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Valley Regional Transit Board of Directors Meeting Agenda

Monday, January 04, 2021

12:00 PM

The meeting will be held via Microsoft Teams Meetings at:

[Join Microsoft Teams Meeting](#)

or by phone at 469-965-2358 (audio only) Conference ID: 975 833 5#

See note below*

I. CALLING OF THE ROLL

Chair Tom Dale

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENTS (Comments will be limited to no more than three (3) minutes.)

IV. FINANCE COMMITTEE REPORT

A. INFORMATION: FY2020 4th Quarter Preliminary Operating Cash Balance Report

Pages 7-8

Jason Jedry

This preliminary report is being provided as information only. Upon completion of the independent annual audit, the FY2020 financial statements will be presented as an action item.

B. INFORMATION: FY2020 4th Quarter Preliminary Budget Variance Report

Pages 9-20

Jason Jedry

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2020 financial statements will be presented as an action item.

V. CONSENT AGENDA

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

A. ACTION: Minutes of the Board of Directors October 5, 2020 Meeting

Pages 21-22

The Board is asked to consider approval of the October 5, 2020 Board of Directors meeting minutes.

B. ACTION: Minutes of the November 2, 2020 Joint Meeting of the Executive Board and Regional Advisory Council

Pages 23-25

The Board is asked to consider acceptance of the minutes from the November 2, 2020 joint meeting of the Executive Board and Regional Advisory Council.

C. ACTION: Executive Board Minutes from December 7, 2020 Meeting

Pages 26-27

The Board is asked to consider accepting the minutes of the December 7, 2020 Executive Board Meeting.

D. ACTION: Public Transportation Agency Safety Plan ☐

Pages 28-58

The Board of Directors will consider ratifying Resolution VEB20-011 approved by the Executive Board on November 2, 2020 for the Public Transportation Agency Safety Plan.

E. ACTION: 2021 Title VI Update ☐

Pages 59-62

The VRT Board of Directors is asked to consider approving RESOLUTION VBD21-001 for 2021 Title VI Update. The Regional Advisory Council and the VRT Executive Board have both reviewed the 2021 Title VI update and recommend it to the full board for approval. You can view the document at

http://www.valleyregionaltransit.org/media/2377/titlevioprogram2021_wattachments.pdf

F. ACTION: Valley Regional Transit Employee Handbook Update 2021 ☐ Pages 63-97

The Board of Directors is asked to consider approval of the updated VRT Employee Handbook.

VI. ACTION ITEMS

A. ACTION: 2021 Officer Succession and Elections ☐

Pages 98-99

Kelli Badesheim

The Board is asked to consider nominations for at-large positions on the Executive Board, and hold election to confirm Executive Board members and the succession of officers for the 2021 calendar year.

B. PUBLIC HEARING - FY2021 Budget Amendment #1

Kelli Badesheim

Prior to the Public Hearing, VRT staff will present the amended FY2021 Operating and Capital Budgets. The VRT Chair will then conduct a Public Hearing and take formal comments on the FY2021 Budget Amendment #1.

C. ACTION: FY2021 Budget Amendment #1 ☐

Pages 100-110

Kelli Badesheim

The Board of Directors is asked to consider approval of RESOLUTION VBD20-002 by adopting the FY2021 Budget Amendment #1.

D. ACTION: State Street Transit Operational Analysis ☐

Pages 111-113

Stephen Hunt

The Board is asked to consider approving RESOLUTION VBD21-003 State Street Transit Operational Analysis.

E. ACTION: Resiliency Action Plan - Strategic Direction Priorities ☐

Pages 114-118

Jill Reyes

Board is asked to review and consider for adoption a strategic direction and priority list of investments that will guide budgeting and programming activities through fiscal year 2023.

F. ACTION: Ridership Reporting and Automatic Passenger Counters ☐

Pages 119-122

Dave Meredith

The Board of Directors is asked to review and consider for approval Resolution VBD021-004 - Ridership Reporting and Automatic Passenger Counters, following the Executive Board's consent to use data obtained by the automatic passenger counters for data reporting to the National Transit Database.

VII. INFORMATION ITEMS

A. INFORMATION: Preliminary 4th Quarter Performance Report ☐

Pages 123-128

Leslie Pedrosa

Staff will present the preliminary performance report for the fourth quarter of fiscal year 2020. The final performance report for FY2020 will be presented for the board's action in April 2021.

B. INFORMATION: Transit Asset Management Group Plan Updates ☐

Pages 129-134

Dave Meredith

The Board will have the opportunity to review and comment on the draft revisions of the Transit Asset Management Group Plan. The full plan can be found at:

<https://valleyregionaltransit.org/media/2393/transit-asset-management-group-plan-draft.docx>.

- C. INFORMATION: Canyon County On-Demand Transit Update** ☐ **Pages 135-136** **Leslie Pedrosa**
The attached memo provides the Board with an update on the on-demand transit services in Canyon County.
- D. INFORMATION: Service Change Update** ☐ **Page 137** **Alissa Taysom**
Staff will present an update on planned FY 2021 service changes.
- E. INFORMATION: Procurement Calendar** ☐ **Page 138** **Randy Reese**
The most current procurement calendar was included in the packet for your information.
- F. INFORMATION: Department/Staff Reports** ☐ **Pages 139-158** **Staff**
The most current department/staff reports have been included in the packet for your information.

VIII. EXECUTIVE SESSION

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)

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

IX. ADJOURNMENT

☐ = Attachment

Agenda order is subject to change.

NEXT VRT BOARD OF DIRECTORS MEETING:

April 5, 2021

VRT Boardroom (to be held virtually)

700 NE 2nd Street

Meridian, ID 83642

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

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

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

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

* This meeting is open to the public. If you prefer to attend this meeting in person, you will be required to wear a mask and practice social distancing. Attendance will be VERY limited, first come, first serve. The meeting will be held in the first-floor boardroom at the VRT administrative offices, 700 NE 2nd Street in Meridian.



TOPIC	FY2020 4th Quarter Preliminary Operating Cash Balance Report
DATE	January 4, 2020
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

Attached to this memo is the preliminary operating cash balance analysis as of September 30, 2020. The following items are important to note:

- Regional operating cash balance was \$2,594,054 at the end of September. Pending federal funds were \$30,774. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was \$52,713 at the end of September.
- The Canyon County system operating cash balance was \$18,050 at the end of September.
- Boise GreenBike Operating Cash Balance was \$62,051 at the end of September. This System had no pending federal funds.
- Total pending federal funds were \$30,774.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

Staff Recommendation/Request

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2020 financial statements will be presented as an action item.

Attachments

FY2020 4th Qtr. Preliminary Operating Cash Balance Analysis

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jjedry@valleyregionaltransit.org

**Valley Regional Transit
Operating Cash Balance Analysis
September 30, 2020**

Regional Operations

GL Cash Balance at 9/30/20	\$2,594,054	
Pending Federal Funds (Note 2)		\$30,774

Ada County System

GL Cash Balance at 9/30/20	\$52,713	
Pending Federal Funds (Note 2)		\$0

Canyon County System

GL Cash Balance at 9/30/20	\$18,050	
Pending Federal Funds (Note 2)		\$0

Boise Greenbike

GL Cash Balance at 9/30/20	\$62,051	
Pending Federal Funds (Note 2)		\$0

Total Cash Balance	\$2,726,868	
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Total Pending Federal Funds (Note 2)		\$30,774
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Total Cash Balance Benchmark (Note 1)	\$534,884	
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Note 1: Average of 2017, 2018 and 2019 at September 30

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

TOPIC	FY2020 Fourth Quarter Preliminary Budget Report
DATE	January 4, 2020
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

The fourth quarter of FY2020 was completed on September 30, 2020. Attached are the preliminary Budget Variance Report and Budget Variance Comments through the fourth quarter.

Staff Recommendation/Request

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2020 financial statements will be presented as an action item.

Attachments

FY2020 4th Quarter Preliminary Budget Variance Report

FY2020 4th Quarter Preliminary Budget Variance Comments

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709,
jjedry@valleyregionaltransit.org

Valley Regional Transit
FY 2020 Fourth Quarter Budget Reports
October 2019 - September 2020

Category	Regional Overhead			Boise Greenbike			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 142,150	\$ 59,380	-58%	\$ 20,000	\$ 30,787	54%			
402 Purchased Transportation												
403 Auxiliary Revenue	219,884	274,411	25%		2,906			8,292				
404 Non-Transportation Revenue		1,229								11,734,745	3,326,499	-72%
405 Federal Assistance - Capital										1,024,283	590,713	-42%
406 Federal Assistance - Operating/Administration	466,449	370,557	-21%				2,318,028	1,710,729	-26%	3,147,705	155,654	-95%
407 Local Assistance - Capital										206,892	229,598	11%
408 Local Assistance - Operating/Administration	1,717,639	1,597,389	-7%	221,652	192,010	-13%	1,152,877	883,924	-23%			
Total Revenues	\$ 2,403,973	\$ 2,243,585	-7%	\$ 363,802	\$ 254,295	-30%	\$ 3,490,905	\$ 2,633,732	-25%	\$ 16,113,625	\$ 4,302,463	-73%
Category	Regional Overhead			Boise Greenbike			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 802,758	\$ 816,484	2%	\$ 130,239	\$ 100,666	-23%	\$ 388,126	\$ 350,541	-10%	\$ 363,242	\$ 421,721	16%
502 Fringe Benefits	569,605	559,650	-2%	84,583	59,151	-30%	310,843	241,007	-22%	180,386	148,070	-18%
503 Professional Services	671,251	575,575	-14%	52,030	37,704	-28%	319,800	213,068	-33%	249,500	105,745	-58%
504 Materials and Supplies	31,866	24,391	-23%	30,700	10,725	-65%	80,650	58,690	-27%			
505 Utilities	91,912	106,295	16%	5,000	5,361	7%	3,380	6,697	98%	3,360	750	-78%
506 Casualty and Liability	24,345	8,155	-67%	5,250	5,250		76,035	79,244	4%			
508 Purchased Transportation							2,071,872	1,198,949	-42%			
509 Miscellaneous	180,967	131,038	-28%	21,000	7,838	-63%	232,200	163,612	-30%	434,686	558,617	29%
511 Interest	400	65	-84%									
512 Leases and Rentals	25,550	25,242	-1%	35,000	27,600	-21%	8,000	640	-92%			
514 Capital (Note 2)										14,882,450	2,928,946	-80%
Total Expenses	\$ 2,398,653	\$ 2,246,895	-6%	\$ 363,802	\$ 254,295	-30%	\$ 3,490,905	\$ 2,312,447	-34%	\$ 16,113,625	\$ 4,163,849	-74%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 676,800	\$ 447,861	-34%	\$ 97,000	\$ 62,530	-36%
402 Purchased Transportation						
403 Auxiliary Revenue	191,485	224,871	17%			
404 Non-Transportation Revenue		378,017				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	1,462,834	1,998,609	37%	1,061,223	1,022,687	-4%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	5,050,566	4,644,700	-8%	1,054,403	957,293	-9%
Total Revenues	\$ 7,381,685	\$ 7,694,057	4%	\$ 2,212,626	\$ 2,042,510	-8%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 3,014,831	\$ 2,967,704	-2%	\$ 927,348	\$ 844,770	-9%
502 Fringe Benefits	2,417,318	2,285,359	-5%	812,448	786,779	-3%
503 Professional Services	613,499	386,529	-37%	117,785	115,169	-2%
504 Materials and Supplies	770,950	671,629	-13%	191,700	134,217	-30%
505 Utilities	109,925	82,135	-25%	32,150	27,886	-13%
506 Casualty and Liability	219,682	215,844	-2%	86,435	85,153	-1%
508 Purchased Transportation						
509 Miscellaneous	143,425	146,959	2%	8,500	8,790	3%
511 Interest		23			(22)	
512 Leases and Rentals	92,055	82,014	-11%	36,260	39,768	10%
514 Capital (Note 2)						
Total Expenses	\$ 7,381,685	\$ 6,838,195	-7%	\$ 2,212,626	\$ 2,042,510	-8%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 40,300	\$ 35,178	-13%	\$ 5,900	\$ 5,257	-11%	\$ 122,100	\$ 72,707	-40%
402 Purchased Transportation									
403 Auxiliary Revenue	74,466	12,276	-84%					14,969	
404 Non-Transportation Revenue		62,512							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	471,101	469,838	0%	69,078	54,202	-22%	565,861	594,070	5%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	289,999	340,984	18%	54,198	16,022	-70%	413,468	397,022	-4%
Total Revenues	\$ 875,866	\$ 920,788	5%	\$ 129,176	\$ 75,481	-42%	\$ 1,101,429	\$ 1,078,769	-2%
Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 374,808	\$ 369,380	-1%	\$ 60,915	\$ 35,803	-41%	\$ 496,544	\$ 492,297	-1%
502 Fringe Benefits	168,604	163,913	-3%	22,963	17,061	-26%	223,353	232,337	4%
503 Professional Services	90,543	71,822	-21%	11,907	7,632	-36%	94,926	97,911	3%
504 Materials and Supplies	161,900	107,995	-33%	18,225	8,023	-56%	187,100	160,186	-14%
505 Utilities	21,328	19,142	-10%	5,942	1,798	-70%	32,003	24,838	-22%
506 Casualty and Liability	41,916	53,169	27%	5,802	4,512	-22%	52,284	62,036	19%
508 Purchased Transportation									
509 Miscellaneous	13,568	8,942	-34%	2,933	359	-88%	10,819	5,135	-53%
511 Interest									
512 Leases and Rentals	3,200	3,002	-6%	400	293	-27%	4,400	4,028	-8%
514 Capital (Note 2)									
Total Expenses	\$ 875,866	\$ 797,366	-9%	\$ 129,087	\$ 75,481	-42%	\$ 1,101,429	\$ 1,078,769	-2%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities	408,300	20,471
Capital - Facility - Facilities/Bldgs/Grounds	877,200	377,763
Capital - Non-Revenue Vehicles		
Capital - Other		3,312
Capital - Revenue Vehicles	10,348,550	582,420
Capital - Revenue Vehicles - Sub-Recipient	194,000	519,518
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	452,500	81,467
Capital Information Technology - Software	255,000	11,375
Capital Projects - Sub-Recipient	1,917,150	932,259
Capital -Shop Equipment	97,000	6,100
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	332,750	394,260
Total Capital Expenses	\$ 14,882,450	\$ 2,928,946

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 20,000	\$ 30,787	54%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		8,292	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	1,994,630	1,452,843	-27%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	1,072,027	523,614	-51%
Total Revenues	\$ 3,086,657	\$ 2,015,536	-35%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	281,666	247,181	-12%
502 Fringe Benefits	230,895	192,215	-17%
503 Professional Services	312,300	213,068	-32%
504 Materials and Supplies	70,650	50,632	-28%
505 Utilities	2,540	5,807	129%
506 Casualty and Liability	76,035	79,244	4%
508 Purchased Transportation	2,071,872	1,198,949	-42%
509 Miscellaneous	32,700	16,710	-49%
511 Interest			
512 Leases and Rentals	8,000		-100%
514 Capital (Note 2)			
Total Expenses	\$ 3,086,657	\$ 2,003,806	-35%

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

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

VALLEY REGIONAL TRANSIT FY 2020 BUDGET REPORT COMMENTS October 2019 - September 2020

At the end of September, Fiscal Year 2020 was one hundred percent (100%) complete. The following is a review of the budgetary status of each division as of September 30, 2020. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (25% over budget) - This line item is favorably above budget estimates. However, \$65,355 of this revenue is specific to the installation of advertising materials which is a reimbursement to VRT, not a revenue source. The remaining advertising revenue recognized to balance against expenses was \$199,607. City Go and Mobility Management revenues were \$13,119.

Federal Operating Assistance (21% under budget) - This line item is unfavorably below budget parameters. This is primarily due to Mobility Management expenses being lower than budgeted for resulting in less reimbursement of funds in this category.

Expenses

Total Regional Overhead operating expenses were 6% under budget through QR-4.

Professional Services (14% under budget) - This line item is favorably under budget parameters.

Materials and Supplies (23% under budget) - This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

Utilities (16% over budget) - This line item is unfavorably above budget parameters primarily due to Meridian's condominium association expenses being higher than budgeted for.

Casualty and Liability (67% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (28% under budget) - This line item is favorably below budget parameters.

Boise Greenbike (12)

Revenues

Directly Generated (58% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike temporarily suspended service March 26 - May 3 due to COVID-19 and ridership never fully recovered to levels seen in previous years. The decline can be attributed to a number of factors, including fewer tourists visiting Boise and a reluctance by the public of using shared transportation.

Local Operating Assistance (13% under budget) – This line item is below budget parameters. This is due to expenses being under budget by 30% resulting in the need to recognize less revenue in this category.

Expenses

Total Boise Greenbike operating expenses were 30% under budget through QR-4.

Wages and Salaries (23% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (30% under budget) - This line item is favorably below budget parameters.

Professional Services (28% under budget) - This line item is favorably below budget parameters due to low utilization of temporary staff.

Materials and Supplies (65% under budget) - This line item is favorably below budget parameters primarily due to low bicycle parts and station repair expenses.

Miscellaneous (63% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (21% under budget) – This line item is favorably below budget parameters.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated Funds (54% over budget) - This line item is favorably above budget estimates due to Scrip Taxi voucher sales and volunteer ridership revenue.

Federal Operating Assistance (26% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Local Operating Assistance (23% under budget) – This line item is unfavorably below budget parameters. This is primarily due to increased recognition of directly generated revenue and non-transportation revenue than budgeted for as well as lower expenses resulting in less reimbursement of funds in this category. It should be noted \$309,555 of this revenue was recognized at year-end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 34% under budget through QR-4

Fringe Benefits (22% under budget) - This line item is favorably below budget parameters.

Professional Services (33% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (27% under budget) - This line item is favorably below budget parameters.

Utilities (98% over Budget) - This line item is unfavorably above budget parameters due to Mobility Management cell phone reimbursements being higher than budgeted for.

Purchased Transportation (42% under budget) – This line item is favorably below budget parameters due to mobility projects, Rides to Wellness and Volunteer Driver expenses being lower than budgeted for.

Miscellaneous (30% under budget) – This line item is favorably under budget parameters.

Leases and Rentals (92% under budget) - This line item is favorably below budget parameters due to equipment lease expenses being less than budgeted for.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (72% under budget) - This line item is unfavorably below budget estimates due to capital expenses being lower than budgeted for. This results in less reimbursement of funds in this category.

Federal Operating Assistance (42% under budget) – This line item is unfavorably below budget parameters. Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (95% under budget) - This line item is unfavorably below budget estimates due to capital expenses being lower than budgeted for. This results in less reimbursement of funds in this category.

Local Operating Assistance (11% over budget) – This line item is outside budget parameters. \$138,614 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Program Administration Support/Planning expenses were 74% under budget through QR-4

Wages and Salaries (16% over budget) - This line item is unfavorably above budget parameters. This is primarily due to allocating eligible wages to this division to leverage available federal funds.

Fringe Benefits (18% under budget) - This line item is favorably below budget parameters.

Professional Services (58% under budget) - This line item is favorably below budget parameters due to the delay of one project as well as project expenses and legal services coming in lower than budgeted for.

Utilities (78% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (29% over budget) - This line item is unfavorably above budget parameters. This is primarily due to subrecipient reimbursements being higher than budgeted for.

Capital (80% under budget) - This expense category is favorably below budget parameters. The bulk of the unspent capital budget is attributable to electric buses and electric bus infrastructure.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (34% under budget) – This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

Auxiliary (17% over budget) – This line item is favorably above budget parameters due to advertising revenue being higher than budgeted for.

Federal Operating Assistance (37% over budget) – This line item is favorably above budget parameters. Federal CARES funds were utilized for operating expenses in the last month of the fiscal year.

Local Operating Assistance (8% under budget) – Federal CARES funds were utilized for operating expenses in the last month of the fiscal year resulting in recognizing less local funds than budgeted for in this category. It should be noted that \$496,938 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Boise Fixed-Route operating expenses were 7% under budget through QR-4.

Professional Services (37% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, low legal service and bus stop system expenses contributed to this line item being under budget.

Materials and Supplies (13% under budget) - This line item is favorably below budget parameters.

Utilities (25% under budget) - This line item is favorably below budget parameters.

Leases and Rentals (11% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (36% under budget) - This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

Expenses

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

Materials and Supplies (30% under budget) - This line item is favorably below budget parameters primarily due to lower parts expenses than budgeted for.

Utilities (13% under budget) – This line item is favorably below budget parameters.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (13% under budget) - This line item is unfavorably below budget estimates primarily due to the temporary suspension of collecting fares due to COVID-19.

Auxiliary (84% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for in this division.

Local Operating Assistance (18% over budget) – This line item is outside budget parameters primarily due to utilizing local funds to make up for the directly generated and auxiliary funds shortfall. It should be noted that \$62,436 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Canyon County Fixed-Route operating expenses were 9% under budget through QR-4.

Professional Services (21% under budget) - This line item is favorably below budget parameters primarily due to bus stop system expenses as well as other repair and maintenance expenses being lower than budgeted for.

Materials and Supplies (33% under budget) - This line item is favorably below budget parameters primarily due to parts and fuel expenses being lower than budgeted for.

Casualty and Liability (27% over budget) - This line item is unfavorably above budget parameters due to liability insurance expenses being higher than budgeted for.

Miscellaneous (34% under budget) – This line item is favorably under budget parameters.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (11% under budget) - This line item is unfavorably below budget estimates primarily due to the temporary suspension of collecting fares due to COVID-19.

Federal Operating Assistance (22% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being lower than budgeted for resulting in less reimbursement of funds in this category.

Local Operating Assistance (70% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being lower than budgeted for resulting in less reimbursement of funds in this category.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses were 42% under budget through QR-4.

Wages (41% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (26% under budget) - This line item is favorably below budget parameters.

Professional Services (36% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (56% under budget) - This line item is favorably below budget parameters primarily due to parts, supplies and fuel expenses being lower than budgeted for.

Utilities (70% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (22% under budget) - This line item is favorably below budget parameters.

Miscellaneous (88% under budget) – This line item is favorably below budget parameters.

Leases and rentals (27% under budget) – This line item is favorably below budget parameters.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (40% under budget) - This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

Expenses

Total Canyon Inter-County operating expenses were 2% under budget through QR-4.

Materials and Supplies (14% under budget) - This line item is favorably below budget parameters primarily due to parts, supplies and fuel expenses being lower than budgeted for.

Utilities (22% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (19% over budget) - This line item is unfavorably above budget parameters. This expense is auto reallocated from Division 24 on a percentage basis.

Miscellaneous (53% under budget) – This line item is favorably below budget parameters.

Valley Regional Transit Board of Directors Meeting Minutes

Monday, October 5, 2020 – 12:00 PM

(Online and in-person)

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Diane Bevan, Meridian Dev Corp	Kelli Badesheim, VRT
Lantz Brown, Boise State	John Evans, City of Garden City	Jeff Barnes, City of Nampa
Bre Brush, City of Boise (for McLean)	Jeff Flynn, CWI	Mark Carnopis, VRT
Luke Cavener, City of Meridian	Hal Forsgren, City of Melba	Miranda Carson, City of Meridian
Elaine Clegg, City of Boise	Joe Stear, City of Kuna	Paula Cromie, VRT
Becky Crofts, City of Middleton	Pam White-Canyon County Comm.	Gregg Eisenberg, First Transit
Tom Dale, Canyon County Comm.		Jeannette Ezell, VRT
Matt Edmond, CCDC		Dave Fotsch, VRT
Jim Hansen, Dist. #1 ACHD		Karen Gallagher, City of Boise
David Hershey, City of Star		Tessa Greggor
Rob Hopper, City of Caldwell		Joe Guenther, VRT
Debbie Kling, City of Nampa		Jimmy Hallyburton, City of Boise
Diana Lachiondo, Ada County		Rachel Haukкала, COMPASS
Sandi Levi, City of Nampa		Ryan Head, ACHD
David Lincoln, ACCHD		Stephen Hunt, VRT
Patrick Malloy, Ada County Comm.		Jason Jedry, VRT
Garret Nancolas, City of Caldwell		Kaite Justice, VRT
Brad Pike, City of Eagle		Dave Meredith, VRT
Robert Simison, City of Meridian		Tim O'Meara, City of Middleton
Mark Wasdahl, ITD (for Lakey)		Leslie Pedrosa, VRT
Tina Wilson, Greenleaf, Notus, Parma, Wilder		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Corrie Washington, First Transit
		Jodi ?

CALLING OF THE ROLL – Chair Tom Dale called the meeting to order at 12:03 p.m. with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS FINANCE COMMITTEE REPORT – Ken Pidjeon questioned information on Ridership Data Collection - Automatic Passenger Counter Update and if counts would be accurate.

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

Approve Board Minutes from August 3, 2020 Meeting

Accept Executive Board Minutes from the July 6 and August 3, 2020 Meetings

Accept FY2020 3rd Quarter Operating Cash Balance Report

Accept FY2020 3rd Quarter Variance Report

Approve FY2022 Budget Development Calendar

Fiscal Year 2020 Asset Disposition Update

Jim Hansen moved to approve the Consent Agenda as presented; Sandi Levi seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Draft Transportation Development Plan (TDP) - Jill Reyes presented the second draft of the TDP and recommended Board of Directors approve the portion of the TDP related to direct response and resiliency projects. These projects will be incorporated into the January budget amendment. The TDP projects pertaining to strategic direction will be considered in the January board meeting. Following discussion, Elaine Clegg moved to approve the recommendation; Luke Cavener seconded. The motion passed unanimously.

