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Valley Regional Transit Board of Directors Meeting Agenda

Monday, October 5, 2020

12:00 PM

The meeting will be held via GoToMeeting at
<https://global.gotomeeting.com/join/612238213>
or by phone 1 (872) 240-3412 Access Code: 612-238-213

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

I. CALLING OF THE ROLL

Tom Dale

II. AGENDA ADDITIONS/CHANGES

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

IV. FINANCE COMMITTEE REPORT - None

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: Board Minutes from August 3, 2020 Meeting** Pages 6-9
The Board is asked to approve the minutes from the August 3, 2020 Board Meeting.
- B. ACTION: Executive Board Minutes from the July 6 and August 3, 2020 Meetings** Pages 10-17
The Board is asked to accept the minutes from the July 6, 2020 and August 3, 2020 Executive Board meetings.
- C. ACTION: FY2020 3rd Quarter Operating Cash Balance Report** Pages 18-19
The Board will consider accepting the FY2020 3rd quarter operating cash balance report.
- D. ACTION: FY2020 3rd Quarter Variance Report** Pages 20-33
The Board is asked to consider accepting the FY2020 3rd quarter variance report.
- E. ACTION: FY2022 Budget Development Calendar** Pages 34-35
The Board will consider accepting the budget development calendar outlining upcoming fiscal year activities and target dates.
- F. ACTION: Fiscal Year 2020 Asset Disposition Update** Pages 36-37
Staff requests the Board of Directors acknowledge the final status of assets for fiscal year 2020.

VI. ACTION ITEMS

A. ACTION: Draft Transportation Development Plan ☐

Pages 38-45

Jill

Reyes

The Board will have the opportunity to review the second draft to the TDP Plan. Staff recommends the VRT Board of Directors approve the portion of the TDP related to direct response and resiliency projects. These projects will be incorporated into the January budget amendment. The TDP projects pertaining to strategic direction will be considered in the January board meeting.

Due to the size of the document, rather than place it in the packet, we have provided a link to the item that can be seen at the following links.

Draft TDP Plan: http://www.valleyregionaltransit.org/media/2281/draft2021_2025-tdp.pdf

Draft TDP, Appendix A:

http://www.valleyregionaltransit.org/media/2282/drafttdp_appendixa.pdf

B. ACTION: VBD20-016- Orchard Facility Master Plan ☐

Pages 46-49

Joe Guenther

The Board will consider approval of Resolution VBD20-016 to authorize negotiations and execution of a contract with Jacobs Engineering for development of a facilities master plan, civil engineering leading to construction, and construction of planned improvements.

C. ACTION: Integrated Fare Payment Application Procurement ☐

Pages 50-53

Kaite Justice

Valley Regional Transit Board of Directors is asked to consider approving RESOLUTION VBD20-017 regarding the Integrated Fare Payment Application procurement.

D. ACTION: FY2020 Carryforward Project List ☐

Pages 54-55

Jill Reyes

The Board will consider acknowledging the FY2020 carryforward project list that will be included in the FY2021 budget amendment request to be presented in January 2021.

E. ACTION: Administrative Appeals Policy 1.32.00 ☐

Pages 56-63

Kelli Badesheim

The Board will consider approving Resolution VBD20-015 Administrative Appeals Policy.

VII. INFORMATION ITEMS

A. INFORMATION: Ridership Data Collection - Automatic Passenger Counter Update ☐

Pages 64-66

Dave Meredith

Staff will present an update on automatic passenger counters (APC). The VRT Board will consider action at a future meeting establishing the APC system as the data collection instrument for counting boardings.

B. INFORMATION: Bike Share Update ☐

Pages 67-68

Dave Fotsch

This attached memo contains information on the bike-share program.

C. INFORMATION: Marketing Update ☐

Pages 69-72

Dave Fotsch

The memo contains an update on all marketing efforts currently underway at Valley Regional Transit

D. INFORMATION: Procurement Calendar ☐

Pages 73

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

E. INFORMATION: Department/Staff Reports ☐

Pages 74-88

The most current department/staff reports have been 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

o = Attachment

Agenda order is subject to change.

NEXT VRT BOARD OF DIRECTORS MEETING:

January 4, 2021

VRT Boardroom

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 Board of Directors Meeting Minutes

Monday, August 03, 2020

12:00 PM

(Meeting held online and by teleconference)

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Becky Crofts, City of Middleton	Kelli Badesheim, VRT
Diane Bevan, Meridian Dev Corp	Tom Dale, Canyon County Comm.	Jeff Barnes, City of Nampa
Lantz Brown, Boise State	Caleb Lakey, ITD	Lisa Brady, SR2S
Luke Cavener, City of Meridian	Sandi Levi, City of Nampa	Mark Carnopis, VRT
Elaine Clegg, City of Boise	Brad Pike, City of Eagle	Paula Cromie, VRT
Matt Edmond, CCDC	Hal Forsgren, City of Melba	Patrick Durham, VRT
John Evans, City of Garden City	Pam White-Canyon County Comm.	Dave Fotsch, VRT
Jeff Flynn, CWI		Joe Guenther, VRT
Jim Hansen, Dist. #1 ACHD		Jimmy Hallyburton, City of Boise
Rob Hopper, City of Caldwell		Rachel Haukkala, COMPASS
Debbie Kling, City of Nampa		Ryan Head, ACHD
Diana Lachiondo, Ada County		Stephen Hunt, VRT
David Lincoln, ACCHD		Kelly Jakovac, VRT
Patrick Malloy, Ada County Comm.		Jason Jedry, VRT
Lauren McLean, City of Boise		Kaite Justice, VRT
Garret Nancolas, City of Caldwell		Ryan McDaniel, ITD
Robert Simison, City of Meridian		Dave Meredith, VRT
Joe Stear, City of Kuna		Leslie Pedrosa, VRT
Tina Wilson, Greenleaf, Notus, Parma, Wilder		Derrick Personette, VRT
		Ken Pidjeon, Citizen
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Nicole Stern, ACHD
		Walter Steed, RAC
		Alissa Taysom, VRT
		Corrie Washington, First Transit

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 12:00 p.m. with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - Ken Pidjeon spoke regarding Safe Routes to School budgeting and the service change update.

FINANCE COMMITTEE REPORT - None

CONSENT AGENDA

The consent agenda consisted of the following items:

- **ACTION: Executive Board Meeting Minutes of the April 6, May 4, May 18 (Special) and June 1, 2020 Executive Board meeting minutes.**
- **ACTION: Minutes of the April 6, 2020 Board of Directors Meeting**
- **ACTION: Operating Cash Balance Report for the FY2020 Second Quarter**
- **ACTION: Budget Variance Reports for the FY2020 Second Quarter**
- **ACTION: 2nd Quarter Performance Report**
- **ACTION: 3rd Quarter Performance Report**
- **ACTION: COVID-19 Emergency Policies and Processes**

Lauren McLean moved to approve the consent agenda as presented with the exception of moving the Reserve Plan to the regular agenda; Dave Lincoln seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Valley Regional Transit Reserve Plan – Following discussion, Lauren McLean moved to hold on approving the VRT Reserve Plan pending further discussion and planning around CARES Act Funds; Debbie Kling seconded. The item will be presented by the Finance Committee at the next meeting. The motion passed unanimously.

ACTION: PUBLIC HEARING – Kelli Badesheim presented the FY2021 Operating and Capital Budget and Program of Projects. Following the presentation, Chair Elaine Clegg opened the Public Hearing and formal comments were taken.

Ken Pidjeon, Citizen, spoke regarding the budget and the need to separate out specialized transportation for better transparency in the budget.

No other comments were made and the Public Hearing was closed by the Chair.

ACTION: FY2021 Budget

Lauren McLean moved to approval **RESOLUTION VBD 20-014** to approve the FY2021 Budget; John Evans seconded the motion. The motion passed unanimously.

ACTION: PUBLIC HEARING - Disposal of Assets

Leslie Pedrosa presented the list of items slated for asset disposal in Fiscal Year 2021.

At the close of the presentation, Chair Elaine Clegg opened the Public Hearing for formal comments.

There were no comments from the public so the Public Hearing was closed by the Chair.

Following the Public Hearing, Garret Nancolas moved to approve **RESOLUTION VBD20-009 for Disposal of Assets**; Tina Wilson seconded. The motion passed unanimously.

ACTION: Safe Routes to School Adoption

Kaite Justice presented information regarding Safe Routes to School. Following discussion Debbie Kling moved to adopt **RESOLUTION VBD20-013** and bring the Safe Routes to School program under the Valley Regional Transit program umbrella; Dianna Lachiondo seconded. The motion passed unanimously.

ACTION: City Go Memorandum of Understanding

Following discussion, John Evans moved 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; Dina Lachiondo seconded the motion. The motion passed unanimously.

ACTION: Electric Bus Infrastructure Construction

Following discussion, Lauren McLean moved to approve **RESOLUTION VBD20-012 - Electric Bus Infrastructure Construction** regarding the installation of purchased Proterra equipment; Jim Hansen seconded. The motion passed unanimously.

ACTION: VRT Social Media Policy Update

Following discussion, Debbie Kling moved to approve **RESOLUTION VBD20-010 updating the Valley Regional Transit Social Media Policy (Policy 1.23.01)**; Diane Bevan seconded. The motion passed unanimously.

ACTION: VRT Public Notification and Involvement Policy Update

Following discussion, David Lincoln moved to approve **RESOLUTION VBD20-011 updating the Valley Regional Transit Public Involvement and Notification Policy (Policy 1.24.00)**; John Evans seconded. The motion passed unanimously.

INFORMATION ITEMS**INFORMATION: Draft Transportation Development**

Jill Reyes presented information regarding the proposed 5-year work plan. Discussion followed. There may be a need to call a special Executive Board meeting to discuss this item further.

INFORMATION: FY 2021 Service Change Update

Alissa Taysom present an update on the FY 2021 service change schedule and scope.

INFORMATION: Canyon County On-Demand Transit

An update on the on-demand technology solution proposed for Canyon County was included in the meeting packet, but was not presented due to time constraints.

INFORMATION: Orchard Street Facility Master Plan

An alternatives analysis, master site layout plan, and construction phasing on the Orchard Street Facility master plan was included in the meeting packet, but was not presented due to time constraints.

INFORMATION: VRT FY2019 Fact Sheet

The VRT FY2019 Fact Sheet for Board was included in the meeting packet, but was not presented due to time constraints.

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 – John Bechtel moved to adjourn the meeting; seconded by Jim Hansen. The meeting was adjourned at 2:00p.m.

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

Valley Regional Transit Executive Board Meeting Minutes
July 6, 2020
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: Tom Dale
Tom Dale, Chair
Valley Regional Transit

ATTEST:

By: Paula Cromie
Paula Cromie, Executive Assistant
Valley Regional Transit



Executive Board Meeting Minutes

Monday, July 06, 2020

11:00 AM

Via web/telephonic

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

1 (646) 749-3122

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown – Boise State	Luke Cavener – City of Meridian	Kelli Badesheim–VRT
Elaine Clegg – City of Boise	Sandi Levi – City of Nampa	Mark Carnopis–VRT
Tom Dale – Canyon Cty. Comm.	David Lincoln – ACCHD	Paula Cromie–VRT
John Evans – City of Garden City	Lauren McLean – City of Boise	Pat Durham - VRT
Jim Hansen – ACHD		Gregg Eisenburg–First Transit
Debbie Kling – City of Nampa		Maureen Gresham-Commutteride
Garret Nancolas, City of Caldwell		Joe Guenther - VRT
		Rachel Haukkala–COMPASS
		Ryan Head - ACHD
		Stephen Hunt – VRT
		Kelly Jakovac-VRT
		Jason Jedry–VRT
		Kaite Justice - VRT
		Dave Meredith-VRT
		Nick Moran - VRT
		Leslie Pedrosa-VRT
		Ken Pidjeon–Citizen
		Jill Reyes-VRT
		Jason Russell - VRT
		Walter Steed–RAC
		Nicole Stern
		Alissa Taysom - VRT

CALLING OF THE ROLL – Chair Tom Dale called the meeting to order at 11:02 with a quorum present, in person and by phone.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - Ken Pidjeon asked questions regarding the budget, Safe Routes to School and Canyon County On-Demand transit.

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

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

FINANCE COMMITTEE

ACTION: Review FY2021 Preliminary Budget and Set Public Hearing Date

Kelli Badesheim presented the FY2021 preliminary budget and asked the Executive Board to consider releasing the budget for public comment and setting the required public hearing.

Following discussion, Garret Nancolas moved to approve the FY2021 preliminary budget and set the public hearing date for the budget and POP to coincide with the VRT Board meeting on August 3, 2020 at their regularly scheduled meeting; Elaine Clegg seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Set Public Hearing Date for Asset Disposal

Leslie Pedrosa presented the list of items slated for disposal and asked the Executive Board to consider releasing the list for public comment and setting the required public hearing. Following discussion, Debbie Kling moved to approve the list of items and set the public hearing date to coincide with the VRT Board on August 3, 2020 at their regularly scheduled meeting; Jim Hansen seconded. The motion passed unanimously.

ACTION: Bus Stop Infrastructure Construction - Joe Guenther presented the low bidder (Paul Construction) for bus stop construction activities at 25 different locations in Boise, Meridian and Eagle. Following discussion, Elaine Clegg moved to adopt RESOLUTION VEB20-007 Bus Stop Infrastructure Construction; Garret Nancolas seconded. The motion passed unanimously.

ACTION: Social Media Policy

Mark Carnopis presented the final review of the draft Social Media policy. Following discussion, Elaine Clegg moved to recommend approval of the policy by the Board of Directors and have the item presented as an action item on the Board agenda; Debbie Kling seconded. The motion passed unanimously.

