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Valley Regional Transit Board of Directors Meeting Agenda

Monday, August 03, 2020

12:00 PM

Please join the meeting the virtual meeting at: <https://global.gotomeeting.com/join/433935317>
or dial in at 1 (312) 757-3121

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

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: Executive Board Meeting Minutes ☐

Pages 8-20

The Board of Directors is asked to consider accepting the minutes of the April 6, May 4, May 18 (Special) and June 1, 2020 Executive Board meeting minutes.

B. ACTION: Minutes of the April 6, 2020 Board of Directors Meeting ☐ Pages 21-23

The Board is asked to consider approval of the minutes of the April 6, 2020 Board of Directors meeting.

C. ACTION: Operating Cash Balance Report for the FY2020 Second Quarter ☐

Pages 24-25 Jason Jedry

Attached is the Operating Cash Balance Report for the second quarter of FY2020. The Finance Committee approved this item at the June 1, 2020 meeting. The VRT Board is asked to consider accepting the second quarter Operating Cash Balance Report.

D. ACTION: Budget Variance Reports for the FY2020 Second Quarter ☐ Pages 26-37 Jason Jedry

Attached are the Budget Variance Reports for the second quarter of FY2020. The Finance Committee approved these items at the June 1, 2020 meeting. The VRT Board is asked to consider accepting the FY2020 second quarter reports.

E. ACTION: Valley Regional Transit Reserve Plan ☐

Pages 38-39 Jason Jedry

Attached is the Valley Regional Transit Reserve Plan. The Executive Board approved recommending Board approval of this item at their June 1, 2020 meeting. The VRT Board is asked to consider accepting the Valley Regional Transit Reserve Plan.

F. ACTION: 2nd Quarter Performance Report ☐

Pages 40-44 Leslie Pedrosa

The Board is asked to accept the second quarter performance report for FY2020.

- G. ACTION: 3rd Quarter Performance Report** Pages 45-49 Leslie Pedrosa
The Board is asked to accept the third quarter performance report for FY2020 approved by the Executive Board.
- H. ACTION: COVID-19 Emergency Policies and Processes** Pages 50-53 Kelli Badesheim
The Board will consider acknowledging the attached Emergency Policies and Processes developed to respond to immediate regulations and needs pertaining to COVID-19.

VI. ACTION ITEMS

- A. ACTION: PUBLIC HEARING - FY2021 Operating and Capital Budget and Program of Projects**
Prior to the Public Hearing, VRT staff will present the final Preliminary FY2021 Operating and Capital Budgets. The VRT Chair will then conduct a Public Hearing and take formal comments on the FY2021 budget.
- B. ACTION: FY2021 Budget** Pages 54-73 Kelli Badesheim
Following the Public Hearing, the VRT Board will consider approval for RESOLUTION VBD 20-014 to approve the FY2021 Budget.
- C. ACTION: PUBLIC HEARING - Disposal of Assets** Pages 74-77 Leslie Pedrosa
Prior to the Public Hearing, staff will present the list of items slated for asset disposal in Fiscal Year 2021. Following the Public Hearing, the Board will consider for approval Resolution VBD20-009.
- D. ACTION: Safe Routes to School Adoption** Pages 78-90 Kaite Justice
The Board of Directors is asked to consider the recommendation by the Executive Board and adopt RESOLUTION VBD20-013 and bring the Safe Routes to School program as a Valley Regional Transit program.
- E. ACTION: City Go Memorandum of Understanding** Pages 91-119 Kaite Justice
The VRT Board is asked to approve the renewed Memorandum of Understanding with the City of Boise, Capital City Development Corporation, Ada County Highway District, and Boise State University to design and implement an innovative approach to decrease the use of single occupancy vehicles and better utilize the infrastructure, services, and programs in Downtown Boise, an approach that can serve as a model for future public-private partnerships to improve mobility choices and access in other parts of the region. The VRT Board is asked to approve Valley Regional Transit's participation in the City Go MOU.
- F. ACTION: Electric Bus Infrastructure Construction** Pages 120-123 Joe Guenther
The Board is asked to consider approval of RESOLUTION VBD20-012 - Electric Bus Infrastructure Construction regarding the installation of purchased Proterra equipment.
- G. ACTION: VRT Social Media Policy Update** Pages 124-131 Mark Carnopis
Members are asked to review and approve RESOLUTION VBD20-010 regarding the Valley Regional Transit Social Media Policy Update (Policy 1.23.01).
- H. ACTION: VRT Public Notification and Involvement Policy Update** Pages 132-139 Mark Carnopis
Members are asked to review and approve RESOLUTION VBD20-011 regarding the Valley Regional Transit Public Involvement and Notification Policy (Policy 1.24.00).

VII. INFORMATION ITEMS

- A. INFORMATION: Draft Transportation Development Plan** Pages 140-173 Jill Reyes
This item is for information only. The VRT Board will review the proposed 5-year work plan.

- B. INFORMATION: FY 2021 Service Change Update** **ø** **Pages 174-178** Alissa Taysom
Staff will present an update on the FY 2021 service change schedule and scope.
- C. INFORMATION: Canyon County On-Demand Transit** **ø** **Pages 179-180** Leslie Pedrosa
Staff will provide an update on the on demand technology solution proposed for Canyon County to the Board.
- D. INFORMATION: Orchard Street Facility Master Plan** **ø** **Pages 181-183** Joe Guenther
Staff has prepared an alternatives analysis, master site layout plan, and construction phasing to discuss with the Board.
- E. INFORMATION: VRT FY2019 Fact Sheet** **ø** **Pages 184-186** Mark Carnopis
*The VRT FY2019 Fact Sheet is included in the meeting packet and is available online:
https://valleyregionaltransit.org/media/2231/vrt_factsheetfy2019final.pdf*
- F. INFORMATION: Procurement Calendar** **ø** **Page 187**
The most current procurement calendar is included in the packet for your information.
- G. INFORMATION: Department/Staff Reports** **ø** **Pages 188-199**
The most current department/staff reports are included in the packet for 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

ø = Attachment

Agenda order is subject to change.

NEXT VRT BOARD OF DIRECTORS MEETING:

October 5, 2020 at noon (preceded by the Executive Board Meeting at 11:00 a.m.)

VRT Boardroom (meeting may take place 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.

Valley Regional Transit Executive Board Meeting Minutes
April 6, 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

Executive Board Meeting Minutes -Teleconference

Monday, April 06, 2020

11:00 AM

By proclamation from the Governor regarding public meetings during the COVID-19 pandemic, all public meetings will remain open to the public via teleconference while the stay at home order is in place.

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Luke Cavener – City of Meridian		Kelli Badesheim – VRT
Elaine Clegg – City of Boise		Mark Carnopis – VRT
Tom Dale – Canyon Cty. Comm.		Paula Cromie – VRT
John Evans – City of Garden City		Gregg Eisenburg – First Transit
Kent Goldthorpe – ACHD		Maureen Gresham - Commuterride
Greg Hill – Boise State		Rachel Hankkala – COMPASS
Debbie Kling – City of Nampa-by phone		Jim Hansen - ACHD
Sandi Levi – City of Nampa, by phone		Ryan Head - ACHD
David Lincoln – ACCHD		Stephen Hunt – VRT
Lauren McLean – City of Boise		Kelly Jakovac - VRT
Garret Nancolas, City of Caldwell		Jason Jedry – VRT
		Kelly Jenkins
		Dave Meredith - VRT
		Nick Moran - VRT
		Leslie Pedrosa - VRT
		Ken Pidjeon – Citizen
		Jill Reyes - VRT
		Walter Steed – Citizen
		Alyssa Taysom - VRT
		Vanessa Wendland - VRT
		Toby ?

CALLING OF THE ROLL – Chairman Tom Dale called the meeting to order at 1:02 with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - none

PUBLIC COMMENTS - none

CONSENT AGENDA

Consent agenda items consisted of the following:

- Regional Advisory Council (RAC) Meeting Minutes
- Approve the minutes of the February 3, 2020 Executive Board Meeting

Elaine Clegg moved to approve the items in the consent as presented; John Evans seconded. The motion passed unanimously.

EXECUTIVE BOARD - ACTION ITEMS

FINANCE COMMITTEE

Operating Cash Balance Report-FY2020 Qtr. 1

Jason Jedry presented the Operating Cash Balance Report for FY2020 Qtr. 1. Following discussion Debbie Kling moved to approve the report; Lauren McLean seconded the motion. The motion passed unanimously.

FY2020 1st Qtr. Variance Report

Jason Jedry presented the FY2020 1st Qtr. Variance Report. Following discussion Luke Cavener made a motion to approve the report as presented; Elaine Clegg seconded the motion. The motion was passed unanimously.

Officer Nomination – Ada County Highway District replaced Kent Goldthorpe with Jim Hansen as a member of the VRT Board of Directors. Jim expressed an interest to be on the Executive Board if he was nominated and elected. Elaine Clegg moved to nominate Jim Hansen to the Executive Board and an election will take place during the Board of Directors meeting on April 6, 2020. David Lincoln seconded the motion. The motion passed unanimously.

IT/ITS Prioritized Project List

Nick Moran presented the updated IT/ITS Prioritized Project List for FY 2021 to the VRT Executive Board. Following discussion Elaine Clegg moved to approve the list as presented; Garret Nancolas seconded. The motion passed unanimously.

FY2021 through FY2026 Recommended Transportation Improvement Program (TIP) for Public Transportation Projects

Kelli Badesheim presented the FY2021 through FY2026 recommended Transportation Improvement Program for Public Transportation (TIP). Following discussion, Elaine Clegg moved to adopt RESOLUTION VEB20-004 directing the Executive Director to submit the recommended TIP to COMPASS for their consideration; David Lincoln seconded the motion. The motion passed unanimously.

FY 2021 Transit Asset Management Targets

Leslie Pedrosa presented the FY2021 Transit Asset Management (TAM) Targets. Following discussion, Elaine Clegg moved to recommend acceptance of the FY2021 TAM targets to the Board of Directors, as presented; John Evans seconded. The motion passed unanimously.

FY20 Q1 Performance Report

Leslie Pedrosa presented the first quarter performance report to the Executive Board. Following discussion Garret Nancolas moved to approve the report; Debbie Kling seconded. The motion passed unanimously.

EXECUTIVE BOARD – INFORMATION ITEMS

Local Allocation Update

Stephen Hunt presented an update on local allocation requests for FY 2021. Mayor Kling would like to see the total dollar amount be presented in updates with the previous charge and new charge.

VRT Response to Coronavirus Pandemic

There was not time to present this item, but was carried over the to the Board meeting for presentation.

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 11:58 a.m.

NEXT VRT EXECUTIVE BOARD MEETING:

May 4, 2020

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
May 4, 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

Executive Board Meeting Minutes

Monday, May 04, 2020

11:00 a.m.

Teleconference

By proclamation from the Governor regarding public meetings during the COVID-19 pandemic, all public meetings will remain open to the public via teleconference while the stay at home order is in place.

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Luke Cavener – City of Meridian	John Evans – City of Garden City	Kelli Badesheim–VRT
Elaine Clegg – City of Boise		Mark Carnopis–VRT
Tom Dale – Canyon Cty. Comm.		Paula Cromie–VRT
Jim Hansen – ACHD		Gregg Eisenburg–First Transit
Greg Hill – Boise State		Karen Gallagher–City of Boise
Debbie Kling – City of Nampa		Maureen Gresham–Commutterride
Sandi Levi – City of Nampa		Rachel Hankkala–COMPASS
David Lincoln – ACCHD		Ryan Head - ACHD
Lauren McLean – City of Boise		Stephen Hunt – VRT
Garret Nancolas, City of Caldwell		Kelly Jakovac–VRT
		Jason Jedry–VRT
		Dave Meredith–VRT
		Leslie Pedrosa–VRT
		Ken Pidjeon–Citizen
		Jill Reyes–VRT
		Jason Russell–VRT
		Walter Steed–RAC
		Alissa Taysom–VRT
		Corrie Washington–VRT

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

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA – Items on the Consent Agenda consisted of the following:

- ACTION: MINUTES Executive Board Meeting April 6, 2020
- ACTION: MINUTES Regional Advisory Council Meeting March 17, 2020
- ACTION: Emergency Policies and Processes Pertaining to COVID-19

Elaine Clegg moved to approve the items on the Consent Agenda as presented; Jim Hansen seconded. The motion passed unanimously.

FINANCE COMMITTEE

INFORMATION: Trends and FY2021 Budget Assumptions – Kelli Badesheim presented a summary of^{ITEM V-A} accomplishments since the 2018 financial analysis, revenue and Expense Trending Report, to establish the budget assumptions for developing and seeking funding for the FY2021 budget. This was followed by discussion and how COVID19 might change the budget numbers for all jurisdictions.

EXECUTIVE BOARD - ACTION ITEMS

ACTION: Electric Bus Infrastructure Procurement – Stephen Hunt present the low bid winner for electric transformers and equipment necessary for electric bus implementation and asked the Executive Board to consider adoption of RESOLUTION VEB20-006 for the procurement of E-Bus infrastructure. Following discussion it was decided a special Executive Board meeting will be held to vote on this item after Stephen presents more information to the Executive Board regarding return on investment and

EXECUTIVE BOARD – INFORMATION ITEMS

INFORMATION: Reserve Planning – Jason Jedry provided information regarding reserve planning recommendations.

INFORMATION: CARES Act Guiding Principles – Stephen Hunt presented draft guiding principles for CARES Act funding for discussion.

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 – The meeting was adjourned at 12:12 p.m. by Chairman Tom Dale.

NEXT VRT EXECUTIVE BOARD MEETING:

June 1, 2020

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes (SPECIAL)
May 18, 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

SPECIAL Executive Board Meeting Minutes

Monday, May 18, 2020

11:00 AM

Via teleconference/web - 1 (408) 650-3123

<https://global.gotomeeting.com/join/780625877>

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Luke Cavener – City of Meridian	Sandi Levi – City of Nampa	Joe Barton
Elaine Clegg – City of Boise		Kelli Badesheim–VRT
Tom Dale – Canyon Cty. Comm.		Mark Carnopis–VRT
John Evans – City of Garden City		Paula Cromie–VRT
Jim Hansen – ACHD		Gregg Eisenburg–First Transit
Greg Hill – Boise State		Rachel Hankkala–COMPASS
Debbie Kling – City of Nampa		Stephen Hunt – VRT
David Lincoln – ACCHD		Kelly Jakovac–VRT
Lauren McLean – City of Boise		Jason Jedry–VRT
Garret Nancolas, City of Caldwell		Ken Pidjeon–Citizen
		Jill Reyes–VRT
		Walter Steed–RAC

CALLING OF THE ROLL – Kelli Badesheim took roll and Tom Dale called the meeting to order at 11:03 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS – Ken Pidjeon commented on the presentation provided in the packet regarding electric bus transformers and equipment.

EXECUTIVE BOARD - ACTION ITEMS

Electric Bus Infrastructure Procurement

Stephen Hunt presented the low bid winner for electric transformers and equipment necessary for electric bus implementation and provided additional information requested regarding procurement cost and break even point. Elaine Clegg moved to adopt RESOLUTION VEB20-006 for the procurement of E-Bus infrastructure not to exceed \$185,961; Garret Nancolas seconded. The motion passed unanimously.

ADJOURNMENT – The meeting was adjourned at 11:25 a.m.

Next Executive Board Meeting:

June 1, 2020

11:00 a.m.

Via teleconference

Valley Regional Transit Executive Board Meeting Minutes
June 1, 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

Executive Board Meeting Minutes

Monday, June 01, 2020

11:00 AM

Via web/telephonic

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

1 (646) 749-3122

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Elaine Clegg – City of Boise	Luke Cavener – City of Meridian	Kelli Badesheim–VRT
Tom Dale – Canyon Cty. Comm.	Sandi Levi – City of Nampa	Mark Carnopis–VRT
John Evans – City of Garden City	Boise State	Paula Cromie–VRT
Jim Hansen – ACHD		Gregg Eisenburg–First Transit
Debbie Kling – City of Nampa		Maureen Gresham-Commutteride
David Lincoln – ACCHD		Rachel Hankkala–COMPASS
Lauren McLean – City of Boise		Ryan Head - ACHD
Garret Nancolas, City of Caldwell		Stephen Hunt – VRT
		Kelly Jakovac-VRT
		Jason Jedry–VRT
		Dave Meredith-VRT
		Leslie Pedrosa-VRT
		Ken Pidgeon–Citizen
		Brad Pike-City of Eagle
		Jill Reyes-VRT
		Walter Steed–RAC
		Corrie Washington-VRT

CALLING OF THE ROLL – Chair Tom Dale called the meeting to order at 11:00 a.m. with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS

Ken Pidgeon spoke regarding the performance report and would like VRT to verify the numbers in the report. He also spoke regarding Canyon County On-Demand Transit.

CONSENT AGENDA

The consent agenda consisted of the following:

- Executive Board Minutes, May 4, 2020 Meeting
- Executive Board Special Meeting Minutes, May 18, 2020
- Regional Advisory Council Minutes, April 21, 2020 Meeting
- New Regional Advisory Council Member, Gabriela Tapia

Elaine Clegg made a motion to approve the consent agenda, as presented; John Evans seconded. The motion passed unanimously.

FINANCE COMMITTEE

ACTION: FY2020 2nd Qtr. Variance Report

Jason Jedry presented the 2nd quarter Variance Report. Following discussion, Elaine Clegg made a motion to approve the report, Jim Hansen seconded. The motion passed unanimously.

Operating Cash Balance Report-FY2020 Qtr. 2

Jason Jedry presented the 2nd quarter Operating Cash Balance Report. Following discussion, Jim Hansen moved to approve the report; John Evans seconded the motion. The motion passed unanimously.

ACTION: COVID-19 Resiliency Prioritization Guideline and the Transportation Development Plan (TDP)

Stephen Hunt presented the prioritization guidelines to be applied to VRT's COVID-19 Resiliency Action Plan/Transportation Development Plan (TDP) programming activities. Following discussion, Elaine Clegg moved to approve the COVID-19 Resiliency Action Plan/Transportation Development Plan (TDP) programming guideline with the project level details coming back to the board for consideration and approval in the TDP process; Jim Hansen seconded the motion. The motion passed unanimously.

ACTION: Reserve Planning

Jason Jedry presented the Reserve Plan recommendations to the Executive Board. Following discussion, Elaine Clegg made a motion to approve the Reserve Plan, as presented, and recommend for approval to the Board of Directors at the August 5, 2020 meeting as a consent agenda item; Jim Hansen seconded the motion. The motion passed unanimously.

INFORMATION: FY2021 Preliminary Budget and Financial Reports

Kelli Badesheim presented an overview of the FY2021 Draft Preliminary Budget. The Executive Board will review the final draft budget in July to consider releasing for public comment, and setting the public hearing. The VRT Board of Directors will consider the final budget at the August 2019 Board meeting.

EXECUTIVE BOARD - ACTION ITEMS

ACTION: FY20 Q2 Performance Report

Leslie Pedrosa presented the 2nd quarter FY2020 Performance Report. Following discussion, Elaine Clegg made a motion to recommend the FY2020 Performance Report, for approval, to the Board of Directors at the August 5, 2020 meeting; Debbie Kling seconded the motion. The motion passed unanimously.

EXECUTIVE BOARD – INFORMATION ITEMS

INFORMATION: Public Notification and Involvement Policy Draft

Mark Carnopis reviewed the draft Public Notification and Involvement Policy for Executive Board members to review and provide comments and suggestions.

INFORMATION: VRT Social Media Policy Update

Mark Carnopis presented an update to the VRT Social Media Policy for Executive Board members to review and provide comments and suggestions.

INFORMATION: On-demand Transit

Leslie Pedrosa presented an update on the pilot program being proposed for Canyon County's new local on-demand transit service solution.

INFORMATION: State Street Corridor Update

Stephen Hunt presented the update Jim Hansen requested on the coordination of work in the State Street corridor.

INFORMATION: Procurement Calendar

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

INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information.

ADJOURNMENT: The meeting adjourned at 12:45 p.m.

EXECUTIVE SESSION - None

NEXT VRT EXECUTIVE BOARD MEETING:

July 6, 2020

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Board of Directors Meeting Notes Teleconference

Monday, April 06, 2020

12:00 PM

By proclamation from the Governor regarding public meetings during the COVID-19 pandemic, all public meetings will remain open to the public via teleconference while the stay at home order is in place.

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	City of Melba	Kelli Badesheim, VRT
Diane Bevan, Meridian Dev Corp	City of Star	Jeff Barnes, City of Nampa
Luke Cavener, City of Meridian		Mark Carnopis, VRT
Elaine Clegg, City of Boise		Paula Cromie, VRT
Becky Crofts, City of Middleton		Gregg Eisenberg, First Transit
Tom Dale, Canyon County Commission		Maureen Gresham, Commuteride
Matt Edmond, CCDC		Kent Goldthorpe, ACHD
John Evans, City of Garden City		Jimmy Hallyburton, City of Boise
Jeff Flynn, CWI		Rachel Haukkala, COMPASS
Jim Hansen, Dist. #1 ACHD		Ryan Head, ACHD
Greg Hill, Boise State		Stephen Hunt, VRT
Debbie Kling, City of Nampa		Kelly Jakovac, VRT
Diana Lachiondo, Ada County		Jason Jedry, VRT
Sandi Levi, City of Nampa		Kelly Jenkins
David Lincoln, ACCHD		Dave Meredith, VRT
Lauren McLean, City of Boise		Nick Moran, VRT
Garret Nancolas, City of Caldwell		Leslie Pedrosa, VRT
Brad Pike, City of Eagle		Jessica Perrault, City of Meridian (alternate Board member)
Robert Simison, City of Meridian		Ken Pidjeon, Citizen
Joe Stear, City of Kuna		Jill Reyes, VRT
Mark Wasdahl, ITD		Jason Russell, VRT
Tina Wilson, Greenleaf, Notus, Parma		Walter Steed, RAC
		Alissa Taysom, VRT
		Corrie Washington, First Transit
		Vanessa Wendland
		Toby ?

CALLING OF THE ROLL – Chairman Tom Dale called the meeting to order at 12:02 p.m., with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES – Moved the Covid-19 item to the top of the agenda.

Coronavirus Pandemic Responses and Activities

Kelli Badesheim reviewed the authority's response to the Coronavirus pandemic and the elements of a strategic action plan to address immediate, mid-term and long-term priorities.

PUBLIC COMMENTS – Ken Pidjeon spoke regarding Operating Cash Balance Report and Variance Report. He also spoke about the On-Demand transit in Nampa.

FINANCE COMMITTEE REPORT - None

CONSENT AGENDA

Items on the consent agenda consisted of the following:

- Minutes of the January 6, 2020 Board of Directors Meeting
- Executive Board Meetings Minutes
- FY 2019 Audited Financial Statements
- Operating Cash Balance Report for the FY2019 Fourth Quarter
- Budget Variance Reports for the FY2019 Fourth Quarter
- Operating Cash Balance Report for FY2020 First Quarter
- FY2020 1st Quarter Budget Report
- Transit Asset Management Targets for FY21
- FY2019 Public Comment Report
- IT/ITS Prioritized Project List

Following discussion, Sandi Levi moved to approve the Consent Agenda as presented; John Evans seconded. The motion passed unanimously.

ACTION ITEMS

Executive Board Election

The Executive Board asked the Board to vote on the nomination of Jim Hanson to replace former Executive Board member, Kent Goldthorpe. John Evans moved to elect Jim Hanson to the Executive Board; Elaine Clegg seconded. The motion was approved unanimously.

Construction of Bus Stop Infrastructure

Stephen Hunt presented information regarding the construction of bus stop infrastructure. Following discussion, Elaine Clegg moved to adopt RESOLUTION VBD20-008 delegating the authority to the Executive Board to execute a contract for the construction of bus stop infrastructure; John Evans seconded. The motion passed unanimously.

Purchase Four (4) Demand Response Replacement Vehicles

Leslie Pedrosa presented information regarding a request to purchase four Demand Response vehicles. Following discussion, John Bechtel moved to approve RESOLUTION VBD20-007 to purchase four (4) Demand Response replacement vehicles and delegated authority to the Executive Director to authorize final negotiations and execution of the agreement with Creative Bus Sales; Debbie Kling seconded. The motion passed unanimously.

Meridian Fixed Line Alignment

Stephen Hunt presented information regarding the alignment of fixed-route service expansion in Meridian to the Board. Following discussion, Luke Cavener moved to approve the fixed-route service expansion; Garret Nancolas seconded. The motion passed unanimously.

Public Transportation Agency Safety Plan (PTASP) Policy

Dave Meredith presented the PTASP Policy to the Board that reviewed and recommended by the Executive Board at the March 2, 2020 meeting. Following discussion, David Lincoln moved to approve the Public Transportation Agency Safety Plan (PTASP) Policy to guide the plan; John Evans seconded. The motion passed unanimously.

Specialized Transportation Analysis

Leslie Pedrosa presented the final Specialized Transportation Analysis, as reviewed and recommended by the Regional Advisory Council on March 17, 2020. John Evans moved to approve the final Specialized Transportation Analysis; Greg Hill seconded. The motion passed unanimously.

FY19 4th Quarter Performance Report

Leslie Pedrosa presented the Fourth Quarter Performance Report FY19. Sandi Levi moved to approve the report; Garret Nancolas seconded. The motion passed unanimously.

FY20 Q1 Performance Report

Leslie Pedrosa presented the FY2020 first quarter performance report. John Evans moved to approve the FY20 Q1 Performance Report; Debbie Kling seconded. The motion passed unanimously.

INFORMATION ITEMS

Transportation Development Plan/FY2021 Budget Update

Jill Reyes presented an update regarding the Transportation Development Plan in regards to the FY2021 and annual budget processes to the Board.

On-demand Transit

Leslie Pedrosa provided an overview of a new pilot being proposed for Canyon County local service. The new service would be an on-demand transit solution.

Procurement Calendar

The most current procurement calendar was included in the packet for 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 1:20 p.m.

NEXT VRT BOARD OF DIRECTORS MEETING

August 3, 2020

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC: Operating Cash Balance Report - FY2020 Qtr. 2

DATE: June 1, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary:

Attached to this memo is the operating cash balance report as of March 31, 2020. The following items need to be pointed out:

- Regional operating cash balance was \$3,954,058 at the end of March. Pending federal funds were \$445,060. 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 \$73,624 at the end of March. Pending federal funds were \$621,251.
- The Canyon County system operating cash balance was \$16,560 at the end of March. Pending federal funds were \$498,670.
- Boise GreenBike Operating Cash Balance was \$69,898. This System had no pending federal funds.
- Total pending federal funds were \$1,564,980.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

Staff Recommendation/Request:

The Executive Board will review and is asked to accept the FY2020 Qtr. 2 Operating Cash Balance Report.

Attachments

FY2020 2nd Qtr. 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
March 31, 2020**

Regional Operations

GL Cash Balance at 3/31/20	\$3,954,058	
Pending Federal Funds (Note 2)		\$445,060

Ada County System

GL Cash Balance at 3/31/20	\$73,624	
Pending Federal Funds (Note 2)		\$621,251

Canyon County System

GL Cash Balance at 3/31/20	\$16,560	
Pending Federal Funds (Note 2)		\$498,670

Boise Greenbike

GL Cash Balance at 3/31/20	\$69,898	
Pending Federal Funds (Note 2)		\$0

Total Cash Balance	\$4,114,139	
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Total Pending Federal Funds (Note 2)		\$1,564,980
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Total Cash Balance Benchmark (Note 1)	\$3,808,383	
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Note 1: Average of 2017, 2018 and 2019 at March 31

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



TOPIC: FY2020 Second Quarter Budget Report

DATE: June 1, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary:

The second quarter of FY 2020 was completed on March 31, 2020. Attached is the Budget Variance Report through the second quarter. Staff would like to note the FY 2019 audit was not completed until 2/10/20. This caused a delay with the 1st and 2nd quarter reports for FY 2020. Finance staff is strategizing with the audit team to ensure that the FY 2020 audit is completed in a timely manner to avoid delays with FY 2021 quarterly reports.

Staff Recommendation/Request:

Staff recommends acceptance of the FY2020 Second Quarter Budget Report.

Implication (policy and/or financial):

Overall, the Budget Variance Report is within parameters.

Attachment

FY2020 2nd Quarter Variance Report

FY2020 2nd Quarter Budget Variance Comments

More Information: Jason Jedry, Finance Controller, 208-258-2709,
jjedry@valleyregionaltransit.org

Valley Regional Transit
FY 2020 Second Quarter Budget Reports
October 2019 - March 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				\$ 71,075	\$ 13,013	-82%	\$ 10,000	\$ 21,245	112%			
402 Purchased Transportation												
403 Auxiliary Revenue	109,942	171,528	56%		2,906							
404 Non-Transportation Revenue		797										
405 Federal Assistance - Capital										5,867,372	563,099	-90%
406 Federal Assistance - Operating/Administration	233,225	135,039	-42%				1,159,014	739,138	-36%	512,141	187,814	-63%
407 Local Assistance - Capital										1,573,853	232,404	-85%
408 Local Assistance - Operating/Administration	858,820	808,279	-6%	110,826	136,073	23%	576,438	640,718	11%	103,446	86,493	-16%
Total Revenues	\$ 1,201,986	\$ 1,115,643	-7%	\$ 181,901	\$ 151,992	-16%	\$ 1,745,452	\$ 1,401,101	-20%	\$ 8,056,812	\$ 1,069,810	-87%
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	\$ 401,379	\$ 363,194	-10%	\$ 65,119	\$ 64,455	-1%	\$ 194,063	\$ 166,006	-14%	\$ 181,621	\$ 180,851	0%
502 Fringe Benefits	284,801	279,010	-2%	42,291	38,090	-10%	155,421	121,335	-22%	90,193	71,149	-21%
503 Professional Services	335,625	335,094	0%	26,015	20,208	-22%	159,900	127,951	-20%	124,750	58,189	-53%
504 Materials and Supplies	15,933	8,986	-44%	15,350	7,023	-54%	40,325	26,999	-33%			
505 Utilities	45,956	52,820	15%	2,500	3,078	23%	1,690	3,231	91%	1,680	470	-72%
506 Casualty and Liability	12,173	4,892	-60%	2,625	2,625		38,018	39,622	4%			
508 Purchased Transportation							1,035,936	799,054	-23%			
509 Miscellaneous	90,483	58,744	-35%	10,500	2,714	-74%	116,100	116,264	0%	217,343	117,559	-46%
511 Interest	200	65	-67%									
512 Leases and Rentals	12,775	12,838	0%	17,500	13,800	-21%	4,000	640	-84%			
514 Capital (Note 2)										7,441,225	641,592	-91%
Total Expenses	\$ 1,199,324	\$ 1,115,643	-7%	\$ 181,900	\$ 151,992	-16%	\$ 1,745,451	\$ 1,401,101	-20%	\$ 8,056,812	\$ 1,069,810	-87%

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	\$ 338,400	\$ 404,970	20%	\$ 48,500	\$ 61,018	26%
402 Purchased Transportation						
403 Auxiliary Revenue	95,742	79,885	-17%			
404 Non-Transportation Revenue		11,226				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	731,417	674,420	-8%	530,612	79,332	-85%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	2,525,283	2,372,091	-6%	527,201	703,149	33%
Total Revenues	\$ 3,690,842	\$ 3,542,592	-4%	\$ 1,106,313	\$ 843,499	-24%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 1,507,415	\$ 1,467,786	-3%	\$ 463,674	\$ 304,687	-34%
502 Fringe Benefits	1,208,658	1,323,535	10%	406,223	321,446	-21%
503 Professional Services	306,749	164,064	-47%	58,892	47,832	-19%
504 Materials and Supplies	385,475	313,797	-19%	95,850	80,600	-16%
505 Utilities	54,962	45,307	-18%	16,075	16,526	3%
506 Casualty and Liability	109,841	106,441	-3%	43,218	42,576	-1%
508 Purchased Transportation						
509 Miscellaneous	71,712	77,665	8%	4,250	5,479	29%
511 Interest		22			(22)	
512 Leases and Rentals	46,027	43,976	-4%	18,130	24,374	34%
514 Capital (Note 2)						
Total Expenses	\$ 3,690,840	\$ 3,542,592	-4%	\$ 1,106,311	\$ 843,499	-24%

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	\$ 20,150	\$ 32,913	63%	\$ 2,950	\$ 5,007	70%	\$ 61,050	\$ 66,548	9%
402 Purchased Transportation									
403 Auxiliary Revenue	37,233	4,417	-88%				5,364		
404 Non-Transportation Revenue		1,337							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	235,550	20,438	-91%	34,539	19,141	-45%	282,930	31,488	-89%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	144,999	312,962	116%	27,099	10,625	-61%	206,734	403,509	95%
Total Revenues	\$ 437,933	\$ 372,067	-15%	\$ 64,588	\$ 34,773	-46%	\$ 550,714	\$ 506,909	-8%
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	\$ 187,403	\$ 166,558	-11%	\$ 30,458	\$ 16,224	-47%	\$ 248,272	\$ 223,084	-10%
502 Fringe Benefits	84,301	80,432	-5%	11,481	7,658	-33%	111,676	103,878	-7%
503 Professional Services	45,271	33,447	-26%	5,953	3,348	-44%	47,462	44,779	-6%
504 Materials and Supplies	80,950	46,669	-42%	9,112	3,742	-59%	93,549	82,326	-12%
505 Utilities	10,664	10,169	-5%	2,971	992	-67%	16,002	14,221	-11%
506 Casualty and Liability	20,958	24,584	17%	2,901	2,328	-20%	26,142	32,010	22%
508 Purchased Transportation									
509 Miscellaneous	6,783	7,205	6%	1,510	188	-88%	5,409	2,584	-52%
511 Interest									
512 Leases and Rentals	1,600	3,002	88%	200	293	46%	2,200	4,028	83%
514 Capital (Note 2)									
Total Expenses	\$ 437,930	\$ 372,067	-15%	\$ 64,585	\$ 34,773	-46%	\$ 550,712	\$ 506,909	-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.

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities	408,300	17,632
Capital - Facility - Facilities/Bldgs/Grounds	877,200	187,396
Capital - Non-Revenue Vehicles		
Capital - Other		
Capital - Revenue Vehicles	10,348,550	316,234
Capital - Revenue Vehicles - Sub-Recipient	194,000	
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	452,500	45,754
Capital Information Technology - Software	255,000	
Capital Projects - Sub-Recipient	1,917,150	
Capital -Shop Equipment	97,000	
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	332,750	74,577
Total Capital Expenses	\$ 14,882,450	\$ 641,592

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 - March 2020

At the end of March, Fiscal Year 2020 was fifty percent (50%) complete. The following is a review of the budgetary status of each division as of March 31, 2020. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (56% 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 for this period was \$99,097.

Federal Operating Assistance (42% 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 7% under budget through Qtr. 2.

Materials and Supplies (44% under budget) - This line item is favorably below budget parameters due to office supplies and printing expenses being lower than budgeted for.

Utilities (15% 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 (60% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (35% under budget) - This line item is favorably below budget parameters.

Boise Greenbike (12)

Revenues

Directly Generated (82% under budget) - This line item is unfavorably below budget parameters. Ridership is typically low during the first half of the fiscal year. Boise Greenbike temporarily suspended service March 26 - May 3 due to COVID-19. The impact of suspending service will not be seen until the next quarter.

Local Operating Assistance (23% over budget) - This line item is above budget parameters. This is due to directly generated funds being lower than budgeted for resulting in the need to recognize more revenue in this category.

Expenses

Total Boise Greenbike operating expenses were 16% under budget through Qtr. 2

Professional Services (22% under budget) - This line item is favorably below budget parameters due to low utilization of temporary staff.

Materials and Supplies (54% under budget) - This line item is favorably below budget parameters.

Utilities (23% over budget) - This line item is unfavorably above budget parameters due to water and sewer expenses being higher than budgeted for.

Miscellaneous (74% 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 (112% over budget) - This line item is favorably above budget estimates due to higher Scrip Taxi voucher sales than budgeted for.

Federal Operating Assistance (36% under budget) – This line item is unfavorably below budget parameters. This is primarily due to federal funds not being available for reimbursement. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Local Operating Assistance (11% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 20% under budget through Qtr. 2.

Wages (14% under budget) - This line item is favorably below budget parameters.

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

Professional Services (20% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (33% under budget) - This line item is favorably below budget parameters.

Utilities (91% over Budget) - This line item is unfavorably above budget parameters due to cell phone reimbursements being higher than budgeted for in Mobility Management.

Purchased Transportation (23% under budget) – This line item is favorably below budget parameters primarily due to mobility project expenses being lower than budgeted for.

Leases and Rentals (84% 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 (90% under budget) - This line item is unfavorably below budget estimates due to capital expenses being lower than budgeted for resulting in less reimbursement during this period.

Federal Operating Assistance (63% under budget) – This line item is unfavorably below budget parameters. This is primarily due to federal funds not being available for reimbursement. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Local Capital Assistance (85% under budget) - This line item is unfavorably below budget estimates due to capital expenses being lower than budgeted for resulting in less reimbursement during this period.

Local Operating Assistance (16% under budget) – This line item is outside budget parameters. This is primarily due to the timing of receiving federal funds and reimbursing expenses for Safe Routes to School.

Expenses

Total Program Administration Support/Planning operating expenses were 87% under budget through Qtr. 2.

Fringe Benefits (21% under budget) - This line item is favorably below budget parameters.

Professional Services (53% under budget) - This line item is favorably below budget parameters.

Utilities (72% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (46% under budget) – This line item is favorably below budget parameters.

Capital (91% under budget) - This expense category is favorably below budget parameters. It should be noted that the timing of capital projects throughout the year do not always align with how the capital budget is spread equally (monthly) throughout the year.