ACTION: VBD20-016- Orchard Facility Master Plan – Joe Guenther presented the Orchard Facilities Master plan. Following discussion, Jim Hansen moved to approve Resolution VBD20-016 – Orchard Facility Master Plan; Luke Cavener seconded. The motion passed unanimously.

ACTION: Integrated Fare Payment Application Procurement - Kaite Justice presented information on the Integrated Fare Payment Application Procurement. Following discussion, Elaine Clegg moved to approve RESOLUTION VBD20-017 regarding the Integrated Fare Payment Application procurement; Jim Hansen seconded. The motion passed unanimously.

ACTION: FY2020 Carryforward Project List – Jason Jedry presented the FY2020 carryforward project list that will be included in the FY2021 budget amendment request to be presented in January 2021. Following discussion Debbie Kling moved to approve the list; Elaine Clegg seconded. The motion passed unanimously.

ACTION: Administrative Appeals Policy 1.32.00 – Kelli Badesheim presented the Administrative Appeals Policy. Following discussion, Luke Cavener moved to approve Resolution VBD20-015 Administrative Appeals Policy; Jim Hansen seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Ridership Data Collection - Automatic Passenger Counter Update – Dave Meredith presented an update on automatic passenger counters (APC). The VRT Board will consider action at a future meeting establishing the APC system as the data collection instrument for counting boardings.

INFORMATION: Bike Share Update – Information on the Bike Share program was included in the packet for information.

INFORMATION: Marketing Update – Information on all marketing efforts currently underway at Valley Regional Transit were included in the packet for information.

INFORMATION: Procurement Calendar - The most current ProcurementCalendar was included in the packet for information.

INFORMATION: Department/Staff Reports - The most current department/staff reports were included in the packet for information.

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 1:12 p.m.

Valley Regional Transit Executive Board Meeting Minutes (Joint with RAC)
November 2, 2020
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: 
Tom Dale, Chair
Valley Regional Transit

ATTEST:

By: 
Paula Cromie, Executive Assistant
Valley Regional Transit

Joint Executive Board Meeting and Regional Advisory Council Notes

Monday, November 2, 2020

11:00 AM

<https://global.gotomeeting.com/join/402707733>

1 (646) 749-3122 Access Code: 402-707-733

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown – Boise State	Sandi Levi – City of Nampa	Kelli Badesheim-VRT
Luke Cavener – City of Meridian	Garret Nancolas, City of Caldwell	Bre Brush-City of Boise
Elaine Clegg – City of Boise		Mark Carnopis-VRT
Tom Dale – Canyon Cty. Comm.		Paula Cromie-VRT
John Evans – City of Garden City		Gregg Eisenberg-First Transit
Jim Hansen – ACHD		Dave Fotsch-VRT
Debbie Kling – City of Nampa		Karen Gallagher-City of Boise
David Lincoln – ACCHD		Tessa Greigor
Lauren McLean – City of Boise		Rachel Haukkala-COMPASS
		Ryan Head - ACHD
		Stephen Hunt – VRT
RAC MEMBERS ATTENDING		Jason Jedry-VRT
Deborah Allen		Kaite Justice – VRT
Susan Bradley		Dave Meredith-VRT
Lisa Brady		Leslie Pedrosa-VRT
Samantha Kenney		Ken Pidjeon-Citizen
Terri Lindenberg		Jill Reyes-VRT
Jeremy Maxand		Jason Russell-VRT
Mary Beth Nutting		Eric Selekof-VRT
Walter Steed		Alissa Taysom - VRT
		Corrie Washington-First Transit
		Kevin Womack-VRT

CALLING OF THE ROLL – Elaine Clegg called the meeting to order at 11:02 a.m. with a quorum present by phone and in person. Chair Tom Dale arrived late, then took over as chair.

AGENDA ADDITIONS/CHANGES – Dave Fotsch presented an update to the Bike Share program during the Department/Staff reports.

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

- RAC ACTION: Minutes of the October 20, 2020 Meeting
- EXECUTIVE BOARD ACTION - Minutes of the October 5, 2020 Executive Board Meeting
- EXECUTIVE BOARD ACTION: Minutes of the September and October Regional Advisory Council Meeting

- EXECUTIVE BOARD ACTION: Specialized Transportation Service Provider Project Budgets
- EXECUTIVE BOARD ACTION: Ridership Reporting and Automatic Passenger Counters (APC) Update

Lauren McLean moved to approve the items in the Consent Agenda as presented, Jim Hanson seconded. The motion passed unanimously.

FINANCE COMMITTEE - None

EXECUTIVE BOARD ACTION: Public Transportation Agency Safety Plan

Dave Meredith presented information regarding the Public Transportation Agency Safety Plan. Following discussion, Elaine Clegg moved to approve Resolution VEB20-011 - Public Transportation Agency Safety Plan; Debbie Kling seconded. The motion passed unanimously.

INFORMATION ITEMS

JOINT INFORMATION: 2021 Title VI Update

Alissa Taysom reviewed the 2021 Title VI update with the Executive Board and Regional Advisory Council.

JOINT INFORMATION: Service Change FY2021

Alissa Taysom presented an update and reviewed the service change concepts for FY 2021.

JOINT INFORMATION: FY 2020 Public Comment Report

Mark Carnopis provided information regarding the FY2020 Public Comment Report, which primarily provides information about public input concerning Valley Regional Transit transportation operations.

JOINT INFORMATION - Transportation Development Plan

Jill Reyes provided an update on the draft of the 2021-2025 Transportation Development Plan.

JOINT INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update for On-Demand Transit in Canyon County.

EXECUTIVE BOARD INFORMATION: Procurement Calendar

The most current Procurement Calendar was included in the packet for information.

JOINT INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information. Dave Fotsch presented an update to the Bike Share program.

EXECUTIVE SESSION - None

ADJOURNMENT – Debbie Kling moved to adjourn the meeting at 11:54 a.m.; Elaine Clegg seconded. The meeting was adjourned.

NEXT VRT EXECUTIVE BOARD MEETING:

December 7, 2020

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

Monday, December 07, 2020

11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown – Boise State		Kelli Badesheim-VRT
Luke Cavener – City of Meridian		Bre Brush-City of Boise
Elaine Clegg – City of Boise		Mark Carnopis-VRT
Tom Dale – Canyon Cty. Comm.		Paula Cromie-VRT
John Evans – City of Garden City		Gregg Eisenberg-First Transit
Jim Hansen – ACHD		Jeannette Ezell-VRT
Debbie Kling – City of Nampa		Dave Fotsch-VRT
Sandi Levi – City of Nampa		Karen Gallagher-City of Boise
David Lincoln – ACCHD		Joe Guenther - VRT
Lauren McLean – City of Boise		Alex Hackett - VRT
Garret Nancolas, City of Caldwell		Rachel Haukkala-COMPASS
		Stephen Hunt – VRT
		Jason Jedry-VRT
		Kaite Justice – VRT
		Dave Meredith-VRT
		Nick Moran - VRT
		Jeff Parker - VRT
		Leslie Pedrosa-VRT
		Derrick Personette - VRT
		Randy Reese-VRT
		Jill Reyes-VRT
		Jason Russell - VRT
		Eric Selekof-VRT
		Walter Steed-RAC
		Alissa Taysom - VRT
		Corrie Washington-VRT
		Kevin Womack - VRT

CALLING OF THE ROLL - Chair Tom Dale called the meeting to order at 11:03 with a quorum present in person and by phone.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the consent agenda consisted of the following:

- **ACTION:** Minutes of November 2, 2020 Joint Meeting of the Executive Board and Regional Advisory Council
- **ACTION:** Main Street Station Condo Association Dues - The Executive Board was asked to consider approval of RESOLUTION VEB20-022 authorizing staff to administer monthly payments for condominium dues for the fiscal year 2021.

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

FINANCE COMMITTEE - None

EXECUTIVE BOARD - ACTION ITEMS

ACTION: Genfare Fare Box Purchase - Nick Moran presented information regarding the purchase of Genfare fare boxes. Following discussion, Elaine Clegg made a motion to approve RESOLUTION VEB20-024 for the purchase of 12 fare boxes from Genfare; David Lincoln seconded. The motion passed unanimously.

ACTION: Proposed Agenda for January Board Meeting

Kelli Badesheim presented the tentative agenda for the January Board of Directors meeting. Following discussion, Debbie Kling made a motion to approve the agenda, giving Executive Director the authority to update or change the agenda as needed; Jim Hansen seconded. The motion passed unanimously.

ACTION: 2021 Title VI Update

Alissa Taysom reviewed the 2021 Title VI update. Following discussion, the Elaine Clegg moved to recommend the 2021 Title VI update for approval VRT Board of Directors; Lauren McLean seconded. The motion passed unanimously.

ACTION: Set Public Hearing Date for January 4, 2021

John Evans moved to approve setting the public hearing date for January 4, 2021 at noon, or soon thereafter, during the VRT Board of Directors meeting to consider adoption of the FY2021 budget amendment and FY2020 carry-forwards; Garrett Nancolas seconded. The motion passed unanimously.

EXECUTIVE BOARD – INFORMATION ITEMS

INFORMATION: Resiliency Action Plan

Kelli Badesheim and Jill Reyes presented information on the Resiliency Action Plan. VRT is working with local jurisdictions on the implications of reprogramming the FY2021 budget with CARES funding and covering their fair share.

INFORMATION: Building Reporting Capacity Work Plan

Kelli Badesheim presented information of the Building Reporting Capacity Work Plan to update performance reporting to meet the needs of multiple of VRT's funding and regulatory partners so all reporting is transparent.

INFORMATION: October 2020 Service Change Update

Leslie Pedrosa provided an update to the Executive Board following the service change that was implemented on October 5.

INFORMATION: Bike Share Update

Bike share update was included in the packet for information. Elaine Clegg suggested staff reach out to the City of Boise is a sponsor cannot be found.

INFORMATION: Procurement Calendar

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

INFORMATION: Department/Staff Reports

The most current Department/Staff reports were included in the packet for information.

EXECUTIVE SESSION – None

Adjournment: Elaine Clegg moved to adjourn the meeting at 12:02; Debbie King seconded. Tom Dale adjourned the meeting.

NEXT VRT EXECUTIVE BOARD MEETING:

January 4, 2021

VRT Boardroom (Will be held virtually.)

700 NE 2nd Street

Meridian, ID 83642



TOPIC	Public Transportation Agency Safety Plan
DATE	December 16, 2020
STAFF MEMEBER	Dave Meredith

Summary

The Federal Transit Administration (FTA) has published Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) that requires certain operators of public transportations systems who are recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 to develop a Public Transportation Agency Safety Plan (PTASP). The PTASP must include the processes and procedures necessary for implementing Safety Management Systems (SMS). Each transit operator was originally required to certify it has a safety plan meeting the requirements of the rule by July 20, 2020. Due to the Covid-19 pandemic, the date has been extended to December 31, 2020. Per the ruling, the PTASP plan is the responsibility of the state's departments of transportation, which would be Idaho Transportation Department (ITD).

Each safety plan must include the following:

- Approval by the agency's Accountable Executive and Board of Directors
- Designation of a Chief Safety Officer
- Documented processes of the agency's SMS
- An employee reporting program
- Established performance targets
- Criteria to address all applicable requirements and standards
- A process and timeline for conducting an annual review and update of the safety plan

Transit operators who operate 100 or fewer vehicles in peak service who do not operate rail transit systems, may have their state develop a safety plan on their behalf or may opt to develop their own. VRT worked with the Idaho Transportation Department to develop the plan. The PTASP meets FTA's requirement for a Public Transportation Agency Safety Plan.

The PTASP Plan includes:

- Introduction which includes agency information, approvals and updates
- Safety information that includes performance targets, management practices, risk management, assurances and promotions
- The plan was written by the Idaho Transportation Department along with input from Valley Regional Transit and Compass

The Executive Board approved the PTASP policy in March 2020. The Board of Directors approved the PTASP policy in April 2020. The policy ensures the PTASP plan produced by Valley Regional Transit coincides with the business that all sub-recipients and contractors provide. The policy will also ensure goals and targets will be attainable

The Executive Board approved the PTASP plan in November 2020. The plan supplies the guidance for the implantation and day-to-day operation of the PTASP. The plan also requires

updates as required. A key component of the plan is the employee feedback of safety issues.

VRT will set up means for employees to report safety issues anonymously directly to management. The PTASP plan requires VRT to ensure employees are safe from retaliation for reporting safety issues. On December 11, 2020, the FTA extended the deadline for the PTASP plan to be in place. With this extension, VRT will ensure the plan is implemented by the new date of July 21, 2021.

Staff Recommendation/Request

Staff requests the Board of Directors ratify the Executive Board approved action.

Implication (policy and/or financial)

The plan produced by ITD coincides with the business that all sub-recipients and contractors provide. The plan includes goals and targets that are reasonable and attainable.

Highlights

- January 2020
 - PTASP Policy presented as an information item to the Executive Board
- February 2020
 - PTASP Policy presented as an information item to the Executive Board
- March 2020
 - PTASP Policy approved by the Executive Board for approval by the Board of Directors
- April 2020
 - PTASP Policy approved by the Board of Directors
- October 2020
 - PTASP Plan presented as an information item to the Executive Board
- November 2020
 - PTASP Plan approved by the Executive Board for approval by the Board of Directors
- December 2020
 - VRT staff began implementing requirements in PTASP Plan
- July 2021
 - PTASP plan required to be in place per FTA final rule 49 C.F.R. Part 673

More Information

Attachments:

- 1) Executed Public Transportation Agency Safety Plan
- 2) Executed Resolution VEB20-011 Public Transportation Agency Safety Plan

For detailed information contact: Dave Meredith, Compliance Officer, 208-258-2729, dmeredith@valleyregionaltransit.org

Public Transportation Agency Safety Plan (PTASP)



11/12/2020

Valley Regional Transit (VRT)

700 NE 2nd Street, Suite 100
Meridian, ID 83642

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CHAPTER 1 – TRANSIT AGENCY INFORMATION

Transit Agency Name:	Valley Regional Transit (VRT)			
Transit Agency Address:	700 NE 2 nd Street Suite 100, Meridian, ID 83642			
Accountable Executive:	Kelli Badesheim, Executive Director			
Chief Safety Officer:	Leslie Pedrosa, Operations Director			
Modes of Service Covered by This Plan:	Fixed-Route Demand-Response	FTA Funding Types:	5307, 5310, 5307, 5310 SU, 5310 LU, 5310 Rural, 5339 SU, and 5339 LU, 5339	
Modes of Service Provided by TVT:	Fixed-Route - Contracted, Demand Response - Contracted, Low Income Job Access Service - Contracted			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			

CHAPTER 2 – PLAN DEVELOPMENT, APPROVAL, AND UPDATES

This plan was drafted by Shauna Miller, State Safety Oversight Officer, with the Idaho Transportation Department, Public Transportation Office.

Signature of Accountable Executive	Date of Signature
	11/2/2020
Valley Regional Transit Executive Board of Directors Chair (Name)	Date of Approval
Tom Dale	11/2/2020
Signature of Chairman of Executive Board of Directors	
	
Name of Individual/Entity That Certified This Plan	Date of Certification
Valley Regional Transit	11/2/2020

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CHAPTER 3: SAFETY PERFORMANCE TARGETS BY MODE OF SERVICE

Goals and targets were set based on historical data gathered through reviewing trending information over the past two years. This data is collected monthly and analyzed to ensure VRT is progressing towards set goals. In the event it is found VRT is deviating from identified goals, VRT will comply with the processes outlined later in this document.

MODE OF SERVICE: FIXED-ROUTE

Fatalities:

- Total number of fatalities reported to National Transit Database (NTD): 0
- Rate of fatalities per 100,000 vehicle revenue miles (VRM): 0

Injuries:

- Total number of injuries reported to NTD: 2
- Rate of injuries per 100K VRM: 0.12

Safety Events:

- Total number of safety events reported to NTD: 5
- Rate of safety events per 100K VRM: 0.21

System Reliability:

- Mean distance between major mechanical failures by mode: 1 per 16,643.92 VRM

MODE OF SERVICE: DEMAND-RESPONSE

Fatalities:

- Total number of fatalities reported to NTD: 0
- Rate of fatalities per 100,000 vehicle revenue mile (VRM): 0

Injuries:

- Total number of injuries reported to NTD: 3
- Rate of injuries per 100K VRM: 0.29

Safety Events:

- Total number of safety events reported to NTD: 3
- Rate of safety events per 100K VRM: 0.34

System Reliability:

- Mean distance between major mechanical failures by mode: 1 per 11,151.84 VRM

Safety Performance Target Coordination

This plan is written by the Idaho Transportation Department's Public Transportation Office in coordination with all of the state Metropolitan Planning Organization (MPO) Targets are submitted by ITD-PT annually at the MPO's mid-year Small Urban Balancing Committee meeting.

TARGET TRANSMITTAL DATES:

- Idaho Transportation Department: 06/30/2020
- Community Planning Association of Southwest Idaho (COMPASS): 06/25/2020

CHAPTER 4: SAFETY MANAGEMENT POLICY STATEMENT

Safety Management Policy Statement

The management of safety is one of Valley Regional Transit's business functions. VRT is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all transit-service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with our Executive Director.

Valley Regional Transit's commitment is to:

- support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters:
 - safe practices;
 - encourages effective employee and contractor safety reporting and communication; and
 - actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- integrate the management of safety among the primary responsibilities of all managers, employees, and contractors;
- clearly define for all staff, managers, employees, and contractors alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee and contractor safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- ensure no action will be taken against any employee or contractor who discloses a safety concern through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- ensure sufficient skilled and trained human resources are available to implement safety management processes;
- ensure all staff and contractors are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective; and

- ensure externally supplied systems and services to support operations are delivered meeting safety performance standards.

Safety Management Policy Communication

VRT's commitment to the safety of their employees and their full knowledge of the PTASP begins with the roll out of the plan. The Chief Safety Officer distributed the Public Transportation Agency Safety Plan (PTASP) principles to all VRT employees and contractors in November 2020. Each employee and contractor received a handout of the plan. Following the in-person training, a signed acknowledgement statement was collected. Changes are relayed to VRT employees and contractors annually. Changes will require a signed acknowledgment statement by VRT employees and contractors.

The Public Transportation Agency Safety Plan (PTASP) Policy Statement is posted on a bulletin board in all administrative offices. Contractors are expected to post the PTASP Policy Statement in common operating and maintenance areas. The PTASP Policy Statement will also be distributed to all new hires during orientation and annually to VRT employees and contractors at our annual staff workshop.

Authorities, Accountabilities, and Responsibilities

Accountable Executive

Kelli Badesheim, Executive Director

The Executive Director is ultimately responsible for carrying out the PTASP, Transit Asset Management (TAM) Plan, and the allocation of resources needed to develop and maintain both plans. The Accountable Executive is responsible for ensuring the Safety Plan and all SMS components are effectively implemented, and for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS.

Chief Safety Officer (CSO)

Leslie Pedrosa, Operations Director

The Executive Director has designated the Operations Director as the Chief Safety Officer. In addition to their other duties, the Operations Director has the authority and responsibility for day-to-day implementation and operation of safety and reports directly to the Executive Director. At minimum, the Operations Director is trained in the training outlined in Section 7 under "Requirements for Chief Safety Officer Training."

Agency Leadership and Executive Management

The Chief Safety Officer has designated the Compliance Officer as the Agency Lead. The Agency Lead is a single identifiable person who will manage the day-to-day operation of the PTASP safety plan, including the following key tasks:

- Establish goals and targets
- Ensure the plan is being followed by all employees

VRT PTASP

- Report to key management progress of the plan
- Make recommendations to improve the plan after implementation
- Report to any government agency any reporting requirements associated with PTASP

The Executive Management personnel have the following authorities, accountabilities and responsibilities:

- Participate in the VRT Safety Committee
- Oversee day to day operations in their department
- Modify department policies and procedures to be consistent with PTASP, as needed
- Provide subject matter expertise to support implementation of the PTASP as requested by the Accountable Executive or the Chief Safety Officer, including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

The Executive Management team includes:

- Finance Controller
- Grants and Compliance Administrator
- Principal Planner
- Transit Services Manager
- Fleet and Facilities Supervisor
- Contractor Management

Key Staff

VRT will use the Safety Committee, driver meetings, and annual staff workshops to support the PTASP and safety programs.

- **Safety Committee:** The Safety Committee will meet monthly. The Safety Committee will review issues and make recommendations to improve safety and jointly evaluate any safety hazard reported. VRT Safety Committee members include the Chief Safety Officer, Transit Services Manager, Compliance Officer, a representative from development, a representative from customer service, and a representative from finance. The Safety Committee members from contractors will include a representative from dispatch/reservations, a representative from fixed-route, a representative from paratransit, a representative from the safety/training department, a representative from maintenance, and a representative from management, where applicable.
- **Drivers Meetings:** All monthly driver meetings will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.
- **Annual Staff Workshop:** During VRT annual staff workshops, hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting will be further encouraged. Information discussed in these meetings will be documented.

Contractors currently included in this plan are First Transit, Supportive Housing & Innovative Partnerships, Meridian Senior Center, Star Senior Center, Eagle Senior Center, Metro Community Transportation, Kuna Senior Center, Parma Senior Center, and Harvest Transit.

Employee Safety Reporting Program

VRT is committed to conducting business with honesty and integrity. Employees and contractors are encouraged to speak up and raise questions and concerns promptly about any situation that may violate safety protocols, policies, procedures, the laws, rules, and regulations that govern business operations.

Employees and contractors are expected to tell others when witnessing unsafe work practices or conditions. When employees and/or contractors are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing anonymously.

However, where the matters are more serious, or the employee or contractor feels management has not addressed the concern, or they are not comfortable reporting to their immediate manager, employees can report the concern to the next level manager, Chief Safety Officer or Compliance Officer. Employees and contractors may also anonymously, directly file, a written or verbal complaint by calling the State Safety Officer with ITD's Public Transportation office at 208 334-8533 or by email to shauna.miller@itd.gov.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities, or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint. In other words, employees and contractors are protected for speaking up in good faith under this policy. Any manager, or coworker who retaliates against a complaining employee, contractor, or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they, their staff, and contractors comply with the whistleblowers protections and that no retaliation occurs because of a reported safety related issue. However, VRT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances

Examples of information typically reported:

- If an employee or contractor is involved in a near miss, or determines something to be a hazard, in the event should be reported so all may learn from the event, and perhaps, prevent a collision or injury from occurring in the future. If the safety hazard requires immediate attention, a supervisor must be notified immediately. If immediate attention is not required, the employee or contractor is encouraged to submit the information to management by the end of their workday. VRT management or contractor's management then initiates conversations with employees about their observations of both safe and unsafe behaviors.

- If an accident, near miss, or incident has occurred, the vehicle operator must stop the vehicle immediately as it is safe to do so.
- VRT encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement. If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

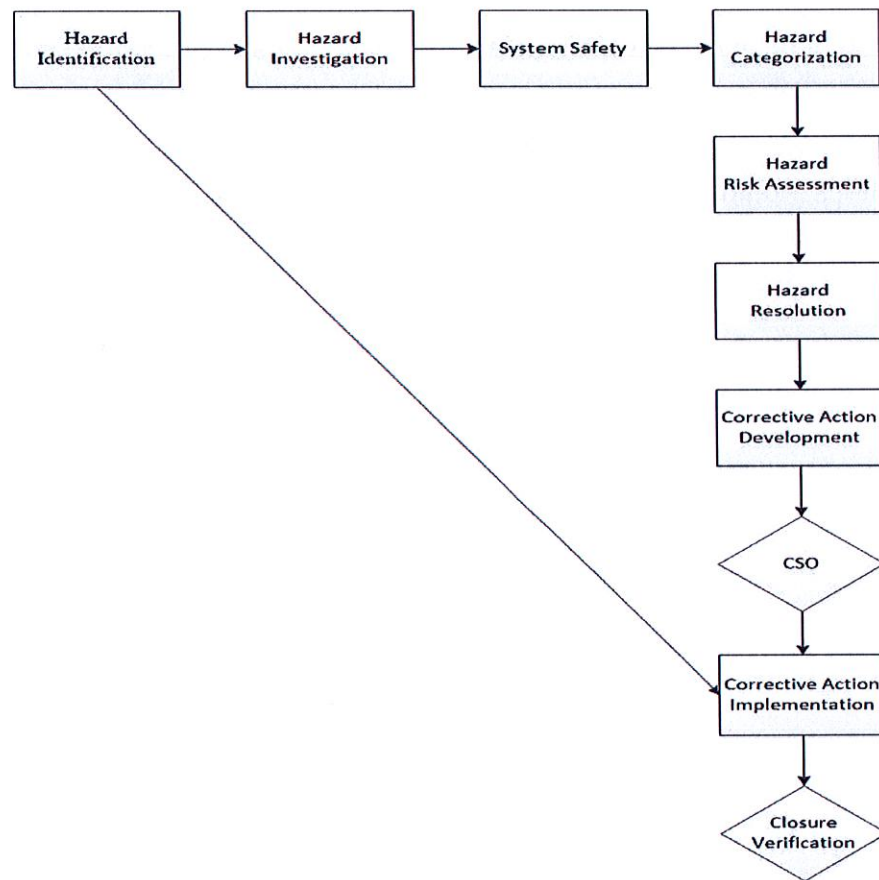
The Chief Safety Officer will document identified safety hazards in the Accident/Incident Analysis Report workbook as needed. The Chief Safety Officer, supported by the Safety Committee, will review and address employee reports. Each report will be reviewed to ensure hazards and their consequences are appropriately identified and resolved through the Safety Risk Management process and reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the annual staff workshops. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee will follow up directly with the employee when VRT determines if action should be taken and after any mitigations are implemented.

