning & Zoning Report received on February 16, 2023, with exhibits, is included as additional documentation.

Because the property was located within a Residential Rural Zoning District, Treasure Valley Transit needed to request a conditional use permit to allow our business to operate at the property. The previous owner, Idaho Fish & Game Department, had been allowed a conditional use permit since 1991. The public hearing was held on April 6, 2023, and the Canyon County Planning & Zoning Commission approved the conditional use permit. There were no objections from the public. The approved Conditional Use Permit is included as additional documentation.

- d. Provide Attachment B: Milestone Reporting (See attached documentation)
- e. Provide Attachment C (if applicable)
 NEPA Worksheet (see attached documentation)
 Sole Source Aquifer (SSA) (Not Applicable)
 Rolling Stock Replacement Report (Not Applicable)

Section 4: Project Benefits/Evaluation

a) Improve Safety:

By funding this project the bus structure will add safety to TVT vehicle assets by sheltering them while not in operations in an enclosed, locked, well-lit bus parking structure. With the vehicles out of adverse weather conditions, it will reduce the possibility of slip and falls with drivers while pre-tripping vehicles and preparing for their shifts.

b) Improve mobility:

- By having a safe, dry, warm area to prepare for the beginning or end of a shift our drivers will improve on time performance. By investing in the new asphalt paving, it will provide less wear and tear on transit vehicles, providing a cleaner, smoother, and more comfortable riding experience.
- c) Support local economic development and expand economic opportunity. The development of the new transit facility provides an opportunity for coordination among key stakeholders. Stronger transit systems allow access to our passengers to health and educational institutions, cultural, social, and recreational outlets.

The Nampa Facility will help Treasure Valley Transit achieve several different types of goals, such as:

- Create a working environment that is pleasant and comfortable.
- Raise the profile of and support for public transit within the community.
- Allow staff parking on site.
- Provide a secure, covered, enclosed space to store and protect transit vehicles.
- Provide upgraded keypad fencing to deter vandalism and add security and safety for assets and employees
- Provide upgraded lighting for added security and better lighting for employees
- Security cameras for added security and safety

a. TVT intends to continually evaluate success of the project as follows:

Once TVT is notified that we have been awarded the necessary funding to complete the project the following will be our measures of success:

- Issuance of Invitation to bid once we receive the notification of funding awarded
- Conduct the Pre Bid Meeting with several eligible vendors in attendance
- Receive a minimum of two eligible proposals for the General Contractor award
- Issue the Notice to Proceed to contractor and begin the construction of the project
- Follow the construction schedule as laid out by the Architect and General Contractor
- Have successful inspections and review monthly by the Architect of Record

- Remain within projected budget.
- Process draws in a timely manner
- Have substantial completion of construction by September 2026.
- Close out Grant with ITD by September 2026

b. Include in the description what kinds of data will be collected and discuss specific measures

- ADA compliance
- Are exterior lights in working order
- Is the entrance and exits free of obstructions
- Inspection and condition of paved surfaces
- Are doors and windows free from cracks or broken parts
- Condition of roof
- Any signs of vandalism or structure damage
- Are evacuation diagrams posted throughout the building
- Are all exit signs working
- Check pipes and lines for leakage
- Have filters been changed and clean
- Are thermostats in good working order
- Is alarm system in good working order

This list is not all inclusive a more comprehensive facility inspection list is provided as additional documentation.

c. TVT intends to sustain/maintain the project after the end of the grant period:

TVT will continue to work closely with the Idaho Transportation Department to secure continued funding to maintain our facility. TVT will continue to advocate for state funding through the legislative process by working closely with key legislators, agencies, and other supporters of public transportation. Until such funding is available, we will continue to meet our match requirements through the cities and counties we serve. In addition, we will seek funding through foundations advertising and grant opportunities on a regional and national level.

TVT maintains its facilities and equipment to protect its investment in and prolong the useful life of its assets. The facilities and equipment will be maintained at a minimum to the specifications in the operation and maintenance manuals provided upon the completion of the project.

TVT conducts a thorough inspection of facilities and equipment on a quarterly basis. TVT has an inspection list form that is utilized during the inspection and all applicable items are inspected and noted on the form. A copy of the inspection list is included as additional documentation. The following highlights the areas that are inspected:

- Facility interior
- Electrical systems
- Heating system
- Air conditioning
- Private protection (alarms/fire etc...)
- Emergency evacuation
- Facility exterior

Any emergency repairs shall be immediately addressed. A log of needed non-urgent repairs shall be maintained and appropriate staff are notified to incorporate repair costs into budgetary planning. All permanent records are kept at the Nampa Administrative Office.

Facility Maintenance Plan and inspection form are submitted with this application as supplemental documentation.

TVT has the capacity to carry out the project as proposed:

TVT has an exceptional management team to carry out the services that are provided:

Executive Director: Terri Lindenberg has been with TVT since January 1992 when the Office of Rural Health Policy awarded a three year grant to develop a Coordinated Transportation System in Canyon County and secure sustainable funding. TVT now serves a 10-county area, has thirty-five employees and collaborates with multiple agencies. Terri's strength is in building partnerships and advocating for rural transportation on both the local and national stage.

Certifications: Certified Community Transit Manager CCTM and Certified Safety and Security Officer through the Community Transportation Association of America

Assistant Director: Debbie Maxwell has worked over 11 years in public transportation management and has been with TVT since May 2016. She oversees all aspects of TVT operations including but not limited to, procurement, fleet management, driver training and supervision of operational staff. In addition to these responsibilities she works closely with the Executive Director in the administration of TVT in the finance and grants departments.

Certifications: Certified Safety and Security Officer through the Community Transportation Association of America, Passenger Assistance Safety and Sensitivity Certified

Operations Supervisor: Fred Maxwell has been with TVT since January 2023 and brings extensive CDL transportation management experience as well as public transportation driving experience. Fred is directly responsible for supervising, evaluating, and training drivers. He is also responsible to ensure TVT Vehicle Maintenance Plan, TVT Facility Maintenance Plan, and the TVT Safety Security and Emergency Preparedness Plan are adhered to.

Certifications: Designated Employer Representative through Wienhoff Drug Testing, First Aid/CPR through the American Heart Association, Passenger Assistance Safety & Sensitivity Training certificate through the Community Transportation Association of America, Vehicle Maintenance Management and Compliance certified through Community Transportation Association of America.

Mobility Manager: Miranda Murray has been with TVT since January 2013 and brings extensive experience in dispatch, scheduling and coordinating services with various agencies in the 10-county area. Miranda's role as Mobility Manager oversees the dispatch and scheduling component and monitors for efficiencies. She works closely with the statewide Medicaid broker and the Department of Health and Welfare Medicaid Division. In addition, her skills in marketing, print material and knowledge of technology (dispatch software and hardware) have been instrumental.

Certifications: Certified Community Transit Supervisor; Certified Professional Dispatcher through the Community Transportation Association of America

Finance and Human Resource Specialist: Rebecca Soto has been with TVT since September 2019 and has worked in both the private and non-profit sector since 2009. She began her career as a Staff accountant, Senior Audit Associate and Accounting Supervisor. She currently processes TVT's 5309, 5310, 5311 and 5339 grants with attention to detail and accuracy.

Education: Bachelor of Business Administration (BBA) in Accountancy 2013 and member of the national Society of Human Resource Managers (SHRM) and the Local Chapter

Day / Willis, CPA's: Tabbatha Willis prepares TVT's monthly Financial Statements for the TVT Board of Directors and provides direct oversight of the grant reimbursement process. TVT is proud to note a clean opinion without findings since we have been required to have an A-133 Annual Audit done by an independent Accounting Firm.

Schlager Zimmerman Architect: Dion Zimmerman, Principle, is the project manager for this project. SZ Architects was selected in a competitive "Request for Qualifications" process. Dion is co-owner of Schlager Zimmerman Architects. As project manager, Dion will be responsible for Construction Phase Services; this includes visits to the site during appropriate stage of construction to monitor progress and quality of the portion of the work completed, and to determine in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents. Dion will also review and certify the amounts due to the Contractor and shall issue certificates in such amount.

Section 5: Project Budget

Budget Narrative:

In Phase 2, the project is identified as site development improvements for the Bus Parking area to include asphalt paving, and a covered, enclosed bus parking structure. In addition, the City of Nampa has included street improvements and a walking path for Treasure Valley Transit Administrative Facility located at 3101 S. Powerline Rd., Nampa, Idaho 83686.

We have estimated the cost of the project in three separate costs for prioritization and budgeting purposes. Priority 1 is the Building and Concrete, estimated at \$1,805,929 total construction costs, priority 2 is Site Development and Drainage estimated at \$852,373, and priority 3 is Street and Walking Path Improvements is estimated at \$322,248. An itemized detailed list of cost estimate for each priority is included as additional documentation.

- a. Itemized estimated project budget included in additional documentation.
- b. Attachment A: Project Budget Request Form included in additional documentation.

ADDITIONAL DOCUMENTATION

Exhibit A- BUDGET

- Preliminary Design Drawing
- Site Aerial Map
- Preliminary Cost Estimate for Building and Concrete
- Preliminary Cost Estimate Site Development and Drainage
- Preliminary Cost Estimate Street and Walking Path Improvements

Exhibit B- MILESTONE

Exhibit C- NEPA

Exhibit C RR - NOT APPLICABLE

Exhibit D- NEED

- TVT Organizational Chart
- TVT FY23 Audit Summary
- County Approval Letter for Conditional Use Permit
- City Approval letter for change to Future Land Use Map with condition for walking path
- County Conditional Use Permit Staff Report with exhibits includes multiple letters of support
- Letters of Support
- TVT Facility Maintenance Program Policy
- FTA Approved Categorical Exclusion for Phase 1

Project Budget Request

Subrecipient Treasure Valley Transit Inc	
Agreement Term	October 1, 2024-September 30, 2026
Contact Name	Debbie Maxwell
Address	1336 W Finch Drive, Nampa ID 83651
Phone Number	208-463-9111

FTA Grant

5339

	Ca	pita	il (CP) 80/20	
Total			Federal	Match
\$	2,980,550.00	\$	2,384,440.00	\$ 596,110.00

Total	Total Project Cost		Total Federal Request		Match Needed
\$	2,980,550.00	\$	2,384,440.00	\$	596,110.00

Debbie Maxwell

Printed Name

Nignature

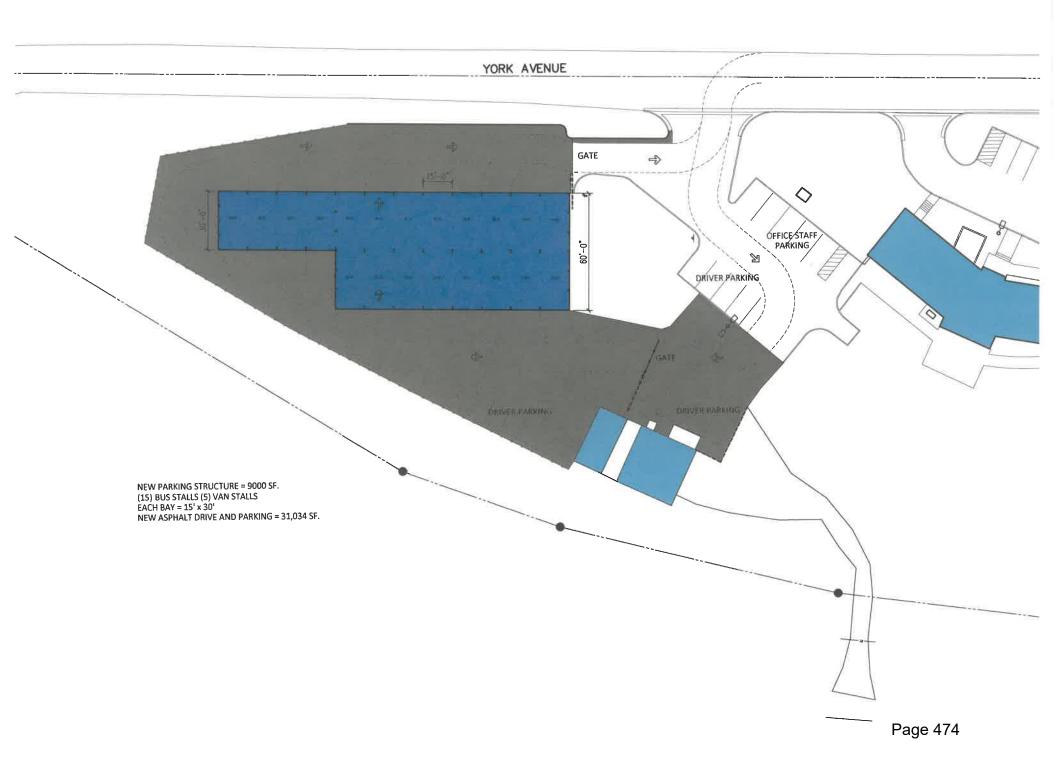
Date

Scope of Work

Site development improvements for a bus parking area to include asphalt paving and a covered and enclosed bus parking structure. Including street improvements and a walking path next to TVT Administrative Facility located at 3101 S. Powerline Rd. in Nampa Idaho 83686.

Local Match Source(s) for Project:

City and County Funding, Medicaid Revenue, Advertising, Private Grants and Foundations,





Total Estimated Construction Costs:

Site Area:



Preliminary Cost Estimate- Phase II- Building and Concrete

12	/15	/2023

Site Area:					
Building Area:	9000				
Site Area Impacted:					
Building Addition:	0				
01	General Conditions- Soft Costs				\$ 199,898
02	Existing Conditions				\$ 4,000
03	Concrete				\$ 126,550
04	Masonry				\$ -
05	Metals				\$ 540,000
06	Woods and Plastics				\$ 23,500
07	Thermal and Moisture Protection				\$ 85,209
08	Openings				\$ 108,600
09	Finishes				\$ 76,890
10	Specialties				\$ 3,800
11	Equipment				\$ -
12	Furnishings				\$ -
13	Special Construction				\$ -
14	Conveying Systems				\$ -
21	Fire Suppression				\$ -
22	Plumbing				\$ -
23	HVAC				\$ 46,350
26	Electrical				\$ 126,000
27	Communications				\$ -
28	Electronic Safety and Security				\$ 14,400
29	Hazardous Abatement				\$ -
30	Earthwork				\$ 60,370
31	Exterior Improvements				\$ 33,000
32	Utilities				\$ 63,000
Subtotal Estimated (Construction Costs:				\$ 1,511,568
	Plan Review/Permiting Fee:	0.01	2043977.59	20,440	
	Testing and Special Inspection	1		20,000	
	Owner Provided Furnishings:			0	
	Contingency:	0.05	2129186.79	106,459	
	A/E Fee	0.09	1638466.70	147,462	
				294,361	\$ 294,361
Total Estimated Con	struction Costs:				\$ 1,805,929

1,805,929



Preliminary Cost Estimate- Phase II- Site Development and Drainage

Site Area: Building Area: 9000 Site Area Impacted: Building Addition: 0	90,855 6,000
Site Area Impacted:	
Building Addition: U	
01 General Conditions- Soft Costs \$	6,000
02 Existing Conditions \$	
03 Concrete \$	
04 Masonry \$	_
05 Metals \$	-
06 Woods and Plastics \$	-
07 Thermal and Moisture Protection \$	_
08 Openings \$	-
09 Finishes \$	-
10 Specialties \$	-
11 Equipment \$	-
12 Furnishings \$	_
13 Special Construction \$	_
14 Conveying Systems \$	_
21 Fire Suppression \$	_
22 Plumbing \$	_
23 HVAC \$	_
26 Electrical \$	24,000
27 Communications \$	_
28 Electronic Safety and Security \$	_
29 Hazardous Abatement \$	_
30 Earthwork \$	95,160
31 Exterior Improvements \$	317,000
32 Utilities \$	154,000
Subtotal Estimated Construction Costs: \$	687,015
Plan Review/Permiting Fee: 0.01 1277174.78 12,772	
Testing and Special Inspection 1 20,000	
Owner Provided Furnishings: 0	
Contingency: 0.05 1277174.78 63,859	
A/E Fee 0.09 763645.27 68,728	
165,359 \$	165,359
Total Estimated Construction Costs: \$	852,373

Total Estimated Construction Costs: \$ 852,373

Treasure Valley Transit 3101 S. Powerline Rd. Nampa, Idaho

Total Estimated Construction Costs:

Site Area: Building Area:



Preliminary Cost Estimate- Phase II- Street and Walking Path Improvements

12/15/2023

bulluling Area.	U					
Site Area Impacted:						
Building Addition:	0					
01	General Conditions- Soft Costs				\$	34,138
02	Existing Conditions				\$	10,000
03	Concrete				\$	-
04	Masonry				\$	_
05	Metals				\$	_
06	Woods and Plastics				\$	_
07	Thermal and Moisture Protection				\$	-
08	Openings				\$	-
09	Finishes				\$	-
10	Specialties				\$	_
11	Equipment				\$	_
12	Furnishings				\$	_
13	Special Construction				\$	_
14	Conveying Systems				\$	_
21	Fire Suppression				\$	_
22	Plumbing				\$	_
23	HVAC				\$	_
26	Electrical				\$	_
27	Communications				\$	_
28	Electronic Safety and Security				\$	_
29	Hazardous Abatement				\$	_
30	Earthwork				\$	8,000
31	Exterior Improvements				\$	206,000
32	Utilities				\$	
-					*	
Subtotal Estimated	Construction Costs:				\$	258,138
oubtotal Estimated	0011311 404,011 003131				7	250,250
	Plan Review/Permiting Fee:	0.01	472137.60	4,721		
	Testing and Special Inspection	1	11227700	10,000		
	Owner Provided Furnishings:	_		0		
	Contingency:	0.05	472137.60	23,607		
	A/E Fee	0.09	286465.86	25,782		
	772700	0.03	200 103.00	64,110	— _{\$}	64,110
				0 1,220	•	0 1,220
Total Estimated Con	struction Costs:				\$	322,248
					•	

322,248

\$

Attachment B: Milestone Reporting

Agency Name	Treasure Valley Tran	sit Inc	
Agency Contact	Debbie Maxwell		
Phone #	208-463-9111	Email	debbie@treasurevalleytransit.com
Grant Program	5339	Rural	One Time
Federal Award Amount	\$2,384,440	11/	

Scope of Work: Site development improvements for a bus parking area to include asphalt paving and a covered and enclosed bus parking structure. Including street improvements and a walking path next to the Administrative Facility located at 3101 S. Powerline Rd. in Nampa ID 83686.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled
 milestone or completion dates were not met, identifying problem areas and discussing how the problems will be
 solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	December 2024	Award work for any necessary NEPA Environmental Assessment and/or Phase I ESA, usually takes 2-3 months to receive reports back.
Award Date	October 2024	Sign Grant Agreement
RFP for Construction	February 2025	Issue RFP
Award Construction Contract	March 2025	Receive proposals and award a contract
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	September 2026	Complete Phase 2
Contract Completion Date	September 2026	Complete Phase 2

FEDERAL TRANSIT ADMINISTRATION REGION 10

(covering Alaska, Idaho, Oregon, and Washington)

CATEGORICAL EXCLUSION / DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

The purpose of this worksheet is to assist project sponsoring transit agencies in the states of **Alaska, Idaho, Oregon, and Washington** in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA) – particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE) under <u>23 Code of Federal Regulations (CFR) Part 771.118</u> – to support a recommendation. The use and submission of this worksheet is NOT required. The worksheet is provided as a helpful tool for assembling information needed by the Federal Transit Administration (FTA) to determine the likelihood and magnitude of potential project impacts to the environment.

<u>NOTE</u>: Worksheet fields are expandable. Feel free to use more than a line or two, if needed. You may also reference and attach additional information such as technical memoranda, maps, or photographs for the project.

Submission of this worksheet does not satisfy NEPA requirements. <u>FTA must concur in writing</u> in the sponsoring agency's NEPA recommendation, as appropriate. Project activities may not begin until this process is complete and FTA has provided written concurrence. FTA encourages you to review the document "Guidance for Implementation of FTA's Categorical Exclusions (23 CFR 771.118)" available online here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-implementation-ftas-categorical-exclusions.

Please contact the FTA Region 10 office at (206) 220-7954 if you have any questions or require assistance. For submittal procedures, please see information at the end of this document. For links to other agencies or for further topical guidance, please go to FTA's website on Environmental Programs, https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/environmental-programs.

<u>DISCLAIMER</u>: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees should refer to applicable regulations and statutes referenced in this document.

Date Submitted	FTA Grant Number(s) (if known)
	Date Submitted

Treasure Valley Transit Administrative Office, Covered Bus Parking, Asphalt Paving, and walking path.

Project Description (brief, 1-2 sentences)

Phase 2 facility and infrastructure renovation for Treasure Valley Transit Administrative facility. On April 10, 2023, Treasure Valley Transit (TVT) acquired Real Estate property located at 3101 S. Powerline Rd., Nampa, Idaho 83686 using 5339 Rural Grant Funds. This property is located on a 3.22-acre site and consists of a two-story administrative office building estimated at 7,637 sq ft. and four outbuildings and a large, graveled/basalt compact parking area. The office building was built in 1991 and Phase I of the project included the acquisition and slight renovations such as new floor coverings, light fixtures, painting both exterior and interior, window coverings, security system, signage, IT wiring, and other items as identified in a Capital Needs Assessment report received in March 2023. TVT submitted a Categorical Exclusion (CE) and estimated budget to FTA for the acquisition and renovation. The CE was approved by FTA on November 1, 2022. A copy of the approval is included as an attachment.

The scope of work for Phase 2 of the project consists of site development improvements for the bus parking area to include asphalt paving and a covered and enclosed bus parking structure. Please see preliminary design concept drawing included, the dark gray area is asphalt area, and the royal blue area is the bus covered structure. In addition, the City of Nampa included a walking path be constructed as a condition of the Conditional Use Permit. Preliminary design concepts and estimated costs have been completed by Phase I Architect & Engineering Firm.

The Bus Storage Facility Building is expected to be constructed using a pre-manufactured steel building component with steel exterior siding and roofing. The building will incorporate concrete foundations and reinforced building slabs. The building's square footage is currently designed at 9000 square ft. and has been positioned to allow maximum flexibility within the allowable site. A total of (24) 12'x12' overhead doors will be added to each bus storage bay and (4) man doors are expected to be positioned around the building footprint. The structure is expected to be insulated and heated with gas fired unit heaters throughout the building. Interior lighting and emergency egress lighting will be included.

Purpose and Need for Project (Please provide a brief statement. You may include this information as an attachment if the statement is lengthy.)

TVT acquired the property on April 10, 2023. The work for Phase 1 which included renovations on the interior and exterior directly around the administrative building will be completed in July 2024. The driveway and parking area improvements are not included in this phase. It is critically important to make these infrastructure improvements for TVT operations. The Nampa site will house up to 25 ADA medium duty buses and ADA transit vans. These vehicles provide demand response services within the Canyon County rural and small urban areas and back-up vehicles during regular scheduled service maintenance for the Snake River Transit and Mountain Home Community Transit vehicles.

TVT operates this service Monday through Friday, and the vehicles will be coming and going on the gravel site multiple times a day. This will put a lot of travel onto the gravel driveway and parking area. With the weather conditions constantly changing, the weight of the vehicles, and the frequency of driving vehicles that is required on the gravel will create potholes and cause snow plowing issues. This will create maintenance problems in the driveway and parking area which will need to graded and the potholes filled on a regular basis. By making these improvements, TVT will be able to protect our assets from outdoor weather conditions and protect our employees from adverse weather conditions when they are beginning or ending their scheduled shift. Additionally, reduce maintenance costs by not having to grade and maintain the driveway and parking area on a regular basis.

This asphalt paving and enclosed bus parking structure is a shovel ready infrastructure project. The preliminary planning, engineering, and design have all been completed. Once the balance of funding needed has been secured, we can finalize the engineering and the design and plans to begin construction immediately. It is critical to obtain enough funding to complete the project as originally envisioned.

Project Location (Please include street address, city, and state of the project location.)

3101 S. Powerline Road, Nampa, Canyon County, ID 83686

Project Contact (Please include the name, phone number, email address, and mailing address for the submitter of this worksheet.)

Terri Lindenberg, Executive Director, 208-463-9111, terri@treasurevallevtransit.com, 1136 W. Finch Drive, Nampa ID 83651

If your project involves construction, please include the following as appropriate:

- Project vicinity map
- Project site plan(s) showing project features, access points, and project boundaries
- Other useful maps as appropriate (topographic maps, aerial photographs, Environmental Protection Agency [EPA] NEPAssist maps, etc.)
- Photographs of the site if useful to illustrate important features
- Details on the depth and extent of soil excavation proposed for the project
- Additional information if the soil has been previously disturbed by prior construction or other activity
- List of parks or recreation areas within the project vicinity
- List of any previous consultations that might be relevant (e.g., with other federal, state, or local agencies)

I. NEPA (class of	Action
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Please answer the following questions to determine the project's potential NEPA Class of Action. If the answer to any of the questions in Part II.A, questions A.1 through A.4 below

	is "Yes", contact your assigned FTA Region 10 Grant Representative to discuss whether the project requires preparation of a NEPA Environmental Assessment (EA) or Environmental Impact Statement (EIS).
A.1	Will the project significantly impact the natural, social, and/or economic environment?
	☐ Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)☐ No
A.2	Is the significance of the project's social, economic, or environmental impacts unknown?
	☐ Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)☐ No
A.3	Is the project likely to require detailed evaluation of more than a few potential impacts?
	☐ Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)☐ No
A.4	Is the project likely to generate intense public discussion, concern, or controversy, even though it may be limited to a relatively small subset of the community?
	Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)

	⊠ No
В.	Does the project type fall into any of the following Categorical Exclusions (CEs)?
	Yes (If selected AND there are no unusual circumstances, please check the applicable CE box below and continue to Part III. Project Information Required for CEs and DCEs of this form.)
	No (If selected, please continue to Part II.C Does the project type appear similar to any of the following Documented Categorical Exclusion (DCE) examples? of this form.)
	The types of activities listed below describe actions which, when the corresponding conditions are met, are categorically excluded from further NEPA analysis under 23 CFR Part 771.118(c). Unusual circumstances may prevent the use of these CEs, and may include, but are not limited to, the presence of wetlands, historic buildings and structures, parklands, or floodplains in the project area, or the potential for the project to impact other resources. (You may look up detailed descriptions of each type of activity, and corresponding conditions at the guidance document here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-implementation-ftas-categorical-exclusions .)
	23 CFR Part 771.118(c)(1 through 16)
	(1) Utilities and Similar Appurtenances
	(2) Recreation, Pedestrian, or Bicycle Facilities
	(3) Environmental Mitigation or Maintenance of Environmental Quality and Site Aesthetics
	(4) Planning and Administrative Activities (No construction activities)
	(5) Activities Promoting Transportation Safety, Security, Accessibility, and Communication
	(6) Acquisition or Transfer of Real Property Interest
	(7) Acquisition, Rehabilitation, Maintenance of Vehicles or Equipment
	(8) Maintenance, Rehabilitation, Reconstruction of Facilities
	(9) Assembly or Construction of Facilities
	(10) Development of Facilities Adjacent to Existing Transit Facilities
	(11) Emergency Recovery Activities (Several conditions are attached to this type of CE. Please consult with FTA Region 10 Office if you think this CE may apply to your project.)
	(12) Projects Entirely within the Existing Operational Right-of-Way
	(13) Projects with Limited Federal Funding (Must be less than \$5 million in federal funding, or having a total estimated cost of not more than \$30,000,000 and federal funds comprising less than 15 percent of the total estimated project cost. Please consult with FTA if you think this CE may apply to your project.)
	(14) Bridge Removal and Related Activities

	(1	15) F	Preventative Maintenance to Certain Culverts and Channels
	<u> </u>	16) C	Geotechnical and Similar Investigations
C.			e project type appear similar to any of the following Documented rical Exclusion (DCE) examples?
			If selected, please check the applicable DCE example box below and continue to Project Information Required for CEs and DCEs of this form.)
			f selected, please contact your assigned FTA Region 10 Grant Representative, as iscussion about the project may be necessary prior to initiating NEPA review.)
	docu	mer	that are categorical exclusions under 23 CFR Part 771.118(d) require additional ntation demonstrating that the specific conditions or criteria for the categorical are satisfied and that significant effects will not result.
	23 CF	R P	art 771.118(d)(1 through 8)
			Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing shoulders or auxiliary lanes.
			Bridge replacement or the construction of grade separation to replace existing at-grade railroad crossings.
		1	Acquisition of land for hardship or protective purposes. (Hardship and protective buying will be permitted only for one or a limited number of parcels, and only where it will not limit the evaluation of alternatives (including alignments) for planned construction projects.)
		((Acquisition of right-of-way. (No project development such as final design or construction activities on the acquired right-of-way may begin until the NEPA review process for such project development, including the consideration of alternatives, where appropriate, has been completed.)
	((5)	[Reserved]
	<u> </u>		Facility modernization through construction or replacement of existing components.
		7) I	Minor transportation facility realignment for rail safety reasons.
	□ (Facility or structure modernization or minor expansion outside existing right-ofway.
	i S I i	1508 indu sign recr imp	ner" actions which meet the criteria for a CE in the CEQ regulations (40 CFR part 3.4) and will not result in significant environmental effects. Actions must not: ace significant impacts to planned growth or land use; require the relocation of difficant numbers of people; have a significant impact on any natural, cultural, eational, historic or other resource; cause significant air, noise, or water quality acts; have significant impacts on travel patterns; or otherwise have significant fronmental impacts (either individually or cumulatively).

III. Project Information Required for CEs and DCEs

- 1. If you selected "Yes" in Part II.B Does the project type fall into any of the following Categorical Exclusions (CEs)? above, and checked any of the CE options under 23 CFR Part 771.118(c)(1 through 16):
 - a) Complete Part III.A Detailed Project Description below.
 - b) Review the remaining subject areas (Part III.B Location and Zoning Part III.AA Related Federal and State/Local Actions). If any of these subject areas is relevant to demonstrating your project has no significant impacts or unusual circumstances, please enter a brief description within the box for that subject area, otherwise enter "N/A".
 - c) Complete the "Submitted By" and "Date" boxes at the end of the form and submit electronically to your assigned FTA Region 10 Grant Representative according to the instructions at the end of this form.
- 2. If you selected "Yes" in Part II.C Does the project type appear similar to any of the following Documented Categorical Exclusion (DCE) examples? above, and checked any of the DCE examples under 23 CFR Part 771.118(d)(1 through 8):
 - a) Complete Part III.A Detailed Project Description below.
 - b) Complete each of the remaining subject areas (Part III.B Location and Zoning Part III.AA Related Federal and State/Local Actions) that are relevant to your project. Depending on the details of your project, some of the subject areas may not be applicable. In such cases, no discussion is needed, simply enter "N/A". You may reference and attach documents prepared for other purposes (e.g., public meetings) if they are helpful.
 - c) Complete the "Submitted By" and "Date" boxes at the end of the form and submit electronically to your assigned FTA Region 10 Grant Representative according to the instructions at the end of this form.

NOTE: The subject areas list below is not all-inclusive. If your project has the potential to cause impacts to resources which are not listed below, please provide supplemental information about those potential impacts.

A. Detailed Project Description

Please describe the project and explain how it satisfies the "Purpose and Need for Project", as provided in **Part I. Project Description**.

The scope of work for Phase 2 of the project consists of site development improvements for the bus parking area to include asphalt paving and a covered and enclosed bus parking structure. Please see preliminary design concept drawing included, the dark gray area is asphalt area, and the royal blue area is the bus covered structure. In addition, the City of Nampa included a walking path be constructed as a condition of the Conditional Use Permit. Preliminary design concepts and estimated costs have been completed by Phase I Architect & Engineering Firm.

The Bus Storage Facility Building is expected to be constructed using a pre-manufactured steel building component with steel exterior siding and roofing. The building will incorporate concrete foundations and reinforced building slabs. The building's square footage is currently designed at 9,000 square ft. and has been positioned to allow maximum flexibility within the allowable site. A total of (24) 12'x12' overhead doors will be added to each bus storage bay and (4) man doors are expected to be positioned around the building footprint. The structure is expected to be insulated and heated with gas fired unit heaters throughout the building. Interior lighting and emergency egress lighting will be included.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Identify any critical resource areas (historic, cultural, or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, hotels, etc.). Briefly describe the project area's zoning and indicate whether the proposed project is consistent with it. Briefly describe the community (geographic, demographic, economic, and population characteristics) in the project vicinity.

The property is located on the Southside of Nampa Idaho, just outside the Nampa city limits but within Canyon County. The property is zoned RR, Rural Residential by Canyon County. TVT received approval of a Conditional Use Permit from the County on April 6, 2023. The conditional use permit is included as additional documentation.

Nampa and Canyon County are experiencing significant increases in both population and households that will continue to drive demand for goods and services. Downtown Nampa is approximately 3.1 miles north, and the nearest Interstate 84 access ramps are 4.6 miles north along Powerline Road.

Land uses in the immediate area are primarily single family residential, agricultural, and open space. Skyview High School is located north of the property at the intersection of Powerline Road and Greenhurst Road.

The property is adjacent to Wilson Springs ponds, a 55-acre nature preserve administered by Canyon County Parks and Idaho Fish and Game. The pond complex is a popular urban fishing destination stocked with rainbow trout, and home to resident and migratory birds. The park provides paved pathways and unimproved trails.

Form Revised: October 2020

7

C.	Traffic Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes, and coordination with relevant agencies, if applicable. No traffic impacts are detected.
D.	Aesthetics Will the project have an adverse effect on scenic views, or scenic viewpoints? No Yes If Yes, please describe. Will the project substantially degrade the existing visual character or quality of the site and its surroundings? No Yes If Yes, please describe. Will the project create a new source of substantial light or glare which would adversely
	affect day or nighttime views in the area? ☑ No ☐ Yes If Yes, please describe.

E.	Air Quality Does the project have the potential to have a negative impact on air quality?
	⊠ No
	☐ Yes
	If Yes, please describe.
	Is the project located in an EPA-designated non-attainment or maintenance area? (For additional information, see the EPA webpage "Nonattainment Areas for Criteria Pollutants" here: https://www.epa.gov/green-book .)
	⊠ No
	☐ Yes
	If Yes, please indicate the criteria pollutant and contact your assigned FTA Region 10 Grant Representative to determine if a "hot spot analysis" is necessary. Carbon Monoxide (CO) Ozone (O ₃) Particulate Matter (PM ₁₀ or PM _{2.5})
	If the non-attainment area is also in a metropolitan area, was the project included in the MPO's Transportation Improvement Program (TIP) air quality conformity analysis?
	□ No
	☐ Yes
	If Yes, please provide the date of U.S. Department of Transportation conformity finding.
 F.	Coastal Zone
•	Is the proposed project located in a designated coastal zone management area? (For additional information on Coastal Zones, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0 . Also, see the National Oceanic and Atmospheric Administration [NOAA] webpage "The National Coastal Zone Management Program" here: https://coast.noaa.gov/czm/ .)
	⊠ No
	Yes
	If Yes, please describe coordination with your appropriate State agency regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Determine the presence of minority and low-income populations (business owners, land owners, and residents) within a quarter-mile of the project area. Indicate whether the project will have disproportionately high and adverse effects on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations. Please see Environmental Justice Policy Guidance for Federal Transit Administration Recipients here:

https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/environmental-justice-policy-guidance-federal-transit.

There are no impacts to minority or low-income populations.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain? (For additional information on Floodplains, see the Water Resources Standard Operating Procedures on FTA's website here:

https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0. Also, see the FEMA Flood Mapping Products webpage here: https://www.fema.gov/flood-mapping-products.)

\boxtimes	No
	Yes

If Yes, please describe potential impacts, indicate if the project will impact the base flood elevation, and include or link to the FEMA Flood Insurance Rate Map (FIRM) with the project location identified.

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tentially navigable Corps of Engineers, information on Procedures on FTA's environmental- ne U.S. Army Corps
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K.	Noise and Vibration Does the project have the potential to increase noise or vibration?
	⊠ No
	Yes, please describe the impact(s) and provide map(s) identifying sensitive receptors such as schools, hospitals, parks, residences, and hotels. If the project will result in a change in noise and/or vibration sources, you must conduct an analysis following the guidance in FTA's Transit Noise and Vibration Impact Assessment Manual here: https://www.transit.dot.gov/research-innovation/transit-noise-and-vibration-impact-assessment-manual-report-0123 .
	There will potentially be increased noise and traffic from bus activities, but it is not anticipated to be a significant disturbance to the surrounding natural and human environment.
L.	Prime and Unique Farmlands Does the project involve the use of any prime or unique farmlands, as defined by the U.S. Department of Agriculture (USDA)? (For additional information, see the document "Prime and Unique Farmlands" at the USDA webpage here: https://efotg.sc.egov.usda.gov/references/public/VA/PrimeandUniqueFarmlands.pdf .) □ No □ Yes
	If Yes, please describe potential impacts and any coordination with the Natural Resources Conservation Service of the USDA.

M.	Historic and Cultural Resources Impacts to cultural, historic, or recreational properties may trigger Section 106 consultation, tribal consultations, and/or a Section 4(f) evaluation, requiring consideration of avoidance alternatives. (For additional information on Section 106, see the Section 106 Process Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-106-process-standard-operating-procedures . For additional information on Section 4(f), see the Section 4(f) Evaluations Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-4f-evaluations .)
	Does the project involve any ground disturbing activities?
	□ No
	∑ Yes
	If Yes, please provide the approximate maximum ground disturbance depth and extent. Also, please provide information on any previous ground disturbance at the project site.
	All disturbance is located within previously disturbed areas. Paving would occur in an existing graded gravel parking/storage area at the existing facility. The walking pathway would be constructed within a developed corridor between an existing paved road and office property.
	Are there any historic resources at the project site or in the vicinity of the project?
	⊠ No
	☐ Yes
	If Yes, please attach photographs of structures more than 45 years old that are within or adjacent to the project site and describe any direct or indirect impacts the project may cause.
N.	Biological Resources Are there any species located within the project vicinity that are listed as threatened or endangered under the Endangered Species Act? Determine this by obtaining lists of threatened and endangered species and critical habitat from the U.S. Fish and Wildlife Service and the National Marine Fisheries Service. (For additional information on Biological Resources, see the Biological Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-programs/environmental-programs/biological-resources-standard-operating-procedures.) No Yes If Yes, please identify the species, and also describe any critical habitat, essential fish habitat, or other ecologically sensitive areas within or near the project area.

0.	Recreational Resources Is the project located in or adjacent to a park or recreation area? (For additional information on Recreational Resources, see the Section 4(f) Evaluations Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-4f-evaluations .) No
	If Yes, please provide information on potential impacts to the park or recreation area. Please also indicate if the park involved Land and Water Conservation Fund Act funding (Section 6(f)) (For additional information on the Land and Water Conservation Fund Act, see the National Park Service's Land and Water Conservation Fund webpage here: https://www.nps.gov/subjects/lwcf/index.htm .)
P.	Seismic and Soils Are there any unusual seismic or unstable soil conditions in the project vicinity? If so, indicate on a project map and describe the seismic standards to which the project will be designed. No Yes If Yes, please describe the conditions.

Ω.	Water Quality Does the project have the potential to impact water quality, including during construction? (For additional information on Water Quality, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0 .) <a dwssa"="" href="https://www.transit.dot.gov/regulations-and-guidance/environmental-guidance/environmental-guidance/environmental-guidance/environmental-guidance/environmental-guidan</th></tr><tr><th></th><th>Will there be an increase in new impervious surface or restored impervious surface? ☑ No ☐ Yes</th></tr><tr><th></th><th>If Yes, please describe potential impacts and proposed treatment for stormwater runoff.</th></tr><tr><th></th><th>TBD upon engineering stormwater drainage report.</th></tr><tr><th></th><th>Is the project located within the vicinity of an EPA-designated Sole Source Aquifer (SSA)? (For additional information on Sole Source Aquifers including an interactive map, see the EPA's Sole Source Aquifers for Drinking Water webpage here: https://www.epa.gov/dwssa .) No Yes
	If Yes, please provide the name of the aquifer for which the project is located and describe any potential impacts to the aquifer. Also, please provide the approximate amount of new impervious surface created by the project. (Attach a completed FTA Region 10 SSA Worksheet and submit it along with this CE worksheet, if applicable.)
R.	Wetlands Will the project temporarily or permanently impact wetlands or require alterations to streams or waterways? (For additional information on Wetlands, see the Water Resources Standard Operating Procedures on FTA's website here: https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0.) No Yes If Yes, please describe potential impacts.

S. Construction Impacts

Describe the construction plans, and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

Impact to the surrounding neighborhood will be minimal. Construction work shall take place during normal business hours and heavy machinery is expected to be used for less than 30 days.

All disturbance to the property will be located within previously disturbed areas. Paving will occur in an existing graded gravel parking/storage area at the existing facility. The walking path will be constructed within a developed corridor between an existing paved road and the office property.

Any ground disturbing activities would occur in areas heavily disturbed from previous development and no cultural resources are present.

No waters or wetlands will be disturbed or impacted by the proposed measures. No waters or wetlands are located within the proposed disturbed areas. Stormwater from the proposed parking area will be collected and contained onsite in an approved stormwaters system.

T. Cumulative and Indirect Impac	Т.	Cumulative a	nd Indirect	Impacts
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Are cumulative and indirect impacts likely?

⊠ No

☐ Yes,

If Yes, please describe the reasonably foreseeable impacts:

- a) **Cumulative impacts** (which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency Federal or non-Federal or person undertakes them. Cumulative impacts can result from individually minor but collectively significant actions taking place over a time period.)
- b) Indirect impacts (which are caused by the action but are later in time or farther removed in distance, yet are still reasonably foreseeable. Indirect impacts may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water, and other natural systems, including ecosystems.)

U.	Property Acquisition Will the project acquire any real properties? No Yes If Yes, please indicate whether the property acquisition will result in relocation of businesses or individuals. (Note: For real property acquisitions valued over \$1,000,000, FTA concurrence in the property's appraisal/valuation is required. Please contact your assigned FTA Region 10 Grant Representative if you have any questions.)
V.	Energy Does the project include construction or reconstruction of a building, identify measures to conserve energy which will be employed? (This includes building materials and techniques used for construction; special innovative conservation features; fuel use for heating, cooling, and operations; and alternative renewable energy sources.) No Yes If Yes, please describe.

W. Public Involvement

Please describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public meetings (e.g., board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

Working with Canyon County Development Services TVT mailed out a notification letter on November 18, 2022, to 111 neighbors within a 600' radius area of the project. The list of names and addresses were provided to us by Canyon County. The letter explained to the neighbors who Treasure Valley Transit is and what our plans for the property were and the date, time, and location for a public meeting to occur. The public meeting was for informational purposes, to receive feedback, and to provide any additional answers to questions the neighbors might have. A copy of the letter is provided as additional documentation.

The meeting was held on December 12, 2022, 5:30PM at the City of Nampa Public Library. There was a total of 10 people who showed up for the meeting. All questions were able to be answered and there appeared to be no objections to Treasure Valley Transit operating at the Powerline location.

On December 15, 2022, the City of Nampa Planning and Zoning Commission and Nampa City Council held a workshop to discuss the proposed changes to the Future Land Use Map. The Powerline property was zoned for a park and the proposed change was to change the zoning to Education, Public Administration, Health Care, and other institutions. This change was adopted and made in the 2040 City of Nampa Comprehensive Plan. This was a necessary change for the County to approve the Conditional Use Permit TVT was requesting.

Because the property was located within a Residential Rural Zoning District Treasure Valley Transit needed to request a conditional use permit to allow our business to operate at the property. The previous owner, Idaho Fish & Game Department had been allowed a conditional use permit since 1991. The public hearing was held on April 6, 2023, and the Canyon County Planning & Zoning Commission approved the conditional use permit. There were no objections from the public.

X. Mitigation Measures

Please describe all measures to be taken to mitigate project impacts, both during construction and operation.

A Storm Water Pollution Prevention Plan (SWPPP) will be specified and implemented over the entire grounds protecting the construction project from impacting surrounding properties. Any debris piles or construction staging areas will be contained with the planned area.

Traffic and safety impact is expected to be minimal but during the times work is being completed in the street right of way, a construction traffic plan is expected to be implemented.

Y. Other Federal Actions

Please provide a list of other federal NEPA actions related to the proposed project or in the vicinity, if applicable.

None

Z.	State and Local Policies and Ordinances Is the project in compliance with all applicable state and local policies and ordinances? No If No, please describe the non-compliance.	
	ii ivo, piease describe the non-compliance.	
	⊠ Yes	
AA.	Related Federal and State/Local Actions	
	Check all that apply below.	
	Corps of Engineers Permit (e.g., Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act)	
	Coastal Zone Management Certification	
	Critical Area Ordinance Permit	
	 Endangered Species Act and Magnuson-Stevens Fishery Conservation and Management Act Consultation 	
	☐ Floodplain Development Permit	
	Forest Practices Act Permit	
	Hydraulic Project Approval	
	☐ Local Building or Site Development Permits	
	Local Clearing and Grubbing Permit	
	☐ National Pollutant Discharge Elimination System General Construction Permit	
	Shoreline Permit	
	Solid Waste Discharge Permit	
	Sole Source Aquifer Consultation (Safe Drinking Water Act of 1974)	
	Section 4(f) (Historic or Recreational Properties; Wildlife Refuges)	
	 Section 6(f) (Recreational Properties with Land and Water Conservation Fund Act funding) 	
	Section 106 Consultation (National Historic Preservation Act)	
	Stormwater Site Plan (SSP)	
	☐ Temporary Erosion and Sediment Control Plan (TESC)	
	U.S. Coast Guard Permit	
	☐ Water Rights Permit	
	☐ Water Quality Certification - Section 401 of the Clean Water Act	
	☐ Tribal Consultation or Permits (if any, describe below)	
	☐ Other	
	Others (Please describe, if applicable):	

Please submit this completed form and any attachments electronically to fta.tro10mail@dot.gov and cc: your assigned FTA Region 10 Grant Representative. Please contact the FTA Region 10 Office if you are unsure about these procedures or have any questions.

Federal Transit Administration, Region 10

915 2nd Avenue, Suite 3142 Seattle, WA 98174-1002 **Phone**: (206) 220-7954

Email: fta.tro10mail@dot.gov

ATTACHMENTS

- Approved Conditional Use Permit
- Survey officially recorded with Canyon County Recorder's Office
- Topography Survey completed July 2023
- Site Aerial Map
- Photographs of current existing site
- Preliminary design plan
- NEPAssist Map
- National Wetlands Map

Canyon County, 111 North 11th Ave. Suite 140, Caldwell, ID 83605
(208) 454 7458 • (208) 454 6633 Fax • DSDInfo@canyonco.org • www.canyonco.org/dsd

APR 10 2023

April 7, 2023

Treasure Valley Transit, Inc. Terry Lindenberg 1136 W. Finch Dr. Nampa, ID 83651

Dear Applicant,

This letter is your notice of the final order of decision of the Canyon County Planning & Zoning Commission on Case Name and Number heard on April 6, 2023.

Based upon the Findings of Fact, Conclusions of Law and Conditions of Approval contained herein
the Planning and Zoning Commission approves Case Number CU2022-0045: a conditional use
permit to allow a quasi-public use within an "R-R" (Rural Residential) Zoning District. The use
includes office buildings, outbuildings, and employee and commercial vehicle parking for a
private nonprofit public transportation company.

Any affected person, defined by Idaho Code 67-6521, who is aggrieved by the decision, may file a written notice of appeal with the Director of Development Services Department within fifteen (15) calendar days from the date of the decision.

Enclosed you will find a copy of the legal portion of your case signed by the P&Z Commission including Findings of Fact, Conclusion of Law and Order.

Should you have any questions, please feel free to contact your case planner, Jenna Petroll at jenna.petroll@canyoncounty.id.gov

Sincerely,

Bonnie Puleo

Bonnie Puleo Senior Administrative Specialist Canyon County Development Services Department

cc: Case File, Idaho Department of Fish and Game

PLANNING AND ZONING COMMISSION



FINDINGS OF FACT, CONCLUSION OF LAW AND ORDER

In the matter of the application of:

Treasure Valley Transit – CU2022-0045

The Canyon County Planning and Zoning Commission considers the following:

• The applicant, Treasure Valley Transit, is requesting a conditional use permit to allow a quasi-public use within an "R-R" (Rural Residential) Zoning District. The use includes office buildings, outbuildings, and employee and commercial vehicle parking for a private nonprofit public transportation company that operates in an on-demand capacity. The 3.22-acre property is located at 3101 S Powerline Rd, Nampa on parcel R29190; also referenced as a portion of the SE ¼ of Section 03, Township 2N, Range 2W; BM; Canyon County, Idaho.

Summary of the Record

- 1. The record is comprised of the following:
 - A. The record includes all testimony, the staff report, exhibits, and documents in Case File CU2022-0045.

Applicable Law

- 1. The following laws and ordinances apply to this decision: Canyon County Code §01-17 (Land Use/Land Division Hearing Procedures), Canyon County Code §07-05 (Notice, Hearing and Appeal Procedures), Canyon County Code §07-07 (Conditional Use Permits), Canyon County Code §07-02-03 (Definitions), Canyon County Code §07-10-27 (Land Use Regulations (Matrix)), Idaho Code §67-6512 (Special Use Permits, Conditions, and Procedures), and Canyon County Code §09-11-25 (Area of City Impact Agreement).
 - Notice of the public hearing was provided in accordance with CCZO §07-05-01, Idaho Code §67-6509 and §67-6512.
 - b. A special use permit may be granted to an applicant if the proposed use is conditionally permitted by the terms of the ordinance, subject to conditions pursuant to specific provisions of the ordinance, subject to the ability of political subdivisions, including school districts, to provide services for the proposed use, and when it is not in conflict with the plan. Idaho Code §67-6512.
 - c. Every use which requires the granting of a conditional use permit is declared to possess characteristics that require review and appraisal by the commission to determine whether or not the use would cause any damage, hazard, nuisance, or other detriment to persons or property in the vicinity. See CCZO §07-07-01.
 - d. Upon the granting of a special use permit, conditions may be attached to a special use permit including, but not limited to, those: (1) Minimizing adverse impact on other development; (2) Controlling the sequence and timing of development; (3) Controlling the duration of development; (4) Assuring that development is maintained properly; (5) Designating the exact location and nature of development; (6) Requiring the provision for on-site or off-site public facilities or services; (7) Requiring more restrictive standards than those generally required in an ordinance; (8) Requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction. See Idaho Code §67-6512, CCZO §07-07-17, and 07-07-19.

- 2. The commission shall have those powers and perform those duties assigned by the board that is provided for in the Local Land Use Planning Act, Idaho Code, title 67, chapter 65, and in county ordinances. CCZO §07-03-01, §07-07-01.
- 3. There are no mandates in the Local Land Use Planning Act as to when conditional permits may or may not be granted, aside from non-compliance with the community master plan. I.C. § 67-6512. Chambers v. Kootenai Cnty. Bd. of Comm'rs, 125 Idaho 115, 117, 867 P.2d 989, 991 (1994).
- 4. The burden of persuasion is upon the applicant to prove that all criteria, including whether the proposed use is essential or desirable to the public welfare, are satisfied. CCZO §07-05-03.
- 5. Idaho Code §67-6535(2) requires the following: The approval or denial of any application required or authorized pursuant to this chapter shall be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan, relevant ordinance and statutory provisions, pertinent constitutional principles and factual information contained in the record.
- 6. The County's hearing procedures adopted per Idaho Code §67-6534 require that final decisions be in the form of written findings, conclusions, and orders. CCZO 07-05-03(1)(I).

The application, CU2022-0045, was presented at a public hearing before the Canyon County Planning and Zoning Commission on April 6, 2023. Having considered all the written and documentary evidence, the record, the staff report, oral testimony, and other evidence provided, including the conditions of approval and project plans, the Canyon County Planning and Zoning Commission decide as follows:

CONDITIONAL USE PERMIT HEARING CRITERIA - CCZO §07-07-05

1. Is the proposed use permitted in the zone by conditional use permit?

Conclusion: The subject property, 3.22 acres, is zoned "R-R" (Rural Residential) and the proposed use, quasi-public use (permanent) is permitted in the "R-R" zone by conditional use permit.

- Findings: (1) According to CCZO §07-10-27, the Canyon County land use matrix, a quasi-public (permanent) use is permitted in the "R-R" zone by conditional use permit.
 - (2) Treasure Valley Transit is a private, nonprofit public transportation operation, making it a quasi-public use.
 - (3) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.

2. What is the nature of the request?

Conclusion: According to the applicant's letter of intent (Exhibit 2 of the staff report), the proposed use includes office buildings, outbuildings, and employee and commercial vehicle parking for a private, nonprofit public transportation company that operates in an on-demand capacity. According to the applicant, there will be very few customer visits to the subject property. They are proposing to have seventeen (17) full-time employees, nineteen (19) parking spaces for employee parking, and twenty-five (25) parking spaces for commercial vehicles. They are currently utilizing five (5) buses and five (5) vans for daily use with seven (7) additional vehicles parked on-site for backup. They are proposing to operate the business Monday – Friday from 6 AM to 6 PM. (Conditions 10, 11, 12, 13)

- Findings: (1) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (2) Evidence includes associated findings and evidence supported within this document.

3. Is the proposed use consistent with the comprehensive plan?

Conclusion: The proposed use is consistent with the Goals and Policies of the 2030 Canyon County Comprehensive Plan as follows:

TOHOUSTVOT	Idit to follows.
Chapter 2	2: Population
G2.01.00	Incorporate population growth trends & projections when making land-use decisions.
P2.01.01	Plan for anticipated population and households that the community can support with adequate services and amenities.
G2.02.00	Promote housing, business, and service types needed to meet the demand of the future and existing population.
Chapter 3	: Economic Development
G3.01.00	Promote a healthy and sustainable regional economy by retaining, expanding, and recruiting businesses to favorable locations.
P3.01.01	Direct business development to locations that can provide necessary services and infrastructure.
P3.01.02	Support suitable sites for economic growth and expansion compatible with the surrounding area. Staff Analysis: The proposed use already operates in the area, but they are proposing to move to the subject property to expand their operations. The proposed use provides employment opportunities for the area.
Chapter 4	: Land Use and Community Design
G4.01.00	Support livability and high quality of life as the community changes over time.
P4.02.01	Consider site capability and characteristics when determining the appropriate locations and intensities of various land uses.
P4.04.01	Support development in locations where services, utilities, and amenities are or can be provided.
P4.04.02	Align planning efforts in areas of city impact.
Chapter 7	: Public Services, Facilities, and Utilities
G7.01.00	Endeavor to continue providing reliable public services, public safety facilities, & public utilities that support existing developed areas and future growth.
Chapter 8	: Transportation
G8.03.00	Enhance transportation opportunities for local and regional travel.
P8.03.02	Support alternative modes of travel.

Findings: (1) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.

- (2) Evidence includes associated findings and evidence supported within this document.
- 4. Will the proposed use be injurious to other property in the immediate vicinity and/or negatively change the essential character of the area?

Conclusion: The facility formerly housed the Idaho Department of Fish and Game administration offices and vehicle maintenance. The quasi-public use, as proposed, is not anticipated to create a negative impact on the surrounding area.

- Findings: (1) The surrounding area is residential and public use with Wilson Ponds and the Fish Hatchery owned by the Idaho Department of Fish and Game.
 - (2) Nampa city limits are less than 650 feet north and west of the subject property.
 - (3) Potential impacts from the proposed uses shall be mitigated through appropriate conditions of approval. (Conditions 1, 4, 5, 8)
 - (4) The commercial vehicles will be taken off-site for any vehicle maintenance. This information was obtained through public testimony during the public hearing.
 - (5) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023. Newspaper notice was published on February 24, 2023. Property owners within 600' were notified by mail on February 24, 2023. The City of Nampa was noticed on February 14, 2023. The property was posted on March 3, 2023.
 - (6) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (7) Evidence includes associated findings and evidence supported within this document.
- 5. Will adequate water, sewer, irrigation, drainage and stormwater drainage facilities, and utility systems be provided to accommodate the use?

Conclusion: Facilities and systems for the proposed use already exist and are adequate to accommodate the use. (Conditions 1, 3, 7, 9)

- Findings: (1) According to the applicant's land use worksheet (Exhibit 5), well and septic systems exist for the proposed use.
 - (2) According to the applicant's letter of intent (Exhibit 2), the Bray and Partridge Laterals as well as the pump house are located within the subject property. There is a 60' easement (30' from the centerline on both sides) associated with both laterals.
 - (3) According to the applicant's land use worksheet (Exhibit 5), stormwater will be retained on-site.
 - (4) The commercial vehicles will be taken off-site for any vehicle maintenance. This information was obtained through public testimony during the public hearing.
 - (5) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023.
 - (6) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (7) Evidence includes associated findings and evidence supported within this document.
- 6. Does legal access to the subject property for the development exist or will it exist at the time of development?

Conclusion: Legal access exists to the subject property and is served by York Ave. (Conditions 1, 2)

- **Findings:** (1) According to Nampa Highway District, the two (2) approaches from York Ave currently serving the property are paved and satisfy the Highway District's requirements.
 - (2) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023.
 - (3) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.

Case # CU2022-0045 - Findings of fact, Conclusions of law and Order

- (4) Evidence includes associated findings and evidence supported within this document.
- 7. Will there be undue interference with existing or future traffic patterns?

Conclusion: There will not be undue interference with existing or future traffic patterns. (Conditions 13, 14)

- **Findings:** (1) Evidence has not been provided that indicates that there would be interference with existing or future traffic patterns.
 - (2) Nampa Highway District did not raise any concerns regarding traffic for the proposed use at this location.
 - (3) Vehicles will leave at staggered departure times. This information was obtained through public testimony during the public hearing.
 - (4) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023. Newspaper notice was published on February 24, 2023. Property owners within 600' were notified by mail on February 24, 2023. The City of Nampa was noticed on February 14, 2023. The property was posted on March 3, 2023.
 - (5) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (6) Evidence includes associated findings and evidence supported within this document.
- 8. Will essential services be provided to accommodate the use including, but not limited to, school facilities, police and fire protection, emergency medical services, irrigation facilities, and will the services be negatively impacted by such use or require additional public funding in order to meet the needs created by the requested use?

Conclusion: Essential services will be provided to accommodate the use and will not be negatively impacted by the proposed use. (Condition 1)

- **Findings:** (1) According to Nampa Fire District, Nampa Fire District Station 2 is the closest fire station and has a response time of approximately 4 minutes; the proposed use does not negatively impact their response time. They further state they do not oppose the application.
 - (2) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023. The City of Nampa was noticed on February 14, 2023.
 - (3) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (4) Evidence includes associated findings and evidence supported within this document.
- 9. Canyon County Code §09-11-25 (Area of City Impact Agreement) AREA OF CITY IMPACT AGREEMENT ORDINANCE

Conclusion: The property is located within Nampa's Area of City Impact. A notice was sent to the City of Nampa per Canyon County Code Section 09-11-25(1). The conditions applied require future development to work with the City of Nampa. (Condition 6)

Findings: (1) According to the City of Nampa, they designate the property as "Education, Public Administration, Healthcare, or Other." The proposed use is an approved land use in that designation.

- (2) The City of Nampa has requested a condition be placed on the conditional use permit that a 10' wide paved pedestrian path be located along the south side of York Ave which has added as a condition. (Condition 6)
- (3) Notice of the public hearing was provided in accordance with CCZO §09-11-27(1). The City of Nampa was noticed on February 14, 2023.
- (4) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.

Order

Based upon the Findings of Fact, Conclusions of Law and Order contained herein, the Planning and Zoning Commission approves Case # CU2022-0045, a conditional use permit of a quasi-public use on parcel R29190, a 3.22-acre portion, for Treasure Valley Transit subject to the following conditions as enumerated:

Conditions of Approval

- 1. The development shall comply with all applicable federal, state, and county laws, ordinances, rules, and regulations that pertain to the subject property and the proposed use.
- 2. The applicant shall comply with applicable Nampa Highway District access requirements.
- 3. The applicant must meet with Southwest District Health and the Idaho Department of Environmental Quality to obtain all appropriate permits prior to commencement of use.
- 4. All exterior lighting shall be downward facing and directed away from surrounding properties.
- 5. The subject property shall be maintained and kept in good repair. The subject property and surrounding fence line shall be kept weed free and/or maintained with weeds being 6" in height or less.
- 6. A 10' wide paved pedestrian path shall be located along the south side of York Ave from S Powerline Rd to the Bray Lateral Bridge. An easement should be created to encompass the pathway. Alternatively, the applicant could deed right-of-way that would encompass the road and pathway. The applicant shall work with the City of Nampa to develop the pathway.
- 7. The use, including fencing and landscaping, shall not encroach into irrigation or utility easements including related maintenance roads unless approved by all responsible agencies.
- 8. The applicant shall obtain an approved administrative decision sign permit and building permit for the installation of the proposed sign. Signage shall comply with §07-10-13 of the Canyon County Zoning Ordinance.
- 9. The use shall comply with the applicable regulations of the Idaho Rules and Standards for Stormwater Drainage (IDAPA 58.01.05), and groundwater contamination standards (IDAPA 58.01.11).
- 10. The hours of operation shall be 6 a.m. to 6 p.m. Monday through Friday.
- 11. The proposed development shall be in general conformance with the applicant's letter of intent and site plan (Exhibits 2 and 3 of the staff report).
- 12. All parking spaces shall be paved and meet all applicable off-street parking requirements (CCZO §07-13-01 and §07-13-03).
- 13. The quasi-public use, a private, nonprofit public transportation company, shall not exceed twenty-five (25) commercial vehicles on-site.
- 14. Any expansion or modification of the approved use shall require approval through a conditional use permit modification.
- 15. This conditional use permit must follow land use time limitation as stated in CCZO 07-07-23: "When a conditional use permit is granted, the land use or construction of its facility proposed in the application must have commenced within three (3) years of the date of the final decision by the presiding party or a court of appropriate jurisdiction. The improvements for the approved use must be completed within five (5) years of the same date.

 This permit is not transferrable to subsequent ow stated herein for Treasure Valley Transit. 	ners nor is the property approved for commercial use other than as
DATED this 6 day of April	, 2023.
BONNIE C PULEO COMMISSION #20215954 NOTARY PUBLIC STATE OF IDAHO MY COMMISSION EXPIRES 12/10/2027	PLANNING AND ZONING COMMISSION CANYON COUNTY, IDAHO Robert Sturgill, Chairman
State of Idaho)	
SS	
County of Canyon County)	
and acknowledged to me that he (she) executed the same. $N_{\rm c}$	ore me Bonne Puleo, a notary public, personally appeared in to me to be the person whose name is subscribed to the within instrument, otary: Bonne C. Suleo 12/10/2027 12/10/2027 12/10/2027 13/10/2027 14/10/2027 15/10/2027



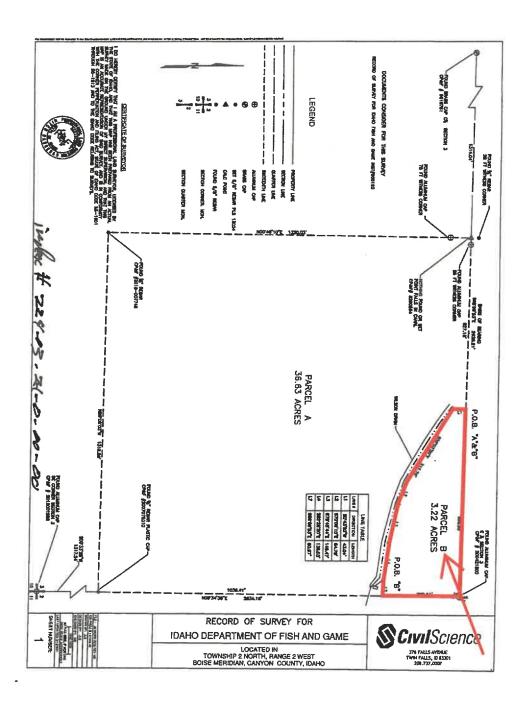
NOT OFFICIAL SEE ORIGINAL IN RECORDER'S OFFICE 2021-041188 RECORDED 06/09/2021 12:11 PM

00621220202100411880010016

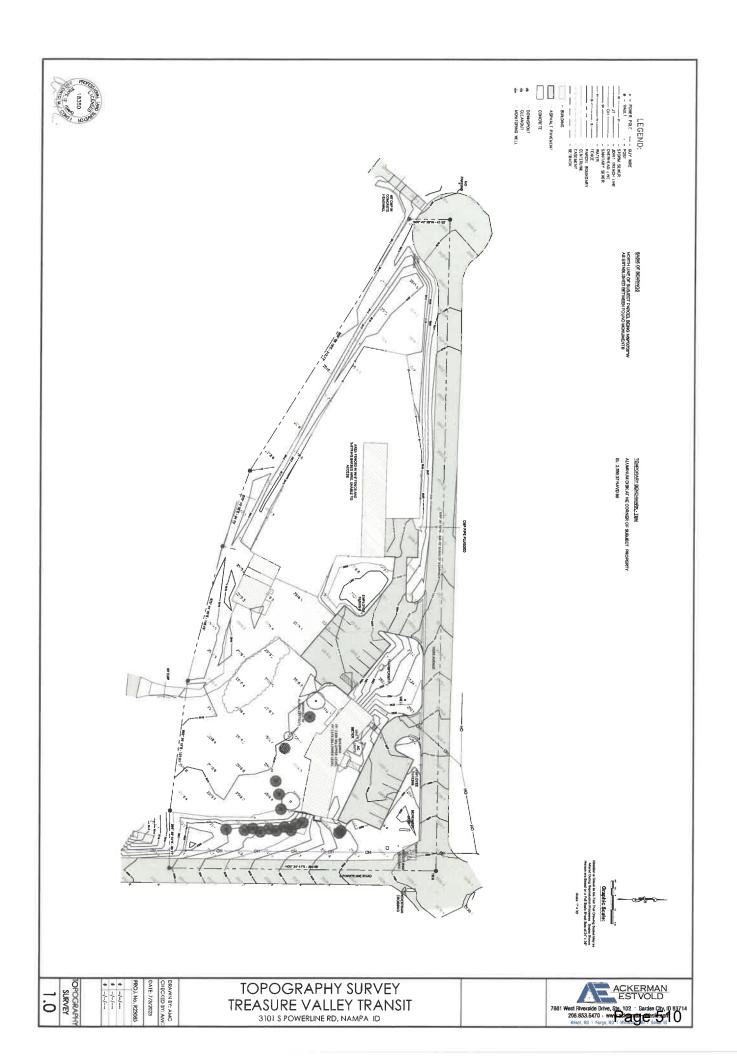
CHRIS YAMAMOTO

CANYON COUNTY RECORDER
Pgs=1 HCRETAL NO FEE

SURVEY IDAHO DEPT OF FISH & GAME



This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



SITE AERIAL MAP (Fig. A1)



Commercial Parking Areas

Photo 5: Commercial vehicle area

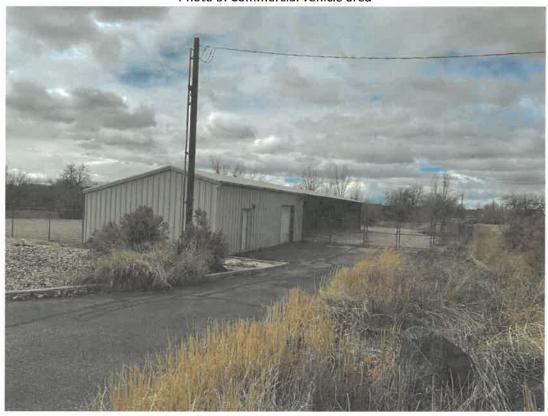


Photo 6: Commercial vehicle area



Views from Access 2 (Commercial Vehicle Access)

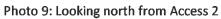
Photo 7: Looking west from Access 2



Photo 8: Looking east from Access 2



Views from Access 2 (Commercial Vehicle Access)





Views from S Powerline Rd and York Ave

Photo 10: Looking North



Photo 11: Looking west



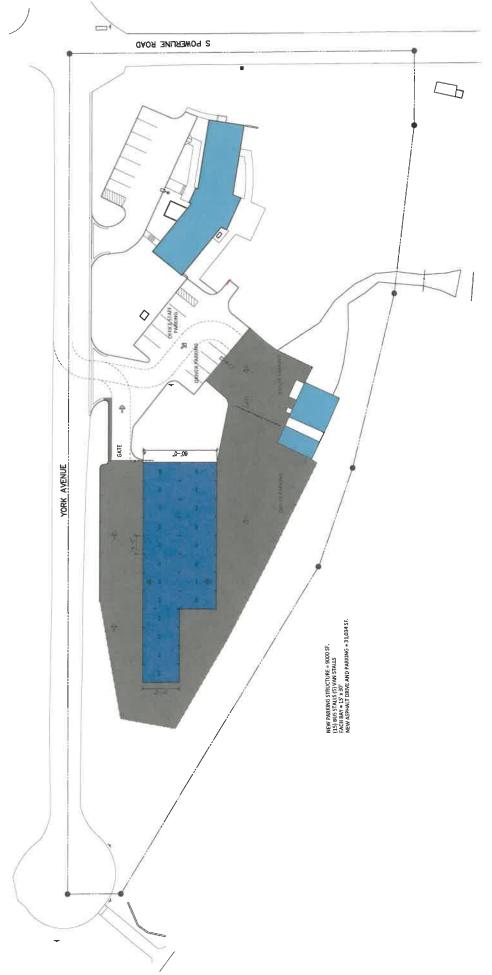
Views from S Powerline Rd and York Ave

Photo 12: Looking south



Photo 13: Looking east





NEPAssist

Treasure Valley Transit



Geographic coordinates:

POINT (43.538775,-116.553334) with buffer 0.5 miles

Note: The information in the following reports is based on publicly available databases and web services. The National Report uses nationally available datasets and the State Reports use datasets available through the EPA Regions. Click on the hyperlinked question to view the data source and associated metadata.

National Report 🖤

Project Location	43.538775,-116.553334
Within 0.5 miles of an Ozone 1-hr (1979 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of an Ozone 8-hr (1997 standard) Non-Attainment/Maintenance Area?	no
WithIn 0.5 miles of an Ozone 8-hr (2008 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of an Ozone 8-hr (2015 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a Lead (2008 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a SO2 1-hr (2010 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a PM2.5 24hr (2006 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a PM2.5 Annual (1997 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a PM2.5 Annual (2012 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a PM10 (1987 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a CO Annual (1971 standard) Non-Attainment/Maintenance Area?	no

Within 0.5 miles of a NO2 Annual (1971 standard) Non-Attainment/Maintenance Area?	no
Within 0.5 miles of a Federal Land?	no
Within 0.5 miles of an impaired stream?	no
Within 0.5 miles of an impaired waterbody?	no
Within 0.5 miles of a waterbody?	no
Within 0.5 miles of a stream?	yes
Within 0.5 miles of an NWI wetland?	yes
Within 0.5 miles of a Brownfields site?	no
Within 0.5 miles of a Superfund site?	no
Within 0.5 miles of a Toxic Release Inventory (TRI) site?	no
Within 0.5 miles of a water discharger (NPDES)?	yes
Within 0.5 miles of a hazardous waste (RCRA) facility?	yes
Within 0.5 miles of an air emission facility?	no
Within 0.5 miles of a school?	yes
Within 0.5 miles of an airport?	no
Within 0.5 miles of a hospital?	no
Within 0.5 miles of a designated sole source aquifer?	no
Within 0.5 miles of a historic property on the National Register of Historic Places?	no
Within 0.5 miles of a Land Cession Boundary?	yes
Within 0.5 miles of a tribal area (lower 48 states)?	no
Within 0.5 miles of the service area of a mitigation or conservation bank?	yes
Within 0.5 miles of the service area of an In-Lieu-Fee Program?	no
Within 0.5 miles of a Public Property Boundary of the Formerly Used Defense Sites?	no
Within 0.5 miles of a Munitions Response Site?	no
Within 0.5 miles of an Essential Fish Habitat (EFH)?	no
Within 0.5 miles of a Habitat Area of Particular Concern (HAPC)?	no
Within 0.5 miles of an EFH Area Protected from Fishing (EFHA)?	no
Within 0.5 miles of a Bureau of Land Management Area of Critical Environmental Concern?	no
Within 0.5 miles of an ESA-designated Critical Habitat Area per U.S. Fish & Wildlife Service?	no
Within 0.5 miles of an ESA-designated Critical Habitat river, stream or water feature per U.S. Fish & Wildlife Service?	no

Save to Excel Save as PDF

Idaho Report 🌵 Demographic Reports 🗓 USFWS IPaC Report 🖫



3101 S Powerline Rd., Nampa ID 83686



December 29, 2023

Wetlands

Estuarine and Marine Deepwater

Estuarine and Marine Wetland

Freshwater Emergent Wetland

Freshwater Forested/Shrub Wetland

Freshwater Pond

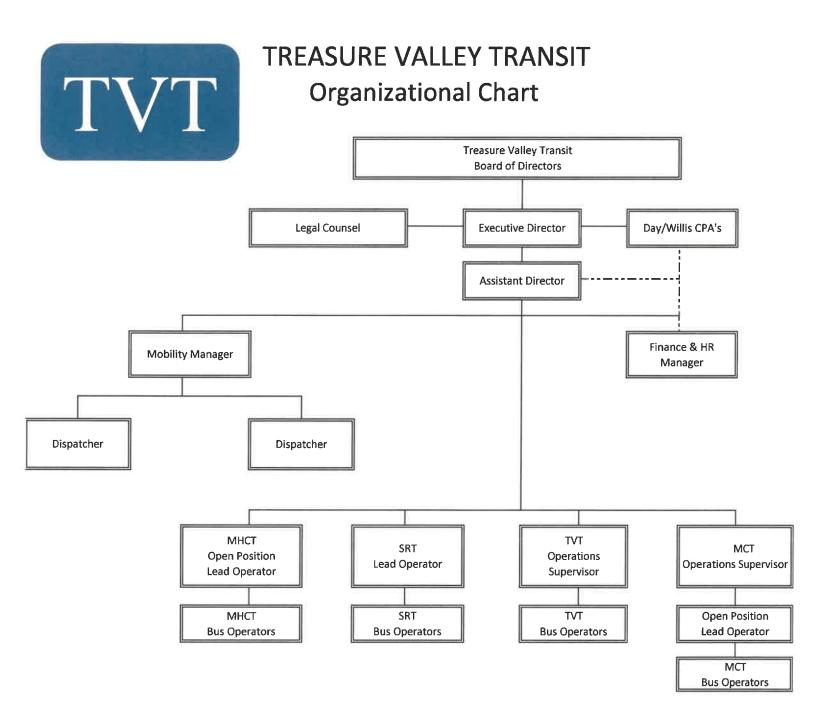
Lake

Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
Fixed Route
Deviated Fixed Route
Demand/ Response
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Elderly Opportunity Agency, Inc., Metro Community Services, Inc., and the Valley Regional Transit Authority serving
Canyon County.
4. Ridership:
Estimate the average number of rides: Per Day 425 Per Year 101,982
Briefly describe your ridership over the last two years: - Ridership increased 16.5% from FY21 to FY22 combined for all systems.
Ridership increased 13.4% from FY22 to FY23 combined for all systems.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Mon - Fri 6 am - 6 pm for MHCT, SRT, and TVT. MCT Red Line Mon - Sun 7 am - 7 pm, Green Line Mon - Fri
5:55 am to 7:25 pm, and Blue Line Winter 7 am - 6 pm. Summer 11 am - 9 pm. Gold Line Mon - Fri 5:45 am - 5:45 pm



Date: December 22, 2023



Phone: 208-459-4649 • FAX: 208-229-0404

Zwygart John & Associates CPAs, PLLC

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

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Treasure Valley Transit, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 4, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023



Phone: 208-459-4649 • FAX: 208-229-0404

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control
Over Compliance Required by Uniform Guidance

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Treasure Valley Transit, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Treasure Valley Transit, Inc.'s major federal programs for the year ended September 30, 2023. Treasure Valley Transit, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Treasure Valley Transit, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023

Treasure Valley Transit, Inc.

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

Section I - Summary of Auditor's Results

Financial Statements Type of auditor's report issued: Unmodified Internal control over financial reporting: Significant deficiencies disclosed? ☐ yes ☑ none reported Material weakness(es) disclosed ☐ yes ☑ No Noncompliance material to financial statements noted? □ yes ☑ no Federal Awards Internal control over major programs: Significant deficiencies identified? ☐ yes ☑ none reported Material weakness(es) identified? □ yes ☑ none reported Type of auditor's report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with 2CFR SECTION 200.516(A)? ☐ yes ☑ no Identification of major programs: Federal Assistance Listing Number(s) Name of Federal Program 20.526, 20.207 Federal Transit Cluster

Dollar threshold used to distinguish betweer
Type A and Type B programs:

\$750,000

Auditee qualified as low risk auditee?
☑ yes □ no

<u>Section II - Financial Statement Findings</u>

None

Section III - Findings and Questioned Costs for Federal Awards

None

Canyon County, 111 North 11th Ave. Suite 140, Caldwell, ID 83605
(208) 454 7458 • (208) 454 6633 Fax • DSDInfo@canyonco.org • www.canyonco.org/dsd

APR 10 2023

April 7, 2023

Treasure Valley Transit, Inc. Terry Lindenberg 1136 W. Finch Dr. Nampa, ID 83651

Dear Applicant,

This letter is your notice of the final order of decision of the Canyon County Planning & Zoning Commission on Case Name and Number heard on April 6, 2023.

Based upon the Findings of Fact, Conclusions of Law and Conditions of Approval contained herein
the Planning and Zoning Commission approves Case Number CU2022-0045: a conditional use
permit to allow a quasi-public use within an "R-R" (Rural Residential) Zoning District. The use
includes office buildings, outbuildings, and employee and commercial vehicle parking for a
private nonprofit public transportation company.

Any affected person, defined by Idaho Code 67-6521, who is aggrieved by the decision, may file a written notice of appeal with the Director of Development Services Department within fifteen (15) calendar days from the date of the decision.

Enclosed you will find a copy of the legal portion of your case signed by the P&Z Commission including Findings of Fact, Conclusion of Law and Order.

Should you have any questions, please feel free to contact your case planner, Jenna Petroll at jenna.petroll@canyoncounty.id.gov

Sincerely.

Bonnie Puleo

Bonnie Puleo Senior Administrative Specialist Canyon County Development Services Department

cc: Case File, Idaho Department of Fish and Game



PLANNING AND ZONING DEPARTMENT

Date:

February 16, 2023

To:

Jenna Petroll, Planner, Canyon County Development Services

Re:

CR2022-0045 - Treasure Valley Transit CUP in an R-R District on Parcel

#R2919000, 3101 S Powerline Rd., Nampa, ID

In accordance with Canyon County Code of Ordinances, Section 9-11 and our Joint Powers Agreement, the City of Nampa Planning and Zoning Department has received a letter from Canyon County Development Services dated February 14, 2023, regarding the above proposal. The request has been reviewed by the City of Nampa's Planning Department for conformance to the Nampa Comprehensive Plan and Future Land Use Map, and a response to is provided with the following comments/conditions:

Parcel #R2919000 (3101 S Powerline Rd., Nampa, ID) is in Nampa's Area of City Impact and designated "Education, Public Administration, Healthcare or Other" (EPAHO) on the Nampa Future Land Use Map. This designation allows the use of the land for facilities that provide public services.

The proposed use is "office buildings, outbuildings, and employee and commercial vehicle parking for a private nonprofit public transportation company". These uses are permitted within the EPAHO land use designation.

Nampa supports this request and askes the Canyon County Commissioners to place a condition on this Conditional Use Permit that a 10' wide paved pedestrian path be located along the south side of York Ave from S Powerline Rd. to the Bray Lateral Bridge.

If you have questions or would like to discuss this interpretation of the planning code, please call my direct line at (208) 468-5406.

Doug Critchfield Senior Planner

Nampa Planning Dept.

E-mail address: critchfieldd@cityofnampa.us



Planning and Zoning Commission

Treasure Valley Transit - Conditional Use Permit - CU2022-0045

Hearing Date: April 6, 2023

Development Services Department

Applicant:

Treasure Valley Transit

Staff:

Jenna Petroll, Planner II Jenna.petroll@canyoncounty.id.gov

Tax ID

R29190

Current Zone:

"R-R" (Rural Residential)

2030 Comprehensive Plan Future Use Designation:

Conservation/Open Space

Impact Area:

Nampa

Lot Size/Project Area:

Approximately 3.61acres

Current Uses:

Government Administrative Offices

Applicable Zoning Land Use Regulations:

CCZO §07-02-03, **§**07-07-05, **§**07-07-17, and **§**07-10-27

Notification

- 2/14/2023 Agencies & Nampa
- 2/24/2023 Publication
- 2/24/2023 Property Owner
- 3/03/2023 Posting

Exhibits:

- 1. Draft FCOs
- 2. Letter of Intent
- 3. Site Plan
- 4. Neighborhood Meeting
- 5. Land Use Worksheet
- 6. Site Photos
- 7. Information from ITD provided by applicant
- 8. Maps
 - a. Aerial
 - b. Vicinity
 - c. Zoning
 - d. Case Map and Summary
 - e. Canyon County Future Land Use Map
 - f. City of Nampa Future Land Use Map
- 9. Agency Comments
 - a. City of Nampa Planning and Zoning Department
 - b. City of Nampa Engineering Department
 - c. Nampa Highway District
 - d. Idaho Department of Fish and Game
 - e. Nampa Fire District
- 10. Public Comments
 - a. Kevin Myers

Request

The applicant, Treasure Valley Transit, is requesting a conditional use permit to allow a quasi-public use within an "R-R" (Rural Residential) Zoning District. The use includes office buildings, outbuildings, and employee and commercial vehicle parking for a private nonprofit public transportation company that operates in an on-demand capacity. The subject property is located at 3101 S Powerline Rd, Nampa on parcel R29190; also referenced as a portion of the SE ¼ of Section 03, Township 2N, Range 2W; BM; Canyon County, Idaho.

Background

Idaho Department of Fish and Game currently owns the subject property and Treasure Valley Transit is under contract to purchase the property identified as parcel "B," approximately 3.61 acres. Idaho Department of Fish and Game has an approved conditional use permit to operate its regional office facilities which are located where parcel B is noted in the image below.

The subject property was created in 2021 via an administrative land division (case AD2021-0077). The split has been approved; however, deeds have not been recorded to create the new parcel. Once the deed is recorded, then it will be assigned a new parcel number and be reflected on our map. The subject property is labeled as parcel B in the image below.





b. Terri Lindenberg	
c. Tosha Morales	
d. Donna Shines	
e. Breanna King	
f. Chelsea Larsen	
g. Jeanne James	
h. Jade Warren	
i. Laura Scuri	
j. Dylan Martin	
k. Billy Wingfield	
Brian Baughman	
m. Judith Watkins	
n. Daniel Wittell	
4	

Applicable Standards and Regulations

Conditional Use Permit Hearing Criteria (CCZO §07-07-05)

The presiding party shall consider each conditional use permit application by finding adequate evidence to answer the following questions in its FCOs:

- (1) Is the proposed use permitted in the zone by conditional use permit;
- (2) What is the nature of the request;
- (3) Is the proposed use consistent with the Comprehensive Plan;
- (4) Will the proposed use be injurious to other property in the immediate vicinity and/or negatively change the essential character of the area;
- (5) Will adequate water, sewer, irrigation, drainage and stormwater drainage facilities, and utility systems be provided to accommodate the use;
- (6) Does legal access to the subject property for the development exist or will it exist at the time of development;
- (7) Will there be undue interference with existing or future traffic patterns; and
- (8) Will essential services be provided to accommodate the use including, but not limited to, school facilities, police and fire protection, emergency medical services, irrigation facilities, and will the services be negatively impacted by such use or require additional public funding in order to meet the needs created by the requested use? (Ord. 16-001, 1-8-2016)

Conditional Use Permit Special Conditions (CCZO §07-07-17)

Special conditions may be attached to a conditional use permit including, but not limited to, conditions which:

- (1) Minimize adverse impact, such as damage, hazard, and nuisance, to persons or the subject property or property in the vicinity;
- (2) Control the sequence and timing of development;
- (3) Control the duration of development;
- (4) Designate the exact location and nature of development;
- (5) Require the provision for on-site or off-site public facilities or services;
- (6) Require more restrictive standards than those generally required in this chapter; or
- (7) Mitigate the negative impacts of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the county

<u>Use</u>

§07-02-03 Definitions: QUASI-PUBLIC USE (PERMANENT): "Hospitals, convalescent homes, colleges, and other facilities of an educational, religious, charitable, or philanthropic nature that are nonprofit organizations or exempt properties."

The subject property, 3.61 acres, is zoned "R-R" (Rural Residential). Pursuant to Canyon County Zoning Ordinance (CCZO) §07-10-27, quasi-public use is allowed in the "R-R" zone subject to the approval of a conditional use permit.

Quasi-Public	Quasi-Public Use – Public Transportation Company		
	Proposal	Regulations	
Uses	Office buildings, outbuildings, and employee and commercial vehicle parking	The proposed uses and associated activities are considered quasi-public use and are allowed with CUP approval.	
Hours	Monday - Friday 6am – 6pm	Special conditions may be applied with CUP approval. (07-07-17)	
Parking	 Nineteen (19) spaces for employees Twenty-five (25) spaces for commercial vehicles All to be paved 	 Parking requirements for this use are not specifically identified in the county code. Special conditions may be applied with CUP approval. Parking areas with more than four (4) parking spaces shall be hard-surfaced*. Parking spaces may be not less than 9'x 20'. (§07-13-03 and §07-07-17) 	
Number Vehicles	 Currently using: Five (5) buses & five (5) vans for daily use; seven (7) additional vehicles for backup will be parked on-site. Future Use: The potential of an additional eight (8) commercial vehicles. 	Special conditions may be applied with CUP approval. (07-07-17)	
Employees	Seventeen (17) Full-time		
Signage	6'2" x 8' Freestanding, Non-Lighted	 Signage must be approved through an administrative decision in the "R-R" zone. (§07-10-13(1)) A building permit for a sign may be required upon review by DSD, or if the sign is over six feet (6') in height and permanently affixed to the ground. (§07-10-13(5)) 	

*CCZO §07-02-03 defines "hard surface" as "Any surface which is capable of providing an all-weather driving surface for reasonable emergency traffic, including Fire Department travel and may be, but is not limited to, gravel, concrete, asphalt, stone, or brick."

Surrounding Land Use/Character

The subject property is zoned "R-R" (Rural Residential). The table below lists the existing conditions and zoning of the surrounding area. See Exhibit 5 for photos taken of the site during a site visit conducted on March 24, 2023.

	Existing Conditions	Zoning
North	Residential uses and Nampa city limits, Skyview High School	R-1
East	Residential uses and Nampa city limits	R-R, R-1
South	Residential uses, Wilson Springs Ponds, and Fish Hatchery	R-R
West	Residential uses and Nampa city limits	R-1
A (Agricultural)), R-R (Rural Residential), R-1 (Single-Family Residential), C-1 (Neighborhood Commercial), C-2	(Service Commercial),
	astrial), CR (Conditional Rezone).	

The surrounding area is a residential area with associated uses as shown in Exhibit 8c. Nampa city limits are located less than 650 feet to the north and west of the subject property. The proposed quasi-public use, as proposed, is not anticipated to have a negative impact on the surrounding area.

Comprehensive Plan

The subject property is designated as Conservation/Open Space on the 2030 Canyon County Comprehensive Plan Future Land Use Map (Exhibit 8e). The request is generally consistent with the following policies and goals of the Comprehensive Plan:

Chapter 2	: Population
G2.01.00	Incorporate population growth trends & projections when making land-use decisions.
P2.01.01	Plan for anticipated population and households that the community can support with adequate services and amenities.
G2.02.00	Promote housing, business, and service types needed to meet the demand of the future and existing population.
Chapter 3	: Economic Development
G3.01.00	Promote a healthy and sustainable regional economy by retaining, expanding, and recruiting businesses to favorable locations. Staff Analysis: The proposed use already operates in the area, but they are proposing to move to the subject property to expand their operations. The proposed use provides employment opportunities for the area.
P3.01.01	Direct business development to locations that can provide necessary services and infrastructure. Staff Analysis: The use that has been occurring at the subject property is a similar use to the proposed use; therefore, the services and infrastructure necessary for the proposed use already exist.
P3.01.02	Support suitable sites for economic growth and expansion compatible with the surrounding area.
Chapter 4	: Land Use and Community Design
G4.01.00	Support livability and high quality of life as the community changes over time.
P4.02.01	Consider site capability and characteristics when determining the appropriate locations and intensities of various land uses.
P4.04.01	Support development in locations where services, utilities, and amenities are or can be provided.
P4.04.02	Align planning efforts in areas of city impact. Staff Analysis: The subject property is located within Nampa's Area of City Impact and they are is in support of the application. Nampa's Future Land Use Map identifies the subject property as "Education,"

Chapter 7	Public Administration, Healthcare or Other;" the proposed use complies with this designation. Public Services, Facilities, and Utilities
G7.01.00	Endeavor to continue providing reliable public services, public safety facilities, & public utilities that support existing developed areas and future growth.
Chapter 8	: Transportation
G8.03.00	Enhance transportation opportunities for local and regional travel.
P8.03.02	Support alternative modes of travel.

Facilities

Based on the applicant's land use worksheet (Exhibit 5), individual well and septic exist and will serve the proposed use. The site will utilize pressurized irrigation through an irrigation well to serve the property. Stormwater will be retained on-site.

Site development will require review by Idaho Department of Water Resources, Southwest District Health, Idaho Department of Environmental Quality (IDEQ), Idaho Power, and other agencies to ensure water, sewer, irrigation, gas, power, and other facilities are provided. Proposed conditions have been created to ensure the use, if approved, meets agency requirements (Exhibit 1).

Access

Existing access is served by York Ave.

Essential services

The subject property is served by Canyon County Sheriff, Nampa Fire District, and Nampa School District. The proposed use is not anticipated to impact school, fire, police, or emergency services.

According to Nampa Fire District, NFD Station 2 is the closest fire station and has a response time of approximately 4 minutes and the proposed use does not negatively impact their response time.

Nampa's Area of City Impact:

Pursuant to Canyon County Code §09-11-25(1) – Application Procedures – Land Use Applications within the Nampa Area of City Impact Agreement:

- All land use applications submitted to Canyon County including, but not limited to, rezones, conditional rezones, conditional use permits, variances and land divisions requiring notification of a public hearing, shall be referred to the city of Nampa in the manner as provided for in subsection 09-11-17(3) of this article.
 - Canyon County Code §09-11-17(3): All proposals to amend Canyon County's comprehensive plan, which may pertain to the Nampa area of city impact, but which do not originate from the city of Nampa, shall be referred to the city of Nampa's planning and community development director at least thirty (30) calendar days prior to the first county public hearing on the matter and the city of Nampa may make a recommendation before or at said public hearing. After the city receives its initial thirty (30) days' notice, any further notice of proposed changes to the proposal will be provided to the city of Nampa at least seven (7) days prior to the public hearing. If a recommendation is received by the county from the city of Nampa, it shall be given consideration by the county, provided it is factually supported, but such recommendation shall not be binding on the county. If no recommendation is received, Canyon County may proceed without the recommendation of the city of Nampa.

The subject property is located within Nampa's Area of City Impact. Pursuant to the code sections stated above, a notice was provided to the City of Nampa on February 14, 2023. The City of Nampa designates the property as "Education, Public Administration, Healthcare, or Other." The proposed use is an approved land use in that designation.

The City of Nampa has requested to place a condition of approval that a 10' wide paved pedestrian path be located along the south side of York from the S Powerline Rd to the Bray Bridge. The applicant is willing to comply with this condition and it has been added to the conditions of approval found in Exhibit 1.

Potential Impacts

The surrounding area is predominantly residential. The addition of commercial vehicles on the roadways could disrupt the flow of traffic. As this part of the County starts to annex into the City of Nampa to develop more into medium-density residential uses, the use of a public transportation facility could become incompatible with the surrounding area. The proposed use is conditioned to restrict the number of commercial vehicles to be staged and used from this site.

Comments

Public Comments

On February 24, 2023, property owners within 600 feet of the subject parcel were noticed. We have received fourteen (14) letters of support at the time of drafting the staff report attached as Exhibit 10a - 10n.

Agency Comments

Affected agencies were notified on February 14, 2023. The following comments were received:

- City of Nampa Planning Department (Exhibit 9a)
- City of Nampa Engineering Department (Exhibit 9b)
- Nampa Highway District (Exhibit 9c)
- Idaho Department of Fish and Game (Exhibit 9d)
- Nampa Fire District (Exhibit 9e)

Decision Options

- The Planning and Zoning Commission may <u>approve</u> the conditional use permit, as conditioned and/or amended;
- The Planning and Zoning Commission may <u>deny</u> the conditional use request and direct staff to make findings of fact to support this decision; or
- The Planning and Zoning Commission may <u>continue the discussion</u> and request additional information on specific items.

Recommendation

Staff recommends the Planning and Zoning Commission open a public hearing and discuss the proposed Conditional Use Permit.

Staff is recommending <u>approval</u> of the request for a staging area and has provided findings of fact, conclusions of law, and conditions of approval for the Planning and Zoning Commission's consideration found in Exhibit 1.

PLANNING AND ZONING COMMISSION



FINDINGS OF FACT, CONCLUSION OF LAW AND ORDER

In the matter of the application of:

Treasure Valley Transit – CU2022-0045

The Canyon County Planning and Zoning Commission considers the following:

1) Conditional Use Permit

Case CU2022-0045: The applicant, Treasure Valley Transit, is requesting a conditional use permit to allow a quasi-public use within an "R-R" (Rural Residential) Zoning District. The use includes office buildings, outbuildings, and employee and commercial vehicle parking for a private nonprofit public transportation company that operates in an on-demand capacity. The subject property is located at 3101 S Powerline Rd, Nampa on parcel R29190; also referenced as a portion of the SE ¼ of Section 03, Township 2N, Range 2W; BM; Canyon County, Idaho.

Summary of the Record

- 1. The record is comprised of the following:
 - A. The record includes all testimony, the staff report, exhibits, and documents in Case File CU2022-0045.

Applicable Law

- 1. The following laws and ordinances apply to this decision: Canyon County Code §01-17 (Land Use/Land Division Hearing Procedures), Canyon County Code §07-05 (Notice, Hearing and Appeal Procedures), Canyon County Code §07-07 (Conditional Use Permits), Canyon County Code §07-02-03 (Definitions), Canyon County Code §07-10-27 (Land Use Regulations (Matrix)), Idaho Code §67-6512 (Special Use Permits, Conditions, and Procedures), and Canyon County Code §09-11-25 (Area of City Impact Agreement).
 - a. Notice of the public hearing was provided in accordance with CCZO §07-05-01, Idaho Code §67-6509 and §67-6512.
 - b. A special use permit may be granted to an applicant if the proposed use is conditionally permitted by the terms of the ordinance, subject to conditions pursuant to specific provisions of the ordinance, subject to the ability of political subdivisions, including school districts, to provide services for the proposed use, and when it is not in conflict with the plan. Idaho Code §67-6512.
 - c. Every use which requires the granting of a conditional use permit is declared to possess characteristics that require review and appraisal by the commission to determine whether or not the use would cause any damage, hazard, nuisance, or other detriment to persons or property in the vicinity. See CCZO §07-07-01.
 - d. Upon the granting of a special use permit, conditions may be attached to a special use permit including, but not limited to, those: (1) Minimizing adverse impact on other development; (2) Controlling the sequence and timing of development; (3) Controlling the duration of development; (4) Assuring that development is maintained properly; (5) Designating the exact location and nature of development; (6) Requiring the provision for on-site or off-site public facilities or services; (7) Requiring more restrictive standards than those generally required in an ordinance; (8) Requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction. See Idaho Code §67-6512, CCZO §07-07-17 and 07-07-19.

- 2. The commission shall have those powers and perform those duties assigned by the board that is provided for in the Local Land Use Planning Act, Idaho Code, title 67, chapter 65, and in county ordinances. CCZO §07-03-01, §07-07-01.
- 3. There are no mandates in the Local Land Use Planning Act as to when conditional permits may or may not be granted, aside from non-compliance with the community master plan. I.C. § 67-6512. Chambers v. Kootenai Cnty. Bd. of Comm'rs, 125 Idaho 115, 117, 867 P.2d 989, 991 (1994).
- 4. The burden of persuasion is upon the applicant to prove that all criteria, including whether the proposed use is essential or desirable to the public welfare, are satisfied. CCZO §07-05-03.
- 5. Idaho Code §67-6535(2) requires the following: The approval or denial of any application required or authorized pursuant to this chapter shall be in writing and accompanied by a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan, relevant ordinance and statutory provisions, pertinent constitutional principles and factual information contained in the record.
- 6. The County's hearing procedures adopted per Idaho Code §67-6534 require that final decisions be in the form of written findings, conclusions and orders. CCZO 07-05-03(1)(I).

The application, CU2022-0045, was presented at a public hearing before the Canyon County Planning and Zoning Commission on April 6, 2023. Having considered all the written and documentary evidence, the record, the staff report, oral testimony, and other evidence provided, including the conditions of approval and project plans, the Canyon County Planning and Zoning Commission decide as follows:

CONDITIONAL USE PERMIT HEARING CRITERIA - CCZO §07-07-05

1. Is the proposed use permitted in the zone by conditional use permit?

Conclusion: The subject property, 3.61 acres, is zoned "R-R" (Rural Residential) and the proposed use, quasi-public use (permanent) is permitted in the "R-R" zone by conditional use permit.

- **Findings:** (1) According to CCZO §07-10-27, the Canyon County land use matrix, a quasi-public (permanent) use is permitted in the "R-R" zone by conditional use permit.
 - (2) Treasure Valley Transit is a private, nonprofit public transportation operation which makes it a quasi-public use.
 - (3) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (4) Evidence includes associated findings and evidence supported within this document.

2. What is the nature of the request?

Conclusion: According to the applicant's letter of intent (Exhibit 2), the proposed use includes office buildings, outbuildings, and employee and commercial vehicle parking for a private, nonprofit public transportation company that operates in an on-demand capacity. According to the applicant, there will be very few customer visits to the subject property. They are proposing to have seventeen (17) full-time employees, nineteen (19) parking spaces for employee parking, and twenty-five (25) parking spaces for commercial vehicles. They are currently utilizing five (5) buses and five (5) vans for daily use with seven (7) additional vehicles parked on-site for backup. They are proposing to operate the business Monday – Friday from 6 AM to 6 PM. (Conditions 10, 11, 12, 13)

- **Findings:** (1) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (2) Evidence includes associated findings and evidence supported within this document.

3. Is the proposed use consistent with the comprehensive plan?

Conclusion: The proposed use is consistent with Goals and Policies of the 2030 Canyon County Comprehensive Plan as follows:

25 10110 115.		
Chapter 2: Population		
G2.01.00	Incorporate population growth trends & projections when making land-use decisions.	
P2.01.01	Plan for anticipated population and households that the community can support with adequate services and amenities.	
G2.02.00	Promote housing, business, and service types needed to meet the demand of the future and existing population.	
Chapter 3	: Economic Development	
G3.01.00	Promote a healthy and sustainable regional economy by retaining, expanding, and recruiting businesses to favorable locations.	
P3.01.01	Direct business development to locations that can provide necessary services and infrastructure.	
P3.01.02	Support suitable sites for economic growth and expansion compatible with the surrounding area. Staff Analysis: The proposed use already operates in the area, but they are proposing to move to the subject property to expand their operations. The proposed use provides employment opportunities for the area.	
Chapter 4	: Land Use and Community Design	
G4.01.00	Support livability and high quality of life as the community changes over time.	
P4.02.01	Consider site capability and characteristics when determining the appropriate locations and intensities of various land uses.	
P4.04.01	Support development in locations where services, utilities, and amenities are or can be provided.	
P4.04.02	Align planning efforts in areas of city impact.	
Chapter 7: Public Services, Facilities, and Utilities		
G7.01.00	Endeavor to continue providing reliable public services, public safety facilities, & public utilities that support existing developed areas and future growth.	
Chapter 8	Chapter 8: Transportation	
G8.03.00	Enhance transportation opportunities for local and regional travel.	
P8.03.02	Support alternative modes of travel.	

Findings: (1) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.

- (2) Evidence includes associated findings and evidence supported within this document.
- 4. Will the proposed use be injurious to other property in the immediate vicinity and/or negatively change the essential character of the area?

Conclusion: The facility formely housed the Idaho Department of Fish and Game administration offices and vehicle maintenance. The quasi-public use, as proposed, is not anticipated to have a negative impact on the surrounding area. Potential impacts from the proposed uses shall be mitigated through appropriate conditions of approval. (Conditions 1, 4, 5, 8)

- **Findings:** (1) The surrounding area is residential and public use with Wilson Ponds and the Fish Hatchery owned by Idaho Department of Fish and Game.
 - (2) Nampa city limits are located less than 650 feet to the north and west of the subject property.
 - (3) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023. Newspaper notice was published on February 24, 2023. Property owners within 600' were notified by mail on February 24, 2023. The City of Nampa was noticed on February 14, 2023. The property was posted on March 3, 2023.
 - (4) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (5) Evidence includes associated findings and evidence supported within this document.
- 5. Will adequate water, sewer, irrigation, drainage and stormwater drainage facilities, and utility systems be provided to accommodate the use?

Conclusion: Facilities and systems for the proposed use already exist and are adequate to accommodate the use. (Conditions 1, 3, 7, 9)

- **Findings:** (1) According to the applicant's land use worksheet (Exhibit 5), well and septic systems exist for the proposed use.
 - (2) According to the applicant's letter of intent (Exhibit 2), the Bray and Partridge Laterals as well as the pump house are located within the subject property. There is a 60' easement (30' from the centerline on both sides) associated with both laterals.
 - (3) According to the applicant's land use worksheet (Exhibit 5), stormwater will be retained onsite.
 - (4) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023.
 - (5) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (6) Evidence includes associated findings and evidence supported within this document.
- 6. Does legal access to the subject property for the development exist or will it exist at the time of development?