ACTION: Public Notification and Involvement Policy

Mark Carnopis presented the final review of the draft Public Notification and Involvement policy. Following discussion, Elaine Clegg moved to recommend approval of the policy by the Board of Directors and have the item presented as an action item on the Board agenda; Jim Hansen seconded. The motion passed unanimously.

ACTION: Review/Approve Agenda for August 3, 2020 Board of Directors Meeting

Kelli Badesheim presented the proposed draft agenda for the August 3, 2020 VRT Board of Directors meeting. Following discussion, Garret Nancolas moved to approve the agenda, as presented, with the stipulation staff may need to make changes to the agenda; Elaine Clegg seconded. The motion passed unanimously.

INFORMATION ITEMS**INFORMATION: Safe Routes to School Assessment**

Kaite Justice presented Valley Regional Transit (VRT) staff's assessment on bringing the Safe Routes to School program under the VRT umbrella.

The Executive Board would like a breakdown of the financials and will have the opportunity to recommend for approval by the Board at the August meeting of the Executive Board.

INFORMATION: Integrated Fare Payment Application Procurement

Kaite Justice presented information on the Integrated Fare Payment Application procurement.

INFORMATION: Canyon County On-Demand Transit Update

Stephen Hunt provided an update of the new pilot being proposed for Canyon County local fixed-route services.

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 12:53 p.m.

NEXT VRT EXECUTIVE BOARD MEETING followed by BOARD OF DIRECTORS MEETING:

August 3, 2020 at 11:00 a.m. (Board at 12:00 p.m.)

VRT Boardroom or via teleconference

700 NE 2nd Street

Meridian, ID 83642



Valley Regional Transit Board of Directors Meeting Minutes

Monday, August 03, 2020

12:00 PM

(Meeting held online and by teleconference)

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Becky Crofts, City of Middleton	Kelli Badesheim, VRT
Diane Bevan, Meridian Dev Corp	Tom Dale, Canyon County Comm.	Jeff Barnes, City of Nampa
Lantz Brown, Boise State	Caleb Lakey, ITD	Lisa Brady, SR2S
Luke Cavener, City of Meridian	Sandi Levi, City of Nampa	Mark Carnopis, VRT
Elaine Clegg, City of Boise	Brad Pike, City of Eagle	Paula Cromie, VRT
Matt Edmond, CCDC	Hal Forsgren, City of Melba	Patrick Durham, VRT
John Evans, City of Garden City	Pam White-Canyon County Comm.	Dave Fotsch, VRT
Jeff Flynn, CWI		Joe Guenther, VRT
Jim Hansen, Dist. #1 ACHD		Jimmy Hallyburton, City of Boise
Rob Hopper, City of Caldwell		Rachel Haukkala, COMPASS
Debbie Kling, City of Nampa		Ryan Head, ACHD
Diana Lachiondo, Ada County		Stephen Hunt, VRT
David Lincoln, ACCHD		Kelly Jakovac, VRT
Patrick Malloy, Ada County Comm.		Jason Jedry, VRT
Lauren McLean, City of Boise		Kaite Justice, VRT
Garret Nancolas, City of Caldwell		Ryan McDaniel, ITD
Robert Simison, City of Meridian		Dave Meredith, VRT
Joe Stear, City of Kuna		Leslie Pedrosa, VRT
Tina Wilson, Greenleaf, Notus, Parma, Wilder		Derrick Personette, VRT
		Ken Pidjeon, Citizen
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Nicole Stern, ACHD
		Walter Steed, RAC
		Alissa Taysom, VRT
		Corrie Washington, First Transit

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 12:00 p.m. with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - Ken Pidjeon spoke regarding Safe Routes to School budgeting and the service change update.

FINANCE COMMITTEE REPORT - None

CONSENT AGENDA

The consent agenda consisted of the following items:

- **ACTION: Executive Board Meeting Minutes of the April 6, May 4, May 18 (Special) and June 1, 2020 Executive Board meeting minutes.**
- **ACTION: Minutes of the April 6, 2020 Board of Directors Meeting**
- **ACTION: Operating Cash Balance Report for the FY2020 Second Quarter**
- **ACTION: Budget Variance Reports for the FY2020 Second Quarter**
- **ACTION: 2nd Quarter Performance Report**
- **ACTION: 3rd Quarter Performance Report**
- **ACTION: COVID-19 Emergency Policies and Processes**

Lauren McLean moved to approve the consent agenda as presented with the exception of moving the Reserve Plan to the regular agenda; Dave Lincoln seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Valley Regional Transit Reserve Plan – Following discussion, Lauren McLean moved to hold on approving the VRT Reserve Plan pending further discussion and planning around CARES Act Funds; Debbie Kling seconded. The item will be presented by the Finance Committee at the next meeting. The motion passed unanimously.

ACTION: PUBLIC HEARING – Kelli Badesheim presented the FY2021 Operating and Capital Budget and Program of Projects. Following the presentation, Chair Elaine Clegg opened the Public Hearing and formal comments were taken.

Ken Pidjeon, Citizen, spoke regarding the budget and the need to separate out specialized transportation for better transparency in the budget.

No other comments were made and the Public Hearing was closed by the Chair.

ACTION: FY2021 Budget

Lauren McLean moved to approval **RESOLUTION VBD 20-014** to approve the FY2021 Budget; John Evans seconded the motion. The motion passed unanimously.

ACTION: PUBLIC HEARING - Disposal of Assets

Leslie Pedrosa presented the list of items slated for asset disposal in Fiscal Year 2021.

At the close of the presentation, Chair Elaine Clegg opened the Public Hearing for formal comments.

There were no comments from the public so the Public Hearing was closed by the Chair.

Following the Public Hearing, Garret Nancolas moved to approve **RESOLUTION VBD20-009 for Disposal of Assets**; Tina Wilson seconded. The motion passed unanimously.

ACTION: Safe Routes to School Adoption

Kaite Justice presented information regarding Safe Routes to School. Following discussion Debbie Kling moved to adopt **RESOLUTION VBD20-013** and bring the Safe Routes to School program under the Valley Regional Transit program umbrella; Dianna Lachiondo seconded. The motion passed unanimously.

ACTION: City Go Memorandum of Understanding

Following discussion, John Evans moved 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; Dina Lachiondo seconded the motion. The motion passed unanimously.

ACTION: Electric Bus Infrastructure Construction

Following discussion, Lauren McLean moved to approve **RESOLUTION VBD20-012 - Electric Bus Infrastructure Construction** regarding the installation of purchased Proterra equipment; Jim Hansen seconded. The motion passed unanimously.

ACTION: VRT Social Media Policy Update

Following discussion, Debbie Kling moved to approve **RESOLUTION VBD20-010 updating the Valley Regional Transit Social Media Policy (Policy 1.23.01)**; Diane Bevan seconded. The motion passed unanimously.

ACTION: VRT Public Notification and Involvement Policy Update

Following discussion, David Lincoln moved to approve **RESOLUTION VBD20-011 updating the Valley Regional Transit Public Involvement and Notification Policy (Policy 1.24.00)**; John Evans seconded. The motion passed unanimously.

INFORMATION ITEMS**INFORMATION: Draft Transportation Development**

Jill Reyes presented information regarding the proposed 5-year work plan. Discussion followed. There may be a need to call a special Executive Board meeting to discuss this item further.

INFORMATION: FY 2021 Service Change Update

Alissa Taysom present an update on the FY 2021 service change schedule and scope.

INFORMATION: Canyon County On-Demand Transit

An update on the on-demand technology solution proposed for Canyon County was included in the meeting packet, but was not presented due to time constraints.

INFORMATION: Orchard Street Facility Master Plan

An alternatives analysis, master site layout plan, and construction phasing on the Orchard Street Facility master plan was included in the meeting packet, but was not presented due to time constraints.

INFORMATION: VRT FY2019 Fact Sheet

The VRT FY2019 Fact Sheet for Board was included in the meeting packet, but was not presented due to time constraints.

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 – John Bechtel moved to adjourn the meeting; seconded by Jim Hansen. The meeting was adjourned at 2:00p.m.

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



TOPIC: FY2020 Third Quarter Operating Cash Balance Report

DATE: October 5, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary:

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

- Regional operating cash balance was \$2,326,771 at the end of June. Pending federal funds were \$684,451. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was \$52,713 at the end of June. Pending federal funds were \$829,608.
- The Canyon County system operating cash balance was \$18,050 at the end of June. Pending federal funds were \$754,337.
- Boise GreenBike Operating Cash Balance was \$82,345 at the end of June. This System had no pending federal funds.
- Total pending federal funds were \$2,268,396.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

Staff Recommendation/Request:

The Executive Board will review and accept the FY2020 Third Quarter Operating Cash Balance Report.

Attachments

FY2020 3rd 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
June 30, 2020**

Regional Operations

GL Cash Balance at 6/30/20	\$2,326,771	
Pending Federal Funds (Note 2)		\$684,451

Ada County System

GL Cash Balance at 6/30/20	\$52,713	
Pending Federal Funds (Note 2)		\$829,608

Canyon County System

GL Cash Balance at 6/30/20	\$18,050	
Pending Federal Funds (Note 2)		\$754,337

Boise Greenbike

GL Cash Balance at 6/30/20	\$82,345	
Pending Federal Funds (Note 2)		\$0

Total Cash Balance	\$2,479,880	
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Total Pending Federal Funds (Note 2)		\$2,268,396
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Total Cash Balance Benchmark (Note 1)	\$2,009,953	
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Note 1: Average of 2017, 2018 and 2019 at June 30

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



TOPIC: FY2020 Third Quarter Budget Report

DATE: October 5, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary:

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

Staff Recommendation/Request:

Staff recommends acceptance of the report.

Implication (policy and/or financial):

Overall, the Budget Variance Report is within parameters.

Attachment

FY2020 3rd Quarter Variance Report

FY2020 3rd Quarter Budget Variance Comments

More Information: Jason Jedry, Finance Controller, 208-258-2709,
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Valley Regional Transit
FY 2020 Third Quarter Budget Reports
October 2019 - June 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				\$ 106,612	\$ 26,083	-76%	\$ 15,000	\$ 25,249	68%			
402 Purchased Transportation												
403 Auxiliary Revenue	164,913	218,595	33%		2,906			305				
404 Non-Transportation Revenue		1,228								8,801,059	1,596,353	-82%
405 Federal Assistance - Capital							1,738,521	925,813	-47%	768,212	433,501	-44%
406 Federal Assistance - Operating/Administration	349,837	177,045	-49%							2,360,779	203,595	-91%
407 Local Assistance - Capital										155,169	33,652	-78%
408 Local Assistance - Operating/Administration	1,288,229	1,208,071	-6%	166,239	201,871	21%	864,658	859,749	-1%			
Total Revenues	\$ 1,802,979	\$ 1,604,939	-11%	\$ 272,851	\$ 230,860	-15%	\$ 2,618,178	\$ 1,811,115	-31%	\$ 12,085,219	\$ 2,267,101	-81%
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	\$ 602,068	\$ 581,861	-3%	\$ 97,679	\$ 103,224	6%	\$ 291,094	\$ 252,923	-13%	\$ 272,432	\$ 285,884	5%
502 Fringe Benefits	427,202	402,528	-6%	63,437	57,849	-9%	233,131	176,003	-25%	135,290	106,017	-22%
503 Professional Services	503,438	435,459	-14%	39,022	28,640	-27%	239,850	167,946	-30%	187,125	87,650	-53%
504 Materials and Supplies	23,899	11,875	-50%	23,025	8,631	-63%	60,487	41,110	-32%			
505 Utilities	68,934	78,817	14%	3,750	4,061	8%	2,535	4,940	95%	2,520	550	-78%
506 Casualty and Liability	18,259	6,524	-64%	3,938	3,938		57,026	59,433	4%			
508 Purchased Transportation							1,553,904	954,971	-39%			
509 Miscellaneous	135,724	68,885	-49%	15,750	3,817	-76%	174,150	153,150	-12%	326,015	269,615	-17%
511 Interest	300	65	-78%									
512 Leases and Rentals	19,162	18,925	-1%	26,250	20,700	-21%	6,000	640	-89%			
514 Capital (Note 2)										11,161,837	1,517,384	-86%
Total Expenses	\$ 1,798,986	\$ 1,604,939	-11%	\$ 272,850	\$ 230,860	-15%	\$ 2,618,177	\$ 1,811,115	-31%	\$ 12,085,218	\$ 2,267,101	-81%

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	\$ 507,600	\$ 431,139	-15%	\$ 72,750	\$ 62,515	-14%
402 Purchased Transportation						
403 Auxiliary Revenue	143,614	137,049	-5%			
404 Non-Transportation Revenue		13,137				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	1,097,125	1,054,305	-4%	795,917	102,717	-87%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	3,787,924	3,423,658	-10%	790,802	1,297,434	64%
Total Revenues	\$ 5,536,263	\$ 5,059,287	-9%	\$ 1,659,469	\$ 1,462,666	-12%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 2,261,123	\$ 2,185,625	-3%	\$ 695,510	\$ 590,014	-15%
502 Fringe Benefits	1,812,987	1,729,498	-5%	609,335	558,031	-8%
503 Professional Services	460,123	261,178	-43%	88,338	83,720	-5%
504 Materials and Supplies	578,212	489,942	-15%	143,775	104,642	-27%
505 Utilities	82,444	62,514	-24%	24,112	22,684	-6%
506 Casualty and Liability	164,762	156,106	-5%	64,826	63,864	-1%
508 Purchased Transportation						
509 Miscellaneous	107,569	111,510	4%	6,375	7,702	21%
511 Interest		23			(22)	
512 Leases and Rentals	69,041	62,890	-9%	27,195	32,032	18%
514 Capital (Note 2)						
Total Expenses	\$ 5,536,260	\$ 5,059,287	-9%	\$ 1,659,467	\$ 1,462,666	-12%