Boise Fixed Route (21)

Revenues

Directly Generated Funds (20% over budget) - This line item is favorably above budget estimates due to local pass, employer and ridership program sales. It should be noted that the bulk of employer and ridership program sales occur in the first month of the fiscal year.

Auxiliary (17% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for.

Expenses

Total Boise Fixed-Route operating expenses were 4% under budget through Qtr. 2.

Professional Services (47% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category.

Materials and Supplies (19% under budget) - This line item is favorably below budget parameters.

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

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (26% over budget) - This line item is favorably above budget estimates primarily due to access pass and ridership contracts sales. . It should be noted that the bulk of ridership contract sales occur in the first month of the fiscal year.

Federal Operating Assistance (85% under budget) – This line item is unfavorably below budget parameters. This is primarily due to federal funds not being available for reimbursement. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Local Operating Assistance (33% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Expenses

Total ADA Paratransit/Demand Response operating expenses were 24% under budget through Qtr. 2.

Wages (34% under budget) - This line item is favorably below budget parameters. Driver costs are down due to reduced service and less overtime.

Fringe Benefits (21% under budget) - This line item is favorably below budget parameters. Driver costs are down due to reduced service and less overtime.

Professional Services (19% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (16% under budget) - This line item is favorably below budget parameters.

Miscellaneous (29% over budget) – This line item is unfavorably above budget parameters. This is primarily due to team bus and maintenance related expenses.

Leases and Rentals (34% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year. Additionally, office lease expenses were higher than budgeted for.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (63% over budget) - This line item is favorably above budget estimates primarily due to ridership program and local pass sales. It should be noted that the bulk of ridership program sales occur in the first month of the fiscal year.

Auxiliary (88% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for during this period.

Federal Operating Assistance (91% under budget) – This line item is unfavorably below budget parameters. This is primarily due to federal funds not being available for reimbursement. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Local Operating Assistance (116% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Expenses

Total Canyon County Fixed-Route operating expenses were 15% under budget through Qtr. 2.

Wages (11% under budget) - This line item is favorably below budget parameters.

Professional Services (26% under budget) - This line item is favorably below budget parameters primarily due to repair and maintenance expenses being lower than budgeted for.

Materials and Supplies (42% 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 (17% over budget) - This line item is unfavorably above budget parameters due to vehicle insurance expenses being higher than budgeted for.

Leases and Rentals (88% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (70% over budget) - This line item is favorably above budget estimates due to ridership program sales. It should be noted that the bulk of ridership program sales occur in the first month of the fiscal year.

Federal Operating Assistance (45% 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 (61% 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 46% under budget through Qtr. 2.

Wages (47% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (33% under budget) - This line item is favorably below budget parameters.

Professional Services (44% under budget) - This line item is favorably below budget parameters primarily due to contract labor expenses being lower than budgeted for.

Materials and Supplies (59% under budget) - This line item is favorably below budget parameters primarily due to parts, supplies and fuel expenses being lower than budgeted for.

Utilities (67% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (20% 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 (46% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (9% over budget) - This line item is favorably above budget estimates due to ridership program and universal pass sales. It should be noted that the bulk of ridership program sales occur in the first month of the fiscal year.

Federal Operating Assistance (89% under budget) – This line item is unfavorably below budget parameters. This is primarily due to federal funds not being available for reimbursement. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Local Operating Assistance (95% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed at the end of the third quarter.

Expenses

Total Canyon Inter-County operating expenses were 8% under budget through Qtr. 2.

Materials and Supplies (12% under budget) - This line item is favorably below budget parameters.

Utilities (11% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (22% over budget) - This line item is unfavorably above budget parameters. This expense is auto reallocated from Division 24 on a percentage basis.

Miscellaneous (52% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (83% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year.



TOPIC: Reserve Planning

DATE: August 3, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary:

The Balanced Budget and Reserves Policy adopted in 2018 requires the Authority to establish and maintain a designated cash flow reserve, designated maintenance reserve and undesignated reserve. The policy requires the designated cash flow reserve to be a minimum of three months of annual operating expenses of the Authority. The designated maintenance reserve and undesignated reserve do not have a required minimum.

The most common cash flow shortage VRT experiences is caused by the delay of federal funds being available for reimbursement. When this occurs, VRT utilizes local funds to pay for expenses until the federal funds become available. The designated cash flow reserve will provide for sufficient cash flow during these cash shortages. The designated maintenance reserve is intended to be used for unforeseen capital facilities maintenance expenses that were not incorporated into the annual budget and the undesignated reserves are intended to meet one time contingencies and/or specific working capital requirements.

Staff Recommendation/Request:

At the June 1, 2020 Executive Board meeting, the Executive Board approved the staff recommendation to prioritize a designated cash flow reserve balance, and its funding goal be based on three months of the monthly average of annual operating expenses for the previous three fiscal years which is \$3,864,143. The Executive Board also approved staff's recommendation that the designated maintenance reserve goal be \$600,000 and any reserves that exceed the designated cash flow reserve and the designated maintenance reserve goals combined be defined as the undesignated reserve. Staff is requesting the VRT Board consider approval of the Valley Regional Transit Reserve Plan. Upon approval of the Plan, staff will begin developing funding scenario recommendations to present to the VRT Board of Directors.

Implication (policy and/or financial):

Achieving the funding of reserve goals will require recognized revenue to exceed expenses.

Attachments

Valley Regional Transit Reserve Plan

More Information: Jason Jedry, Finance Controller, 208-258-2709,
jjedry@valleyregionaltransit.org

Valley Regional Transit Reserve Plan

Year-end unallocated operating cash surpluses will revert to the reserve balance subcategory. Per VRT's Balanced Budget and Reserves Policy, reserves should be defined as "spendable reserves" or the amount by which current assets (excluding inventory and prepaid items) exceed current liabilities (accounts payable and payroll payable) at any point in time.

Designated Cash Flow Reserve

Any reserve balance equal to but not exceeding three months of the monthly average of annual operating expenses for the previous three fiscal years is defined as the designated cash flow reserve. The designated cash flow reserve will provide for sufficient cash flow to minimize the potential of short term borrowing and/or having to defer the processing of accounts payable transactions due to cash shortages.

Designated Maintenance Reserve

Any reserve balance exceeding the designated cash flow reserve balance up to \$600,000 is defined as the designated maintenance reserve. The designated maintenance reserve will provide for unforeseen capital facilities maintenance expenses that were not incorporated into the annual budget.

Undesignated Reserves

When the designated cash flow reserve and designated maintenance reserve are each fully funded, remaining reserves will be defined as undesignated reserves. The undesignated reserves will provide for one-time non-recurring contingencies and/or specific working capital requirements.

	Designated Cash Flow Reserve	Designated Maintenance Reserve	Undesignated Reserve	Total
Current Balance	-	-	-	-
Goal (Note 1)	3,864,143	600,000	-	4,464,143

Note 1: Designated cash flow reserve goal is three month average of annual operating expenses for 2017, 2018 and 2019 excluding depreciation



TOPIC: FY20 Performance Report – Q2

DATE: July 21, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Valley Regional Transit has been working 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.

Highlights:

In Q2 of FY20, fixed-route ridership decreased by 7.8%. In October 2019, VRT implemented a fare increase, which assumed a 12% loss in ridership in the first year after implementation. In March 2020, the COVID-19 pandemic caused VRT to stop or reduce services. This pandemic is something that will have lingering effects on public transit nationwide, not just in the Treasure Valley. The third quarter of this fiscal year will see a large drop in ridership that VRT will work on rebuilding for the unforeseen future.

VRT services overall had a 7.1% decrease in the second quarter, which was less than expected with the fare increase. Due to the pandemic, all services saw a decline in ridership starting mid-March. Boise State had a 58% drop in ridership, where VRT had a 40% drop in ridership. The pandemic resulted in Boise State phasing out all services between March 18 and March 26. VRT reduced services on March 27, following the Governor's stay at home order.

Specialized Transportation Services overall ridership decreased by 8.3%. Due to the pandemic, all senior centers closed in March following the Governor's stay at home order. Other remaining services only provided essential trips. Senior centers ridership dropped 66%. Services providing essential trips showed a 73% drop in ridership. Services providing essential trips include SHIP, Harvest Transit, Metro, Village Van, Rides2Wellness and volunteer drivers.

VRT plans to resume full service for fixed-route in May. Senior centers are making plans to open in June. VRT expects to see other services slowly start to rebound following the stages discussed when the Governor's stay at home order was lifted.

VRT Late Night and Lyft Transit Connections

Staff Recommendation/Request

This is a consent agenda item. Staff requests that the Board of Directors accept the performance report for Q3 of FY2020.

Financial/Policy Implications

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

Attachments:

FY20 Performance Report, Second Quarter

FY20 Second Quarter Ridership Report

FY20 Year to Date Ridership Report

More Information:

Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleyregionaltransit.org

VRT PERFORMANCE - 2ND QUARTER, FY20
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2020	2019	% Change	RIDES		2020	2019	% Change
	FR	356,579	386,866	▼ -7.8		FR	721,693	760,813	▼ -5.1
	DR	11,089	13,817	▼ -19.7		DR	24,885	27,647	▼ -10.0
	ST	24,830	27,561	▼ -9.9		ST	51,818	53,075	▼ -2.4
	VP	45,136	48,625	▼ -7.2		VP	82,713	89,242	▼ -7.3
	BS	3,479	3,486	▬ -0.2		BS	6,745	8,945	▼ -24.6
	FMLM	1,076	593	▲ 81.5		FMLM	2,238	593	▲ 277.4
	Total	442,189	480,948	▼ -8.1		Total	890,092	901,556	▼ -1.3
HOURS	FR	30,373	30,874	▼ -1.6	HOURS	FR	61,300	61,650	▬ -0.6
	DR	5,774	6,213	▼ -7.1		DR	12,569	12,806	▼ -1.9
	ST	5,890	8,169	▼ -27.9		ST	12,972	16,101	▼ -19.4
	VP	-	9,483	▼ -100.0		VP	8,072	18,109	▼ -55.4
	BS	427	1,248	▼ -65.8		BS	1,744	3,595	▼ -51.5
	FMLM	126	80	▲ 57.8		FMLM	274	80	▲ 243.1
	Total	42,589	56,067	▼ -24.0		Total	96,931	112,341	▼ -13.7
RIDES PER HOUR	FR	11.74	12.53	▼ -6.3	RIDES PER HOUR	FR	11.77	12.34	▼ -4.6
	DR	1.92	2.22	▼ -13.6		DR	1.98	2.16	▼ -8.3
	ST	4.22	3.37	▲ 25.0		ST	3.99	3.30	▲ 21.2
	VP	#DIV/0!	5.13	▬ 0.0		VP	10.25	4.93	▲ 107.9
	BS	8.15	2.79	▲ 191.9		BS	3.87	2.49	▲ 55.5
	FMLM	8.54	7.43	▲ 15.0		FMLM	8.17	7.43	▲ 10.0
	Total	10.38	8.58	▲ 21.0		Total	9.18	8.0	▲ 14.4
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	85.3%	81.5%	▲ 3.8	ON-TIME PERFORMANCE	FR	83.7%	77.9%	▲ 5.8
	DR	89.8%	88.9%	▲ 0.9		DR	88.9%	82.4%	▲ 6.5
	ST	N/A	N/A			ST	N/A	N/A	
	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	87.6%	85.2%	▲ 2.4		Total	86.3%	80.2%	▲ 6.2

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 - 2ND QUARTER, FY20

SUMMARY DASHBOARD

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY20	FY19	% Change
Ada County*	257,082	273,920	▼ -6.1
Boise State - Bronce Shuttle	71,545	80,110	▼ -10.7
Canyon County*	9,454	11,453	▼ -17.5
Intercounty*	18,498	21,383	▼ -13.5
FR SUB TOTAL	356,579	386,866	▼ -7.8
ST - SPECIALIZED TRANSPORTATION			
	FY20	FY19	% Change
Metro**	4,782	5,748	▼ -16.8
Shared Vehicle	2,346	3,650	▼ -35.7
SHIP**	2,564	2,266	▲ 13.15
Kuna Senior Center	740	568	▲ 30.28
Village Van	3,621	3,791	▼ -4.5
Volunteer Driver	526	862	▼ -39.0
Meridian Senior Center	670	899	▼ -25.5
Eagle Senior Center**	3,503	3,008	▲ 16.46
Star Senior Center	759	786	▼ -3.4
Harvest**	2,086	2,078	▲ 0.38
Parma Senior Center	950	1,018	▼ -6.7
Rides 2 Wellness	2,334	2,887	▼ -19.2
ST SUB TOTAL	24,881	27,561	▼ -9.7

QUARTERLY RIDERSHIP	FY20	FY19	% Change
GRAND TOTAL	444,947	480,961	▼ -7.5

*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

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	13,202	13,194	▲ 0.1
Canyon County**	594	636	▼ -6.6
DR SUB TOTAL	13,796	13,830	▲ -0.2

VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	45,136	48,625	▼ -7.2

BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	3,479	3,486	▼ -0.2

FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	1,005	567	▲ 77.25
VRT Late Night	71	26	▲ 173.08
FMLM SUB TOTAL	1,076	593	▲ 81.45

VRT PERFORMANCE - 2ND QUARTER, FY20

SUMMARY DASHBOARD

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY20	FY19	% Change
Ada County*	523,608	553,992	▼ -5.5
Boise State - Bronce Shuttle	139,736	139,143	▬ 0.4
Canyon County*	19,524	23,797	▼ -18.0
Intercounty*	38,825	43,881	▼ -11.5
FR SUB TOTALS	721,693	760,813	▼ -5.1
ST - SPECIALIZED TRANSPORTATION			
	FY20	FY19	% Change
Metro**	9,739	11,213	▼ -13.1
Shared Vehicle	4,764	6,484	▼ -26.5
SHIP**	5,394	4,525	▲ 19.2
Kuna Senior Center	1,546	1,240	▲ 24.7
Village Van	7,639	7,073	▲ 8.0
Volunteer Driver	1,051	1,693	▼ -37.9
Meridian Senior Center	1,501	1,837	▼ -18.3
Eagle Senior Center**	7,554	5,949	▲ 27.0
Star Senior Center	1,369	1,532	▼ -10.6
Harvest**	4,610	4,265	▲ 8.1
Parma Senior Center	2,034	1,994	▲ 2.0
Rides 2 Wellness	4,617	5,270	▼ -12.4
ST SUB TOTALS	51,818	53,075	▼ -2.4
YEAR TO DATE RIDERSHIP	FY20	FY19	% Change
GRAND TOTAL	889,016	940,315	▼ -5.5

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	23,712	26,506	▼ -10.5
Canyon County**	1,173	1,141	▲ 2.8
DR SUB TOTALS	24,885	27,647	▼ -10.0
VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	82,713	89,242	▼ -7.3
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	6,745	8,945	▼ -24.6
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	949	567	▲ 67.37
VRT Late Night	213	26	▲ 719.23
FMLM SUB TOTAL	1,162	593	▲ 96.0

*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: FY20 Performance Report – Q3

DATE: July 21, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Valley Regional Transit has been working 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.

As expected, ridership in the 3rd quarter declined significantly due to the COVID-19 pandemic. With services reduced or suspended, there was an overall decrease of 45%. This pandemic is something that will have lingering effects on public transit nationwide, not just in the Treasure Valley. VRT staff and other providers in the region have begun the research to see how to build ridership, in a post-COVID world.

Fixed-route services decreased 36% in the 3rd quarter. When comparing ridership to February, which was the last pre-COVID ridership month, Ada County had a 28% decrease in April, a 34% decrease in May and a 17% decrease in June. Making the same ridership comparisons for Canyon County, there was a 54% decrease in April, a 26% decrease in May and a 34% decrease in June. Main Street Station remains closed with Stage 3 of the Idaho Rebounds Plan still in place for Ada County. The Boise State Bronco Shuttle suspended service in March, resulting in a 100% decrease in ridership. Boise State expects service to resume when classes start in August.

Demand response services decreased 72% in the 3rd quarter. Demand response was severely impacted due to the vulnerable population that utilizes the service, as well as the closures of most business that this population frequent. When comparing ridership to February, which was the last pre-COVID ridership month, Ada County had an 80% decrease in April, a 74% decrease in May and a 60% decrease in June. Making the same ridership comparisons for Canyon County, there was a 67% decrease in April, a 30% decrease in May and a 25% decrease in June.

Specialized Transit services decreased 65% in the 3rd quarter. Several services continued operating, providing essential trips or food delivery services only. Below shows the ridership when comparing April, May and June to February, which was the last pre-COVID ridership month, for services that continued operating

- Metro Community Services ridership was down 72% in April, 68% in May and 51% in June
- Harvest Transit ridership was down 70% in April, 65% in May and 55% in June
- Eagle Senior Center ridership was down 80% in April, 67% in May and 52% in June
- SHIP ridership was down 79% in April, 69% in May and 48% in June

- Village Van ridership was down 12% in April, 39% in May and 33% in June
- Star Senior Center did not operate in April and ridership was down 88% in May and 49% in June
- Kuna Senior Center did not operate in April or May and ridership was down 66% in June
- Meridian Senior Center did not operate in April or May and ridership was down 64% in June
- Interfaith Sanctuary ridership was down 33% in April, 77% in May and 5% in June
- Volunteer Driver ridership was down 67% in April, 48% in May and 27% in June
- Rides2Wellness ridership was down 43% in April, 44% in May and 33% in June
- Parma Senior Center plans to reopen in July
- Calvary Church has not resumed service

ACHD Commuteride is only showing vanpool ridership for April and May, which is why Q3 is showing an 85% decrease in ridership. June information was not available by the time this report was submitted. Currently, Commuteride is operating 64 vanpools and has suspended the minimum passenger requirement to operate a vanpool. When comparing ridership to February, which was the last pre-COVID ridership month, there was an 83% decrease in April and a 78% decrease in May.

Boise Green Bike usage overall decreased 64% in the 3rd quarter. Bike Share was suspended in April, but resumed service in May. Because weather plays an important role for bike share use, the month of May is not comparable to the month of February. Pre-COVID usage during May and June was compared to March for reporting purposes. May had a 39% decrease in usage and June had only a 6% decrease in usage.

VRT First Mile, Last Mile services decreased 35% in the third quarter. VRT Late Night was down 6% in April, 39% in May and showed a 5% increase in June and Lyft Transit Connections ridership was down 72% in April, 58% in May and 51% in June.

Staff Recommendation/Request:

This is a consent agenda item. Staff requests that the Board of Directors accept the performance report for Q3 of FY2020.

Implication (policy and/or financial):

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

More Information:

Attachments:

FY20 Performance Report, Third Quarter

FY20 Third Quarter Ridership Report

FY20 Year to Date Ridership Report

For detailed information contact:

Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

VRT PERFORMANCE - 3RD QUARTER, FY20
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2020	2019	% Change	RIDES		2020	2019	% Change
	FR	227,412	357,357	▼ -36.4		FR	949,105	1,118,170	▼ -15.1
	DR	3,748	13,133	▼ -71.5		DR	28,652	40,780	▼ -29.7
	ST	9,918	28,671	▼ -65.4		ST	61,865	81,247	▼ -23.9
	VP	6,050	40,763	▼ -85.2		VP	88,763	130,005	▼ -31.7
	BS	3,151	8,739	▼ -63.9		BS	9,896	17,684	▼ -44.0
	FMLM	519	801	▼ -35.2		FMLM	2,757	1,394	▲ 97.8
	Total	250,798	449,464	▼ -44.2		Total	1,141,038	1,350,673	▼ -15.5
HOURS	FR	23,544	30,352	▼ -22.4	HOURS	FR	84,844	92,002	▼ -7.8
	DR	2,094	6,822	▼ -69.3		DR	14,676	19,628	▼ -25.2
	ST	3,506	8,446	▼ -58.5		ST	15,153	26,004	▼ -41.7
	VP	2,343	9,451	▼ -75.2		VP	18,686	27,560	▼ -32.2
	BS	2,950	5,757	▼ -48.8		BS	5,543	9,352	▼ -40.7
	FMLM	62	122	▼ -49.3		FMLM	336	202	▲ 66.3
	Total	34,500	60,949	▼ -43.4		Total	139,237	174,747	▼ -20.3
RIDES PER HOUR	FR	9.66	11.77	▼ -18.0	RIDES PER HOUR	FR	11.19	12.15	▼ -8.0
	DR	1.79	1.93	▼ -7.0		DR	1.95	2.08	▼ -6.0
	ST	2.83	3.39	▼ -16.7		ST	4.08	3.12	▲ 30.7
	VP	2.58	4.31	▼ -40.1		VP	4.75	4.72	▬ 0.7
	BS	1.07	1.52	▼ -29.6		BS	1.79	1.89	▼ -5.6
	FMLM	8.37	6.56	▲ 27.7		FMLM	8.21	6.90	▲ 18.9
	Total	7.27	7.37	▼ -1.4		Total	8.19	7.7	▲ 6.0
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 - 3RD QUARTER, FY20

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY20	FY19	% Change
Ada County*	208,152	268,603	▼ -22.5
Boise State - Bronce Shuttle	-	47,802	▼ -100.0
Canyon County*	7,912	19,495	▼ -59.4
Intercounty*	11,348	21,457	▼ -47.1
FR SUB TOTAL	227,412	357,357	▼ -36.4
ST - SPECIALIZED TRANSPORTATION			
	FY20	FY19	% Change
Metro**	1,790	5,572	▼ -67.9
Shared Vehicle	150	4,275	▼ -96.5
SHIP**	1,001	2,455	▼ -59.2
Kuna Senior Center	67	684	▼ -90.2
Village Van	2,804	2,640	▲ 6.21
Volunteer Driver	286	658	▼ -56.5
Meridian Senior Center	70	1,044	▼ -93.3
Eagle Senior Center**	1,307	3,338	▼ -60.8
Star Senior Center	79	966	▼ -91.8
Harvest**	954	3,383	▼ -71.8
Parma Senior Center	-	1,015	▼ -100.0
Rides 2 Wellness	1,410	2,641	▼ -46.6
ST SUB TOTAL	9,918	28,671	▼ -65.4
QUARTERLY RIDERSHIP	FY20	FY19	% Change
GRAND TOTAL	250,798	449,464	▼ -44.2

*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

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	3,385	12,594	▼ -73.1
Canyon County**	363	539	▼ -32.7
DR SUB TOTAL	3,748	13,133	▼ -71.5
VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	6,050	40,763	▼ -85.2
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	3,151	8,739	▼ -63.9
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	472	690	▼ -31.6
VRT Late Night	47	111	▼ -57.7
FMLM SUB TOTAL	519	801	▼ -35.2

VRT PERFORMANCE - 3RD QUARTER, FY20

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY20	FY19	% Change
Ada County*	731,760	822,595	▼ -11.0
Boise State - Bronce Shuttle	139,736	186,945	▼ -25.3
Canyon County*	27,436	43,292	▼ -36.6
Intercounty*	50,173	65,338	▼ -23.2
FR SUB TOTALS	949,105	1,118,170	▼ -15.1
ST - SPECIALIZED TRANSPORTATION			
	FY20	FY19	% Change
Metro**	11,529	16,785	▼ -31.3
Shared Vehicle	5,043	10,260	▼ -50.8
SHIP**	6,395	6,980	▼ -8.4
Kuna Senior Center	1,613	1,924	▼ -16.2
Village Van	10,443	9,713	▲ 7.5
Volunteer Driver	1,337	2,351	▼ -43.1
Meridian Senior Center	1,571	2,881	▼ -45.5
Eagle Senior Center**	8,861	9,287	▼ -4.6
Star Senior Center	1,448	2,498	▼ -42.0
Harvest**	5,564	7,648	▼ -27.2
Parma Senior Center	2,034	3,009	▼ -32.4
Rides 2 Wellness	6,027	7,911	▼ -23.8
ST SUB TOTALS	61,865	81,247	▼ -23.9
YEAR TO DATE RIDERSHIP	FY20	FY19	% Change
GRAND TOTAL	1,141,038	1,389,280	▼ -17.9

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	27,116	39,100	▼ -30.6
Canyon County**	1,536	1,680	▼ -8.6
DR SUB TOTALS	28,652	40,780	▼ -29.7
VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	88,763	130,005	▼ -31.7
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	9,896	17,684	▼ -44.0
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	2,426	1,257	▲ 93.00
VRT Late Night	331	137	▲ 141.61
FMLM SUB TOTAL	2,757	1,394	▲ 97.8

*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

Section: Emergency Administrative Policies or Processes	No. EAP -01
Title: COVID-19 Reporting and Response	
Date: April 22, 2020	Effective Date: April 1, 2020
Approved By:	End Date: December 31, 2020
Executive Director 	Terminated:

Valley Regional Transit Emergency Administration Policy and Process COVID-19 Response to Employee Exposure or Positive Test

Purpose:

To provide a standard, operational procedure to utilize in the instance a Valley Regional Transit (VRT) employee has been exposed to or tests positive for COVID-19 disease and is deemed to be a potential threat to the safety and health of other employees and the public.

Definitions:

Communicable/Contagious Disease:

- Any infection, virus, pathogen, bacterium that could be passed person to person, which would cause other people to become ill with the same communicable/contagious disease.

Self-quarantine:

- Period of time that an individual stays isolated from other people to reduce the possibility of infection by a communicable/contagious disease. The period of time shall be determined by local health officials monitoring the current situation.

Monitoring employees:

- VRT will depend on its employees to report to their supervisor of any communicable/contagious disease. VRT will follow all HIPAA regulations to maintain employee confidentiality in all cases.

Guiding Policy and/or Regulation:

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 COVID-19 disease; who know they have been exposed to COVID-19; or who test positive for COVID-19, 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 COVID-19 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 COVID-19 disease.
- Supervisor should advise employee that his/her self-disclosure will be kept confidential and that he/she will not be discriminated or retaliated against because of the disclosure.

4. Supervisor instructs employee to self-quarantine for period of time determined by the local health district.
5. The supervisor works with the employee **by phone** to determine: possible date/time of exposure, 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.**
6. 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:

- A. 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.
- B. All areas the infected employee has been in must be cleaned thoroughly and sanitized with an approved EPA sanitizer.
- C. Do not close workplace down or send anyone else home.
- D. Do not notify other employees at this time.

If the employee has TESTED POSITIVE with COVID-19 and has been at the workplace:

- A. A member of VRT management should immediately contact the local health district and follow the local health district guidance.
- B. 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.
- C. All work areas of exposed employees need to be cleaned and sanitized before anyone reoccupies these spaces.
- D. The workplace should not be closed unless directed by a health district official.
- E. 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.



Section: Emergency Administrative Policies or Processes		No. EAP-02
Title: Paid Leave under the Families First Coronavirus Response Act		
Date: April 22, 2020		Effective Date: April 1, 2020
Approved by:		End Date: December 31, 2020
Executive	Director	Terminated:
		

Valley Regional Transit Public Health Emergency Leave under the Families First Coronavirus Response Act (FFCRA)

Purpose:

To ensure Valley Regional Transit (VRT) is in full compliance with the public health emergency leave requirements under the Families First Coronavirus Response Act (FFCRA) and to define and outline VRT's policy and processes for requesting, documenting and tracking leave under this policy.

Definitions:

Qualifying need related to public health emergency:

- An emergency with respect to COVID-19 declared by Federal, State, or local authority.

The Emergency Paid Sick Leave Act (EPSLA):

- Two (2) weeks of Emergency Paid Sick Leave for COVID-19 reasons. The six (6) qualifying reasons related to COVID-19 are listed below in the Administrative Process section.

The Emergency Family and Medical Leave Expansion Act (EFMLEA):

- 12 weeks of paid and job-protected leave if: 1) employee is unable to work (or telework) or 2) because the employee must care for a son or daughter whose school or care provider is closed/unavailable due to COVID-19 reasons. EFMLEA expands the reasons for FMLA and is otherwise the same as regular FMLA and concurrent rules apply.

Full-time Covered Employee:

- An employee who is regularly scheduled to work 40 or more hours per week and is eligible to participate in all VRT benefit programs.

Part-time Covered Employee:

- An employee who is regularly scheduled to work less than 39 hours per week and may be eligible for some VRT benefits.

Guiding Policy and/or Regulation:

The Families First Coronavirus Response Act (FFCRA) requires: 1) private employers with less than 500 employees and 2) all public employers, to provide their employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Administrative Process:

Employee Eligibility for the EPSLA and the EFMLEA:

All employees employed by VRT at the effective date of this policy are eligible for Emergency Paid Sick Leave under the EPSLA regardless of the duration of employment.

Employees employed by VRT for at least 30 calendar days are eligible for Expanded Family and Medical Leave under EFMLEA subject to some exceptions.

Paid Leave Entitlements:

Employees are eligible for Emergency Paid Sick Leave under the following six qualifying conditions as long as VRT has work for the employee to do, and if the employee is able to telework, and VRT permits the employee to work from the location where the employee is being quarantined or isolated.

Six Qualifying reasons related to COVID-19:

1. An employee is unable to work because he or she is subject to a Federal, State, or local COVID-19 quarantine or isolation order, if the order prevents the employee from working or teleworking.
2. An employee is unable to work because he or she has been advised by a health care provider, to self-quarantine for COVID-19 reasons, if the self-quarantine prevents the employee from working.
3. An employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis, limited to the time the employee is unable to work because he or she is taking affirmative steps to obtain a medical diagnosis, and if the process prevents the employee from being able to work.
4. An employee is unable to work because he or she needs to care for an individual who is either: (a) Subject to a quarantine or isolation order; or (b) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
5. An employee is unable to work because the employee needs to care for his or her son or daughter if: (a) The child's school or place of care has closed; or (b) the child-care provider is unavailable, due to COVID-19 related reasons.
6. An employee is unable to work because the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Intermittent Leave: Must be agreed to by the employee and the employer. Can also be allowed by agreement if the employee intermittently teleworks to balance VRT operational needs with the employee needs. Absent agreement, no intermittent Expanded FMLA can be taken.

Responsibilities:

All VRT employees should review and understand the provisions of the "Employee Rights – Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act" as defined by the U.S. Department of Labor's Wage and Hour Division (WHD) on the attached poster.



TOPIC: FY2021 Draft Preliminary Budget

DATE: July 23, 2020

STAFF: Kelli Badesheim, Executive Director

Summary:

Background

Attached is the FY2021 draft preliminary budget. Division managers developed expense budgets between January and February 2020, prior to the disruptions our region experienced due to the COVID-19 crisis. The FY2021 budget represents the budget we anticipated prior to the pandemic. This will serve as a baseline for us to track budget variances we anticipate on both the expense and revenue sides of the budget through next year and likely a few years after. This is done with intention so we can effectively and appropriately apply the up to \$20 million in federal funding provided through the 2020 Coronavirus Aid, Relief and Economic Security Act (CARES).

The Executive Board reviewed and approved the final preliminary budget to go out for public comment and set the public hearing for the August VRT Board meeting. The budget presented in this packet reflects the service changes already approved by the VRT Board. There are no additional service enhancements anticipated in the 2021 budget.

Local Jurisdiction Funding Requests

The Executive Board approved Resolution VBD20-002 directing staff to present requests to local jurisdiction funding partners based on the new local cost allocation methodology. This would serve as the starting point for negotiations with our funding partners. In prior years, VRT generated revenue requests based on an adopted percent increase in service contribution and a percent increase on the per capita rate for the general assessment. The new local cost allocation methodology shows a breakout of the costs for services within each funding partner jurisdiction. This approach fairly shared the administration, operations, and capital costs across all services and regional overhead.

Staff is meeting throughout the summer with the local jurisdictions to secure commitments for the FY2021 revenues. This process is made more complicated by the economics of the pandemic and the uncertainty all of our jurisdictions are experiencing in their own budget processes. The CARES funding is available to maintain the course we were on prior to COVID-19 with careful consideration in how to make wise investments of all of VRT's revenue sources over the next couple of years.

Fares and Advertising

The FY2021 budget assumes the local revenues, fares, and advertising revenues on pre-COVID-19 estimates. We are anticipating these revenues falling short in these categories. Again, this budget is a baseline reflecting what we expected the budget to be based on pre-COVID revenue assumptions.

FY2021 Preliminary Operations Budgets Highlights

Employee Compensation System and Benefits

- VRT's employee compensation system is based on a market approach where all pay increases are based on merit.
- In August 2019, the Board approved a six percent (6%) increase to the employee compensation ranges implemented in FY2020.
 - o Compensation adjustments were still made based on merit, not across the board
 - o Wage savings were achieved in 2020 based on elimination and reallocation of positions
 - o No increase to the compensation system is recommended for FY2021
- Preliminary budget reflects a recommendation by VRT's human resources consultant to increase the salary range from 38 percent growth between minimum and maximum salary to 50 percent.
 - o Provides more wage growth within each level over the tenure an employee's career with VRT
 - o Corrects wage compression experienced as VRT has added new positions
 - o Makes VRT's salaries more competitive in the marketplace
 - o Removes Executive Director from Employee Classification System to avoid future compression from slower wage growth over time
 - o Implementation cost to address employees who fall out of minimum pay for their classification is estimated at \$18K
- Budget assumes a 0.5% increase to address any internal or external market equity issues in wages in FY2021. This budget assumes no merit salary increases in FY2021.
- Budget assumes a 10 percent increase in health benefits due to anticipated cost increases from pandemic
 - o The health benefit costs increases were 1.5% total for the last two fiscal years.
 - o The estimate is based on data provided by the Boise Municipal Healthcare Trust of expected cost increases due to Coronavirus factors.

Division 10, Regional Overhead

- Overall expenses in Division 10 are 0% over the FY2020 amended budget.
 - o Added one FTE in downtown mobility collaboration (Department 179) which is fully funded by contributions from funding partners
 - o Overall labor expenses remained flat due to labor and benefits being allocated to other regional divisions.
 - o Made some staffing changes in 2020 to help reduce administrative costs that are carrying forward to 2021 budget estimates

Division 12, Bike Share System

- Overall expenses are estimated to increase by 2% from FY2020 amended budget
- The system will undergo a complete overhaul and change in business model in FY2021
- Anticipated budget changes will be brought into the January budget amendment
- The system is funded through sponsorship funding
- City of Boise provided some bridge funding in FY2020 to ensure a smooth transition to the new system business model

Division 20, Information Supports and Specialized Transportation

- Overall expenses in FY2021 are estimated to increase by 5% from FY2020 estimated budget
 - o FTE from Division 10 was transferred to Division 20 with the administration staff changes achieved in FY2020
 - o One additional FTE is budgeted for supporting shared-vehicle and specialized transportation
- The funding for the Lyft Connections to Transit and the VRT Late Night services are shown in the FY2020 amended budget. There is enough funding available to cover FY2021, so these funds will carry-forward to next year.
- Private and public partners cover all the operational expenses for Specialized Transportation projects, including administrative overhead and vehicle depreciation for vehicles in the Shared Vehicle Pool.

Division 21, Boise Fixed-route, and Division 22, Boise ADA Paratransit

- Overall expenses are expected to increase in FY2021 by 9% from FY2020 amended budget
 - o A formula error in the FY2020 budget under calculated fringes, which represents 4.5% of the 9% increase
 - o The remaining 4.5% increases in expenses include additional staff for new services approved in FY2019 and implemented in FY2021 and anticipated cost increases due to contract negotiations and COVID-19 response
- Directly generated projections show the anticipated revenue based on the proposed fare increase. Advertising revenues show the projections based on VRT selling advertising assets in-house.

Division 23, Program Administration and Planning Support

- Overall administrative expenses are expected to increase by 39% from the FY2020 amended budget
 - o This budget reflects a reallocation of professional services in Division 21 to a direct FTE in 23 to support building and facilities maintenance across the VRT sites in the region
 - o More labor expenses are being allocated to support VRT's planning and program administration support due to increase in federally funded regulatory oversight, capital, and planning projects budgeted for FY2021

- o Increase in fringes is partially related to a reallocation of fringe costs in Division 10
- o Increase in professional services are higher in 2021 based on special studies funded directly by specific funding partners
- o VRT has applied for two discretionary grants that are not accounted for in the capital budget, but if awarded will be included in the FY2021 January budget amendment

Division 24, Canyon Fixed-route, Division 25, Canyon ADA Paratransit, Division 31, Inter-county

- Overall expenses are expected to increase by 7% from the FY2020 amended budget
 - o This increase reflects continued progress toward achieving wage parity between Ada and Canyon systems
 - o System continues to struggle with recruiting and retaining qualified operations employees to meet the service levels

Staff Recommendation/Request:

Staff recommends the VRT Board approve Resolution VBD20-014 to adopt the FY2021 Operations and Capital Budget.

Implication (policy and/or financial):

The presented budget is balanced and reflects an accurate baseline of anticipated expenses prior to the COVID-19 pandemic.

More Information:

Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org

Attachments

Resolution VBD20-014

Exhibit 1

Notice of Public Hearing

FY2021 Final Preliminary Budget Summary

FY2021 Capital Detail

Exhibit 2

UPWP

FY2021 Final Preliminary Consolidated Budget

Local Allocation Requests

Employee Compensation Wage Range Recommendation

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FISCAL YEAR 2021 BUDGET RESOLUTION VBD20-014

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2021 BUDGET TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, COMMUNITY TRANSPORTATION, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) TRANSIT 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 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 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, Valley Regional Transit is required to include all federally and locally funded planning projects in the Unified Planning and Work Program Transportation Supplement adopted by the Community Planning Association of Idaho, the federally designated metropolitan planning organization for Ada and Canyon Counties, as a condition of receiving federal planning assistance funds; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual budget, 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 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Valley Regional Transit Board of Directors adopts the FY2021 Budget Analysis Findings and Recommendations

Section 2. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2021 Budget:

Exhibit 1

Notice of Public Hearing

FY2021 Final Preliminary Budget Summary

FY2021 Capital Detail

Section 3. That the Valley Regional Transit Board directs staff to submit the Unified Planning and Work Program (UPWP) to the Community Planning Association of Southwest Idaho for inclusion in the Transportation Supplement of the Unified Planning and Work Program required under the provisions of the Federal Transit Act.