Conclusion: Legal access exists to the subject property and is served by York Ave. (Conditions 1, 2)

- **Findings:** (1) According to Nampa Highway District, the two (2) approaches from York Ave currently serving the property are paved and satisfy the Highway District's requirements.
 - (2) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023.
 - (3) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (4) Evidence includes associated findings and evidence supported within this document.
- 7. Will there be undue interference with existing or future traffic patterns?

Conclusion: There will not be undue interference with existing or future traffic patterns. (Conditions 13, 14)

Findings: (1) Evidence has not been provided that clearly indicates that there would be interference with existing or future traffic patterns.

- (2) Nampa Highway District did not raise any concerns regarding traffic for the proposed use at this location.
- (3) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023. Newspaper notice was published on February 24, 2023. Property owners within 600' were notified by mail on February 24, 2023. The City of Nampa was noticed on February 14, 2023. The property was posted on March 3, 2023.
- (4) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
- (5) Evidence includes associated findings and evidence supported within this document.
- 8. Will essential services be provided to accommodate the use including, but not limited to, school facilities, police and fire protection, emergency medical services, irrigation facilities, and will the services be negatively impacted by such use or require additional public funding in order to meet the needs created by the requested use?

Conclusion: Essential services will be provided to accommodate the use and will not be negatively impacted by the proposed use. (Condition 1)

- **Findings:** (1) According to Nampa Fire District, Nampa Fire District Station 2 is the closest fire station and has a response time of approximately 4 minutes; the proposed use does not negatively impact their response time. They further state they do not oppose the application.
 - (2) Notice of the public hearing was provided in accordance with CCZO §07-05-01. Affected agencies were noticed on February 14, 2023. The City of Nampa was noticed on February 14, 2023.
 - (3) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.
 - (4) Evidence includes associated findings and evidence supported within this document.
- 9. Canyon County Code §09-11-25 (Area of City Impact Agreement) AREA OF CITY IMPACT AGREEMENT ORDINANCE

Conclusion: The property is located within the Nampa's Area of City Impact. A notice was sent to the City of Nampa per Canyon County Code Section 09-11-25(1). The conditions applied require future development to work with the City of Nampa. (Condition 6)

- **Findings:** (1) According to the City of Nampa, they designate the property as "Education, Public Administration, Healthcare, or Other." The proposed use is an approved land use in that designation.
 - (2) The City of Nampa has requested a condition be placed on the conditional use permit that a 10' wide paved pedestrian path be located along the south side of York Ave which has added as a condition. (Condition 6)
 - (3) Notice of the public hearing was provided in accordance with CCZO §09-11-27(1). The City of Nampa was noticed on February 14, 2023.
 - (4) Evidence includes the application, support materials submitted by the applicant, public testimony, and the staff report with exhibits found in Case No. CU2022-0045.

Order

Based upon the Findings of Fact, Conclusions of Law and Order contained herein, the Planning and Zoning Commission **approves** Case # CU2022-0045, a conditional use permit of a quasi-public use on parcel R29190, 3.61 acres, for Treasure Valley Transit subject to the following conditions as enumerated:

Conditions of Approval

- 1. The development shall comply with all applicable federal, state, and county laws, ordinances, rules and regulations that pertain to the subject property and the proposed use.
- 2. The applicant shall comply with applicable Nampa Highway District access requirements.
- 3. The applicant must meet with Southwest District Health and Idaho Department of Environmental Quality to obtain all appropriate permits prior to commencement of use.
- 4. All exterior lighting shall be downward facing and directed away from surrounding properties.
- 5. The subject property shall be maintained and kept in good repair. The subject property and surrounding fence line shall be kept weed free and/or maintained with weeds being 6" in height or less.
- 6. A 10' wide paved pedestrian path shall be located along the south side of York Ave from S Powerline Rd to the Bray Lateral Bridge. An easement should be created to encompass the pathway. Alternatively, the applicant could deed right-of-way that would encompass the road and pathway. The applicant shall work with the City of Nampa to develop the pathway.
- 7. The use, including fencing and landscaping, shall not encroach into irrigation or utility easements including related maintenance roads unless approved by all responsible agencies.
- 8. The applicant shall obtain an approved administrative decision sign permit and building permit for the installation of the proposed sign. Signage shall comply with §07-10-13 of the Canyon County Zoning Ordinance.
- 9. The use shall comply with the applicable regulations of the Idaho Rules and Standards for Stormwater Drainage (IDAPA 58.01.05), and groundwater contamination standards (IDAPA 58.01.11).
- 10. The hours of operation shall be 6 a.m. to 6 p.m. Monday through Friday.
- 11. The proposed development shall be in general conformance with the applicant's letter of intent and site plan (Exhibits 2 and 3).
- 12. All parking spaces shall be paved and meet all applicable off-street parking requirements (CCZO §07-13-01 and §07-13-03).
- 13. The quasi-public use, a private, nonprofit public transportation company, shall not exceed twenty-five (25) commercial vehicles on-site.
- 14. Any expansion or modification of the approved use shall require approval through a conditional use permit modification.
- 15. This conditional use permit must follow land use time limitation as states in CCZO 07-07-23: "When a conditional use permit is granted, the land use or construction of its facility proposed in the application must have commenced within three (3) years of the date of the final decision by the presiding party or a court of appropriate jurisdiction. The improvements for the approved use must be completed within five (5) years of the same date.
- 16. This permit is not transferrable to subsequent owners nor is the property approved for commercial use other than as stated herein for Treasure Valley Transit.

DATED this	_ day of	, 2023.	
		PLANNING AND ZONING COM CANYON COUNTY, IDAHO	MISSION
		Robert Sturgill, Chairman	
State of Idaho)		
		SS	
County of Canyon County)		
On thisday of _		, in the year of 2023, before me	, a notary public, personally
appeared		, personally known to me to be the person whose na	me is subscribed to the withir
		ne that he (she) executed the same.	
		Notary:	
		My Commission Expires:	

CONDITIONAL USE PERMIT NARRATIVE TREASURE VALLEY TRANSIT, INC.

Treasure Valley Transit, Inc. (TVT) is a private nonprofit "rural" public transportation company serving Canyon County since 1992. We provide non-emergency medical transportation to the developmentally disabled, dialysis patients, seniors and Medicaid clients needing access to developmental workshops and medical appointments. TVT provides approximately 35,000 rides annually in Canyon County. We have sixteen local employees including six office staff and ten drivers. In addition to our Canyon County service, we operate three other rural transportation programs in the Idaho Transportation Department's (ITD) District 3 for Elmore, Payette and Valley Counties. TVT also administers grant funding through ITD for twelve senior centers throughout the District.

TVT's current location is at 1136 West Finch Drive in Nampa on a .7 acre lot that was purchased in 2006. We have outgrown this facility, which does not accommodate employee parking. Lowes Home Improvement on Nampa Caldwell Blvd. allows our employees to park their private vehicles in their back lot, which borders our Nampa property. TVT's current office building does not allow for an adequate number of private offices, receptionist and lobby, a large enough dispatch center for two or three employees, a conference room for Board of Director meetings or a training room for employees. There is no room for a driver lounge. TVT currently schedules conference rooms at local hotels for quarterly safety meetings, driver training or when available the Nampa City Library. TVT's search for a new facility has been challenging as we follow federal procurement guidelines and the time line involved does not work in our favor when looking to purchase private property.

The 3101 S Powerline Road in Nampa property was formerly the Idaho Fish and Game offices for 20+ employees with employee parking, three small steel storage sheds, a small shop and larger steel frame building with four open bays. The property is in good condition with no changes needed. There is a fenced in area around the large steel framed building and one of the smaller out buildings. This will allow for secured parking for the company vehicles. This property meets TVT's needs for office space as noted above, employee parking and company vehicle parking.

TVT contracts for fleet maintenance of the vehicles off site so there will be no hazardous waste material stored or used on the property. The exterior of the vehicles are washed off site so there will be no cleaning chemicals going into the ground. The small shop is a good space to store bus bench pieces and put together the benches that are used in our Payette and Elmore County locations. It can also house our trash and recycle bins. The three other sheds will store records, canopy tent, tables and chairs for our resource booth at local events, Christmas and seasonal decorations, driver uniforms and vehicle supplies such as headlights, windshield wipers, emergency triangles, first aid kits, brooms, cleaning supplies for inside the vehicle such as Windex, disinfectant spray for seats, etc.

This property in its existing condition for employee and company vehicle parking is ideal. The employee parking area is paved and marked and meets ADA requirements.

TVT company vehicles need to be in a fenced and lighted area for safety and security purposes and this is an existing condition on the property. The van parking will be in the four open bays and the buses directly behind the building in designated parking spaces. This will not change the character of the area, be injurious or cause a negative impact to the immediate vicinity. TVT is smaller in the number of employees in comparison to Idaho Fish and Game. TVT is only parking vehicles versus a backhoe, pickup trucks, trailers, boats and other materials in the open bays. Exhibit A: TVT Site Plan and photo of Idaho Fish and Game usage for comparison.

Treasure Valley Transit staff had a Teams meeting on December 7, 2022 with the City of Nampa Planning and Zoning Director, Rodney Ashby; Economic Development Director, Robyn Sellers and Cliff Long. Terri Lindenberg, Executive Director of Treasure Valley Transit requested this meeting as an informational gathering session for TVT's application for a Conditional Use Permit from Canyon County. Mr. Ashby noted that in the City of Nampa's Comprehensive Plan the property was part of the 40-acre parcel, which included the Wilson Ponds classification as a park. This would require an amendment to the Comprehensive Plan and an upcoming workshop will address the potential for the amendment change.

Terri Lindenberg contacted Greg Curtis of the Nampa and Meridian Irrigation District. She informed him of the Conditional Use Permit application in process and wanted to state that TVT recognized the 60-foot (30 feet from centerline on both sides) easements associated with the Bray and Partridge Laterals as well as the pump house on the property. TVT was not proposing to make any encroachments or changes to the existing property.

Terri Lindenberg contacted Eddy Thiel, Right of Way Technician for the Nampa Highway District regarding the Conditional Use Permit application. He asked questions about the number of employees and company vehicles using the roadway each day. He asked if there would be any changes to the points of access on York Avenue. Terri answered Mr. Thiel's questions and stated there would be no changes to the points of access. He did not see any problem with TVT that would involve the Nampa Highway District.

Idaho Fish and Game had acquired a Conditional Use Permit for the 3101 S Powerline property to allow for the construction of a regional office facility on approximately forty (40) acres in an R-R (rural Residential Zone). Idaho Fish and Game split 3.22 acres off the forty-acre parcel. The 3.22-acre parcel includes the regional office building that TVT will use for our regional office. The Conditional Use Permit will continue the same usage for the property without any changes to the existing property as noted above.

Treasure Valley Transit will maintain the office building, outbuildings, employee and company vehicle parking and the property grounds to the highest standard of care. It is a beautiful and tranquil property that would allow our employee's access to the Wilson Ponds walking paths during their breaks as they serve the residents of Canyon County.



March 10, 2023

Treasure Valley Transit, Inc., Conditional Use Application CASE NO. CU2022-0045

RE: Company Vehicle Parking

Dear Planning and Zoning Commissioners,

Treasure Valley Transit, Inc. has seventeen employees, which include seven office staff and ten local drivers that will be entering and exiting the 3101 S Powerline Road property Monday through Friday from 6:00am until 6:00pm.

Ten commercial vehicles that include five vans (#5,11,12,13,14) and five buses (#64,76,77,78,79) are used daily. There are an additional seven vehicles that are back-up for when the others vehicle are being serviced or need maintenance and will be parked in the yard.

We have a service in Mountain Home and Fruitland/Payette. Those four buses are maintained at Blue Wrench in Meridian. They will be brought to the yard temporarily (one day or two) until transported back to their services area. These vehicles will not be in the yard at the same time.

We will be ordering replacement vehicles for our existing fleet and there may be some overlap while we dispose of the older vehicles. We currently house these vehicles on our .7 acre lot.

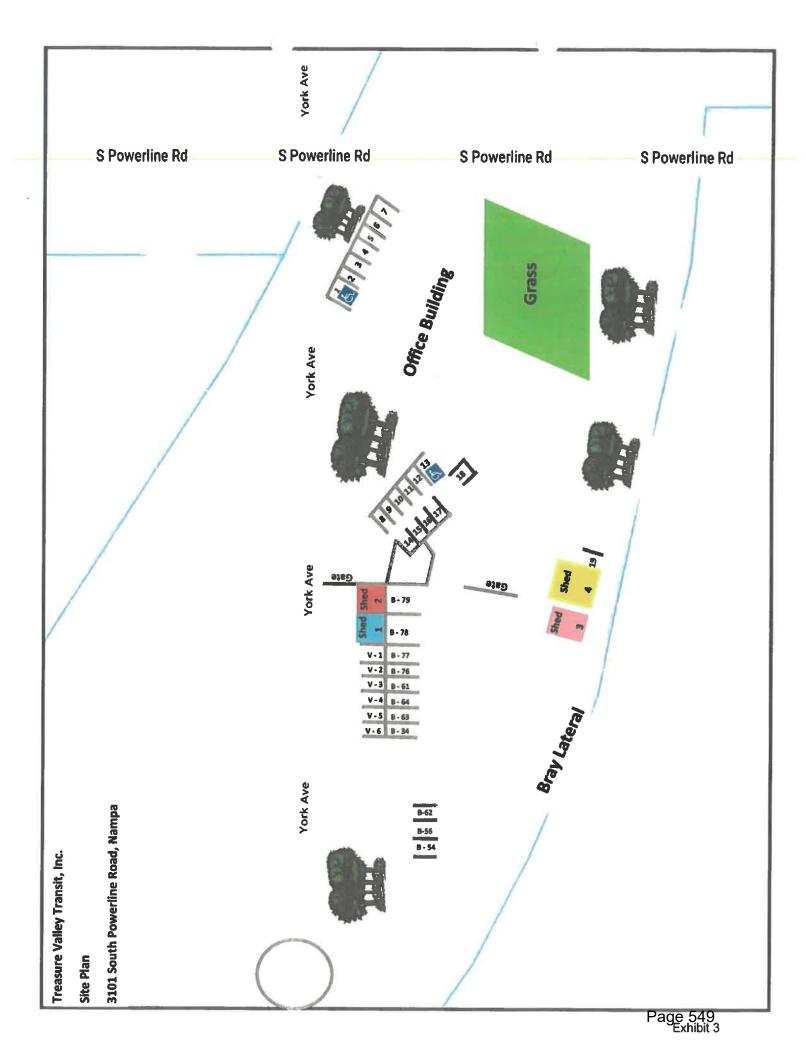
Sincerely,

Executive Director

TVT Vehicle Inventory List

YEAR	NUM.	MAKE	MOD.	SEATS	LENTH
2013	5	FORD	VAN	7+2 W/C	16'
2013	6	FORD	VAN	7+2 W/C	16'
2022	8	Ford	Explorer	6	16'
2011	10	FORD	VAN	13	19'
2020	11	FORD	VAN	9+2 W/C	22'
2020	12	FORD	VAN	9+2 W/C	22'
2020	13	FORD	VAN	9+2 W/C	22'
2020	14	FORD	VAN	9+2 W/C	22'
2007	34	FORD	BUS	16+2 W/C	24'
2010	54	CHEV	BUS	24+7 W/C	30'
2010	56	CHEV	BUS	24+7 W/C	30'
2010	61	CHEV	BUS	24+7 W/C	30'
2015	62	FORD	BUS	24+7 W/C	30'
2015	63	FORD	BUS	24+7 W/C	30'
2015	64	FORD	BUS	24+7 W/C	30'
2018	68	FORD	BUS	18+5 W/C	27'
2018	69	FORD	BUS	18+5 W/C	27'
2020	75	FORD	BUS	24+7 W/C	32'
2020	76	FORD	BUS	24+7 W/C	32'
2020	77	FORD	BUS	24+7 W/C	32'
2020	78	FORD	BUS	24+7 W/C	32'
2020	79	FORD	BUS	24+7 W/C	32'

- 5 Vans and 5 Buses Scheduled for Daily Use
- 1 Van and 5 Buses that are back up vehicles
- 2 Staff support vehicles will use two employee parking spaces
- 4 Buses from other areas will be parked to/from getting serviced



NEIGHBORHOOD MEETING SIGN-UP

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #140, Caldwell, ID 83605

Site Address: 3101 5. Power line Road

www.canyonco.org/dsd.aspx Phone: 208-454-7458 Fax: 208-454-6633

Parcel Number:



NEIGHBORHOOD MEETING SIGN UP SHEET CANYON COUNTY ZONING ORDINANCE §07-01-15

SITE INFORMATION

Applicants shall conduct a neighborhood meeting for any proposed comprehensive plan amendment, zoning map amendment (rezone), subdivision, variance, conditional use, zoning ordinance map amendment, or other requests requiring a public hearing.

City: NAMPA	State: IDAHO	ZIP Code: 83686
Notices Mailed Date: 11/18/2022	Number of Acres: 3.22	Current Zoning: R.R.
Description of the Request: SEEKING	A CONDITIONAL USE PERM	iT
APPLICAL	NT / REPRESENTATIVE INFORMATION	
Contact Name: TERRI LINDE	NBERG	
Company Name: TREASURE VA	LLEY TRANSIT, INC.	
Current address: 1136 W. FINC		
City: NAMPA	State: IDAHO	ZIP Code: 8345
Phone: 208-463-911	Cell: 208-761- 418	
Email: Lerri @treasurevall		

MEETING INFORMATION				
DATE OF MEETING: 12/12/2023	MEETING LOCATION: NAN	IPA PUBLIC LIBRARY		
MEETING START TIME: 5:30 pm	MEETING END TIME:			
ATTENDEES:				
NAME (PLEASE PRINT)	SIGNATURE:	ADDRESS:		
1. TERRI LINDENBERG Z	een Andenhers	1136 W. FINCH DR. NAMPA, IDAHO 83651		
2. Miranda Murray M	marray Mumay	Nampa, land 83651		
3. MARK MCFALL	AUNUM -	COO N. FRANKUN BUID		
4. Darci Logan I	arci Logan	Nampa Idaho 83651		
5. Deshie Maxwell 1	Lu Mall	2021 EXPLORED PL Names ID 83686		
6. Kerin Myers	KMM	620 E. Purple Mustard 88686		
7. Barbora Wattins	Barbara Valkins	1506 Primaral		
8. Jegnica Watkins		1516 Primrose Dr. 836		
9. Doug Critchfield	tour.	500 12th Arz N, Nampa 876		
	2 1 Total	**		

10. Pennis Daustion Denisman 1066 Mertowbrook	()
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
EIGHBORHOOD MEETING CERTIFICATION:	
certify that a neighborhood meeting was conducted at the time and location noted on this form and in coordance with Canyon County Zoning Ordinance § 07-01-15.	

APPLICANT/REPRESENTATIVE (Please print):

TERRI LINDENBERG

APPLICANT/REPRESENTATIVE (Signature):

DATE: 12 / 12 / 2022



NOTICE OF NEIGHBORHOOD MEETING CONDITIONAL USE PERMIT PRE-APPLICATION REQUIREMENT FOR A PUBLIC HEARING

November 18, 2022

Dear Neighbor,

Treasure Valley Transit, Inc., a private non-profit company that provides non-emergency medical transportation in Canyon County and is in the process of submitting an application for a Conditional Use Permit to Canyon County Development Services (DSD). One of the requirements necessary prior to submitting the application is to hold a "neighborhood meeting" and provide information to our surrounding neighbors (Canyon County Zoning Ordinance § 07-01-15).

This meeting is for informational purposes and to receive feedback from you as we move through the application process. This is <u>not</u> a Public Hearing before a governing body of the County. Once our application has been submitted and processed, a public hearing date will be scheduled. Prior to the scheduled date you will receive an official notification from Canyon County DSD regarding the Public Hearing via postal mail, newspaper publication, and/or a display on the property for which the Conditional Use Permit is applied.

The Neighborhood Meeting details are as follows:

Date: December 12, 2022 Time: 5:30pm-7:00pm

Location: 215 12th Avenue South, Nampa Idaho 83651

Property description: Nampa Public Library

The project is summarized below:

Site Location: 3101 S. Powerline Road, Nampa, Canyon County, Idaho 83686
Proposed Use: Administrative Offices, Employee and Company Vehicle Parking

Total acreage: 3.22

Treasure Valley Transit, Inc. has served Canyon County since 1992. Our hours of operation are Monday through Friday from 6:00am until 6:00pm. We operate in three other counties (Elmore, Payette and Valley) in the Idaho Transportation Department's District 3. To learn more about TVT please visit treasurevalleytransit.com.

We look forward to the neighborhood meeting and encourage you to attend. At that time, we will answer any questions you may have.

Please do <u>not</u> call Canyon County Development Services regarding this meeting. This is a PRE-APPLICATION requirement and we have not submitted the application for consideration at this time. The County currently has no information on this project.

If you have any questions prior to the meeting please contact me at 208-463-9111 or by email terri@treasurevalleytransit.com.

Pindenberg

Sincerely,

Terri Lindenberg

Executive Director

1136 W Finch Drive

Nampa, Idaho 83651

LAND USE WORKSHEET

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #140, Caldwell, ID 83605

www.canyonco.org/dsd.aspx Phone: 208-454-7458 Fax: 208-454-6633



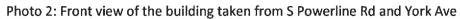
Required for Conditional Use Permit, Comprehensive Plan and Zoning Ordinance Amendment Applications						
PLEASE CHECK ALL THAT APPLY TO YOUR REQUEST:						
GENERAL INFORMATION						
1. DOMESTIC WATER:						
□ N/A - Explain why this is not applicable:						
□ How many Individual Domestic Wells are proposed? They are existing						
2. SEWER (Wastewater) Individual Septic						
3. IRRIGATION WATER PROVIDED VIA: Surface Irrigation Well None						
4. IF IRRIGATED, PROPOSED IRRIGATION: Pressurized □ Gravity Existing						
5. ACCESS: Frontage Easement widthInst. #						
6. INTERNAL ROADS: □ Public Private Road User's Maintenance Agreement Inst #						
7. FENCING Fencing will be provided (Please show location on site plan) Type: Existing chain link Height: 7'						
8. STORMWATER:						
9. SOURCES OF SURFACE WATER ON OR NEARBY PROPERTY: (i.e. creeks, ditches, canals, lake) Bray Lateral						

	RESIDENTIAL USES
1.	NUMBER OF LOTS REQUESTED:
	□ Residential □ Commercial □ Industrial
	Common D Non-Buildable
2.	FIRE SUPPRESSION:
	☐ Water supply source:
3.	INCLUDED IN YOUR PROPOSED PLAN?
	☐ Sidewalks ☐ Curbs ☐ Gutters ☐ Street Lights ☐ None
	NAME DESCRIPTION AND ADDRESS OF THE PARTY OF
	NON-RESIDENTIAL USES
1.	SPECIFIC USE: Public Transportation Company
2.	DAYS AND HOURS OF OPERATION:
	Monday 6:00 am to 6:00 pm
	Tuesday 6:00 am to 6:00 pm
	Wednesday 6:00 am to 6:00 pm
	Thursday 6:00 am to 6:00 pm
	Friday 6:00 am to 6:00 pm
	□ Saturday to
	□ Sunday to
3.	WILL YOU HAVE EMPLOYEES? Yes If so, how many? 16 No
4.	WILL YOU HAVE A SIGN? Yes No Ughted Non-Lighted
	Height: 6'2" ft Width: 8' ft. Height above ground: 3' ft
	What type of sign:WallFreestandingOther
	5. PARKING AND LOADING: How many parking spaces? 19
	Is there is a loading or unloading area? No

Administration Building and Employee Parking



Photo 1: Front view of the building taken from York Ave and Access 1





Administration Building and Employee Parking



Photo 3: Rear view of the building and additional employee parking looking east





Commercial Parking Areas

Photo 5: Commercial vehicle area

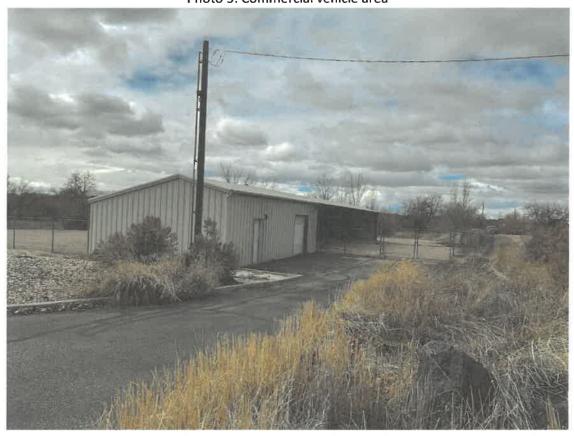


Photo 6: Commercial vehicle area



Views from Access 2 (Commercial Vehicle Access)



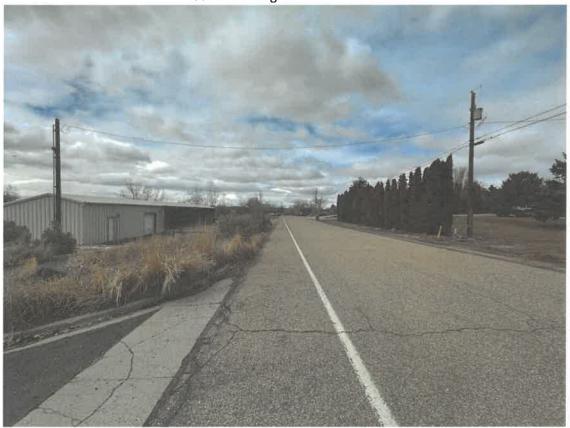


Photo 8: Looking east from Access 2



Views from Access 2 (Commercial Vehicle Access)



Photo 9: Looking north from Access 2

Views from S Powerline Rd and York Ave

Photo 10: Looking North



Photo 11: Looking west



Views from S Powerline Rd and York Ave





Photo 13: Looking east



Debbie Maxwell

From:

Shauna Miller <Shauna.Miller@itd.idaho.gov>

Sent:

Tuesday, November 22, 2022 3:22 PM

To:

Debbie Maxwell

Cc:

Terri Lindenberg; Ron Duran

Subject:

FW: Appraisal and Review Appraisal of 3101 Powerline Road, Nampa for TVT

You are good to proceed!

Thank you,

Shauna Miller | Grants & Contracts Officer

ITD Public Transportation Office

Phone: (208) 334-8533 Cell: (208) 901-2244 Fax: (208) 334-4424

Shauna.Miller@itd.idaho.gov Website: itd.idaho.gov/pt/

"Your Safety. Your Mobility. Your Economic Opportunity."

From: Ziglar, Kristine (FTA) < Kristine. Ziglar@dot.gov>

Sent: Tuesday, November 22, 2022 2:14 PM
To: Shauna Miller < Shauna. Miller@itd.idaho.gov>

Cc: Borrego, Jeremy (FTA) <jeremy.borrego@dot.gov>; Epps, Misti (FTA) <misti.epps@dot.gov>

Subject: Appraisal and Review Appraisal of 3101 Powerline Road, Nampa for TVT

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Shauna,

FTA understands that Treasure Valley Transit (TVT), a subrecipient of ITD, would like to use federal funds to purchase a property at 3101 Powerline Road, Nampa, ID 83686. ITD received an environmental concurrence (NEPA) from FTA for this property acquisition on November 1, 2022. FTA received the appraisal and review appraisal for the property on November 14, 2022. ITD has shared that this property is for sale by bid and that ITD/TVT would like to place a bid on the property before the bid collection deadline of November 23, 2022 at 11am PST / Noon MT.

FTA has reviewed the property and review appraisal and has determined the documents meet FTA requirements. ITD may proceed with the acquisition of the property, and should follow all crosscutting federal requirements, FTA Circular 5010.1E, and the project NEPA requirements during the acquisition and management of the property. Please email all parties on this email if there are any further questions.

Regards,

Kristy Ziglar

Transportation Program Specialist Federal Transit Administration – Region 10 915 Second Ave, Suite 3192 Seattle, WA 98174

Phone: 206-220-7963 Fax: 206-220-7518

Email: kristine.ziglar@dot.gov

Idaho Transportation Department **Public Transportation Office**

FTA 5339 Statewide **Funding Agreement** Agreement #: C2279T2

ITD Public Transportation Office 11331 W Chinden Boulevard, Building 8 Boise, ID 83714

http://itd.idaho.gov/pt



Pass-Through Awarding Agency:	ITD - Public Transportation Office
Awarding Official: (Grants Officers)	
Name:	Sam Carroll
Phone:	208 334-8139
Name:	Shauna Miller
Phone:	208 334-8533
Email:	PTCapital@itd.idaho.gov
Term of Grant:	October 1, 2022 - September 30, 2024
Agreement Total:	\$2,451,920
Funding Program:	FTA 5339 Statewide Bus & Bus Facilities Program
CFDA:	20.526
The state of the s	TD 0000 001
Federal Award Identification Number (FAIN):	ID-2023-001

Subrecipient Organization Name:	Treasure Valley Transit (TVT)
Subrecipient Director or Equivalent:	Terri Lindenberg
Subrecipient Address:	1136 W. Finch Drive, Nampa, ID 83651-1732
Subrecipient Phone:	208.463.9111
Subrecipient E-mail:	terri@treasurevalleytrasit.com

Scope of Work:

Property Acquisition: 3101 S Powerline Road, Nampa, ID 83686

Activities include property acquisition and associated closing costs, environmental process, appraisal, appraisal review, facility and property updates as outlined in environmental approval, signage, lighting, window coverings, furniture, etc.

Responsible Individuals Signatures of Agreement

This Agreement, together with the Attachments, and documents incorporated herein by reference, set forth the entire Agreement between the parties with respect to the subject matter. There are no understandings, agreements, amendments, or representations, oral or written, not specified herein.

Authorized Signature for Subrecipient:

Name	Title	Phone	E-mail
Terri Lindenberg	Executive Director	208 463-9111	terri@treasurevalley.com
Signature and Date:			
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-June	- modern heig	2/21	12023
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Name	Title	Phone	E-mail
Ron Duran	Public Transportation Manager	208-334-4475	Ron.Duran@itd.idaho.gov
Signature and Date:	Ron Duran Dig	itally signed by Ron E e: 2023.03.06 13:56:4	Ouran 7 -07'00'

AGREEMENT CONDITIONS

GRANT AGREEMENT BETWEEN THE IDAHO TRANSPORTATION DEPARTMENT

AND

TREASURE VALLEY TRANSIT

This Agreement is between the Idaho Transportation Department (hereinafter called the STATE) and Treasure Valley Transit (hereinafter called the Subrecipient). The STATE and the Subrecipient are entering into this Agreement. This Agreement is effective when signed by both parties.

The 5339 Bus & Bus Facilities Infrastructure Investment Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities.

WHEREAS the Governor of the State of Idaho has designated the Idaho Transportation Department to administer this grant;

The parties mutually agree as follows:

1. SCOPE OF WORK:

Assumption of Responsibility: The Subrecipient agrees to assume all responsibility for this Project. The Subrecipient further agrees to abide by the appropriate mutual covenants, promises, and representations included in the Federal Transit Administration (FTA) Master Agreement, with special emphasis on the sections pertaining to the particular funding source.

2. COMPLIANCE WITH LAWS AND REGULATIONS, FEDERAL CHANGES: The Subrecipient agrees to comply with all applicable laws, regulations, and codes of the State of Idaho, the United States Government, and local governments. The Subrecipient shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the most current FTA Master Agreement included with, and incorporated into, this overall Grant Agreement, as they may be amended or promulgated from time to time during the term of this contract. Subrecipient's failure to comply shall constitute a material breach of this contract.

https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/sample-fta-agreements

3. SUBRECIPIENT CAPACITY:

- A. Subrecipient Legal, Financial, and Managerial Capacity: The Subrecipient assures that it has the necessary legal, financial, and managerial capability to apply for, receive, and disburse FTA funds awarded in this grant agreement. The Subrecipient also assures that it will implement and manage this project and project funds in keeping with the intent and provisions of the Subrecipient's grant application and the grant agreement.
- B. Subrecipient Legal Authority to Accept This Sub-Grant: The Subrecipient certifies that it has the legal authority to accept grant funds for this project.

- C. Subrecipient Debarment/Suspension Certification: the Subrecipient entity certifies, to the best of its knowledge and belief, that it and its principals:
 - i. are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, per the U.S. General Services Administration (GSA) monthly "Lists of Parties Excluded from Federal Procurement or Non-procurement Programs," available on the GSA web site: http://www.sam.gov
 - ii. have not, within the past three years, been convicted of or had a civil judgment against them for: a criminal offense or fraud in connection with obtaining, attempting to obtain, or performing a Federal, state, or local public transaction; a violation of Federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by any governmental entity with commission of any of the offenses listed in the paragraph above; and
 - iv. have not within the last three years had any Federal, state, or local public transaction terminated for cause or default.

If the Subrecipient later becomes aware of any information contradicting these Suspension/Debarment statements, it will promptly provide that to the State who will forward it to FTA.

If the Subrecipient cannot certify for all the Suspension/Debarment statements above, the Subrecipient shall so indicate in a transmittal letter or message of explanation, to be returned with the signed grant agreement (Per 49 CFR Part 29).

D. Administrative and Accounting Systems: The Subrecipient certifies it has or will establish a proper accounting system, per generally accepted accounting principles (GAAP) and any Federal or State directives. It further agrees to administer the project, retain all project records, and grant access to project records and personnel as specified in the applicable Federal Uniform Guidance (2 CFR 200).

4. FEDERAL REQUIREMENTS

A. Buy America

For purchases over \$150,000, the Subrecipient agrees to comply with 49 CFR Parts 661 and 663, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. In regards to the purchase of vehicles, all materials and supplies purchased with these funds, will be manufactured in the United States and have:

FY 16 & FY17: more than 60% domestic content FY18 & FY19: more than 65% domestic content FY20 & beyond: more than 70% domestic content

The Subrecipient will provide the appropriate certification to verify this. https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Buy America Fact Sheet.pdf



B. Intelligent Transportation System (ITS) Architecture: If this grant will be used to fully or partially fund acquisition of individual or systems of technologies that support ITS user services as defined in the "National ITS Architecture," the Subrecipient assures it will comply and require its contractors and its subrecipients to comply with all applicable requirements imposed by Section V Regional ITS Architecture and Section VI Project Implementation of the FTA National ITS Architecture Policy on Transit Projects to the extent required by FTA and the State.

http://www.ops.fhwa.dot.gov/its_arch_imp/policy.htm

C. Charter Service Operations - The Subrecipient agrees to only provide charter service with written consent from the STATE. If consent is given, the Subrecipient agrees to comply with 49 U.S.C. 5323(d) and 49 CFR Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 CFR 604.9. Any charter service provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of public transportation.

http://www.gpo.gov/fdsvs/granule/CFR-2012-title49-vol7/CFR-2012-title49-vol7-part604/content-detail.html

D. School Transportation:

- i. The Subrecipient assures that it will not engage in school bus operations exclusively for the transportation of students and school personnel, in competition with private school bus operators, per provisions of 49 CFR Part 605. http://www.gpo.gov/fdsys/gramule/CFR-2011-title49-vol7/CFR-2011-title49-vol7-part605
- ii. If the Subrecipient is a public transportation system, it may provide "School Tripper Service" that is

regularly scheduled public transportation service open to the public but designed or modified to accommodate the needs of school students and personnel (must be open to the public, must serve regular transit stops, and must be shown on transit route schedules and maps) and schools signs may NOT be displayed on the vehicle.

E. Clean Water

- i. The Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Subrecipient agrees to report each violation to the State, and understands, and agrees that the State will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- ii. The Subrecipient also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA. https://one.nhtsa.gov/nhtsa/whatsuo/tea21/grantman/html/03 dotcomrul 49cfr18.html

F. Clean Air

- The Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Subrecipient agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- The Subrecipient also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA. https://one.nhtsa.eov/nhtsa/whatsup/tea21/@rantman/html/03 dotcomrul 49cfr18.html



G. Lobbying Prohibition: None of the funds paid under this agreement shall be used for the purpose of lobbying activities before the Idaho State Legislature or the U.S. Congress.

If this grant is \$100,000 or more:

- i. the Subrecipient certifies that it has not and will not use Federal appropriated funds to pay for influencing or attempting to influence an officer or employee of any Federal department or agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal grant, cooperative agreement, or any other Federal award.
- ii. the Subrecipient assures that it will require its contractors and subcontractors each to report use of non-Federal funds for any of the lobbying activities for which use of Federal funds is prohibited, at the end of each calendar quarter on Federal Standard Form LLL (49 CFR Part 20), and that the Subrecipient will forward all these forms to the State.

 http://www.gpo.gov/fdsys/pke/CFR-2006-title49-vol1/content-detail.html
- H. Nondiscrimination Requirements: The Subrecipient assures that no person in the United States will, on the basis of race, color, national origin, creed, sex, or age be excluded from participating in, denied the benefits of, or otherwise be subject to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Subrecipient receives Federal assistance from FTA or USDOT. The Subrecipient agrees to comply with all requirements of US DOT Civil Rights Act implementing regulations (49 CFR 21), and the Title VI Program Guidelines for Federal Transit Administration Recipients (FTA Circular 4702.1) and other applicable nondiscrimination directives. https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA Title VI FINAL.pdf
 - i. Per 49 USC 5332 (prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and in employment or business opportunity), Title VI of the Civil Rights Act of 1964 as amended, USDOT implementing regulations (49 CFR 21), 42 USC 2000d (prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin)
 - ii. The Subrecipient assures that project and project facility operations, as well as property acquisitions, will be in accordance with the civil rights requirements and understands that this assurance extends to its entire facility, to all facilities operated in connection with this project, and to property acquisitions. The Subrecipient assures:
 - Its FTA-assisted benefits and related services are made available and are equitably distributed without regard to race, color, creed, national origin, sex, age, or disability;
 - 2. The level and quality of its FTA-assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, creed, national origin, sex, or age;
 - Opportunities to participate in the transit planning and decision making processes are provided to
 persons without regard to race, color, creed, national origin, sex, or age;
 - 4. Decisions on the location of transit services and facilities are made without regard to race, color, creed, national origin, sex, or age;
 - 5. Corrective and remedial action is taken to prevent discriminatory treatment of any user of services based on race, color, creed, national origin, sex, or age;

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- 6. Any contracts or sub agreements fully or partly funded through this project will contain language to extend civil rights assurances to contractors and subcontractors; and the Subrecipient will also include such language in any deeds and documents which record the transfer of real property, structures, and improvements.
- I. Nondiscrimination on the Basis of Disability: The Subrecipient assures that no person with a disability shall be, by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance. The Subrecipient assures it will comply with 49 CFR Parts 27, 37, 38, and 39, which implement the Americans with Disabilities Act (ADA) and amend Section 504 of Rehabilitation Act of 1973. The Subrecipient understands that it also has responsibilities under ADA in the areas of employment, public accommodations, and telecommunications.

http://www.gpo.gov/fdsvs/pkg/CFR-2006-title49-vol1/content-detail.html#1000

The Subrecipient assures that any vehicle purchased or acquired through this project will be ADA accessible, except as exempted in by the State. If the Subrecipient is awarded funds to purchase a non-ADA vehicle for use in demand responsive service, the Subrecipient assures that this demand responsive service provides or will provide equivalent service to disabled persons that meet ADA requirements in keeping with 49 CFR 37.

The Subrecipient assures that *all* new or renovated facilities to be used for the provision of public transportation services will be ADA accessible, including facilities such as maintenance facilities, garages, building access facilities (sidewalks need curb cuts), etc.

http://www.ppo.gov/fdsvs/pkg/CFR-2007-title28-vol1/content-detail.html

The Subrecipient assures that any construction contract funded through this project will include ADA requirements.

J. Equal Employment Opportunities (EEO): The Subrecipient assures it will: Treat employees or job applicants fairly, without regard to race, color, creed, national origin, sex, age, or disability;

Take affirmative action to ensure job applicants are employed and employees are treated without regard to race, color, creed, national origin, sex, or age (such action includes but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship);

Post notices setting forth agency EEO policy in conspicuous places and make these available to employees and job applicants;

Assure that any contracts or sub-agreements fully or partly funded through this project will contain language to extend EEO assurances to contractors and subcontractors.

If the Subrecipient received \$1,000,000 or more of Federal assistance in the previous Federal fiscal year and had 50 or more public-transit-related employees, it agrees to submit to the State an EEO program, which meets FTA requirements.



- K. Discrimination Complaints: The Subrecipient assures that it will notify the public that complaints of discrimination in the provision of transportation or transportation-related services or benefits may be filed with the State, FTA, or USDOT. The Subrecipient assures it will promptly report to the State any civil rights complaints it receives.
- L. Disadvantaged Business Enterprises (DBE): The Subrecipient assures Disadvantaged Business Enterprises will have the maximum opportunity to compete for and perform contracts and subcontracts financed under this project, as specified in 49 CFR 26 and per the following:
 - i. If the Subrecipient will purchase one or more transit vehicles (excluding unmodified mass-produced vans or unmodified pop-top vans), it assures that it will obtain from each transit vehicle manufacturer a TVM certification, to show that the manufacturer complies with DBE requirements.
 - ii. The Subrecipient is subject to the State's DBE program filed with the Federal Highway Administration and the State's annual DBE goal with FTA. Additionally, the Subrecipient will report its DBE activity and results to the State semi-annually every year of the Subrecipient agreement. https://itd.idaho.gov/civilrights/
 - iii. The Subrecipient assures it will not discriminate on the basis of race, religion, color, gender, age, marital status, ability, or national origin in implementation of the project, in award or performance of any thirdparty contract or sub-agreement supported with this grant, or in administration of its DBE program and 49 CFR 26. If the State receives a complaint regarding discrimination by the Subrecipient, the Subrecipient will cooperate fully in the investigation of the complaint by the State. http://www.goo.gov/fdsys/pkg/CFR-2006-title49-vol1/content-detail.html

Technical assistance pertaining to DBE is available at the following link or at (208)-334-8567. https://itd.idaho.gov/civilrights/

M. Audits: The Subrecipient certifies that it will be audited annually as required by the Federal Single Audit Act Amendments of 1996 (per 2 CFR 200). The Subrecipient recognizes FTA's, USDOT's, and the State's authority to monitor project activities, to conduct reviews and inspections, and to conduct additional audits in keeping with 2 CFR 200, to verify compliance with grant requirements and assurances. The Subrecipient agrees to make the necessary records available to any of the above parties upon request. https://www.whitehouse.gov/wp-

content/uploads/legacy drupal files/omb/circulars/A133/2017/Compliance Supplement 2017.pdf

N. Commercial Driver's License (CDL)Requirement: The Subrecipient, if not a recipient of Section 5311 funds, assures that if it operates a vehicle that requires a CDL, including a vehicle capable of transporting 16 or more persons (including the driver), will have a USDOT Federal Motor Carrier Safety Administration drug and alcohol testing program.

http://www.fmcsa.dot.gov/overview-drug-and-alcohol-rules

O. Drug and Alcohol Testing: If this grant is funded by either Section 5309, 5311, or 5339 the Subrecipient agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 40 and 655, produce any documentation necessary to establish its compliance with Parts 40 and 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, and ITD, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 40 and 655 and review the testing process. The Subrecipient agrees further to submit the Management Information System (MIS) reports to the State annually, as requested by the State.

https://damis.dot.gov/Login/



- i. Standard Public Transportation Employee Protective Arrangements If this grant is funded by either Section 5309 or Section 5316, to the extent that the Project involves public transportation operations and to the extent required by Federal law, the Subrecipient agrees to implement the Project in accordance with the terms and conditions that the U.S. Secretary of Labor has determined to be fair and equitable to protect the interests of any employees affected by the Project and that comply with the requirements of 49 U.S.C. § 5333(b), in accordance with U.S. DOL guidelines, "Section 5333(b), Federal Transit Law," 29 C.F.R. Part 215, and any amendments thereto. The Subrecipient agrees to implement the Project in accordance with the conditions stated in that U.S. DOL certification. That certification and any documents cited therein are incorporated by reference and made part of the Grant Agreement for the Project.
- ii. Public Transportation Employee Protective Arrangements for Projects in Non-urbanized Areas Authorized by 49 U.S.C. § 5311 - The Subrecipient agrees to comply with the terms and conditions of the Special Warranty for the Non-urbanized Area Program that is most current as of the date of execution of the Grant Agreement for the Project, and any alternative comparable arrangements specified by U.S. DOL for application to the Recipient's project, in accordance with U.S. DOL guidelines, "Section 5333(b), Federal Transit Law," 29 C.F.R. Part 215, and any revisions thereto.
- Q. Incorporation of Federal Transit Administration (FTA) Terms The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1 are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any requests which would cause the State to be in violation of the FTA terms and conditions.

 https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance
- R. Conflicts of Interest Prohibited: The Subrecipient certifies that it will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of personal or organizational conflict of interest or of being motivated by desires for personal gain for themselves or others, particularly those with whom they have family, business, or other ties.

5. STATE REQUIREMENTS:

A. Indemnification and Insurance: In this section, "Subrecipient" includes the Subrecipient's employees, agents, and contractors.

The Subrecipient agrees to indemnify, hold harmless, and defend the State of Idaho, its officers, agents, and employees from and against any claim of or liability for error, omission, or negligent act of the Subrecipient arising out of the Subrecipient's assumption of the responsibilities for the Project set forth in this agreement.

The Subrecipient is not required to indemnify the State of Idaho for a claim of or liability for the independent negligence of the State. If there is a claim or liability for joint negligent error or omission of the "Subrecipient and the independent negligence of the State, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. The term "independent negligence" is negligence other than in the State's selection, administration, monitoring, or controlling of the Subrecipient.



Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved. Moreover, all of the rights, defenses, or protections provided in Idaho Code and or in the Idaho Administrative Procedural Rules are expressly reserved.

B. Independent Contractor Status

Unless otherwise expressly stated, vendors and/or non-state entities acting pursuant to this grant shall be that of an independent contractor and not that of an agent or employee of the state. Such parties shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items. Furthermore, such parties shall indemnify the State and hold it harmless form any and all claims for taxes (including but not limited to social security taxes), penalties, attorneys' fees and costs that may be made or assessed against the State arising out of the party's failure to pay such taxes, fees or contributions.

The Subrecipient shall maintain the policies of insurance listed below, to cover losses that may be incurred as a result of the operation and maintenance of project vehicles and/or equipment throughout their period of required use or as a result of other activities under this agreement.

Where specific limits are shown, they shall be the minimum acceptable limits. If the Subrecipient's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.

 Automobile Liability: ITD-PT imposes minimum insurance coverage of \$500,000 on all transit vehicles procured with or rehabilitated with federal or state funds. Additionally, Sub-recipients must be in compliance with Federal Motor Carrier Safety Administration (FMCSA) insurance thresholds. The policy shall provide all damage arising out of personal injury to or destruction of property in any one occurrence on any revenue vehicle not covered by 49 CFR Part 387. Furthermore, ITD-PT subrecipients must be at all times in compliance with Idaho Administrative Rule 11.13.01.

The policy shall name the Idaho Transportation Department as "loss payee" of the property damage portion of the policy.

The Subrecipient shall provide certificate of insurance to the State, annually and at other times if requested. Each certificate must provide for a 30-day prior notice of cancellation, non-renewal, or material change of conditions.

The Subrecipient shall use any insurance proceeds relating to items purchased under this grant to repair or replace the covered item(s) that has been damaged, destroyed or stolen or; where specific items are not involved, to cover other liability related to this grant project. The title to any replacement vehicle must show the State of Idaho as lien holder.

C. Performance Requirement: The failure of the State to insist upon strict performance by the Subrecipient of any provision or covenant in this Agreement, in any one or more instances, may not be considered as a waiver or relinquishment of the provision or covenant for the future. The waiver by the State of any provision or covenant in this Agreement cannot be enforced or relied upon by the Subrecipient unless the waiver is in writing and signed on behalf of the State.



6. TERMINATION PROVISIONS:

- A. Failure to Perform: If, through any cause, the Subrecipient shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Subrecipient shall violate any of the covenants, agreements or stipulations of this Agreement, and if after notification by the State of such failure or violation, the Subrecipient fails to take proper corrective action within a reasonable amount of time, the State shall have the right to terminate this Agreement by giving written notice to the Subrecipient of such termination and specifying the effective date thereof. Such notice shall be given at least 15 days before the effective date of such termination. In that event, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports, construction materials, and any construction completed by the Subrecipient under this Agreement shall, at the option of the State, become the State's property and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed. Failure to adhere to Project Schedule and any reporting requirements may be deemed by the State to be a "failure to perform" and may result in the loss of the award, at the option of the State.
- B. Convenience Termination: If, due to changed circumstances, the State or the Subrecipient wishes to terminate this Agreement prior to its completion, the initiating party shall notify the other party in writing of its reasons for requesting the early termination. This request must be made at least 15 days prior to the proposed termination date. If both parties agree that it is in their mutual best interests to terminate this Agreement early, all finished or unfinished documents and other materials as described in the Failure to Perform paragraph above shall, at the option of the State, become the State's property. If the Agreement is terminated as provided herein, the Subrecipient shall be reimbursed for actual expenses not otherwise reimbursed under this Agreement which were incurred by the Subrecipient during the contract period and which are directly attributable to the Subrecipient's performance of this Agreement. The State shall also reimburse the Subrecipient for any costs properly incurred by the Subrecipient in honoring convenience termination clauses in its Agreements with its contractors as long as these clauses conform to the standard convenience termination clause used by the State for similar types of contracts.

7. NONCOMPLIANCE; DISPUTES; REMEDIES

- A. Recovery of Funds: In the event of a default or violation of the terms of this Agreement, the State is entitled to recover all or part of the project funds paid to the Subrecipient. If Subrecipient does not promptly remit the funds in response to a demand, the State may collect the debt by:
 - Making an administrative offset against payments that would be due under other grant awards or appropriations,
 - Withholding advance payments that would otherwise be due,
 - Instituting civil action, or
 - Taking any other action permitted by law.

All remedies conferred on the State by this Agreement or any other instrument or agreement are cumulative, not exclusive, and may be exercised concurrently or consecutively at the State's option.

B. Enforcement: The State may take one or more actions in the event Subrecipient fails to comply with the terms of the award. Upon written notification explaining the basis of the action, the State may suspend the grant pending corrective action or terminate the grant. The State may impose conditions requiring correction of noncompliance or deficiency. If conditions are imposed, the State will inform Subrecipient of the conditions and corrective action sought, the reason for imposition, and the time allowed for completing corrective actions.

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C. Rights and Remedies: The duties and obligations imposed by the Agreement and accompanying documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the State or Subrecipient shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

8. GRANT REQUIREMENTS:

- A. Billing Procedure and Reimbursements: The Subrecipient agrees to formally request reimbursement by submitting to the State an itemized invoice(s) for allowable project costs. Each invoice shall clearly identify each cost being billed and shall be in a format acceptable to or specified by the State, with supporting documentation of cost and payment as required below, and other documentation as may be required by the State.
- B. Requests for reimbursement must be submitted based on the following timeline:

М	onthly Billing Sched	lule	
Billing Due By	Period Beginning	Period Ending	
December 31	October 1	October 31	
January 31	November I	November 30	
February 28	December 1	December 31	
March 31	January I	January 31	
April 30	February 1	February 28	
May 31	March I	March 31	
June 30	April 1	April 30	
July 31	May 1	May 31	
August 31	June 1	June 30	
September 30	July I	July 31	
October 31	August 1	August 31	
November 30	September 1	September 30	

Invoices for operating, vehicles, equipment, or facilities shall be accompanied by documentation of the formal obligations or expenses incurred, as well as the source of the match. Supporting documentation shall be copies of vendor invoices, unless alternate documentation accompanied by a viable written explanation is acceptable to the State. Supporting documentation must clearly tie to the itemized costs on the invoice (annotations to facilitate easy review are encouraged). For vehicles, other documents related to the vehicle purchase are also required prior to payments. Please reference the ITD Capital Site for the Vehicle Reimbursement Packet. http://itd.idaho.gov/pt

The State reserves the right to mandate alternate or specialized billing procedures in any of the following instances:

- when a particular project is split-funded (includes grant funds from more than one source), or;
- when irregular documentation or special timing is needed by the State for some other reason.

Such alternate procedures may be issued separately, but will be provided to the Subrecipient in writing.

Payments may be withheld if the quarterly report(s) have not been received as required.

Final billing must be submitted within 60 days of the termination date listed on this grant agreement or as amended.

The State shall reimburse funds to meet formal obligations or expenses only with satisfactory documentation.



If required documentation is determined to be incomplete, incorrect, and/or in conflict with the scope of the project, the Subrecipient will be notified that payment of project funds is being withheld until the incomplete, incorrect, and/or conflicting items are resolved to the State's satisfaction.

- C. Local Match Available: If this grant is for a vehicle(s) and/or equipment, the Subrecipient has or will have the required local cash match for the project by the time of delivery. If this grant is for other items, the local match will be met as grant funds are spent.
- D. Operating and Maintenance Funds Available: The Subrecipient, by the time of vehicle and/or equipment delivery, will have or have guarantee of funds necessary to operate and maintain the project vehicle and/or equipment in safe, clean, and mechanically sound condition through the required period of performance (useful life). The State reserves the right to require transfer of the vehicle and/or equipment to another entity if the Subrecipient fails to meet this requirement.
- E. Indirect Costs: If a federally approved indirect cost rate is negotiated between the subrecipient and the Federal government, this rate must be used. If no such rate exists, the subrecipient may either negotiate a rate with the pass-through entity and the subrecipient (in compliance with this part), or elect the de minimus indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f), if eligible.
- F. Vehicle and Equipment Maintenance Requirements: The Subrecipient agrees to develop a written maintenance program and assures that it assumes responsibility to maintain and operate the vehicles and/or equipment obtained under this project at a high level of cleanliness, safety, and mechanical soundness, following at a minimum, the original equipment manufacturers' (OEM) recommended maintenance and inspection procedures and schedules, for at least the useful life of each item, to retain warranties and meet life expectancy of the items. The Subrecipient further assures that it will maintain ADA accessibility features in good working order, removing vehicles with nonworking accessibility features from service and repairing them within 5 days. The Subrecipient agrees to document all maintenance completed and all maintenance expenditures. The State and FTA shall have the right to conduct periodic inspections for the purpose of confirming proper maintenance.
- G. Vehicle and Equipment Use and Disposition: Use and disposition of project vehicles and equipment shall be subject to restrictions set forth by the State.

The Subrecipient assures that it will not lease or contract the operation of project vehicles without prior written approval from the State.

If a vehicle or equipment purchased with these funds can no longer meet project needs, the Subrecipient agrees to notify the State, indicate its condition, and follow the State's instructions.

- H. Reports: The Subrecipient is required to submit quarterly reports in a format specified or provided by the State, per instructions provided by the State. The Subrecipient will certify the accuracy of each report.
- I. A grantee must submit quarterly reports under the following schedule:

Qı	narterly Schedul	e
Period Beginning	Period Ending	Report Due By
January 1	March 31	May 31
April 1	June 30	August 31
July 1	September 30	November 30
October 1	December 31	February 28



- J. Capital Inventory and Agency Profile: The Subrecipient agrees to participate fully in the inventory of publicly funded vehicles, transportation equipment, and transportation-related facilities and other transportation related data.
- K. Changes and Amendments: The Subrecipient shall not execute any amendment or change order to this Agreement without the prior written concurrence of the State. This Agreement may only be modified or amended by a written agreement signed by both parties.
- L. Reimbursement of Grant Funds: Within sixty (60) days of issuance of a final audit report to the State or, if no audit is required, then within sixty days after acceptance by the State that the Subrecipient has met the requirements of this grant agreement, the Subrecipient's remaining grant balance will return to the State.
- M. Travel Requirements: Subrecipient must follow State of Idaho travel guidelines for reimbursement or your agency's travel rules, whichever is more restrictive.
- N. Program Fraud and False or Fraudulent Statements and Related Acts: The Subrecipient certifies that any statement it has made, it makes, it may make, or causes to be made about this grant project is or will be true and accurate. Provision of untrue or inaccurate information may constitute fraud.

9. ASSIGNMENT OF WORK TO THIRD PARTIES:

- A. State Consent Required: No portion of work to be performed under this agreement shall be assigned by the Subrecipient to any third party without written consent of the State.
- B. No Federal or State of Idaho Government Obligation to Third Parties: The Subrecipient agrees that the Federal and State governments have no liability under this agreement. The Subrecipient assures that it will include language in any contract under this agreement that states the Federal and State governments have no liability under the contract and require the contractor to include language to this effect in any subcontract, except if the Subrecipient has specific written consent from the Federal and/or State governments that it/they will accept liability.
- C. Subcontracting Rules: In the event the Subrecipient subcontracts any work covered by this Agreement, the Subrecipient shall require compliance by its subcontractors with applicable provisions, statutes or regulations governing their legal responsibilities in public contracts.
 - In addition, the Subrecipient shall require compliance with all Federal, State, and local laws and regulations and include required Federal clauses in contracts and purchase orders.

10. Procurement Requirements:

All procurements for contracted services (complementary paratransit, cabs, etc.) must go through a bidding process.

A. Procurement System:

- i. The Subrecipient, assures it has or will establish a procurement system in compliance with FTA procurement requirements in FTA Circular 4220.1 third party contracting requirements as well as any other implementing requirements of Federal, State, or local government, including:
 - 1. a five-year limitation on rolling stock;
 - 2. requirement for full and open competition;
 - 3. a prohibition against geographic preferences;
 - 4. the use of Brooks Act procedures for procurement of architectural engineering services if the state has not adopted a statute governing procurement of such services; https://www.acec.org/advocacy/obs/brooks2/
 - inclusion in its contracts all Federal clauses required by Federal laws, executive orders, or their implementing regulations, as required by FTA Circular 4220.1;
 - 6. inclusion in its subcontracts and sub agreements all Federal clauses required by Federal laws, executive orders, or their implementing regulations, as required in FTA Circular 4220.1;
 - 7. written protest procedures;
 - 8. ethical standards of conduct;
 - 9. use of appropriate procurement method. https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Third%20Party%20Contracting%20Guidance%20%28Circular%204220.1F%29.pdf
- **B.** Required Provision in Procurement Notices: The following required provision shall be included in any advertisement or invitation to bid for any procurement under this Agreement:

Statement of Financial Assistance: "Statement of Financial Assistance: This Procurement is subject to a financial assistance grant agreement between the State of Idaho and the U.S. Department of Transportation."

C. Procurement Requirements: Subrecipient will follow the following procurement guidelines:

Subrecipients are subject to their own procurement policies, and IDAPA Title 38 when applicable. If not applicable at a MINIMUM FEDERAL thresholds issued in OMB issued memorandum OM-18-18 must be followed. Note: Circulars may not be updated to reflect the new procurement thresholds issued by OMB through OM-18-18.

D. Bus and Van Testing: The Subrecipient will comply with FTA bus testing requirements applicable to heavy-duty large and small buses; medium-duty buses; light-duty mid-size buses; and light-duty small buses, cutaways, or modified vans (does not apply to unmodified mass-produced vans). If testing is not required, the Subrecipient will instead obtain the manufacturer's certification that the vehicle is exempt from FTA bus testing requirements and also obtain a list of recent purchasers of the vehicle (with contact information), to aid evaluation prior to vendor selection.

http://www.gpo.gov/fdsys/pkg/CFR-2005-title49-vol1/content-detail.html

i. For Equipment Purchases - The Subrecipient will provide the same equipment specifications to each prospective vendor and seek at least three bids or price quotes. The Subrecipient will submit price quotes or bids received to the State with its preferred vendor selection noted; for State approval to purchase. For more information see FTA Best Practices Procurement Manual, https://www.transit.dot.gov/funding/procurement/third-party-procurement/best-practices-procurement-manual

- E. Pre-Award and Post-Delivery Review of New Vehicles: The Subrecipient assures it will conduct a preaward and/or post-delivery reviews for all new vehicles purchased under this project, as specified below. The Subrecipient assures it will conduct these reviews per the formats and instructions provided by the State. Pre-Award Reviews must be submitted to the State for approval
- F. Vehicle Identification Numbers to State: The Subrecipient will provide each vehicle's identification number (VIN) to the State with the first payment invoice for the particular vehicle.
- G. Titles to Vehicles/Equipment & Liens:
 - i. Title to Project equipment other than vehicles shall rest with the Subrecipient.
 - ii. The Subrecipient hereby agrees that the State of Idaho is lien holder for each vehicle purchased under this Project. The Subrecipient shall arrange with the Idaho Division of Motor Vehicles (DMV) to issue the certificate of title in the name of the Subrecipient with the State of Idaho Transportation Department as lien holder. The Subrecipient shall arrange with DMV to send the original title to the State's Public Transportation Office for this project.
 - iii. The State will hold a lien on the title of any vehicle purchased under this project. The Subrecipient may request a clear title after the vehicle reaches its useful life.

The Subrecipient gives the State Power of Attorney limited to applying for a Vehicle Title from the Idaho Division of Motor Vehicles and to requesting the Idaho Division of Motor Vehicles remove the State's lien from the vehicle title.

CERTIFICATION REGARDING FEDERAL LOBBYING:

Certification for Contracts, Grants, Loans, and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

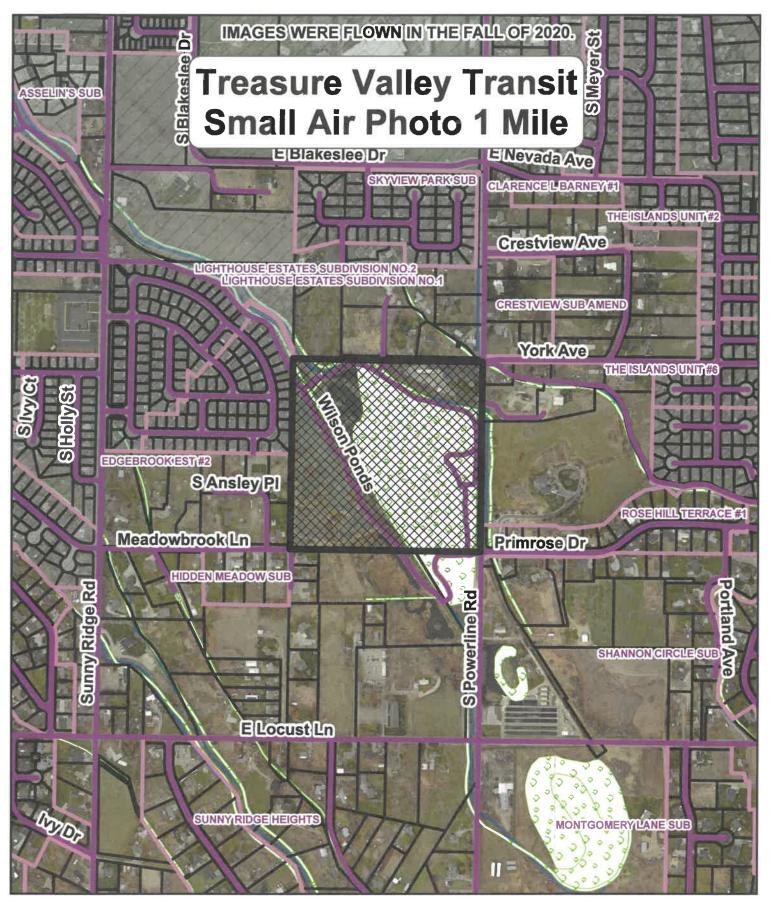
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with FTA and/or State general funds as it pertains to this agreement from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Authorized Signature for Subrecipient:

Name	Title	Phone	E-mail
Terri Lindenberg	Executive Director	208 463-9111	terri@treasurevalley.com
Signature and Date:			
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James 1	Moderney	2./1.	5/2023
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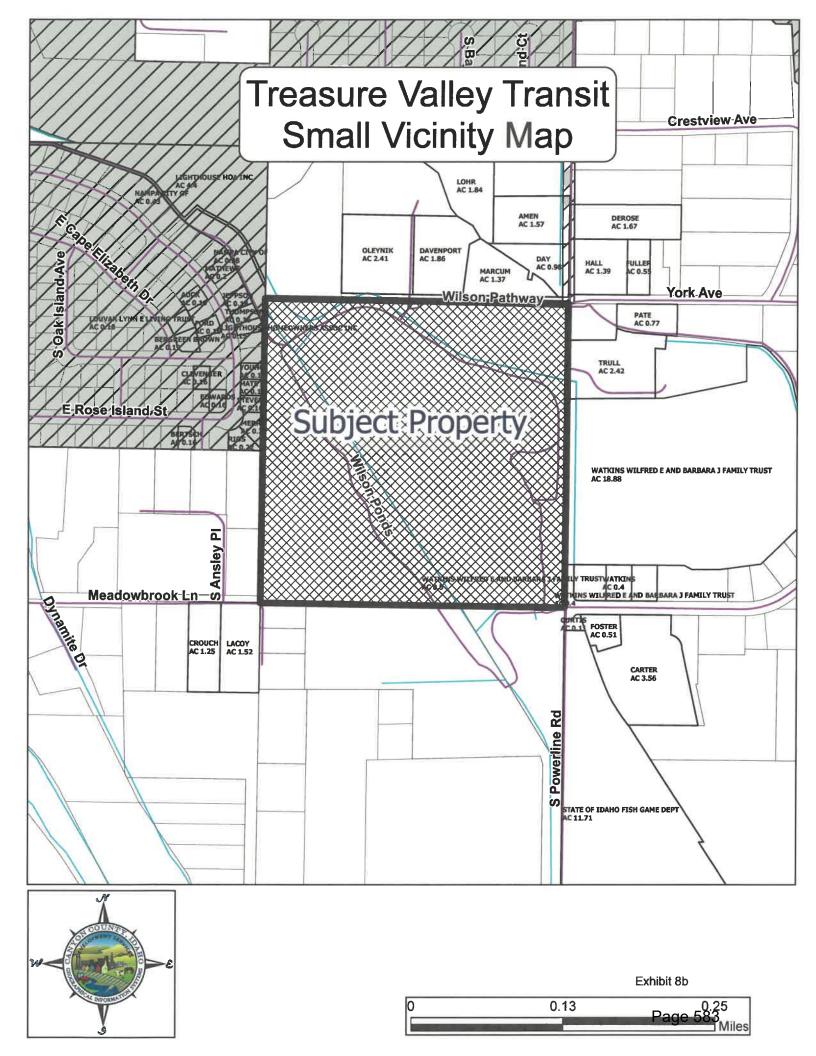


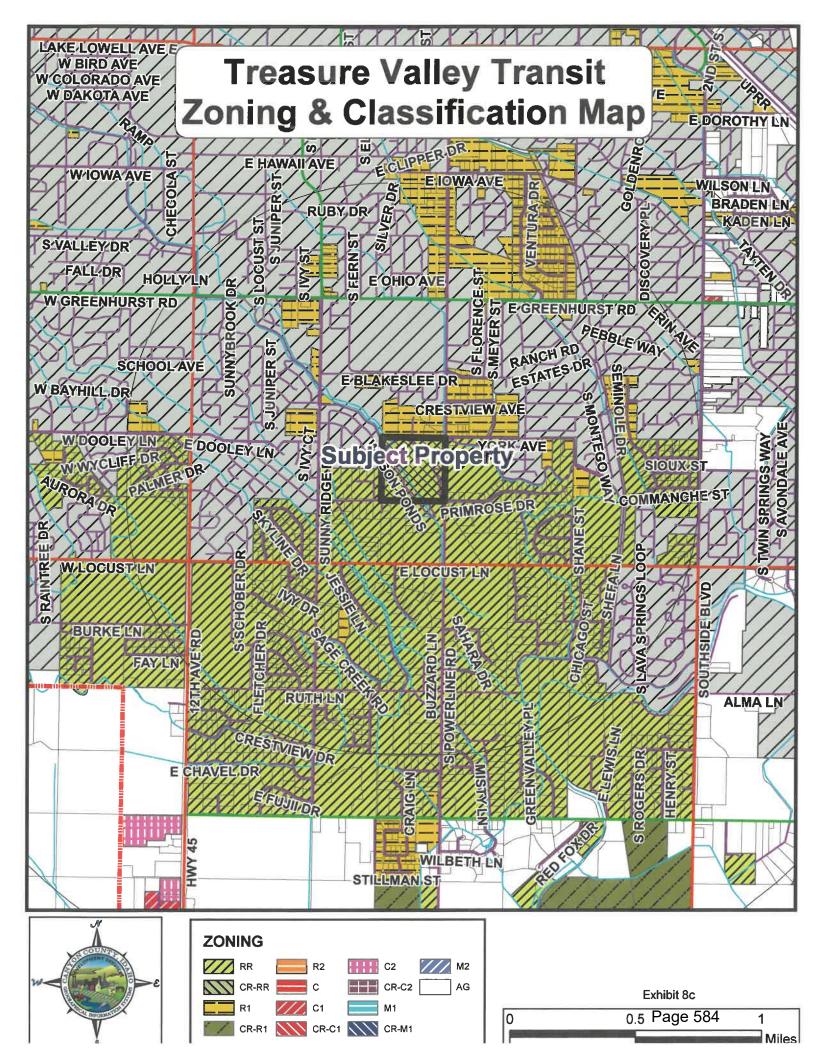


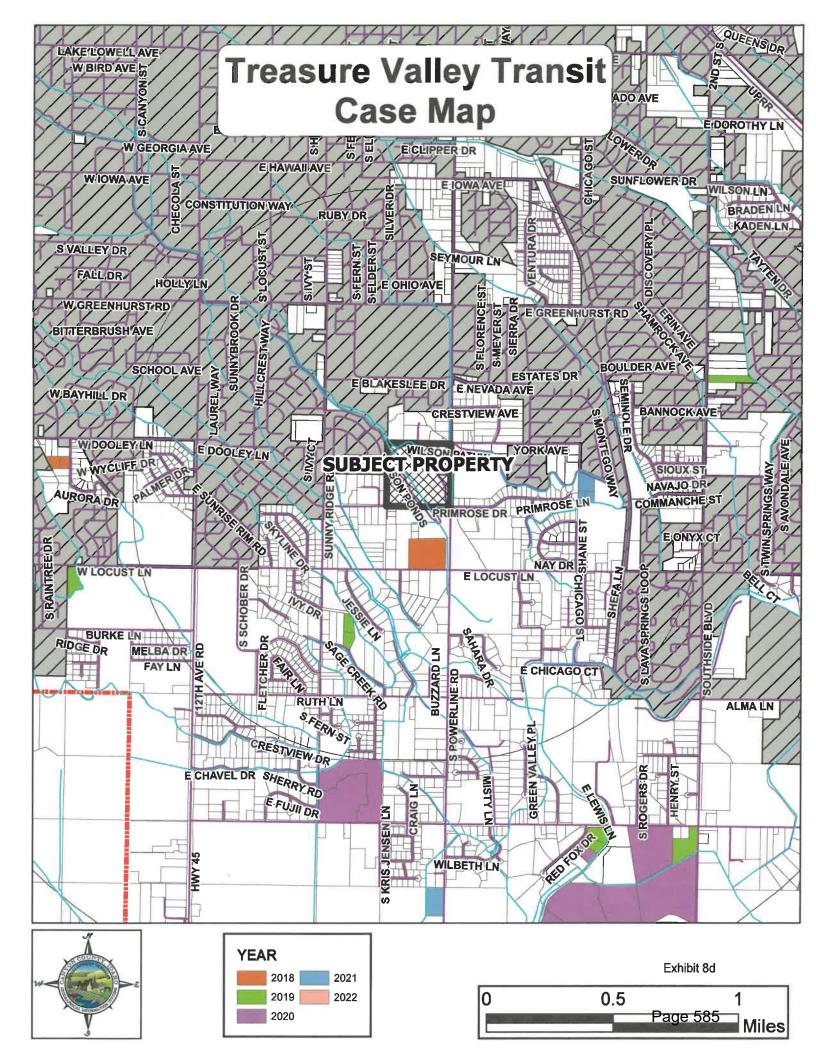


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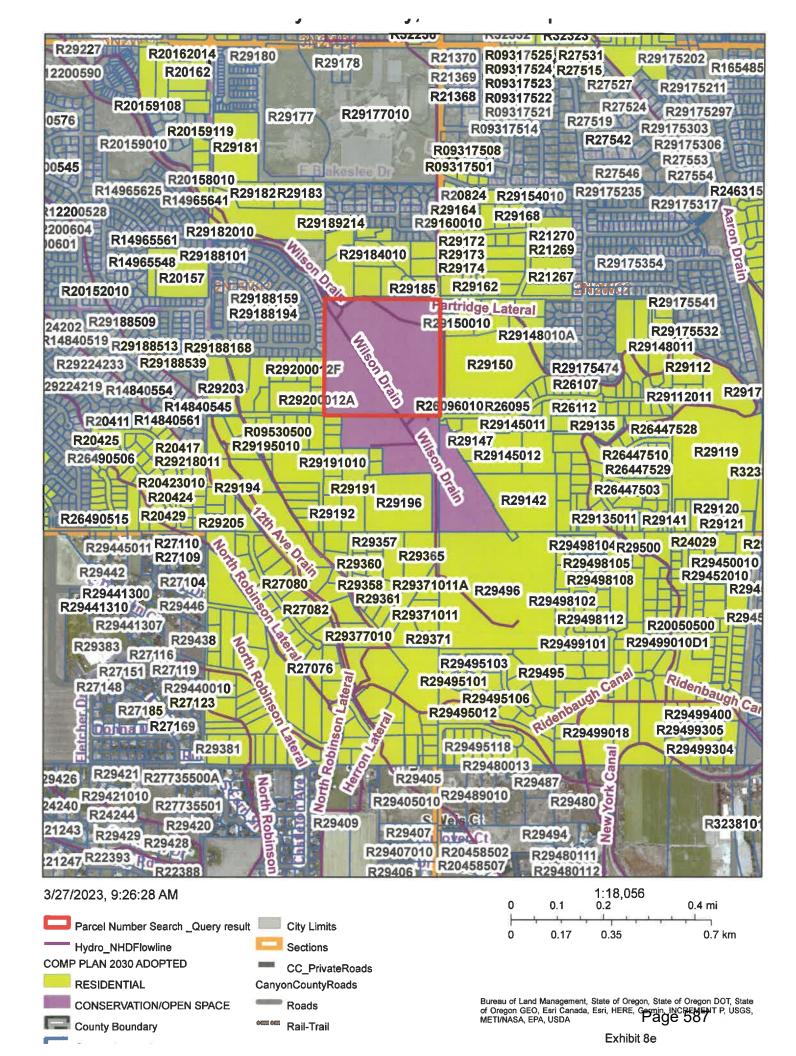
Exhibit 8a







		CASE SUMMARY	IMARY	
QI	CASENUM	REQUEST	CASENAME	FINALDECIS
3	CU2018-0018	Modification of CU2002-468	Idaho Fish and Wildlife Fund	APPROVED
4	RZ2018-0022	Rezone RR to R1	Paul Sleight	APPROVED
2	DA2019-0001	opment Agreement related to RZ2018	DA2019-0001	APPROVED
_	RZ2021-0009	Rezone RR to R1	Castro	APPROVED



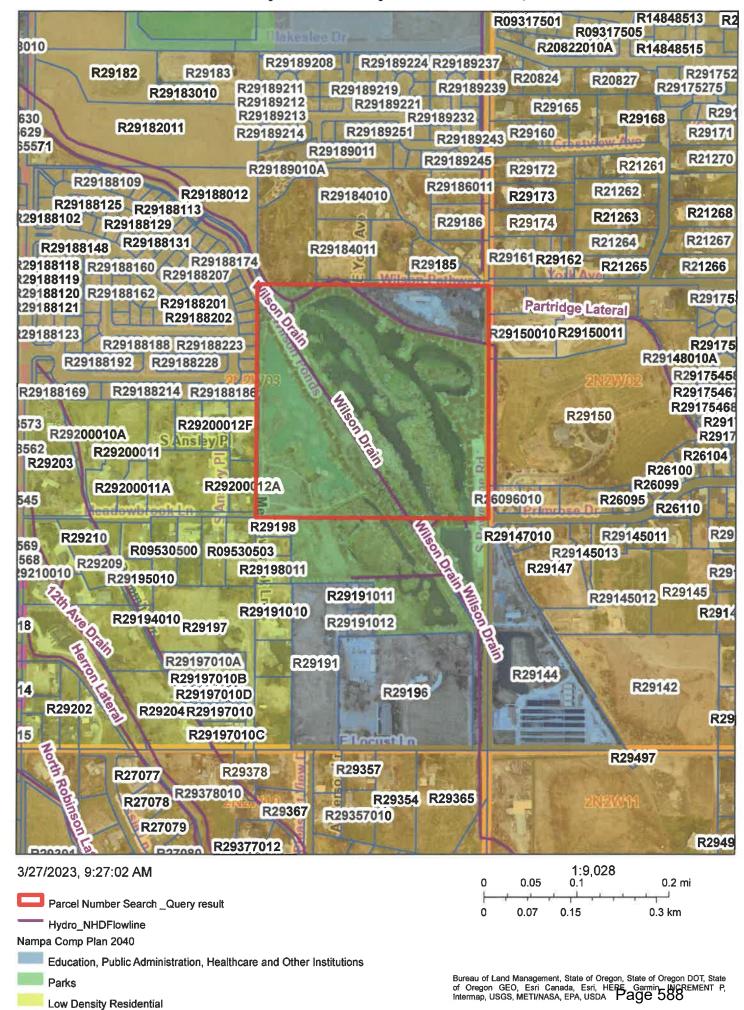


Exhibit 8f



PLANNING AND ZONING DEPARTMENT

Date: February 16, 2023

To: Jenna Petroll, Planner, Canyon County Development Services

Re: CR2022-0045 – Treasure Valley Transit CUP in an R-R District on Parcel

#R2919000, 3101 S Powerline Rd., Nampa, ID

In accordance with Canyon County Code of Ordinances, Section 9-11 and our Joint Powers Agreement, the City of Nampa Planning and Zoning Department has received a letter from Canyon County Development Services dated February 14, 2023, regarding the above proposal. The request has been reviewed by the City of Nampa's Planning Department for conformance to the Nampa Comprehensive Plan and Future Land Use Map, and a response to is provided with the following comments/conditions:

Parcel #R2919000 (3101 S Powerline Rd., Nampa, ID) is in Nampa's Area of City Impact and designated "Education, Public Administration, Healthcare or Other" (EPAHO) on the Nampa Future Land Use Map. This designation allows the use of the land for facilities that provide public services.

The proposed use is "office buildings, outbuildings, and employee and commercial vehicle parking for a private nonprofit public transportation company". These uses are permitted within the EPAHO land use designation.

Nampa supports this request and askes the Canyon County Commissioners to place a condition on this Conditional Use Permit that a 10' wide paved pedestrian path be located along the south side of York Ave from S Powerline Rd. to the Bray Lateral Bridge.

If you have questions or would like to discuss this interpretation of the planning code, please call my direct line at (208) 468-5406.

Doug Critchfield Senior Planner

Nampa Planning Dept.

E-mail address: critchfieldd@cityofnampa.us

Exhibit 9a



Jenna Petroll

From: Caleb Laclair <laclairc@cityofnampa.us>
Sent: Tuesday, February 14, 2023 11:16 AM

To: Bonnie Puleo; Jenna Petroll

Cc: Robyn Sellers; Kristi Watkins; Daniel Badger; Addressing; Doug Critchfield; Nathan

Haveman; Char Tim

Subject: [External] RE: [External]Legal Notice Treasure Valley Transit / CU2022-0045

Nampa Engineering Division has no comment or concerns given there are no proposed changes to the site or public access points.

Best.

Caleb LaClair, P.E.

Assistant City Engineer, Engineering O: 208.468.5422, C: 208.250.2679

From: Bonnie Puleo <Bonnie.Puleo@canyoncounty.id.gov>

Sent: Tuesday, February 14, 2023 9:06 AM

To: Robyn Sellers <sellersr@cityofnampa.us>; Caleb Laclair <laclairc@cityofnampa.us>; Kristi Watkins <watkinsk@cityofnampa.us>; Daniel Badger <BadgerD@cityofnampa.us>; Addressing <Addressing@cityofnampa.us>; Doug Critchfield <critchfield@cityofnampa.us>; Nathan Haveman <havemann@cityofnampa.us>; Char Tim <timc@cityofnampa.us>

Subject: [External]Legal Notice Treasure Valley Transit / CU2022-0045

Caution: This email originated from outside of the City of Nampa domain. Do not click on links or open attachments unless you recognize sender email or are sure content is safe. Highlight the suspect email and send using your Phish Button or call the helpdesk at 208-468-5454

Dear Agency;

You are hereby notified, pursuant to the Joint Exercise of Power Agreement between the City of Nampa and Canyon County, that the Development Services Department has accepted the following application: **CU2022-0045**. Attached for your review is a copy of the letter of intent and a site plan. If you would like additional information please contact Planner Jenna Petroll at jenna.petroll@canyoncounty.id.gov

Thank you,



Hearing Specialist

Canyon County Development Services

111 No 11th Ave. Suite 310

Caldwell, ID 83605

bonnie.puleo@canyoncounty.id.gov

(208) 454-6631 direct

NEW public office hours effective January 3, 2023

Monday, Tuesday, Thursday and Friday

8 am - 5 pm

Wednesday

1 pm - 5 pm

Exhibit 9b

We will not be closed during lunch hour

IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

Jenna Petroll

From: Eddy Thiel <eddy@nampahighway1.com>
Sent: Tuesday, February 14, 2023 9:13 AM

To: Jenna Petroll

Subject: [External] FW: Agency Notice Treasure Valley Transit CU2022-0045

Attachments: CU2022-0045.pdf

Good Morning Jenna,

Typically for commercial access we require paved aprons be installed to accommodate the heavier traffic that will be using those approaches.

Treasure Valley Transit intends to use this for bus maintenance and parking is my understanding of the use.

The approaches currently serving this facility are both paved and satisfy the Highway District's requirements.

If you have any questions or comments feel free to contact us.

Thank you,

Eddy

Eddy Thiel
ROW
eddy@nampahighway1.com
4507 12th Ave. Rd. • Nampa, id 83686

TEL 208.467.6576 • FAX 208.467.9916

From: Bonnie Puleo <Bonnie.Puleo@canyoncounty.id.gov>

Sent: Tuesday, February 14, 2023 9:02 AM

To: Cortney Stauffer <cstauffer@nsd131.org>; Darlene Leon <dleon@nsd131.org>; 'mitch.kiester@phd3.idaho.gov' <mitch.kiester@phd3.idaho.gov>; Jack Nygaard <jack.nygarrd@phd3.idaho.gov>; Rob Johnson Nampa Fire <johnsonre@nampafire.org>; Nampa Rural Fire District <johnsonrl@nampafire.org>; Eddy Thiel

<eddy@nampahighway1.com>; Idaho Power <easements@idahopower.com>; Megan Kelly

<mkelly@idahopower.com>; 'JESSICA.MANSELL@INTGAS.COM' <JESSICA.MANSELL@INTGAS.COM>;

'MONICA.TAYLOR@INTGAS.COM' < MONICA.TAYLOR@INTGAS.COM>; 'brandy.walker@centurylink.com'

<brandy.walker@centurylink.com>; 'shayne.watterud@ziply.com' <shayne.watterud@ziply.com>;

'westerninfo@idwr.idaho.gov' <westerninfo@idwr.idaho.gov>; COMPASS <gis@compassidaho.org>; Brian Crawforth

<Brian.Crawforth@canyoncounty.id.gov>; 'mstowell@ccparamedics.com' <mstowell@ccparamedics.com>;

'huffj@cityofnampa.us' <huffj@cityofnampa.us>; 'cenww-rd@usace.army.mil' <cenww-rd@usace.army.mil>;

'brandon.flack@idfg.idaho.gov' <brandon.flack@idfg.idaho.gov>

Subject: Agency Notice Treasure Valley Transit CU2022-0045

Good morning:

Please see the attached agency notice. While hearing date is "to be determined", due date for comments is March 7, 2023. Please direct your comments or questions to Planner Jenna Petroll at jenna.petroll@canyoncounty.id.gov.

Thank you,



Bonnie Puleo

Hearing Specialist

Canyon County Development Services

111 No 11th Ave. Suite 310

Caldwell, ID 83605

bonnie.puleo@canyoncounty.id.gov

(208) 454-6631 direct

NEW public office hours effective January 3, 2023

Monday, Tuesday, Thursday and Friday

8 am - 5 pm

Wednesday

1 pm - 5 pm

We will not be closed during lunch hour

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Jenna Petroll

From:

Flack, Brandon < brandon.flack@idfq.idaho.gov>

Sent:

Tuesday, February 28, 2023 4:06 PM

To:

Jenna Petroll Royse,Josh

Cc: Subject:

RE: [External] CU2022-0045 Treasure Valley Transit

Hi Jenna,

We did a little digging with our admin folks at headquarters and you are correct, we still own it. We have a signed purchase sale agreement and we support TVT in their application because that will allow us to finalize the sale.

Thanks!

Brandon Flack

Regional Technical Assistance Manager Idaho Dept. of Fish and Game Southwest Region 15950 N. Gate Blvd. Nampa, ID 83687 Ph: (208) 854-8947



From: Jenna Petroll < Jenna. Petroll@canyoncounty.id.gov>

Sent: Tuesday, February 28, 2023 11:48 AM

To: Flack, Brandon < brandon.flack@idfg.idaho.gov>

Cc: Royse, Josh < josh.royse@idfg.idaho.gov>

Subject: FW: [External] CU2022-0045 Treasure Valley Transit

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Good Morning Brandon,

It is my understanding that the sale of the parcel is not complete and Treasure Valley Transit is still in the process of purchasing the parcel. I was told the sale is not official until May 21, 2023. Until TVT officially owns the parcel, IDFG would still be known as the property owner, but yes, IDFG is not the applicant and I will update the wording on that notice. It will be made clear at the hearing that this CUP is for TVT and is not for IDFG.

I received your email regarding updating the contact information for IDFG. I will let our Hearing Specialist know to update her contact list and add you as our contact person for IDFG.

Jenna Petroll

From:

Bonnie Puleo

Sent:

Friday, March 10, 2023 2:27 PM

To:

Jenna Petroll

Subject:

FW: [External] RE: [EXTERNAL]Agency Notice Treasure Valley Transit CU2022-0045

Jenna:

FYI. 😉



Bonnie Puleo

Hearing Specialist

Canyon County Development Services

111 No 11th Ave. Suite 310

Caldwell, ID 83605

bonnie.puleo@canyoncounty.id.gov

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From: johnsonrl < johnsonrl@nampafire.org>

Sent: Friday, March 10, 2023 2:22 PM

To: Bonnie Puleo <Bonnie.Puleo@canyoncounty.id.gov>

Subject: [External] RE: [EXTERNAL] Agency Notice Treasure Valley Transit CU2022-0045

Bonnie,

I'm sorry this is past the response deadline for comments. My emails to Jenna are getting kicked back saying the email address is no longer valid.

Nampa Fire Protection District does not appose this application. It is within our service area and does not negatively impact our response. NFD Station 2 is the closest Fire Station and has a response time of approximately 4 minutes, well within our target response time.

Please contact me with any questions.

Regards,

^{**}We will not be closed during lunch hour**



Ron Johnson - IAAI-CFI, CFM Deputy Chief - Fire Marshal

9 12th Ave South, Nampa, ID

O: 208.468.5760 C: 208.250.7005

Nampa Fire Website - Facebook

From: Bonnie Puleo < Bonnie. Puleo @canyoncounty.id.gov >

Sent: Tuesday, February 14, 2023 9:02 AM

To: Cortney Stauffer <cstauffer@nsd131.org>; Darlene Leon <dleon@nsd131.org>; 'mitch.kiester@phd3.idaho.gov'

<mitch.kiester@phd3.idaho.gov>; Jack Nygaard <jack.nygarrd@phd3.idaho.gov>; johnsonre

<johnsonre@nampafire.org>; johnsonrl<johnsonrl@nampafire.org>; 'eddy@nampahighway1.com'

<eddy@nampahighway1.com>; Idaho Power <easements@idahopower.com>; Megan Kelly

<mkelly@idahopower.com>; 'JESSICA.MANSELL@INTGAS.COM' <JESSICA.MANSELL@INTGAS.COM>;

'MONICA.TAYLOR@INTGAS.COM' < MONICA.TAYLOR@INTGAS.COM >; 'brandy.walker@centurylink.com'

<brandy.walker@centurylink.com>; 'shayne.watterud@ziply.com' <shayne.watterud@ziply.com>;

'westerninfo@idwr.idaho.gov' <westerninfo@idwr.idaho.gov>; COMPASS <gis@compassidaho.org>; Brian Crawforth

<Brian.Crawforth@canyoncounty.id.gov>; 'mstowell@ccparamedics.com' <mstowell@ccparamedics.com>;

'huffj@cityofnampa.us' <huffj@cityofnampa.us>; 'cenww-rd@usace.army.mil' <cenww-rd@usace.army.mil>;

'brandon.flack@idfg.idaho.gov'

 brandon.flack@idfg.idaho.gov>

Subject: [EXTERNAL] Agency Notice Treasure Valley Transit CU2022-0045

Caution: This email originated outside the Nampa Fire domain. DO-NOT CLICK on links or open attachments unless you recognize sender email or are sure content is safe.

Good morning:

Please see the attached agency notice. While hearing date is "to be determined", due date for comments is March 7, 2023. Please direct your comments or questions to Planner Jenna Petroll at jenna.petroll@canyoncounty.id.gov.

Thank you,



Bonnie Puleo

Hearing Specialist

Canyon County Development Services

111 No 11th Ave. Suite 310

Caldwell, ID 83605

bonnie.puleo@canyoncounty.id.gov

(208) 454-6631 direct

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Jenna Petroll

From: Kevin Myers < kevin@flyingmcoffee.com>

Sent: Tuesday, February 28, 2023 1:39 PM

To: Jenna Petroll

Subject: [External] case no. cu2022-0045

Hi Jenna,

I would like to submit my support of Treasure Valley Transit moving into 3101 S. Powerline Rd in Nampa. We live directly across Powerline and would love to have a neighbor who is willing as they are to maintain the property and put it to productive use. I attended their open house and they thoughtfully answered all questions and concerns. Please include my support in the hearing comments.

Kevin Myers

1620 E. Purple Mustard Ln

Nampa 83686



March 9, 2023

Planning and Zoning Commission
Canyon County Development Services
111 N. 11th Avenue
Caldwell, Idaho 83605

Treasure Valley Transit, Inc., Conditional Use Application CASE NO. CU2022-0045

Dear Planning & Zoning Commissioners,

Treasure Valley Transit, Inc. based in Nampa, has proudly served Canyon County since 1992 and then expanded our service area to include Elmore, Payette and Valley counties in the Idaho Transportation Department's District 3. In 2011, TVT developed a program to provide additional transportation funding to 14 Senior Centers within the 10 County area. In 2012, the Community Transportation Association of America awarded TVT with the Rural Community Transportation System of the Year.

Treasure Valley Transit, Inc. is pleased to provide letters of support for the application of a Conditional Use Permit for the property located at 3101 S. Powerline Road, Nampa Idaho. I have attached an email from the Federal Transit Administration to the Idaho Transportation Department staff that we met the requirements to proceed with the acquisition of the property. In addition, I have included the grant agreement showing that TVT has the funding and approval from ITD to move forward.

Treasure Valley Transit, Inc. will continue to serve Canyon County and the rural communities for years to come. We believe this CUP will enable TVT to have a facility that will meet all of our needs going into the future. We have been searching for a property for several years to no avail. Being the winning bidder on the Idaho State Surplus Property Sale, on this ideal location, was a wonderful development for TVT.

Thank you for your consideration in this very important application.

inden heig

Sincerely,

Executive Director

terri@treasurevalleytransit.com



4307 Skyway St. Caldwell, ID 83605 **Tel:** (208) 459-0063

Fax: (208) 455-2230

February 16, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable, and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students, and others needing access to developmental workshops, employment, schools, and medical appointments. TVT provides a valuable service to our community.

Our organization, Metro Community Services, is a non-profit (501) (c) (3), located in Caldwell. We also provide transportation service and know firsthand how critical TVT's quality service is to the communities we serve.

TVT's Executive Director has served on our board for many years, and because of her involvement, we know TVT provides a necessary service to our most vulnerable population. As our population increases, so does the need for room to grow.

I encourage the Commission to approve TVT's Conditional Use Application for a new facility for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely,
Sollow & Mowle)
Tosha Morales
Transportation Administrator
tosha@metrocommunityservices.net

Exhibit 10c



February 14, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students and others needing access to developmental workshops, employment, schools and medical appointments. Our agency has used TVT and they provide a valuable service to our community.

The Mentoring Network builds one-on-one lifelong friendships with responsible, caring adults who meet with their student one hour, once a week, on the school grounds. Attendance, grades, and behaviors improve when children know that someone cares to show up and be their friend. The Mentoring Network serves five rural Idaho school districts (Nampa, Caldwell, Parma, Homedale, Vallivue). For over 15 years, TVT has provided probono transport for our kids and their mentors to travel outside the valley and experience a day of relationship building and fun with their mentor. Many are economically deprived (87%) with few options to participate in extracurricular activities. TVT faithfully makes this opportunity possible.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff.

Donna Shines Thank you for your consideration.

Sincerely

Donna Price Shines Executive Director CEO The Mentoring Network. Inc. 208.459.2844

www.MentoringNetworkID.org



Elderly Opportunity Agency, Inc. PO Box 457

Nutrition • Housing • Transportation

Health Promotion





719 S. Johns

1-800-273-4462

Emmett ID 83617 PH: 208-365-4461

www.eoaidaho.org

"This institution is an equal opportunity provider"

FAX: 208-365-0892 Breanna King, Executive Director March 8, 2023 Tammy Lebsock, Housing Manager

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students and others needing access to developmental workshops, employment, schools and medical appointments.

The Elderly Opportunity Agency is the administrative function for multiple senior centers in the Idaho Transportation Department's District 3. These include Cascade, Council, McCall, Cambridge, New Plymouth, Payette, Weiser, Gem County, Grand View and South West Idaho Transit, which connects these senior centers to services outside the senior center local area. In 2011, TVT was instrumental in developing a program to provide additional transportation funding for the senior centers who could not meet their transportation needs. TVT has continued to advocate for senior transportation and has been a wonderful partner.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Breanna King

Sincerely

Executive Director, Elderly Opportunity Agency

719 S Johns Ave Emmett ID, 83617



February 28, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, inc., Conditional Use Application
Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. This property would help to serve our community by allowing TVT adequate space for bus and employee vehicle parking and providing room for their staff offices, board room and driver lounge. Their current space has become too small to expand and to effectively fulfill their mission.

TVT is a safe and reliable public transportation company that has served Canyon County since 1992. With over 35,000 rides given per year, they provide transportation to the under-served in our community and others needing access to developmental workshops, employment, and medical appointments. The impact and value TVT brings to our community is immeasurable.

Our organization, For You Network, has often referred individuals to the services of TVT. We greatly appreciate that their services give people another transportation option when in need. Transportation is a major factor that makes or breaks one's ability to access important resources. By approving TVT for this property, they will be able to expand their reach and serve even more people in our community.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff. Thank you for your consideration.

Yours Kindly,

Chelsea Larsen

CEO For You Network, Inc.

208-989-6203



February 19, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students and others needing access to developmental workshops, employment, schools and medical appointments. My granddaughter has used TVT and they provide a valuable service to our community.

TVT has been such a blessing to my fourteen-year-old grandchild (Madison) and I. I retired from St. Luke's Health System on June 30, 2022 after twenty-four years of service with them in order to help Madison who had been having significant struggles in her home and at school in Mountain Home. She is in the eighth grade. She told me she had lost hope in most everything. I live in Boise and had heard good things about an alternative middle/senior school in Nampa called Union. I didn't really know how I would manage getting Madison back and forth to Nampa each day from Boise, but I knew I had to give it a try. Madison applied for and was accepted to Union. She started school there mid-August 2022. I was able to arrange for Madison to catch the Valley Regional Transit (VRT) bus from BSU to CWI each morning where TVT then picks her up and transports her to Union. In the afternoons on Mondays and Fridays, TVT picks Madison up from Union and takes her to CWI main where she gets on the VRT bus and returns to BSU where I am waiting to pick her up. Currently Madison does an internship at the Idaho Humane Society in Boise on Tuesdays and Thursdays, but if she needs to go to Union on those days as well for any reason, TVT will help us as they do on Mondays and Fridays with the morning and afternoon trips. They transport her on Wednesday mornings and I pick her up as her school day ends an hour earlier on Wednesdays. Madison got all B's and one C her first semester at Union. She told her advisor that she felt like she was just surviving last year and now she feels like she is thriving. She no longer dreads going to school each day.

The people at TVT are SO caring. I speak with them each morning to let them know that Madison is on the VRT bus and what time it left the BSU stop. I have ALWAYS been met with patience and kindness from the TVT staff and leadership. Even when the VRT bus is running late in the mornings, TVT makes arrangements for Madison's driver to wait to pick her up. They are so kind, in fact, that when I let them know she got very cold one afternoon while waiting for

the VRT bus (as it was late) at CWI, they indicated when at all possible, the TVT driver will wait with Madison until the VRT bus arrives. Again, it is VERY evident that the TVT staff, leadership, and company as a whole truly care about PEOPLE. I really do not know what I would do without them as I am sixty-five years old and I could not sustain driving back and forth from Boise to Nampa twice each day, three to five days each week. They have been a Godsend to Madison and I.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely

Jeanne James

2208 W. Woodlawn Ave.

Boise, Idaho 83702 (208) 861-8104



February 10, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable, and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students, and others needing access to developmental workshops, employment, schools, and medical appointments.

Our organization, Access2Care is a subsidiary of Global Medical Response. We manage and serve Medicare and Medicaid participants across the United States. We have a unique understanding of Nonemergency Medical Transportation and how important NEMT is, especially with COVID-19 challenges. It is unusual for a transportation broker to advocate for and be supportive of public transportation providers, but we know firsthand how critical they are to improve health outcomes for our members in providing accessible and reliable quality services throughout the community. The most vulnerable and fragile citizens of our country rely on public transportation services as a critical entry point into healthcare services. Treasure Valley Transit provides a vital link that helps serve the needs of our vulnerable population.

Please approve TVT's application for the CUP for them to have beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely,

Jade Warren

National Director of Specialty Network Services

Access2Care www.access2care.net

Jade, Warren @gmr.net

Jade Warren

Exhibit 10h







1276 W River, suite 100 Boise, ID 83702 Phone: 208-338-4699 Fax: 208-322-4722

3307 Caldwell Blvd., Suite 104 Nampa, Idaho, 83651 Phone: 208-465-4833 Fax: 208-467-2654

February 10, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students and others needing access to developmental workshops, employment, schools and medical appointments. Our agency has used TVT and they provide a valuable service to our community.

Access Behavioral Health Services utilizes TVT as a primary resource for transportation for some of our 3000 participants. With the failures of Medicaid transport happening daily we have found that TVT has been able to pick up the slack and ensure that our participants without transportation have a safe, affordable and reliable source of transportation to appointments as well as a major assist for accessing their community. The ability to access community services and opportunities is a huge gap filler in assisting our clients and participants to obtain recover. The expansion of TVT would further enhance our participant's ability to access the community and to

achieve recover. We are extremely supportive of this resource expanding and we fully support this endeavor.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely

Laura Scuri

President, Access Behavioral Health Services 1276 W River St, Ste 100, Boise ID 83702 3307 Caldwell Blvd Ste 104, Nampa ID 83651



February 22, 2023

Planning and Zoning Commission
Canyon County Development Services
111 N. 11th Avenue
Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application Dear Planning & Zoning Commissioners,

We are writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students and others needing access to developmental workshops, employment, schools and medical appointments. Our agency has used TVT, and they provide a valuable service to our community.

We are the West Central Mountains Economic Development Council, a 501 c3 nonprofit organization, that represents the communities of Meadows Valley, McCall, Donnelly, and Cascade. We encourage our local communities, businesses, and organizations to act more cohesively towards an improved local economy. We solicit or assist projects that substantially strengthen the local economy (through business stimulation; community & infrastructure development; sector development). Our objectives are to attract businesses and economic opportunities to the region, while assisting in the creation and maintaining of a climate that fosters economic growth and viability.

TVT has been a community partner to our region for 21 years, providing essential transport and our region's first public transportation system. Although our organization is not directly based in the Treasure Valley, we affirm the quality organization that TVT is and speak to their strong community values. Not only do they fulfill a strong need in our region, but they are also good stewards and engaged. They are not just an operator; they are a community partner and this speaks to the type of organization TVT is at its core.

Please approve TVT's application for the CUP in order for them to have beautiful new facility and surroundings for their dedicated drivers and staff so that they can continue to provide essential services and positive community engagement in both the Treasure Valley and the West Central Mountains. Thank you for your consideration.

Sincerely,

Dylan Martin, Board President



February 15, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Re: Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable, and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students, and others needing access to developmental workshops, employment, schools, and medical appointments.

I have worked with Treasure Valley Transit for over 10 years now as a partnered provider, consultant, and current board member. TVT is more than a transportation provider, they are a critical part of our community and state serving the underserved and connecting transit services throughout rural Idaho. This property would allow TVT to continue operating based out of the area it was originally founded, Canyon County, since they are at max capacity in their current space. This location provides sufficient space for TVT vehicles, staff, and administrative needs for the foreseeable future so TVT may continue to focus on the transportation needs of citizens they serve.

Please approve TVT's application for the CUP for them to have beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely

Billy E. Wingfield II President, CEO CERTIFIED INC.

 \sim

bwingfield2@gmail.com

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208-696-1415

Exhibit 10k



1220 Cleveland Bivd. 83605 P.O. Box 400 Caldwell, ID 83606-0400 208-459-1678 FAX 208-454-1114 www.thehartwellcorp.com

February 10, 2023

Planning and Zoning Commission Canyon County Development Services 111 N. 11th Avenue Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable, and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students, and others needing access to developmental workshops, employment, schools and medical appointments. Our agency has used TVT and they provide a valuable service to our community.

Simply stated, TVT is a part of our community's lifeblood. As the Treasure Valley grows and changes, we must allow our indispensable service providers to grow along with it, or many will suffer.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely

Brian Baughman
The Hartwell Corporation

February 23, 2023

Planning and Zoning Commission
Canyon County Development Services
111 N. 11th Avenue
Caldwell, Idaho 83605

Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. TVT is a safe, reliable and caring public transportation company and they have served Canyon County since 1992. They provide transportation to the developmentally disabled, dialysis patients, seniors, students and others needing access to developmental workshops, employment, schools and medical appointments.