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	\$ 30,225	\$ 34,496	14%	\$ 4,425	\$ 5,257	19%	\$ 91,575	\$ 67,809	-26%
402 Purchased Transportation									
403 Auxiliary Revenue	55,850	7,608	-86%					9,264	
404 Non-Transportation Revenue		1,371							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	353,325	20,922	-94%	51,808	30,015	-42%	424,396	42,006	-90%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	217,499	508,621	134%	40,648	18,521	-54%	310,101	670,377	116%
Total Revenues	\$ 656,899	\$ 573,019	-13%	\$ 96,882	\$ 53,793	-44%	\$ 826,071	\$ 789,456	-4%
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	\$ 281,105	\$ 263,443	-6%	\$ 45,686	\$ 25,676	-44%	\$ 372,408	\$ 353,051	-5%
502 Fringe Benefits	126,452	126,671	0%	17,221	12,026	-30%	167,514	163,181	-3%
503 Professional Services	67,906	50,035	-26%	8,929	5,250	-41%	71,193	69,488	-2%
504 Materials and Supplies	121,424	72,167	-41%	13,668	5,506	-60%	140,324	129,755	-8%
505 Utilities	15,996	14,338	-10%	4,457	1,379	-69%	24,002	19,588	-18%
506 Casualty and Liability	31,437	35,775	14%	4,351	3,420	-21%	39,213	47,023	20%
508 Purchased Transportation									
509 Miscellaneous	10,175	7,587	-25%	2,266	243	-89%	8,114	3,343	-59%
511 Interest									
512 Leases and Rentals	2,400	3,002	25%	300	293	-2%	3,300	4,028	22%
514 Capital (Note 2)									
Total Expenses	\$ 656,896	\$ 573,019	-13%	\$ 96,878	\$ 53,793	-44%	\$ 826,068	\$ 789,456	-4%

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	236,222
Capital - Non-Revenue Vehicles		
Capital - Other		3,312
Capital - Revenue Vehicles	10,348,550	316,234
Capital - Revenue Vehicles - Sub-Recipient	194,000	235,582
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	452,500	50,220
Capital Information Technology - Software	255,000	
Capital Projects - Sub-Recipient	1,917,150	522,546
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	135,637
Total Capital Expenses	\$ 14,882,450	\$ 1,517,384

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 15,000	\$ 25,249	68%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		305	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	1,495,972	825,471	-45%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	804,020	704,039	-12%
Total Revenues	\$ 2,314,993	\$ 1,555,064	-33%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	211,249	177,872	-16%
502 Fringe Benefits	173,171	139,872	-19%
503 Professional Services	234,225	167,946	-28%
504 Materials and Supplies	52,987	41,110	-22%
505 Utilities	1,905	4,260	124%
506 Casualty and Liability	57,026	59,433	4%
508 Purchased Transportation	1,553,904	954,971	-39%
509 Miscellaneous	24,525	9,600	-61%
511 Interest			
512 Leases and Rentals	6,000		-100%
514 Capital (Note 2)			
Total Expenses	\$ 2,314,992	\$ 1,555,064	-33%

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 - June 2020

At the end of June, Fiscal Year 2020 was seventy five percent (75%) complete. The following is a review of the budgetary status of each division as of June 30, 2020. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

Auxiliary Revenues (33% over budget) - This line item is favorably above budget estimates. However, \$65,355 of this revenue is specific to the installation of advertising materials which is a reimbursement to VRT, not a revenue source. The remaining advertising revenue recognized to balance against expenses was \$140,144. City Go and Mobility Management revenues were \$13,097.

Federal Operating Assistance (49% under budget) – This line item is unfavorably below budget parameters. This is primarily due to Mobility Management expenses for marketing being lower than budgeted due to a shift in marketing tactics. This resulted in less reimbursement of funds in this category.

Expenses

Total Regional Overhead operating expenses were 11% under budget through QR-3

Professional Services (14% under budget) – This line item is favorably under budget parameters primarily related to shift in marketing tactics through the pandemic crisis.

Materials and Supplies (50% under budget) – This line item is favorably below budget parameters due to office supplies and printing expenses being lower than budgeted for.

Utilities (14% 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 (64% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (49% under budget) – This line item is favorably below budget parameters.

Boise Greenbike (12)

Revenues

Directly Generated (76% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike temporarily suspended service March 26 – May 3 due to

COVID-19. Ridership remained low through the end of May. However, ridership did increase significantly in June.

Local Operating Assistance (21% 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 15% under budget through QR-3 due to operating changes while system was shut down for pandemic response.

Professional Services (27% under budget) - This line item is favorably below budget parameters due to low utilization of temporary staff.

Materials and Supplies (63% under budget) - This line item is favorably below budget parameters primarily due to low bicycle parts and station repair expenses.

Miscellaneous (76% 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 (68% over budget) - This line item is favorably above budget estimates due to Scrip Taxi voucher sales.

Federal Operating Assistance (47% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$376,534 of pending federal funds. Additionally, expenses are 31% under budget resulting in less need of reimbursement of this revenue category.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 31% under budget through QR-3

Wages (13% under budget) - This line item is favorably below budget parameters based on some temporary reduction of staffing due to pandemic, and a layoff due to department restructure leaving a vacant FTE for the quarter.

Fringe Benefits (25% under budget) - This line item is favorably below budget parameters based on reductions in staffing as stated above.

Professional Services (30% under budget) - This line item is favorably below budget parameters based on lower utilization of temporary staff for customer service, and other responses to pandemic.

Materials and Supplies (32% under budget) - This line item is favorably below budget parameters.

Utilities (95% over Budget) - This line item is unfavorably above budget parameters due to Mobility Management cell phone reimbursements being higher than budgeted for.

Purchased Transportation (39% under budget) – This line item is favorably below budget parameters primarily due to mobility project expenses being lower than budgeted for. Many specialized transportation providers reduced and/or eliminated services for all or part of the quarter due to response to pandemic.

Miscellaneous (12% under budget) – This line item is favorably under budget parameters.

Leases and Rentals (89% 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 (82% under budget) - This line item is unfavorably below budget based primarily on timing of capital projects. Projects are reimbursed after they are paid for. Several contracts were executed in Q3, but many won't be completed until Q4 or future fiscal years.

Federal Operating Assistance (44% under budget) – This line item is unfavorably below budget parameters. This is partially due to there being \$128,827 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (91% under budget) - This line item is unfavorably below budget estimates due to capital expenses being lower than budgeted for. This results in less reimbursement of funds in this category.

Local Operating Assistance (78% under budget) – This line item is outside budget parameters. This is partially due operating expenses being under budget resulting in less reimbursement of funds in this category. Additionally \$180,674 of pending federal funds became available in June which resulted in utilizing less funds in this category to meet expenses.

Expenses

Total Program Administration Support/Planning expenses were 81% under budget through QR-3. There was one open position in the department through Q3 due to a position vacancy.

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

Professional Services (53% under budget) - This line item is favorably below budget parameters. Contracts for professional services are budgeted for the entire year and expenses are related to progress of projects.

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

Miscellaneous (17% under budget) – This line item is favorably below budget parameters.

Capital (86% 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 (15% under budget) – This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

Expenses

Total Boise Fixed Route operating expenses were 9% under budget through QR-3

Wages (3% under budget) – This line item is favorably below budget parameters. The service change was not implemented resulting in lower wage expenses. Additionally, some maintenance wage expenses need to be reallocated to division 22.

Fringe Benefits (5% under budget) - This line item is favorably below budget parameters. The service change was not implemented resulting in lower fringe benefit expenses. Additionally some maintenance fringe benefit expenses need to be reallocated to division 22.

Professional Services (43% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, low legal service and bus stop system expenses contributed to this line item being under budget.

Materials and Supplies (15% under budget) - This line item is favorably below budget parameters.

Utilities (24% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (14% under budget) - This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

Federal Operating Assistance (87% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$829,608 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (64% 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.

Expenses

Total ADA Paratransit/Demand Response operating expenses were 12% under budget through QR-3

Wages (15% under budget) - This line item is favorably below budget parameters. Driver costs are down due to reduced service and less overtime. Additionally, some maintenance wage expenses need to be reallocated from division 21.

Fringe Benefits (8% under budget) - This line item is favorably below budget parameters. Driver costs are down due to reduced service and less overtime. Additionally, some maintenance fringe benefit expenses need to be reallocated from division 21.

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

Miscellaneous (21% over budget) – This line item is unfavorably above budget parameters. This is primarily due to team bus and travel/meeting expenses.

Leases and Rentals (18% 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 (14% over budget) - This line item is favorably above budget estimates due to local pass sales. Farebox revenues were \$17,260 under budget.

Auxiliary (86% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for during this period.

Federal Operating Assistance (94% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$248,303 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (134% 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.

Expenses

Total Canyon County Fixed Route operating expenses were 13% under budget through QR-3

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

Materials and Supplies (41% 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 (14% over budget) - This line item is unfavorably above budget parameters due to vehicle insurance expenses being higher than budgeted for.

Miscellaneous (25% under budget) – This line item is favorably under budget parameters.

Leases and Rentals (25% 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 (19% over budget) - This line item is favorably above budget estimates due to ridership program sales. Farebox revenues were \$1,259 under budget.

Federal Operating Assistance (42% 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 (54% 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 44% under budget through QR-3

Wages (44% under budget) - This line item is favorably below budget parameters.

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

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

Materials and Supplies (60% under budget) - This line item is favorably below budget parameters primarily due to parts, supplies and fuel expenses being lower than budgeted for.

Utilities (69% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (21% under budget) - This line item is favorably below budget parameters.

Miscellaneous (89% under budget) – This line item is favorably below budget parameters.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (26% under budget) - This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

Federal Operating Assistance (90% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$485,559 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

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.

Expenses

Total Canyon Inter-County operating expenses were 4% under budget through QR-3

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

Casualty and Liability (20% over budget) - This line item is unfavorably above budget parameters. This expense is auto reallocated from Division 24 on a percentage basis.

Miscellaneous (59% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (22% 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: FY2022 Budget Development Calendar

DATE: October 5, 2020

Summary:

Attached is the proposed FY2022 Budget Development Calendar. The Executive Board establishes the calendar each year to guide the development and approval process for the budget. We are continuing to work on establishing the changes proposed in our FY2021 budgeting processes, including a new local cost allocation methodology and establishing a 60-day public comment period in the budget development process.

Staff Recommendation/Request:

Staff requests acceptance of the FY2022 Budget Development Calendar. Staff would also like to get input from the Executive Board on methods they believe would be effective to engage the public in the budget process.

Implication (policy and/or financial):

A calendar ensures budget development deadlines are established and met.

Attachments:

FY 2022 Budget Development Calendar

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

VALLEY REGIONAL TRANSIT

FY2022 BUDGET DEVELOPMENT CALENDAR

TASK	DUE
Staff identifies issues and trends in FY2021 Budget	October 2020– December 2020
Executive Board action on FY2021 Budget Amendment	January 2021
VRT Executive Staff holds FY2022 budget preparation meetings	January 2021
Executive Board reviews issues, trends, and capital needs analysis	February 2021
Staff presents local revenue targets for local funding requests	March 2021
FY2022 Budget Discussions with Executive Board – Preliminary Budget and Expense Projections	April/May/June 2021
FY2022 Budget Public Comment Period – 60 days	April/May 2021
Executive Board action on Final Preliminary Budget and sets public hearing date	July 2021
Final budget presentation to the VRT Board with public hearing and action.	August 2021

TOPIC: Fiscal Year 2020 Disposal of Assets Update

DATE: September 22, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

The Board of Directors approved Resolution VBD19-008 in August 2019, authorizing VRT to dispose of assets in the most advantageous method. The Resolution requires a report of the final disposition of all assets disposed of in fiscal year 2020 to be included on the consent agenda at the September 2020 Board of Directors meeting.

Staff Recommendation/Request:

Staff requests acknowledgement of the report.

Implication (policy and/or financial):

VRT is required to follow Idaho Code when disposing of government assets. Generally, donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

Highlights:

July 2019

- Executive Board set public hearing for assets to be disposed of during fiscal year 2020

August 2019

- Public hearing held during the Board of Directors meetings
- Board of Directors approved Resolution VBD19-008 granting authority for asset disposals for fiscal year 2020

September 2020

- VRT Staff will provide a report showing the final disposition of all assets disposed of during fiscal year 2020

More Information:

1) Attachments- FY 2020 Asset Disposition Status

2) For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org



FY 2020 Asset Disposition Status

ROLLING STOCK

Vehicle Information	VIN	Year	Disposition
Ford E-450 Starcraft Cutaway	1FDWE45F63HB05935	2003	Sold at auction
Ford E-350 Econoline Wagon	1FBSS31L93HB77119	2003	Sold at auction
Ford E-450 Starcraft Cutaway	1FD4E45P38DB32170	2008	Sold at auction
Ford E-450 Starcraft Cutaway	1FD4E45P38DB32172	2008	Sold at auction
Ford E-450 Starcraft Cutaway	1FD4E45P78DB52003	2008	Sold at auction

EQUIPMENT

Equipment Information	Purchased	Disposition
Parts Washer	2002	Disposed
Battery Chargers (2)	unknown	Disposed
Battery Jumper	unknown	Disposed
Bench Grinder	unknown	Disposed
Desktop (12)	2014	Donated
Firewall Security Device (2)	2014	Disposed
Laptop (3)	2011/2013	Disposed
Part Scanner	2010	Disposed
Monitors (17)	2012/2013/2014	Disposed
Backup Server	2013	Disposed
Keyboards (12)	2014	Donated
Mouse (12)	2014	Donated
Projectors	2013	Disposed
Server	2009	Disposed



TOPIC: Draft 2021-2025 Transportation Development Plan

DATE: October 5, 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 purpose of the TDP is to engage staff, local jurisdictions, partner providers and the public to identify, prioritize and program projects.