CHAPTER 5: SAFETY RISK MANAGEMENT

Safety Risk Management Process

Safety management is at the core of everything done at VRT. All employees and contractors are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following chart.



As describe earlier, a structure exists to address all safety concerns. To ensure safety, the Safety Committee is responsible for reviewing safety related accidents and incidents to determine culpability, to identify the causes associated with each event, and develop mitigation measures to reduce the risk of events occurring in the future. Having this committee provides a way for employees and contractors to report safety risks in a timely manner and to teams that understand the conditions associated with each area. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Safety Hazard Identification

The safety hazard identification process offers VRT the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting Program;
- Review of the Accident/Incident Analysis Worksheet;
- Review of monthly performance data and safety performance targets;
- Comments from customers, passengers, and third parties, including VRT's insurance provider and vendors;
- Safety Committee, drivers, and all-staff meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

There is a variety of sources to identify hazards:

- Environment
- Transit service characteristics and policies
- Operator performance
- Road condition
- Safety and performance data targets
- Camera footage
- Supervisor or employee observations
- Maintenance reports
- Customer, vendor or third party comments
- Safety Committee meetings
- Audit findings
- Training assessments
- FTA or other oversight authorities

When a safety concern is observed, whatever the source, it is reported to VRT's Chief Safety Officer. Procedures for reporting hazards to are reviewed during new hire orientation, annual staff workshop meetings and in the Safety Committee. The Chief Safety Officer reviews these sources for hazards and documents them in Accident/Incident Analysis Workbook. The Chief Safety Officer may also enter hazards into the Accident/Incident Analysis Workbook based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer may conduct further analyses of hazards and consequences entered into the Accident/Incident Analysis Workbook to collect information and identify additional

consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- reach out to the reporting party, if available, to gather all known information about the reported hazard;
- conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- review any past reported hazards of a similar nature; and
- evaluate tasks and/or processes associated with the reported hazard.

The Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during monthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the Safety Risk Management process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or any state environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further Safety Risk Management activity.

Safety Risk Assessment:

VRT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. Pursuant to 49 C.F.R. Part 673.5, "Risk" is defined as the composite of predicted severity and likelihood of the potential effect of a hazard.

Once a hazard has been identified, the Chief Safety Officer and Safety Committee will categorize the hazard into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1

Catastrophic: Operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2

Critical: Operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3

Marginal: Operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4

Negligible: Operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the likelihood of it occurring. Likelihood is determined based on the analysis of transit system operating experience, evaluation of VRT safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems.

The following chart describes the likelihood categories.

Likelihood of Occurrence of a Hazard

Description	Frequency for Specific Item	Selected Frequency for Fleet/Inventory
Frequent	Likely to occur frequently	Continuously experienced
Probable	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	Unlikely but possible to occur in the life of an item	Unlikely but can be expected to occur
Improbable	So unlikely it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision maker to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Frequency	Severity			
	Catastrophic	Critical	Marginal	Negligible
Frequent	High	High	High	Medium
Probable	High	High	Serious	Medium
Occasional	High	Serious	Serious	Low
Remote	Serious	Serious	Medium	Low
Improbable	Medium	Medium	Medium	Low

Based on the company policy and the analysis of historical data, VRT has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
High	Unacceptable
Serious	Undesirable (management decision)
Medium	Acceptable with Management Review
Low	Acceptable without Management Review

The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Accident/Incident Analysis Workbook, using the CT Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Accident/Incident Analysis Workbook. The Chief Safety Officer will maintain a file on Safety Committee agendas, Safety Risk Assessment Packages, additional information collection,

and the completed Accident/Incident Analysis Workbook for a period of three years from the date of generation.

Safety Risk Mitigation

The Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. VRT can reduce safety risks by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the Accident/Incident Analysis Workbook and makes the Workbook available to the Safety Committee during monthly meetings and to VRT staff upon request. In the Accident/Incident Analysis Workbook, the Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented. The follow-up actions will be implemented as follows.

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless the Executive Director and Chief Safety Officer issues a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with Review:** The Executive Director and Chief Safety Officer must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without Review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

CHAPTER 6: SAFETY ASSURANCE

Safety Performance Monitoring and Measurement

Through our Safety Assurance process, VRT, in coordination with contractors:

- evaluate compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk;
- assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- investigate safety events to identify causal factors; and
- analyze information from safety reporting, including data about safety failures, defects, or conditions.

Safety Performance Monitoring and Measurement

VRT and contractors have many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Regular review of onboard camera footage to assess drivers and specific incidents
- Safety surveys
- Employee Safety Reporting Program
- Investigation of safety occurrences
- Safety review prior to the launch or modification of service
- Data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the Safety Risk Management process for reevaluation by the Safety Committee. This information is also utilized to impact operational and budget decisions.

Monitoring for Ineffective, Inappropriate, or Unimplemented Safety Risk Mitigations

VRT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Accident/Incident Analysis Workbook. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing processes and activities before assigning new information collection activities.

The Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during monthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officer and Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- reviewing results from accident, incident, and occurrence investigations;
- monitoring employee safety reporting;
- reviewing results of internal safety audits and inspections; and
- analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Investigations

Any occurrence involving a passenger, while under the care, custody and control of VRT or a contracted operator, is considered an incident. Any contact between a VRT vehicle and another person, vehicle or object is considered an incident, whether or not there was damage or injury.

All VRT or contractor incidents, regardless of severity will be investigated by the Specialized Transit Coordinator or contractor staff. The investigation will include law enforcement assistance, if needed, photos, accident report, fault determination, incident tracking and retraining when necessary.

VRT or contractors maintain documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. The Specialized Transportation Coordinator or contractor staff maintain all documentation of the investigation policies, processes, forms, checklists, activities, and results. The Specialized Transportation Coordinator or contractors are expected to document the following information for each incident:

- The accident was preventable or non-preventable
- Personnel require discipline or retraining
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

SAFETY INVESTIGATIONS

VRT has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal. Contractors are expected to follow VRT requirements for safety event investigations.

VRT maintains documented procedures for conducting safety investigations of events to find causal and contributing factors and review the existing mitigations in place at the time of the event.

The Chief Safety Officer maintains all documentation of VRT’s investigation policies, processes, forms, checklists, activities, and results. As detailed in VRT’s procedures, an investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event.

Monthly staff meetings are held to discuss concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately and reviewed monthly.

Safety Committee

- Consists of, at minimum, Chief Safety Officer and relevant safety staff (as applicable).
- Discussion include:
 - Review of safety related accidents and incidents to determine culpability
 - Identify the causes associated with each event
 - Develop mitigation measures to reduce the risk of events occurring in the future
 - Review of policy and procedures
 - Training
 - Safety awareness

Internal Safety Reporting Program Monitoring

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning VRT’s safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

CHAPTER 7: SAFETY PROMOTION

Competencies and Training

The education and training programs at VRT and with contractors is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including:

- Operations
 - Contracted vehicle operators
 - Contracted dispatchers
 - Contracted maintenance technicians

- Contracted manager and supervisors
- Agency leadership
- Chief Safety Officer
- Accountable Executive

Upon hire, all new employees will receive an orientation to include review of policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale. Retraining may be required following a leave of absence or if the need is otherwise determined by an employee's supervisor.

Various delivery mechanisms for driver training, such as classroom, multimedia presentations, closed course, observation, and behind-the-wheel-skills building are used to support the learning process. Learning is evaluated through written quizzes, driving tests, observation, and customer service evaluations.

Basic training requirements for VRT employees and contractors, including refresher training, are documented in the VRT Operator Handbook, a Transit Management Service Agreement or the VRT Subrecipient/Contractor Monitoring and Oversight Procedures.

Operations safety related training includes:

- New Hire training for contracted vehicle operators
- Refresher training for contracted vehicle operators
- Retraining for contracted vehicle operators
- Classroom and on the job training for dispatchers
- Ongoing skill training for contracted maintenance technicians and supervisors
- Ongoing vehicle maintenance training for contracted maintenance technicians
- OSHA standards for contracted vehicle maintenance technicians and supervisors
- Accident investigation training for contracted vehicle maintenance supervisors
- Ongoing hazardous material training for contracted vehicle maintenance technicians and supervisors
- Ongoing maintenance training provided by vendors
- Classroom and on the job training for contracted operations supervisors and managers
- Reasonable suspicion determination and reporting training for contracted operations supervisors and managers
- Accident investigation training for contracted operations supervisors and managers

Agency leadership safety related training includes:

- Classroom and on the job training for coordinators
- SMS Awareness online training for coordinators and managers
- Accident investigation training for coordinators and managers

The Chief Safety Officer will be trained, at minimum, in

- Reasonable Suspicion Determination and Reporting
- OSHA requirements

VRT's Accountable Executive, agency leadership and Chief Safety Officer must complete FTA's SMS Awareness online training.

Safety Communication

Safety Awareness Programs

VRT's Chief Safety Officer will coordinate safety communication as follows:

- Communicate information on safety and safety performance in monthly staff reports. VRT's Compliance Officer posts safety bulletins and flyers on the bulletin boards located on all administrative bulletin boards. Contractors are asked to post bulletins and flyers in common areas for bus operators and maintenance technicians, advertising safety messages and promoting awareness of safety issues.
- As part of new-hire training, safety policies and procedures are provided to all contracted vehicles operators. Contractors are required to provide company required policies and procedures to newly hired vehicle operators. For newly emerging issues or safety events at the agency, the Chief Safety Officer issues memos or messages to employees that are reinforced by supervisors, coordinators or contractors.
- Provide targeted communications to inform employees or contractors of safety actions, which include handouts, flyers, updates to bulletin boards, or one-on-one discussions between employees, supervisors, and contractors.

Safety Awareness Programs:

Establishing and maintaining a culture that demands safe behavior at all time is at the core of VRT's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

This program inspires safe behavior among employees at all levels by:

- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to "take ownership" for safety results
- Communicating safety policies, procedures and processes
- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, departmental, and project levels by celebrating success stories

CHAPTER 8: ADDITIONAL INFORMATION

Supporting Documentation

Numerous standard operating procedures (SOPs), in addition to those mentioned in this plan, have been developed and incorporated into operational practices at VRT. Documents are maintained for three years after they are created and are made available upon request by FTA or ITD-PT.

The SOPs have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit services.

Definitions of Terms

VRT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency. This individual is responsible for carrying out the agency's Transit Asset Management Plan, the control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Equivalent Authority** means an entity who carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time-period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which:
 - (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received;
 - (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
 - (3) Causes severe hemorrhages, nerve, muscle, or tendon damage;
 - (4) Involves any internal organ; or

(5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

List of Acronyms

Acronym	Word or Phrase
CSO	Chief Safety Officer
FTA	Federal Transit Administration
GM	General Manager
ITD	Idaho Transportation Department
ITD-PT	Idaho Transportation Department Public Transportation Office
OSHA	Occupational Safety & Health Administration
SMS	Safety Management System
SOP	Standard Operating Procedure
VRM	Vehicle Revenue Miles
VRT	Valley Regional Transit

I have received and reviewed the Public Transportation Agency Safety Plan.

Name: _____

Signature: _____ Date: _____

Title: _____

EXECUTIVE BOARD RESOLUTION

Public Transportation Agency Safety Plan RESOLUTION VEB20-011

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN, THE REQUIREMENTS OF THE FEDERAL TRANSIT ADMINISTRATION'S (FTA) FINAL RULE 49 CODE OF FEDERAL REGULATIONS PART 673, ARE MET.

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

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

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

WHEREAS, Valley Regional Transit is a recipient or sub-recipient of financial assistance under Title 49 Chapter 53 of the United State Code Section 5307 funds; and

WHEREAS, Valley Regional Transit operates fewer than 100 vehicles in peak service; and

WHEREAS, Valley Regional Transit worked with the Idaho Transportation Department to develop a Public Transportation Agency Safety plan; and

WHEREAS, Valley Regional Transit ensures the Public Transportation Agency Safety Plan is in compliance with all local and federal requirements; and

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

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

VEB20-011

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

Section 1. That the Executive Board approves the Public Transportation Agency Safety Plan as written.

Section 2. That the Executive Board delegates the Executive Director as the Accountable Executive for the Public Transportation Agency Safety Plan for Valley Regional Transit.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November 2020.

APPROVED by the Executive Board Chair this 2nd day of Nov, 2020.

ATTEST:

APPROVED:


EXECUTIVE ASSISTANT


CHAIR OF EXECUTIVE BOARD

VEB20-011



TOPIC	Title VI Update
DATE	January 4, 2021
STAFF MEMEBER	Alissa Taysom

Summary

Title VI of the Civil Rights Act of 1964 prohibits discrimination in programs and activities receiving federal financial assistance on the basis of race, color, and national origin. As a program that receives federal funds, Valley Regional Transit, as the regional transportation authority of Ada and Canyon counties, reports on its efforts to provide a level of transit service that is fairly distributed to all of the authority populations to the extent possible every 3 years. The last report was completed in 2017.

The current Title VI can be found at the following web link: [VRT Title VI Update 2021](#)

VRT staff brought the Title VI update before the Executive Board and the Regional Advisory Council at their December meetings. Both bodies recommended the draft plan for approval by the VRT Board of Directors.

Title VI:

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

- Sections:
 - Annual Civil Rights (Title VI) Assurances
 - Title VI Complaint Procedures
 - Title VI Investigations, Complaints and Lawsuits
 - Public Participation
 - Language Assistance Program
 - Subrecipients
 - Service Standards
 - Distribution of Transit Amenities
 - Determination of Site Location of Facilities
- Attachments:
 - Signed Annual Title VI Assurances
 - Notice to the Public
 - Title VI Policy Statement
 - Discrimination Complaint Procedure
 - Title VI Complaint Form
 - Public Participation Plan
 - Limited English-speaking Persons
 - Downtown Boise Multimodal Center Environmental Assessment Section 4.12 – Environmental Justice
 - Subrecipient Assessment Tool
 - Subrecipient Assessment Monitoring and Oversight
 - Fixed-Route System Map
 - Capital Infrastructure Tracking Checklist

Staff Recommendation/Request

Action item: Recommendation to full Board for approval of Resolution VBD21-001 – Title VI Update 2021

Implication (policy and/or financial)

A current Title VI plan is a federal requirement.

Highlights

The primary updates to Title VI include:

- Demographics
- Refugee Resettlement Data
- Service Changes
- Fare Change Summer 2020 - Identify areas that need to be updated and begin updates

Schedule:

September 2020	Status report to RAC
October 2020	Information item to Full Board
November 2020	Information item to RAC and Executive Board
December 2020	Action item to Executive Board and RAC for recommendation for approval
January 2021	Final Title VI plan to full Board for approval

More Information

Attachments: See above

For detailed information contact: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Title VI Program 2021-2024 RESOLUTION VBD21-001

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE TITLE VI PROGRAM 2021-2024

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

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

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin; and

WHEREAS, Valley Regional Transit is the direct recipient of Federal Transit Administration funds per Resolution VBD02-003 dated June 19, 2002, and referenced in Resolution VBD11-011 – Powers of Executive Board dated August 17, 2011; and

WHEREAS, the Title VI Program and Update are federal requirements which every three years Valley Regional Transit (VRT) assures and certifies that it will comply with these requirements; and

WHEREAS, VRT assures that transit benefits and services, transit level of quality, opportunities to participate in transit planning and decision making, the location of transit services and facilities are equitably distributed without regard to race, color, national origin, age, gender, disability, economic status or limited English proficiency, and that there are corrective and remedial action if there are complaints of discrimination; and

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

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

WHEREAS, on July 20, 2005, the Valley Regional Transit Board authorized the Management Committee now known as the Executive Board to approve the Title VI Program and Update (Resolution VBD05-016); and

WHEREAS, on December 7, 2020 the Executive Board recommended approval of the Title VI Program 2021-2024; and

WHEREAS, on December 15, 2020 the Regional Advisory Council recommended approval of the Title VI Program 2021-2024; and

WHEREAS, staff has completed the Language Assistance Plan and an analysis of boards and decision-making bodies.

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

Section 1. That the Board of Valley Regional Transit approve the Title VI Program 2021-2024, which will be submitted to the FTA in January 2021.

Section 2. That **RESOLUTION VBD21-001** shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of January, 2021, 2017.

APPROVED by the Board Chair this ____day of _____, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



Employee Handbook

Approved by VRT Board: January 4, 2021



Dear Valley Regional Transit employee:

On behalf of your colleagues, I welcome you to Valley Regional Transit (VRT) and wish you every success here.

We believe each employee contributes directly to VRT's growth and success, and hope you will take pride in being a member of our team. We are delighted you have joined our staff of transit professionals. The minute you start working here, you become an integral part of VRT and its future. Every job in our organization is important, and you will play a key role in the continued growth of our organization.

VRT is the Treasure Valley's regional public transportation authority. We are an organization committed to providing safe and efficient transit services to the citizens of the Treasure Valley in the most professional, courteous, and friendly manner possible. Your job will be to join us in our endeavor to serve the needs of our passengers by providing unsurpassed customer service. We do this by treating each other and our customers with respect.

As a Valley Regional Transit employee, one of your roles is that of a transit "ambassador" who put riders first. We will provide you with the tools you need to accomplish this role. We will provide training designed to stress the impact you have on the community, keep you informed about what is on the horizon, and provide you with the basic customer service and marketing/communications tools you need to do your job effectively.

VRT is a very unique place to work. We are at the forefront of driving transit adoption during a critical point of major growth in the Treasure Valley. We continue to build a culture where we put riders first. We strive to make improvements that will best utilize our resources and improve the service that we offer to customers. This include fixed-route service, on-demand transit, shared mobility options.

Through passion and innovation, we define the mobility in our community. We are the people who help people move.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome aboard!

Sincerely,

A handwritten signature in blue ink that reads "Kelli Badesheim".

Kelli Badesheim
Executive Director

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I. INTRODUCTION

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

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

Vision Statement

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

Guiding Principles

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

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

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

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

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

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

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

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

About Valley Regional Transit

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties, and is governed by a Board of Directors. The 29-member Board of Directors is primarily composed of elected and appointed officials from the cities, counties, and highway districts within Ada and Canyon counties. This Board sets the policies for regional public transportation services. In addition to the local governments represented on the board, Valley Regional Transit's Board is made up of several special members such as Boise State University, Capital City Development Corporation, College of Western Idaho, Meridian Development Corporation, and Idaho Transportation Department.

The Valley Regional Transit Board approves the budget and sets the fare structure and service levels for all Valley Regional Transit services. The services directly operated and contracted through Valley Regional Transit are funded through a combination of federal grants and voluntary contributions from our member jurisdictions in accordance with intergovernmental agreements. All capital assets of Valley Regional Transit including buses, facilities, and equipment are owned and/or leased by Valley Regional Transit.

Valley Regional Transit directly provides, contracts, and coordinates a variety of public and specialized transportation services and programs in both Ada and Canyon counties. The specific services provided or coordinated through Valley Regional Transit are:

- Help Desk, a regional customer service call center for public transportation information
- ValleyRide, a fixed-route transit service serving the urbanized communities of Boise and Garden City
- VRT On Demand bus services in Nampa, and Caldwell
- ValleyRide Inter-county Express, a peak-hour commuter services between Canyon and Ada counties
- ACCESS Boise and ACCESS Canyon County, an ADA paratransit services for eligible persons with disabilities
- Bike Share, a bike-sharing program that operates primarily in downtown Boise
- CityGo, which offers programs with the goal of providing seamless access to a variety of transportation options and reducing single-occupant vehicle traffic in and out of downtown Boise

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

Purpose

The purpose of this employee handbook is to provide basic rules and guidelines concerning employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed within this document. VRT reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

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

At Will Statement

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

Ethics

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

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

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

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

Introductory Period

The first 90 days of employment is considered an introductory period. During this period, employees will become familiar with VRT, job responsibilities, and the culture of the organization. At the same time, VRT will have the opportunity to monitor the quality and value of performance and make any necessary adjustments in job descriptions or responsibilities. The introductory period with VRT may be revised, as deemed appropriate, by the supervisor. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the "at-will" nature of the employment relationship.

Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image VRT presents to the public and visitors.

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

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

An employee may be sent home by his/her supervisor if he/she is found to have the following:

- Unclean clothing
- Offensive body odor
- Inappropriate attire

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

Attendance

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

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

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

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

Personnel Files

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

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

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

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

II. EMPLOYEE CONDUCT

Employee Relations

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

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

Public Relations

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

VRT will provide public relations and services training to all employees with extensive contact with the public. Any person who wishes to lodge specific comments or complaints should be directed to the Customer Service Department for appropriate action. Employee's personal contact with the public, manners on the telephone, and the communications sent are a reflection not only of the employee, but also of the professionalism of VRT. Positive public relations not only enhance the public's perception or image of VRT, but also pay off in greater loyalty to the organization through increased ridership and funding support.

Standards of Conduct

To ensure orderly operations and provide the best possible work environment, VRT expects employees to follow standards of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Inappropriate use of social media or computers
- Inappropriate personal use of VRT computers

Authority Property

Employees are expected to be respectful of VRT's property at all times. Unless specifically pre-approved by management, VRT's property is only to be used for legitimate business purposes. Any abuse, misuse, unsafe, or reckless use of VRT's property will not be tolerated.

In limited circumstances and with pre-approval from an employee's supervisor, employees may be authorized to use VRT equipment for personal use. The employee will be required to keep an accurate inventory and to return VRT property in the same condition as it left. The employee will be responsible for the cost of VRT property that is misplaced or damaged during personal use.

VRT will not tolerate property theft of any kind. Property theft includes unauthorized use of VRT's services or facilities or taking VRT property for unauthorized personal use. Every employee is responsible for making reasonable efforts to safeguard VRT's property and must report any known violations of this policy to the appropriate supervisor.

When an employee separates from VRT, he/she shall be responsible to surrender all VRT property within 24 hours, in the same condition in which it was issued.

Tobacco Use

VRT is strongly committed to maintaining and improving the health of all employees; therefore, employees have the right to work in an environment free of the hazards of tobacco. The goal is to balance the respect for individuals with the need to maintain a safe, productive, and smoke-free environment.

In keeping with the goal, no smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, e-cigarettes, or vaping) is permitted in any part of the buildings or on VRT owned or leased property, including but not limited to restrooms, break rooms, exterior entrances/exits, patios or parking lots. Smoking, vaping, or other use of tobacco products is also prohibited in vehicles owned, leased, or rented by VRT. No additional breaks beyond those customarily allowed may be taken for using tobacco products. This policy applies to all employees, clients, contractors and visitors.

Violations of this policy are subject to disciplinary action, up to and including termination of employment.

Outside Employment

In general, VRT does not prohibit employees from holding employment outside of VRT except in cases where the secondary employment affects performance at VRT or creates a conflict of interest. All employees will be evaluated by the same performance standards and will be subject to the same scheduling demands regardless of any existing outside work requirements.

Conflicts of Interest

Employees have an obligation to conduct VRT business within guidelines that prevent actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative resulting from dealings with VRT. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of VRT. Dealings with outside firms should not result in unusual gains for either party. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls.

ultimately designed to benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative he/she disclose the possible conflict to a director of VRT as soon as possible.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which VRT does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving VRT.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with another current employee are not permitted to hold a position that creates a direct reporting relationship with whom they are involved. VRT also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals involved will have 30 days to decide who will be transferred to another available position or resign from VRT immediately. If that decision is not made within 30 days, management will decide who is to be transferred or, if necessary, terminated from employment.

Employees in a close personal relationship with another employee should refrain from public workplace displays of affection or excessive personal conversation.

Gifts

Employees must report, in writing, all gifts, tickets to sporting or music events, or any item having more than nominal value in excess of \$50 (fifty dollars). Gifts may include air miles or any other “perks” or “awards” accumulated because of business related travel or through use of a VRT credit card. Employees should be very cautious about receiving gifts from vendors who are competing for VRT’s business as the receipt of such gifts might create an actual or perceived conflict of interest.

Bulletin Boards

Bulletin boards have special notices and important information that all employees will want to know about. Items to be posted on bulletin boards or anywhere on the premises must be submitted to a supervisor for prior approval. Employees are required to check bulletin boards regularly for items of interest and importance.

III. VRT POLICIES

Equal Employment Opportunity/Affirmative Action Program

Equal Employment Opportunity (EEO) laws prevent employers and their contractors from implementing discriminatory employment practices. These laws ensure all qualified persons are entitled to equal employment opportunities based on merit. Discrimination against qualified employees or applicants because of race, color, gender, national origin, disability, age, veteran status, sexual orientation, or gender identity is strictly prohibited.

VRT is committed to complying with these laws. Non-discrimination is emphasized and prevails throughout every aspect of the employment relationship, including recruitment, hiring, promotion, examination, training, performance evaluation, transfer, compensation and benefits, discipline, layoff, recall, and termination. All personnel actions are administered in accordance with the EEO laws.

VRT is further committed to taking affirmative action in order to encourage minorities and women to apply for employment and advancement within VRT. It is a goal of VRT to achieve an employee population representative of the locally available workforce. Successful achievement of this policy will allow VRT to reap the benefits of a diverse workforce.