I am a former longtime board member of Treasure Valley Transit. I retired after 23 years of wonderful service to this great company. I have never been disappointed in the way they do business. They are honest to a fault. The TVT leadership considers their riders as their main priority and are more than generous to their office staff and drivers.

Please approve TVT's application for the CUP in order for them to have a beautiful new facility and surroundings for their dedicated drivers and staff.

Thank you for your consideration.

Sincerely Openich a. Wathers

Juenth A Watkins 1219 10th Ave S Nampa, ID 83651 February 13, 2023

Planning & Zoning Commission
Canyon County Development Services
111 N. 11th Street
Caldwell, Idaho 83605

RE: Letter of Support for Treasure Valley Transit, Inc., Conditional Use Application

Dear Planning & Zoning Commissioners,

I am writing this letter in support of Treasure Valley Transit's (TVT) Conditional Use Application for the 3101 S. Powerline Road, Nampa property. I am a neighbor in proximity of the property and my family has used TVT's services when it has been necessary. This company provides a valuable service to our community. They are not proposing to change the current use of the property drastically and I see no real negative impacts on our area or the community neighborhood. I have been to their current facility and can see how much they have grown and need a larger facility and I fully support them in their effort to purchase this property.

Please approve TVT's application for the Conditional Use Permit to allow them to continue to serve our community and have a facility that will suit their needs for years to come.

Sincerely,

Daniel Wittell, Neighbor 2021 E Explorer Pl.

Nampa, ID 83686



March 9, 2023

Treasure Valley Transit, Inc., Conditional Use Application CASE NO. CU2022-0045

Dear Neighbor,

Treasure Valley Transit, Inc. (TVT) is a private nonprofit "rural" public transportation company serving Canyon County since 1992. We provide non-emergency medical transportation for the developmentally disabled, dialysis patients, seniors and Medicaid clients needing access to developmental workshops and medical appointments. TVT provides approximately 35,000 rides annually in Canyon County. We have seventeen local employees including seven office staff and ten drivers. In addition to our Canyon County service, we operate three other rural transportation programs in the Idaho Transportation Department's (ITD) District 3 for Elmore, Payette and Valley Counties. TVT also administers grant funding through ITD for twelve senior centers throughout the District.

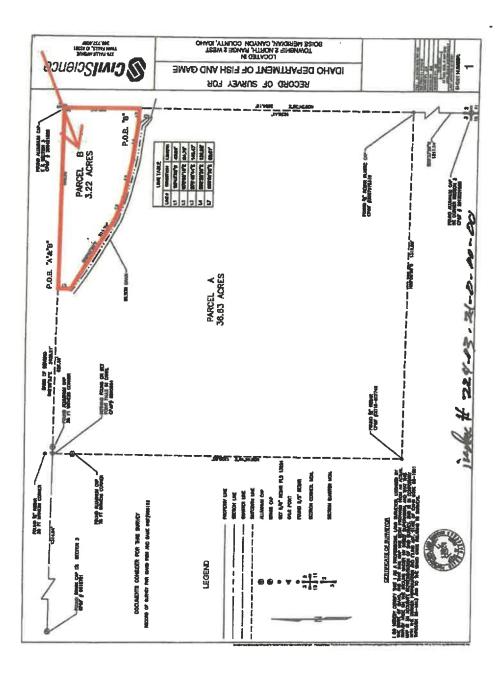
Canyon County Development Services provided the public notice for the April 6, 2023 meeting and in that document was a map that outlined the property. This has created some confusion as the map included the entire 36.83 acre Parcel A which is Wilson Ponds. Ownership does not change on Parcel A. Treasure Valley Transit, Inc. is seeking the CUP for the 3.22 acre Parcel B at 3010 S. Powerline Road in Nampa. I have attached the certified survey, which shows that Parcel B is the 3.22 acre property. The property will be officially split as the survey shows upon the closing on the sale of the Parcel B.

TVT believes this CUP will enable TVT to have a facility that will meet all of our needs going into the future. We have been searching for a property for several years to no avail. Being the winning bidder on the Idaho State Surplus Property Sale, on this ideal location, was a wonderful development for TVT.

If you have any questions prior to the April 6th meeting please contact me at 208-463-9111 or by email terri@treasurevalleytransit.com.

Sincerely,

Terri Lindenberg
Executive Director



This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.

CHRIS YAMAMOTO
CANYON COUNTY RECORDER
Pg=1 HCRETAL NO FEE
SURVEY
SURVEY
TEMP 1 FEH \$ GAME

06/09/2021 12:11 PM RECORDED NOT OFFICIAL SEE ORIGINAL IN RECORDER'S , OFFICE





376 Falls Avenue Twin Falls, ID 83301 208-737-0007

Parcel "B"

A parcel of land located in the NE1/4 SE1/4, Section 3, T. 2 N., R 2 W., Boise Meridian, Canyon County, Idaho, more particularly described as follows:

Commencing at the C1/4 Corner of said Section 3 from which the E1/4 Corner of Section 3 bears S 88°59′53″ E, 2628.21 ft., the Basis of Bearing of this description, run thence S 88°59′53″ E along the northerly boundary of said NE1/4 SE1/4 of Section 3 a distance of 1941.22 ft. to a rebar with a plastic cap said point being the POINT OF BEGINNING;

Continue thence S 88°59'53" E along said northerly boundary a distance of 686.99 ft. to an aluminum cap said point being the E1/4 Corner of said section 3;

Thence S 00°34′35″ W along the easterly boundary of said NE1/4 SE1/4 of Section 3 a distance of 280.51 ft. to a rebar with a plastic cap;

Thence N 88°59'53" W a distance of 60.67 ft. to a rebar with a plastic cap said point being on the northerly bank of Wilson Drain;

Thence along said northerly bank the following courses:

N 82°28'20" W, 138.03 ft. to a rebar with a plastic cap;

N 75°45'44" W, 146.47 ft. to a rebar with a plastic cap;

N 70°09'10" W, 84.78 ft. to a rebar with a plastic cap;

N 58°03'00" W, 312.78 ft. to a rebar with a plastic cap;

Thence N 00°43′52″ E leaving said northerly bank a distance of 43.04 ft. to a rebar with a plastic cap said point being the POINT OF BEGINNING.

Parcel B contains 3.22 acres





NOTICE OF NEIGHBORHOOD MEETING CONDITIONAL USE PERMIT PRE-APPLICATION REQUIREMENT FOR A PUBLIC HEARING

November 18, 2022

Dear Neighbor,

Treasure Valley Transit, Inc., a private non-profit company that provides non-emergency medical transportation in Canyon County and is in the process of submitting an application for a Conditional Use Permit to Canyon County Development Services (DSD). One of the requirements necessary prior to submitting the application is to hold a "neighborhood meeting" and provide information to our surrounding neighbors (Canyon County Zoning Ordinance § 07-01-15).

This meeting is for informational purposes and to receive feedback from you as we move through the application process. This is <u>not</u> a Public Hearing before a governing body of the County. Once our application has been submitted and processed, a public hearing date will be scheduled. Prior to the scheduled date you will receive an official notification from Canyon County DSD regarding the Public Hearing via postal mail, newspaper publication, and/or a display on the property for which the Conditional Use Permit is applied.

The Neighborhood Meeting details are as follows:

Date: December 12, 2022 Time: 5:30pm-7:00pm

Location: 215 12th Avenue South, Nampa Idaho 83651

Property description: Nampa Public Library

The project is summarized below:

Site Location: 3101 S. Powerline Road, Nampa, Canyon County, Idaho 83686 Proposed Use: Administrative Offices, Employee and Company Vehicle Parking

Total acreage: 3.22

Treasure Valley Transit, Inc. has served Canyon County since 1992. Our hours of operation are Monday through Friday from 6:00am until 6:00pm. We operate in three other counties (Elmore, Payette and Valley) in the Idaho Transportation Department's District 3. To learn more about TVT please visit treasurevalleytransit.com.

We look forward to the neighborhood meeting and encourage you to attend. At that time, we will answer any questions you may have.

Please do <u>not</u> call Canyon County Development Services regarding this meeting. This is a PRE-APPLICATION requirement and we have not submitted the application for consideration at this time. The County currently has no information on this project.

If you have any questions prior to the meeting please contact me at 208-463-9111 or by email terri@treasurevallevtransit.com.

Sincerely,

Terri Lindenberg

Executive Director

1136 W Finch Drive

Nampa, Idaho 83651

DEBBIE KLING MAYOR



CITY HALL 411 3RD STREET SOUTH NAMPA, ID 83651 (208) 468-5401

OFFICE OF THE MAYOR

January 2, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Re: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg:

The City of Nampa would like to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 5311 Congressional Application, CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit.

These grants provide funding to maintain existing rural transportation systems, replace vehicles and other capital needs (i.e. technology or facility upgrades) throughout the State of Idaho.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for transportation within all of District 3. Maintaining the existing service was the number one priority.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical transportation within Canyon County. This has been demonstrated by the ridership and continued community support for the transit service.

The City of Nampa strongly supports Treasure Valley Transit's FY25-26 5311 Congressional Application for operational funds, CARES Act One-Time Application and 5339 Capital grant application for replacement vehicles and administrative facility upgrades to 3101 S. Powerline Rd., Nampa.

Sincerely,

The Honorable Mayor Kling

City of Nampa

Valley County Board of Commissioners

P.O. Box 1350 • 219 N. Main Street Cascade, Idaho 83611-1350

Phone (208) 382-7100 Fax (208) 382-7107

NEAL THOMPSON

Commissioner nthompson@co.valley.id.us

DOUGLAS A. MILLER
Clerk
dmiller@co.valley.id.us

ELTING G. HASBROUCK Chairman of the Board ehasbrouck@co.valley.id.us

SHERRY MAUPIN

Commissioner

smaupin@co.valley.id.us

November 15, 2023

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

Valley County has provided \$40,000 for FY24 to Mountain Community Transit (MCT). Treasure Valley Transit operates Mountain Community Transit (MCT) that provides the commuter route connecting McCall, Donnelly, and Cascade.

The 5311 rural grant will provide funding to maintain our current route that has been in operation since 2008 and has served 16,560 riders year to date. TVT is applying for a 5339 capital grant that will replace a green line bus that will have met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes Valley County.

Maintaining existing service was the number one priority.

Mountain Community Transit provides a valuable service to the residents of Valley County. The 30% ridership increase in FY23 and continued community support for the transit service demonstrates this fact.

Valley County strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act grant application.

Sincerely,

Valley County Commissioners

P.O. Box 1350

Cascade, Idaho 83611



November 15, 2023

Ms. Terri Lindenberg

Executive Director

Treasure Valley Transit, Inc.

1136 W. Finch Drive

Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Mountain Home provided \$30,000 in local match for FY24 for Mountain Home Community Transit (MHCT). MHCT provides a deviated fixed route service within the City of Mountain Home, the Air Force Base, and an after-school program for the Mountain Home School District.

The 5311 rural grant application will provide funding to maintain our current transportation program. TVT is applying for a 5339 capital grant that will replace a 2010 Chevrolet bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the residents of the City of Mountain Home. The 5% increase in ridership in FY23 and strong community support demonstrates this fact.

The City of Mountain Home strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely.

The Honorable Mayor Sykes

City of Mountain Home

160 South 3rd East

Mountain Home, Idaho 83647



November 15, 2023

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Cascade has provided \$3,000 in local match for the FY24 to Mountain Community Transit (MCT). MCT provides transit service to the City of Cascade with a commuter route connecting to McCall, Donnelly, and Cascade.

The 5311 rural grant will provide funding to maintain our current green line route that has served 16,560 passenger trips in FY23. TVT is applying for a 5339 capital grant that will replace a green line bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3, which includes Valley County. Maintaining existing service was the number one priority.

Mountain Community Transit provides a valuable service to the residents of Cascade to access employment, medical needs, county services, school, and recreation. The 30% ridership increase in FY23 demonstrates community support for the transit service.

The City of Cascade strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely

Judith Nissula, Mayor

105 S. Main Street P.O. Box 649

Cascade, Idaho 83611

Cascade City Hall

105 S. Main St.

P.O. Box 649

Cascadé, ID 83611-0649



Area Code 208
Phone 452-4421
FAX 452-6146
www.fruitland.org

200 S. Whitley

P.O. Box 324 FRUITLAND, IDAHO 83619

January 3, 2024

Ms. Terri Lindenberg
Executive Director
Treasure Valley Transit, Inc.
1136 W. Finch Drive
Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Fruitland has provided \$25,000 in local match for FY24 to Snake River Transit (SRT). SRT provides a public transit route serving the City of Fruitland and Payette within Payette County.

The 5311 rural grant will provide funding to maintain our current route that has been in operation since 2008 and has served 17,960 riders year to date. There is also a need for additional Saturday service if funding is available. TVT is applying for a 5339 capital grant that will replace a 2018 Ford bus that will have met its useful life in FY25. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The 2018 Idaho Public Transportation Plan identified needs, priorities, opportunities, and potential solutions for transportation within District 3 within Payette County. Maintaining existing service was the number one priority of this plan.

Snake River Transit provides a valuable service to the residents of the City of Fruitland. The 18% increase in ridership in FY22 and 7% in FY23, and strong community support for the transit service demonstrates this fact.

The City of Fruitland strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act grant application.

Sincerely.

Stuart Grimes, Fruitland City Administrator City of Fruitland 200 S. Whitley Fruitland, Idaho 83619

TVT FACILITY INSPECTION LIST PREFORMED EVERY 3 MONTHS

FACILITY INTERIOR	YES	NO	N/A	COMMENTS
IS FACILITY ADA ACCESSIBLE?				
ARE INTERIOR LIGHTS IN WORKING ORDER?				
IS FLOOR IN GOOD CONDITION?				
ARE WORK SPACES CLEAN?				
DO CUSTOMERS HAVE SEATING IN LOBBY?				
HAVE TRASH RECEPTICALS BEEN EMPTIED?				
IS THERE ANY VISUAL DAMAGE TO OFFICE?				
ELECTRICAL SYSTEMS				
ARE ALL ELECTRICAL PANELS SECURED?				
HAVE ALL ELECTRICAL CIRCUITS IDENTIFIED?				
ARE ALL ELECTRICAL SWITCHES IN GOOD REPAIR				
IS THERE A LOCK-OUT PROCEDURE IN PLACE?				
HEATING SYSTEM				
IS A 3' CLEARANCE PROVIDED AROUND ALL				
HEATING EQUIPMENT?				
ARE FURNACE ROOMS KEPT LOCKED?				
ARE FURNACE ROOMS FREE FROM ANY				
COMBUSTIBLE STORAGE?				
HAS THE UNIT BEEN SERVICED REGULARLY?				
HAS THE FILTER BEEN CHANGED AND CLEANED				
HAS THE UNIT BEEN CLEANED?				
ARE THERMOSTATS IN GOOD WORKING ORDER				
ARE VENTS CLEAN?				
CHECK PIPES,AND LINES FOR LEAKAGE				
AIR CONDITIONING				
HAS THE UNIT BEEN SERVICED REGULARLY?				
HAS THE FILTER BEEN CHANGED AND CLEANED				
ARE THE THEROMSTATS IN GOOD WORKING				
ORDER?				
ARE VENTS CLEAN?				
CHECK LINES, PIPES FOR LEAKS, AND REPAIR IF				
NEEDED.				
PRIVATE PROTECTION				
IS THE OPERATION MONITORED BY A ALARM CO				
IS THE BUILDING EQUIPPED WITH A FIRE DETECTION		I		
SYSTEM				
DOES THE SYSTEM PROTECT THE ENTIRE BUILDING?				
DOES THE SYSTEM PROVIDE A SIGNAL IN THE				
BUILDING?				

IS IT TESTED ON A MONTHLY DASIS?	T		
IS IT TESTED ON A MONTHLY BASIS?	+	-	
IS THE ALARM PANEL IN NORMAL OPERATING	1		
CONDITION?	╂		
ARE FIRE EXTINGUISHERS PROVIDED?	+-	-	
ARE ALL EXTINGUISHERS INSPECTED AND TAGED?			
EMERGENCY EVACUATION	-		
ARE ALL EXITS AND TRAVEL PATHS IDENTIFIED			
WITH ILLUMINATED "EXIT" SIGNS?			
ARE ALL TRAVEL PATHS LEADING TO EXITS			
FREE OF OBSTRUCTIONS?	_		
ARE ALL EXITS UNLOCKED AND OPERATIONAL			
DURING BUSINESS HOURS?			
ARE EVACUATON DIAGRAMS POSTED THROUGH			
OUT THE BUILDING?			
FACILITY EXTERIOR			
IS THE BUILDING ADDRESS CLEARLY VISIBLE?			
IS THE FACILITY "ADA" ACCESSIBLE?			
ARE THE EXTERIOR LIGHTS IN WORKING ORDER			
ARE THE EXITS INTO PUBLIC STREETS FREE			
FROM VISIBILITY OBSTRUCTIONS?			
ARE ALL BUILDING SIDES ACCESSABLE TO ANY			
EMERGENCY EQUIPMENT?			
DOES BUILDING APPEAR TO BE IN GOOD			
REPAIR?			
ARE EXTERIOR WALLS FREE FROM CRACKS			
OR DAMAGES?			
ARE WINDOWS FREE FROM CRACKS OR BROKEN			
PANES?			
ARE PAVED SURFACES INSPECTED AND REPAIRED			
ARE STAIRS,LANDINGS,AND HANDRAILES IN GOOD			
REPAIR?			
ARE ALL SEWER CAPS IN PLACE?			
ARE ALL IRRIGATION COVERS IN PLACE?			
DO ENTRANCE DOORSCL [®] CLOSE SLOWLY TO AVOID			
HAZARDS TO FINGERS?			
CONDITION OF ROOF. ANY LOOSE SINGLES, SHAKE OR DAMAGE TO TRIM, OR RAIN GUTTERS.			
ANY SIGNS OF VANDALIZUME SUCH AS GRAFITY OR STRUCTURE DAMAGE			

TREASURE VALLEY TRANSIT INC.

Facility Maintenance Program

POLICY STATEMENT:

Treasure Valley Transit Inc. maintains its facility(ies) and equipment to protect its investment in and prolong the useful life of its assets and provide public transit to the highest standards financially feasible. Service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide.

OBJECTIVES:

The facilities and equipment used in support of public transit will be maintained at a <u>minimum</u> to the specifications in the operation and maintenance manuals provided with the facilities and equipment.

- Maintain facilities and equipment in safe operating condition
- Maximize facility and equipment service life
- Meet the requirements of the Idaho Transportation Department, Federal Transit Administration, the Americans with Disabilities Act, and state and local regulations
- Provide a safe environment for the public and staff
- Minimize service disruptions
- Ensure that our facility(ies) remain(s) an asset to the community

FACILITY DESCRIPTION:

The Headquarter Operations Facility is located at 1136 W. Finch Drive, Nampa ID 83651. This facility houses:

- Administrative Offices
- Clerical and Records Space
- Communications Center
- Bus Bay
- Parking for Transit Vehicles
- Drivers Lounge
- Parts and Tool area

The Mountain Community Transit Maintenance Facility is located at 214 Helmick, McCall ID 83638. This facility houses:

- Administrative Offices
- Clerical and Records Space
- Communications Center
- Bus Bay
- Parking for Transit Vehicles
- Drivers Lounge
- Parts and Tool area

The McCall Transit Center Facility is located at 210 E Park Street, McCall ID 83638. This facility houses:

- Administrative Offices
- Clerical and Records Space
- Communications Center
- Public Lobby Area
- Public Bathrooms
- Drivers Lounge
- Employee Breakroom
- Conference Room

ASSIGNMENT of RESPONSIBILITY:

The Executive Director is responsible for implementing this maintenance plan.

The Operations Supervisor or Lead Driver will conduct an inspection on a quarterly basis of the following:

- Facility Interior –
- Electrical Systems -
- Heating System -
- Air Conditioning -
- Private Protection-
- Emergency Evacuation-
- Facility Exterior-

FACILITY MAINTENANCE RECORD KEEPING:

A log of needed non-urgent repairs shall be maintained and appropriate staff notified periodically to incorporate repair costs into budgetary planning. A record of any non-planned, non-urgent maintenance needs are kept at 1136 W. Finch Drive, Nampa ID 83651.

The Operations Supervisor or Lead Driver maintains all permanent records for facility

maintenance and inspections. Records are stored in a binder for each calendar year and completed checklists are included in that folder.

FACILITY and EQUIPMENT MAINTENANCE INFORMATION:

See Procurement Policy for TVT guidance on the procurement of goods and services.

Nampa Fleet Vehicles and Lifts – Blue Wrench, (208-888-6922) McCall Fleet Vehicles and Lifts – Gold Fork Automotive, (208-271-6476) Nampa Grounds keeper – Martin Flores (208-602-8813) McCall Grounds keeper- City of McCall, Parks & Rec Dept.

ATTACHMENT A: TVT Facility Inspection Checklist

TVT FACILITY INSPECTION LIST PREFORMED EVERY 3 MONTHS

FACILITY INTERIOR	YES	NO	N/A	COMMENTS
IS FACILITY ADA ACCESSIBLE?				
ARE INTERIOR LIGHTS IN WORKING ORDER?				
IS FLOOR IN GOOD CONDITION?				
ARE WORK SPACES CLEAN?				
DO CUSTOMERS HAVE SEATING IN LOBBY?				
HAVE TRASH RECEPTICALS BEEN EMPTIED?	i			
IS THERE ANY VISUAL DAMAGE TO OFFICE?				
ELECTRICAL SYSTEMS				
ARE ALL ELECTRICAL PANELS SECURED?				
HAVE ALL ELECTRICAL CIRCUITS IDENTIFIED?				
ARE ALL ELECTRICAL SWITCHES IN GOOD REPAIR				
IS THERE A LOCK-OUT PROCEDURE IN PLACE?				
HEATING SYSTEM				
IS A 3' CLEARANCE PROVIDED AROUND ALL				
HEATING EQUIPMENT?				
ARE FURNACE ROOMS KEPT LOCKED?				
ARE FURNACE ROOMS FREE FROM ANY				
COMBUSTIBLE STORAGE?				
HAS THE UNIT BEEN SERVICED REGULARLY?				
HAS THE FILTER BEEN CHANGED AND CLEANED				
HAS THE UNIT BEEN CLEANED?				
ARE THERMOSTATS IN GOOD WORKING ORDER				
ARE VENTS CLEAN?				
CHECK PIPES,AND LINES FOR LEAKAGE				
AIR CONDITIONING				
HAS THE UNIT BEEN SERVICED REGULARLY?				
HAS THE FILTER BEEN CHANGED AND CLEANED				
ARE THE THEROMSTATS IN GOOD WORKING			I	
ORDER?				
ARE VENTS CLEAN?				
CHECK LINES, PIPES FOR LEAKS, AND REPAIR IF				
NEEDED.				
PRIVATE PROTECTION				
IS THE OPERATION MONITORED BY A ALARM CO				
IS THE BUILDING EQUIPPED WITH A FIRE DETECTION		- 1		
SYSTEM				
DOES THE SYSTEM PROTECT THE ENTIRE BUILDING?				
DOES THE SYSTEM PROVIDE A SIGNAL IN THE				
BUILDING?				

IS IT TESTED ON A MONTHLY BASIS?	
IS THE ALARM PANEL IN NORMAL OPERATING	
CONDITION?	
ARE FIRE EXTINGUISHERS PROVIDED?	
ARE ALL EXTINGUISHERS INSPECTED AND TAGED?	
EMERGENCY EVACUATION	
ARE ALL EXITS AND TRAVEL PATHS IDENTIFIED	
WITH ILLUMINATED "EXIT" SIGNS?	
ARE ALL TRAVEL PATHS LEADING TO EXITS	
FREE OF OBSTRUCTIONS?	
ARE ALL EXITS UNLOCKED AND OPERATIONAL	
DURING BUSINESS HOURS?	
ARE EVACUATON DIAGRAMS POSTED THROUGH	
OUT THE BUILDING?	
FACILITY EXTERIOR	
IS THE BUILDING ADDRESS CLEARLY VISIBLE?	
IS THE FACILITY "ADA" ACCESSIBLE?	
ARE THE EXTERIOR LIGHTS IN WORKING ORDER	
ARE THE EXITS INTO PUBLIC STREETS FREE	
FROM VISIBILITY OBSTRUCTIONS?	
ARE ALL BUILDING SIDES ACCESSABLE TO ANY	
EMERGENCY EQUIPMENT?	
DOES BUILDING APPEAR TO BE IN GOOD	
REPAIR?	
ARE EXTERIOR WALLS FREE FROM CRACKS	
OR DAMAGES?	
ARE WINDOWS FREE FROM CRACKS OR BROKEN	
PANES?	
ARE PAVED SURFACES INSPECTED AND REPAIRED	
ARE STAIRS,LANDINGS,AND HANDRAILES IN GOOD	
REPAIR?	
ARE ALL SEWER CAPS IN PLACE?	
ARE ALL IRRIGATION COVERS IN PLACE?	
DO ENTRANCE DOORSCL [,] CLOSE SLOWLY TO AVOID	
HAZARDS TO FINGERS?	
CONDITION OF ROOF. ANY LOOSE SINGLES, SHAKE OR DAMAGE TO TRIM, OR RAIN GUTTERS.	
ANY SIGNS OF VANDALIZUME SUCH AS GRAFITY OR STRUCTURE DAMAGE	

Debbie Maxwell

From: Shauna Miller <Shauna.Miller@itd.idaho.gov>

Sent: Tuesday, November 1, 2022 10:27 AM **To:** Terri Lindenberg; Debbie Maxwell

Subject: FW: Confirmation of Categorical Exclusion - Treasure Valley Transit - Admin Offices and

Bus Parking Property Acquisition

Thank you,

Shauna Miller | Grants & Contracts Officer

ITD Public Transportation Office

Phone: (208) 334-8533 Cell: (208) 901-2244 Fax: (208) 334-4424

Shauna.Miller@itd.idaho.gov Website: <u>itd.idaho.gov/pt/</u>

"Your Safety. Your Mobility. Your Economic Opportunity."

From: Remington, Barney (FTA)

 dot.gov>

Sent: Tuesday, November 01, 2022 9:26 AM To: Ron Duran <Ron.Duran@itd.idaho.gov>

Cc: Shauna Miller <Shauna.Miller@itd.idaho.gov>; Ziglar, Kristine (FTA) <Kristine.Ziglar@dot.gov>; Fletcher, Susan (FTA) <susan.fletcher@dot.gov>; Rastelli, Scot (FTA) <Scot.Rastelli@dot.gov>; fta.tro10mail <fta.tro10mail@dot.gov>; Zweifel, Justin (FTA) <justin.zweifel@dot.gov>

Subject: Confirmation of Categorical Exclusion - Treasure Valley Transit - Admin Offices and Bus Parking Property Acquisition

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Dear Mr. Duran:

The Federal Transit Administration (FTA) has reviewed the materials submitted by e-mail on 10/14/2022, including an FTA Categorical Exclusion Worksheet and supporting documentation describing the proposed Treasure Valley Transit – Administrative Office and Bus Parking Property Acquisition (Project) in Nampa, Idaho. FTA understands that the Project would acquire and perform slight renovations to the Idaho Department of Fish and Game property located at 3101 S Powerline Road, Nampa for use as an administrative office and for bus parking. FTA further understands that the Project is estimated to have a total project cost of \$3,000,000, there would be no ground disturbance due to the Project, and none of the project activities would affect historic properties.

This e-mail confirms that FTA has determined that the Project will not result in significant environmental effects, and qualifies as a Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) pursuant to 23 Code of Federal Regulations (CFR) Part 771.118(c)(13). This determination of CE applies only to the Project as described above

and in the documentation submitted to FTA on 10/14/2022. Should the Project scope including total project cost change or new information on the Project or its potential environmental effects be provided, FTA may require a re-evaluation of the NEPA determination and may withdraw or suspend the CE or require additional environmental reviews.

This confirmation is not an expressed or implied promise that Federal financial assistance for the Project will be awarded. Please contact me if you have questions.

Thank you for coordinating with FTA.

Sincerely,

Barney Remington
Environmental Protection Specialist
Federal Transit Administration - Region X | U.S. Department of Transportation
Barney.Remington@dot.gov | 206-220-7966



January 12, 2024

Mr. Sam Carroll ITD-Public Transportation PO Box 7129 Boise, Idaho 83707-1129

RE: 2024-2026 5339 Rural Congressional Application

Dear Sam,

It is our pleasure to submit the attached application for 5339 Capital Funding. The FTA Formula Grant makes resources available to 5339 grant recipients for Capital projects. The project scope is for the purchase of six new Ranger 4 computer tablets to be used as back up tablets in case of a breakdown or technical problem with one of the tablets currently in use on our fixed route transit vehicles.

By funding this grant submission ITD will also ensure the TVT "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful.

I look forward to the opportunity to work with ITD staff to ensure that all necessary information has been submitted and address any questions that may offer clarification. Thank you for your time and consideration in this important application.

Sincerely,

Debbie Maxwell

Assistant Director Treasure Valley Transit, Inc.

Dell Mapull

1136 W. Finch Drive

Nampa, Idaho 83651

Office: 208-463-9111

Application Information Form

Applicant: Treasure Valley Transit, Inc.	
Authorized Representative: Debbie Maxwell	
Address: 1136 W. Finch Drive, Nampa ID 83651	
Phone: 208-463-9111	
Email Address: debbie@treasurevalleytransit.com	
DUNS #: 884972332	
Architect/Engineer/Planner if applicable: (Contact Name): N	ot Applicable
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
Facility Construction	Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	_X Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: \$26,870	

FEDERAL SHARE: \$21,496 LOCAL MATCH: \$5,374

Section 1: Project Description

- a) FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose.
 - The FTA 5339 Formula Grant makes resources available to States and designated recipients to replace, rehabilitate, and purchase buses and related equipment. This project meets this FTA funding source program purpose by purchasing 6 electronic computer tablets to use as a backup to replace any broken or nonworking tablets currently used on the fixed route system for data collection.
- b) ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities

 This project meets the number one priority of Idaho Transportation Department-Public
 Transportation, the need to maintain/expand existing capital assets. This funding will allow
 continuation of existing services.
- c) Application Scope of Work: Describe in detail the scope of work for the project you are proposing:
 - This project is to purchase six Ranger 4 (internal Verizon Modem, GPS, WiFi) tablets used for our fixed route systems. We recently purchased the Trip Spark ITS system through the CTAA statewide procurement. We need to have some back-up tablets on hand in case a breakdown or technical problem arises with one of the tablets. I estimate two back up tablets per system area will be sufficient. The tablets, mounts, cables, licensing, and installation will need to be considered in the pricing.
- d) Contractor Information: Will this project use third party contractors?
 - Not Applicable

Section 2: Demonstration of Need

a) Service Area Level of Need:

Treasure Valley Transit operates fixed routes in three separate areas within District 3. In the city of Mountain Home and a commuter shuttle to the Mountain Home Air Force Base. In the city of McCall, Brundage Mountain, and a commuter shuttle from McCall to Cascade. TVT also operates the fixed route in the cities of Payette, and Fruitland. Each area is assigned a vehicle that will have the new Ranger tablets mounted onto each vehicle in that area. In the procurement of the new ITS Trip Spark system no back-up tablets were ordered. To be prepared in case one of the tablets stops working we need to have a back-up tablet in each area we operate in, this will allow for an immediate swap with the broken tablet. TVT estimates the need for at least two back-ups to be available in each fixed route area.

The tablets are used daily throughout a driver's shift to collect data. The tablets are used to collect the following data:

- Automatic Vehicle Location
- AVL Data Collection to feed traveler information
- Computer Assisted Passenger Counter
- Display of Stop List
- Automated Updates of Stop List upon completion
- Two-way messaging
- Emergency alarm
- Onboard Schedule Adherence
- Integrated Rules Based Engine Alerts and Messaging
- Screen blocker
- Fares
- Vehicle mileage
- Service hours and mileage
- Dead head miles and hours

Qualitative:

- 1. Increased productivity for TVT staff
- 2. Integration with our current data base
- 3. 24/7 access to data and remote access in case of an emergency
- 4. User friendly driver tablets with GPS and Automatic Vehicle Location
- 5. Accurate Data tracking for the National Transit Data Base reports

Quantitative:

- 1. Significant time/cost savings for TVT staff
- 2. Significant time/cost savings for TVT management
- 3. Improved reporting for Management and Board of Director oversight
- a) Sustaining existing service or expansion need:

The Idaho State Public Transportation Plan has four goals. One of the four goals identified is to preserve the existing public transportation network. These tablets are necessary to maintain existing service. If one of the current tablets goes down, we do not have a back-up tablet to replace it. If this occurs, TVT will be forced to track all of the data manually as has been done in the past. This opens the potential for human error to occur and puts an additional burden on the drivers and staff.

In addition to the State of Idaho plan, each county and city we serve has an individual comprehensive and/or transportation plan. TVT has participated in planning meetings, public meetings, and sat on local committees to identify the needs of each of the communities we serve.

Canyon County has adopted the Metropolitan Planning Association (Compass) Communities in Motion 2040 Long Range Transportation Plan. This plan has identified not only a shortfall of funding to expand service, but it also identifies that the funding available will not even maintain the existing service by the year 2040.

The City of Nampa 2040 Comprehensive Plan identifies the need to improve public transportation offerings because of the anticipated growth of more than a million citizens by 2040. The City of Payette Comprehensive Plan identified preserving, restoring, and maintaining existing transportation services as a long-term goal. And the short-term goal identified was to "Develop and encourage opportunities for alternative transportation modes, including public transit, bicycle, and pedestrian pathways.

The City of McCall 2018 Comprehensive Plan identified a sustainable transportation system as essential to a successful community. Their number one transportation goal identified is to foster a transportation system for current and future year-round needs that is safe, convenient, accessible, economical, and consistent with McCall's character. Enhancing transit service was one of the policies created to obtain this goal. One of the projects the community identified was the potential to partner with TVT to increase frequency to 30 minutes to make the service more accessible and attractive to residents and tourists.

The need for sustaining the current services TVT provides has been demonstrated by the community involvement, ridership and city and county funding. The need for additional service has been demonstrated in the planning efforts but the funding has not increased to enable that level of expansion.



b) Ridership History

Service	FY21	FY22	FY23	+/-
MCT -Green Line	9,453	11,657	16,560	42%
MCT- Red Line	15,043	20,416	25,028	23%
MCT – Blue Line	516	1026	2689	162%
MCT – Gold Line			348	
SRT-Idaho	14,771	16,726	17,960	7%
MHCT-City/AFB	4,886	4767	5,038	6%
Demand Response	32,500	35,313	34,269	(3%)
Total Ridership	77,169	89,907	101,982	13%

c) Asset Condition if applying for a vehicle: Not Applicable



Section 3: Project Planning

- a) Tie project to specific goals in ITD Statewide Public Transportation Plan:
 - 1. Ensure the Safety and Security of Public Transportation

TVT's priority is the safety and security of our employees and the passengers they serve. This is demonstrated through our policies and procedures that cover all aspects of operations from maintenance standards for the vehicles, training of employees, drug and alcohol testing program, etc. This information is available in our Personnel Manual, Driver Handbook, Title VI Plan, Safety and Security & Emergency Preparedness Plan.

2. Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

TVT works closely with our elected officials and other agencies to advocate for a truly Multi-Modal system in the areas we serve. This includes bus, demand response, vanpool, bike, and pedestrian modes.

3. Preserve the Existing Public Transportation Network

TVT is seeking continued grant funding to preserve the existing services we provide.

4. Provide Transportation System that Drives Economic Opportunity

TVT works closely with the chambers of commerce, and other local businesses in order to promote public transportation and provide access to jobs which in turn spurs economic growth.

- b. Describe the Project Development Process
 - 1. Community involvement from the city and county, chambers of commerce, local businesses, health and human service agencies and the potential passengers (i.e. advisory group, public hearings, social media, surveys etc.)
 - 2. Selection of the appropriate mode of transportation-fixed route, deviated fixed route or demand response service; van pool, ride share or voucher program
 - 3. Funding mechanism:
 - 5339 grant program
 - City and county funding



- - Medicaid revenue Employer benefit for transit passes
 - School district
 - Advertising
 - Seek State of Idaho funding
 - Private grants and foundations
- 4. Assure sustainability through stable funding
- 5. Monitoring and Evaluation of the service in an on-going manner
- 6. Route restructure as appropriate through input of all
- 7. Participate in the City and County development of master plans

For a successful service to be implemented and maintained by stable funding it is imperative that the planning process involves ongoing input from affected parties. Meaningful engagement ensures accountability, effective communications, and consistencies.

Describe efforts undertaken to coordinate with Minority and Low-Income Population

TVT has interviewed stakeholders, transit users, and other community groups throughout the planning process to include the Minority and Low-Income Populations.

TVT has published a link on our website where the Title VI plan, Public Notice Process, the Riders Guide, and the Complaint and Appeals Process can be located.

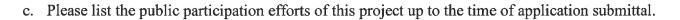
What is your plan to include Disadvantage Business Enterprises (DBE)

TVT will make a good faith effort to include Disadvantage Business Enterprises (DBE's) in this project. The first thing we will do is to search the Idaho Transportation Department Director for DBE's.

https://itd.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp?XID=9178&TN=itd,

Identify any local Labor Unions

TVT is not affiliated with any labor unions in the rural areas that we serve. The Valley Regional Transit Authority contracts out their large and small urban services. They are represented by Local 378.



TVT is quick to take advantage of opportunities to publicly participate in local events. We take this opportunity to introduce our services and provide information to the public. For example, TVT staff recently attended the 2023 Regional Economic Summit, November 6th, which was held in Cascade, Idaho this year. The summit gave TVT staff the opportunity to obtain a bigger picture context of current economic challenges we face nationally, regionally, and locally. There was much opportunity available for networking with local government leaders and business owners and provide us with an opportunity to introduce our new route, New Meadows Gold Line. We were able to provide marketing and scheduling material at the registration table. These forums are a great opportunity to address questions in a very positive and transparent manner.

Marketing/Advertising

TVT uses electronic media resources to inform the public of our services and instructs people how to use them in each of our service areas. We have a website, treasurevalleytransit.com, a Facebook page, and an X account, these are listed on all our brochures, schedules, and vehicles. Our services are marketed to each of our service areas in different ways. Each service is branded to facilitate local ownership by the residents, elected officials, and the business community. Advertisements for local services and/or events are placed in the local newspaper and local community magazines. TVT also belongs to the local chamber of commerce in each of our service areas and participates whenever possible in local events like the McCall Winter Carnival annual p

- d. Provide Attachment B: Milestone Reporting (See attached documentation)
- e. Provide Attachment C (if applicable)

NEPA Worksheet (Not Applicable)
Sole Source Aquifer (SSA) (Not Applicable)
Rolling Stock Replacement Report (Not Applicable)



Section 4: Project Benefits/Evaluation

a. Improve safety.

The new computer tablets will ensure the existing public transportation services operating within District 3 continue to operate in a safe, dependable, and easily accessible manner.

This project will significantly increase efficiency within our dispatch and fixed route operations. The new system will allow efficiency and improve productivity by increasing trip capacity. The new system will reduce errors made in the data collection and improve the method of producing the various reports needed for Management and Board of Director oversight. The required reporting for the National Transit Data Base, which is currently done manually, will be collected more efficiently. Accurate data is imperative, and this has been a weakness.

b. Improve mobility.

The tablets allow the dispatchers and drivers to communicate much more efficiently and safely with each other using real time information. The tablet provides two-way text messaging improving service reliability, effectively manage incident alerts and simplify the reporting process using a user-friendly dashboard system.

c. Support local economic development and expand economic opportunity.

TVT works closely with local businesses to educate them about the economic advantages of public transit. The tax benefits that they can receive and the benefit of stable transportation for their employees. Large businesses look at the transit options when deciding on what community they may want to locate to. The local chambers of commerce and the Department of Labor look to public transportation to offer these benefits to the business community.

TVT intends to continually evaluate success of the project as follows:

a. TVT collects the following data and reports to ITD quarterly and to the National Transit Data Base annually:

- Ridership
- Fares
- Mileage
- Services miles and hours
- Dead Head miles and hours
- Accidents (at fault or not at fault)
- Injuries



- Fatalities
- Complaints
- Other incidents

b. TVT will sustain/maintain the project after the end of the grant period.

TVT will continue to work closely with the Idaho Transportation Department to secure continued funding to maintain our facilities and vehicles. TVT will continue to advocate for state funding through the legislative process by working closely with key legislators, agencies, and other supporters of public transportation. Until such funding is available we will continue to meet our match requirements through the cities and counties we serve. In addition, we will seek funding through foundations advertising and grant opportunities on a regional and national level.

Treasure Valley Transit will continue to track fleet performance annually by obtaining and analyzing the following performance metrics:

- o Average operating cost per mile
- o Average overall cost per vehicle
- o Fleet Inventory and age of fleet
- o Average mile per vehicle annually
- o Utilization
- o Average maintenance cost per vehicle
- o Accidents
- o Out of Service Days
- o Percentage of fleet due/overdue for replacement

TVT has the capacity to carry out the project as proposed:

Executive Director: Terri Lindenberg has been with TVT since January 1992 when the Office of Rural Health Policy awarded a three-year grant to develop a Coordinated Transportation System in Canyon County and secure sustainable funding. TVT now serves a 10-county area, has thirty-five employees, and collaborates with multiple agencies. Terri's strength is in building partnerships and advocating for rural transportation on both the local and national stage.

Certifications: Certified Community Transit Manager CCTM and Certified Safety and Security Officer through the Community Transportation Association of America

Assistant Director: Debbie Maxwell has worked over 11 years in public transportation management and has been with TVT since May 2016. She oversees all aspects of TVT operations including but not limited to, procurement, fleet management, driver training and supervision of operational staff. In addition to these responsibilities she works closely with the Executive Director in the administration of TVT in the finance and grants departments.

Certifications: Certified Safety and Security Officer through the Community Transportation Association of America, Passenger Assistance Safety and Sensitivity Certified

Mobility Manager: Miranda Murray has been with TVT since January 2013 and brings extensive experience in dispatch, scheduling and coordinating services with various agencies in the 10-county area. Miranda's role as Mobility Manager oversees the dispatch and scheduling component and monitors for efficiencies. She works closely with the statewide Medicaid broker and the Department of Health and Welfare Medicaid Division. In addition, her skills in marketing, print material and knowledge of technology (dispatch software and hardware) have been instrumental.

Certifications: Certified Community Transit Supervisor; Certified Professional Dispatcher through the Community Transportation Association of America

Finance and Human Resource Manager: Rebecca Soto has been with TVT since September 2019 and has worked in both the private and non-profit sector since 2009. She began her career as a Staff accountant, Senior Audit Associate and Accounting Supervisor. She currently processes TVT's 5309, 5310, 5311 and 5339 grants with attention to detail and accuracy.

Education: Bachelor of Business Administration (BBA) in Accountancy 2013 and member of the national Society of Human Resource Managers (SHRM) and the Local Chapter

Day / Willis, CPA's: Tabbatha Willis prepares TVT's monthly Financial Statements for the TVT Board of Directors and provides direct oversight of the grant reimbursement process. TVT is proud to note a clean opinion without findings since we have been required to have an A-133 Annual Audit done by an independent Accounting Firm.

Section 5: Project Budget

Budget Narrative:

It is estimated each of the tablets will cost \$26,870 total, this amount includes the tablet, mounts, cables, licensing, and installation will need to be considered in the pricing. I have attached a copy of a quote received from Trip Spark itemizing the costs for each \$4,217.

Description	Numbers	Costs	Total
Tablets	6	\$4,217	\$25,302
Freight			\$ 50
Taxes	6% Tax		\$ 1,518
Total Project Cost			\$26,870

- a. Itemized estimated quote for project budget included in documentation.
- b. Attachment A: Project Budget Request Form included in documentation

ATTACHMENTS

- Project Budget
- Quote for cost of hardware equipment
- Milestone Reporting
- NEPA (Not Applicable)
- Sole Source Aquifer (Not Applicable)
- Demonstration of Need
- Rolling Stock Replacement Report (Not Applicable)
- TVT Organizational Chart
- TVT FY23 Audit
- Letters of Support

Project Budget Request

Subrecipient	Treasure Valley Transit Inc.
Agreement Term	October 1, 2024-September 30, 2026
Contact Name	Debbie Maxwell
Address	1136 W. Finch Drive, Nampa ID 83651
Phone Number	208-463-9111

FTA Grant 5339

Total Project Cost

26,870.00 \$

Ca	pital	(CP) 80/20	
Total		Federal	Match
\$ 26,870.00	\$	21,496.00	\$ 5,374.00

Total Match Needed

5,374.00

Debbie Maxwell
Printed Name
Du Mall
Signature

21,496.00 \$

Date

Total Federal Request

Purchase six back up Ranger 4 tablets used for our fixed route systems.

Scope of Work

Local Match Source(s) for Project:

Medicaid Revenue, Local Cities and Counties, Advertising,
Private grants and foundations

Treasure Valley Transit - Fleet Expansion



	Description	Quantity	Unit	Price	
In Vehicle Equipment					\$66
Ranger 4 (Internal Verizon Mod					
R44-V110T-01	Ranger 4.4 MDT - power cables included	- 4	each	\$4,217	\$:
Mounting					
65T0125-001	RAM Mount	4	each	\$20	
65T0125-003	RAM Arm	4	each	\$32	
Tbox AVA					
TBOX10000	Tbox Automatic Voice Annunciator	4	each	\$4,312	\$1
Tbox Cabling					
4-CAS-TBXPIGT183-01	Tbox Power Cable	4	each	\$203	
4-CAS-TBXMICP091-00	Tbox Ambient Microphone	4	each	\$135	9
2-FUS-MINI005A-00	5 Amp Fuse	4	each	\$1	
2-FUS-MINI002A-00	2 Amp Fuse	4	each	\$1	
2-FUH-MINIWV00-00	Fuse Holder	8	each	\$12	
1-RES-A080103J-00	Resistor	16	each	\$1	
75T1770-020	Tbox Ethernet Cable	4	each	\$65	
4-CAS-1708TBOX61-01	Tbox J1708 Cable	4	each	\$172	
5-ASY-MICROPHONE-00	Tbox Operator Microphone	4	each	\$635	\$3
4-CAS-RNG4ETHDGL-10	Ranger Ethernet Dongle	4	each	\$69	5
Internal LED Next Stop Sign					
45T0115-009	Amber Sunrise LED Sign	4	each	\$1,339	\$.
2-FUS-MINI005A-00	5 Amp Fuse	4	each	\$1	
2-FUH-MINIWV00-00	Fuse Holder	4	each	\$12	
IRIS APCs - 2 Door Configuration)				
45T0152-121	IRIS Sensor, Front Door, Flush Mount	4	each	\$2,172	\$
45T0152-122	IRIS Sensor, Rear Door, Flush Mount	4	each	\$2,172	\$
6-APC-IRISBRKT-00	Sensor Mounting Bracket	8	each	\$183	\$:
25T0251-006	Ethernet Cable 10 Metres	4	each	\$328	\$:
25T0251-008	Ethernet Cable 20 Metres	4	each	\$277	\$:
2-FUS-MINI005A-00	5 Amp Fuse	8	each	\$1	
2-FUH-MINIWV00-00	5 Amp Fuse	8	each	\$12	
Peripheral Cabling					
4-CAS-1708DB9F61-01	Headsign Integration Cable	4	each	\$0	
					A.E.
Licensing				ėscs.	\$5,
Streets Mobile (Fixed Route)		2	each	\$262	Ş
Xgate	Davida	2	each	\$131	Ş
XMobile Manager (XMM) (Fixed Tbox Annunciator - AVA	koute)	2	each	\$131	- 5
Headsign Integration		2	each	\$262	5
	la Impart Panarte CTEC Eupart) TrinSpark Vesta Canuar	2	each	\$262	\$
	le, Import, Reports, GTFS Export), TripSpark Xgate Server,	2		64.000	
	le - Traveller Information, MyRide Native Apps,	2	each	\$1,838	\$3
Web Services, Automatic Passen	ger Counters				
Services				E-15-11-11	\$23,
Project Management and Deploy	ment Services	1	lo+	\$7,013	\$23, \$7
Third Party Installation Services	Ameur Sei Alfes	1	lot lot	\$16,125	\$1
Time Farty installation services		1	IOL	\$10,123	ÞΙ
Shipping			-	الالتولية	\$5
Shipping		1	lot	\$50	
					\$95,

Prices are budgetary only, in US dollars, and valid for 90 days.

All applicable sales taxes are additional and payment of such is the sole responsibility of the buyer.

Software Maintenance				\$5,152.40	
System Support & Software Maintenance	1	year	\$5,152		
Maintenance commences with operational use of the software, is paid yearly, and is based on current license value of software in use. Customer must continue to pay existing maintenance - above fees are additional per year					
customer mase continue to pay existing maintenance above rees are additional	per year				

TripSpark Technologies - Confidential 2023-12-11 Page 1 of 2

Ranger	\$524	\$580	\$632
TBOX	\$496	\$536	\$596

Warranty is valid for 90 days from delivery to the buyers location

Additional spare in-vehicle equipment should be purchased to support swap-out maintenance.

TripSpark recommends a minimum spare ratio of 5%

Assumptions

TripSpark will provide:

1 All of the equipment and services included above

Customer will be responsible for providing the following:

- 1 Public data network activations and monthly airtime subscriptions for each vehicle
- 2 Swap-out maintenance of in-vehicle equipment during and after the warranty period
- 3 Third party interface fees to existing agency equipment (fareboxes, onboard signs, destination signs, etc.)
- 4 Installation of equipment in Customer vehicles (unless provided by TripSpark within the above pricing)
- 5 SQL for databases for all TripSpark Software (unless hosted by TripSpark)
- 6 Space, power, network (LAN/WAN) connectivity, for required servers and workstations (unless hosted by TripSpark)
- 7 Access to servers via the internet (i.e. VPN, PCAnywhere) for remote trouble-shooting and support (unless hosted by TripSpark)
- 8 Configuration of firewall to allow two-way IP based communications with the mobile devices (unless hosted by TripSpark)

Attachment B: Milestone Reporting

Agency Name	Treasure Valley Transit Inc.					
Agency Contact	Debbie Maxwell	Debbie Maxwell				
Phone #	208-463-9111	Email	debbie@treasurevalleytransit.com			
Grant Program	5339	Rural	One Time			
Federal Award Amount	21,496					

Scope of Work:

Purchase six back up Ranger 4 computer tablets used for our fixed route systems.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

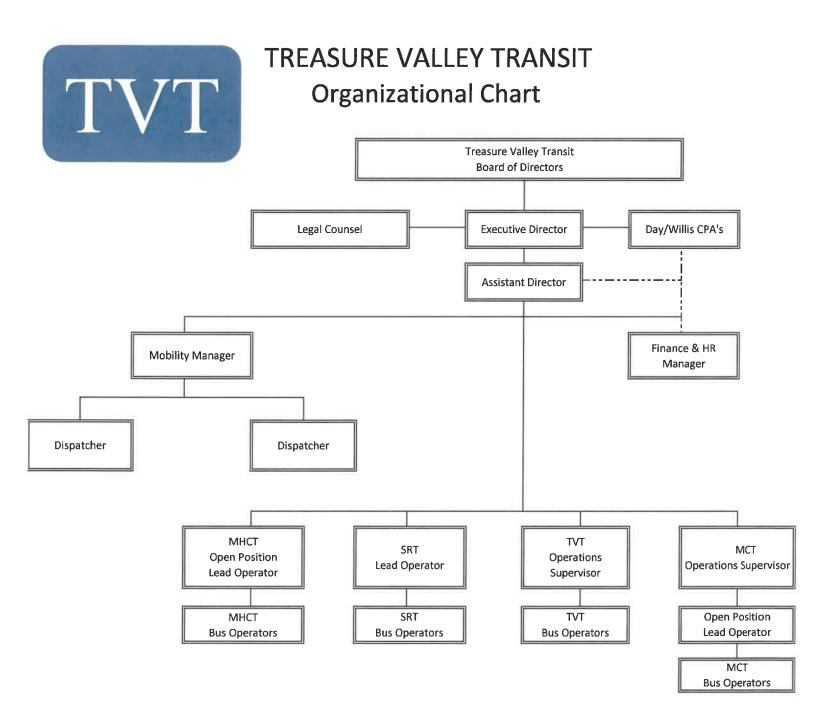
- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date		The RFP for the IT system and equipment was completed and awarded in 2023, the installation of the hardware, mounts, will occur in early Spring 2024
Award Date	October 2024	Upon receiving and signing the grant agreement
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	October 2024	Issue Purchase Order-estimated 90 days for delivery
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	January 2025	Receive hardware and distribute to each of the service areas
Contract Completion Date	September 2025	Close out Grant

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
Fixed Route
Deviated Fixed Route
Demand/Response
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Elderly Opportunity Agency, Inc., Metro Community Services, Inc., and the Valley Regional Transit Authority serving
Canyon County.
4. Ridership:
Estimate the average number of rides: Per Day 425 Per Year 101,982
Briefly describe your ridership over the last two years: - Ridership increased 16.5% from FY21 to FY22 combined for all systems.
Ridership increased 13.4% from FY22 to FY23 combined for all systems.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Mon - Fri 6 am - 6 pm for MHCT, SRT, and TVT. MCT Red Line Mon - Sun 7 am - 7 pm, Green Line Mon - Fri
5:55 am to 7:25 pm, and Blue Line Winter 7 am - 6 pm, Summer 11 am - 9 pm, Gold Line Mon - Fri 5:45 am - 5:45 pm.



Date: December 22, 2023



Phone: 208-459-4649 • FAX: 208-229-0404

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

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Treasure Valley Transit, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 4, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023





Phone: 208-459-4649 • FAX: 208-229-0404

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control
Over Compliance Required by Uniform Guidance

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Treasure Valley Transit, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Treasure Valley Transit, Inc.'s major federal programs for the year ended September 30, 2023. Treasure Valley Transit, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Treasure Valley Transit, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023

Treasure Valley Transit, Inc.

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

Section I - Summary of Auditor's Results

Financial Statements Type of auditor's report issued: Unmodified Internal control over financial reporting: Significant deficiencies disclosed? □ yes ☑ none reported Material weakness(es) disclosed □ yes ☑ No Noncompliance material to financial statements noted? □ yes ☑ no Federal Awards Internal control over major programs: Significant deficiencies identified? ☐ yes ☑ none reported Material weakness(es) identified? ☐ yes ☑ none reported Type of auditor's report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with 2CFR SECTION 200.516(A)? □ yes ☑ no Identification of major programs: Federal Assistance Listing Number(s) Name of Federal Program Federal Transit Cluster 20.526, 20.207

Dollar threshold used to distinguish between
Type A and Type B programs:

\$750,000

Auditee qualified as low risk auditee?
☐ yes ☐ no

Section II - Financial Statement Findings

None

<u>Section III - Findings and Questioned Costs for Federal Awards</u>

None

DEBBIE KLING MAYOR



CITY HALL 411 3RD STREET SOUTH NAMPA, ID 83651 (208) 468-5401

OFFICE OF THE MAYOR

January 2, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Re:

Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg:

The City of Nampa would like to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 5311 Congressional Application, CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit.

These grants provide funding to maintain existing rural transportation systems, replace vehicles and other capital needs (i.e. technology or facility upgrades) throughout the State of Idaho.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for transportation within all of District 3. Maintaining the existing service was the number one priority.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical transportation within Canyon County. This has been demonstrated by the ridership and continued community support for the transit service.

The City of Nampa strongly supports Treasure Valley Transit's FY25-26 5311 Congressional Application for operational funds, CARES Act One-Time Application and 5339 Capital grant application for replacement vehicles and administrative facility upgrades to 3101 S. Powerline Rd., Nampa.

Sincerely,

The Honorable Mayor Kling

City of Nampa



November 15, 2023

Ms. Terri Lindenberg
Executive Director
Treasure Valley Transit, Inc.
1136 W. Finch Drive
Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Cascade has provided \$3,000 in local match for the FY24 to Mountain Community Transit (MCT). MCT provides transit service to the City of Cascade with a commuter route connecting to McCall, Donnelly, and Cascade.

The 5311 rural grant will provide funding to maintain our current green line route that has served 16,560 passenger trips in FY23. TVT is applying for a 5339 capital grant that will replace a green line bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3, which includes Valley County. Maintaining existing service was the number one priority.

Mountain Community Transit provides a valuable service to the residents of Cascade to access employment, medical needs, county services, school, and recreation. The 30% ridership increase in FY23 demonstrates community support for the transit service.

The City of Cascade strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

Judith Nissula, Mayor 105 S. Main Street

Box 649

Cascade, Idaho 83611

Area Code 208 Phone 452-4421 FAX 452-6146 www.fruitland.org

200 S. Whitley

P.O. Box 324 FRUITLAND, WAHO 83619

January 3, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Fruitland has provided \$25,000 in local match for FY24 to Snake River Transit (SRT). SRT provides a public transit route serving the City of Fruitland and Payette within Payette County.

The 5311 rural grant will provide funding to maintain our current route that has been in operation since 2008 and has served 17,960 riders year to date. There is also a need for additional Saturday service if funding is available. TVT is applying for a 5339 capital grant that will replace a 2018 Ford bus that will have met its useful life in FY25. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The 2018 Idaho Public Transportation Plan identified needs, priorities, opportunities, and potential solutions for transportation within District 3 within Payette County. Maintaining existing service was the number one priority of this plan.

Snake River Transit provides a valuable service to the residents of the City of Fruitland. The 18% increase in ridership in FY22 and 7% in FY23, and strong community support for the transit service demonstrates this fact.

The City of Fruitland strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act grant application.

Sincerely,

Stuart Grimes, Fruitland City Administrator City of Fruitland 200 S. Whitley Fruitland, Idaho 83619



November 15, 2023

Ms. Terri Lindenberg

Executive Director

Treasure Valley Transit, Inc.

1136 W. Finch Drive

Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Mountain Home provided \$30,000 in local match for FY24 for Mountain Home Community Transit (MHCT). MHCT provides a deviated fixed route service within the City of Mountain Home, the Air Force Base, and an after-school program for the Mountain Home School District.

The 5311 rural grant application will provide funding to maintain our current transportation program. TVT is applying for a 5339 capital grant that will replace a 2010 Chevrolet bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 Identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the residents of the City of Mountain Home. The 5% increase in ridership in FY23 and strong community support demonstrates this fact.

The City of Mountain Home strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

The Honorable Mayor Sykes

City of Mountain Home

160 South 3rd East

Mountain Home, Idaho 83647

Valley County Board of Commissioners

P.O. Box 1350 • 219 N. Main Street Cascade, Idaho 83611-1350

Phone (208) 382-7100 Fax (208) 382-7107

ELTING G. HASBROUCK Chairman of the Board ehasbrouck@co.valley.id.us

SHERRY MAUPIN Commissioner smaupin@co.valley.id.us



NEAL THOMPSON Commissioner nthompson@co.valley.id.us

DOUGLAS A. MILLER Clerk dmiller@co.valley.id.us

November 15, 2023

Ms. Terri Lindenberg **Executive Director** Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

Valley County has provided \$40,000 for FY24 to Mountain Community Transit (MCT). Treasure Valley Transit operates Mountain Community Transit (MCT) that provides the commuter route connecting McCall, Donnelly, and Cascade.

The 5311 rural grant will provide funding to maintain our current route that has been in operation since 2008 and has served 16,560 riders year to date. TVT is applying for a 5339 capital grant that will replace a green line bus that will have met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes Valley County. Maintaining existing service was the number one priority.

Mountain Community Transit provides a valuable service to the residents of Valley County. The 30% ridership increase in FY23 and continued community support for the transit service demonstrates this fact.

Valley County strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act grant application.

Sincerely,

Valley County Commissioners

P.O. Box 1350

Cascade, Idaho 83611



January 8, 2024

Mr. Sam Carroll ITD-Public Transportation PO Box 7129 Boise, Idaho 83707-1129

RE: 2024-2026 5339 Rural Congressional Application

Dear Sam,

It is our pleasure to submit the attached application for 5339 Capital Funding. The FTA Formula Grant makes resources available to 5339 grant recipients for Capital projects. The project scope is for the transition of a fixed route bus to a van for the Mountain Home Air Force Base.

By funding this grant submission ITD will also ensure the TVT "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful.

I look forward to the opportunity to work with ITD staff to ensure that all necessary information has been submitted and address any questions that may offer clarification. Thank you for your time and consideration in this important application.

Sincerely,

Terri Lindenberg
Executive Director

Treasure Valley Transit, Inc.

1136 W. Finch Drive

Nampa, Idaho 83651 Office: 208-463-9111

Application Information Form

Applicant: Treasure Valley Transit, Inc.	
Authorized Representative: Terri Lindenberg	
Address: 1136 W. Finch Drive, Nampa ID 83651	
Phone: 208-463-9111	
Email Address: terri@treasurevalleytransit.com	
DUNS #: 884972332	
Architect/Engineer/Planner if applicable: (Contact Name): Not	Applicable
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
Facility Construction	_X_ Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: <u>\$155,588</u>	

FEDERAL SHARE: \$124,470 LOCAL MATCH: \$31,118

Section 1: Project Description

A.) FTA 5339 Program Eligibility:

The FTA 5339 Formula Grant makes resources available to States and designated recipients to replace, rehabilitate, and purchase buses/vans and related equipment. This project meets this FTA funding source program purpose by purchasing a new van to maintain existing service to the Mountain Home Air Force Base. Eligible recipients include states and federally recognized Indian Tribes. Subrecipients include nonprofit organizations.

TVT is an experienced public transportations provider operating this service since its establishment in 2005.

B.) ITD Call for Project Priorities:

This project meets the number one priority of Idaho Transportation Department-Public Transportation: the need to maintain/expand existing capital assets. Treasure Valley Transit, Inc. (TVT) is seeking to **maintain existing service** to the Mountain Home Air Force Base.

C.) Scope of Work:

In August and December of 2023, TVT had planning meetings with the Air Force Base military personnel to determine the viability of a vanpool vs. fixed route for cost effectiveness and efficiency. This grant is to shift from a 24-passenger medium duty bus to a 9-passenger van.

The Air Force Base Route serves those with access to the base, which includes the military personnel, private contractors, family members, etc. It operates Monday through Friday, from 7:00am until 9:00am and 3:00pm until 5:00pm, with the exception of designated holidays and base closures.

The Air Force Base (AFB) approached TVT in 2005 with a critical need for access to public transportation. The AFB is a training center for US flight personnel and international troops, such as Israel and other allies, to be stationed at the base for several months. A component for the Mountain Home AFB to be competitive in securing these training wings was access to public transportation. The AFB is 21 miles from the City of Mountain Home. Temporary military personnel do not have access to a personal vehicle, and housing is primarily in the City of Mountain Home as well as access to the local community and amenities. In the past, there was a concern that the base would be designated for closure but this has not happened. It shows the importance of public transit in small rural communities and the economic impact that is a direct result of the Air Force Base.

D.) Contractor Information: Will this project use third party contractors? Not Applicable

Section 2: Demonstration of Need

Service Level of Need: General need is a major improvement in services and or infrastructure.

In 2005, Colonel Richie of the Mountain Home Air Force Base contacted TVT to determine the steps it would take to implement a public transit route from the City of Mountain Home to the Air Force Base. TVT met with base commanders who designed the base route, offered input into the stops within the city and the transfer point with the City Route. Public transit was critical at this time to bringing military personnel to the base and for its economic vitality. Public transit was a critical scoring component to the AFB being successful in recruiting training wings both nationally and internationally.

Meeting ADA requirements:

All TVT revenue vehicles and facilities provide access for persons with disabilities including those confined to a wheelchair, required height and width for steps and ramps, accessible bathrooms, halls and doorways. We follow federal guidelines for service animals on board our vehicles. The drivers call out all stops for the visually impaired, and we have pull cords for those with hearing impairments or speech impediments as they are approaching their stop.

Sustaining Existing Services or Expansion need:

The challenge for all services is acquiring the needed local match for the service. This is particularly difficult for the AFB as their source of matching dollars is through the Department of Defense who pays the monthly bus passes. Eligibility for passes included both military and non-military personnel with access to the base. Ridership could fluctuate but the annual boarding in 2013 were 9,574. The fares were substantial in reducing the operating cost of the service. By 2019, when ridership decreased by 50% due to deployments and/or lack of new training wings arriving so did the funding. This created a reduction in service from twelve hourly runs per day to seven. In 2020, the COVID 19 pandemic arrived and CARES Act funding filled the gap of reduced ridership. In FY22, we met with Sargent Lankford in an effort to increase ridership. The Gunfighter newsletter promoted the service and information was included in orientation. Sargent Lankford was deployed and TVT requested a meeting with his replacement Senior Airman Needs and Sargent Outlaw in August 2023. TVT outlined the local funding deficit along with increased costs, and the potential for the route to be terminated in October of 2024. A meeting was scheduled for December with Sargent Outlaw who replaced Senior Airman Needs. It was understood without additional funding, the route would cease. Sargent Outlaw and Airman Rivero met with TVT staff in December and presented a viable option. The current 4 hour runs using the 24 passenger medium duty bus would be reduced to one morning and one afternoon route. The service would be similar to a vanpool using a 9-passenger van. This would accommodate the current ridership and decrease operational costs in several ways. The key factor would be that the driver of the van would be military personnel approved by TVT insurance as a volunteer. There would be a back-up driver identified in case of illness. The vehicle would be parked at the Park and Ride Lot, which is well lit and secure. This would maintain the existing service and allow for possible expansion in the future if successful.

Ridership History:

Service	FY13	FY19	FY23
MHCT-AFB	9,574	4,359	1,789

FY20 – COVID 19 Pandemic

FY22 – Restructured route by eliminating three hourly runs

FY25 - Restructure route to one morning and one afternoon run

Funding History:

Historically, from 2005-2014 the Air Force Base has met its local match through passes paid for by the Department of Defense. Since fares are not eligible for match this funding is taken off of the operating expenses bottom line. In FY15, a restructure was completed that reduced the service by 38% to meet the local match requirements. From 2015-2019, the AFB brought in approximately \$25,000 per year in funding for the existing service. Since the COVID 19 pandemic, non-military personnel no longer eligible for the DOD paid pass, and long-term riders are retiring this funding, so has decreased once again.

In Calendar Year 2022 the cost of the Mountain Home Service including the City and AFB Route was \$229,126, the local match needed was \$68,986. The City provided \$28,500 and the School District \$14,000, which left a deficit of \$26,486 needed by the Air Force Base in Department of Defense bus pass funding. The CARES Act funding made up for this deficit but has been expended.

Section 3: Project Planning

A.) Tie Project to the specific goals in ITD's Statewide Public Transportation Plan:

1.) Ensure the Safety and Security of Public Transportation

TVT's first priority is the safety and security of our employees and the passengers they serve. This is demonstrated through our policies and procedures that cover all aspects of operations from maintenance standards for the vehicles, training of employees, drug and alcohol testing program, etc. This information is available in our Personnel Manual, Driver Handbook, Title VI Plan, Safety and Security & Emergency Preparedness Plan.

2.) Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

TVT works closely with our elected officials and other agencies to advocate for a truly Multi-Modal system in the areas we serve. This includes bus, demand response, vanpool, bike and pedestrian modes.

3.) Preserve the Existing Public Transportation Network

TVT is seeking continued grant funding in order to preserve the existing services we provide and expand services based on available funding.

4.) Provide Transportation System that Drives Economic Opportunity

TVT works closely with the chambers of commerce and local businesses in order to promote public transportation and provide access to jobs, which in turns spurs economic growth.

- **B.)** Describe Project Development Process: TVT's emphasis on proper planning and realistic expectations has resulted in the successful services we provide.
 - 1. TVT Board of Directors have a strategic planning retreat every three years. They have identified four strategy pillars, strategic challenges and opportunities, five strategic initiatives followed by operational plans and timelines to meet them in three years.
 - 2. TVT staff actively participate in the planning processes at the state and local levels along with the Metropolitan Planning Association (COMPASS).
 - 3. Community involvement from the City and County, Chambers of Commerce, local business, Health and Human Service agencies and the potential passengers (i.e. advisory group, public hearings, social media, surveys, etc.)
 - 4. Selection of the appropriate mode of transportation fixed route, deviated fixed route or demand response service; van pool, ride share or voucher program

- 5. Funding mechanism:
 - 5311 Grant Program
 - City and County Funding
 - Medicaid Revenue
 - Employer Benefit for transit passes
 - School District
 - Advertising
 - Private Grants and Foundations
- 6. Assure sustainability through stable funding
- 7. Monitoring and Evaluation of the services in an on-going manner
- 8. Route restructure as appropriate through input of all parties
- 9. Participate in the City and County development of master plans

To implement and maintain a successful service with stable funding it is imperative that the planning process involve the community as a whole.

Mountain Home Community Transit:

In April 2022, TVT initiated a route restructure for service in the City of Mountain Home and the Air Force Base (AFB) to include the Mountain Home School District. Analysis of the service concluded a reduction of three hourly AFB runs, add an additional City run and include two after school runs for the Mountain Home School District.

In August and December of 2023, TVT had planning meetings with the AFB military personnel to determine the viability of a vanpool vs. fixed route for cost effectiveness and efficiency.

Minority and Low Income in Compliance with Title VI

Treasure Valley Transit (TVT) created a Title VI Plan and submits the plan to Idaho Transportation Department as is required.

TVT has interviewed stakeholders, transit users, and other community groups throughout the planning process to include the Minority and Low-Income Populations.

TVT has published a link where the Title VI plan, Public Notice Process, the Riders Guide, and the Complaint and Appeals Process can be located.

TVT provides quality language assistance services to individuals with limited English proficiency to ensure meaningful access to transportation programs, services, and activities.

TVT holds public and stakeholder meetings to introduce possible pilot projects, routes or schedule changes when needed.

TVT's Plan to include Disadvantaged Business Enterprises (DBE's) in this project:

TVT has a DBE Plan and Goal. ITD publishes the current DBE Directory, which lists the companies by category of service they provide. This could be for landscaping, concrete work or architecture and design, etc. The language in all TVT Invitations to Bid or Requests for Proposals is as follows:

Disadvantaged Business Participation.

Bidders must ensure that in regard to any Contract entered into pursuant to this advertisement; disadvantaged businesses will be afforded full opportunity to submit Bid in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin or as otherwise required by law in consideration for an award.

Identify Local Labor Unions as identified by the Department of Labor:

TVT is not affiliated with labor unions in the rural areas that we serve. Local 378 represents the Valley Regional Transit Authority.

Please list the public participation efforts of this application:

TVT staff are available at open houses to talk about the projects and answer questions about the public transportation services we provide. These forums are a great opportunity to address questions in a very positive and transparent manner. In addition, we participate in local community events and display our information.

In addition, TVT uses electronic media resources to inform the public of our services and instructs people how to use them in each of our service areas. We have a website, treasurevalleytransit.com, a Facebook page, and a X account, these are listed on all our brochures, schedules, and vehicles. Our services are marketed to each of our service areas in different ways. Each service is branded to facilitate local ownership by the residents, elected officials, and the business community. Advertisements for local services and/or events are placed in the local newspaper and local community magazines. TVT also belongs to the local Chamber of Commerce in each of our service areas and participates whenever possible in local events.

Attachment B: Milestone Reporting

Attachment C:

NEPA Worksheet (Not Applicable)
Sole Source Aquifer (SSA) (Not Applicable)
Rolling Stock Replacement Report (See attached documentation)

Section 4: Project Benefits/Evaluation

Project Benefits:

This new van for the Mountain Home AFB will ensure the continuation of this service, operating since 2005, will operate in a safe, dependable, and easily accessible manner.

We believe our mission as a company is parallel with the Idaho Transportation Departments mission: your safety, your mobility, and your economic development.

TVT's Goal:

Maintain existing services in an effective and efficient manner within the funding parameters

- Objective One: Fiscal Responsibility
- Objective Two: Safety and Training
- Objective Three: Be an Employer that attracts High Quality Employees

Improve efficiency or increase ridership:

TVT strives for efficiency in all of its service areas and monitors each service on an on-going basis.

Our strategies to increase ridership are as follows:

- Monitor ridership data
- Seek input from drivers
- Seek input from the passengers
- Seek input from the community at large
- Meet with mayors and city councils
- Meet with the chambers of commerce about new business coming into the community
- Low income housing developments present an opportunity for new riders

Improve Safety:

The benefits to having a new vehicle will be fewer mechanical breakdowns, and offering a safe, dependable, rider experience.

TVT has developed a Safety, Security and Emergency Preparedness Plan (SSEPP). This SSEPP outlines the processes used to make informed decisions that are appropriate for our operations, passengers, employees and communities.

The SSEPP provides a capability that will:

1. Ensure that safety, security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel, the procurement and maintenance of agency equipment, the development of agency policies, rules and procedures; and coordination with local public safety and community emergency planning agencies.

- 2. Promote analysis tools and methodologies to encourage safe system operations through the identification, evaluation and resolution of threat and vulnerabilities and the ongoing assessment of agency capabilities and readiness.
- 3. Create a culture that supports safety and security and safe system operations.

Treasure Valley Transit ongoing safety activities include the following:

- Mandatory Quarterly Safety Meetings for all employees
- Management participation with local emergency preparedness planning agencies
- Internal Disaster Drills for all employees
- All drivers are required to be certified in the following trainings: First Aid/CPR, Passenger Safety and Sensitivity (PASS), Defensive Driving, and Drug and Alcohol
- Annual driver evaluations and random ride-along inspections
- One Certified Safety and Security Officer and one PASS Trainer is on staff.

Improve Mobility:

This new approach to "vanpool" is different from the standard ACHD van that is available from Ada or Canyon County to the base. Those vans are not accessible and prohibits veterans needing wheelchair access from riding. In addition, if you are a passenger who is visually impaired and need room for a seeing eye dog it would require the utilization of more space. The AFB route currently has a passenger who needs this accommodation. In utilizing the AFB driver, there is room for flexibility for base half-days and for picking up passengers that were outside the ¾ of a mile fixed route boundary.

Economic Development:

The Mountain Home Air Force Base is the key economic driver of the City itself. This new innovative approach to start a vanpool instead of using a fixed route bus has the potential for growth and expansion while being cost effective and efficient. This will be critical to the AFB in the application process for new training opportunities to highlight this form of public transit available.

Project Evaluation:

Describe the methodology that will be used to measure and evaluate the project and determine the projects value to the community:

A. TVT intends to continually evaluate and measure success of the project as follows:

The year-to-year ridership comparisons per route take into account variables that would affect service (service reductions based on funding, inclement weather, etc.). TVT maintains a data tracking system that includes ridership/funding for the 5311 program, which establishes where we were historically, where we are today, and will accurately reflect statistics as we move forward. This data is broken down into specific categories such as administrative and operational costs by line item and route performance. The information is prepared for the TVT Board of Directors and strategic planning purposes.

B. Description of data that will be collected and discuss specific measures.

TVT tracks data daily that includes, but is not limited to; service hours and mileage broken into revenue, deadhead and allowance along with ridership split into appropriate categories per mode (adult, youth, senior and disabled). These operational and financial statistics are reported to the National Transit Data Base according to federal and state requirements. ITD-PT processes the information into District report cards that is a valuable document for the Public Transportation Advisory Council and others in understanding the benefit of public transit in Idaho. TVT is in the process of implementing TripsSpark technology, which will add new reports to the statistical and reporting processes currently in place. This determines annual ridership increases, cost per mile, cost per hour, cost per passenger and the viability of the service.

Treasure Valley Transit will continue to track fleet performance annually by obtaining and analyzing the following Performance Metrics:

- o Average operating cost per mile
- Average overall cost per vehicle
- o Fleet Inventory and age of Fleet
- o Average mile per vehicle annually
- o Utilization
- o Average maintenance cost per vehicle
- o Accidents
- o Out of Service Days
- o Percentage of Fleet due/overdue for replacement

Attachment B: TVT Vehicle Maintenance Plan and Pre - Trip Inspection Form

C. How often will data be collected, used and evaluated?

The data is collected daily, compiled into monthly reports, submitted annually to the National Transit Data Base. TVT evaluates this data on an annual basis with a multi-year comparison and is under a three-year strategic planning process.

TVT will sustain/maintain the project after the end of the grant period:

TVT will continue to work closely with the Idaho Transportation Department to secure continued funding to maintain our facilities and vehicles. TVT will continue to advocate for state funding through the legislative process by working closely with key legislators, agencies, and other supporters of public transportation. Until such funding is available we will continue to meet our match requirements through the cities and counties we serve. In addition, we will seek funding through foundations advertising and grant opportunities on a regional and national level.

TVT demonstrates sufficient levels of capacity to carry out the project, manage the grant funding, and adhere to both FTA and State of Idaho rules.

TVT has an exceptional management team to carry out the projects and manage the grants and funding that has been awarded:

Executive Director: Terri Lindenberg has been with TVT since January 1992 when the Office of Rural Health Policy awarded a three year grant to develop a Coordinated Transportation System in Canyon County and secure sustainable funding. TVT now serves a 10-county area, has thirty-five employees and collaborates with multiple agencies. Terri's strength is in building partnerships and advocating for rural transportation on both the local and national stage.

Certifications: Certified Community Transit Manager CCTM and Certified Safety and Security Officer through the Community Transportation Association of America

Assistant Director: Debbie Maxwell has worked over 11 years in public transportation management and has been with TVT since May 2016. She oversees all aspects of TVT operations including but not limited to, procurement, fleet management, driver training, and supervision of operational staff. In addition to these responsibilities, she works closely with the Executive Director in the administration of TVT in the finance and grants departments.

Certifications: Certified Safety and Security Officer through the Community Transportation Association of America, Passenger Assistance Safety and Sensitivity Certified

Mobility Manager: Miranda Murray has been with TVT since January 2013 and brings extensive experience in dispatch, scheduling, and coordinating services with various agencies in the 10-county area. Miranda's role as Mobility Manager oversees the dispatch and scheduling component and monitors for efficiencies. She works closely with the statewide Medicaid broker and the Department of Health and Welfare Medicaid Division. In addition, her skills in marketing, print material and knowledge of technology (dispatch software and hardware) have been instrumental.

Certifications: Certified Community Transit Supervisor; Certified Professional Dispatcher through the Community Transportation Association of America

Finance and Human Resource Manager: Rebecca Soto has been with TVT since September 2019 and has worked in both the private and non-profit sector since 2009. She began her career as a Staff accountant, Senior Audit Associate and Accounting Supervisor. Rebecca's expertise is in grants management including the reimbursement process, accounting and human resources. She currently processes TVT's 5309, 5310, 5311 and 5339 grants with attention to detail and accuracy.

Education: Bachelor of Business Administration (BBA) in Accountancy 2013 and member of the national Society of Human Resource Managers (SHRM) and the Local Chapter

Day / Willis, CPA's: Tabbatha Willis prepares TVT's monthly financial statements for the TVT Board of Directors and provides direct oversight of the grant reimbursement process. TVT is proud to note a clean opinion without findings since we have been required to have a "Government Auditing Standards" Annual Audit done by an independent accounting firm.

In 2022, ITD staff performed a site review, and TVT continues to remain a low risk auditee.

TVT has an annual review by National Interstate Insurance Co. who provides our fleet insurance. This is an in-depth review of our vehicles, maintenance files, and operator training records. TVT has had no findings throughout this process.

TVT has a contract with the Idaho Department of Health and Welfare (IDHW) Non-Emergency Medical Transportation (NEMT) Broker and there are requirements from IDHW within this contract for background checks, training, vehicle inspections, audits, and monitoring. There have been no findings throughout this process.

Local Match:

In order to draw down the 5311 grant funding for administration, operations, preventive maintenance, and capital TVT has to have met the local match requirement. TVT has always met this requirement and has never had to return grant funding to ITD. TVT prepares a profit and loss statement for each city and county we serve. The budget presented shows the 5311 funding allocated, the local match required and the local match requested. This demonstrates full transparency for the funding requested. The fact that Idaho does not have a dedicated funding source for the operations of public transportation results in TVT using Medicaid revenue as an additional source of local match for the rural programs. TVT is exploring additional advertising on the buses for an increase in local match.

Attachment A: Includes the Organizational Chart, FY23 Audit Summary, Letters of Support and Local Match Commitment

Section 5: Project Budget

TVT received independent cost estimates from three vendors.

- 1.) Creative Bus Sales price \$151,152
- 2.) Schetky Bus and Van Sales price \$114,122
- 3.) ABC Companies Georgia Contract \$113,844.60

The AFB requested the USB blocks that are \$200 a unit X = \$800

Striping: \$4,000

License and Registration = \$250

Taxes at 6% = 8,838

The Creative Bus Sales price of \$151,152 was significantly higher than Schetky and the ABC Company Georgia Contract by \$37,000 for the same vehicle specifications. TVT was only able to procure 3 vehicles instead of the 5 that were awarded in the FY23-24 5339 Congressional Application due to significant cost increases. In the event that a significant level of cost increase occur again TVT is requesting a 25% increase from the low range of \$114,000 at \$28,500 for a total of \$142,500 plus, USB block, striping, tax, license, and registration is \$155,588.

The Federal portion will pay for 80% of the vehicle and the Local Match will be raised through Local City and County contributions along with Medicaid Revenue, Advertising, and any Foundational Grant Funds we are able to acquire. This estimate is based on estimated quotes TVT has received from qualified vendors and recent purchases made for similar products. This is a non-construction project, so Davis Bacon Wages are not applicable.

TVT will issue an Advance Payment Request Letter with the understanding that once the request has been funded TVT will have three days to disperse the funds.

Attachment A: Independent Cost Estimates

ATTACHMENT A

Project Budget Request Form

Independent Cost Estimates

Organizational Chart

FY23 Audit Summary

Letters of Support and Local Match Commitment

Project Budget Request

Subrecipient	Treasure Valley Transit, Inc.	
Agreement Term	October 1, 2024-September 30, 2026	
Contact Name	Terri Lindenberg	
Address	1136 W Finch Drive, Nampa Idaho	
Phone Number	208-463-9111	

FTA Grant	
5339	

Capital (CP) 80/20						
	Total Federal Match					
\$	155,588.00	\$	124,470.40	\$	31,117.60	

		Total Federal Reque		Total Match Needed		
\$	155,588.00	\$	124,470.40	\$	31,117.60	

TERRI LINDENBERG

Signature

1-8-2024

Scope of Work

In August and December of 2023, TVT had planning meetings with the Air Force Base military personnel to determine the viability of a vanpool vs. fixed route for cost effectiveness and efficiency. This grant is to shift from a 24-passenger medium duty bus to a 9-passenger van.

Local Match Source(s) for Project:

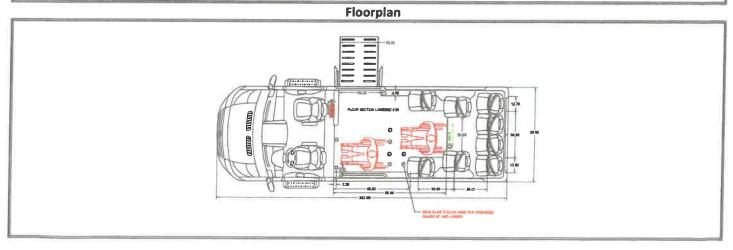
TVT reserves for capital projects from Medicaid Revenue



ADOA

Solicitation #: BPM003324 / Contract #: CTR054848 FY 2023

	Preparer:	Paul Watson	E.			
Base Model	3500, 3.6L V-6, GVWR 9,350 lbs.	Base Model Price:	\$	151,152.00		
	300, 3.02 1 0, 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Base Model Options:	\$	-		
	Braun/	Ability Options:	\$	-		
		CBS Published Options:	\$	•		
	*	CBS Unpublished Options:	\$	•		
		County Delivery Cost: N/A	\$	250.00		
Vehicle Length	Total # Lift Position WC Positions Passengers CDL Required					
21'	Side Ramp 2 9 No					
QTY Vehices:	Total # Vehicle Length Lift Position WC Positions Passengers CDL Required					
Customer Info		Tel Vemele Fried.	<u> </u>	232,402.00		
Customer:	Treasure Valley Transit					
Address:	1136 W. Finch Drive, Nampa, ID 83651					
Contact:	Debbie Maxwell					
Office Phone:	208-463-9111					
Mobile Phone:						
E-Mail:	debbie@treasurevalleytransit.com					



BASE MODEL OPTIONS



Qty	Part #	Description	FY 2023 List Price	QTY Total
1		Manual Swing Away Ramp 32" WIDE	STD - Included	STD - Included
1		Gerfloor Flooring	STD - Included	STD - Include
1		Panels for Walls: ABS Interior wall, ABS ceiling Insulation for walls	STD - Included	STD - Included
1		Q'Straint with SLIDE N CLICK	STD - Included	STD - Included
1		QUBE retractable system for 2nd position on back	STD - Included	STD - Included
1		Rear A/C & Rear Heat	STD - Included	STD - Included
1		New Exhaust System	STD - Included	STD - Included
1		2 - Passenger Freedman Seats, 3pt (on back-level 4 vinyl) curbside	STD - Included	STD - Included
L		2 - Passenger Freedman Seats, 3 pt (on back-level 4 vinyl) streetside	STD - Included	STD - Included
		2 per van /1 Passenger rigid seats (level 4 vinyl) curbside	STD - Included	STD - Included
		2 per van / 1 Passenger rigid seat (level 4 vinyl) streetside	STD - Included	STD - Included
		Safety Kit (first aid kit, fire extinguisher, triangles)	STD - Included	STD - Included
		Back up alarm	STD - Included	STD - Included
.]		LED strip lighting	STD - Included	STD - Included
		Emergency window	STD - Included	STD - Included
		Storage bags (2) per Van	STD - Included	STD - Included
		Driver and Passenger sidesteps	STD - Included	STD - Included
		Handrails-& Decals	STD - Included	STD - Included
		Amber LED light	STD - Included	STD - Included
		Trans/Air 50K BTU AC Upgrade	Included Buy America	Included Buy America
		Q'Straint InQline Assist	Included Buy America	Content Included Buy America
(2		(2) Q'Straint One Tie Down System	Content Included Buy America	Content Included Buy America
		, ,	Content	Content
		Q'Straint Omni Floor	Included Buy America Content	Included Buy America Content
		Subtotal Base I		\$ - \$ -



ProMaster 3500

Standard Features

FTA Buy America compliant ADA-Compliant Low Floor Conversion Unibody Construction

Front-Wheel Drive Powertrain

Engine: 3.6 Liter Pentaster V-6 Gas, 280 HP

6-Speed Automatic Transmission

GVWR: 9,350 lbs. Wheelbase: 159"

Overall Height: 101" Overall Width: 80"

Turning Radius: 46.8'

Oil Change Intervals: 8-10K miles

Floor Drop: 9" Ground-to-First-Step Height: 12.5" Ramp Width: 32" Ramp Load Rating: 1,000 lbs.

Manual Swing-Away Aluminum Ramp

Offers 1 or 2 ADA-Compliant Wheelchair Positions

ABS Interior Panels on Walls and Ceiling

Closed Cell Foam Insulation in Walls and Ceiling Bus Style Entrance Door, 32" Clear Opening

A&M Systems Door Header

3-Point Lap/Shoulder Belts on All Seats

LED Interior lighting

No Modifications to OEM Drive Train or Suspension

Powertrain Warranty: 5-Year / 60,000 Miles

Body Conversion Warranty: 3-Year / 36,000 Miles



DATE: 1/16/2023

STATE OF ARIZONA PRICE AGREEMENT, ADOT NO. CTR054849, CONTRACT

PURCHASING AGENCY:

TREASURE VALLEY TRANSIT

WE ARE PLEASED TO SUBMIT A PRICE QUOTE FOR OUR **SUNSET FORD TRANSIT**, WHICH INCLUDES THE FOLLOWING FEATURES AND BENEFITS FOR YOUR CONSIDERATION:





SCHETKY BUS AND VAN SALES: THE LEADER IN TRANSPORTATION SINCE 1942

- THE NORTHWEST'S LARGEST BUS AND VAN DEALER
- THE NORTHWEST'S ORIGINAL BUS DEALER, FOUNDED IN 1942
- FAMILY OWNED AND OPERATED, FOURTH GENERATION BUSINESS
- ONE OF THE NATION'S LARGEST AND LONGEST ESTABLISHED BUS DEALERS
- THE PREFERRED TRANSIT, SCHOOL BUS, AND RETAIL BUS DEALER, SERVING ALL TRANSPORTATION MARKETS

SCHETKY SERVICE / WARRANTY / PARTS / SUPPORT

- FOUR LOCATIONS, STRATEGICALLY LOCATED TO PROVIDE BEST SERVICE COVERAGE
- LARGEST ON-HAND AND DROP-SHIP PARTS AVAILBILITY IN THE NORTHWEST
- MOBILE FIELD SERVICE, WITH CAPABILITY TO WORK ON YOUR VEHICLES AT YOUR LOCATION
- LONGEST TENURED, MOST EXPERIENCED PARTS, SERVICE, AND SUPPORT PERSONNEL



CONTRACT BASE VEHICLE CONFIGURATION

QTY	OPTION	DESCRIPTION	DESCRIPTION		LIST		EXT	
		SUNSET VANS 130" WB FORD TRANSIT ADA VAN, 2 PASSENGER,						
	1	2 WHEELCHAIR POSITIONS BASE BUILD	\$	83,774.34	\$	83,774.34		

BASE VEHICLE FEATURES

QTY	OPTION	DESCRIPTION	LIST	EXT	
1	BASE	E1C: 2023 Ford 150 130"wb MR 3.5L	STANDARD	INCLUDED	
1	BASE	Wheelchair Lift - fully automatic ADA lift 403/404 complaint	STANDARD	INCLUDED	
1	BASE	Overhead storage compartment above driver and passenger are	STANDARD	INCLUDED	
1	BASE	Rows of bolted "L" track (holds 2 wheelchairs)	STANDARD	INCLUDED	
1	BASE	Tie down straps for 2 wheelchairs 30/20 Tested DOT approved	STANDARD	INCLUDED	
1	BASE	Interior dome lights (On/Off switch)	STANDARD	INCLUDED	
1	BASE	Wheelchair lift light	STANDARD	INCLUDED	
1	BASE	3/4 in sub floor with heavy duty Altro Flooring	STANDARD	INCLUDED	
	1	ABS interior kit (medium grey walls and roof liner both with			
1	BASE	insulation)	STANDARD	INCLUDED	
1	BASE	Rear A/C and heat with in dash fan speed control in roof (OEM)	STANDARD	INCLUDED	
1	BASE	Interlock for lift, brake, transmission, lift door	STANDARD	INCLUDED	
1	BASE	Vehicle Backup Alarm	STANDARD	INCLUDED	
1	BASE	Seat reinforcement kit	STANDARD	INCLUDED	
		Sign kit (Interior, Watch your step, No smoking, Emergency exit,			
1	BASE	All passengers must shall seat belts)	STANDARD	INCLUDED	
1	BASE	Shoulder belt reinforcement kit	STANDARD	INCLUDED	
1	BASE	Standard Length Van package (2023): Rear Lift	STANDARD	INCLUDED	
		Foldaway Seat - Single passenger folding seat forward facing			
1	BASE	Freedman	STANDARD	INCLUDED	
		Running Board - Driver-short and Passenger-long heavy duty			
1	BASE	running boards (grey powder coat)	STANDARD	INCLUDED	
1	BASE	Grab handle - "B" pillar	STANDARD	INCLUDED	
		Safety kit - Web cutter, First Aid Kit 10 person, Fire Extinguisher			
_1	BASE	2.5lb	STANDARD	INCLUDED	
		Upgrade from standard securement in packages to Titan self			
1	BASE	tensionsing	STANDARD	INCLUDED	
		Lighting Upgrade - LED interior dome light kit (Round			
1	BASE	replacement lights)	STANDARD	STANDARD INCLUDED	
1	BASE	3 Year Braun lift warranty	STANDARD	INCLUDED	
		5 year / 60,000 Ford Powertrain warranty (see Ford			
1	BASE	specifications) - remaining Ford Warranty	STANDARD	INCLUDED	
1	BASE	High Strength Laminate in Clear or Tint	STANDARD	INCLUDED	

CONTRACT OPTIONAL EQUIPMENT

QTY	OPTION	DESCRIPTION	LIS	ST	
		CHASSIS COST		and the same	The state
	1 148ELDRW2023	F4X: 2023 Ford Transit T350 EL HR DRW	\$	8,817.00 \$	8,817.00
	By the Strike on the	CONVERSION BASE SHELL - NO SEATS - ADD OFTIONS BELO	W		
	1 HCT148EL	Extra Long HR Conversion Package 148 EL	Π	\$2,162.00 \$	2,162.00
		ABILITRAX FLOORING SYSTEM			THE YEAR
-11-5		TRANSORT OPTIONS			The street
		Driver-Short/ Passenger-Long Heavy Duty Running Boards (Grey			
	1 HCSSE	Powder Coat)	Ś	612.00 \$	612.00



	SEATING OPTIONS				
2 HCSF	Single Folding Seat Forward Facing Freedman	\$	766.00	\$	1,532.00
3 HCDSF	Double Passenger Folding Seat Forward Facing Freeman	\$	1,609.00	\$	4,827.00
	SECUREMENT OPTIONS				
	Upgrade From Standard Securement in Packages To Q-Straint			Г	
2 HCUQM	Max Retractable	\$	429.00	\$	858.00
1 HCWT	Wide Tracks	\$	121.00	\$	121.00
2	Adjustable Height Shoulder Belts	\$	29.00	\$	58.00
2	Tie Down Storage Bag (please specify location) Rear walls	\$	66.00	\$	132.00
	GURNEY OPTIONS				
	ADDITIONAL OPTIONS				
1 HCRAH	Rear AC/Heat combo installed (Evaporator) Tie in 32k btu	\$	1,962.00	\$	1,962.00
1 HCLED	Upgrade To Interior Led Lighting Kit- Round Replacement Lights	\$	198.00	\$	198.00
1	Bus door area light (shines outside of door when open) 3ft	\$	254.00	\$	254.00
1	Mid Bus Door, 148"WB HR EL with Steps A&M door	\$	7,500.00	\$	7,500.00
	DOT PACKAGES			Ť	17 18 77
HCNCL1000FIB34	Upgrade - Braun Century-2 NHTSA Compliant Lift - Usable			_	
1 54-2	Platform 34x54 1000lb	\$	475.00	\$	475.00
	WARRANTIES AVAIABLE				
NAL CONTRACT PRIC	E			\$	113,282.34

ADDITIONAL CUSTOMER OPTIONS

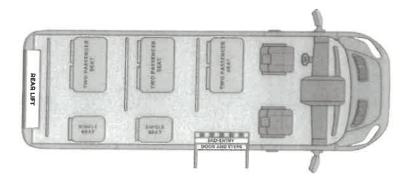
QTY	OPTION	DESCRIPTION	LIST	EXT
SUBTO	TAL, FOB SCHETKY	NORTHWEST WASHINGTON OFFICE		\$ -

VEHICLE DELIVERY

MILES	DESCRIPTION	LIST	LIST		EXT	
280	DELIVERY TO CUSTOMER (PER MILE, WSDOT AGREEMENT)	\$	3.00	\$	840.00	

TOTAL SELL PRICE	
VEHICLE TOTAL, FOB CUSTOMER (TAX NOT INCLUDED)	\$ 114,122.34

FLOOR PLAN:





TCI Mobility – Ford Transit 350HD Treasure Valley Transit Georgia DOAS Contract #99999-SPD-SPD0000212-0010

Chassis Specifications:

Ford Transit Wagon – Body Code: U4X
Extended length
High roof
Dual rear wheels
10,360lb GVWR
148" wheelbase
195/75R 16 BSW tires
Ford privacy glass
Cruise Control
AM/FM w/ Sync 4" screen
Cruise control
(4) sets of keys

Body Conversion:

Ford OEM walls/headliner
Ford OEM side curtain airbags
Ford OEM front/rear A/C & heat
TCI Mobility rain gutters
TCI Mobility LED lighting at ambulatory entrance
Dual leaf glass bus style door, electric

Flooring:

14ga steel reinforced subfloor Laminated plywood subfloor Black diamond one-piece commercial non-skid TPO flooring

Passenger Seating:

Freedman GO-ES seating per floorplan Level #1 seating, TBD by TVT Grab handle on top of each seat

Safety

Dual high visibility yellow grab rails to left and right of entrance door 5lb fire extinguisher Rear backup alarm Seat belt cutter



First aid kit Road triangle kit

ADA Equipment:
Braun Century II, 1,000lb, 37" x 54" platform
Q-Straint Q-8200-AT-L restraints (2) Q-Straint storage bags (2)

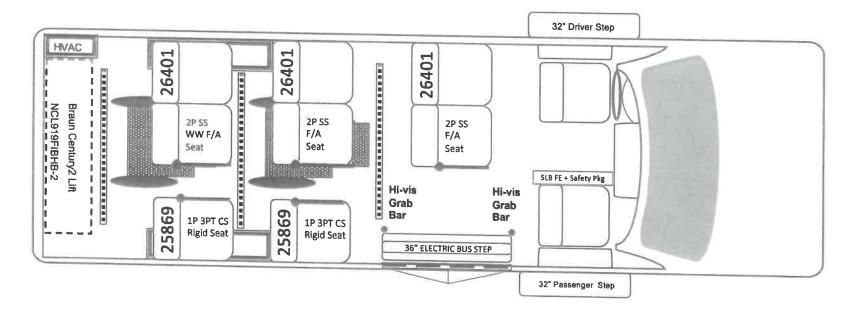
Warranty:

TCI Mobility Conversion: 4yrs/50,000 miles Ford Basic Vehicle: 3yrs/36,000 miles Ford Powertrain: 5yrs/100,000 miles



2023 Ford Transit T350-148" EL High Roof DRW





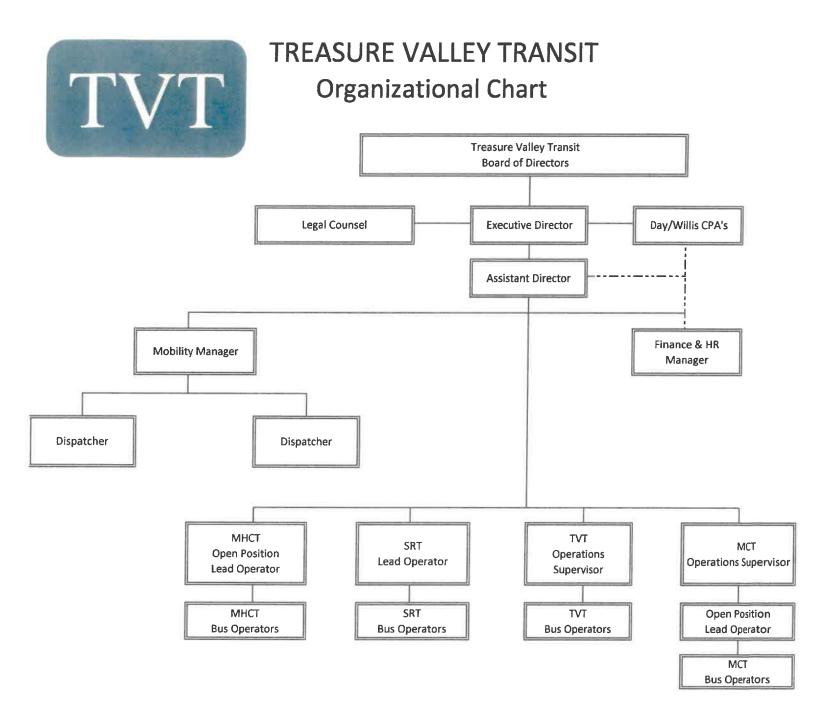
		Drawn Exclusively For: ABC COMPANIES
APPROVED BY	DATE	TCI MOBILITY, LLC 230 BOSSARDSVILLE RD.
DRAWN BY: STEVE HOFFMAN		SCIOTA, PA 18354 PA LIC# VD031392 877-TCI-VANS

NOTE- Drawing is for reference only and may not accurately reflect a true representation of seating capacity or scale

rev5/23

Georgia Mass Transit Build-A-Bus Worksheet Download this form to your computer for use when purchasing buses. Use this worksheet to build your bus by selecting options to add and delete. Your custom bus should be verified with the vendor to ensure options compatibility with options selected. Contract Number: 99999-SPD-SPD0000212-0010 **VENDOR NAME:** ABC Bus, Inc. Delivery Cost Per Mile **Estimated Number of Miles Delivery Cost** \$5,922.00 Description of Bus Manufacturer Make/Model **Bus Bid Price** 6-2A - Other Modified ADA Transit Vans \$95,932.00 T-350 HD 148" EL High Roof XLT, DRW, RWD, U4X **BUS OPTION DELETION DESCRIPTION** Credit Note: Insert Lines as necessary TOTAL COST OF DELETIONS \$0.00 **BUS OPTIONS ADDITIONS DESCRIPTION** Cost Freedman GO-ES Single (1) \$1,048.80 Freedman GO-ES Double Foldaway (3) \$6,382.80 Deep Window Tint \$690.00 SafeFleet Seon DH4 - 4 Camera System \$3,869.00

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· · · · · · · · · · · · · · · · · · ·	NAME OF TAXABLE PARTY.
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	Cellstell
	NAME OF TAXABLE PARTY.
	NAME OF TAXABLE PARTY.
Note: Insert lines as needed	
TOTAL COST OF ADDITIONS	\$11,990.60
	DESCRIPTION OF THE RESIDENCE
SOURCED GOODS DESCRIPTION	
SOURCED GOODS DESCRIPTION	Cost
ote: Insert lines as needed	
TOTAL COOR ST.	Notice to the second se
IUIAI COST OF CAIDEER CAGAS	The second secon
TOTAL COST OF SOURCED GOODS	\$0.00
	\$0,00
TOTAL COST OF BUS	\$113,844.60



Date: December 22, 2023





Zwygart John & Associates CPAs, PLLC

Phone: 208-459-4649 • FAX: 208-229-0404

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

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of Treasure Valley Transit, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 4, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023





Zwygart John & Associates CPAs, PLLC

Phone: 208-459-4649 + FAX: 208-229-0404

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Treasure Valley Transit, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Treasure Valley Transit, Inc.'s major federal programs for the year ended September 30, 2023. Treasure Valley Transit, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Treasure Valley Transit, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023

Treasure Valley Transit, Inc.