The TDP provides transparency to our funding partners about the projected expenses and revenues needed to operate various programs and services. The Transportation Development Plan recommendations are guided by the system performance goals and growth scenarios identified in ValleyConnect 2.0 and will inform VRT's Annual Budget and the public transportation elements of the Transportation Improvement Program.

Overview

Due to the unprecedented COVID-19 crisis, staff pivoted their work under the TDP framework to include additional prioritization guidelines. In June, the VRT Executive Board approved the following financial priorities for the CARES Act emergency funding, 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 aid in response and recover to rapid changes in travel demand, operating conditions, unexpected service changes and expenditures.

Strategic Direction: Carry out the strategic direction established prior to the COVID-19 pandemic to aims to grow a safe, efficient and comprehensive transportation system.

Service Plan

The service implementation plan is focused on including services that have been discussed with local funding partners and the capital costs associated with implementation.

- Highlights

- \$17 million in service enhancements and \$14.3 million in associated capital
- Expansion of fixed-route service in Meridian and regional connections to Treasure Valley Communities
- On-Demand Transit Pilots
- Investments in Boise Best in Class Corridors
- Rides2Wellness Expansion
- Future Refinement
 - Local cost share estimates and performance measures for projects
 - Develop methodology to account for associated preventive maintenance and paratransit costs
 - Specialized Transportation program needs will be refined in FY21 Coordinated Human Services Transportation Plan.

Capital Plan

The capital improvement plan identifies investments in our existing assets, as well as new regional and passenger facilities.

- Highlights
 - Bus stop and passenger amenity improvements
 - Facility and Technology projects to address deferred maintenance
 - Integrated Fare Payment System
 - Additional electric vehicle infrastructure
- Future Refinement
 - A bus stop typology and improvement 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 to address capital needs and maintain and grow vanpool in the region
 - Facility master plans to identify level of service triggers for additional transfer and maintenance facilities.

Regional Supports

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

- Highlights
 - \$900,000 in planning and research 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

The complete five year plan totals approx. \$200 million dollars, doubling the current base budget expenses. The additional funding goal of approximately \$85 million assumes that current programmed federal funds and required 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
- Expand use of competitive federal grants
- Explore capital leasing for fleet acquisition to bridge the financial gap between implementing enhanced services and fleet vehicle purchase.
- Grow relationships with private sector funding partners to fund mobility programs and expanded transit operations
- Continue seeking support for dedicated funding sources

Expense and revenue assumptions will continue to be refined in the coming months with public input, discussion with local jurisdictions and other funding partners to build a comprehensive work plan. 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. FTA has guided agencies to utilize CARES funding quickly and efficiently. To do this staff drafted the FY2021 program of projects using the TDP's guiding principles and is seeking approval on the following projects (Table 1 and 2) not included in the adopted FY2021 budget of approximately \$25 million.

Table 1. Direct Response Projects

Direct Response	Description	Total Cost
Shared-Public Transportation Marketing Campaign	Expand advertising and marketing efforts to retain riders who used public transit services prior to COVID-19.	\$100,000
COVID-19 Direct Response Expenses VRT	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$341,000
COVID-19 Direct Response Expenses TVT	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$292,168
COVID-19 Direct Response Expenses CommuterRide	Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.	\$200,000
MSS Office Upgrades	Reorganize and create additional office space for staff at Main Street Station	\$20,000
Total		\$953,168

Table 2. Resiliency Projects

Resiliency	Description	Total Cost
Integrated Fare Payment System: Phase 1	Integrated fare system using mobile application and onboard validators.	\$600,000
Integrated Fare Payment System: Phase 2	Expand integrated fare system to touchless back door fare payment and boarding.	\$400,000
Integrated Fare Payment System: Phase 3	Last phase for full integration of public transportation, parking, bikeshare and other app-based modes with trip planning capability.	\$300,000
Fixed Route Management System	Replace current RouteMatch system with software that expands capabilities for system growth and integration.	\$1,000,000
Integrated Mobility Planning and Research	Hire consultant to assist in drafting an Integrated Mobility Plan for VRT.	\$50,000
COVID-19 Mode Choice Research	Procure consultant to collect and analyze data regarding public transit, micro mobility during and after COVID-19 and other population factors impacted by the change in transportation usage.	\$25,000
Non-Rider Survey	Procure research group to survey perceptions toward public transportation in the region among non-riders.	\$75,000
Total		\$2,450,000
Grand Total		\$3,403,168

The federal POP (Exhibit A) includes only federally funded projects, and totals approximately 27 million dollars in funded projects - 18 million in federal operations and 9 million in federal capital.

Staff Recommendation/Request:

Staff recommends the VRT Board of Directors approve the portion of the TDP related to direct response and resiliency projects. These projects will be incorporated into the January budget amendment. The TDP projects pertaining to strategic direction will be considered in the January board meeting.

Implication (policy and/or financial):

The completion of a Transportation Development Plan will allow VRT to proactively plan, program and implement transit projects. The action to approve the Direct Response and Resiliency projects will allow VRT to use the federal CARES funds for

the highest priority projects to address the COVID-19 pandemic response, as intended by Congress when the CARES Act was authorized.

Highlights:

- Fall 2019: VRT Staff presented the TDP schedule to the Executive Board, Staff and stakeholders.
- Winter 2020 VRT prepared projects and revenue assumptions with input from VRT staff, Member staff, providers, and the RAC
- Spring 2020: Additional expenses, revenue sources and guidelines were included in response to the COVID-19 pandemic.
- August 2020: VRT Staff presented a first draft of the TDP to the Full Board for comment.
- October 2020: A second draft of the TDP was presented to the Executive Board for review and release to the public for a 30 day comment period.
- January 2021: VRT Staff will bring the final draft of the 2021-2025 TDP to the Executive Board for approve.

Referenced Data:

EXHIBIT A - FY2021 Draft Program of Projects

EXHIBIT B - FY2021 Program of Projects by Guiding Principles

Draft Transportation Development Plan

More Information:

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

FISCAL YEAR 2021 FEDERAL PROGRAM OF PROJECTS

OPERATIONS							
Location	Sponsor	Description	Project Year	Funding	Federal	Local	Total
VRT Operations							
Ada County	VRT	Operating Assistance	2020/2021	5307 CARES	\$ 4,200,205	\$ -	\$ 4,200,205
Ada County	VRT	Specialized Transportation	2021	5307 CARES	\$ 956,746	\$ -	\$ 956,746
Ada County	VRT	Preventive Maintenance	2021	5307 CARES	\$ 2,449,506	\$ -	\$ 2,449,506
Ada County	VRT	ADA Paratransit	2021	5307 CARES	\$ 1,844,541	\$ -	\$ 1,844,541
Ada County	VRT	Program Support	2021	5307 CARES	\$ 1,002,425	\$ -	\$ 1,002,425
Ada County	VRT	Short Range Planning	2021	5307 LU	\$ 578,355	\$ 202,589	\$ 780,944
Ada County	VRT	Mobility Implementation	2021	5307 CARES	\$ 734,374	\$ -	\$ 734,374
					\$ 11,766,152	\$ 202,589	\$ 11,968,741
Ada County	VRT	Acquisition of Service	2021	5310 LU	\$ 599,714	\$ 149,929	\$ 749,643
Ada County	VRT	Safe Routes 2 School	2021	TAP TMA	\$ 172,000	\$ 13,625	\$ 185,625
					\$ 771,714	\$ 163,553	\$ 935,267
VRT Ada County Operations Total					\$ 12,537,866	\$ 366,142	\$ 12,904,008
Location	Sponsor	Description	Project Year	Funding	Federal	Local	Total
VRT Operations							
Canyon County	VRT	Operating Assistance	2020/2021	5307 CARES	\$ 1,567,983	\$ -	\$ 1,567,983
Canyon County	VRT	Specialized Transportation	2021	5307 CARES	\$ 266,204	\$ -	\$ 266,204
Canyon County	VRT	Preventive Maintenance	2021	5307 CARES	\$ 640,153	\$ -	\$ 640,153
Canyon County	VRT	ADA Paratransit	2021	5307 CARES	\$ 81,818	\$ -	\$ 81,818
Canyon County	VRT	Program Support	2021	5307 CARES	\$ 311,177	\$ -	\$ 311,177
Canyon County	VRT	Short Range Planning	2021	5307 CARES	\$ 242,165	\$ 60,541	\$ 302,706
Canyon County	VRT	Mobility Implementation	2021	5307 CARES	\$ 646,375	\$ -	\$ 646,375
					\$ 3,755,874	\$ 60,541	\$ 3,816,415
Canyon County	VRT	Acquisition of Service	2021	5310 SU	\$ 283,933	\$ 70,983	\$ 354,916
Canyon County	VRT	Acquisition of Service	2021	5310 R	\$ 123,430	\$ 30,858	\$ 154,288
					\$ 407,363	\$ 101,841	\$ 509,204
Canyon County	VRT	Safe Routes 2 School	2021	TAP U	\$ 60,000	\$ 4,753	\$ 64,753
					\$ 60,000	\$ 4,753	\$ 64,753
VRT Canyon County Operations Total					\$ 4,223,237	\$ 167,135	\$ 4,390,372
VRT OPERATIONS TOTAL					\$ 16,761,103	\$ 533,277	\$ 17,294,380
Location	Sponsor	Description	Project Year	Funding	Federal	Local	Total
ACHD Commuteride							
Ada County	CR	CommuterRide Pandemic Response & Operations	2020/2021	5307 CARES	\$ 200,000	\$ -	\$ 200,000
					\$ 200,000	\$ -	\$ 200,000
Treasure Valley Transit							
Canyon County	TVT	Treasure Valley Transit Operations & Pandemic Response	2020/2021	5307 CARES	\$ 292,168	\$ -	\$ 292,168
					\$ 292,168	\$ -	\$ 292,168
SUBRECIPIENT OPERATIONS TOTAL					\$ 492,168	\$ -	\$ 492,168
OPERATIONS TOTAL					\$ 17,253,271	\$ 533,277	\$ 17,786,548

FISCAL YEAR 2021 FEDERAL PROGRAM OF PROJECTS

CAPITAL							
Location	Sponsor	Description	Project Year	Funding	Federal	Local	Total
VRT Rolling Stock - Fixed Route							
Ada County	VRT	Vehicle Replacement	2021	STP TMA	\$ 1,459,395	\$ 619,110	\$ 2,078,505
Ada County	VRT	Vehicle Replacement	2020/2021	5339 LU	\$ 168,576	\$ 42,144	\$ 210,720
					\$ 1,627,971	\$ 661,254	\$ 2,289,225
VRT Facilities - Ada County							
Ada County	VRT	Orchard Facility & CNG Fueling System Improvements	2021	5339	\$ 2,140,000	\$ 535,000	\$ 2,675,000
Ada County	VRT	Main Street Station Improvements	2020	5307 CARES	\$ 20,000	\$ -	\$ 20,000
					\$ 2,160,000	\$ 535,000	\$ 2,695,000
VRT Technology							
Ada County	VRT	Integrated Fare Payment System	2021	5307 CARES	\$ 871,000	\$ -	\$ 871,000
Ada County	VRT	Fixed Route & Demand Response Management System	2021	5307 CARES	\$ 600,000	\$ -	\$ 600,000
Ada County	VRT	Microsoft Teams	2020	5307 CARES	\$ 4,791	\$ -	\$ 4,791
					\$ 1,475,791	\$ -	\$ 1,475,791
VRT Ada County Capital Total					\$ 5,263,762	\$ 1,196,254	\$ 6,460,016
VRT Facilities - Canyon County							
Canyon County	VRT	HDTC Facility Improvements	2021	5307 SU	\$ 450,599	\$ 112,650	\$ 563,249
Canyon County	VRT	HDTC Facility Improvements	2021	STP U	\$ 807,297	\$ 63,949	\$ 871,246
					\$ 1,257,896	\$ 176,599	\$ 1,434,495
VRT Technology							
Canyon County	VRT	Integrated Fare Payment System	2021	5307 CARES	\$ 429,000	\$ -	\$ 429,000
Canyon County	VRT	On-Demand Management System	2021	5307 CARES	\$ 103,000	\$ -	\$ 103,000
Canyon County	VRT	Fixed Route & Demand Response Management System		5307 CARES	\$ 400,000	\$ -	\$ 400,000
Canyon County	VRT	Microsoft Teams	2021	5307 CARES	\$ 2,360	\$ -	\$ 2,360
					\$ 934,360	\$ -	\$ 934,360
Canyon County Capital Total					\$ 2,192,256	\$ 176,599	\$ 2,368,855
VRT CAPITAL TOTAL					\$ 7,456,017	\$ 1,372,853	\$ 8,828,870
Boise State Facilities							
Ada County	Boise State	Facility Improvements	2020	5307 LU	\$ 260,000	\$ -	\$ 260,000
					\$ 260,000	\$ -	\$ 260,000
Boise State Shuttle							
Ada County	Boise State	Shuttle Replacement	2020	STP TMA	\$ 129,724	\$ -	\$ 129,724
					\$ 129,724	\$ -	\$ 129,724
Canyon County	WITCO	Vehicle Replacements (3)	2021	5307 SU	\$ 147,000	\$ -	\$ 147,000
					\$ 147,000	\$ -	\$ 147,000
SUBRECIPIENT CAPITAL TOTAL					\$ 536,724	\$ -	\$ 536,724
CAPITAL TOTAL					\$ 7,992,741	\$ 1,372,853	\$ 9,365,594
FY21 POP TOTAL					\$ 25,246,012	\$ 1,906,130	\$ 27,152,143