VRT requires each employee to conduct him/herself in support of this policy to ensure the working environment is free from intimidation, harassment, and all other discriminatory actions. In addition, VRT management and administration will continue to encourage and implement employment practices based on fair and equitable job-related criteria. Reasonable accommodations for persons with disability, religious conviction or belief, will be explored upon request when such accommodation would enable an otherwise qualified individual to perform the essential functions of a position. Management will conduct policy oversight.

An applicant or employee who feels his/her rights under this policy have been violated may file a complaint by contacting the Executive Director. If the employee is uncomfortable contacting the Executive Director or if he/she believes the Executive Director violated his/her rights under this policy, the employee may make a complaint by contacting VRT's Board chair. Supervisors, employees, and applicants may file a complaint alleging discrimination or participate in an investigation without fear of retribution or other penalty. An immediate investigation will ensue and a response made as soon as possible. At any time, either party may pursue additional action by contacting the following external resources designed to protect Human Rights:

EEO Commission
Seattle District Office
Federal Office Building
909 1st Ave., Suite 400
Seattle WA 98104-1061
TTY (208) 334-4751

Idaho State Human Rights Commission
317 Main Street
Boise ID 83735
(208) 334-2873

Immigration Reform and Control Act (IRCA)

VRT is committed to employing only United States citizens and individuals who are lawfully authorized to work in the United States and does not discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment and regardless of the nature of the job or the number of hours or months employed, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility prior to beginning employment. Those unable to present the required

documentation will not be allowed to work. Former employees who are rehired must also complete the form if they have not completed an I-9 with VRT within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the payroll specialist. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Respectful Workplace

VRT is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or display of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
- submission or rejection of the conduct is used as a basis for making employment decisions; or,
- the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Other forms of harassment include ethnic slurs, racial jokes, verbal/physical abuse or other offensive or persistently annoying conduct directed at a person's gender, race, color, disability, national origin, sexual orientation, gender identity or age which:

- has the purpose or effect of creating an intimidating or hostile work environment;
- unreasonably interferes with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Employees are responsible to make an immediate report to a supervisor if he/she experiences or witnesses sexual or other unlawful harassment in the workplace. If the supervisor is unavailable or it is believed it would be inappropriate to contact that person, employees should immediately contact any member of management. Concerns may be raised and reports made without fear of reprisal or retaliation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director so it can be investigated in a timely and confidential manner.

All allegations of harassment will be investigated quickly and discreetly. To the extent possible, confidentiality will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

If the findings of the investigation indicate that a violation of this policy has occurred, VRT will take immediate and appropriate corrective and/or disciplinary action, up to and including termination of employment of the harasser. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. Specific information regarding corrective action shall be communicated on a strictly need to know basis only.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employees who complain of harassment or discrimination, provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected from retaliation. Retaliation is considered as serious as prohibited discrimination or harassment. Accordingly, individuals found to have engaged in acts of retaliation shall be subject to immediate and appropriate disciplinary action up to and including termination of employment. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation include negative actions such as poor performance evaluations, changes in job duties or other negative employment decisions, laughing at, ignoring or failing to take seriously reports/complaints of discrimination or harassment, or continuing/escalating harassing behavior after the employee objects.

Inappropriate Workplace Conduct

While it is expected that everyone in the workplace will behave in a professional manner and treat each other with dignity and respect, it does not always happen.

Inappropriate workplace conduct includes, repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, by one or more persons against another or others, at the place of work and/or in the course of employment.

The purpose of this policy is to communicate to all employees, including supervisors and directors, that VRT will not tolerate inappropriate conduct. Employees found in violation of this policy will be disciplined up to and including termination.

Inappropriate behavior may be intentional or unintentional. However, it must be noted that where an allegation is made, the intention of the alleged conduct is irrelevant and will not be considered when determining appropriate disciplinary actions. What is important is the effect of the behavior upon the individual. The following are examples of inappropriate conduct (not an inclusive list):

- **Verbal** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
- **Physical** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property
- **Gestures** Nonverbal threatening gestures or glances that convey threatening messages
- **Exclusion** Socially or physically excluding or disregarding a person in work-related activities

- **E-mail** Disparaging or negative conversations or comments about the target via email

In addition, the following examples may constitute or contribute to evidence of inappropriate conduct in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in public or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him or herself (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring or interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors that cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do his or her work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

Workplace Violence Prevention

VRT is committed to preventing workplace violence and to maintaining a safe work environment. VRT has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of VRT without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intervene or see what is happening.

All reports of threats or actual violence and of suspicious individuals or activities will be investigated promptly and thoroughly. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, VRT may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats or actual violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

VRT encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. Employees will not be disciplined for raising such concerns and is committed to assist in the resolution of employee disputes.

Accommodation

VRT is committed to fully complying with the Americans with Disabilities Act as Amended (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities.

It is the policy of VRT to provide fair and equitable employment related opportunities to qualified persons with disabilities and, upon request by such person, reasonable accommodation(s), unless accommodation would impose an undue hardship. For the purpose of this policy, the term “disability” means a physical or mental impairment, whether permanent or temporary, that substantially limits one or more major life activities. A “disabled person” means any person who: 1) has a disability; 2) has a record of a disability; or 3) is regarded as having a disability. The term “otherwise qualified disabled person” means a disabled person who, with or without reasonable accommodation, can perform the essential functions of the employment position that such person holds or desires. Applicants or employees who are currently engaging in the illegal use of drugs, or whose alcohol or illegal drug abuse inhibits meeting the same standards of performance and conduct that are set for other employees are not considered disabled for the purpose of this policy.

VRT is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. VRT will follow all state or local laws that provides individuals with disabilities greater protection than the Americans with Disabilities Amendments Act (ADAAA).

This policy is neither exhaustive nor exclusive. VRT is committed to taking all other actions reasonably necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

Drug Free Workplace and Alcohol Use

In compliance with the Drug-Free Workplace Act of 1988, VRT has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the region in which the authority operates. Alcohol and drug abuse poses a threat to the health and safety of VRT employees and to the security of the Authority’s equipment and facilities. For these reasons, VRT is committed to the elimination of drug and alcohol use and abuse in the workplace.

VRT prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting Authority business. VRT employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

VRT does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, VRT reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the payroll specialist within five days. Failure to comply will result in automatic termination.

VRT will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other VRT policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including termination, will be unavoidable.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

- Whenever employees are working, are operating any VRT vehicle, are present on VRT premises or are conducting Authority-related work offsite, they are prohibited from:
 - a. using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. possessing or consuming alcohol.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body, while performing Authority business or while in an Authority facility, is prohibited.
- VRT will not allow employees to perform their duties while taking prescribed drugs adversely affecting the ability to perform job duties safely and effectively. Employees are encouraged to provide their supervisor with information regarding any prescription medication that could potentially impair their ability to perform their job functions.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency.

Drug Free Workplace Testing – Non-Safety-Sensitive Employees

As a condition of employment, all applicants are required to participate in pre-employment drug testing. These requirements are applied to non-safety sensitive employees, which all VRT employees are considered, and as such are not governed by the Federal Department of Transportation drug and alcohol regulations. Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

VRT employees may be required to participate in reasonable suspicion, post-accident, and follow-up drug testing upon selection or at the request of their department manager or the Executive Director. Testing will

be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet VRT believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

The first time an employee tests positive for alcohol or illegal drug use under this policy, will result in discipline up to and including termination.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a supervisor and the third party Human Resource provider. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

All drug-testing information will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among supervisors on a need-to-know basis and may be disclosed when relevant to a charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Electronic Media

Computers, computer files, cell phones, the e-mail system, and software furnished to employees are VRT property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

VRT strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, VRT prohibits the use of computers, cell phones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic or health information, or any other characteristic protected by law.

To enforce this policy and other policies, VRT reserves the right to conduct such searches of its property as it determines are appropriate, including searches of personal information stored in VRT's e-mail and computer systems. Accordingly, information that an employee considers private and confidential should not be stored in or accessed through VRT's information systems.

Workplace Monitoring

Employees shall have no expectation of privacy in their use of VRT property, including electronic media. Workplace monitoring may be conducted by VRT to ensure quality control, employee safety, security and client satisfaction.

Social Media Policy

VRT understands that social media can be a fun and rewarding way to share life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communication or posting information or content of any sort on the Internet,

including to an individual or someone else's blog, journal, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with VRT, as well as any other form of electronic communication.

Ultimately, each employee is responsible for what he/she posts online. Before creating online content, employees are encouraged to consider some of the risks and rewards that are involved. Employees should be aware that content that adversely affects their job performance, the job performance of co-workers, or otherwise adversely affects VRT customers, clients, suppliers or other people who work on behalf of VRT may result in disciplinary action up to and including termination.

Employees are encouraged to be fair and courteous to fellow employees, customers, clients, suppliers or other people who work on behalf of VRT. Employees are also reminded that conflicts or complaints are more likely to be resolved through direct, face-to-face communication, rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post a complaint or criticism, employees are asked to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, clients, suppliers or employees, or that might constitute harassment or bullying.

Personal Property

VRT discourages the use or storage of personal property within the facilities or vehicles. VRT will not be held responsible for the loss or damage to an employee's personal property that is brought to or left on the premises.

Employees who drive their personal vehicles to work are responsible for the security of their vehicle. VRT is not responsible for loss or damage to private automobiles parked on Authority property except for damages caused by at-fault drivers operating agency owned or leased vehicles.

Personal Devices

The purpose of this policy is to promote a safe and productive work environment. To that end, VRT expects the following:

- Cell phones and personal devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
- Employees may carry and use personal cell phones or devices while at work on a sporadic basis. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per Authority policy.
- Use of handheld cell phones for sending or receiving text messages, reading, or taking notes while operating a VRT vehicle is strictly prohibited.

Failure to follow this policy may result in disciplinary action up to and including termination.

Employee Exposure or Positive Test of a Communicable Disease During Active Public Health Orders

It is VRT's policy to ensure a safe work place by monitoring the health of its employees. VRT requests employees: who exhibit symptoms of a communicable disease; who know they have been exposed to a communicable disease; or who test positive for a communicable disease, to report these findings to their immediate supervisor. The employee must follow any direction that the supervisor gives them and follow any current directives from the local health district or other agency, which may be directing efforts to contain said disease.

Administrative Process:

- Employee suspects, is told, or knows they have a communicable disease that may be transmitted to another employee or the public in close proximity
- Employee then notifies their immediate supervisor they may have or have been exposed to a communicable disease
- Supervisor should advise employee their self-disclosure will be kept confidential and that he/she will not be discriminated or retaliated against because of the disclosure
- Supervisor instructs employee to self-quarantine for the time-period determined by the local health district
- The supervisor works with the employee by phone to determine:
 - o possible date/time of exposure
 - o who the employee may have been in contact with while in the workplace, and what type of exposure they may have had with other employees
 This process determines if other employees need to be notified.
- Once the supervisor has all of the details, they will notify their manager and HR to determine the way forward given the following directions:

If the employee has NOT BEEN TESTED, but has been at the workplace:

- Their supervisor should instruct them to self-quarantine and seek medical care and testing. While waiting for test results, no further action is to be taken with other employees unless the employee exhibits symptoms of being infected.
- All areas the infected employee has been in must be cleaned thoroughly and sanitized with an approved EPA sanitizer.
- Do not close workplace down or send anyone else home.
- Do not notify other employees at this time.

If the employee has TESTED POSITIVE for a communicable disease and has been at the workplace:

- A member of VRT management should immediately contact the local health district and follow the local health district guidance.
- Coordinate with local health district to notify other employees who have been in close proximity with this employee that “they may have been exposed to a communicable/ contagious disease” and they should self-quarantine and seek all medical care and testing they feel may be appropriate.
- All work areas of exposed employees need to be cleaned and sanitized before anyone reoccupies these spaces.
- The workplace should not be closed unless directed by a health district official. The employee is not to return to work until they are no longer infectious as determined by their medical provider and/or the local health district.

Responsibilities

Employees: VRT will rely on all employees to self-monitor their health and report anything that may cause a communicable/contagious disease to infect other employees.

Supervisors: All front line supervisors shall report to their immediate manager any reports from employees where the employee suspects they may be contagious. The supervisor is to work with the employee to ensure the employee's identity, well-being, and safety is given high priority and that all HIPAA regulations are followed. The supervisor will also determine from the employee what the possible exposure is to other employees. All of this information shall be passed onto their manager and the HR representative working with VRT.

Managers: All managers shall make sure the supervisor knows and understands the HIPAA regulations. The managers shall monitor the situation closely and work with the HR representative assigned to VRT at that time. The manager shall ensure all regulations and procedures are followed and that all sanitation measures have been taken to ensure a safe environment for all employees.

Reimbursement Guidelines

Valley Regional Transit (VRT) may ask or require employees to work from home, temporarily, due to an active public health order. VRT recognizes employees will need certain office supplies to complete their work remotely in these instances. VRT requires employees to pick up existing office supplies from their respective VRT facility when feasible (paper, pens, etc.). When employees are unable to obtain necessary supplies from their facility, VRT will reimburse employees for the following work related expenses.

Guidelines

Covered Expenses

- Personal cell phone expenses will be reimbursed up to \$50 per month.
- Personal internet expenses will be reimbursed up to \$35 per month.
- Mileage will be reimbursed at the current IRS issued standard mileage rate.
- Printer ink will be reimbursed at the actual purchase price.
- Printer paper will be reimbursed at the actual purchase price.

Non-Covered Expenses (This is not a complete list. Please refer to the list of covered expenses.)

- Electricity
- The purchase of personal office equipment or furniture.
- Mileage for commuting to your respective VRT facility to complete routine work assignments.

Responsibilities

Employees are required to submit all requests for reimbursements, on VRT's expense report, form to their supervisor with bills or receipts for the requested reimbursements. Travel reimbursement requests need to include the date, mileage, and reason for travel.

Supervisors are required to review all requests for reimbursements to determine they are compliant with the guidelines and the appropriate documentation has been submitted.

IV. PERFORMANCE

Performance Management

The most successful performance management process occurs all year long, not just at review time. Ongoing performance management supports each employee's efforts throughout the review period, from setting goals to documenting performance to providing feedback. In addition to regular ongoing coaching, VRT has chosen to conduct three quarterly coaching periods and one annual evaluation.

Maintaining ongoing performance-related documentation makes it easier to plan, track, evaluate, and improve employee performance. The quarterly coaching and annual review allows employees and supervisors to:

- Set and track goals
- Record examples of ongoing performance, including achievements, training, and critical incidents
- Document coaching sessions
- Measure performance against job descriptions, past reviews, and other performance-related documents

The performance review provides an opportunity for a one-on-one exchange between an employee and his/her supervisor for the purpose of communicating expected work standards of performance, establishing job objectives, and discussing work accomplishments and progress. Performance reviews with an overall ranking of average does not mean an employee is a poor performer, but is an opportunity to grow within the current position.

Increases in pay are not directly tied to performance evaluations. Performance evaluation results will be taken into consideration should the budget allow for pay increases.

Progressive Discipline

The purpose of this policy is to state VRT's intent to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Although employment with VRT is based on mutual consent and both the employee and VRT have the right to terminate employment at will, with or without cause or advance notice, VRT may use progressive discipline at its discretion.

Disciplinary action may call for any of five steps:

- Verbal warning
- Written warning
- Final written warning
- Suspension with or without pay
- Termination

Depending upon the severity of the incident, there may be circumstances when one or more steps are bypassed.

Wage and Salary Administration

The wage and salary administration program at VRT was created to achieve consistent pay practices, comply with federal and state laws, mirror VRT's commitment to Equal Employment Opportunity, and offer

competitive salaries within the labor market. Because recruiting and retaining talented employees is critical to success, VRT is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions, experience levels, and wage comparability studies. VRT periodically reviews its salary administration program and restructures it as necessary.

- Employees will normally begin at the entry level of their position pay range. However, management may choose to assign certain employees at a higher rate because of recruiting difficulty or the experience level of the candidate.
- Employees are eligible for, but not guaranteed, salary or wage increases one-time per year until the upper limit of the position's salary range is reached. Salary and wage increases are awarded based on various factors such as budget and job performance.
- Employees who have reached the upper limit of their position's salary range will receive increases only in the event of salary range adjustments. Management will periodically analyze the wage and job responsibilities of each position and will make adjustments as necessary.

Job Descriptions

VRT maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions do not necessarily cover every task or duty that might be assigned and additional responsibilities may be assigned as necessary. Upon hire, each employee will be required to sign a copy their job description and when any updates/changes are made to their job description.

Training

Upon hire, all new employees will receive an orientation to VRT and its policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale.

V. COMPENSATION

Employment Classification

It is the intent of VRT to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified time-period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and VRT.

- **Full-time employee:** an employee who is regularly scheduled to work 40 or more hours per week and is eligible to participate in all benefit programs
- **Part-time employee:** an employee who is regularly scheduled to work less than 39 hours per week and may be eligible for some benefits
- **Temporary employee:** a full-time or part-time employee, who is working for a short, defined time-period and is not eligible for benefits

Employee Categories

VRT is subject to and complies with the Fair Labor Standards Act (FLSA) of 1938, as amended. As such, all employees are categorized as either exempt or non-exempt from the FLSA provisions. These categories determine eligibility for overtime pay.

- **Exempt Employee:** an employee who is paid a set salary, regardless of time required to complete the job, and is not eligible for overtime pay
- **Non-Exempt Employee:** a full-time or part-time employee who is paid on an hourly basis for time actually worked. Such employees are eligible for overtime pay

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require VRT to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Records must include time worked, sick leave, vacation, and holiday hours.

Timecards are submitted electronically to the payroll specialist. The employee's supervisor reviews each time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes.

Exempt employees are only required to submit exception timesheets when they are using sick, vacation, or floating holidays. Exception timesheets shall be reported to the employee's supervisor for review and then forwarded to the payroll specialist to assure accurate processing of hours for each pay period.

Non-exempt employee pay is based upon a regular schedule, usually 40 hours per week. Any exceptions to the regular schedule including paid holidays, floating holidays and vacation time should be submitted to the payroll specialist on an exception form.

Part-time employees are required to submit regular timesheets for all hours worked. Timesheets are sent to their supervisor for review and then forwarded to the payroll specialist to assure accurate processing of hours for each pay period.

Meal and Rest Breaks

While no state or federal law requires rest breaks, VRT may do so as a courtesy. The appropriate use of short breaks may increase employee efficiency and result in better customer service. A manager may determine

the appropriate duration of a break for the office, up to a maximum of 20 minutes total. These breaks will be considered paid work time. Managers may discontinue breaks as needed to ensure proper staffing to meet customer demand. Unauthorized extensions of authorized work breaks will not be considered work time. Breaks may not be combined or foregone to leave earlier in the day.

In addition, all employees who work more than six hours in a day shall take a meal break. Meal breaks are not less than 30 minutes and are generally unpaid; however, employees who are required to work during the meal break will be paid for that time.

Travel Time

The time an employee spends commuting to and from work is considered “home-to-work travel” and is not considered work time. However, the time an employee spends traveling from one worksite to another for work purposes is considered work time.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record will result in disciplinary action, up to and including termination of employment.

VRT takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Should an error occur, promptly notify your supervisor or the payroll specialist.

Overtime and Compensatory Time

Consistent with the Fair Labor Standards Act (FLSA), non-exempt employees shall receive monetary compensation at the rate of one and one-half times their regular hourly rate for overtime hours (hours worked in excess of 40 hours per week). Non-Exempt employees may accept compensatory time in lieu of overtime by so informing their supervisor prior to working the overtime and clearly documenting this on the time sheet on the week the overtime is accrued. Exempt employees are not eligible for overtime or compensatory time.

Time off for sick leave, vacation leave or holiday pay will not be considered hours worked in overtime calculations.

- All overtime must be approved by the supervisor in advance. Failure to work assigned overtime may result in disciplinary action, up to and including termination of employment.

Pay Periods

All employees are paid biweekly every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods for all employees shall be 14 days and will end on the Saturday before the bi-weekly pay date.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the preceding Thursday.

Employees are expected to have pay directly deposited into personal bank accounts. Employees will have access to an itemized statement of wages when VRT makes direct deposits.

Payroll Deductions

The law requires VRT make certain deductions from every employee’s compensation. Among these are applicable Federal, State, and local income taxes. VRT must also deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Federal Insurance Contributions Act (FICA), and any wage garnishments.

VRT offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Any changes affecting payroll and deductions, including an employee's name, tax withholdings as identified on the W-4 form, or adding a new dependent for insurance purposes must be submitted in writing to the payroll specialist no later than three (3) working days prior to the end of the pay period.

VI. BENEFITS AND LEAVE

Eligible employees at VRT are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Please see the summary plan description (SPD) for specific eligibility. When this handbook conflicts with the SPD and/or the benefit plan, the language of the benefit plan shall control. VRT reserves the right to modify or terminate any benefit plan at any time.

Group Health Insurance

VRT provides group medical insurance programs to all full-time employees based upon individual benefit eligibility requirements. VRT pays a portion of the medical premium for the employee and dependents.

Group Life Insurance

VRT pays 100% of the life insurance premium for employees. Details of the insurance plans are available from the payroll specialist.

Retirement

VRT is a participant in Public Employee Retirement System of Idaho (PERSI). All VRT employees who work more than 20 hours per week for five consecutive months are defined as an employee within the PERSI statutes and are required to participate in the PERSI Basic Retirement Plan. The Basic Plan is a defined benefit plan that pays retirement income to the employee based upon an established formula. PERSI Basic Plan contributions for both the employer and employee are set annually by the PERSI Board of Directors.

In addition to the Basic plan, PERSI also offers a 401(k) plan for participating employees known as the PERSI Choice 401(k) Plan. Employees may make voluntary contributions to the PERSI Choice plan. VRT does not match employee voluntary contributions to the PERSI 401(k) plan.

PERSI Basic and Choice plans are automatically deducted from each employee's pay before Federal and State tax withholdings are calculated. While the amounts deducted will generally be taxed when they are distributed, favorable tax rules typically apply to PERSI Basic and Choice distributions.

Complete details of the plans are described in the PERSI Handbook, which is provided to eligible employees and is available on-line from PERSI. Contact the payroll specialist for more information.

Free Transportation

Each employee, his/her spouse, and dependent children (high school age or younger) will be allowed to ride for free on any regularly scheduled transit bus operated within the VRT service area. Bus passes will be issued by customer service and must be shown to the bus driver upon each boarding.

Workers' Compensation

Workers compensation is a no-fault insurance required by law that provides medical treatment and partial loss of wage compensation for covered workers whose injury or illness is a result of employment activities. VRT pays 100% of the cost of premiums for workers' compensation insurance.

Unemployment Benefits

VRT pays all costs of unemployment benefits required by law. Unemployment benefits provide unemployment compensation benefits to employees in the event that an employee loses his or her job due to no fault of his or her own, such as when an employee is laid off due to lack of work. This benefit provides eligible employees with temporary income for a limited time-period until other employment is secured. State law will determine eligibility requirements and waiting period.

COBRA Health Insurance Coverage

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and qualified beneficiaries the opportunity to continue, temporarily, health insurance coverage at group rates under VRT's health plan when a "qualifying event" would normally result in the loss of health care insurance coverage. The type of qualifying event will determine who may elect to participate in COBRA and the amount of time that health insurance coverage will be offered to the individual under COBRA.

Qualifying Events for Employees:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee
- Loss of dependent child status under the plan rules

Eligibility:

To be eligible for COBRA coverage, the employee must have been enrolled in VRT's health insurance plan and the plan must continue to be in effect for eligible employees.

The COBRA administrator will provide each eligible employee with a written notice describing rights granted under COBRA when employees become eligible to participate in VRT's health insurance plan. The notice contains important information about employees' rights and obligations. Employees will have 60 days from the date VRT's insurance ends or 60 days from the date the employee receives such information, whichever is later, to elect continued coverage under COBRA.

Bereavement Leave

Full-time employees who wish to take time off due to the death of an immediate family member should notify his/her supervisor immediately. VRT defines "immediate family" as the employee's spouse, parent, child, sibling; mother-in-law; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; grandparent; or grandchild.

Bereavement leave will be paid as follows:

- Three (3) consecutive workdays if the location of the funeral is less than 200 miles from Boise, ID.
- Four (4) consecutive workdays if the location of the funeral is more than 200 miles from Boise, ID.
- An employee may take additional days of leave, if necessary and approved by the employee's immediate supervisor.

Pay for bereavement leave will be computed on eight (8) hours per day or ten (10) hours if the non-exempt employee works four (4) ten-hour days. This leave is not considered in the calculation of overtime pay.

Dishonesty in reporting a death will be considered a falsification of payroll records and may be subject to discipline up to and including termination.

Holiday Pay

Holiday pay is for the days when VRT is normally closed in recognition of a holiday. The following are recognized as paid holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- Four (4) Floating Holidays (Floating holidays must be used in full workday increments, just like any other holiday)

The following are recognized as paid holidays for part-time employees:

- Thanksgiving
- Christmas
- Four (4) Floating Holidays (Floating holidays must be used in full workday increments.)

Holidays will be paid at the rate of eight (8) hours per day for full-time employees or six (6) hours per day for part-time employees. Non-exempt employees who are normally paid for four 10-hour days shall be paid the rate of ten (10) hours per normally worked day.

Employees should attempt to use floating holidays within each employment year. Only one floating holiday can be carried over to the next year.

To utilize floating holidays, employees must submit a leave request form to the department supervisor.

Jury Duty

VRT encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees called upon to serve jury duty will be paid the difference between the jury fees and the employee's base wages for the days of service.