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

Section I - Summary of Auditor's Results

Financial Statements Type of auditor's report issued: Unmodified Internal control over financial reporting: Significant deficiencies disclosed? □ yes ☑ none reported Material weakness(es) disclosed ☐ yes ☑ No Noncompliance material to financial statements noted? □ yes ☑ no Federal Awards Internal control over major programs: Significant deficiencies identified? □ yes ☑ none reported Material weakness(es) identified? ☐ yes ☑ none reported Type of auditor's report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with 2CFR SECTION 200.516(A)? □ yes ☑ no Identification of major programs: Federal Assistance Listing Number(s) Name of Federal Program Federal Transit Cluster 20.526, 20.207

Dollar threshold used to distinguish	between
Type A and Type B programs:	

\$750,000

Auditee qualified as low risk auditee? ☑ yes ☐ no

Section II - Financial Statement Findings

None

Section III - Findings and Questioned Costs for Federal Awards

None

December 15, 2023

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651



Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The Mountain Home Air Force Base (AFB) is not able to meet the local match required in FY25 for Mountain Home Community Transit's (MHCT) fixed route service going out to the AFB. AFB military personnel and TVT met in FY23 and FY24 to determine an option that would maintain the service at a lower cost to TVT and still meet the needs of the Air Force Base.

The 5311 rural grant application will provide funding to support a van operated by military personnel similar to a standard vanpool program. In addition, TVT is applying for a 5339 capital grant to purchase a 9-passenger accessible van. TVT is also applying for CARES Act funding through a one-time grant application for this van if funding is available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the military personnel in need of transportation to the Air Force Base from the City of Mountain Home.

The Mountain Home Air Force Base strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

Mountain Home Air Force Base

Darius R. Outlaw

366 Gunfighter Avenue

Andrew Rivero

Mountain Home AFB, Idaho 83648



November 15, 2023

Ms. Terri Lindenberg

Executive Director

Treasure Valley Transit, Inc.

1136 W. Finch Drive

Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Mountain Home provided \$30,000 in local match for FY24 for Mountain Home Community Transit (MHCT). MHCT provides a deviated fixed route service within the City of Mountain Home, the Air Force Base, and an after-school program for the Mountain Home School District.

The 5311 rural grant application will provide funding to maintain our current transportation program. TVT is applying for a 5339 capital grant that will replace a 2010 Chevrolet bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the residents of the City of Mountain Home. The 5% increase in ridership in FY23 and strong community support demonstrates this fact.

The City of Mountain Home strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

The Honorable Mayor Sykes

City of Mountain Home

160 South 3rd East

Mountain Home, Idaho 83647

Elmore County Board of Commissioners

Phone (208) 587-2129 Ext. 270

ELMORE COUNTY COURTHOUSE 150 South 4th East Suite #3 Mountain Home, Idaho 83647

Fax (208) 587-2159

Albert Hofer

(208) 599-1620

Crystal Rodgers

(208) 999-2206

Franklin L. Corbus (208) 599-1294

December 1, 2023

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

Elmore County provided \$5,075 in local match for FY24 for Mountain Home Community Transit (MHCT). MHCT provides city and county transit service within Elmore County, the Air Force Base, and an after-school program for the Mountain Home School District.

The 5311 rural grant application will provide funding to maintain our current transportation program. TVT is applying for a 5339 capital grant that will replace a 2010 Chevrolet bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the residents within Elmore County. The 5% increase in ridership in FY23 and strong community support demonstrates this fact.

Elmore County strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

Albert Hofer, Charperson

Franklin L. Corbus, Commissioner

Crystal Rodgers, Commissioner

January 9, 2024

Ms. Terri Lindenberg
Executive Director
Treasure Valley Transit, Inc.
1136 W. Finch Drive
Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The Mountain Home Air Force Base (AFB) is the largest military base in Idaho and the only DoD installation in the entire state. The Mountain Home AFB is not able to meet the local match required in FY25 for Mountain Home Community Transit's (MHCT) fixed route service which transports military personnel to the AFB. The AFB military personnel and TVT met in FY23 and FY24 to determine an option that would maintain the service at a lower cost to TVT and still meet the needs of the Air Force Base.

The 5311 rural grant application will provide funding to support a van operated by military personnel similar to a standard vanpool program. In addition, TVT is applying for a 5339 capital grant to purchase a 9-passenger accessible van. TVT is also applying for CARES Act funding through a one-time grant application for this van if funding is available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the military personnel who reside in the City of Mountain Home and who need transportation to the AFB.

I, Susie Hicks, strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

Treasure Valley Transit Board President

Representing Mountain Home

Cusic Hicks

ATTACHMENT B

Milestone Report

TVT Maintenance Plan

Pre-Trip Inspection Form

Attachment B: Milestone Reporting

Agency Name	Treasure Valley Transit, Inc.				
Agency Contact	Terri Lindenberg				
Phone #	208-463-9111	Email	terri@treasurevalleytransit.com		
Grant Program	5339	Rural	One Time		
Federal Award Amount	124,470				

Scope of Work: In August and December of 2023, TVT had planning meetings with the Air Force Base military personnel to determine the viability of a vanpool vs. fixed route for cost effectiveness and efficiency. This grant is to shift from a 24-passenger medium duty bus to a 9-passenger van.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The Creative Bus Sales price of \$151,152 was significantly higher than Schetky and the ABC Company Georgia Contract by \$37,000 for the same vehicle specifications. TVT was only able to procure 3 vehicles instead of the 5 that were awarded in the FY23-24 5339 Congressional Application due to significant cost increases. In the event that a significant level of cost increase occur again TVT is requesting a 25% increase from the low range of \$114,000 at \$28,500 for a total of \$142,500 plus, USB block, striping, tax, license and registration is \$155,588.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	12/31/2024	Issue RFP or purchase through a State Cooperative Agreement
Award Date	10/1/2024	Award Contract
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	1/31/2025	Issue Purchase Order
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	7/31/25	Delivery of van
Contract Completion Date	9/30/25	Close out grant

TVT VEHICLE MAINTENANCE PLAN

The Treasure Valley Transit vehicle maintenance program involves policies and procedures in which all company employees play a role, in addition to our maintenance provider.

Proper vehicle maintenance begins with our drivers, who are trained and required to perform a complete pre-trip inspection of their assigned vehicle before beginning their route. This includes, but is not limited to, an approximately 42-point check consisting of:

- The general condition and appearance of the vehicle.
- The engine compartment including fluid levels, leaks, belt wear, batteries, etc.
- The interior including operation of controls, gauges, lights, safety equipment, passenger hazards, etc.
- The exterior including tires and rims, headlights, tall lights, brake lights, flashers, etc.

Our primary maintenance provider Blue Wrench, Meridian Idaho and Gold Fork Automotive, McCall Idaho are licensed, qualified and experienced in all aspects of fleet maintenance from regular services and preventative maintenance inspections to major mechanical repairs, rebuilds, retrofits, etc. Maintenance records are maintained in a computerized format with hard copy back-up records.

The preventative maintenance schedule for all Treasure Valley Transit vehicles is as follows:

- Complete Service (Performed every 3,000 or 5,000 Miles Depending on Bus or Van type):
 Includes a complete vehicle service and inspection. This service includes an oil change, oil and
 fuel filter changes, chassis lube, and checking and filling all fluids. The inspection includes a 43 point inspection on items such as electrical components, fuel, braking, cooling, heating, drive
 train, exhaust, tires, visual and mechanical components, etc.
- DOT Inspection (Performed Annually): Includes a complete Federal DOT inspection. This DOT inspection is in full compliance with all federal, state and local regulations.
- TVT meets or exceeds all recommended manufacturers scheduled maintenance plan, as stated in the owners manual.

Treasure Valley Transit managers and supervisors are experienced, trained and dedicated to ensuring all our vehicles are always maintained in good safe working order. Ongoing training, reviewing driver's vehicle inspection forms and providing a timely response to noted deficiencies, performing unannounced "spot inspections" of vehicles, maintaining meticulous records and excellent communication with the vehicle maintenance service provider all contribute to the efficiency and success of the Treasure Valley Transit maintenance policy.

Treasure Valley Transit is in full compliance with all federal, state and local regulations regarding the safe and legal operation and maintenance of all company vehicles.

BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY:				
ODOMETER READING:	BUS NO.:			
END MILEAGE:	DATE:			
START MILEAGE:	□ AM			
TOTAL MILEAGE:				
INSPECT ITEMS LISTED - IF DEFECTIVE	, NUMBER AND DESCRIBE IN "REMARKS"			
FLUID LEAKS UNDER BUS LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT OIL LEVEL RADIATOR COOLANT LEVEL BATTERY TRANSMISSION UNUSUAL ENGINE NOISE GAUGES & WARNING LIGHTS SWITCHES HORN FANS & DEFROSTERS WIPERS & WASHERS STOP ARM CONTROL (WARNING CONTROL) INSIDE & OUTSIDE MIRRORS BRAKE PEDAL & WARNING LIGHT OPERATION OF SERVICE DOOR EMERGENCY EQUIPMENT FIRST AID KIT ENTRANCE STEPS CLEANLINESS OF INTERIOR CONDITION OF FLOOR	EMERGENCY DOOR & BUZZER HEADLIGHTS, FLASHERS & 4-WAY FLASHERS RIGHT FRONT TIRE & WHEEL FRONT OF BUS - WINDSHIELD LEFT FRONT TIRE & WHEEL STOP ARM (SCHOOL BUS) EXHAUST SYSTEM LEFT SIDE OF BUS - WINDOWS & LIGHTS LEFT REAR TIRES & WHEELS REAR OF BUS - WINDOWS & LIGHTS TAIL PIPE RIGHT REAR TIRES & WHEELS RIGHT SIDE OF BUS - WINDOWS & LIGHTS DRIVER'S SEAT & BELT DIRECTIONAL LIGHTS PARKING BRAKE OR SERVICE BRAKE CLUTCH STEERING WHEELCHAIR LIFT			
_	SATISFACTORY UNSATISFACTORY			
DRIVER'S SIGNATURE:				
☐ ABOVE DEFECTS CORRECTED ☐ ABOVE DEFECTS NEED NOT BE CORRECTED	FOR SAFE OPERATION OF VEHICLE			
MECHANIC'S SIGNATURE:	DATE:			
DRIVER REVIEWING REPAIRS: SIGNATURE:	DATE:			
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ATTACHMENT C & D

Rolling Stock Replacement Form

NEPA Worksheet (Not Applicable)

Demonstration of Need Form

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share
Example	1FTNS2ELODDB02363	2022	E250 Van	11/04/22	05/01/23	5,600	C2376XX	\$ 42,238.00
TVT	1GBG5U1978F414796	2010	Chevy C5500	09/28/10	N/A	309,200	ARRA	\$106,731

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
Fixed Route
Deviated Fixed Route
Demand/ Response
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Elderly Opportunity Agency, Inc., Metro Community Services, Inc., and the Valley Regional Transit Authority serving
Canyon County.
4. Ridership:
Estimate the average number of rides: Per Day 425 Per Year 101,982
Briefly describe your ridership over the last two years: - Ridership increased 16.5% from FY21 to FY22 combined for all systems.
Ridership increased 13.4% from FY22 to FY23 combined for all systems.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Mon - Fri 6 am - 6 pm for MHCT, SRT, and TVT. MCT Red Line Mon - Sun 7 am - 7 pm, Green Line Mon - Fri
5:55 am to 7:25 pm, and Blue Line Winter 7 am - 6 pm, Summer 11 am - 9 pm, Gold Line Mon - Fri 5:45 am - 5:45 pm.



January 12, 2024

Mr. Sam Carroll ITD-Public Transportation PO Box 7129 Boise, Idaho 83707-1129

RE: 2024-2026 5339 Rural Congressional Application

Dear Sam,

It is our pleasure to submit the attached application for 5339 Capital Funding. The FTA Formula Grant makes resources available to 5339 grant recipients for Capital projects. The project scope is for replacement vehicles for four ADA transit vans currently in use that have served their useful life.

By funding this grant submission ITD will also ensure the TVT "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful.

I look forward to the opportunity to work with ITD staff to ensure that all necessary information has been submitted and address any questions that may offer clarification. Thank you for your time and consideration in this important application.

Sincerely,

Debbie Maxwell

Assistant Director

Treasure Valley Transit, Inc.

Ill Mayll

1136 W. Finch Drive

Nampa, Idaho 83651 Office: 208-463-9111

Application Information Form

Applicant: Treasure Valley Transit, Inc.	
Authorized Representative: Debbie Maxwell	
Address: 1136 W. Finch Drive, Nampa ID 83651	
Phone: 208-463-9111	
Email Address: debbie@treasurevalleytransit.com	
DUNS #: <u>884972332</u>	
Architect/Engineer/Planner if applicable: (Contact Name): <u>N</u>	Not Applicable
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
Facility Construction	X Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: \$663,444	

FEDERAL SHARE: \$530,755 LOCAL MATCH: \$132,689

Section 1: Project Description

- a) FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose.
 - The FTA 5339 Formula Grant makes resources available to States and designated recipients to replace, rehabilitate, and purchase buses and related equipment. This project meets this FTA funding source program purpose by purchasing new ADA conversion transit vans to replace older ADA conversion transit vans to maintain existing services.
- b) ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities
 - This project meets the number one priority of Idaho Transportation Department-Public Transportation, the need to maintain/expand existing capital assets. This funding will allow continuation of existing services.
- c) Application Scope of Work: Describe in detail the scope of work for the project you are proposing:
 - This project is to purchase four brand new ADA Transit Vans to replace four currently in service ADA conversion transit vans. All four are used in the Demand Response Service. These vehicles will have exceeded their useful life expectancy, five years or 150,000 miles, over the next three years. The original transit vans were purchased with ITD as the recipient of FTA capital grant funds and TVT as the sub-recipient.
- d) Contractor Information: Will this project use third party contractors?
 - Not Applicable

Section 2: Demonstration of Need

a) Service Area Level of Need:

The vans that need to be replaced operate daily in a demand response service on an average of five days a week, and an average of 1,600 to 2,000 miles per month for each vehicle. All vehicles are ADA accessible and meet ADA requirements. In accordance with the TVT vehicle replacement plan and the Idaho State Transportation Departments Transit Asset Management Plan, these vehicles are on the schedule for replacement.

All these vehicles have a Federal Transit Administration (FTA) condition rating of Poor. The FTA definition of Poor is a vehicle condition of "Seriously damaged components in need of immediate repair" and is the lowest rating on the conditions scale. These vans will be close to or over 150,000 miles and will have reached their useful life by the time this grant is funded. Our maintenance staff is anticipating future expensive maintenance such as exhaust systems, brake systems, and engine repairs. When a Transit Agency replaces a transit van, it pays the purchase costs, but then will incur lower rehabilitation, energy, maintenance, and out of service costs. In addition, the agency may experience additional benefits such as reductions in emissions, improved technology, and other factors. Once a vehicle exceeds the original cost savings, the Transit Agency spends more money to keep the vehicle in service than it would to replace the vehicle.

The condition of TVT's rolling stock used for our services is critical to the safety and performance of our public transit agency. TVT maintains a strict maintenance regime for every vehicle in our fleet. All vehicles are repaired and maintained under a preventative maintenance protocol established by manufacturer's recommendations. Blue Wrench Services performs all our service and repair work using certified technicians. Treasure Valley Transit is fiscally sound and budgets a substantial amount of annual funds directly to maintenance and repairs. TVT takes pride in its ability to operate vehicles far in excess of their useful life in a safe reliable fashion. However, with the aging and increasing mileage of these vehicles, TVT anticipates having significant increased costs for preventative maintenance.

Public Transportation Office • 208 334-8533 • itd.idaho.gov/pt

Qualitative:

- Four new energy efficient ADA transit vans
- Reduction of mechanical breakdowns while vehicle is in service
- Asset Risk Assessments Conducted
- Reduce Emissions

Quantitative:

- Improved On Time Performance
- Improved Staff Productivity
- Improved passenger travel delays
- Improved rider experience
- Reduce Safety Risks
- Reduced Maintenance Expenses
- Improvement in air quality
- a) Sustaining existing service or expansion need:

The Idaho State Public Transportation Plan has four goals. One of the four goals identified is to preserve the existing public transportation network. The study was able to identify the State of Idaho's future needs, both financial and capital. The study identified replacing existing fleet vehicles at the end of their existing useful life (as identified by FTA and ITD for each vehicle type) as a recommended strategy.

In addition to the state of Idaho plan each county and city we serve has an individual comprehensive and/or transportation plan. TVT has participated in planning meetings, public meetings, and sat on local committees to identify the needs of each of the communities we serve.

Canyon County has adopted the Metropolitan Planning Association (Compass) Communities in Motion 2040 Long Range Transportation Plan. This plan has identified not only a shortfall of funding to expand service, but it also identifies that the funding available will not even maintain the existing service by the year 2040.

The City of Nampa 2040 Comprehensive Plan identifies the need to improve public transportation offerings because of the anticipated growth of more than a million citizens by 2040.

The need for sustaining the current services TVT provides has been demonstrated by the community involvement, ridership and city and county funding. The need for additional service has been demonstrated in the planning efforts but the funding has not increased to enable that level of expansion.



b) Ridership History

Service	FY21	FY22	FY23	+/-
Demand Response	32,500	35,313	34,269	(3%)
Total Ridership	32,500	85,313	34,269	(3%)

c) Asset Condition if applying for a vehicle:

Condition Matrix for vans scheduled to be replaced in Demand Response:

Year	Make	Model	Mileage	Current Condition	TVT Van Number
2020	Ford	Ford Transit Van	68,805	Poor	11-DR
2020	Ford	Ford Transit Van	83,172	Poor	12-DR
2020	Ford	Ford Transit Van	61,527	Poor	13-DR
2020	Ford	Ford Transit Van	76,529	Poor	14-DR



Section 3: Project Planning

- a) Tie project to specific goals in ITD Statewide Public Transportation Plan:
 - 1. Ensure the Safety and Security of Public Transportation

TVT's priority is the safety and security of our employees and the passengers they serve. This is demonstrated through our policies and procedures that cover all aspects of operations from maintenance standards for the vehicles, training of employees, drug and alcohol testing program, etc. This information is available in our Personnel Manual, Driver Handbook, Title VI Plan, Safety and Security & Emergency Preparedness Plan.

2. Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

TVT works closely with our elected officials and other agencies to advocate for a truly Multi-Modal system in the areas we serve. This includes bus, demand response, vanpool, bike, and pedestrian modes.

3. Preserve the Existing Public Transportation Network

TVT is seeking continued grant funding to preserve the existing services we provide.

4. Provide Transportation System that Drives Economic Opportunity

TVT works closely with the chambers of commerce and other local businesses in order to promote public transportation and provide access to jobs which in turn spurs economic growth.

- b) Describe the Project Development Process
 - 1. Community involvement from the city and county, chambers of commerce, local businesses, health and human service agencies, and the potential passengers (i.e. advisory group, public hearings, social media, surveys etc.)
 - 2. Selection of the appropriate mode of transportation-fixed route, deviated fixed route, or demand response service; van pool, ride share, or voucher program
 - 3. Funding mechanism:



- 5339 grant program
- city and county funding
- Medicaid revenue
- Employer benefit for transit passes
- School district
- Advertising
- Seek State of Idaho funding
- Private grants and foundations
- Assure sustainability through stable funding
- 5. Monitoring and Evaluation of the service in an on-going manner
- Route restructure as appropriate through input of all 6.
- 7. Participate in the city and county development of master plans

For a successful service to be implemented and maintained by stable funding it is imperative that the planning process involves ongoing input from affected parties. Meaningful engagement ensures accountability, effective communications, and consistencies.

Describe efforts undertaken to coordinate with Minority and Low-Income Population

TVT has interviewed stakeholders, transit users, and other community groups throughout the planning process to include the Minority and Low-Income Populations.

TVT has published a link on our website where the Title VI plan, Public Notice Process, the Riders Guide, and the Complaint and Appeals Process can be located.

What is your plan to include Disadvantage Business Enterprises (DBE)

TVT will make a good faith effort to include Disadvantage Business Enterprises (DBE's) in this project. The first thing we will do is to search the Idaho Transportation Department Director for DBE's. https://itd.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp?XID=9178&TN=itd,



Identify any local Labor Unions

TVT is not affiliated with any labor unions in the rural areas that we serve. The Valley Regional Transit Authority contracts out their large and small urban services. They are represented by Local 378.

c) Please list the public participation efforts of this project up to the time of application submittal.

TVT is quick to take advantage of opportunities to publicly participate in local events. We take these opportunities to introduce our services and provide information to the public. For example, on June 10, 2023, we had an information booth at the KYMfest put on by the For You Network, Inc. at Lakeview Park in Nampa. This even highlighted the various community resources that are available but not necessarily known by the community at large. Several thousand were in attendance and our booth saw many visitors.

Marketing/Advertising

TVT uses electronic media resources to inform the public of our services and instructs people how to use them in each of our service areas. We have a website, treasurevalleytransit.com, a Facebook page and a twitter account, these are listed on all our brochures, schedules, and vehicles. Our services are marketed to each of our service areas in different ways. Each service is branded to facilitate local ownership by the residents, elected officials, and the business community. Advertisements for local services and/or events are placed in the local newspaper and local community magazines. TVT also belongs to the local Chamber of Commerce in Nampa.

- d) Provide Attachment B: Milestone Reporting (See attached documentation)
- e) Provide Attachment C (if applicable)

NEPA Worksheet (Not Applicable) Sole Source Aquifer (SSA) (Not Applicable) Rolling Stock Replacement Report (See attached documentation)

Section 4: Project Benefits/Evaluation

a. Improve safety.

The new vehicles will ensure the existing public transportation services operating within District 3 continue to operate in a safe, dependable, and easily accessible manner.

The replacement of these vehicles will also ensure the Treasure Valley Transit "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful. We believe our mission as a company is parallel with the Idaho Transportation Departments mission: your safety, your mobility, and your economic development.

b. Improve mobility.

Additional benefits to having new vehicles will be fewer mechanical breakdowns. This will improve on time performance if the breakdown doesn't occur while the vehicle is in service. It also helps in the efficiency and productivity of staff time when they don't have to suddenly cover a route, schedule a tow, and/or schedule maintenance. In addition, there will be a reduction in maintenance expenses and an improvement to air quality. Ultimately, all of this benefits the passengers overall experience and reduces safety risks to the passengers, the transit driver, and other drivers on the roads.

c. Support local economic development and expand economic opportunity.

TVT works closely with local businesses to educate them about the economic advantages of public transit. The tax benefits that they can receive and the benefit of stable transportation for their employees. Large businesses look at the transit options when deciding on what community they may want to locate to. The local chambers of commerce and the Department of Labor look to public transportation to offer these benefits to the business community.

TVT intends to continually evaluate success of the project as follows:

Treasure Valley Transit has a backlog of replacement vehicles primarily due to the lack of available funding and the price increases we have seen since the pandemic began. These new vehicles will reduce the backlog of replacement vehicles significantly. The replacement of these vehicles will also serve to assist the ITD Public Transportation Office in achieving their Statewide Transit Asset Management goals.

a. TVT will sustain/maintain the project after the end of the grant period:

TVT will continue to work closely with the Idaho Transportation Department to secure continued funding to maintain our facilities and vehicles. TVT will continue to advocate for state funding through the legislative process by working closely with key legislators, agencies, and other supporters of public transportation. Until such funding is available we will continue to meet our match requirements through the cities and counties we serve. In addition, we will seek funding through foundations advertising and grant opportunities on a regional and national level.

Treasure Valley Transit will continue to track fleet performance annually by obtaining and analyzing the following Performance Metrics:

- o Average operating cost per mile
- o Average overall cost per vehicle
- o Fleet Inventory and age of Fleet
- o Average mile per vehicle annually
- Utilization
- o Average maintenance cost per vehicle
- Accidents
- o Out of Service Days
- o Percentage of Fleet due/overdue for replacement

b. TVT collects the following data and reports to ITD quarterly and to the National Transit Data Base annually:

- Ridership
- Fares
- Mileage
- Services Miles and Hours
- Dead Head Miles and Hours
- Accidents (at fault or not at fault)
- Injuries
- Fatalities
- Complaints
- Other Incidents

Policy and inspection forms are submitted with this application as supplemental documentation.

TVT has the capacity to carry out the project as proposed:

Executive Director: Terri Lindenberg has been with TVT since January 1992 when the Office of Rural Health Policy awarded a three-year grant to develop a Coordinated Transportation System in Canyon County and secure sustainable funding. TVT now serves a 10-county area, has thirty-five employees, and collaborates with multiple agencies. Terri's strength is in building partnerships and advocating for rural transportation on both the local and national stage.

Certifications: Certified Community Transit Manager CCTM and Certified Safety and Security Officer through the Community Transportation Association of America

Assistant Director: Debbie Maxwell has worked over 11 years in public transportation management and has been with TVT since May 2016. She oversees all aspects of TVT operations including but not limited to, procurement, fleet management, driver training and supervision of operational staff. In addition to these responsibilities she works closely with the Executive Director in the administration of TVT in the finance and grants departments.

Certifications: Certified Safety and Security Officer through the Community Transportation Association of America, Passenger Assistance Safety and Sensitivity Certified

Mobility Manager: Miranda Murray has been with TVT since January 2013 and brings extensive experience in dispatch, scheduling and coordinating services with various agencies in the 10-county area. Miranda's role as Mobility Manager oversees the dispatch and scheduling component and monitors for efficiencies. She works closely with the statewide Medicaid broker and the Department of Health and Welfare Medicaid Division. In addition, her skills in marketing, print material and knowledge of technology (dispatch software and hardware) have been instrumental.

Certifications: Certified Community Transit Supervisor; Certified Professional Dispatcher through the Community Transportation Association of America

Finance and Human Resource Manager: Rebecca Soto has been with TVT since September 2019 and has worked in both the private and non-profit sector since 2009. She began her career as a Staff accountant, Senior Audit Associate and Accounting Supervisor. She currently processes TVT's 5309, 5310, 5311 and 5339 grants with attention to detail and accuracy.

Education: Bachelor of Business Administration (BBA) in Accountancy 2013 and member of the national Society of Human Resource Managers (SHRM) and the Local Chapter

Day / Willis, CPA's: Tabbatha Willis prepares TVT's monthly Financial Statements for the TVT Board of Directors and provides direct oversight of the grant reimbursement process. TVT is proud to note a clean opinion without findings since we have been required to have an A-133 Annual Audit done by an independent Accounting Firm.

Section 5: Project Budget

Budget Narrative:

It is estimated the new ADA transit vans will be approximately \$165,861 to include taxes, registration, stripping and ITS hardware for the vehicle. The Federal portion will pay for 80% of the vehicle and the Local Match will be raised through Local City and County contributions along with Medicaid revenue, advertising, and any foundational grant funds we are able to acquire. This estimate is based on estimated quotes TVT has received from qualified vendors and recent purchases made for similar products. This is a non-construction project, so Davis Bacon Wages are not applicable.

TVT will issue an Advance Payment Request Letter with the understanding that once the request has been funded TVT will have three days to disperse the funds.

- a. Itemized estimated project budget included in documentation.
- b. Attachment A: Project Budget Request Form included in documentation

ATTACHMENTS

- Project Budget
- Independent Cost Estimate Summary & Backup
- Milestone Reporting
- NEPA (Not Applicable)
- Sole Source Aquifer (Not Applicable)
- Rolling Stock Worksheet
- Demonstration of Need
- TVT Organizational Chart
- TVT FY23 Audit Summary
- Letters of Support
- TVT Fleet Maintenance Plan
- Drivers Daily Pretrip Inspection Form

Project Budget Request

Subrecipient	Treasure Valley Transit, Inc.	
Agreement Term	October 1, 2024-September 30, 2026	
Contact Name	Debbie Maxwell	
Address	1136 W. Finch Drive, Nampa ID 83651	
Phone Number	208-463-9111	

FTA Grant 5339

Capital (CP) 80/20					
Total			Federal		Match
\$	663,444.00	\$	530,755	\$	132,689

Tota	l Project Cost	Total Fede	ral Request	Total Match Needed	
\$	663,444.00	\$	530,755	\$	132,689

Debbie Maxwell

Printed Name

Signature

1/12/2024

Date

Scope of Work

Replace 4 ADA conversion transit vans.

Local Match Source(s) for Project:

Medicaid Revenue, Local Cities and Counties, Advertising, Private grants and foundations

Estimated Cost 4 ADA Conversion Vans

Van Quote	\$151,402	
Estimate Cost	\$151,402	
Taxes	\$9,084	
License & Registration	\$250	
Striping	\$4,500	
ITS Hardware-Installation-Licensing Estimate	\$625	

\$165,861

\$663,444 Cost of 4 Vans Federal \$530,756

Match \$132,689

BraunAbility ProMaster 3500



ADOA

Solicitation #: BPM003324 / Contract #: CTR054848 FY 2023

Preparer:	Paul Watson
	7

Base Model Ram ProMaster 3500, 3.6L V-6, GVWR 9,350 lbs.

BraunAbility⁻

Options: \$

Base Model Price: \$ 151,152.00

CBS Published Options: \$

Base Model Options: \$

CBS Unpublished Options: \$

N/A **County Delivery Cost:** 250.00

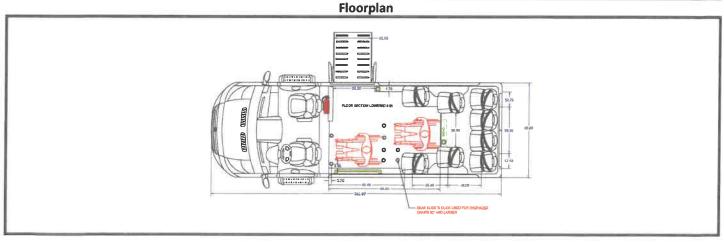
Total #

Vehicle Length	Lift Position	WC Positions	Passengers	CDL Required
21'	Side Ramp	2	9	No

QTY Vehices: Total Contract Price: \$ 151,402.00

Per Vehicle Price: \$ 151,402.00

Customer Info Customer: Treasure Valley Transit Address: 1136 W. Finch Drive, Nampa, ID 83651 Contact: Debbie Maxwell Office Phone: 208-463-9111 **Mobile Phone:** E-Mail: debbie@treasurevalleytransit.com





ProMaster 3500

Standard Features

FTA Buy America compliant ADA-Compliant Low Floor Conversion Unibody Construction Front-Wheel Drive Powertrain

Engine: 3.6 Liter Pentaster V-6 Gas, 280 HP

6-Speed Automatic Transmission

GVWR: 9,350 lbs. Wheelbase: 159"

Overall Height: 101" Overall Width: 80"

Turning Radius: 46.8'

Oil Change Intervals: 8-10K miles

Floor Drop: 9" Ground-to-First-Step Height: 12.5" Ramp Width: 32" Ramp Load Rating: 1,000 lbs.

Manual Swing-Away Aluminum Ramp

Offers 1 or 2 ADA-Compliant Wheelchair Positions

ABS Interior Panels on Walls and Ceiling

Closed Cell Foam Insulation in Walls and Ceiling Bus Style Entrance Door, 32" Clear Opening

A&M Systems Door Header

3-Point Lap/Shoulder Belts on All Seats

LED Interior lighting

No Modifications to OEM Drive Train or Suspension Powertrain Warranty: 5-Year / 60,000 Miles Body Conversion Warranty: 3-Year / 36,000 Miles

BASE MODEL OPTIONS



Qty	Part #	Description	FY 2023 List Price	QTY Total
1		Manual Swing Away Ramp 32" WIDE	STD - Included	STD - Included
1		Gerfloor Flooring	STD - Included	STD - Included
1		Panels for Walls: ABS Interior wall, ABS ceiling Insulation for walls	STD - Included	STD - Included
1		Q'Straint with SLIDE N CLICK	STD - Included	STD - Included
1		QUBE retractable system for 2nd position on back	STD - Included	STD - Included
1		Rear A/C & Rear Heat	STD - Included	STD - Included
1		New Exhaust System	STD - Included	STD - Included
1		2 - Passenger Freedman Seats, 3pt (on back-level 4 vinyl) curbside	STD - Included	STD - Included
L		2 - Passenger Freedman Seats, 3 pt (on back-level 4 vinyl) streetside	STD - Included	STD - Included
L		2 per van /1 Passenger rigid seats (level 4 vinyl) curbside	STD - Included	STD - Included
L		2 per van / 1 Passenger rigid seat (level 4 vinyl) streetside	STD - Included	STD - Included
l l		Safety Kit (first aid kit, fire extinguisher, triangles)	STD - Included	STD - Included
l		Back up alarm	STD - Included	STD - Included
		LED strip lighting	STD - Included	STD - Included
L		Emergency window	STD - Included	STD - Included
		Storage bags (2) per Van	STD - Included	STD - Included
-		Driver and Passenger sidesteps	STD - Included	STD - Included
		Handrails-& Decals	STD - Included	STD - Included
		Amber LED light	STD - Included	STD - Included
		Trans/Air 50K BTU AC Upgrade	Included Buy America Content	Included Buy America Content
		Q'Straint InQline Assist	Included Buy America Content	Included Buy America Content
		(2) Q'Straint One Tie Down System	Included Buy America	Included Buy America
		Q'Straint Omni Floor	Content Included Buy America Content	Content Included Buy America Content
		Subtotal Base	Model Options:	\$ - \$ -



DATE: 1/16/2023

STATE OF ARIZONA PRICE AGREEMENT, ADOT NO. CTR054849, CONTRACT
PURCHASING AGENCY: TREASURE VALLEY TRANSIT

WE ARE PLEASED TO SUBMIT A PRICE QUOTE FOR OUR **SUNSET FORD TRANSIT**, WHICH INCLUDES THE FOLLOWING FEATURES AND BENEFITS FOR YOUR CONSIDERATION:





SCHETKY BUS AND VAN SALES: THE LEADER IN TRANSPORTATION SINCE 1942

- THE NORTHWEST'S LARGEST BUS AND VAN DEALER
- THE NORTHWEST'S ORIGINAL BUS DEALER, FOUNDED IN 1942
- FAMILY OWNED AND OPERATED, FOURTH GENERATION BUSINESS
- ONE OF THE NATION'S LARGEST AND LONGEST ESTABLISHED BUS DEALERS
- THE PREFERRED TRANSIT, SCHOOL BUS, AND RETAIL BUS DEALER, SERVING ALL TRANSPORTATION MARKETS

SCHETKY SERVICE / WARRANTY / PARTS / SUPPORT

- FOUR LOCATIONS, STRATEGICALLY LOCATED TO PROVIDE BEST SERVICE COVERAGE
- LARGEST ON-HAND AND DROP-SHIP PARTS AVAILBILITY IN THE NORTHWEST
- MOBILE FIELD SERVICE, WITH CAPABILITY TO WORK ON YOUR VEHICLES AT YOUR LOCATION
- LONGEST TENURED, MOST EXPERIENCED PARTS, SERVICE, AND SUPPORT PERSONNEL



CONTRACT BASE VEHICLE CONFIGURATION

QTY	OPTION	DESCRIPTION	LIST		EXT	
		SUNSET VANS 130" WB FORD TRANSIT ADA VAN, 2 PASSENGER,				
1	L	2 WHEELCHAIR POSITIONS BASE BUILD	\$	83,774.34	\$	83,774.34

BASE VEHICLE FEATURES

QTY	OPTION	DESCRIPTION	LIST	EXT
1	BASE	E1C: 2023 Ford 150 130"wb MR 3.5L	STANDARD	INCLUDED
1	BASE	Wheelchair Lift - fully automatic ADA lift 403/404 complaint	STANDARD	INCLUDED
1	BASE	Overhead storage compartment above driver and passenger are	STANDARD	INCLUDED
1	BASE	Rows of bolted "L" track (holds 2 wheelchairs)	STANDARD	INCLUDED
1	BASE	Tie down straps for 2 wheelchairs 30/20 Tested DOT approved	STANDARD	INCLUDED
1	BASE	Interior dome lights (On/Off switch)	STANDARD	INCLUDED
1	BASE	Wheelchair lift light	STANDARD	INCLUDED
1	BASE	3/4 in sub floor with heavy duty Altro Flooring	STANDARD	INCLUDED
		ABS interior kit (medium grey walls and roof liner both with		
1	BASE	insulation)	STANDARD	INCLUDED
1	BASE	Rear A/C and heat with in dash fan speed control in roof (OEM)	STANDARD	INCLUDED
1	BASE	Interlock for lift, brake, transmission, lift door	STANDARD	INCLUDED
1	BASE	Vehicle Backup Alarm	STANDARD	INCLUDED
1	BASE	Seat reinforcement kit	STANDARD	INCLUDED
		Sign kit (Interior, Watch your step, No smoking, Emergency exit,		
1	BASE	All passengers must shall seat belts)	STANDARD	INCLUDED
1	BASE	Shoulder belt reinforcement kit	STANDARD	INCLUDED
1	BASE	Standard Length Van package (2023): Rear Lift	STANDARD	INCLUDED
		Foldaway Seat - Single passenger folding seat forward facing		1
1	BASE	Freedman	STANDARD	INCLUDED
		Running Board - Driver-short and Passenger-long heavy duty		
1	BASE	running boards (grey powder coat)	STANDARD	INCLUDED
1	BASE	Grab handle - "B" pillar	STANDARD	INCLUDED
		Safety kit - Web cutter, First Aid Kit 10 person, Fire Extinguisher		
1	BASE	2.5lb	STANDARD	INCLUDED
		Upgrade from standard securement in packages to Titan self		
1	BASE	tensionsing	STANDARD	INCLUDED
		Lighting Upgrade - LED interior dome light kit (Round		
1	BASE	replacement lights)	STANDARD	INCLUDED
1	BASE	3 Year Braun lift warranty	STANDARD	INCLUDED
		5 year / 60,000 Ford Powertrain warranty (see Ford		
1	BASE	specifications) - remaining Ford Warranty	STANDARD	INCLUDED
1	BASE	High Strength Laminate in Clear or Tint	STANDARD	INCLUDED

CONTRACT OPTIONAL EQUIPMENT

QTY	OPTION	DESCRIPTION	LIS	ST		
		CHASSIS COST		1-1		
	1 148ELDRW2023	F4X: 2023 Ford Transit T350 EL HR DRW	\$	8,817.00	\$	8,817.00
		CONVERSION BASE SHELL - NO SEATS - ADD OPTIONS BELOW	W		100	
	1 HCT148EL	Extra Long HR Conversion Package 148 EL		\$2,162.00	\$	2,162.00
	William Land to	ABILITRAX FLOORING SYSTEM		- Cart		runt sala
		TRANSORT OPTIONS				
		Driver-Short/ Passenger-Long Heavy Duty Running Boards (Grey				
	1 HCSSE	Powder Coat)	\$	612.00	\$	612.00



	SEATING OPTIONS	-			
2 HCSF	Single Folding Seat Forward Facing Freedman	\$	766.00	\$	1,532.00
3 HCDSF	Double Passenger Folding Seat Forward Facing Freeman	\$	1,609.00	\$	4,827.00
	SECUREMENT OPTIONS				
	Upgrade From Standard Securement in Packages To Q-Straint				
2 HCUQM	Max Retractable	\$	429.00	\$	858.00
1 HCWT	Wide Tracks	\$	121.00	\$	121.00
2	Adjustable Height Shoulder Belts	\$	29.00	\$	58.00
2	Tie Down Storage Bag (please specify location) Rear walls	\$	66.00	\$	132.00
	GURNEY OPTIONS				
	ADDITIONAL OPTIONS				
1 HCRAH	Rear AC/Heat combo installed (Evaporator) Tie in 32k btu	\$	1,962.00	\$	1,962.00
1 HCLED	Upgrade To Interior Led Lighting Kit- Round Replacement Lights	\$	198.00	\$	198.00
1	Bus door area light (shines outside of door when open) 3ft	\$	254.00	\$	254.00
1	Mid Bus Door, 148"WB HR EL with Steps A&M door	\$	7,500.00	\$	7,500.00
	DOT PACKAGES				
HCNCL1000FIB34	Upgrade - Braun Century-2 NHTSA Compliant Lift - Usable				
1 54-2	Platform 34x54 1000lb	\$	475.00	\$	475.00
	WARRANTIES AVAIABLE				None and the
INAL CONTRACT PRIC	CE			\$	113,282.34

ADDITIONAL CUSTOMER OPTIONS

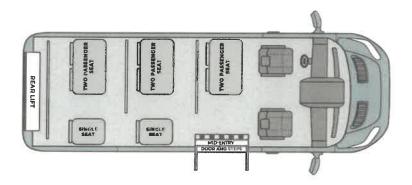
QTY	OPTION	DESCRIPTION	LIST	EXT
SUBTO	OTAL, FOB SCHE	TKY NORTHWEST WASHINGTON OFFICE	*	\$ -

VEHICLE DELIVERY

MILES	DESCRIPTION	LIST		EXT	
280	DELIVERY TO CUSTOMER (PER MILE, WSDOT AGREEMENT)	\$	3.00	\$	840.00

TOTAL SELL PRICE	
VEHICLE TOTAL, FOB CUSTOMER (TAX NOT INCLUDED)	\$ 114,122.34

FLOOR PLAN:





PURCHASER

X		
ACCEPTED BY PURCHASER'S AUTHORIZED REPRESENTATIVE	DATE	
x		
AUTHORIZED REPRESENTATIVE'S TITLE	DATE	
SCHETKY NORTHWEST SALES, INC.		
X		
ACCEPTED BY SELLER'S AUTHORIZED REPRESENTATIVE	DATE	
x		
ALITHORIZED REDRESENTATIVE'S TITLE	DATE	

Quote valid for 30 days. Schetky Northwest Sales, Inc. nor the vehicle Manufacturers assumes liability for, nor shall be held responsible, for any delays associated with delivery caused by occurrences beyond their control. Does not include and applicable taxes where needed, licenses, or other fees. Cancellation of orders subject to Manufacturers' cancellation fees. Purchaser agrees that the only warranty given Purchaser is the Manufacturers' warranty, if any. SELLER DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Above pricing is inclusive of all Manufacturers' rebates, incentives, and concessions, which may be subject to Manufacturers' approval. Any failure to provide information required for concession, or ineligibility of customer in the program used to acquire concession will result in customer being held responsible for additional cost in the amount of the quoted concession. If the vehicle or personal property sold hereunder is accompanied by a manual of instructions for its proper use and maintenance, Seller shall not be liable in tort, contract or otherwise, for any damages, whether for injury to persons or property or otherwise, arising from the ownership, use or operation of such vehicle or personal property, when it is operated, modified or maintained in any fashion other than as specified in such manual of instruction. Purchaser agrees to defend, indemnify and hold harmless Seller from any claim of liability of any nature whatsoever arising from the use, operation or ownership of the vehicle or personal property other than as specified in the manual of instructions. Seller shall in no event be liable for consequential, commercial or economic losses. Vehicle in picture is for demonstrative purposes only, and quoted vehicle may differ in appearance according to vehicle specification. THIS SALE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE HEREOF.

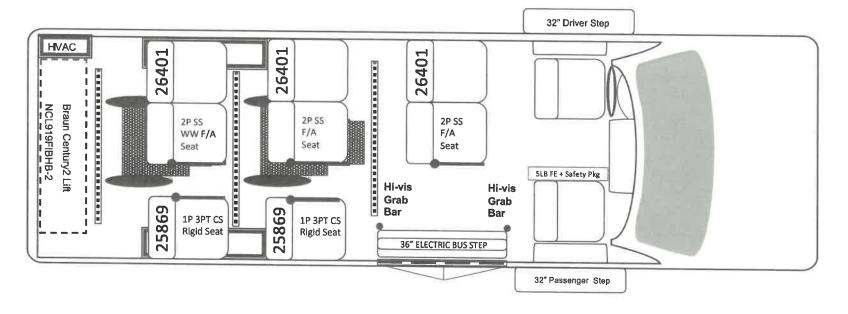
Georgia Mass Transit Build-A-Bus Worksheet Download this form to your computer for use when purchasing buses. Use this worksheet to build your bus by selecting options to add and delete. Your custom bus should be verified with the vendor to ensure options compatibility with options selected. Contract Number: 99999-SPD-SPD0000212-0010 **VENDOR NAME:** ABC Bus, Inc. **Delivery Cost Per Mile** \$2.25 **Estimated Number of Miles Delivery Cost** \$5,922.00 **Description of Bus** Manufacturer Make/Model **Bus Bid Price** 6-2A - Other Modified ADA Transit Vans \$95,932.00 T-350 HD 148" EL High Roof XLT, DRW, RWD, U4X **BUS OPTION DELETION DESCRIPTION** Credit Note: Insert Lines as necessary **TOTAL COST OF DELETIONS** \$0.00 **BUS OPTIONS ADDITIONS DESCRIPTION** Cost Freedman GO-ES Single (1) \$1,048.80 Freedman GO-ES Double Foldaway (3) \$6,382.80 **Deep Window Tint** \$690.00 SafeFleet Seon DH4 - 4 Camera System \$3,869.00

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TOTAL COST OF ADDITIONS SOURCED GOODS DESCRIPTION Note: Insert lines as needed	Cost



2023 Ford Transit T350-148" EL High Roof DRW





		Drawn Exclusively For: ABC COMPANIES
APPROVED BY	DATE	TCI MOBILITY, LLC 230 BOSSARDSVILLE RD.
DRAWN BY: STEVE HOFFMAN		SCIOTA, PA 18354 PA LIC# VD031392 877-TCI-VANS

NOTE- Drawing is for reference only and may not accurately reflect a true representation of seating capacity or scale

rev5/23



TCI Mobility - Ford Transit 350HD **Treasure Valley Transit** Georgia DOAS Contract #99999-SPD-SPD0000212-0010

Chassis Specifications:

Ford Transit Wagon – Body Code: U4X Extended length High roof Dual rear wheels 10,360lb GVWR 148" wheelbase 195/75R 16 BSW tires Ford privacy glass Cruise Control AM/FM w/ Sync 4" screen

Cruise control

(4) sets of keys

Body Conversion:

Ford OEM walls/headliner Ford OEM side curtain airbags Ford OEM front/rear A/C & heat TCI Mobility rain gutters TCI Mobility LED lighting at ambulatory entrance Dual leaf glass bus style door, electric

Flooring:

14ga steel reinforced subfloor Laminated plywood subfloor Black diamond one-piece commercial non-skid TPO flooring

Passenger Seating:

Freedman GO-ES seating per floorplan Level #1 seating, TBD by TVT Grab handle on top of each seat

Safety:

Dual high visibility yellow grab rails to left and right of entrance door 5lb fire extinguisher Rear backup alarm Seat belt cutter



First aid kit Road triangle kit

ADA Equipment:

Braun Century II, 1,000lb, 37" x 54" platform Q-Straint Q-8200-AT-L restraints (2) Q-Straint storage bags (2)

Warranty:

TCI Mobility Conversion: 4yrs/50,000 miles Ford Basic Vehicle: 3yrs/36,000 miles Ford Powertrain: 5yrs/100,000 miles

Attachment B: Milestone Reporting

Agency Name	Treasure Valley Trans	it Inc.	
Agency Contact	Debbie Maxwell		
Phone #	208-463-9111	Email	debbie@treasurevalleytransit.com
Grant Program	5339	Rural	One Time
Federal Award Amount	\$530,755		

Scope of Work: Replace four new energy efficient medium duty ADA transit vans that operate in the demand response routes TVT operates within District 3

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

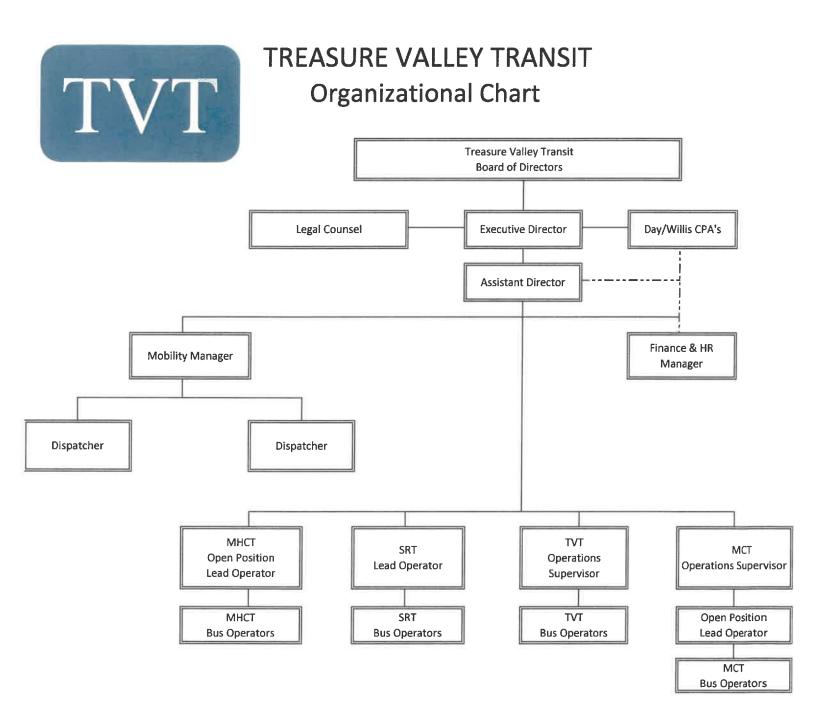
Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	01/31/2025	Issue RFP or purchase through a State Cooperative Agreement
Award Date	03/01/2025	Award to Winning Bidder
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	03/01/2025	Issue purchase order
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	9/1/2025	Completion of van build
Contract Completion Date	9/30/2025	Close Out Grant

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share
Example	1FTNS2EL0DDB02363	2022	E250 Van	11/04/22	05/01/23		C2376XX	\$ 42,238.00
Treasure Valley Transit	1FDVU4X87LKA32154	2020	Ford Transit Van	06/26/20	N/A	68,805	PV970TV	\$ 54,320.00
Treasure Valley Transit	1FDVU4X89LKA32155	2020	Ford Transit Van	06/26/20	N/A	83,172	PV970TV	\$ 54,320.00
Treasure Valley Transit	1FDVU4X80LKA32156	2020	Ford Transit Van	07/13/20	N/A	61,527	P1799TV	\$ 54,320.00
Treasure Valley Transit	1FBVU4X83LKA32158	2020	Ford Transit Van	07/31/20	N/A	76,529	P1799TV	\$ 54,320.00

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
Fixed Route
Deviated Fixed Route
Demand/ Response
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Elderly Opportunity Agency, Inc., Metro Community Services, Inc., and the Valley Regional Transit Authority serving
Canyon County.
4. Ridership:
Estimate the average number of rides: Per Day 425 Per Year 101,982
Briefly describe your ridership over the last two years: - Ridership increased 16.5% from FY21 to FY22 combined for all systems.
Ridership increased 13.4% from FY22 to FY23 combined for all systems.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Mon - Fri 6 am - 6 pm for MHCT, SRT, and TVT. MCT Red Line Mon - Sun 7 am - 7 pm, Green Line Mon - Fri
5:55 am to 7:25 pm, and Blue Line Winter 7 am - 6 pm. Summer 11 am - 9 pm. Gold Line Mon - Fri 5:45 am - 5:45 pm



Date: December 22, 2023



Phone: 208-459-4649 • FAX: 208-229-0404

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

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Treasure Valley Transit, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 4, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023



Zwygart John & Associates CPAs, PLLC

Phone: 208-459-4649 + FAX: 208-229-0404

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control
Over Compliance Required by Uniform Guidance

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Treasure Valley Transit, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Treasure Valley Transit, Inc.'s major federal programs for the year ended September 30, 2023. Treasure Valley Transit, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Treasure Valley Transit, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023

Treasure Valley Transit, Inc.

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

Section I - Summary of Auditor's Results

Financial Statements Type of auditor's report issued: Unmodified Internal control over financial reporting: Significant deficiencies disclosed? □ yes ☑ none reported Material weakness(es) disclosed ☐ yes ☑ No Noncompliance material to financial statements noted? □ yes ☑ no Federal Awards Internal control over major programs: Significant deficiencies identified? ☐ yes ☑ none reported Material weakness(es) identified? ☐ yes ☑ none reported Type of auditor's report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with 2CFR SECTION 200.516(A)? □ yes ☑ no Identification of major programs: Federal Assistance Listing Number(s) Name of Federal Program 20.526, 20.207 Federal Transit Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low risk auditee?

☑ yes □ no

<u>Section II - Financial Statement Findings</u>

None

Section III - Findings and Questioned Costs for Federal Awards

None

DEBBIE KLING MAYOR



CITY HALL 411 3RD STREET SOUTH NAMPA, ID 83651 (208) 468-5401

OFFICE OF THE MAYOR

January 2, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Re: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg:

The City of Nampa would like to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 5311 Congressional Application, CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit.

These grants provide funding to maintain existing rural transportation systems, replace vehicles and other capital needs (i.e. technology or facility upgrades) throughout the State of Idaho.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for transportation within all of District 3. Maintaining the existing service was the number one priority.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical transportation within Canyon County. This has been demonstrated by the ridership and continued community support for the transit service.

The City of Nampa strongly supports Treasure Valley Transit's FY25-26 5311 Congressional Application for operational funds, CARES Act One-Time Application and 5339 Capital grant application for replacement vehicles and administrative facility upgrades to 3101 S. Powerline Rd., Nampa.

Sincerely,

The Honorable Mayor Kling

City of Nampa



January 5, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

RE: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg,

WITCO is happy to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit for four replacement ADA transit vans used in your Demand Response program.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical Transportation within Canyon County.

WITCO strongly supports Treasure Valley Transit's FY25-26 5339 Capital grant application and CARES Act One-Time application for the four replacement ADA transit vans which will be used in the Demand Response program.

Sincerely,

Connie Johnson

Chief Financial Officer



Donnalee Velvick

Jim Smith, Ed.D. Board President

Keith W. Croft, B.A. Executive Director

Michael Borchardt, BS Program Director

Angela Johnson, BA Developmental Specialist

Hope Developmental Center

3110 Cleveland Blvd., Ste. B7, Caldwell, ID 83605 PHONE - (208)459-8558 FAX - (208)459-8588 EMAIL - HopeDevelopmntal@aoi.com

January 8, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

RE: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg,

HOPE Developmental Center is happy to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit for four replacement ADA transit vans used in your Demand Response program.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical Transportation within Canyon County.

HOPE Developmental Center strongly supports Treasure Valley Transit's FY25-26 5339 Capital grant application and CARES Act One-Time application for the four replacement ADA transit vans which will be used in the Demand Response program.

Sincerely.

Keith W. Croft
Executive Director

Hope Developmental Center



January 8, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

RE: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg,

RISE Developmental Disability Services Inc is happy to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit for four replacement ADA transit vans used in your Demand Response program.

Treasure Valley Transit provides safe and reliable Non-Emergency Medical Transportation services to the clientele we serve within Canyon County. This is a very valuable and much needed transportation service.

RISE Developmental Disability Services Inc strongly supports Treasure Valley Transit's FY25-26 5339 Capital grant application and CARES Act One-Time application for the four replacement ADA transit vans which will be used in the Demand Response program.

Sincerely,

TeRonda Robinson Regional Director

RISE, Inc.

TVT VEHICLE MAINTENANCE PLAN

The Treasure Valley Transit vehicle maintenance program involves policies and procedures in which all company employees play a role, in addition to our maintenance provider.

Proper vehicle maintenance begins with our drivers, who are trained and required to perform a complete pre-trip inspection of their assigned vehicle before beginning their route. This includes, but is not limited to, an approximately 42-point check consisting of:

- The general condition and appearance of the vehicle.
- The engine compartment including fluid levels, leaks, belt wear, batteries, etc.
- The interior including operation of controls, gauges, lights, safety equipment, passenger hazards, etc.
- The exterior including tires and rims, headlights, tail lights, brake lights, flashers, etc.

Our primary maintenance provider Blue Wrench, Meridian Idaho and Gold Fork Automotive, McCall Idaho are licensed, qualified and experienced in all aspects of fleet maintenance from regular services and preventative maintenance inspections to major mechanical repairs, rebuilds, retrofits, etc. Maintenance records are maintained in a computerized format with hard copy back-up records.

The preventative maintenance schedule for all Treasure Valley Transit vehicles is as follows:

- Complete Service (Performed every 3,000 or 5,000 Miles Depending on Bus or Van type):
 Includes a complete vehicle service and inspection. This service includes an oil change, oil and
 fuel filter changes, chassis lube, and checking and filling all fluids. The inspection includes a 43 point inspection on items such as electrical components, fuel, braking, cooling, heating, drive
 train, exhaust, tires, visual and mechanical components, etc.
- DOT Inspection (Performed Annually): Includes a complete Federal DOT inspection. This DOT inspection is in full compliance with all federal, state and local regulations.
- TVT meets or exceeds all recommended manufacturers scheduled maintenance plan, as stated in the owners manual.

Treasure Valley Transit managers and supervisors are experienced, trained and dedicated to ensuring all our vehicles are always maintained in good safe working order. Ongoing training, reviewing driver's vehicle inspection forms and providing a timely response to noted deficiencies, performing unannounced "spot inspections" of vehicles, maintaining meticulous records and excellent communication with the vehicle maintenance service provider all contribute to the efficiency and success of the Treasure Valley Transit maintenance policy.

Treasure Valley Transit is in full compliance with all federal, state and local regulations regarding the safe and legal operation and maintenance of all company vehicles.

BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY:	
ODOMETER READING:	BUS NO.:
END MILEAGE:	
START MILEAGE:	TIME: D AM
TOTAL MILEAGE:	LOCATION:
INSPECT ITEMS LISTED - IF DEFECTIVE	, NUMBER AND DESCRIBE IN "REMARKS"
FLUID LEAKS UNDER BUS LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT OIL LEVEL RADIATOR COOLANT LEVEL BATTERY TRANSMISSION UNUSUAL ENGINE NOISE GAUGES & WARNING LIGHTS SWITCHES HORN FANS & DEFROSTERS WIPERS & WASHERS STOP ARM CONTROL (WARNING CONTROL) INSIDE & OUTSIDE MIRRORS BRAKE PEDAL & WARNING LIGHT OPERATION OF SERVICE DOOR EMERGENCY EQUIPMENT FIRST AID KIT ENTRANCE STEPS CLEANLINESS OF INTERIOR CONDITION OF FLOOR	EMERGENCY DOOR & BUZZER HEADLIGHTS, FLASHERS & 4-WAY FLASHERS RIGHT FRONT TIRE & WHEEL FRONT OF BUS - WINDSHIELD LEFT FRONT TIRE & WHEEL STOP ARM (SCHOOL BUS) EXHAUST SYSTEM LEFT SIDE OF BUS - WINDOWS & LIGHTS LEFT REAR TIRES & WHEELS REAR OF BUS - WINDOWS & LIGHTS TAIL PIPE RIGHT REAR TIRES & WHEELS RIGHT SIDE OF BUS - WINDOWS & LIGHTS DRIVER'S SEAT & BELT DIRECTIONAL LIGHTS PARKING BRAKE OR SERVICE BRAKE CLUTCH STEERING WHEELCHAIR LIFT
CONDITION OF ABOVE VEHICLE IS:	SATISFACTORY UNSATISFACTORY
DRIVER'S SIGNATURE:	
☐ ABOVE DEFECTS CORRECTED ☐ ABOVE DEFECTS NEED NOT BE CORRECTED	FOR SAFE OPERATION OF VEHICLE
MECHANIC'S SIGNATURE:	DATE:
DRIVER REVIEWING REPAIRS: SIGNATURE:	DATE:
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January 12, 2024

Mr. Sam Carroll ITD-Public Transportation PO Box 7129 Boise, Idaho 83707-1129

RE: 2024-2026 5339 Rural Congressional Application

Dear Sam,

It is our pleasure to submit the attached application for 5339 Capital Funding. The FTA Formula Grant makes resources available to 5339 grant recipients for Capital projects. The project scope is for replacement vehicles for nine currently in use service buses that have served their useful life.

By funding this grant submission ITD will also ensure the TVT "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful.

I look forward to the opportunity to work with ITD staff to ensure that all necessary information has been submitted and address any questions that may offer clarification. Thank you for your time and consideration in this important application.

Sincerely,

Debbie Maxwell

Assistant Director Treasure Valley Transit, Inc.

I Makell

1136 W. Finch Drive

Nampa, Idaho 83651

Office: 208-463-9111

Application Information Form

Applicant: Treasure Valley Transit, Inc.	
Authorized Representative: Debbie Maxwell	
Address: 1136 W. Finch Drive, Nampa ID 83651	
Phone: <u>208-463-9111</u>	
Email Address: debbie@treasurevalleytransit.com	
DUNS #: 884972332	
Architect/Engineer/Planner if applicable: (Contact Name): Not	Applicable
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
Facility Construction	_X Replacement Vehicle Purchase
Infrastructure Construction	Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: \$2,766,461	

FEDERAL SHARE: \$2,213,169 LOCAL MATCH: \$553,292

Section 1: Project Description

- a) FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose.
 - The FTA 5339 Formula Grant makes resources available to States and designated recipients to replace, rehabilitate, and purchase buses and related equipment. This project meets this FTA funding source program purpose by purchasing new buses to replace older buses to maintain existing services.
- b) ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities
 - This project meets the number one priority of Idaho Transportation Department-Public Transportation, the need to maintain/expand existing capital assets. This funding will allow continuation of existing services.
- c) Application Scope of Work: Describe in detail the scope of work for the project you are proposing:
 - This project is to purchase nine brand new ADA Medium Duty Cutaway Buses to replace nine currently in service buses. Four are used in the Demand Response Service and five are used in the Fixed Route service. These vehicles will have exceeded their useful life expectancy, seven years or 200,000 miles, over the next three years. The original buses were purchased with ITD as the recipient of FTA capital grant funds and TVT as the sub-recipient.

Contractor Information: Will this project use third party contractors?

Not Applicable

Section 2: Demonstration of Need

a) Service Area Level of Need:

The buses that need to be replaced operate daily in a demand response service or a fixed route service on an average of five days a week, and an average of 1,600 to 2,000 miles per month for each vehicle. All vehicles are ADA accessible and meet ADA requirements. In accordance with the TVT vehicle replacement plan and the Idaho State Transportation Departments Transit Asset Management Plan, these vehicles are on the schedule for replacement within the next three years.

A grant was written to replace five of the replacement vehicles in the 2023-2024 grant cycle. There were only enough federal funds to replace three of the five buses that were requested. Two of those originally



requested vehicles I am now adding to our asset replacement list for this funding cycle. Because of the inability to procure enough new transit vehicles TVT applied for and was awarded a Preventative Maintenance grant in the 5311 One Time Capital application FY24_FY2025 to assist us with the now increased costs for maintaining the vehicles in a good state of repair.

All these vehicles have a Federal Transit Administration (FTA) condition rating of Poor. The FTA definition of Poor is a vehicle condition of "Seriously damaged components in need of immediate repair" and is the lowest rating on the conditions scale. The buses are close to or over 200,000 miles and will have reached their useful life by the time this grant is funded. The CNG bus mileage is the lowest, however, these vehicles have had the highest maintenance costs. We have had continuous serious maintenance issues with all CNG vehicles. All the CNG engines have been replaced multiple times. The reason is because they run so hot, it's causing warping that destroys many of the metal parts that cannot withstand the heat. In addition to engine damage the high heat has affected the air conditioning units, and maintaining cool air during the summer months has been a difficult and costly challenge. Now one of the CNG tanks failed inspection and had to be completely removed and needs a replacement tank installed. These are all very expensive maintenance costs. Our maintenance staff is anticipating future expensive maintenance such as exhaust systems, brake systems, and engine repairs.

When a Transit Agency replaces a bus it pays the purchase costs, but then will incur lower rehabilitation, energy, maintenance and out of service costs. For example, when a bus transmission fails it could be out of service for weeks, waiting for parts, a new transmission and installation to occur. The benefit to having a new vehicle in the fleet is less expensive mechanical breakdowns are likely to occur. In addition, the agency may experience additional benefits such as reductions in emissions, improved technology, and other factors. Once a vehicle exceeds the original cost savings, the Transit Agency spends more money to keep the vehicle in service than it would to replace the vehicle.

The condition of TVT's rolling stock used for our services is critical to the safety and performance of our public transit agency. TVT maintains a strict maintenance regime for every vehicle in our fleet. All vehicles are repaired and maintained under a preventative maintenance protocol established by manufacturer's recommendations. Blue Wrench Services and Gold Fork Automotive perform all our service and repair work using certified technicians. Treasure Valley Transit is fiscally sound and budgets a substantial amount of annual funds directly to maintenance and repairs. TVT takes pride in its ability to operate vehicles far in excess of their useful life in a safe reliable fashion. However, with the aging and increasing mileage of these vehicles, TVT anticipates having significant increased costs for preventative maintenance.

Qualitative:

- Nine new energy efficient medium duty ADA buses
- Reduction of mechanical breakdowns while vehicle is in service
- Asset Risk Assessments Conducted
- Reduce Emissions

Quantitative:

- Improved On Time Performance
- Improved Staff Productivity
- Improved passenger travel delays
- Improved rider experience
- Reduce Safety Risks
- Reduced Maintenance Expenses
- Improvement in air quality

a) Sustaining existing service or expansion need:

The Idaho State Public Transportation Plan has four goals. One of the four goals identified is to preserve the existing public transportation network. The study was able to identify the State of Idaho's future needs, both financial and capital. The study identified replacing existing fleet vehicles at the end of their existing useful life (as identified by FTA and ITD for each vehicle type) as a recommended strategy.

In addition to the State of Idaho plan, each county and city we serve has an individual comprehensive and/or transportation plan. TVT has participated in planning meetings, public meetings, and sat on local committees to identify the needs of each of the communities we serve.

Canyon County has adopted the Metropolitan Planning Association (Compass) Communities in Motion 2040 Long Range Transportation Plan. This plan has identified not only a shortfall of funding to expand service, but it also identifies that the funding available will not even maintain the existing service by the year 2040.

The City of Nampa 2040 Comprehensive Plan identifies the need to improve public transportation offerings because of the anticipated growth of more than a million citizens by 2040. The City of Payette Comprehensive Plan identified preserving, restoring, and maintaining existing transportation services as a long-term goal. And the short-term goal identified was to "Develop and encourage opportunities for alternative transportation modes, including public transit, bicycle, and pedestrian pathways".

The City of McCall 2018 Comprehensive Plan identified a sustainable transportation system as essential to a successful community. Their number one transportation goal identified is to foster a transportation system for current and future year-round needs that is safe, convenient, accessible, economical, and consistent with McCall's character. Enhancing transit service was one of the policies created to obtain this goal. One of the projects the community identified was the potential to partner with TVT to increase frequency to 30 minutes to make the service more accessible and attractive to residents and tourists.

The need for sustaining the current services TVT provides has been demonstrated by the community involvement, ridership, and city and county funding. The need for additional service has been demonstrated in the planning efforts but the funding has not increased to enable that level of expansion.

b) Ridership History

Service	FY21	FY22	FY23	+/-
MCT -Green Line	9,453	11,657	16,560	42%
MCT- Red Line	15,043	20,416	25,028	23%
MCT – Blue Line	516	1026	2689	162%
MCT – Gold Line			348	
SRT-Idaho	14,771	16,726	17,960	7%
MHCT-City/AFB	4,886	4767	5,038	6%
Demand Response	32,500	35,313	34,269	(3%)
Total Ridership	77,169	89,907	101,982	13%

c) Asset Condition if applying for a vehicle:

Condition Matrix for buses scheduled to replace in Demand Response:

Year	Make	Model	Mileage	Current Condition	TVT Bus Number
2015	Ford	CNG Bus	178,621	Poor	62-DR
2015	Ford	CNG Bus	129,048	Poor	63-DR
2015	Ford	CNG Bus	119,274	Poor	64-DR
2007	Ford	Bus	246,304	Poor	34-DR

Condition Matrix for buses scheduled to replace in Fixed Route:

Year	Make	Model	Mileage	Current Condition	TVT Bus Number
2018	Ford	Bus	211,806	Poor	69-SRT
2018	Ford	Bus	321,734	Poor	71-MCT
2010	Chevy	Bus	309,200	Poor	61-MHCT
2010	Chevy	Bus	317,684	Poor	56-MCT
2008	Chevy	Bus	223,323	Poor	80-MCT

Section 3: Project Planning

- a) Tie project to specific goals in ITD Statewide Public Transportation Plan:
 - 1. Ensure the Safety and Security of Public Transportation

TVT's priority is the safety and security of our employees and the passengers they serve. This is demonstrated through our policies and procedures that cover all aspects of operations from maintenance standards for the vehicles, training of employees, drug and alcohol testing program, etc. This information is available in our Personnel Manual, Driver Handbook, Title VI Plan, Safety and Security & Emergency Preparedness Plan.

2. Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

TVT works closely with our elected officials and other agencies to advocate for a truly Multi-Modal system in the areas we serve. This includes bus, demand response, vanpool, bike and pedestrian modes.



YOUR Safety • • • ▶ YOUR Mobility • • • ▶ YOUR Economic Opportunity

3. Preserve the Existing Public Transportation Network

TVT is seeking continued grant funding to preserve the existing services we provide.

4. Provide Transportation System that Drives Economic Opportunity

TVT works closely with the chambers of commerce, and other local businesses in order to promote public transportation and provide access to jobs which in turn spurs economic growth.

- b) Describe the Project Development Process
 - 1. Community involvement from the Cities and Counties, chambers of commerce, local businesses, health and human service agencies, and the potential passengers (i.e. advisory group, public hearings, social media, surveys etc.)
 - 2. Selection of the appropriate mode of transportation: fixed route, deviated fixed route or demand response service; van pool, ride share or voucher program.
 - 3. Funding mechanism:
 - 5339 grant programs
 - city and county funding
 - Medicaid revenue
 - Employer benefit for transit passes
 - School District
 - Advertising
 - Seek State of Idaho funding
 - Private grants and foundations
 - 4. Assure sustainability through stable funding
 - 5. Monitoring and Evaluation of the service in an on-going manner
 - 6. Route restructure as appropriate through input of all
 - 7. Participate in the City and County development of master plans

For a successful service to be implemented and maintained by stable funding, it is imperative that the planning process involves ongoing input from affected parties. Meaningful engagement ensures accountability, effective communications, and consistencies.

- Describe efforts undertaken to coordinate with Minority and Low-Income Population
 - TVT has interviewed stakeholders, transit users, and other community groups throughout the planning process to include the Minority and Low-Income Populations.
 - TVT has published a link on our website where the Title VI plan, Public Notice Process, the Riders Guide, and the Complaint and Appeals Process can be located.
- What is your plan to include Disadvantage Business Enterprises (DBE)
 - TVT will make a good faith effort to include Disadvantage Business Enterprises (DBE's) in this project. The first thing we will do is search the Idaho Transportation Department Directory for DBE's.
 - https://itd.dbesystem.com/FrontEnd/SearchCertifiedDirectory.asp?XID=9178&TN=itd,
- Identify any local Labor Unions
 - TVT is not affiliated with any labor unions in the rural areas that we serve. The Valley Regional Transit Authority contracts out their large and small urban services. They are represented by Local 378.
- c) Please list the public participation efforts of this project up to the time of application submittal.

TVT is quick to take advantage of opportunities to publicly participate in local events. We take this opportunity to introduce our services and provide information to the public. For example, TVT staff recently sponsored and attended the 2023 Regional Economic Summit on November 6th, which was held in Cascade, Idaho this year. The summit gave TVT staff the opportunity to obtain a bigger picture of current economic challenges we face nationally, regionally, and locally. There were several opportunities available for networking with local government leaders and business owners, and it provided us with an opportunity to introduce our new route, the New Meadows Gold Line. We were able to provide marketing and scheduling material at the registration table. These forums are a great opportunity to address questions in a very positive and transparent manner.

Marketing/Advertising

TVT uses electronic media resources to inform the public of our services and instructs people how to use them in each of our service areas. We have a website, treasurevalleytransit.com, a Facebook page

and a X account. These are listed on all our brochures, schedules, and vehicles. Our services are marketed to each of our service areas in different ways. Each service is branded to facilitate local ownership by the residents, elected officials, and the business community. Advertisements for local services and/or events are placed in the local newspaper and local community magazines. TVT also belongs to the local chamber of commerce in each of our service areas and participates whenever possible in local events like the McCall Winter Carnival annual parade.

- d) Provide Attachment B: Milestone Reporting (See attached documentation)
- Provide Attachment C (if applicable) e)

NEPA Worksheet (Not Applicable) Sole Source Aquifer (SSA) (Not Applicable) Rolling Stock Replacement Report (See attached documentation)

Section 4: Project Benefits/Evaluation

a. Improve safety.

The new vehicles will ensure the existing public transportation services operating within District 3 continue to operate in a safe, dependable, and easily accessible manner.

The replacement of these vehicles will also ensure the Treasure Valley Transit "Mission of providing viable public transportation solutions that deliver the highest levels of quality and satisfaction to our consumers and partners, by offering safe, dependable and easily accessible means to riders of all ages and all physical abilities" is successful. We believe our mission as a company is parallel with the Idaho Transportation Department's mission: your safety, your mobility, and your economic development.

b. Improve mobility.

Additional benefits to having new vehicles will be fewer mechanical breakdowns. This will improve on time performance if the breakdown doesn't occur while the vehicle is in service. It also helps in the efficiency and productivity of the staff time when they don't have to suddenly cover a route, schedule a tow, and/or schedule maintenance. In addition, there will be a reduction in maintenance expenses and an improvement to air quality. Ultimately, all of this benefits the passengers overall experience and reduces safety risks to the passengers, the transit driver, and other drivers on the roads.

c. Support local economic development and expand economic opportunity.

TVT works closely with local businesses to educate them about the economic advantages of public transit. The tax benefits that they can receive and the benefit of stable transportation for their employees. Large businesses look at the transit options when deciding on what community they may want to locate to. The local chambers of commerce and the Department of Labor look to public transportation to offer these benefits to the business community.

TVT intends to continually evaluate success of the project as follows:

Treasure Valley Transit has a backlog of replacement vehicles primarily due to the lack of available funding and the price increases we have seen since the pandemic began. These new vehicles will reduce the backlog of replacement vehicles significantly. The replacement of these vehicles will also serve to assist the ITD Public Transportation Office in achieving their Statewide Transit Asset Management goals.



a. TVT collects the following data and reports to ITD quarterly and to the National Transit Data Base annually:

- Ridership
- Fares
- Mileage
- Services Miles and Hours
- Dead Head Miles and Hours
- Accidents (at fault or not at fault)
- Injuries
- Fatalities
- Complaints
- Other Incidents

b. TVT will sustain/maintain the project after the end of the grant period.

TVT will continue to work closely with the Idaho Transportation Department to secure continued funding to maintain our facilities and vehicles. TVT will continue to advocate for state funding through the legislative process by working closely with key legislators, agencies, and other supporters of public transportation. Until such funding is available we will continue to meet our match requirements through the cities and counties we serve. In addition, we will seek funding through foundations advertising and grant opportunities on a regional and national level.

Treasure Valley Transit will continue to track fleet performance annually by obtaining and analyzing the following Performance Metrics:

- o Average operating cost per mile
- o Average overall cost per vehicle
- o Fleet Inventory and age of Fleet
- o Average mile per vehicle annually
- o Utilization
- o Average maintenance cost per vehicle
- Accidents
- Out of Service Days
- o Percentage of Fleet due/overdue for replacement

TVT Maintenance Plan and inspection form are submitted with this application as supplemental documentation.

TVT has the capacity to carry out the project as proposed:

Executive Director: Terri Lindenberg has been with TVT since January 1992 when the Office of Rural Health Policy awarded a three-year grant to develop a Coordinated Transportation System in Canyon County and secure sustainable funding. TVT now serves a 10-county area, has thirty-five employees, and collaborates with multiple agencies. Terri's strength is in building partnerships and advocating for rural transportation on both the local and national stage.

Certifications: Certified Community Transit Manager CCTM and Certified Safety and Security Officer through the Community Transportation Association of America

Assistant Director: Debbie Maxwell has worked over 11 years in public transportation management and has been with TVT since May 2016. She oversees all aspects of TVT operations, including but not limited to procurement, fleet management, driver training, and supervision of operational staff. In addition to these responsibilities, she works closely with the Executive Director in the administration of TVT in the finance and grants departments.

Certifications: Certified Safety and Security Officer through the Community Transportation Association of America, Passenger Assistance Safety and Sensitivity Certified

Mobility Manager: Miranda Murray has been with TVT since January 2013 and brings extensive experience in dispatch, scheduling and coordinating services with various agencies in the 10-county area. Miranda's role as Mobility Manager oversees the dispatch and scheduling component and monitors for efficiencies. She works closely with the statewide Medicaid broker and the Department of Health and Welfare Medicaid Division. In addition, her skills in marketing, print material and knowledge of technology (dispatch software and hardware) have been instrumental.

Certifications: Certified Community Transit Supervisor; Certified Professional Dispatcher through the Community Transportation Association of America

Finance and Human Resource Manager: Rebecca Soto has been with TVT since September 2019 and has worked in both the private and non-profit sector since 2009. She began her career as a Staff accountant, Senior Audit Associate, and Accounting Supervisor. She currently processes TVT's 5309, 5310, 5311, and 5339 grants with attention to detail and accuracy.

Education: Bachelor of Business Administration (BBA) in Accountancy 2013 and member of the national Society of Human Resource Managers (SHRM) and the Local Chapter

Day / Willis, CPA's: Tabbatha Willis prepares TVT's monthly Financial Statements for the TVT Board of Directors and provides direct oversight of the grant reimbursement process. TVT is proud to note a clean opinion without findings since we have been required to have an A-133 Annual Audit done by an independent Accounting Firm.

Section 5: Project Budget

Budget Narrative:

It is estimated that each Medium Duty Cutaway Bus will cost approximately \$307,385 includes taxes, registration, striping, and ITS hardware, licensing, and installation to the vehicle, plus a 10% inflation estimate. The Federal portion will pay for 80% of the vehicle and the Local Match will be raised through local city and county contributions along with Medicaid revenue, advertising, and any foundational grant funds we are able to acquire. This estimate is based on quotes TVT has received from qualified vendors and recent purchases made for similar products. This is a non-construction project, so Davis Bacon Wages are not applicable.

TVT will issue an Advance Payment Request Letter with the understanding that once the request has been funded TVT will have three days to disperse the funds.

- a. Itemized estimated project budget included in documentation.
- b. Attachment A: Project Budget Request Form included in documentation

ATTACHMENTS

- Project Budget
- Independent Cost Estimate Summary & Backup
- Milestone
- NEPA (Not Applicable)
- Sole Source Aquifer (Not Applicable)
- Demonstration of Need
- Rolling Stock Replacement Report
- TVT Organizational Chart
- TVT FY23 Audit
- Letters of Support
- TVT Fleet Maintenance Plan
- Drivers Daily Pretrip Inspection Form

Project Budget Request

Subrecipient	Treasure Valley Transit Inc
Agreement Term	October 1, 2024-September 30, 2026
Contact Name	Debbie Maxwell
Address	1136 W. Finch Drive, Nampa ID 83651
Phone Number	208-463-9111

FTA Grant

5339

Capital (CP) 80/20					
	Total	Federal			Match
\$	2,766,461.00	\$	2,213,169	\$	553,292

Total Project Cost		Total Federal Request		Total N	Match Needed
\$	2,766,461.00	\$	2,213,169	\$	553,292

Debbie Maxwell

Printed Name

Signature

1/12/24

Date

Scope of Work

Purchase nine new ADA Medium Duty Cutaway Buses to replace nine currently in service.

Local Match Source(s) for Project:

Medicaid Revenue, Local Cities and Counties, Advertising, Private grants and foundations

Bus
Taxes
Striping
License & Registration
ITS Hardware-Installation-Licensing Estimate
Total
9 Buses

etky	Creative	Creative	Lewis Bus	ABC Inc
	Diesel	Gas		Gas
\$230,716	\$236,642	\$226,251	Cannot get one	\$189,670
\$13,843	\$14,199	\$13,575		\$11,380
\$3,500	\$3,500	\$3,500		\$4,500
\$100	\$100	\$100		\$100
\$25,000	\$25,000	\$25,000		\$25,000
\$273,159	\$279,441	\$268,426		\$230,650
\$2,458,433	\$2,514,965	\$2,415,835		\$2,075,847

Total one bus plus 10% Inflation

estimate \$307,385

Total 9 buses \$2,766,461

Fed 80% \$2,213,169 Match 20% \$553,292



ADOA

Solicitation #: BPM003324 / Contract #: CTR054848 FY 2023

	Preparer: Paul Watson	_	
Base Model (not		: \$	95,775.00
Starcraft Starlite	21' Ford E-350 7.3L 138" WB 11,500 GVWR		
	Base Model Options	: \$	30,067.00
STA	RTRANS BUS a division of Forest River, Inc.	: \$	97,009.00
Selected Model	CBS Published Options	: \$	15.1
Starcraft Sen II HD	F-550 GAS 217" WB 19,500 GVWR Front Lift CBS Unpublished Options	: \$	3,400.00
	County Delivery Cost: N/A] N,	/A
BASE Vehicle Length	BASE Unit WC BASE Total # BASE UNIT Lift Position Positions Passengers CDL Required		
21'	Rear 1 2 No		
QTY Vehices:	1 Total Contract Price: \$ 226,251.00 Per Vehicle Price	: \$	226,251.00
Customer Info			
Customer:	Treasure Valley Transit		
Address:	1136 W. Finch Drive, Nampa, ID 83651		
	Debbie Maxwell		
Office Phone:	208-463-9111		
Mobile Phone:			
E-Mail:	debbie@treasurevalleytransit.com		
	Selected Floorplan 24 + 7WC		
	TECNINES A FUEL FILL FOLDAWAY IF DIESEL		

3 STEP RAISED FLOOR



Description	Qty
Starlite 20 138" WB E-350 6.2L V-8 Gas Engine W/240 AMP OEM ALT	1
ELECTRICAL SYSTEM	
Intermotive Flex Tech Electrical System	1
SIDEWALL / REARWALL / CEILING	
Sidewall: Grey FRP	1
Rearwall: Grey Seaspray Fabric	1
Ceiling: Grey Seaspray Fabric	1
Driver Area: Grey Padded Vinyl	1
FLOORING - WHITE NOSING IS STANDARD	
Aisle: Gerflor Sirius NT #6801 Graphite (Black)	1
Under Seats: Gerflor Sirius NT #6801 Graphite (Black)	1
ENVIRONMENTAL CONTROL	
DUAL COMPRESSOR SYSTEMS	
C.I.D. COMP (SELECT CHASSIS/ENGINE BELOW)	
R235516 FORD 6.8 LITRE GAS	1
HEATERS	
Hot Water Heater, 65K BTU Floor Mounted 3 Speed Low Profile OK Side Sliders	1
ELECTRICAL	
Wiring Diagram "AS BUILT" ON USB Flash Drive	1
EXTERIOR LIGHTS	
Surface Mount LED Entry Door Exterior Light - STD Choose Optional Below or Special builds	1
DOORS / HATCH / WINDOWS	
Electric Entry Door is Standard. Add Option #2056 if Manual is Desired	
Passenger Door Electric (standard)	1
Passenger Door 36" ROUGH OPENING (STANDARD)	1
PARATRANSIT OPTIONS	
Double W/C Doors w/ Windows, LED Interior Light, Leaf Spring, LED Exterior Lighting	1
IS THE LIFT IN THE FRONT OR REAR OF THE UNIT? Rear	1
BRAUN LIFTS	
Braun Century NCL917-2 800# Lift (33"x51")	1
LIFT FAST IDLE WITH 403 INTERLOCK	
Intermotive Gateway 505-F Ford E or 515-F Transit Fast Idle with Lift Interlock	1
Q Straint W.C. Securement Kits, Accessories	
Q-8201-L Std Retrctr Tie Down,Q8-6326-A1 Combo Lap/Shldr,L Trk	1
Miscellaneous Accessories	
Priority Seating Sign **Required for ADA Compliance**	1
Wheelchair Decal (International Symbol of Accessibility) Each	1
Tool Box Wheelchair Belt Storage	1
SAFETY OPTIONS	
5 Lb Fire Extinguisher	1
16 Unit First Aid Kit	1
Back-Up Alarm SAE Type C 97 db(A)	1
STANDARD ROSCO STSK4750 BACK-UP CAMERA SYSTEM W/7"	1
Interior Convex Mirror 6"x9"	1
Emergency Exit Decal RED LOCATION: Windows	3
GRAB RAIL / STANCHION / PANELS	
Ceiling Grab Rail - Install on Street Side	1



Left Hand Entry Vertical Grab Rail - 1/4"	1
1 1/4" Dual Entry Grab Rails Parallel to Entrance Steps (both sides)	1
Stanchion and Modesty Panel at Entry Door	1
SEATING - DRIVER	
SHIELD FC Recliner(GM&Ford), RH Arm, 4 Position Lumbar, Mesh Pocket	1
FREEDMAN SHIELD & LO CAM DRIVER SEAT FABRICS	
Driver Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	1
SEATING - PASSENGER	
STD RIGID SEATS	
Mid High Double Seat	1
PASSENGER SEAT FABRICS	
Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	2
SEAT BELTS	
Seat Belt, Retractable ** NOT AVAILABLE WITH FOLDAWAY SEATS **ORDER	2

BASE MODEL OPTIONS



Qty	Part #	Description	FY 2023 List Price		Q	TY Total
	BM-4	Senator II HD 30 217" WB 226" Body 7.3L Prem Gas			\$	14,694
1	DIVI-4	Includes 2nd Battery, Box & Tray	\$	14,694		
1	BM-32	Ford F-550 205" WB 7.3L	\$	15,373	\$	15,373
	,	Subtotal Base	Mod	lel Options:	\$	30,067

OPTIONS



Qty	Part #	Description		Y 2023 List		QTY Total
1	OPT-1	FRP on Ceiling, Grey	\$	767	\$	767
1	OPT-2	FRP on Rearwall, Grey	\$	313	\$	313
1	OPT-4	Cove Black Flooring on Sidewall to Seat Track	\$	426	\$	426
1	OPT-15	Altro Meta Other Than Storm COLOR:	\$	1,131	\$	1,131
4	OPT-22	Yellow Step Nosing per Step	\$	23	\$	92
1	OPT-24	3/4" Marine Tech Plywood Floor	\$	778	\$	778
1	OPT-28	Raised Floor 3 Step Entry Flat to Front (F550 Only)	\$	1,000	\$	1,000
1	OPT-34	ALL FIBERGLASS/COMPOSITE EXTERIOR - N/A ON XLT BODY	\$	3,920	\$	3,920
1	OPT-37	Rear Tow Hooks	\$	205	\$	205
1	OPT-40	Mor-Ryde RS Suspension - F550 Chassis Only	\$	1,563	\$	1,563
1	OPT-45	Remote Exterior Mirrors Accustyle 8x15 Head (Pair)	\$	903	\$	903
	OPT-47	DL-2 Powder Coated Bike Rack W/Deployment Kit			\$	3,466
1		COLOR: BLACK	\$	3,466		
1	OPT-50	Romeo Rim Rear Bumper	\$	1,989	\$	1,989
1	OPT-54	Spare Tire and Wheel * No Carrier Available	\$	1,523	\$	1,523
1	OPT-104	TA7733 SUPER DUAL 13 TA77 EVAP (2) SMC3L COND (2) 13 CID COMP	\$	16,466	\$	16,466
2	OPT-189	Hot Water Heater, 65K BTU - Floor Mounted	\$	636	\$	1,272
1	OPT-195	Heater Booster Pump - does not include electric valves	\$	392	\$	392
1	OPT-196	Electric Water Shut Off Valves For Rear Floor Heater	\$	193	\$	193
1	OPT-211	Stainless Steel Battery Box & Tray	\$	1,358	\$	1,358
1	OPT-214	Rotary Disconnect Switch	\$	159	\$	159
	OPT 217	ADA Compliant Stop Request Dual Display Sign, Dual	1		\$	858
1	OPT-217	Chime Tone,Pull Cord-Requires Touch Tape	\$	858		
	OPT-218	Touch Tape for ADA Stop Request -Each - Requires ADA			\$	679
7	OF 1-210	Stop Request System	\$	97		
	OPT-232	Luminator Horizon SMT Front Sign16x120(6"x45") With			\$	9,176
1	011202	ODK 4 Controller	\$	9,176		
	OPT-233	Luminator Horizon SMT Side Sign 8x80 (2.8"x30")	١.		\$	3,170
1		Requires front sign #22108	\$	3,170	<u>^</u>	
1	OPT-243	Surface Mount LED Entry Door Exterior Light - STD Choose Optional Below or Special builds	,		\$	-
1	ODT 246	Armoured Marker Lights	\$	- 07	\$	97
-		LED Rear Center Mount Brake Light, Rectangular	\$	97	\$	97
1			\$	97		210
1		LED Mid-Ship Turn / Marker Lights	\$	210	\$	57
1		Door Activated Interior Lights	\$	57	\$	
1	UP1-263	Deluxe AM/FM/CD With Clock & 4 Speakers PA Ready	\$	466	\$	466
1	OPT-267	JPA600 PA SYSTEM W/ HAND MIC CONNECTED TO OEM RADIO	\$	239	\$	239
1	OPT-279	External Speaker With ON/OFF Switch (each)	\$	114	\$	114
1	OPT-281	Passenger Door Electric (Standard)	\$	- 1	\$	-
1	OPT-282	Passenger Door 36" (Standard)	\$	-	\$	-

ADOA

Solicitation #: BPM003324 / Contract #: CTR054848

OPTIONS



<i></i>	reative Bus Sales					
	OPT-298	ROOF HATCH SAFE FLEET - ADVANTAGE H1976-004-001			\$	818
2	UP1-298	W/ EXTERIOR HANDLE	\$	409		
1	OPT-312	Driver Storage in Cab Overhead with Lock	\$	182	\$	182
1	OPT-330	2" Wider Double WC Doors Required for Lifts Wider than 34"	\$	1,801	\$	1,801
	ODT 222	INSTALL T-Latch W.C. Door Hold Open Each - Note:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$	80
2	OPT-333	Deletes Gas Shocks	\$	40		
1	OPT-334	IS THE LIFT IN THE FRONT OR REAR OF THE UNIT? FRONT	\$	_	\$	-
1	OPT-343	Braun Century NCL 1000 3454HB-2 1000# Lift (34"x54")	\$	8,898	\$	8,898
1	OPT-348	Fast Idle w/Interlock - Intermotive GTWY508-F FORD F550 / F650 GAS	\$	693	\$	693
	ODT 364	010007 - 4 ORT 360 Retractr Tie Down I track & 08-6326-			\$	9,905
7	OPT-364	A1 Comb-Lap/Shldr	\$	1,415		
7	OPT-372	Q Straint Belt Storage Pouch	\$	85	\$	595
1	OPT-379	10 Lb Fire Extinguisher	\$	193	\$	193
1	OPT-382	16 Unit First Aid Kit	\$	74	\$	74
1	OPT-384	Body Fluid Kit	\$	68	\$	68
1	OPT-385	Emergency Triangle Kit	\$	80	\$	80
1	OPT-387	Back-Up Alarm SAE Type C 97 db(A)	\$	80	\$	80
		STANDARD ROSCO STSK4750 BACK-UP CAMERA SYSTEM			\$	-
	OPT-391	W/ 7" REARVIEW MONITOR / MIRROR COMBO				
1			\$	-		
1	OPT-401	Interior Convex Mirror 6" x 9"	\$	63	\$	63
1	OPT-410	Yellow "Standee" Line	\$	34	\$	34
1	OPT-423	Ceiling Grab Rail - Install on Both Sides	\$	369	\$	369
1	OPT-425	Left Hand Entry Vertical Grab Rail - 1/4"			\$	-
1	OPT-428	1 1/4" Grab Rail Parallel to Entrance Steps (both sides)	\$	148	\$	148
1	OPT-432	Stanchion and Modesty Panel at Entry Door	STD			STD
1	OPT-433	Stanchion and Modesty Panel Behind Driver	\$	199	\$	199
2	OPT-437	Padding on Stanchion - Gray - Per 40" Max Length Each	<u> </u>	co	\$	136
		(note location(s) below) Modesty Panel at Wheelchair Lift (extend from floor to	\$	68	\$	199
1	OPT-439	ceiling)	\$	199		133
2	OPT-440	Add Tinted Plexiglass Upper Panel LOCATION: Driver & WC Lift	\$	148	\$	296
1	OPT-446	Mid High Double Seat	\$	864	\$	864
11	OPT-461	Foldaway Seat, Double AM Benchback	\$	1,489	\$	16,379
24	OPT-492	Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	\$	-	\$	-
24	OPT-502	Anti-Vandal Grab Handle, Black Ea on:	\$	74	\$	1,776
24	OPT-532	Seat Belt, Non-Retractable ****STANDARD ITEM - ENTER QUANTITY			\$	-
- 4-7		Subtotal Manufa	\$ cturer	Ontions	\$	97,009
		Subtotal Maliula		Obrions.	4	31,003

ADOA
Solicitation #: BPM003324 / Contract #: CTR054848

CBS UNPUBLISHED OPTIONS



Qt	Part #	Description		FY 2022 List Price		QTY Total
1		Diamond XV Farebox with 2 vaults and D10 stand	\$	3,400.00	\$	3,400.00
-		Subtotal CBS Un	publis	hed Options:	\$	3,400.00

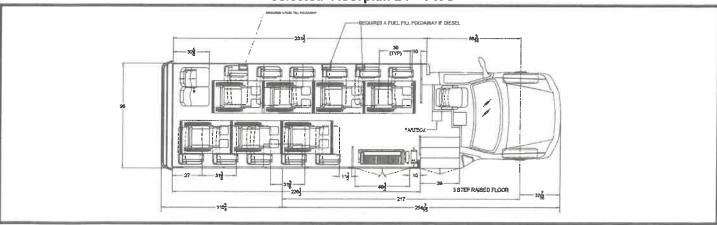
Starcraft MD Cutaway



ADOA

Solicitation #: BPM003324 / Contract #: CTR054848 FY 2023

				Preparer:	Pa	aul Watson			
Base Model (not	your select	ion)			_	Base Model	Price:	\$	95,775.00
Starcraft Starlite	21' Ford E-3	50 7.3L 138	" WB 11,50	0 GVWR					
		1			-	Base Model Op	tions:	\$	40,521.00
STAI	RTRAI	NS BU	IS Inc.			Ор	otions:	\$	96,946.00
Selected Model	********		<i>Tric.</i>			CBS Published Op	tions:	\$:#:
Starcraft Sen II HD	F-550 Diesel	217" WB 19),500 GVWR	Front Lift]	CBS Unpublished Op	tions:	\$	3,400.00
		BASE Unit WC		BASE UNIT	County Delivery Co	ost: N/A		N/A	
BASE Vehicle Length	Lift Position	Positions	Passengers	CDL Required	1				
21'	Rear	1	2	No	J				
QTY Vehices:	1	Total Cor	ntract Price:	\$;	236,642.00	Per Vehicle	Price:	\$:	236,642.00
Customer Info									
Customer:	Treasure V	alley Transit	į						
Address:	1136 W. Fir	nch Drive, N	Nampa, ID 8	33651					
Contact:	Debbie Ma	xwell							
Office Phone:	208-463-91	111							
Mobile Phone:									
E-Mail:	debbie@tr	easurevalley	vtransit.com	1					
			Sele	cted Floo	rplan 24 + 7WC				
			21		REQUIRES A FUEL FILL FOLDAMAY IF DIESEL				





Description	Qty
Starlite 20 138" WB E-350 6.2L V-8 Gas Engine W/240 AMP OEM ALT	1
ELECTRICAL SYSTEM	
Intermotive Flex Tech Electrical System	1
SIDEWALL / REARWALL / CEILING	
Sidewall: Grey FRP	1
Rearwall: Grey Seaspray Fabric	1
Ceiling: Grey Seaspray Fabric	1
Driver Area: Grey Padded Vinyl	1
FLOORING - WHITE NOSING IS STANDARD	
Aisle: Gerflor Sirius NT #6801 Graphite (Black)	1
Under Seats: Gerflor Sirius NT #6801 Graphite (Black)	1
ENVIRONMENTAL CONTROL	
DUAL COMPRESSOR SYSTEMS	
C.I.D. COMP (SELECT CHASSIS/ENGINE BELOW)	
R235516 FORD 6.8 LITRE GAS	1
HEATERS	
Hot Water Heater, 65K BTU Floor Mounted 3 Speed Low Profile OK Side Sliders	1
ELECTRICAL	
Wiring Diagram "AS BUILT" ON USB Flash Drive	1
EXTERIOR LIGHTS	
Surface Mount LED Entry Door Exterior Light - STD Choose Optional Below or Special builds	1
DOORS / HATCH / WINDOWS	<u> </u>
Electric Entry Door is Standard. Add Option #2056 if Manual is Desired	
Passenger Door Electric (standard)	1
Passenger Door 36" ROUGH OPENING (STANDARD)	1
PARATRANSIT OPTIONS	Ė
Double W/C Doors w/ Windows, LED Interior Light, Leaf Spring, LED Exterior Lighting	1
IS THE LIFT IN THE FRONT OR REAR OF THE UNIT?	1
BRAUN LIFTS	
Braun Century NCL917-2 800# Lift (33"x51")	1
LIFT FAST IDLE WITH 403 INTERLOCK	<u> </u>
Intermotive Gateway 505-F Ford E or 515-F Transit Fast Idle with Lift Interlock	1
Q Straint W.C. Securement Kits, Accessories	H
Q-8201-L Std Retrctr Tie Down,Q8-6326-A1 Combo Lap/Shldr,L Trk	1
Miscellaneous Accessories	
	1
Priority Seating Sign **Required for ADA Compliance** Wheelchair Decal (International Symbol of Accessibility) Each	1
Tool Box Wheelchair Belt Storage	1
SAFETY OPTIONS	
5 Lb Fire Extinguisher	1
16 Unit First Aid Kit	1
Back-Up Alarm SAE Type C 97 db(A)	1
STANDARD ROSCO STSK4750 BACK-UP CAMERA SYSTEM W/ 7"	1
Interior Convex Mirror 6"x9"	1
Emergency Exit Decal RED LOCATION: Windows	3
GRAB RAIL / STANCHION / PANELS	ت
Ceiling Grab Rail - Install on Street Side	1
Soming Stab Ivan - motal on Street Side	- 1



Left Hand Entry Vertical Grab Rail - 1/4"	1
1 1/4" Dual Entry Grab Rails Parallel to Entrance Steps (both sides)	1
Stanchion and Modesty Panel at Entry Door	1
SEATING - DRIVER	
SHIELD FC Recliner(GM&Ford), RH Arm, 4 Position Lumbar, Mesh Pocket	1
FREEDMAN SHIELD & LO CAM DRIVER SEAT FABRICS	
Driver Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	1
SEATING - PASSENGER	
STD RIGID SEATS	
Mid High Double Seat	1
PASSENGER SEAT FABRICS	
Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	2
SEAT BELTS	
Seat Belt, Retractable ** NOT AVAILABLE WITH FOLDAWAY SEATS **ORDER	2

BASE MODEL OPTIONS



Qty	Part #	Description	F	7 2023 List Price	QTY Total
1	BM-7	Senator II HD 30 217" WB 226" Body 6.7L Diesel	\$	14,694	\$ 14,694
1	BM-31	Ford F-550 Diesel	\$	25,827	\$ 25,827
		Subtotal Base	Mod	lel Options:	\$ 40,521

OPTIONS



Qty	Part #	Description	F	Y 2023 List		(TY Total
1	OPT-1	FRP on Ceiling, Grey	\$	767	\$	767
1	OPT-2	FRP on Rearwall, Grey	\$	313	\$	313
1	OPT-4	Cove Black Flooring on Sidewall to Seat Track	\$	426	\$	426
1	OPT-15	Altro Meta Other Than Storm COLOR:	\$	1,131	\$	1,133
4	OPT-22	Yellow Step Nosing per Step	\$	23	\$	92
1	OPT-24	3/4" Marine Tech Plywood Floor	\$	778	\$	778
1	OPT-28	Raised Floor 3 Step Entry Flat to Front (F550 Only)	\$	1,000	\$	1,000
1	OPT-34	ALL FIBERGLASS/COMPOSITE EXTERIOR - N/A ON XLT BODY	\$	3,920	\$	3,920
1	OPT-37	Rear Tow Hooks	\$	205	\$	205
1	OPT-40	Mor-Ryde RS Suspension - F550 Chassis Only	\$	1,563	\$	1,563
1	OPT-45	Remote Exterior Mirrors Accustyle 8x15 Head (Pair)	\$	903	\$	903
1	OPT-47	DL-2 Powder Coated Bike Rack W/Deployment Kit COLOR: BLACK	\$	3,466	\$	3,466
1	OPT-50	Romeo Rim Rear Bumper	\$	1,989	\$	1,989
1	OPT-54	Spare Tire and Wheel * No Carrier Available	\$	1,523	\$	1,523
		TA7733 SUPER DUAL 13 TA77 EVAP (2) SMC3L COND	1	1,525	\$	16,403
1	OPT-127	(2) 13 CID COMP	\$	16,403	*	_0,.00
2	OPT-189	Hot Water Heater, 65K BTU - Floor Mounted	\$	636	\$	1,272
1	-	Heater Booster Pump - does not include electric valves	\$	392	\$	392
1	-	Electric Water Shut Off Valves For Rear Floor Heater	\$	193	\$	193
1		Stainless Steel Battery Box & Tray	\$	1,358	\$	1,358
1		Rotary Disconnect Switch	\$	159	\$	159
		ADA Compliant Stop Request Dual Display Sign, Dual	7	133	\$	858
1	OPT-217	Chime Tone,Pull Cord-Requires Touch Tape	\$	858	,	
	ODT 240	Touch Tape for ADA Stop Request -Each - Requires ADA	Ť		\$	679
7	OPT-218	Stop Request System	\$	97		
	OPT-232	Luminator Horizon SMT Front Sign16x120(6"x45") With			\$	9,176
1	UP1-232	ODK 4 Controller	\$	9,176		
	OPT-233	Luminator Horizon SMT Side Sign 8x80 (2.8"x30")			\$	3,170
1	011 233	Requires front sign #22108	\$	3,170		
_	OPT-243	Surface Mount LED Entry Door Exterior Light - STD			\$	-
1		Choose Optional Below or Special builds	\$	-	4	
1		Armoured Marker Lights	\$	97	\$	97
1	-	LED Rear Center Mount Brake Light, Rectangular	\$	97	\$	97
1		LED Mid-Ship Turn / Marker Lights	\$	210	\$	210
1		Door Activated Interior Lights	\$	57	\$	57
1		Deluxe AM/FM/CD With Clock & 4 Speakers PA Ready	\$	466	\$	466
1	1 (121-2671	JPA600 PA SYSTEM W/ HAND MIC CONNECTED TO OEM RADIO	\$	239	\$	239
1	OPT-279	External Speaker With ON/OFF Switch (each)	\$	114	\$	114
1	OPT-281	Passenger Door Electric (Standard)	\$	-	\$	-
1	OPT-282	Passenger Door 36" (Standard)	\$	_	\$	-