Exhibit B. FY2021 Program of Projects by Guiding Principle

Guiding Principles: Direct Response (DR), Resiliency (RS) , Strategic Direction (SD)

Guiding Principle	CARES ACT Expense Type	Amount (Federal and Local)
RS/SD	Technology	\$2,410,150
RS	Facilities	\$20,000
DR	Subrecipients	\$492,168
DR	FY20 Revenue Shortfalls	\$660,000
DR	Health and Sanitation	\$341,000
DR	Coordinated Marketing	\$100,000
RS/SD	Integrated Mobility Research and Planning	\$75,000
	Total	\$4,098,318
DR	Ada County Operating Assistance	\$10,346,640
DR	Canyon County Operating Assistance	\$3,178,866
	Total	\$13,525,506
	CARES Spending Proposed Total	\$17,623,824
	LU Balance	\$0
	SU Balance	\$2,668,793
Guiding Principle	Other Federal Formula Programs	\$0
SD	5307 LU	\$1,040,944
SD	5307 SU	\$1,012,955
SD	5339 LU	\$2,885,720
SD	5339 SU	\$0
SD	5310 LU	\$749,643
SD	5310 SU	\$354,916
SD	5310 R	\$154,288
SD	STP TMA	\$2,208,229
SD	STP U	\$871,246
SD	TAP TMA	\$185,625
SD	TAP U	\$64,753
	Other Sources Total	\$9,528,318
	Federal Program of Projects Total	\$27,152,143



AUTHORIZATION FOR EXPENDITURE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Orchard Facility Master Plan	TOTAL COST: Not to exceed \$420,000
PURPOSE/ACTION: Valley Regional Transit (VRT) issued a Request for Proposal (RFP) for Engineering Services to assist with the capital improvements required at the Orchard Street Facility. A facility master plan and subsequent design and construction are to be implemented in 2020 and 2021. SCOPE OF WORK: The Orchard Facility Master Plan shall detail future steps to be undertaken in order to implement the recommendations it contains and to develop a Facilities Layout Plan showing required capital improvements. The development of the Orchard Facility Master Plan will be broken down into three phases. Phase I will focus on assessing VRT's current and future operating requirements and develop two alternatives for addressing existing deficiencies, maintaining existing fleet and planning for expanded fleet. Only one alternative will be developed as the Facilities Layout Plan for implementation. Phase 1 will include survey, geotechnical investigation, transportation flow analysis, parking analysis, environmental, and drainage. Phase I will transition to Phase II when all deliverables are complete. Phase II will focus on the near-term implementation of construction needs. Phase II will begin implementing the facility requirements, pavement reconstruction, drainage, and integrating electric bus infrastructure. Phase III will take the needs of current and future operations from Phase I and remaining unfunded construction needs from Phase II to develop recommendations for each site. Recommendations should include costs for designs, construction, and equipment upgrades or replacements to plan for future budgeting. DISCUSSION: Valley Regional Transit received a grant award from the Federal Transit Administration Buses and Bus Facilities Grant program. VRT selected Jacobs Engineering through the RFP process. Jacobs has the required Transit Planning, Civil Engineering, and Construction Management services required to deliver the planning, engineering, and construction required at the Orchard Facility. VRT and our transit partners at City of Boise and Capital City Development Corporation selected Jacobs Engineering through a competitive solicitation for services. Five engineering firms provided responses to the RFP. ALTERNATIVES: The highest qualified firm has been selected for negotiations through a competitive process. Facility Alternatives will be considered during development of the Facility Master Planning. FISCAL IMPACT: VRT was awarded a discretionary Grant Amount: \$2,140,000.00 on August 8, 2020 under the 5339 program. The Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. The local portion of this grant was originally programmed as part of the CNG facility renovation and has been carried forward into FY 2021. RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines. VRT staff recommends the VRT Board of Directors approve Resolution VBD20-016 and allow procurement staff negotiate a	



fee not exceed \$420,000.00 which is 20% of the amount awarded under the grant program dedicated to planning and engineering leading to construction at the Orchard Facility.

POST RFP/FINAL SELECTION OF PROJECT:

VRT will award the Electric Bus infrastructure construction to Quality Electric, whose total proposed price for the overall project does not exceed \$420,000.00.

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:	10/05/2020	VBD20-016

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ORCHARD FACILITY MASTER PLAN
RESOLUTION VBD20-016**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE
CONTRACT WITH JACOBS ENGINEERING TO DEVELOP A FACILITY MASTER
PLAN AND IMPLEMENT 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 selected Jacobs Engineering through a competitive Request for Proposal (RFP) process to assist with facilities planning, civil engineering, and construction management; and

WHEREAS, the VRT was awarded a discretionary Grant Amount: \$2,140,000.00 on August 8, 2020 under the 5339 program. The Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities; and

WHEREAS, the contract (depending on negotiations) for this procurement incentivizes a timely completion of the planning and engineering phases, leading to construction activity. Planning, engineering, and construction management contracting will be negotiated for an amount not to exceed \$420,000 total expended over the horizon of the contract; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Proposal 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 five (5) proposals at close of RFP timeline; and

VBD20-016

WHEREAS, staff provided a review panel to rank firms based on information received from the proposal process. The city of Boise and Capital City Development Corporation participated in the proposal review; and

WHEREAS, the review panel ranked two firms as highly qualified; and

WHEREAS, Jacobs Engineering was the highest rated firm by the review panel. If negotiations are unsuccessful, staff will begin negotiations with the second qualified firm; 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

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 firm not to exceed \$420,000 for the development of a facilities master plan, civil engineering leading to construction, and construction of planned improvements.

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 5th day of October, 2020.

APPROVED by the Board Chair this 5th day of October, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



**AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL**

PROCUREMENT DESCRIPTION: Integrated Fare Payment Application	TOTAL COST: \$534,624
<u>PURPOSE/ACTION:</u> Valley Regional Transit is seeking approval by the Valley Regional Transit Board of Directors for the Integrated Fare Payment Application procurement and authorization of the purchase of equipment and services from Cubic Transportation Services. The project is an expansion of the mobile ticketing pilot Valley Regional Transit conducted from May 2019 to present. The Integrated Fare Payment Application will provide a fully electronic, contactless fare payment option through one mobile application or smart card for customers. Customers will be able to purchase and use fares for the ValleyRide bus system, Club Red Vanpool, Bronco Shuttles, and ParkBOI parking garages. Further, the Cubic Touch Pass is integrated with Moovit, and provides real-time trip planning for customers. Valley Regional Transit staff conducted a competitive procurement for the technologies and services for the application. After reviewing proposals and conducting interviews and negotiations Valley Regional Transit staff determined that Cubic Transportation Services was the most advantageous vendor for the project. Mobile ticketing and an integrated fare payment application has be brought to the VRT Executive Board and Board of Directors numerous times over the last year and a half. • The mobile ticketing pilot was passed by the Executive Board on February 4, 2019 • The integrated fare payment application was first presented as an information item to the Board of Directors on September 23, 2019. • An update on the integrated fare payment application was presented to the VRT Board of Directors on July 6, 2020. <u>SCOPE OF WORK:</u> For the purpose of this procurement, VRT is seeking a solution to integrate Valley Regional Transit's fixed-route buses, Boise State Bronco Shuttle, ParkBOI parking garages, and Commuteride vanpools into one account-based ticketing system with electronic validation. VRT plans to expand on the system and integrate more modes and services in the future. The integrated fare payment app will include the integration of the above modes and real-time trip planner into one system where customers can use either a smart phone application or smart card to purchase and access multiple forms of transportation. The project will include: • 63 Valley Regional Transit buses • 8 Boise State Bronco Shuttles • 6 ParkBOI parking garages • 20 ACHD Commuteride vanpool vans Project Goals: • Minimize barriers to accessing valid fare media across modes; • Improve ease of use for customers and enhance overall rider experience; • Facilitate rear-door boarding and off board fare payment;	

- Provide seamless multi-modal payment options for end users;
- Increase the number of cashless and other contactless payment options;
- Decrease on-boarding times;
- Provide electronic validation across modes for mobile ticketing and smart cards;
- Develop the capability to provide distributions and payments of multi-modal transportation benefits through one system;
- Create sustainable institutional collaborations that lead to continued innovative approaches in the future.

DISCUSSION:

The integrated fare payment app will build on the mobile ticketing pilot VRT has been running for the past year by adding electronic validation and multiple modes to the payment system. The system will allow people to seamlessly move from mode to mode through one system. Further, the electronic validation will provide significantly more data on how people are using the system than is possible with visual validation.

In addition, the system will provide contactless payment options, which is significant in our current state of the world. Valley Regional Transit has needed to stop collecting fares for public safety reasons. If VRT has a contactless payment method, like the one proposed here, VRT would have the option to continue to collect fares in a contactless and safe way.

ALTERNATIVES:

The alternative would be to continue to provide only visual validation through the current mobile ticketing application and not integrate multiple modes or provide real-time trip planning.

FISCAL IMPACT:

The initial funding for this project comes from City Go and unused federal dollars from a past technology project. The impacts from COVID-19 have added backdoor boarding to the scope of work, as well as added some additional costs for materials and installation. VRT staff is proposing the use of CARES Act funding to cover the additional costs.

RECOMMENDATION/JUSTIFICATION:

Valley Regional Transit staff requests the VRT Board of Directors approve **RESOLUTION VBD20-017** the procurement and authorize purchase of services and equipment from Cubic Transportation Services for the Integrated Fare Payment Application.

POST RFP/FINAL SELECTION OF PROJECT:

Recommend: VRT staff recommend the Board of Directors approve the procurement recommendation and contract to Cubic Transportation Services for \$534,624 for the Integrated Fare Payment Application.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000.	October 5, 2020	VBD20-017
3	VRT BOARD Approves procurements \$200,000 and over.		

BOARD RESOLUTION

Integrated Fare Payment Application Procurement RESOLUTION VBD20-017

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH CUBIC TRANSPORTATION SYSTEMS TO PROVIDE AN INTEGRATED FARE PAYMENT APPLICATION FOR 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, VRT has identified an integrated fare payment application as a solution to many of the current barriers that exist to accessing valid fare media, as well as, facilitates contactless fare payment and extends the reach of the transit system through integrating with other modes.

WHEREAS, the contract for this procurement will be through September 30, 2022 with the option of three optional renewal years. The cost of the contract will include the physical validation equipment for all VRT buses, Bronco Shuttles, ParkBOI parking garages, and 20 vanpools, as well as all operational costs of the application and revenue share of mobile ticketing sales. The not to exceed amount for the contract is \$534,625; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Proposal 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 has completed a competitive procurement process and determined that the noted vendor is the most responsive and responsible proposer that

RESOLUTION VBD20-017

provide the best value to meet VRT's needs; 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

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

Section 1. That the Board of Directors approves a contract with Cubic Transportation Systems to provide integrated fare payment application for Valley Regional Transit.

Section 2. That the Board of Directors 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 of Directors Chair.

ADOPTED by the Board of Directors of Valley Regional Transit, this 5th day of October 2020.

APPROVED by the Board of Directors Chair this ____ day of _____, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF THE BOARD



TOPIC: Acknowledge – FY2020 Carryforward Project List

DATE: October 5, 2020

Summary:

In accordance with the Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, the VRT Board of Directors annually approves a budget amendment that includes unexpended project spending authority. The spending authority for these projects was included in VRT's FY2020 budget that was approved by the VRT Board of Directors. The carryforward project list is comprised of projects that will not be completed prior to the end of FY2020, resulting in the need to carry them forward to FY2021.

Staff Recommendation/Request:

Staff is requesting the VRT Board of Directors acknowledge the list of FY2020 carryforward projects that will be included in the FY2021 budget amendment request to be presented in January 2021.

Implication (policy and/or financial):

If the unexpended project spending authority is not approved, some projects could be adversely affected.

Highlights

September 2018	VRT Board adopted Financial Policies
August 2019	VRT Board adopted VRT FY2020 Budget
January 2020	VRT Board adopted VRT FY2020 Budget Amendment
September 2020	VRT Staff reviewed 2020 projects and compiled carryforward project list that will be included in the FY2021 budget amendment request.