Exhibit 2 UPWP Transportation Supplement

Section 4. 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 3rd day of August 2020.

APPROVED by the Board Chair this 3rd day of August 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

Exhibit 1 (Attached)

Notice of Public Hearing

FY2021 Final Preliminary Budget Summary

FY2021 Capital Detail

Notice of Public Hearing

Valley Regional Transit Board Consideration of FY2021 Budget

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 a budget for Fiscal Year 2021. The Valley Regional Transit Board of Directors will meet via teleconference at 12:00 PM on Monday, August 3, 2020 To participate in the Board meeting, visit <https://global/gotomeeting.com/join/433935317>, or by phone 1-312-757-3121.

People are welcome to make comments at the August 3 public hearing; limiting their comments to no more than three (3) minutes. If you are sending comments via mail, fax, or e-mailed, they must be received by 9 AM, Monday, August 3, 2020 at 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 2nd St. Suite 100
Meridian, ID 83642

Fax Number: (208) 846-8564 FY2021 Budget
E-mail: mcarnopis@valleyregionaltransit.org
Subject: FY2021 Budget Hearing

FISCAL YEAR 2021 BUDGET

REVENUES

Valley Regional Transit

Directly Generated Revenues	\$ 100,000
Auxiliary Revenues	383,653
Federal Assistance	3,618,073
Local Assistance	<u>3,161,298</u>
Total	\$ 7,263,024

Ada County Transportation Services

Directly Generated Revenues	\$ 813,906
Auxiliary Revenues	226,507
Federal Assistance	2,480,283
Local Assistance	<u>6,908,939</u>
Total	\$10,429,635

Canyon County Transportation Services

Directly Generated Revenues	\$ 176,954
Auxiliary Revenues	88,086
Federal Assistance	1,222,177
Local Assistance	<u>775,268</u>
Total	\$2,262,486

Capital

Federal Capital Assistance	\$ 3,520,895
Local Capital Assistance	1,009,281
Subrecipient Pass Through	<u>536,724</u>
	\$ 5,066,900

Grand Total Revenues	\$25,022,045
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EXPENSES

Valley Regional Transit

Wages and Salaries	\$1,768,497
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Fringe Benefits	1,133,787
Professional Services	1,514,042
Materials and Supplies	195,005
Utilities	116,086
Casualty and Liability	108,954
Purchased Transportation	1,880,440
Miscellaneous	482,858
Subrecipient Pass-Thru	488,000
Interest	400
Leases and Rentals	<u>62,955</u>
Total	\$7,751,024

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	216,300
Casualty and Liability	274,387
Miscellaneous	168,200
Interest	-
Leases and Rentals	<u>124,700</u>
Total	\$ 10,429,635

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	25,100
Interest	-
Leases and Rentals	<u>8,000</u>
Total	\$2,262,486

Capital Projects

VRT	\$4,042,176
Subrecipient – Pass Through	<u>536,724</u>
Total	\$4,578,900

Grand Total Expenses	\$25,022,045
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**Fiscal Year 2021 Budget
Budget Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead and Operations		Regional Overhead and Operations	
Directly Generated Revenues	\$ 100,000	Wages and Salaries	\$ 1,768,497
Auxiliary Revenues	383,653	Fringe Benefits	1,133,787
Federal Assistance	3,618,073	Professional Services	1,514,042
Local Assistance	3,161,298	Materials and Supplies	195,005
TOTAL	\$ 7,263,024	Utilities	116,086
		Casualty and Liability	108,954
		Purchased Transportation	1,880,440
		Miscellaneous	482,858
		Subrecipient Pass Through	488,000
		Interest	400
		Leases and Rentals	62,955
		TOTAL	\$ 7,751,024
Boise Transportation Services		Boise Transportation Services	
Directly Generated Revenues	\$ 813,906	Wages and Salaries	4,458,559
Auxiliary Revenues	226,507	Fringe Benefits	3,602,788
Federal Assistance	2,480,283	Professional Services	605,351
Local Assistance	6,908,939	Materials and Supplies	979,350
TOTAL	\$ 10,429,635	Utilities	216,300
		Casualty and Liability	274,387
		Purchased Transportation	
		Miscellaneous	168,200
		Interest	-
		Leases and Rentals	124,700
		TOTAL	10,429,635
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 176,954	Wages and Salaries	1,016,544
Auxiliary Revenues	88,086	Fringe Benefits	472,207
Federal Assistance	1,222,177	Professional Services	233,674
Local Assistance	775,268	Materials and Supplies	356,564
TOTAL	\$ 2,262,486	Utilities	58,935
		Casualty and Liability	91,462
		Purchased Transportation	-
		Miscellaneous	25,100
		Interest	-
		Leases and Rentals	8,000
		TOTAL	\$ 2,262,486
Capital		Capital Projects	
Federal Capital Assistance	\$ 3,520,895	VRT	\$ 4,042,176
Local Capital Assistance	1,009,281	Subrecipient - Pass Through	536,724
Subrecipient Pass Through	536,724	TOTAL	\$ 4,578,900
TOTAL	\$ 5,066,900		
Grand Total Revenues	\$ 25,022,045	Grand Total Expenses	\$ 25,022,045

Valley Regional Transit

FY 2021 Preliminary Capital Budget Detail

Revenues		Total
5307 Large Urban	\$ 260,000	
5339 Large Urban	\$ 168,576	
Surface Transportation TMA	\$ 1,589,119	
Total Large Urban		\$ 2,017,695
5307 Small Urban	\$ 744,627	
Surface Transportation Small Urban	\$ 807,297	
Total Small Urban		\$ 1,551,924
City of Boise	\$ 369,748	
Capital City Development Corporation	\$ 23,915	
Ada CNG Rebate	\$ 382,262	
Idaho Power	\$ 20,000	
Canyon CNG Rebate	\$ 213,356	
Total Local		\$ 1,009,281
		\$ 4,578,900

Capital Projects	Expenses	Total
Ada County System		
Rolling Stock - Fixed Route	\$ 2,289,225	
Facilities - Office, Shop & Site	\$ 110,756	
Facilities - Passenger Stations	\$ 23,915	
Boise System Total		\$ 2,423,896
Canyon County System		
Facilities - Office, Shop & Site	\$ 1,434,495	
Equipment - Technology	\$ 183,785	
Canyon County System Total		\$ 1,618,280
Subrecipients Capital		
Rolling Stock - Boise State Shuttle	\$ 129,724	
Rolling Stock - WITCO	\$ 147,000	
Facilities - Boise State Office & Shop	\$ 260,000	
Subrecipients Total		\$ 536,724
		\$ 4,578,900

UNIFIED PLANNING AND WORK PROGRAM

ITEM VI-B

FY2020 Unified Planning and Work Program Public Transportation Supplement

Division 23
 500 Program Administration Support
 530 Boise TMA System Planning
 430 Nampa UZA System Planning

Expenditures				Revenues			
Workdays	Direct Labor	Direct Costs	Total Exp.	5307 TMA	5307 UZA	Local Match	Total Revenues
1,235	\$ 460,117	\$ 154,000	\$ 614,117	\$ 423,633	\$ 162,191	\$ 146,456	\$ 732,280
287	\$ 116,595	\$ 200,000	\$ 316,595	\$ 141,211		\$ 35,303	\$ 176,514
197	\$ 77,938	\$ -	\$ 77,938		\$ 79,885	\$ 19,971	\$ 99,856
1,719	\$ 654,650	\$ 354,000	\$ 1,008,650	\$ 564,844	\$ 242,076	\$ 201,730	\$ 1,008,650

Valley Regional Transit Local Jurisdiction Funding Summary FY2021

FY2021 BASE BUDGET REQUESTS - Standard Method					FY2021 BASE BUDGET REQUESTS - New Method				
Local Revenue Sources	General Assessment	Service Contribution	Special Assessment	Totals	Local Revenue Sources	General Assessment	Service Contribution	Special Assessment	Totals
Ada County	\$ 27,102	\$ 38,095	\$ 8,500	\$ 73,698	Ada County	\$ 32,063	\$ 128,044	\$ 8,500	\$ 168,607
ACHD	\$ 3,184	\$ -	\$ -	\$ 3,184	ACHD	\$ 5,222	\$ -	\$ -	\$ 5,222
Boise State University	\$ 6,365	\$ 34,618	\$ 59,152	\$ 100,136	Boise State University	\$ 5,222	\$ 53,074	\$ 59,152	\$ 117,448
College of Western Idaho	\$ 5,824	\$ 62,447	\$ 68,418	\$ 136,688	College of Western Idaho	\$ 5,222	\$ 77,892	\$ 68,418	\$ 151,532
CCDC	\$ 29,220	\$ -	\$ 100,000	\$ 129,220	CCDC	\$ 5,222	\$ -	\$ 100,000	\$ 105,222
City of Boise	\$ 104,445	\$ 7,372,233	\$ 100,000	\$ 7,576,678	City of Boise	\$ 127,662	\$ 7,201,686	\$ 100,000	\$ 7,429,347
City of Eagle	\$ 14,356	\$ 108,107	\$ 9,738	\$ 132,200	City of Eagle	\$ 16,893	\$ 98,812	\$ 9,738	\$ 125,443
City of Kuna	\$ 10,974	\$ -	\$ 8,000	\$ 18,974	City of Kuna	\$ 12,333	\$ -	\$ 8,000	\$ 20,333
City of Meridian	\$ 52,621	\$ 101,833	\$ 173,414	\$ 327,868	City of Meridian	\$ 61,953	\$ 258,604	\$ 173,414	\$ 493,972
City of Star	\$ 5,229	\$ -	\$ -	\$ 5,229	City of Star	\$ 5,937	\$ -	\$ -	\$ 5,937
City of Garden City	\$ 5,494	\$ 133,806	\$ -	\$ 139,299	City of Garden City	\$ 6,612	\$ 170,226	\$ -	\$ 176,838
Meridian Development Corp	\$ 3,800	\$ -	\$ -	\$ 3,800	Meridian Development Corp	\$ 5,222	\$ -	\$ -	\$ 5,222
TOTAL ADA COUNTY	\$ 268,614	\$ 7,851,139	\$ 527,221	\$ 8,646,973	TOTAL ADA COUNTY	\$ 289,563	\$ 7,988,338	\$ 527,222	\$ 8,805,123
Canyon County	\$ 22,473	\$ 19,112	\$ -	\$ 41,585	Canyon County	\$ 25,942	\$ 48,427	\$ -	\$ 74,369
Canyon County Highway District	\$ 994	\$ -	\$ -	\$ 994	Canyon County Highway District	\$ 1,500	\$ -	\$ -	\$ 1,500
City of Caldwell	\$ 26,987	\$ 171,001	\$ -	\$ 197,989	City of Caldwell	\$ 31,782	\$ 183,046	\$ -	\$ 214,827
City of Greenleaf	\$ 384	\$ -	\$ -	\$ 384	City of Greenleaf	\$ 470	\$ -	\$ -	\$ 470
City of Melba	\$ 260	\$ -	\$ -	\$ 260	City of Melba	\$ 319	\$ -	\$ -	\$ 319
City of Middleton	\$ 4,312	\$ -	\$ -	\$ 4,312	City of Middleton	\$ 5,246	\$ -	\$ -	\$ 5,246
City of Nampa	\$ 47,115	\$ 347,989	\$ -	\$ 395,104	City of Nampa	\$ 55,120	\$ 383,869	\$ -	\$ 438,989
City of Notus	\$ 251	\$ -	\$ -	\$ 251	City of Notus	\$ 308	\$ -	\$ -	\$ 308
City of Parma	\$ 952	\$ -	\$ -	\$ 952	City of Parma	\$ 1,161	\$ -	\$ -	\$ 1,161
City of Wilder	\$ 798	\$ -	\$ -	\$ 798	City of Wilder	\$ 951	\$ -	\$ -	\$ 951
Golden Gate Highway District #3	\$ 693	\$ -	\$ -	\$ 693	Golden Gate Highway District #3	\$ 1,061	\$ -	\$ -	\$ 1,061
Nampa Highway District #1	\$ 1,131	\$ -	\$ -	\$ 1,131	Nampa Highway District #1	\$ 1,731	\$ -	\$ -	\$ 1,731
Notus/Parma Highway District	\$ 608	\$ -	\$ -	\$ 608	Notus/Parma Highway District	\$ 930	\$ -	\$ -	\$ 930
TOTAL CANYON COUNTY	\$ 106,957	\$ 538,102	\$ -	\$ 645,060	TOTAL CANYON COUNTY	\$ 126,519	\$ 615,342	\$ -	\$ 741,861
TOTAL JURISDICTION REVENUE	\$ 375,571	\$ 8,389,241	\$ 527,221	\$ 9,292,033	TOTAL JURISDICTION REVENUE	\$ 416,082	\$ 8,603,680	\$ 527,222	\$ 9,546,984

FY2021 BASE CAPITAL AND SERVICE ENHANCEMENT REQUESTS			
Local Revenue Requests	Base Capital	Service Enhancement	Total
City of Boise	\$ 369,748	\$ -	\$ 369,748
Capital City Development Corporation	\$ 23,915	\$ -	\$ 23,915
TOTAL CAPITAL AND ENHANCEMENTS	\$ 393,663	\$ -	\$ 393,663

FY2021 BASE CAPITAL AND SERVICE ENHANCEMENT REQUESTS			
Local Revenue Requests	Base Capital	Service Enhancement	Total
City of Boise	\$ 369,748	\$ -	\$ 369,748
Capital City Development Corporation	\$ 23,915	\$ -	\$ 23,915
TOTAL CAPITAL AND ENHANCEMENTS	\$ 393,663	\$ -	\$ 393,663

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues			Regional Overhead		Boise Greenbike		
Category	10		% Diff	12		% Diff	
	2020	2021		2020	2021		
401 Directly Generated Funds	\$ -	\$ -	0%	\$ (142,150)	\$ (50,000)	-65%	
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%	
403 Auxillary Revenue	\$ (219,884)	\$ (383,653)	74%	\$ -	\$ -	0%	
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%	
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
406 Federal Assistance - Operating/Administration	\$ (466,449)	\$ (340,718)	-27%	\$ -	\$ -	0%	
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
408 Local Assistance - Operating/Administration	\$ (1,717,639)	\$ (1,683,027)	-2%	\$ (221,652)	\$ (319,433)	44%	
Total Base Budget Revenues	\$ (2,403,973)	\$ (2,407,398)		\$ (363,802)	\$ (369,433)		
Contingent Revenue - Enhancements							
Total Revenues				\$ (369,433)			
Base Budget Expenses			Regional Overhead		Boise Greenbike		
Category	10		% Diff	12		% Diff	
	2020	2021		2020	2021		
501 Wages and Salaries	\$ 802,758	\$ 790,022	-2%	\$ 130,239	\$ 64,902	-50%	
502 Fringe Benefits	\$ 569,605	\$ 542,941	-5%	\$ 84,583	\$ 47,221	-44%	
503 Professional Services	\$ 671,251	\$ 712,507	6%	\$ 52,030	\$ 125,310	141%	
504 Materials and Supplies	\$ 31,866	\$ 39,455	24%	\$ 30,700	\$ 47,000	53%	
505 Utilities	\$ 91,912	\$ 96,106	5%	\$ 5,000	\$ 14,500	190%	
506 Casualty and Liability	\$ 24,345	\$ 24,954	2%	\$ 5,250	\$ 6,000	14%	
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%	
509 Miscellaneous	\$ 180,967	\$ 173,058	-4%	\$ 21,000	\$ 29,500	40%	
511 Interest	\$ 400	\$ 400	0%	\$ -	\$ -	0%	
512 Leases and Rentals	\$ 25,550	\$ 27,955	9%	\$ 35,000	\$ 35,000	0%	
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%	
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
Total Base Budget Expenses	\$ 2,398,653	\$ 2,407,398		\$ 363,802	\$ 369,433		
Total Expenses less Depreciation	\$ 2,398,653	\$ 2,407,398		\$ 363,802	\$ 369,433		
% Difference in Base Budget			0%	2%			
Contingent Expenses - Enhancements							
Total Expenses			\$ 2,407,398		\$ 369,433		

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		Information Supports/Specialized Transportation			Boise Fixed-route		
Category	20		% Diff	21		% Diff	
	2020	2021		2020	2021		
401 Directly Generated Funds	\$ (20,000)	\$ (50,000)	150%	\$ (676,800)	\$ (711,936)	5%	
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%	
403 Auxillary Revenue	\$ -	\$ -	0%	\$ (191,485)	\$ (226,507)	18%	
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%	
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
406 Federal Assistance - Operating/Administration	\$ (2,318,028)	\$ (2,380,315)	3%	\$ (1,462,834)	\$ (1,374,947)	-6%	
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
408 Local Assistance - Operating/Administration	\$ (1,152,877)	\$ (934,578)	-19%	\$ (5,050,566)	\$ (5,608,334)	11%	
Total Base Budget Revenues	\$ (3,490,905)	\$ (3,364,893)		\$ (7,381,685)	\$ (7,921,725)		
Contingent Revenue - Enhancements					0		
Total Revenues	\$ (3,364,893)			\$ (7,921,725)			
Base Budget Expenses		Information Supports/ Specialized Transportation			Boise Fixed-route		
Category	20		% Diff	21		% Diff	
	2020	2021		2020	2021		
501 Wages and Salaries	\$ 388,126	\$ 424,614	9%	\$ 3,014,831	\$ 3,389,281	12%	
502 Fringe Benefits	\$ 310,843	\$ 265,284	-15%	\$ 2,417,317	\$ 2,643,817	9%	
503 Professional Services	\$ 319,800	\$ 334,725	5%	\$ 613,499	\$ 492,856	-20%	
504 Materials and Supplies	\$ 80,650	\$ 108,550	35%	\$ 770,950	\$ 775,550	1%	
505 Utilities	\$ 3,380	\$ 3,480	3%	\$ 109,925	\$ 181,200	65%	
506 Casualty and Liability	\$ 76,035	\$ 78,000	3%	\$ 219,682	\$ 192,071	-13%	
508 Purchased Transportation	\$ 2,071,872	\$ 1,880,440	-9%	\$ -	\$ -	0%	
509 Miscellaneous	\$ 232,200	\$ 269,800	16%	\$ 143,425	\$ 159,000	11%	
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%	
512 Leases and Rentals	\$ 8,000	\$ -	-100%	\$ 92,055	\$ 87,950	-4%	
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%	
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
Total Base Budget Expenses	\$ 3,490,905	\$ 3,364,893		\$ 7,381,685	\$ 7,921,725		
Total Expenses less Depreciation	\$ 3,490,905	\$ 3,364,893		\$ 7,381,685	\$ 7,921,725		
	\$ 1,419,033	\$ 1,484,453		\$ 9,594,311	\$ 10,429,635		
% Difference in Base Budget	5%			9%			
Contingent Expenses - Enhancements					\$ -		
Total Expenses		\$ 3,364,893			\$ 7,921,725		

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2020	2021	% Diff	2020	2021	% Diff
401 Directly Generated Funds	\$	(97,000)	\$ (101,970)	5%	\$ -	\$ -	0%
402 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$	-	\$ -	0%	\$ (11,734,745)	\$ (4,057,619)	-65%
406 Federal Assistance - Operating/Administration	\$	(1,061,223)	\$ (1,105,335)	4%	\$ (1,024,283)	\$ (897,041)	-12%
407 Local Assistance - Capital	\$	-	\$ -	0%	\$ (3,147,705)	\$ (1,009,281)	-68%
408 Local Assistance - Operating/Administration	\$	(1,054,403)	\$ (1,300,605)	23%	\$ (206,892)	\$ (224,260)	8%
Total Base Budget Revenues	\$	(2,212,626)	\$ (2,507,910)		\$ (16,113,625)	\$ (6,188,201)	
Contingent Revenue - Enhancements						\$ -	
Total Revenues		\$ (2,507,910)			\$ (6,188,201)		
Base Budget Expenses		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2020	2021	% Diff	2020	2021	% Diff
501 Wages and Salaries	\$	927,348	\$ 1,069,278	15%	\$ 363,242	\$ 488,959	35%
502 Fringe Benefits	\$	812,448	\$ 958,971	18%	\$ 180,386	\$ 278,342	54%
503 Professional Services	\$	117,785	\$ 112,495	-4%	\$ 249,500	\$ 341,500	37%
504 Materials and Supplies	\$	191,700	\$ 203,800	6%	\$ -	\$ -	0%
505 Utilities	\$	32,150	\$ 35,100	9%	\$ 3,360	\$ 2,000	-40%
506 Casualty and Liability	\$	86,435	\$ 82,316	-5%	\$ -	\$ -	0%
508 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$	8,500	\$ 9,200	8%	\$ 434,686	\$ 498,500	15%
511 Interest	\$	-	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$	36,260	\$ 36,750	1%	\$ -	\$ -	0%
513 Depreciation	\$	-	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$	-	\$ -	0%	\$ 14,882,450	\$ 4,578,900	-69%
Total Base Budget Expenses	\$	2,212,626	\$ 2,507,910		\$ 16,113,625	\$ 6,188,201	
Total Expenses less Depreciation		\$ 2,212,626	\$ 2,507,910		\$ 16,113,625	\$ 6,188,201	
					\$ 809,459	\$ 1,121,301	
% Difference in Base Budget					39%		
Contingent Expenses - Enhancements						\$ -	
Total Expenses			\$ 2,507,910			\$ 6,188,201	

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
		24			25		
Category		2020	2021	% Diff	2020	2021	% Diff
401 Directly Generated Funds	\$	(40,300)	\$ (42,333)	5%	\$ (5,900)	\$ (6,180)	5%
402 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$	(74,466)	\$ (88,086)	18%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$	-	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$	(471,101)	\$ (520,422)	10%	\$ (69,078)	\$ (81,816)	18%
407 Local Assistance - Capital	\$	-	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$	(289,999)	\$ (304,894)	5%	\$ (54,198)	\$ (20,454)	-62%
Total Base Budget Revenues	\$	(875,866)	\$ (955,735)		\$ (129,176)	\$ (108,450)	
Contingent Revenue - Enhancements							
Total Revenues		\$ (955,735)			\$ (108,450)		
Base Budget Expenses		Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
		24			25		
Category		2020	2021	% Diff	2020	2021	% Diff
501 Wages and Salaries	\$	374,808	\$ 426,302	14%	\$ 60,915	\$ 50,267	-17%
502 Fringe Benefits	\$	168,604	\$ 194,353	15%	\$ 22,963	\$ 25,157	10%
503 Professional Services	\$	90,543	\$ 119,007	31%	\$ 11,907	\$ 9,425	-21%
504 Materials and Supplies	\$	161,900	\$ 140,708	-13%	\$ 18,225	\$ 14,847	-19%
505 Utilities	\$	21,328	\$ 23,215	9%	\$ 5,942	\$ 2,970	-50%
506 Casualty and Liability	\$	41,916	\$ 37,500	-11%	\$ 5,802	\$ 3,658	-37%
508 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$	13,568	\$ 11,450	-16%	\$ 3,022	\$ 1,725	-43%
511 Interest	\$	-	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$	3,200	\$ 3,200	0%	\$ 400	\$ 400	0%
513 Depreciation	\$	-	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$	-	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$	875,866	\$ 955,735		\$ 129,176	\$ 108,450	
Total Expenses less Depreciation	\$	875,866	\$ 955,735		\$ 129,176	\$ 108,450	
	\$	2,106,471	\$ 2,262,486				
% Difference in Base Budget		7%					
Contingent Expenses - Enhancements							
Total Expenses		\$ 955,735			\$ 108,450		

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		Canyon Inter-county		
		31		
Category		2020	2021	% Diff
401 Directly Generated Funds		\$ (122,100)	\$ (128,441)	5%
402 Purchased Transportation		\$ -	\$ -	0%
403 Auxillary Revenue		\$ -	\$ -	0%
404 Non-Transportation Revenue		\$ -	\$ -	0%
405 Federal Assistance - Capital		\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration		\$ (565,861)	\$ (619,940)	10%
407 Local Assistance - Capital		\$ -	\$ -	0%
408 Local Assistance - Operating/Administration		\$ (413,468)	\$ (449,920)	9%
Total Base Budget Revenues		\$ (1,101,429)	\$ (1,198,301)	
Contingent Revenue - Enhancements				
Total Revenues		\$ (1,198,301)		
Base Budget Expenses		Canyon Inter-county		
		31		
Category		2020	2021	% Diff
501 Wages and Salaries		\$ 496,544	\$ 539,975	9%
502 Fringe Benefits		\$ 223,353	\$ 252,697	13%
503 Professional Services		\$ 94,926	\$ 105,241	11%
504 Materials and Supplies		\$ 187,100	\$ 201,009	7%
505 Utilities		\$ 32,003	\$ 32,750	2%
506 Casualty and Liability		\$ 52,284	\$ 50,304	-4%
508 Purchased Transportation		\$ -	\$ -	0%
509 Miscellaneous		\$ 10,819	\$ 11,925	10%
511 Interest		\$ -	\$ -	0%
512 Leases and Rentals		\$ 4,400	\$ 4,400	0%
513 Depreciation		\$ -	\$ -	0%
514 Capital		\$ -	\$ -	0%
Total Base Budget Expenses		\$ 1,101,429	\$ 1,198,301	
Total Expenses less Depreciation		\$ 1,101,429	\$ 1,198,301	
% Difference in Base Budget				
Contingent Expenses - Enahncements				
Total Expenses			\$ 1,198,301	

ANNUAL SALARY SCHEDULE

Effective 10/1/2019

Salary Grade #	Range Minimum	Market Minimum	Market Mid-Point	Market Maximum	Range Maximum
13	\$90,221	\$98,813	\$103,754	\$114,130	\$124,505
12	\$80,554	\$88,226	\$92,638	\$101,901	\$111,165
11	\$71,924	\$78,773	\$82,712	\$90,983	\$99,255
10	\$64,218	\$70,333	\$73,850	\$81,235	\$88,620
9	\$57,337	\$62,798	\$65,938	\$72,531	\$79,125
8	\$51,194	\$56,069	\$58,873	\$64,760	\$70,647
7	\$45,709	\$50,062	\$52,565	\$57,822	\$63,078
6	\$40,811	\$44,698	\$46,933	\$51,626	\$56,320
5	\$37,442	\$41,008	\$43,058	\$47,364	\$51,669
4	\$34,350	\$37,622	\$39,503	\$43,453	\$47,403
3	\$31,514	\$34,515	\$36,241	\$39,865	\$43,489
2	\$28,912	\$31,665	\$33,249	\$36,573	\$39,898
1	\$26,525	\$29,051	\$30,503	\$33,554	\$36,604

Salary Structure Design:

Range Width = 38% from Range Minimum to Maximum

Market Range = 5% below and 10% above Market Point

15% from Range Min. to Market; 20% from Market to Range Max.

Grade Progression:

9% grades 1-5; 12% grades 5-13

ANNUAL SALARY SCHEDULE

Proposed 10/2021

Salary Grade #	Range Minimum	Market Minimum	Market Mid-Point	Market Maximum	Range Maximum
14	\$101,048	\$119,994	\$126,310	\$138,941	\$151,571
13	\$90,221	\$107,137	\$112,776	\$124,054	\$135,331
12	\$80,554	\$95,658	\$100,693	\$110,762	\$120,832
11	\$71,924	\$85,409	\$89,905	\$98,895	\$107,885
10	\$64,218	\$76,258	\$80,272	\$88,299	\$96,326
9	\$57,337	\$68,088	\$71,671	\$78,838	\$86,006
8	\$51,194	\$60,793	\$63,992	\$70,391	\$76,791
7	\$45,709	\$54,279	\$57,136	\$62,850	\$68,563
6	\$40,811	\$48,464	\$51,014	\$56,116	\$61,217
5	\$37,442	\$44,462	\$46,802	\$51,482	\$56,162
4	\$34,350	\$40,791	\$42,938	\$47,231	\$51,525
3	\$31,514	\$37,423	\$39,392	\$43,332	\$47,271
2	\$28,912	\$34,333	\$36,140	\$39,754	\$43,368
1	\$26,525	\$31,498	\$33,156	\$36,471	\$39,787

Salary Structure Design:Range Width = **50%** from Range Minimum to Maximum

Market Range = 5% below and 10% above Market Point

15% from Range Min. to Market; 20% from Market to Range Max.

Grade Progression:

9% grades 1-5; 12% grades 5-14

TOPIC: Disposal of Surplus and Obsolete Assets

DATE: July 21, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

The Executive Board set a public hearing for the disposal of VRT assets at the July 6, 2020 meeting. Idaho Code requires VRT to hold a public hearing to notify the public of assets considered for disposal. The public hearing typically aligns with the consideration of the budget.

The attachment included with this memo detail assets scheduled to be disposed of in fiscal year 2021. VRT staff will provide a report of the final disposition of all assets that will be included in the consent agenda at the October 2022 Board meeting.

Staff Recommendation/Request:

Staff recommends the VRT Board of Directors adopt Resolution VBD20-009 Disposal of Surplus and Obsolete Assets.

Implication (policy and/or financial):

VRT is required to follow Idaho Code when disposing of government assets. VRT has financial policies requiring the Executive Director to dispose of assets through a method that is most advantageous to the organization. Providing the final disposition of all assets ensures accountability to the VRT Board of Directors and the public.

Highlights:

- Executive Board set public hearing for the disposition of assets scheduled in FY 2021 at the July 3, 2020 meeting
- The resolution and list of assets provided with this memo reflect what was requested of VRT staff by the Board of Directors at the April 2019 meeting
- Potential items for disposal include:
 - Buses beyond their useful life. These vehicles are not suitable for the Specialized Transit program
 - Service and support vehicles beyond their useful life that are not suitable for vehicle sharing
 - Computers, monitors, and peripherals
 - Servers no longer of use or capable of reasonably costing upgrades
 - Obsolete bikes, parts and equipment

More Information:

Attachments

FY21 Assets to Dispose

For detailed information contact:

Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Disposal of Surplus and Obsolete Assets

RESOLUTION VBD20-009

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE DISPOSAL OF VRT SURPLUS ASSETS

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

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

WHEREAS, Valley Regional Transit desires to effectively manage VRT assets and dispose of unneeded resources at the highest value; and

WHEREAS, Valley Regional Transit has an existing Surplus Property Policy and Procedures manual that was adopted in 2010; and

WHEREAS, Valley Regional Transit expects to have surplus assets to dispose of between October 2020 and September 2021; and

WHEREAS, Valley Regional Transit needs to comply with current Federal and State of Idaho rules and regulations; 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 grants authority to the Executive Director to approve VRT disposals for the time period of October 2020 through September 2021; and

Section 2. That the Board of Valley Regional Transit directs staff to determine the most advantageous method(s) of asset disposal; and

VBD20-009

Section 3. That the Operations Director provide a report showing the final disposition of all assets disposed of in fiscal year 2021 to the Executive Board in October 2021; and

Section 4. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of August 2020.

APPROVED by the Board Chair this 3rd day of August, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

FY 2021 Assets to Dispose

ROLLING STOCK

Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Ford E-350 Goshen Cutaway	1FD3E35P88DB59645	2008	233,772	8 years
Ford E-350 Goshen Cutaway	1FD3E35PX8DB59646	2008	226,677	8 years
Ford E-450 Starcraft Cutaway	1FD4E45P98DB51998	2008	238,942	10 years
Ford E-450 Starcraft Cutaway	1FD4E45P38DB32169	2008	233,772	10 years

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Ford Taurus	1FAHP53U82G159777	2002	226,677	8 years
Ford F-550 Truck	1FDAF56F02EB37470	2002	57,122	10 years

EQUIPMENT

Equipment Information	Purchased	Useful Life
Keyboards and mouse	unknown	5 years
Label printers	unknown	5 years
Desktops computers	2015	5 years
Laptop computers	2014	5 years
Monitors	2015	5 years
Network switch	2013	5 years
Bicycles	2015	5 years
Controllers (Bicycles)	unknown	5 years
Batteries (Bicycles)	unknown	5 years
Kiosk stations	2015	5 years
Spare bike parts	unknown	5 years
Kiosk solar panels	2015	5 years
Batteries (kiosks)	2015	5 years





TOPIC: Safe Routes to School Assessment

DATE: August 3, 2020

STAFF MEMBER: Kaite Justice

Summary:

Valley Regional Staff would like the Board of Directors to consider adoption the Treasure Valley Safe Routes to School program as a Valley Regional Transit program.

The current COVID-19 pandemic is straining many organizations locally including the YMCA. Because of financial constraints due to COVID-19, the YMCA wishes to relocate the Safe Routes to School program to another organization. Safe Routes to School and YMCA staff have approached VRT about transitioning the program under VRT. VRT staff has completed an assessment of what it would take to bring Safe Routes to School under VRT and whether or not it would be a good fit.

The Safe Routes to School (SR2S) programs in the Treasure Valley, which consists of Ada County and Canyon County, are currently housed under the Treasure Valley YMCA. VRT already works closely with the Safe Routes to School program. Valley Regional Transit is the recipient of federal funding used to support the program since 2015. In addition, VRT and the YMCA currently work together to better integrate the programs of the two organizations around a safe routes framework. This includes working in a coordinated way on specific projects, such as May in Motion; including Safe Routes staff on the Regional Advisory Council (RAC); and training VRT navigators in the Safe Routes framework.

Valley Regional Transit Staff recommends the transition of the Safe Routes to School programs in Ada and Canyon counties from the Treasure Valley YMCA to VRT. ST2S will strengthen VRT's mission to coordinate mobility options around the valley. Both programs work toward improving transportation options in the Treasure Valley. We see the opportunity to expand the program offerings of Valley Regional Transit and build upon the work already happening by our programs area. Safe Routes to School holds a special place in area schools. Teachers, administrators and parents view the program positively. We believe the program could be even better by expanding the audience beyond grade school and junior high students. SR2S could build additional programming to include information and training on using multi-modal transportation beyond walking and biking.

SR2S programs are commonly housed under both transit agencies and public transportation authorities, as shown in the staff's assessment. The full assessment can be found at the end of the memo.

Staff Recommendation/Request: The Board is asked consider adopting RESOLUTION VBD20-013, which brings the Treasure Valley Safe Routes to School program as a Valley Regional Transit program. The funding for Safe Routes to School would not be included in the assessments and funding VRT secures from local governments to support public transportation and administrative expenses.

Implication (policy and/or financial):

There are two potential financial implications that need to be considered. First, if VRT keeps SR2S salaries at their current level, the benefits package offered by VRT is more generous than what employees have under the YMCA. However, VRT would not be charging an administrative fee as the YMCA does now. The second part of the financial concern is the local match required by the federal grants. Currently, SR2S receives grants from grantors that mainly provide funding to 501(c)3s. VRT, being a government organization, may limit the number of grant opportunities. However, VRT has been able to secure many local grants from private foundations in the past, and while it does limit some opportunities, we are confident we can continue to secure local funding for the program.

The assessment includes the financial plan to fund the additional costs under Valley Regional Transit.

Highlights:

- VRT staff first presented the potential move of the SR2S program at the July 6, 2020 Executive Board Meeting.
- VRT staff presented a second time at the Executive Board on August 3, 2020.

More Information:

1) For detailed information contact: Kaite Justice, City Go Director, 2082582750, kjustice@valleyregionaltransit.org or Dave Fotsch, Program Director, dfotsch@valleyregionaltransit.org

SAFE ROUTES TO SCHOOL ASSESSMENT

INTRODUCTION

The current COVID-19 pandemic is straining many organizations locally including the YMCA, raising the question whether it would be beneficial to all parties involved to transition the local Safe Routes to School programs from the Treasure Valley YMCA to Valley Regional Transit (VRT). VRT staff has completed an assessment of what it would take to bring Safe Routes to School under VRT and whether or not it would be a good fit.

The Safe Routes to School (SR2S) programs in the Treasure Valley, which consists of Ada County and Canyon County, are currently housed under the Treasure Valley YMCA. VRT already works closely with the Safe Routes to School program. Valley Regional Transit is the recipient of federal funding used to support the program since 2015. In addition, VRT and the YMCA currently work together to better integrate the programs of the two organizations around a safe routes framework. This includes working in a coordinated way on specific projects, such as May in Motion; including Safe Routes staff on the Regional Advisory Council (RAC); and training VRT navigators in the Safe Routes framework.

TIMELINE

The proposed time for the transition is October 1, 2020, the start of the new fiscal year.

ORGANIZATIONAL MISSIONS

- 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.
- Safe Routes to School is a program designed to encourage students to walk and bike to school to promote a healthy lifestyle, reduce traffic congestion, improve air quality, and enhance quality of life in our communities. SR2S uses “The Five E’s” – Education, Encouragement, Engagement, Engineering, and Evaluation – to make routes safer, children and parents more knowledgeable, and the community more engaged so that more children will walk and bike to school.
 - Supporting and expanding safe walking and biking routes is an important part of providing comprehensive transportation choices to the region’s citizens.
 - Advocating, educating, and creating safer streets in neighborhoods is a benefit to all residents and thus supports VRT’s mission.
 - Safe Routes educates and encourages families to use active transportation within their neighborhood, which can also be used for first/last mile connections to transit.
 - Improving bike education, training, and pathways within neighborhoods makes it easier for residents of all ages to access transit.
 - SR2S could potentially undertake additional programming under “safe routes for all” to further focus on community and neighborhoods.
- Overall, the Safe Routes to School mission helps VRT meet their mission. Further, VRT provides similar services through its Navigation team for other modes including fixed-route, specialized transportation, and vanpool. Bringing SR2S under VRT allows VRT to expand its resources available to help educate and encourage additional modes and first/last mile connections and assess community needs to inform VRT programing. Advocating for infrastructure improvements that support improvements for active transportation also helps VRT meet its mission.