ADOA

Solicitation #: BPM003324 / Contract #: CTR054848



G	eative Bus Sales					
	OPT-298	ROOF HATCH SAFE FLEET - ADVANTAGE H1976-004-001			\$	818
2		W/ EXTERIOR HANDLE	\$	409	ļ.,	
1	OPT-312	Driver Storage in Cab Overhead with Lock	\$	182	\$	182
1	OPT-330	2" Wider Double WC Doors Required for Lifts Wider than 34"	\$	1,801	\$	1,801
2	OPT-333	INSTALL T-Latch W.C. Door Hold Open Each - Note: Deletes Gas Shocks	\$	40	\$	80
1	OPT-334	IS THE LIFT IN THE FRONT OR REAR OF THE UNIT? FRONT	\$	-	\$	•
1	OPT-343	Braun Century NCL 1000 3454HB-2 1000# Lift (34"x54")	\$	8,898	\$	8,898
1	OPT-348	Fast Idle w/Interlock - Intermotive GTWY508-F FORD F550 / F650 GAS	\$	693	\$	693
7	OPT-364	Q10007 - 4 QRT 360 Retractr Tie Down L track & Q8-6326- A1 Comb-Lap/Shldr	\$	1,415	\$	9,905
7	OPT-372	Q Straint Belt Storage Pouch	\$	85	\$	595
1	OPT-379	10 Lb Fire Extinguisher	\$	193	\$	193
1	OPT-382	16 Unit First Aid Kit	\$	74	\$	74
1	OPT-384	Body Fluid Kit	\$	68	\$	68
1	OPT-385	Emergency Triangle Kit	\$	80	\$	80
1	OPT-387	Back-Up Alarm SAE Type C 97 db(A)	\$	80	\$	80
		STANDARD ROSCO STSK4750 BACK-UP CAMERA SYSTEM			\$	-
1	OPT-391	W/ 7" REARVIEW MONITOR / MIRROR COMBO				
1	OPT 401	Interior Convex Mirror 6" x 9"	\$	- 62	\$	63
1	-	Yellow "Standee" Line	\$	63 34	\$	34
1		Ceiling Grab Rail - Install on Both Sides	\$	369	\$	369
1		Left Hand Entry Vertical Grab Rail - 1/4"	Þ	309	\$	303
1		1 1/4" Grab Rail Parallel to Entrance Steps (both sides)	\$	148	\$	148
1		Stanchion and Modesty Panel at Entry Door		148	<u> </u>	STD
1		Stanchion and Modesty Panel Behind Driver	\$TD	199	\$	199
		Padding on Stanchion - Gray - Per 40" Max Length Each	Ş	199	\$	136
2	OPT-437	(note location(s) below)	\$	68	~	150
1	OPT-439	Modesty Panel at Wheelchair Lift (extend from floor to ceiling)	\$	199	\$	199
-		Add Tinted Plexiglass Upper Panel LOCATION: Driver &	7	199	\$	296
2	OPT-440	WC Lift	\$	148	•	
1	OPT-446	Mid High Double Seat	\$	864	\$	864
11	OPT-461	Foldaway Seat, Double AM Benchback	\$	1,489	\$	16,379
24	OPT-492	Seat Cover - Level 1 Newport Vinyl; Oxen Vinyl; Olefin	\$	-	\$	-
24	OPT-502	Anti-Vandal Grab Handle, Black Ea on:	\$	74	\$	1,776
24	IUPI-ライノI	Seat Belt, Non-Retractable ****STANDARD ITEM - ENTER QUANTITY	\$	_	\$	-
		Subtotal Manufa		Options:	\$	96,946
					_	

ADOA Solicitation #: BPM003324 / Contract #: CTR054848



Qty	Part #	Description	FY 2023 List Price	QTY Total
		Subtotal I	Manufacturer Options:	\$ -



Qt y	Part #	Description	FY 2022 List Price		1	QTY Total
1		Diamond XV Farebox with 2 vaults and D10 stand	\$	3,400.00	\$	3,400.00
	Subtotal CBS Unpublished Options:			\$	3,400.00	



DATE: 2/21/2023

STATE OF WASHINGTON PRICE AGREEMENT, WSDES NO. 06719, MEDUIM DUTY PRICE PROPOSAL

PURCHASING AGENCY:

TREASURE VALLEY TRANSIT

WE ARE PLEASED TO SUBMIT A PRICE QUOTE FOR OUR **CHAMPION BUS**, WHICH INCLUDES THE FOLLOWING FEATURES AND BENEFITS FOR YOUR CONSIDERATION:





SCHETKY BUS AND VAN SALES: THE LEADER IN TRANSPORTATION SINCE 1942

- THE NORTHWEST'S LARGEST BUS AND VAN DEALER
- THE NORTHWEST'S ORIGINAL BUS DEALER, FOUNDED IN 1942
- FAMILY OWNED AND OPERATED, FOURTH GENERATION BUSINESS
- ONE OF THE NATION'S LARGEST AND LONGEST ESTABLISHED BUS DEALERS
- THE PREFERRED TRANSIT, SCHOOL BUS, AND RETAIL BUS DEALER, SERVING ALL TRANSPORTATION MARKETS

SCHETKY SERVICE / WARRANTY / PARTS / SUPPORT

- THREE LOCATIONS, STRATEGICALLY LOCATED TO PROVIDE BEST SERVICE COVERAGE IN THE STATE OF WASHINGTON
- LARGEST ON-HAND AND DROP-SHIP PARTS AVAILBILITY IN THE NORTHWEST
- MOBILE FIELD SERVICE, WITH CAPABILITY TO WORK ON YOUR VEHICLES AT YOUR LOCATION
- LONGEST TENURED, MOST EXPERIENCED PARTS, SERVICE, AND SUPPORT PERSONNEL



CONTRACT BASE VEHICLE CONFIGURATION

QTY	OPTION	OPTION DESCRIPTION	LIST			EXT	
		CHAMPION DEFENDER - FORD F550, 217" WB, 19,500 GVWR,	Г				
	1	20+2 WC PASSENGER CONFIGURATION	\$	97,479.00	\$	97,479.00	
		UPGRADED CONFIGURATION 22 PASSERNGER OR 2+7	Π				
	1	WHEELCHAIRS			\$	_	

BASE VEHICLE FEATURES

QTY	OPTION	DESCRIPTION	LIST	EXT
1	BASE CHASSIS	FORD 7.3 V8	STANDARD	INCLUDED
1	BASE CHASSIS	GASOLINE	STANDARD	INCLUDED
1	BASE CHASSIS	FORD 10-SPEED AUTO TRANS	STANDARD	INCLUDED
1	BASE CHASSIS	240 AMP ALTERNATOR	STANDARD	INCLUDED
1	BASE CHASSIS	HD OEM COOLING SYSTEM	STANDARD	INCLUDED
1	BASE CHASSIS	HD OEM ABS BRAKES	STANDARD	INCLUDED
1	BASE CHASSIS	FRONT END ALIGNMENT	STANDARD	INCLUDED
1	BASE CHASSIS	POWER STEERING, TILT, CRUISE	STANDARD	INCLUDED
1	BASE CHASSIS	DRIVER'S POWER POINT AT DASH	STANDARD	INCLUDED
1	BASE CHASSIS	ALL OEM DASH GAUGES	STANDARD	INCLUDED
1	BASE CHASSIS	DRIVER'S SIDE SUN VISOR	STANDARD	INCLUDED
1	BASE CHASSIS	PROPER HEAT SHIELDING	STANDARD	INCLUDED
1	BASE CHASSIS	ENGINE BLOCK HEATER	STANDARD	INCLUDED
1	BASE CHASSIS	OEM ALL SEASON TIRES	STANDARD	INCLUDED
1	BASE CHASSIS	DAYTIME RUNNING LIGHTS	STANDARD	INCLUDED
1	BASE BODY	ELECTRICAL INTERMOTIVE FLEX TECH SYSTEM	STANDARD	INCLUDED
1	BASE BODY	ADDITIONAL LEAF SPRING, LIFT SIDE	STANDARD	INCLUDED
1	BASE BODY	FRONT END TIRE ALIGNMENT	STANDARD	INCLUDED
1	BASE BODY	TIRE VALVE EXTENSIONS	STANDARD	INCLUDED
1	BASE BODY	RIMS PAINTED WHITE	STANDARD	INCLUDED
1	BASE BODY	DRIVE SHAFT GUARD, ADDITIONAL	STANDARD	INCLUDED
1	BASE BODY	MOR-RYDE SUSPENSION, REAR	STANDARD	INCLUDED
1	BASE BODY	FRONT AND REAR MUDFLAPS	STANDARD	INCLUDED
1	BASE BODY	STREETSIDE DIRECTED EXHAUST	STANDARD	INCLUDED
1	BASE BODY	HEAT SHIELD, EXHAUST/TANK	STANDARD	INCLUDED
1	BASE BODY	FUEL SENDER ACCESS PANEL, DIAMOND PLATE	STANDARD	INCLUDED
1	BASE BODY	FAST IDLE WITH INTERLOCK, INTERMOTIVE	STANDARD	INCLUDED
1	BASE BODY	TOW HOOKS, REAR	STANDARD	INCLUDED
1	BASE BODY	OEM FRONT BUMPER	STANDARD	INCLUDED
1	BASE BODY	ANTI-RIDE SHILD, REAR BUMPER	STANDARD	INCLUDED
1	BASE BODY	36" ELECTRIC ENTRANCE DOOR	STANDARD	INCLUDED
1	BASE BODY	WINDOW PACKAGE, 36"X36" T-TOP TINTED	STANDARD	INCLUDED
1	BASE BODY	CURBVIEW WINDOW	STANDARD	INCLUDED
1	BASE BODY	CHASSIS HEAT/AIR/DEFROST	STANDARD	INCLUDED
		75K BTU TRANS AIR REAR AIR-CONDITIONING, SKIRT COND,		
1	BASE BODY	WALL EVAP	STANDARD	INCLUDED
1	BASE BODY	65K BTU REAR PASSENGER HEATER	STANDARD	INCLUDED
1	BASE BODY	SKIRT MOUNTED STAINLESS STEEL BATTERY SLIDE TRAY	STANDARD	INCLUDED
1	BASE BODY	DUAL BATTERIES	STANDARD	INCLUDED
1	BASE BODY	DRIVER'S STORAGE, FRONT GLOVE BOX, LOCKING	STANDARD	INCLUDED
1	BASE BODY	AUX 12V POWER SOURCE W/ COVER, DRIVER'S	STANDARD	INCLUDED
1	BASE BODY	FORD OEM DRIVER'S SEAT	STANDARD	INCLUDED
1	BASE BODY	FREEDMAN MID HIGH BACK PASSENGER SEATS	STANDARD	INCLUDED



1	BASE BODY	EDEEDMAN LICE (LINDED CEAT DETDACTOR) CEAT DELTC	CTANDARD	INCLUDED
		FREEDMAN USR (UNDER SEAT RETRACTOR) SEAT BELTS	STANDARD	INCLUDED
1	BASE BODY	FORWARD FACING SEATS	STANDARD	INCLUDED
1	BASE BODY	MINIMUM 26" HIP-TO-KNEE	STANDARD	INCLUDED
1	BASE BODY	FREEDMAN LEVEL 4 VINYL SEAT UPHOLSTERY	STANDARD	INCLUDED
1	BASE BODY	PADDED GRAB HANDLES, TOP OF AISLE SEATS	STANDARD	INCLUDED
1	BASE BODY	5/8" MARINE TECH PLYWOOD FLOORING	STANDARD	INCLUDED
1	BASE BODY	RIGHT AND LEFT HAND ENTRY ASSIST HANDRAIL	STANDARD	INCLUDED
1	BASE BODY	STANCHION/PANEL AT ENTRY	STANDARD	INCLUDED
1	BASE BODY	OVERHEAD HANDRAIL FULL LENGTH OF BUS, STREET SIDE	STANDARD	INCLUDED
1	BASE BODY	REVERSE ALARM	STANDARD	INCLUDED
1	BASE BODY	HEATED/REMOTE EXTERIOR SIDE MIRROS	STANDARD	INCLUDED
1	BASE BODY	DRIVER'S INTERIOR MIRROR, 9" COVEX	STANDARD	INCLUDED
1	BASE BODY	FIRST AID KIT, 24 UNIT	STANDARD	INCLUDED
1	BASE BODY	FIRE EXTINGUISHER, 5#	STANDARD	INCLUDED
1	BASE BODY	REFLECTIVE TRIANGLE KIT	STANDARD	INCLUDED
1	BASE BODY	SEAT BELT CUTTER	STANDARD	INCLUDED
1	BASE BODY	EXTERIOR LED LIGHTS, INCL SIDE TURN, ARMORED	STANDARD	INCLUDED
1	BASE BODY	INTERIOR LED LIGHTS	STANDARD	INCLUDED
1	BASE BODY	CENTER MOUNT LED BRAKE LIGHT	STANDARD	INCLUDED
1	BASE BODY	UNDERHOOD LED LIGHT	STANDARD	INCLUDED
1	BASE BODY	OEM RADIO	STANDARD	INCLUDED
1	BASE BODY	SPEAKERS, FOUR (4) INTERIOR	STANDARD	INCLUDED
1	BASE BODY	REDUNDANT GROUND BETWEEN CHASSIS AND POWER UNIT	STANDARD	INCLUDED
1	BASE BODY	GERFLOR SIRIUS GRAPHITE BLACK FLOORING	STANDARD	INCLUDED
1	BASE BODY	COVE FLOORING ON SIDWALL TO SEAT TRACK	STANDARD	INCLUDED
1	BASE BODY	WHITE STEP EDGE NOSINGS	STANDARD	INCLUDED
1	BASE BODY	GRAY PADDED VINYL DRIVER AREA	STANDARD	INCLUDED
1	BASE BODY	GRAY FRP CEILING, SIDE WALLS, AND REAR WALL	STANDARD	INCLUDED
1	BASE BODY	CAB UNDERCOATING	STANDARD	INCLUDED
1	BASE BODY	THOROUGH BUS INSULATION	STANDARD	INCLUDED
1	BASE BODY	DRIVER'S MODESTY PANEL AND STANCHION	STANDARD	INCLUDED
1	BASE BODY	DRIVER'S SIDE RUNNING BOARD, HEAVY DUTY	STANDARD	INCLUDED
		DUAL WHEELCHAIR LIFT DOOR, CURBSIDE REAR W/ GAS		
1	BASE BODY	STRUTS	STANDARD	INCLUDED
1	BASE BODY	BRAUN CENTURY 800 LB WHEELCHAIR LIFT, 34X51	STANDARD	INCLUDED
		QSTRAINT QRT WHEELCHAIR RESTRAINTS, RET. SECUREMENTS,		
1	BASE BODY	NON-RET. SHOULDER BELT	STANDARD	INCLUDED
1	BASE BODY	ADA LED LIGHTING, TAG LED LIGHT	STANDARD	INCLUDED
1	BASE BODY	ADA SIGNAGE/DECALS	STANDARD	INCLUDED
1	BASE BODY	STEEL REINFORCED BODY	STANDARD	INCLUDED
1	BASE BODY	TREATED METAL COMPONENTS	STANDARD	INCLUDED
1	BASE BODY	MAINTENANCE SCHEDULE	STANDARD	INCLUDED
1	BASE BODY	COVERED BY OEM WARRANTIES	STANDARD	INCLUDED
1	BASE BODY	WATER/LEAK TESTED	STANDARD	INCLUDED
1	BASE BODY	MEETS WSDES 06719 REQ'S	STANDARD	INCLUDED
1	BASE BODY	MEETS FMVSS	STANDARD	INCLUDED
1	BASE BODY	MEETS ADA	STANDARD	INCLUDED
1	BASE BODY	MEETS BUY-AMERICA	STANDARD	INCLUDED

CONTRACT OPTIONAL EQUIPMENT

QTY OPTION	DESCRIPTION	LIST	
9 SEATING-18.	DELETE DOUBLE PASSENGER SEAT	\$ (344.30)	\$ (3,098.70)



22 SEATING-27.A LEVEL 1 SEAT M.	ATERIAL \$ - \$	
ORIGINAL CONTRACT PRICE	\$	94,380.30
PRODUCER PRICE INDEX ADJUSTMENT (PPI)	FOR SALES AFTER 7/1/22: 53.34% 0.53 \$	50,342.45
2023MY/2024MY FORD GPC/MOBILITY REB.	ATES IN LIEU OF 2020MY FORD GPC/MOBILITY REBATES \$	6,200.00
NEW CONTRACT SUBTOTAL, FOB SCHETKY	NORTHWEST WASHINGTON OFFICE	150922.75

ADDITIONAL CUSTOMER OPTIONS

QTY	OPTION	DESCRIPTION	LIS		EXT	
10	8084	FOLDAWAY SEAT, DOUBLE AM BENCHBACK	\$	1,572.00	\$	15,720.00
		DECALS, (1) "NO FOOD, DRINK, OR TABACCO USE ALLOWED" (1)				
		"WELCOME ABOARD, (1) "ALL PASSENGERS MUST REMAIN				
1		BEHIND THE STANDEE LINE"	\$	78.00	\$	78.00
1		WHEELCHAIR DOOR AJAR BUZZER	\$	117.00	\$	117.00
1		ALL FIBERGLASS/COMPOSITE EXTERIOR	\$	3,795.00	\$	3,795.00
1		MODESTY PANEL AT WHEELCHAIR LIFT	\$	227.50	\$	227.50
2		PADDING ON STANCHION, GRAY	\$	78.00	\$	156.00
2		TINTED PLEXIGLASS UPPER MODESTY PANEL (DRIVER & WC)	\$	169.00	\$	338.00
1		RAISED FLOOR 3 STEP ENTRY FLAT TO FRONT	\$	1,056.00	\$	1,056.00
1		3/4 MARINE TECH PLYWOOD FLOOR	\$	822.00	\$	822.00
1		YELLOW STEP NOSING	\$	130.00	\$	130.00
2		ROOF HATCH, TRANSPEC 1070 SERIES DUAL PURPOSE SAFTY VE		617.50	\$	1,235.00
1		FENDER SKIRTS FOR WATER SPRAY (STANDARD)	\$	-	\$	
		SPLASH APRONS, BEHIND EACH WHEEL (MUD FLAPS				
1		STANDARD ON ALL 4 WHEELS)	\$	-	\$	_
1		FOG LIGHTS	\$	253.50	\$	253.50
1		ROOF MARKER LIGHTS, EACH CORNER OF BUS (STANDARD)	\$	-	\$	-
1		7" AMBER FRONT & BACK FLASHING LIGHT	\$	598.00		598.00
1		DRIVER LIGHT, CONTROLED WITH SWITCH	\$	97.50	\$	97.50
		REI PA SYSTEM W/ GOOSNECK MIC, FOOT SWITCH & 4				
1		SPEAKERS (INDEPENDENT OF RADIO)	\$	455.00	\$	455.00
1		EXTERNAL SPEAKER FOR PA WITH ON/OFF SWITCH	\$	130.00	\$	130.00
		ADA COMPLIANT STOP REQUEST DUAL DISPLAY SIGN, DUAL				
1		CHIME TONE, PULL CORD	\$	906.00	\$	906.00
7		TOUCH TAP FOR ADA STOP REQUEST, EACH	\$	110.50	\$	773.50
		DESTINATION SIGN, TRANSIGN LD12112 FRONT LED SIGN				
1		12X112 DISPLAY	\$	4,416.50	\$	4,416.50
		DESTINATION SIGN, TANSIGN LD1280 SIDE LED SIGN, 12X80				
1		DISPLAY	\$	2,524.50	\$	2,524.50
1		DIAMOND XV FARE BOX W/ 2 VAULTS AND STAND	\$	2,860.00	\$	2,860.00
1		Braun Century NCL 1000LB 3454HB-2 34"X54"	\$	1,002.00	\$	1,002.00
		UPGRADE 2 WHEELCHAIR RESTRAINTS TO QRT360 RETRACTR				
2		TIE DOWN L TRACK & Q8-6326-A1 COMBO-LAP/SHOULDER	\$	559.00	\$	1,118.00
		QRT360 RETRACTR TIE DOWN L TRACK & Q8-6326-A1 COMBO-				
5		LAP/SHOULDER	\$	1,494.00	\$	7,470.00
7		Q STRAINT BELT STORAGE POUCH	\$	97.50	\$	682.50
1		ROMEO RIM REAR BUMBER	\$	1,925.00	\$	1,925.00
1			\$	182.00	\$	182.00
		AC UPGRADE, 125BTU, SUPER DUAL COMPRESSORS, SKIRT				
1		CONDENSER	\$	6,385.80	\$	6,385.80
1			\$		\$	672.00
		HEATER BOOSTER PUMP WITH ELECTRIC WATER SHUT OFF				
1	ŀ	VALVES	\$	618.00	\$	618.00



1	YELLOW STANDEE LINE	\$ 39.00	\$ 39.00
1	ADDITIONAL CEILING GRAB RAIL	\$ 214.50	\$ 214.50
1	TRIPSPARK SYSTEM	\$ 15,726.96	\$ 15,726.96
1	SEON 6 CAMERA SYSTEM	\$ 6,228.76	\$ 6,228.76
SUBTOT	AL, FOB SCHETKY NORTHWEST WASHINGTON OFFICE		\$ 78,953.52

VEHICLE DELIVERY

AUTHORIZED REPRESENTATIVE'S TITLE

MILES	DESCRIPTION	LIST		EXT	
280	DELIVERY TO CUSTOMER (PER MILE, WSDOT AGREEMENT)	\$	3.00	\$	840.00

TOTAL SELL PRICE		
VEHICLE TOTAL, FOB CUSTOMER, TAX NOT INCLUDED	\$	230,716.27
PURCHASER		
PURCHASER		
X		
ACCEPTED BY PURCHASER'S AUTHORIZED REPRESENTATIVE	DATE	
x		
AUTHORIZED REPRESENTATIVE'S TITLE	DATE	
SCHETKY NORTHWEST SALES, INC.		
x		
ACCEPTED BY SELLER'S AUTHORIZED REPRESENTATIVE	DATE	

Quote valid for 30 days. Schetky Northwest Sales, Inc. nor the vehicle Manufacturers assumes liability for, nor shall be held responsible, for any delays associated with delivery caused by occurrences beyond their control. Does not include and applicable taxes where needed, licenses, or other fees. Cancellation of orders subject to Manufacturers' cancellation fees. Purchaser agrees that the only warranty given Purchaser is the Manufacturers' warranty, if any. SELLER DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Above pricing is inclusive of all Manufacturers' rebates, incentives, and concessions, which may be subject to Manufacturers' approval. Any failure to provide information required for concession, or ineligibility of customer in the program used to acquire concession will result in customer being held responsible for additional cost in the amount of the quoted concession. If the vehicle or personal property sold hereunder is accompanied by a manual of instructions for its proper use and maintenance, Seller shall not be liable in tort, contract or otherwise, for any damages, whether for injury to persons or property or otherwise, arising from the ownership, use or operation of such vehicle or personal property, when it is operated, modified or maintained in any fashion other than as specified in such manual of instruction. Purchaser agrees to defend, indemnify and hold harmless Seller from any claim of liability of any nature whatsoever arising from the use, operation or ownership of the vehicle or personal property other than as specified in the manual of instructions. Seller shall in no event be liable for consequential, commercial or economic losses. Vehicle in picture is for demonstrative purposes only, and quoted vehicle may differ in appearance according to vehicle specification. THIS SALE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE HEREOF.

DATE

Treasure Valley Transit - Fleet Expansion



	Description	Quantity	Unit	Price	1
In Vehicle Equipmer	nt .				\$66,
Ranger 4 (Internal Verizon Mo					200 ,
R44-V110T-01	Ranger 4.4 MDT - power cables included	4	each	\$4,217	\$1
Mounting .					
65T0125-001	RAM Mount	4	each	\$20	:
65T0125-003	RAM Arm	4	each	\$32	Ś
Tbox AVA				•	,
TBOX10000	Tbox Automatic Voice Annunciator	4	each	\$4,312	\$1
Tbox Cabling					
4-CAS-TBXPIGT183-01	Tbox Power Cable	4	each	\$203	\$
4-CAS-TBXMICP091-00	Tbox Ambient Microphone	4	each	\$135	\$
2-FUS-MINI005A-00	5 Amp Fuse	4	each	\$1	
2-FUS-MINI002A-00	2 Amp Fuse	4	each	\$1	
2-FUH-MINIWV00-00	Fuse Holder	8	each	\$12	
1-RES-A080103J-00	Resistor	16	each	\$1	5
75T1770-020	Tbox Ethernet Cable	4	each	\$65	\$
4-CAS-1708TBOX61-01	Tbox J1708 Cable	4	each	\$172	\$
5-ASY-MICROPHONE-00	Tbox Operator Microphone	4	each	\$635	\$2
4-CAS-RNG4ETHDGL-10	Ranger Ethernet Dongle	4	each	\$69	\$
Internal LED Next Stop Sign					
45T0115-009	Amber Sunrise LED Sign	4	each	\$1,339	\$5
2-FUS-MINI005A-00	5 Amp Fuse	4	each	\$1	
2-FUH-MINIWV00-00	Fuse Holder	4	each	\$12	9
IRIS APCs - 2 Door Configuratio	n				
45T0152-121	IRIS Sensor, Front Door, Flush Mount	4	each	\$2,172	\$8
45T0152-122	IRIS Sensor, Rear Door, Flush Mount	4	each	\$2,172	\$8
6-APC-IRISBRKT-00	Sensor Mounting Bracket	8	each	\$183	\$1
25T0251-006	Ethernet Cable 10 Metres	4	each	\$328	\$1
25T0251-008	Ethernet Cable 20 Metres	4	each	\$277	\$1
2-FUS-MINI005A-00	5 Amp Fuse	8	each	\$1	
2-FUH-MINIWV00-00	5 Amp Fuse	8	each	\$12	9
Peripheral Cabling					
4-CAS-1708DB9F61-01	Headsign Integration Cable	4	each	\$0	
Licensing (Fixed Bases)				42.52	\$5,7
Streets Mobile (Fixed Route)		2	each	\$262	\$
Xgate XMobile Manager (XMM) (Fixed	I Davida)	2	each	\$131	\$
Tbox Annunciator - AVA	a koute)	2	each	\$131	\$.
			each	\$262	\$
Headsign Integration	ule, Import, Reports, GTFS Export), TripSpark Xgate Server,	2	each	\$262	\$
		2	ere etc	64.000	63
Web Services, Automatic Passe	ide - Traveller Information, MyRide Native Apps,	2	each	\$1,838	\$3
veb services, Automatic 1 asse	inger counters				
Services					\$23,
Project Management and Deplo	pyment Services	1	lot	\$7,013	\$7
Third Party Installation Services		1	lot	\$16,125	\$16
Shipping		1	lot	\$50	\$5 \$
		1	IUL	220	Þ
Shipping					
				1000	\$95,:

Software Maintenance				\$5,152.4
System Support & Software Maintenance	1	year	\$5,152	
Maintenance commences with operational use of the software, is paid yearly	,, and is based on current license	value of softwa	are in use.	
Maintenance commences with operational use of the software, is paid yearly Customer must continue to pay existing maintenance - above fees are addition		value of softwa	are in use.	
		value of softwa	are in use.	

2023-12-11 Page 1 of 2 TripSpark Technologies - Confidential

Ranger TBOX	\$524 \$496	\$580 \$536	\$632 \$596	

Warranty is valid for 90 days from delivery to the buyers location

Additional spare in-vehicle equipment should be purchased to support swap-out maintenance.

TripSpark recommends a minimum spare ratio of 5%

Assumptions

TripSpark will provide:

1 All of the equipment and services included above

Customer will be responsible for providing the following:

- 1 Public data network activations and monthly airtime subscriptions for each vehicle
- 2 Swap-out maintenance of in-vehicle equipment during and after the warranty period
- 3 Third party interface fees to existing agency equipment (fareboxes, onboard signs, destination signs, etc.)
- 4 Installation of equipment in Customer vehicles (unless provided by TripSpark within the above pricing)
- 5 SQL for databases for all TripSpark Software (unless hosted by TripSpark)
- 6 Space, power, network (LAN/WAN) connectivity, for required servers and workstations (unless hosted by TripSpark)
- 7 Access to servers via the internet (i.e. VPN, PCAnywhere) for remote trouble-shooting and support (unless hosted by TripSpark)
- 8 Configuration of firewall to allow two-way IP based communications with the mobile devices (unless hosted by TripSpark)

Attachment B: Milestone Reporting

Agency Name	Treasure Valley Tran	sit Inc.	
Agency Contact	Debbie Maxwell		
Phone #	208-463-9111	Email	debbie@treasurevalleytransit.com
Grant Program	5339	Rural	One Time
Federal Award Amount	\$2,213,169		

Scope of Work: Purchase nine brand new ADA Medium Duty Cutaway Buses to replace nine currently used in service.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

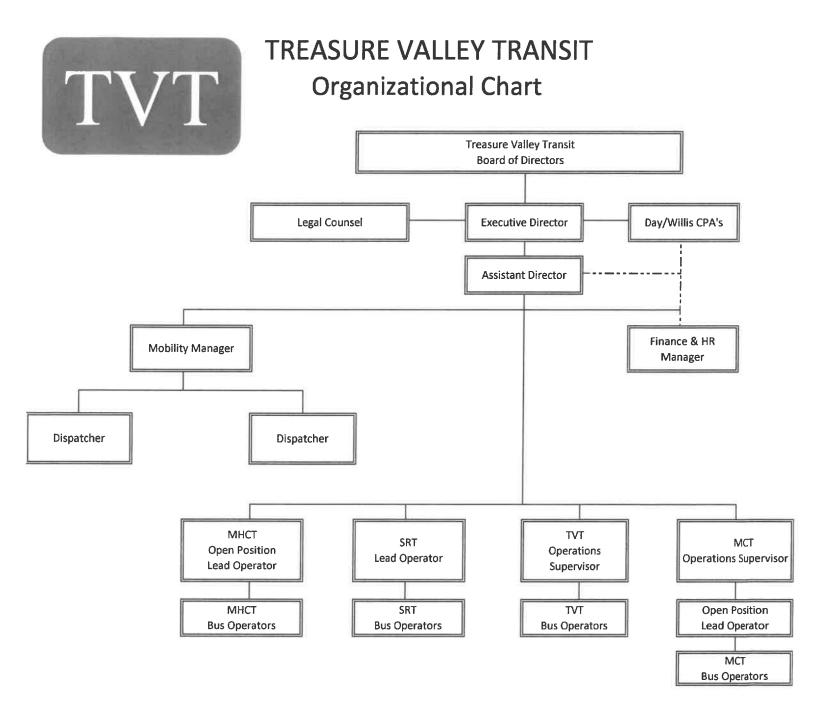
Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	January 2025	Issue RFP for four of the nine buses
	January 2026	Issue RFP for five of the remaining buses
Award Date	February 2025	Award Contract for four of the nine buses
	February 2026	Award Contract for five of the nine buses
Start Date or Order Date for	February 2025	Order four of the nine buses
Rolling Stock, Equipment, and	February 2026	Order five of the remaining five buses
Technology Purchases		
Construction Completion Date or	August 2025	Delivery of four buses
Delivery Date for Rolling Stock,	August 2026	Delivery of five of the remaining buses
Equipment, or Technology		
Purchases		
Contract Completion Date	September 30 2026	Grant Close Out

Congressional Application Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
*Fixed Route
Deviated Fixed Route
Demand/ Response
2. Service Area (Check one)
□ City
□ County
Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☐ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Elderly Opportunity Agency, Inc., Metro Community Services, Inc., and the Valley Regional Transit Authority serving
Canyon County.
4. Ridership:
Estimate the average number of rides: Per Day 425 Per Year 101,982
Briefly describe your ridership over the last two years: -
Ridership increased 16.5% from FY21 to FY22 combined for all systems. Ridership increased 13.4% from FY22 to FY23 combined for all systems.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Mon - Fri 6 am - 6 pm for MHCT, SRT, and TVT. MCT Red Line Mon - Sun 7 am - 7 pm, Green Line Mon - Fri
5:55 am to 7:25 pm, and Blue Line Winter 7 am - 6 pm, Summer 11 am - 9 pm, Gold Line Mon - Fri 5:45 am - 5:45 pm.

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share	
Example	1FTNS2EL0DDB02363	2022	E250 Van	11/04/22	05/01/23	5,600	C2376XX	\$ 42,238.00	
Treasure Valley Transit	1FDGF5GY1FED71469	2015	CNG Cutaway Bus #62	04/01/16	N/A	178,621	5309 2015-2016	\$ 128,528.00	
Treasure Valley Transit	FDGF5GY4FED71465	2015	CNG Cutaway Bus #63	03/14/16	N/A	129,048	5309 2015-2016	\$ 128,528.00	
Treasure Valley Transit	1FDGFSGY8FED71470	2015	CNG Cutaway Bus #64	03/14/16	N/A	119,274	5309 2015-2016	\$ 128,528.00	
Treasure Valley Transit	1FDXE45S97DBO3420	2007	Ford Cutaway Bus #34	03/06/08	N/A	246,304	N/A	\$	
Treasure Valley Transit	1FDFE4FS7JDC37828	2018	Ford Cutaway Bus #69	09/16/19	N/A	211,806	ID-34-0001	\$ 128,267.00	
Treasure Valley Transit	1GBG5U1918F414471	2010	Chevy Cutaway Bus #56	09/28/10	N/A	317,684	ARRA/5310 & VIP Combined	\$ 106,731.00	
Treasure Valley Transit	1GBG5U1978F414796	2010	Chevy Cutaway Bus #61	09/28/10	N/A	309,200	ARRA/5310 & VIP Combined	\$ 106,731.00	
Treasure Valley Transit	1FDFE4FS7JDC37832	2018	Ford Cutaway Bus #71	07/11/19	N/A	321,734	ID-34-0001	\$ 128,233.00	
Treasure Valley Transit	1GBJG31K281225967	2008	Chevy Cutaway Bus #80		N/A	223,323	N/A	\$ -	
Asset Transfer from Tran	s IV								



Date: December 22, 2023





Zwygart John & Associates CPAs, PLLC

Phone: 208-459-4649 • FAX: 208-229-0404

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

Board of Directors
Treasure Valley Transit, Inc.
Nampa, Idaho

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Treasure Valley Transit, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 4, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023



Zwygart John & Associates CPAs, PLLC

Phone: 208-459-4649 • FAX: 208-229-0404

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control
Over Compliance Required by Uniform Guidance

Board of Directors Treasure Valley Transit, Inc. Nampa, Idaho

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Treasure Valley Transit, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Treasure Valley Transit, Inc.'s major federal programs for the year ended September 30, 2023. Treasure Valley Transit, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Treasure Valley Transit, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

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

Zwygart John & Associates, CPAs, PLLC

Nampa, Idaho December 4, 2023

Treasure Valley Transit, Inc.

Schedule of Findings and Questioned Costs For the Year Ended September 30, 2023

Section I - Summary of Auditor's Results

Financial Statements Type of auditor's report issued: Unmodified Internal control over financial reporting: Significant deficiencies disclosed? □ yes ☑ none reported Material weakness(es) disclosed ☐ yes ☑ No Noncompliance material to financial statements noted? □ yes ☑ no Federal Awards Internal control over major programs: Significant deficiencies identified? ☐ yes ☑ none reported Material weakness(es) identified? □ yes ☑ none reported Type of auditor's report issued on compliance for major programs: Unmodified Any audit findings disclosed that are required to be reported in accordance with 2CFR SECTION 200.516(A)? □ ves ☑ no Identification of major programs: Federal Assistance Listing Number(s) Name of Federal Program 20.526, 20.207 Federal Transit Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low risk auditee?

☑ yes □ no

Section II - Financial Statement Findings

None

Section III - Findings and Questioned Costs for Federal Awards

None

DEBBIE KLING MAYOR



CITY HALL 411 3RD STREET SOUTH NAMPA, ID 83651 (208) 468-5401

OFFICE OF THE MAYOR

January 2, 2024

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Re: Letter of Support for Treasure Valley Transit Grant Applications

Dear Ms. Lindenberg:

The City of Nampa would like to provide you with our Letter of Support to Treasure Valley Transit, Inc. We understand you are submitting a FY25-26 5311 Congressional Application, CARES Act One-Time Application and a 5339 Capital grant application to the Idaho Transportation Department-Public Transit.

These grants provide funding to maintain existing rural transportation systems, replace vehicles and other capital needs (i.e. technology or facility upgrades) throughout the State of Idaho.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for transportation within all of District 3. Maintaining the existing service was the number one priority.

Treasure Valley Transit provides a valuable service to the communities they operate within District 3, which includes Non-Emergency Medical transportation within Canyon County. This has been demonstrated by the ridership and continued community support for the transit service.

The City of Nampa strongly supports Treasure Valley Transit's FY25-26 5311 Congressional Application for operational funds, CARES Act One-Time Application and 5339 Capital grant application for replacement vehicles and administrative facility upgrades to 3101 S. Powerline Rd., Nampa.

Sincerely,

The Honorable Mayor Kling

City of Nampa



November 15, 2023

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Cascade has provided \$3,000 in local match for the FY24 to Mountain Community Transit (MCT). MCT provides transit service to the City of Cascade with a commuter route connecting to McCall, Donnelly, and Cascade.

The 5311 rural grant will provide funding to maintain our current green line route that has served 16,560 passenger trips in FY23. TVT is applying for a 5339 capital grant that will replace a green line bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3, which includes Valley County. Maintaining existing service was the number one priority.

Mountain Community Transit provides a valuable service to the residents of Cascade to access employment, medical needs, county services, school, and recreation. The 30% ridership increase in FY23 demonstrates community support for the transit service.

The City of Cascade strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely,

Judith Nissula, Mayor 105 S. Main Street

P.O. Box 649

Cascade, Idaho 83611

Area Code 208
Phone 452-4421
FAX 452-6146
Www.fruitland.pre

200 S. Whitey

P.O. Box 324 FRUITLAND, IDAHO 83619

January 3, 2024

Ms. Terri Lindenberg
Executive Director
Treasure Valley Transit, Inc.
1136 W. Finch Drive
Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Fruitland has provided \$25,000 in local match for FY24 to Snake River Transit (SRT). SRT provides a public transit route serving the City of Fruitland and Payette within Payette County.

The 5311 rural grant will provide funding to maintain our current route that has been in operation since 2008 and has served 17,960 riders year to date. There is also a need for additional Saturday service if funding is available. TVT is applying for a 5339 capital grant that will replace a 2018 Ford bus that will have met its useful life in FY25. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The 2018 Idaho Public Transportation Plan identified needs, priorities, opportunities, and potential solutions for transportation within District 3 within Payette County. Maintaining existing service was the number one priority of this plan.

Snake River Transit provides a valuable service to the residents of the City of Fruitland. The 18% increase in ridership in FY22 and 7% in FY23, and strong community support for the transit service demonstrates this fact.

The City of Fruitland strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act grant application.

Sincerely,

Stuart Grimes, Fruitland City Administrator City of Fruitland 200 S. Whitley Fruitland, Idaho 83619



November 15, 2023

Ms. Terri Lindenberg

Executive Director

Treasure Valley Transit, Inc.

1136 W. Finch Drive

Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

The City of Mountain Home provided \$30,000 in local match for FY24 for Mountain Home Community Transit (MHCT). MHCT provides a deviated fixed route service within the City of Mountain Home, the Air Force Base, and an after-school program for the Mountain Home School District.

The 5311 rural grant application will provide funding to maintain our current transportation program. TVT is applying for a 5339 capital grant that will replace a 2010 Chevrolet bus that has met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 Identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes the City of Mountain Home within Elmore County. Maintaining existing service was the number one priority.

Mountain Home Community Transit provides a valuable service to the residents of the City of Mountain Home. The 5% increase in ridership in FY23 and strong community support demonstrates this fact.

The City of Mountain Home strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act one-time grant application.

Sincerely.

The Honorable Mayor Sykes

City of Mountain Home

160 South 3rd East

Mountain Home, Idaho 83647

Valley County Board of Commissioners

P.O. Box 1350 • 219 N. Main Street Cascade, Idaho 83611-1350

Phone (208) 382-7100 Fax (208) 382-7107

NEAL THOMPSON
Commissioner

nthompson@co.valley.id.us

DOUGLAS A. MILLER
Clerk
dmiller@co.valley.id.us

ELTING G. HASBROUCK Chairman of the Board ehasbrouck@co.valley.id.us

SHERRY MAUPIN

Commissioner

smaupin@co.valley.id.us

November 15, 2023

Ms. Terri Lindenberg Executive Director Treasure Valley Transit, Inc. 1136 W. Finch Drive Nampa, Idaho 83651

Letter of Support for FY25 & FY26 Grant Applications

Dear Ms. Lindenberg,

Valley County has provided \$40,000 for FY24 to Mountain Community Transit (MCT). Treasure Valley Transit operates Mountain Community Transit (MCT) that provides the commuter route connecting McCall, Donnelly, and Cascade.

The 5311 rural grant will provide funding to maintain our current route that has been in operation since 2008 and has served 16,560 riders year to date. TVT is applying for a 5339 capital grant that will replace a green line bus that will have met its useful life. TVT is also applying for CARES Act funding through a one-time grant application. This grant is critical, as the cost of labor, fuel, and services has increased beyond the level of rural grant dollars currently available.

The Idaho Public Transportation Plan 2018 identified needs, priorities, opportunities, and potential solutions for public transportation within District 3 that includes Valley County.

Maintaining existing service was the number one priority.

Mountain Community Transit provides a valuable service to the residents of Valley County. The 30% ridership increase in FY23 and continued community support for the transit service demonstrates this fact.

Valley County strongly supports Treasure Valley Transit's FY25-26 5311 and 5339 rural grant applications and the CARES Act grant application.

Sincerely,

Valley County Commissioners

P.O. Box 1350

Cascade, Idaho 83611

TVT VEHICLE MAINTENANCE PLAN

The Treasure Valley Transit vehicle maintenance program involves policies and procedures in which all company employees play a role, in addition to our maintenance provider.

Proper vehicle maintenance begins with our drivers, who are trained and required to perform a complete pre-trip inspection of their assigned vehicle before beginning their route. This includes, but is not limited to, an approximately 42-point check consisting of:

- The general condition and appearance of the vehicle.
- The engine compartment including fluid levels, leaks, belt wear, batteries, etc.
- The interior including operation of controls, gauges, lights, safety equipment, passenger hazards, etc.
- The exterior including tires and rims, headlights, tail lights, brake lights, flashers, etc.

Our primary maintenance provider Blue Wrench, Meridian Idaho and Gold Fork Automotive, McCall Idaho are licensed, qualified and experienced in all aspects of fleet maintenance from regular services and preventative maintenance inspections to major mechanical repairs, rebuilds, retrofits, etc. Maintenance records are maintained in a computerized format with hard copy back-up records.

The preventative maintenance schedule for all Treasure Valley Transit vehicles is as follows:

- Complete Service (Performed every 3,000 or 5,000 Miles Depending on Bus or Van type):
 Includes a complete vehicle service and inspection. This service includes an oil change, oil and
 fuel filter changes, chassis lube, and checking and filling all fluids. The inspection includes a 43 point inspection on items such as electrical components, fuel, braking, cooling, heating, drive
 train, exhaust, tires, visual and mechanical components, etc.
- DOT Inspection (Performed Annually): Includes a complete Federal DOT inspection. This DOT inspection is in full compliance with all federal, state and local regulations.
- TVT meets or exceeds all recommended manufacturers scheduled maintenance plan, as stated in the owners manual.

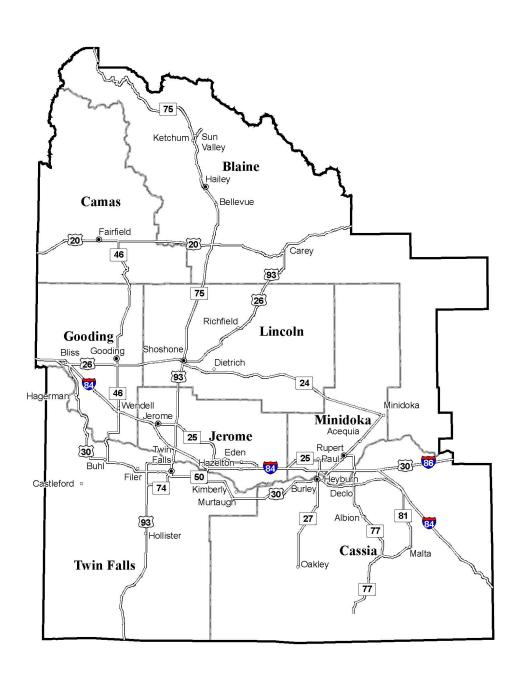
Treasure Valley Transit managers and supervisors are experienced, trained and dedicated to ensuring all our vehicles are always maintained in good safe working order. Ongoing training, reviewing driver's vehicle inspection forms and providing a timely response to noted deficiencies, performing unannounced "spot inspections" of vehicles, maintaining meticulous records and excellent communication with the vehicle maintenance service provider all contribute to the efficiency and success of the Treasure Valley Transit maintenance policy.

Treasure Valley Transit is in full compliance with all federal, state and local regulations regarding the safe and legal operation and maintenance of all company vehicles.

BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY:	1.0					
ODOMETER READING:	BUS NO.:					
END MILEAGE:						
START MILEAGE:	TIME: PM					
TOTAL MILEAGE:	LOCATION:					
INSPECT ITEMS LISTED - IF DEFECTIVE	, NUMBER AND DESCRIBE IN "REMARKS"					
FLUID LEAKS UNDER BUS LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT OIL LEVEL RADIATOR COOLANT LEVEL BATTERY TRANSMISSION UNUSUAL ENGINE NOISE GAUGES & WARNING LIGHTS SWITCHES HORN FANS & DEFROSTERS WIPERS & WASHERS STOP ARM CONTROL (WARNING CONTROL) INSIDE & OUTSIDE MIRRORS BRAKE PEDAL & WARNING LIGHT OPERATION OF SERVICE DOOR EMERGENCY EQUIPMENT FIRST AID KIT ENTRANCE STEPS CLEANLINESS OF INTERIOR CONDITION OF FLOOR REMARKS:	EMERGENCY DOOR & BUZZER HEADLIGHTS, FLASHERS & 4-WAY FLASHERS RIGHT FRONT TIRE & WHEEL FRONT OF BUS - WINDSHIELD LEFT FRONT TIRE & WHEEL STOP ARM (SCHOOL BUS) EXHAUST SYSTEM LEFT SIDE OF BUS - WINDOWS & LIGHTS LEFT REAR TIRES & WHEELS REAR OF BUS - WINDOWS & LIGHTS TAIL PIPE RIGHT REAR TIRES & WHEELS RIGHT SIDE OF BUS - WINDOWS & LIGHTS DRIVER'S SEAT & BELT DIRECTIONAL LIGHTS PARKING BRAKE OR SERVICE BRAKE CLUTCH STEERING WHEELCHAIR LIFT					
CONDITION OF ABOVE VEHICLE IS:	SATISFACTORY UNSATISFACTORY					
DRIVER'S SIGNATURE:						
☐ ABOVE DEFECTS CORRECTED ☐ ABOVE DEFECTS NEED NOT BE CORRECTED	FOR SAFE OPERATION OF VEHICLE					
MECHANIC'S SIGNATURE:	DATE:					
DRIVER REVIEWING REPAIRS: SIGNATURE:	DATE:					
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District 4: South-Central Idaho



Mountain Rides Transportation Authority





FTA Section 5339 Competitive Grant Application

Funding for Oct 1, 2024 - Sep 30, 2026

IDAHO TRANSPORTATION DEPARTMENT PUBLIC TRANSPORTATION OFFICE

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Mountain Rides Transportation Authority P.O. Box 3091 800 1st Avenue North Ketchum, Idaho 83340

To: Grants Evaluation Team

Idaho Transportation Department – Public Transportation

From: Wallace E. Morgus, Executive Director ///

Mountain Rides Transportation Authority

Date: January 10, 2024

Re: 5339 Competitive Grant Application – Mountain Rides Transportation Authority

Enclosed please find the 5339 Competitive Grant Application for the grant cycle from October 1, 2024, through September 30, 2026, for Mountain Rides Transportation Authority ("Mountain Rides" or "MRTA"). The enclosed package includes a response to the questions laid out in each section of the application; completed Attachments A (Project Budget), B (Milestone Reporting), C (Rolling Stock Replacement Report), and D (Demonstration of Need) to the application; and four appendices containing support materials recommended as part of the application.

For the two-year grant cycle – October 1, 2024, to September 30, 2026 – Mountain Rides is seeking \$640,000 in Federal support, which will be matched by \$160,000 of local funding support. The total funding - \$800,000 – will underwrite Mountain Rides' purchasing of up to four (4) electric light-duty transit vehicles (e.g., 10-14 passenger, ADA-equipped electric transit vans) that will be deployed in MRTA's existing, continuing, and growing operation of 5311 Service, NEMT Service, and ADA Paratransit Service in rural Blaine County, Idaho, and surrounding communities.

If you have any comments or questions, please feel free to reach out.

Thank you and ITD's Public Transportation Office for your consideration and for looking favorably upon our application.



YOUR Safety · · · ▶ YOUR Mobility · · · ▶ YOUR Economic Opportunity

Application Information Form

Applicant: Mountain Rides Transportation Authority								
Authorized Representative:	Wallace E. Morgus, Executive Director							
Address:	PO Box 3091, 800 First Ave. North, Ketchum, ID 83340							
Phone:	208.788.7433 x.101							
Email Address:	wally@mountainrides.org							
DUNS#:	0205108600000							
Architect/Engineer/Planner it	fapplicable: (Contact Name): NA							
Phone:								
Address:								
PROJECT TYPE (MARK O	NE)							
Facility Construction		X Replacement Vehicle Purchase						
Infrastructure Constructi	оп	X Expansion Vehicle Purchase						
Facility Renovations		Vehicle Rehabilitation						
ADA Accessibility		Transit Related Technology						
Planning		Transit Related Equipment						
Marketing		Other						
TOTAL PROJECT COST: \$ 800.000								
	6 800,000 	000						

1. Project Description: Acquisition of Vehicles to Sustain Transit Services

Project Priorities and Program Eligibility

Mountain Rides Transportation Authority ("Mountain Rides" or "MRTA"), an Idaho 5311 Operator, affirms the ITD-PT's Program Priority – capital funding to underwrite replacing vehicles and/or expanding fleets of vehicles to support the continuation and expansion of public transportation – and hereby requests capital to acquire up to four (4) battery-electric, light-duty, ~12-passenger transit vehicles, to be integrated into MRTA's fleet. MRTA will deploy the acquired vehicles in its ongoing and growing fixed-route, demand-response, NEMT, and ADA Paratransit services, providing public transportation in the rural area (<50,000 pop.) of Blaine County, Idaho, and its surrounding communities, where residents and visitors rely on public transit to reach their destinations.

Scope of Work

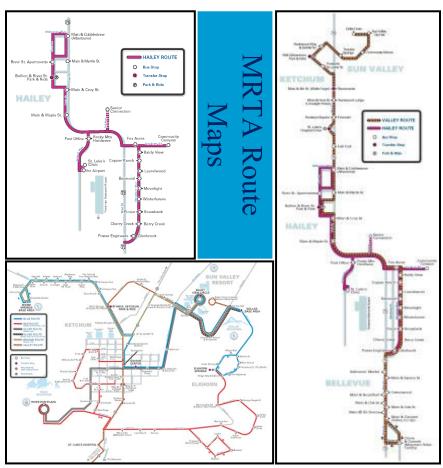
Transit Vehicles Acquisition and In-Service

Mountain Rides will acquire, through an approved state purchasing agreement or via an internally managed RFP process, up to four (4) battery-electric, light-duty, ~12-passenger transit vehicles; integrate those vehicles into the MRTA fleet; and place the acquired vehicles in service supporting MRTA's fixed-route, demand-response, NEMT, and ADA Paratransit Operations ("Mountain Rides' Public Transportation Services") (see below).

Mountain Rides' Public Transportation Services

Fixed-Route Transit Bus Service

Mountain Rides' fixed-route transit bus service operates in Blaine County, Idaho, serving the cities of Bellevue, Hailey, Ketchum and Sun Valley, and unincorporated Blaine County.



Route	Service Area	Seasonal or Year-round?
Blue	Connects Warm Springs, downtown Ketchum, Sun Valley, and Elkhorn.	Year-round (7 days per week).
Valley	Connects Bellevue, Hailey, Ketchum, Sun Valley, The Meadows, and unincorporated Blaine Co.	Year-round (7 days per week).
Hailey	Connects Hailey, Woodside, Community Campus, Senior Center, St Luke's, and SUN.	Year-round (Mon-Fri).
Magic NEMT	Connects Sun Valley, Ketchum, Hailey, Bellevue, and unincorporated Blaine Co. with Twin Falls.	Year-round (Mon-Fri, on-demand)
Gold	Connects Sun Valley with Ketchum and Dollar Mountain and River Run base areas.	Seasonal: Winter (7 days per week).
Silver	Connects Sun Valley Village, downtown Ketchum, and River Run base area.	Seasonal: Winter (7 days per week) & Summer (7 days per week).
Bronze	Connects Sun Valley with Ketchum and Warms Springs and River Run base areas.	Seasonal: Winter (7 days per week).
Red	Connects Elkhorn neighborhoods with River Run base area and downtown Ketchum.	Seasonal: Winter (7 days per week) & Summer (~25 days).

Mountain Rides delivers significant service, as measured in service hours:

MRTA								
Blue	Valley	Hailey	Gold	Silver	Bronze	Red	Total	
11,895	15,852	2,322	963	2,323	1,024	1,687	36,066	

The hours are productive, yielding sizable and growing ridership, including transit-dependent ridership, which has grown steadily over the past three (3) years subsequent to the pandemic. For the most recent fiscal year (FY2023), bus ridership surpassed 705,000, up forty-one percent (+41.0%) year-over-year, as detailed below:

MRTA FY2023 Ridership by Route and Year-over-Year Change %										
Blue	Valley	Hailey	Gold	Silver	Bronze	Red	Total			
199,282	337,743	37,832	39,576	56,389	20,221	14,260	705,303			
+32%	+32% +54% +31%		+20%	+41%	+44%	+36%	+8%			

Demand-Response Service: NEMT & ADA Paratransit

Mountain Rides' Demand-Response Service comprises two distinct offerings — Non-Emergency Medical Transportation Service ("NEMT") and Complementary ADA Paratransit Service ("ADA Paratransit"). In addition, Mountain Rides offers demand-response service as an option on its Hailey Route (deviated fixed-route).

Non-Emergency Medical Transportation

Mountain Rides' demand-response NEMT Service operates from its base in Blaine County, Idaho, serving residents of the cities of Bellevue, Hailey, Ketchum and Sun Valley, and unincorporated Blaine County, and connecting them to non-emergency medical appointments, treatments, and consultations in and around Twin Falls, Idaho, some 75+ miles distant.

Route	Service Area	Seasonal or Year-round?
NEMT	Connects Sun Valley, Ketchum, Hailey, Bellevue, and unincorporated Blaine Co., Idaho, with Twin Falls, Idaho.	Year-round (Mon-Fri, on-demand)

Mountain Rides delivers significant service, as measured in NEMT service hours: ~2,200 hours/year. The Service deploys vans and other light-duty vehicles, as it operates each week of the year, typically Monday through Friday, with one round trip between the Wood River Valley and Twin Falls, Idaho, daily.

Since the inception of the NEMT Service, as initially underwritten by a grant from the National Aging and Disability Transportation Center ("NADTC") and additional grants from local community foundations, in Spring 2021, as well as CARES Act funding via the ITD-PT to sustain the Service, the NEMT Service hours have been productive, yielding a growing ridership of transit-dependent passengers destined for essential non-emergency medical appointments, consultations, and treatments in and around Twin Falls, Idaho. Over the past six (6) months, ridership has averaged ~4 one-way trips (riders) per day.

ADA Paratransit

Mountain Rides' demand-response Complementary ADA Paratransit Service operates from its base in Blaine County, Idaho, serving residents of the cities of Bellevue, Hailey, Ketchum and Sun Valley, and unincorporated Blaine County, Idaho, whose disabilities prevent them from using Mountain Rides' fixed-route service and including riders who are unable to access vehicles, transit stops, or facilities, or to independently navigate through the system. Complementary ADA Paratransit Service operates as an origin-to-destination service, providing transport from a passenger's origin to their destination, connecting them to: i) non-emergency medical appointments, treatments, and consultations; ii) grocery stores; iii) pharmacies; iv) physical and occupational therapy services; v) health, exercise, and recreational activities; and vi) other destinations.

Route	Service Area	Seasonal or Year-round?
Complementary	Connects ADA-eligible riders in Sun Valley,	Year-round (Mon-Fri, on-
ADA Paratransit	Ketchum, Hailey, Bellevue, and Blaine Co.,	demand)
	Idaho, to their destinations in the Wood	
	River Valley, Idaho	

Mountain Rides delivers significant service, as measured in ADA Paratransit service hours: ∼1,000 hours of service in 2023. The Service deploys ADA Paratransit vehicles and other light-duty vehicles, as it operates each week of the year, typically Monday through Friday, with one or multiple round trip(s) within the Wood River Valley, Idaho, daily.

Since the inception of the ADA Paratransit Service, it has been productive, yielding a growing ridership of transit-dependent ADA passengers destined for essential non-emergency medical appointments, consultations, and treatments, and other destinations in the Wood River Valley, Idaho. Over the past twelve (12) months, MRTA's ADA Paratransit Service has averaged ~1.5 roundtrips (one rider per roundtrip), ~4.5 service hours, ~45 service miles, per day.

Scope of Services and Objectives

Mountain Rides provides and supports a range of transportation options for Blaine County, its communities, and nearby jurisdictions, that are safe, user-focused, environmentally friendly, sustainable, and supportive of a strong local economy. The funding requested herein (Federal share: \$640,000) will underwrite Mountain Rides' acquisition of vehicles to be deployed in delivering its services and support its objectives:

- Providing and advocating for a sustainable public transportation system that reduces single occupancy vehicle trips and meets the needs of our communities and their citizens.
- Conveying information and knowledge, thereby increasing awareness of the social, financial, environmental, and community benefits of public transportation.
- Facilitating regional cooperation regarding transportation issues.
- Providing convenient, accessible, sustainable mobility for all persons, with a focus on meeting vital needs, including commuting to jobs, shuttling to medical services, and traveling to grocery stores and other shopping outlets.
- Prioritizing service for the transit-dependent, including essential workers and communities-of-color, who have limited options for mobility.
- Reducing traffic congestion and greenhouse gas emissions, thereby enhancing the quality of life in the Mountain Rides' service area.

Scope of Services and Objectives re: the Idaho Public Transportation Plan

The Idaho Public Transportation Plan (c. April 2018) calls out four overarching goals for public transportation in Idaho, namely:

- Ensure the Safety and Security of Public Transportation Users;
- Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho;
- Preserve the Existing Public Transportation Network; and
- Provide a Transportation System that Drives Economic Opportunity.

Mountain Rides, generally, and this Project, specifically, support the achievement of these goals by:

- Facilitating mobility for the citizens and visitors of Idaho, including underserved, disadvantaged, and overburdened communities, within our service area;
- Providing an array of transportation choices to all segments, including underserved, disadvantaged, and
 overburdened communities, of the state's population, specifically that population residing within our
 service area;
- Enhancing access to and connectivity among transportation modes, including public transit and active transportation;
- Reducing traffic crowding and congestion on our streets and highways;
- Promoting and walking the talk on environmental stewardship, including reducing emissions of harmful greenhouse gases attributable to public transportation vehicles; and
- When possible, collaborating with other service providers to deliver safe, efficient, and effective public transportation options that improve access and connectivity for our constituents.

Consistent Project Funding

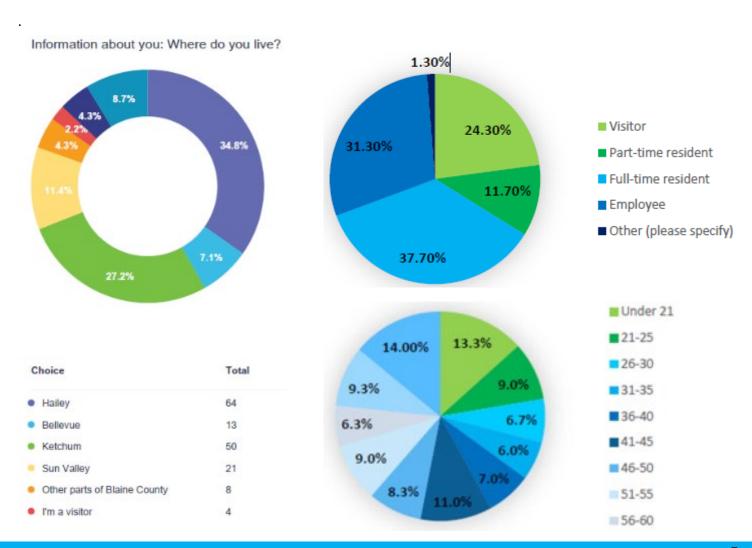
ITD has been funding Mountain Rides' operation of 5311 Services and acquisition of assets (5339 Program) consistently for a decade-plus. Funding for the two (2) most recent cycles:

Cycle >>>>>>>	Oct 1, 2020 - Sep 30, 2022	Oct 1, 2022 - Sep 30, 2024				
5311 Funding	\$ 3,262,771	\$ 4,114,024				
5339 Funding	\$ 5,629,000	\$ 7,770,000				

In each cycle, above, MRTA fully expended, or will fully expend, the funding awarded in the cycle. Given its history of over-match by local dollars, MRTA is confident it will have the local dollars required to match the funding requested herein.

Conclusion

The funding requested herein – \$ 640,000 – is essential to MRTA's maintaining (and expanding) its fleet (in a state of good repair) and to MRTA's maintaining and enhancing the breadth and quality of its services. It will underwrite Mountain Rides' acquisition of critical fleet vehicles and thereby support continuing 5311 rural transportation services that benefit a broad, diverse community of riders (see survey data, below), many of whom depend on public transportation to move about Blaine County and the reaches of the ITD's District 4 in south central Idaho.



2. Demonstration of Need: Acquisition of Vehicles to Sustain Transit Services

Service Area Level of Need: General Need

Mountain Rides is the provider of comprehensive rural public transportation services in Blaine County, Idaho, and surrounding communities. Mountain Rides is seeking the grant funding contemplated herein to expand its fleet and maintain it in a state of good repair so that Mountain Rides may sustain – and opportunistically expand – its existing services.

Mountain Rides operates:

- 1) Fixed-route bus service that comprises free year-round routes serving:
 - a) Citizens of and visitors to the cities of Bellevue, Hailey, Ketchum, and Sun Valley;
 - b) Commuters from along the length of the Wood River Valley;
 - c) Commuters, non-emergency medical patients, and others along the length of State Highway 75 between Sun Valley and Twin Falls; and
 - d) Patrons of winter resort destinations in Sun Valley, Ketchum, the Sawtooth National Recreation Area, and at Galena Lodge.
- 2) Demand-response ADA paratransit service augmenting and complementing fixed-route bus service and serving riders many of them underserved, transit-dependent populations in Ketchum, Sun Valley, Hailey, Bellevue, and Blaine County.
- 3) Demand-response non-emergency medical transportation (NEMT) between the Wood River Valley and Twin Falls, Idaho.

Snapshot: Mountain Rides Transportation Authority							
Annual Operating Budget	\$ 4,411,664 (FY2024).						
Annual Capital Budget	\$ 500,000 - \$ 5,000,000+, project dependent, (\$7,238,250 in FY2024).						
# of Employees	30 – 45, depending on the season (~35 FTEs).						
Type of Entity	Local government subdivision organized by Joint Powers Agreement.						
Ridership	705,000 (FY2023), MRTA record ridership. Ridership is 1 st per capita and 2 nd highest overall in the State of Idaho.						
Fleet	20 buses; 16 vans.						
Annual Service Hours	36,000+ for fixed-route bus.						
Annual Service Miles	500,000+ for fixed-route bus; ~350,000 for vanpool.						
Services	6 free bus fixed-routes; 2 free commuter bus fixed-routes; 1 free deviated fixed-route, demand-response service; 2 paratransit ADA vans; 10-15 commuter vanpool routes; regional transportation planning.						

MRTA is the largest, in terms of fixed-route ridership and level of service, rural provider of public transportation in the State of Idaho. Against a backdrop of flat or declining ridership at other agencies and throughout the industry, MRTA continues to grow. **MRTA's strong and growing ridership is its primary and substantial demonstration of need**. Over the past two (2) fiscal years and the five (5) fiscal years prior to the pandemic, ridership has trended steadily upward, with each year's ridership topping that of the year before. For the four (4) years prior to the pandemic, annual ridership topped 500,000, with the final pre-pandemic year yielding 543,000 riders – seventeen percent higher (+17%) than five (5) years prior. In the two (2) full years since the end of the pandemic, ridership has continued to grow – somewhat dramatically – with ridership in FY2023 establishing a new record for MRTA at ~705,000 riders – 30% higher than ridership in final pre-pandemic year.

Mountain Rides operates in remote, rural communities -- Sun Valley, Ketchum, Hailey, Bellevue, Blaine County -- whose collective economy is driven by outdoor recreation, tourism, and development and support of second-home neighborhoods. The confluence of these factors, combined with i) an aging local demographic, whose dependence on transportation alternatives like ADA Paratransit and NEMT services is increasing; ii) limited – by geography – access to quality medical/health care services; and iii) a growing population of workforce participants who rely on public transportation and its ancillary services, has triggered and validated a greater and growing demand for our ADA Paratransit/NEMT services. As a result, Mountain Rides' ADA Paratransit/NEMT services have become, and persist as, a key contributor, in a supporting role, that serves the local economy and its needs by i) providing safe, reliable, affordable, equitable, essential ADA Paratransit/NEMT transportation services for communities, including UODCs, and the public transportation-dependent among them; and ii) making available a public transportation alternative, thereby reducing the number of SOVs and VMT and, consequently, the volume of detrimental GHGs released into the local environment, whose pristine nature is fundamental to the continued success, vitality, and sustainability of the local economy.

Marketing Communications: Driving Demand that Validates Service Area Need

MRTA executes a comprehensive, targeted, efficient marketing and advertising program (the "Program") aimed at increasing awareness of MRTA as a viable transportation choice; highlighting the safety, accessibility, convenience, and overall value of MRTA's services; and, ultimately, stimulating demand – that translates to ridership – for MRTA's services. Spearheaded by MRTA's Director of Community Transportation Services, the Program conveys MRTA's message via digital media (website, social media, online PR), conventional media and outlets (newspaper, printed bus schedules, rack cards), and person-to-person interactions (presentations to and interactions with the community-at-large, centers-of-influence in the community, stakeholders, employers, and others). For a summary of MRTA's *Marketing & Communications Action Plan*, please see Appendix F.

Need for Vehicles

Mountain Rides has two (2) ADA Paratransit vans -- a 2010 18-ft. Dodge van and a 2015 18-ft. Dodge van, each accommodating five (5) passengers, including the driver and one wheelchair position. Each van has surpassed its minimum useful life - > 4-years-old and/or > 100,000 miles in-service. From the points of view of safety, reliability, and efficiency, there is a need to replace both vans.

Mountain Rides employs two (2) mechanics who maintain its fleet of 22 heavy-duty and medium-duty transit buses, 17 van pool vans, 2 ADA Paratransit vans, and 5 support vehicles. As each vehicle ages, it generally requires more attention, servicing, and maintenance from our mechanics. At some point, usually coincident with its passing beyond its minimum useful life, a vehicle – including those deployed in ADA Paratransit and NEMT service – a no longer stacks up as viable, as determined by its cost/benefit metric, to maintain and retain in-service. We are at that point with our ADA Paratransit/NEMT vehicles and need to replace them as soon as possible.

In addition, Mountain Rides is facing burgeoning demand for our ADA Paratransit Services and our NEMT Services. ADA Paratransit ridership in 2023 surpassed 300% of its 2019 pre-pandemic level. NEMT ridership

continues to grow and requires a dedicated vehicle to make a daily roundtrip of ~175 miles between the Wood River Valley and Twin Falls, Idaho. Combined, this portends a true need for Mountain Rides to expand its fleet and put more vehicles on the streets in the community(s) we serve.

We expect the outcomes of this project to meet the needs of our community, resulting in a better overall experience for Mountain Rides, our riders, the community-at-large, and our funding partners.

Need: Complementary Perspectives

Strategic Perspective

MRTA's strategic plan comprises continued, focused underwriting of high-frequency, highly productive, fixed-route bus and other public transportation services – e.g., ADA Paratransit and NEMT Services – that yield increasing returns, measured as growing ridership. MRTA's executing the strategic plan assures our meeting the community's demand for enhanced public transportation services and MRTA's requirement for provisioning its fleet with the vehicles and other assets necessary to meet that demand for services. MRTA expects ridership to continue to grow and approach 800,000+ annually within three (3) to five (5) years.

Community Perspective

Complementing MRTA's experience of growing ridership as a demonstration of need are data gleaned from regular surveys of our riders asking: i) why they ride Mountain Rides and ii) what they would like to see from Mountain Rides. In a nutshell, our surveys indicate that once we have a rider using MRTA services, they use our services extensively, with upwards of 40% of riders using the bus more than ten (10) times per month. Further, our surveys reveal an expectation among our riders and others for continuing improvements to MRTA services.

Accepting that the community's assessment of the importance of MRTA's contributions to the community supports the demonstration of need criterion, MRTA periodically surveys the community, riders, and non-riders alike, asking them about the importance of MRTA to the community, quality of life, and the economy. In a recent survey with ~200 respondents, MRTA achieved a rating of 4.5 (on a scale of 1.0 (not important) to 5.0 (extremely important)).

Local Funding Partners' Perspective

Finally, as a demonstration of need, consider the significant financial support (the "Local Match") MRTA receives from its local funding partners.

-					
Local Funding	FY2020	FY2021*	FY2022	FY2023	FY2024
City of Ketchum	\$ 624,700	\$ 469,000	\$ 687,000	\$ 769,000	\$ 796,000
City of Sun Valley	352,500	265,000	390,000	\$ 435,000	\$ 450,000
City of Hailey	82,000	61,500	82,000	\$ 92,000	\$ 96,000
Blaine County	154,000	115,600	180,000	\$ 201,500	\$ 208,500
City of Bellevue	6,500	4,900	8,000	\$ 10,000	\$ 12,000
Sun Valley Company	209,500	157,125	215,000	\$ 276,000	\$ 286,200
Other Partners	19,000	20,000	25,000	\$ 29,000	\$ 58,000
TOTAL	\$ 1,448,200	\$ 1,093,125	\$ 1,627,000	\$ 1,812,500	\$ 1,906,700

^{*} due to economic uncertainty triggered by the pandemic, FY2021 was reduced by ~25% from normal levels

3. Project Planning: Acquisition of Vehicles to Sustain Transit Services

The planning for this Project – the Acquisition of Vehicles – derives from MRTA's general planning process, as described in the following paragraphs. As part of its planning process, MRTA regularly assesses the state of its fleet and the need to augment and/or upgrade that fleet so that it adequately supports the Service Plan.

In addition, the foundational document for MRTA's planning process is the *Idaho Public Transportation Plan* (c. April 2018), authored by the Idaho Transportation Department's Public Transportation Office. The *Plan* is structured on three (3) main pillars: i) Safety; ii) Mobility; and iii) Economic Opportunity. It further enumerates goals and recommended actions for achieving those goals. The tenets set forth in the *Plan* underpin MRTA's planning process and serve as a yardstick for measuring MRTA's performance.

The Idaho Public Transportation Plan: Underpinning MRTA's Planning Process

The Idaho Public Transportation Plan (c. April 2018) calls out four overarching goals for public transportation in Idaho, namely:

- Ensure the Safety and Security of Public Transportation Users;
- Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho;
- Preserve the Existing Public Transportation Network; and
- Provide a Transportation System that Drives Economic Opportunity.

Mountain Rides, generally, and this Project, specifically, support the achievement of these goals by:

- Facilitating mobility for the citizens and visitors of Idaho, including underserved, disadvantaged, and overburdened communities, within our service area;
- Providing an array of transportation choices to all segments, including underserved, disadvantaged, and
 overburdened communities, of the state's population, specifically that population residing within our
 service area;
- Enhancing access to and connectivity among transportation modes, including public transit and active transportation;
- Reducing traffic crowding and congestion on our streets and highways;
- Promoting and walking the talk on environmental stewardship, including reducing emissions of harmful greenhouse gases attributable to public transportation vehicles; and
- When possible, collaborating with other service providers to deliver safe, efficient, and effective public transportation options that improve access and connectivity for our constituents.

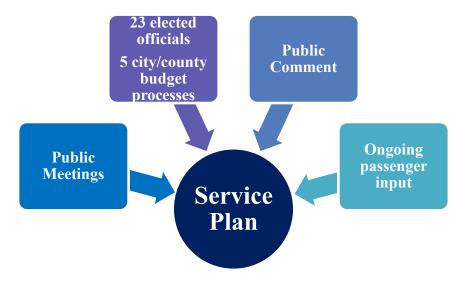
MRTA's Planning Process

Mountain Rides provides comprehensive rural public transportation services in Blaine County, Idaho, and surrounding communities. Over the years, MRTA has instigated, refined, and implemented a disciplined planning process geared to developing an executable service plan that derives opportunities from the needs expressed by the community. The planning process includes:

- Strategic planning sessions and annual budget development.
- Annual transportation service plan development.
- Surveys of riders and non-riders.

- Public meetings and workshops.
- Meetings and workshops with the cities, the county, and other community partners.

MRTA recently adopted its FY2024 Service Plan that was defined by diverse and distinct inputs:



The upshot of the MRTA planning process – the Service Plan and its ideas, goals, and objectives – reflects and has as its foundation input from riders, those who do not ride but would like to, funding partners, and community stakeholders. The process seeks and encourages input from the public and marries that input with recommendations and expertise from MRTA's staff and its Board of Directors to coalesce the plan. The planning process begets a strong plan that balances what is needed with what is possible and clarifies opportunities and constraints driven by funding levels, regulations, restrictions, and accumulated knowledge born of experience.

Specifically, with respect to route and service planning, MRTA communicates with its riders, drivers, stakeholders, partners, and the public at-large, seeking means for continual improvement. Recently, MRTA surveyed (in English and Spanish) 200+ members of the community regarding service improvement and expansion. An overwhelming majority – 82% of respondents – affirmed that Mountain Rides is doing the right things with respect to maintaining and improving services. Less than 4% of respondents indicated that MRTA was not on the right track with respect to service development.

The top requests for service improvement coming from the survey included:

- More frequent commuter-hours service.
- Late-night Valley Route service.
- More frequent year-round service with less variability by season.

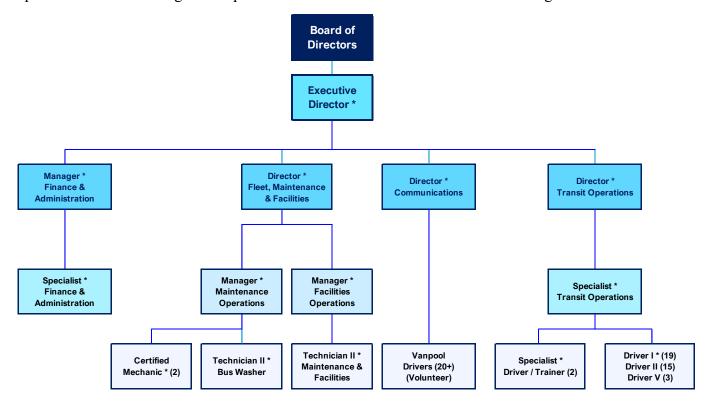
According to survey respondents, the top things MRTA could do to encourage more riders:

- Offer more frequent service.
- Align bus schedules more closely with personal/business schedules.
- Make ride-time on the bus less than drive-time in a personal automobile.
- Offer zero-fare service...THIS HAS BEEN IMPLEMENTED.

MRTA uses these data, and others like them, in its planning process for routes and services.

MRTA collaborates with local human-services organizations and businesses to solve transportation problems and design, tailor, and enhance services. MRTA partners with Blaine County Hunger Coalition, Wood River YMCA, Blaine County Recreation District, Higher Ground Adaptive Sports, The Senior Connection, and The Advocates Against Domestic Abuse to craft services that reach lower income, disabled, and minority populations (Title VI). Mountain Rides' allies in the business community include Sun Valley Company, Webb Landscape, Atkinsons Markets, St. Luke's Wood River Medical Center, Rocky Mountain Hardware, Sun Valley Bronze, local auto repair shops, hotels, and property management companies. MRTA's discipline includes soliciting bids from and doing business with Disadvantaged Business Enterprises (DBEs), whenever possible.

MRTA's management and staff have a strong track record of managing grants and delivering transportation services and other projects underwritten by those grants. MRTA is a government agency, formed according to the terms of a Joint Powers Agreement (JPA) by and between the cities of Ketchum, Sun Valley, Hailey, and Bellevue, and Blaine County, Idaho. The JPA renews every four (4) years, with the most recent renewal occurring in October 2023. An eight-member Board, appointed by the signatories to the JPA, oversees and serves as fiduciary for Mountain Rides, setting strategic direction and objectives, approving budgets, ratifying policies, and managing the Executive Director. The Executive Director and staff, with direction from the Board of Directors, implement annual and longer-term plans under the board's direction. The MRTA organization:



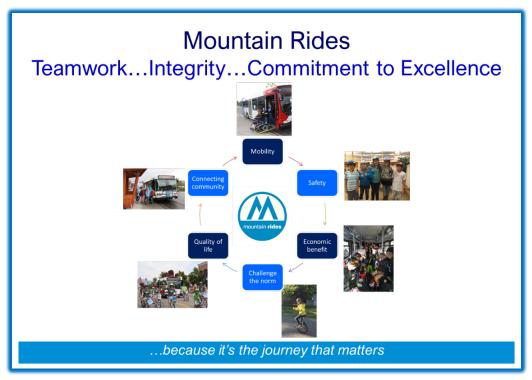
MRTA has no labor unions.

This Project does not require NEPA.

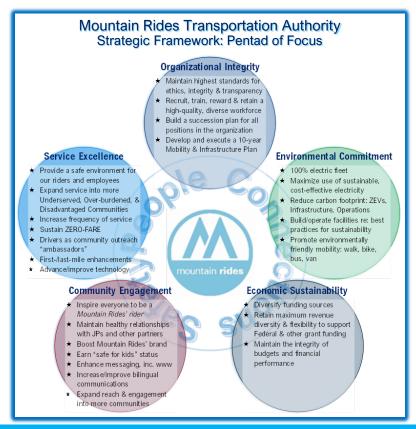
Please see Appendix A for letters of support from and budget request presentations to our joint powers partners.

4. Project Benefits/Evaluation: Acquisition of Vehicles to Sustain Transit Services MRTA Benefits to the Community

As our community's public transportation provider, MRTA is valued and valuable, providing direct benefits:



...as guided by our Strategic Framework:



Benefits from the Project

The benefits to the community from this Project – Acquisition of Transit Vehicles to Sustain Service – will manifest in MRTA's operations and service, as described below.

Efficiency and Ridership

MRTA operates efficiently. System-wide ridership (productivity) averages seventeen (17) passengers per service hour and has been growing steadily. At ~\$106 per service hour and ~\$6.40 per service mile, operating costs are reasonable and generally compare favorably across the spectrum of 5311 rural service providers and very favorably across the industry as a whole. As ridership has grown, MRTA's operating costs have remained very stable; we anticipate continuation of these trends.

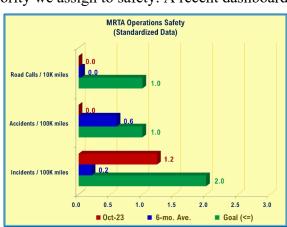
With the funding contemplated by this application, MRTA will acquire and put in-service vehicles that underpin its ADA Paratransit, NEMT, and other demand-response services, enabling those services to persist and persevere with efficient and productive operations that drive continued growth in ridership and facilitate mobility choice for communities in Blaine County and throughout ITD District 4.

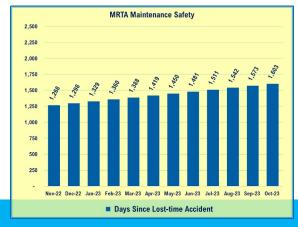
Safety

As we modernize our fleet, including adding the vehicles called out in this Project, we will continue to upgrade and enhance the workplace, making it a safer environment, as well as improve the experience, safety, and accessibility for our riders.

Safety is MRTA's top priority. We relentlessly measure our performance against benchmarks, evaluate our measurements, and apply what we learn to improve our safety performance. MRTA employs a disciplined driver safety training program, integrating internal and external training resources (in-house supervisors and programs; drivers' handbook; ITD; RTAP; CTAA; FTA). Via a monthly performance dashboard that is distributed to staff, management, and the Board, and made available to the public, MRTA communicates its safety performance as a means for reinforcing the importance, criticality, and priority we assign to safety. A recent dashboard:







MRTA currently enjoys a streak of over sixteen hundred (1,600) days without a lost-time accident in our Maintenance Department and shows a miniscule number of on-street at-fault smaller incidents. This attests to the "safety culture" that is firmly rooted at Mountain Rides and is especially outstanding against the backdrop of ever-increasing service levels and year-in-and-year-out extremely challenging winter operating conditions.

Mobility

MRTA serves diverse demographics – youth, seniors, workers/commuters, persons with disabilities, riders-by-choice, transit-dependent riders, minorities, all income levels. According to mobility data compiled by *AllTransit* (http://alltransit.cnt.org), eighty five percent (85%) of commuters in the cities in Mountain Rides' service area live within ½-mile of transit. This is a very high percentage and reflects the efficient build out of Mountain Rides infrastructure, routes, and service, as well as confirms a manifestation of Mountain Rides' commitment to "mobility for all." (Opportunity and room for growth are also implicit in *AllTransit's* numbers, which show less than four percent (<4.0%) of commuters living within ½-mile of transit in Mountain Rides' service area using public transportation for their commutes.)

With this Project, by upgrading and adding vehicles to our fleet, we will better serve our diverse community and improve efficiency, safety, accessibility, service-area-coverage-and-range, comfort, experience, and mobility opportunities/options for our current and aspiring riders.

Economy

MRTA contributes directly to the local economy:

- MRTA is a de facto federally funded jobs-creation program that sustains approximately fifty (50) seasonal and year-round full-time jobs and pumps approximately two million dollars (\$2.0 million) in wages and benefits into the local economy.
- MRTA "buys local" for a variety of goods and services it purchases and thereby pumps an additional approximately one million dollars (\$1.0 million) into the local economy.

MRTA's public transportation services – underpinned by the vehicles that are part of this Project – benefit the economy by supporting residents and workers:

- Commuters save money and time by using public transportation.
- Parents save money and time when their children take public transportation to activities and school events.
- Employers attract and retain employees who have reliable transportation options.
- Community organizations' customers/clients get where they need to go safely and reliably.
- Local cities offer an enhanced quality of life, especially for residents who enjoy walking, biking, and riding the bus.

MRTA's public transportation services benefit the economy by supporting visitors, who make the largest contribution (spending) to our resort-destination market. MRTA's services enable visitors' moving around the community easily and efficiently without a car, which enhances the overall visitor experience.

Evaluation

Project-specific Measurement and Evaluation

The fruits of this Project – up to four (4) battery-electric, light-duty, ~12-passenger transit vehicles ("ETV"), to be integrated into MRTA's fleet – will add to MRTA's asset base that is deployed and serves as the foundation for the public transportation services offered by Mountain Rides. As such, evaluating the ongoing success of this Project derives primarily from measuring the performance of the public transportation services that these assets – the ETVs – facilitate and deliver. (See *Regular and Ongoing Measurement*, below.)

In addition, MRTA will measure and evaluate performance data specific to the assets – the ETVs – including:

- ★ Return on Investment ("ROI"), as measured by:
 - GHG reductions as a result of using electric motors in place of internal combustion engines in our vehicles.
 - Fuel and other cost savings realized from deploying electric motors in place of internal combustion engines in our vehicles.
 - Consistent, ongoing vehicle deployment (vehicle up-time; service hours, service miles, ridership).
- **★** Productivity, as measured by:
 - Reliability; consistency; acceptance service hours; service miles; ridership.
- ★ State-of-good-repair, as measured by:
 - Performance relative to industry standards for useful life of the ETVs.
 - Maintaining the ETVs to extend their useful life beyond the minimum standard.

Regular and Ongoing Measurement

MRTA provides valued and valuable transportation services to the communities it serves. MRTA will measure its success in fulfilling this commitment on an ongoing basis across three (3) key measures: i) safety performance, ii) financial performance, and iii) service/ridership performance. MRTA will monitor these measures on an ongoing basis.

MRTA will collate service/ridership and safety performance measurements into monthly performance dashboard reports for distribution to management, staff, the board, community stakeholders, and the public at-large, thereby assuring and reinforcing transparency and accountability. The safety performance dashboard (for a sample dashboard, see the *Safety* section, above) will capture at-fault accidents, incidents, road calls, age of fleet, and other metrics. The service/ridership performance dashboard will comprise measurements of total ridership, service hours, ridership/service hour, and other metrics.

MRTA will measure financial performance, evaluating it against the budget and prior periods' performance, by way of management's diligently producing monthly financial statements and reviewing those statements with MRTA's Board of Directors.

MRTA will continually evaluate its financial performance against the industry's financial benchmarks for high-frequency, fixed-route service, complementary ADA Paratransit service, and NEMT service, and maintain the flexibility to adjust these services from time-to-time to conform with those benchmarks.

For a recent Monthly Dashboard of performance metrics, please see Appendix D.

Accountability

MRTA will be held accountable for its performance by, among others, its Joint Powers partners. Accountability will manifest in a regular array of reports and presentations, in public session, by MRTA to the Joint Powers partners, specifically to city councils and the county board of commissioners. These interactions will include: i) semi-annual presentations updating the councils/commission/public on topics including operations, service levels and performance, ridership, customer service, marketing, customer feedback, safety performance, financial performance, etc.; ii) annual presentations to councils/commission supporting MRTA's annual funding request (for a recent funding request documents and presentations, please see Appendix A); and iii) ad hoc presentations, upon request from the councils/commission or at the suggestion of MRTA, from time-to-time, on a variety issues at the intersection of the Joint Powers, the public, riders, and MRTA. The checks-and-balances to assure prudent and proper management, execution, and engagement with the community by MRTA are solidly in place. As attestation of MRTA's accountability – letters of support from our Joint Powers – please see Appendix A.

ITD Metrics and Accountability

As a subrecipient of federal grant funding, MRTA is accountable to the Idaho Transportation Department (ITD) Public Transportation Office (PT). This accountability manifests through quarterly and ad hoc reporting by MRTA to the ITD-PT. One of the upshots of that reporting is the ITD-PT's compilation and dissemination of its *Annual Public Transportation Performance Report*, a state-of-the-state report regarding public transportation that details, for all to see, the performance, on a variety of metrics, of individual agencies and across the state atlarge. Accountability!

Sustainability

MRTA is committed to sustainability across a variety of iterations of the term: i) economic; ii) environmental; and iii) useful life of rolling stock. MRTA's track record as an efficiently funded going concern attests to its economic sustainability. Similarly, MRTA's ongoing execution of its plan for transitioning 100% of its fleet to no-emissions vehicles demonstrates its commitment to environmental sustainability. Finally, MRTA's track record of extending useful lives of its rolling stock beyond accepted minimum useful life standards, as well as its comprehensive *Rolling Stock Maintenance Plan* (see Appendix E), which formalizes and provides a roadmap for maintaining MRTA's fleet in a state of good repair and optimizing and extending the useful lives of its rolling stock, confirm MRTA's commitment to sustainability of its physical assets – namely, its rolling stock.

Executing the Project

MRTA has the capacity and wherewithal to carry out the Project – Acquisition of Vehicles to Sustain Transit Services. MRTA has been successfully carrying out projects similar to this Project, with underwriting by 5339 Federal Grants funding, for well over a decade.

MRTA has the organization, financial strength, and local match commitment in place to support and execute this project. To verify this claim, please see Appendix B for MRTA's organizational chart; Joint Powers Agreement, extended and executed through September 2027; a sample agreement for service and funding with our joint powers partners; and audited financial statements for the recently ended fiscal year (FY2023).

5. Project Budget: Acquisition of Vehicles to Sustain Transit Services

Narrative

MRTA's management and staff have a strong track record of managing grant programs and budgets and delivering transportation services, capital purchases, and other projects underwritten by those grant programs within budget.

MRTA is a government agency, governed according to the terms of a Joint Powers Agreement (JPA). The signatories to the JPA are Mountain Rides' primary providers of local match funds. That funding, which we anticipate being stable into the foreseeable future, needs to be \$160,000 for this Project, underwriting twenty percent (20%) of the Project – Acquisition of Vehicles. The Joint Powers appropriate MRTA funding annually via their respective budgeting processes.

MRTA will count on the 5339 Grant funding contemplated herein to underwrite a significant portion – eighty percent (80%) – of the Project.

MRTA develops expense budgets and cost projections ("costs/estimates"), including those referenced herein, using a zero-based technique and, for capital equipment expenditures, non-binding bids/quotes from purveyors of that capital equipment.

Project Budget

The Project Budget supports and details the acquisition four (4) light-duty transit vehicles:

Budget: Purchase 4 light-duty transit vehicles	Total Cost	Federal Share	Local Share
Vehicle #1	\$ 200,000	\$ 160,000	\$ 40,000
Vehicle #2	\$ 200,000	\$ 160,000	\$ 40,000
Vehicle #3	\$ 200,000	\$ 160,000	\$ 40,000
Vehicle #4	\$ 200,000	\$ 160,000	\$ 40,000
Total	\$ 800,000	\$ 640,000	\$ 160,000

For MRTA's FY2024 Operating Budget as reference, please see Appendix C.

6. Applicant Experience (ITD/FTA): Mountain Rides

Mountain Rides has a long, strong history of mutually beneficial relationships with, and successful management and administration of, grant funds awarded by the ITD and FTA.

7. Application Professionalism: Mountain Rides

Mountain Rides, to the best of its abilities, has completed this application with the utmost of efficiency, accuracy, veracity, and integrity.

Thank you.

Attachment A

Project Budget Request

Subrecipient	Mountain Rides Transportation Authority
Agreement Term	October 1, 2024 - September 30, 2026
Contact Name	Wallace E. Morgus, Executive Director
Address	P.O. Box 3091, 800 1st Ave. North, Ketchum, ID 83340
Phone Number	208.788.7433 x.101

FTA Grant 5339

		Capital (CP) 80/20	
	Total	Federal	Match
ſ	\$ 800,000.00	\$ 640,000.00	\$ 160,000.00

Project Cost	Fe	ederal Request	M	latch Needed
\$ 800,000.00	\$	640,000.00	\$	160,000.00

Wallace E. Morgus, Executive Director
Printed Name

Signature

Jan 7, 2024 Date

Scope of Work

Purchase up to four (4) light duty battery electric transit vehicles (e.g., Ford eTransit vans) to replace vehicles that are beyond their useful lives (2) and expand the fleet of vehicles (+2) deployed in Mountain Rides' 5311 Service, Demand-response Service, NEMT Service, and ADA Paratransit Service.

Local Match Source(s) for Project

City of Sun Valley, Idaho City of Ketchum, Idaho City of Hailey, Idaho City of Bellevue, Idaho County of Blaine, Idaho

Attachment B Milestone Reporting

Attachment B: Milestone Reporting

Agency Name	Mountain Rides Transpor	rtation Authorit	Y
Agency Contact	Wallace E. Morgus, Exec	utive Director	
Phone #	208.788.7433 x.101	Email	wally@mountainrides.org
Grant Program	5339	Rural	One Time
Federal Award Amount	\$ 640,000		

Scope of Work: Purchase up to four (4) light duty, ~12-passenger, battery electric transit vehicles (e.g., eTransit vans) to put in-service on Mountain Rides' 5311 Service, NEMT Service, and/or ADA Paratransit Service.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled
 milestone or completion dates were not met, identifying problem areas and discussing how the problems will be
 solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ/IFB Issue Date	12/20/2024	Issue RFP/RFQ/IFB for up to four (4) light duty, battery electric transit vehicles.
Award Date	03/20/2025	Award contract to dealer/seller for the purchase and sale of up to four (4) light duty, battery electric transit vehicles.
Order Date for Rolling Stock Purchases	03/28/2025	Issue Purchase Order (PO) to dealer/seller for the purchase and sale of up to four (4) light duty, battery electric transit vehicles.
Delivery Date for Rolling Stock Purchases	12/19/2025	Receive up to four (4) light duty, battery electric transit vehicles at Mountain Rides' facility(s).
Acceptance Date for Rolling Stock Purchases	01/16/2026	Road test up to four (4) light duty, battery electric transit vehicles (performance, reliability, safety).
In-service Date for Rolling Stock	02/02/2026	Deploy up to four (4) light duty, battery electric transit vehicles in-service.
Contract Completion Date	02/20/2026	Request/receive 5339 funds; combine with Local Match funds; remit payment to dealer/seller.

Attachment C

Rolling Stock Replacement Report

Subrecipient	Vehicle#	Year	Make/Model/Desc	In Service	Out of Service	Current Mileage	Award ID	Fed Share
MRTA	2D4RN4DE5AR350207	2010	Dodge/Van/Minivan	08/30/10	NA	86,000	ARRA	\$ 36,925
MRTA	2C7WDGBG2FR703490	2015	Dodge/Van/Minivan	07/15/15	NA	45,000	NA	NA

Attachment D

Demonstration of Need

Cong	ressional Application Attachment D: Demonstration of Need
l. Type	of Service (Check all that apply):
	ixed Route
×I	Deviated Fixed Route
	Demand/Response
2. Servi	ice Area (Check one)
☐ City	y
⊠ Cou	unity .
□ Mul	ti-County
□ ОЊ	er (Please Specify):
3. Com	nectivity:
Do you	connect with other modes of transportation? Check all that apply.
	Urban Public Systems
	Intercity Carriers
	Airports/ Trains
	Other transit operators in your region (please list below):
Ri	de TFT (Twin Falls Transit)
4. Rider	-
	te the average number of rides: Per Day 2,055* Per Year 750,000* (*includes bus & vanpool riders)
Over	describe your ridership over the last two years: - the past two years, MRTA's indership has been burgeoning, with bus riders progressing from ~500K in FY22 to
over	700K in FY23 (+41%+); and vanpool inders growing from ~40K in FY22 to ~45K in FY23 (+12.5%).
5. Days	Hours of Service:
· ·	s of the week and hours transit provider is in service
-	vice: Sun thru Sat, 6:00am - 12:30am. Annual service hours: 38,000+ for bus transit.

• Letter of Support



December 14, 2023

Idaho Transportation Department Public Transportation Office 11331 W. Chinden Boulevard Building 8 Boise, Idaho 83714

Re: Mountain Rides' Grant Applications for FY2025 and FY2026

Dear Grant Evaluation Team:

Please accept this letter In support of Mountain Rides' applications for FY2025/FY2026 grant funding to support public transportation operations and capital Investment via the Federal Transit Administration's 5311 Program and 5339 Program, respectively, as administered by the Idaho Transportation Department's Public Transportation Office.

The City of Ketchum endorses Mountain Rides' applications and encourages you to view them favorably.

The City of Ketchum embraces public transportation as a strategic imperative. The City invests significantly in Mountain Rides through annual appropriations of local funding. The upshot is that public transportation helps energize the economy and enhance our quality of life. Of particular importance is Mountain Rides availability and accessibility as a transportation alternative that serves to mitigate the impacts of a shortage of affordable workforce housing in and around the City of Ketchum. To these ends, Mountain Rides serves residents, commuters, and visitors, and enjoys support throughout the region, as evidenced by its 700,000+ riders during the fiscal year just ended.

To underwrite strong, safe, and efficient operations and growth, Mountain Rides counts on the federal operating and capital funding it is seeking.

Thank you for looking favorably on Mountain Rides' applications for funding and for supporting public transportation in Ketchum, Sun Valley, Hailey, Bellevue, Blaine County, and District 4. Funding opportunities like these are vital to Mountain Rides' success.

Respectfully,

Neil Bradshaw

Mayor

• Letter of Support



December 12, 2023

Mayor Peter M. Hendricks

Council Jane Conard, Council President Michelle Griffith Keith Saks Jane Conard Brad DuFur

Idaho Transportation Department Public Transportation Office 11331 W. Chinden Boulevard Building 8 Boise, Idaho 83714

Re: Mountain Rides' Grant Applications for FY2025 and FY2026

Dear Grant Evaluation Team:

Please accept this letter in support of Mountain Rides' applications for FY2025 and FY2026 grant funding to support public transportation operations and capital investment via the Federal Transit Administration's 5311 Program and 5339 Program, respectively, as administered by the Idaho Transportation Department's Public Transportation Office.

The City of Sun Valley supports Mountain Rides' applications and encourages you to view them favorably.

The City of Sun Valley embraces public transportation as a strategic priority. The City makes significant investments in Mountain Rides through annual appropriations of local funding. As a result, public transportation helps energize the economy and enhance our quality of life. Of particular significance is Mountain Rides' availability and accessibility as a transportation alternative that serves to mitigate the impacts of a dearth of affordable workforce housing in and around the City of Sun Valley. To these ends, Mountain Rides serves residents, commuters, and visitors, and enjoys support throughout the region, as evidenced by its 700,000+ riders during the fiscal year just ended.

To underwrite strong, safe, and efficient operations and growth, Mountain Rides counts on the federal operating and capital funding contemplated herein.

Thank you for looking favorably on Mountain Rides' applications for funding and for supporting public transportation in Sun Valley, Ketchum, Hailey, Bellevue, Blaine County, and District 4. Funding opportunities like these are critical to Mountain Rides' success and sustainability.

Best regards,

Peter M. Hendricks Mayor of Sun Valley

> PO Box 416 * SUN VALLEY, ID 83353 * 208-622-4438 * FAX 208-622-3401 www.sunvalleyidaho.gov

Letter of Support



THE BOARD OF BLAINE COUNTY COMMISSIONERS

206 FIRST AVENUE SOUTH, SUITE 300 HAILEY, IDAHO 83333

PHONE: (208) 788-5500 FAX: (208) 788-5569 www.blainecounty.org bcc@co.blaine.id.us

Muffy Davis, Chair * Angenie McCleary, Vice-Chair * Lincleay Mollineaux, Commissioner

December 19, 2023

Idaho Transportation Department Public Transportation Office 11331 W. Chinden Boulevard Building 8 Boise, Idaho 83714

Re: Mountain Rides' Grant Applications for FY2025 and FY2026

Dear Grant Evaluation Team:

Please accept this letter in support of Mountain Rides' applications for FY2025 and FY2026 grant funding to support public transportation operations and capital investment via the Federal Transit Administration's 5311 and 5339 Programs, respectively, as administered by the Idaho Transportation Department's Public Transportation Office.

The Blaine County Commission endorses Mountain Rides' applications for funding and urges you to view them favorably.

Blaine County embraces public transportation as a strategic imperative. The County makes significant investments in Mountain Rides through annual appropriations of local funding. As a result, public transportation helps energize the economy and enhance our quality of life. Of particular import is Mountain Rides availability and accessibility as a transportation alternative that serves to mitigate the impacts of a shortage of affordable workforce housing in the region. To these ends, Mountain Rides serves residents, commuters, and visitors, and enjoys support throughout the region, as evidenced by its 700,000+ riders during the fiscal year just ended.

To underwrite strong, safe, and efficient operations and growth, Mountain Rides counts on the federal operating and capital funding it is seeking,

Thank you for looking favorably on Mountain Rides' applications for funding and for supporting public transportation in Blaine County, Ketchum, Sun Valley, Hailey, Bellevue, and District 4. Funding opportunities such as these are fundamental to Mountain Rides' success and sustainability.

Respectfully,

Chair

Vice-Chair

Commissioner

• Letter of Support



HAILEY, IDAHO 83333

OFFICE OF THE MAYOR

(208) 788-4221 Fax: (208) 788-2924

December 14, 2023

Idaho Transportation Department Public Transportation Office 11331 W. Chinden Boulevard Building 8 Boise, Idaho 83714

Re: Mountain Rides' Grant Applications for FY2025 and FY2026

Dear Grant Evaluation Team:

Please accept this letter In support of Mountain Rides' applications for FY2025/FY2026 grant funding to support public transportation operations and capital Investment via the Federal Transit Administration's 5311 Program and 5339 Program, respectively, as administered by the Idaho Transportation Department's Public Transportation Office.

The City of Hailey endorses Mountain Rides' applications and encourages you to view them favorably.

The City of Hailey embraces public transportation as a strategic imperative. The City invests significantly in Mountain Rides through annual appropriations of local funding. The upshot is that public transportation helps energize the economy and enhance our quality of life. Of particular consequence is Mountain Rides availability and accessibility as a transportation alternative that serves to mitigate the impacts of a shortage of affordable workforce housing in the region. To these ends, Mountain Rides serves residents, commuters, and visitors, and enjoys support throughout the region, as evidenced by its 700,000+ riders during the fiscal year just ended.

To underwrite strong, safe, and efficient operations and growth, Mountain Rides counts on the federal operating and capital funding it is seeking.

Thank you for looking favorably on Mountain Rides' applications for funding and for supporting public transportation in Hailey, Ketchum, Sun Valley, Bellevue, Blaine County, and District 4. Funding opportunities like these are vital to Mountain Rides' success.