Attachment

FY2020 Carryforward Project List

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

FY2020 Carryforward Project List			
Project Carry Forward	Description	Project Mgr	Balance Remaining
CAPITAL			
23227-020-000	Electric Buses, Configurables, and Chargers	Leslie Pedrosa	\$ 8,194,600.00
23227-020-002	Ada County Demand Response Vehicles	Leslie Pedrosa	\$ 137,347.00
23227-020-003	Electric Bus Charging Infrastructure	Leslie Pedrosa	\$ 1,362,208.00
23227-020-004	2019-2020 Bus Stop Improvements	Joe Guenther	\$ 240,244.00
23227-020-005	Happy Day Transit Center Improvements	Joe Guenther	\$ 340,966.00
23227-020-006	OFC and Fuel Station	Joe Guenther	\$ 472,452.00
23227-020-007	Boise Equipment	Leslie Pedrosa	\$ 97,000.00
23227-020-008	IT Hardware Replacement	Nick Moran	\$ 11,954.00
23227-020-016	Fixed Route Replacement Buses (4)	Leslie Pedrosa	\$ 3,028,550.00
23227-020-018	Meridian Senior Center Van	Leslie Pedrosa	\$ 63,085.00
23227-020-019	IT TAM Asset Hardware	Nick Moran	\$ 36,617.00
23227-020-020	On Demand Transit Solution	Leslie Pedrosa	\$ 100,610.00
23227-020-019	State Street Alternative Analysis	Stephen Hunt	\$27,000.00
23227-019-005	Boise Green Bike Support Vehicle	Dave Fotsch	\$24,945.00
	City Go	Kaite Justice	\$150,000.00
OPERATIONS			
20010-019-002	Nite Ride - Emerging Mobility	Bri Dowling	\$ 143,580.00
20010-020-001	Emerging Mobility Technology (R2W)	Bri Dowling	\$ 91,574.00
20010-019-016	First Mile/Last Mile Emerging Mobility	Bri Dowling	\$ 164,546.00
SUBRECIPIENTS			
23227-020-017	Nampa Transit Oriented Development - TVT	Randy Reese	\$ 248,000.00
10227-018-010	ACHD Vehicle Replacement	Randy Reese	\$ 356,146.87
23227-019-008	ACHD Vehicle Replacement	Randy Reese	\$ 321,130.00
23227-020-014	ACHD Van Replacement	Randy Reese	\$ 259,250.00
TOTAL			\$ 15,871,804.87



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

Section	Policy No. 1.32.00
Policy Title: Administrative Appeals Policy	Page 1 of 6
Policy Date: October 5, 2020	Policy Adopted: 10/5/2020
Approved B VRT Chairman	Policy/Page Replaced:
	Policy Amended:
Approved by Executive Director	

Valley Regional Transit Administrative Appeals Policy

Statement of Policy

As a public entity, Valley Regional Transit Authority ("VRT" or "the Authority") desires to ensure transparency and provide adequate assurances that the public's interest is being met in the administrative decision-making process. Pursuant to Idaho Code Section 40 -2109 (5), the Valley Regional Transit Board may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Title 40, Chapter 21. The Executive Director is granted authority to make administrative decisions on behalf of the Authority, and to delegate appropriate authority to other staff within the organization. This policy establishes an appeal process the public can utilize to address decisions made either by the Executive Director, or through the delegation of decision-making authority, by VRT staff, and authorizes the Executive Director and Executive Board to consider appeals of Determinations as provided herein and make final determinations on the disposition of those matters.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

ADMINISTRATOR is defined as the representative of the Authority who has made a Determination and is a staff member or members to whom authority has been delegated by the Executive Director to make Determinations in a specific area.

AFFECTED PERSON is defined as "Any person or entity having a bona fide material interest in, and whose interest is adversely affected by, a VRT Determination or failure to make a Determination.

AUTHORITY is defined as the Valley Regional Transit Authority.

APPEAL is defined as the timely written appeal of a Determination or lack of a Determination by the Executive Director or an Administrator. The Appeal shall be captioned "Notice of Appeal" which shall be dated and signed by the Appellant(s) and which shall include the name, address, email and phone number of the Appellants, and shall include a copy of the Determination being appealed.

APPELLANT shall mean a Party who has timely filed an Appeal.

BOARD, EXECUTIVE BOARD, EXECUTIVE DIRECTOR shall each have the meaning ascribed to them under Idaho Code Title 40, Chapter 21, and/or the Valley Regional Transit bylaws.

DAYS: All references to days in this policy shall be defined as working days and not calendar days.

DETERMINATION is defined as the decision, order, requirement, grant, award or other action of particular applicability by an Administrator or the Executive Director which makes a determination regarding the obligations of, services provided or funds administered by VRT to one (1) or more specific persons.

FILE, when used as a verb, shall mean delivering in person to Authority's main office at 700 NE 2nd Street, Meridian, Idaho, between 8 a.m. and 4:30 p.m., week days, holidays and office closure days excluded, or by mail or email to the Executive Administrative Assistant documents intended to be part of the official Record of the Appeal along with a written statement identifying the Affected Person(s) and their physical addresses, phone and email contact information.

LAW shall mean applicable provisions of the federal and Idaho state constitutions, statutes, the ordinances of the applicable city or county, and, when appropriate, any and all rules and regulations which may be promulgated thereunder.

MONTH: A calendar month

PARTY shall mean an Affected Person who has properly filed an Appeal in a contested matter before the VRT.

PERSON is defined as any individual, partnership, corporation, association, governmental subdivision or agency, or public or private organization or entity of any character.

PERSONAL PROPERTY means and includes money, goods, chattels, things in action and evidences of debt.

PROPERTY: Means and includes real and personal property.

REAL PROPERTY: Means and includes lands, tenements and hereditaments.

RECORD shall mean the original of all documents or information submitted to or relied upon by an Administrator, Executive Director and Executive Board respectively in making a Determination.

STATE: The state of Idaho

WRITTEN: Means and includes printed, typewritten, photocopied, scanned, mimeographed, and emailed, or otherwise reproduced in permanent visible form.

YEAR: A calendar year

INTERPRETATION OF LANGUAGE:

All words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.

GRAMMATICAL INTERPRETATION:

The following grammatical rules shall apply unless it is apparent from the context that a different construction is intended:

- A. Gender: Each gender includes the masculine, feminine and neuter genders.
- B. Singular and Plural: The singular number includes the plural, and the plural includes the singular.
- C. Tenses: Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.

CONSTRUCTION:

The provisions of the laws and regulations pertaining to the Authority, and all proceedings under them, are to be construed with a view to effect their objects and to promote justice.

SAVING AND SEVERABILITY CLAUSE:

It is declared to be the legislative intent that the provisions and parts of this code shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this code

DETERMINATIONS

Any person desiring a Determination from the Authority must file a written request for a Determination to the Executive Director. The Executive Director will decide whether the requested Determination will be made by an Administrator or the Executive Director in accordance with VRT policy. An Administrator or the Executive Director, in their discretion, may consider the request and information as submitted, ask for additional information to be submitted, consider other expert opinion and/or call an informal hearing to gather additional information. Oral presentations shall be recorded. A written Determination responding to the written request will be issued stating the grounds therefor by the Administrator or Executive Director, as applicable,

within ten (10) days after the request is filed. Failure to issue a Determination within ten (10) days shall immediately thereafter be deemed a denial of the request and is subject to appeal in accordance with this policy.

APPEALS:

1. An Appeal shall set forth with specificity all bases for the Appeal, including without limitation, the particulars regarding any claimed error or abuse of discretion and shall include:
 - a. the facts upon which the Appeal is based;
 - b. the particular provisions of VRT policy or procedures involved;
 - c. the law upon which the Appeal is based;
 - d. the particular relief which is sought;
 - e. the reasons for the requested relief and the legal support for those reasons;
 - f. the name of the Administrator or the Executive Director issuing the Determination, as applicable, and
 - g. the name, address, email (if any) and phone number of the Appellant.
2. An Appeal may:
 - a. seek reversal, modification or clarification of a Determination.
3. Appeals of a Determination by an Administrator are considered by the Executive Director. Appeals of a Determination by the Executive Director are considered by the Executive Board. Decisions by the Executive Director regarding an Appeal of an Administrator's Determination will be considered a Determination by the Executive Director for purposes of appeal to the Executive Board. The date of a Determination is the date the written Determination was issued.
4. Subject to applicable law, the methodology and/or procedure for conducting informal hearings or meetings to consider an Appeal rests in the sole discretion of the Administrator, Executive Director or Executive Board, as applicable.

POLICY

- I. Appeals of a Determination or failure to make a Determination:
 - A. Appeal: Within fifteen (15) calendar days following the date of a Determination by an Administrator or the Executive Director, an Appellant desiring to pursue an Appeal must:
 - i. File an Appeal in writing with the Executive Director, which includes all required elements of an Appeal and any other relevant information.
 - ii. All Appeals permitted or authorized by this policy shall be filed before five o'clock (5:00) P.M. of the fifteenth (15th) day after the subject Determination has been made or the date an Administrator or the Executive Director failed to make the subject Determination and said request of Determination was deemed to be denied.
 - iii. In making a Determination on an Appeal, the Executive Director shall have ten (10) days to issue a Determination, which may affirm, modify

or withdraw the Determination by the Administrator. The Executive Director may, at his or her discretion, also call for an informal hearing to receive information, request additional documents or information, request submission of expert opinion(s), or take other action reasonably related to assisting the Executive Director in ruling on the Appeal. Oral presentations shall be recorded and copies of such recordings shall be digitally provided to Parties who request them in writing.

- iv. In the case of an Appeal based on a denial due to failure of an Administrator to make a Determination, the Appeal shall be made within fifteen (15) days of such Determination constituting a denial.
- v. The Executive Director shall issue a written Determination on the Appeal within ten (10) days of receipt of the Appeal. If the Executive Director fails to issue a Determination on an Appeal within the ten (10) day period, then the Appeal shall be deemed denied for purposes of an appeal to the Executive Board.
- vi. A copy of the written Appeal Determination by the Executive Director shall be mailed or emailed to the Parties no more than ten (10) days after the Protest Ruling is made.

II. Transmittal:

The Administrator or Executive Director whose Determination is under Appeal shall transmit to the Executive Director or Executive Board, whichever applies, the original of all papers constituting the Record in the case and the digital recordings of oral presentations, together with the subject Determination and shall provide a statement verifying that all procedural requirements for the appeal have been satisfied.

- III. Executive Board Informal Hearing and Notice: If an Appellant desires that an informal hearing be conducted on their Appeal of the Executive Director's Determination, they must state their request for such a hearing in their Appeal. If the Appellant requests a hearing or the Executive Board elects to have a hearing, then a hearing shall be held to allow the Parties to present their appeals. The Executive Board shall set the matter for hearing and give at least five days written notice before the hearing of the date, time, place and purpose thereof to the Appellant at the last known address provided by the Appellant in their Appeal. If no hearing is requested by the Appellant, the matter may be decided by the Executive Board based on the Record for the Appeal. Appellant(s) shall be notified of the right to request a copy of Record and the cost thereof.

IV. Scope of Review on Appeal:

- A. The appellate reviews will be based only on matters, which were previously considered by the Administrator, or Executive Director as evidenced by the Record, together with any oral presentation and written legal arguments

submitted on Appeal. No new matters, facts or evidence will be permitted on Appeal.

- B. The Executive Board or the Executive Director considering the Appeal, as provided in this policy, may affirm, reverse or modify, in whole or in part, the Determination.
- C. Furthermore, the case may be remanded to the Administrator or the Executive Director, as applicable, for further consideration with regard to specific criteria stated by the Executive Board or Executive Director, as the case may be.
- D. Within thirty (30) days after the hearing on an Appeal to the Executive Board (or after the appeal is received if a hearing is not held), a Decision on Appeal shall be made by the Executive Board in writing, signed, and dated and shall include the statement "THIS IS THE VALLEY REGIONAL TRANSIT AUTHORITY DECISION ON APPEAL". The Decision on Appeal will state the reasons for the decision and shall be binding on all Parties to the Appeal. A written copy of the Decision on Appeal shall be transmitted to the Parties within five days of the date of the Decision on Appeal.

END OF POLICY

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Administrative Appeals Policy RESOLUTION VBD20-015

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VALLEY REGIONAL TRANSIT PUBLIC RECORDS POLICY

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 ensure transparency and provide adequate assurances that the public’s interest is being met in the administrative decision-making process; and

WHEREAS, The Executive Director is granted authority to make administrative decisions on behalf of the Authority, and to delegate appropriate authority to other staff within the organization; and

WHEREAS, Valley Regional Transit does not currently have an Administrative Protests and Appeals policy that covers all the administrative decisions for VRT; and

WHEREAS, the administrative appeals policy will provide for one process to cover all administrative decisions; 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:

VBD20-015

Section 1. That the Board of Valley Regional Transit approves the Valley Regional Transit Administrative Protests and Appeals Policy.

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of October 2020.

APPROVED by the Board Chair this ____day of _____, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC: Automatic Passenger Counters (APC's)

DATE: 9/22/2020

STAFF MEMBER: Dave Meredith

Summary:

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

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

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

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

In March 2020, VRT received approval from the FTA to use data from the APC's, to report annual ridership and passenger miles traveled, starting in fiscal year 2020. Since receiving the certification for use of the APC's, we have been comparing ridership numbers between the GFI and APC's.

In March 2020, the COVID-19 pandemic caused VRT to operate business is a different way to protect drivers and passengers. VRT suspended fares and began boarding passengers from the rear door, when possible. This change caused a disruption with the GFI fare box tracking, as they were no longer being utilized. Fortunately, an added benefit of the APC's, is

when we are not collecting fares, we are still getting passenger counts as they do not rely on the fare box or driver survey's to gather ridership data. Without the APC's, we currently would not be getting accurate passenger counts.

Our finding is the APC's work as they should and have provided us a better understanding of our ridership in terms of numbers, where our passengers are getting on and off our vehicles. This will help us better plan for route efficiencies and provide accurate data for our planning partners.

The APC equipment also provides VRT with data on Vehicle Revenue miles (VRM), Vehicle Revenue Hours (VRH), Passenger Miles Traveled (PMT) and passenger counts (UPT). This data is reported to the NTD on a monthly and annual basis. Currently, the data is gathered from a number of different data sets and then compiled for the monthly report. By using the APC data for the NTD report, the data will be more timely and consistent.