The staff of Valley Regional Transit and Safe Routes to School recently held a workshop to explore the possibilities of bringing the program under the umbrella of VRT. Key to the discussion was doing a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. List below are the results of that analysis.

STRENGTHS

- SR2S has far-reaching hands in communities in the Treasure Valley – can encompass the valley as a whole
- SR2S is a beloved institution throughout the communities served
 - In 100% of West Ada Schools
 - Almost all elementary schools in the Boise School District
 - Positive feedback and thoughts from people that know SR2S
- SR2S team is well-versed in delivering programs
- SR2S has connections with teachers and administrators
- SR2S is a model program and the largest such program in the state of Idaho
- SR2S is well connected to the community – agency working relationships that could bring a lot to the table
- SR2S has a long standing understanding of VRT of the federal grants process
- The partnership would provide a firm foundation for SR2S under VRT
- Partnership between the two entities since 2015
- SR2S programs that seem to be most successful are part of governmental organizations

WEAKNESSES

- Local match grants are made to a 501c3, not a government agency
- Can SR2S afford to move?
 - Opportunity to ask for more funding through TAP
 - Funding already programed through 2026 for SR2S
 - Potentially add more funding. Depends on whether Canyon County becomes a large urban area based on census results
 - Into the future can achieve more, but not immediate to cover move
 - 3-5 years out
- Are we going to be as nimble under VRT as they were under YMCA?
- Can we advocate as much and in the same way?
- YMCA name carries a lot more weight in the community than VRT
 - However, SR2S has also made a name for themselves and people recognize it

OPPORTUNITIES

- SR2S can be a benefit to VRT – more chatter about VRT, not just the bus but other transportation options
- Would have better access to different kinds of grants
 - The program has been prohibited from pursuing grants from community partners already allotted to different programs at the YMCA
- Greater visibility for SR2S – on bus, etc.
- If the program can reach high school students, then it could promote more multi-modal options
- Driver's Education – what it means to interact with people walking and biking





- Idaho Stop Law
- What certain signs mean
- Build Driver's Ed into the SR2S workload, currently a volunteer effort
- VRT contracts with Boise School District for High School bus passes – opportunity to promote multi-modal options for middle and high school students
- Better connections between transit, biking, and walking
- Potentially better relationships with other agencies – ACHD, cities, counties, etc.
 - Little people voice may be able to expand vision of some of the people in charge
- Add additional programming to SR2S to provide more options to students and families including parent pools, walking buses, and encouraging transit.
- Reduce the duplication of administration of federal grants (VRT currently acts as the pass-through agency between ITD and YMCA).
- Promote multi-modal connections for students, families and neighborhoods, including how they can use walking and biking to connect to transit
- Create safer streets within neighborhoods, which makes is easier and safer for people to utilize active transportation and transit to get around.
- Add a sixth “E” of Equity to the Safe Routes to School framework

THREATS

- Funding
- Local funding to match federal grants
- If SR2S leaves the YMCA, it could be competing with the YMCA for current grant relationships
- YMCA uniform and brand identity provides a lot of access to schools and community organizations – won't have that under VRT
- YMCA has a full-time grant writer; VRT doesn't and program director may not have time to write grants, and will need help.
- Financially, integrating the programs will cost more to administer because of the cost of VRT benefits. However, the YMCA takes 12% of the SR2S grant to cover administration of the program. If VRT assumes no administrative costs the cost difference will shrink by \$25,366.
- It may make it more difficult for SR2S to secure grants being part of a government agency instead of a non-profit. Currently the largest grants SR2S utilizes for local match – Nordstrom's, Target, and Union Pacific – are only available to nonprofits. VRT can potentially leverage Idaho Advocates for Community Transportation to apply for grants.

WORK SPACE AND EQUIPMENT

- Safe Routes to School has four staff members. Three in Ada County and one in Canyon County.
 - Canyon County staff member works full time from home
 - Three Ada County staff members work in the office, at home, and in the field. The director has indicated that the staff does not need dedicated workspaces within the office. SR2S staff will be able to utilize the large desk at VRT Meridian operations office or the landing space on the administration office at VRT Meridian.
 - No additional work space will be needed to accommodate SR2S under VRT
- Computers. The SR2S Team currently uses three desktops that are property of the YMCA. VRT will need to provide three laptops for the SR2S team to complete their work.





- SR2S staff said it would be helpful to the program to have at least one dedicated vehicle for hauling equipment around. Having vehicles would eliminate the need for employee mileage reimbursement.
- SR2S already uses the Happy Day Transit Center to store some equipment. The Ada County program could potentially use the bike share program office to store equipment.
- Under the management of the YMCA, SR2S could not use 15-passenger vans. Under VRT that prohibition would be lifted and the agency could take advantage of a low-cost van lease program under ACHD Commuteride.

ORGANIZATIONAL INTEGRATION

Safe Routes to School fits best within VRT's Programs Team, and will closely align with the other programs work VRT does. The programs team will have four focus areas and a leadership team working together to meet the performance measures and targets set for the program. The leadership team will include the SR2S Manager, Programs Director, City Go Director, and Community Relations Manager. The work of the programs team will focus its work around the six "E"s – education, encouragement, enforcement, engineering, evaluation, and equity.

FINANCIAL

In reviewing the finances of the Safe Routes to School program, we made certain assumptions. First, the salaries of SR2S employees would remain at the same level, at least for the first year. The second assumption is the employees would become Valley Regional Transit employees and would therefore be eligible for the VRT benefits package, which is more generous than that offered by the YMCA. We looked at the current benefits usage by SR2S employees, and have adjusted our estimates to reflect two, of four employees, would take the family benefits for health and dental coverage, while the two others would take benefits for single individuals. While benefits are still more expensive under VRT, this change reduces the overall cost of benefits by \$28,202 from the previous estimate where all employees took the maximum benefits. The YMCA claims a total of \$25,366 for program administration for the SR2S programs in Ada and Canyon counties. VRT would not claim any costs for program administration. These two factors bring the funding gap down to \$28,850.23. Because of the COVID-19 pandemic, the Safe Routes program has been unable to visit schools this spring. Many of the materials purchased for distribution to schools has not be used and would not need to be purchased again next year. If the program were to forgo purchasing any program materials in FY 2021, there would be a savings of \$30,429.80, which would close the funding gap.

YMCA ADMINISTERED SAFE ROUTES					
	Salaries	Benefits/phone/uniforms/mileage	Program costs	Overhead	Total
ADA COUNTY	\$98,321.60	\$28,826	\$20,930.80	\$17,572	\$165,650.40
CANYON COUNTY	\$36,046	\$19,054	\$9,499	\$7,794	\$72,743.00
					\$238,393.40
VALLEY REGIONAL TRANSIT ADMINISTERED SAFE ROUTES					
	Salaries	Benefits/phone/uniforms/mileage	Program costs	Overhead	Total
ADA COUNTY	\$98,321.60	\$69,137.99	\$20,930.80	0	\$188,390.39
CANYON COUNTY	\$36,046	\$33,308.24	\$9,499	0	\$78,853.24
					\$267,243.63





SR2S funding is split between Ada and Canyon counties. Ada County is part of a large urban area, so the process goes through COMPASS and is funded through the Federal Highways Administration Transportation Alternatives Program (TAP.) The funding for the Canyon County SR2S program comes directly from the Idaho Transportation Department.

Under the current funding formula, a local match of about \$17,000 is required with the federal grants. The largest portion of the local match is provided by the Union Pacific Railroad and Nordstrom's, each at \$5,000. The remainder is covered by other entities. Most of the local match grants are only eligible to nonprofit organizations, like the YMCA. Valley Regional Transit would have to explore whether some of the current grantors would be willing to continue supporting the program if it is being run by a government entity. On the other hand, the program may be eligible for other funding because it would no longer be constrained by the rules of the YMCA. The SR2S program director will continue to be responsible for securing the local match for the program, though the director may need some grant writing assistance from VRT.

The SR2S program currently uses three desktop computers that are owned by the YMCA, however, the program owns one desktop computer, two monitors and a printer that would come with the employees. We recommend that the three Ada County employees be provided with laptop computers because so much of their work is out of the office. The Canyon County employee already works out of his home and is set up with computer, printer, etc. The average purchase price of laptop computers with docking stations, monitors, etc., is about \$1,800, so providing computers to the Ada County staff would cost an additional \$5,400.

Valley Regional Transit would not need to provide additional office space to the employees of SR2S. The Canyon County employee already works from home, and the Ada County employees don't need designated office space. Equipped with laptop computers, they too will be able to work from home and land in shared office space at the VRT Meridian office occasionally. We do not foresee the need for additional office space for the SR2S program.

FUNDING GAP

There is a \$28,850.23 funding gap between the cost to administer under VRT and the cost to administer under the YMCA. As mentioned above, this funding gap could be closed by eliminating the program costs for fiscal year 2021. Doing so would allow the program and VRT the time to recruit additional funding for SR2S in fiscal year 2022.

The Safe Routes to School staff has proposed an aggressive outreach and grant writing campaign to address the funding gap in future years. Plan A is eliminate the programs budget in FY21. Plan B is to successfully raise enough money through grants and sponsorships in the community to cover increased costs in coming years. If VRT and Safe Routes to School is unsuccessful in bringing in the needed money, Safe Routes to School will reduce its Ada County staff down to two staff members to cover the funding gap.

Potential Funder	Funding Request
West Valley Medical Center	\$5,000
Saint Alphonsus	\$15,000
St. Luke's Regional Medical Center	\$10,000
Emergency Room Physicians Group	\$5,000
Central District Health Department	\$1,000
SW District Health Department	\$1,000





Laura Moore Cunningham Foundation	\$10,000
Idaho Central Credit Union	\$5,000
Mountain West Bank	\$5,000
United Way	\$5,000
Idaho Women's Charitable Foundation	\$20,000
Micron Foundation	\$2,500
Albertsons Foundation	\$7,000
Simplot Foundation	\$10,000
Blue Cross Foundation/Other insurance	\$20,000
Union Pacific	\$10,000
Idaho Ford Stores/other car dealerships	\$2,000-10,000 each
Bike Shops/Retailers	\$500
Intermountain Gas	\$2,500
Idaho Power	\$5,000
YMCA	\$5,000
Treasure Valley Cycling Alliance	\$1,000
LOOK! Save a Life	\$2,000
City of Boise	-
City of Caldwell	-
City of Kuna	-
City of Meridian	-
City of Nampa	-
City of Star	-
ACHD	-
ACHD Commuteride	-
Canyon County Highway District	-
Office of Highway Safety at ITD	-

Safe Routes to School will not be asking the local jurisdictions for funding to transition the program to VRT. However, the program may in the future look to create stronger strategic partnerships with the jurisdictions in the future.

While VRT believes we will be able to secure the funding needed for FY2022, there is always the possibility that the funding goal falls short. If this happens, Safe Routes to School is prepared to eliminate a FTE position in Ada County. The cost of the fully burdened FTE is \$45,544.18.

While losing an FTE is not ideal, the Safe Routes to School director is confident they can still complete their work on reduced staff.

TRANSIT AGENCIES WITH SR2S PROGRAMS

Safe Routes to School programs across the country are housed within a variety of organizations. While the program is not always under the transit agency, it is a common occurrence. Here are a few examples of other transit agencies in the western United States that oversee Safe Routes to School programs. Most of the programs stick closely to the traditional Safe Routes to School model. However, there are a few that incorporate additional programming to meet their mission. King County Metro includes a carpool component for getting to school. Mountain Rides aligns the best with our mission in how they are integrating SR2S into their overall programming and into the overall transit network.

- Mountain Rides <https://www.mountainrides.org/safe-routes-to-school/>
- LA Metro, Los Angeles <https://www.metro.net/projects/SR2S/>





- Metropolitan Transportation Commission, Bay Area <https://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/bay-area-safe-routes>
- Ride Share, San Luis Obispo <https://rideshare.org/about-safe-routes-to-school/>
- Orange County Transportation Authority <https://www.saferoutespartnership.org/safe-routes-school>
- King County Metro, Seattle <https://kingcounty.gov/depts/transportation/metro/travel-options/rideshare/programs/schoolpool/safe-routes.aspx>
- SFMTA, San Francisco <https://www.sfmta.com/sfmta-school-safety-programs>

CONCLUSION

Valley Regional Transit staff recommends the transition of the Safe Routes to School programs in Ada and Canyon counties from the Treasure Valley YMCA to VRT. ST2S will strengthen VRT's mission to coordinate mobility options around the valley. Both programs work toward improving transportation options in the Treasure Valley. We see the opportunity to expand the program offerings of Valley Regional Transit and build upon the work already happening by our programs area. Safe Routes to School holds a special place in area schools. Teachers, administrators and parents view the program positively. We believe the program could be even better by expanding the audience beyond grade school and junior high students. SR2S could build additional programming to include information and training on using multi-modal transportation beyond walking and biking, perhaps with a focus on transit for junior high and high school students.

The Treasure Valley YMCA started the Safe Routes to Schools program in 2005 because the organization saw the need for it in the community. The YMCA wants to see the program succeed, but is currently facing deep financial challenges related to the COVID-19 pandemic. There have been discussions about bringing SR2S under Valley Regional Transit for years, in part because the federal funding for the program flows through VRT.

The biggest challenge facing VRT in adopting the program is financial. First, if VRT keeps SR2S salaries at their current level, the benefits package offered by VRT is more generous than what employees have under the YMCA. However, VRT would not be charging an administrative fee as the YMCA does now. That savings could be applied to making up part of the difference. In addition, at least in the first year, the program could forego the cost associated with buying equipment since much of the material for this year has been unused because of the COVID-19 pandemic. While this is a challenge, VRT staff does not foresee it as something that cannot be overcome.

The second part of the financial concern is the local match required by the federal grants. Currently, SR2S receives grants from grantors that mainly provide funding to 501(c)3s. VRT, being a government organization, may limit the number of grant opportunities. However, VRT has been able to secure many local grants from private foundations in the past, and while it does limit some opportunities, we are confident we can continue to secure local funding for the program. Further, since we do not apply for many grants for other VRT programs, there may actually be more opportunities available than at the YMCA because so many of their programs are funded through grant writing.

There are many other transit agencies operating Safe Routes to School programs. Some put a greater emphasis on including education about transit in the SR2S programming. VRT could do the same and benefit from having additional 'boots on the ground.'





If Valley Regional Transit does not adopt the Safe Routes to School program, it will not go away. The YMCA is committed to making sure the program survives, but the outreach of the program would, out of necessity, be curtailed considerably. There are other organizations that may also be willing to temporarily adopt the program. A more permanent and more beneficial solution would be for SR2S to find a permanent home at VRT.





**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

July 20, 2020

Kelli Badesheim
Valley Regional Transit
700 NE 2nd St.
Meridian ID 83642

Dear Kelli,

We've enjoyed our discussions about the possible transfer of Safe Routes to School (SRTS) to oversight by Valley Regional Transit. SRTS is an outstanding program that contributes to the safety and fitness of our communities' students. It's been a joy for us to be involved in its growth and development, and we're proud of the impact it's had in the Treasure Valley.

While we value the program, we have experienced serious financial stress due to the COVID crisis. Consequently we are examining all of our programs and our ability to provide adequate financial support. We believe we are not currently positioned to do justice to the SRTS program, and that Valley Regional Transit is the right organization to further its growth and opportunities for connection throughout the Valley.

I want to express my support for this arrangement. I assure you the Y always stands ready to be a resource for ensuring safe and healthy communities.

Sincerely,

David Duro
President and CEO
Treasure Valley Family YMCA

BOARD OF DIRECTORS RESOLUTION

SAFE ROUTES TO SCHOOL RESOLUTION VBD20-013

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE ADOPTION OF THE TREASURE VALLEY SAFE ROUTES TO SCHOOL PROGRAM AS A PROGRAM UNDER VALLEY REGIONAL TRANSIT

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, the Treasure Valley Safe Routes to School program is in need of a new organization to house the program; and

WHEREAS, Valley Regional Transit has the capacity to administer the program and the program objectives align with Valley Regional Transit’s mission.

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 approves the adoption of the Treasure Valley Safe Routes to School program as a program under Valley Regional Transit.

Section 2. That the Board of Directors delegates authority to the Executive Director to finalize and execute the contract.

VBD20-013

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

ADOPTED by the Board of Valley Regional Transit, this 3th day of August 2020.

APPROVED by the Board Chair this 3rd day of August, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



TOPIC: City Go MOU

DATE: August 3, 2020

STAFF MEMBER: Kaite Justice

Summary: City Go, formerly referred to as Downtown Mobility (DMC), was established through a Memorandum of Understanding (MOU) between Valley Regional Transit (VRT) the City of Boise, Capital City Development Corporation (CCDC), Ada County Highway District (ACHD), and Boise State University. Its purpose was to design and implement an innovative approach to decrease the use of single occupancy vehicles and better utilize the infrastructure, services, and programs in Downtown Boise, an approach that can serve as a model for future public-private partnerships to improve mobility choices and access in other parts of the region.

The original MOU was a two-year agreement, which expires on September 30, 2020. The City Go Program Director has been working with the Steering Committee and representatives from VRT, Boise State, City of Boise, ACHD Commuteride, and CCDC to draft a new MOU to continue the partnership and critical work in Downtown Boise. The new MOU will not have a timeframe and will stay in place until the parties see fit to terminate the MOU.

The new MOU outlines the strategic framework for City Go and the partner participation. The MOU and work of City Go is aligned around three focus areas:

1. **MOBILITY and MEMBERS (environment change):** Create a viable, attractive, integrated, easy-to-use, member-supported mobility system
 - a. Strategy: Integrate and add mobility services
 - b. Strategy: Develop structures for City Go membership and acquire members
2. **PARTNERSHIP for PERFORMANCE (policy and systems change):** Establish and sustain a transportation management association for downtown Boise that integrates transportation demand management
 - a. Strategy: Develop effective, ongoing, partner-based organizational structure
 - b. Strategy: Build a sustainable financial model
 - c. Strategy: Sustain and grow City Go program resources to meet demand
 - d. Strategy: Collect and share data to track performance and system response
3. **COMMUNITY ACTION (behavioral change):** Raise awareness of available services and increase public support for and use of mobility options and alternatives to single occupancy vehicles (SOV) trips

- a. Strategy: City Go brand and marketing activities
- b. Strategy: City Go educational and outreach opportunities

The City Go MOU and attachments can be found after this memo. Included with the MOU are the following attachments:

- A. FY2021 Budget
- B. FY2022 Proposed Budget
- C. Boise State, VRT, and ACHD In-kind Agreement FY 2020
- D. Self-Sustaining Funding Memo
- E. Strategic Framework
- F. Performance Measures
- G. Governance Structure
- H. Approval Process
- I. Membership Structure

Staff Recommendation/Request: Approve the participation of VRT in the renewed City Go MOU.

Highlights:

- On September 24, 2018, the Executive Board reviewed and recommended the VRT Board approve a Memorandum of Understanding (MOU) with the City of Boise, Capital City Development Corporation, Ada County Highway District, and Boise State University to create the Downtown Mobility Collaborative
- On October 22, 2018 Valley Regional Transit approved to Downtown Mobility Collaborative MOU between Valley Regional Transit, City of Boise, Boise State University, Capital City Development Corporation and Ada County Highway District.
- The VRT Board of Directors received an update on City Go's work on September 23, 2019

More Information:

1) For detailed information contact: Kaitlin Justice, City Go Program Director, 2082582750, kjustice@valleyregionaltransit.org



Memorandum of Understanding

Between

**Valley Regional Transit, City of Boise, Capital City Development Corporation,
Ada County Highway District, and Boise State University**

For The City Go Program

This Memorandum of Understanding ("MOU") is between Valley Regional Transit ("VRT"), the City of Boise City ("City"), Capital City Development Corporation (CCDC), Ada County Highway District (ACHD), and Boise State University (Boise State), collectively referred to as the "Parties" and individually as a "Party," and outlines the Parties' anticipated participation and responsibilities with respect to the future development, planning, and implementation of City Go, formerly referred to as the Downtown Mobility Collaborative ("Program"). This MOU is the second MOU for between the parties for City Go and will be valid starting October 1, 2020 through September 30, 2025.

Background

Downtown Boise currently contains approximately 19,000 parking spaces and accommodates over 36,000 workers in a single day. The number of workers in Downtown is expected to exceed 56,000 by the year 2040. While current daytime on and off-street occupancy is around 70%, the waitlist for monthly structured parking is approximately 200 individuals. Even if the parking supply could keep up with the future demand, the road system has extremely limited options for capacity enhancements, resulting in ever more congestion in Downtown. Simply building more parking is not a sustainable approach for the future, but strategies to limit the demand side of the equation can help use our existing parking and road network more efficiently and limit the need for costly public infrastructure such as structured parking and widened roads.

Building on the current work of the Downtown Transportation Demand Challenge and the two year MOU for the Downtown Mobility Collaborative this MOU defines key partnership components for a long term collaboration to support and sustain City Go, the downtown Boise transportation management association (TMA). This MOU outlines the Parties' projected roles and financial commitments for the Program's development and implementation. All Parties approached development of this MOU with a shared understanding of the following history and intent about the Program:

- The Program is limited to and covers the area from Boise Avenue to Fort Street and from Broadway to Whitewater Boulevard in Boise City (the "Downtown");



- Coordinating Downtown mobility and transportation demand management is a critical need to a sustainable and economically viable Downtown;
- The parties have a vested interest in improving mobility options in the downtown area and have been working collaboratively since 2014;
- The Downtown Demand Challenge identified the Downtown Mobility Collaborative, to function as a transportation management association (TMA);
- Significant investments have been made and continue to be planned for Downtown parking infrastructure, roadway, sidewalk, bicycle and transit improvements in the near and long-term;
- The region has adopted a transit plan, called Valleyconnect 2.0 that features Downtown as a major hub for current and future services.

Purpose of MOU

With the expected continued development and implementation of the Program, the Parties negotiated the development of this comprehensive partnership MOU to outline the expected Program elements and the Parties' roles and financial commitments for City Go, recognizing that each Party has an important role to play in the successful development and implementation of the Program. The Parties agree to the following set of goals to guide the partnership and the continued operation of City Go:

- Seek value for each partner when making project scope and delivery decisions;
- Reduce single occupancy vehicle trips into and around Downtown;
- Use current infrastructure in downtown more efficiently;
- Maintain a financially sustainable Mobility Collaborative with a high level of buy-in and funding support from major employers;
- Track and report on the performance measures, organizational framework and operating procedures for the Program; and
- Maintain reasonable financial sufficiency for the Program as outlined in the Sustainable Funding attachment.

Term of MOU

This MOU will be in effect beginning October 1, 2020 and remain in place through September 30, 2025. The Parties agree to continue provide the necessary financial and other commitments outlined in the Sustainable Funding attachment to achieve the goals of the MOU. Any party wishing to withdraw their financial support or in-kind resources supporting the MOU, will provide each Party with sixty (60) days written notice.

a. Go Staff Activities

- a. Manage a downtown transportation management association known as City Go;
- b. City Go program director and staff are primarily responsible for carrying out the day to day operation of City Go and developing work plans for coordinating and directing City Go operations;



- c. Oversee committees, task forces, and work groups;
 - d. Grow memberships, financial contributions, and the involvement of the downtown Boise community;
 - e. Actively promote multi-modal transportation in downtown Boise.
- b. **MOU Steering Committee (SC).** The Parties agree to provide staff to support to the Program that will function as the MOU Steering Committee (SC). The commitment includes attending at minimum quarterly steering committee meetings, reviewing and commenting on documents, and communicating information between the SC and the governing bodies of each of the Parties. The SC will support the development of a Program that is in alignment with the goals and objectives articulated in this MOU. The SC will negotiate the elements of the Program and will elevate specific issues to the governing bodies of the Parties when additional direction is required. The SC will follow the governance structure and approval process outlined in Attachment _____. The SC will create meeting minutes for each meeting of the SC and will distribute the minutes to the Parties.

The SC will also actively monitor for changes in conditions that materially impact the planning, design, implementation, procurement and management of the Program. Such changes could include technology improvements, innovative policy approaches, changes in investment strategies, etc. Upon analysis, the SC will make written recommendation to the Parties on how best to proceed.

In addition to development of the Program and the active monitoring of changed circumstances impacting the Program, the SC will ensure Program development is implemented in accordance with the principles reflected in this MOU by:

- Actively review and provide guidance on annual work plans for the Sales and Marketing Committee, Technology and Service Integration Committee, Program Development Taskforce and Program Director work plan; As needed, helping support implementation of work plans;
- Coordinate closely on joint messaging with attention to creation of consistent external messaging such that the public recognizes this is a joint effort among the Parties and an efficient model for program delivery;
- Coordinate with executive management and elected officials;
- Monitor and incorporate any associated policy changes that impact the Program; and
- Align and coordinate the Parties' respective funding and grant strategies to optimize return for the Program; and



- Provide staff for City Go committees.

- c. **Administration and Financial Commitments.** VRT will function as the administrative agent for the Program, including but not limited to hiring and managing staff. The Program Director will report to the SC and will be responsible for directing and achieving strategic objectives and day-to-day operations. VRT will be responsible for all the employment responsibilities of the employee in close collaboration with the SC.

The Parties agree to provide the financial support required for the Program. Parties contribution will decrease over time by approximately 40 percent. Funding model is outlined in more detail in the appendix.

d. Attachments

Designated to guide the work of City Go. May change over time at the direction of the Steering Committee and City Go Director. Attachments will be reviewed annually.

- A. FY2021 Budget
- B. FY2022 Proposed Budget
- C. Boise State, VRT, and ACHD In-kind Agreement FY 2020
- D. Self-Sustaining Funding Memo
- E. Strategic Framework
- F. Performance Measures
- G. Governance Structure
- H. Approval Process
- I. Membership Structure

e. Contact Information

The contact information for the Parties are:

**Executive Director,
Valley Regional Transit
700 NE 2nd St.
Meridian, Idaho 83642**

**Comprehensive Planning Manager
City of Boise
150 N. Capitol Blvd.
Boise, Idaho 83702**



**Director of Parking & Mobility
Capital City Development Corporation
121 N. 9th St., Ste. 501
Boise, ID 83702**

**Manager of Commuteride
Ada County Highway District
5714 W. Fairview Ave.
Boise, ID 83706**

**Director, Transportation, Parking, and Safety Systems
Boise State University
1910 University Drive
Boise, ID 83725**



Agreement and understanding is signified by signing and dating as provided below.

Mary May
President
Ada County Highway District

Date: _____

John Brunelle
Executive Director
Capital City Development Corporation

Date: _____

Lauren McLean
Mayor
City of Boise City

Date: _____

John Kaplan
Associate Vice President
Department of Public Safety
Boise State University

Date: _____

Kelli Badesheim
Executive Director
Valley Regional Transit

Date: _____



A. FY2021 Budget

City Go - FY 2021					
Budget - Option 2: Additional 0.5 FTE					
Budget Category	Amount		Revenues	Cash or Equivalent	Notes
Labor Expenses	\$ 213,000		Memberships	\$ 50,500	Assumes Trailblazer Memberships and some individuals
Wages	\$ 77,000				
Benefits	\$ 21,000		Fares	\$ 6,000	10% of fare revenue of services sold (estimated revenues = \$60,000)
Additional FTE Wages	\$ 42,000				
Additional FTE Benefits	\$ 16,000		Partners - Cash	\$ 450,000	
In-Kind Labor	\$ 57,000		City of Boise	\$ 100,000	Partner contributions remain at FY20 levels to cover 1 FTE additional staff member
			CCDC	\$ 100,000	
			VRT Marketing	\$ 50,000	
			VRT FED - Technology	\$ 200,000	
M and O Expenses	\$ 127,000		Partners - In Kind	\$130,000	
Administration	\$ 17,000		Boise State	\$50,000	
Marketing/Incentives	\$ 60,000		ACHD CommuterRide	\$50,000	
Professional Services	\$ 50,000		VRT Labor	\$30,000	
Technology Development	\$ 300,000		Other Sources	\$ 20,000	
Development - TW Phase 2	\$ 250,000		Other sources	\$ 20,000	
O and M	\$ 50,000				
Miscellaneous	\$ 11,500				
Miscellaneous	\$ 11,500				
Total Budget	\$ 651,500		Total Revenues (Cash and In-Kind)	\$ 656,500	



B. FY 2022 Proposed Budget

City Go - FY 2022					
Estimated Budget					
Budget Category	Amount		Revenues	Cash or Equivalent	Notes
Labor Expenses	\$ 243,000		Memberships	\$ 52,500	Memberships and some individuals
Wages	\$ 127,000		Membership dues	\$ 52,500	
Benefits	\$ 37,000		Partners - Cash	\$ 250,000	Will assess potential reduction in FY2021
In-Kind Labor	\$ 79,000		City of Boise	\$ 100,000	
M and O Expenses	\$ 165,000		CCDC	\$ 100,000	
Administration	\$ 15,000		VRT Marketing	\$ 50,000	
Marketing/Incentives	\$ 100,000		Partners - In Kind	\$157,000	
Professional Services	\$ 50,000		Boise State	\$50,000	
			ACHD CommuterRide	\$50,000	
Technology Development	\$ 60,000		VRT Labor	\$57,000	
O & M Costs	\$ 60,000				
Miscellaneous	\$ 11,500		Other Sources	\$ 20,000	
Miscellaneous	\$ 11,500		Other sources	\$ 20,000	
Total Budget	\$ 479,500		Total Revenues (Cash and In-Kind)	\$ 479,500	



C. Boise State, VRT and ACHD In-kind FY 2020

In-Kind Best Practices and Suggested Policies

- A. **Definition:** In-kind contributions are donations of goods, services or time — instead of cash.
 - *“Goods”* are tangible, and would include items such as equipment, furniture or supplies. Goods can also be intangible, such as advertising, royalties or copyrights. Goods may be used, surplus, brand new or loaned.
 - *“Services”* are professional services donated by groups such as corporations, small businesses, vendors, colleges, individual professionals or tradespeople. For example, accounting or brand development support.
 - *“Time”* occurs when people give their time free of charge or for payment by a third party on the recipient’s behalf. An employer might also loan paid employees.
- B. **Valuation:** The value of the in-kind should be justifiable, i.e., able to be demonstrated. The value should also be established prior to accepting the in-kind donation. Options for establishing value include:
 - Checking the market price,
 - Requesting a competitive estimate or quote for services,
 - Using equivalent pay rates or conducting a salary survey to establish the cost of donated time.
- C. **Criteria for Acceptance:** Not every type of in-kind donation is appropriate. Standards and principles for accepting in-kind include:
 - *Useful:* In-kind addresses a specific, identified requirement of the organization, provided by a genuine and thorough assessment of the recipient’s needs as determined by the recipient.
 - *Quality-controlled/Value-added:* Goods are carefully chosen, of appropriate quality. They may not otherwise be available or achievable by the recipient, or the in-kind is equal to or more valuable than an equivalent financial contribution.
 - *Transparent and responsible:* In-kind is fairly valued, documented and accountable to any applicable legal practices.
 - *Mutual:* The in-kind donor and the recipient consult and agree on the transfer of the donated goods, time or services and produce a written agreement to give and receive the in-kind.



Valley Regional Transit In-Kind Agreement

Date	5/1/2020
Agreeing Parties	City Go and Valley Regional Transit
Contact/Authorizer	Kelli Badesheim
Type of In-Kind (check all that apply)	☐ Goods/materials/direct costs ☒ X Professional Services ☒ X Staff time ☐ Other
Strategic Needs	VRT's in-kind staff support expands City Go's operational capacity to assist downtown workers and residents with sustainable transportation options.
Description of In-Kind	Include description below, or attach scope of work or estimate • .5 FTE for customer supports and navigation for City Go. (Est. \$30,000) • Marketing of City Go on VRT website • Marketing of City Go in VRT marketing campaign
Valuation	Notes: • Recipient should not determine the value • Contributor declared value: \$40,000 • Attach evidence of fair market value (FMV)
Timeframe	The staff time will be provided throughout all of FY2020 with one of VRT's Mobility Navigators providing staff support to City Go approximately 20 hours per week. City Go will be incorporated and promoted through VRT's new website, which is launching Summer 2020. VRT will incorporate City Go where relevant in its Rider's First campaign in Fall 2020.
Tracking	Indicate how the in-kind will be tracked by the contributor and the recipient (City Go) Shared Google Dog
Authorization	This Agreement is entered into on _____ [date] by _____ Signature, Name and Date of Contributor _____ Signature, Name and Date of Recipient





ACHD Commuteride In-Kind Agreement

Date	October 1, 2019 - September 30, 2020
Agreeing Parties	City Go and ACHD Commuteride
Contact/Authorizer	Nicole Stern
Type of In-Kind (check all that apply)	☒ Goods/materials/direct costs ☒ Professional Services ☒ Staff time
Strategic Needs	1. Marketing and outreach 2. Employer focus
Description of In-Kind	Include description below, or attach scope of work or estimate • Representing City Go at Events • Member Services • Print Collateral • Digital Marketing
Valuation	Notes: • Recipient should not determine the value • Contributor declared value: \$16,560 • Attach evidence of fair market value (FMV)
Timeframe	October 1, 2019 through September 30, 2020
Tracking	Nicole Stern Monthly reports
Approval	This outlines how Commuteride will provide the in-kind services as agreed to in the MOU Signature, Name and Date of Contributor Signature, Name and Date of Recipient



FY20 In Kind Services

Representing City Go at Events

\$35/hour - 4 hours average per event

CR staff will attend events representing City Go to promote the collaborative and all options available downtown at lunch/learns, celebrations, on-site, campaign events

8 events – \$1120 target of 20 events for FY20

Member Services

1:1 Virtual Consultation and/or Phone Calls \$35 2 hours/event

CR staff connects with individuals via Zoom or other online platform to assist them with the various options of City Go that are available and which options may work best for them.

0 consultations/calls - \$0 target of 15 consultations or phone calls

Design Services

Print Materials \$1,000/piece

Design flyers and handouts promoting City Go wallet offerings

0 Flyers -\$0 target of 10 pieces

Digital Marketing

Co-Branded Paid Advertising – 10-15% of CR Advertising Budget

Paid co-branded City Go and Commuteride advertising promoting for behavior change/mode shift for downtown Boise.

0 ad - \$0 target of \$1500

Co-Branded Emails – \$250

Co-branded City Go and Commuteride emails promoting for behavior change/mode shift for downtown Boise.

Opportunity for specific City Go email campaign.

0 emails - \$0 target of 3 emails

Member Consulting Services

Address Map 8 hours at \$40/hour

Online address map based on information provided by the employer, identifies the appropriate smart commute benefits employers should offer based on their employees location to existing services (e.g., bus routes, vanpools, park and ride lots), and proximity to fellow employees.

0 maps – \$0 target of 1 map

Workplace Assessment 4 hours at \$35/hour

The workplace assessment to assess existing infrastructure (showers, bike racks), services and policies related to assist with smart transportation at your workplace.

0 assessments - \$0 target of 1 assessment

0 surveys - \$0 target of 1 survey

0 interviews - \$0 target of 1 interview

0 programs - \$0 target of 1 program

Planned but not fulfilled. Cancellation due to COVID-19



Downtown Mobility Collaborative Scope of Work

Client:	Downtown Mobility Collaborative
Client Contact:	Kaite Justice
Client Email:	kjustice@valleyregionaltransit.org
Client Phone:	(208) 258-2750
Title:	Downtown Mobility Collaborative Performance Measurement System
PI:	Matthew May
Co-PI:	If applicable
IRB Status:	Exempt (000-SB19-172)
Start date:	March 2019
Completion date:	December 2020 (<i>anticipated</i>)
Agreement Type:	In-Kind Services (up to \$50,000 per year for two (2) years)
Agreement Initiated by:	Boise State University

Project Overview

Idaho Policy Institute (IPI) will work with the Downtown Mobility Collaborative (DMC) to develop a performance measurement system to track results of DMC work. In addition to identifying key performance metrics, IPI will assist in the collection of baseline data. IPI will also assist in the collection of data at the end of year one of the DMC initiative and facilitate analysis

Task 1: Identification of Performance Metrics (*completed*)

IPI will review academic literature and professional reports to identify potential performance metrics related to transportation modes, commutes, single-occupant vehicle reduction, and smart transportation. IPI will compile metrics into a single list and share that list with DMC. DMC will select final performance metrics from this list in consultation with IPI.

Task 2: Performance Metric Data Collection Instruments (*completed*)

IPI will identify necessary data collection instruments for each of the selected performance metrics, noting which metrics will need to be obtained from partner agencies, which are readily available, and which must be collected through a public survey.



Task 3: Development of Survey Instrument (*completed*)

IPI will work with DMC representatives to develop a survey questionnaire that will enable the collection of performance metric data that would otherwise be unavailable. Survey questionnaire will include demographic information to facilitate subsequent data analysis.

Task 4: Institutional Review Board Approval (*completed*)

Upon DMC approval of survey questionnaire, IPI will initiate Boise State University's Institutional Review Board (IRB) review of IPI's survey research protocol. Protocol is anticipated to be exempt.

Task 5: Distribution of Survey (October 2019)

IPI will load survey questionnaire into the Qualtrics online survey platform. DMC will work with member and partner organizations to distribute links to the survey through either email notices or announcements posted on a website. IPI will provide DMC with individual survey links for each member organization and links for any additional organizations requested by DMC. These individual links will allow IPI to track which distribution a specific response resulted from.

Task 6: Literature Review of Single-Occupancy Vehicle (SOV) Research Methods (*completed*)

IPI will review data collection methodologies related to identification of single-occupancy vehicle (SOV) trips into specific geographic regions (such as a municipal downtown).