When an employee is required to report for jury duty and is released for all or part of a day, he/she shall report to his/her supervisor for work for the day or balance of the day.

Personal Leave of Absence

Employees who require time off in addition to vacation or sick may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Please contact the payroll specialist for more information on leave request procedures.

The employee must return to work on the scheduled return date or the employee will be considered to have voluntarily resigned from his/her employment. Extensions of leave will be considered on a case-by-case basis.

It is the employee's responsibility to maintain consistent communication on approved leaves-of-absence with the Authority regarding the status of their leave and adequate notice of employee's return-to-work date(s).

VRT is not a qualified employer for the purposes of the Family and Medical Leave Act (FMLA).

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. VRT will attempt to accommodate the work schedule of all full-time regular employees who are required to participate in military training or active duty.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Sick Leave

Beginning on the first day of the month following completion of 30 days of service, each full-time employee shall receive eight (8) hours of sick leave per month, provided the employee has worked at least one-half the working days for the month. Time spent on vacation or holiday leave counts as time worked for purposes of this calculation.

Sick leave may be used in the following situations:

- Personal illness
- Medical appointments
- Injury not arising in the course of employment, but requiring medical attention
- Quarantine
- Illness of a member of the employee's immediate family necessitating the employee's absence from duty
- When an employee is not able to report for work at their assigned time due to the conditions mentioned above, they shall notify a supervisor at least one hour before the start of the assigned work, or as soon as possible.
- Employees who miss three (3) or more unscheduled, consecutive days may need to provide a doctor's note or other acceptable documented reason for the absence. (See section on Attendance) **It is the employee's responsibility to communicate with the Authority regarding the status of their leave and return to work date(s).**

Any employee who is unable to report to work for one of the above reasons but has exhausted accrued sick leave, or exhausts sick leave during the absence, may be placed on a personal leave of absence.

Approved sick leave shall be paid at straight time and will not be considered in overtime calculations. Employees may accumulate up to 800 hours of sick leave. Employees retiring at age 65 or older shall have their accumulated sick leave balance converted to a cash payout equal to the rate of fifty cents on the dollar at the employee's current straight time rate of pay.

Habitual absenteeism and misuse of sick leave is a violation of VRT policies. Those who abuse sick leave may be subject to disciplinary action up to termination of employment.

Vacation Benefits

Vacation pay is provided to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation pay is generally accrued based time worked; some exceptions may be negotiated at the time of hiring. Employees generally accrue time based upon the schedule below:

1 – 4 years	80 hours per year or 3.33 hours per pay period
5 – 9 years	120 hours per year or 5.00 hours per pay period
10 – 14 years	160 hours per year or 6.67 hours per pay period
15 or more years	200 hours per year or 8.33 hours per pay period

Employees may carry over no more than 40 hours of vacation per year. VRT does recognize that under certain circumstances organizational needs may prevent employees from using vacation benefits and may allow exceptions to this policy.

Employees are eligible to begin using vacation time as soon as it is accrued. Negative vacation balances are not allowed.

Determination of the number of full-time employees who may be permitted to be on vacation at any one time shall rest with management.

To utilize vacation leave, employees must submit a leave request form to the department supervisor prior to the requested leave date.

Full-time employees retiring or terminating employment shall be compensated for their accrued vacation hours at their current hourly rate of pay.

VII. EMPLOYMENT STATUS AND RECORDS

Employment Reference Checks

To ensure that individuals who join VRT are well qualified and have a strong potential to be productive and successful, it is the policy of VRT to check the employment references of all applicants.

When an employee is no longer employed by VRT, the payroll specialist will respond to reference check inquiries. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated with VRT:

- *Resignation* — voluntary employment termination initiated by an employee
- *Retirement* — voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from PERSI. An employee eligible to retire with PERSI may continue to work as long as he/she can successfully perform the duties of the job
- *Layoff/Recall* — an involuntary separation brought about through no fault of the employee and without adverse effect on his/her eligibility for future reinstatement
- *Suspension* — a temporary, involuntary separation for disciplinary purposes
- *Discharge* — involuntary, permanent employment termination initiated by the organization

To continue the work of VRT with as little disruption as possible, VRT requests at least two (2) weeks written notice of resignation or retirement.

VRT shall issue final pay for hours worked. Any unused vacation hours, and unused floating holidays will be included in the employee's final paycheck. VRT shall deduct and withhold from the final paycheck any amount owed to VRT for payment of unearned leave, as well as group insurance premiums.

VIII. MISCELLANEOUS

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using VRT property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

VRT owned vehicles or equipment can't be used by employees for personal purposes. Individuals that have VRT vehicles assigned to them shall not have any other person in their vehicle unless it is for official business or the employee has been granted permission by their immediate supervisor.

Notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or require repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

At no time shall VRT require any employee to use equipment that is not in safe operating condition.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Distracted Driving

When driving on Authority business, VRT employees may not use cell phones (including hands free) or any other mobile electronic devices while operating a motor vehicle. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the internet.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Furthermore, VRT employees are required to:

- consider turning off, putting on silent or vibrate wireless phones or other devices before starting the car;
- pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road;
- consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving;
- inform clients, associates and business partners of this VRT policy as an explanation of why calls may not be returned immediately; and
- pull over to a safe place and put the vehicle in "Park" to make adjustments to a Global Positioning System (GPS) or other navigation devices.

Travel

Periodically, travel may be required as part of an employee's job responsibilities. The Executive Assistant will assist with all travel and lodging arrangements. Though not always possible, advance notice of all travel plans is requested in order to obtain the lowest fares and travel expenses.

Employees on approved travel will follow specified Travel Regulations that can be supplied by the Finance department. A cash travel advance may be obtained for anticipated travel expenses. The Finance department can provide assistance in this area.

Valley Regional Transit follows the Federal GSA regulations for food and lodging expenses. A cash travel advance may be obtained for anticipated travel expenses, depending upon the travel.

Pay while traveling for non-exempt employees is based upon the Fair Labor Standards Act. Time spent in travel away from home, outside of an employee's regular work hours as a passenger on an airplane, train, automobile or public transportation, is generally not considered work time under the Fair Labor Standards Act (FLSA), but will be compensated as work time when in the best interest of the department and at the discretion of the VRT Department Manager or the Executive Director. Employees are expected to do other productive work while traveling as a passenger to justify the designation as work time. Work assignments that require an employee to stay out overnight will qualify for expense reimbursement, but no time will be compensated beyond appropriate travel time and actual hours worked in accordance with FLSA rules. This means you will be paid for your normal workday while traveling. For example, you fly to a seminar on Sunday evening; the seminar begins at 9:00 the next day and ends at 5:00. Your normal workday is from 8:00 to 5:00 Monday through Friday. You would only be paid 8-5 for Monday.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by VRT may not solicit or distribute literature in the workplace at any time for any purpose.

VRT recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

Sending solicitation emails or posting of written solicitations on Authority bulletin boards is not allowed without a supervisor's authorization.

Employee Acknowledgement Form

This employee handbook describes important information about VRT, and I understand I should consult the department supervisor regarding any questions not answered in the handbook.

I have voluntarily entered into my employment relationship with VRT, acknowledging there is no specified length of employment. Accordingly, either VRT or I can terminate the relationship at will, with or without cause, at any time and for any reason.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to VRT's policy of employment-at-will. All such changes will be communicated through official notices, and I understand revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge this handbook is not a contract of employment and does not create any contractual rights, either expressed or implied, but it is presented as a matter of information only. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



TOPIC	VRT Board Officer Succession and Nominations for Calendar Year 2021
DATE	December 2020
STAFF MEMEBER	Kelli Badesheim

Summary

The Valley Regional Transit Board voted at the April 2011 Board meeting to proceed with a change to the governance structure of VRT. The change maintained the existing representative Board structure and created an Executive Board elected from the full Board. The full Board meets quarterly to conduct the governance business of the organization. The Executive Board meets monthly to execute the actions of the full VRT Board of Directors.

The VRT bylaws sets the January meeting for the VRT Board of Directors to elect a new slate of Executive Board members. The bylaws state, “The terms for officers shall be one year, with each officer, except the Secretary, moving forward in succession starting with the Treasurer and ending with the Chair position”. The VRT Board combines the secretary and treasurer position into one position. It has been the practice of VRT to retain the current chair on the Executive Board as the immediate past chair. The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

Officer Succession

The succession of officers from 2020 would be as follows:

- Elaine Clegg (Ada County) will move from chair elect to the **chair** position
- David Lincoln (Canyon County) will move from vice-chair to **chair-elect**
- Luke Cavener (Ada County) is the current **secretary-treasurer** and is willing to remain in that position rather than move up to vice-chair.

Open positions:

- Ada County – vice-chair

This approach maintains the leadership alternating between Ada and Canyon counties.

Aside from the officer position described above, there will be six at-large positions, three each from Ada and Canyon counties. Lantz Brown will continue to hold the Boise State University position.

Staff sent an email to the existing Executive Board members to determine their willingness to serve, and any willingness to serve in the officer positions. Staff will report on the results of those contacts at the meeting.

Recommendation

The VRT Board will complete the nomination process and from the floor during the meeting, and vote on the slate of nominations.

Following the officer succession vote and elections for open positions, the new chair will conduct the remainder of the meeting.

More Information:

For additional information contact: Kelli Badesheim, Executive Director, 258-2712,
kbadesheim@valleyregionaltransit.org



TOPIC	FY 2021 Budget Amendment #1
DATE	December 18, 2020
STAFF MEMBER	Kelli Badesheim

Summary

Valley Regional Transit (VRT) adopted the FY2021 budget on August 3, 2020. The fiscal year closed on September 30, 2020. Each year in January the VRT staff present a budget amendment to incorporate FY2020 projects not completed before the end of the fiscal year. Staff also brings forward new budget items for projects funded after the adoption of the FY2021 budget.

The list of 2020 carryforward projects was presented as an information item in the October 2020 board packet. The majority of the new projects were approved for CARES funding by Board action at the same meeting. Since the October meeting, staff identified additional projects with identified funding that need to be included in the budget amendment.

The budget packet includes a detailed list of carryforward and new budget items. The total budget increase is \$21,534,894. The largest project is \$8,189,598 in carryforward for electric bus and charger purchases. An additional 3.4 million in COVID-19 Direct Response and Resiliency projects were added to support marketing, technology and planning projects. In addition to VRT projects, the amendment includes \$894,222 in subrecipient capital projects and \$492,168 in subrecipient operations assistance.

The award and utilization of CARES Act funding to support current operations is reflected in the Budget Summary Comparison (Exhibit 1). Local Assistance decreased across Regional Overhead, Ada County, and Canyon County Budget areas as a result of the additional federal funding. These funds allowed budgets to remain fairly static for transportation services though directly generated and auxiliary revenues are projected to be lower. Staff will continue to monitor impacts of the pandemic on current and future budgets.

Staff Recommendation

Staff recommends the VRT Board adopt Resolution VBD21-002 – Fiscal Year 2021 Budget Amendment #1.

Policy/Fiscal Implications

Carryforward projects must be incorporated in the FY2021 budget to complete projects that have already started, but were not finished in FY2020. New funding secured through federal and local partners have been designated for specific projects.

Highlights

- The VRT Board adopts an annual budget prior to the beginning of each fiscal year
- Staff provided a list of carryforward projects and new resiliency projects with estimates in the October 2020 Board packet
- VRT reviewed Subrecipient carryforward projects in first quarter 2021

More Information:

FY2021 Amendment #1 Budget Detail

FY2021 Amendment #1 Budget Comparison

Resolution VBD 021-002 FY2021 Budget Amendment #1

Exhibit 1

A. Legal Notice of Public Hearing

B. FY2021 Amendment #1 Budget Summary

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712,
kbadesheim@valleyregionaltransit.org

FY2020 Carryforward Projects

Account	Project Type	Description	Total
23-5140122701	Capital	Electric Buses, Configurables, and Chargers	\$ 8,189,598
23-5140122701	Capital	Ada County Demand Response Vehicles	\$ 137,347
23-5140322701	Capital	Electric Bus Charging Infrastructure	\$ 1,230,023
23-5140522701	Capital	2019-2020 Bus Stop Improvements	\$ 240,244
23-5140322701	Capital	Happy Day Transit Center Improvements	\$ 302,034
23-5140322701	Capital	Orchard Office and Fuel Station	\$ 492,565
23-5140122705	Capital	Boise Support Vehicles & Equipment	\$ 97,000
23-5140422701	Capital	IT Hardware Replacement	\$ 3,962
23-5140122701	Capital	Fixed Route Replacement Buses (4)	\$ 3,028,550
23-5140122701	Capital	Meridian Senior Center Van	\$ 63,085
23-5140422702	Capital	On Demand Transit Solution	\$ 90,074
23-5140522701	Capital	Fairview and Main - Passenger stations	\$ 25,656
23-5030416003	Planning	State Street Alternative Analysis	\$ 28,328
12-5030417901	Programs	City Go - Operations and Marketing	\$ 183,545
20-5080101003	Operations	Nite Ride - Emerging Mobility	\$ 143,303
20-5080101003	Operations	NEMT Technology (R2W)	\$ 59,981
20-5080101003	Operations	First Mile/Last Mile Emerging Mobility	\$ 129,300
23-5140722702	Subrecipients	Nampa Transit Oriented Development - TVT	\$ 248,000
23-5140722702	Subrecipients	ACHD Vehicle Replacement	\$ 109,498
	TOTAL		\$ 14,802,093

FY2021 New and Amended Projects

Account	Project Type	Description	Total
12-5030416401	Direct Response	Shared-Public Transportation Marketing Campaign	\$ 100,000
20-31/5090501009	Direct Response	COVID-19 Direct Response Expenses VRT	\$ 341,000
23-5090517102	Direct Response	COVID-19 Direct Response Expenses TVT	\$ 292,168
23-5090517102	Direct Response	COVID-19 Direct Response Expenses CommuterRide	\$ 200,000
23-5140422702	Direct Response	MSS Office Upgrades	\$ 20,000
23-5140422701	Resiliency	Integrated Fare Payment System: Phase	\$ 600,000
20-5090417002	Resiliency	Integrated Fare Payment System: Phase	\$ 400,000
20-5090417002	Resiliency	Integrated Fare Payment System: Phase	\$ 300,000
23-5140422702	Resiliency	Fixed Route/Demand Response Management System	\$ 1,000,000
12-5030416401	Resiliency	Integrated Mobility Planning and	\$ 50,000
12-5030416401	Resiliency	COVID-19 Mode Choice Research	\$ 25,000
23-5030416003	Resiliency	Non-Rider Survey	\$ 75,000
23-5140322701	Capital	Happy Day Transit Center Improvements	\$ 2,518,678
23-5140122701	Capital	Fixed Route Rolling Stock Replacement	\$ 1,600,000
23-5140522701	Capital	Bus Stop Improvements - Construction	\$ 179,723
23-5140522701	Capital	Fairview and Main - Passenger stations	\$ 119,575
23-5140322701	Capital	Orchard Master Plan Facility	\$ 2,675,000
23-5140322701	Capital	Best in Class Environmental and Design	\$ 180,000
23-5140422701	Capital	Information Technology Hardware Replacement	\$ 45,000
23-5140422701	Capital	Automated Passenger Counters for 5 buses	\$ 25,000
23-5140122701	Capital	Star Senior Center Vehicle	\$ 62,625
	TOTAL		\$ 10,808,769

**Fiscal Year 2021 Budget Amended #1
Budget Summary by Budget Area**

REVENUES	ADOPTED	AMENDED #1	EXPENSES	ADOPTED	AMENDED #1
Regional Overhead and Operations			Regional Overhead and Operations		
Directly Generated					
Revenues	\$ 100,000	\$ 100,000	Wages and Salaries	\$ 1,768,497	\$ 2,005,385
Auxiliary Revenues	383,653	383,653	Fringe Benefits	1,133,787	\$ 1,133,787
Federal Assistance	4,106,073	6,503,052	Professional Services	1,514,042	1,967,915
Local Assistance	3,161,298	2,548,669	Materials and Supplies	195,005	195,005
TOTAL	\$ 7,751,024	\$ 9,535,374	Utilities	116,086	102,922
			Casualty and Liability	108,954	108,954
			Purchased Transportation	1,880,440	2,213,025
			Miscellaneous	482,858	1,252,858
			Subrecipient Pass Through	488,000	492,168
			Interest	400	400
			Leases and Rentals	62,955	62,955
			TOTAL	\$ 7,751,024	\$ 9,535,374
Ada County Transportation Services			Ada County Transportation Services		
Directly Generated					
Revenues	\$ 813,906	\$ 751,600	Wages and Salaries	4,458,559	4,458,559
Auxiliary Revenues	226,507	63,072	Fringe Benefits	3,602,788	3,602,788
Federal Assistance	2,480,283	8,960,622	Professional Services	605,351	605,351
Local Assistance	6,908,939	845,205	Materials and Supplies	979,350	979,350
TOTAL	\$ 10,429,635	\$ 10,620,499	Utilities	216,300	229,464
			Casualty and Liability	274,387	274,387
			Purchased Transportation	-	-
			Miscellaneous	168,200	345,900
			Interest	-	-
			Leases and Rentals	124,700	124,700
			TOTAL	\$ 10,429,635	\$ 10,620,499
Canyon County Transportation Services			Canyon County Transportation Services		
Directly Generated					
Revenues	\$ 176,954	\$ 163,400	Wages and Salaries	1,016,544	1,016,544
Auxiliary Revenues	88,086	24,528	Fringe Benefits	472,207	472,207
Federal Assistance	1,222,177	2,167,858	Professional Services	233,674	233,674
Local Assistance	775,268	-	Materials and Supplies	356,564	356,564
TOTAL	\$ 2,262,486	\$ 2,355,786	Utilities	58,935	58,935
			Casualty and Liability	91,462	91,462
			Purchased Transportation	-	-
			Miscellaneous	25,100	118,400
			Interest	-	-
			Leases and Rentals	8,000	8,000
			TOTAL	\$ 2,262,486	\$ 2,355,786
Capital Projects			Capital Projects		
Federal Capital Assistance	\$ 3,032,895	\$ 19,108,128	VRT	\$ 4,042,176	23,151,058
Local Capital Assistance	1,009,281	4,042,930	Subrecipient - Pass Through	536,724	894,222
Subrecipient Pass Through	536,724	894,222	TOTAL	\$ 4,578,900	\$ 24,045,280
TOTAL	\$ 4,578,900	\$ 24,045,280			
Grand Total Revenues	\$ 25,022,045	\$ 46,556,938	Grand Total Expenses	\$ 25,022,045	\$ 46,556,938
Total Amended #1		\$ 21,534,894	Total Amended #1		\$ 21,534,894

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
FISCAL YEAR 2021 BUDGET AMENDMENT #1
RESOLUTION VBD21-002**

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2021 BUDGET AMENDMENT #1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.

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

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

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

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

WHEREAS, the Valley Regional Transit Board adopted the FY2021 Budget at the August 3, 2020 VRT Board meeting by Resolution VBD20-014; and

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

WHEREAS, Valley Regional Transit requires to carryforward capital and other projects with designated funds from the FY 2020 budget; and

WHEREAS, Valley Regional Transit received federal grants and local support to add new projects to the operating and capital budget for FY2021; and

VBD21-002

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2021 Budget Amendment #1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2021 Budget Amendment #1, which includes budget carryforwards from FY2020 to support projects of VRT and subrecipients, and FY2021 budget increases in the VRT Service Area - Exhibit 1 – FY2021 Budget Amendment #1 Summary.

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

ADOPTED by the Board of Valley Regional Transit, this 4th day of January 2021.

APPROVED by the Board Chair this 4th day of January, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

Exhibit 1 (Attached)

A. Notice of Public Hearing

B. FY2021 Amendment #1 Budget Summary

Notice of Public Hearing

Valley Regional Transit Board Consideration of FY2021 Budget Amendment #1

Exhibit 1

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption an amended budget for Fiscal Year 2021. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, January 4, 2020 at the Valley Regional Transit administrative offices, 700 NE 2nd Street, Meridian Idaho.

People are welcome to make comments at the August 5 public hearing; limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by 4:00 PM, Thursday July 30th, 2021 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit Attn: FY2021 Budget Hearing 700 NE 2 nd St. Suite 100 Meridian, ID 83642	Fax Number: (208) 846-8564 FY2021 Budget E-mail: mcarnopis@valleyregionaltransit.org Subject: FY2021 Budget Amendment
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FISCAL YEAR 2021 BUDGET

REVENUES

Valley Regional Transit

Directly Generated Revenues	\$ 100,000
Auxiliary Revenues	383,653
Federal Assistance	6,503,052
Local Assistance	<u>2,548,669</u>
Total	\$9,535,374

Ada County Transportation Services

Directly Generated Revenues	\$ 751,600
Auxiliary Revenues	63,072
Federal Assistance	8,960,622
Local Assistance	<u>845,205</u>
Total	\$10,620,499

Canyon County Transportation Services

Directly Generated Revenues	\$ 163,400
Auxiliary Revenues	24,528
Federal Assistance	2,167,858
Local Assistance	<u>0</u>
Total	\$2,355,786

Capital

Federal Capital Assistance	\$19,108,128
Local Capital Assistance	4,042,930
Subrecipient Pass Through	<u>894,222</u>
	\$24,045,280

Grand Total Revenues	\$46,556,938
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EXPENSES

Valley Regional Transit

Wages and Salaries	\$2,005,385
Fringe Benefits	1,133,787
Professional Services	1,967,915
Materials and Supplies	195,005
Utilities	102,922
Casualty and Liability	108,954
Purchased Transportation	2,213,025
Miscellaneous	1,252,858
Subrecipient Pass-Thru	492,168
Interest	400
Leases and Rentals	<u>62,955</u>
Total	\$9,535,374

Ada County Transportation Services

Wages and Salaries	\$ 4,458,559
Fringe Benefits	3,602,788
Professional Services	605,351
Materials and Supplies	979,350
Utilities	229,464
Casualty and Liability	274,387
Miscellaneous	345,900
Interest	-
Leases and Rentals	<u>124,700</u>
Total	\$10,620,499

Canyon County Transportation Services

Wages and Salaries	\$ 1,016,544
Fringe Benefits	472,207
Professional Services	233,674
Materials and Supplies	356,564
Utilities	58,935
Casualty and Liability	91,462
Purchased Transportation	-
Miscellaneous	118,400
Interest	-
Leases and Rentals	<u>8,000</u>
Total	\$2,355,786

Capital Projects

VRT	\$23,151,058
Subrecipient – Pass Through	<u>894,222</u>
Total	\$24,045,280

Grand Total Expenses	\$46,556,938
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**Fiscal Year 2021 Budget Amendment #1
Budget Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead and Programs		Regional Overhead and Programs	
Directly Generated Revenues	\$ 100,000	Wages and Salaries	\$ 2,005,385
Auxiliary Revenues	383,653	Fringe Benefits	1,133,787
Federal Assistance	6,503,052	Professional Services	1,967,915
Local Assistance	2,548,669	Materials and Supplies	195,005
TOTAL	\$ 9,535,374	Utilities	102,922
		Casualty and Liability	108,954
		Purchased Transportation	2,213,025
		Miscellaneous	1,252,858
		Subrecipient Pass Through	492,168
		Interest	400
		Leases and Rentals	62,955
		TOTAL	\$ 9,535,374
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ 751,600	Wages and Salaries	4,458,559
Auxiliary Revenues	63,072	Fringe Benefits	3,602,788
Federal Assistance	8,960,622	Professional Services	605,351
Local Assistance	845,205	Materials and Supplies	979,350
TOTAL	\$ 10,620,499	Utilities	229,464
		Casualty and Liability	274,387
		Purchased Transportation	
		Miscellaneous	345,900
		Interest	-
		Leases and Rentals	124,700
		TOTAL	10,620,499
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 163,400	Wages and Salaries	1,016,544
Auxiliary Revenues	24,528	Fringe Benefits	472,207
Federal Assistance	2,167,858	Professional Services	233,674
Local Assistance	-	Materials and Supplies	356,564
TOTAL	\$ 2,355,786	Utilities	58,935
		Casualty and Liability	91,462
		Purchased Transportation	-
		Miscellaneous	118,400
		Interest	-
		Leases and Rentals	8,000
		TOTAL	\$ 2,355,786
Capital		Capital Projects	
Federal Capital Assistance	\$ 19,108,128	VRT	\$ 23,151,058
Local Capital Assistance	4,042,930	Subrecipient - Pass Through	894,222
Subrecipient Pass Through	894,222	TOTAL	\$ 24,045,280
TOTAL	\$ 24,045,280		
Grand Total Revenues	\$ 46,556,938	Grand Total Expenses	\$ 46,556,938



AUTHORIZATION FOR EXPENDITURE VRT BOARD APPROVAL

PROCUREMENT DESCRIPTION: State Street Transit Operational Analysis	TOTAL COST: Not to exceed \$250,000
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PURPOSE/ACTION:

To advance the vision of best in class transit service on State Street, VRT will develop specific projects that will improve passenger amenities along the corridor and increase transit operating speeds. The study will also review the location and impact of bus pull-outs, transit signal priority and necessary accommodations for a bus stop at State and Bogart.

SCOPE OF WORK:

This Transit Operational Analysis will explore these transit priority treatments along State Street/Highway 44 between the intersection of W State Street and Highway 44 and State Street and Whitewater Park Boulevard. The analysis will recommend solutions to Valley Regional Transit (VRT), Ada County Highway District (ACHD) and the Idaho Transportation Department (ITD) that target “hot spots” where bus delay, background congestions, passenger loads and queueing activity is most heavily concentrated.