Based on the successful implementation of APC's and the approval from the FTA, VRT plans to report ridership (UPT), Vehicle Revenue Miles (VRM), Vehicle Revenue hours (VRH) and Passenger Miles Traveled (PMT) using data from the APC's for FY2020 NTD reporting. The NTD report is due in January of 2021. Staff will be requesting approval from the board to allow us to use this data for the January 2021 report and going forward.

Additional technical information about the APC system is available upon request.

Staff Recommendation/Request:

Information item only

Implication (policy and/or financial):

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

Highlights:

- April 2019 Resolution VBD19-006 approved to purchase automatic passenger counters for fixed-route vehicles
- June 2019 Automatic passenger counters installed on fixed-route vehicles and data validation started
- March 2020 Federal Transit Administration approves VRT to use APC data for NTD reporting
- March 2020 VRT stopped collecting fares due to COVID-19 pandemic
- GFI fare box reporting relies on fares being collected and driver input to report ridership data
- APC's provide more accurate and detailed information for ridership and planning data, with no reliance on driver or passenger interaction
- Due to the fare collection being suspended, VRT is still able to collect data for reporting purposes

More Information:

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



TOPIC: Bike Share Program

DATE: September 18, 2020

STAFF MEMBER: Dave Fotsch

Summary: An update on activities and performance of the bike share system.

Staff Recommendation/Request: None, information only

Implication: None

Highlights:

- Boise GreenBike will suspend all operations effective September 30, 2020.
- As of September 18, 2020, Boise GreenBike has 24,813 active members, who have made 130,836 overall trips since the beginning of the program, covering 336,729 miles and burning 13.48 million calories.
- Below are tables showing system performance since 2015.



- The Title Sponsorship agreement with St. Luke's and SelectHealth ended effective April 15, 2020, even though the bikes, station hubs, and support vehicles have displayed the logos of the former sponsors.
- The City of Boise provided financial support to the program through the end of the Fiscal Year, September 30, 2020.
- On September 17, 2020 SelectHealth, which owns the 'greenbike' domain name, shut off public access to the Boise.GreenBike.com website two weeks before the service was scheduled to be suspended.
- We are continuing to schedule meetings to recruit new top-level sponsors.
- VRT signed a contract with Drop Mobility to bring in an all-new, all electric-assist fleet of bikes in the spring of 2021. Drop will pay for the bikes, VRT has to cover the cost of operating the system. If we are unable to secure high level sponsors, there will be no bike-share in Boise next year.
- Drop Mobility delivered 25 bikes to Micron Technology in early June. Drop Mobility paid bike-share personnel to set up the bikes and make them ready to launch whenever Micron is ready.

-

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
 - The Watercooler (Local Construct)
 - Midas Gold
 - Idaho Central Credit Union (two station hubs at Boise State)
 - Parkway Station
- We continue to schedule meetings with potential sponsors.

More Information: Dave Fotsch, Boise GreenBike Director, 208-331-9266 (cell), dfotsch@valleyregionaltransit.org



TOPIC: Marketing Update

DATE: September 18, 2020

STAFF: Dave Fotsch, Programs Director

Summary:

Valley Regional Transit hired Stoltz Marketing Group in late 2018 to provide professional support to update and design a marketing foundation for VRT to build on for years to come. The first couple of task orders included building a brand handbook for VRT and developing a campaign called Riders Education. The Riders Education campaign launched with the January 2019 service changes.

In the Fiscal Year 2020 our marketing efforts have focused on internal and external initiatives:

- Website redesign
- Customer Service Tools
- COVID Response
- Safe Travels, Treasure Valley
- On-Demand Service
- Rider's First Initiative

New website

- The new website will make it easier for customers to use. Its design is "mobile-first," meaning we assume most users will be trying to access information about transit while standing on the street corner. With this design focus in mind, there will be information about schedules, fares, and bus locations. Bringing active and dynamic content to the website is a complex programming challenge, which is where we are in the development of the site right now.
- The design is complete. Stoltz is adding content to the pages and working on programming. One unanticipated wrinkle to the process is the changes to service in Canyon County, where fixed-line service is being replaced by on-demand service. We now have to update multiple pages of the website.
- Assuming there aren't any significant programming challenges, the website will launch in mid-October.

Customer Service Updates

The concept behind the Customer Service Updates is to provide a consistent look and feel to all of the public-facing materials. There are five main aspects to this initiative:

- Fare Posters – These large-scale displays will be installed at each of the facilities where there is a customer service window, Main Street Station, the Administrative office, and Happy Day Transit Center. The posters will display current fare pricing clearly and consistently.
- ValleyConnect App Flyers – Stoltz redesigned the flyers promoting the mobile ticketing app to better fit with the overall Valley Regional Transit brand.
- Interior Bus Poster Templates – There is certain required information inside the buses. These templates add consistency to the look and feel of these posters.
- Brochure templates – Valley Regional Transit has a variety of brochures explaining various aspects of our services. Many were designed years ago with inconsistent branding. This project addresses this with brand-specific templates in a program multiple people within the organization can use.
- Navigator Handbook – Navigators do a lot of things to provide the public with information about VRT services. The handbook attempts to codify the role of a navigator, so Customer Service can explain and connect customers to our services.

COVID-19 Response

Much of our response to the COVID-19 pandemic has been focused on sharing information with the public about our efforts to keep riders safe, and the things riders can do to keep themselves and others safe. The biggest push has been through social media messages reinforcing the basics of wearing a mask, washing hands frequently, social distancing, and not riding buses when sick. These same messages are backed up with content on our website, posters on our vehicles and decals in our public spaces.

Safe Travels. Treasure Valley

It's no secret that ridership is down from pre-COVID times. Part of the reason for the decline is that many downtown offices are still not back to full capacity. Bars remain closed, and restaurants are operating at lower capacities. There aren't as many people that need to get from one place to another. But another big reason for the decline in public transit ridership is that many people don't feel safe sharing a ride with a lot of people.

The concept behind this public-facing campaign is to retain current riders, reach out to those who used to ride transit, and message employers, assuring everyone that riding public transportation is safe, clean, and affordable.

Key aspects of the campaign include:

- A weekly newsletter updating subscribers on the efforts each form of public transportation is taking to protect the public using their services.
- A social media campaign focused on reassuring messages about the safety of public transportation.
- Influencer engagement – tapping into influential people, politicians, bloggers, etc., who might share their good experiences using public transportation.

The campaign will run through the end of October.

Canyon County On-Demand Service

On October 5, 2020, traditional fixed-route service in Canyon County will be replaced by a new concept in public transportation – On-Demand service. Riders will be able to use an app to request a ride, plugging in the start and finish points. The service should dramatically increase the number of places where transit can pick up and drop off passengers.

The marketing required swift turnaround time. Stoltz has completed or is working on the following:

- Designed and implemented a new name and logo for “VRT On-Demand.”
- Designed new signs for existing bus stops.
- Bus advertising panels
- Messaging for education and promotion of the new service

Riders First

Riders First is an internal marketing campaign designed to help all VRT staff ‘live the brand.’ The goal is to inspire employees to go the extra mile to ensure every customer has the best possible experience when working with the region’s premier public transportation authority.

The campaign was to have rolled out at the VRT All-Staff meeting in April, but the pandemic has prevented us from staging any large meetings. The plan now is to kick off the campaign in October in small groups.

The key aspects of the campaign include:

- A video produced by Stoltz to remind and inspire staff that everything they do is about helping people get from where they are to where they need to be.
- An employee and partner survey that attempts to gather the attitudes of those working for VRT.
- Internal posters and screensavers that inspire employees to strive for the best possible customer experience.
- Collateral templates – memos, PowerPoint templates, letterhead, etc.

Social media “About Us” copy – messaging that reinforces in the public eye, the messaging employees hear within our facilities.

Staff Recommendation/Request:

This is for information only.

More Information:

For detailed information contact: Dave Fotsch, Programs Director, 208.331.9266,
dfotsch@valleyregionaltransit.org

**VALLEY REGIONAL TRANSIT
FY2020 PROCUREMENT CALENDAR
EXECUTIVE BOARD / VRT BOARD OF DIRECTORS**

ITEM VII-D

Goods/Service	Total Procurement Amount	Potential Executive Board Action	Potential VRT Board of Directors Action	Comments
Service Truck w/ Utility Bed	\$72,000	November 2, 2020		VRT is requesting quotes from vendors for one (1) service truck with a utility bed.

Upcoming/Active Procurements:

Support Vehicle – Ada County

Executive Board Approval Levels: \$50,000 - \$199,999

VRT Board of Directors Approval Levels: \$200,000 and over

Updated 9/25/2020



TOPIC: Executive Director Report
DATE: September 25, 2020
STAFF MEMBER: Kelli Badesheim

Finance and Budget

We are on track to complete the fiscal year in a better cash positions than years past. This is due to having CARES funding available to cover expenses and the availability of federal formula grants that cover operational expenses. The changes made from the 2018 financial analysis have helped us improve our end of the year cash position every year for the last three years. The Executive Board will be considering a process for setting and establishing a plan to build cash reserves and a maintenance reserve to help with cash flow and unexpected expenses per the Board's adopted financial policies.

VRT Response to Coronavirus Pandemic

VRT continues to be in Stage 3 for Ada County and Stage 4 in Canyon County. Service levels have all been restored for all fixed-route services. We have continued suspension of fare collection through the remainder of the fiscal year. Staff will be considering the conditions we need to see to resume fare collection in the coming weeks. Main Street Station is still closed to the public and we maintain some restrictions on some access by the public to the Meridian administrative offices. The public still has access to the customer service lobbies in Meridian and at Happy Day Transit Center. VRT requested the contractors of the Boise and Canyon services to require face coverings by employees and customers. VRT is continuing to secure the necessary supplies to maintain enhanced sanitation and provide coverings to passengers who do not have their own. I am happy to report we are not aware of any cases of COVID-19 connected to the transit system.

Service Changes

VRT is implementing the service changes delayed from last March. These changes (detailed in the operations report) are important to the system to improve on-time performance, expand access to key destinations later hours and on Saturdays, and to expand services in the peak hour to the City of Eagle. We have learned throughout our response to the pandemic crisis how important our services are to the essential workers who have kept our economy going over the last several months. VRT continues to serve these important workers and do everything we can to keep passengers and our employees safe.

Executive Director Projects

- Leading a community project team to expand Rides 2 Wellness in Canyon County, we are pushing out the assumption testing phase into October. The service is tentatively scheduled to begin in December 2020 or January 2021
- Facilitating Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health.
- Facilitating a discussion on Statewide Technology needs for updating fixed-route and demand response scheduling systems. RFP will be going out under CTAI in October.

More information: Kelli Badesheim, Executive Director, 208-258-2712,
kbadesheim@valleyregionaltransit.org

TOPIC: Development Department Monthly Report

DATE: September 21, 2020

STAFF MEMBER: Stephen Hunt

Summary: Update of Development Department activities for the month of August and September 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 coordinated FY 2021 funding requests and implications of COVID-19 and the CARES Act funding with funding partners.
- **Transportation Development Plan** - The initial draft TDP was presented at the August board meeting and staff has been working with funding partners to review TDP projects and schedule. Staff will present an updated TDP draft to the board at the October meeting for their consideration and potential release to the public for comment.
- **Program of Projects** – The proposed FY2021 Federal Program of Projects was published for comment. Staff will review with funding partners the allocation of federal emergency CARES Act and annual appropriation funds.

Goal 2 – Increase Ridership and Revenue

- **Meridian Service Expansion and FY 2021 Service Change** – Staff has continued working with City of Meridian staff and stakeholders to build supporting passenger infrastructure and move forward with service implementation in FY 2021.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Boise Operations Facility**

- **Electric Bus Infrastructure**

Construction on electric bus infrastructure at the Orchard Facility has begun. Transformers, Switch Gears and Proterra chargers are all scheduled for delivery this fall. 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, replacing the fluid dispensing building, and relocating the cooling system for the compressor building in 2020. Costs are being finalized and design engineering is underway. STV Consulting is assisting with design and consultant management. Cathodic protection is being completed by Rustnot, electrical monitoring equipment and the compressor cooling system are being evaluated by ECI engineers. The fluid storage building is being evaluated by AECOM. Gas dryers are being reconditioned vs replacement.

- **Orchard Facility Master Plan**

The lowest ranking TAM item after the fuel island is the existing pavement at the site. Pavement repairs/replacement and expansion will be reviewed, starting in October. A master plan will be prepared, design and civil engineering will lead to construction in summer of 2020. Issues with parking lot include limited parking, inadequate drainage and incorporation of electric bus infrastructure. Construction at Orchard Facility will start in 2020 and will continue until funds are expended. VRT received competitive funding from the 5339 bus and bus facility grant for expansion of the Orchard Facility to make room for fleet expansion and electrification.

- **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. Construction includes replacing broken doors and repair/replacement of the maintenance facility roof. Upgrades to the roof drainage and front façade will occur with the repair/replacement of the facility roof to extend the useful life of the building.

- **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. Staff has worked with ITD's bridge engineer to schedule the bridge deck inspection in late fall 2020. Staff is working with Office Equipment to relocate VRT staff offices within the facility to meet distancing guidelines and improve working conditions.

- **Bus Stops**

The 2020 bus stop improvements project has several phases and elements. The first phase of 8 bus stop pads are complete and work has begun on the 25 additional sites in Boise, Eagle and Meridian. On demand stops in Canyon County are being prepared and staff will evaluate stops for safety and design compliance in fall 2020.