Respectfully,

Martha Burke

Mayor

• Letter of Support



December 27, 2023

Idaho Transportation Department Public Transportation Office 11331 W. Chinden Boulevard Building 8 Boise, Idaho 83714

Re: Mountain Rides Grant Applications for FY2025 and FY2026

Dear Grant Evaluation Team:

llam writing on behalf of the Blaine County/Recreation District (BCRD) to convey our support for the Mountain Rides' applications for FY2025 and FY2026 grant funding to support public transportation operations and capital investment via the Federal Transit Administration's 5311 and 5339 Programs, respectively, as administered by the Idaho Transportation Department's Public Transportation Office.

Mountain Rides serves an integral role in our community by providing public transportation for people commuting to and from their place of work, young people attending our schools, and numerous rides throughout the Wood River valley. Public transportation is imperative to our communities' economies and well-being as demonstrated and is supported through local funding via annual appropriations to Mountain Rides. BCRD supports the use of federal funding to bolster Mountain Rides operations and capital investments to maintain strong, safe, and efficient operations and growth.

Public transportation helps energize the local economy and enhance our quality of life. To that end, Mountain Rides serves residents, commuters, and visitors, and enjoys support throughout the region, as evidenced by its 700,000+ riders during the last fiscal year. The Blaine County Recreation District is a committed partner of Mountain Rides and supports its efforts to shape and enhance public transportation in Blaine County.

Thank you for considering Mountain Rides' funding applications and supporting public transportation in Blaine County, Ketchum, Sun Valley, Hailey, Bellevue, and District 4. Funding opportunities like these are vital to Mountain Rides' success and sustainability.

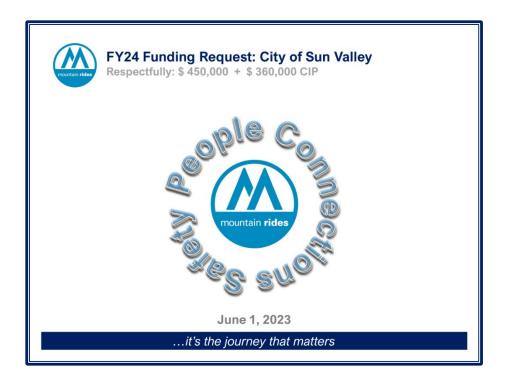
Respectfully,

Mark Davidson

Executive Director

Blaine County Recreation District

• Funding Request & Presentation: Sun Valley





Mountain Rides Transportation Authority

Crucial Infrastructure; Vital Service; Key Cog in the Economy

> Mountain Rides:

- ★ Provides mobility and access to employment, community resources, medical care, and recreation
- ★ Benefits those who choose to ride and those who are transit dependent, relying on public transportation for mobility
- * Supports community efforts to expand business opportunities, mitigate the impacts of workforce housing shortages, and foster a sense of community buttressing economic vitality & resilience
- ★ Reduces road congestion & travel times, air pollution, and energy consumption benefiting riders and the community-at-large
- * Stands ready, in times of emergency, as a critical transportation alternative for safe and efficient evacuation

FY24 Funding Request: City of Sun Valley (\$450,000)

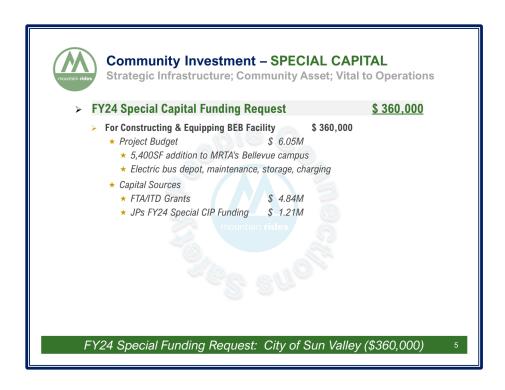
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• Funding Request & Presentation: Sun Valley





• Funding Request & Presentation: Sun Valley





• Funding Request & Presentation: Sun Valley



City of Sun Valley FY24 Funding Request June 1, 2023

Executive Summary

Agency: Mountain Rides Transportation Authority ("Mountain Rides" or "MRTA")

Program: Public Transportation
Contact: Wally Morgus

Executive Director wally@mountainrides.org 208.788.7433 x.101

Mountain Rides requests FY24 funding from the City of Sun Valley ("City") in the amount of \$450,000.

Community Investment: FY24 Funding Request —\$450.000

Mountain Rides is seeking community investment – funding – from the City of \$450,000 for FY24 for continuing public transportation services benefiting the City, its residents, businesses, workers, and visitors.

For FY24, Mountain Rides anticipates allocating the City's funding as follows:

- - MRTA's total FY24 operating budget (preliminary) = \$425M.
- ★ \$ 84,000 for Capital Expenditures
 - ★ MRTA's total FY24 capital budget (preliminary) = \$1.4M.
 - Light-duty battery electric buses (2) & related charging infrastructure.
 - ADA Paratransit / NEMT vans (2).
 - Commuter vanpool vans (4).

Community Engagement

Essential Service: Vital Thread

Mountain Rides is a vital thread in the fabric of the community, as it.

- ◆ Operates fixed-route bus service moving 550,000+ riders annually into, around, and about the City;
- Operates regional vanpool services providing safe, reliable, and affordable transportation for workers moving to and from workplaces in and around the City;
- ★ Operates on demand NEMT service between Sun Valley and Twin Falls;
- Engages in transportation planning e.g., the County's Bike-Ped Master Plan that benefits the City; and
- Builds out a zero-emissions, electric bus fleet that is good for the environment, aligns with the
 ethos of the community, and promotes a healthy, sustainable lifestyle.

• Funding Request & Presentation: Sun Valley



Community Engagement (cont.)

Operations

In FY24, Mountain Rides will maintain service similar to FY23 levels, which, in addition to our routes and service in the Wood River Valley, will include continuing regular on demand van service – non-emergency medical transportation (NEMT) – between Sun Valley, and Twin Falls.

Capital Expenditures

On the Capital side in FY24, Mountain Rides will continue its drive towards a 100% zero emissions fleet by acquiring two (2) light-duty battery electric buses (LD BEBs) and related charging infrastructure. About 85% of the total cost of the BEBs will be underwritten by Federal grant awards. In the winter, these LD BEBs will be deployed on Mountain Rides' Red Route serving the Elkhorn neighborhoods in Sun Valley.

In addition, in FY24 Mountain Rides will add four (4) commuter vanpool vans and two (2) ADA Paratransit/NEMT vans to its fleet.

Challenges & Growth

Mountain Rides anticipates spending FY24 continuing to grow ridership, which has rebounded to exceed pre-pandemic levels. We also anticipate continued growth in ridership with our ADA Paratransit Service and on our on-demand NEMT Service to Twin Falls.

Also, as opportunity and funding emerge, Mountain Rides will continue to fine tune and improve services:

- Expanding service hours;
- ★ Improving connectivity, e.g., to and from more neighborhoods and pockets of population;
- ★ Extending Red Route service into the Summer season;
- ★ Extending service to underserved populations; and
- Increasing frequency, especially on our vital commuter service, the Valley Route.

Competence & Commitment

Key staff managing and carrying out activities at Mountain Rides includes:

- 35 part-time and full-time Drivers;
- 5 maintenance and facilities Technicians.
- Jamie Canfield, Director of Transit Operations;
- Kim MacPherson, Director of Communications;
- Jerry Garcia, Manager of Human Resources;
- Carlos Tellez, Maintenance Manager;
- Ben Varner, Director of Assets & Planning;
- ★ Tucker Van Law, Director of Finance & Administration, and
- Wally Morgus, Executive Director.

MRTA FY24 Funding Request - City of Sun Valley

• Funding Request & Presentation: Sun Valley



Community Impact

Mountain Rides:

- Responds to the needs of the City, as evidenced by its support of and participation in Citysponsored activities; events, and planning.
- Continues to grow ridership, with record-high ridership in 2022 of 597,000 riders. Through the first quarter of 2023, ridership was 291,000, up -52% from the same quarter in 2022.
- ★ Delivers enhanced mobility options for residents, visitors, businesses, and workers.
- ◆ Operates 32,000 hours of service annually on routes serving the City.
- Delivers quality transportation services and infrastructure that underpin economic growth, vitality, and livability.
- Provides essential transportation services for transit dependent essential workers.
- Contributes to the health and vitality of the local economy, with 45+ employees earning and spending – \$2.5MM in annual wages and benefits. With its Federal funding, Mountain Rides is, de facto, a Federally underwritten workforce sustainability program.
- ◆ Operates within funding constraints as measured by its annual performance of actuals to budget.

MRTA FY24 Funding Request - City of Sun Valley

3

• Funding Request & Presentation: Ketchum





Mountain Rides Transportation Authority

Crucial Infrastructure; Vital Service; Key Cog in the Economy

> Mountain Rides:

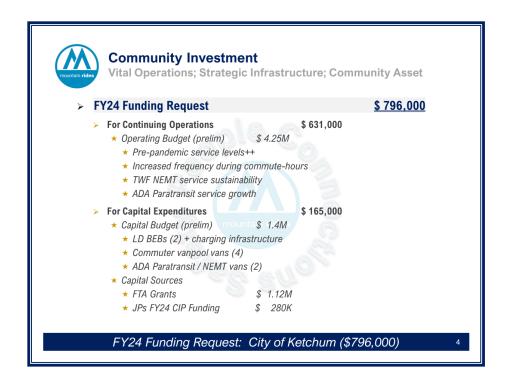
- ★ Provides mobility and access to employment, community resources, medical care, and recreation
- ★ Benefits those who choose to ride and those who are transit dependent, relying on public transportation for mobility
- * Supports community efforts to expand business opportunities, mitigate the impacts of workforce housing shortages, and foster a sense of community buttressing economic vitality & resilience
- ★ Reduces road congestion & travel times, air pollution, and energy consumption benefiting riders and the community-at-large
- * Stands ready, in times of emergency, as a critical transportation alternative for safe and efficient evacuation

FY24 Funding Request: City of Ketchum (\$796,000)

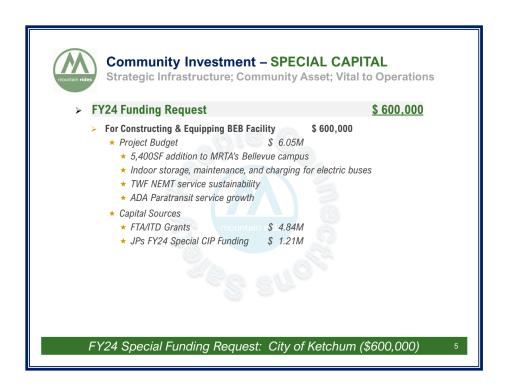
2

• Funding Request & Presentation: Ketchum





• Funding Request & Presentation: Ketchum





• Funding Request & Presentation: Ketchum



Mountain Rides Transportation Authority

City of Ketchum

Agency Name: Mountain Rides Transportation Authority

Project Name: Public Transportation Operations & Capital

Contact Person: Wally Morgus, Executive Director Address: POB 3091, Ketchum, ID 83340-3091

Email: wally@mountainrides.org Phone Number: 208.788.7433 x.101

Please provide the information requested below and return via email to aswindley@ketchumidaho.org by end of day, Friday, April 21, 2023.

- City Council's Budget Strategic Session will be on Monday, June 26, 2023 from 9:00a 1:00p
- The public hearing will be on July 17, with the readings as follows:
 - 1^e August 7 | 2rd August 21 | 3rd September 5

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments. If any of the below items do not apply to your request, please indicate with N/A.

- Amount requested for fiscal year 2024: \$ 796,000
- What percentage of your overall budget does the requested amount represent? 6.8 %
 Please submit a budget sheet for FY2022 and FY2023 Attachment A that shows detailed revenue and expenditures.
- How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

To qualify for FTA funding, which underwrites the lion's share of our budget, Mountain Rides must receive local match funds. There is a direct relationship – intensified by the leverage from the Federal match – between funding from our Joint Powers, including Ketchum, and the quality and quantity of public transportation services we deliver. In Operations, with ~\$2.75 of FTA funding per \$1.00 of local funding, each \$100,000 of local funding results in ~\$375,000 of total funding, which translates to ~3,600 hours of bus service. On the Capital side, the match is ~\$4.00 of Federal funding per \$1.00 of local funding.

Mountain Rides deploys resources efficiently to deliver quality services critical to the community. Reduced funding from Ketchum would likely trigger service cuts on our Blue & Valley Routes – serving ~500,000 riders per year (~75% of MRTA ridership) – which, in turn, would exacerbate challenges – traffic congestion; parking shortages; accelerated wear-and-tear on highways/streets; safety and environmental issues due to increased SOV trips – that Mountain Rides, historically, has helped to mitigate.

For FY24, Mountain Rides is requesting \$796,000 (+3.5% over FY23) from Ketchum: i) for Operations/Service — \$631,000 — which is slightly higher than the FY23 funding for Operations and reflects marginal increases in service in FY24 plus inflationary impacts on Mountain Rides' expenses; and ii) for Capital — \$165,000 — which is explicitly allocated as part of the local match for Federal awards earmarked for Capital Improvements, including buses (LD BEBs) (2), vanpool vans (4), Paratransit/NEMT vans (2), and equipment (lifts, hoists, charging infrastructure).

> P.O. Box 2315 | 191 5th Street West | Ketchum, ID | 208.726.3841 www.ketchumidaho.org

• Funding Request & Presentation: Ketchum

Mountain Rides Transportation Authority

 If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

In FY23, Mountain Rides is using City funds to: i) operate and support our Valley & Blue Routes, including enhanced, more frequent, seven-day service on the Valley Route and continuing late-night service – daily until 12:30am year-round – on the Blue Route; ii) underwrite a portion of the expense for operating ~36,000 hours of service system-wide; iii) manage and operate an ADA Paratransit/NEMT Service; iv) augment grant funding to support, manage, and operate a Safe Routes to School Program; v) engage in regional transportation planning and coordination; and vi) operate and support our regional commuter van pool services bringing workers into the Wood River Valley from points south. Benefits to the community include:

- Workers accessing affordable, reliable, safe transportation getting them to/from jobs.
- Senior citizens and others accessing zero-fare, reliable, safe transportation ADA Paratransit & NEMT services – getting them to/from health care services, shopping, and activities.
- Cyclists and pedestrians, including children, moving along safe, secure, and scenic routes.
- Visitors the lifeblood of our economy connecting from their local lodgings to recreational, cultural, and entertainment venues and activities.
- · Less traffic; more balanced transportation options; mitigated parking shortages; higher quality of life.
- If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

Mountain Rides goals, set by our Board of Directors, remain consistent and relevant:

- Provide/advocate for well-funded public transportation that meets communities' needs.
- Promote knowledge and awareness of the social, financial, environmental, and community benefits of public transportation.
- Promote regional cooperation on transportation issues.

Specifically, in FY 2024, look for Mountain Rides to:

- Operate 33,000+ hours of annual service on routes serving the City.
- Provide quality transportation services and infrastructure that underpin and promote economic growth, vitality, and livability.
- Provide critical transportation services to transit-dependent essential workers who buttress our local economy.
- Positively impact the local economy, with ~45 employees earning and spending ~\$2.6MM in annual wages and benefits.
- Bring two (2) light-duty electric buses (LD BEBs) and related charging infrastructure into our operations (total investment, ~\$800K), which will bring our total BEBs to thirteen (13) in a fleet of twenty-four (24) buses.
- Build, occupy, and put in-service a ~5,400SF state-of-the-art battery electric bus depot and maintenance facility, including charging infrastructure, on Mountain Rides' Bellevue campus.

For a comprehensive look at Mountain Rides' goals, please see Attachment B, "Mountain Rides Transportation Authority Strategic Framework: Pentad of Focus."

City of Ketchum, 4/21/23, Page 2 of 4

• Funding Request & Presentation: Ketchum

Mountain Rides Transportation Authority

Attachment A

BUDGET SHEET:	MOUNTAIN RIDES	
REVENUE	FY 2022	FY 2023
Operations Fund	\$ 3,636,400	\$ 4,188,300
Cap. Eqpt. Fund	6,744,800	6,780,800
Facilities Fund	1,140,500	3,080,300
WFH Fund	54,200	65,200
Total Revenue	\$ 11,575,900	\$ 14,114,600
EXPENSE	FY 2022	FY 2023
EXPENSE Operations Fund	FY 2022 \$ 3,636,400	FY 2023 \$ 4,188,300
Operations Fund	\$ 3,636,400	\$ 4,188,300
Operations Fund Cap. Eqpt. Fund	\$ 3,636,400 6,677,000	\$ 4,188,300 6,627,000
Operations Fund Cap. Eqpt. Fund Facilities Fund	\$ 3,636,400 6,677,000 1,081,400	\$ 4,188,300 6,627,000 2,999,500

City of Ketchum, 4/21/23, Page 3 of 4

• Funding Request & Presentation: Ketchum

Mountain Rides Transportation Authority Attachment B Mountain Rides Transportation Authority Strategic Framework: Pentad of Focus 2022 - 2026 ...It's the journey that matters Organizational Integrity Achieve/maintain highest standards of ethical performance and transparency Racruit, assimilate, train, reward and retain high-quality, diverse worldorce Build succession plan for all positions in the organization Devise and execute 10-year Mobility & Infrastructure Plan **Environmental Commitment** Service Excellence * Provide a safe environment for our Convert to 100% battery electric fleet patrons and employees Maximity use of sustainably Extend service into a broader crossgenerated electricity receconomics section of Underserved, Over-Reduce carbon footprint/GHG burdened, Disadvantaged emissions: Zero-emissions vehicles, Communities (UODCs) Infrastructure, Operating Practices Increase the frequency of service Build and operate facilities in Minimize fores: Sustain ZER 0-FARE accordance with best practices for Encourage/train drivers to be environmental sustainability Encourage/facilitate lower-"ambassadors" environmental-impact mobility Davelop/enhance first-mile/last-mile options: Multi-modal applications alternatives...walk, bike, bus, vanpool mountain rides Advance/improve technology Economic Sustainability Community Engagement Inspire everyone to be a Mountain Diversify funding sources Rides' rider Retain maximum revenue diversity & Engender healthy, fruitful relationships flexibility to support Federal & other with Joint Powers and other partners grant funding Boostleverage Mountain Rides' brand Maintain the integrity of budgets and financial results/outcomes Earn/maintain "safe for kids" status (Safe Routes to School, etc.) Enhance messaging, including www Increase improve bilingual communications Expand the number of communities with whom we meaningfully engage City of Ketchum, 4/21/23, Page 4 of 4

• Funding Request & Presentation: Hailey





Mountain Rides Transportation Authority

Crucial Infrastructure; Vital Service; Key Cog in the Economy

Mountain Rides:

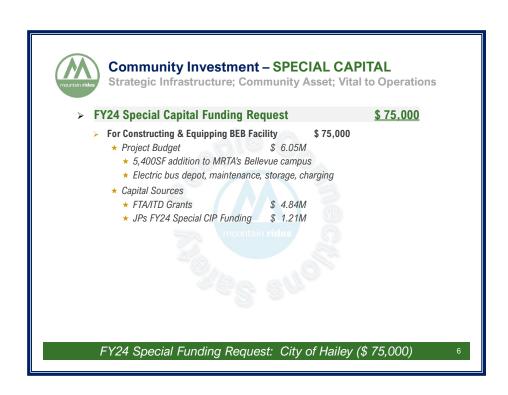
- ★ Provides mobility and access to employment, community resources, medical care, and recreation
- * Benefits those who choose to ride and those who are transit dependent, relying on public transportation for mobility
- * Supports community efforts to expand business opportunities, mitigate the impacts of workforce housing shortages, and foster a sense of community buttressing economic vitality & resilience
- * Reduces road congestion & travel times, air pollution, and energy consumption benefiting riders and the community-at-large
- ★ Stands ready, in times of emergency, as a critical transportation alternative for safe and efficient evacuation

FY24 Funding Request: City of Hailey (\$ 96,000)

2

• Funding Request & Presentation: Hailey





• Funding Request & Presentation: Hailey



City of Hailey FY24 Funding Request June 2023

Executive Summary

Agency: Mountain Rides Transportation Authority ("Mountain Rides" or "MRTA")

Program: Public Transportation
Contact: Wally Morgus

Executive Director wally@mountainrides.org 208.788.7433 x.101

Mountain Rides requests FY24 funding from the City of Hailey ("City") in the amount of \$ 96,000.

Community Investment: FY24 Funding Request —\$ 96.000

Mountain Rides is seeking community investment – funding – from the City of \$ 96,000 for FY24 for continuing public transportation services benefiting the City, its residents, businesses, workers, and winterer.

For FY24, Mountain Rides anticipates allocating the City's funding as follows:

- ★ \$ 88,000 for Operations
 - ★ MRTA's total FY24 operating budget (preliminary) = \$4.25M.
- ♣ \$ 8,000 for Capital Expenditures
 - ★ MRTA's total FY24 capital budget (preliminary) = \$1.4M.
 - Light-duty battery electric buses (2) & related charging infrastructure.
 - * ADA Paratransit / NEMT vans (2).
 - Commuter vanpool vans (4).

Community Engagement

Essential Service; Vital Thread

Mountain Rides is a vital thread in the fabric of the community, as it:

- ◆ Operates fixed-route bus service moving:550,000+riders annually into, around, and about the City;
- Operates regional vanpool services providing safe, reliable, and affordable transportation for workers moving to and from workplaces in and around the City;
- ◆ Operates on-demand NEMT service between the Wood River Valley and Twin Falls;
- Engages in transportation planning—e.g., County Bike-Ped Master Plan; City of Hailey Downtown Master Plan—that benefits the City; and
- Builds out a zero-emissions, electric bus fleet that is good for the environment, aligns with the
 ethos of the community, and promotes a healthy, sustainable lifestyle.

• Funding Request & Presentation: Hailey



Community Engagement (cont.)

Operations

In FY24, Mountain Rides will maintain service similar to FY23 levels, which, in addition to our routes and service in the Wood River Valley, will include continuing regular on-demand van service – non-emergency medical transportation (NEMT) – between the Wood River Valley and Twin Falls.

Capital Expenditures

On the Capital side in FY24, Mountain Rides will continue its drive towards a 100% zero-emissions fleet by acquiring two (2) light-duty battery electric buses (LD BEBs) and related charging infrastructure. About 85% of the total cost of the BEBs will be underwritten by Federal grant awards. Mountain Rides will deploy BEBs on the Halley Route, as well as its other routes.

In addition, in FY24 Mountain Rides will add four (4) commuter vanpool vans and two (2) ADA. Paratransit/NEMT vans to its fleet.

Challenges & Growth

Mountain Rides anticipates spending FY24 continuing to grow ridership, which has rebounded to exceed pre-pandemic levels. We also anticipate continued growth in ridership with our ADA Paratransit Service and our on-demand NEMT Service to Twin Falls.

Also, as opportunity and funding emerge, Mountain Rides will continue to fine-tune and improve services:

- Expanding service hours;
- Improving connectivity, e.g., to and from more neighborhoods and pockets of population;
- * Extending service to underserved populations; and
- Increasing frequency, especially on our vital commuter service, the Valley Route.

Competence & Commitment

Key staff managing and carrying out activities at Mountain Rides includes:

- 35 part/time and full-time Drivers;
- 5 maintenance and facilities Technicians.
- ★ Jamie Canfield, Director of Transit Operations:
- ★ Kim MacPherson, Director of Communications;
- ★ Jerry Garcia, Manager of Human Resources;
- Carlos Tellez, Maintenance Manager;
- ★ Ben Varner, Director of Assets & Planning;
- Tucker Van Law, Director of Finance & Administration; and
- Wally Morgus, Executive Director.

MRTA FY24 Funding Request: - City of Halley

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• Funding Request & Presentation: Hailey



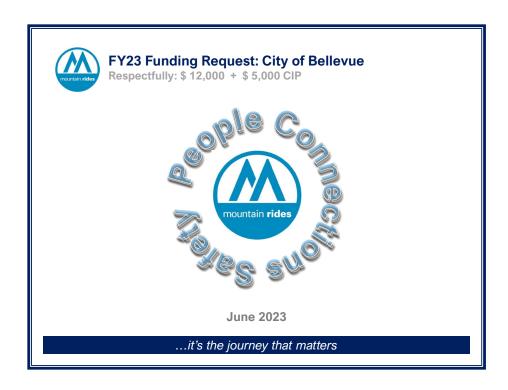
Community Impact

Mountain Rides:

- Responds to the needs of the City, as evidenced by its support of and participation in Citysponsored activities, events, and planning.
- Continues to grow ridership, with record-high ridership in 2022 of 597,000 riders. Through the first quarter of 2023, ridership was 291,000, up ~52% from the same quarter in 2022.
- * Delivers enhanced mobility options for residents, visitors, businesses, and workers.
- Operates 18,000+ hours of service annually on routes serving the City.
- Delivers quality transportation services and infrastructure that underpin economic growth, vitality, and livability.
- * Provides essential transportation services for transit-dependent essential workers.
- ★ Contributes to the health and vitality of the local economy, with 45+ employees earning and spending – ~\$2.5MM in annual wages and benefits. With its Federal funding, Mountain Rides is, de facto, a Federally underwritten workforce sustainability program.
- * Operates within funding constraints as measured by its annual performance of actuals to budget.

MRTA FY24 Funding Request - City of Hailey

• Funding Request & Presentation: Bellevue





Mountain Rides Transportation Authority

Crucial Infrastructure; Vital Service; Key Cog in the Economy

Mountain Rides:

- ★ Provides mobility and access to employment, community resources, medical care, and recreation
- ★ Benefits those who choose to ride and those who are transit dependent, relying on public transportation for mobility
- ★ Supports community efforts to expand business opportunities, mitigate the impacts of workforce housing shortages, and foster a sense of community – buttressing economic vitality & resilience
- * Reduces road congestion & travel times, air pollution, and energy consumption benefiting riders and the community-at-large
- ★ Stands ready, in times of emergency, as a critical transportation alternative for safe and efficient evacuation

FY24 Funding Request: City of Bellevue (\$ 12,000)

2

• Funding Request & Presentation: Bellevue



Community Impact

Common Mission; Shared Ethos; Essential Service

- Infrastructure that supports & drives the local economy
 - Investing \$28.0M+ of Federal/State grant awards, FY24-FY27, in PT infrastructure
- > Good sustainable jobs Federally-endorsed workforce program
 - ★ Underwriting 45 local jobs with \$2.1M of FTA funding annually
- > Quality of life
 - * Reducing emissions; mitigating congestion; supporting opportunity
 - ★ Providing safe, accessible, zero-fare public transportation
 - ★ Guaranteeing workforce mobility
 - ★ Mitigating the impacts of the workforce housing deficit
- > Integrity
 - ★ Operating transparently within a balanced budget
 - ★ Supporting & contributing to the valley's economic vitality & growth

FY24 Funding Request: City of Bellevue (\$ 12,000)

3



Community Investment

Vital Operations; Strategic Infrastructure; Community Asset

> FY24 Funding Request

\$ 12,000

- For Continuing Operations
 - tiliumy Operations
 - ★ MRTA Budget (prelim)
- relim) \$ 4.25M
 - ★ Pre-pandemic service levels++
 - ★ Increased frequency during commute-hours
 - ★ TWF NEMT service sustainability
 - ★ ADA Paratransit service growth
- For Capital Expenditures
- \$ 2,000

\$ 10,000

- ★ MRTA Budget (prelim)
- ★ LD BEBs (2) + charging infrastructure
 - ★ Commuter vanpool vans (4)
 - ★ ADA Paratransit / NEMT Vans (2)
- ★ Capital Sources
 - ★ FTA Grants
- \$ 1.12M

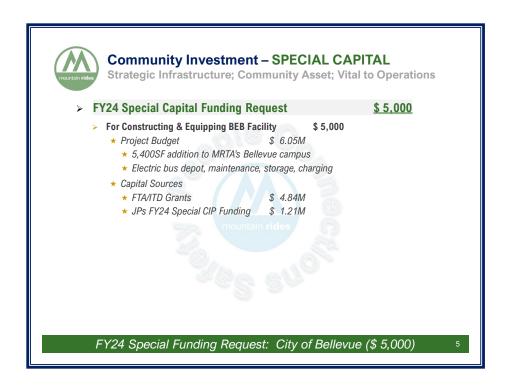
\$ 1.4M

- ★ JPs FY24 CIP Funding
- \$ 280K

FY24 Funding Request: City of Bellevue (\$ 12,000)

4

• Funding Request & Presentation: Bellevue





• Funding Request & Presentation: Bellevue



City of Bellevue FY24 Funding Request June 2023

Executive Summary

Agency: Mountain Rides Transportation Authority ("Mountain Rides" or "MRTA")

Program: Public Transportation
Contact: Wally Morgus

Executive Director wally@mountainrides.org 208.788.7433 x.101

Mountain Rides requests FY24 funding from the City of Bellevue ("City") in the amount of \$17,000.

Community Investment: FY24 Funding Request —\$17,000

Mountain Rides requests community investment—funding—from the City of \$17,000 for FY24 for ongoing public transportation services benefiting the City, its residents, businesses, workers, and visitors.

For FY24, Mountain Rides anticipates allocating the City's funding as follows:

- * \$10,000 for Operations
 - MRTA's total FY24 operating budget (preliminary) = \$ 4.25M.
- * \$ 2,000 for Capital Expenditures
 - MRTA's total FY24 capital budget (preliminary) = \$ 1.4M.
 - ★ Light-duty battery electric buses (2) & related charging infrastructure.
 - * ADA Paratransit / NEMT vans (2).
 - Commuter vanpool vans (4).
- * \$ 5,000 as a Special One-time Match
 - Match of federal funding for the constructing and equipping of a \$6.05M state-of-the-art.
 battery electric bus facility on Mountain Rides' Bellevue campus.

Community Engagement

Essential Service; Vital Thread

Mountain Rides is a vital thread in the fabric of the community, as it:

- Operates fixed-route bus service moving 550,000+ riders annually into, around, and about the City.
- Operates regional vanpool services providing safe, reliable, and affordable transportation for workers moving to and from workplaces in and around the City;
- ◆ Operates on-demand NEMT service between the Wood River Valley and Twin Falls;
- Engages in transportation planning—e.g., County Bike-Ped Master Plan; City of Bellevue Transit Infrastructure—that benefits the City; and
- Builds out a zero-emissions, electric bus fleet that is good for the environment, aligns with the
 ethos of the community, and promotes a healthy, sustainable lifestyle.

• Funding Request & Presentation: Bellevue



Community Engagement (cont.)

Operations

In FY24, Mountain Rides will maintain service similar to FY23 levels, which, in addition to our routes and service in the Wood River Valley, will include continuing regular on demand van service — non-emergency medical transportation (NEMT) — between the Wood River Valley and Twin Falls.

Capital Expenditures

On the Capital side in FY24, Mountain Rides will continue its drive towards a 100% zero-emissions fleet by acquiring two (2) light-duty battery electric buses (LD BEBs) and related charging infrastructure. About 85% of the total cost of the BEBs will be underwritten by Federal grant awards. Mountain Rides will continue deploying BEBs on the Valley Route, originating in and serving the City of Bellevue.

In addition, in FY24 Mountain Rides will add four (4) commuter vanpool vans and two (2) ADA Paratransit/NEMT vans to its fleet.

FY24 Capital Project

In FY24 Mountain Rides will strengthen its presence in the community by erecting critical transit. Infrastructure—an expanded, state-of-the-art depot on Mountain Rides' Bellevue campus—for storing, maintaining, and charging our growing fleet of electric buses. Approximately 80% of the total cost of the Project—\$6.05M—will be underwritten by Federal grant awards——\$4.85M—and the remaining 20% of the total cost——\$1.2M—will be funded by Local Match monies from our Joint Powers and other Community Partners. For a comprehensive, detailed description of and context for the Project, please see Attachment A, "Mountain Rides Transportation Authority—FTY 2024 5339 Rural One-Time Capital Application," excerpted from Mountain Rides' Federal Grant Application, submitted through ITD, for the Project.

Challenges & Growth

Mountain Rides anticipates spending FY24 continuing to grow ridership, which has rebounded to exceed pre-pandemic levels. We also anticipate continued growth in ridership with our ADA Paratransit Service and our on-demand NEMT Service to Twin Falls.

Also, as opportunity and funding emerge, Mountain Rides will continue to fine-tune and improve services.

- Expanding service hours;
- Improving connectivity, e.g., to and from more neighborhoods and pockets of population;
- * Extending service to underserved populations; and
- Increasing frequency, especially on our vital commuter service, the Valley Route.

MRTA FY24 Funding Request: - City of Bellevue

• Funding Request & Presentation: Bellevue



Competence & Commitment

Key staff managing and carrying out activities at Mountain Rides includes:

- 35 part-time and full-time Drivers;
- * 5 maintenance and facilities Technicians.
- → Jamie Canfield, Director of Transit Operations:
- ★ Kim MacPherson, Director of Communications;
- ★ Jerry Garcia, Manager of Human Resources;
- * Carlos Tellez, Maintenance Manager;
- ★ Ben Varner, Director of Assets & Planning;
- ■ Tucker Van Law, Director of Finance & Administration; and
- ★ Wally Morgus, Executive Director.

Community Impact

Mountain Rides:

- Responds to the needs of the City, as evidenced by its support of and participation in Citysponsored activities, events, and planning.
- Continues to grow ridership, with record-high ridership in 2022 of 597,000 riders. Through the
 first quarter of 2023, ridership was 291,000, up –52% from the same quarter in 2022.
- * Delivers enhanced mobility options for residents, visitors, businesses, and workers.
- Operates 16,000 * hours of service annually on routes serving the City.
- Delivers quality transportation services and infrastructure that underpin economic growth, vitality, and livability.
- Provides essential transportation services for transit-dependent essential workers.
- Contributes to the health and vitality of the local economy, with 45+ employees earning—and spending—\$2.5MM in annual wages and benefits. With its Federal funding, Mountain Rides is, de facto, a Federally underwritten workforce sustainability program.
- ◆ Operates within funding constraints as measured by its annual performance of actuals to budget.

• Funding Request & Presentation: Blaine County





Mountain Rides Transportation Authority

Crucial Infrastructure; Vital Service; Key Cog in the Economy

Mountain Rides:

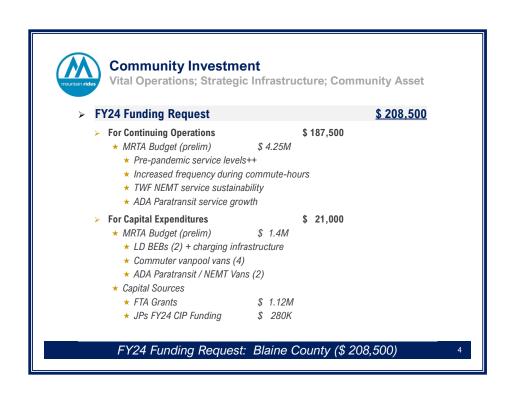
- ★ Provides mobility and access to employment, community resources, medical care, and recreation
- ★ Benefits those who choose to ride and those who are transit dependent, relying on public transportation for mobility
- * Supports community efforts to expand business opportunities, mitigate the impacts of workforce housing shortages, and foster a sense of community buttressing economic vitality & resilience
- ★ Reduces road congestion & travel times, air pollution, and energy consumption – benefiting riders and the community-at-large
- ★ Stands ready, in times of emergency, as a critical transportation alternative for safe and efficient evacuation

FY24 Funding Request: Blaine County (\$ 208,500)

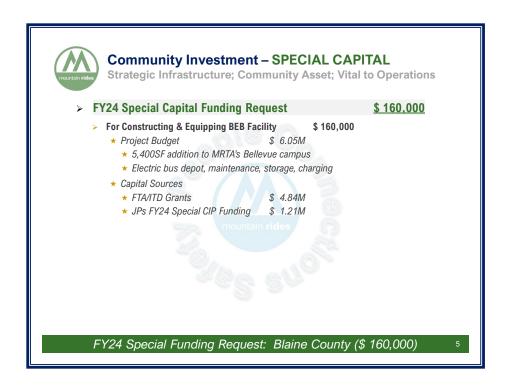
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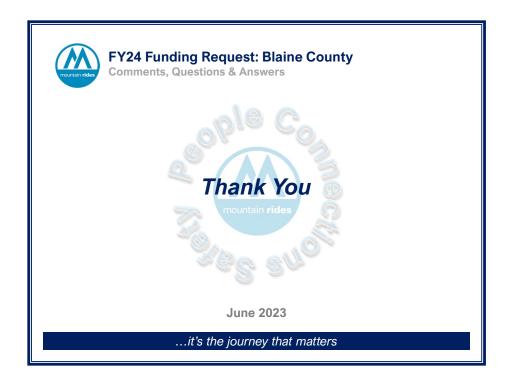
• Funding Request & Presentation: Blaine County





• Funding Request & Presentation: Blaine County





• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

Agency Name: Mountain Rides Transportation Authority

Project Name: FY2024 Budget Funding Request

Contact Person: Wally Morgus, Executive Director

Address: POB 3091, Ketchum, ID 83340-3091

Email: wally@mountainrides.org

Phone Number: 208.788.7433 x.101

Please provide the information requested below and return via email to <u>ilovell@blainecounty.org</u>. If you have additional information you would like the County to consider, please feel free to attach.

Amount requested for fiscal year 2024: \$208,500

What percentage of your overall budget does the requested amount represent? 3.7 %

Please list your primary funding sources other than the County and the percentage of your budget they represent:

Funding Source	% of Budget the Source Represents
Federal Awards (FTA: 5311 & 5339 grants)	57%
City of Ketchum	14%
City of Sun Valley	8%

Check this box if you received funding from Blaine County in the past.

 If so, please indicate
 how much funding each year for the past three fiscal years.

FY23: \$201,500; FY22: \$180,000; FY21: \$115,600

5. How would your program or project be impacted if it did not receive funding from Blaine County or if funding from Blaine County were reduced?

To qualify for FTA funds, which underwrite the lion's share of our budget, Mountain Rides must receive local match funds. There is a direct relationship – intensified by the leverage of the Federal match – between funding from our JPs, including Blaine County, and the quality and quantity of service we deliver. In Operations: With ~\$2.75 of FTA funding per \$1.00 of local funding, each \$100,000 of local funding results in ~\$375,000 of total funding, yielding ~3,800 hours of service. On the Capital side, the match is ~\$4.00 of Federal funding per \$1.00 of local funding.

Mountain Rides deploys resources efficiently to deliver quality services critical to the community. Reduced funding from Blaine County would trigger service cuts on our Valley Route – serving ~250,000 riders per year (~42% of MRTA ridership) – which, in turn, would exacerbate challenges – traffic congestion; parking shortages; accelerated wear-and-tear on highways/streets; safety and environmental issues due to increased SOV trips – that Mountain Rides has helped to mitigate.

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

6. Please provide a brief description of your operational/business functions.

Mountain Rides provides and supports a full range of transportation alternatives for Blaine County and adjacent communities that are safe, user oriented, environmentally friendly, economically sustainable, and supportive of a strong local economy.

Mountain Rides is a public agency, established via a Joint Powers Agreement among the cities of Bellevue, Hailey, Ketchum, and Sun Valley and Blaine County.

Mountain Rides provides public transportation services: () fixed route commuter bus service—the Valley Route—operating up-and-down the Wood River Valley, serving a majority of Blaine County residents, and relying on Blaine County funding to sustain; (i) fixed bus routes in Ketchum and Sun Valley; (ii) fixed bus route in Hailey; (v) on-domand ADA Paratransit service throughout the Wood River Valley; (v) on-domand non-emergency medical transportation (NEMT) service between the Wood River Valley and Twin Falls; and (v) commuter vangools serving residents of Blaine County and commuters to Blaine County from communities in Lincoln, Jerome, and Twin Falls Counties.

In addition to public transportation services, MRTA manages and executes other activities, some in conjunction with other service agencies in the county, that support our mission: () public education and outreach programs and (i) overall transportation planning services. For more information about our services, please see our website, www.mountainrides.org.

Depending on the season and level of service operating, Mountain Rides employs full-time and part-time staff numbering from 35 to 50 people. Most are employed in MRTA's operations and maintenance departments (operators/drivers, mechanics/technicians, bus washers).

Check this box if your program or project has a strategic plan or business plan in place.
 If so,
please provide a copy electronically as an attachment to the email submission of this form.

Please see "MRTA Strategic Framework: Pentad of Focus," Attachment A.

8. How long do you anticipate your program or project will need Blaine County funding?
Mountain Rides anticipates funding from Blaine County (and all Joint Powers) for as long as there remains a demand among residents and visitors for essential public transportation services in Blaine County. Akin to police, fire, roads, libraries, parks, and other public services and amenities.

public transportation will likely continue to require public funding to sustain operations.

Absent a local option tax or similar funding mechanism dedicated to directly underwriting public transportation, Mountain Rides will continue to require local funding, including funding from Blaine County, as a requisite (match) for securing federal funds.

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

9. What steps are you taking to become independent and not need Blaine County funding?

Mountain Rides continues to diversify its funding sources and seek means for increasing non-JP funding. In recent years, Mountain Rides has cultivated revenue from new and ongoing business partners and from other local funding sources. Mountain Rides is diligent in identifying and tapping federal funding opportunities for both operating and capital resources. Furthermore, increased State funding for public transportation would help diminish our reliance on local funding; however, political realities suggest such increased State funding is unlikely for the foreseeable future. In FY19 and FY20, Mountain Rides applied for and received funds from the Idaho Department of Environmental Quality (ID-DEQ) vis-à-vis the Volkswagen Mitigation Settlement (VMS). In FY22, we used these funds as our local match of FTA funds to purchase battery electric buses and infrastructure.

10. How does your organization or program benefit Blaine County and its citizens?

Mountain Rides benefits Blaine County and its citizens by:

- Delivering enhanced mobility options for residents, visitors, businesses, and workers.
- Responding to the needs of the County, as evidenced by its support of and participation in County-sponsored activities, events, and planning.
- Continuing to grow ridership, with record-high ridership in 2022 of 597,000 riders. Through
 the first quarter of 2023, ridership was 291,000, up -52% from the same quarter in 2022.
- Operating 36,000* hours of service annually on routes serving the County.
- Delivering quality transportation services and infrastructure that underpin economic growth, vitality, and livability.
- Providing essential transportation services for transit-dependent essential workers.
- Contributing to the health and vitality of the local economy, with 45+ employees earning—and spending—\$2.5MM in annual wages and benefits. With its Federal funding, Mountain Rides is, de facto, a Federally underwritten workforce sustainability program.
- Operating within funding constraints as measured by its annual performance of actuals to budget.
- Contributing to calming traffic on the county's roadways, e.g., fewer cars, less traffic congestion.
- Effecting reduced pollution and transportation-related emissions.
- Availing citizens of high-quality transportation infrastructure.
- Contributing to improved public health by previding easy, reliable transportation to healthcare facilities and by encouraging and supporting citizens' engagement in active transportation...biking and walking.
- Saving money for Blaine County residents who use our services.
- Providing transportation services for a diverse community, including the elderly, disabled, youths, commuters, tourists, social-justice groups, transit-dependent patrons, and at-will riders.

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

 If you received funds from Blaine County in fiscal year 2023 please provide specific examples of how those funds were used to benefit our community during the past year.

In FY23, Mountain Rides is using Blaine County funds to: i) operate and support our Valley Route, including enhanced service for The Meadows neighborhood; ii) develop, coordinate, and execute according to the County's Bike-Pedestrian Master Plan; iii) manage and operate a Safe Routes to School Program; iv) engage in regional transportation planning; and v) operate and support our regional vanpool services. Benefits to the community include:

- Workers accessing affordable, reliable, safe transportation getting them to/from jobs.
- Senior citizens accessing affordable, reliable, safe transportation getting them to/from shopping and activities.
- · Cyclists and pedestrians moving along safe, secure, and scenic routes.
- Children experiencing greater mobility and independence.
- Less traffic, more balanced transportation options, and higher quality of life.
- If you received funds from Blaine County in fiscal year 2023 please provide specific goals set by your organization.
 - a. Please provide all goals relevant to funds provided by Blaine County Mountain Rides goals, set by our Board of Directors, remain consistent and relevant:
 - Provide and advocate for well-funded public transportation that reduces single occupancy vehicle trips and meets the needs of our communities.
 - Promote knowledge and increase awareness of the social, financial, environmental, and community benefits of transportation alternatives.
 - Promote regional cooperation on transportation issues.
 - b. Please provide details regarding your organization's performance in achieving those goals Mountain Rides is a vital thread in the fabric of the community, as it:
 - Operates fixed-route bus service moving 550,000+ riders annually into, around, and about the County;
 - Operates regional vanpool services providing safe, reliable, and affordable transportation for workers moving to and from workplaces in and around the County;
 - Operates on-demand NEMT service between the Wood River Valley and Twin Falls;
 - Engages in transportation planning e.g., County Bike-Ped Master Plan; SH-75 Wood River Valley Mobility Corridor Plan – that benefits the County; and
 - Builds out a zero-emissions, electric bus fleet that is good for the environment, aligns with the ethos of the community, and promotes a healthy, sustainable lifestyle.
 - Continues to garner and increase Federal funding and special funding (ID DEQ VW Mitigation Grant Funds; RAISE Grant Funds).

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

- Please review the Blaine County Strategic Objectives [included below] and respond to the following for fiscal year:2024:
 - a. What specific projects or programs will Blaine County funds be used to support? Blaine County funds will support operation of the Valley Route connecting the Blaine County communities of Bellevue, Hailey, Ketchum, and Sun Valley. The Valley Route is the bellwether of our system, with riders of all ages and from across the socioeconomic spectrum. Any increased funding from Blaine County will support service improvements for commuter and evening trips, as well as support continuing enhancements to our Meadows service and our on-demand NEMT service to Twin Falls.
 - b. What goals do you hope to accomplish during fiscal year 2023?

Goal 1: Continue building ridership on all routes.

FY24 projects: Driver training and accountability for implementing measures that encourage riders to return and feel safe; in cooperation with the ITD-PT Office, marketing, educational, and public relations efforts that encourage the public to return to public transportation and/or try public transportation for the first time.

Goal 2: Build on success by increasing service on core routes and simplifying the system.

FY24 projects: Continued improvements to Valley, Hailey, and Blue routes, as well as additional vanpool routes.

Goal 3: Continue developing emerging transportation services to complement current services and meet community needs.

FY24 projects: The Meadows service – greater frequency of Valley Route service during commuter-hours. Continued development of on-demand NEMT van service between the Wood River Valley and Twin Falls.

Goal 4: Support and coordinate the development of safe, integrated pedestrian- and bicyclist-friendly communities, including infrastructure.

FY24 projects: Proceed with the SH-75 Wood River Valley Mobility Corridor project, focusing on transit enhancements, including bike-ped tunnels and bus stops. Support emerging/ongoing bike-ped projects in Ketchum and Hailey.

Goal 5: Develop and support incentives that inspire more people to take public transportation.

FY24 projects: Promote website/phone app. Community events. Continue to be zero-fare.

Goal 5: Build financial, structural, and organizational resources to achieve Goals 1 - 5.

FY24 projects: Bolster administrative, outreach, and support functions; continue to evaluate internships and contractors as ways to accomplish this.

Goal 7: Continue conversion to 100% battery electric bus (BEB) fleet.

FY24 projects: Construct/equip new BEB facility on Bellevue campus. Continue build out of BEB charging infrastructure at Bellevue and Ketchum depots; acquire two (2) additional light duty BEBs; put BEBs in-service on Valley, Hailey, Blue, and resort routes.

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

c. How do your goals promote the County's Strategic Objectives?

By our Joint Powers Agreement, Blaine County and Mountain Rides act in concert. As a result, Mountain Rides promotes and complements Blaine County's Strategic Objectives. We are accountable, transparent, fiscally responsible, and ethically upstanding. As a provider of essential public service with County-wide impact, Mountain Rides' goals align with the County's Delivery of Service and Public Policy goals as follows:

Understand purpose is to serve county constituency.

Mountain Rides is committed to serving all citizens of and visitors to Blaine County by providing high-quality transportation services. As an open service, accessible to everyone in Blaine County, Mountain Rides' scope and diverse constituency of users is unmatched among public service providers in the County.

Focus on customer and client service.

Mountain Rides success is driven by customer satisfaction. We strive for 100% customer satisfaction and support that aspiration with customer-service training, community outreach, and ever-enhanced customer information and communications systems. We seek ongoing feedback from customers and use that information in crafting improvements in our services and in developing new services.

Working to meet community needs.

The essence of Mountain Rides is meeting and serving community needs. We proactively engage with the community on a constant basis to understand needs; we build, adapt, and adjust our services according to those needs. For example, Mountain Rides collaborates with jurisdictions' community development staffs, to understand and address community needs.

Optimize public accessibility.

Mountain Rides is built on a foundation of open access. Our services are accessible to all; we nearly never turn anyone away. We serve "social justice communities," e.g., the Woodside community in Hailey and the Meadews community in Blaine County, All buses are ADA compliant. We work hard to serve those who need us most. We continue to increase bike capacity on buses, extending easy access to cyclists.

Prepare for new development; plan for economic, social, environmental change.

Quality public transportation services are a key strategy of many of Blaine County's peer communities. To prepare for, and even attract, new development, we must have strong transit to compete. As the nation moves towards more sustainable transportation alternatives, with a resultant decrease in driving, communities with high-quality transit services will be best-prepared to accommodate and thrive in this new environment. Mountain Rides works with local jurisdictions on an engoing basis in the planning and implementing of transit infrastructure and routes serving new subdivisions and other developments.

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

d. How will you measure your success relative to the projects or programs supported by Blaine County funds?

Ridership is our fundamental measure of success:

Mountain Rides Ridership by Route Mar 31, 2023

FYTD @ Mar 31										
Route	FY20	FY21	FY22	FY23	FY/23		FY23 : FY21 FY23 : FY20		Y20	
Blue	115.098	63.083	89,139	128,822	+ 39.683	144.5%	+ 65.739	204.2%	+13.724	111.3%
Valley	90.506	75,424	91,823	163,963	+ 72,140	178.6%	+88.539	217.4%	+73.457	181.2%
Hailey	19.983	11.398	14.546	20.088	+ 5.542	138.1%	+ 8.690	176.2%	+ 105	100.5%
Red	9,386	8,127	10,027	13,096	+ 3,069	130.6%	+ 4,969	161.1%	+ 3,710	139.5%
Bronze	10,476	9,616	12,872	17,892	+ 5,020	139.0%	+ 8,276	186.1%	+ 7,416	170.8%
Silver	41,938	20,889	36,640	50,286	+ 13,646	137.2%	+ 29,397	240.7%	+ 8,348	119.9%
Gold	34,378	18,374	32,890	39,576	+ 6.686	120.3%	+ 21,202	215.4%	+ 5.198	115.1%
Magic Valley			977	670	- 307	68.6%	+ 670	0.0%	+ 670	0.0%
Galena	993	968	723		- 723	0.0%	- 968	0.0%	- 993	0.0%
Total	322,750	207,879	289,637	434,393	* 144,756	150.0%	* 226,514	209.0%	• 111,635	134.6%

We also measure performance regularly against benchmarks:

Metric	Benchmark	Performance
Riders per Service Hour	14.0	15.1
Cost per Service Hour	< \$ 86.00	\$ 80.65
Cost per Service Mile	<\$ 5.75	\$ 5.49
Road Calls/10,000 Service Miles	< 1.00	0.28
Accidents/100,000 Service Miles	< 1.00	0.02
Incidents/100,000 Service Miles	< 1.00	0.15

- e. Please provide goal measures in terms of one of the following:
 - Activities: The processes on actions that use a range of inputs to produce the desired outputs and ultimately outcomes. In essence, activities describe "what we do."
 - Mountain Rides activities providing public transportation services are straightforward to measure. We count the number of people we serve and how effectively we serve them by measuring riders per hour and per mile, service frequency, and service area coverage.
 - Outputs: the final products, or goods and services produced for delivery. Outputs may
 be defined as "what we produce on deliver."

Mountain Rides delivers a full range of public transportation mobility services for our community via a transportation network that we manage, operate, and help plan. When we are successful, Mountain Rides favorably impacts the quality of life, the economy, and the well-being of the community that is Blaine County.

• Funding Request & Presentation: Blaine County



Blaine County Fiscal Year 2024 Funding Request Form

Outcomes: the medium/term results for specific beneficiaries that are the consequence
of achieving specific outputs. Outcomes should relate clearly to your strategic goals and
objectives. Outcomes are "what we wish to achieve."

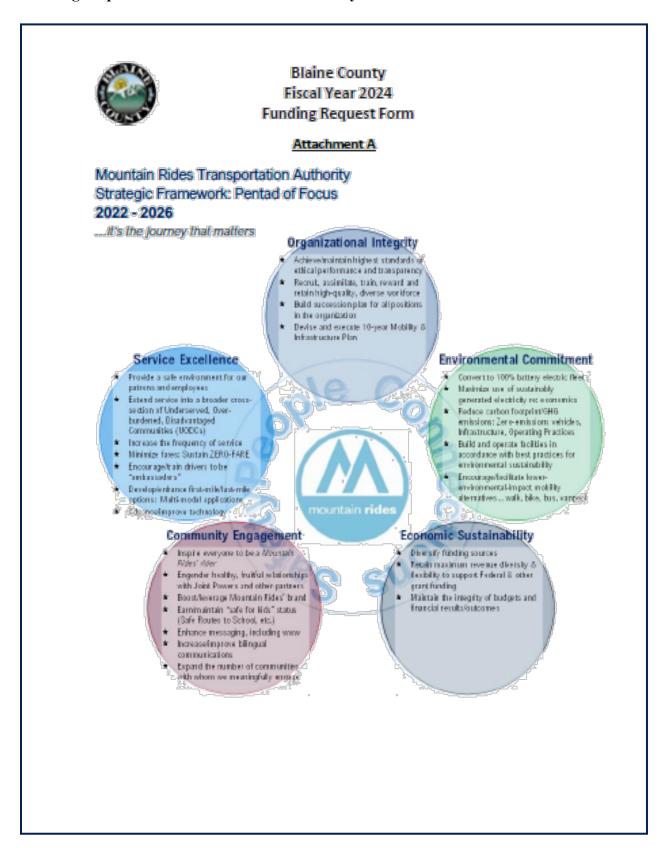
Mountain Rides is focused on four key performance outcomes — financial sustainability, ridership, accessibility, and safety. We continually assess our performance against benchmarks and industry standards. We also conduct periodic customer satisfaction and quality surveys, as well as measure things like on time performance and employee satisfaction.

 Impacts: the results of achieving specific outcomes, such as reducing poverty and creating jobs.

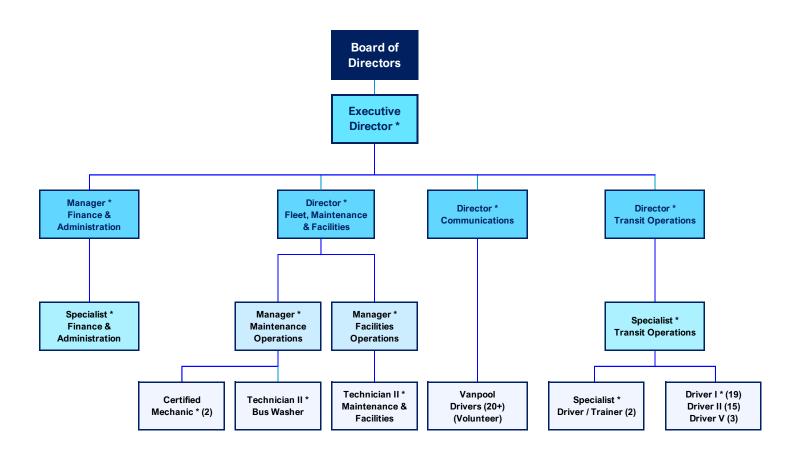
Mountain Rides is the local vehicle for a federally underwritten jobs-creation-andsustaining program; to wit, the forty-five (45) employees at Mountain Rides, whose wages are underwritten (-70%) by Federal Transit Administration grant dollars, and whose wages are spent and invested in the local economy (setting in motion a multiplier-effect that ripples through and benefits the local economy).

Mountain Rides enhances quality of life and overall mobility in our community, which is important, regardless of whether one rides with Mountain Rides. Mountain Rides brings our community together...and it's the journey that matters...

• Funding Request & Presentation: Blaine County



• MRTA Organizational Chart



• MRTA Joint Powers Agreement

Extension of Agreement of Mountain Rides Transportation Authority to Provide Multimodal Public Transportation Services in Blaine County

WHEREAS, on October 8, 2007, the undersigned governmental entities agreed to and caused to be recorded with the Blaine County Recorder that certain agreement known as the Amended Agreement of the Ketchum-Sun Valley Public Transit Authority to Provide Multimodal Public Transportation Services in Blaine County ("Joint Powers Agreement") on November 1, 2007, as Instrument No. 552903 in Blaine County, Idaho;

WHEREAS, on October 8, 2007, the "Ketchum-Sun Valley Public Transit Authority" was renamed the "Mountain Rides Transportation Authority";

WHEREAS, on September 28, 2011, the parties extended the Joint Powers Agreement until October 7, 2015, and on October 1, 2015, extended the Joint Powers Agreement until September 30, 2019, and on October 1, 2019, extended the Joint Powers Agreement until September 30, 2023; and

WHEREAS, the undersigned governmental agencies desire to extend the Joint Powers Agreement as set forth below.

NOW THEREFORE, the undersigned governmental agencies agree as follows:

- 1. The Joint Powers Agreement, currently set to expire September 30, 2023, attached hereto as Exhibit 1 and incorporated by reference, is hereby extended for four (4) years, until September 30, 2027.
- Except as so changed herein, all provisions of the Joint Powers Agreement as amended from time to time shall remain in full force and effect.

-- more --

Extension of Joint Powers Agreement - 1

City of Sun Valley
By: By: Mayor Attest: Why Flam City Clerk Date: 8-25-23
Date: 8-25-23
Seal Seal States to the seal of the seal o
City of Ketchum
By: Attest: City Clerk
Date: 8/23/23 SEAL 9
Count
more
Extension of Joint Powers Agreement - 2

City of Hailey	(seal)
By: Markhal Bluke Mayor Date: 8/30/2023	Attest:City Clerk
City of Bellevue	SEAL *
By: 22 Mayor Date: 08-28-2023	Attest: Mfalomera City Clerk
-	- more
	Extension of Joint Powers Agreement - 3

County of Blaine
By: Commissioner Date: 8 22 23
By: <u>Xendseiz</u> Mollineaux Commissioner Date: <u>8/22/2023</u>
By: Ary Millery Commissioner Date: 8/22/23
Attest:
Extension of Joint Powers Agreement - 4

MRTA Joint Powers Agreement

Exhibit 1

AGREEMENT OF MOUNTAIN RIDES TRANSPORTATIONAUTHORITY TO PROVIDE MULTIMODAL PUBLIC TRANSPORTATION SERVICES IN BLAINE COUNTY

This Agreement ("Agreement"), made and entered into on October 1, 2015, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), the CITY OF SUN VALLEY, IDAHO, a municipal corporation ("Sun Valley"), the CITY OF HAILEY, a municipal corporation ("Hailey"), the CITY OF BELLEVUE, a charter city ("Bellevue"), and the COUNTY OF BLAINE, a body politic and corporate ("Blaine County") all described, individually as "Party," or jointly as "Parties";

WITNESSETH:

WHEREAS, on June 5, 1989 the Cities of Ketchum and Sun Valley entered into an agreement for the formation of the Ketchum-Sun Valley Public Transit Authority ("Authority") and have since that commencing date jointly funded and operated a public transportation system commonly known as KART within and between the two municipalities through the Authority; and

WHEREAS, since June 2002, Ketchum, Sun Valley and Blaine County have participated in the funding of the PEAK Bus, a regional public transportation service along Idaho State Highway 75 between Bellevue and Ketchum and Sun Valley operated by Wood River Rideshare, a 501c3 non profit corporation; and

WHEREAS, on December 11, 2003, Ketchum and Sun Valley entered into an agreement extending the Ketchum-Sun Valley Public Transit Authority Agreement of June 5, 1989 to (1) ensure the June 5, 1989 Agreement remained in full force and effect, (2) set the term of commitment by Ketchum and Sun Valley to December 31, 2006; and 3) allow for renegotiation or dissolution of the Ketchum-Sun Valley Public Transit Authority Agreement in the event of the formation of a Regional Transportation Authority or similar agency; and

WHEREAS, in August 2005, Blaine County became the sole manager of the PEAK Bus service and solicited and received funding assistance from Ketchum, Sun Valley and Bellevue for fiscal year 2005-06; and

WHEREAS, on January 31, 2006, Ketchum, Sun Valley, Bellevue and Blaine County entered into an agreement (known as the "Amended Agreement of the Ketchum-Sun Valley Public Transit Authority") to operate the KART services in Ketchum and Sun Valley and the Highway 75 services from Bellevue to Ketchum; and

WHEREAS, in May 2006, the Ketchum-Sun Valley Public Transit Authority became the sole manager of the PEAK Bus service and solicited and received funding assistance from Ketchum, Sun Valley, Bellevue and Blaine County for fiscal year 2006-07; and

WHEREAS, on February 21, 2007, the Authority adopted a Vision, Mission and Goals Statement to reflect its broader role as the primary multimodal public transportation agency within Blaine County and outside of Blaine County to counties with commuters traveling to Blaine County. This statement may be periodically updated; and

Instrument # 629888

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JOLYNN DRAGE
EX-Officio Recorder Deputy
Index to: COMMISSIONER AGREEMENTS

MRTA Joint Powers Agreement

WHEREAS, in August 2007, Wood River Rideshare merged with KART allowing the Authority to expand its services to all of those operated by Wood River Rideshare, to include vans, carpools, bicycles, walking, transportation information, counseling and advice and other multimodal public transportation services operating within Blaine County and outside of Blaine County to counties with commuters traveling to Blaine County; and

WHEREAS, the Parties have adopted comprehensive plans, transportation plans and/or governing policies identifying the goals, policies and/or action items to support county-wide transportation planning which includes multimodal public transportation services to meet the resident, visitor and commuter needs through regional transportation planning; and

WHEREAS, on September 28, 2011 the parties extended the Joint Powers Agreement until October 7, 2015; and

WHEREAS, the public transportation demands for residents, visitors and workers commuting to employment centers in the region are increasing and it is the desire of the Parties to provide for efficient and responsive multimodal public transportation services which are easily identifiable, are coordinated in a manner to encourage the ease of ridership with incentives such as a variety of high quality services, park and ride lots, and high occupancy vehicle lanes, in order to reduce the congestion, costs and pollution caused in part, by individual vehicular trips within Blaine County; and

WHEREAS, the City parties hereto are municipal corporations organized and existing under and by virtue of the laws of the State of Idaho and as such are authorized and empowered by Idaho Code, Section 50-322, to purchase, lease, or otherwise procure multimodal public transportation systems, and to provide by general ordinance for the regulations governing the maintenance and operation of the same; and

WHEREAS, it is the mutual desire of the Parties hereto, acting pursuant to Idaho Code, Section 67-2328, to maintain an Authority to procure, establish, operate, maintain and plan for a multimodal public transportation system in and between the corporate limits of Sun Valley, Ketchum, Hailey, Bellevue, and Carey and within Blaine County and outside of Blaine County to counties with commuters traveling to Blaine County; and

WHEREAS, it is the mutual desire of the Parties hereto that there are no disruptions to public transportation services as the mutual terms, covenant and conditions of this Agreement are implemented including that the current level of services historically provided by KART for the residents and visitors of Ketchum and Sun Valley and the services to Wood River Valley that were provided by the PEAK Bus are maintained.

NOW, THEREFORE, in order to accomplish the aforesaid purposes, and in consideration of the mutual terms, covenants and conditions set forth herein, the Parties hereto agree as follows:

1. Corporate Name.

Authority shall be renamed the "Mountain Rides Transportation Authority" which replaces the previous name: "Ketchum-Sun Valley Public Transit Authority" (or "KART").

• MRTA Joint Powers Agreement

2. Transportation Authority Membership.

The governing Board of Directors of the Authority (the "Board") shall be configured as defined below:

- A. Subject to sub-paragraph E below, two (2) members from the City of Ketchum and two (2) members from the City of Sun Valley shall be appointed by the Mayors of Ketchum and Sun Valley with the concurrence of the City Council of each city.
- B. Subject to sub-paragraph E below, one (1) member each to be appointed by the Mayors of Hailey, and Bellevue with the concurrence of the City Council of each such City. The Board may also include one (1) member to be appointed by the Mayor of Carey as determined by the Board.
- C. Subject to sub-paragraph E below, one (1) member from Blaine County to be appointed by the Board of County Commissioners.
- D. One "Member-at-Large." The Authority will solicit nominations from a variety of organizations and individuals that it deems appropriate and have an interest in multi-modal transportation to fill this position, and such selection shall be made by the Board.
- E. Parties will join and become voting members of the Board upon execution of this Agreement by its respective governing body.
- F. The Mayors, Council Members, Commissioners and employees of the Parties hereto shall not be excluded from membership on the Authority by virtue of their relationship with the Cities and County involved.
- G. Employees, directors, shareholders, partners, owners and others with financial interests in any business, company or entity which the Authority has employed or contracted with to provide equipment or services shall be subject to the Authority's Conflict of Interest Policy as it may be amended from time to time.

3. Term of Office.

The term of office for each member of the governing Board of the Authority shall be for three (3) years. The current terms are set to expire as follows:

- a. Ketchum seat #1 Oct 2017
- b. Ketchum seat #2 Oct 2016
- c. Sun Valley seat #1 Oct 2017
- d. Sun Valley seat #2 Oct 2016
- e. Hailey Oct 2015
- f. Bellevue Oct 2017
- b) Blaine County Oct 2015
- c) At large October 2016

• MRTA Joint Powers Agreement

Subsequent appointments shall be for three (3) years and a Board member shall hold a seat on the Board until his or her successor has been appointed and qualified. Vacancies occurring otherwise than through the expiration of appointed terms, shall be filled for the remainder of the term by the Party that appointed the Board member.

4. Organization.

The Authority shall be governed by the Mountain Rides Transportation Authority By-laws specifying the method and manner by which it shall conduct its business and affairs, provided, however, that said By-laws shall be amended so as not be inconsistent with or contrary to the provisions of this Agreement, or any applicable local, state or federal law and shall provide that at least a simple majority must concur for the Authority to act.

5. Purposes and Powers.

The purpose of the Authority is to establish, implement, maintain, fund and operate a comprehensive multimodal public transportation system by motor buses, fixed guideway systems, van and car pools, bicycles, amenities for walking or other appropriate means, including transportation counseling and advice for scheduled or unscheduled and charter services within Blaine County and outside of Blaine County to counties with commuters traveling to Blaine County for the benefit of commuters and the inhabitants and visitors to Blaine County. In furtherance of that purpose, the Parties hereto hereby delegate to the Authority their power to purchase, lease, or otherwise procure multimodal transportation systems, and to promulgate regulations governing the maintenance and operation of the same. Such delegated powers shall more specifically include, but not be limited to, the following:

- As a separate legal entity under state and federal statutes, to apply for, receive and operate under financial assistance from the federal or state government, and from any agency or political subdivision thereof, or from any private sources;
- B. To acquire by purchase, gift, lease, sublease or otherwise, to the extent and in the manner that a city or county operating under the laws of the State of Idaho might do so, real or personal property necessary for the establishment, operation and maintenance of a multimodal public transportation system including but not limited to land and easement acquisitions, facilities, employee housing and rolling stock;
- To fund operational and maintenance costs of operating a comprehensive multimodal public transportation system;
- To contract with public or private agencies, companies or entities for the provision of multimodal public transportation services or for expansion of multimodal public transportation services in the Authority's service area;
- E. To undertake or contract for studies relating to the multimodal public transportation needs of the Parties and the methods by which said needs can best be served;

• MRTA Joint Powers Agreement

F. To participate in, contribute to and support the regional transportation plans, as from time to time may be proposed, adopted and amended.

6. Manner of Financing.

The Authority shall annually adopt a budget. Each Party hereto will annually budget and contribute to the Authority an amount of money necessary to operate and maintain a comprehensive multimodal public transportation system. During each fiscal year, the Parties shall contribute their respective amount of money as determined by the adopted budget, subject to approval of each Party's governing Board. It is anticipated that each Party hereto may have a contract for services with the Authority that provides for a funding arrangement between each Party and the Authority. Upon approval of the Board, a Party may contribute its share of the budget through in-kind services, equipment, personal or real property or leases.

- A. In adopting the annual budget, it is anticipated that Ketchum and Sun Valley will continue, as a base, the fiscal year 2005-2006 level of financial support which has historically been provided through their respective local option tax ("LOT") revenue for KART and the PEAK Bus. Further, it is anticipated that the County will continue its financial support for the multimodal public transportation services operated by the Authority in and beyond the County.
- B. Any Party may contribute additional funds to the Authority. Said additional funds shall be deemed as contribution not subject to matching from any other Party and shall be calculated for division of property upon termination of the Authority under Paragraph 8 herein below, if such contribution(s) were for capital acquisitions.
- C. Any funds received by the Authority shall be used for the purpose of maintaining the Authority and planning for, establishing, acquiring, operating or maintaining a multimodal public transportation system, or for paying costs associated with a contract whereby multimodal public transportation services are provided by others. The budgeting, allocation and use of said funds by the Authority shall be in accordance with the purposes and powers herein provided for, and in no event shall the Authority use, spend, encumber or commit funds of the Parties hereto in amounts exceeding those actually budgeted and contributed to the Authority by the Parties.

7. Duration.

The duration of the Authority created by this Agreement shall be October 1, 2015 through September 30, 2019, provided, however, that the same may be extended for an additional period or periods of time, as the Parties hereto deem appropriate. Any such extension of this Authority shall be in writing, adopted by the governing body of each of the Parties hereto.

Any Party may withdraw from the Authority upon six (6) month's written notice. Such notice shall be effective upon the next October 1 which follows the expiration of the six (6) months' notice. For example, an entity would have to give notice no later than April 1 if it did not want to be a party to the Joint Powers Agreement the next fiscal year. Upon withdrawal of a party the Board seats

MRTA Joint Powers Agreement

appointed by such withdrawing party shall be terminated. Withdrawal of either Ketchum or Sun Valley shall constitute dissolution of the Authority.

8. Dissolution of the Authority.

Subject to section 7 above, the Authority may be dissolved and terminated by majority vote of the Parties. Upon the dissolution of the Authority created by this Agreement or any extension or renewal thereof, for whatever reason, the property, real and personal, owned by the Authority shall be sold or distributed in the manner provided for by law for the disposition of property by cities and counties, and the proceeds of any such sale shall be divided between the Parties hereto in proportion equal to the annual operating and capital contributions of each to the Authority since its inception. Provided, however, that prior to any sale of property, real or personal, Parties may agree to distribute said property between themselves in a manner deemed by them to be equitable and approved in writing by the governing body of each. Property of KART or the Cities of Sun Valley or Ketchum existing at the date of this Agreement, or provided by them after the effective date of this Agreement, shall remain their sole and exclusive property and shall not be divided between the Parties hereto. A schedule of such property shall be prepared and attached hereto as Exhibit "A" upon execution of this Agreement. Such property includes, but is not limited to, buses, vans, vehicles, equipment, tools, furnishings, real property, bus maintenance facility and work force housing units.

9. Mediation and Arbitration.

Any controversy or claim arising out of or relating to this Agreement or breach thereof, shall first be submitted to mediation upon the written request of any Party and conducted by one (1) neutral mediator. If the Parties are unable to select a mediator, then selection shall follow the procedure published by the American Arbitration Association Commercial Mediation Rules. Mediation shall be held in Blaine County. This Agreement to mediate and any other agreement or consent to mediate entered into in accordance with this Agreement shall be specifically enforceable under the prevailing law of Idaho. Each party shall bear its own costs and the parties shall split equally the cost and expenses of the mediator. In the event that the parties are unable to resolve their disagreements through mediation, the parties agree to arbitrate the matter pursuant to the rules of and with the American Arbitration Association, or another mutually acceptable arbitrator.

10. Execution and Effect.

Upon execution of this Agreement by Ketchum and Sun Valley, the "Agreement Extending the Ketchum-Sun Valley Public Transit Authority" dated December 11, 2003, and the "Agreement by Ketchum, Sun Valley, Bellevue and Blaine County", and the "Amended Agreement of the Ketchum-Sun Valley Transit Authority" dated January 31, 2006, and the "Extension of Amended Agreement of the Ketchum-Sun Valley Public Transit Authority (Renamed in 2007 to to "Mountain Rides Transportation Authority") to Provide Multimodal Public Transportation Services in Blaine County", recorded with the Blaine County Recorder on September 28, 2011, shall be deemed cancelled and replaced by this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed to be an original.

11. Amendment.

	he approval of a majority of the Parties. To be ting signed by the Chair of the Board certifying that ity vote of the Parties.
IN WITNESS WHEREOF, the Parties hereto hav	e caused this Agreement to be executed by the
duly-authorized representatives this 1, 11, 16, 23, 21.	By: Mayor
ATTEST: COUNTY DE	Date: 9.11.15
City Clerk	
ATTEST: City Clerk	By: Mayor Date: 9/16/15
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	By:
	Date:
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ATTEST:
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BLAINE COUNTY COMMISSIONERS
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• MRTA FY24 Contract for Services

CONTRACT FOR SERVICES MOUNTAIN RIDES TRANSPORTATION AUTHORITY

THIS CONTRACT FOR SERVICES (hereinafter the "Contract") is made and entered this 15° day of September, 2023, by and between the CITY OF SUN VALLEY, IDAHO, a municipal corporation (hereinafter referred to as "the City") and the MOUNTAIN RIDES TRANSPORTATION AUTHORITY (hereinafter referred to as "Mountain Rides"), an Idaho Transportation Authority, formed and existing pursuant to a Joint Powers Agreement duly executed, extended, and recorded as Instrument #629888 in Blaine County, Idaho (recorded 9/29/15). This Contract is hereby entered into in contemplation of the following findings:

FINDINGS

- Sun Valley is a municipal corporation duly organized and existing under the law of the State of Idaho §50-101 et seq.
- Mountain Rides is an Idaho Transportation Authority formed and existing pursuant to a Joint Powers Agreement duly executed and recorded as Instrument #629888 in Blaine County, Idaho.
- The City is a destination resort city as defined by Idaho Code § 50-1044, as it derives a major portion
 of its economic well-being from businesses catering to the recreational needs of people traveling to the
 City for an extended period of time. The City, as a resort city, is eligible to collect a local option nonproperty tax.
- 4. Pursuant to Idaho Code §50-301 and §50-302, the City is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry. Accordingly, the City has the power as conferred by the State of Idaho to provide directly for certain promotional activities to enhance the trade, commerce, industry, and economic wellbeing of the City.
- City Ordinances Nos. 389 and 456 provide for the imposition of a non-property tax on the sales price of certain property sold or otherwise transferred in the City. Pursuant to the language of the Ordinances, which were approved by the voters of the City, the municipal sales tax revenue derived shall be used for, among other things, public transportation, information, education, and economic development activity.
- Mountain Rides provides an efficient and responsive public transportation system which is easily
 identifiable, is coordinated in a manner to encourage the ease of ridership, is charged with planning and
 implementation of multi-modal transportation technologies, when feasible, and will seek to reduce the
 congestion and pollution of individual vehicular trips within Blaine County.
- 7. Mountain Rides' mission is to establish, implement, maintain, fund and operate a comprehensive public transportation system by motor buses, vans or other appropriate means, including but not limited to multi-modal transportation systems, on a scheduled or unscheduled and charter basis throughout Blaine County for the benefit of the inhabitants and visitors in Blaine County.
- The organizational goals of Mountain Rides are consistent with the purposes and findings included in Ordinance Nos. 389 and 456.
- Mountain Rides has faithfully and diligently carried out its mission to provide services that promote and enhance the trade, commerce, and industry of the City. It is in the best interests of the public health, welfare, and prosperity of the City to provide regional transportation services.
- It is the intention of the City to contract with Mountain Rides to provide such services for consideration as hereinafter provided.
- Mountain Rides desires to enter into a contract with the City to provide transportation services all as hereinafter provided.

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MRTA FY24 Contract for Services

NOW, THEREFORE, on the basis of the foregoing findings the Parties agree as follows:

- Services to be Provided by Mountain Rides. Mountain Rides hereby agrees to provide transportation services for the City and to provide public transportation services to residents and visitors to the City and the Mountain Rides service area, within the confines of the Mountain Rides budget. Mountain Rides' FY2024 Service Plan is summarized in Exhibit A. Mountain Rides agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, insurance, fidelity bonds, and all necessary equipment and facilities required to provide the transportation services as set forth in this Contract.
- 2. Term. The Term of this Contract shall commence October 1, 2023, and terminate September 30, 2024.

Consideration.

- a. In consideration for providing the services herein described, the City agrees to pay to Mountain Rides the total sum of FOUR HUNDRED FIFTY THOUSAND DOLLARS (\$450,000), payable in four equal quarterly installments on November 17, 2023; February 16, 2024; May 17, 2024; and August 16, 2024. Mountain Rides will provide the City with an invoice 30 days in advance of the due dates setting forth the amount of the installment due. The City shall pay Mountain Rides the amount set forth in each such invoice no later than thirty (30) days after the date of each such invoice.
- b. The City's contribution to Mountain Rides is part of the Mountain Rides FY2024 Budget to be adopted by the Mountain Rides Board on September 20, 2023. Mountain Rides' FY2024 Operating Budget is summarized in Exhibit B.
- c. In consideration and as part of this Contract, and upon request, Mountain Rides will provide to Sun Valley City Council, on or after April 15, 2024, via presentation at a City Council meeting, a mid-year Report including activities, ridership, financial conditions, and other information describing the thencurrent condition of the transportation system. In addition, Mountain Rides will provide a budget request and, upon request, a report coincident with the City's FY2025 budget deliberations.
- Notwithstanding the requirements to subparagraph 3(a) above, the Parties recognize and agree that payment source for the services called for herein is local option sales tax revenue. The City, as part of its budgeting process, has projected historical sales tax revenue data to determine it can retain Mountain Rides for the consideration called for herein. In the event the City fails to collect such local option tax revenue during the term of this Contract for any reason, the City may, at its sole option, terminate, or adjust the payments to Mountain Rides by reducing its contribution by the same ratio that the LOT revenues are below the projections, this Contract upon thirty (30) day written notice to Mountain Rides. In the event of such termination, Sun Valley shall have no further responsibility to make payment to Mountain Rides under this Contract beyond the thirty (30) day notice period. In the event that budgeted revenue from any of Mountain Rides' funding partners (local government, federal government, fares, or private business funding) identified in the Mountain Rides' FY2024 adopted budget is not collected as expected. Mountain Rides may need to adjust its adopted FY2024 Service Plan in order to balance revenue with expenses. In this event, Mountain Rides will give notice to the City as to the adjustments that impact transit service within the City. Mountain Rides and the City will work to come to a mutually acceptable adjusted service plan. If a mutually acceptable adjusted service plan cannot be reached, the City may terminate this Contract upon thirty (30) day written notice to Mountain Rides.

MRTA FY24 Contract for Services

- 4. <u>Termination</u>. The City may, at its sole discretion, terminate, with or without cause, this Contract immediately upon one hundred twenty (120) days written notice to Mountain Rides. In the event of such termination, the City shall make all payments due to Mountain Rides through the end of the 120-day notice period and thereafter shall have no further responsibility to make any payment to Mountain Rides under this Contract. Mountain Rides, in its sole discretion, shall adjust services as may be necessitated as a result of any termination of this Contract.
- Equal Employment Opportunity. Mountain Rides covenants that it shall not discriminate against any
 employee or applicant for employment because of race, religion, color, sex, or national origin.
- <u>Default</u>. In the event either Party fails to perform its responsibilities, as set forth in this Contract during the contract term, this Contract may, at the option of the non-defaulting Party, be terminated. Upon termination under this paragraph, Mountain Rides, in the event it intentionally breaches its responsibilities, shall not be entitled to receive any unpaid installments of the consideration called for in paragraph 3 of the Contract.
- 7. Independent Contractor Status. The Parties acknowledge and agree that Mountain Rides shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee of the City. Mountain Rides and its agents, employees, and volunteers shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of the City under this Contract is to assure itself that the services covered by this Contract shall be performed and rendered by Mountain Rides in a competent, efficient, and satisfactory manner.
- 8. Hold Harmless. Any contractual obligation entered into or assumed by Mountain Rides, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of Mountain Rides' obligations pursuant to this Contract shall be the sole responsibility of Mountain Rides, and Mountain Rides coverants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of Mountain Rides' activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.
- Non-Assignment. This Contract may not be assigned by or transferred by Mountain Rides, in whole
 or in part, without the prior written consent of the City.

10. Miscellaneous Provisions.

- a. <u>Paragraph Headings</u>. The headings in this Contract are inserted for convenience and identification only and are in no way intended to describe, interpret, define, or limit the scope, extent or intent of this Contract or any of the provisions of the Contract.
- b. <u>Provision Severable</u>. Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.
- c. Rights and Remedies are Cumulative. The rights and remedies provided by this Contract are cumulative and the use of any one right or remedy by any Party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the Parties under this Contract are given in addition to any other rights the Parties may have by law, statute, ordinance or otherwise.
- d. <u>Successor and Assigns</u>. This Contract and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the Parties hereto.

• MRTA FY24 Contract for Services

- Entire Contract. This Contract contains the entire agreement between the Parties respecting the
 matters herein set forth and supersedes all prior agreements between the Parties heretorespecting such matters.
- Governing Law. This Contract shall be construed in accordance with the laws of the State of Idaho.
- g. <u>Preparation of Contract</u>. No presumption shall exist in favor of or against any Party to this: Contract as a result of the drafting and preparation of the document.
- No Waiver. No waiver of any breach by either Party of the terms of this Contract shall be deemed a waiver of any subsequent breach of the Contract.
- <u>Amendment</u>. No amendment of this Contract shall be effective unless the amendment is inwriting, signed by each of the Parties.

IN WITNESS WHEREOF, the Parties have executed this Contract on the day and year first written above.

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

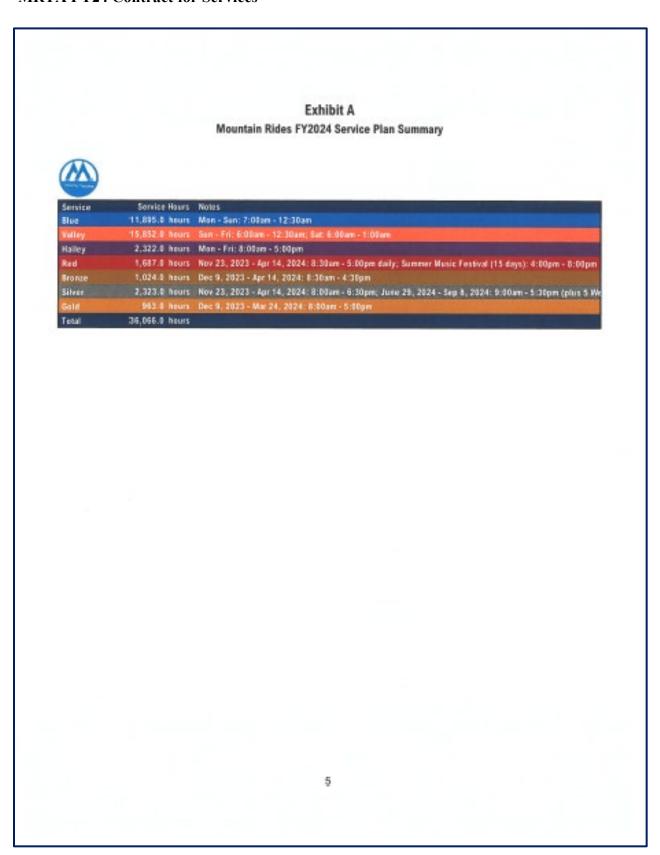
CITY OF SUN VALLEY

Wallace E Marrie Everyting Director

ATTEST:

Nancy Flannic an Cler

• MRTA FY24 Contract for Services



• MRTA FY24 Contract for Services

Exhibit B Mountain Rides FY2024 Operating Budget

	FY	24 Budget
Income		
Total 41000 · Federal Funding	\$	2,077,012
Total 42000 · State Funding		-
Total 43000 · Local Funding		1,988,110
Total 44000 · Fares		200,000
Total 45000 · Other Revenue		90,000
Total 47000 · Private Donations		1,000
48000 - Transfer from Housing Fund		10,000
49000 · Interest Income		3,000
50000 · Excess Operating Funds		100,000
Total Income	\$	4,469,122
Expenses		
Total 51000 · Payroll Expenses	\$	3,146,550
Total 52000 · Insurance Expense		194,244
Total 53000 · Professional Fees		39,000
Total 54000 · Equipment/Tools		13,000
Total 55000 · Rent and Utilities		35,000
Total 56000 · Supplies		34,000
Total 57000 · Repairs and Maintenance		53,000
Total 58000 · Communications		45,300
Total 59000 · Travel and Training		33,950
Total 60000 - Business Expenses		16,200
Total 61000 · Advertising		39,409
Total 62000 · Marketing and Promotion		22,000
Total 63000 · Printing and Reproduction		19,000
64000 - Fuel Expense		500,000
Total 65000 - Vehicle Maintenance		187,500
69500 - Contribution to Fund Balance		90,969
Total Expenses	\$	4,469,122
Net Surplus (Deficit)	\$	

• MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY Financial Statements Year Ended September 30, 2023

• MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

Financial Statements For the year ended September 30, 2023

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MRTA FY23 Audited Financial Statements



2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

INDEPENDENT AUDITOR'S REPORT

November 27, 2023

To the Board of Directors Mountain Rides Transportation Authority Ketchum, Idaho

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Mountain Rides Transportation Authority, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Mountain Rides Transportation Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Mountain Rides Transportation Authority, as of September 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Mountain Rides Transportation Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibility

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

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MRTA FY23 Audited Financial Statements

Report Continued-

in performing an audit in accordance with generally accepted auditing standards, we:

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison information on pages 3–8 and 19–21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Mountain Rides Transportation Authority's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and is also not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 27, 2023, on our consideration of the Mountain Ride Transportation Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's Internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Authority's Internal control over financial reporting and compliance.

Workman & Company

Certified Public Accountants Twin Falls, Idaho

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• MRTA FY23 Audited Financial Statements

Mountain Rides Transportation Authority ("Mountain Rides" or "MRTA") Management's Discussion and Analysis Fiscal Year Ended September 30, 2023 ("FY2023")

Executive Summary and Overview

The Financial Statements comprise three (3) sections:

- Management's Discussion and Analysis (page 3);
- (2) Basic Financial Statements a Statement of Net Position (page 9) and a Statement of Activities (page 10) – which present a holistic view of recent financial activities, as well as support reasonable projections for longer-term financial performance; and
- (3) Fund Financial Statements (pages 11-13), which detail recent expenditures for and financing of capital programs and services, as well as projections for future capital spending and financing.

The Basic Financial Statements, compiled using the modified accrual basis of accounting (similar to the accounting used by most private-sector companies), enumerate and report changes in Mountain Rides' assets and liabilities and financial activities. These Statements include all current year revenue and expenses irrespective of when cash is actually received or paid.

Net Position – assets minus liabilities – is a measure of Mountain Rides' financial health, or financial position.

Over time, increases and decreases in Net Position can indicate whether financial health is improving or deteriorating. Other factors, such as changes in sources of revenue and/or the age and condition of Mountain Rides' assets, particularly its fleet of vehicles, may also contribute in assessing overall financial health.

The Statement of Activities (page 10), reporting Net (Expense) Revenue and Changes in Net Position, indicates the extent of financial resources available and expended in the near-term to underwrite Mountain Rides' activities and programs.

The Fund Financial Statements (pages 11-13) comprise:

- The Balance Sheet Governmental Funds, enumerating Mountain Rides' consolidated financial position, including its Operations Fund and all Capital Funds.
- (2) The Statements of Revenues, Expenditures, and Changes in Fund Balance, itemizing activities in each Mountain Rides Fund: i) General Operations; ii) Capital Projects; and iii) Workforce Housing.

Mountain Rides' basic services are accounted for and reported in the General Operations Fund. Each Fund's Financial Statements are compiled using the modified accrual basis of accounting (similar to the accounting used by most private-sector companies), which measures cash and all other financial assets that can be readily converted to cash.

Management's Discussion and Analysis

This MD&A provides an overview of Mountain Rides' FY2023 financial activities, highlighting FY2023's financial activities and resulting changes and underscoring currently known facts regarding financial performance. The reader should review the MD&A as part of the package that also includes the Independent Auditor's Report and the Basic Financial Statements.

• MRTA FY23 Audited Financial Statements

Financial Highlights

- (1) In FY2023, Mountain Rides, as a provider of public transportation services in Biaine County, continued to receive, as a sub-recipient of the Idaho Transportation Department (ITD), significant funding from the Federal Transit Administration (FTA) to underwrite the operation of public transportation services in a rural area (5311 Rural Transportation Grant Funding (5311 Rural)). In FY2023, Mountain Rides received \$2,057,012 in regular, anticipated, and budgeted 5311 Rural funds, plus drew down \$745,288 in anticipated and budgeted 5311 CARES Grant for Rural Area Programs (5311 CARES) funds. (In June 2020, the FTA, via the ITD, awarded Mountain Rides \$3,262,771 of 5311 CARES funding to be used to support operations through June 30, 2025.)
- (2) Beginning October 1,2022 Mountain Rides received a two-year 5311 Rural award in the amount of \$4,114,024 (\$2,057,012 annually), a 26% increase in funding over the previous two-year funding cycle. In addition, to support operations in FY2023, Mountain Rides drew down \$745,288, the remaining balance of the 5311 CARES award.
- (3) In FY2023, Local funding as underwritten by local tax receipts from the cities of Sun Valley, Ketchum, Halley, and Bellevue, as well as from Blaine County, and by Sun Valley Company, Increased by 12% year-over-year. Mountain Rides relies on Local Funding to help underwrite operations, maintain service levels, and provide the local match required for receipt of Federal funding – by and large Federal transit funding programs require local entities to share in the cost of operating and maintaining transit systems. In FY2023, Local Funding was allocated 55% to operations and 45% to capital accounts.
- (4) In FY2023, Mountain Rides purchased seven (7) battery electric buses ("BEBs") and related charging infrastructure.
- (5) The Coronavirus pandemic declared in March 2020 did not have a negative material financial impact on Mountain Rides in the fiscal year 2023. Management believes that there will be no negative material impact of the pandemic on future revenues, expenses, or net assets.

Financial Analysis

Condensed Statement of Net Position (Table 1)

In FY2023, Mountain Rides' Total Net Position (total assets minus total liabilities) increased by \$4,630,457 over FY2022, rising from \$12,649,289 at September 30, 2022, to \$17,279,746 at September 30, 2023.

In FY2023, Unrestricted Net Position, which includes funds available, without constraint, to finance day-to-day operations, decreased by 3%, from \$3,361,733 at September 30, 2022, to \$3,254,205 at September 30, 2023.

In FY2024, a portion of the Unrestricted Net Position will be applied to underwrite operating expenses and capital expenditures; the balance will be held on-hand as contingency funds to meet cash needs arising from delays in receipts of Federal or Local Funding and/or resulting from unanticipated emergencies.

At September 30, 2023, Mountain Rides' Restricted Net Position balance is \$0.

In FY2023, Mountain Rides' Contingency Fund was fourteen percent (14%) of annual operating expenses.

In upcoming years, Mountain Rides intends to maintain sufficient Capital Funds to ensure local matching funds for underwriting capital projects, including vehicle additions and replacements; facilities' enhancements; bus stop improvements; and construction of a new building at the Bellevue, Idaho, depot.

• MRTA FY23 Audited Financial Statements

		2023 and 2022		
	_	FY 2023	_	FY 2022
Current Assets:				
Cash and Deposits	\$	3,153,277	\$	2,184,162
Receivables		1,027,624		1,360,236
Inventories		73,829		73,427
Total Current Assets		4,254,730		3,617,82
Capital Assets:				
Capital Assets (Net of Depreciation)		14,025,541		9,287,556
Total Assets	\$ _	18,280,271	\$ <u>_</u>	12,905,381
Current Liabilities	5	918,458	\$	167,690
Long-term liabilities		82,067	_	88,402
Total Liabilities		1,000,525		256,092
Net assets: Invested in capital				
assets Restricted		14,025,541		9,287,556
Unrestricted		3,254,205		3,361,733

Statement of Revenues, Expenses, and Changes In Fund Balance (Table 2)

Mountain Rides' FY2023 Total Revenues increased two hundred and three percent (203%) from FY2022 Total Revenues. The increase is due to the purchase of seven (7) battery electric buses and associated grant revenue.

Driven primarily by FY2023-over-FY2022 increases in Capital Expenditures, Mountain Rides' total cost of all programs and services increased by two hundred and seventy percent (270%) in FY2023 over FY2022.

• MRTA FY23 Audited Financial Statements

Table 2: Statement of			
and Changes in Fu			
For the Fiscal Years Ended	l September 30, 2	023 and 2022	
		FY 2023	FY 2022
Revenues:	_		
Federal Funding	\$	7,846,596	\$ 2,885,795
State Funding		0	71,793
Local Funding		1,814,910	1,659,460
Fare Revenues		222,124	193,857
Charter Bus and Bike Share Revenues		0	1,435
Workforce Housing Revenues		33,175	31,300
Advertising		105,270	85,394
Interest from Investments		96,012	9,219
Proceeds on Sale of Assets		0	37,126
Private Donations		21,600	20,062
Other Revenues		859	1,777
Totals		10,140,546	4,997,218
Expenditures:			
Wages		2,900,095	2,504,095
Fuel		375,712	429,918
Repairs and Maintenance		256,757	194,288
Utilities		42,878	30,930
Contracted Services		40,224	32,018
Marketing and Promotion		43,837	69,197
Insurance		136,377	145,727
Capital Expenditures		6,303,744	263,586
Supplies		26,688	31,422
Traveling and Training		40,258	32,086
Business Expenses		28,605	15,645
Printing and Reproduction		18,457	13,439
Communication Expense		41,179	 30,989
Totals	_	10,254,811	3,793,340

General Fund Highlights

In FY2020, Mountain Rides was awarded 5311 CARES funding of \$3,262,771, to be fully obligated (spent) by June 30, 2025. In FY2023, Mountain Rides drew down \$745,288 of this funding, bringing total 5311 CARES funding used to date to \$3,262,771 and leaving a balance yet to be drawn down of \$0.

In FY2023, the General Fund realized a surplus (revenues minus expenses; budgeted as a loss of \$59,000) of \$219,789. This positive variance (+\$278,789) accrued primarily through diligent management, tight expense control, and revenue over-performance. The surplus will be used to underwrite future operations and capital projects.

• MRTA FY23 Audited Financial Statements

Capital Funds Highlights

Mountain Rides' FY2023 capital budget included \$9,626,470 for vehicles, equipment, and facility upgrades, with funding for these projects in place – Federal grant awards; Mountain Rides' cash reserves; and Local Match funds.

In FY2020, Mountain Rides began a fleet electrification project, including the installation of battery electric bus charging infrastructure at its Ketchum, Idaho, and Bellevue, Idaho, depots ("1" Phase"). In FY2021, Mountain Rides completed the 1" Phase with the charging infrastructure operational and servicing its nascent fleet of four (4) BEBs. In FY2023, after delays by the OEM, MRTA added seven (7) BEBs to its fleet, with six (6) of those BEBs put in service in FY2023 and one (1) of those BEBs received, accepted, and put in service in November 2023, after repairs of damage to said BEB incurred while in transit from the manufacturer to Mountain Rides, were completed by the manufacturer..

In FY2023, Mountain Rides completed the installation of TransLoc Intelligent Transportation System hardware and software on its buses.

Workforce Housing ("WFH") Fund Highlights

Mountain Rides owns and maintains five (5) workforce housing units in its Ketchum, Idaho, depot facility. All were occupied throughout FY2023 – four (4) units by Mountain Rides' employees and one (1) unit by a police officer for the City of Ketchum (a party to the Mountain Rides' Joint Powers Agreement formational document). Rents, the primary source of WFH Fund revenue, for the workforce housing units are maintained at below-market rates.

Capital Asset and Debt Administration

Capital Assets (Table 3)

At September 30, 2023, Mountain Rides' Net Capital Assets (asset cost minus accumulated depreciation) balance stood at \$14,025,541, which is \$4,737,985, or 51%, more than the Net Capital Assets balance at September 30, 2022. The vast majority of the year-over-year increase in this balance is attributable to FY2023 purchase of four (4) vans and seven (7) buses. Mountain Rides is invested in a broad range of capital assets, including its Ketchum and Bellevue depot facilities; bus stop shelters across its system of routes; buses, vans, and support vehicles; tools; and equipment.

Table 3: Cap	Ital Assets for all	Fund6		
	_	FY 2023	_	FY 2022
Governmental Activities:				
Land	\$	441,608	\$	441,608
Construction in Progress		0		115,729
Depreciable Capital Assets:				
Buildings and Improvements		5,673,075		5,349,363
Buses and Vehicles		14,902,565		8,905,954
Equipment	_	500,014		500,014
Totals	_	21,517,262	_	15,312,668
Less: Accumulated Depreciation				
Buildings and Improvements		1,952,678		1,743,966
Buses and Vehicles		5,256,425		4,091,599
Equipment		282,618		189,547
Totals		7,491,721	_	6,025,112
Net Capital Assets	5	14,025,541	5	9,287,556

• MRTA FY23 Audited Financial Statements

FY2024 and Beyond

In September 2023, the Mountain Rides Board of Directors approved a balanced Consolidated Budget for FY2024, including Total Revenues of \$12,634,994; Total Expenses of \$11,753,514; and Total Fund Balances in Reserve of \$881,480. The FY2024 Operating Budget, a component of the Consolidated Budget, is balanced and includes Total Revenues of \$4,481,664 and Total Expenses of \$4,481,664.

Integral to the FY2024 Budget, Mountain Rides considered the following:

- FY2024 5311 Federal funding for operations \$2,057,012 is known and locked in via an executed two-year funding agreement for FY2023 and FY2024 between Mountain Rides (sub-recipient, via the ITD, of Federal funding) and the Idaho Transportation Department (direct recipient of Federal funding).
- With the known and quantifiable revenues in place, in FY2024 Mountain Rides will sustain service at
 post-pandemic recovery levels, expanding said service only to the extent that any such expanded
 service proves to be sustainable longer-term, thereby avoiding the detrimental impacts to the
 organization that typically accompany arbitrarily increasing and decreasing service levels.
- FY2024 Local funding will increase by 3.7% over FY2023 levels.
- FY2024 Capital Budgets were built by first identifying revenues and funds at-hand (Federal grant
 awards, Mountain Rides' Capital Funds' balances, Local Match funding) for underwriting capital
 expenditures and then building a capital improvements plan, with its resulting capital expenditures, that
 can be funded by the revenues and funds at-hand. Of particular note in the FY2024 Capital Budgets
 (Facilities Budget) is the budgeting for funding and constructing a new BEB facility on MRTA's Bellevue,
 Idaho, campus. This \$6.046M project is underwritten by Federal grant and Local Match Funding,
 \$4.837M and \$1.209M, respectively, and is scheduled to commence construction in Spring 2024.
- In October 2020, Mountain Rides took a proactive step to do its part in mitigating the impacts of the Covid-19 pandemic on the community by, via resolution (the "Zero-Fare Resolution") of its Board of Directors, providing all of its fixed-route bus service on a fare-free basis. Mountain Rides' Zero-Fare Resolution stipulates continuing zero-fare fixed-route bus service into the future for as long as is financially feasible.

Contacting Financial Management

This financial report, which is available to all, provides a substantive overview of Mountain Rides' finances and attests to its accountability for spending the funding it receives. If you have questions about this report or need additional financial information, please contact Jerry Garcia, Finance and Administration Manager, at (208) 788-7433 or jerry@mountainrides.org.

MOUNTAIN RIDES TRANSPORTATION A Statement of Net Position at September 30, 2023	UTHORITY		
at deptember 30, 2023			
			nmental Ivities
ASSETS	_		
Current Assets:			
Cash and Deposits Accounts Receivable	\$	3,153,277 9,238	
Grants Receivable		1,018,386	
Inventories	_	73,829	
Total Current Assets			\$ 4,254,730
Non-Current Assets: Land		444.500	
Buildings and improvements		441,608 5,673,075	
Vehicles and Equipment	_	15,402,579	
Totals		21,517,262	
Accumulated Deprecation	_	(7,491,721)	
Total Non-Current Assets			14,025,541
Total Assets			\$ 18,280,271
LIABILITIES			
Current Liabilities:			
Accounts Payable	\$	899,117	
Other Accrued Liabilities		13,191	
Deferred Revenues	-	6,150	
Total Current Liabilities			\$ 918,458
Long-term Liabilities:			
Compensated Absences			82,067
Total Liabilities			1,000,525
NET POSITION			
THE I STATIST			
Invested in Capital Assets Unrestricted		14,025,541 3,254,205	
Total Net Position			\$ 17,279,746
The accompanying notes are a part of these final	ncial statemer	nts.	
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• MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Statement of Activities
For the Year Ended Sentember 30, 2023

Activities:	Pro Chan for Expenses Servi	Grants and	Net (Expense) Revenues and Changes in Net Position Governmental Activities
Governmental:			
General Operations	\$ 5,482,854 \$ 327	7,394 \$ 2,838,448	\$ (2,319,014)
Special Services:			
Capital Projects Work Force Housing	27,235 33	5,010,150	5,010,150 5,940
Total MRTA	\$ 5,510,089 \$ 380	0,589 \$ 7,848,598	2,697,076
	General Revenues: Local Government F Private Donations Interest Income Gain (Loss) on Disp Miscellaneous	•	1,814,910 21,800 98,012 0 859
	Total general rev	enues and transfers	1,933,381
	Changes in	net assets	4,630,457
	Net Position - Beginning	9	12,649,289
	Net Position - Ending		\$ 17,279,748

The accompanying notes are a part of these financial statements.