Task 7: Collection of Downtown Boise SOV Rates (October 2019)

IPI will identify approximately 10 automatic traffic recorder (ATR) locations surrounding the Boise downtown area. IPI will coordinate available volunteers to facilitate SOV traffic counts on two separate days within a single week. For safety purposes, each location should have no less than two (2) volunteers. DMC members will be asked to volunteer time to assist data collection. IPI will provide instruction to volunteers on data collection methods. On each day, volunteers will monitor morning commutes for 1-2 hours to identify: 1) the total number of vehicle trips during that time period; and 2) the total number of vehicles with more than one occupant. SOV rates will be extrapolated from these counts and applied to ATR counts to provide a more expansive picture.

Task 8: Metric Data Consolidation (October 2019)

IPI will work with DMC representatives to obtain secondary data performance metrics identified in Task 1 from DMC member organizations, subject to availability from said member organizations. These secondary data metrics will be consolidated with survey results to provide baseline data for all



performance metrics identified in Task 1. Final baseline dataset will be shared with DMC representatives.

Task 9: Year 1 Data Update (Sept. 2020 – October 2020)

Task 5 (Distribution of Survey), Task 7 (Collection of Downtown Boise SOV Rates) and Task 8 (Metric Data Consolidation) will be repeated at the end of year 1 of the DMC's initiative to collect updated data.

Task 10: Year 0 to Year 1 Comparison (November 2020 – December 2020)

IPI will analyze collected data and compare baseline (year 0) results with year 1 results. IPI will share written results and updated dataset with DMC representatives.

Boise State – In-kind 2019

Idaho Policy Institute Project

Task #	Task	Hours	\$ Value
Task 1	Identification of performance metrics	29	\$1,690
Task 2	Performance Metric Data Collection Instruments	17	\$927
Task 3	Development of Survey Instrument	21	\$866
Task 4	Institutional Review Board	8	\$383
Task 5	Distribution of Survey	16	\$978
Task 6	Lit Review – SOV Research Methods	73	\$1,458
Task 7	Collection of Downtown Boise SOV Rates	20	\$1,091
Task 8	Metric Data Consolidation (ongoing)	25	\$529
TOTAL		209	\$7,922

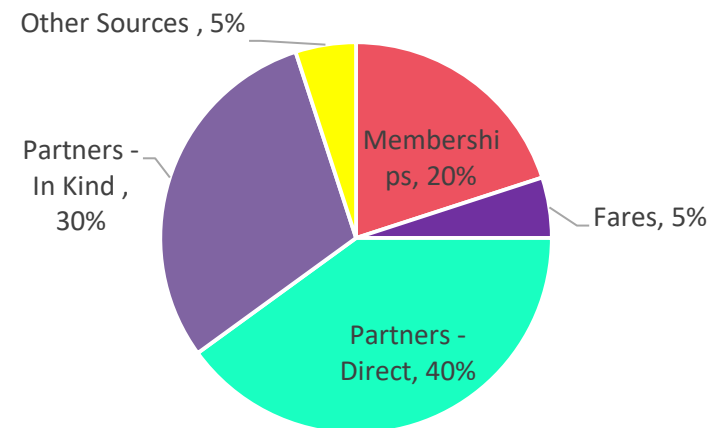


D. Self-Sustaining Memo – Under Review

City Go Self-Sustaining Revenue Model

The ideal self-sustaining revenue structure for City Go has diverse funding sources, including revenues from paid memberships and transit fares. Like most successful Transportation Management Agencies, City Go will rely on public and private partner members to shift a portion of their transportation-related funding to City Go. In return, these funding partners should realize financial benefits from their investment in the form of cost off-sets, and additional customer base. In addition, partners receive value-added services from City Go, including benefits to employees, administrative and marketing support, increased ridership, increased employer contract, and critical programs and services needed to meet transportation and sustainability goals. The intent of this model is that, over time, the percentage of revenue provided to City Go through cash contributions from partners will decrease to a lower percentage (approximately 40%).

Self-Sustaining Revenue Breakdown



Value Proposition

Transportation Management Associations can provide significant, and measurable, benefits to their funding members and partners. City Go believes that funding members will realize the following benefits from membership:

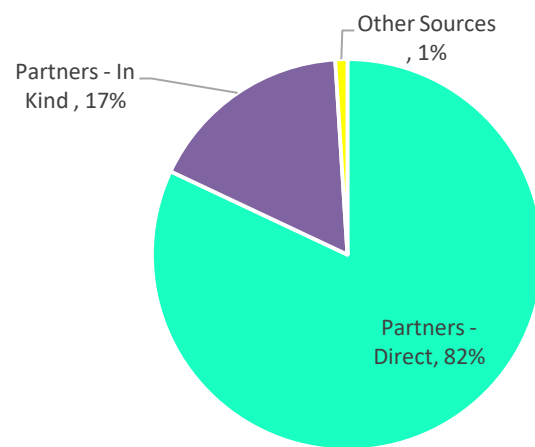
1. **Benefits employees** – Employees access multi-modal transportation resources, reduced transportation costs and additional transportation options.
2. **Generates additional revenue for public transportation providers** – Outreach and promotion efforts to businesses and individuals can lead to measurable increases in ridership and public transportation utilization, which supports the growth of long-term fare revenues.
3. **Reductions to negative externalities of single-occupancy vehicle (SOV) trips** – Even small adjustments to the number of SOV trips can have large impacts on emission pollution, traffic congestion, and parking problems.
4. **Cost off-sets, such as reduced need for construction of additional parking spaces, infrastructure and related services** – Reducing the amount of parking necessary for core downtown uses can open land for higher and better uses.



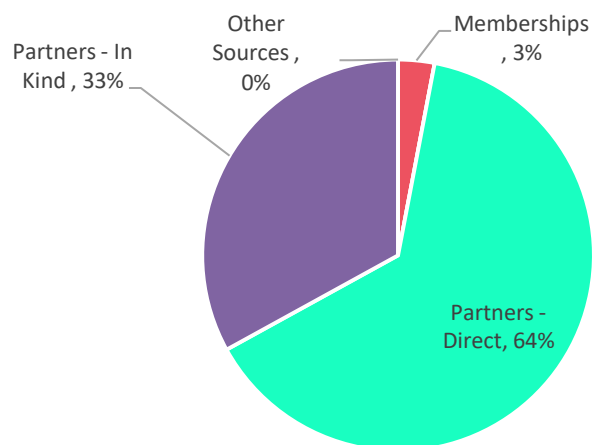
5. **Provides additional administrative and marketing capacity** – Funding partners will increase their administrative and marketing capacity by City Go promoting and selling their services. Additionally, funding partners will receive assistance with the administrative management of employee benefits and will receive marketing and advertising support.
6. **Helps achieve broad organizational mission and sustainability goals** – Partners can utilize the efforts of City Go to highlight their progression toward organizational goals. The long-term performance measure tracking provided by City Go further supports this progression.

City Go Revenue Development

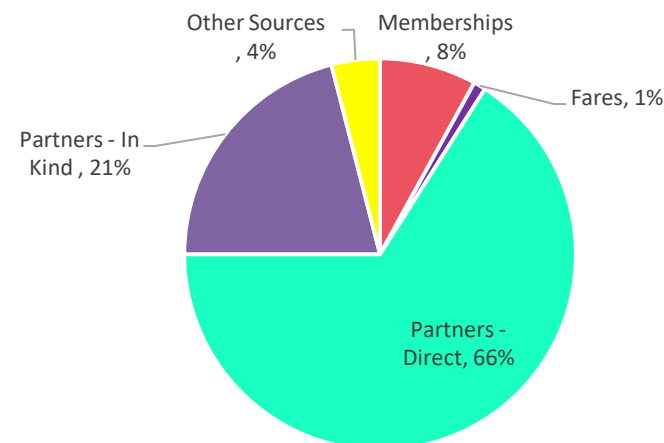
Initial Start Up Revenues, FY 2019



Current Revenues, FY 2020



Anticipated Revenues, FY 2021



E. Strategic Framework

VISION: We believe the future of transportation is shared and sustainable. Therefore, we aim to create a more connected and economically viable downtown area for Boise and its surrounding communities by enhancing shared mobility and transportation services.

MISSION: As a collaborative of public and private partners, we provide access to all shared mobility and transportation options for people traveling into, out of, and around Downtown Boise. We aim to provide solutions that:

- Offer equitable, effective mobility options.
- Reduce the number of single occupancy vehicle (SOV) trips.
- Slow the increase in demand for parking.

FOCUS AREAS

1. **MOBILITY and MEMBERS (Environment change):** Create a viable, attractive, integrated, easy-to-use member-supported mobility system.
 - a. Strategy: Integrate and add mobility services (such as establishing City Go Wallet)
 - b. Strategy: Develop structures for City Go membership and acquire members
2. **PARTNERSHIP for PERFORMANCE (Policy and systems change):** Establish and sustain a transportation management association for Downtown Boise that integrates transportation demand services.
 - a. Strategy: Develop effective, ongoing, partner-based organizational structure
 - b. Strategy: Build a sustainable financial model
 - c. Strategy: Sustain and grow City Go program resources to meet demand
 - d. Strategy: Collect and share data to track performance and system response
3. **COMMUNITY ACTION (Behavioral change):** Raise awareness of available services and increase public support for and use of mobility options and alternatives to SOV trips.
 - a. Strategy: City Go brand and marketing activities (such as City Go website)
 - b. Strategy: City Go educational and outreach opportunities (such as City Go Conversations)

F. Performance Measures

Reach

- **KPI #1:** Percent of public that are aware of mobility options
Target = 15% increase annually
- **KPI #2** Percent of people that have used sustainable commute options
Target = 3% increase annually

Behavior Change

- **KPI #3:** Percent decrease in Single Occupancy Vehicle Trips (survey and mode count)
Target = 10% reduction over 10 years (minimum 1% reduction annually)
- **KPI #4:** Percent of commuters driving alone v. another mode
Target = 10% reduction over 10 years (minimum 1% reduction annually)

Community Support

- **KPI#5:** Percent of employees that access transportation benefits through an employer
Target = 5% increase (approximately 5,000 individuals)

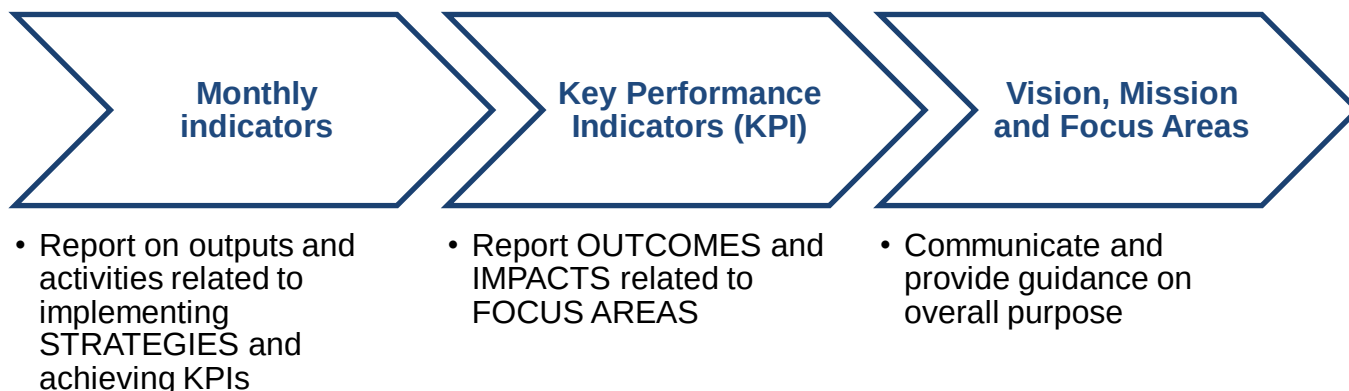
Equity

- **KPI #6:** Percent increase in transportation benefits for low-income individuals
Target = 5% increase

Viability

- Amount of City Go-generated membership revenue (2020)
Target = \$25,000

INDICATOR HIERARCHY



Memorandum of Understanding between VRT, City of Boise City, CCDC, ACHD, and Boise State for the City Go Program

PERFORMANCE MEASURES SCORECARD

Performance Measure	2020 Target	Nov 2019 to April 2020
REACH		
KPI #1: Percent of public that are aware of mobility options		
KPI #2: Percent of people that have used sustainable commute options		
Number of individuals covered under membership	4,500	2,776
Number of active individual members in Member Space	1,000	95
Number of outreach events	75 events attended	12
Number of website visits	15,000	2,609
Number of social media followers	2,000 social media followers	Insta: 349 FB: 73
Social media average post reach	4,000	Insta: 90 FB: 87
Number of direct email subscribers	1,000	225
<i>Under Development: Demographic diversity of members and engagements and/or demographic diversity of customer satisfaction survey</i>		
BEHAVIOR CHANGE		
KPI #3: Percent decrease in Single Occupancy Vehicle Trips		
KPI #4: Percent of commuters driving alone v. another mode		
Commute behavior change	IPI annual survey	
Downtown SOV Counts	-	91%
GreenBike Ridership	500	38
ValleyRide Ridership	15,000	1,184

Memorandum of Understanding between VRT, City of Boise City, CCDC, ACHD, and Boise State for the City Go Program

Performance Measure	2020 Target	Nov 2019 to April 2020
ParkBOI Carpool Ridership		
CommuteRide Vanpool Ridership		
<i>Under Development: track alongside changes in downtown jobs and residents</i>		
COMMUNITY SUPPORT		
KPI #5: Percent of employees that access transportation benefits through an employer.		
Renewed memberships	85%	
Number of business members	20 business members	5
Number of individual members	100 individual members	10
Number of new sustaining business members	3	0
Number of Earned Media	15	6
EQUITY		
KPI #6: Percent increase in options for low income individuals		
Low-income employees with access to transportation benefits		
<i>Under Development: proportionate use by demographic groups</i>		
<i>Under Development: change in transportation cost-burden</i>		
VIABILITY		
Fare revenue generated	\$60,000 in fare revenue	\$4,003
Membership revenue generated	\$25,000 in membership revenue	\$11,140
Number of wallets sold	1,500	81

Memorandum of Understanding between VRT, City of Boise City, CCDC, ACHD, and Boise State for the City Go Program

Performance Measure	2020 Target	Nov 2019 to April 2020
Customer Satisfaction	Annual survey	
GreenBike sign-ups	100	25

G. Governance Structure

ORGANIZATIONAL STRUCTURE, ROLES AND RESPONSIBILITIES

steering committee

who: stakeholders and subject matter experts who make significant financial contributions, offer guidance, give advice on important issues, and provide strategic direction

what: contribute revenues; provide accountability and oversight on budget and program performance; act as conduits and gain approval from respective Boards, Commissions and Councils, as needed.

*Meet quarterly
(more as needed)*

**Steering
Committee**

**Director &
Staff Team**

**Sales & Marketing
Work Group**

**Program Development
Taskforce**

**Technology & Service
Integration Work Group**

work groups and task forces

who: collaborative stakeholder groups with subject matter expertise; convene for a specific purpose; often time-limited

what: develop and help execute plans and strategies in specific performance areas; regularly report progress to program director

*Meet monthly, when convened
(more as needed)*

CityGO Members

members

who: program beneficiaries who have paid into programs at various levels within the membership structure

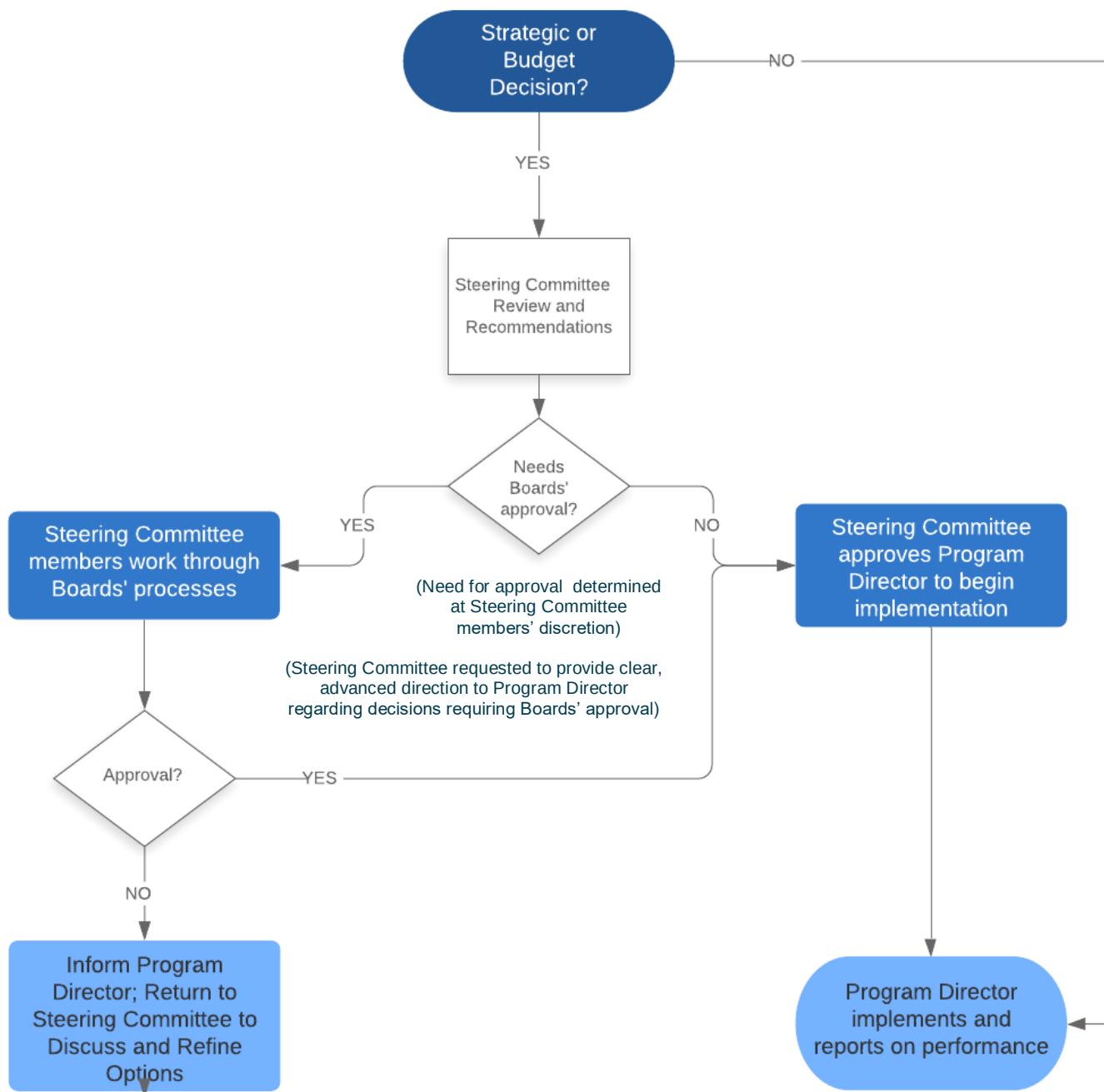
what: customers and users of programs and services; generate revenues through membership; are consulted and provide input and guidance from the member perspective on program responsiveness and development

*Consulted annually
(more as needed)*

Memorandum of Understanding between VRT, City of Boise City, CCDC, ACHD, and Boise State for the City Go Program

H. Approval Process

APPROVAL PROCESS FLOW



Memorandum of Understanding between VRT, City of Boise City, CCDC, ACHD, and Boise State for the City Go Program

J. Membership Structure



Why we involve members in City Go's organizational structure:

- Engage members in shaping City Go processes, products and initiatives.
- Expand the businesses and individuals using and funding the program.
- Build a large, collaborative, community of partners and people who believe in and advocate for policies and investments that shift behavior to more sustainable commuting options.
- Hear from members on what's working and receive suggestions for continuous improvement.



AUTHORIZATION FOR EXPENDITURE BOARD APPROVAL

<u>PROCUREMENT DESCRIPTION:</u> Electric Vehicle Infrastructure Construction	<u>TOTAL COST:</u> Not to exceed \$750,000		
<u>PURPOSE/ACTION:</u> Valley Regional Transit (VRT) purchased Proterra electric busses and supporting charging infrastructure. The installation of bus charging equipment purchased from Proterra and updated electrical infrastructure to support bus charging and changes to existing electrical equipment will take place at the Orchard Street facility where the fleet will be managed.			
<u>SCOPE OF WORK:</u> A contractor will be selected from a short list of interested bidders. The contractor will install charging infrastructure for Proterra Electric Busses and supporting electrical infrastructure, per bid documents solicited by VRT.			
<u>DISCUSSION:</u> Valley Regional Transit received a grant award from the Federal Transit Administration Low or No Emissions Grant Application. VRT selected Proterra as a partner through a due diligence review of all electric vehicle vendors. Proterra is scheduled to start delivering electric charging stations and a qualified contractor is required to install the equipment. Since no bids were received after a standard procurement process, construction authorization will be through interviews with contractors who expressed interest and a contractor will be selected based on availability and proven record to stay under budgeted construction.			
<u>ALTERNATIVES:</u> Electric bus supporting infrastructure will be required for safe and efficient operations. Construction could be rebid but this would delay the project and forfeit the Idaho Power incentive.			
<u>FISCAL IMPACT:</u> Funding for this project is included in the FY2020 budget per Resolution VBD19-011, approved 08/05/19 by the VRT Board of Directors.			
<u>RECOMMENDATION/JUSTIFICATION:</u> Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board of Directors approve Resolution VBD20-012 and award the Electric Bus infrastructure construction to a contractor whose total proposed price for the overall project does not exceed \$750,000.00.			
<u>POST RFP/FINAL SELECTION OF PROJECT:</u> VRT will award the Electric Bus infrastructure construction to a contractor selected from the short list of bidders whose total proposed price for the overall project does not exceed \$750,000.00.			
ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$200,000		



3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$200,000 Signature:	08/03/2020	VBD20-012
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**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ELECTRIC BUS INFRASTRUCTURE CONSTRUCTION
RESOLUTION VBD20-012**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE
CONTRACT WITH A CONTRACTOR TO BE DETERMINED FOR ELECTRIC BUS
INFRASTRUCTURE CONSTRUCTION**

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, providing appropriate passenger infrastructure is critical to serving the riding public; and

WHEREAS, Valley Regional Transit has procured Electric Buses (Proterra) and supporting equipment for new rolling stock busses which require specialized infrastructure for power and operation; and

WHEREAS, the VRT Board of Directors adopted an annual capital budget through resolution VBD 019-011 including \$3,028,550 in funding to purchase up to four electric buses and construct the supporting infrastructure; and

WHEREAS, the contract for this procurement incentivizes a timely completion of the construction activity which will support planned service changes for an amount not to exceed \$750,000 total expended over the horizon of the contract; and

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

WHEREAS, staff received no bids at close of procurement timeline; and

WHEREAS, staff received multiple inquiries and will interview non-bidding inquiries to determine the reasoning behind contractors withholding bids. Staff has created a short-list of qualified contractors which withheld bids. From this list, staff will determine which

VBD20-012

contractor(s) are selected for construction; and

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

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-012; and

WHEREAS, the Board of Valley Regional Transit adopted Resolution VBD20-012 which authorized approval of a contract for the charging infrastructure installation and construction not to exceed \$ 750,000.00.

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

Section 1. That the Board of Valley Regional Transit approve the contract with a contractor not to exceed \$ 750,000 for the charging infrastructure installation and construction.

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

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of August, 2020.

APPROVED by the Board Chair this 3rd day of August, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC: VRT Social Media Policy Update
DATE: July 24, 2020
Staff Member: Mark Carnopis, Community Relations Manager

Summary:

The first Valley Regional Transit (VRT) Social Media Policy was adopted by the Board in November 2017. At the time, there was a need for such a policy because of the growing popularity of social media outlets. It was important for VRT to have a defined oversight policy for VRT's social media presence.

Both the VRT Marketing Work Group and the Community Work Group began discussing the need to update our existing Social Media Policy in late 2019 and early 2020. An updated policy would accommodate changes in the social media industry and better align our outreach with the Stoltz Marketing plan the agency developed for VRT.

The VRT Community Relations Manager took these suggestions and updated the Social Media Policy. The updated policy accomplishes the following:

- Tightens up the wording and provides better direction on processes (e.g. how to get a proposed posting approved)
- More clearly defines staff roles and responsibilities
- Provides better information on posting guidelines
- Better defines the process for addressing inappropriate postings by non-staff
- Removes outdated references (e.g. Rideline)

The Regional Advisory Council reviewed the draft policy at its May 19 meeting and recommended the following additions (which have been incorporated into the latest policy draft):

- Any decision to ban someone from a site should be made by the Social Media Team whenever possible
- Word blocking should be used to keep inappropriate content from being published
- Any active social media site should have the rules of posting clearly spelled out

Staff Recommendation/Request:

Action item: Members are asked to review and approve RESOLUTION VBD-010 regarding the Valley Regional Transit Social Media Policy Update (Policy 1.23.01).

Implication (policy and/or financial):

No financial impact is expected.

Timeline:Winter 2019-2020

- The VRT Communications Work Group and Marketing Group discuss the need for an updated social media policy that will accommodate changes in the social media environment and better align with the plan from Stoltz Marketing

Spring 2020

- VRT Community Relations Manager researches best practices, policies and procedures and our marketing plan to write a new draft of the policy

May 2020

- RAC review of draft policy

June 2020

- Executive Board review of the draft policy
- RAC final review and recommends approval by the full Board

July 2020

- Executive Board final review and recommends approval by the Board

August 2020

- Board final review of draft policy update and requested to approve the document.

More Information: Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregionaltransit.org



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

Section	Policy No. 1.23.01
Policy Title: VRT Social Media Policy	Page 1 of 4
Policy Date: 11/06/17	Policy Adopted: 11/06/17
Approved by VRT Chair:	Policy Updated: 8/03/20
VRT Executive Director:	

Valley Regional Transit Social Media Policy

Valley Regional Transit (VRT) advocates the responsible use of social media to communicate and build relationships with our riders, the public and stakeholders.

This policy is designed to provide guidance in regards to the use of social media, and to ensure transparency and consistency when incorporating social media into VRT communications and marketing efforts.

This policy applies to all content on our established social media outlets, or as a representative of VRT on a non-institutional site.

1. APPLICABILITY

This policy is applicable to employees of Valley Regional Transit who contribute to the agency's social media outreach.

2. DEFINITIONS

- 2.1 Social Media:** Online technologies used to communicate, share information and listen to public feedback. This includes third-party pages such as Facebook, Twitter and Instagram.
- 2.2 Social Media Coordinators:** Designated employees from VRT responsible for social media governance, implementation and strategy; they work directly with VRT and ValleyRide staff to drive social media initiatives in the Treasure Valley.
- 2.3 VRT Social Media Team:** A four-member team made up of the Community Relations Manager, Programs Director, and two VRT employees authorized to post social media content.

3. ROLES AND RESPONSIBILITIES

The VRT Community Relations Manager and Programs Director will serve as co-coordinators of the Social Media Team. The responsibilities of the coordinators include:

- Manage VRT social media sites
- Designate two staff members to serve as on the Social Media Team. These designees need to be approved by the VRT Executive Director.
- Evaluate and approve all social media postings, or delegate that responsibility to another team member when necessary. Only one coordinator is required to approve content before it is posted.
- Final authority to edit or remove content from any social media site managed by VRT, or to ban a person from posting on those sites
- Provide best practices and guidelines for managing social media as a public record
- Work directly with the Social Media Team to coordinate social media strategies and tactics, including digital communications for specific events and programs.
- Train employees on best practices
- Manage records retention of social media

4. PLANNING

- The VRT Social Media Team will complete a schedule and calendar of media posting opportunities. This document will be a fluid document that will be developed early in the fiscal year and be kept updated as conditions warrant.
- The Team will review and make a decision on any request to add a social media site to those currently under its management.

5. USE OF SOCIAL MEDIA

Professional Use

- Only VRT Social Media Team members may post content to social media pages on behalf of VRT and its transportation services.
- Authorized staff should not disclose confidential or proprietary information acquired by way of their official positions with VRT. This restriction applies whether the information is disclosed on professional or personal social media accounts, or by any other method.

6. ENGAGING WITH THE PUBLIC

Social media posts made on behalf of Valley Regional Transit should include no form of profanity, obscenity or threatening language. Inappropriate use of social media can be grounds for corrective or disciplinary action.

In general, terms, allowable posting subjects include:

- Information about our transportation services
- Information about upcoming VRT outreach events
- Details regarding service interruptions, temporary or permanent changes
- Retweeting and sharing Facebook postings from other transportation agencies in the region
- Local and national stories that address public transportation issues and topics

Posting any subject matter outside of these guidelines requires approval of a Social Media Coordinator or his/her designee. Failure to do so may result in a suspension of posting privileges. Repeated violations of this provision may result in the permanent suspension of posting privileges.

It is not appropriate to engage in arguments with members of the public who may be critical of staff or our transportation services. If there is any question or hesitation regarding the content of a comment or post, a Social Media Coordinator or his/her designee should be notified.

Blocking is used to deny access to users that have broken our rules and will likely do so again, in order to ensure a peaceful and orderly discussion place. Any decision to block/ban someone from posting or commenting on a VRT social media site should be made by the Social Media Team when possible. If immediate action is required, the decision to block/ban someone from a VRT social media site can be made by Social Media Coordinators or his/her designees.

Social media pages managed by Valley Regional Transit will include a terms of use statement. Here is an example:

- *Valley Regional Transit reserves the right to remove posts that include threatening language and those that violate a copyright, or trademark. This right includes the option of blocking someone from posting on our Facebook page(s).*

Any active VRT social media site should include posting rules and guidelines that are readily accessible by the public.

Comments

Valley Regional Transit welcomes dialogue with the public. Comments are subject to public disclosure laws and will be screened for the following:

- Potentially libelous comments
- Obscene or explicit comments
- Hateful or mean-spirited comments
- Personal attacks, insults, or threatening language
- Plagiarized material, or material that violates intellectual property rights
- Private, personal information published without consent
- Commercial promotions or spam
- Comments that are off-topic or that link to material that is off-topic
- Comments that embed images from external sources

Customer Service and responding to postings

A Social Media Coordinator, or designee, is responsible for managing customer service inquiries made through our social media sites. Whenever possible, a response to comments or questions should be made within 24 hours on the page in which it was originally published. For example, a question on Twitter should receive a reply on Twitter. It is a respondent's responsibility to decide how to address comments on a case-by-case basis.

Social media pages are an increasingly important avenue for the public to provide feedback and engage with VRT and its services. Guidelines to follow when addressing postings by the public are included in the standard operating procedures maintained by VRT.

Regardless of whether traditional communications are needed, (a phone call, for example), the Social Media Coordinator or his/her designee will provide a response to share with the person on social media within 24 hours, if possible.

7. PUBLIC RECORDS

Privacy Policy

Valley Regional Transit, as a political subdivision of the state, conducts public business and its records are generally available for public review. Nevertheless, VRT is committed, to the extent allowable by law, to protect and secure personal information.

Content published on social media pages that relates to the conduct of government actions will be retained and managed by VRT in compliance with its recordkeeping requirements. VRT will set all privacy settings on social media pages to public.

The public may not be aware of the state's public records law, so VRT will include a statement similar to the following on their social media pages, where applicable:

- *This is a Valley Regional Transit page and all content is a public record and may be subject to public disclosure.*

Records Retention

VRT treats each comment, post, photo, and list of individuals connected to a social media site as an open record. VRT does not assume third-party platforms such as Facebook, Twitter and WordPress will keep accurate records of content—they are under no obligation to do so.

Social media accounts used for VRT business, including personal accounts, may be subject to the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126), even if the work was done on personal time and equipment.

Records retention will be accomplished using one of two methods:

- Utilizing a third-party service to archive web pages, blogs, and Facebook and Twitter accounts
- Taking a screen capture of posts/tweets (including those that are deleted) and storing the images in a designated folder on a department's shared drive

These records will be retained under the provisions outlined in Idaho Code §§ 31-871 and 50-907.

8. SECURITY

When a staff member's privileges to post are revoked or that individual leaves employment, a Social Media Coordinator will change site(s) passwords immediately.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

VRT SOCIAL MEDIA POLICY UPDATE RESOLUTION VBD20-010

BY THE BOARD OF VALLEY REGIONAL TRANSIT RATIFYING THE VRT SOCIAL MEDIA POLICY UPDATE AS APPROVED BY THE EXECUTIVE BOARD AND REGIONAL COORDINATION COUNCIL

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

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

WHEREAS, Valley Regional Transit has had a social media presence since spring 2009 with Twitter and Facebook accounts for Valley Regional Transit, and an additional Facebook page for Boise GreenBike; and

WHEREAS, the Social Media Policy is designed to inform employees and the public and to ensure transparency and consistency when incorporating social media into VRT communications and outreach efforts; and

WHEREAS, VRT communications, including social media, are public records and must be managed in compliance with public records laws; and

WHEREAS, the current Social Media Policy, adopted in November 2017, needs to be updated to: reflect changes in the social media arena since its adoption; address staffing changes and remove outdated references; provide more detailed information on how to address inappropriate postings; and

WHEREAS, on 6/16/20 the VRT Regional Advisory Council reviewed the updated VRT Social Media Policy and recommended Board approval; and

WHEREAS, on 7/06/20 the VRT Executive Board reviewed the updated VRT Social Media Policy and recommended Board approval; 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

VBD20-010

conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approve RESOLUTION VBD20-010 regarding the Valley Regional Transit Social Media Policy Update (Policy 1.23.01).

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of August 2020

APPROVED by the Board Chair this 3rd day of August, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC: Public Involvement and Notification Policy
DATE: July 22, 2020
Staff Member: Mark Carnopis, Community Relations Manager

Summary:

Background

When Valley Regional Transit (VRT) planners are considering changes or additions to fixed-route services, those changes may include the addition or elimination of bus routes and bus stops along new and existing route pathways. These proposed route changes may also include a change in the pathway taken by a bus, which would result in the introduction of bus services and stops in previously unserved areas.

Current public engagement processes focus on existing passengers. A broader policy focusing on residents and businesses along new routes, when supported by VRT procedures, will insure the public is educated about the value of bus service in their neighborhood, has timely notification of proposed services, and has adequate opportunity to provide comment.

The VRT Community Relations Manager has updated the existing public involvement policy to include guidelines for public engagement with non-riding residents and businesses. The revised policy, along with supporting VRT procedures, will outline the minimum required public notification and engagement activities taken for the following:

- The closure and relocation of existing bus services and stops
- New bus stop locations as a result of a new route or a change in the pathway taken by an existing route

Staff Recommendation/Request:

Action item: Members are asked to review and approve RESOLUTION VBD20-011 regarding the Valley Regional Transit Public Involvement and Notification Policy (Policy 1.24.00)

Implication (policy and/or financial):

The only impact we see at this time is the cost of mailings and staff time.

Timeline:

July 2019

- VRT Executive Board discusses the need to have a policy that addresses bus stop notification

September-October 2019

- VRT Community Relations Manager researches best practices, policies and procedures regarding bus service notification processes. Develops a draft policy.

December 4, 2019

- Draft of policy brought to Executive Board for review and comment

March 2020

- RAC review of draft policy

May 2020

- Regional Advisory Council final review and recommends approval by the full Board

July 2020

- Executive Board final review and recommends approval by the full Board

August 2020

- Board members asked to review and approve RESOLUTION VBD20-011 regarding the Valley Regional Transit Public Involvement and Notification Policy (Policy 1.24.00)

More Information: Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregionaltransit.org



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

Section	Policy No. 1.24.00
Policy Title: Public Involvement and Notification Policy	Page 1 of 4
Policy Date: 08/03/20, 2020	Policy Adopted: 05/19/04
Approved by VRT Chairperson:	Policy/Page Replaced: N/A Policy Amended: 09/20/06 Policy Amended: 07/15/09 Policy Amended: 07/13/15
Executive Director:	Policy Amended: 08/03/20

Valley Regional Transit Public Involvement and Notification Policy

Statement of Policy

Valley Regional Transit (VRT) provides transportation services in Ada County and Canyon County. VRT will, at times, update its annual budget or propose changes to its transit system in order to improve service or maximize ridership.

Public participation is an important part of transit planning. This participation is especially crucial when significant changes to current services are proposed. Significant changes include fare increases, major service reductions or route modifications, and/or the addition of new service.

Just as important as collecting public comment prior to Board action, is informing riders and others when new transit service is either coming to or leaving a specific area. If the service is new to an area, this notification process will include information about the benefits of public transportation.

This policy provides guidance as to the types of public activities required for budget approval, fare changes, new transit service, and service that will be modified or eliminated. It also provides details about public outreach following Board approval of any changes.

Definitions

Budget – the summary of Valley Regional Transit’s revenues and planned expenditures, approved by the VRT Board, updated annually and amended bi-annually or as needed.

Fare change – any change to an existing, established fare rate or fare type applicable to regular fixed-route or paratransit service which results in a different fare-rate that is currently in effect.

Major service change - any change that would:

- add or eliminate more than twenty-five percent (25%) or more of the number of route revenue miles of a single route; or
- affect twenty-five percent (25%) or more of the number of route vehicle miles on any individual route commuted on a daily basis for the day(s) impacted by the change; or
- result in a route elimination or new route creation

Minor service change - any change in route length, frequency, route path, stop location or amenity work done to a lesser extent, or in smaller amounts, than described above as a major service change.

Modified service - recommend or required new or adjusted transit service, or modifications to the existing service, generally called major or minor service changes, but possibly limited to schedule changes or timing adjustments only.

Notice of approval – notice given after final approval by the Board regarding any budget approval, major service change, or fare changes.

Public comment – responses gathered and compiled from open houses, surveys, emailed comments, service desk reports and other outlets during interactions with the public.

Public hearing - a special type of public meeting that requires the publication and posting of a legal notice within a specified time. The main purpose of a public hearing is to provide an opportunity for the public to make comments for or against a proposal to an authorized agency representative or board member. A public hearing may be scheduled when a specific statute requires one, or when public input is desired on a sensitive or controversial issue. A public hearing is mandatory when a fare change or any major service change is proposed, or prior to the board adoption of, or changes to, the annual budget.