DISCUSSION:

VRT conducted a competitive request for proposal for consultant services to conduct the State Street Transit Operational Analysis. VRT convened a selection team with representatives from ACHD, the City of Boise, ITD and VRT. The evaluation team reviewed four proposals and made a unanimous recommendation that the HDR proposal will provide the best value to VRT.

ALTERNATIVES:

VRT does not maintain the engineering capacity to conduct this type of analysis internally. The only alternative would be to select another of the successful proposers or to cancel the project.

FISCAL IMPACT:

The funding for this project was included in the FY21 planning budget. This study is an important part of VRT’s responsibilities relative to the State Street Transit and Traffic Operations plan and was prepared through the State Street Technical and Executive teams.

POST RFP/FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Board of Directors delegate authority to the Executive Director to authorize final negotiations and execution of agreement with HDR.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VBD21-003
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000		
3	VRT BOARD Approves procurements \$200,000 and over	January 4, 2021	RESOLUTION VBD21-003

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

STATE STREET TRANSIT OPERATIONAL ANALYSIS RESOLUTION VBD21-003

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO AUTHORIZE A CONTRACT OF UP TO \$250,000 WITH HDR TO CONDUCT THE STATE STREET TRANSIT OPERATIONAL ANALYSIS

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

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

WHEREAS, State Street is defined in the State Street Transit and Traffic Operational Plan (TTOP) as a heavily emphasized transit corridor; and

WHEREAS, the TTOP identifies High Occupancy Vehicle (HOV) lanes as a major part of the transit priority treatments; and

WHEREAS, the TTOP identifies bus pull outs at stops along State Street to ensure attractive travel times in the HOV lanes; and

WHEREAS, HOV lanes are currently prohibited on State Street and bus pull outs can have negative impacts on transit travel time and adjacent properties; and

WHEREAS, Ada County Highway District (ACHD) has rebuilt several key intersections along the corridor in accordance with the TTOP, and these new intersections create potential opportunities for additional transit priority; and

WHEREAS, ACHD and VRT have worked together to implement the first stages of transit priority on State Street but the value of those improvements have not yet been quantified; and

WHEREAS, development along State Street has continued and State and Bogart has developed into a residential hub with no transit access; and

VBD21-003

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

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

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

Section 1. That the Board of Valley Regional Transit does hereby delegate authority to the Executive Director to complete negotiations and execute a final contract with HDR to conduct the State Street Transit Operational Analysis not to exceed \$250,000.

Section 2. That **RESOLUTION VBD21-003** shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of January 2021.

APPROVED by the Board Chair this ____ day of January 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Resiliency Action Plan - Strategic Direction
DATE	December 18, 2020
STAFF MEMEBER	Jill Reyes

Summary

The Valley Regional Transit Board of Directors adopted three principles to guide our investment strategies while we navigate through the economic uncertainty brought on by the COVID-19 pandemic. Two of the underlying tenants of those principles are to maintain the progress VRT was making in building a resilient and sustainable regional system, while addressing the financial, technological, and communication weaknesses identified prior to the disruption.

In April 2020, VRT quickly secured \$20 million in Coronavirus Aid, Relief and Economic Security Act (CARES) funding to provide resources to address enhanced safety measures and economic disruptions brought on by the pandemic. The CARES funding presents an opportunity to address the resiliency and sustainability needs of VRT and establish a solid foundation on which to build our regional system. Staff is committed to working through the programming of these funds to ensure we are being transparent, inclusive, and optimizing the local funding we receive from our partners. VRT acknowledges there isn't a one-size fits all solution and will consider ways to address the administration, maintenance and capital funding imbalances over the next few years, within the context of the unique issues our funding partners may experience.

Programming and Budgeting Approach

The FY2021 budget was first developed using pre-pandemic revenue and expense assumptions. This provided us with a baseline for updating revenue assumptions and reallocating funding under the priorities of the guiding principles adopted by the board over the summer. Under the principles of *Direct Response & Resiliency*, we programmed the CARES funding in the Program of Projects to prioritize supporting current operations and funding resiliency projects recently approved by the board.

The local allocation methodology was then run again with the inclusion of CARES funding for operations and resiliency projects. The resulting data provided us with a foundation to begin the next round of discussions with local jurisdictions on *Strategic Direction* priorities. This approach ensures we are using the funding efficiently and effectively, leveraging local funding to the highest best use with input from our local jurisdiction funding partners. The attached *FY21 Local Funding Summary* outlines

- FY20 Agreements – contributions provided for the FY20 budget cycle before the new methodology was adopted
- FY21 Requested - funding requests per the adopted FY21 budget
- FY21 Agreements - funding amount approved for entering into cooperative agreements
- FY21 Variance - The difference between requested and agreement amounts

- CARES Funding Allocated - The amount the request was adjusted after running a new cost allocation
- Available for Reprogramming – funding amounts by jurisdiction estimated to be available for allocation to additional expenses as identified.

Findings and Outcomes

Over the course of the last several weeks, VRT staff met with those jurisdictions funding the majority of VRT fixed-route operations to review how CARES funding affected the federal and local funding allocations, incorporate local assumptions on FY2022 and FY2023 revenue projections, and develop concept priorities for strategic direction investments.

Table 1. *FY21-23 Strategic Investment Needs* outlines those investments discussed with funding partners. The scale of investments presented are based upon estimates of local funds available for reprogramming, investment needs per adopted plans and policies, and potential shortfalls identified through FY23:

- Administration – expenses associated to regional overhead or service related administration.
- Deferred Asset Replacement – projects to replace rolling stock, infrastructure or technology assets.
- Capital Enhancements – one-time capital improvement projects
- Cash Reserve – operating and capital maintenance financial reserves
- Service Enhancements – any service or program requiring additional and ongoing funding for operations.

Table 1. Type and Scale* of Investment Needs FY21-FY23	
Cash Reserve Goals	
Deferred Asset Replacement/Maintenance Projects	
Administration Shortfalls	
Capital Enhancements	
Service Enhancements	
*Scale represents estimated and relative local funding needed	

Table 2. *FY21-23 Strategic Direction Priorities* takes into consideration the outcomes of initial funding partner outreach:

- Jurisdictions funding operations are likely to maintain flat to modest contributions to VRT over the next two years
- There is a willingness to use the local funding available from reprogramming CARES funding to address administrative and maintenance shortfalls
- Establishing a cash reserve appears to be a higher priority for VRT than it is for local jurisdictions

In addition, staff considered the following financial assumptions in development of the priority list:

- Administration - projected funding levels for some jurisdictions are sufficient to cover existing services and overhead, while others are not, but all are working through economic uncertainties.

- Deferred Asset Maintenance – though reaching transit asset replacement and maintenance goals is a high priority, capacity and funding availability to execute capital projects will need measured and phased investments over multiple years.
- Capital Enhancements – after leveraging CARES Act funding, local and federal funds may be available to match local funding and execute one-time transit supportive investments.
- Cash Reserve - reserve funds are key to building a resilient agency but will require additional policy and horizon considerations.
- Service Enhancements – resuming service pilots and expansions can be considered if additional funding is made available and aforementioned priorities have been addressed.

Table 2. Strategic Direction Priorities	
Administration Shortfalls	▶▶▶▶
Deferred Asset Replacement/Maintenance Projects	▶▶▶▶▶▶▶▶
Capital Enhancements	▶
Cash Reserve Goals	▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶▶
Service Enhancements	▶
*Scale represents estimated and relative local funding needed	

In light of these considerations, staff's recommendation is to leverage all currently available funding to address needs in the order presented in Table 2. This will provide time to address funding gaps by 2023 without burdening future appropriations with additional operational or maintenance costs. As additional local and federal funding becomes available staff will review the adopted direction to bring forth projects and investment strategies in the FY22 and FY23 budget cycles.

Staff Recommendation/Request

Staff recommends VRT Board of Directors accept the proposed strategic direction investment priority list as a guideline for continuing discussions with local jurisdictions and developing the FY2022 budget.

Implication (policy and/or financial)

The approach VRT staff are taking on the development of a funding program for the next few years ensures transparency, inclusion, and a pathway to establish a firm foundation for VRT to recover and continue to grow effective transit services in our region. The concepts developed for the board's consideration can address many of the financial and organizational weaknesses VRT was already working to address. These include:

- Ensuring all funding partners are paying their fair share of administrative, maintenance and capital/equipment costs;
- Decisions about investments are made with the interest of building institutional capacity (financial, technical, and operational) to support an effective regional transit network; and
- The longer-term strategic investments are informed by the value each jurisdiction is seeking for their community.

Highlights

- April 2020 CARES funding grants executed
- June 2020 Resiliency Action Plan Guiding Principles accepted by Executive Board
- August 2020 VRT Board adopted FY2021 Budget
- Oct./Nov. 2020 First round outreach to jurisdictions funding
- November 2020 Completed updated local cost allocation methodology with CARES funding
- Nov./Dec. 2020 Second round outreach to local
- January 2021 Staff to present Strategic Direction concepts for VRT Board's consideration
- Jan./Feb. 2021 Third round outreach to local jurisdictions
- August 2021 Final VRT FY2022 Budget

More Information

Exhibit A – FY21 Local Funding Summary

For detailed information contact: Jill Reyes, Programming Planner, 208.258.2707, jreyes@valleyregionaltransit.org.

Valley Regional Transit Local Jurisdiction Funding Summary FY2021

ITEM VI-E

FY2021 Local Contributions	FY20 Agreements	FY21 Requested	FY21 Agreements	FY21 Variance	CARES Funding Allocated	Revised Local Need	Available for Reprogramming
Local Revenue Sources							
Ada County	\$ 62,692	\$ 159,607	\$ 58,697	\$ (100,910)	\$ 123,593	\$ 45,013	\$ 13,684
ACHD	\$ 3,106	\$ 5,222	\$ 5,222	\$ 0	\$ 2,521	\$ 2,700	\$ 2,522
Boise State University	\$ 109,358	\$ 117,448	\$ 100,136	\$ (17,312)	\$ 114,747	\$ 2,700	\$ 97,436
College of Western Idaho	\$ 132,760	\$ 151,532	\$ 140,000	\$ (11,532)	\$ 148,832	\$ 2,700	\$ 137,300
CCDC	\$ 38,507	\$ 129,137	\$ 129,220	\$ 83	\$ 2,521	\$ 126,615	\$ 2,605
City of Boise	\$ 7,392,594	\$ 8,168,843	\$ 8,068,844	\$ (100,000)	\$ 6,231,923	\$ 1,936,921	\$ 6,131,923
City of Eagle	\$ 22,949	\$ 72,708	\$ 72,708	\$ -	\$ 94,534	\$ 30,909	\$ 41,799
City of Kuna	\$ 9,819	\$ 20,333	\$ 9,819	\$ (10,514)	\$ 13,955	\$ 6,378	\$ 3,441
City of Meridian	\$ 317,857	\$ 442,706	\$ 442,706	\$ -	\$ 277,145	\$ 216,827	\$ 225,879
City of Star	\$ -	\$ 5,937	\$ 5,937	\$ -	\$ 2,867	\$ 3,070	\$ 2,867
City of Garden City	\$ 5,264	\$ 176,838	\$ 5,494	\$ (171,344)	\$ 140,011	\$ 36,828	\$ (31,334)
Meridian Development Corp	\$ 3,654	\$ 5,222	\$ 5,222	\$ 0	\$ 2,521	\$ 2,700	\$ 2,522
TOTAL ADA COUNTY	\$ 8,098,561	\$ 9,568,534	\$ 9,044,005	\$ (524,529)	\$ 7,155,170	\$ 2,413,364	\$ 6,630,641
Local Revenue Sources							
Canyon County	\$ 39,299	\$ 74,369	\$ 39,299	\$ (35,070)	\$ 50,722	\$ 23,647	\$ 15,652
Canyon County Highway District	\$ 956	\$ 1,500	\$ 1,500	\$ -	\$ 724	\$ 776	\$ 724
City of Caldwell	\$ 192,133	\$ 214,827	\$ 192,133	\$ (22,694)	\$ 159,608	\$ 55,219	\$ 136,914
City of Greenleaf	\$ -	\$ 470	\$ 470	\$ -	\$ 227	\$ 243	\$ 227
City of Melba	\$ 254	\$ 319	\$ 319	\$ -	\$ 154	\$ 165	\$ 154
City of Middleton	\$ -	\$ 5,246	\$ 5,246	\$ -	\$ 2,533	\$ 2,713	\$ 2,533
City of Nampa	\$ 378,139	\$ 438,989	\$ 378,139	\$ (60,850)	\$ 329,236	\$ 109,753	\$ 268,386
City of Notus	\$ -	\$ 308	\$ -	\$ (308)	\$ 149	\$ 159	\$ (159)
City of Parma	\$ -	\$ 1,161	\$ 1,161	\$ -	\$ 561	\$ 601	\$ 561
City of Wilder	\$ -	\$ 951	\$ -	\$ (951)	\$ 459	\$ 492	\$ (492)
Golden Gate Highway District #3	\$ 676	\$ 1,061	\$ 1,061	\$ -	\$ 512	\$ 549	\$ 512
Nampa Highway District #1	\$ 1,103	\$ 1,731	\$ -	\$ (1,731)	\$ 836	\$ 895	\$ (895)
Notus/Parma Highway District	\$ 245	\$ 930	\$ -	\$ (930)	\$ 449	\$ 481	\$ (481)
TOTAL CANYON COUNTY	\$ 612,805	\$ 741,861	\$ 619,328	\$ (122,533)	\$ 546,169	\$ 195,692	\$ 423,635
TOTAL JURISDICTION REVENUE	\$ 8,711,366	\$ 10,310,395	\$ 9,663,332	\$ (647,063)	\$ 7,701,339	\$ 2,609,056	\$ 7,054,276



TOPIC	Ridership Reporting and Automatic Passenger Counters
DATE	December 21, 2020
STAFF MEMEBER	Dave Meredith

Summary

The Federal Transit Administration requires transit agencies report on transit usage and passenger miles traveled. Funding and planning partners are also dependent on Valley Regional Transit to provide performance data on the services VRT oversees. Efficient transit planning is also dependent on reliable, readily available performance data. Currently, VRT uses GFI fare boxes and manual driver surveys for federal reporting. This method is less accurate, time consuming and does not provide adequate level of detail for reliable, stop level analysis.

In April 2019, the Board of Directors approved Resolution VBD19-006, authorizing VRT to purchase and install automatic passenger counters (APC) on the fixed-route fleet of vehicles. The automatic passenger counters provide the means to collect reliable data automatically at the route and the stop level. The counters also provide data for on-time performance reporting and analysis. Automatic passenger counter also separates fare policy and changes from ridership statistics.

The automatic passenger counter system counts passengers as they board or alight the transit vehicle. They do this by sensing when a person breaks a beam in front of the door. The system is sensitive enough to determine if the passenger is boarding or alighting and is connected to other data streams to determine at which bus stop and on which route the activity occurs. The automatic passenger counter system also has sensors for bike racks and wheel chair deployments so we can also collect information about bicycle and wheelchair use on transit.

Fixed-route vehicles were equipped with the equipment in June 2019, and VRT staff started the process to certify the data was valid and the equipment was working properly. Once all buses and routes were validated, VRT staff began the process to receive certification approval from the Federal Transit Administration (FTA) to allow annual ridership and passenger miles traveled data to come from the automatic passenger counters.

In March 2020, VRT received approval from the FTA to use data from the automatic passenger counters, to report annual ridership and passenger miles traveled, starting in fiscal year 2020. Since receiving the certification for use of the automatic passenger counter, VRT has been comparing ridership numbers between the fare box and automatic passenger counters.

Also in March 2020, the COVID-19 pandemic caused VRT to operate business is a different way to protect drivers and passengers. VRT suspended fares and began boarding passengers from the rear door, when possible. This change caused a disruption with the data being tracked by the fare box, as they were no longer being utilized. Reliable fare box data relies on fare media being used or driver input to report ridership data. Fortunately, an added benefit of the automatic passenger counter, is when fares are not collected, VRT is

still getting passenger counts as they do not rely on the fare box or driver surveys to gather ridership data. Without the automatic passenger counter, VRT would not have collected accurate passenger counts.

VRT determined the automatic passenger counters work as they should and have provided us a better understanding of our ridership in terms of numbers, where our passengers are getting on and off our vehicles and other reporting items that will assist us in better planning for route efficiencies and provide accurate data for our planning partners.

Based on the successful implementation of automatic passenger counters and the approval from the FTA, VRT plans to report ridership or Unlinked Passenger Trips (UPT), Vehicle Revenue Miles (VRM), Vehicle Revenue Hours (VRH) and Vehicles Operated at Maximum Service (VOMS), using data from the automatic passenger counters for FY2020 NTD reporting. The NTD report is due in January of 2021.

Additional technical information about the automatic passenger counter system is available upon request.

Staff Recommendation/Request

Staff requests the Board of Directors approve Resolution VBD021-004 and ratify the Executive Board's consent the use of automatic passenger counter data for ridership, vehicle miles traveled, vehicle revenue miles traveled, deadhead miles traveled and passenger miles traveled for reporting to the National Transit Database.

Implication (policy and/or financial)

The availability of reliable data will allow VRT to provide service, where passengers are using the system. Ridership is important for federal funding as well as stakeholder and public support. Reporting data will be more accurate, ensuring VRT receives the appropriate federal funds, to improve planning capabilities.

Highlights

- April 2019 Resolution VBD19-006 approved to purchase automatic passenger counters for fixed-route vehicles
- June 2019 Automatic passenger counters installed on fixed-route vehicles and data validation started
- March 2020 Federal Transit Administration approves VRT to use automatic passenger counter data for National Transit Database reporting
- March 2020 VRT stopped collecting fares due to COVID-19 pandemic
- November 2020 Executive Board consents the use data collected in the automatic passenger counter for National Transit Database reporting

More Information

For detailed information contact: Dave Meredith, Compliance Officer, 208-258-2729, dmeredith@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Ridership Reporting and Automatic Passenger Counters RESOLUTION VBD21-004

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO RATIFY THE EXECUTIVE BOARD'S CONSENT TO REPORT DATA FROM AUTOMATIC PASSENGER COUNTERS BEGINNING IN FISCAL YEAR 2020

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

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

WHEREAS, the Federal Transit Administration requires transit agencies to report usage data annually to the National Transit Database; and

WHEREAS, Valley Regional Transit Board of Directors approved Resolution VBD19-006, authorizing the purchase of automatic passenger counters for fixed-route vehicles in April 2019; and

WHEREAS, the Federal Transit Administration approved Valley Regional Transit's automatic passenger reporting data as valid in March 2020; and

WHEREAS, Valley Regional Transit was able to continue to track reporting data during the COVID-19 pandemic where front door boarding was suspended; and

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

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

Resolution VEB21-004

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

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

Section 1. That the Board of Valley Regional Transit ratify the Executive Board consent to report ridership data obtained from the automatic passenger counters as consented to on November 2, 2020.

Section 2. That Resolution VBD21-004 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of January, 2021.

APPROVED by the Board Chair this ____day of _____, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	FY20 Preliminary Performance Report - Q4
DATE	December 16, 2020
STAFF MEMEBER	Leslie Pedrosa

Summary

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

VRT expects the final Performance report to continue to show a decrease in ridership in the fourth quarter due to the COVID-19 pandemic. With services reduced or suspended, preliminary reporting shows an overall decrease of 29%, which was slightly less than the 45% decrease noted in quarter three. This pandemic is something that will have lingering effects on public transit nationwide, not just in the Treasure Valley.

Fixed-route services show a preliminary decrease of 22%, which is less than the 36% decrease reported in quarter three. When comparing ridership to February, which was the last pre-COVID ridership month, Ada County is projecting an 18% decrease in July, a 21% decrease in August and an 18% decrease in September. Making the same ridership comparisons for Canyon County, it is projecting a 36% decrease in July, a 27% decrease in August and a 15% decrease in September. Main Street Station remained closed the fourth quarter of fiscal year 2020, but did open in the first quarter of fiscal year 2021. The Boise State Bronco Shuttle suspended service in March, resulting in a 100% decrease in ridership. Boise State resumed service in August. Making the same ridership comparisons for Boise State, it is projecting a 96% decrease in August and an 87% decrease in September.

Demand response services show a preliminary decrease of 57%, which is less than the 72% decrease reported in quarter three. Demand response continues to be severely impacted, due to the vulnerable population that utilizes the service. When comparing ridership to February, which was the last pre-COVID ridership month, Ada County is projecting a 59% decrease in July, a 56% decrease in August and a 57% decrease in September. Making the same ridership comparisons for Canyon County, it is projecting a 9% decrease in July, a 2% increase in August and a 7% decrease in September.

Specialized Transit services show a preliminary decrease of 52%, which is less than the 65% decrease reported in quarter three. Several services continued operating, providing essential trips or food delivery services only. Below shows the ridership when comparing July, August and September to February, which was the last pre-COVID ridership month, for services that continued operating

- Metro Community Services is projecting a decrease of 44% in July, 46% in August and 40% in September
- Harvest Transit is projecting a decrease of 78% in July, 75% in August and 69% in September

- Eagle Senior Center is projecting a decrease of 49% in July, 51% in August and 47% in September
- SHIP is projecting a decrease of 45% in July, 27% in August and 26% in September
- Village Van is projecting a decrease of 36% in July, 35% in August and 40% in September
- Star Senior Center is projecting a decrease of 40% in July, 57% in August and 46% in September
- Kuna Senior Center is projecting a decrease of 76% in July, 35% in August and 48% in September
- Meridian Senior Center is projecting a decrease of 69% in July, 71% in August and 73% in September
- Shared Vehicle ridership, which includes Calvary Church and Interfaith Sanctuary, is projecting a decrease of 88% in July, 85% in August and 81% in September. The projected decrease is in large part due to Calvary Church not resuming service since the pandemic started.
- Volunteer Driver is projecting a decrease of 1% in July, 5% in August and a 4% increase in September
- Rides2Wellness is projecting a decrease of 38% in July. At the time of this report, August and September ridership has not been collected
- Parma Senior Center is projecting a decrease of 97% in July, 50% in August and 74% in September

ACHD Commuteride shows a preliminary decrease of 49% in quarter four. When comparing ridership to February, which was the last pre-COVID ridership month, ridership is projecting a 51% decrease in July, a 53% decrease in August and a 51% decrease in September. ACHD Commuteride is operating 64 vanpools and has suspended the minimum passenger requirement to operate a vanpool.

Boise Green Bike usage is projecting a 33% decrease in quarter four. Because weather plays an important role for bike share use, the summer months are not comparable to the month of February. Pre-COVID usage for the fourth quarter is being compared to the same months in fiscal year 2019, for reporting purposes. Ridership is projecting a 41% decrease in July, a 30% decrease in August and a 25% decrease in September.

VRT First Mile, Last Mile services are projecting a 42% decrease in quarter four. VRT Late Night is projecting a decrease of 89% in July, 100% in August and 94% in September. Lyft Transit Connections is projecting a decrease of 64% in July, 58% in August and 49% in September.

Staff Recommendation/Request

This is an information item only.