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	Balance Sh Governmental e year ended Sept	Funds		
A88ET8:	General Fund	Capital Recerve Fund	Work Force Housing Fund	Total
ASSETS.				
Cash and Cash Deposits Accounts Receivable Grants Receivable	\$ 1,349,858 9,238 585,747	\$ 1,767,652 \$ 0 432,639	35,767	\$ 3,153,277 9,238 1,018,386
Prepaid Expenses Due From Other Funds		67,164	1,050	0 68,214
Total Assets	\$ 1,944,843	\$ 2,267,455 \$	36,817	4,249,115
LIABILITIE8:				
Accounts Payable Accrued Payroll Expenses	82,626 13,191	816,163	328	899,117 13,191
Tenant Deposits Due To Other Funds	68,214		6,150	6,150 68,214
Total Liabilities	164,031	816,163	6,478	986,672
FUND BALANCE:				
Non-spendable Restricted				0
Committed		1,451,292		1,451,292
Assigned	501,578		30,339	531,917
Unassigned	1,279,234			1,279,234
Total Fund Balance	1,780,812	1,451,292	30,339	3,262,443
Total Liabilities and Fund Balance	\$ 1,944,843	\$ 2,267,455 \$	36,817	\$ 4,249,115
Amounts reported for governmental activities are different because:	es in the Statement	of Net Position (pag	je 9)	
Governmental fund capital assets are no are not reported in the funds. The cos	st of assets is \$ 21,5			
and the accumulated depreciation is §	7,491,721			14,025,541
Inventory				73,829
Compensated absences				(82,067)
Net Position of Governmental Funds				17,279,746
The accompanying	g notes are a part o	f these financial sta	tements.	

Statement of Revenue	es, Expendit Governm	ures, iental	Funds	n Fu			
for th	e year ender Genera Fund		Capital Reserve Fund		Work Force Housing Fund		Totals
REVENUE:	rana		NO SOLITO P SILI		runu	-	Totale
Federal Funding	\$ 2,836,4	46	\$ 5,010,150	\$		\$	7,846,596
State Funding			0				0
Local Funding	1,012,4	10	802,500				1,814,910
Fare Revenues	222,1	24					222,124
Charter Bus and Bike Share Revenue		0					0
Workforce Housing Revenue					33,175		33,175
Advertising	105,2						105,270
Interest Income	32,2	80	63,019		713		96,012
Proceeds on Sale of Assets			0				0
Priviate Donations	10,1		11,500				21,600
Other Revenues					859	-	859
Total Revenue	4,218,6	30	5,887,169	,	34,747	_	10,140,546
EXPENDITURES:							
Wages and Benefits	2,900,0	195					2,900,095
Fuel	375,7	12					375,712
Repairs and Maintenance	247,2	25			9,532		256,757
Utilities	35,1	75			7,703		42,878
Contracted Services	40,2	24					40,224
Marketing and Promotion	43,8	37					43,837
Insurance	136,3	77					136,377
Capital Expenditures	15,0		6,288,735				6,303,744
Supplies	26,6						26,688
Travel and Training	40,2						40,258
Business Expenses	28,6						28,605
Printing and Reproduction	18,4						18,457
Communication Expense	41,1	79				-	41,179
Total Expenditures	3,948,8	41_	6,288,735		17,235	-	10,254,811
EXCESS REVENUE (EXPENDITURES)	269,7	89	(401,566)		17,512		(114,265
OTHER FINANCING SOURCES (USES):							
Operating transfers from other funds	10,0	00					70,000
Operating transfers (to) other funds	(60,0	(00	0		(10,000)	-	(70,000
NET CHANGE IN FUND BALANCES	219,7	189	(341,566)		7,512		(114,265
FUND BALANCE - BEGINNING	1,561,0	123	1,792,858		22,827	_	3,376,708
FUND BALANCE - ENDING	\$ 1,780,8	12	\$ 1,451,292	\$	30,339	\$_	3,262,443
The accompanying	g notes are a	part o	of these financia	sta	tements.		
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• MRTA FY23 Audited Financial Statements

	MOUNTAIN RIDES TRANSPORTATION AUTHORITY Reconciliation of the Statement of Revenues.		
	Expenditures, and Changes in Fund Balances of Governmental Funds To the Statement of Activities		
	for the year ended September 30, 2023		
	Net Change in Fund Balance - Total Governmental Funds (Page 12)	\$ (114,265)	
	Governmental funds report capital outlays as current year expenditures.		
	In the Statement of Activities, the cost of these assets is allocated		
	over their estimated useful lives as depreciation expense. This is		
	the amount of current capital outlay for new fixed assets.		
	the amount of current capital outdy for new fixed dissets.		
	This is the amount of current year depreciation.	(1,491,331)	
	This is the amount of new assets acquired in the Government Funds.	6,229,316	
	This is the amount of proceeds from the sale of assets included in		
	the change in the Net Change in Fund Balance	0	
	Change in inventory is not included in the governmental fund statements	402	
	Liability for personal leave days are not recorded in Governmental Funds.		
	This is the decrease in compensated leave during the year	6,335	
	•		
	Change in Net Position of Governmental Activities (Page 10)	\$ 4,630,457	
1			

The accompanying notes are a part of these financial statements.

MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023

The Mountain Rides Transportation Authority (MRTA) is a local government entity created by a joint powers agreement between Blaine County and the Cities of Ketchum, Sun Valley, Halley, and Bellevue – as prescribed under Idaho code. MRTA was formerly known as the Ketchum-Sun Valley Public Transit Authority. MRTA serves transportation needs in the Wood River Valley, extending along the valley corridor from Ketchum/Sun Valley on the north to Bellevue on the south, and routes to Twin Falls.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PROCEDURES

Scope of Entity

The Authority's financial statements include the accounts of all operations under the oversight authority of the Board. Oversight responsibility is derived from the governmental unit's authority and includes, but is not limited to, financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters. Based on the foregoing criteria, no component units are included in the Authority's financial statements.

Basis of Accounting/Measurement Focus
The accounts of MRTA are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund balance, revenues, and expenditures. MRTA has a general operating fund, a capital reserve fund, and a work force housing fund.

Government-wide Financial Statements:

The statement of net position and the statement of activities display information about the Authority as a whole. These statements include the financial activities of the Authority.

The statement of net position presents the financial condition of the governmental activities of the Authority at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each activity. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program. Revenues that are not classified as program revenues are presented as general revenues of the Authority. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Authority.

Fund Financial Statements:

Governmental funds are accounted for using the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheet. Under modified accrual basis of accounting, revenues are recognized when they become both measurable and available. Available for purposes of revenue recognition is defined as sixty days. Revenue sources susceptible to accrual include advertising, charter, state. federal and intergovernmental revenues. Expenditures are recognized when the related fund liability is incurred. Exceptions to this general rule include the accrual of payroll and related payroll liabilities.

The accounts of the Authority are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Authority has adopted GASB Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions" (GASB 54) which defines how fund balances of the governmental funds are presented in the financial statements. There are five classifications of fund balances as presented below:

MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023

Note 1 - Continued

Non-spendable - These funds are not available for expenditures based on legal or contractual requirements. In this category, one would see inventory, long-term receivables, unless proceeds are restricted, committed, or assigned and legally or contractually required to be maintained intact (corpus or a permanent fund).

Restricted - These funds are governed by externally enforceable restrictions. In this category, one would see restricted purpose grant funds, debt service or capital projects.

<u>Committed</u> – Fund balances in this category are limited by the governments' highest level of decision making. Any changes of designation must be done in the same manner that it was implemented and should occur prior to the end of the fiscal year, though the exact amount may be determined subsequently.

Assigned – These funds are intended to be used for specific purposes, intent is expressed by a governing body or an official delegated by the governing body.

Unassigned - This classification is the default for all funds that do not fit into the other categories. This, however, should not be a negative number for the general fund. If it is, the assigned fund balance must be adjusted.

Order of Use of Fund Balance - The Authority's policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance and unassigned fund balance at the end of the fiscal year. For all funds, non-spendable fund balances are determined first and then restricted fund balances for specific purposes are determined.

Capitalizing Assets
Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the Statements of Net Position. The Authority has established a capitalization threshold of items costing in excess of \$5,000.

Depreciation of buildings, buses, and machinery and equipment is computed using the straight-line method over the following estimated useful lives:

> 20-40 Years Buildings and Improvements 10-12 Years 5-15 Years Machinery and Equipment

Restricted Net Assets

Restricted net assets are those for which a constraint has been imposed either externally or by law. MRTA recognized the use of restricted resources or expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted net assets are used. MRTA did not have any restricted net assets as of the financial statement date.

Budgets and Budgetary Accounting

Annual appropriated budgets are adopted for each fund before October 1 of each year in accordance with Idaho code. The budgets are prepared in accordance with the modified accrual basis of accounting. Budgeted amounts shown are as originally adopted and as amended by MRTA.

Cash and Cash Equivalents

MRTA's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term Investments with maturities of less than 90 days.

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• MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023

Note 1 - Continued

Investments

State statutes authorize MRTA to invest in obligations of U.S. Treasury, commercial paper, corporate bonds and repurchase agreements, and the Idaho State Treasurer Local Government Investment Pool. All investments of MRTA are placed in the State Investment Pool and stated at fair value as provided by the Pool.

Inventories

Inventory is valued at cost using the first in, first out method. Inventory consists of expendable supplies held for future consumption or capitalization. The cost is recorded as an expense as inventory items are consumed and is reflected in the government-wide financial statements only. Inventory items are reported as expenditures in the fund statements when purchased.

NOTE 2 - CASH AND CASH DEPOSITS

Cash and cash deposit balances at September 30, 2023:

	Book Balance	Bank Balance		
Petty cash/undeposited funds Mountain West Bank checking accounts State of Idaho Local Government Investment Pool	\$ 76 312,608 _2,840,693	\$ 0 347,543 2,840,693		
Total Cash/Cash Deposit	\$ 3,153,277	\$ 3,188,236		

Investments in the Local Government Investment Pool are valued at fair value. The Local Government Investment Pool is managed by the State of Idaho Treasurer's office. The funds of the pool are invested in certificates of deposit, repurchase agreements, and U.S. government securities. The certificates of deposit are federally insured. The U.S. government securities and the collateral for the repurchase agreements are held in trust by a safekeeping bank.

Risk Exposure

Interest Rate Risk – MRTA does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – MRTA has no formal investment policy which would further limit its investment choices beyond those stated in the Idaho Code.

MRTA does not currently have any outside investments. Excess cash is deposited into the idaho Local Government investment Pool.

Concentration of Credit Risk – MRTA places no formal limits on the amount the Treasurer may invest in any one issuer.

Custodial Credit Risk, Deposits – Custodial credit risk is the risk that funds would be lost in the event of bank failure. Bank balances in excess of the FDIC insured amount of \$ 250,000 are subject to custodial credit risk. MRTA working policy is to limit custodial credit risk by limiting balances in checking accounts to operational needs and transferring the remaining amounts to the Idaho Local Government Investment Pool.

MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023

NOTE 3 - CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023, is as follows:

		Beginning Balances	Inoreases	Deoreases		Ending Balances
Governmental Activities:						
Land	\$	441,608	\$		Ş	441,608
Construction in Progress		115,729		(115,729)		0
Capital Assets being depreciated:						
Buildings and Improvements		5,349,363	323,712			5,673,075
Vehicles		8,905,954	6,021,333	(24,722)		14,902,565
Office Equipment		28,831				28,831
Other Machinery and Equipment		471,183	 			471,183
Total		15,312,668	6,345,045	(140,451)		21,517,262
Less: Accumulated Depreciation:						
Buildings and Improvements		(1,743,966)	(208,712)			(1,952,678)
Vehicles		(4,091,599)	(1,189,548)	24,722		(5,256,425)
Office Equipment		(23,024)	(1,916)			(24,940)
Other Machinery and Equipment		(166,523)	(91,155)			(257,678)
Total Accumulated Depreciation		(6,025,112)	(1,491,331)	24,722		(7,491,721)
Governmental capital assets, net	\$.	9,287,556	\$ 4,853,714	\$ (115,729)	\$.	14,025,541

NOTE 4 - ACCRUED COMPENSATED ABSENCES

This amount includes personal leave time earned by employees, but not used as of fiscal year end.

NOTE 5 - EMPLOYEE RETIREMENT PLAN

MRTA has a noncontributory defined contribution pension plan covering substantially all employees who have been employed for the lesser of twelve months or 1,000 hours. MRTA's contributions are made at the discretion of the board of directors. Vesting of accrued benefits occurs at the rate of 20% after two years of service, plus 20% for each year of service, thereafter. Contributions to the plan for the years ended September 30, 2023, 2022 and 2021 were \$169,680, \$152,192, and \$138,306, respectively.

NOTE 6 - COMMITMENTS AND CONTINGENCIES

MRTA receives a significant portion of its support from the cities of Ketchum and Sun Valley. Should the cities decrease their share of participation, MRTA would be forced to find other sources of revenue or make a significant reduction in services.

• MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2023

NOTE 7 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the fiscal year, the Authority contracted with Idaho County Risk Management Program (ICRMP) for property, crime and fleet insurance and the State Insurance Fund for Worker's compensation. The current year policy expires October 1, 2023 and has been renewed with ICRMP through September 30, 2024. The policy coverages include property, crime, general liability, automobile liability and public officials.

NOTE 8 - ENVIRONMENTAL FACTORS

MRTA owns land and facilities to provide repair and maintenance of their transportation equipment. These items carry a responsibility for environmental issues, which, if violated, would be a liability to MRTA. There has been no environmental study to determine the existence of any such liabilities.

NOTE 9 - SUBSEQUENT EVENTS

Subsequent events were evaluated through the date of the auditor's report, which is the date the financial statements were available to be issued.

• MRTA FY23 Audited Financial Statements

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Revenues, Expenditures and Changes in Fund Balances Budget and Actual General Fund for the year ended September 30, 2023							
		Original Budget Amounts		Final Budget Amounts		Aotual Amounts	Variance wit Final Budge Positive (Negative)
REVENUE:							
Federal Funding	\$	2,843,877	Ş	2,843,877	\$	2,836,446	\$ (7,431
State Funding		0		0			0
Local Funding		1,010,410		1,010,410		1,012,410	2,000
Fare Revenues		160,000		160,000		222,124	62,124
Charter Bus and Bike Share Revenue		0		0		0	0
Workforce Housing Revenue		0		0			0
Advertising		90,000		90,000		105,270	15,270
Interest Income		4,000		4,000		32,280	28,280
Proceeds on Sale of Assets							0
Priviate Donations Other Revenues		11,000		11,000		10,100	(900
Other Revenues	-				-		
Total Revenue		4,119,287		4,119,287	-	4,218,630	99,343
EXPENDITURES:							
Wages and Benefits		2,954,013		2,954,013		2,900,095	53,918
Fuel		470,883		470,883		375,712	95,171
Repairs and Maintenance		244,500		244,500		247,225	(2,725
Utilities		26,000		26,000		35,175	(9,175
Contracted Services		36,000		36,000		40,224	(4,224
Marketing and Promotion		71,409		71,409		43,837	27,572
Insurance		141,392		141,392		136,377	5,015
Capital Expenditures		13,000		13,000		15,009	(2,009
Supplies		41,000		41,000		26,688	14,312
Travel and Training		60,090		60,090		40,258	19,832
Business Expenses Printing and Reproduction		22,700 15.000		22,700		28,605	(5,905
Communications		32,300		15,000 32,300		18,457 41,179	(3,457
Communications	-	32,300		32,300	-	41,179	(0,073
Total Expenditures	-	4,128,287		4,128,287	-	3,948,841	179,446
EXCESS REVENUE (EXPENDITURES)		(9,000)		(9,000)		269,789	278,789
OTHER FINANCING SOURCES (USES):							
Operating transfers from other funds		10,000		10,000		10,000	0
Operating transfers (to) other funds	-	(60,000)		(60,000)	-	(60,000)	0
NET CHANGE IN FUND BALANCES		(59,000)		(59,000)		219,789	278,789
FUND BALANCE - BEGINNING	-	1,561,023		1,561,023	-	1,561,023	0
FUND BALANCE - ENDING	\$	1,502,023	\$	1,502,023	\$_	1,780,812	\$ 278,789

MOUNTAIN RIDES TRANSPORTATION AUTHORITY Schedule of Revenues, Expenditures and Changes in Fund Balances Budget and Actual Capital Reserve Fund for the year ended September 30, 2023							
		Original Budget Amounts		Final Budget Amounts		Aotual Amounts	Variance wit Final Budge Positive (Negative)
REVENUE:							
Federal Funding	Ş	7,486,500	Ş	7,486,500	Ş	5,010,150	\$ (2,476,350
State Funding		0		0		0	0
Local Funding		802,500		802,500		802,500	0
Fare Revenues							0
Charter Bus and Bike Share Revenue Workforce Housing Revenue							0
Advertising							0
Interest Income		1,100		1,100		63,019	61,919
Proceeds on Sale of Assets Other Revenues		11.000		44.000		0	0
Other Revenues	-	11,000		11,000	-	11,500	500
Total Revenue		8,301,100		8,301,100		5,887,169	(2,413,931
EXPENDITURES:							
Wages and Benefits							0
Fuel							0
Repairs and Maintenance							0
Utilities							0
Contracted Services							0
Marketing and Promotion							0
Insurance							
Capital Expenditures Supplies		9,626,470		9,626,470		6,288,735	3,337,735
Travel and Training							0
Printing and Reproduction							
Miscellaneous							
	-				-		
Total Expenditures		9,626,470		9,626,470		6,288,735	3,337,735
EXCESS REVENUE (EXPENDITURES)		(1,325,370)		(1,325,370)		(401,566)	923,804
OTHER FINANCING SOURCES (USES):							
Operating transfers from other funds		60,000		60,000		60,000	0
Operating transfers (to) other funds	_				_		0
NET CHANGE IN FUND BALANCES		(1,265,370)		(1,265,370)		(341,566)	923,804
FUND BALANCE - BEGINNING		1,792,858		1,792,858		1,792,858	0
FUND BALANCE - ENDING	5	527.488	5	527.488	5	1,451,292	\$ 923,804
	•		•		•	-,,	323,384

Schedule of Revenues, Expenditures and Changes in Fund Balances Budget and Actual Work Force Housing Fund for the year ended September 30, 2023					
	Original Budget Amounts	Final Budget Amounts	Aotual Amounts	Variance with Final Budge Positive (Negative)	
REVENUE:					
Federal Funding	\$	\$	\$	\$ 0	
State Funding				0	
Local Funding				0	
Fare Revenues				0	
Charter Bus and Bike Share Revenue				0	
Workforce Housing Revenue	32,400	32,400	33,175	775	
Advertising				0	
Interest Income	100	100	713	613	
Proceeds on Sale of Assets				0	
Other Revenues	700	700	859	159	
Total Revenue	33,200	33,200	34,747	1,547	
EXPENDITURES:					
Wages and Benefits				0	
Fuel				0	
Repairs and Maintenance	16,500	16,500	9,532	6,968	
Utilities	6,700	6,700	7,703	(1,003)	
Contracted Services				0	
Marketing and Promotion				0	
Insurance				0	
Capital Expenditures				0	
Supplies				0	
Travel and Training				0	
Printing and Reproduction				0	
Miscellaneous				0	
Total Expenditures	23,200	23,200	17,235	5,965	
EXCESS REVENUE (EXPENDITURES)	10,000	10,000	17,512	7,512	
OTHER FINANCING SOURCES (USES):					
Operating transfers from other funds				0	
Operating transfers (to) other funds	(10,000)	(10,000)	(10,000)	0	
NET CHANGE IN FUND BALANCES	0	0	7,512	7,512	
FUND BALANCE - BEGINNING	22,827	22,827	22,827	0	
FUND BALANCE - ENDING	\$ 22,827	\$ 22,827	\$ 30,339	\$ 7,512	

MOUNTAIN RIDES TRANSPORTATION AUTHORITY BLAINE COUNTY, IDAHO Sohedule of Expenditures of Federal Awards for the year ended September 30, 2023						
Federal Transit - Cluster						
J.S. Department of Transportation:						
Buses and Bus Facilities Programs	20.526	\$ 4,989,000				
Total		\$	4,989,000			
Other Programs						
J.S. Department of Transportation:						
Formula Grants for Rural Areas	20.509	2,057,012				
J.S. Department of Transportation:						
CARES Grant for Rural Areas	20.509	766,438				
J.S. Department of Transportation:						
Highway Planning and Construction	20.205	15,564				
J.S. Department of Transportation:						
Rural Transportation Assistance Program	20.509	18,582				
Total			2,857,596			
Total All Programs		\$	7,846,596			
	-22-					

• MRTA FY23 Audited Financial Statements

MOUNTAIN RIDES TRANSPORTATION AUTHORITY BLAINE COUNTY, IDAHO

Schedule of Expenditures of Federal Awards for the year ended September 30, 2023

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Mountain Rides Transportation Authority. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S.Code of Federal Regulations Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Mountain Rides Transportation Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Authority.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - DE MINIMIS INDIRECT COST RATE

The Mountain Rides Transportation Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

The examination of the records of the Mountain Rides Transportation Authority for the year ended September 30, 2022 revealed no areas of comments, findings or questioned costs.

SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COSTS

The examination of the records of the Mountain Rides Transportation Authority for the year ended September 30, 2023 revealed no areas of comments, findings or questioned costs.

MOUNTAIN RIDES TRANSPORTATION AUTHORITY Year Ended September 30, 2023 SCHEDULE OF FINDINGS AND QUESTIONED COSTS					
Inmodified					
yes _ <u>X_</u> No					
yes X None reported					
yes _ <u>X</u> No					
yes _ <u>X_</u> No					
yes <u>X</u> None reported					
Inmodified					
yes _X_No					
ral CFDA Number					
20.526					
\$ 750,000					
X Yes no					
ons of laws, regulations, contracts, and					
ons of laws, regulations, contracts, and					

MRTA FY23 Audited Financial Statements



2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

November 27, 2023

Board of Directors Mountain Rides Transportation Authority Ketchum, Idaho

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Mountain Rides Transportation Authority (Authority), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have Issued our report thereon dated November 27, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

• MRTA FY23 Audited Financial Statements

Report Continued-Purpose of this Report The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Authority's Internal control and compilance. Accordingly, this communication is not suitable for any other purpose. Workman & Company WORKMAN AND COMPANY Certified Public Accountants Twin Falls, Idaho -26-

• MRTA FY23 Audited Financial Statements



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

November 27, 2023

Board of Directors Mountain Rides Transportation Authority Ketchum, Idaho

Report on Compliance for Each Major Federal Program

We have audited the Mountain Rides Transportation Authority's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Mountain Rides Transportation Authority's major federal programs for the year ended September 30, 2023. Mountain Rides Transportation Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Mountain Rides Transportation Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Regularements, Cost Principles, and Audit Regularements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we pian and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Mountain Rides Transportation Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Mountain Rides Transportation Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Mountain Rides Transportation Authority, compiled, in all material respects, with the types of compilance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2023.

Other Matters

The results of our auditing procedures disclosed no instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance.

• MRTA FY23 Audited Financial Statements

Report Continued-

Report on Internal Control over Compliance

Management of the Mountain Rides Transportation Authority, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Mountain Rides Transportation Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Mountain Rides Transportation Authority's internal control over compliance.

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

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

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

Workman & Company

WORKMAN AND COMPANY Certified Public Accountants Twin Fails, Idaho

Appendix C

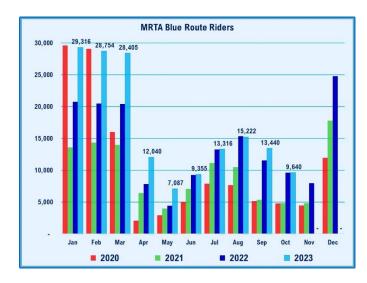
• MRTA FY24 (Oct 1, 2023 - Sep 30, 2024) Operating Budget

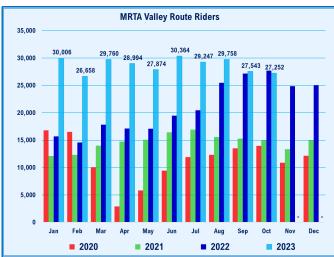
Mountain Rides Transportation Authority Operating Budget		FY2024
Revenue		
41000 · Federal Funding	\$	2,157,012
42000 · State Funding		-
43000 · Local Funding		1,906,950
44000 · Fares		200,000
45000 · Other Revenue		147,702
Total Revenue	\$	4,411,664
Expenses		
1	\$	2 100 071
51000 · Payroll Expense	3	3,180,061
52000 · Insurance Expense		194,244
53000 · Professional Fees		39,000
54000 · Equipment/Tools		13,000
55000 · Rent & Utilities		35,000
56000 · Supplies		34,000
57000 · Repairs & Maintenance		53,000
58000 · Communications Expense		45,300
59000 · Travel & Training		33,950
60000 · Business Expenses		16,200
61000 · Advertising		39,409
62000 · Marketing & Promotion		22,000
63000 · Printing & Reproduction		19,000
64000 · Fuel Expense		500,000
65000 · Vehicle Maintenance		187,500
Total Expense	\$	4,411,664

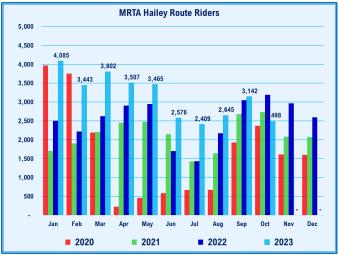
Appendix D

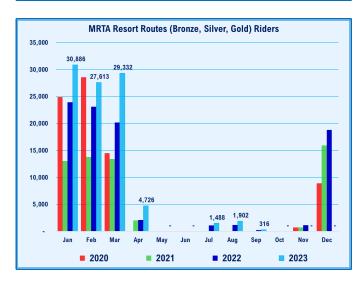
MRTA Monthly Dashboard of Performance Metrics

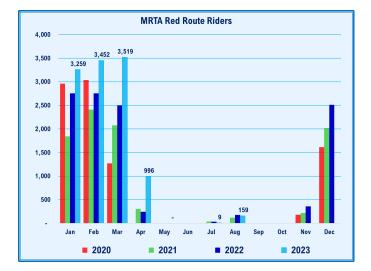






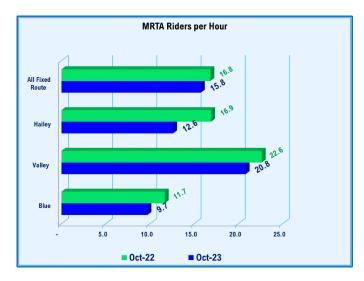


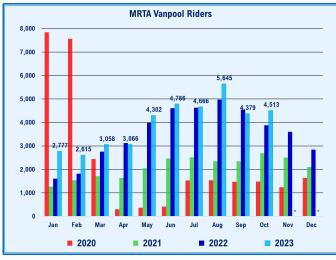


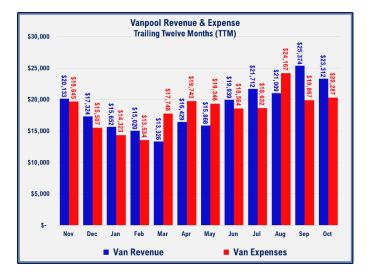


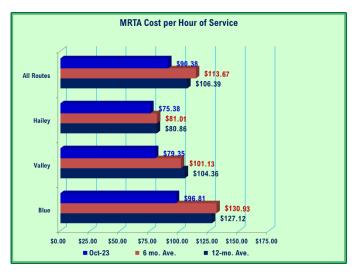
Appendix D

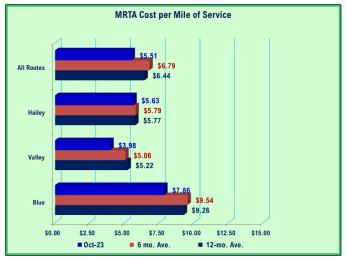
MRTA Monthly Dashboard of Performance Metrics





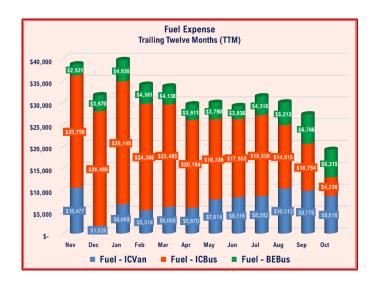


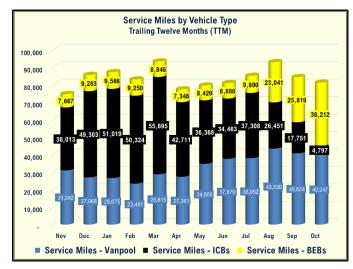


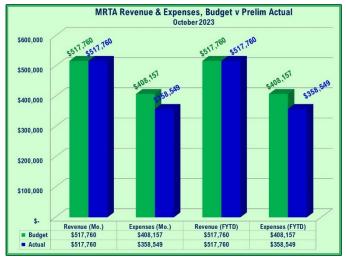


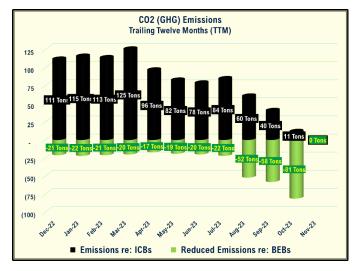
Appendix D

MRTA Monthly Dashboard of Performance Metrics









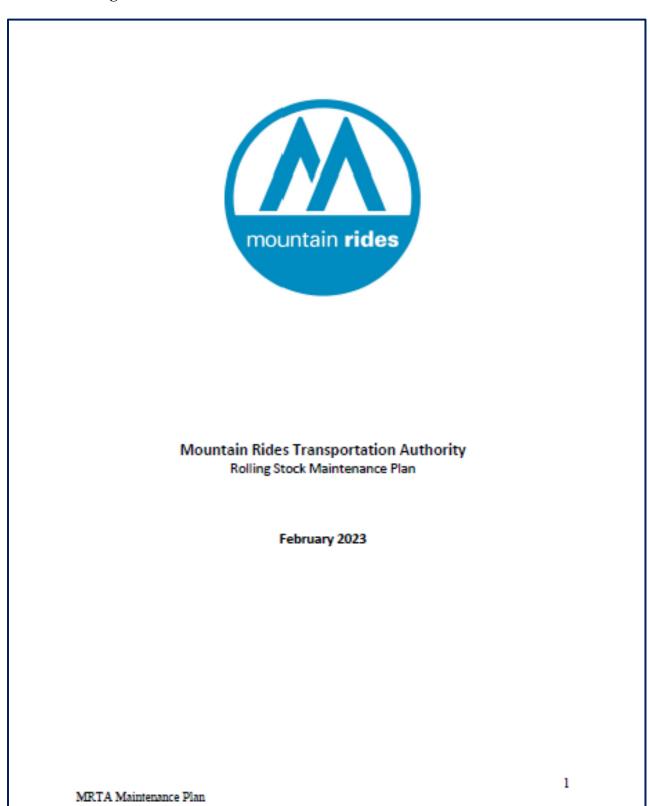
Appendix D

MRTA Monthly Dashboard of Performance Metrics

Mountain Rides Ridership by Route Sep 30, 2023

Sep 30, 2023				EVTI) @ Sep 3	0						
Route	FY20	FY21	FY22	FY23		U : FY22	EV22	: FY21	EV22	: FY20		
Blue	146,780	107,621	151,185	199,282	+ 48,097	131.8%	+ 91,661	185,2%	+ 52,502	135.8%		
Valley	146,361	169,433	219,580	337,743	+ 118,163	153.8%	+ 168,310	199.3%	+ 191,382	230.8%		
Hailey	24,532	24,225	28,835	37,832	+ 8,997	131.2%	+ 13,607	156.2%	+ 13,300	154.2%		
Red	9,386	8,656	10,482	14,260	+ 3,778	136.0%	+ 5,604	164.7%	+ 4,874	151.9%		
Bronze	10,476	10,423	14,048	20,221	+ 6,173	143.9%	+ 9,798	194.0%	+ 9,745	193.0%		
Silver	41,938	22,100	40,079	56,389	+ 16,310	140.7%	+ 34,289	255.2%	+ 14,451	134.5%		
Gold TWF NEMT	34,378	18,374 325	32,890	39,576	+ 6,686 - 922	120.3% 48.3%	+ 21,202 + 538	215.4% 265.5%	+ 5,198 + 863	115.1% 0.0%		
Galena	- 993	968	1,785 723	863	- 723	0.0%	- 968	0.0%	- 993	0.0%		
Total	414,844	362,125	499,607	706,166	+ 206,559		+ 344,041			•		
		Octo	her			Nove	mher			Dece	mher	
Route	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23
Blue	8,000	4,797	4,841	9,590	7,860	4,454	4,827	7,963	24,495	11,910	17,796	24,794
Valley	17,444	13,964	14,996	27,682	14,797	10,869	13,330	24,839	14,933	12,158	14,979	25,018
Hailey	3,634	2,370	2,733	3,195	3,073	1,610	2,085	2,967	3,363	1,598	2,075	2,596
Red	-	-	-	-	180	183	-	356	1,945	1,612	2,021	2,510
Bronze									1,991	1,454	2,256	2,932
Silver	-	-	-	•	979	703	-	1,110	10,362	4,330	7,804	9,831
Gold	-	-	-	- 05	-	-	-	- 07	6,296	2,889	5,813	6,050
TWF NEMT	-	-	63	85	-	- 20	82	87	- 201	228	157 24	247
Galena Total	29,078	21,131	22,633	40,552	26,892	17,839	20,324	37,322	63,586	36,179	52,925	73,978
Year-over-Year	29,070	72.7%	107.1%	179.2%	20,092	66.3%	113.9%	183.6%	03,300	56.9%	146.3%	139.8%
rear-over-rear				173.270				100.070				100.070
		Janu				Febr				Ma		
Route	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23
Blue	29,609	13,584	20,758	29,316	29,097	14,357	20,515	28,754	16,037	13,981	20,402	28,405
Valley	16,773	12,114	15,666	30,006	16,519	12,311	15,051	26,658	10,040	14,008	17,801	29,760
Hailey	3,967	1,707	2,508	4,085	3,755	1,902	2,521	3,443	2,191	2,211	2,624	3,802
Red Bronze	2,959 3,284	1,843 2,426	2,753 3,529	3,259 5,100	3,034 3,570	2,411 2,830	2,756 3,669	3,452 4,649	1,268 1,631	2,078 2,906	2,497 3,418	3,519 5,211
Silver	11,239	4,939	10,153	13,690	12,602	5,290	9,904	11,932	6,756	5,627	8,779	13,723
Gold	9,975	5,264	9,854	12,096	12,002	5,342	9,234	11,032	6,086	4,879	7,989	10,398
TWF NEMT	-	-	248	251		-	201			_	226	3
Galena	390	413	389	-	369	307	310	-	30	-	-	-
Total	78,196	42,290	65,858	97,803	80,967	44,750	64,161	89,920	44,039	45,690	63,736	94,821
Year-over-Year		54.1%	155.7%	148.5%		55.3%	143.4%	140.1%		103.7%	139.5%	148.8%
		Арі	ril			Ma	av			Ju	ne	
Route	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23
Blue	2,073	6,423	7,834	12,040	2,931	3,992	4,773	7,087	5,039	7,077	9,234	9,355
Valley	2,913	14,757	17,114	28,994	5,800	15,075	18,135	27,874	9,433	16,432	19,445	30,364
Hailey	228	2,454	2,907	3,507	458	2,474	3,023	3,465	588	2,151	1,703	2,576
Red	-	304	246	996		-				-	-	
Bronze		807	1,176	2,329			·····	-		-		
Silver Gold		1,211	925	2,397								
TWF NEMT		- 50	83	- 5	-	37	103	20		- 58	112	- 40
Galena		-	-	-		-	-	-		-	112	-
Total	5,214	26,006	30,285	50,268	9,189	21,578	26,034	38,446	15,060	25,718	30,494	42,335
Year-over-Year		498.8%	116.5%	166.0%		234.8%	120.7%	147.7%		170.8%	118.6%	138.8%
		Jul	v			Aug	ust			Septe	mber	
Route	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23	FY20	FY21	FY22	FY23
Blue	7,869	11,177	13,268	13,316	7,645	10,501	15,373	15,222	6,125	5,368	11,564	13,440
Valley	11,905	16,913	20,460	29,247	12,317	15,570	25,470	29,758	13,487	15,262	27,133	27,543
Hailey	669	1,429	1,431	2,409	677	1,640	2,173	2,645	1,929	2,679	3,052	3,142
Red	-	39	33	9		119	176	159		67	-	
Bronze	-	-	-	-	-	-	-	-	-	-	-	-
Silver			1,097	1,488			1,187	1,902			230	316
Gold		- 00	- 145	-		- 02	-	- 47	-	-	- 425	-
TWF NEMT Galena	-	98	145	51 -	•	82	230	47	-	-	135	27
Total	20,443	29,656	36,434	46,520	20,639	27,912	44,609	49,733	21,541	23,376	42,114	44,468
Year-over-Year	20,443	145.1%	122.9%	127.7%	20,039	135.2%	159.8%	111.5%	21,341	108.5%	180.2%	105.6%
		170.170	/ 0	1 . 1 / 0		.00.270	100.070	111.070		100.070	.00.270	/0

• MRTA Rolling Stock Maintenance Plan



MRTA Rolling Stock Maintenance Plan

OVERVIEW

The purpose of the Rolling Stock Maintenance Plan is to define maintenance standards for Federal Transit Administration (FTA) and locally funded Rolling Stock. This plan applies to all equipment that Mountain Rides (MRTA) operates including buses, vans, and support vehicles. The goal is to maintain Rolling Stock in a manner that ensures the safety of passengers and employees and helps maximize the longevity of the Rolling Stock.

Major objectives include:

- Maintain all Rolling Stock in safe and reliable working condition.
- Document all maintenance work performed and maintain records of work performed.
- Reduce the incidence of unscheduled repairs.
- Maintain each vehicle to the specifications of the manufacturer while allowing for local knowledge and/or conditions to take an even more conservative/longevity-approach.
- Ensure a process for all warranty work to be accomplished as specified.
- Follow the ITD-adopted Transit Asset Management Plan.

MAINTENANCE AND FACILITIES MANAGER

The Maintenance and Facilities Manager facilitates the scheduling of manpower and the use of tools, facilities, and equipment to accomplish:

- Preventive maintenance inspections and records
- Servicing
- Defect reporting
- Warranty/recovery
- Obtaining equipment
- Full service life as defined by FTA
- Equipment failure records

The Maintenance and Facilities Manager's responsibilities include reviewing and approxing all work performed and scheduling the work daily. He establishes a procedure to ensure that vehicle defect reports are reviewed daily and that the necessary corrective action is taken. He also ensures that all ADA equipment is maintained to the manufacturer and FTA standards and ensures compliance with the federal and state regulations. He is responsible for purchasing the best available material and supplies following MRTA procurement guidelines and then storing this material in an organized and secure manner. Lastly, he works closely with the Operations Department to ensure vehicles are available to meet service demand.

PERFORMANCE GOALS

If this plan is followed and successful, revenue equipment vehicles will be clean, safe, and

MRTA Maintenance Plan

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• MRTA Rolling Stock Maintenance Plan

comfortable for the passenger. Vehicle fleet will be available to meet scheduled peak service requirements, and the exterior of the vehicles are free of graffiti and accident damage. The maintenance of vehicles will seek to maximize:

- Vehicle reliability (measured by miles between road calls)
- Vehicle operating efficiency (measured by parts cost per mile)
- Labor productivity (measured in labor hours per thousand miles)

WORK SAFETY

Safety techniques are required to assure that repairs are performed safely without undue risk to personnel, property, facilities, or the public. Employees should monitor their work to preclude violation of proven and established repair methods.

The maintenance of heavy equipment has the potential to be dangerous. It is the responsibility of all employees within the maintenance department to ensure that every possible safety precaution has been followed. The Maintenance and Facilities Manager is responsible for constantly reminding employees of these dangers, encouraging employees to work safety, and identifying and correcting hazards. Employees are encouraged to attend and seek out further safety training and refreshers.

Proper uniform to avoid injury as much as possible consists of:

- Safety work shoes
- Safety goggles
- Uniform clothing (as supplied through MRTA)
- Ear protection during loud activities
- Hard hat when appropriate
- Proper high-voltage PPE (provided by agency)

Every maintenance employee shall:

- Consider the hazards of the job and insist on appropriate protective gear such as gloves, proper clothing, safety glasses, etc.
- Check/before a major component is lifted, to be sure the lifting device is fastened securely. Be sure the item to be lifted does not exceed the capacity of the lifting device.
- Exercise caution when power tools are in use.
- Use an approved safety nozzle when compressed air is used to clean a component.
- Exercise caution when cleaning agents are used. Be sure the work area is adequately
 ventilated and protective gloves, goggles or face shield, and aprons are used as required.
- Ensure that caution be used when welding including use of shields, gloves and protective
 jacket, and checking equipment prior to welding.
- Make sure all work areas including service lanes are clean and orderly.
- Verify that appropriate tools for each job and that approved repair procedures are used.
- Use only approved types of work shoes. At MRTA, the only approved work shoes have oil
 resistant soles and safety toes. Sneakers are not approved work shoes.

Proper service and repair is important to the safe, reliable operation of vehicles. This manual cannot advise on all conceivable ways of performing repairs or of the possible hazardous consequences. Therefore, no such evaluation is intended or implied.

MRTA Maintenance Plan

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• MRTA Rolling Stock Maintenance Plan

All maintenance and senicing is performed in accordance with applicable safety plans and directions. Maintenance personnel should attend regular safety seminars, which include instructions/refresher training in the following areas:

- 1. OSHA regulations
- 2. Right-to-Know Regulations
- 3. Federal and State Environmental Protection Regulations
- 4. Blood Borne Pathogens Compliance
- 5. Operator Certification (CDL and DOT compliant)
- 6. Brake Certification
- 8. HVAC Certification
- 9. Engine and Transmission training
- 10. Electric propulsion, high-voltage component, and high-voltage infrastructure training.

QUALITY CONTROL

For maintenance to be effective, the quality of inspections and repair must take the highest priority. Everyone within the maintenance department must understand that quality is the absolute goal. Quality is defined as meeting and exceeding the expectation of our riders. Every employee must seek quality in each task they perform and hold quality as personal responsibility. Each repair or service action must consistently meet the established standards.

The Maintenance and Facilities Manager will physically check the work of all assigned employees, inspecting not less than 25 percent of their work and 100 percent of all rework. All work not meeting the quality control standards must be corrected before the vehicle is released into service.

VEHICLE MAINTENANCE

There are several different levels and types of service performed by the Maintenance Department.

ROUTINE SERVICE: This consists of responding to the defects reported on pre-trip and post-trip inspections, deaning, and minor repair. Minor driver problem repairs are accomplished by the early morning and dayshift as required.

SCHEDULED MAJOR MAINTENANCE: This is the maintenance scheduled by the Maintenance and Facilities Manager and requires the vehicle to be out-of-service for a specific amount of time. Although normally performed in conjunction with scheduled PM inspections, this maintenance is also performed at opportune times when schedules permit.

PREVENTIVE MAINTENANCE and INSPECTION (PMI): These are according to manufacturer's requirements and are at the regularly-scheduled intervals for prescribed manufacturer's PMI intervals meet or exceed manufacturer's recommendations. When operational schedule permits, major maintenance is scheduled and performed during PMI inspections. Specific services can be found on Fleet Maintenance Pro database. Services are updated periodically under the direction of the Maintenance and Facilities Manager.

MRTA Maintenance Plan

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• MRTA Rolling Stock Maintenance Plan

NON-SCHEDULED REPAIR:

- Road calls: When a driver detects a defect of a bus in service, the Operations and/or
 Maintenance Department is notified. Maintenance will determine if a bus trade is
 necessary. Minor defects are noted on trouble ticket list in Maintenance Department.
 Major or safety defects and sanitary clean-ups are handled by switching the bus or by the
 Maintenance Personnel replacing the defective part (a headlight, brake light or a flasher,
 etc.) without removing the bus from service.
- Operator Reported Defects: Minor defects found in a driver's pre-trip inspection or while
 in service, are reported in the Pre-Trip Inspection or the trouble ticket list. These reports
 are monitored daily and the Maintenance and Facilities Manager, Shop Supervisor, or
 senior maintenance employee on duty for the day will determine the appropriate course
 of action for a repair.

PARTS and SUPPLIES

A fully stocked parts and supply room is maintained on-site. The parts room is managed by the Maintenance and Facilities Manager. Maintenance personnel have access to the parts room as needed All parts/supplies utilized meet on exceed manufacturers' specifications and FTA requirements.

A. Parts Inventory:

All parts used at MR are stored in the stock room. All parts are in the inventory system, with the exception of small parts such as nots and bolts and other parts less than \$10.00 each. A small tool inventory is maintained.

Inventory records are maintained using a customized Fleet Maintenance Pro. Mechanics complete vehicle work orders to the computerized program, parts used are automatically subtracted from the total inventory.

A complete physical is performed Annually to assure compliance with all FTA and MRTA standards.

B. Non-Inventory Items:

Items not on the regular inventory include:, deaning supplies, shop supplies; paint and other building supplies are not controlled by inventory.

TRAINING

MR has high standards for hiring and advancing its maintenance personnel. Mechanics are required to have training in diesel or electric repair through a technical college or similar program. Welding and hydraulic training are also preferred. Mechanics are also encouraged to exhibit their mechanical competency by obtaining certification in the Automotive Service Excellence testing program.

Whenever available, MR Mechanics are sent to special training programs to keep them informed

MRTA Maintenance Plan

• MRTA Rolling Stock Maintenance Plan

about new techniques, advanced technology, or equipment updates. Whenever possible, factory authorized instructors are brought to the MRI Facility for formal hands on training in areas such as but not limited to; Electric buses and systems, wheel chair lifts, transmissions, brakes, air conditioning, etc.

OUTSIDE REPAIRS

Occasionally, when the required capability does not exist, these services are repaired at outside organizations. Some examples include alignments, maintenance of radios, and major transmission or engine rebuilds. Whenever possible, MRTA will strive to do as much maintenance as practical in house.

COMPLIANCE and DOCUMENTATION

Vehicles are maintained in accordance with all Federal, State and manufacturers' guidelines, applicable to the type of service provided. Examples of compliance requirements include the following:

- 1. US Department of Transportation
- 2. Idaho Department of Motor Vehicles Inspection Requirements
- 3. Manufacturers' Maintenance Manuals

All vehicle maintenance performed is fully documented in accordance with applicable regulations. Manual documentation is accomplished by mechanics on specially prepared Work. Order forms. One copy remains in the maintenance complex for the life of the vehicle and becomes permanent repair history. A copy is retained in the Fleet Maintenance Pro database. The database system tracks maintenance history, parts, fuel, and oil and can be used to provide periodic reports of performance, utilization and expense.

FIRE PREVENTION

MR requires heat producing equipment to be regularly and properly maintained per manufacturer recommendations to prevent accidental lignition of combustible materials.

Personnel will ensure that all heat producing equipment such as torches, drop lights, soldering irons, etc. are turned off when left unattended and at the end of each work shift. Welding torches, acetylene gas and gas bottles will be turned off after each use and checked daily at the end of each shift. Supplies and materials used during welding such as rags and scrap metal will be checked and allowed to cool prior to leaving area to ensure no possible source of ignition exists. Welding carts will be stored at designated safe locations at the end of each shift.

All fire extinguishers located in buildings and on buses are to be checked annually. An outside firm will be used to maintain any fire suppression equipment requiring repair or recharging.

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MRTA Maintenance Plan

• MRTA Rolling Stock Maintenance Plan

UPDATES to the PLAN From time to time, it will be necessary to change and adapt this plan to meet manufacturer or FTA requirements. The Maintenance and Facilities Manager is authorized to change specific service intervals to meet manufacturer recommendations, incorporate service bulletins, and ensure service intervals meet the needs of MRTA and its customer base. MRTA Maintenance Plan

Appendix F

• MRTA Marketing & Communications Action Plan



Marketing & Communications Action Plan

Purpose

 Provide roadmap for marketing, communications, public relations and outreach for the coming year.

II. Goals

- Maintain 100% Customer Satisfaction for Mountain Rides Services
- Increase Ridership on bus fixed routes and vanpool services
- Increase public and private awareness and support
- Leverage technology to increase access to MR services and internal information

III. Market Segments

- Identify the markets to reach
 - Neighborhoods
 - Employers (i.e. restaurants/retail/service/non-profits)
 - Recreationists (users and providers)
 - School District
 - Other schools/daycare providers
 - Demographics
 - Transit Dependent

IV. Positioning & Key Messaging

- Identify the Mountain Rides Brand
 - Convenience
 - Time Savings
 - Reliability
 - Community Benefits
 - Investment in Community
 - Relieve congestion and parking issues
 - Environmental Sustainability

Appendix F

• MRTA Marketing & Communications Action Plan

V. Provide Information to Targeted Groups

- Social Media
 - Instagram
 - Facebook
 - Eye on Sun Valley
 - YouTube
 - Twitter
- Print Advertising
- Resource Guides for Employers/Organizations
- Attend on-boarding sessions for Employers/Organizations to educate new staff about the brand and services of MR
- Attend staff meetings of Employers/Organizations to educate existing staff about the brand and services of MR
- Develop Quick Reference Guides for businesses/organizations with targeted needs
- Promote the Mountain Rides App (TransLoc)

VI. Increase Awareness, Bolster Support, Enlist Funding of Services

- Bus Stop Improvements
- Create Videos for Online Distribution
- Create Profiles of Passengers for Print Media & Online Use
- Signage at High Priority Stops re Scheduling/Arrival/Departures
- Update materials and website to increase brand awareness
- Improvements to Rider Experience
 - Wifi
 - Music

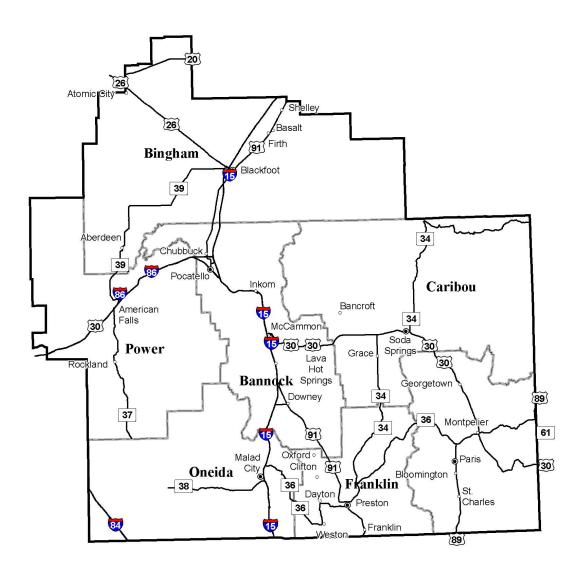
VII. Measurements and Metrics

Develop Metrics to measure effectiveness of Action Plan

VIII. Resources and Budget

- Current Budget is \$40,000
- Community Transportation Services Director 15-20 hours per week
- Mountain Rides Staff Training to focus on customer service and brand 2+ times/year

District 5: Southeast Idaho





Pocatello Regional Transit

CITY OF POCATELLO — PUBLIC TRANSIT DEPT. PO Box 4169 / Pocatello, ID 83204 Phone: 208-234-2287 / Fax: 208-233-5149

EMAIL: PRT@POCATELLO.US

January 4, 2024

Sam Carroll
Public Transportation
Idaho Transportation Department

Dear Mr. Carroll:

The following application is for Public Transportation Capital Assets, Rural Section 5339 funding, for the period from October 1, 2024 through September 30, 2026. Pocatello Regional Transit seeks to replace an estimated five buses that have exceeded their useful life thresholds for use in the rural programs. PRT revenue vehicles are subject to third-party safety inspections twice per year, once by a commercial inspector and once by the Idaho State Police. Operators are required to inspect each vehicle daily for on-board safety equipment, proper function of safety systems, and proper deployment of ADA lifts, ramps, and restraints. Inspection forms are completed, reviewed, and filed daily.

Pocatello Regional Transit and supporting City staff are experienced with FTA grants and the rules that apply to them. Accordingly, Pocatello Regional Transit hereby affirms its intention to comply with all federal and state guidelines, rules, and regulations pertaining to FTA awards. Such compliance includes rules governing third-party contracting, Buy America requirements, DBE protections, ADA provisions, Title VI outreach, safety and security provisions, and all others included in the latest FTA Master Agreement and Circulars. PRT further affirms its intention to comply with charter and school bus service restrictions, and to operate and maintain vehicles according to manufacturers' specifications and the PRT Vehicle Maintenance Policy.

Thank you for your consideration.

Sincerely yours,

Skyler Beebe

Public Transit Director, City of Pocatello

Office: 208.232.5057

E-mail: sbeebe@pocatello.gov



5339 Funding Application

October 1, 2024 - September 30, 2026

Application Information Form

Agency Name: City of Pocatello dba Pocatello Regional Transit					
Authorized Representative: Skyler Beebe					
Address: 5815 South 5 th Pocatello, ID 83204					
Phone: 208-232-5057					
Email Address: <u>sbeebe@pocatello.us</u>					
DUNS #: <u>073112690</u>					
Architect/Engineer/Planner if applicable (Contact N	Name): N/A				
Phone: N/A					
Email Address: N/A					
PROJECT TYPE (MARK ONE)					
Facility Construction	X Replacement Vehicle Purchase				
Infrastructure Construction	Expansion Vehicle Purchase				
Facility Renovations	Vehicle Rehabilitation				
ADA Accessibility	Transit Related Technology				
Planning	Transit Related Equipment				
Marketing	Other				

TOTAL PROJECT COST: \$734,000.00

FEDERAL SHARE: <u>\$587,200.00</u> LOCAL MATCH: <u>\$146,800.00</u>

SECTION 1: PROJECT DESPRIPTION

Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project addresses the scope and objectives of the FTA grant program and ITD-PT priorities. If the project was previously funded by ITD, explain how this funding request relates to that project.

Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project addresses the scope and objectives of the FTA grant program and ITD-PT priorities. If the project was previously funded by ITD, explain how this funding request relates to that project.

A. FTA Program Eligibility: Discuss how project meets the FTA funding source program purpose.

PRT's purpose is to provide seamless transportation throughout the rural areas of the seven counties of Idaho Transportation District #5. All the rides are demand responsive. The Transit system is operated by the City of Pocatello and provides rural services through Intergovernmental Agreements with county and municipal governments throughout Idaho Transportation District #5. Residents & visitors within the service area are eligible to ride.

PRT serves demand-response and commuter needs in the seven counties of District 5, as well as limited service in three northern Utah counties. Needs vary across the service area and amongst the ridership populations, which include: the general public, seniors, individuals with disabilities, veterans, low income, and minority groups. PRT also serves an important role in Non-Emergency Medical Transportation (NEMT) for persons with physical and cognitive limitations. PRT's services in these regions are essential for target groups. Rural transit service allows these vulnerable and target populations to be free from isolation, and to maintain a level of mobility that is safe and dignified. These critical services also provide target groups, as well as members of the general public, access to economic opportunities available in their communities and nearby urban centers.

B. ITD Call for Project Priorities: Discuss how the project meets the ITD-PT call for project priorities.

Safety is the first priority at PRT. Our operator training, equipment maintenance, regular inspections, and incident management policies and procedures are the product of decades in operation. We have seasoned and qualified mechanics who understand and properly maintain our vehicle fleet. PRT revenue vehicles are subject to third-party safety inspections twice per year, once by a commercial inspector and once by the Idaho State Police. PRT also participates in the Idaho Transportation Department Transit Asset Management (TAM) plan as it relates to practices in procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit

capital assets to manage performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation.

As for other safety measures, PRT has in-house trainers who are certified to train in defensive driving; CPR/first aid; Passenger Assistance, Sensitivity and Safety (PASS); the Americans with Disabilities Act (ADA); and other areas specific to projects and equipment. Personnel are trained and certified in safety and security management, as required by ITD and FTA. As resources allow, PRT attends national trainings offered by RTAP and hosted by ITD.

PRT has participated in several mock incident training exercises to prepare for terrorist activity, natural disasters, epidemics, and the unknown. We partner with civil authority for Continuation of Operations (COOP) planning, as well as response protocol for a range of potential threats and vulnerabilities. We also have Memoranda of Understanding (MOU) with a number of agencies, including medical and penal institutions, for emergency response that would require evacuation or relocation. In addition to passenger movement, we are also a resource for first responders to carry personnel and equipment needed for incident response.

C. Application Scope of Work: Describe in detail the scope of work for the project you are proposing.

Vehicle Purchase – Scope of Work

Pocatello Regional Transit seeks to replace an estimated four (4) light-duty mid-sized buses that have exceeded their useful life thresholds in miles and years for continued services in District 5. The buses must meet all Federal Motor Vehicle Safety Standards, must be ADA accessible, and must comply with all other state and federal requirements.

New replacement vehicles will be placed in service immediately upon completion of inspection, branding, and licensing. The buses are needed to replace revenue vehicles that are well beyond their useful life in both miles and years. PRT practice has been to rotate vehicles among various assignments within appropriate modes to promote uniformity of use and to comply with preventive maintenance intervals. The vast majority of service is directed to individuals with special needs, but PRT policy is to accommodate all trip requests within the capacity and authority restraints under which it operates. Inactivity of revenue vehicles has never been an issue, as they typically reach useful life thresholds for mileage before minimum years of service.

PRT revenue vehicles are subject to third-party safety inspections twice per year, once by a commercial inspector and once by the Idaho State Police. Operators are required to inspect each vehicle daily for on-board safety equipment, proper function of safety systems, and proper deployment of ADA lifts, ramps, and restraints. Inspection forms are completed, reviewed, and filed daily.

The project allows continued demand response and commuter services in the broad service area, with an emphasis on increasing ridership with minimal budget increases. The services have been funded by 5310, 5311 and 5339 grants for over three decades to serve the general public, seniors, persons with disabilities, low income and minorities traveling within, to, or from rural locations throughout southeast Idaho. Connecting to urban centers for medical care, employment, shopping, recreation, and other purposes is common for riders of this service. PRT also connects people from remote, sparsely populated areas to inter-city bus lines via scheduled commuter and demand-response services.

Hours of operation and fare structures are published in detail, county by county, on the PRT website, www.pocatellotransit.com. In general, services are 8:00 AM to 5:00 PM, Monday through Friday. These hours are extended based on demands, under contractual terms and by special arrangement. PRT's contract with the Area Agency on Aging allows for senior transportation on a "suggested donation" basis, which allows eligible riders who are willing and able to contribute the opportunity to do so, while those with low/fixed income are not required to pay.

SECTION 2: DEMONSTRATION OF NEED

A. Service Area Level of Need: Please discuss efforts, qualitative and quantitative that have been undertaken to determine which of the following level of need this project falls under.

This project is considered a Moderate Need. The buses are needed to replace revenue vehicles that are well beyond their useful life in both miles and years. PRT practice has been to rotate vehicles among various assignments within appropriate modes to promote uniformity of use and to comply with preventive maintenance intervals. The vast majority of service is directed to individuals with special needs, but PRT policy is to accommodate all trip requests within the capacity and authority restraints under which it operates. Inactivity of revenue vehicles is always a concern as PRT's buses typically reach their useful life thresholds for mileage before minimum years of service. So, it is PRT's priority to keep vehicles rotated and help maintain performance targets and measures defined in ITD's statewide Transit Asset Management Plan.

Additionally, PRT is the only public transit provider in Idaho Transportation Department-District 5. As previously mentioned, PRT serves demand-response and commuter needs in the seven counties of District 5, as well as limited service in three northern Utah counties. Needs vary across the service area and amongst the ridership populations, which include: the general public, seniors, individuals with disabilities, veterans, low income, and minority groups. PRT also serves an important role in Non-Emergency Medical Transportation (NEMT) for persons with physical and cognitive limitations. PRT's services in these regions are essential for target groups. Rural transit service allows these vulnerable and target populations to be free from isolation, and to maintain a level of mobility that is safe and dignified. These critical services also provide target groups, as well as members of the general public, access to economic opportunities available in their communities and nearby urban centers.

Fiscal responsibility for PRT operations resides with the City of Pocatello. Since rural expenses must be separated from urban budgets, PRT relies wholly upon FTA grant funds, rural contributions and revenues generated in these areas to sustain services outside the urbanized area.

Service gap analysis and demand assessments have been the work of local coordinating councils, which include elected officials, human service agencies, transit administration, Southeast Idaho Council of Governments, Idaho Commerce and Labor, the Area Agency on Aging, local employers, and other interested parties. Most recently, PRT has participated in discussions with these parties to connect workers with employers in Bingham County, Bannock County, and Power County. The success of this endeavor depends on the level of funding available.

The most obvious evidence of need for PRT services is actual experience. In fiscal 2023, PRT provided 41,556 passenger trips in the rural services. The cost to operate and administer the

services was approximately \$1,000,000. Though ridership was significantly reduced due to the pandemic in fiscal years 2020 and 2021, PRT has continually increased ridership and is currently at approximately 90% of its ridership level from pre-pandemic.

In 2023, PRT purchased buses to replace four units with over 300,000 miles each. The buses being replaced began their service between 2009 and 2010, the latest generation of buses in our thirty-year history in rural service in southeast Idaho. This application seeks to also replace buses that have exceeded their useful life in miles and years.

PRT's extension into the rural counties has been by request as needs have been identified in the region, and as local and federal resources have been committed to respond to those needs. An important example is a need to reduce exhaust emissions in the Cache Valley, which includes Franklin County, and is considered a "non-attainment" area for particulate matter.

To combat these harmful air-quality concerns, PRT has maintained partnerships with the Department of Environmental Quality and Cache Valley Transit District. Through these partnerships, commuter bus service has been provided along the busy US Highway 91 corridor and has continued uninterrupted for many years. Capital funds are essential to sustain this service and to mitigate pollution in this nonattainment area.

B. Sustaining Existing Services or Expansion Need: Describe efforts, qualitative or quantitative, that you undertook to determine need, the reason for sustaining current levels or expanding, and include any pertinent documents to supplement your answer.

PRT partners with the Southeast Idaho Council of Governments (SICOG) to ensure that mobility options are extended to area citizens who are most in need including the elderly and disabled and the other target groups mentioned above. This valuable partnership has resulted in unique and diverse forms of information being generated, and a variety of 1:1 and group training that were made available to persons who may not otherwise know where to turn. Mobility is tied to basic human needs, such as employment, nutrition, education, health care, housing, and recreation.

The partnership with SICOG has provided opportunities and resources that address all of these concerns using diverse and creative approaches. These efforts articulate the services and their value to elected officials and to partner agencies that provide services to the persons for whom Title VI of the Civil Rights Act is intended.

PRT, in conjunction with the mobility manager, regularly attends health fairs, job fairs, housing workshops and educational events in an effort to identify, assess and meet the current and changing mobility needs throughout the region. PRT also meets with county commissions, city councils, chambers of commerce, and other stakeholder groups to discuss service needs and gaps.

Through these efforts, PRT was able to identify the growing need for access to employment opportunities in Power County, specifically the City of American Falls and the local plant known Lamb Weston. This route has been operating since January 2023 with ridership continually increasing. It is important to recognize that without the FTA funding available through this application as well as local investments, the success of these various initiatives would not be possible.

C. Ridership

PRT's most recent ridership information is published on the ITD-PT Annual Performance Report.

D. Asset Condition

PRT is participating in the Idaho Transportation Department, Public Transportation Office's state sponsored Transit Asset Management (TAM) Plan.

- E. See "Attachment D Demonstration of Need"
- F. See "Attachment H Community Involvement"

SECTION 3: PROJECT PLANNING

A. ITD Statewide Public Transportation Plan and Local Coordinated Planning

PRT actively engages in striving to meet goals identified in the Statewide Public Transportation Plan and participates in Local Coordinated Planning. PRT does this in the following ways which is additionally explained throughout this application.

STATEWIDE PUBLIC TRANSPORTATION PLAN

Goal 1: Ensure the Safety and Security of Public Transportation

Safety is the first priority at PRT for our operations and equipment. Our operator training, equipment maintenance, regular inspections, equipment replacement, and incident management policies and procedures are the product of decades in operation. Our in-house trainers are certified to train in defensive driving; CPR/first aid; Passenger Assistance, Sensitivity and Safety (PASS); the Americans with Disabilities Act (ADA); and other areas specific to projects and equipment. Personnel are trained and certified in safety and security management, as required by ITD and FTA.

PRT's vehicle fleet nearly entirely equipped with surveillance systems to promote safety and security measures to protect both patrons and drivers. Further, PRT has participated in several mock incident training exercises to prepare for terrorist activity, natural disasters, epidemics, and the unknown. We partner with civil authority for Continuation of Operations (COOP) planning, as well as response protocol for a range of potential threats and vulnerabilities. We also have Memoranda of Understanding (MOU) with a number of agencies, including medical and penal institutions, for emergency response that would require evacuation or relocation. In addition to passenger movement, we are also a resource for first responders to carry personnel and equipment needed for incident response.

Goal 2: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

PRT works closely with many of our elected officials and stakeholders in maintaining and improving a multi-modal transportation system. As some examples, PRT's vehicles are equipped with bicycle racks to help promote various modes of travel, many of the bus stops are located in locations to serve various populations and modes of travel (bicycles, escooters, walking, etc.), and PRT's Transit Center serves as a multi-modal facility serving intercity services like Salt Lake Express.

Goal 3: Preserve the Existing Public Transportation Network

PRT has proudly served communities for over 50 years as an evident example of preserving a transportation network. Throughout that time, PRT has developed, maintained, and regularly improved a coordinated transit system that incorporates fixed routes, commuter routes, and door-to-door services. This is also done by having and maintaining a robust vehicle fleet to meet demands identified through community partnerships. Funding to maintain these services while also having adequate equipment is vital to PRT's success and preservation of the transportation network.

Goal 4: Provide a Transportation System that Drives Economic Opportunity

PRT regularly attends health fairs, job fairs, housing workshops and educational events in an effort to identify, assess and meet the current and changing mobility needs throughout the region. PRT also meets with county commissioners, city councils, chambers of commerce, and other stakeholder groups to discuss service needs and gaps.

PRT's robust operations, vehicle replacements, and funding levels ensure continued service at every mode of fixed route, commuter route, and door-to-door services offered. These services provide (1) life-sustaining trips such as medical visits, shopping, banking and employment; and (2) quality of life trips which include recreational and social trips, community outings, and visits with family to reduce isolation and increase physical and social activity.

LOCAL COORDINATED PLANNING

PRT works directly with cities and counties throughout the service area to identify community needs and participates in planning meetings, public meetings, and is involved in many local committees that identify needs of each community served.

Service gap analysis, outreach, and demand assessments have been the work of local coordinating councils, which include elected officials, human service agencies, transit administration, Southeast Idaho Council of Governments, Idaho Commerce and Labor, the Area Agency on Aging, local employers, and other interested parties. Most recently, PRT has participated in discussions with these parties to connect workers with employers in Bingham County, Bannock County, and Power County. The success of these endeavors depends on the level of funding available.

A. Describe the Project Development Process

1. Describe coordination with local stakeholders on project development and involvement:

PRT works closely and in conjunction with many organizations and entities within the seven-county region of Southeastern Idaho, including the city and county governments, the Area 5 Agency on Aging, Idaho Medicaid contractors and service providers, senior centers, veterans' groups, the Department of Labor, community coordination councils, as well as local businesses, industries and stakeholder user groups. In response to user input and request for services, PRT provides demand response services in the seven counties of Idaho Transportation Department-District 5, which are Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida and Power counties. Additionally, PRT shares the responsibility and delivery of commuter services between Preston, Idaho and Logan, Utah with Cache Valley Transit District (CVTD). These non-originating, contractual services are operated in Rich, Cache, and Box Elder counties in northern Utah.

PRT holds seats on both the Technical Advisory Committee (TAC) and the Policy Board of the Bannock Transportation Planning Organization (BTPO). PRT also sits on the coordination group that is organized to address the Public Transportation- Human Service Coordination effort with BTPO. As part of this effort, the need for increased awareness and mobility management have been identified as a strategic priority. Advancing this strategy, BTPO and PRT have contracted with Southeast Idaho Council of Governments (SICOG) for mobility support services. SICOG assists in outreach to private companies, human service agencies, Idaho Commerce and Labor, chambers of commerce, assisted living and senior centers, service organizations and others to match needs with resources.

The variety of PRT services, including those developed through public and private partnerships, are open to all customers of the general public, individuals with special needs, those with disabilities, the elderly and persons of retirement age, and persons with fixed and low income. PRT coordinates these services to maximize effectiveness and efficiencies of tax dollars. PRT also works closely with Idaho State University and local school districts to promote the utilization of public transportation for students.

Local match is always a concern. PRT is in a better match position now than it has ever been. This is due to partnerships with counties and cities, contracts with Area Agency on Aging, Medicaid, and from revenues generated from sign advertising. We have also been privileged to receive significant donations from private companies who have taken an institutional interest in the mobility needs of people in the area.

2. Describe efforts undertaken to coordinate and include the Minority and Low-Income Populations (Title VI)

PRT regularly coordinates with minority groups and populations considered to be low-income. One primary way that has enabled this outreach is through community health fairs, educational fairs, within the school districts, and by conducting targeted coordination efforts with human services agencies throughout the region. Information is generated specific to these different target groups, such as the elderly for instance, and then delivered to them using a variety of multimedia formats. PRT, in conjunction with the Area Agency on Aging, has created brochures specific to the area being served, including days of service and delivered the information at places where senior citizens can congregate. We have delivered these presentations at senior centers, with New Knowledge Adventures (Adult Educational program), and at public libraries. Following these presentations, patrons are encouraged to board PRT buses, ask questions and are offered travel trainings to enhance their understanding and ability to use the service.

PRT has also made efforts to coordinate with the Department of Labor to assess labor market needs and with charity organizations such as the Rotary International to purchase bus passes for low-income groups including local homeless shelters, children at risk, and individuals with minority status. These individuals and groups, especially in the rural areas, are most at risk and have significant needs in accessing resources in neighboring communities, as well as education and employment opportunities. Using a non-typical approach, PRT has found success by making presentations with major employers such as warehouses and food processing facilities, with faith-based leaders and with the Continuing Education and Adult-Basic Education programs at Idaho State University. PRT has an in-house Spanish language expert who helps us communicate with the Spanish speaking populations, and we utilize ISU resources for other languages.

3. What is your plan to include Disadvantaged Business Enterprises (DBE's) in this project?

PRT has always strived to seek out and consider viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities in regards to proposed transportation decisions. PRT makes every effort to include the following practices in both planning and daily operations:

- 1. Coordination with individuals, institutions, or organizations in implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities;
- 2. Provision of opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments;
- 3. Utilization of locations, facilities and meeting times that are convenient and accessible to low-income and minority communities;

- 4. Utilization of different meeting sizes or formats, or varying the type and number of news media used to announce public participation opportunities; and
- 5. Implementation of DOT's policy guidance regarding Pocatello Regional Transit's responsibilities to LEP persons.

Furthermore, whenever capital planning or business decisions are being considered, PRT always consults with the legal team at the City and with ITD's Office of Civil Rights when necessary. In the past, PRT has conducted proactive outreach to advertise procurement opportunities and utilized Idaho's DBE networks to remove barriers, hire small business enterprises, and minority-based contractors to fulfill our various projects and service needs. PRT prohibits discriminatory practices in all aspects of business and operations, and we take our responsibilities seriously to ensure we remain compliant and consistent with all applicable Federal laws and requirements.

B. Please list the public participation efforts of this project up to the time of application submittal. This can include letters of support, workshop agenda's, meeting minutes, and survey results, etc.

See "Attachment I – Letters of Support" from the following which indicates the level of involvement within the rural communities served:

Area Agency on Aging, Bannock County Commissioners, City of Blackfoot, Curlew Senior Center, Department of Environmental Quality, Idaho Commission for the Blind and Visually Impaired, Lamb Weston, Lava Hot Springs Senior Center, Power County Commissioners

- C. See "Attachment B Milestone Reporting"
- D. See "Attachment C Rolling Stock Replacement Report"

SECTION 4: PROJECT BENEFITS/EVALUATION

In this section, applicants should identify expected project benefits, including basic goals and objectives for the project. Applications should address how the project will impact the following areas: Improve safety; Improve mobility; Support local economic development and expand economic opportunities.

PROJECT BENEFITS

PRT's collaboration with the various entities previously identified is aimed at increasing ridership and improving efficiency. Our Mobility Management program has also helped to create more awareness for the services provided by PRT. This program continues to make improvements in knowledge with patrons, enhancing service utilization and by creating non-traditional partnerships in our rural communities.

In addition to the day-to-day practice of listening to our patrons and staff, pro-active outreach is an important part of matching needs with resources. Collaboration efforts are essential to ensure that we know about developing needs and how we can continue to align our resources with the demands from our community partners. PRT has partnered with BTPO to develop and evaluate new alternatives from various professional planning processes, and face-to-face interviews, surveys, data analysis, and others means are consistently employed to ascertain needs and optimize efficiencies. PRT has also budgeted resources to continue its partnership with the mobility management program we have developed and to reach out to target populations throughout the service area.

A. Improve safety: As previously noted, passenger and public safety is the number one concern and priority for PRT. Public transit has proven to be a very safe alternative, especially for seniors and persons with disabilities who may not have the personal resources or transportation options by qualified providers. Although making the transition to dependence on others for mobility can be difficult, it becomes essential at some point to assure one's personal safety, and the safety of others.

Aggressive preventive maintenance is also critical to keeping vehicle occupants and others on the road safe. PRT is continuously refining and improving policies and practices that keeps our vehicles and equipment in safe working condition. Even with ongoing maintenance however mechanical systems wear out and replacement is needed. Even with our conservative approach and rigorous standards, replacement of vehicles is still necessary from time to time. Even with local contributions and the development of non-traditional partnerships, PRT depends upon the FTA grants to accomplish these objectives.

B. Improve mobility: The primary focus for this project is allowing people of all abilities to access the full quality of life that is available in our region. PRT strives to make these

opportunities available to more people through unique and thoughtful strategies and focused outreach efforts. PRT works diligently to earn the confidence of potential riders by providing a clean, reliable, safe and enjoyable experience. Throughout the region, residents of Southeast Idaho have come to trust the local drivers and level of professionalism they provide in meeting their mobility needs. It is not uncommon for residents and drivers to know each other by first name. This unparalleled relationship quality allows individuals, many of whom are riders by choice, to diversify their mobility options and realize that driving the personal auto or asking family or friends is not the only option available to them. Having robust transportation options is one reason that makes Southeast Idaho is such a great place to live and work.

C. Support local economic development and expand economic opportunity: Throughout Southeast Idaho, unemployment rates are at all-time lows, and the need for qualified workers in emerging industries remains constant. In rural Idaho, commuting distances can be very expensive and PRT has positioned service opportunities to aid in the reduction of commuter costs. PRT continues outreach to major employers, and has made concerted efforts to highlight opportunities for the regional workforce and commuter services. PRT remains focused on opportunities that are critical to the economic success of the region, and we intend to stay very involved in forming public/private partnerships as we move forward to meet these changing demands and forward-thinking businesses and employers.

PROJECT EVALUATON

A. Describe how the applicant intends to continually evaluate the success of the project. Include in the description what kinds of data will be collected and discuss specific measures. How often will data be collected, used and evaluated?

PRT has an established Maintenance Plan which contains procedures and standards for the application of maintenance and control of specific mission critical items. Including revenue buses, non-revenue vehicles, maintenance vehicles, and shop equipment.

See "Attachment E – PRT Maintenance Plan".

The plan ensures proper maintenance of buildings, passenger shelters/stops/benches, parking lots, plumbing, electrical controls, overhead doors, HVAC, fuel delivery system, and security equipment. In order to have all such equipment maintained and kept consistent with OEM requirements.

The fundamental purpose is to provide that buses and all other equipment shall be safe, that the revenue vehicles shall be available (consistent with ADA and other requirements) and that the working environment shall be a safe place and that work done therein shall be accomplished consistent with OSHA requirements. The plan addresses the use and maintenance of assets for preventive maintenance, including service intervals, record keeping, types of oils and fluids used and so forth. To manage the service requirements, PRT utilizes a program called

AssetWorks which is an asset management services and software program which is also utilized by other departments within the City of Pocatello.

PRT revenue vehicles are also subject to third-party safety inspections twice per year, once by a commercial inspector and once by the Idaho State Police. Operators are required to inspect each vehicle daily for on-board safety equipment, proper function of safety systems, and proper deployment of ADA lifts, ramps, and restraints. Inspection forms are completed, reviewed, and filed daily.

PRT utilizes Intelligent Transportation Systems (ITS), currently TripSpark, to track and document on-time performance, mileage, ridership, AVL playback, and other service criteria. PRT invested in new ITS in 2023 and has been implementing Mobil Data Terminals for vehicles, fixed route and demand response dispatch software, and real time passenger information features. We also use surveillance cameras to track operator performance, incidents, and safety adherence. PRT keeps electronic and paper files that document all complaints, follow-up and disposition, including the initials of all PRT staff involved and narrative responses of each. These records are kept for a minimum of five years, and any pattern practices are noted and addressed in safety training, disciplinary councils, and appropriate reporting. PRT is not aware of any complaints that would jeopardize compliance with Title VI, ADA, DBE, or other federal and state rules.

Scarce resources demand strict attention to cost efficiency and smart management practices. Effective preventive maintenance, computer-assisted dispatching, comprehensive driver training, and applying the right resources to specific services all factor into making those scarce funds stretch. PRT will make every effort to continue to be among the most efficient providers in the country. Finally, safety performance will be the first priority. Weekly safety memos and monthly safety meetings are standard operating procedures at PRT. Incident review is critical, and strict discipline, coaching, and even retraining is warranted in some cases.

B. Expecting the project under this grant to be successful, describe how the agency plans to sustain/maintain the asset/project after the end of the grant period.

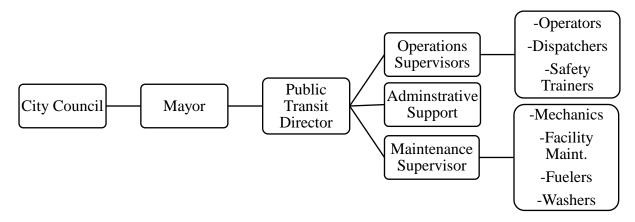
As previously mentioned, PRT has an established Maintenance Plan which contains procedures and standards for the application of maintenance and control of specific mission critical items. Including revenue buses, non-revenue vehicles, maintenance vehicles, and shop equipment.

PRT would be very limited without the annual grant funds to operate and to replace equipment. So, we will do our best to earn the privilege to continue to receive those funds. Even so, the level of local commitment and matching funds has increased over time, and many people have come to rely on the services offered. The success of the services in future years will depend also on the loyalty and partnership of employers, agencies, elected officials, and the public who use the services. PRT will make every effort to earn that loyalty. Moreover, we intend to take outreach to new levels to increase ridership and thereby the support of the community.

C. Does the applicant have the capacity to carry out the project as proposed? Demonstrate sufficient levels of capacity to carry out the project. Examples might include organizational charts, financial statements, local match commitment letters, etc. Demonstrate the ability to manage grant funding and adhere to both FTA and State of Idaho rules and regulations. These regulations include 2 CFR200, FTA Circular 5010; FTA Circular 4220

As previously mentioned, PRT directly operates transit services under the sponsorship of the City of Pocatello. The governing board is the Pocatello City Council, and the executive officer is the Mayor. The Mayor and two Council members also sit on the Bannock Transportation Organization Policy Board, which is the planning arm for transit services within the Pocatello/ Chubbuck Small Urban Area. The rural project PRT is proposing benefits from the services of central Human Resources, Information Technology, Legal Services, Finance, Engineering, Planning, and other resources within the City structure. The Public Transit Director reports directly to the Mayor.

An Organization Chart is provided below:



SECTION 5: PROJECT BUDGET

A. Project Determination and Budget Narrative

Annually, PRT is required to create an expense and revenue budget for the coming fiscal year. This budget is created by the Transit Director, with the assistance of the Finance Department of Pocatello and the PRT Administrative Support. The budget it additionally based on timelines established for projects which verifies applicable PRT's various matching funds generated from cities/counties, non-emergency medical transportation, Area Agency on Aging senior transportation, advertising, in-kind, and general donations.

PRT also has a 5-year Financial Plan and Long Range (20 year) Financial Plan. These plans are the product of a joint labor with the MPO, which is Bannock Transportation Planning Organization (BTPO). The plans address capital planning for replacement and/or expansion of the vehicle fleet and related facilities and equipment. Capital plans include analyses of anticipated funding sources, revenues, and capital expenses. All FTA grant funds are regularly updated to include Active Line Items (ALI) for qualifying capital procurements. Included in the planning with BTPO are the Transportation Improvement Program (TIP) and State TIP (STIP).

The planning process is directed to assess actual needs only; bid requests do not generally contain quantities or options to contract at a later date. Some options may be included in third party contracts, provided PRT is able to justify them to meet immediate needs for public transportation or project purposes.

The Transit Director, with assistance from the Maintenance Supervisor and Operations Supervisors determine needs. The City of Pocatello Chief Financial Officer and the MPO (and when required Administrative Support) may also be involved in the determination process. Upon determination of the needs of PRT, the Transit Director (or the Administrative Support, under direction of the Transit Director) will request City Council approval to proceed. Once approved, Transit Director (or the Administrative Support upon direction from the Transit Director) will prepare an IFB or RFP (additional information on process to follow). At that time the Council and Mayor may authorize the Transit Director to sign approved agreements.

Financial capability:

i. PRT directly operates transit services under the sponsorship of the City of Pocatello and is capable and experienced in operating on reimbursement basis. The governing board is the Pocatello City Council, and the executive officer is the Mayor. The rural project PRT is proposing benefits from the services of central Human Resources, Information Technology, Legal Services, Finance, Engineering, Planning, and other resources within the City structure. The Finance Department

manages the City's funding programs and has established procedures allowing for operating on a reimbursement basis across the City. The department has an important responsibility the citizens to carefully account for public funds, to manage City finances wisely, and to plan for the adequate funding of services desired by the public. The City's financial policies establish the framework for overall fiscal planning and management. These financial management policies set forth guidelines for both current activities and long-range planning.

- ii. Finance Department Objectives:
 - a. To promote sound financial management by providing accurate and timely information on the City's financial condition.
 - b. Design and manage an effective and efficient revenue system that assures adequate funding for services and service levels.
 - c. Establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability.
 - d. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
 - e. Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources
 - f. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
 - g. Establish guidelines to invest the City's operating cash to ensure its safety, provide necessary liquidity and maximize yield.
 - h. To investigate, pursue and effectively administer federal, state and other grants, which address the City's current priorities and policy objectives.
- iii. See "Attachment F Financial Capability City of Pocatello Financial Policies" as supporting documentation.
- B. See "Attachment G PRT FY2025 Rural Budget Itemized Budget Estimate"
- C. See "Attachment A Project Budget Request Form"

ATTACHMENT A

Project Budget Request Form

		Project E	Budget Requ	est				
	Subreci	pient	Pocatello Regional Transit					
	Agreeme	nt Term	October 1, 2024-September 30, 2026 Skyler Beebe					
	Contact	Name						
	Addr	ess	PO Box 4169, Pocatello ID 83205 208-232-5057					
	Phone N	umber						
FTA Grant		Сар	oital (CP) 80/20					
5339		Total	Federal	Match				
		\$ 734,000.00	\$ 587,200.00	\$ 146,800.00				
Fotal Project Cost \$ 734,000.00	Total Federal Request \$ 587,200.00	Total Match Needed \$ 146,800.00			Scope of Work			
	Skyler E Printed Skyl Signa 12/20/ Dat	Name Bub ture 2023		buses. Project w	chase of four (4) Light-Duty Mid-Sized vill replace vehicles that have exceeded eful life in both years and miles.			
				Local	Match Source(s) for Project:			
					ea Agency on Aging, Cities and Counties s, Donations, Medicaid transportation			

ATTACHMENT B

Milestone Reporting

Attachment B: Milestone Reporting

Agency Name	Pocatello Regional Transit		
Agency Contact	Skyler Beebe		
Phone #	208-232-5057	Email	sbeebe@pocatello.us
Grant Program	5339	Rural	One Time
Federal Award Amount	\$587,200.00		

Scope of Work: Replace an estimated four (4) light-duty mid-sized buses that have exceeded their useful life thresholds in miles and years for continued services in District 5.

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;
- breakout of the costs incurred and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	October 2025	Issue IFB to potential bidders.
Award Date	November/December 2025	Review equals and exceptions, determine responsive bidders, notice of intent, protest period, and obtain City Council approval to award the lowest responsive bidder.
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	December 2025 / January 2026	Confirm notice to proceed.
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	September 2026	Delivery acceptance on or before.
Contract Completion Date	September/October 2026	Close out grant.

ATTACHMENT C

Rolling Stock Replacement Report

Subrecipient	Vehicle #	Year	Make/Model/Description	In Service	Out of Service	Current Mileage	Award ID	Fed Share
PRT - 967	1GB6G3A65A1111377	2010	Chevy/Pacer/Cutaway	02/24/10	Pending	238,768	ID16X035	\$49,423.20
PRT - 972	1FDFE4FS3EDB17336	2014	Ford/Eldorado/Cutaway	02/02/15	Pending	241,510	ID18X41	\$47,456.00
PRT - 974	1GBJG31U651182571	2005	Chevy/Allstar/Cutaway	12/20/11	Pending	306,091	ID18X27	\$18,200.00
PRT - 977	1FDFE4FS6ADA34803	2010	Ford/Glaval/Cutaway	10/07/19	Pending	218,083	N/A	\$ -

ATTACHMENT D

Demonstration of Need

1. Type of Service (Check all that apply):
■ Fixed Route
☐ Deviated Fixed Route
■ Demand/ Response
2. Service Area (Check one)
□ City
□ County
■ Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
Urban Public Systems
■ Intercity Carriers
☐ Airports/ Trains
Other transit operators in your region (please list below):
Salt Lake Express, Shoshone-Bannock Tribes Public Transit Service, Cache Valley Transit District
4. Ridership:
Estimate the average number of rides: Per Day <u>160</u> Per Year <u>43,556</u>
Briefly describe your ridership over the last two years:
PRT ridership has been consistently improving since the COVID-19 pandemic. As evidence of this, PRT experienced about a 20 percent increase from FY22 to FY23 alone.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Monday through Friday, 8:00 am to 5:00 pm (published) - *Hours may be extended based on demand.
contractual agreements, and/or special arrangements.

ATTACHMENT E

PRT Maintenance Plan



City of Pocatello Public Transit Department

MAINTENANCE PLAN

Effective: January 2004

Revised: November 2019

Revised: November 2021

Subject to Necessary and Required Updates—Updated to Include Current

Manufacturer's Preventive Maintenance Mileage Intervals on all Revenue Vehicles

PURPOSE AND GOALS

To establish procedures and standards for the application of maintenance and control of specific mission critical items. Including revenue buses, non-revenue vehicles, maintenance vehicles, and shop equipment.

The program is to ensure proper maintenance of buildings, passenger shelters/stops/benches, parking lots, plumbing, electrical controls, overhead doors, HVAC, fuel delivery system, and security equipment. In order to have all such equipment maintained and kept consistent with OEM requirements.

The fundamental purpose is to provide that buses and all other equipment shall be safe, that the revenue vehicles shall be available (consistent with ADA and other requirements) and that the working environment shall be a safe place and that work done therein shall be accomplished consistent with OSHA requirements.

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1.1 ORGANIZATION AND RESPONSIBILITY DESCRIPTION

- 1. Pocatello Regional Transit (PRT) is a marketing name; the official name of the organization is the City of Pocatello Public Transit Department. The organizational description in this plan provides the areas of responsibility and responsiveness for the maintenance staff.
- 2. The Public Transit Director has overall daily responsibility and is the Department Head (this position reports to the Mayor).
- 3. The Public Transit Operations Supervisors direct the operational elements of the department (and such other duties as required), these positions report to the Director
- 4. The Maintenance Supervisor directs bus washers, fuelers, and other shop personnel and is responsible for the daily schedule of internal mechanical work, outside work on buses and is generally responsible for purchases (when available). This position is particularly responsible to see that work reports, preventive maintenance forms, computerized reports, records, activities and all other similar documents are performed and reported accurately and submitted to him. He is also the most qualified mechanic on staff and in addition to administrative and floor repair and maintenance work shall provide advice and assistance in the repair and preventive maintenance work of all other mechanics. This position works with the Director in these and all other categories. The Maintenance Supervisor will evaluate the part-time mechanic staff. This information does not substitute for or override the city's job description for this position. The city has established Craftsmen levels of qualification and experience for this position.
- 5. Full-time mechanics are responsible for the daily work schedule to the Maintenance Supervisor and, as required, to the Director. The full-time mechanics may perform all other functions that the Maintenance Supervisor performs when the Maintenance Supervisor is not available (working). In all other categories the Full-time mechanics are answerable to the Director because of the limited number of staff doing maintenance work at PRT. The City has established Craftsmen levels of qualification and experience for this position.
- 6. Part-time mechanics are responsible for the daily work schedule to the Maintenance Supervisor and, as required, to the Director. The Maintenance Supervisor may also provide informal evaluation of the part-time mechanics. The Part-time mechanic may perform elements of the jobs of the full-time mechanics as qualified, necessary and as assigned.
- 7. Bus Washers and fuelers are current responsible to the Maintenance Supervisor, and, as required, to the Director.

2.1 FACILITIES

DESCRIPTION, HISTORY, OWNERSHIP

- 1. PRT's Transit Center and Maintenance Facility are located at 5815 South 5th Pocatello, Idaho. The 10,000 square foot is equipped with three drive through bays (one being a wash bay) and one blind bay. The facility has one mechanic office and a supervisor office, along with a parts room and overhead parts storage. The maintenance facility includes a men's/ADA accessible restroom, women's restroom, shower room, and break/conference room. PRT also maintains its own fuel site at the new facility (two 12,000 gallon tanks 1 diesel and 1 unleaded). Parking for maintenance employees along with the public is provided in the south east parking lot (with accessible ADA parking nearest an accessible front door). Covered parking for revenue, and non-revenue is between the Transit Center and Maintenance Facility. The new 5,200 square foot ADA accessible Transit Center maintains a passenger lobby, dispatch office, four admin/operations/support offices. Transit Center also has public and employee restrooms and a break/conference/training room. Transit Center employee parking is in the north parking lot.
- 2. PRT has shelters, benches, and bus stop signs throughout the urbanized area. The high volume bus stop locations (where circumstances allow) contain city a sign and a bench or shelter.
- 3. PRT leases land from the City of Blackfoot (rural) at the Blackfoot Airport. This facility has electrical plug-ins and is a paved surface (it is not currently fenced). Rural FTA funds participate in the MOU with the City of Blackfoot that governs the use of this facility. PRT also shares the use of a substation at Ridley's in Blackfoot--there is no rent for this facility but PRT provides some costs for utilities and phone.
- 4. PRT leases a sub-station and parking space in Preston, ID. The property owner is ultimately responsible for interior/exterior maintenance.

MAINTENANCE OF FIXED FACILITIES, BUS SHELTERS, AND BUS STOP SIGNS

The annual budget provides for funds for the maintenance of the facilities. Most of the electrical and plumbing work is done by outside vendors and is accomplished when necessary by utilizing the requisition system and securing quotes. Annual inspections of the roof are done. Routine repairs may be accomplished subject to observation of problems found by reports or spot checks conducted by or assigned by the Maintenance Supervisor. Repairs and based on the practical requirements either inhouse maintenance or by outside vendors (if outside then all items or services below \$3,000 requires multiple quotes and items or services above \$3,000 but below \$25,000 requires written bids. Participation in the costs for these facilities are prorated across the modes that are benefited (for example, all modes but Greyhound participate in the cost of maintenance and repair of the Maintenance Facility, all modes participate in the Transit Center, only the MB mode participates in the shelters and signage, only the rural mode participates in the Blackfoot/Preston parking areas and Blackfoot/Preston substations).

3.1 EQUIPMENT (Non-Rolling Stock)

DESCRIPTION, HISTORY, OWNERSHIP

The transit system has limited equipment at the Maintenance Facility, among those items that of shop equipment are those items found below. Maintenance and upkeep of items are accomplished by maintenance staff or vendors using quotes as is necessary. Maintenance staff also periodically check other inventory not listed (see PRT inventory) and arranges maintenance as required.

1. Dehumidifier/Air Exchange - Wash Bay (see appendix MP-1)

<u>Contacts</u>: Lewis Corp (208-604-1627) / Clima-Tech (208-377-9755)

<u>Inspection and Maintenance</u>: Visual inspection of belts and filters, lubricate, and clean media box.

Intervals: Filters (4) (24 X 24 x2) / (2) (20 X24X2) - semiannual, Belts (BX-41 Supply/BX-54 Exhaust) -

replace annually, clean media box - quarterly.

2. Electrical (see appendix MP-2)

Contacts: Armstrong Electric (208-524-7192) / Omni Security Systems Inc. (208-745-1020)

<u>Inspection and Maintenance</u>: Visual inspection of circuit boxes, emergency lighting, switches,

surveillance system, fire alarm system, and facility lights.

Intervals: Circuit boxes and emergency lighting - quarterly inspection, emergency systems and facility

lighting - annual.

3. Exhaust systems/Shop Fans (see appendix MP-3)

Contacts: Lewis Corp. (208-604-1627) / Macro Air (866-668-3247)

Inspection and Maintenance: Visual and cleaning.

<u>Intervals</u>: Semi-annual

4. Fuel Tanks and Systems (see appendix MP-4)

Contacts: Leonard Petroleum (1-888-250-3876)

Inspection and Maintenance: Visual inspection for leaks in piping, test alarms building and tanks.

Intervals: Monthly

5. Gates/Fencing (see appendix MP-5)

Contacts: Haddon's Fencing Inc. (208-785-3027)

Inspection and Maintenance: Visually and operationally, clean, lubricate pivot points and chains.

Interval: Quarterly

6. General Building Maintenance (see appendix MP-6)

Contacts: Starr Corp. (208-733-5695)

Inspection and Maintenance: Visual inspection of doors, windows, flooring, gutters, parking lot

condition, sidewalks, and cleanliness.

Intervals: Weekly

7. Heating and Air Conditioning (see appendix MP-7)

Contacts: Clima-Tech (208-377-9755) / Lewis Corp. (208-604-1627)

<u>Inspection and Maintenance</u>: Furnace/air conditioning, clean A/C units - annually (spring), inspect furnace-filters- (5) (20X30X2), inspect Waist Oil Furnace.

<u>Intervals</u>: Inspect furnaces - Monthly, Transit Center – Quarterly, Maintenance Facility - every 2 months. Waist Oil Furnace - Monthly (during winter months when in use).

8. Landscape (Water Runoff and Drainage) Lawn Care (see appendix MP-8)

Contacts: Jackson Land Design PC (208-589-4498) / Changing Seasons (208-904-3297)

<u>Inspection and Maintenance</u>: Visual inspection of drains, lawns, trees, plants, and weed management.

Intervals: Weekly

9. Lift Station (see appendix MP-9)

Contacts: Advanced Pump & Equipment Inc. (406-586-1700)

Inspection and Maintenance: Visually inspect pumps and test alarm.

Interval: Monthly

10. Parts Washer (see appendix MP-10)

Contacts: Better Engineering MFG. (1-800-229-3380) / Leonard Petroleum (1-888-250-3876)

<u>Inspection and Maintenance</u>: Visual inspection for leaks, wear, particle strainer, and PH check for soap replacement.

Intervals: Inspection and soap replacement according to PH level - monthly.

11. Pneumatic Equipment (Compressor, dryer, and regulators) (see appendix MP-11)

Contacts: Leonard Petroleum (1-888-250-3876)

Inspection and Maintenance: Inspect belts, air leaks, oil leaks, regulator settings, clean strainers.

Intervals: Compressor, air dryer, and regulator visual inspection monthly, oil change 500hrs.

12. Pressure Washer (Mobile and Stationary) (see appendix MP-12)

Contacts: Watts Steam Store (208-522-0609)

Inspection and Maintenance: Inspect for leaks (water/oil), Compressor and Engine maintenance.

Intervals: Check for leaks whenever in use. Service compressor at 500hrs, Engine at 100hrs.

13. Security Camera System (see appendix MP-13)

Contacts: System Tech. (208-881-0983)

<u>Inspection and Maintenance</u>: Alignment, operation, and clean lenses.

Interval: Weekly check by Operations Supervisor

14. Shop Doors/Electromagnetic Doors (see appendix MP-14)

Contacts: Overhead Doors (208-233-2234)

<u>Inspection and Maintenance</u>: Lubricate shop doors (springs, rollers, and hinges), double doors

batteries, and visual inspection.

Intervals: Double doors-back up batteries - every 5yrs, inspect - every 2 months.

15. Sprinkler System (see appendix MP-15)

Contacts: Jackson Land Design PC (208-589-4498) / Sprinklers (208-681-2354)

<u>Inspection and Maintenance</u>: Visual, leaks, zone adjustment, and check system timer and station. <u>Interval</u>: When in use check - weekly, filter - monthly, blow out and system check - semiannual.

16. Water Softener/Plumbing (see appendix MP-16)

Contacts: Streamline Plumbing (208-478-1781)

<u>Inspection and Maintenance</u>: Visual and salt consumption, sinks, toilets, urinals, drinking fountains, and eye wash station.

Interval: Transit Center - every 2 months, Maintenance Facility - monthly.

17. Heavy Duty Vehicle Lifts (see appendix MP-17)

Contacts: Northwest Lift & Equipment (503-267-1498)

Inspection and Maintenance: Visual, cleaning, lube cylinder, batteries, and certification.

Interval: Quarterly and annual for re-certification.

18. Shop Fire Suppression Sprinkler System (see appendix MP-18)

Contacts: Fire Systems of Idaho (208-232-3640)

Inspection and Maintenance: Visual inspection of sprinkler lines, main water/ backflow manifold for

leaks. Annual recertification and replacement of pressure gauges every fifth year.

Intervals: Monthly (Visual Inspection), Annually

19. Shop Domestic Water Backflow Manifold (see appendix MP-19)

Contacts: Fire Systems of Idaho (208-232-3640)

Inspection: Visual inspection of domestic backflow manifold for leaks. Annual test.

Intervals: Monthly (visual inspection), Annual

20. Bus Shelters (see appendix MP-20)

Inspection: Visual inspection/cleaning

Intervals: Every other month

21. Forklift (see appendix MP-21)

Contact: Arnold Machinery (208-523-0822)

<u>Inspection</u>: Check for leaks and proper function of all components. Engine service every 200 hours.

Intervals: Quarterly

4.1 VEHICLES "A" (Non-Revenue, Maintenance Vehicles)

USE, MAINTENANCE, STORAGE AND PREVENTIVE MAINTENANCE, RECORS, TYPES OF OILS AND FLUIDS

- 1. See PRT inventory for vehicles.
- 2. The vehicles for the maintenance activity are used either for basic transportation of the mechanics and road calls.
- 3. These vehicles are maintained consistent with OEM requirements for oil changes and preventive maintenance and records kept through the department forms (see appendix MP-18) and through a computer program
- 4. The work is preformed in-house unless the special equipment is not in place and in such case the work may be farmed out through a quote system (requisition), except when dealer specific equipment is needed.
- 5. The same approach to determination of mechanical difficulties is used throughout the maintenance of the vehicles of the department (see VEHICLES "B" and "C" for reference).
 - a. Driver inspections and reports (though these are not as thorough as the revenue vehicle inspections and might be considered cursory)
 - b. Preventive Maintenance (based on the schedule)
 - c. Trouble shooting and spot checks
 - d. Breakdowns
- 6. Types of oil and fluids: synthetic grade oils, standard and extended life antifreeze, dispensed from pump or cans, lube dispensed from pump.
- 7. Glass breakages are repaired by a vendor through quotes.
- 8. Body Work is repaired by a vendor through quotes. Maintenance department will inspect bodies for deterioration and or dents and make necessary repairs. Body work over \$3,000 shall incorporate the bid process. Purchase Orders are approved by the Director (over \$1,000). Requisitions are required for all purchases multiple bids under \$3,000.
- 9. PRT vehicles operate siped all terrain in winter for these types of units (except for vehicle used to move bus benches). Snow tires are caps. Steering tires meet Federal and State requirements.
- 10. These vehicles are not subject to the annual DOT check.
- 11. Costs of maintenance vehicle repair and maintenance are prorated across modes based on budget (not applicable to Greyhound).

5.1 VEHICLES "B" (Non-Revenue, Administrative and Operations Automobiles)

USE, MAINTENANCE, STORAGE AND PREVENTIVE MAINTENANCE, RECORS, TYPES OF OILS AND FLUIDS

- 1. See PRT inventory for vehicles.
- 2. The vehicles for the administration and operations activities are used either for basic transportation of the Drivers to driver assignments or for administrative/supervisory use.
- 3. These vehicles are maintained consistent with OEM requirements for oil changes and preventive maintenance and records kept through the department forms (see appendix MP-18) and through a computer program
- 4. The work is preformed in-house unless the special equipment is not in place and in such case the work may be farmed out through a quote system.
- 5. The same approach to determination of mechanical difficulties is used throughout the maintenance of the vehicles in this activity area.
 - a. Driver inspections and reports (though these are not as thorough as the revenue vehicle inspections and might be considered cursory)
 - b. Preventive Maintenance (based on the schedule)
 - c. Trouble shooting
 - d. Breakdowns
- 6. Types of oil and fluids: synthetic grade oils, dispensed from pump or cans, standard and extended life antifreeze, lube dispensed from unit.
- 7. Glass breakages are repaired by a vendor through quotes.
- 8. Body Work is repaired by a vendor through quotes. Body work over \$3,000 shall incorporate the bid process. Purchase Orders are approved by the Director (over \$1,000). Requisitions are required for all purchases—multiple quotes under \$3,000.
- 9. PRT vehicles operate siped all terrain in winter for these type of units. Steering tires meet Federal and State requirements.
- 10. These vehicles are not subject to the annual DOT check.
- 11. Costs of non-revenue automobile vehicle repair and maintenance are prorated across modes based on budget (not applicable to Greyhound).