Public notice – Any type of notification or interaction with the public designed to increase the general knowledge of VRT processes, planned actions, or approved actions. Public notice can include any of the following:

- **Open house** - public forum to provide an opportunity for the public to learn and comment about a project or proposed operational changes and to solicit public comment prior to any public hearing.
- **Public meeting** – a meeting designed to facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.
- **Property notices** – door hangers or other type of specific individual notice given to specific affected properties or individuals.

- **Fliers/posters** – postings generally placed on buses, at transfer locations or other public places designed to educate the public on planned VRT action.
- **Mailers** – targeted mailing services designed to notify all persons possibly affected by a transit route or pathway.
- **Media** – notices or postings placed on the various local newspaper, television, social media, websites, email or other electronic or other media VRT has access to including contracted or targeted surveys or solicited requests for input or responses.

Revenue vehicle miles – the distance traveled from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatch point.

Route miles – the total number of miles included in a single fixed-line route or a fixed-route transit system network

Public outreach prior to Board review and approval

Budget adoption

A public hearing is required for budget adoption. The required public hearing on the proposed VRT budget or budget amendment shall be held during a regular or special meeting of the Board of Directors. Notice of any public hearing for budget adoption shall be posted at least 10 calendar days prior to the date of the board meeting.

Fare changes

A public hearing is required when a change to the fare policy is proposed. Also required are two open house/public meetings – one each in Ada County and Canyon County. Additional various media notifications, surveys and fliers/postings as determined appropriate by staff may also be included.

Major service changes

The public input process for major service changes will include public hearings in Ada County and Canyon County, a minimum of one public meeting or open house in each county, and printed and/or electronic (online) comment forms and surveys as determined appropriate by staff. Staff will provide an update to the Executive Board regarding the types of outreach planned.

Any physical infrastructure changes, including the installation of new bus stops or the removal of existing stops, will include mailers and notices to the affected property owners/businesses as well as fliers and other media as determined appropriate by staff. These notices will include information about any scheduled public hearings or meetings.

Minor service changes

Outreach efforts for minor service changes may include an open house and/or a public meeting. VRT staff will determine the level public notice during the development of any proposed changes.

Public notification following Board approval

When a new bus stop, identified through VRT technical analysis, is approved, or existing bus stops will be removed, staff will provide notices to nearby property owners and businesses. These notices will be issued no later than two weeks before the change. VRT staff will conduct follow-up visits upon request with adjacent property owners as needed. This will ensure the public is provided with the technical rationale and methodology used. The notices will also provide both a timeline for installation of the bus stop any amenities or enhancements (e.g. benches or shelters), and information about how to contact VRT if there are any issues with the bus stop.

Responses to public comment

Staff will respond to all comments and feedback with the documented technical reasons and rationale for the changes in question. Technical reasons for changes may include regulations or procurement rules affecting the course of the budget, established policy regarding bus stop placement or amenities or rationale regarding the course and timing of an adjusted route. Comments will always require a response stating the reason and method chosen for the change. Technical rationale or established policy will be followed unless staff are directed otherwise by the VRT Board.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

PUBLIC INVOLVEMENT AND NOTIFICATION POLICY UPDATE RESOLUTION VBD20-011

BY THE BOARD OF VALLEY REGIONAL TRANSIT UPDATING THE PUBLIC INVOLVEMENT POLICY TO ACCOMMODATE PROVISIONS OF TITLE VI AND NEW FEDERAL REGULATIONS FTA C 4702.1B

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, 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, Valley Regional Transit owns and operates the public transportation bus system in Boise and also contracts for public transportation services in Nampa/Caldwell and service between Ada and Canyon counties; and

WHEREAS, Federal Transit Administration regulations require a locally developed process to solicit and consider public comment before making a fare change or carrying out a major change or major adjustment in services; and

WHEREAS, the current Valley Regional Transit Public Involvement Policy does not address all scenarios for public notification; and

WHEREAS, the current Valley Regional Transit public involvement policy needs to be updated to include a focus on residents and businesses along new routes, when supported by VRT procedures, to help ensure they are educated about the value of bus service in their neighborhoods and have the opportunity to provide input; and

VBD20-011

WHEREAS, on 6/16/20 the VRT Regional Advisory Council reviewed the updated VRT Public Involvement and Notification Policy and recommended Board approval; and

WHEREAS, on 7/06/20 the VRT Executive Board reviewed the updated VRT Public Involvement and Notification Policy and recommended Board approval; and

WHEREAS, the Board recognizes the importance of public involvement and notification, and providing opportunities for citizens to provide input through an active engagement policy that is early, open, and accessible to decision-makers and acknowledges citizen insights.

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

Section 1. That the Board of Valley Regional Transit does hereby approve RESOLUTION VBD20-011 regarding the Valley Regional Transit Public Involvement and Notification Policy (Policy 1.24.00) attached to this resolution as Exhibit 1.

Section 2. That the maintenance and oversight of the policy shall be the responsibility of the Valley Regional Transit Community Relations Manager.

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

ADOPTED by the Board of Valley Regional Transit, this 3rd day of August 2020.

APPROVED by the Board Chair this 3rd day of August, 2020.

ATTEST:

APPROVED:

SECRETARY

CHAIR



TOPIC: Draft 2021-2025 Transportation Development Plan

DATE: August 3, 2020

STAFF MEMBER: Jill Reyes

Summary:

The 2021-2025 TDP outlines a service implementation plan that proposes growth in the fixed-route network and expansion of specialized transportation, vanpool, and bike share programs. As a road map for investment, the TDP identifies and projects revenue sources for base operations, capital needs and system expansion. The TDP will engage staff, local jurisdictions, providers and the public annually to identify, prioritize and program projects. The current draft is focused on including projects that have been recently discussed with local funding partners. One of the main purposes of this draft TDP is to present these projects together and initiate a conversation with our funding partners about the costs and revenues needed for these projects. The final draft will have revised expenses and revenues based on input from partners.

The Transportation Development Plan recommendations are guided by the system performance goals and growth scenarios identified in ValleyConnect 2.0 and align with VRT's Annual Budget and Transportation Improvement Program.

Overview

Due to the unprecedented COVID-19 crisis, staff pivoted their work under the TDP framework to include a COVID-19 Action Plan. In June, the VRT Executive Board approved the following financial priorities for the CARES Act, formula grants and local contributions:

Direct Response: All health, sanitation and administrative expenses directly related to the COVID-19 pandemic and existing services are funded through FY21.

Resiliency: Projects that improve response and recovery during the current pandemic and future disruptions

Strategic Direction: Carry out the strategic direction established prior to the COVID-19 pandemic.

While every attempt has been made to present a transit program of reasonable expectations, the TDP funding levels represent VRT's goals and realization of these projects is subject to future appropriations by local, state, and federal governments and will be updated on an annual basis to reflect changes in budgeting, performance, and needs assessments.

COVID-19 Action Plan (Table 1a, b, c)

The preliminary FY21 budget, of approximately \$25 million, is the baseline for which to track the impacts of the pandemic. In early April, VRT executed a federal grant through the 2020 Coronavirus Aid, Relief and Economic Security Act (CARES Act) with \$12.8 million allocated to the Boise Urbanized Area and \$7.4 million for the Nampa Urbanized Area. CARES Act funding is expected to aid VRT between FY2020-2022 by covering

- A projected \$5 million in revenue shortfalls
- An additional \$2.5 million in *Direct Response* and *Resiliency* projects for subrecipients, planning, infrastructure and technology
- \$3.4 million in *Strategic Direction* projects

Service Plan

The proposed service plan includes estimates for operational costs, but also triggers investments in fleet vehicles, with a focus on alternative fuels and energy sources.

- Highlights
 - \$17 million in service enhancements
 - Expansion of fixed-route service in Meridian
 - On-Demand Transit Pilot
 - Investments in Boise Best in Class Corridors
 - Rides2Wellness Expansion
- Future Refinement
 - Develop methodology to account for associated preventative maintenance and paratransit costs and include in service enhancement funding requests.
 - Specialized Transportation planning and programming will be refined in FY21 Coordinated Human Services Transportation Plan.

Capital Plan

The capital improvement program addresses the need to invest in our existing assets, as well as new regional and passenger facilities.

- Highlights
 - \$31 million in capital assets with a condition score of 2.5 or under
 - Integrated Fare Payment System
 - Additional electric vehicle infrastructure
- Future Refinement
 - A bus stop typology and phased implementation plan has been programmed in FY21 to create a phased implementation plan for passenger facilities needed for ADA compliance and improved passenger experience.
 - Additional planning and coordination with ACHD Commuteride to maintain and grow vanpool in the region with dedicated capital funding
 - Review and improve the process for subrecipient funding requests and programming cycles

Regional Supports

The regional support chapter highlights VRT's role as a mobility manager and regional transportation coordinator.

- Highlights
 - \$900,000 in planning projects
- Future refinement
 - Integrated mobility to define program goals and revenue sources for neighborhood collaborative, transit connection and other mobility programs

5-Year Financial Plan

(Tables 2a, b)

The additional funding goal of approximately \$90 million assumes that current programmed federal and local contributions remain intact and are obtainable. To address the additional funding needs identified VRT expects to:

- Leverage the emergency funding provided by the CARES Act to implement eligible projects and keep operations intact despite projected revenue shortfalls
- Continue to apply for competitive federal grants
- Explore capital leasing for fleet acquisition to bridge the financial gap between implementing enhanced services and fleet vehicle purchase.
- Increased support from local funding partners
- Grow relationships with private sector funding partners to fund mobility programs and expanded transit operations.

Expense and revenue assumptions will be refined in the coming months with public input, discussion with local jurisdictions and other funding partners to build a comprehensive work plan.

Staff Recommendation/Request:

This is for information only. VRT Staff will bring a final draft of the 2021-2025 TDP to the Board in October for adoption.

Implication (policy and/or financial):

The completion of a Transportation Development Plan will allow VRT to proactively plan, program and implement transit projects.

Highlights:

- April 2018: The Executive Board adopted ValleyConnect 2.0.
- Fall 2019: VRT Staff presents the TDP schedule to the Executive Board, Staff and stakeholders.
- Winter 2020 VRT prepares projects and revenue assumptions with input from VRT staff, Member staff, providers, and the RAC
- Spring 2020: Additional project and revenue assumption refinement to respond to pandemic.
- August 2020: VRT Staff will present a first draft of the TDP to the Executive Board for comment. The TDP will made available for a 30 day public comment period.
- October 2020: VRT Staff will bring the final draft of the 2021-2025 TDP to the Executive Board for approval.

Referenced Data:

[Draft TDP Tables](#)

More Information:

For detailed information contact: Jill Reyes, Planning Programmer, (208) 258-2707,
jreyes@valleyregionaltransit.org

Table 1a

Direct Response	Description	FY20	FY21	FY22	Total
Shared-Public Transportation Marketing Campaign	Expand advertising and marketing efforts to retain riders who used public transit services prior to COVID-19.	\$75,000	\$100,000	\$0	\$175,000
COVID-19 Direct Response Expenses VRT	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$98,000	\$152,000	\$0	\$250,000
COVID-19 Direct Response Expenses TVT	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$180,759	\$111,409	\$0	\$292,168
COVID-19 Direct Response Expenses CommuterRide	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$180,000	\$120,000	\$0	\$300,000
Operations/Revenue Shortfalls	Keep revenue streams intact and cover all operational expenses	\$657,215	\$2,844,675	\$1,422,337	\$4,924,227
MSS Office Upgrades	Reorganize and create additional office space for staff at Main Street Station	\$20,000	\$0	\$0	\$20,000
Microsoft TEAMS Transition	Purchase licensing and headsets for new video conferencing software	\$7,150			
Total		\$1,218,124	\$3,328,084	\$1,422,337	\$5,961,395

Table 1b

Resiliency	Description	FY20	FY21	FY22	Total
Integrated Fare Payment System: Phase 2	Expand integrated fare system to touchless back door fare payment and boarding.	\$0	\$85,000	\$0	\$85,000
Integrated Fare Payment System: Phase 3	Last phase for full integration of public transportation modes, parking, bikeshare and other app-based modes with trip planning capability.	\$0	\$300,000	\$0	\$300,000
Fixed Route Management System	Replace current RouteMatch system with software that expands capabilities for system growth and integration.	\$0	\$1,000,000	\$0	\$1,000,000
Integrated Mobility Plan and Mobility Collaboration	Hire consultant to assist in drafting an Integrated Mobility Plan for VRT.	\$0	\$50,000	\$0	\$50,000
COVID-19 Mode Choice Research	Procure consultant to collect and analyze data regarding public transit, micromobility during and after COVID-19 and other population factors	\$0	\$25,000	\$0	\$25,000
Non-Rider Survey	Procure research group to perform survey to assess perceptions toward public transportation in the region among non-riders.	\$0	\$75,000	\$0	\$75,000
Total		\$0	\$1,535,000	\$0	\$1,535,000

Table 1c

Strategic Direction	Description	FY20	FY21	FY22	Total
Rides2Wellness	Expand Rides2Wellness into Canyon County.	\$0	\$200,000	\$200,000	\$400,000
Fairview Corridor	Increase peak frequency and extend service to Meridian.	\$0	\$150,000	\$150,000	\$300,000
Additional Fleet	Three additional vehicles to implement service enhancements		\$2,700,000		\$2,700,000
Total		\$0	\$3,050,000	\$350,000	\$3,400,000

Table 2a

Proposed Investments by Type	FY21	FY22	FY23	FY24	FY25	Total
Operations	\$17,000,654	\$19,589,004	\$22,444,949	\$23,877,391	\$25,142,459	\$108,054,457
Capital	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539
Regional Support	\$4,445,900	\$4,234,472	\$4,208,459	\$4,159,920	\$4,263,918	\$21,312,670
	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665
Base Budget	\$19,691,869	\$19,960,179	\$20,722,405	\$21,219,684	\$22,145,008	\$103,739,144
Enhancements	\$13,218,585	\$18,602,046	\$20,037,303	\$21,416,627	\$24,473,960	\$97,748,521

Table 2b

Proposed Investments by Revenue Source	FY21	FY22	FY23	FY24	FY25	Total
Local	\$13,740,542	\$16,839,807	\$19,388,710	\$20,541,447	\$22,135,451	\$92,645,957
Federal Directly Generated	\$17,319,213	\$19,841,919	\$19,359,798	\$19,952,064	\$22,258,216	\$98,731,209
	\$1,850,699	\$1,880,500	\$2,011,200	\$2,142,800	\$2,225,300	\$10,110,499
Total	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665
Available*	\$19,509,324	\$22,213,832	\$21,789,674	\$22,487,361	\$24,842,149	\$110,842,341
Additional Funding Goal	\$13,401,130	\$16,348,393	\$18,993,158	\$20,296,903	\$21,929,719	\$90,645,325

*Available funding is programmed federal funding, local match, and local unmatched funding



Transportation Development Plan

2021-2025

DRAFT AUGUST 2020

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Executive Summary

The Transportation Development Plan (TDP) serves as the five-year work plan for the public transportation system. The TDP outlines a service implementation plan that proposes growth in the fixed route network and expansion of specialized transportation, vanpool, and bike share programs.

The capital improvement program addresses the need to invest in our existing assets, as well as new regional and passenger facilities. The proposed service plan also triggers investments in fleet vehicles, with a focus on alternative fuels and energy sources.

The regional support chapter highlights VRT's role as a mobility manager and regional transportation coordinator. To provide cities, agencies, and institutions an understanding of the funding necessary to develop a robust regional transportation network, the TDP concludes with a five-year operating and capital budget for the agency.

Proposed Investments by Type	FY21	FY22	FY23	FY24	FY25	Total
Operations	\$17,000,654	\$19,589,004	\$22,444,949	\$23,877,391	\$25,142,459	\$108,054,457
Capital	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539
Regional Support	\$4,445,900	\$4,234,472	\$4,208,459	\$4,159,920	\$4,263,918	\$21,312,670
TOTAL	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665
Base Budget	\$19,691,869	\$19,960,179	\$20,722,405	\$21,219,684	\$22,145,008	\$103,739,144
Enhancements	\$13,218,585	\$18,602,046	\$20,037,303	\$21,416,627	\$24,473,960	\$97,748,521

Operating expenses as of the FY21 adopted budget with 2.5% annual increases for inflation.

Capital Expenses are shown in FY21 dollars.

Service Enhancements are carried forward year to year and labeled as such for illustrative purposes.

Proposed Investments by Revenue Source	FY21	FY22	FY23	FY24	FY25	Total
Local	\$13,740,542	\$16,839,807	\$19,388,710	\$20,541,447	\$22,135,451	\$92,645,957
Federal	\$17,319,213	\$19,841,919	\$19,359,798	\$19,952,064	\$22,258,216	\$98,731,209
Directly Generated	\$1,850,699	\$1,880,500	\$2,011,200	\$2,142,800	\$2,225,300	\$10,110,499
Total	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665
Available*	\$19,509,324	\$22,213,832	\$21,789,674	\$22,487,361	\$24,842,149	\$110,842,341
Additional Funding Goal	\$13,401,130	\$16,348,393	\$18,993,158	\$20,296,903	\$21,929,719	\$90,645,325

*Available funding is programmed federal funding, local match, and local unmatched funding



Proposed Revenue Allocation	FY21	FY22	FY23	FY24	FY25	Total
Operations						
Federal Funds	\$6,410,074	\$6,289,422	\$6,375,973	\$6,655,860	\$7,311,965	\$33,043,293
Local Contributions	\$9,283,233	\$11,869,826	\$14,515,789	\$15,544,194	\$16,078,294	\$67,291,336
Fares	\$1,041,000	\$1,020,500	\$1,051,200	\$1,082,800	\$1,115,300	\$5,310,800
Advertising	\$266,347	\$409,256	\$501,987	\$594,537	\$636,900	\$2,409,028
Total	\$17,000,654	\$19,589,004	\$22,444,949	\$23,877,391	\$25,142,459	\$108,054,457
Capital						
Federal Funds	\$9,077,619	\$11,790,999	\$11,285,040	\$11,679,200	\$13,290,072	\$57,122,930
Local Contributions	\$2,386,281	\$2,947,750	\$2,821,260	\$2,919,800	\$3,922,518	\$14,997,609
Total	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539
Regional Support						
Federal Funds	\$1,831,519	\$1,761,497	\$1,698,785	\$1,617,004	\$1,656,180	\$8,564,986
Local Contributions	\$2,071,028	\$2,022,231	\$2,051,661	\$2,077,453	\$2,134,639	\$10,357,013
Fares	\$59,699	\$60,000	\$60,000	\$60,000	\$60,000	\$299,699
Advertising	\$483,653	\$390,744	\$398,013	\$405,463	\$413,100	\$2,090,972
Total	\$4,445,900	\$4,234,472	\$4,208,459	\$4,159,920	\$4,263,918	\$21,312,670
Grand Total	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665

Key Findings and Recommendations

In developing the TDP, VRT recognized the need to develop additional frameworks and processes. These include:

- Additional planning that refines Valley Connect 2.0 goals and strategies for
 - Regional Vanpool
 - Specialized Transportation
 - Integrated Mobility
- A prioritization process that connects investments to project performance
- Regional facility expansion and master plans

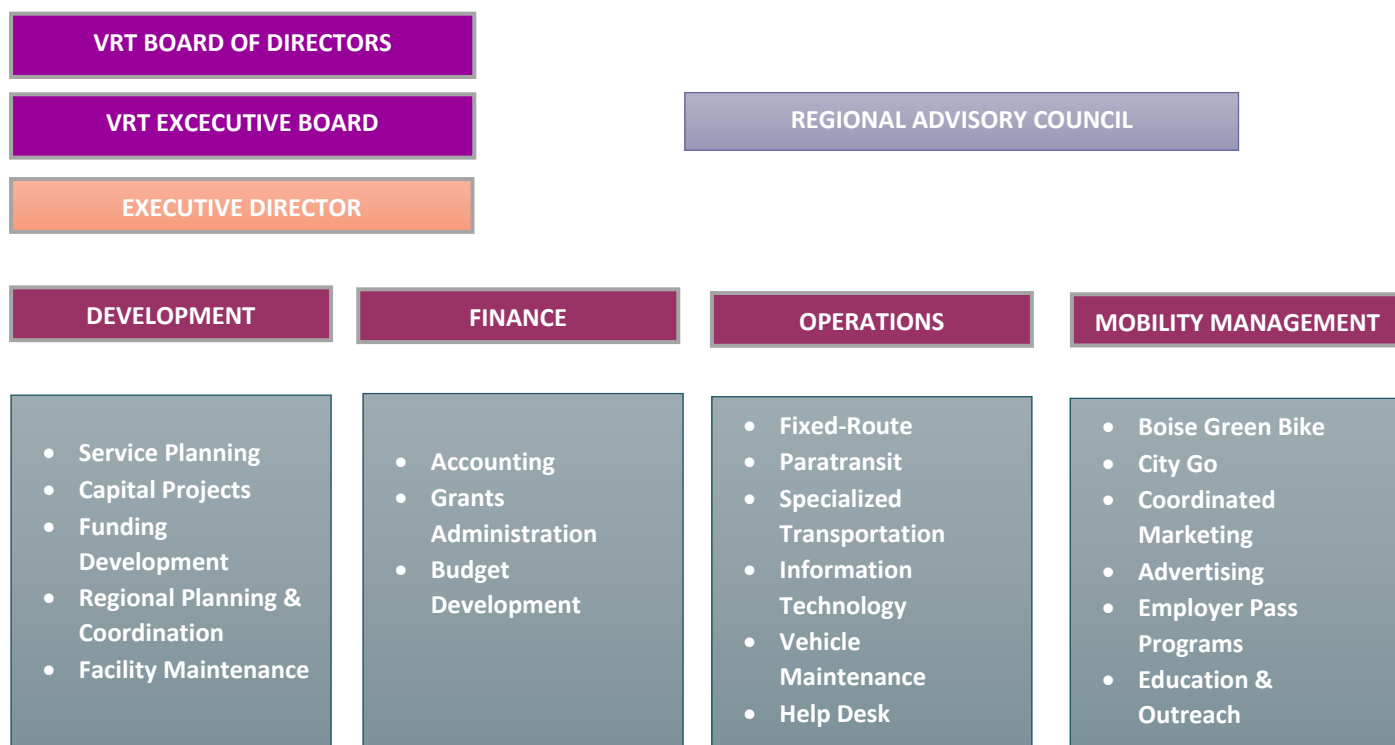


Introduction

Agency Overview

Valley Regional Transit (VRT) is the Regional Public Transportation Authority (RPTA) for Ada and Canyon counties. The RPTA is responsible for and has sole jurisdiction over the planning, coordination, and delivery of public transportation throughout Ada and Canyon counties.

VRT Board of Directors / Org Chart



Related Documents

ValleyConnect 2.0

ValleyConnect 2.0 (VC 2.0) was adopted in 2018 as VRT's mid-range vision for public transportation in the region. The plan includes network design guidelines, growth scenarios and performance goals that inform the projects and programs included in this plan. VC 2.0 identified the need to refine a project prioritization process and develop a funding plan that would program project expenses and revenue for near-term planning and implementation.

Communities in Motion 2040

Communities in Motion 2040 2.0 (CIM 2040 2.0) was adopted in 2018 as the regional long-range transportation plan. The plan forecasts needs and sets goals for the regional transportation network, as well as land use and economic development. To strategically allocate federal funding, CIM 2040 2.0 directs a focus on maintaining the existing transportation system, which guides an annual program of projects for bus service operations, maintenance of existing facilities, and asset replacement. Unfunded projects are also identified, and are prioritized for funding when available. These include the operating and capital projects needed to reach VC 2.0's intermediate or growth scenarios of doubling or quadrupling the amount of fixed-route service and turning State Street into a



high capacity corridor. The TDP aims to identify projects and potential funding sources that would move toward these goals. More detailed information is available on the [plan website](#).

Transportation Improvement Program

The goals, and priorities CIM 2040 2.0 are implemented through the projects adopted in the Transportation Improvement Program (TIP). The U.S. Department of Transportation requires that all projects in the TIP be derived from an approved long-range transportation plan, meet air quality requirements and be financially constrained to the amount of funds that are expected to be available. The TIP is a 7-year budget and lists all projects for which federal funds are anticipated, along with non-federally funded projects that are regionally significant. The TDP includes all projects and funding currently programmed in the TIP, in addition to projects yet to be programmed. Projects, as defined by the TIP and TDP, may include funding for programs, capital projects, and operational expenses. It is anticipated that the TDP will inform the TIP through the adoption and amendment processes to reflect annual appropriation of funds and programming of projects.

Outreach

VRT staff engages in public outreach and stakeholder discussion throughout the fiscal year on proposed service changes, services enhancements and plans in development. The TDP will be made available for public comment for a minimum of 30 days before adoption. In addition, VRT will meet with VRT Board members and local jurisdiction staff to align priorities for year one and year two of the 5-year horizon period so that budgeting process are proactive and responsive to local needs.

Financial Constraint

The TDP is intended to be fiscally constrained and include projects for which funding exists or may reasonably become available in the horizon period. Assumptions are based upon analyses of previous fiscal years, current federal funding trends, and input from our regional partners. While every attempt has been made to present a transit program of reasonable expectations, the TDP funding levels represents VRT's goals and realization of these projects is subject to future appropriations by local, state, and federal governments.

Prioritization Guidelines

CIM 2040 2.0 and Valley Connect 2.0 both identify projects well in excess of existing or expected resources. The allocation of limited resources in this fiscally constrained TDP requires the prioritization of various revenue streams to various projects. This prioritization must consider the current and future needs of the various public transportation programs and services along with any constraints on how revenues can be spent.

In April 2020, VRT executed a federal grant through the 2020 Coronavirus Aid, Relief and Economic Security Act (CARES Act) for \$12.8 million allocated to the Boise Urbanized Area and \$7.4 million for the Nampa Urbanized Area. The funds are available through the FTA at a 100-percent federal share to support capital, operating, and other expenses generally eligible under urbanized area grants to prevent, prepare for, and respond to COVID-19. In June, the VRT Board approved prioritization guidelines for the CARES Act emergency assistance, FAST Act formula grants and other revenue streams. These priorities are intended to align all public transportation resources so VRT is able to remain a strong and viable transit system during and after the COVID-19 pandemic. Projects will be prioritized in accordance with the following guiding principles:

COVID-19 Direct Response

GOAL - All necessary health, sanitation and administrative expenses directly related to the COVID-19 pandemic and vital services are funded through FY21.



STRATEGY - Leverage emergency and annual federal appropriations to fund operational budgets regardless of extraordinary expenses or shortfalls in revenue sources.

IMPACT - Administrative and operational functions remain intact and existing and near-term planned projects are funded and operational.

Agency and System Resiliency

GOAL - Ensure VRT can respond and recover from future economic, environmental, or public health disruptions.

STRATEGY - Prioritize investments that build financial, technological and administrative capacity within the organization.

IMPACT - VRT services and staff are able to effectively and efficiently respond to rapid changes in travel demand or operating conditions and address unexpected service changes and expenditures.

Strategic Direction

Safety and Reliability

GOAL - Provide safe and reliable multi-modal transportation choices

STRATEGY - Prioritize investments in existing infrastructure to reach state of good repair goals.

IMPACT - Services are reliable and safe because equipment, facilities, and rolling stock are well maintained and meet performance targets and passenger satisfaction.

Efficient Fixed-route Network

GOAL - Expand public mobility

STRATEGY - Prioritize investments in efficient services and associated capital that maximizes and enhances the utilization of existing transportation assets and resources.

IMPACT - More people are able to travel more places more often. Increased personal mobility supports development and minimizes the impacts of increased travel demand.

Comprehensive Transportation

GOAL - Ensure comprehensive transportation choices

STRATEGY - Prioritize investments in partner projects and planning activities that support regional transportation choices and economic growth.

IMPACT - Residents within the Valley Regional Transit service area have access to travel options that meet their needs and support their daily activities.



COVID-19 Response and Resiliency Plan

Direct Response

Expenditures for cleaning, driver barriers/shields, healthcare, family-leave, and marketing efforts to restore ridership, as well as funding to mitigate COVID impacts of sub-recipient transportation providers

Direct Response	Description	FY20	FY21	FY22	Total
Shared-Public Transportation Marketing Campaign	Expand advertising and marketing efforts to retain riders who used public transit services prior to COVID-19.	\$75,000	\$100,000	\$0	\$175,000
COVID-19 Direct Response Expenses VRT	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$98,000	\$152,000	\$0	\$250,000
COVID-19 Direct Response Expenses TVT	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$180,759	\$111,409	\$0	\$292,168
COVID-19 Direct Response Expenses Commuteride	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$180,000	\$120,000	\$0	\$300,000
Operations/Revenue Shortfalls	Keep revenue streams intact and cover all operational expenses	\$657,215	\$2,844,675	\$1,422,337	\$4,924,227
MSS Office Upgrades	Reorganize and create additional office space for staff at Main Street Station	\$20,000	\$0	\$0	\$20,000
Microsoft TEAMS Transition	Purchase licensing and headsets for new video conferencing software	\$7,150			
Total		\$1,218,124	\$3,328,084	\$1,422,337	\$5,961,395



Resiliency

Project expenditures for research focused on assessing COVID-19 impacts on transit and regional transportation trends. Hardware and software purchases that improve route management, fare collection and fare payment systems.

Resiliency	Description	FY20	FY21	FY22	Total
Integrated Fare Payment System: Phase 2	Expand integrated fare system to touchless back door fare payment and boarding.	\$0	\$85,000	\$0	\$85,000
Integrated Fare Payment System: Phase 3	Last phase for full integration of public transportation modes, parking, bike share and other app-based modes with trip planning capability.	\$0	\$300,000	\$0	\$300,000
Fixed Route Management System	Replace current RouteMatch system with software that expands capabilities for system growth and integration.	\$0	\$1,000,000	\$0	\$1,000,000
Integrated Mobility Plan and Mobility Collaboration Toolkit	Hire consultant to assist in drafting an Integrated Mobility Plan for VRT.	\$0	\$50,000	\$0	\$50,000
COVID-19 Mode Choice Research	Procure consultant to collect and analyze data regarding public transit, micromobility during and after COVID-19 and other population factors impacted by the change in transportation usage.	\$0	\$25,000	\$0	\$25,000
Non-Rider Survey	Procure research group to perform survey to assess perceptions toward public transportation in the region among non-riders.	\$0	\$75,000	\$0	\$75,000
Total		\$0	\$1,535,000	\$0	\$1,535,000

5-Year Service Implementation Plan

Methodology for Prioritizing Recommendations

Jurisdictions identified in this section have expressed support for either the continuation of services or provision of additional funding for the following enhancements. Projects programmed will be included in annual service enhancement discussions and public outreach before any funding agreements are made or projects implemented. To remain flexible, the 5-year service plan focuses on corridors and destinations in lieu of specific routes and alignments. The service development plan takes a number of factors into consideration when deciding which recommendations should be included in the constrained operating plan including feasibility, local support, network considerations and geographic equity. As performance standards are adopted, VRT will incorporate more performance based programming to prioritize projects.

Programming priorities for operations include:

- Preventive Maintenance
- Service changes to improve performance metrics, e.g. on-time performance and hourly boardings, cost per rider
- New services developed through collaboration with committed funding from partners and complimentary ADA Service, as required by law

Highlights:

- Expansion of fixed-route service in Meridian
- On-Demand Transit Pilot
- Investments in Boise “Best in Class” corridors
- Rides2Wellness expansion

Typical Funding Sources:

- Local contributions
- Fares, contracts, and advertising revenue
- Urbanized Area Formula Grants



Fixed Route, On Demand, and Specialized Transportation Enhancements

Proposed Services	FY21	FY22	FY23	FY24	FY25	Total
On-Demand Transit Nampa/Caldwell Pilot	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Kleiner Park to Ten-Mile - New Service	\$170,000	\$174,250	\$178,606	\$183,071	\$187,648	\$893,576
Rides2Wellness Expansion	\$200,000	\$205,000	\$210,125	\$215,378	\$220,763	\$1,051,266
Special Events Support	\$50,000	\$51,250	\$52,531	\$53,845	\$55,191	\$262,816
Fairview Corridor	\$150,000	\$153,750	\$157,594	\$161,534	\$165,572	\$788,449
Ada County Midday Service	\$0	\$600,000	\$615,000	\$630,375	\$646,134	\$2,491,509
Ada County Peak Service	\$0	\$150,000	\$153,750	\$157,594	\$161,534	\$622,877
Canyon County Employment Access Enhancements	\$0	\$100,000	\$102,500	\$105,063	\$107,689	\$415,252
Emerald Corridor	\$0	\$150,000	\$153,750	\$157,594	\$161,534	\$622,877
On-Demand Transit Pilot	\$0	\$100,000	\$0	\$0	\$0	\$100,000
On-Demand Transit Expansion	\$0	\$0	\$50,000	\$51,250	\$52,531	\$153,781
5 Emerald/7 Fairview Enhancements	\$0	\$0	\$700,000	\$717,500	\$735,438	\$2,152,938
Ada County Evening and Sunday Service	\$0	\$0	\$1,500,000	\$1,537,500	\$1,575,938	\$4,613,438
42 Service Enhancement	\$0	\$0	\$100,000	\$102,500	\$105,063	\$307,563
On-Demand Transit Expansion	\$0	\$0	\$50,000	\$51,250	\$52,531	\$153,781
Chinden Corridor	\$0	\$0	\$0	\$300,000	\$307,500	\$607,500
State Street Corridor	\$0	\$0	\$0	\$300,000	\$307,500	\$607,500
Ustick Corridor - New Service	\$0	\$0	\$0	\$300,000	\$307,500	\$607,500
Ustick Corridor - Extension	\$0	\$0	\$0	\$0	\$300,000	\$300,000
201 Kuna - New Service	\$0	\$0	\$0	\$0	\$200,000	\$200,000
HWY 44 Corridor	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Micron Intercounty/Express Service	\$0	\$0	\$0	\$0	\$700,000	\$700,000
Total	\$670,000	\$1,684,250	\$4,023,856	\$5,024,453	\$6,750,064	\$18,152,623

Regional Programs and Partners

VRT passes through federal funding to a number of subrecipients to support agencies outside of traditional fixed-route services. Safe Routes to School (SRTS)

Pass-Through Funding	FY21	FY22	FY23	FY24	FY25	Total
Safe Routes to School - Ada County	\$169,000	\$172,000	\$168,000	\$198,000	\$198,000	\$905,000
Safe Routes to School - Canyon County	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
Treasure Valley Transit Operations	\$259,000	\$284,000	\$291,100	\$298,378	\$305,837	\$1,438,314
Total	\$488,000	\$516,000	\$519,100	\$556,378	\$563,837	\$2,643,314

Specialized Transportation

Valley Regional Transit works with Acquisition of Service (AOS) 5310 grant recipients to provide specialized services for seniors and persons with disabilities. The objective is to facilitate the efficient use of available resources, reduce costs and fill gaps in service for Treasure Valley with local non-profit organization and senior center providers. In addition to the AOS providers, VRT's Rides2Wellness program provides non-emergency medical transportation services for patients. Treasure Valley Transit (TVT) is a partner provider in the region. TVT provides accessible and non-emergent medical transportation services in small urban and rural counties in Idaho and has also been a subrecipient of 5310 federal funding. An analysis of specialized transportation services supported under VRT revealed that coordination of technology and customer support is beneficial to the performance of programs, but funding and capacity is falling short of demand. In order to identify and program limited resources to specialized transportation providers, VRT in FY21 will:

- Update the Coordinated Human Services Transportation Plan in conjunction with COMPASS to identify regional priorities for investment
- Review current programming to ensure sustainable utilization of federal funding
- Work with providers to streamline performance and financial reporting for improved program management and data analysis

Bike Share

Boise Green Bike operations under VRT are funded through private sponsorships and ride revenue. In FY21, the program will transition to a fleet of 300 electric assisted bicycles with plans to double the fleet in the following years. The goal is to operate an innovative bike-share system that keeps pace with a constantly changing industry and does so without reliance on federal funding. Bringing multi-modal connectivity to region will be a continuing guiding principle that requires infrastructure and information integration.



5-YR Capital Improvement Program

Overview

Capital projects range from buses and vans, to shelters and maintenance garages. The capital improvement plan proposes projects that are necessary to maintain the current system and will allow for incremental improvements in fueling technologies, passenger information delivery and service optimization.

Proposed Investments	FY21	FY22	FY23	FY24	FY25	Total
Fleet	\$2,700,000	\$1,800,000	\$1,800,000	\$2,700,000	\$0	\$9,000,000
Facilities	\$2,273,915	\$6,151,085	\$7,350,000	\$2,600,000	\$7,625,000	\$26,000,000
Technology & Equipment	\$2,118,785	\$750,000	\$300,000	\$0	\$0	\$3,168,785
Vanpool	\$0	\$420,000	\$420,000	\$420,000	\$420,000	\$1,680,000
State of Good Repair	\$3,834,476	\$5,617,664	\$4,236,300	\$8,879,000	\$8,567,590	\$31,135,030
Pass-Through Capital	\$536,724	\$0	\$0	\$0	\$0	\$536,724
Capital Reserve	\$0	\$0	\$0	\$0	\$600,000	\$600,000
Total	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539

Programming priorities for operations include:

- Asset maintenance and replacement
- Technology investments that aid in agency resiliency



Asset Replacement

Providing safe reliable transit service requires safe reliable transit vehicles and facilities. One of the largest asset replacement costs for public transportation is in transit vehicles or rolling stock. Fixed-route vehicles have a typical life span of 12 to 14 years, meaning every 12 to 14 years, all existing fixed-route vehicles are expected to be retired and replaced.