Implication (policy and/or financial)

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

More Information

Attachments:

Draft FY20 Performance Report, Fourth Quarter

Draft FY20 Fourth Quarter Ridership Report

Draft FY20 Year to Date Ridership Report

For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713,
lpedrosa@valleyregionaltransit.org

VRT PERFORMANCE - PRELIMINARY 4TH QUARTER, FY20

SUMMARY DASHBOARD

ITEM VII-A

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
		2020	2019	% Change			2020	2019	% Change
RIDES	FR	257,492	328,345	▼ -21.6	RIDES	FR	1,202,293	1,446,515	▼ -16.9
	DR	5,651	13,014	▼ -56.6		DR	34,303	53,794	▼ -36.2
	ST	13,514	26,163	▼ -48.3		ST	75,183	107,047	▼ -29.8
	VP	22,554	44,458	▼ -49.3		VP	117,999	174,463	▼ -32.4
	BS	6,398	9,560	▼ -33.1		BS	16,294	27,244	▼ -40.2
	FMLM	512	887	▼ -42.3		FMLM**	3,269	2,281	▲ 43.3
	Total	306,121	422,427	▼ -27.5		Total	1,449,341	1,811,344	▼ -20.0
HOURS	FR	26,801	30,161	▼ -11.1	HOURS	FR	111,645	122,162	▼ -8.6
	DR	2,713	6,604	▼ -58.9		DR	17,389	26,232	▼ -33.7
	ST	5,108	8,094	▼ -36.9		ST	20,261	34,098	▼ -40.6
	VP	6,146	6,731	▼ -8.7		VP	27,023	33,843	▼ -20.2
	BS	3,691	5,173	▼ -28.7		BS	9,233	14,525	▼ -36.4
	FMLM	62	136	▼ -54.4		FMLM	398	338	▲ 17.7
	Total	44,520	56,899	▼ -21.8		Total	230,469	288,098	▼ -20.0
RIDES PER HOUR	FR	9.61	10.89	▼ -11.7	RIDES PER HOUR	FR	10.77	11.84	▼ -9.1
	DR	2.08	1.97	▲ 5.7		DR	1.97	2.05	▼ -3.8
	ST	2.65	3.23	▼ -18.1		ST	3.71	3.14	▲ 18.2
	VP	3.67	6.61	▼ -44.4		VP	4.37	5.16	▼ -15.3
	BS	1.73	1.85	▼ -6.2		BS	1.76	1.88	▼ -5.9
	FMLM	8.26	6.52	▲ 26.6		FMLM	8.21	6.75	▲ 21.7
	Total	6.88	7.42	▼ -7.4		Total	6.29	6.3	▲ 0.0
ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION			ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR					DR			
	ST					ST			
	VP					VP			
	BS					BS			
	FMLM					FMLM			
	Total	-	-			Total	-	-	
COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION			COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR					DR			
	ST					ST			
	VP					VP			
	BS					BS			
	FMLM					FMLM			
	Total	-	-			Total	-	-	
ON-TIME PERFORMANCE	FR	89.0%	77.6%	▲ 11.4	ON-TIME PERFORMANCE	FR	83.5%	71.0%	▲ 12.5
	DR	84.7%	82.6%	▲ 2.1		DR	81.6%	82.8%	▼ -1.1
	ST	85.5%	75.7%			ST	85.0%	78.7%	
	VP	N/A	N/A			VP	N/A	N/A	
	BS	N/A	N/A			BS	N/A	N/A	
	FMLM	N/A	N/A			FMLM	N/A	N/A	
	Total	86.4%	78.6%	▲ 7.8		Total	83.4%	77.5%	▲ 5.9
FR - FIXED ROUTE		DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION		VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE		
Ada County Boise State - Bronco Shuttle Canyon County Intercounty		Ada County Canyon County	Metro Shared Vehicle SHIP Kuna Senior Center Village Van Volunteer Driver Meridian Senior Center Eagle Senior Center Star Senior Center Harvest Parma Senior Center Rides 2 Wellness		ACHD CommuteRide	Boise GreenBike	Lyft Transit Connections VRT Late Night		

VRT PERFORMANCE - PRELIMINARY 4TH QUARTER, FY20 ITEM VII-A

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY20	FY19	% Change
Ada County*	229,296	258,346	▼ -11.2
Boise State - Bronce Shuttle	5,274	37,596	▼ -86.0
Canyon County*	11,886	11,441	▲ 3.9
Intercounty*	11,036	20,962	▼ -47.4
FR SUB TOTAL	257,492	328,345	▼ -21.6
ST - SPECIALIZED TRANSPORTATION			
	FY20	FY19	% Change
Metro**	2,754	5,525	▼ -50.2
Shared Vehicle	389	3,181	▼ -87.8
SHIP**	1,905	2,335	▼ -18.4
Kuna Senior Center	372	876	▼ -57.5
Village Van	2,347	2,555	▼ -8.1
Volunteer Driver	540	631	▼ -14.4
Meridian Senior Center	169	964	▼ -82.5
Eagle Senior Center**	1,997	3,773	▼ -47.1
Star Senior Center	196	883	▼ -77.8
Harvest**	1,256	2,321	▼ -45.9
Parma Senior Center	278	745	▼ -62.7
Rides 2 Wellness	1,311	2,374	▼ -44.8
ST SUB TOTAL	13,514	26,163	▼ -48.3

QUARTERLY RIDERSHIP	FY20	FY19	% Change
GRAND TOTAL	306,121	422,427	▼ -27.5

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	5,064	12,313	▼ -58.9
Canyon County**	587	701	▼ -16.3
DR SUB TOTAL	5,651	13,014	▼ -56.6

VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	22,554	44,458	▼ -49.3
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	6,398	9,560	▼ -33.1
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	509	721	▼ -29.4
VRT Late Night	3	166	▼ -98.2
FMLM SUB TOTAL	512	887	▼ -42.3

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

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

VRT PERFORMANCE - PRELIMINARY 4TH QUARTER, FY20 ITEM VII-A

YEAR TO DATE RIDERSHIP DETAIL

FR - FIXED ROUTE			
	FY20	FY19	% Change
Ada County*	956,752	1,080,941	▼ -11.5
Boise State - Bronze Shuttle	145,010	224,541	▼ -35.4
Canyon County*	39,322	54,733	▼ -28.2
Intercounty*	61,209	86,300	▼ -29.1
FR SUB TOTALS	1,202,293	1,446,515	▼ -16.9
ST - SPECIALIZED TRANSPORTATION			
	FY20	FY19	% Change
Metro**	14,283	22,310	▼ -36.0
Shared Vehicle	5,432	13,441	▼ -59.6
SHIP**	8,300	9,315	▼ -10.9
Kuna Senior Center	1,985	2,800	▼ -29.1
Village Van	12,790	12,268	▲ 4.3
Volunteer Driver	1,877	2,982	▼ -37.1
Meridian Senior Center	1,544	3,482	▼ -55.7
Eagle Senior Center**	10,858	13,060	▼ -16.9
Star Senior Center	1,644	3,381	▼ -51.4
Harvest**	6,820	9,969	▼ -31.6
Parma Senior Center	2,312	3,754	▼ -38.4
Rides 2 Wellness	7,338	10,285	▼ -28.7
ST SUB TOTALS	75,183	107,047	▼ -29.8
YEAR TO DATE RIDERSHIP GRAND TOTAL	1,449,341	1,811,344	▼ -20.0

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	32,180	51,413	▼ -37.4
Canyon County**	2,123	2,381	▼ -10.8
DR SUB TOTALS	34,303	53,794	▼ -36.2
VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	117,999	174,463	▼ -32.4
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	16,294	27,244	▼ -40.2
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	2,935	1,978	▲ 48.38
VRT Late Night	334	303	▲ 10.23
FMLM SUB TOTAL	3,269	2,281	▲ 43.3

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

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



TOPIC	Transit Asset Management Plan Update
DATE	December 16, 2020
STAFF MEMEBER	Dave Meredith

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management that will apply to all recipients and subrecipients of chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement Transit Asset Management (TAM) plans.

TAM plans must include an asset inventory, condition assessments of inventoried assets, decision support, and a prioritized list of investments to improve the state of good repair of their capital assets.

The standard scoring criteria for condition assessments for regional public transportation assets was established in our region on September 26, 2016 by the “VRT Scoring Criteria for Regional Public Transportation Assets Policy.” This policy has been eliminated and the contents have been integrated into the Transit Asset Management Policy and Plan currently in use.

The current policy and plan meet FTA’s requirement for a Transit Asset Management Policy and Plan. This includes our current Transit Asset Management Group Plan and other applicable documents, e.g. Rolling Stock Inspection Guide, etc.

The TAM Plan has been in use the past two years and has been a very useful guide to continue to offer safe and effective transportation in VRT’s service area, as well as provide a guide in project priorities. However, staff has realized that the TAM plan could use some changes to offer a better way to operate. VRT staff has reviewed the TAM plan and have made edits to the plan, we have submitted the edits to the Public Transportation Providers group and incorporated their suggestions into the draft TAM Plan.

Suggested changes to the TAM Plan are included in Appendix A for the boards review and feedback.

Staff Recommendation/Request

Staff is presenting the draft TAM Plan as an information item. The board is asked to review and provide feedback on the planned changes to the plan. A final draft will be brought back to the board at a later date.

Implication (policy and/or financial)

The policy and strategies for Transit Asset Management and State of Good Repair will continue to be used to inform the Regional Public Transportation Capital Improvement Plan (CIP), Transportation Improvement Program (TIP), and the Program of Projects (POP).

Highlights

July 2017

- Board of Directors – Action Item – Approval Performance Targets for Capital Assets based on the State of Good Repair Measures - **Completed**

September 2017

- Executive Board – Action Item – Approve regional asset scoring for FY17 – **Completed**

October 2017

- Executive Board – Action Item – Approve targets for FY18 to be submitted to FTA through NTD – **Completed**

March 2018

- Executive Board – Information Item – Transit Asset Management Policy Outline - **Completed**

July 2018

- VRT Board of Directors – Information Item – Transit Asset Management Policy – **Completed**

August 2018

- Executive Board – Action Item – Transit Asset Management Policy - **Completed**

September 2018

- Action Item – Approve Transit Asset Management Policy – **Completed**

November 2018

- Information Item – Transit Asset Management Plan - **Complete**

December 2018

- Action Item – Transit Asset Management Plan – **Complete**

January 2019

- Action Item – Transit Asset Management Plan - **Complete**

More Information

Attachments:

Draft Transit Asset Management Group Plan

Appendix A

For detailed information contact: Dave Meredith, Compliance Officer, 208-258-2729, dmeredith@valleyregionaltransit.org

APPENDIX A

The following are the suggested edits for review and feedback:

Asset Portfolio Summary: (Pages 5-6)

- Rolling Stock
 - *“will include all vehicles for which an agency utilizes as public transportation revenue vehicles, regardless of who has capital replacement responsibility”*
- 1Equipment
 - *“A provider will exclude from its asset inventory any equipment with an acquisition value of less than \$50,000”*
 - *“Inventory for service vehicles will include all vehicles used as service vehicles.”*
 - *“VRT Group TAM Plan does require VRT or its agent, to score all equipment that could be included in a Program of Projects. VRT also scores and analyzes other types of equipment for capital planning”*

Condition Assessment (Page 7-8)

- Asset Condition:
 - *“All asset inventory will be scored equally and annually by VRT or its agent with no special consideration given to any one agency. The inventory will then be presented to the Asset Management Lead.”*
- Asset Condition Scoring Criteria Guidance:
 - *“**Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. In order to obtain a better understanding of the assets mechanical condition, VRT will use the annual maintenance costs for each vehicle, including Preventative Maintenance costs, to determine a maintenance cost per mile. This cost per mile will apply a score to the complete mechanical Section of the TAM scores. The cost per mile will be completed on an annual basis.*
 - *If a known defect, such as a failed major individual component is known, then that individual component score can be applied to the individual portion of the mechanical score sheet. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples.”*

Asset Condition Inspection Guidance (Page 7-8)

- *“As stated above the Asset Inventory will be scored and inspected to determine the overall condition of the asset on an annual basis. While completing the scoring, the inspector should be looking at the overall condition of the asset, including any loose, damaged, leaking or deteriorated items of the asset. Good inspection practices*

include physically touching, shaking and using other mechanical measures, if applicable, to assess the overall condition of the asset. The scoring forms must be used as it will be used as a communication tool to management on the condition of the asset. It will also be used as the data entry tool for the scoring results.”

- Administrative Guidelines
 - *“A record of the inspection must be kept by completing a hard copy of the inspection sheet, as currently, VRT does not have the ability to complete the visual inspection sheet electronically.”*
 - *“During inspections, note any defects such as worn, broken, damaged, or defective components, and assemblies, and any loose or missing hardware that may constitute a safety or service concern. These notes should be written on the scoring sheets.”*
 - *“Once the scoring sheet is completed it should be scanned into the TAM data location at VRT for future reference. The hard copy then can be filed. Each agency’s sheets will be provided upon request.”*

Reporting (Page 11)

- Reporting – Asset Scoring, Performance Targets & Measures
 - *“Providers participating in the VRT Group TAM Plan will be required to have all assets scored by VRT or its agent, on an annual basis. Assets that will be scored are assets that will be included in a Program of Projects (POP) these are to include assets not purchased with federal funds. . When one agency loans, leases or gifts an asset to another agency the scoring and reporting of the asset will move to the agency that have physical custody of the asset.”*

Exhibit D Scoring Criteria Guidance (Page 20-23)

- Added maintenance cost per mile score grid

Cost Per Mile	TAM Score
\$0.00 - \$0.25	5
\$0.26 - \$0.50	4
\$0.51 - \$0.75	3
\$0.76 - \$0.99	2
\$1.00 an up	1

- Mechanical Technical scoring

Grade		Definition
	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal preventative maintenance expense. Highest score after rebuilt is 4.5 Tires 8/32's or more
5		
4.5	Good	Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile) tires 6/32's
4		
3.5	Adequate	Moderately deteriorated or defective mechanical components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires 5/32's
3		
2.5	Marginal	Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines score. Tires 3/32's or less
2		
1.5	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires less than 3/32's
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0		

- Appearance Scoring

Grade		Definition
	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine new/clean.
5		
4.5	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
4		
3.5	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment shows age
3		
2.5	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
2		
1.5	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

Exhibit E Score Sheets Template

Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		Useful Life Benchmark(% Used):		Age:	
Scoring area					
Appearance			Function/Mechanical		
Exterior Condition	Scoring	Interior Condition	Scoring	Mechanical Systems	Scoring
Body: Dents/damage/repairs		Panels / Controls / Alarms		Hubs/Airsystems / Steering / Axles	
Paint/wrap: Bright/faded/chips		Freshness		Power Train includes:	
Lettering: Bold/fresh/faded/damaged		Front Carpets / Mats		Cooling System/Electrical	
Visibility Aides : Windshield/Mirrors		(Van only) Rear Carpet		Engine / Transmission	
Wheels: New/damaged/hubcaps missing		Driver Seat		HVAC / Interior Structure / Doors	
Side Step / Running Boards:if equipped		Passenger Seats		Lift or Ramp	
Exterior Average		Interior Average		Mechanical Systems Score	
				(State of Good Repair Mechanical Score)	
Overall Appearance Score		Useful Life Score		Total Score	
(State of Good Repair Appearance Score)		(Useful Life Score)			
Appearance Scoring			Mechanical Scoring		
Grade	Definition	Grade	Definition		
5	Excellent	5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal PM expense. Highest score after rebuilt is 4.5 Tires are	
4.5		4.5		Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile)	
4	Good	4	Good	Moderately deteriorated or defective mechanical components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are	
3.5		3.5		Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines	
3	Adequate	3	Adequate	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced	
2.5		2.5		Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.	
2	Marginal	2	Marginal		
1.5		1.5			
1	Poor	1	Poor		
0.5		0.5			
0	Replace	0	Replace		
Comments:					



TOPIC	Canyon County On-Demand Transit Update
DATE	December 16, 2020
STAFF MEMEBER	Leslie Pedrosa

Summary

Revenue and ridership in Canyon County have not kept up with performance expectations. Attempts to adjust service levels and routes within the resources continue to lead to low quality services and poor system performance. Following an evaluation by the project team created with VRT staff and key Canyon County participants, the project team evaluated the on-demand service model.

The project team determined an on-demand transit service model had the highest probability of achieving the desired results for the services within the existing financial constraints. The on-demand service model is expected to show increased efficiencies, as well as ridership growth. With the new service model, VRT staff also expects to build new partnerships with ridership contracts and/or funding, due to the expanded service area.

If the on-demand service model is successful, it could become the model for on-demand transit within other VRT service area. To ensure success, metrics VRT staff is looking at include:

- Increase in boardings per hour
- Increased on-time performance
- Key destinations served
- Ridership growth outside service area previously covered by local fixed route
- Positive feedback from users

Boardings per hour, with the local fixed-routes, averaged 5.49. With the on-demand service, current boardings per hour is 2.89. In October, boardings per hour was 3.07. The goal with the on-demand service is to reach 10 boardings per hour. It will take time and work to achieve this goal.

VRT staff is working with Via Mobility to ensure we are able to report the remaining metrics with the advanced data we are now able to receive. As the reports become available, VRT staff will share them.

Majority of feedback from the users has been positive. Those compliments include more direct service, less time spent waiting at a bus stop and more locations to catch the bus. Complaints regarding the new service include poor routing, changing pick up location and not enough time to get there, and not always able to book a ride.

Users have experienced issues booking trips when buses are not in the area that they are requesting a trip from, if the wait time exceeds the threshold for waiting. Contractor staff has been able to send buses to the area of the requested trip to help and eliminate the problem.

Users had experienced problems booking a trip, based off of the account set up. VRT chose not to allow payment of a ride within the on-demand application. Directions within the application were not clear when a new user was setting up their profile, causing billing issues, which would not allow a user to book a ride. This issue has been resolved.

Customer service staff is not able to see landmarks on a map within the scheduling system, to assist with directing passengers to the exact location where the bus will pick them up. Telling someone “the northwest corner”, is not helpful, but telling them a specific business is. Via Mobility is working with VRT for a solution. In the meantime, VRT staff is utilizing Google maps to assist with the detailed information.

Below are the service statistics as of December 11, 2020. At the board meeting, VRT staff will be prepared to review more recent statistics.

- 5,164 completed trips
- 627 riders accounts created
- 97% demand met
- Average wait time - 20 minutes
- Average ride time – 18 minutes
- Average ride distance – 6 miles
- Average ride rating – 4.5 stars
- Average walking distance to stop – 500 feet, which is less than 1/10th of a mile
- 53% of trips booked on app, 47% booked with customer service

VRT staff will continue to work with local funding partners to educate the public on the new service. The City of Nampa Mayor and staff had to delay taking a trip on the system, due to the state being moved back to stage 2 of the pandemic. The cities of Nampa and Caldwell are both looking at taking a ride, possibly in the spring of 2021. Staff will continue to work on building new partnerships with the expanded service area.

Staff Recommendation/Request

This is an information item only.

Implication (policy and/or financial)

Although there is a demonstrated need for public transportation in Canyon County there is declining support for funding the current model of fixed route transit for local service. The on-demand transit pilot will offer an innovative way to improve services within existing financial conditions. Doing nothing will continue the downward cycle of poor performance and lack of financial support, eliminating local fixed route service over time.

More Information

For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleyregionaltransit.org



TOPIC	Service Change Update
DATE	January 4, 2021
STAFF MEMEBER	Alissa Taysom

Summary

Due to various factors, including delays to the delivery of the Proterra buses due to the pandemic, VRT staff decided to defer the expansion of service in Meridian until FY2022. Conceptual changes reviewed on routes 8, 8x and 11 will also be delayed until FY 2022. This delay will allow staff to launch the new service after the pandemic is under control and will give staff more time to explore the coordination of regional or multi-jurisdictional connections.

Staff will prepare an updated service change planning and implementation schedule assuming a service start date of on or near October 1, 2021.

Staff Recommendation/Request

No action, this is an information item only.

Implication (policy and/or financial)

Staff will have more time to explore the coordination of regional connections and to promote the new service

Highlights

- FY 2019 VRT initiated conversation with Meridian about potential service expansions
- April 2020 VRT Board approved Meridian service alignment
- Fall 2020 VRT Board reviewed service concepts for 8, 8x and 11 restructure

For detailed information contact: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

Valley Regional Transit FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Procurement Date	Required Approval
HDTC Covid-19 Sanitation	Leslie Pedrosa	29,000	Nov-20	Executive Director
MSS Covid-19 Sanitation	Leslie Pedrosa	123,000	Nov-20	Executive Board
On Call - Human Resource Services	Jason Jedry	75,000	Dec-20	Executive Board
ADA Eligibility Evaluation Services (regional)	Leslie Pedrosa	160,000	Dec-20	Executive Board
COVID-19 Mode Choice Research	Kaite Justice	25,000	Jan-21	Executive Director
Integrated Mobility Planning and Research	Kaite Justice	50,000	Jan-21	Executive Board
Regional Vanpool Study	Stephen Hunt	10,000	Feb-21	Executive Director
Regional Passenger Facility Plan and Bus Stop Typology	Stephen Hunt	30,000	Feb-21	Executive Director
Insurance Products and Services	Jason Jedry	60,000	Mar-21	Executive Board
Rider/Non Rider Survey	Stephen Hunt	75,000	Mar-21	Executive Board
TSP/APC Information Integration	Stephen Hunt	25,000	Apr-21	Executive Director
Downtown Passenger Facility (Main/Fairview)	Stephen Hunt	125,000	Apr-21	Executive Board
Automatic Passenger Counters Ada County	Leslie Pedrosa	25,000	May-21	Executive Director
Document storage software (regional)	Leslie Pedrosa	100,000	May-21	Executive Board
Rides to Wellness on-demand transit software Canyon County	Leslie Pedrosa	100,000	May-21	Executive Board
Demand response scheduling software (regional)	Leslie Pedrosa	500,000	May-21	Board of Directors
Fixed-route CAD/AVL software (regional)	Leslie Pedrosa	1,000,000	May-21	Board of Directors
Regional Facilities Infrastructure Planning	Stephen Hunt	50,000	Jun-21	Executive Board
Fire Suppression and Extinguishers	Leslie Pedrosa	53,000	Jun-21	Executive Board
Best in Class Corridor Study	Stephen Hunt	150,000	Jun-21	Executive Board
Bus Stop Construction (Ada County)	Stephen Hunt	180,000	Jun-21	Executive Board
Employee safety reporting system software (regional)	Leslie Pedrosa	55,000	Jul-21	Executive Board
Happy Day Transit Center Improvement	Stephen Hunt	1,434,000	Jul-21	Board of Directors
On-demand transit software Ada County	Leslie Pedrosa	250,000	Oct-21	Board of Directors
State Street Corridor Transit Operational Analysis	Stephen Hunt	250,000	Oct-21	Board of Directors
Ada County fixed-route vehicle replacements	Leslie Pedrosa	3,100,000	Oct-21	Board of Directors
Support Vehicle - Ada County	Leslie Pedrosa	25,000	TBD	Executive Director
Service Truck with Utility Bed	Leslie Pedrosa	72,000	TBD	Executive Board

Executive Board Approval Levels: \$50,000 - \$199,999

VRT Board of Directors Approval Levels: \$200,000 and over Updated 12-16-2020



TOPIC	Executive Director Report
DATE	December 18, 2020
STAFF MEMEBER	Kelli Badesheim

Fiscal Year Activities

Eide Bailey is completing the annual audit soon. They will be presenting the final audit to the Executive Board/Finance Committee at their February meeting. The audit was conducted virtually this year, and went very smoothly. Staff worked hard to prepare for and respond to requests from the auditors. The team is also preparing for the upcoming Triennial review.

We submitted the remainder of the Cooperative Agreements to our local jurisdiction funding partners this month. This is later than usual due to changes in the agreements we thought required a little more time to implement.

The staff completed the FY2021 budget amendment for the board's consideration in January. The amendment was more substantial this year due to the additional CARES funding being allocated to operations, the resiliency projects the VRT Board approved in October, and other projects we have secured funding for since the budget was adopted. This amendment also includes the FY2020 carry forward projects. Those include two substantial electric bus procurements.

COVID-19 and Next Phase Resiliency Activities

Jill Reyes and I completed our first round of outreach to local governments providing funding for services to review the updated local cost methodology with CARES funding allocated to service operations and other resiliency projects. The Board will be considering accepting staff's recommendation on guidance for strategic direction approaches. The more detailed projects will be defined through the FY2022 budget process. The primary assumption VRT staff is using is there is no one-size-fits-all approach when it comes to addressing the economic impacts of the pandemic. We are using the horizon of FY2023 as the target for achieving the strategic goals VRT is putting forward.

In addition to the outreach, Stephen Hunt will be leading the Executive Board through a workshop on regional service development in advance of FY2022 budget development. There are a few inter-jurisdictional issues needing to be addressed as we establish the service levels and budget for FY2022 and beyond. The CARES funding provides an opportunity to consider ways to achieve a more sustainable and resilient foundation for the organization without requiring significant increases in annual local investments over the next several years.

Building Reporting Capacity Work Plan

I will be leading an internal project to update VRT's reporting for all of our regulatory and funding partners. A more detailed memo and work plan was presented to the Executive Board in December. The work plan is building on previous work VRT staff has been engaged in. The primary objective is to improve reporting capacity and ensure the reports VRT provides can meet the needs of all regulatory and funding partners.

Rides 2 Wellness Canyon County Expansion

I am working with a project team of key stakeholders from the regional health systems to design and implement an expansion of Rides 2 Wellness in Canyon County. The pandemic has introduced some challenges to completing our work. The demand for the service is even greater since the pandemic started. VRT staff found a way to implement the service in March through CARES funding in Canyon County. This will allow staff to pilot the system as a complement to the on-demand transit solution. The concept is both solutions will expand access to healthcare and health-related activities. The pilot will allow VRT and the project team to make adaptations as the system is implemented. The health systems will then join as funding partners for next fiscal year.

Projects and Community Activities

- Supporting grant administration work in the area of balancing grant and local funding for VRT's federally funded projects.
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health.
- Facilitating a discussion on Statewide Technology needs for updating fixed-route and demand response scheduling systems. RFP was issued through CTAI in October. Proposals will be submitted in December. VRT will use a pre-qualified list of vendors to implement the fixed-route and demand response scheduling and dispatching project.

More Information

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org.

TOPIC	Development Department Monthly Report
DATE	December 14, 2020
STAFF MEMEBER	Stephen Hunt

Summary

Update of Development Department activities for the month of November 2020

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**
VRT Staff is working on building the FY2022-26 Transit Development Plan (TDP) with updated assumptions, local jurisdiction, and agency goals. Future refinement of the TDP will guide additional performance based project development, programming, and monitoring.

Programming/Budget Development

- **Local and Federal Allocations** – VRT staff had several rounds of meetings with funding partners to review FY 2021 cooperative agreements and the implications of COVID-19 and the CARES Act funding. Staff will include resiliency and direct response projects in the FY2021 budget amendment and outline the strategic direction for programming funds through FY23.

Goal 2 – Increase Ridership and Revenue

- **Meridian Service Expansion and FY 2021 Service Change** – Recommending delaying Meridian service expansion until FY2022. This will allow for us to get past of COVID-19 and provide time to explore more regional coordination.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Boise Operations Facility**
 - **Electric Bus Infrastructure**
Construction on electric bus infrastructure at the Orchard Facility is well underway. Transformers, switches, and Proterra chargers have all been delivered. Sub-surface work, conduits, and lighting infrastructure are complete. Staff completed application for the Idaho Power incentive grant for electrification. The contractor is on schedule for VRT to begin operation of electric vehicles by late spring of 2021.
 - **Fuel Island Work**
Staff is programming repairs, replacements, and upgrades to the CNG facility, STV Consulting is assisting with design and consultant management. ECI engineers is assessing the electrical monitoring equipment and the compressor cooling systems. AECOM has provided an estimate, option to meet needs, and information to issue RFB.