6.1 VEHICLES "C" (Revenue Cutaway Buses and Vans - Rural)

USE, MAINTENANCE, STORAGE AND PREVENTIVE MAINTENANCE, RECORS, TYPES OF OILS AND FLUIDS

- 1. See PRT inventory for vehicles.
- 2. The vehicles for the transportation of eligible riders in the rural areas based on departmental policy and subject to the applicable rules of the local government, state government and the Federal Transit Administration (including Title II of the ADA).
- 3. These vehicles are maintained consistent with OEM requirements and Industry standards for oil changes and preventive maintenance and records kept through the department forms (see appendix MP-19) and through a computer program. These include the requirement for specific, timely, and thorough accomplishment of the following tasks (as applicable):
 - Take note of the Daily reminder report (see appendix MP-21) generated by the computer for the current status of preventive maintenance schedules by Fleet number, category, Preventive Maintenance type, Status, Details of mileage remaining or overdue, Last performed PM, Miles and Miscellaneous.
 - Perform the 6,000 mile checks on small buses as indicated on the form, with special attention
 to the wheelchair and accessible accessories requirements (including public address systems
 and passenger restraints areas and securement devices). Form must be complete and
 represent actual work done and must show the signature of the inspecting mechanic, Fleet
 Number and Date of the Inspection. Oil change intervals shall be 6,000 miles for cutaway type
 buses. Manufacturers recommended for oil changes: Duramax recommended maximum
 intervals 10,000 miles; V-10.
 - Perform the 12,000 and 36,000 mile checks as indicated on the form, with special attention to the wheelchair requirements. Form are to be complete and represent actual work done and must show the signature of the inspecting mechanic, Fleet Number and Date of the Inspection.
 - Schedule and provide all buses for annual DOT Inspection at Certified Vendor. A current review of PRT maintenance compliance with the Maintenance and PM of vehicles shows compliance with service and PM intervals mandated.
- 4. Additional Requirements are made for the maintenance of the ADA Lift and ADA accessible features inside and outside the bus.
- 5. The work is preformed in-house unless the special equipment is not in place and in such case the work may be farmed out through a quote system.
- 6. The same approach to determination of mechanical difficulties is used throughout the maintenance of the vehicles in this activity area.
 - a. Driver inspections and reports (though these are not as thorough as the revenue vehicle inspections and might be considered cursory)
 - b. Preventive Maintenance (based on the schedule) including security camera maintenance and inspection.
 - c. Trouble shooting
 - d. Breakdowns

Types of oil and fluids: synthetic grade oils, dispensed from pump or cans, extended life antifreeze, lube dispensed from unit.

 Allow extension of change intervals for all buses to permit doubling existing mileage between changes.

- Oil sampling will occur in an incremental fashion to validate the lubricating properties of engine oil during a phased transition to extended oil change intervals.
- Application of oil is from the following list applicable to the type of bus: 15W40 Synthetic blend Grade Engine Oil (spec number API Category C J-4; API Classification CDII, Mil-L-2104D, Sulfated Ash less than 1.0%; 5W20 Multi Grade Engine Oil (Ford Triton engine Application), Ford Spec #W55-M2C153-H.
- Application of Lubes and Fluids from the following list applicable to type of bus: Wheelchair Lifts, Hydraulic Fluid, (Ricon lifts) aircraft type hydraulic fluid, Spec number, mil spec H 5606 E/F
- Application of Lubes and Fluids from the following list applicable to type of bus: All other
 applications as shown--Automatic Transmission Fluid, Schaeffer's (as being the only brand
 currently available that compatible with all transmissions, also has been proven to extending
 life of transmissions as compared to competitors) Fully Synthetic, applicable to Allison, Ford,
 Spec number: 204 Fully Synthetic and LV ATF
- Applications of Lubes and Fluids from the following list applicable to type of bus: 80-90W Gear Lube, Differentials in pre 1998 small buses and in large MB buses, GL-5 Gear oil; 75-140 Gear Lube Synthetic, Differentials in 1998 and newer Fords, Spec number: Ford Spec #WSL-M2C192-A; Broad Application Lube, Moly EP #2.
- Applications of Lubricants: Ethylene Glycol, Ford Spec #ESE M97B44-A, Extended Life Antifreeze.
- Oil Sampling is required consistent with the PRT policy for such sampling.
- 7. Glass breakages are repaired by a vendor through quotes.
- 8. Body Work is repaired by a vendor through quotes. Body work over \$3,000 shall incorporate the bid process. Purchase Orders are approved by the Director (over \$1,000). Requisitions are required for all purchases—multiple quotes under \$3,000.
- 9. PRT vehicles operate snow tires in winter for these types of units. Steering tires meet Federal and State requirements.
- 10. Air conditioning Service is done in-house according to diagnosis--many air conditioning problems are farmed out based on quotes
- 11. These vehicles are subject to the annual DOT check.
- 12. Costs of revenue rural bus repair and maintenance are prorated when costs are indirect across modes (excluding Greyhound) and based on budget applicable to the mode. The preferred method is always direct application for a bus repair labor and parts for the mode through project accounting and internal records respectively.

7.1 VEHICLES "D" (Revenue Cutaway Buses and Vans - Urban DR)

USE, MAINTENANCE, STORAGE AND PREVENTIVE MAINTENANCE, RECORS, TYPES OF OILS AND FLUIDS

- 1. See PRT inventory for vehicles.
- 2. The vehicles for the transportation of eligible riders in the urban areas based on departmental policy and subject to the applicable rules of the local government, state government and the Federal Transit Administration (including Title II of the ADA).
- 3. These vehicles are maintained consistent with OEM requirements for oil changes and preventive maintenance and records kept through the department forms (see appendix MP-19) and through a computer program. These include the requirement for specific, timely, and thorough accomplishment of the following tasks (as applicable):
 - Take note of the Daily reminder report (see appendix MP-21) generated by the computer for the current status of preventive maintenance schedules by Fleet number, category, Preventive Maintenance type, Status, Details of mileage remaining or overdue, Last performed PM, Miles and Miscellaneous.
 - Perform the 6,000 mile checks on small buses as indicated on the form, with special attention
 to the wheelchair and accessible accessories requirements. Form must be complete and
 represent actual work done and must show the signature of the inspecting mechanic, Fleet
 Number and Date of the Inspection.
 - Perform the 12,000 and 36,000 mile checks as indicated on the form, with special attention to the wheelchair requirements. Form used to be complete and represent actual work done and must show the signature of the inspecting mechanic, Fleet Number and Date of the Inspection.
 - Schedule and provide all buses for annual DOT Inspection at Certified Vendor.
- 4. Additional Requirements are made for the maintenance of the ADA Lift and ADA accessible features inside and outside the bus.
- 5. The work is preformed in-house unless the special equipment is not in place and in such case the work may be farmed out through a quote system.
- 6. The same approach to determination of mechanical difficulties is used throughout the maintenance of the vehicles in this activity area.
 - a. Driver inspections and reports (though these are not as thorough as the revenue vehicle inspections and might be considered cursory)
 - b. Preventive Maintenance (based on the schedule) including security camera maintenance and inspection.
 - c. Trouble shooting
 - d. Breakdowns
- 7. Types of oil and fluids: synthetic grade engine oil, dispensed from pump or cans, standard antifreeze, lube dispensed from unit. Additionally PRT is modifying its approach to, after an initial test for effectiveness using oil analysis:
 - Allow extension of change intervals for all buses to permit doubling existing mileage between changes.
 - Oil sampling will occur in an incremental fashion to validate the lubricating properties of engine oil during a phased transition to extended oil change intervals.
 - Application of oil is from the following list applicable to the type of bus: 15W40 Synthetic blend Grade Engine Oil, Spec number API Category C G-4; Oil, API Classification CDII, Mil-L-

- 2104D, Sulfated Ash less than 1.0%; 5W30 Multi Grade Engine Oil (Ford Triton Application), Ford Spec #W55-M2C153-H.
- Application of Lubes and Fluids from the following list applicable to type of bus: Wheelchair Lifts, Hydraulic Fluid, (Ricon) aircraft type hydraulic fluid, Spec number, mil spec H 5606 E/F
- Application of Lubes and Fluids from the following list applicable to type of bus: All other
 applications as shown--Automatic Transmission Fluid, fully synthetic, applicable to Allison, Gm,
 and Ford engines.
- Applications of Lubes and Fluids from the following list applicable to type of bus: 89-90W Gear Lube, Differentials in pre 1998 small buses and in large MB buses, GL-5 Gear oil; 75-140 Gear Lube Synthetic, Differentials in 1998 and newer Fords, Spec number: Ford Spec #WSL-M2C192-A; Broad Application Lube, Moly EP #2
- Applications of Lubricants: Ethylene Glycol, Ford Spec #ESE M97B44-A / Extended Life antifreeze.
- Oil Sampling is required consistent with the PRT policy for such sampling.
- 8. Glass breakages are repaired by a vendor through quotes.
- 9. Body Work is repaired by a vendor through quotes. Body work over \$3,000 shall incorporate the bid process. Purchase Orders are approved by the Director (over \$1,000). Requisitions are required for all purchases—multiple quotes under \$3,000.
- 10. PRT vehicles operate siped all terrain in winter for these types of units. Steering tires meet Federal and State requirements.
- 11. Air conditioning Service is done in-house according to diagnosis--many air conditioning problems are farmed out based on quotes
- 12. These vehicles are subject to the annual DOT check.
- 13. Costs of revenue rural bus repair and maintenance are prorated when costs are indirect across modes (excluding Greyhound) and based on budget applicable to the mode. The preferred method is always direct application for a bus repair labor and parts for the mode through project accounting and internal records respectively.

8.1 VEHICLES "E" (Motor Buses and Trolleys - Urban MB)

USE, MAINTENANCE, STORAGE AND PREVENTIVE MAINTENANCE, RECORS, TYPES OF OILS AND FLUIDS

- 1. See PRT inventory.
- 2. The vehicles for the transportation of eligible riders in the urban areas based on departmental policy and subject to the applicable rules of the local government, state government and the Federal Transit Administration (including Title II of the ADA).
- 3. These vehicles are maintained consistent with OEM requirements for oil changes and preventive maintenance and records kept through the department forms (see appendix MP-20) and through a computer program. These include the requirement for specific, timely, and thorough accomplishment of the following tasks (as applicable):
 - Take note of the Daily reminder report (see appendix MP-21) generated by the computer for the current status of preventive maintenance schedules by Fleet number, category, Preventive Maintenance type, Status, Details of mileage remaining or overdue, Last performed PM, Miles and Miscellaneous.
 - Perform the 6,000 Mile Large Coach Preventive Maintenance Check as indicated on the form, with special attention to the wheelchair requirements. Form must be complete and represent actual work done and must show the signature of the inspecting mechanic, Fleet Number and Date of the Inspection. Oil is changed at 6,000 miles (manufacturer's recommendations for oil change: Detroit 6,000 miles, Cummins 8,000 miles, Cat 6,000 miles).
 - Perform the 30,000 and 60,000 mile checks as indicated on the form, with special attention to the wheelchair requirements. Forms used must be complete and represent actual work done and must show the signature of the inspecting mechanic, Fleet Number and Date of the Inspection.
 - Schedule and provide all buses for annual DOT Inspection at Certified Vendor.
- 4. Additional Requirements are made for the maintenance of the ADA Lift and ADA accessible features inside and outside the bus.
- 5. The work is preformed in-house unless the special equipment is not in place and in such case the work may be farmed out through a quote system.
- 6. The same approach to determination of mechanical difficulties is used throughout the maintenance of the vehicles in this activity area.
 - a. Driver inspections and reports (though these are not as thorough as the revenue vehicle inspections and might be considered cursory)
 - b. Preventive Maintenance (based on the schedule) including security camera maintenance and inspection.
 - c. Trouble shooting
 - d. Breakdowns
- 7. Types of oil and fluids: synthetic grade engine oil, dispensed from pump or cans, standard antifreeze, lube dispensed from unit. Additionally PRT is modifying its approach to, after an initial test for effectiveness using oil analysis:
 - Allow extension of change intervals for all buses to permit doubling existing mileage between changes.
 - Oil sampling will occur in an incremental fashion to validate the lubricating properties of engine oil during a phased transition to extended oil change intervals.

- Application of oil is from the following list applicable to the type of bus: 15W40 synthetic blend Grade Engine Oil, Spec number API Category C G-4; API Classification CDII, Mil-L-2104D, Sulfated Ash less than 1.0%; 5W30 Multi Grade Engine Oil (Ford V-10 Application), Ford Spec #W55-M2C153-H.
- Application of Lubes and Fluids from the following list applicable to type of bus: Wheelchair Lifts, Hydraulic Fluid, (Ricon and Lift U)aircraft type hydraulic fluid, Spec number, mil spec H 5606 E/F
- Application of Lubes and Fluids from the following list applicable to type of bus: All other
 applications as shown--Automatic Transmission Fluid, Fully synthetic, applicable to Allison,
 Ford, and GM specs.
- Applications of Lubes and Fluids from the following list applicable to type of bus: 89-90W Gear Lube, Differentials in pre 1998 small buses and in large MB buses, GL-5 Gear oil; 75-140 Gear Lube Synthetic, Differentials in 1998 and newer Fords, Spec number: Ford Spec #WSL-M2C192-A; Broad Application Lube, Moly EP #2
- Applications of Lubricants: Ethylene Glycol, Ford Spec #ESE M97B44-A and extended life antifreeze for (2006 and newer) Cummins application
- Oil Sampling is required consistent with the PRT policy for such sampling.
- 8. Glass breakages are repaired by a vendor through quotes.
- 9. Body Work is repaired by a vendor through quotes. Body work over \$3,000 shall incorporate the bid process. Purchase Orders are approved by the Director (over \$1,000). Requisitions are required for all purchases—multiple quotes under \$3,000.
- 10. PRT vehicles operate siped all terrain in winter for these types of units. Steering tires meet Federal and State requirements.
- 11. Air conditioning Service is done in-house according to diagnosis--many air conditioning problems are farmed out based on quotes
- 12. These vehicles are subject to the annual DOT check.
- 13. Costs of revenue rural bus repair and maintenance are prorated when costs are indirect across modes (excluding Greyhound) and based on budget applicable to the mode. The preferred method is always direct application for a bus repair labor and parts for the mode through project accounting and internal records respectively.

9.1 SPECIAL NOTES

WHEELCHAIR REQUIREMENTS

ADA Title II Requirements require that Wheelchair Lifts and Accessible Features of the Bus be maintained in good working order consistent with the regulations governing this promulgated by the FTA administration. Consistent with this requirement PRT has a policy that complies with the requirements that bus lifts be regularly maintained, that they be deployed and inspected daily as the first part of the driver's working day, that all difficulties be reported immediately, that they be repaired timely and that in no case may the delay of repair be beyond the timelines provided by FTA. Special attention is also pointed out to the requirement to maintain the lifts according to the preventive maintenance schedule.

WARRANTY SPECIAL REQUIREMENTS AND PROCESS

- 1. Power train warranty: Specific to the power train and OEM mechanic components warranty dealers.
 - <u>GM</u>: Hiring GMC (nearest GM dealer that will work on cutaway vehicles)
 - Allison and Detroit: Central Equipment (only dealer in the southeast Idaho
 - Ford: 20th Century Ford and West Motor Ford
 - Cummins: Kenworth
- 2. Bus body: Specific to the manufacturer of the bus body (Gillig, Goshen, ARBOC, Eldorado, Starcraft, and Optima.
- 3. Battery warranty: Original and replacement through dealers and vendors on replacements.
- 4. Tire warranty: Original and replacement through dealer of tire purchase.
- 5. Parts and labor warranties: Major overhauls are with the dealers or vendors who provide the services.

FACILITY AND NEW EQUIPMENT WARRANTIES

Record of Warranty coverage is kept in the office of the Maintenance Supervisor (individual vehicle file). If warranty is required (a check is always made to see if the necessary repair is covered by warranty—this includes some replacement parts, front end-alignments, air conditioning work, etc), then the Maintenance Supervisor makes contact with the vendor and takes care of the necessary forms and keeps a record of the same. The Maintenance Supervisor also monitors reimbursement of the warranty claim.

MAJOR REPAIRS: ENGINE, TRANSMISSION, AIR-CONDITIONING, ALTERNATORS, STARTERS, BRAKE DRUM MACHINING, EXHAUST WORK, ETC.

The items listed above constitute most of the work that requires outside vendors because of the complexity or the size of the work. The maintenance area of activity is not set up for major component repairs, it is not considered practical for the size of the transit system. Many of the major engine/transmission repairs (usually rebuilds) require either that work be bid for off-site rebuild work

or for rebuilt engines or transmissions (including exchanges)—this is done through the written bid process if possible.

There are some situations wherein a trouble shooting activity by off-site vendors leads to extensive work requirements that are practical to move to another site once begun. There are some situations that require the certified Detroit Diesel shop to handle and there is only one such shop in the area (therefore sole source). All other component repairs done off-site are accomplished by requisition or a by bid (if over \$3000).

EPA REQUIREMENTS

All spills of toxic fluids must be reported consistent with EPA requirements. This would include antifreeze, diesel fuel, gasoline and other toxic, hazardous or corrosive fluids. If these are spilt they must be reported to the Fire Department, and if they enter into the sewage system they must be immediately reported to the WPC Department. All spills must be reported to the Maintenance Supervisor and the Director. Oil and contaminant are not to be placed in the sewage/drain system of the facility. This information is not a direct written instruction from EPA but constitutes the general direction given to transit employees by the Director.

OSHA REQUIREMENTS AND STATE SAFETY (VOLUNTARY) INSPECTIONS

The applicable Occupational Safety requirements promulgated by OSHA for a Safe Work Place and Safe Equipment are the obligation of all employees. Brochures and Documents in this regard are available for the employee. State Inspection requirements including the routine inspection and initially of fire extinguishers, keeping track of safety equipment (including eye wash facilities), First Aid Kits, Blood pathogen kits are a requirement vested in the Director and the driver, mechanic staff. MSDS sheets are recorded and kept on file for employees in the Maintenance Facility.

CITY SAFETY REQUIREMENTS

Mechanics will take note of the requirements to keep a safe place for employees and others to be in and around--particularly the working spaces for employees. Debris, wet floors, hazardous obstacles, hazardous elements of any kind cannot be permitted. This includes dangerous and thoughtless activities--all work that is done must be done in a manner that is safe. Unsafe equipment may not be used and the obligation is to maintain it safe so that it can used. This is particularly applicable to the revenue vehicles. Vehicles that are not safe may not be scheduled under any circumstances and this is understood to include all warning lights on the buses. Maintenance Supervisor will also conduct a once per month safety meeting of not less than one-half hour for all Maintenance Facility employees including mechanics, fueler/checkers and bus washers.

ROAD CALL RESPONSES

Mechanics that are available (of if none are available those who are called out consistent with city policy) must respond to road calls immediately. This encompasses all city transit mechanics and no delay in these important responses is permitted by any mechanic or driver so assigned. Immediately upon the report of a road call the available mechanic must immediately repair for a road call response even before asked to do. This applies to all.

COOPERATION WITH OTHERS

As outlined in this document, and a matter of city policy, the ability to provide safe, available, and reliable equipment, including the identification of problems with vehicles is a joint activity that includes driver, mechanic and supervisory cooperation. This is also consistent with city policy. Employees are to cooperate with each other to achieve the purposes of this plan and this includes not only the mechanics but all drivers and Operations Supervisors as well.

10.1 APPENDIX

MP-1 DEHUMIDIFIER/AIR EXCHANGE – WASH BAY

Year:															
			Deh	um	idif	ier,	/ Ai	r Ex	ксh	ang	ger				
General Inspection		OK	Repairs	J	F	М	Α	М	J	J	Α	S	0	Ν	С
	monthly														
Supply Belt				1		Ι	1		1	1					<u> </u>
BX-41	replace annually														
5h + D - l +															
Exhaust Belt				1		1	1		1	l					<u> </u>
BX-54	replace annually					<u> </u>		<u> </u>			<u> </u>				<u> </u>
Filter															
24X24X2	replace 6 months														
			•	•	•	•	•	•	•	•	•				•
Lubricate															
	annually														
Dampers															
	quarterly														
Electric															
	annually														
Burner															
	quarterly														
Fans				ı			ı		1	1					
	6 months														
Condensor Fans				ı		1	ı		1	ı					1
	annually														
Notes:															
															_
															_
													_		

MP-2 ELECTRICAL

Year:															
					Ele	ctr	ica	l Sy	/ste	em	S				
	Intonial	01/			Г	N 4	۸	N 4			_	c	_	NI	
General Inspection	Interval quarterly	OK	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
lights, switches, outlets, ect.	quarterly			<u> </u>			<u> </u>		<u> </u>						
rights, switches, outlets, eet.															
Circuit Boxes	annually														
Emergency Lighting	quaterly														
Security System	quarterly														
Fine Alema Contain				1			<u> </u>	1	1	1	1				
Fire Alarm System	monthly														
Outside Lights	quaterly														
Notes:															

MP-3 EXHAUST SYSTEM/SHOP FANS

Year:							
		Exh	naust Sys	stems	/Shop	fans	
General Inspection	Interval	OK	Repairs	1ST	2ND	3RD	4TH
Inspect Mounts	quaterly		<u> </u>		1	<u> </u>	
mspect Mounts	quaterry				<u> </u>	<u> </u>	l .
Fuction	quaterly						
Clean	quaterly						
Check Air quality	quaterly						
Sensors							
	quaterly						
Dampers					Ι		
Fan Blades	quaterly						
			T 1			1	ı
	quaterly						
Notes:							
							1

MP-4 FUEL TANKS AND SYSTEMS

Year:																
				F	uel	Та	nk	s a	nd	Sy:	ste	ms				
General Inspection	Interval	ОК	Repair			J	F	М	Α	М	J	J	S	0	N	D
	monthly															
Leaks																
	monthly															
Tank Alarms		1	ı					1	ı	1		1				
	monthly															
Building Alarms			I													
Maistana Castani	monthly			<u> </u>		<u> </u>				<u> </u>						
Moisture Content																
STP Controller DSL	monthly	<u> </u>		<u> </u>		<u> </u>		<u> </u>		<u> </u>		<u> </u>				
317 Controller DSL	monthle															
STP Controller UNL	monthly	ļ					ļ		ļ		ļ					<u> </u>
317 Controller ONL	monthly					1						1				
	Infoliting															
Notes:																

MP-5 GATES/FENCING

Year:							
			(Gates/F	encing		
	Interval	ОК	Repairs	1ST	2ND	3RD	4TH
General Inspection	quarterly						
Operation	quarterly						
Clean	quarterly						
Lubricate Pivot Points	quarterly						
Lubricate Chains	quarterly						
Fence	quarterly						
Condition	quarterly						
Clean	quarterly						
Notes:							

MP-6 GENERAL BUILDING MAINTENANCE

ar:							
		G	ieneral I	Building	Mainte	nance	
	Interval	ОК	Repairs	Comment	ts	Initials:	Date:
	weekly						
ors	weekly	1					
0.0	Weekly				ı	1	
ndows	weekly						
oring	weekly						
		1	<u> </u>			1	
tters	weekly						
rking Lots	weekly						
lewalks/Ramps	weekly						
						1	
eanliness	weekly						
tes:							

MP-7 HEATING AND AIR CONDITIONING

Year:															
			Heat	ine	ar	nd A	Δir	Co	ndi	itio	nir	າອ			
			licat	ع	, a.		···					'δ			
					_							_			_
Cananal Incorporation	Interval	OK	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	monthly		ļ	ļ			ļ			ļ					_
Shop Furnace Filter	2 months														
20X30X2	2 1110111113			<u> </u>			<u> </u>		<u> </u>					<u> </u>	
Transit Furnace Filter	quarterly														
20X30X2															
															•
Air Condition Unit	6 months														
Cleaning	spring														
Ch France		1			1	1				1	1				
Shop Furnace	monthly														
Shop Waist Oil Furn		1													
Shop Waist Oil Furn.	monthly			ļ			ļ		ļ					ļ	
Transit Furnace	monthly														
Transier arriace	monthly														
Notes:															

MP-8 LANDSCAPE (WATER RUNOFF AND DRAINAGE) LAWN CARE

Year:															
	ı	and	dscap	<u> </u>	\ \ /:	at 🔎	r Rı	ınc	\ff\	l a	\\/n	Ca	re		
			Jocup	, C (V V (13	unc	,,,	La	VVII		110		
	Interval	ОК	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	Weekly														
		1													
Drains	seasonal		I												
	weekly														
Lawn	seasonal		1		1	ı	Т	ı	Т	1		1	ı	Т	
	weekly														
Trees/plants	seasonal		I												
	weekly														
Weed Management	seasonal														
Notes:															
															_

MP-9 LIFT STATION

Year:															
	Lift Station														
	Interval	OK	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	monthly	OK	перинз		Ė		,,				,,				
'	,														
Inspect Pumps	monthly														
		1	ī	T				T	T	•		•	1		
Manually check	monthly														
Alarms		ı	Ī	1	1		1		1		1				
Nata															
Notes:															
	1														

MP-10 PARTS WASHER

Year:															
	Parts Washers														
									J. J.		_				
	Interval	ОК	Repairs	J	F	М	۸	М	J	J	Α	S	0	N	D
General Inspection	monthly	UK	Repairs	,		101	_	IVI	,	,	A	3		IN	
- Contrar mapedation	,	1			l	<u> </u>				<u> </u>	1		l		<u> </u>
Inspect for leaks	monthly														
		•					•				1				
Wear	monthly														<u> </u>
D .: 1 C: :		1	<u> </u>		I	1	1			1	1		I		
Particle Strainer	monthly														İ
PH Check	monthly					l				l					
TTTCTTCCK	montany				l	<u> </u>				<u> </u>			l]
Soap Replacement	quarterly														
according to PH levels	maximum														
Notes:															
					-										
				_					_						

MP-11 PNEUMATIC EQUIPMENT (COMPRESSOR, DRYER, AND REGULATORS)

Year:														
			Pn	االم	ma	tic	Fa	uin	m	ant				
			FII	cul	110	LIC	-4	uιμ	1110	١١١				
	Intervals	ОК	Repairs	J	F	М	Α	М	J	J	S	0	N	D
General Inspection	monthly													
Ch C		_	1		1	1	1	1	ı	1	1			_
Shop Compressor	monthly													
Inspect Belts	quarterly	1												
mspeet berts	quarterry								<u> </u>					
Regulators	monthly													
	40psi		<u> </u>		1	1		1	<u> </u>					<u> </u>
Shop Air Dryer	monthly													
			1											
Air Leaks	monthly													
Oil Leaks	monthly													
			1		1	1	1	1						
Compressor Service	500 hrs													
D lata a Cara i a a		1	1		1	1	1	1	ı	1	1			
Regulator Service	6 months													
Air Dryer Codes	monthly													
7 III Diyer codes	monenty													
Notes:														
		_												

MP-12 PRESSURE WASHER (MOBILE AND STATIONARY)

Year:															
			F) Pre	SSII	ire	\ \ /;	sh	er	l In	itc				
					JJU		* * (, J	C1	J11					
					_		_					_	_		_
	Interval	ОК	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	monthly														
Inspect for Leaks	monthly									1		l			
water or oil	monthly											<u> </u>			
Compressor Service	500 hrs														
Engine Service	100 hrs														
Trailer Inspection	quarterly														
			ı			1					1				
Tires	quarterly														
Neton															
Notes:															

MP-13 SECURITY CAMERA SYSTEM

Year:															
			Se	cu	ritv	/ Ca	am	era	Sv	'ste	m				
						, 0,			_ ,						
	_														
	Interval	OK	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	monthly														
A1: t			1		1		l	1	l	1		1	1		_
Alignment	monthly														
Functional															
Turictional	monthly		<u> </u>										<u> </u>		
Cleanliness	monthly														
Clearinitess	montany														
Notes:															
															_
															_

MP-14 SHOP DOORS/ELECTROMAGNETIC DOORS

Year:									
	Sh	op l	Doors	/Elet	roma	agnet	tic Do	ors	
	Interval	ОК	Repairs	J/F	M/A	M/J	J/A	S/O	N/D
General Inspection	2 months		·					,	
		•					•	•	
Lubricate	2 months								
springs, rollers, and hinges									
						I	1	1	
Double Door Batteries	5 yrs								
Replacement: due 08-2019		<u> </u>			T	ı	ı	ı	Т
Visual Inspection of	2 months								
Functioning door/ADA			1						
									-
Nataci									
Notes:									

MP-15 SPRINKLER SYSTEM

Year:															
				Sr	rin	kle	er S	yst	en	1					
				۳,				,							
Seasonal Inspection	Interval	ОК	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	weekly	OK	Керинз	,	-	''	,,		,	,		_	_	.,	
Concran mopeouron	,		1		I							l	l		
Leaks	weekly														
			,							1		1	1		
Clean Filter	monthly														
					ı				ı		1	ı	ı		1
System Timer	monthly														
Blowout	Fall				l	I			l						
biowout	Fall														
Notes:															

MP-16 WATER SOFTNER/PLUMBING

Year:															
			Wat	er	So	fter	ner	s/P	lur	nb	ing				
	Interval	ОК	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
General Inspection	Monthly														
Salt for Shop	Monthly														
Salt for Transit	2 months														
										•	•				
Sinks/ADA	Monthly														
Toilets/ADA	Monthly														
Urinals/ADA	Monthly														
Drinking Fountains/ADA	Monthly														
Eye Wash Station (Flush)	Monthly														
Notes:															

MP-17 HEAVY DUTY VEHICLE LIFTS

Year:															
			Stertil	K∩r	ni I	ifts	:								
			Stertii				,								
					_							_			_
\(\frac{1}{2} = \frac{1}{2} =	Interval	ОК	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
Visual	quarterly														
Clean															
Cican	quaterly														
Batteries	quaterry		I	1				ļ	ļ		Į		ļ		
	quaterly														
Lube	-	•	1												
	quarterly														
Cylinder															
	quaterly														
Certification		1		1	1		1				ı				
	annual														
NI-4															
Notes:															
					_										
	_														
•															

MP-18 SHOP FIRE SUPPRESSION SPRINKLER SYSTEM

Year:																
			Shop	Fire	Supp	res	sio	n S	pri	ink	ler	Sy	ste	m		
									•							
General Inspection	Interval	OK	D : -			<u> </u>	F	М	Α	М	J	J	S	0	N	D
General inspection	monthly	OK	Repair			J	Г	IVI	А	IVI	J	J	3	0	IN	۲
Manifold Leaks	Indittilly															
Wallifold Leaks	monthly															
Sprinkler Line Leaks	,		l						l	l						
	monthly															
Sprinkler Head Leaks																
	monthly															
		,														_
Recertification	Annualy															
Notes:																
140123.																
																_

MP-19 SHOP DOMESTIC WATER BACKFLOW MANIFOLD

Year:																
			Shop	Dom	estic	Wa	ate	r B	ack	tlo	W	Ma	nit	old		
General Inspection	Interval	ОК	Repair			J	F	М	Α	М	J	J	S	0	N	D
	monthly		<u> </u>													
Manifold Leaks	,	<u> </u>		!					ļ		ļ		ļ			
	Annualy															
Annual Test	runiaary								<u> </u>		<u> </u>		ļ			
, unidai rese																
					l											
Notos																
Notes:																

MP-20 BUS SHELTERS

			Bus S	Shelters			
Year:							
		January	March	May	July	September	November
4th @ Elm Apartments	Inspected & Cleaned						
6th @ Sublette	Inspected & Cleaned						
7th @ Sherman	Inspected & Cleaned						
7th @ St. Anthony Place	Inspected & Cleaned						
Day @ Portneuf Towers	Inspected & Cleaned						
ISU Holt Arena 1	Inspected & Cleaned						
ISU Holt Arena 2 (Main Stop)	Inspected & Cleaned						
ISU Engineering	Inspected & Cleaned						
ISU Health Center	Inspected & Cleaned						
ISU Life Science	Inspected & Cleaned						
ISU McIntosh Manor	Inspected & Cleaned						
ISU Performing Arts Center	Inspected & Cleaned						
130 Ferrorning Arts Center	ilispected & cleaned						
ISU Student Union	Inspected & Cleaned						
Memorial @ MLK	Inspected & Cleaned						
&	.,						
PRT Transit Center	Inspected & Cleaned						

MP-21 FORKLIFT

Year:															
					F	ork	dift								
					_										
	lusta mual				_	N 4	_	N 4			_	_		N.	_
Visual	Interval quarterly	OK	Repairs	J	F	М	Α	М	J	J	Α	S	0	N	D
visuai	quarterly				<u> </u>	l	<u> </u>				ļ		<u> </u>		
Notes:															

MP-22 6,000 MILE NON-REVENUE VEHICLES

Do		LO REGION			
PRT	City of Poca	tello – Publi	c Transit [Dept.	
PRT	NION DEVE	NILLE DRAG	CHECK C	UCCT	
	NON-REVE	INUE PIVI (THECK 2	ПЕСІ	
6,000 Mil	le A Service		30,0	00 Mile B Service	
Inspecting Mechanic			Date:		
Vehicle Number:			Mileage:		
Check shift linkage adjus Check for water and oil l			Tire measureme Tire measureme		
Clean and test battery	cars		Tire measureme		
Check operation of all ga	uidec		Tire measurem Tire measuren		
Check operation of all ga			Tire measureme		
Check all outside lights			Tire measurem		
N/S wiper and washer of	components		k Transmission		
Check fire ext. and first a			k Differential oil		
Check egress windows a			k Brake linings		
Check air filter					
Check horn					
Oil sample					
Quanity		Parts			1
		Notes			
		Notes			
√ Ct	necked and Found O.	(N/A	Not Applicable	

MP-23 6,000 MILE REVENUE VEHICLES (CUTAWAYS/VANS)

		POCA	TEL	LO RE	GIONA	AL TRA	NSIT		
		City of	Poca	tello –	Public	Transit	Dept.		
PRT		JTAW	/AY	/VAN	PM C	HECK	SHEET	•	
			•						
6,000	0 Mile A Sen	vice		30,000	Mile B Service	2	60,00	00 Mile C	Service
Inspecting M	lechanic:				Date:				
Vehicle Nun	nber:				Milea	je:			
Check shift li	inkage ad	iustment			RF+	re measurer	ment		/32
Check for wa						re measuren			/32
Clean and te						tire measure			/32
Check opera						tire measur			/32
Check interior						ire measure			/32
Check all out					_	tire measure			/32
W/S wiper a			nts				n oil and leak	S	75.
Check rear of							oil and leaks		
Check hand						brake lining			/32
Check fire ex							/rotor conditi	on	70.
Check egres			latches			parking bra	•		
Check lift hy							eering compo	nents	
Check platfo			S			tie rod ends			
Lubricate slic						springs			
Check whee						ball joints			
Check lift/ran						stabilzer bu	shings		
Check air filt	ter					shocks			
Check horn					Check	back up ala	rm		
Oil sample					Check	V-belt			
Passenger A	lert/ADA	(kneelers,	PA,)	1 1	Secur	ity Cameras	2-way ra	dio	1
Quantity					Parts				
				N	lotes				
	√	Checked a	nd Four	nd O.K.		N/A	Not Appl	icable	

MP-24 6,000/30,000/60,000 MILE REVENUE VEHICLES (MB)

PRT Co								
	DACH	I PM	СН	ECK SH	IEET			
6,000 Mile A Service		30,000	Mile B S	ervice		60,0	000 Mile C Ser	vice
Inspecting Mechanic:			Da	ate:				
Vehicle Number:			M	lleage:				
. AIR EQUIPMENT			6.					
Compressor			0.	Oil Leaks				
Air Filter				Exhaust Syst	em			
Governor				Intake Syste	m			
Air Tanks & Lines				Mounts Oil Proceure				
Valves & Regulators W/S/W Motors				Oil Pressure Air Box Read	ina			
/5/ 110:013				Clean Engine		ent		
. BELTS								
Generator			7.	ELECTRICAL				
Compressor				Battery (Spe				
Fan				Clean Batter Generator	y & Compari	ment		
Pulleys				Starter				
. BRAKES	FRONT	REAR		Voltage Regi	ulator			
Slack Adj. Travel								
Cam Measurment			8. ELECTRICAL MISCELLANEOUS					
Shoe & Lining			Wires - Cables & Connections Switches - Fuses - Circuit Breakers					
Linkage						t Brea	kers	
. BODY PARTS/ADA Components				Internal Light External Ligh				
Flooring & Steps				Horn	ruig			
Seats				Signals & Ser	nding Unit			
Driver Seat				Solenoids				
Windows				2 way radio				
Doors				Cameras				
Mirrors				THE CYCTE	M			
Interior Lighting Fixtures Interior Panels			9.	FUEL SYSTER Accelerator 8				
Exterior Panels				Fuel Filter	A LIIMAYC			
Stanchions & Hand Rails				Fuel Lines				
Wheelchair Lift/Ramp				Air Intake Sy	stem			
Check Lift Hydraulic Fluid				LIEATERS ?	DEEDCOT	DC .		
Check Platform, Belts & Barriers Lubricate Slides, Rollers & Hinge			10). HEATERS & Heater Core		KS		
Check WC Restraint Condition/Sti				Driver's Hea				
Check Lift Control Switches & C				Filters				
Check Voice System				Motors				
				Auxiliary Wa				
. COOLING				Modulation '	Valve			
All Water Hoses & Lines Radiator	-			Controls				
Heater			11	. MISCELLAN	FOLIS DRIVI	F PΔP	TS	
Perry Filter			1 1	Universal Joi		- 1 71		
Hydraulic Fan				Drive Shaft				
Oil Coolers				Accessory D	rives			
Fan Hub Bonding								
Surge Tank Cap & Safety Catch			12	. REAR AXLE				
burge runk cup a burety cuteri								
ourge runk cap a ource, cateri				Bearings & S Housing	Seals			

13. SUSPENSION) ſ	16	TIDEC				
Height				16. TIRES Air Pressure						
Bellows Assy.										
Radius & Lateral Ro	ad Duahina						g (Rear)			
				-			d Wear			-
Stablizer Bar & Lini						Side \	vv alis	1		
Suspension Suppor	π					C 4 E E E				
Springs				-	1/.		TY DEVICES			
Leveling Valves & L	inks			Emergency Brake						
Shock Absorbers				Emergency Door Signal						
Kneeler				Emergency Engine Stop						
				Fire Extinguisher & Box						
14. STEERING - FRONT	AXLE			Rear Door Sensitive & Signal						
Wheels				Rear Door Interlock						
Bearings & Seals							ation all All (_		
Tie Rods & Drag Li						Backu	up and Lot A	Alarm		
King Pins & Spindle										
Steering Shaft - Bo	x - Column				18.		ICATION			
						Greas	se Coach			
15. TRANSMISSION						Engin	e Oil Chang	e - Sample		
Controls										
Linkage					19.	FILTE	RS CHANGE			
Air & Oil Leaks							k A/C Engin			
Wiring							<u> </u>			
Transmission Oil S	ample				20.	HYDR	AULIC SYS1	ГЕМ		
							ge Filter			
						Criari	ge i iicei			
Quantity					Par	s				
Quartity					. u.					
				Note	s					
				\vdash						
	01 :	–	1011	\sqcup			A1/A	N.		
√	Checke	d and Fou	nd U.K.				N/A	Not Applic	able	

MP-25 DAILY VEHICLE CHECK SHEET (EXAMPLE)

Page: 1 of 1

Daily Reminder: PMs Due and Overdue

Unit Number	Category	Open RO	PM Name	Status	Details	Last Performed	Miles	Hours	Estimated Hours
PTD917	Automobiles	No	B-PM	DUE	604 Miles Remaining.	10/25/16	151525		
PTD922	BUS	No	C-PM	OVERDUE	227 Miles Overdue.	01/27/16	106785		
PTD930	BUS	No	C-PM	DUE	206 Miles Remaining.	11/27/17	325506		
PTD942	BUS	No	A-PM	DUE	150 Miles Remaining.	10/23/18	273332		
PTD944	BUS	No	A-PM	DUE	511 Miles Remaining.	11/05/18	286315		
PTD944	BUS	No	C-PM	OVERDUE	60 Miles Overdue.	03/08/18	261744		
PTD964	BUS	No	A-PM	DUE	380 Miles Remaining.	08/01/18	352690		
PTD971	VAN	No	A-PM	DUE	516 Miles Remaining.	01/30/18	83256		
PTD987	BUS	No	C-PM	DUE	416 Miles Remaining.	09/01/17	1		

ATTACHMENT F

Financial Capacity – City of Pocatello Financial Policies

Financial Management Policies

Purpose

The City of Pocatello has an important responsibility to its citizens to carefully account for public funds, to manage City finances wisely, and to plan for the adequate funding of services desired by the public. The City's financial policies establish the framework for overall fiscal planning and management. These financial management policies set forth guidelines for both current activities and long range planning.

Objectives

- A. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- B. Design and manage an effective and efficient revenue system that assures adequate funding for services and service levels.
- C. Establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. Establish guidelines to invest the City's operating cash to ensure its safety, provide necessary liquidity and maximize yield.
- H. To investigate, pursue and effectively administer federal, state and other grants, which address the City's current priorities and policy objectives.

Accounting, Auditing and Financial Reporting

A. Accounting Practices and Principles

The City's accounting practices and financial reporting shall conform to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City shall submit the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for the purpose of earning the Certificate of Achievement for Excellence in Financial Reporting.

B. Financial and Management Reporting

Monthly reports will be provided to Department Heads, Fund Managers and City Council that compare expenditures and revenues to original or amended budgets for the fiscal year-to-date. Explanatory notes will be included, as needed.

C. Annual Audit

The City shall have its records and accounts audited annually. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice in the State of Idaho.

D. Compliance and Review

The Financial Management Policy Statements will be reviewed annually and updated, revised or refined as deemed necessary. Policy statements adopted by City Council are guidelines, and occasionally exceptions may be appropriate and required. Exceptions will be identified, documented, and explained to City Council.

II.

Budget and Long-Range Financial Planning

A. Balanced Budget

The budget shall be balanced for each and every budgeted fund. Total anticipated revenues plus that portion of the fund balance in excess of authorized reserve, which is designated as a budgeted funding source, shall equal total estimated expenditures for each fund.

B. Level of Budget Adoption

All budgets shall be adopted at the legal level of budgetary control, which is the fund/department level. All budgets shall be adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP).

C. Current Funding Basis (Recurring Revenues)

The City shall budget and operate on a current funding basis. Recurring expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenses will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis.

D. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as one-time revenue remittance of fund balance in excess of policy can only be budgeted/used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring sources.

E. Revenue Estimates for Budgeting

- 1. In order to maintain a stable level of services, the City shall use a fiscally responsible objectives and analytical approach when preparing revenue estimates. This process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach is intended to reduce the likelihood of actual revenues falling short of budget estimates and should avoid mid-year service reductions.
- 2. The City whenever possible, will seek outside sources of revenue, such as federal, state, and local grants, in order to leverage local dollars.
- 3. Estimates from grant sources will be projected only in the amount that has been awarded to the City.
- 4. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. User fees shall be reviewed every year and compared to the current fee structure and adjustments should be recommended where necessary.
- 5. Utility rates and enterprise fund user fees shall be set at levels sufficient to cover operating expenditures (both direct and indirect costs), meet debt obligations, and provide adequate levels of working capital to address the financial issues in the Revenue Bond Act. The rates and user fees will be determined by the Rate Study, which is completed for the City every five years. These amounts can be amended when necessary, and an updated study should be included with amendments.

F. Budget Preparation

- 1. Department Heads have primary responsibility for formulating budget proposals. New or expanded services should support City Council goals and should be discussed with City Council as appropriate.
- 2. All competing requests for City resources will be weighted within the formal annual budget process.
- 3. Annually, the City will seek to obtain the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. The Budget will be presented in a way that not only meets the criteria of the award, but also clearly communicates the budget to the public.

G. Budget Management

The City Council shall delegate authority to the Chief Financial Officer (CFO) and Mayor (CEO) in managing the budget after it is formally adopted by the City Council, including the transfer of funds within departments, between divisions, and between departments. The CFO and CEO may further delegate levels of authority for the daily operations of the budget. Expenditures are legally adopted by the fund level. Expenditures should not exceed the adopted budget, plus subsequent changes approved by the City Council.

H. Amended Budget

- A. A department should process a Budget Adjustment Entry Request form when budget authority should be transferred between account lines. Budget adjustments between account lines require CFO and Mayor approval.
- B. A department should process a Budget Amendment Request form when increased budget authority is needed. The Council may amend the budget and grant additional authority when the following occur:
 - a. Revenues are received or are to be received from sources not anticipated in the budget for that year
 - b. Revenues are received or are to be received from anticipated sources but in excess of the budget estimates; or
 - c. Fund balances on hand are available to be used, in accordance with the Reserve Policy.
 - d. Additional revenues may not be required in the case of an unanticipated retirement or a catastrophic event.

I. Performance Management

Performance measures will be utilized and reported in department budgets. The City will maintain a measurement system that reports trends and comparisons to targets and previous year as a management tool to monitor and improve service delivery.

J. Long-Range Financial Plans

- 1. The City shall develop and maintain a five-year Financial Forecast for each major operating fund, in conjunction with the annual budget process.
- 2. The forecast should enable current services and current service levels provided to be sustained over the forecast period. Operating impacts from completed capital improvement projects in the City's five-year CIP shall be included in the forecast. Commitments/obligations already made that require future financial resources shall also be included.
- 3. The forecasts should identify impact to property taxes and utility rates.
- 4. Major financial decisions should be made in the context of the Long-Range Plan.

The forecast assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve the City's goals. The forecast will provide an understanding of available funding; evaluate financial risk; assess the likelihood that services can be sustained; assess the level at which capital investment can be made; identify future commitments and resource demands; and identify the key variables that may cause change in the level of revenue.

III. Revenues

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Tax Funds

- 1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City shall recover the costs of those services through property and sales taxes.
- 2. At a minimum, the City will strive to cover direct costs.
- 3. User fees should be reviewed every year and adjusted to avoid sharp changes.
- 4. Factors in setting fees shall include, but are not limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct, indirect and overhead costs.
- 5. The City may set a different fee for residents versus non-residents.
- 6. User fees should be adopted by the Annual Fee Resolution.

C. User Fees – Enterprise Funds

- Utility rates and other Enterprise Fund user fees shall be set at levels sufficient to cover operating expenses (direct and indirect), meet debt obligation and debt service coverage, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
- 2. The City may set a different fee for residents versus non-residents.
- 3. The Five-Year Financial Plan (rate study) and proposed operating budget shall serve as the basis for rate change considerations.
- 4. User fees should be adopted by the Annual Fee Resolution.

D. One-Time/Unpredictable Revenue Sources

- 1. One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures.
- 2. One-time, unpredictable revenue sources may be used for one-time purchases such as increase in fund balance requirements, capital equipment purchases, capital improvements, or per Council decision.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

Revenues actually received will be compared to budgeted revenues by the CFO and any variances considered to be material will be investigated. This process will be summarized in the monthly Budget Execution Report. (See Financial and Management Reporting.)

- F. Write-Off of Uncollectible Receivables (excludes property taxes, court fines and warrants)
 - 1. Utility Billing past due accounts will be sent three letters before they are sent to a collection agency.
 - a. After all collection attempts have been exhausted, uncollectible amounts remaining can be written-off.
 - b. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
 - 2. Accounts Receivable past due accounts will be a sent a letter before they are sent to a collection agency.
 - a. After all collection attempts have been exhausted, uncollectible amounts remaining can be written-off.
 - b. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

IV. Expenditures

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient levels to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

B. Periodic Program/Services Reviews

The CFO and Department Heads shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

C. *Purchasing* All City purchases of goods and services shall be made in accordance with the City's current Purchasing Policy.

V. Fund Balance and Reserves

Maintain the fund balance and working capital of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position during emergencies or economic fluctuations.

A. Fund Balance/Working Capital

The City shall maintain fund balance and working capital amounts as set forth in the Reserve Policy adopted by Council.

B. Use of Fund Balance/Working Capital

Fund balance/working capital shall only be used for emergencies, non-recurring expenditures/expenses or major capital purchases that cannot be accommodated through current year savings. Should such use reduce balances below the level established as the objective for that fund, restoration recommendations will accompany the request/decision to utilize said balances.

C. Fund Balance Classification

The governmental fund financial statements will present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor certain constraints on the use of the financial resources within the governmental funds. The classifications used will be as follows:

- Nonspendable: Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples include inventories, prepaid items, and long-term receivables.
- Restricted: Amounts for which constraints have been placed on the use of resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Restricted fund balances include but may not be limited to: Debt Service Reserves, Special Court Funds created by State Statute, Debt Service Funds, State and Federal Forfeitures/Seizures, and City-Wide Donation revenues.
- Committed: Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking some type of action that was employed when the funds were initially committed. Assigned: Amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. In governmental funds other than the general fund, assigned fund balances represent the amount that is not restricted or committed. This indicates that those resources are, at a minimum, intended to be used for the purpose of that fund.
- Unassigned: Is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Commitment of Fund Balance:

• The City Council is the City's highest level of decision making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is an ordinance approved by the City Council at a regular City Council meeting. The ordinance must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in a subsequent period.

Order of Expenditure of Funds:

When multiple categories of fund balance are available for expenditure, the City will typically
use Restricted fund balances first, followed by Committed, and the Assigned, but reserves the
right to selectively spend from any of the categories, including Unassigned based upon the
individual circumstances.

VI. Capital Expenditures and Improvements

Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

A. Capitalization Threshold for Tangible Capital Assets

- 1. Tangible capital items should be capitalized only if the asset's initial, individual cost is more than \$25,000 and has an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.
- 2. Donated capital assets are recorded at estimated fair market value at the date of donation.
- 3. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.
- 4. Accurate inventories of all tangible items will be maintained to ensure proper stewardship of public property.

B. Five-Year Capital Improvement Plan (CIP)

- 1. The City shall annually prepare a five-year capital improvement plan based on the needs for capital improvements and equipment, the status of the City infrastructure, replacement and renovation needs, and potential new projects. Capital projects are improvements or additions to the City's physical plant/facilities/infrastructure and become a part of the City's asset inventory. Capital projects can be further categorized into land, buildings, improvements other than buildings, and infrastructure, which includes roads, sidewalks, bridges, utility lines, physical plants, etc. Capital costs typically consist of preliminary design, final design, and construction, and may involve the acquisition of land or easements. For purposes of the CIP Plan, a Capital Improvement Project should generally exceed a cost of \$100,000.
- 2. For every project identified in the CIP, a project scope and project justification will be provided. Also, project costs shall be estimated, funding sources identified and annual operation and maintenance costs computed.
- 3. The CFO is charged with recommending a Capital Improvement Plan to City Council. The CIP shall be filed and adopted in conjunction with the annual budget.
- 4. Annually, through the budget process and at year-end, projects are to be reviewed. For those identified as complete, any remaining funds will close to the capital improvement fund. For those projects with identified savings, the project budget will be reduced and the subsequent savings will flow to the capital improvement fund. These funds can then be re-appropriated during the next fiscal year capital budget. Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.

- 5. Appropriations for capital projects are for the fiscal year only, therefore re-appropriation of capital funding is needed annually.
 - a. Any remaining budget authority in the capital account lines will be transferred into the capital improvement fund for future capital needs.

6. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and other infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimized future replacement and maintenance costs, and to maintain existing levels of service.

- a. High priority should be given to replacing/rehabilitating capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
- b. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative method is most cost-effective, which would include life-cycle costing, and provides the best value to the City.
- 7. Replacement of Capital Assets on a Regular Schedule (Fleet, Fire Trucks, and High Tech) The City shall annually prepare a schedule for the replacement of its fleet, fire trucks, and high technology capital assets. Funding for the replacement of these assets will be accomplished through the annual budget process, within the resources available each fiscal year. A variety of funding options will be explored, including but not limited to cash on hand and lease/purchase, based upon a determination of what would be in the best interest of the City.

8. Capital Expenditure Financing

The City recognizes that there are three basic methods of financing its capital requirements: Funding from current revenues; funding from fund balance; or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements.

9. Pay-As-You-Go Capital Improvements

- a. The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital improvements and capital purchases. This will reduce/minimize the property tax and utility rate impacts on Pocatello citizens.
- b. The City will seek out and use intergovernmental funding sources for capital improvements in order to leverage City funding and to minimize property and utility rate impacts.

10. Capital Improvements/Project Reporting

A summary/status report on the City's various capital projects will be prepared monthly and available to the CFO and to the City Council. Income statements on the City's CIP funds will be prepared monthly and include budget-to-actual for each project as well as a list of major contracts, expense to date, and % contract completion.

VII. Debt

Establish guidelines for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

A. Use of Debt Financing

Debt financing, to include general obligation bonds, revenue bonds, lease/purchase agreements, and other obligations permitted to be issued or incurred under Idaho law, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balances and to fund infrastructure improvements and additions. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements, which shall include, but not be limited to, sales tax, utility system revenues, developer fees, and state and federal grants.

B. Affordability

The City shall use an objective analytical approach to determine whether it can afford to issue general-purpose debt, General Obligation, water/sewer debt, and any other financing permitted by State law. The process shall include an internal feasibility analysis for each long-term financing which analyzes the impact on current and future budgets, which would include the tax and utility rates. The process shall also include the benefits of the proposed projects. The decision on whether or not to issue new debt shall be based on the benefits of the project, current conditions of the municipal bond market, and the City's ability to "afford" new debt.

In no case will the City issue general obligation debt that will exceed the maximum amount allowed per State law.

C. Types of Long-Term Debt

1. General Obligation Bonds (GO)

General Obligation bonds require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt service.

a. General Obligation bonds must be issued for projects that are in accordance with the wording in the bond proposition.

2. Revenue Bonds

Revenue bonds are generally payable from a designated source of revenue. They do not require voter approval.

For the City to issue new revenue bonds, revenues, as defined in the ordinance authorizing the revenue bonds in question, shall meet the bond coverage ratio as defined in the ordinance. Annual adjustments to the City's rate structures for Enterprise Funds will be made as necessary to maintain the coverage factor.

D. Debt Structures

The City shall normally issue bonds with a life not to exceed 30 years for both general obligation and revenue bonds, but in no case longer than the useful life of the asset. The City shall seek level or declining debt repayment schedules. There shall be no "balloon" bond repayment schedules, which consists of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after the bond sale and principal payments starting generally no later than the second fiscal year after the bond issue.

The City will follow the State code concerning legal debt margins. The City shall seek to begin making attempts to structure future debt issuances, where affordable, to a declining structure.

E. Debt Refunding The City's CFO shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should exceed 3.0% of the refunded maturities unless: (1) a debt restructuring is necessary; or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or; (3) the refunding is combined with a new debt issuance.

F. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale.

G. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the CFO.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

H. Covenant Compliance

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices.

I. Arbitrage Rebate Monitoring and Reporting

Arbitrage is the interest earned on the investment of bond proceeds above the interest paid on the debt. The City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping shall include tracking project expenditures, interest earned on the bonds, calculating rebate payments, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed as required by state law on all debt issues and the liability recorded for any positive arbitrage. Due to the specialized nature of the calculations, this function will typically be outsourced.

J. Lease/Purchase Agreements

The City will use lease/purchase agreements for the acquisition of equipment when it is cost effective and provides for attractive terms. All lease purchase agreements will be approved by the City Council no matter the dollar amount.

VIII. Cash Management and Investments

To maintain the City's cash in such a manner so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield.

A. Investment Management

- 1. All aspects of cash/investment management shall be designed to ensure safety and integrity of the City's financial assets.
- 2. Cash/Investment management activities shall be conducted in full compliance with prevailing local, state, and federal regulations. (See City's Investment Policy)
- 3. The City will utilize competitive quotes from approved broker/dealers, affording no special advantage to any individual or corporate member of the financial or investment community.
- 4. The City will only do business with City authorized broker/dealers and/or financial institutions as approved by Council and who have executed a written certification of their review of the City's Investment Policy.
- 5. The City shall design and establish policies relating to a variety of cash/investment management issues, such as eligibility and selection of various broker/dealers, safekeeping requirements, collateral requirements, delivery versus payment requirements, weighted average maturity requirements, and other such aspects of the program, which necessitate standard setting in pursuit of appropriate prudence and enhanced protection of assets. (See City's Investment Policy)
- 6. Investments of the City shall be made with the exercise of judgement and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

B. Investment Strategy

The City of Pocatello maintains a consolidated portfolio in which it pools its funds for investment purposes. The City's investment program seeks to achieve safety of principal, adequate liquidity to meet cash needs, and reasonable yields commensurate with the preservation of principal and liquidity. (See City's Investment Strategy)

C. Arbitrage Investments

Investment on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. If there is positive arbitrage, the rebatable earnings will be sent to the IRS, as necessary.

D. Depository

The City will select its official bank through a formal bidding process, as per Idaho State code, in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The City will strive to bid depository services every five years, but no longer than every 7 years. The City will review the financial health of the City's depository annually to include but not be limited to earnings, assets, capital, and liquidity.

IX.

Grants and Intergovernmental Revenues

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants.

A. Grant Guidelines

- 1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by the Council and management.
- 2. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
- 3. The potential for incurring ongoing costs, to include assumptions of support for grant funded positions from local revenues, will be considered prior to applying for a grant.

B. Grant Review Process

- 1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
 - b. The grant being pursued and the use to which it would be placed
 - c. The objectives or goals of the City which will be achieved through the use of the grant
 - d. The local match required, if any, plus the source of the local match
 - e. The increased cost to be locally funded upon termination of the grant

2. All grant agreements will be reviewed by the appropriate City staff, including Finance and the sponsoring department, to ensure compliance with State, Federal, and City regulations.

C. Budgeting for Grant Expenditures

Annually, via the budget process, departments will submit for possible funding, known grant opportunities. These grant opportunities will be prioritized and ranked along with all other supplemental requests. If approved, the expenditure and associated revenue will be appropriated in the requesting fund. If there are grant opportunities that arise during the year and are received by the City, the budget can be amended via the projections, if the City can fund the local match required.

D. Grant Termination and/or Reduced Grant Funding

- 1. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered during the budget process, unless the City is obligated through the terms of the grant to maintain the positions, services, or equipment.
- 2. The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment.

ATTACHMENT G

PRT FY2025 Rural Budget - Itemized Budget Estimate

PRT FY 2025 RURAL BUDGET – Itemized Budget Estimate

2601 ACCT	DESCRIPTION	
471.10-02	FULL TIME- NON EXEMPT	\$139,235
471.10-04	PART TIME	\$205,700
471.11-01	OVERTIME	\$2,574
471.21-01	MEDICAL	\$42,901
471.21-02	LIFE	\$50
471.21-03	DENTAL	\$1,442
471.21-04	EAP	\$413
471.22-00	WORKERS COMPENSATION	\$17,146
471.23-00	STATE UNEMPLOYMENT	\$1,617
471.24-03	PERSI	\$42,750
471.24-04	MEDICAL SAVING	\$6,054
471.25-00	SOCIAL SECURITY	\$28,816
471.31-01	OFFICE SUPPLIES	\$150
471.31-03	POSTAGE	\$100
471.31-99	OTHER GENERAL SUPPLIES	\$50
471.32-08	SAFETY OPERATING SUPPLIES	\$100
471.32-12	FUEL	\$95,000
471.32-21	CLOTHING AND UNIFORMS	\$500
471.32-99	OPERATING SUPPLIES	\$1,000
471.40-06	DRUG TESTS	\$240
471.40-12	TRAINING	\$150
471.40-13	SAFETY SUPPLIES	\$250
471.40-15	MPO SUPPORT	\$13,500
471.40-17	PRINTING	\$100
471.40-99	OTHER PROFESSIONAL SERVICES	\$500
471.52-10	RADIOS/MAINTENANCE	\$2,000
471.61-99	INSURANCE / OTHER INSURANCE	\$99
471.62-03	ADVERTISING	\$125
471.62-04	CELL PHONES	\$900
471.62-99	INTELLIGENT TRANSPORTATION	\$2,600
520.95-04	RETIREMEN SEVERANCE	\$602
530.96-03	IT SUPPORT	\$34,697
530.96-04	INTERFUND CHARGES / INSURANCE CHARG	\$16,331
530.96-07	ADMINISTRATIVE SUPPORT	\$36,380
530.96-10	EMPLOYEE WELLNESS PROGRAM	\$211
	2601 TOTAL	\$694,283
2602 4 000	DECOMPTION	
2602 ACCT	DESCRIPTION	

FULL TIME- NON EXEMPT

471.10-02

\$56,638

471.10-03	PART TIME	\$16,797
471.21-01	MEDICAL	\$17,091
471.21-02	LIFE	\$17
471.21-03	DENTAL	\$616
471.21-04	EAP	\$138
471.22-00	WORKERS COMPENSATION	\$1,348
471.24-03	PERSI	\$6,500
471.24-04	MEDICAL SAVING	\$2,018
471.25-00	SOCIAL SECURITY	\$4,246
471.26-05	CLOTHING ALLOWANCE	\$1,500
471.32-12	FUEL	\$3,000
471.33-03	MOTOR VEHICLE REPAIR SUPPLIES	\$12,000
471.33-99	OTHER MAINTENANCE REPAIR SUPPLIES	\$4,000
471.40-99	OTHER PROFESSIONAL SERVICES	\$500
471.52-06	MOTOR VEHICLE REPAIR SERVICE	\$5,000
471.52-09	TIRES	\$10,000
520.95-04	RETIREMEN SEVERANCE	\$603
530.96-07	ADMINISTRATIVE SUPPORT	\$4,567
	2602 TOTAL	\$146,579
2603 ACCT	DESCRIPTION	
471.32-02	JANITORIAL	\$750
471.32-99	OTHER OPERATING	\$2,000
471.33-99	OTHER REPAIR SUPPLIES	\$750
471.40-99	OTHER PROFESSIONAL SERVICES	\$100
471.52-07	MAINTENANCE AGREEMENTS	\$250
	A DA AD HAMD A MILIE ALIDDADE	
530.96-07	ADMINISTRATIVE SUPPORT	\$261
530.96-07 530.96-11	CUSTODIAL LABOR	\$1,831
530.96-11	CUSTODIAL LABOR 2603 TOTAL	\$1,831
530.96-11 2604 ACCT	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION	\$1,831 \$5,942
2604 ACCT 471.31-01	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES	\$1,831 \$5,942 \$200
2604 ACCT 471.31-01 471.32-12	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL	\$1,831 \$5,942 \$200 \$100
2604 ACCT 471.31-01 471.32-12 471.40-99	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES	\$1,831 \$5,942 \$200 \$100 \$15,900
2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600
530.96-11 2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12 471.52-07	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE MAINTENANCE AGREEMENTS	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600 \$500
530.96-11 2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12 471.52-07 471.53-04	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE MAINTENANCE AGREEMENTS NATURAL GAS	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600 \$500 \$1,750
530.96-11 2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12 471.52-07 471.53-04 471.53-06	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE MAINTENANCE AGREEMENTS NATURAL GAS WATER/WASTE WATE	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600 \$500 \$1,750 \$600
530.96-11 2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12 471.53-04 471.53-06 471.53-13	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE MAINTENANCE AGREEMENTS NATURAL GAS WATER/WASTE WATE ELECTRICAL UTILITIES	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600 \$500 \$1,750 \$600 \$3,100
530.96-11 2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12 471.52-07 471.53-04 471.53-06 471.53-13 471.61-03	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE MAINTENANCE AGREEMENTS NATURAL GAS WATER/WASTE WATE ELECTRICAL UTILITIES INSURANCE	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600 \$500 \$1,750 \$600 \$3,100 \$5,150
530.96-11 2604 ACCT 471.31-01 471.32-12 471.40-99 471.51-12 471.53-04 471.53-06 471.53-13	CUSTODIAL LABOR 2603 TOTAL DESCRIPTION OFFICE SUPPLIES FUEL OTHER PROFESSIONAL SERVICES PRESTON SUBSTATION LEASE MAINTENANCE AGREEMENTS NATURAL GAS WATER/WASTE WATE ELECTRICAL UTILITIES	\$1,831 \$5,942 \$200 \$100 \$15,900 \$3,600 \$500 \$1,750 \$600 \$3,100

471.62-02	LEGAL ADVERTISING		\$250
520.95-04	RETIREMEN SEVERANCE		\$603
530.96-03	IT SUPPORT		\$31,719
530.96-07	ADMINISTRATIVE SUPPORT		\$3,625
		2604 TOTAL	\$68,674

2701 ACCT	DESCRIPTION	
471.31-03	POSTAGE	\$10
471.40-99	OTHER PROFESSIONAL SERVICES	\$69,000
530.96-04	INTERFUND CHARGES / INSURANCE CHARG	\$877
530.96-07	ADMINISTRATIVE SUPPORT	\$3,211
	2701 TOTAL	\$73,098

2703 ACCT	DESCRIPTION	
471.10-02	FULL TIME- NON EXEMPT	\$51,581
471.21-01	MEDICAL	\$22,797
471.21-02	LIFE	\$17
471.21-03	DENTAL	\$616
471.22-00	WORKERS COMPENSATION	\$1,941
471.24-03	PERSI	\$5,841
471.24-04	MEDICAL SAVING	\$2,018
471.25-00	SOCIAL SECURITY	\$3,561
471.26-05	CLOTHING ALLOWANCE	\$200
471.32-02	JANITORIAL	\$750
471.32-99	OTHER OPERATING	\$2,000
471.33-99	MAINTENANCE SUPPLIES	\$500
471.40-99	OTHER PROFESSIONAL SERVICES	\$100
471.51-21	MAINTENANCE AGREEMENTS	\$200
471.52-99	OTHER REPAIRS AND MAINTENANCE	\$250
530.96-07	ADMINISTRATIVE SUPPORT	\$140
530.96-11	CUSTODIAL LABOR	\$1,831
	2703 TOTAL	\$94,343

2704 ACCT	DESCRIPTION	
471.40-99	OTHER PROFESSIONAL SERVICES	\$15,900
471.53-04	NATURAL GAS	\$1,750
471.53-06	WATER/WASTE WATE	\$500
471.53-13	ELECTRICAL UTILITIES	\$3,100
520.95-04	RETIREMEN SEVERANCE	\$603
530.96-07	ADMINISTRATIVE SUPPORT	\$2,092
	2704 TOTAL	£ \$23,945

ATTACHMENT H

Community Involvement

MOBILITY MANAGEMENT

The following table provides a representative summary of mobility outreach efforts. This table illustrates the method of outreach, the number of these activities implemented, and the estimated total of participants reached.

Outreach	# of Activities	# of Participants
Travel Training with Bus	4	45
B2B Meetings	50	400
Health Fairs	3	1,000+
Travel Training Presentations	12	75
Public Events	6	1,200+
Conferences	4	12,000+
ITD Coalition Meetings	5	80+
Community Meetings	45	750+

The Mobility Manager assists with several outreach efforts in representing PRT in various community meetings. Some of these include: Community Service Council, Human Service Transportation Coordination Committee, Homeless Coalition, Mayors Service Council (Blackfoot), Transportation Committee (Blackfoot) Five County Coalition, Power County Coalition, Bingham County Coalition, and PTAC District 5, and ITD meetings.

ADVERTISING / MARKETING / OUTREACH











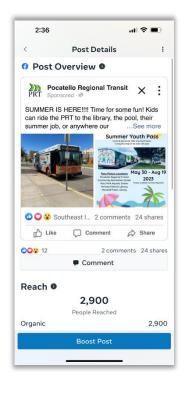




ADVERTISING / MARKETING / OUTREACH











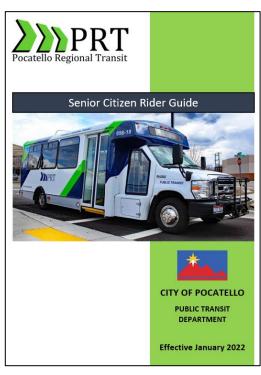
PRINTED MATERIAL











ABOUT PRT

PRT's purpose is to provide seamless ransportation throughout the rural areas of the seven counties of Idaho Transportation District #5. All the rides are demand-

Pocatello and provides rural services throug Intergovernmental Agreements with count and municipal governments throughout Idah Transportation District #5.

PUBLIC TRANSIT FOR ALL

Residents & visitors within the service are are eligible to ride. The welcome is extende to everyone to come & "TAKE YOUR SEAT" of the but with Pocardia Particular Transit (PPT)

HOLIDAYS

PRT observes the following holidays and doe not provide service on these days:

not provide service on these d New Year's Day Martin Luther King, Jr. Day Presidents Day Memorial Day

Labor Day Veteran's Day Thanksgiving Day The Friday after Thanksgiving

SERVICE AREA

All of Oneida County & certain areas of Box Elder County.

MAKING RESERVATIONS & CONTACT INFORMATION

DAYS & HOURS OF SERVICE

Applies to service in Malad, Curlew Valle Snowville, certain areas of Box Elder, & a areas of Oneida County.

lemand from 8:00am through 5:00pm, Monday (limited), Wednesday, and Friday, ervice is subject to a minimum number of iders.

 *PRT provides designated service to Pocatello on the first and third Monday ONL's of each month. Contact PRT for more information.

nformation.

Any service (non-Medicaid) before 8am
fter 5pm or services outside norm
perating days requires PRT administrati



FARES

Senior Citizens by Donations lote: Senior Citizens 60 years & above, residing Oneida County/Snowville area, are covered by

 \$2.00 suggested donation. One-way rides within and up to eight mile radius from Malad or the Curley Valley.

 \$8.00 suggested donation. One-way rides outside of the 8 mile area indicated above but still in Oneida County & certain areas of Box Elder County.

10.00 suggested donation. One-way or roundpride for trips to Pocatello (This service is sovided on the first and third Mondays ONLY). 4.00 plus \$1.00 per mile fare for all individual so that leave Oneida County from the first mile. natact PRT for information on this type of price.

I services are based on PRT availa

eneral Public (under 60 years), Students, an Persons with Disabilities (Under 60 years)

mile radius of Malad or Stone/Snowville.

• \$8.00 for one-way rides outside of the area indicated above but still in Oneida/Snowville & certain areas of Box Elder County. More than one ride per week is subscription, mileage rate then applies.

icatello.

\$4.00 plus \$1.00 per mile fare for all individual jps that leave Oneida County or the service area ted from the first mile. Contact PRT for formation on this type of service.

ATTACHMENT I

Letters of Support



P.O Box 6079 · Pocatello, ID 83205-6079 Phone: (208) 233-4032 Fax: (208) 233-5232

Bannock County

Anmo Chubbuck Downey Inkom Lava Hot Springs McCammon Pocatello

December 28, 2023

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

Bear Lake County

Bloomington Georgetown Montpelier Paris St. Charles

Dear Division of Public Transportation:

It is my pleasure to write a letter of support on behalf of Pocatello Regional Transit (PRT) to obtain non-urbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

The Area Agency on Aging is proud to partner with Pocatello Regional Transit (PRT) in offering older adults, their caregivers and community members transportation services that maximize their independence and quality of life. The 'door-to-door' service offered by PRT allows older adults residing in the rural parts of our planning and service area to remain active and vital members of their respective communities. This transportation service is designed to transfer seniors to and from medical and health care services, senior centers and meal programs, employment locations, shopping and community functions and social service agencies to apply for services. I support Pocatello Regional Transit and the services provided in the non-urbanized areas. I fully support services to meet the public transit needs of residents within our region. These rural transportation services provide older adults and their caregivers with options to be more independent, to live where they want, and to age in place.

We support Pocatello Regional Transit and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents within our region. We support the infrastructure of the public transit system through investments leveraged from the grant funding.

In conclusion, we fully support the efforts of Pocatello Regional Transit in seeking grant funding and support the public transit services in improving mobility in the communities throughout this region.

Bingham County Aberdeen

Atomic City Basalt Blackfoot Firth Shelley

Caribou County

Bancroft Grace Soda Springs

Franklin County

Clifton Dayton Franklin Oxford Preston Weston

Onelda County Malad

Power County American Falls Rockland

Japanese American Citizens League

National Association for the Advancement of Colored People

> Pocstello Central Labor Connell

The Shoshone Bannock Tribes

Economie & Community Development Division

Area Agency on Aging

Mike Hirschi

Sincerely,

Area V Agency on Aging Director

BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER Commissioner 1st District

JEFF HOUGH JOHN CROWDER Commissioner 2nd District

Commissioner 3rd District

December 19, 2023

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

Dear Division of Public Transportation:

It is my pleasure to write a letter of support on behalf of Pocatello Regional Transit (PRT) to obtain non-urbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

We support Pocatello Regional Transit and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents within our region. We support the infrastructure of the public transit system through the investments leveraged from the grant funding.

In conclusion, we fully support the efforts of Pocatello Regional Transit in seeking grant funding and support the public transit services in improving mobility in the communities throughout this region.

BANNOCK COUNTY COMMISSIONERS

Ernie Møser, Chair

Commissioner

John Crowder, Commissioner



December 30, 2023

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, Idaho 83707-1129

To the Division of Public Transportation:

It is with pleasure that I write this letter of support on behalf of Pocatello Regional Transit (PRT) to assist this outstanding agency obtain non-urbanized grant funding for public transit bus services from the Idaho Transportation Department (ITD).

PRT has had a very real presence in the City of Blackfoot for many years, proving to be indispensable to our citizens, particularly to our senior population. PRT provides transportation support for social activities, shopping, and medical appointments at very affordable fares. The City and PRT management have grown an extremely effective professional relationship which has proven very beneficial to our local community! The PRT Director, Mr. Skyler Beebe, also serves as a member of the city-sponsored Blackfoot Transportation Commission, providing professional expertise to intermodal transportation safety discussions.

We support Pocatello Regional Transit and the services provided to the non-urbanized areas in Southeast Idaho. We support services to meet the public transit needs of residents within this region. We also support the infrastructure of public transit system through the investments of this grant funding.

We fully support the efforts of the Pocatello Regional Transit organization in seeking funding through this application and support the public transit services in improving mobility in the communities throughout our region.

Sincerely

Marc Carroll, Mayor

MARC CARROLL Mayor, City of Blackfoot

157 N Broadway • Blackfoot, Idaho 83221 Office 208-785-2756 • Email mayor@cityofblackfoot.org

www.cityofblackfoot.org



427 N Main Suite K Pocatello, ID 83204 (208) 236-6392

Fax: (208) 236-6392

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

12/15/2023

Dear Division of Public Transportation,

I am very excited to have the opportunity to write a strong letter of recommendation on behalf of Pocatello Regional Transit (PRT) in support of their application to obtain non-urbanized grant funding monies from your department that will be used to improve public transit services in rural areas of Southeast Idaho.

I have worked closely with PRT through the years as an advocate and educator on behalf of blind and visually impaired travelers seeking reliable alternative transportation options in the Pocatello/Chubbuck community, and throughout Southeast Idaho. In my opinion PRT does an excellent job analyzing rider needs and strives to increase regional transportation services for non-drivers.

Given their stellar track record with ongoing improvements, it is my pleasure to continue to support PRT's efforts to address ongoing ridership needs in this region. I firmly believe that they will effectively administer the available funding to the maximum benefit possible to improve infrastructure and accessible, responsive mobility services throughout Southeast Idaho.

Sincerely,

April Mills

Certified Orientation and Mobility Specialist (COMS®)





12/14/2023

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

Dear Division of Public Transportation:

It is my pleasure to write a letter of support on behalf of Pocatello Regional Transit (PRT) to obtain nonurbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

The Idaho Department of Environmental Quality (DEQ) has partnered with PRT on multiple projects, most recently on an Environmental Protection Agency (EPA) Grant. The grant provided funding for reducing PM_{2.5} air pollution in the Logan UT/ID PM_{2.5} nonattainment area (which includes portions of Franklin County) by reducing emissions from transportation sources. The project has been completed successfully with DEQ fully funding two medium duty cutaway buses and an accessible van for PRT's commuter services vehicle fleet.

DEQ supports PRT and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents within our region. Additionally, we support the infrastructure of the public transit system through the investments leveraged from the grant funding.

DEQ values the ability of PRT to partner on projects that are mutually beneficial. The DEQ supports the efforts of PRT in seeking grant funding and supports the public transit services in improving mobility in the communities throughout this region.

Sincerely,

Melissa Gibbs

Air Quality Manager Pocatello Regional Office

Idaho Department of Environmental Quality



12/20/2023

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

Dear Division of Public Transportation:

It is my pleasure to write a letter of support on behalf of Pocatello Regional Transit (PRT) to obtain non-urbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

Lamb Weston and PRT have been working together to provide a bus route from Pocatello to American Falls that supports the residents of American Falls and our Lamb Weston employees. Even though there were many challenges to establish this route, PRT worked ceaselessly to help us and the community.

The service has been in place for about one year and is extremely important for our facility. Lamb Weston is proud that we can provide this service. We are looking forward to a long and mutually supportive partnership.

We support Pocatello Regional Transit and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents within our region. We also support the infrastructure of the public transit system through the investments leveraged from the grant funding.

In conclusion, we fully support the efforts of Pocatello Regional Transit in seeking grant funding and support the public transit services in improving mobility in the communities throughout this region.

Sincerely,

Matt Frandsen

Plant HR Generalist-American Falls Plant

matt Frank

2975 S. Lamb Weston Rd. American Falls, ID 83211

Email: Matthew.Frandsen@Lambweston.com

Telephone: 208-226-1450

12/13/23

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

Dear Division of Public Transportation:

It is my pleasure to write a letter of support on behalf of Pocatello Regional Transit (PRT) to obtain non-urbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

Public transportation is a huge benefit to our homebound seniors. Without this service they would not be able to travel out of their homes and into the community for events and meals served at our center. The routes bring senior citizens from various neighboring towns to our central location year round, especially during times of bad weather. This service would foster community and friendships within our area on a regular basis.

We support Pocatello Regional Transit and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents within our region. We support the infrastructure of the public transit system through the investments leveraged from the grant funding.

In conclusion, we fully support the efforts of Pocatello Regional Transit in seeking grant funding and support the public transit services in improving mobility in the communities throughout this region.

Sincerely,

Krystin Masterson

Director

Lava Senior Center

POWER COUNTY

BOARD OF COMMISSIONERS

Sharee Sprague, Clerk ssprague@co.power.id.us 543 Bannock Ave. American Falls, ID 83211

Office: (208) 226-7610 Fax: (208) 226-7612



Ron Funk, Chair
rjffarms@dcdi.net
Delane Anderson
danderson@co.power.id.us
Bill Lasley
blasley@co.power.id.us

December 18, 2023

Division of Public Transportation Idaho Transportation Department Post Office Box 7129 Boise, ID 83707-1129

Dear Division of Public Transportation:

It our pleasure to write a letter of support on behalf of Pocatello Regional Transit (PRT) to obtain nonurbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

We support Pocatello Regional Transit and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents within our region. We support the infrastructure of the public transit system through the investments leveraged from the grant funding.

In conclusion, we fully support the efforts of Pocatello Regional Transit in seeking grant funding and support the public transit services in improving mobility in the communities throughout this region.

Sincerely,

DELANE ANDERSON

BILL LASLEY

December 20, 2023

Division of Public Transportation Idaho Transportation Department PO Box 7129 Boise, ID 83707-1129

Dear Division of Public Transportation,

It is with pleasure that I write a letter showing our support for the Pocatello Regional Transit (PRT) program to obtain non-urbanized grant funding for public transit bus services and capital expenditures from the Idaho Transportation Department (ITD).

In one of the elementary schools within our District, we house a senior center that contains many individuals who take advantage of this service. It is because of the PRT that our seniors are both able to come to the center for meals and activities, as well as travel outside of their hometown to see movies, go to dinner, and look at Christmas lights (just to name a few). Should this service disappear, we fear the detrimental impact it will have on our program, as a number of our seniors will no longer be able to attend our center. It is imperative that all individuals who wish to be able to attend, have access to the PRT Bus to improve the social aspect of their lives. We are also able to deliver meals to homebound seniors because of our PRT Bus. Our community benefits greatly because of this program.

We support Pocatello Regional Transit and the services provided in the non-urbanized areas. We support services to meet the public transit needs of residents with our region. We support the infrastructure of the public transit system through the investments leveraged from the grant funding.

In conclusion, we fully support the efforts of Pocatello Regional Transit in seeking grant funding and support the public transit services in improving mobility in the communities throughout this region.

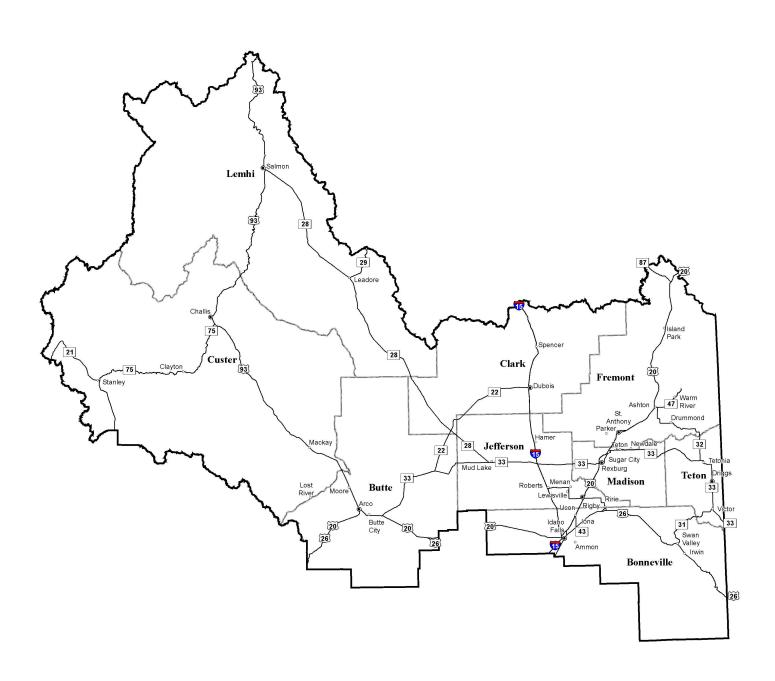
Sincerely,

Kelsie Daniels

Director, Curlew Senior Center

Stone, Idaho

District 6: East Idaho





DRIGGS 2024 5339 APPLICATION

GRAND TARGHEE SHUTTLE BUS (EXPANSION)

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Application Information Form

Applicant: City of Driggs	
Authorized Representative: Doug Self, Community Develo	pment Director
Address: PO Box 48, Driggs, ID 83422	
Phone: 208-354-2362 ext. 2111	
Email Address: DSelf@DriggsIdaho.org	
DUNS #: (SAM.GOV UNIQUE ENTITY ID): ZHKMA9URPM	MZ3
Architect/Engineer/Planner if applicable: (Contact Name):	
Phone:	
Address:	
PROJECT TYPE (MARK ONE)	
Facility Construction	Replacement Vehicle Purchase
Infrastructure Construction	X Expansion Vehicle Purchase
Facility Renovations	Vehicle Rehabilitation
ADA Accessibility	Transit Related Technology
Planning	Transit Related Equipment
Marketing	Other
TOTAL PROJECT COST: \$110,000	
FEDERAL SHARE: \$88,000 LOCAL MATCH: \$22,00	0

Section 1: Project Description

a. FTA Program Eligibility

The 5339 Bus and Bus Facilities grant program funds capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

The proposed project is to purchase an approximately 30ft, 49 passenger Type C school bus with wheelchair lift, with the same specifications used for the prior bus replacement project. The new bus would be added to the existing fleet of 3 buses and allow for redundancy, addressing high volume days and for general expansion of the Grand Targhee Shuttle service, which continues to see significant growth.

City of Driggs is an eligible 5339 grant recipient, with a current agreement in place with Grand Targhee Resort for operation of the bus fleet for the Grand Targhee Shuttle service, which serves City of Driggs, City of Victor, portions of unincorporated Teton County and Grand Targhee Resort. City of Driggs commits to providing the required 20% local match.

b. ITD Call for Project Priorities

ITD 5339 program priorities included both maintaining existing services and expansion of existing services.

The proposed project will support both maintaining the service, through vehicle redundancy, as well as expand capacity for high-ridership days (weekends, holidays, events, snowstorms, etc.), and allow for expansion of scheduled service.

c. Application Scope of Work

The City of Driggs will procure, through competitive bidding, a Type C school bus of approximately 30ft and 49 passenger capacity with wheelchair lift and additional specifications to ensure satisfactory performance and safety in the mountainous environment. The bus will be added to the existing 3 Type C school buses currently operating on the route under agreement between the City of Driggs and Grand Targhee Resort (the current service provider contracted through START Bus). See START Bus 5311 application for operational funding of the Grand Targhee Shuttle for additional operational details.

d. Contractor Information

No third-party contractors are proposed for the purchase of the bus. The operator of the Grand Targhee Shuttle is:

Grand Targhee Resort LLC 3300 E Ski Hill Rd Alta, WY. 83414 307-353-2300

Transportation Manager: Joel Millman 307-203-0646

Section 2: Demonstration of Need

a. Service Area Level of Need

The project, addition of a 4th bus on the Grand Targhee Shuttle route, meets a General Need for redundancy (if a bus is undergoing maintenance or repair), for additional capacity on high-volume days (weekends, holidays, powder days, events, etc.) that will enable the schedule to be met and riders to avoid prolonged waits. The additional bus will also support schedule expansion as demand continues to grow.

b. Expansion Need

Grand Targhee Resort Transportation Manager Joel Millman has reported that buses on weekends from January 1 through March are already overflowing, meaning some riders are not able to board and must wait for the next bus. This is an extremely undesirable situation that discourages ridership, creates employment challenges and in severe winter weather can be a health and safety issue.

According to Grand Targhee Resort, Shuttle ridership has surged by 13,896 passengers this past year. This remarkable increase highlights a growing demand for the Grand Targhee shuttle service. To meet this heightened demand, the addition of another vehicle becomes imperative. The 51.2% surge in ridership indicates a need for expanded capacity to ensure the service remains efficient, timely, and capable of accommodating the increasing number of passengers. Addressing this demand with an additional vehicle will not only enhance customer satisfaction but also contribute to the sustained success and positive reputation of the shuttle service.

c. Ridership

		Winte	r 19/20 + Sum	mer 20	Winte	er 20/21 + Sum	mer 21
Month	Public	Employee	Guest	Total	Employee	General	Total
November	79	486	23	588	753	3 378	1,131
December	635	3577	358	4570	2,553	2,561	5,114
January	957	5275	438	6670	2,498	3,852	6,350
February	1146	4539	766	6451	1,207	3,434	4,641
March	879	4160	873	5912	2,391	4,492	6,883
April	144	1346	35	1525	943	1,260	2,203
June	419	38	27	484	182	155	337
July	741	240	117	1098	453	526	979
August	675	272	. 0	947	560	334	894
September	351	. 23	24	398	279	69	348
Total	6,026	19,956	2,661	28,643	11,819	17,061	28,880

	Winter 21	1/22 + Sum	mer 22	2 Winter 22/23 + Summer 23		
	Employee	General	Total	Employee	General	Total
November	707	309	1,016	705	789	1494
December	2795	3294	6,089	3397	3558	695
January	2655	3233	5,888	3594	3604	719
February	2047	2252	4,299	3522	5084	8600
March	1801	2211	4,012	3837	4324	816
April	428	395	823	1451	1196	264
June	550	305	855	557	208	76
July	1284	520	1,804	1196	442	1638
August	1114	513	1,627	1514	1372	2886
September	576	118	694	546	107	65
	13,957	13,150	27,107	20,319	20,684	41,003

d. Asset Condition

The asset condition of the three existing buses was reported by Grand Targhee Resort directly and understood to be "Good" (to be verified from TAMS). Where this is an expansion request, the rolling stock survey was not applicable.

Section 3: Project Planning

a. Project Relationship to Goals

Addition of a bus on the Grand Targhee Shuttle service will help the state meet all four goals of its Public Transportation Plan:

Goal: Ensure the Safety and Security of Public Transportation

- The additional bus will ensure that riders are not stranded at bus stops on high volume days (weekends, holidays, events, "powder days", etc.)

Goal: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

- The additional bus will be put into service between the Cities of Driggs and Victor and Grand Targhee Resort with multiple connections to the START Bus commuter service and stops in both downtowns and neighborhoods adjacent to the community's pathway network that allow for multi-modal connections to be made.

Goal: Preserve the Existing Public Transportation Network

 The additional bus will ensure that the scheduled bus service can continue by adding redundancy in the fleet should another bus be unavailable due to maintenance or repair.

Goal: Provide a Transportation System that Drives Economic Opportunity

- The Grand Targhee Shuttle was created in partnership with the resort and cities to support the resort as an economic engine by meeting employee transportation needs as well as overnight and day guests that travel between the resort and towns and spend money in the communities. The service also connects Driggs and Victor, providing additional opportunity for employment, shopping and business growth.

b. Project Development Process

City of Driggs works directly with Grand Targhee Resort and START Bus on planning and development of the Grand Targhee Shuttle service, regularly evaluating routes, stops, schedules, ridership, supporting facilities, safety, asset condition, etc. The City of Driggs continues to play a lead role in transit development in Teton County and has secured a BUILD grant in partnership with Teton County, WY, Teton County, ID and ITD to increase mobility in Teton Valley and over Teton Pass to Jackson Hole. The City of Driggs will be expanding both the Downtown Transit Center and the 5th Street Park and Ride, which both serve the Grand Targhee Shuttle.

c. Public Participation Efforts

Doug Self at the City of Driggs serves on the START Board as the Teton Valley Liaison and represents transit needs and opportunities from the community. In that role, Mr. Self regularly communicates with the public in Driggs, Victor and the unincorporated Teton County regarding transit needs by posting rider surveys and soliciting general public input on routes, stops and schedules. Recently, Grand Targhee Resort and Teton County, WY hosted a series of public hearings about the expansion of Grand Targhee Resort that included opportunity to comment on the Grand Targhee Shuttle service and the resort's ridership goals at each phase of resort development.

The City of Driggs conducted a Comprehensive Plan Update, which included goals, objectives and actions related to transit service, with public engagement in both Spanish and English. The plan reviewed demographic data for low-income and minority populations. The City has located both its downtown transit center and 5th Street Park & Ride within walking distance (¼ mile) of dedicated low-income housing and neighborhoods containing significant low-income and minority households.

The Grand Targhee Shuttle service information is promoted and made available through the resort website, which includes the schedule and a downloadable pdf: https://www.grandtarghee.com/plan-your-trip/planning-tools/teton-valley-bus-service

The resort also provides a live shuttle tracker via the GTR mobile app: https://apps.apple.com/us/app/grand-targhee-resort/id1445653777

Printed schedules and contact information are posted in the Driggs Transit Center.

City of Driggs and Grand Targhee Resort are exploring adding the schedule to Google Transit as well as on the START Bus Transit App, so that trip planning is more seamless with connections into the START commuter bus routes.

Potential DBE contractors will be identified and solicited for bids for the bus procurement.

There are no affected labor unions identified.

d. Milestone Reporting

(see Attachment B Milestone Reporting)

Section 4: Project Benefits/Evaluation

a. Safety & Accessibility Benefits

Goal: Ensure the Safety and Security of Public Transportation

- The additional bus will ensure that riders are not stranded at bus stops on high volume days (weekends, holidays, events, "powder days", etc.).
- The additional bus will be wheelchair accessible.

Goal: Preserve the Existing Public Transportation Network

- The additional bus will ensure that the scheduled bus service can continue by adding redundancy in the fleet should another bus be unavailable due to maintenance or repair.

b. Mobility Benefits

Goal: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

The additional bus will be put into service between the Cities of Driggs and Victor and Grand Targhee Resort with multiple connections to the START Bus commuter service and stops in both downtowns and neighborhoods adjacent to the community's pathway network that allow for multi-modal connections to be made.

c. Community & Economic Development Benefits

Goal: Provide a Transportation System that Drives Economic Opportunity

- The Grand Targhee Shuttle was created in partnership with the resort and cities to support the resort as an economic engine by meeting employee transportation needs as well as overnight and day guests that travel between the resort and towns and spend money in the communities. The service also connects Driggs and Victor, providing additional opportunity for employment, shopping and business growth.

d. Project Evaluation Methodology

Measures of Success. City of Driggs will review shuttle ridership service reporting monthly and will review performance bi-annually with Grand Targhee Resort and START Bus, noting the frequency that the 4th bus was in service, service miles driven and whether demand/ridership is increasing as expected. City of Driggs will also participate in ITD performance reviews with Grand Targhee Resort and START Bus regarding the Grand Targhee Shuttle service. City of Driggs will collaborate with START Bus and Grand Targhee, as noted in the related 5311 application, on conducting a public survey and engagement exercise annually to evaluate the service. Community organizations will be utilized to ensure effective and comprehensive outreach.

Sustainability. Driggs is an established municipality with both property tax and local sales tax funding mechanisms and we partner with Grand Targhee Resort, which is a successful and growing year-round resort, which also receives funding from Teton County, Wyoming (return of a portion of its tax generation) for the local match required to run the service). Grand Targhee adheres to the following Vehicle Maintenance Procedures.

Grand Targhee Resort Preventative Maintenance Procedures

At Grand Targhee we prefer to be more preventative than reactive so we have some policies and procedures in place for our drivers to conduct while they are transporting guests safely from the City of Driggs to the resort. This helps our transportation department function more efficiently and is also more predictable when well practiced.

Each Day begins with a driver "pre-tripping" the shuttle bus they will be driving for the day. First thing they do is take a walk around the entire bus looking the vehicle over to see if there is anything obviously out of place (i.e. flat tires, any fluid dripping from bottom of engine compartment, cracked windows or mirrors, and any damage to the vehicle that may have occurred). Next they do a fairly extensive check of all fluids and levels inside the engine compartment and this consists of checking the oil, automatic transmission fluid, brake fluid, power steering fluid, and also the hoses and belts. We also keep extra fluids in the vehicles in case the driver needs to top off any of the above.

Next they move on into the vehicle to make sure we have our safety kit which consists

of fire extinguisher, fuses and reflectors, complete first-aid kit, and also the seat and seatbelt functionality. Now that the engine compartment, and interior has had a good check we move onto starting the vehicle, and conducting another "walk-around" the vehicle to again make sure that there are no fluids leaking from the engine compartment. When we fire the engine on the shuttle buses we are in the seat and looking to make sure that we get immediate action on oil pressure, amp gauge, temp gauge will heat up later, fuel gauge, windshield wipers work and wash, all the indicator lights work on the dash, heaters and defrosters all function, horn works, hazards and interior lights all turn on and off. After this the last objective we perform is an exterior light check where we turn on the head lights, the high beams, both blinkers, hazards, and brake lights to make sure that each works. When we find that there are no problems is when our route begins in the morning. If there are issues with a vehicle they are immediately taken to our Vehicle Maintenance department where a mechanic can get a closer look.

Mentioned above is how we go about conducting our daily preventative maintenance. There are days when more attention is needed to keep the shuttle buses in a preventative state. At the First 4000 miles and then every 8,000 miles after that the shuttle buses have their oil changed and a complete inspection by our vehicle maintenance department (standard mileage for diesel engines). The department follows the manufacturers maintenance schedule. Also, records are kept on all repairs and maintenance done to the buses. Each of the busses will also get an annual DOT inspection to keep in compliance. When vehicle maintenance is finished with the shuttle bus it returns to the road.

All of these procedures help the resort to run an efficient public transportation system. The drivers conducting pre-trips every morning and our vehicle maintenance department effectively servicing vehicles keeps our transportation department running smoothly and preventatively.

Grant Management. City of Driggs has the capacity to perform the responsibilities of the proposed project. The City purchased 3 buses for the Grand Targhee Shuttle service in 2020 with a 5339 grant. The City also helped to create the Grand Targhee Shuttle and managed the 5311 grant process for several years before transferring that aspect to START Bus. City of Driggs continues to manage capital grants to support the community's transit services, including managing the BUILD grant funded expansions of the Downtown Transit Center and 5th Street Park & Ride.

Section 5: Project Budget

a. Budget Narrative

The project budget of \$110,000 was developed in consideration of the 2020 bus pricing of \$94,000 along with the price index for heavy trucks from 2020 to December 2023 (7%), plus a 10% contingency.

b. Itemized Budget

1. Delivered Type C School Bus, 49 passenger, 30ft with wheelchair lift meeting additional bid specifications.

c. Project Budget Request Form

(see attached form)

	Project E	Judget Request		
	Subrecipient	City of Driggs		
	Agreement Term	October 1, 2024-September 30, 2026 Doug Self, Community Development Director		
	Contact Name			
	Address	PO Box 48, Driggs, ID 83422		
	Phone Number	208-354-2362 ext. 2111		
FTA Grant	Сар	ital (CP) 80/20		
5339	Total \$ 110,000.00	Federal Match \$ 88,000.00 \$ 22,000.00		
Total Project Cost 110,000.00	Total Federal Request Total Match Needed \$ 88,000.00 \$ 22,000.00 Doug Self Printed Name 1/12/2024 Date D	Purchase of new Type C School Bus, 30ft, 49 Passenger w Wheelchair Lift to support Grand Targhee Shuttle Service Redundancy and Expansion.		
		Local Match Source(s) for Project: City of Driggs General Fund		

Attachment B: Milestone Reporting

Agency Name	City of Driggs				
Agency Contact	Doug Self, Community Development Director				
Phone #	208-354-2362 ext 2111	Email	DSelf@DriggsIdaho.org		
Grant Program	5339	Rural	One Time		
Federal Award Amount	\$88,000				
Coore of Worls					

Scope of Work:

Milestone Progress Report: Target of major tasks to be achieved by specific dates.

The report should include information such as: data for each activity line item within the approved project; a discussion of all

- budget or schedule changes; original, estimated and actual estimated completion date
- description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;

breakout of the costs incurred and those costs required to complete the project; reasons why
any scheduled milestone or completion dates were not met, identifying problem areas and
discussing how the problems will be solved; and discuss the expected impacts of delays and the
steps planned to minimize these impacts.

Add additional milestones to the table below as needed.

Name	Estimated Completion Date	Description
RFP/RFQ Issue Date	7/16/2024	Publication Date for Bid Invitation
Award Date	9/3/2024	Contract Award Date
Start Date or Order Date for Rolling Stock, Equipment, and Technology Purchases	10/1/2024	Order Date
Construction Completion Date or Delivery Date for Rolling Stock, Equipment, or Technology Purchases	9/30/2025	Delivery Date
Contract Completion Date	3/30/2026	Contract Completion / Final Payment Issued

Attachment C: Not Applicable

Attachment D: Demonstration of Need

1. Type of Service (Check all that apply):
☑ Fixed Route
☐ Deviated Fixed Route
☑ Demand/Response
2. Service Area (Check one)
□ City
□ County
☑ Multi-County
☐ Other (Please Specify):
3. Connectivity:
Do you connect with other modes of transportation? Check all that apply.
☐ Urban Public Systems
☑ Intercity Carriers
☐ Airports/ Trains
☐ Other transit operators in your region (please list below):
STARTBus Commuter Service & Grand Targhee Shuttle
4. Ridership:
Estimate the average number of rides: Per Day 154 Per Year 41,000
Briefly describe your ridership over the last two years: - Grand Targhee Shuttle: Winter 2020/2021 & Summer 2021 = 28,880; Winter 2021/2022 & Summer 2022 = 27,107;
Winter 2022/2023 & Summer 2023 = 41,003.
5. Days/ Hours of Service:
List days of the week and hours transit provider is in service
Winter (mid Nov to mid-April) 5AM-10:30PM; Summer (midJune to mid September) 6AM-10:30PM

The significant increase in ridership from winter 21/22 and summer 22 to winter 22/23 and summer 23 suggests a growing demand for the Grand Targhee shuttle service. The surge in ridership by 13,896 passengers indicates an increased popularity of the service, and it's crucial to meet this demand adequately. Several factors may contribute to this rise in ridership:

Growing Popularity of Grand Targhee Resort: The destination itself might be experiencing increased popularity, drawing more visitors for both winter and summer activities. This could be due to positive reviews, word of mouth, or successful marketing campaigns. Improved Service Reputation: Positive experiences with the Grand Targhee shuttle service during the previous seasons may have led to favorable reviews, contributing to an increase in ridership. Satisfied customers are likely to recommend the service to others. Marketing and Promotions: Effective marketing strategies and promotional activities during the period may have attracted more customers. Special offers, discounts, or targeted advertising campaigns could have played a role in driving increased interest.

This remarkable increase highlights a growing demand for the Grand Targhee shuttle service. To meet this heightened demand, the addition of another vehicle becomes imperative. The 51.2% surge in ridership indicates a need for expanded capacity to ensure the service remains efficient, timely, and capable of accommodating the increasing number of passengers. Addressing this demand with an additional vehicle will not only enhance customer satisfaction but also contribute to the sustained success and positive reputation of the shuttle service.

Considering the substantial growth in ridership, it becomes evident that the current capacity of the shuttle service may not be sufficient to handle the rising demand. To address this, adding an additional vehicle to the Grand Targhee shuttle service is essential for the following reasons:

Enhanced Customer Experience: With more vehicles, the shuttle service can accommodate a larger number of passengers, reducing wait times and providing a more comfortable experience for customers.

Improved Efficiency: Additional vehicles allow for more frequent trips, which can enhance the overall efficiency of the shuttle service. This is particularly important during peak hours or high-demand periods.

Capacity Management: The increase in ridership indicates a need for better capacity management. Adding another vehicle helps balance the demand and supply, preventing overcrowding and ensuring that all customers can access the service when needed.

Maintaining Service Quality: To sustain the positive momentum in ridership growth and maintain a high level of customer satisfaction, it's crucial to invest in the necessary resources, including additional vehicles, to meet the increased demand.

By recognizing the need for an additional vehicle based on the substantial growth in ridership, the Grand Targhee shuttle service can continue to provide a reliable and efficient transportation option for visitors, contributing to the overall success and positive reputation of the service.

The City of Driggs' push for additional stops in high-density areas further underscores the need for the Grand Targhee shuttle service to expand its capacity. If demand is expected to increase due to the inclusion of more stops in high-density areas, it becomes even more crucial to address this growing need adequately.



February 26, 2024

Mr. Doug Self Community Development Director City of Driggs 660 Main Street PO Box 48 Driggs, ID 83422

Dear Doug,

Please accept this letter from Southern Teton Area Rapid Transit (START) as our indication of support for the City of Drigg's application to ITD for FTA Section 5339 funding to acquire a new vehicle for use in providing Grand Targhee shuttle service. Given the robust ridership growth being experienced by the shuttle recently, the need for reliable and additional vehicles for the operation of the shuttle cannot be understated.

START supports your application and thanks you for your support of transit in the Greater Teton Valley area.

Best Regards,

Bruce Abel Transit Director

Cc: START Board of Directors

Box 1687 ~ Jackson, Wyoming 83001 ~ 307-732-8651 ~ Fax 307-733-1059 ~ E-mail: info@startbus.com