Similar to rolling stock, other fixed capital assets such as transfer and depot facilities also require maintenance and replacement. Transit Asset Management policies and practices are in place to ensure all public transportation equipment is safe, reliable and in a state a good repair.

Transit Asset Management and Maintenance

The TAM Group Plan structures Investment Prioritization to follow the Safety/Compliance and Maintenance prioritization themes described in ValleyConnect 2.0. The state of good repair is a condition sufficient for capital assets to operate at a full level of performance. This means the asset: 1) is able to perform its designed function; 2) does not pose a known unacceptable safety risk; and 3) has met or recovered lifecycle investments.

VRT's Transit Asset Management Policy seeks to obtain and retain a score of 2.5 for all public transportation assets, which will ensure that no critical systems are operating beyond their useful life and are in a state of good repair.

Typical Funding Sources:

- Formula Federal Grants
- Competitive Federal Grants
- Surface Transportation Program funds
- Local Contributions

Asset Replacement	FY21	FY22	FY23	FY24	FY25	Total
Rolling Stock	\$2,289,225	\$1,650,775	\$813,000	\$4,800,000	\$6,300,000	\$15,853,000
Facilities*	\$1,545,251	\$2,742,650	\$3,373,300	\$2,693,000	\$1,644,000	\$11,998,201
Technology & Equipment	\$0	\$1,224,239	\$50,000	\$1,386,000	\$623,590	\$3,283,829
Total	\$3,834,476	\$5,617,664	\$4,236,300	\$8,879,000	\$8,567,590	\$31,135,030

*Does not include Fixed-Route Bus Stops

**Replacements costs as shown are program by lowest TAM Group Score to highest across the 5-year horizon.

Regional Fleet and Facilities Expansion

Network Expansion

In addition to maintaining existing assets, investments in expanded infrastructure, technology, and rolling stock will be needed for the growing system. VRT staff has identified the need to develop a capital investment strategy, a set of processes and policies that will allow the VRT Board to set goals and evaluate the allocation of limited program funds to both maintenance and expansion goals.

Investments in vehicles and bus stops are directly tied to the level of transit service provided. The following service implementation plan includes an estimation of those capital costs associated with proposed service enhancements. To assess the broader impact of VC 2.0's growth scenarios, in 2019 VRT began preparing the *Regional Facilities and Infrastructure Plan*. The *Regional Facilities and Infrastructure Plan* identifies our current conditions and capacity, challenges and potential solutions including utilizing existing infrastructure and gaining capacity at new locations for maintenance facilities, transit centers, and park & rides. Individual facility master plans will be developed to further clarify investments for the transition to an electric fleet, as well as unified bus stop typology and improvement plan.

Fixed-Route Rolling Stock

Providing safe reliable transit service requires safe reliable transit vehicles and facilities. There are two basic types of fleet/rolling stock investments, expansion and replacement. Fixed-route vehicles have a typical life span of 12 to 14 years, meaning every 12 to 14 years, all existing fixed-route vehicles are expected to be retired and replaced. At the same time, as transit services grow in the Treasure Valley, VRT will need to procure additional expansion vehicles. This TDP separates replacement vehicle expenses from expansion expenses and all costs are calculated in FY21 dollars.

The following expansion plan assumes all Ada County expansion vehicles will be battery electric. CNG fleet expansion reduces proposed investments by approximately half. VRT will complete construction of electric charging infrastructure and take delivery of the first eight battery electric buses in FY 2021. VRT will continue using CNG vehicles in both Ada and Canyon County for at least 12 years when all existing CNG vehicles can be phased out.

Typical Funding Sources:

- Competitive Federal Grants
- Formula Federal Grants
- Local Contributions



Fleet Expansion	FY21	FY22	FY23	FY24	FY25	Total
Ada County Peak - Additional Fleet	\$900,000	\$0	\$0	\$0	\$0	\$900,000
Fairview Corridor - Additional Fleet	\$1,800,000	\$0	\$0	\$0	\$0	\$1,800,000
5 Emerald/7 Fairview - Additional Fleet	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000
Ustick Corridor - Additional Fleet	\$0	\$0	\$1,800,000	\$0	\$0	\$1,800,000
201 Kuna - Additional Fleet	\$0	\$0	\$0	\$900,000	\$0	\$900,000
Ustick Corridor - Additional Fleet	\$0	\$0	\$0	\$1,800,000	\$0	\$1,800,000
Total	\$2,700,000	\$1,800,000	\$1,800,000	\$2,700,000	\$0	\$9,000,000

Paratransit Vehicles

The expansion of the fixed-route system requires expansion of complementary ADA service:

- On the same days and hours as the fixed-route service for the comparable trip
- Within $\frac{3}{4}$ mile on either side of each fixed-route as well as a $\frac{3}{4}$ -mile radius at the end of each fixed-route

Analysis is underway to identify and project the additional cost associated with additional complementary paratransit services.

Maintenance and Passenger Facilities

With additional service and vehicles, VRT will need to provide expanded maintenance facilities. Other decisions, such as vehicle type and fuel source, also have cost implications for VRT maintenance facilities. Expanded service also requires additional passenger facilities where people can safely board, alight, and wait for the bus. These facilities are an important part of our promise of getting people where they are going. A bust stop typology and phased implementation plan has been programmed in FY21 to identify investments in passenger facilities needed for ADA compliance and improved passenger experience.

Maintenance Facilities	FY21	FY22	FY23	FY24	FY25	Total
Orchard Facility Improvements	\$2,250,000	\$0	\$0	\$0	\$0	\$2,250,000
HDTC Facility Improvements	\$0	\$775,000	\$0	\$0	\$0	\$775,000
MSS Site Upgrades	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Renewable Energy Infrastructure	\$0	\$650,000	\$0	\$0	\$0	\$650,000
Orchard Facility Expansion	\$0	\$0	\$100,000	\$100,000	\$100,000	\$300,000
Backup Power Generator	\$0	\$0	\$0	\$0	\$850,000	\$850,000
Total	\$2,250,000	\$1,675,000	\$100,000	\$100,000	\$950,000	\$5,075,000



Passenger Facilities	FY21	FY22	FY23	FY24	FY25	Total
Boise Bus Stop Improvements	\$23,915	\$1,976,085	\$2,000,000	\$2,000,000	\$2,000,000	\$8,000,000
State Street Station Upgrades	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Caldwell Bus Stop Improvements	\$0	\$500,000	\$500,000	\$500,000	\$0	\$1,500,000
Boise Park & Ride Upgrades	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000
Caldwell Park & Ride Upgrades	\$0	\$0	\$0	\$0	\$675,000	\$675,000
Total	\$23,915	\$4,476,085	\$2,500,000	\$2,500,000	\$6,675,000	\$16,175,000



Technology and Equipment

The vehicles, transit garages, and bus stops necessary to provide public transportation services are all connected with technology and equipment. These capital assets allow VRT to plan, report and communicate to the public about their services. They are also necessary to seamlessly integrate travel modes, collect fares, and provide additional security to operators and the public.

Software & Equipment	FY21	FY22	FY23	FY24	FY25	Total
Integrated Fare Payment System: Phase 1	\$183,785	\$0	\$0	\$0	\$0	\$183,785
Integrated Fare Payment System: Phase 2	\$85,000	\$0	\$0	\$0	\$0	\$85,000
Integrated Fare Payment System: Phase 3	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Fixed Route Management System	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Fare Payment System Upgrades: Phase 2	\$550,000	\$0	\$0	\$0	\$0	\$550,000
AVAIL Business Intelligence Module	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Demand Response Management System	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Additional Facility Surveillance Equipment	\$0	\$0	\$150,000	\$0	\$0	\$150,000
Additional Vehicle Cameras	\$0	\$0	\$150,000	\$0	\$0	\$150,000
Total	\$2,118,785	\$750,000	\$300,000	\$0	\$0	\$3,168,785

Capital Funding Subrecipients

VRT provides pass through funding for capital projects and asset replacement to other public transportation providers in the region. Additional subrecipient coordination, asset replacement strategies and prioritization through the Transit Asset Management Group Plan will be developed in the upcoming fiscal year.

Regional Supports

Planning

VRT leads and supports planning activities throughout the region to ensure equitable and accessible transportation options throughout the region. The summary below represents research and planning projects that are VRT-led and financially supported. VRT staff regularly engages in transportation planning across the treasure valley to coordinate existing and future plans.

Typical Funding Sources:

- Urbanized Area Formula Grants
- Local Contributions

Regional Plans	Description	Start Year	Total	Guiding Principle	Partner	Total
State Street TOA	Update transit priority treatments needed along State Street consistent with TTOP	FY21	\$200,000	Strategic Direction	City of Boise	\$200,000
Regional Vanpool Plan	Technical support to develop a plan to maintain and expand vanpool services throughout the region.	FY22	\$10,000	Strategic Direction	ACHD Commuteride	\$10,000
Kuna CIP & Operations Plan	Develop a transit plan for Kuna that analyzes potential transit routing and associated operational and capital costs.	FY23	\$8,000	Strategic Direction	City of Kuna	\$8,000
Regional Facility Expansion Plan	Preliminary site selection and design for new transfer and maintenance facilities.	FY21	\$50,000	Strategic Direction		\$50,000
Regional Passenger Facility Plan	Design standards and phased implementation plan for investments in bus stop signage, amenities and infrastructure.	FY21	\$30,000	Strategic Direction		\$30,000
Coordinated Human Services Plan	Develop a new Coordinated Human Services Plan with COMPASS.	FY22	\$0	Strategic Direction		\$0
Total						\$298,000

Planning	Description	Start Year	Total	Guiding Principle	Partner	Total
TSP and APC Data Integration	Technical support to integrate transit signal prioritization and automatic passenger counter data.	FY21	\$25,000	Strategic Direction		\$25,000
Non-Rider Survey	Procure research group to perform survey to assess perceptions toward public transportation in the region among non-riders.	FY21	\$75,000	Resiliency		\$150,000
Integrated Mobility Plan and Mobility Collaboration Toolkit	Hire consultant to assist in drafting an Integrated Mobility Plan for VRT.	FY21	\$50,000	Resiliency		\$50,000
Misc. Technical Assistance - Planning	Technical writing support for plan development.	FY21	\$10,000	Strategic Direction		\$10,000
Electric Vehicle Transition Plan	Develop a transition plan for converting the current CNG fleet to battery electric including necessary infrastructure changes.	FY22	\$175,000	Strategic Direction		\$175,000
TSP Study	Study TSP implementation on the Fairview, Overland, and Nampa/Caldwell corridors.	FY22	\$100,000	Resiliency		\$100,000
Nampa-Caldwell Blvd Corridor Study	Study transit-oriented development, access, and infrastructure strategies along the corridor.	FY23	\$150,000	Strategic Direction	City Nampa, Caldwell, Canyon County	\$150,000
Total			\$275,000			\$585,000

Mobility Management and Collaboration

VRT's role as the mobility manager for the region will be developed through additional plans that refine the goals of VC2.0. The upcoming integrated mobility plan will provide strategic direction for the integration of technological, customer supports, and programs that create seamless mobility options. Programs that improve transit connections, fare payments, and specialized transportation services create an efficient and equitable system.



5-Year Financial Plan 2021-2025

Proposed Investments	FY21	FY22	FY23	FY24	FY25	Total
Operations						
Fixed Route	\$7,911,308	\$9,209,090	\$11,636,818	\$12,827,738	\$14,748,432	\$56,333,385
On-Demand	\$100,000	\$0	\$50,000	\$51,250	\$52,531	\$253,781
Paratransit	\$2,026,159	\$2,076,813	\$2,128,733	\$2,181,951	\$2,236,500	\$10,650,156
Bike Share	\$369,433	\$554,149	\$831,224	\$831,224	\$1,246,836	\$3,832,867
Specialized Preventive Maintenance	\$2,612,688	\$2,678,005	\$2,744,955	\$2,813,579	\$2,883,918	\$13,733,145
Pass-Through Ops	\$739,409	\$516,000	\$519,100	\$556,378	\$563,837	\$2,894,723
Cash Flow Reserve	\$0	\$1,288,047	\$1,288,047	\$1,288,047	\$0	\$3,864,141
Total	\$17,000,654	\$19,589,004	\$22,444,949	\$23,877,391	\$25,142,459	\$108,054,457
Capital						
Fleet	\$2,700,000	\$1,800,000	\$1,800,000	\$2,700,000	\$0	\$9,000,000
Facilities Technology & Equipment	\$2,273,915	\$6,151,085	\$7,350,000	\$2,600,000	\$7,625,000	\$26,000,000
Vanpool	\$0	\$420,000	\$420,000	\$420,000	\$420,000	\$1,680,000
State of Good Repair	\$3,834,476	\$5,617,664	\$4,236,300	\$8,879,000	\$8,567,590	\$31,135,030
Pass-Through Capital	\$536,724	\$0	\$0	\$0	\$0	\$536,724
Capital Reserve	\$0	\$0	\$0	\$0	\$600,000	\$600,000
Total	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539
Regional Support						
Planning Mobility Collaboration	\$408,000	\$275,000	\$150,000	\$0	\$0	\$833,000
Advertising	\$390,699	\$323,591	\$331,681	\$339,973	\$348,472	\$1,734,416
Administration	\$383,653	\$290,744	\$298,013	\$305,463	\$313,100	\$1,590,972
Administration	\$3,263,548	\$3,345,137	\$3,428,765	\$3,514,484	\$3,602,346	\$17,154,281
Total Preliminary FY21 Budget	\$4,445,900	\$4,234,472	\$4,208,459	\$4,159,920	\$4,263,918	\$21,312,670
Additional Projects	\$7,888,409					
Grant Total	\$32,910,454	\$38,562,225	\$40,782,832	\$42,784,264	\$46,771,868	\$201,487,665



Revenue Sources

Proposed Revenue Allocation	FY21	FY22	FY23	FY24	FY25	Total
<u>Operations</u>						
Federal Funds	\$6,410,074	\$6,289,422	\$6,375,973	\$6,655,860	\$7,311,965	\$33,043,293
Local Contributions	\$9,283,233	\$11,869,826	\$14,515,789	\$15,544,194	\$16,078,294	\$67,291,336
Fares	\$1,041,000	\$1,020,500	\$1,051,200	\$1,082,800	\$1,115,300	\$5,310,800
Advertising	\$266,347	\$409,256	\$501,987	\$594,537	\$636,900	\$2,409,028
Total	\$17,000,654	\$19,589,004	\$22,444,949	\$23,877,391	\$25,142,459	\$108,054,457
<u>Capital</u>						
Federal Funds	\$9,077,619	\$11,790,999	\$11,285,040	\$11,679,200	\$13,290,072	\$57,122,930
Local Contributions	\$2,386,281	\$2,947,750	\$2,821,260	\$2,919,800	\$3,922,518	\$14,997,609
Total	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539
<u>Regional Support</u>						
Federal Funds	\$1,831,519	\$1,761,497	\$1,698,785	\$1,617,004	\$1,656,180	\$8,564,986
Local Contributions	\$2,071,028	\$2,022,231	\$2,051,661	\$2,077,453	\$2,134,639	\$10,357,013
Fares	\$59,699	\$60,000	\$60,000	\$60,000	\$60,000	\$299,699
Advertising	\$483,653	\$390,744	\$398,013	\$405,463	\$413,100	\$2,090,972
Total	\$4,445,900	\$4,234,472	\$4,208,459	\$4,159,920	\$4,263,918	\$21,312,670
Grand Total	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665



Funding Goals and Strategies

The service and capital development investments identified in the five-year horizon will require additional revenue to implement. The additional funding goal of approx. \$90 million assumes that current programmed federal and local contributions remain intact and are attainable. The following outlines those federal funding sources available as programmed in the Transportation Improvement program and the local contributions needed to leverage them and cover ineligible expenses. Additional federal funding may be allocated to VRT through competitive grants, one-time funding cycles, and lapsing grants.

Cash Reserve Plan

The adoption of a cash reserve policy and plan is pending Board approval. If adopted, the VRT staff will work with the Board to develop a strategy to meet the cash flow and maintenance reserve goals totaling \$4.5 million.

Local Revenue

VRT receives voluntary contributions from local jurisdictions and private organizations to fund the transit system. Whenever possible, local contributions are used as local match for federal grants to fund eligible projects and expenses. VRT does not currently receive any revenue dedicated to transit through state or municipal sales or property tax bond initiatives.

Federal Revenue

Appendix A will provide an outlines of all currently utilized and available federal funding sources.

Directly Generated Revenue

Fares and Contracts

Fixed-route fares were increased in 2019 and ridership contracts are also currently under review. The fare increase was expected to increase fare revenue to 8-10%, but with the impacts of COVID-19 fare revenues are not expected to return to pre-COVID-19 levels until FY 2022. Streamlined ridership contracts and technology investments are designed to increase the number of ridership contracts and grow fare revenue in the next five years.

Advertising

VRT generates revenue through the sales, installation and tracking of available static (print) advertising space in and on VRT's fleet assets (vehicles). Currently these assets consist of 55 buses and cutaways used for Ada county fixed-route and paratransit services and 20 buses and cutaways used for Canyon county fixed-route and paratransit services. It is VRT's goal to increase advertising revenues to \$1,000,000.



Projected Revenue Sources	FY21	FY22	FY23	FY24	FY25	Total
Operations						
Federal Funds Typical	\$5,448,583	\$5,540,310	\$5,587,382	\$5,816,504	\$5,902,948	\$28,295,727
Local Match	\$2,341,345	\$2,308,616	\$2,336,311	\$2,390,508	\$2,427,137	\$11,803,917
Local Unmatched	\$6,116,784	\$8,681,982	\$11,163,584	\$11,927,374	\$11,775,591	\$49,665,315
Directly Generated	\$1,041,000	\$1,020,500	\$1,051,200	\$1,082,800	\$1,115,300	\$5,310,800
Federal Funds Add'l	\$961,491	\$749,112	\$788,591	\$839,356	\$1,409,016	\$4,747,567
Local Contributions Add'l	\$1,091,451	\$1,288,484	\$1,517,881	\$1,820,849	\$2,512,466	\$8,231,131
Total	\$17,000,654	\$19,589,004	\$22,444,949	\$23,877,391	\$25,142,459	\$108,054,457
Capital						
Federal Funds Typical	\$3,059,034	\$2,975,331	\$2,664,983	\$2,510,956	\$2,354,722	\$13,565,026
Local Match	\$489,878	\$474,017	\$428,554	\$394,953	\$360,642	\$2,148,044
Local Unmatched	\$0	\$0	\$0	\$0	\$600,000	\$600,000
Directly Generated	\$0	\$0	\$0	\$0	\$0	\$0
Federal Funds Add'l	\$6,018,585	\$8,815,668	\$8,620,057	\$9,168,244	\$10,935,350	\$43,557,905
Local Match Add'l	\$1,896,403	\$2,473,733	\$2,392,706	\$2,524,847	\$2,961,876	\$12,249,564
Total	\$11,463,900	\$14,738,749	\$14,106,300	\$14,599,000	\$17,212,590	\$72,120,539
Regional Support						
Federal Funds Typical	\$1,721,519	\$1,679,912	\$1,721,909	\$1,764,957	\$1,809,080	\$8,697,377
Local Match	\$430,380	\$419,979	\$430,477	\$441,239	\$452,270	\$2,174,345
Local Unmatched	\$1,625,649	\$1,594,356	\$1,639,465	\$1,685,702	\$1,733,094	\$8,278,266
Directly Generated	\$59,699	\$60,000	\$60,000	\$60,000	\$60,000	\$299,699
Federal Funds Add'l	\$110,000	\$81,586	-\$23,125	-\$147,952	-\$152,901	-\$132,391
Local Match Add'l	\$498,653	\$398,640	\$379,732	\$355,975	\$362,374	\$1,995,374
Total	\$4,445,900	\$4,234,472	\$4,208,459	\$4,159,920	\$4,263,918	\$21,312,670
Total	\$32,910,454	\$38,562,225	\$40,759,708	\$42,636,311	\$46,618,967	\$201,487,665
Additional Funding Goal	\$13,401,130	\$16,348,393	\$18,970,033	\$20,148,950	\$21,776,818	\$90,645,325

*The negative total revenue stream denotes additional program funds available

CARES Act

From FTA: *Although the priority for the funding is operational expenses, FTA will generally consider all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19, and thus eligible under the CARES Act.*

VRT will continue to operate and maintain services with aid of these additional funds through the uncertainty of future revenue streams. In addition, the agency will begin assessing the impact on other revenue sources for future programming.

Pre and Post COVID-19 Revenue Assumptions

The following assumptions form a baseline for pre-pandemic growth of our transit system and funding sources. Additional revenue could be expected from

- Increases in annual allocations from urbanized area grants pending the adoption of a new federal authorization bill cycle and annual performance improvement
- Application and award of competitive federal grants
- Additional Surface Transportation Program funding

Following the impact of COVID-19 on the local and national economy, revenue shortfalls can be expected in

- Local contributions
- Fare revenues
- Advertising revenue

Projected Revenues*	FY21	FY22	FY23	FY24	FY25	Total
Local Contributions	\$10,783,861	\$14,097,457	\$16,623,450	\$17,585,922	\$18,564,440	\$77,655,130
Fares & Ridership Contracts	\$1,050,699	\$1,080,500	\$1,111,200	\$1,142,800	\$1,175,300	\$5,560,499
Advertising	\$700,001	\$750,001	\$850,001	\$950,001	\$1,000,001	\$4,250,005
Total	\$12,534,561	\$15,927,958	\$18,584,651	\$19,678,723	\$20,739,741	\$87,465,634
Projected Revenues Post-COVID-19	FY21	FY22	FY23	FY24	FY25	Total
Local	\$8,893,173	\$9,678,896	\$10,726,235	\$10,994,391	\$11,269,250	\$51,561,945
Fares & Contracts	\$915,017	\$982,788	\$1,082,076	\$1,114,538	\$1,147,974	\$5,242,392
Advertising	\$471,252	\$610,626	\$772,500	\$872,500	\$972,500	\$3,699,378
Total	\$10,279,442	\$11,272,310	\$12,580,810	\$12,981,429	\$13,389,725	\$60,503,716

Projected Revenue Shortfall	FY21	FY22	FY23	FY24	FY25	Total
Local	-\$1,890,688	-\$4,418,560	-\$5,897,215	-\$6,591,532	-\$7,295,190	-\$26,093,185
Fares & Contracts	-\$135,682	-\$97,712	-\$29,124	-\$28,262	-\$27,326	-\$318,107
Advertising	-\$228,749	-\$139,375	-\$77,501	-\$77,501	-\$27,501	-\$550,627
Total	-\$2,255,119	-\$4,655,648	-\$6,003,840	-\$6,697,295	-\$7,350,017	-\$26,961,919

*Expected Revenues do not include funding for capital

The following is an illustrative example of funding allocated to preventive maintenance, fixed-route, and specialized operations for FY21. Using emergency funding to pay for FY21 operations unburdens previously appropriated federal revenue, as well as local revenue that are partners have committed. Section 5307 grants have been the most consistent and abundant source of capital and operations funding. The revenue analysis and capital summaries in the previous sections show a large unmet need for additional capital funding for asset replacement and expansion that could be addressed with the approximately 5.5 million in federal and local funding made available.

Additional programming and proposed projects will be presented to the VRT Executive Board for adoption.

Source	Totals
Local	\$ 11,793,332
Federal	\$ 11,378,153
Directly Generated	\$ 1,850,560
Baseline Total	\$ 25,022,045
5307 Operations	\$ 6,313,458
Local	\$ 8,809,844
Federal	\$ 22,542,258
Directly Generated	\$ 1,558,352
CARES Leveraged Total	\$ 32,910,454
5307 Operations	\$ 2,060,725
CARES Ops Total	\$ 13,461,838



Appendix To Be Developed

- A. Federal Funding Overview
- B. Complete Project List



TOPIC: FY 2021 Service Change Update

DATE: August 3, 2020

STAFF MEMBER: Alissa Taysom

Summary:

Since the adoption of ValleyConnect 2.0 VRT, staff has been working towards the attached Service Change Implementation Schedule. In accordance with that schedule, and based on financial forecasts and discussions with local jurisdictions staff Valley Regional Transit (VRT) staff presented the following objectives for the FY 2021 service change.

- Continued improvement of on-time performance
- Continued expansion of service on Premium Services, specifically Fairview
- Expanded fixed-route service in Meridian
- Improved service along the West Bench

Since that time, VRT staff has further refined the Meridian service expansion. Progress on other changes, however, has been delayed due to the COVID-19 impacts. In response, VRT staff has adjusted the FY 2021 service change scope and calendar.

FY 2021 Service Change Scope:

VRT will continue working with jurisdiction staff as we engage the public and refine FY 2021 service concepts.

- West Bench Restructure: VRT will develop a cost neutral restructure of routes 7A, 8, 8x and 11. The purpose of the restructure will be to improve connections to the new State of Idaho Chinden Campus and provide more consistent headways towards downtown Boise along Fairview, where both routes 7A and 7B come together.
- Meridian Service: VRT will implement new service in the City of Meridian between Ten Mile Crossing and Kleiner Park. VRT will also continue to explore opportunities coordinate launch of new service in Meridian with extended service in Boise.
- Canyon County: VRT will begin evaluating the performance of on-demand service in Canyon County. On-demand service is expected to begin Oct 1, 2020.

Project Schedule:

August – September 2020: Develop Initial concepts

October 2020: Initial Concepts to the public and draft concepts to the Board

November – December 2020: Second round of concepts to the public

January 2021: Board approval

February – April 2020: Implement Changes

Late spring 2020: Service Starts

Figure 1: #7A Fairview/Ustick

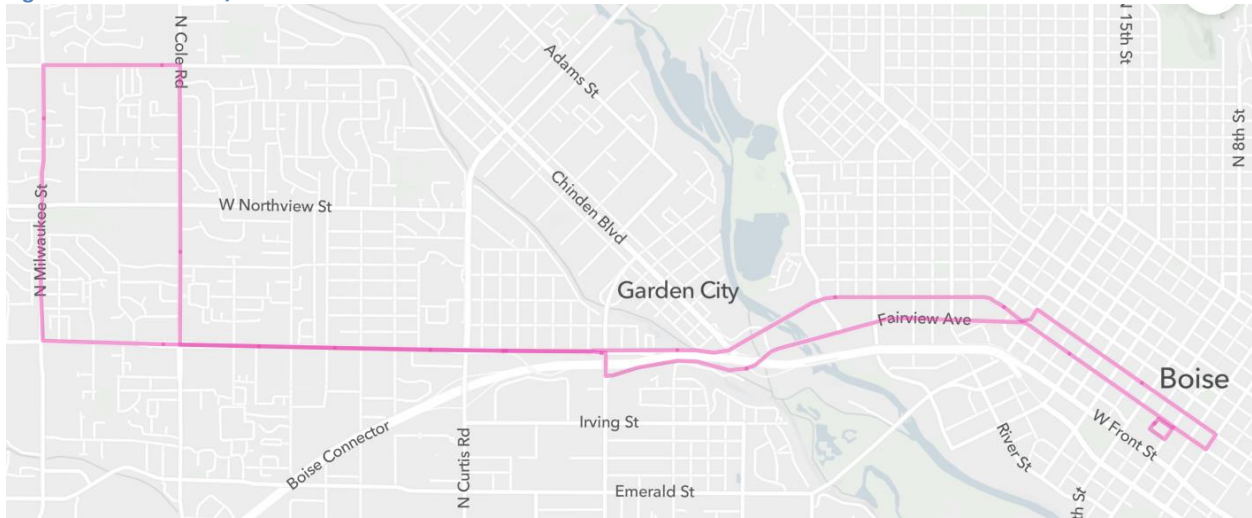


Figure 2: #7B Fairview – Towne Square Mall

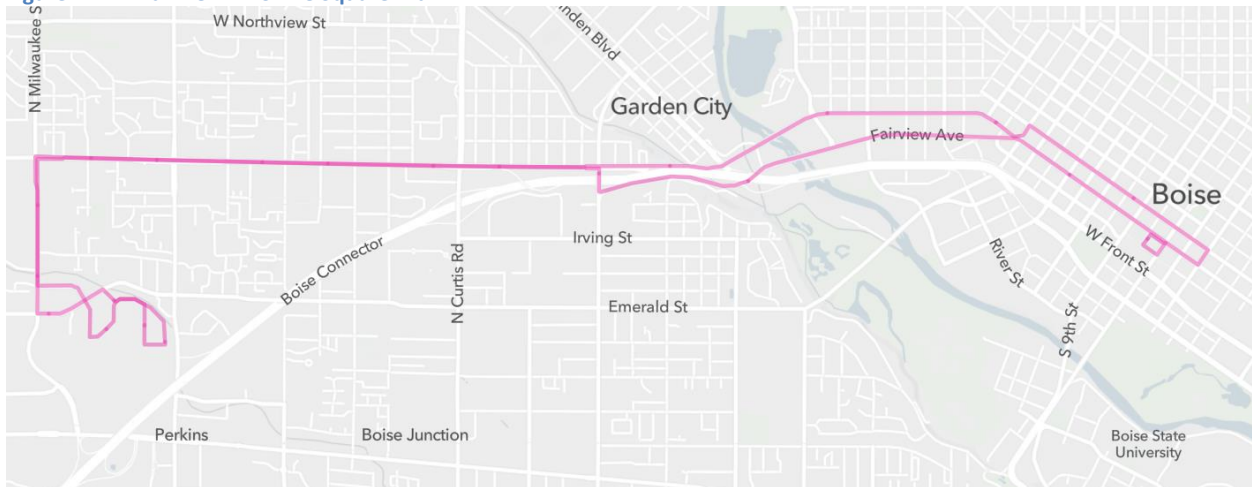


Figure 3: #8 Five Mile

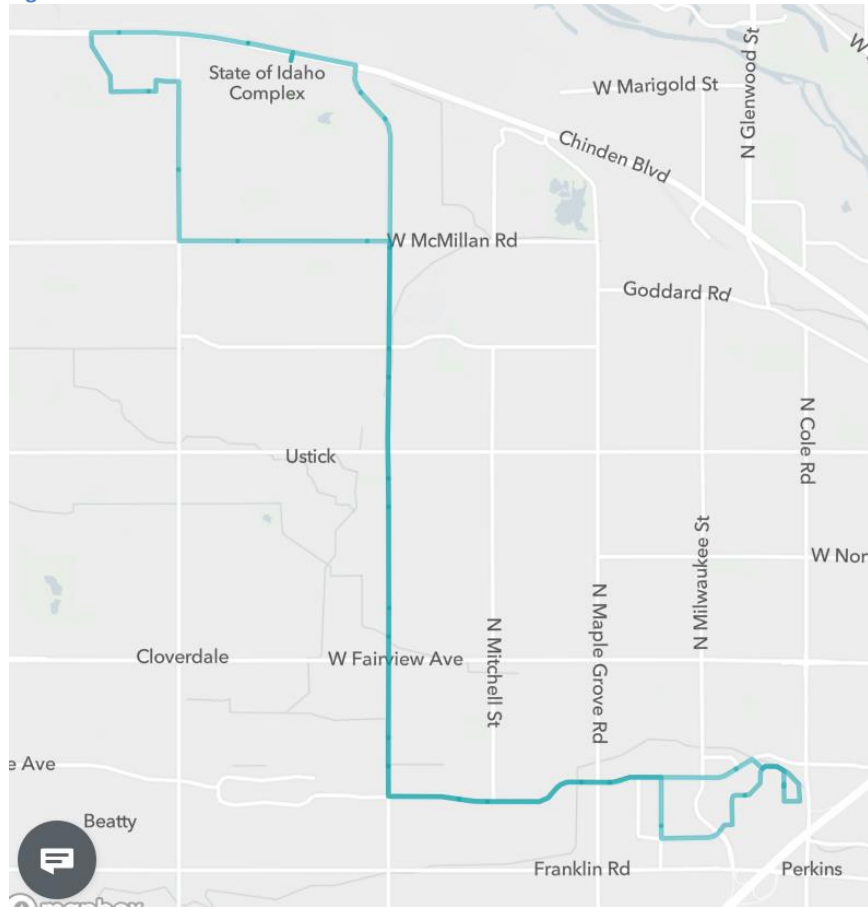


Figure 3: #8x Five Mile Chinden

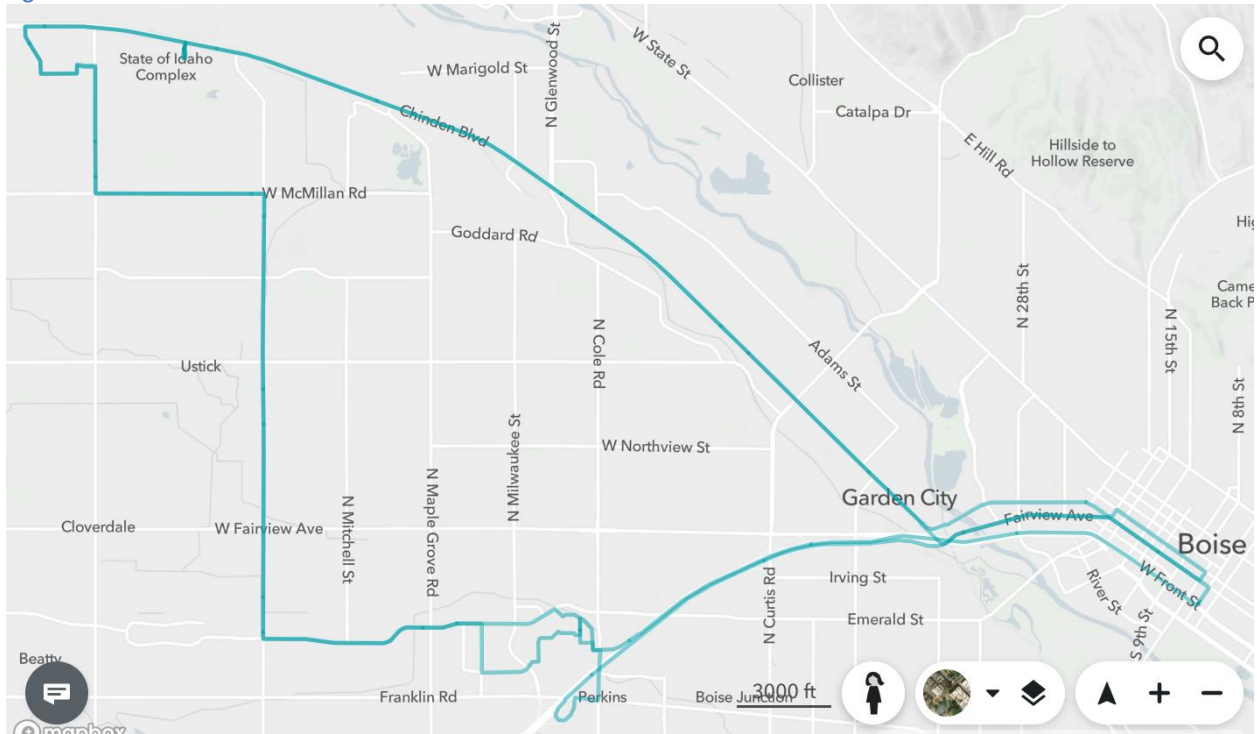


Figure 3: Current 11

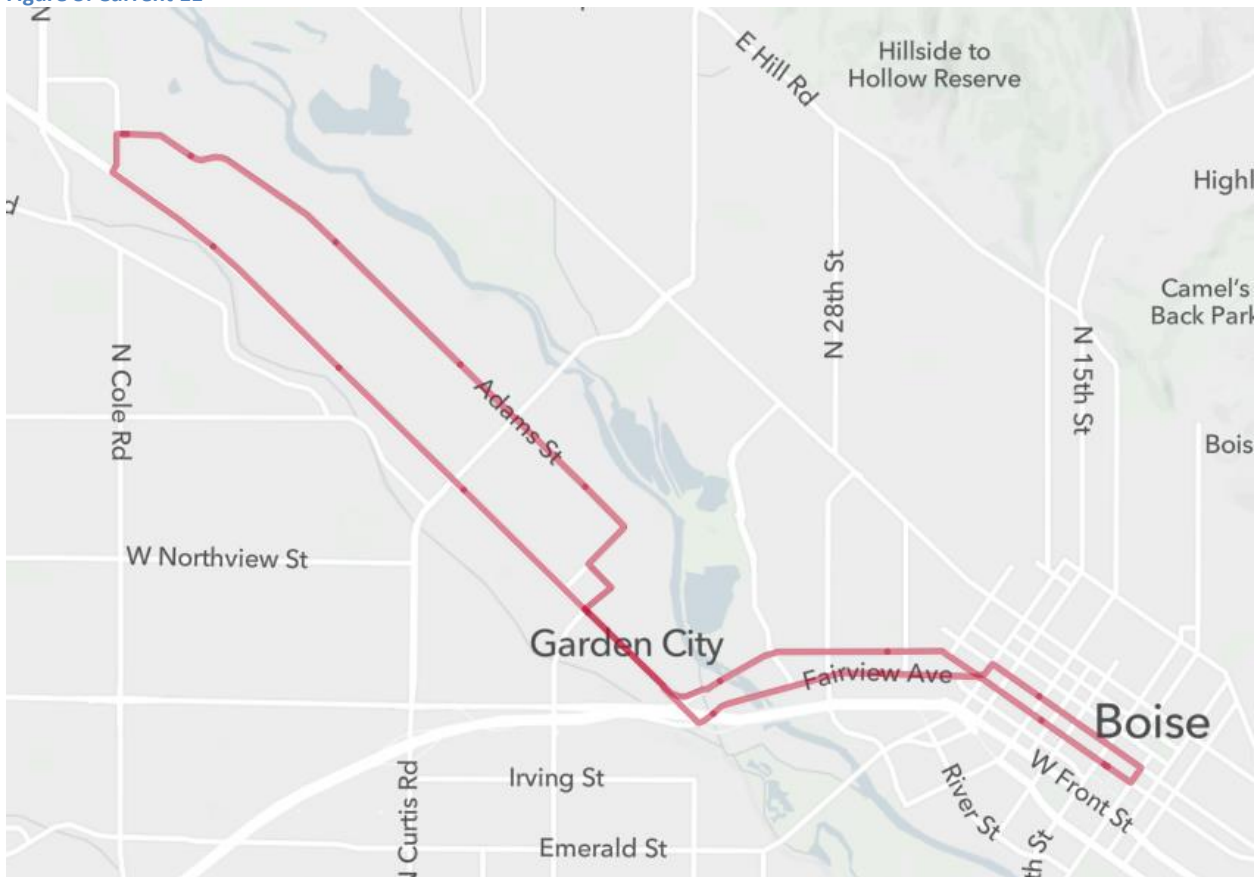
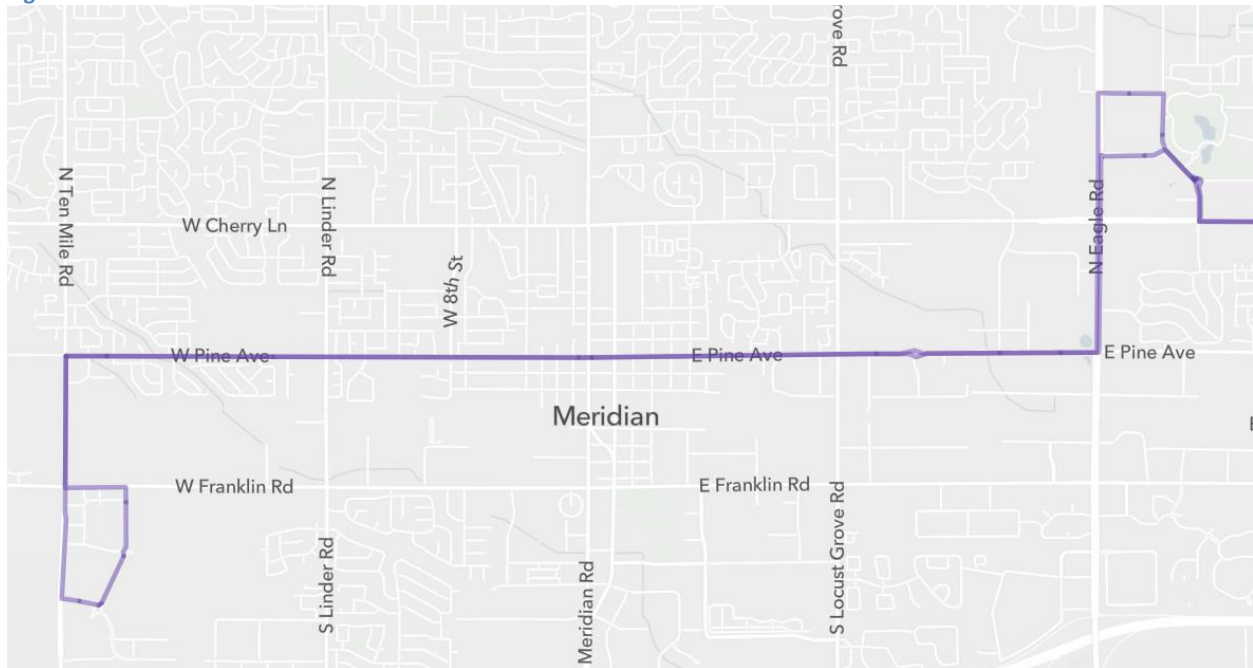


Figure 4: Meridian Route

**Staff Recommendation/Request:**

For information and discussion. No action at this time.