- **Orchard Facility Master Plan**

The lowest ranking TAM item, after the fuel island, is the existing pavement at the Orchard Facility. A Facility Master Plan is being prepared to coordinate pavement repairs/replacement and incorporate the CNG projects as well as the E-Bus infrastructure into the Orchard Facility. Staff is negotiating a contract with the successful proposer on the Orchard Facility Master Plan, Jacobs Engineering. The facilities master plan will be prepared and civil engineering will lead to construction in summer of 2020. Deficiencies include parking lot capacity and circulation, inadequate drainage, outside storage, and incorporation of electric bus infrastructure. VRT received competitive funding from the 5339 bus and bus facility grant for expansion of the Orchard Facility to make room for fleet expansion and electrification. Construction at the Orchard Facility will start in 2021 and will continue for up to three years.

- **Happy Day Transit Center Upgrades**

Staff is reviewing and updating planned repairs and upgrades. VRT has contacted an engineering/architectural firm to assist with construction scheduling, estimating, and bidding for repairs. Construction includes replacing broken doors and repair/replacement of the maintenance facility roof. Upgrades to the roof will included replacement of HVAC equipment, improved roof drainage, and front façade design and repairs. The project is intended to extend the useful life of the building. Construction/repairs are ongoing, but roof repairs would start in summer 2021 and continue, subject to practical schedule and available budget.

- **Main Street Station**

Staff prepared Main Street Station to open again to the public after submitting an operations plan to Central District Health. ITD conducted a bridge inspection on the deck over Main Street. Repairs and ongoing maintenance include work to security doors and gates, floor and cleaning issues, and repairing leaks in ceiling from other tenants (coordinating with Gardner property management). Upgrades to employee spaces is planned to provide safe distancing while working in MSS.

- **Bus Stops**

The 2020 bus stop improvements project is complete. Final punch-list items are being addressed and substantial completion letter has been issued. Full construction closeout is anticipated by January 1, 2021. VRT staff are addressing amenity issues (benches, trash, etc.) at newly installed shelters. Any carried over budget will be included in future bus stop improvements, including purchasing additional shelters and benches for high ridership locations. Planning for FY2021 needs is underway.

Regional Corridor Planning

- **State Street Corridor Projects**

The State Street Alternative Analysis has begun public outreach on the three different alignments between State Street and Whitewater and downtown Boise.

State Street Executive and Technical Teams have been working together to identify actions that would help member agencies continue making progress on the Transit and Traffic Operations Plan (TTOP). Staff evaluated four proposals for the State Street

Transit Operational Analysis and will bring a recommendation to the Full Board in January.

Other Development Activities

- **Title VI** –Final report will be presented to Full Board in January.
- **FY 2021 planning projects** – Development staff has begun initiating the following planning projects,
 - Regional Vanpool Study
 - Rider/Non Rider Survey
 - Passenger Facility Plan/Bus Stop Typology
 - Kuna Transit Operations Study
 - Coordinated Human Services Transportation Plan – in coordination with COMPASS
- **Grant Opportunities** – VRT continues to look for federal grant opportunities including competitive grants focused on innovative service delivery and electrification of our fleet.

More Information:

Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
 Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
 Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
 Jill Reyes, Planning Programmer, 208.258.270, jreyes@valleyregionaltransit.org
 Derrick Personette, Facility Master Technician, dpersonette@valleyregionaltransit.org



TOPIC	Operations Department Staff Report
DATE	December 16, 2020
STAFF MEMEBER	Leslie Pedrosa

Summary

Status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations for the months of July and August

Regional Operations

VRT staff has been working with partners in Canyon County to begin providing a Rides 2 Wellness service. Planned start date is spring of 2021. This service will have a larger community partnership than Ada County and will leverage two different aspects of service. One will be on-demand, similar to what is already used in Canyon County and the other will be pre-booked trips, similar to what is already used in Ada County. Staff is in the process now of finalizing what the final service will look like and report back to the board.

VRT staff worked with our current Village Van partner, Packers Sanitation Services, Inc., to provide transportation for their employees to CTI Foods in Wilder. This new service is scheduled to start in January 2021. There will be two vans providing service to employees in Boise, Nampa and Caldwell. This new service is expected to provide transportation services to 22 employees.

VRT staff is working on a project to determine if there is a need for transportation in the Meridian service area to the VA Hospital in Boise. This project is in the beginning stages of planning and will be brought back to the board at a later time.

VRT staff will resume work with the Access to Independence project team created in 2018. This project team was created to determine objectives, concepts, and goals for what success would look like. The goal is to continue building accessible capacity for eligible users, while still being cost effective, easy to use, and available to as many people as possible. The first task is a new service design for the current SCRIP program in Boise. The solution is expected to be in place by October 2021. As the project progresses, it will be brought back to the board.

VRT reopened Main Street Station on November 9. At the time of this report, the state of Idaho was still in Stage 2 of the Idaho Rebounds Plan. VRT staff has kept in contact with Central District Health to ensure Main Street Station can remain open, with our approved business plan.

Site construction for electric bus charging infrastructure continues at the Orchard facility in Boise. The chargers are on-site, waiting to be installed. Due to the pandemic, the production

of the first four 40' buses has been delayed. They are currently scheduled to start production with Proterra in mid-January 2021. The expected delivery date is the end of April 2021.

VRT staff will begin fiscal year 2020 reporting for the National Transit Database. Report is due January 31, 2021

On December 11, 2020 the Federal Transit Administration announced the PTASP implementation has been delayed until July 21, 2021, due to the COVID-19 pandemic.

Highlights:

Contracted Transportation

Canyon County had no preventable accidents in November

- Intercounty on-time performance 87%
- ACCESS on-time performance 87%
- On-demand service on-time performance reporting still not available from Via Mobility
- Celebrated 90 days accident free with a catered lunch
- New Collective Bargaining Agreement in place for unionized drivers. With new contract wages and employee benefits in Canyon County are much closer to matching Ada County

Ada County had one preventable accident in November

- Fixed-route on-time performance 82.9%
- ACCESS on-time performance 98.2%
- With pandemic requiring social distancing, implemented new payroll system that is done on personal devices

Specialized Transportation

There are no changes to any services or COVID-19 cleaning protocols for the following services:

- Village Van
- Kuna Senior Center
- Meridian Senior Center
- Parma Senior Center
- Supportive Housing and Innovative Partnerships
- Rides to Wellness
- Volunteer Driver
- Interfaith Sanctuary
- Lyft Transit Connections
- VRT Late Night
- Eagle Senior Center
- Harvest Transit
- Metro Community Transportation
- Calvary Church has not resumed services

Star Senior Center continues to limit the number of passengers allowed on outings. They are not allowing any new passengers/members at this time. The annual Christmas dinner outing

will only be for 10 people. They will reserve a private room at the restaurant. Face coverings are required and they are provided for those who do not have one. Any members who tests positive for COVID is required to quarantine for two weeks after the positive test.

Meridian Senior is closed and no longer offering dine in meals, due to the state being moved back to stage two. Curbside meals can still be picked up Monday through Friday between 11:30 am and 12:30 pm. Any activity where social distancing cannot be attained, have been cancelled. All other activities are limited to 10 or less people, all participants must wear a face covering at all time and social distancing must be maintained.

Information Technology and Intelligent Transportation Systems

- Staff resolved 123 support requests from 137 submitted
- Staff completed several tasks, in coordination with Routematch, to update programming of on-board computer systems
- Staff continues to work on equipment, software and programs to support VRT employees ability to work from home with little to no issues
- Setup equipment at Main Street Station, Happy Day Transit Center, and Meridian to allow customer service staff to accept contactless payment transactions
- Created standardization and screensavers to all electronics for the ongoing implementation of the Rider's First project branding

Compliance

Continued to work on the COVID crises, communicating key points to VRT executive staff:

- Weekly meetings with Central District Health and the joint Ada and Canyon County Emergency Operations Center
- Biweekly meetings with Southwest District Health on the Joint Information System taskforce
- Continued to monitor the CDC website daily
- Tracking and listening to the Governors press conferences
- Monitored the cleaning and sanitizing of equipment
- Distributed face coverings to allow VRT to require face coverings for passengers
- Public Transportation Agency Safety Plan being implemented following Executive Board approval
- Working with the Public Transportation Provider Group to update the Transit Asset Management Plan approved in January 2019

Customer Service Support

- Customer service handled 2,223 of 2,294 phone calls for information, with 71 calls abandoned. The average call time was 2 minute, 23 seconds and the average hold time was 17 seconds
- Reservationist handled 891 of 936 phone calls to change or schedule a ride, with 40 calls abandoned. The average call time was 3 minutes, 30 seconds and the average hold time was 13 seconds
- On-demand handled 582 of 668 phone calls to schedule a ride, with 86 calls abandoned. The average call time was 2 minutes, 5 seconds and the average hold time was 19 seconds

- November mobile ticket sales totaled \$2,717.25
 - Fare collection resumed November 9

More Information

For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713,
lpedrosa@valleyregionaltransit.org

TOPIC	Finance and Administration Activity Report
DATE	January 4, 2020
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

This memo provides an update on the accomplishments of the Finance Department.

Highlights

Budget/Finance

- The soft close of the 4th quarter of FY2020 has been completed
- The FY2020 independent annual audit began in December and is expected to be completed in early January
- Finance staff are preparing for the FTA triennial review/audit
- Finance staff is preparing to submit the Authorities FY2020 National Transit Database information to the FTA
- The finance department is currently training a new Grants and Compliance Administrator and a Procurement and Contracts Specialist
- Finance staff are working on FY2021 project funding and tracking documentation

Grant Management

- Grants and Compliance Administrator is working on the following:
 - Triennial Review Supplemental Information Request
 - Compass Applications Phase II and transfer letters
 - Grant revisions/amendments
 - Subrecipient Agreements for FY21
 - Subrecipient Reviews
 - Triennial Review
 - FTA grant applications
 - Annual external audit assistance

Procurement

- Procurement and Contracts Specialist is working on:
 - Integrated Fare Payment System
 - Support Vehicles
 - State Street Corridor Transit Operational Analysis
 - COVID-19 Sanitation Services for Ada and Canyon Counties
 - On-Call Human Resource Services
 - ADA Eligibility Evaluation Services

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jjedry@valleyregionaltransit.org

TOPIC	Community Projects/Outreach Efforts Update
DATE	December 16, 2020
STAFF MEMEBER	Mark Carnopis

Summary

This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

Staff Recommendation/Request

No action requested. This is an update on activities by the Community Relations Manager

Implication (policy and/or financial)

N/A.

Highlights

- The 22nd annual Stuff the Bus, held December 12, was a big success. We collected 7,975 toys. These toys will be distributed by the Salvation Army to families in need.
- Staff has been involved in outreach sessions explaining our Riders First campaign. I am working to finishing the outreach plan that includes internal and external components.
- Work continues on developing outreach resources for the planned expansion of Rides 2 Wellness into Canyon County. We are working with health service providers to assist in gathering input from the public regarding proposed operational models for the transportation service. Implementation of this service is expected in early 2021.
- The launch of our retooled valleyregionaltransit.org website is expected to occur by the end of December. I am assisting in the project on an as-needed basis. The new website will be more user friendly and focus on providing easily accessible information about our services.
- I have developed a calendar/plan for additional outreach to promote the new on-demand bus service in Nampa/Caldwell. This includes working with the communications staff persons for both cities, the Chambers of Commerce, and other officials (e.g. key staff at CWI, NNU and College of Idaho). We will be working with Stoltz Marketing on creating outreach collateral.

More Information

For detailed information contact: Mark Carnopis, Community Relations Manager, 208-258-2702, mcarnopis@valleyregionaltransit.org



TOPIC	Programs and Marketing Update
DATE	December 16, 2020
STAFF MEMBER	Dave Fotsch

Summary

The Programs area cover Navigation, Safe Routes to School and Marketing. The following is an update on all programs.

Highlights

Safe Routes to School

The Safe Routes to School (SR2S) program officially became a service of Valley Regional Transit with the start of Fiscal Year 2021, October 1. SR2S had been housed under the YMCA, even though the funding passed through VRT. The program adds four new employees to the roster at Valley Regional Transit.

Because of COVID-19 restrictions, the program has been unable to keep its usual schedule of programming in schools. Instead, program employees have been working of delivering education through online methods, including a series of videos on bicycle safety.

Marketing

Valley Regional Transit hired Stoltz Marketing Group in late 2018 to provide professional support to update and design a marketing foundation for VRT to build on for years to come.

Many of the initiatives started in Fiscal Year 2020 are being continued into the new fiscal year, including:

- Website redesign
- Customer Service updates
- COVID Response
- Safe Travels, Treasure Valley
- On-Demand Service
- Rider's First Initiative

New website

- The new website will make it easier for customers to use. Its design is "mobile-first," meaning we assume most users will be trying to access information about transit while standing on the street. With this design focus in mind, there will be information about schedules, fares, and bus locations.
- Working with Stoltz, we are in the final stages of development. Recent challenges have been integrating the trip planner with on-demand service in Canyon County, setting up a new web hosting site and payments to Google for accessing maps.
- Stoltz will do a final deep quality assurance review before releasing the site to the public.
- The website should launch by year's end or in early January.

Customer Service Updates

Nearly all areas of the customer service updates have been completed and deployed for use by staff at Valley Regional Transit. The only significant task remaining is the Navigator Handbook.

COVID-19 Response

Much of our response to the COVID-19 pandemic has been focused on sharing information with the public about our efforts to keep riders safe, and the things riders can do to keep themselves and others safe. The biggest push has been through social media messages reinforcing the basics of wearing a mask, washing hands frequently, social distancing, and not riding buses when sick. These same messages are backed up with content on our website, posters on our vehicles and decals in our public spaces.

Safe Travels, Treasure Valley

This campaign launched in the summer of 2020 in response to the decline in ridership due to the COVID-19 pandemic. The concept was to reassure the public that it is safe to ride public transportation. While ridership continues to be well below normal levels, the marketing campaign has successfully delivered the message of safety, not only for VRT buses, but also for ACHD Commuteride vans and the Boise State shuttles.

The paid social media campaign has expired, but we continue a robust organic social media campaign using materials developed by Stoltz. The weekly newsletter has gone to an every other week schedule and will continue through the end of FY 2021.

Canyon County On-Demand Service

On October 5, 2020, traditional fixed-route service in Canyon County was replaced by a new concept in public transportation – On-Demand service. Riders use an app to request a ride, plugging in the start and finish points.

After launch, the program was growing nicely until VRT reinstituted fare collection. Since that time there has been a gradual decline in ridership. We will be working with Stoltz to expand our outreach in Canyon County to bolster use of the system.

Riders First

Riders First is an internal marketing campaign designed to help all VRT staff ‘live the brand.’ The goal is to inspire employees to go the extra mile to ensure every customer has the best possible experience when working with the region’s premier public transportation authority. The campaign was rolled out in small groups starting on October 28, 2020.

The key aspects of the campaign include:

- A video produced by Stoltz to remind and inspire staff that everything they do is about helping people get from where they are to where they need to be
- An employee and partner survey that attempts to gather the attitudes of those working for VRT
- Internal posters and screensavers that inspire employees to strive for the best possible customer experience
- Collateral templates – memos, PowerPoint templates, letterhead, etc.

Marketing in FY 2021

October 21, the VRT Marketing Committee met with representatives of Stoltz Marketing to go over upcoming events and overall strategy for marketing the agency and its services in

the new fiscal year. Final details are still being worked out, but key among the initiatives will be the following projects:

- Electric bus launch, branding and promotion
- Overall branding refresh for all buses
- Integrated fare app branding and promotion
- Bus stop redesign and branding
- Radio and traffic report sponsorships
- High School outreach and promotion
- Special events, like Treefort Music Fest

Staff Recommendation/Request

None, information only.

Implication (policy and/or financial)

None.

More Information

For detailed information contact: Dave Fotsch, Programs Director, 208.331.9266,
dfotsch@valleyregionaltransit.org

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TOPIC	Underwriting Division
DATE	December 16, 2020
STAFF MEMEBER	Jason Russell

Summary

<i>Valley Regional Transit - Underwriting Division</i>			
Fiscal Year	FY 20	FY 21	FY 22
Target Revenue:	\$435,835.00	\$528,246.00	\$600,000.00
Actual Contracted Revenue:	\$461,133.00	\$228,910.00	\$0.00
% of Target Revenue:	105.8%	43.3%	0

- Cultivating three new messages and subsequent sponsorships from Idaho Department of Health and Welfare (IDHW) in support of the Idaho Women, Infants and Children's nutritional program, Drug Overdose Prevention Program and Center for Suicide Prevention for calendar year 2021. Participation in content and message committee(s) for Idaho Department of Health and Welfare, Division of Public Health will be ongoing.
- In collaboration with VRT's Human Resources contractor, Calyx-Weaver, we have finalized the job description for Advertising and Sales Coordinator. The listing is live as of the date of this report we have identified four viable candidates for this critical position. We will be moving into the interview stages soon.
- Staff has developed a fully agreed to schedule for the second, and hopeful final, round of bus bench placements to begin in early June and wind up by end of August, 2021. While this will still leave us with a mix of bus bench designs for a solid six months, it will nonetheless fulfill our vendor Creative Outdoor Advertising contractual obligations.
- Having completed a full list of all advertising agencies and internal key opinion leaders, we are now working to print and bind our media kit complete with "Business Builder" packages to be distributed via direct mail, personal delivery, where and when appropriate, and at events.
- Staff is continuing to discuss Bike Share funding opportunities at all levels of contact within our work. We have identified several reputable partners willing to contribute in the form of sponsorships of local assets but have not been able to get a positive response to our call for capital funding.
- In collaboration with our Maintenance Manager for Ada County, we are proactively going through the fleet to ensure we can maximize every available space in Ada County. As anticipated, we are seeing less interest in the assets assigned to Canyon County due to the shift to On-Demand Service.

For detailed information contact: Jason Russell, Underwriting Manager, 208-440-2515, jrussell@valleyregionaltransit.com

TOPIC	City Go Report
DATE	January 4, 2020
STAFF MEMEBER	Kaite Justice

Summary

Status update of activities related to the downtown mobility collaborative, City Go

Highlights

- City Go staff has completed the Integrated Fare Payment Application procurement. The procurement was approved by the VRT Board of Directors on October 5, 2020. Staff is currently working through contract negotiations with Cubic Transportation Systems and will continue to work towards the implementation and launch of the new payment application. The contract is expected to be fully executed by December 31, 2020. The estimated launch for the first phase of the system is July 2021. The kick-off for the implementation team will be the first week of January.
- Holiday Walking Maps: City Go created an interactive walking map for experiencing the holidays downtown. The map features some of the best-hidden shopping spots to find the perfect gift for the most difficult person on your list. It also features the best sights to see downtown this holiday season, from the Giving Tree to Inspiration Alley. Finally, the map showcases some of our favorite food items from local restaurants that are easy to take with you on your walk. The guide and subsequent marketing highlights parking once and using active transportation to get around downtown.
 - 845 visits to walking maps on website
 - 484 unique visitors
- Cranksgiving: Another successful Cranksgiving is in the books! On Saturday, November 21, participating teams enjoyed a safe and staggered start to a bicycle scavenger hunt around Boise. Participants earned points for visiting businesses, answering trivia questions, and tackling other fun tasks, like challenging strangers to a game of hopscotch. Prizes were awarded for biggest turkey, most points, best costumes, and most charitable donations. The event, hosted by City Go, resulted in 28 boxed Thanksgiving dinners donated to St. Vincent de Paul for local families in need. Photos from the event can be found on the Cranksgiving Facebook page
 - Total number of boxes: 28 complete boxes and many extra cans at the businesses.
 - Numbers of teams signed up: 27 (105 people)
 - Boxes of food dropped off: 3
 - Cash donations: \$380 in donations to St. Vincent de Paul
- City Go has completed its work plan for FY2021. See below.

Month	Major Activities of Key Focus Areas and Identified Strategies
December 2020	Holiday Walking Maps • Promote parking once downtown and active transportation while downtown • Interactive map of holiday sightseeing, food on the go, and shopping FY2021 Communication Plan

	- Draft communication plan to be presented to Sales and Marketing Committee Finalize Podcast concept - Name/Branding/synopsis - Line up speakers for January - One-sheet for sponsorships Memberships in COVID-19 times - Finalize membership options for FY2021. Extended memberships for current members? Free 6-month memberships for new members? Integrated Fare Payment System - Fully executed contract between VRT and Cubic - Branding recommendations from Stoltz - Discuss partner agreements between VRT and each mobility partner Membership Development - Outreach: 40 downtown businesses, agencies, and associations - Meetings: 10 - New Members: 1 <i>*Communications focus: walking maps, parking once, safety tips</i>
January 2021	Launch Membership Benefits Videos - Short 1-minute videos that go over all the sustainable transportation resources an employer offers their employees and how to use their City Go membership Launch City Go Podcast - City Go Conversations in a new type of media. Mid-January launch for first episode. Each episode will be 10-15 minutes. Business Development Plan - Draft FY2021 business development plan to Sales and Marketing Committee - Work with SMH on a business development pitch and pipeline with COVID-19 considerations (part of overall plan) Integrated Mobility Plan - RFP Issued - Kick-off meeting for Stakeholder group for the Integrated Mobility 5-year plan Mini Eagle Social Media challenge - Purpose to highlight the new service between downtown Eagle and downtown Boise FY2021 Communication Plan - Present draft communication plan to Sales and Marketing Committee Integrated Fare Payment System - Kick-off meeting for IFPS Implementation Team (though Tech and Service Integration Committee) Membership Development - Outreach: 60 downtown businesses, agencies, and associations - Meetings: 15 - New Members: 2 <i>*Communications focus: Podcast, memberships, carpooling, winter commuting tips, bus</i>

February 2021	Transportation Options Survey • Work with IPI/Boise State to field survey through community partners • Recruit volunteers for March mode counts COVID-19 Mode Choice Research • Begin research on transportation choice, emerging trends, and future trends in the context of COVID-19 • Procurement process to take place in January • Research will be regionally focused (Ada and Canyon County), but will have a section dedicated to downtown Boise Employer Marketing Toolkit + Return to Work Essentials • Launch online/gated toolkits for members Valentine's Day Walking Map • Interactive downtown walking map for Valentine's Day activity Membership Development • Outreach: 60 downtown businesses, agencies, and associations • Meetings: 15 • New Members: 2 <i>*Communications focus: Employer tips and resources, employer pass programs, open survey, carpooling</i>
March 2021	Downtown Mode Counts • Work with IPI to facilitate downtown mode counts. 20 volunteers needed Integrated Fare Payment System Marketing Campaign • Key concepts and campaign outline (work with Stoltz) FY2022 budget • Provide draft budget to Steering Committee members and other key stakeholders • Provide alternative funding strategies for FY2022 to Steering Committee Bike Safety Education • Event – in person/webinar • ABC checks on the Grove • Promotion of bike resources and bike parking downtown • Highlight Safe Routes to School bike safety videos Membership Development • Outreach: 60 downtown businesses, agencies, and associations • Meetings: 15 • New Members: 2 <i>*Communication focus: biking, open survey, pedestrian and bike street design features, flex work</i>
April	Sustainability Education Campaign • Going Electric – buses, bikes, new EV infrastructure, scooters • Transportation impacts of Climate Change info series • Sustainability art competition with VRT Advertising Dept. Membership Development • Outreach: 60 downtown businesses, agencies, and associations • Meetings: 15 • New Members: 4 <i>*Communications focus: Sustainability, electric vehicles (all modes), transportation impacts on climate change, art competition, Bronco Shuttle</i>

May 2021	Integrated Fare Payment System Marketing Campaign - Launch campaign – 4 month campaign - Campaign will focus on businesses, the new application, and employer integrated mobility resources May In Motion - TBD Membership Development - Outreach: 60 downtown businesses, agencies, and associations - Meetings: 15 - New Members: 2 <i>*Communications focus: MIM, bike week, new app promotion, vanpool</i>
June 2021	Where's My Bike Boise Event - Host the 2nd annual downtown scavenger hunt to find the City Go bike Draft Annual Report - Present to Steering Committee for comment Membership Development - Outreach: 60 downtown businesses, agencies, and associations - Meetings: 15 - New Members: 2 <i>*Communications focus: WMBB, summer recreation via transit/carpool, business campaign, first/last mile</i>
July 2021	Integrated Fare Payment System - System launch - Work through bugs - Start transitioning City Go Members to new system Membership Development - Outreach: 60 downtown businesses, agencies, and associations - Meetings: 15 - New Members: 3 <i>*Communications focus: new payment system, business campaign, trip planning, Clean Air Challenge</i>
August 2021	Clean Air Challenge (City Go signature event) + Annual Meeting and Party - Challenge will utilize new application - Challenge will have a multi-modal focus - Challenge will focus on sustainability Annual Report - City Go will release Annual Report to public at Annual Meeting Membership Development - Outreach: 60 downtown businesses, agencies, and associations - Meetings: 15 - New Members: 3 <i>*Communications focus: Clean Air Challenge, annual report, annual meeting, how to get involved, year-in review</i>
September 2021	In-Kind Agreements - Finalize in-kind agreements for FY2022 with partners, members, and key stakeholders City Go business map - Launch interactive member map online

	Membership Development • Outreach: 60 downtown businesses, agencies, and associations • Meetings: 15 • New Members: 3 <i>*Communications focus: Preparing your commute for cold weather, first-last mile</i>
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