Implication (policy and/or financial):

These service changes are designed to better serve the residents of the Treasure Valley and move Ada County toward the vision in ValleyConnect 2.0.

More Information: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org



TOPIC: Canyon County On-Demand Transit

DATE: July 21, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Revenue and ridership in Canyon County have not kept up with cost or performance expectations. Attempts to adjust service levels and routes within those resources continue to lead to low quality services and continuing poor system performance. Accordingly, VRT staff evaluated Canyon County local services to determine how those services could be redesigned to be more productive within the limited resources currently available.

VRT researched and evaluated innovative approaches to transit and determined an on-demand transit system has a high probability of achieving the desired results for the services within the existing financial constraints.

VRT staff expects to build new ridership contracts and/or funding partnerships with the expanded service area. Staff also expects to see increased efficiencies and higher ridership revenue over the term of the on-demand pilot term. If this pilot is successful, it will become the model for on demand transit within other VRT service area.

VRT received nine proposals for the on-demand solution. The evaluation team carefully reviewed each proposal and vendor presentation. The evaluation team determined Via Mobility, LLC to be the most responsive, responsible, and advantageous proposer.

Staff Recommendation/Request:

This is an information item.

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.

Costs:

- Software - \$15,000
 - One time cost
- Kiosks – up to \$15,000
 - \$1,000 each
 - One time cost
- Vehicle licensing fee - up to \$35,000
 - Monthly cost varies between \$495 - \$545

- Dependent on total vehicles operated at peak
 - Over pilot period up to \$110,000
- Total for term of pilot – up to \$150,000
 - Includes \$10,000 contingency

Highlights:

- Spring 2020 – Presentations to current funding partners
- Summer 2020 – Vendor evaluations with project team

Next Steps:

- Public education of the new service solution
- Implement service October 1

For detailed information contact:

Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

TOPIC: Request for Proposal – Orchard Street Facility Master Plan

DATE: August 9, 2020

STAFF MEMBER: Joe Guenther

Summary:

Valley Regional Transit (VRT) acquired the Orchard Street maintenance and bus facility in the late 1990's from the City of Boise. Pavement at the facility is over 20-years old and the facility was designed for a smaller bus fleet. Drainage issues will need to be corrected with any new/reconditioned pavement and additional study is required. Projects to address these concerns have been segmented and largely based on available funding. This has caused some discontinuity within the site. VRT staff have looked at expansion options to the east (acquiring or leasing additional property from the Boise Airport) and have applied for funding for paving up to 1.24 acres of new parking lot within the existing fence.

Staff Recommendation/Request:

Staff requests developing a Master Plan for the Orchard Facility in order to properly accommodate future growth, incorporate the 12.4 million dollar electric bus infrastructure, and plan for expected changes to bus fleet, including 60-foot articulated coaches and electric buses. Phase 1 would be to prepare and analyze alternatives for a site layout to accommodate a 20-year fleet growth and identify and prioritize projects within a 5-year capital plan for construction. Project planning would include drainage study, geotechnical study, traffic flow, parking allocation, incorporation of the electric bus infrastructure, and capital expenditure estimates. To adequately budget future needs, the Orchard Street master plan will also identify mid and long-range needs assessments. The second phase would be to identify the best path for construction and/or expansion of the facility as a result of the master plan layout. The construction phase would include correcting storm drainage, repave existing bus parking, expand parking lots, add a storage yard (bus stops, benches, etc.), and restripe the pavement.

Implication (policy and/or financial):

Currently, the Orchard Facility has capital projects budget submitted under the 5339 Bus and Bus Facility Application at the FTA in order to provide existing parking lot construction and potential expansion. The Master Plan would be included in the budget for the parking lot expansions, anticipated for September 5339 funding. The project RFP is anticipated in August with a contractor selected by the Board at the October meeting.

Highlights:

Benefits of Master Planning:

- Identify all capital investments anticipated in planning horizon
- Select an alternative which meets existing needs and plans for future needs
- Logical progression of projects as needs are anticipated
- Improved efficiency and yard flow

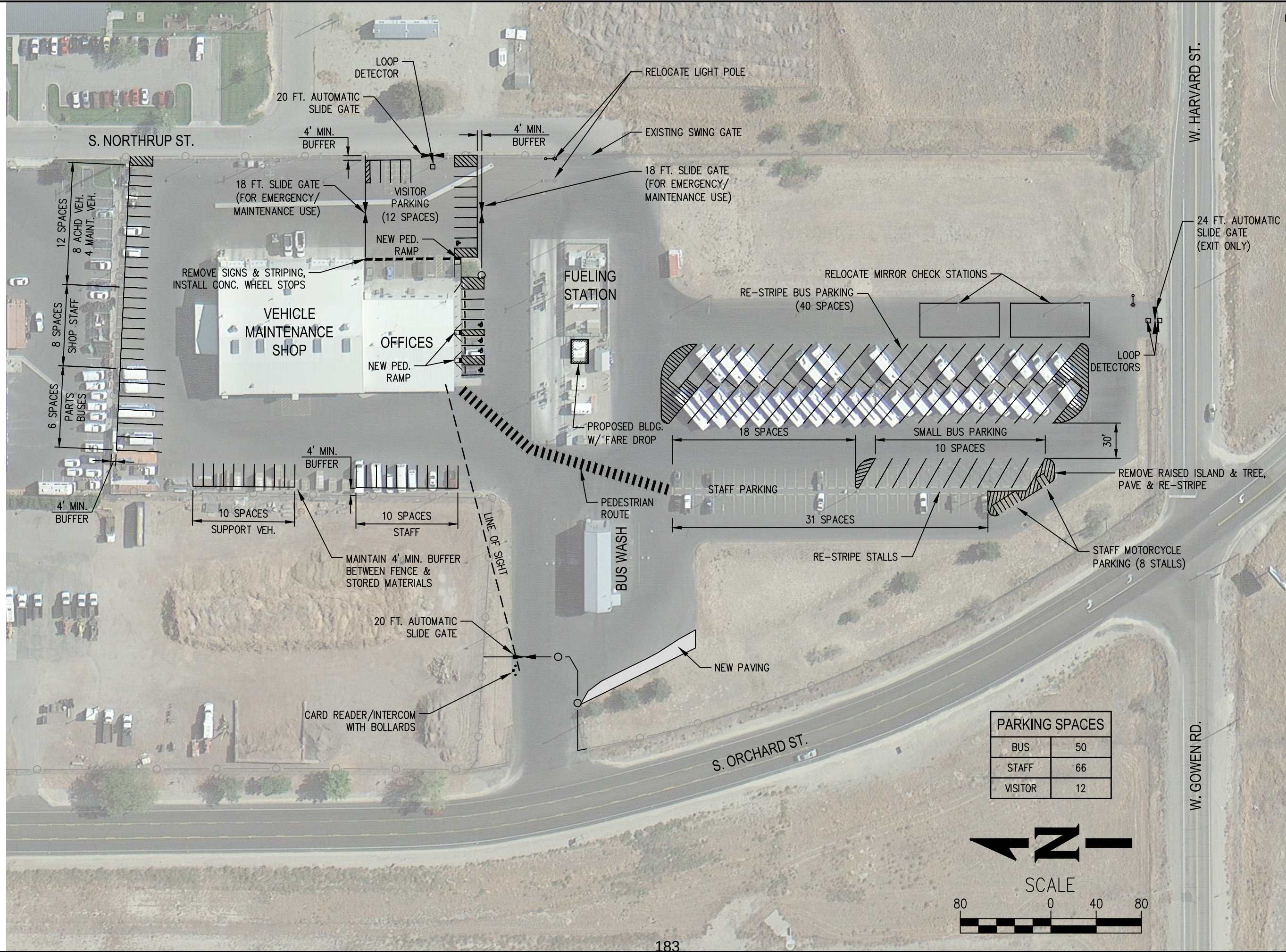
- Accommodate additional electric buses
- Maximize cost savings by combining projects

More Information:

Attachments: *Existing Site Layout*

For Detailed information contact: Joseph Guenther, Capital Project Manager, 208-258-2705
jguenther@valleyregionaltransit.org

[DATE: 10/23/2013 2:34 PM] [AUTHOR: dmassingale] [PLOTTER: DWG To PDF.pc3] [STYLE: WHP-Standard.ctb]
[PATH: P:\Valley Regional Transit\Drawings\Civil\Prelim\036739-C-PN-OPTN02.dwg] [LAYOUT: 1 BUS ROUTING & SECURITY FENCING]



PARKING SPACES	
BUS	50
STAFF	66
VISITOR	12

ITEM V102

WHPacific
3130 S. Owyhee Street
Boise, ID 83706
208-342-5400 Fax 208-342-5353
www.whpacific.com

PRELIM

REVISIONS		NO.	BY	DATE	REMARKS

SHEET INFO		PSA/DWM	DWM	PSA	PSA
DESIGNED					
DRAWN					
CHECKED					
APPROVED					
LAST EDIT	2/21/2013				
PLOT DATE	10/23/2013				
SUBMITAL					

BUS ROUTING & SECURITY FENCING
PHASE 1
VALLEY REGIONAL TRANSIT
ROUTING AND SECURITY PLAN

PROJECT NUMBER
036739

DRAWING FILE NAME
036739-C-PN-OPTN02

SCALE
AS SHOWN



TOPIC: Valley Regional Transit Fact Sheet

DATE: July 16, 2020

Staff Member: Mark Carnopis, Community Relations Manager

Summary:

An ongoing topic of discussion by VRT staff and Regional Advisory Council members has been the need for a Valley Regional Transit “Fact Sheet” that provides basic information about our organization. This sheet would be available to be downloaded from our website and could be distributed at outreach events. It would also be available to our Board and Regional Advisory Council (RAC) members when they are discussing public transportation with their constituents and others.

The RAC discussed the development of a VRT fact sheet earlier this year. I worked with two RAC members – Walter Steed and Eric Selekof - to first develop and then fine-tune the document.

The attached VRT Fact Sheet contains information about our finances and operations on one side, and an overview of ValleyConnect 2.0 on the other side.

Staff Recommendation/Request:

This is an Information item only. The fact sheet also can be downloaded at:
https://valleyregionaltransit.org/media/2231/vrt_factsheetfy2019final.pdf

Implication (policy and/or financial):

None. The document will be updated annually (or when corrections are needed).

More Information: Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregionaltransit.org

Valley Regional Transit Snapshot

valleyregionaltransit.org 208-345-7433



Budget Information: Fiscal Year 2019

Revenues

Regional Overhead and Operation:	\$ 7,478,035
Boise Transportation Services:	\$ 9,108,311
Canyon County Transportation Services:	\$ 2,098,971
Contingency Enhancement Operations Capital:	\$ 500,000
Contingency Enhancement Capital:	\$ 14,549,700
Contingency Enhancement Capital:	\$ 1,000,000
TOTAL	\$34,735,017

Expenses

Regional Overhead and Operations:	\$ 7,478,035
Boise Transportation Services:	\$ 9,608,311
Canyon County Transportation Services:	\$ 2,098,971

Capital Projects

• VRT	\$12,438,550
• Subrecipient—Pass Through	\$ 2,111,150
Emergency Enhancement Capital:	\$ 1,000,000
TOTAL	\$34,735,017

Ridership Statistics

We operate 18 routes in Boise/Garden City, three in Nampa/Caldwell, and four inter-county routes.

FY2019 ridership

Boise/Garden City	1,080,941
Nampa/Caldwell	46,437
Intercounty	86,300

ACCESS paratransit

Boise/Garden City	51,408
Nampa/Caldwell	2,377

Top Boise routes (ridership)

Route 9 State Street	204,398
Route 3 Vista	100,421
Route 5 Emerald	90,420

Shared Mobility

A total of 87,502 rides were provided by VRT specialized transportation programs in the Treasure Valley during FY2019. Here are the top programs:

» Senior Centers*	26,840
» Metro Services	22,469
» Harvest Transit	15,381
» Rides2Wellness	10,421
» SHIP Transportation:	9,332
» Volunteer Driver:	2,859

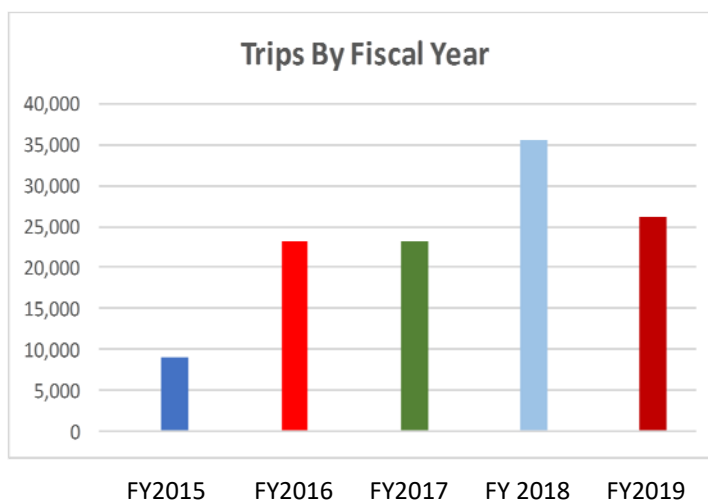
* Includes Parma, Eagle, Meridian, Star and Kuna

Help Desk

In fiscal year 2019, the Valley Regional Transit Help Desk received 39,709 calls.

Boise GreenBike Ridership

Boise Green-Bike, a bike-sharing program based in downtown Boise, is a division of Valley Regional Transit.



VRT — Planning for the future

valleyregionaltransit.org

208-345-7433

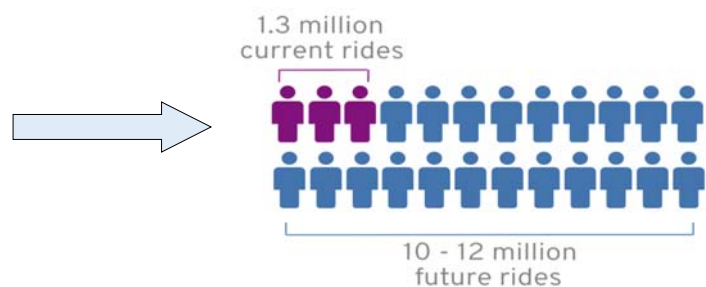


ValleyConnect 2.0 — A plan for future transit growth in the region

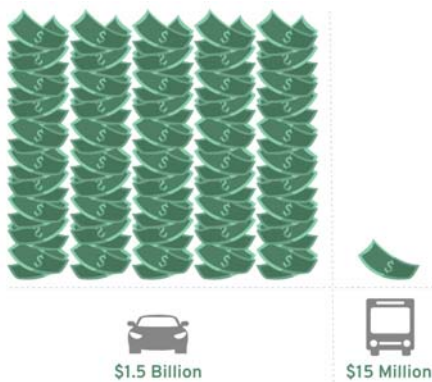
ValleyConnect 2.0, VC 2.0), approved in April 2018, reflects the region's goals and objectives for public transit. VC 2.0 offers an expansion of services that would allow residents of Ada and Canyon counties to maintain the freedom to move and get more people to more places more often, even while the region continues to add more jobs, people, and opportunities. This expansion of services includes more frequent routes increases in service hours, and expanding the reach of fixed-route transit by integrating all travel options, including bus, bike and car share, ride hailing, etc. into a single, easy to use approach.

Congestion is bad now and will only get worse

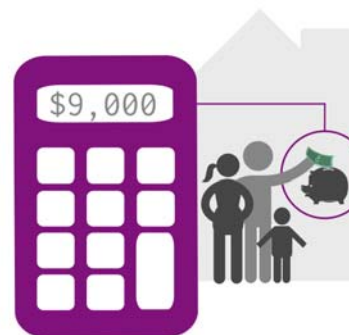
The population of Ada and Canyon counties has increased from 581,288 in 2010 to an estimated 737,790 in spring 2020, an increase of 156,502, or 27 percent. By 2040, the area's population is expected to grow to more than one million.



Current investment levels for local transit is minimal



VRT currently spends \$15 million a year on public transportation. The public spends \$1.5 billion to own, drive and maintain their vehicles.



By eliminating one vehicle, a family can save more than \$9,000 a year in transportation costs.

The cost to implement ValleyConnect 2.0

Scenario	Estimated fixed-route operating dollars	Estimated fixed-route service hours	Estimated total capital costs
Current	\$10,000,000	100,000	\$15,000,000
Intermediate	\$20,000,000	200,000	\$98,000,000*
Growth	\$43,000,000	435,000	\$216,000,000*



*Includes \$23 million in deferred maintenance on existing maintenance

The chart shows current annual costs and hours of service and growth scenarios. The intermediate service scenario would double current hours of service. The growth scenario would more than quadruple current hours of service.

Questions/comments? Call 208-258-2702 or email info@valleyregionaltransit.org,

**VALLEY REGIONAL TRANSIT
FY2020 PROCUREMENT CALENDAR
EXECUTIVE BOARD / VRT BOARD OF DIRECTORS**

ITEM VII-F

Goods/Service	Total Procurement Amount	Potential Executive Board Action	Potential VRT Board of Directors Action	Comments
On-Demand Technology Pilot Transit System	\$184,000-\$220,000		August 3, 2020	VRT is seeking vendors from private companies to develop and implement a pilot transit on-demand system in Nampa and Caldwell Idaho. Term: One year beginning 10/1/2020, with two (2) optional extension years.
Ada County Electric Bus Infrastructure Construction	\$400K-\$500K		August 3, 2020	VRT is seeking vendors to provide construction services in preparation for installation of electric bus equipment and charging depots at the Boise Orchard Facilities. It is expected that this project would be completed by November 2020.
Validators/Integrated Payment App	\$250,000		October 5, 2020	VRT will be seeking a vendor to provide technology that allow mobile ticketing from visual validation to electronic and all integration of other agencies into VRT's mobile ticketing system. Once installed there will be ongoing O& M (approx. \$30k-\$40k) costs annually over a term that will be determined once procurement is completed.

Upcoming/Active Procurements:

Support Vehicle – Ada County
Service Vehicle – Ada County

*Executive Board Approval Levels: \$50,000 - \$199,999
VRT Board of Directors Approval Levels: \$200,000 and over*

Updated 7/20/2020

TOPIC: Development Department Monthly Report

DATE: Aug, 3 2020

STAFF MEMBER: Stephen Hunt

Summary: Update of Development Department activities for the month of July 2020

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**

VRT Staff is developing the FY2021-25 Transit Development Plan (TDP). Although the TDP has a five-year horizon, the current COVID-19 impacts will effect budgets over the next few years. Staff is planning how to incorporate those impacts into the TDP. We still expect this plan will build on ValleyConnect 2.0 and the efforts of local jurisdictions to enhance transit services in their community.

Programming/Budget Development

- **Local and Federal Allocations** – VRT staff has continued working with local jurisdictions and funding partners and discussed FY 2021 funding requests and implications of COVID-19 and the CARES Act funding.
- **Transportation Development Plan** - The impacts of COVID-19 and the subsequent stay and home order have had a dramatic impact on public transportation ridership and funding. VRT staff is integrating the CARES Act funding, which was provided to mitigate the impacts of COVID-19, with other revenues to develop and provide a safe and resilient transit system.

Goal 2 – Increase Ridership and Revenue

- **Meridian Service Expansion and FY 2021 Service Change** – Staff has continued refining plans for the Meridian Service expansion and FY 2021 service change. VRT and Meridian Development Corporation entered into an MOU to provide for additional passenger amenities in downtown Meridian and Ten Mile Crossing to support Meridian service.
- **Transportation Development Plan/COVID Resiliency** - VRT staff, through the TDP, is assessing the ridership impacts to projected fare, contract and advertising revenue and proposing projects to aid in marketing and fare collection. These activities are

critical to safely encouraging public transportation use after the COVID-19 crisis passes.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Boise Operations Facility**

- **Electric Bus Infrastructure**

Design for the electric charging infrastructure is complete. Staff issued an RFB and will present the results of that request to the full board in their August meeting. We are still working to begin operation of electric vehicles by spring of 2021.

- **Fuel Island Work**

Based upon TAM scoring, staff is coordinating the replacement of the cathodic protection system, parts of the gas dryer, electrical monitoring equipment, the fluid dispensing building and the cooling system for the compressor building in 2020. Costs are being finalized and design completed for that work now. STV Consulting is assisting on the cathodic protection, electrical monitoring equipment, fluid dispensing building and the compressor cooling system. Gas dryer is being reconditioned vs replacement.

- **Site Work**

The lowest ranking TAM item after the fuel island is the existing pavement at the site. Pavement evaluation and repair will occur throughout 2020 pending remaining dollars after the fuel island work is complete. VRT is also applying for a competitive 5339 bus and bus facility grant to complete resurfacing the parking lot and expanding the lot to make room for fleet expansion and electrification.

- **Happy Day Transit Center Upgrades**

Staff is reviewing and updating planned upgrades. VRT is developing a final funding plan to begin the construction side of this effort.

- **Main Street Station**

All warranty tasks have been completed and retainer has been released to Gardner Co through Halley Troxell. Staff has coordinated the installation of social distancing signage in Main Street station and arranged to have additional cleaning services on hand when Main Street Station is open to the public.

- **Bus Stops**

The 2020 bus stop improvements project has several phases and elements. The first phase of eight bus stop pads is under contract and construction will be complete this summer. The planned bus stop improvements at 31 sites in Boise, Eagle and Meridian is out for bid and expected to be under contract in July with construction occurring during the summer and early fall.

- **State Street Corridor Projects**

Fehr and Peers, the consultant team working on the State Street Alternatives Analysis, kicked off the study with the City of Boise, COMPASS and ACHD, VRT staff. VRT staff is planning to provide a project updates to ACHD in August.

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). The State Street Executive Team approved the scope of work for a Transit Operational Analysis and VRT submitted a BUILD Planning grant to fund that effort. VRT is planning on putting the Transit Operational Analysis project out for bid in late August, early September.

Other Development Activities

- **Staffing Changes** – Joe Guenther is the new Capital Projects Manager.
- **Title VI** –Next submittal will be October 2020
- **Grant Opportunities** –VRT applied for a BUILD planning grant to help fund an analysis of State Street Transit Operations. Award information should be available this fall. VRT also applied for a 5339 competitive bus/bus facilities grant to make improvements at Orchard, including potential parking lot expansion to support fleet electrification and expansion. VRT continues to apply for federal grants as opportunities arise 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: July 21, 2020

STAFF MEMBER: 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.

Highlights:

Contracted Transportation

- Stage four of the Idaho Rebound plan implemented briefly in June, then returned to Stage three in Ada County
 - All routes have been restored to normal service
 - Discontinued 15-minute service on Route 9
 - Ada County not allowing standees on buses
 - Fare collection suspended
 - Customers continue to enter from rear door when possible
 - Continued increased bus cleaning
 - Drivers and passengers required to wear face coverings on all services
- Ada and Canyon County began installing driver barriers on buses
- Canyon County had no preventable accidents in June
- Ada County had no preventable accidents in June
- Ada County driver John Cole retired after 44 years of service
- June fixed-route system on-time performance 86.3

Specialized Transportation

- Village Van service resumed normal van operations
- Village Van drivers continued increased bus cleaning
- Village Van employers continued to work with staff to ensure passengers wear face coverings at all times while riding in the van
- COVID-19 pandemic services update
 - Calvary Church has not resumed services
 - Kuna Senior Center reopened June 1
 - Passengers required to wear face coverings
 - Bus is being sanitized between every trip
 - Star Senior Center reopened June 3
 - Operate Wednesday and Friday only
 - Grocery shopping and medical appointments only
 - Using larger vehicle for spacing
 - No more than 7 people at a time

- Masks required
- Bus is being sanitized end of each service day
- Meridian Senior Center began offering lunch service June 15
 - Only transporting five passengers
 - Passengers required to wear a mask
 - Passenger required to maintain a 6' distance from each other
- Parma Senior Center reopened on July 1
 - Minimal services provided Monday through Thursday
 - Only one passenger per trip, unless they have a caregiver
 - Suggesting passengers wear face coverings
 - Sanitizing vehicle between trips
 - Hand sanitizer available for passengers
- Metro, SHIP, Harvest Transit, Eagle Senior Center, Volunteer Driver and Rides2Wellness continue to provide essential trips
- Interfaith Sanctuary continues to provide limited service

Information Technology and Intelligent Transportation Systems

- Staff resolved 110 support requests from 123 submitted
- Staff set up additional user accounts for operational systems to continue seamless telework activities
- Continued to report ridership to track trends following COVID-19 pandemic
- Completed hardware replacement projections for FY20

Compliance

- Continued to work on the COVID crises, communicating key points to VRT executive staff:
 - Weekly meetings with Central District Health and Southwest District Health on the Joint Information System taskforce
 - Weekly meeting with the joint Ada and Canyon County Emergency Operation Center
 - Continued to monitor the CDC website daily
 - Tracking and listening to the Governors press conferences
 - Monitored the cleaning and sanitizing of equipment
 - Sourced face coverings to allow VRT to require face coverings for passengers
- Continued various committee work for COVID-19 management
- Finalizing TAM inspection schedules for FY20 scoring

Customer Service Support

- Customer service handled 2,142 of 2,221 phone calls for information, with 79 calls abandoned. The average call time was 2 minute, 17 seconds and the average hold time was 18 seconds
- Reservationist handled 792 of 824 phone calls to change or schedule a ride, with 29 calls abandoned. The average call time was 3 minutes, 31 seconds and the average hold time was 13 seconds
- June mobile ticket sales totaled \$1799.75. VRT briefly resumed fare collection in June, then stopped when Ada County reverted back a stage during the month

Regional Operations

- Jeannette Ezell will start July 6 as the Transit Services Manager, which replaces the Operations Manager position
- Completed On-Demand Transit vendor presentations
- Issued RFI for a statewide solution for fixed route and demand response scheduling software on behalf of Community Transportation Association of Idaho (CTAI)
- Staff will resume working with Ada and Canyon County operations in July to finalize service changes planned for the fall of 2020
- Finalizing electric bus specifications with Proterra. Expected delivery date for the first four buses is February 2021; second four expected November 2021. Final four are expected in 2022.

More Information:

Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

TOPIC: Finance and Administration Activity Report

DATE: August 3, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary

This memo provides an update on the accomplishments of the Finance Department

VRT Strategic Plan

Goal 1 – Demonstrate responsible stewardship of public resources

Highlights:

Budget/Finance

- Finance staff is finalizing the June close and third quarter budget reports. Due to the holiday and timing of the Board meeting, these reports will not be available to include on this month's agenda.
- At the end of May, VRT operating expenses were 15% under budget and capital expenses were 88% under budget.
- Finance staff is developing the Program of Projects (POP).
- The Finance Department is meeting with Eide Bailly staff this month to begin preparation for the FY2020 audit.

Grant Management

- Milestone reporting
- Program of projects development and balancing
- Subrecipient agreements
- Grant balancing and forecasting
- Grant writing for capital projects

Procurement

- Staff has been working on contract extensions and the following procurements:
 - Ada County Electric Bus Infrastructure
 - Integrated Fare Payment System
 - Electric buses and contract
 - Demand Response Vehicles
 - On Demand Technology

For More Information: Contact Jason Jedry, Finance Controller, (208) 258-2709, or e-mail: jjedry@valleyregionaltransit.org



TOPIC: Community Projects/Outreach Efforts Update
DATE: July 17, 2020
STAFF MEMBER: Mark Carnopis

Summary: This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

VRT Strategic Plan

Goal 2 - Build community partnerships/build advocates for public transportation

- Regional Outreach Toolkit and Speakers Bureau

Goal 3 – Build institutional and regional capacity

- Secure stable funding sources
 - Public transportation ambassadors and outreach campaign
 - Coalitions and partnerships

Highlights

- Work continues on the Community Relations Outreach Plan for fiscal year 2021. This comprehensive plan will include input from VRT department heads and offer a comprehensive outreach schedule.
- Patrick Durham and I are working on developing outreach materials for phase 2 of the process of developing a Rides2Wellness service in Canyon County. We will work with health service providers to assist us in gathering input to proposed operational models for the transportation service.
- I continue to work with staff on filling numerous public records requests.
- I have a long checklist of things to do in regards to the upcoming service changes (scheduled for October 1), including media and public notification, printed materials, outreach, the shift from fixed-route to on-demand transit services in Canyon County, timing and pathway changes to numerous Boise ValleyRide bus routes, and the adding bus service to the city of Eagle.

More Information: Mark Carnopis, Community Relations Manager, 208 258-2702, or mcarnopis@valleyregionaltransit.org

TOPIC: Fleet Media Division - Update

DATE: July 20, 2020

STAFF MEMBER: Jason Russell

Summary: Updates to revenue and strategic activities around Fleet Media

Highlights:

- FY20 Contracted Revenue effective 7/20/20: \$365,505.84
- FY21 *Projected* Contracted to date: \$225,233.42
- Photos shoots are scheduled for Ada county on Sunday, 7/26 and Canyon County for Monday 7/27. Anticipate finalized kit by late August.
- Delivery of 90 of approximately 200 new bus benches occurred 7/16. Coordinating with Orchard location to accommodate staging and distribution of the new benches. This will be an ongoing effort throughout the summer. Derrick Personette has been critical in coordinating with both the vendor, Creative Outdoor Advertising, but also their local contractor.
- Anticipate finalizing a reciprocal sales agreement with our vendor Creative Outdoor Advertising, allowing VRT to earn 20% of gross revenue from any advertising placement on these new bus benches. Focusing underwriting requests for Bike Share to Albertsons. Developing pitch deck featuring potential creative assets in preparing for presentation to Albertsons.
- Considering a proposal from Medical Marketing Northwest as a third-party sales organization. Next step is Kelli Badesheim's review/approval.
- Have developed a draft multi-year underwriting agreement for the new "E" buses. Will continue collaboration with the agency of record for Idaho Power Company. Projected time commitment is 9/30/20.
- Have been working to secure zoom appointment with John Carlson at Albertson's for Bike Share.
- Have completed comprehensive pitch deck for Bike Share underwriting. Intend to get in front of Albertsons before end of July or early August.
- Working with Idaho Department of Health and Welfare (IDHW) on annual "Face Masks" campaign. IDHW wants to send a strong message that masks are not political and are effective. They are willing to commit to an annual contract as well as paying for branded facemasks for our system to hand out when/if needed. Currently in discussion and anticipate a plan within the next two weeks.

More Information:

Jason Russell, Media Manager, 208-440-2515, jrussell@valleyregionaltransit.org



TOPIC: City Go Report

DATE: August 3, 2020

STAFF MEMBER: Kaite Justice

Summary: Status update of activities related to the downtown mobility collaborative, City Go.

Updates:

City Go

- City Go staff is working to draft a new Memorandum of Understanding (MOU) for City Go between Valley Regional Transit, ACHD CommuteRide, Boise State, Capital City Development Corporation, and City of Boise. The MOU will be presented at the August 3, 2020 Board of Directors meeting for approval.
- City Go staff has finalized a number of strategic documents to guide City Go's work into the future including:
 - Performance Measurement System
 - Membership Structure
 - Approval Process
 - Governance Structure
 - Sustainable Funding Strategy
- City Go staff has been working closely with partner organizations on funding for FY2021 including both cash and in-kind contributions.
- City Go continues to compile and distribute real time information on all protocols, changes and closures to all public transportation modes due to COVID-19 and find innovative ways to conduct community outreach.
- City Go staff is working on the integrated fare payment application. A Request for Proposals (RFP) is currently out to the public. Proposals are due on July 24, 2020 from vendors. City Go staff will be bringing the procurement to Valley Regional Transit's Board of Directors in October of 2020 for approval.
- City Go staff is finalizing a membership outreach plan and priority list for the coming year.
- City Go has cancelled all events through the summer and looks to find new ways to interact with the downtown community on transportation issues.

More Information:

For more information, please contact Kaite Justice, City Go Director, 208-258-2750, kjustice@valleyregionaltransit.org



TOPIC: Bike Share Program

DATE: July 21, 2020

STAFF MEMBER: Dave Fotsch

Summary: An update on activities and performance of the bike share system

Staff Recommendation/Request: None, information only

Implication (policy and/or financial): None

Highlights: (use bullet points)

- After shutting down the system on March 26, 2020, Boise GreenBike relaunched on May 4, 2020 with a strict cleaning and disinfecting protocol.
- As of July 21, 2020, Boise GreenBike has 23,704 active members, who have made 127,336 overall trips since the beginning of the program, covering 321,598 miles and burning 12.8 million calories.
- Below is a table comparing system statistics for June in each of the past six years.

May	New Sign-ups	Overall Trips	Miles Travelled	Calories Burned
2020	601	1,859	7,663	306,554
2019	804	3,268	10,130	405,236
2018	1,067	4,964	14,533	581,344
2017	571	3,028	7,220	288,808
2016	479	2,779	6,718	268,735
2015	603	1,509	4,183	167,321

- The Title Sponsorship agreement with St. Luke's and SelectHealth ended effective April 15, 2020, even though the bikes, station hubs, and support vehicles still display the logos of the former sponsors.
- The City of Boise is providing financial support to the program through the end of the Fiscal Year, September 30, 2020.
- In concert with Valley Regional Transit Fleet Sales we are continuing to schedule meetings as we try to recruit new top-level sponsors.

- We have signed a contract with Drop Mobility and are continuing to talk about launching a new system in the spring of 2021.
- Drop Mobility delivered 25 bikes to Micron Technology in early June. Boise GreenBike has been setting up the on-campus bike share system, which is expected to launch by the end of July.

Sponsorship Plan

- Title Sponsorship
 - None
 - Working to establish a new sponsorship model with multiple partners
- Station sponsors:
 - Independence University (previously Stevens-Henager College)
 - Boise Co-op (renews this year)
 - Banner Bank
 - CCDC (two stations, one renews this year)
 - Treasure Valley Clean Cities Coalition
 - ACHD
 - Harris Ranch
 - HDR (renews this year)
 - The Watercooler (Local Construct – renews this year)
 - Midas Gold (renews this year)
 - Idaho Central Credit Union (two station hubs at Boise State)
 - Parkway Station
- Membership Card Sponsorship
 - Key Bank
- We continue to schedule meetings with potential sponsors.

More Information: Dave Fotsch, Boise GreenBike Director, 208-331-9266 (cell), dfotsch@valleyregionaltransit.org