- **State Street Corridor Projects**

Working with ACHD and COMPASS, Fehr and Peers, has begun Syncro modeling to analyze the different alignments between State Street, Whitewater Blvd, and Main Street Station. There is a planned community outreach in late October to present the alternatives to the public.

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). Unfortunately the BUILD planning grant VRT applied for, for the State Street Transit Operational Analysis was unsuccessful. VRT is still planning to release the Transit Operational Analysis project for bid in late Fall of 2020.

Other Development Activities

- **Title VI** –Next submittal will be January 2021.
- **Grant Opportunities** – VRT was awarded over \$2 million dollars from the 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: September 22, 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 for the months of July and August.

Regional Operations

- VRT staff worked with Ada and Canyon County contractors to prepare for the implementation of the service changes that were postponed in March, while continuing to work remotely. These changes are intended to enhance the rider experience of existing riders. Since the outbreak of COVID-19 VRT has been proactively responding to the pandemic. Delaying the planned service change was one example of that, as was the decision to suspend fares, temporarily reduce service, close Main Street Station, require face coverings, increase cleaning/sanitation and launch the Safe Travels Treasure Valley campaign. VRT feels these actions are prudent to continue to help stop the spread of COVID-19, while also illustrating that the conditions on the bus are not the same today, as they were when we postponed the service change in March. As a critical part of the transportation infrastructure, VRT has a duty to provide the services we have promised the public and our partners as safely and quickly as possible. These changes are intended to enhance the rider experience of existing riders. Service changes include:
 - Updated time-points to improve on-time performance (system wide)
 - Updated paper schedules to make it easier for the public to understand how to use the service and where the service goes (system wide)
 - Launch of On-Demand service in Canyon County
 - Extended service to the City of Eagle (primarily supported by the City of Eagle and Ada County)
 - Revised routing on the 4 Roosevelt to improve service along River St
 - Revised routing on the 2 Broadway to improve on-time performance and serve the Ada County housing facility on Front St.
 - Extended span of service on the 2 Broadway (until 9PM)
 - Increased Saturday service on the 3 Vista, 7A/7B Fairview, and 9 State Street
- Executed contract with Via Mobility, LLC for the On-Demand Transit project in Canyon County
- Working with CTAI to prepare a RFP for a statewide solution for fixed route and demand response scheduling software

- 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

Highlights:

Contracted Transportation

- Ada and Canyon County operations
 - Installed driver barriers on all fixed route buses
 - All routes operating regular schedule
 - Not allowing standees on buses
 - Main Street Station closed
 - Buses staging at Main and 8th and at 9th and Main
 - Happy Day Transit Center open
 - Fare collection suspended
 - Continuing to have buses sanitized during service with outside contractor
 - Drivers and passengers required to wear face coverings on all services
 - Continue boarding buses from rear door, when applicable
 - Preparation for October service changes
- Canyon County had no preventable accidents in July or August
- Ada County had no preventable accidents in July or August
- August fixed route system on-time performance 88.2%
- August ACCESS system on-time performance 98%

Boise State Bronco Shuttle

- Resumed services August 24
 - Operating Monday through Friday from 7:00 – 6:00
 - Only running Blue and Orange routes
 - Masks required
 - Limiting seating on vehicles
 - Increased bus sanitizing

Specialized Transportation

- Village Van
 - Completed professional deep cleaning of inside of vehicles
 - Continuing to enforce use of face masks and continuing extra cleaning efforts after every trip
 - Ridership has increased
- Eagle Senior Center is closed
 - Plans to re-open the senior center on October 1
 - Offer curbside Meals on Wheels service Monday through Friday between 11:30 and 12:30
 - Scheduling trips for essentials services only
 - Passengers required to have temperature taken before boarding
 - Masks are required
 - Limited to six passengers on bus at any given time

- Buses are sanitized several times during the day
 - Ridership slowly increasing
- Kuna Senior Center
 - Open Monday, Wednesday, Friday from 8:00 – 12:45
 - Tables are 10 feet apart, only 4 to a table, no more than 50 in the building
 - Masks suggested
 - Temperature taken before allowed inside
 - Providing rides to center for lunch and games
 - Providing Meals on Wheels delivery
 - Vehicle sanitized daily
- Star Senior Center
 - Open Wednesday and Friday for lunch and bingo from 10:00 – 2:00
 - Tables are spread out and more tables are set up
 - Masks are required inside, unless eating
 - Temperatures are taken before they enter building
 - Tables and chairs are sanitized once center closes
 - Appointments can be made on Tuesday and Thursday as well
 - Shopping trips reduced to two trips per month, only providing service to Walmart and Trader Joe's
 - Passengers required to wear masks on bus
 - Vehicles sanitized daily
- Meridian Senior Center is closed
 - Delivering meals to homebound bus riding clients
 - Drivers wear masks and gloves and meals are placed in bag and left on doorknob or doormat of residence
- Parma Senior Center is closed
 - Allowing curb side meal pick-up
 - Will deliver meal if needed
 - Providing bus service Monday through Thursday between 8:30 – 11:30
 - Providing trips to only one passenger, and their attendant if needed, at a time
 - Only providing medical and shopping trips
 - Face coverings are strongly recommended
 - Vehicle is sanitized between each trip.
- SHIP operating Monday through Friday from 7:00 - 6:00
 - Added service during pandemic to provide trips from Corpus Christi/Interfaith Sanctuary to the “cool room” and the Boise Public Library
 - Ridership gradually increasing
 - No trips being provided to YMCA, Elk's Rehab or senior center
 - Providing trips for essential services only
 - Masks are recommended
 - Sanitizing vehicle between trips
- Harvest Transit
 - Providing trips for essential services
 - Continuing extra cleaning measures
 - Suggesting masks
 - Ridership slowly increasing

- Metro
 - Providing trips for essential services
 - Ridership slowly increasing
 - Sanitizing vehicles between passengers and at the end of the day
 - Applying a germ killer monthly to touchable surfaces
- Volunteer Drivers is operating at a much lower level
 - Drivers required to wear mask
 - Passengers required to wear mask
- Rides2Wellness
 - Provider is operating normal business hours
 - Drivers required to wear masks
 - Requesting passengers to wear masks
 - Sanitizing vehicle between trips
- Interfaith Sanctuary
 - Providing limited service for essential trips and daycare
- Lyft Transit Connections
 - Ridership had a slight increase
 - Driver and passenger are required to wear masks
- VRT Late Night
 - Ridership has dropped significantly
 - Driver and passenger required to wear masks
- Calvary Church has not resumed services

Information Technology and Intelligent Transportation Systems

- Staff resolved 94 support requests from 100 submitted
- As telework activities continue, staff is preparing to deploy a new program for online meetings, as well as providing extra components for functionality
- Continued to report ridership to track trends following COVID-19 pandemic
- Staff has begun to prepare all systems for upcoming service changes in October

Compliance

- Continued to work on the COVID crises, communicating key points to VRT executive staff:
 - Weekly meetings with Central District Health and the joint Ada and Canyon County Emergency Operations Center
 - Biweekly meetings with Southwest District Health on the Joint Information System taskforce
 - Continued to monitor the CDC website daily
 - Tracking and listening to the Governors press conferences
 - Monitored the cleaning and sanitizing of equipment
 - Distributed face coverings to allow VRT to require face coverings for passengers
- Continued various committee work for COVID-19 management
- Will complete TAM inspection scoring for FY20 for VRT and ACHD Commuteride by the end of September
- Completed Public Transportation Agency Safety Plan with ITD

Customer Service Support

- Customer service handled 2,112 of 2,178 phone calls for information, with 66 calls abandoned. The average call time was 2 minute, 8 seconds and the average hold time was 15 seconds
- Reservationist handled 832 of 859 phone calls to change or schedule a ride, with 19 calls abandoned. The average call time was 3 minutes, 34 seconds and the average hold time was 8 seconds
- July mobile ticket sales totaled \$263.50, August mobile ticket sales totaled \$209.25.
 - Fare collection was suspended in June
- Staff is preparing for service changes planned in October

More Information:

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

TOPIC: Finance and Administration Activity Report

DATE: October 5, 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 are working on closing the month of August and preparing for FY2020 year end
- Finance staff met with Eide Bailly to begin preparing for the annual audit
- Finance staff have compiled the list of FY2002 carryforward projects
- FY2020 grants became available resulting in the receipt of \$1,859,636 of pending federal funds
- At the end of July, VRT operating expenses were 14% under budget and capital expenses were 85% under budget.

Grant Management

- VRT's Grant and Compliance Administrator resigned at the beginning of August. Randy Reese has been hired to fill the vacant position. Randy is currently being trained to fulfill the responsibilities of this position.

Procurement

- Staff have been working on contract extensions and the following procurements:
 - Ada County Electric Bus Infrastructure
 - Integrated Fare Payment System
 - Electric buses and contract
 - Support Vehicles
 - Orchard Master Plan

For More Information: Contact Jason Jedry, Finance Controller, (208) 258-2709, or e-mail: jjedry@valleyregionaltransit.org



TOPIC: Community Projects/Outreach Efforts Update
DATE: September 16, 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

- The final draft of the Community Relations Outreach Plan for fiscal year 2021 is complete. This comprehensive plan includes a listing of my annual projects and the projects of other staff members that will require my involvement in one capacity or another.
- Outreach (assumption testing) for the Rides2Wellness project in Canyon County has started. We will work with health service providers to assist in gathering input to proposed operational models for the transportation service. Implementation of this service is expected in early 2021.
- Work continues with staff on responding to numerous public records requests.
- The redesign and launch of our valleyregionaltransit.org website is expected to go live in mid-October.
- Printed collateral for the service changes scheduled for October 1 (Ada County and inter-county service, new service to the city of Eagle) and October 5 (on-demand service in Nampa/Caldwell) is being finalized.
- Outreach effort to gather public/business comments on our proposed FY 2021 Program of Projects has begun.

More Information: Mark Carnopis, Community Relations Manager, 208 258-2702, or mcarnopis@valleyregionaltransit.org



TOPIC: Fleet Media Division - Report

DATE: October 5, 2020

STAFF MEMBER: Jason Russell

Summary: Updates to revenue and strategic activities related to sponsorship and advertising sales for Valley Regional Transit and Boise Bike Share.

<i>Valley Regional Transit - Underwriting Division</i>			
Fiscal Year	FY 20	FY 21	FY 22
Target Revenue:	\$435,835.00	\$528,246.00	\$600,000.00
Actual Contracted Revenue:	\$461,133.00	\$170,530.00	\$0.00
% of Target Revenue:	105.8%	32.3%	0

Highlights:

- In an effort to bring additional focus on sales efforts to our division without added costs, we are in final stages of contracting additional new business development and sales efforts to Medical Marketing Northwest, LLC. (MMN) on a paid for performance model.
- In conjunction with Stoltz Marketing, we are finalizing the Valley Regional Transit Underwriting Media Kit and published rate card. This finalized media kit represents the formal introduction of our products and services to the marketplace and will include a robust outreach effort upon delivery. We are working to have online versions ready to roll out with the new VRT website.
- Initiated and executed advertising placement of approximately 50 bus benches on behalf of Idaho Department of Health and Welfare Project Filter through our contracted bus bench provider Creative Outdoor Advertising. This is our first effort at a reciprocal referral program that will net VRT approximately \$3,500.00 in new revenue. Importantly, this program represents a passive revenue stream to VRT, as well as letting us have influence over the advertisers who participate.
- Successfully contracted "Mask up Idaho" for \$125,000.00 Annual campaign to encourage the use of face coverings. We are anticipating being in the design and production phases for the first two weeks of October.
- Creative Outdoor Advertising has installed the first of three rounds of new "Avenue" style bus benches. We are currently awaiting a timeline and status on the remainder. This first phase represents 30% of project completion.
- Expecting to finalize all missing design templates for both the Ada and Canyon County fleets inclusive of fixed-route, on demand and specialty by October 15. VRT

will own its own library of design templates allowing for more efficient processing of production deadlines for our valued clients.

- Along with Dave Fotsch, presented the Boise Bike Share opportunity, Boise Bike, to the Albertsons Foundation. Our request and pitch deck was routed to the executive team for consideration. We have since learned it will not align with their primary focus for the next few years of supporting food banks nationwide. Albertson's Stores can still look at smaller support for bike share in the valley, but funding the program is not realistic for them right now.
- Presented a multi-year sponsorship agreement for the upcoming four Proterra "E" buses to Idaho Power. The agency of record for Idaho Power has asked us to postpone any commitments until December 2020. They are currently reevaluating their projected 2021 budgets.
- In collaboration with City of Boise Arts and History, we have begun building a public art sponsorship program that includes transit shelters and remnant space on VRT's rolling stock. VRT media sales department will be responsible for aligning appropriate sponsorship funds for the program representing additional opportunities at incremental local revenue while providing space for public art. This program represents an ideal revenue stream to VRT, while providing space, opportunity and community good will.

More Information:

Jason Russell, Media Manager, 208-440-2515, jrussell@valleyregionaltransit.org



TOPIC: City Go Report

DATE: October 5, 2020

STAFF MEMBER: Kaite Justice

Summary: Status update of activities related to the downtown mobility collaborative, City Go

Highlights:

- City Go hosted a socially distanced event last month over social media. It was a five-day scavenger hunt called “Where’s My Bike Boise.” At the end of the week a bike, donated by Boise Bicycle Project, was raffled off to one participant. We had over 70 entries and gained over 150 new followers on social media.
- The City Go mural was completed on 13th and Bannock on the side of the SMHeuristics building. The mural is a depiction of the past, present, and future of transportation in Boise.
- 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 has completed the Integrated Fare Payment Application procurement and will continue to work towards the implementation and launch of the new payment application.
- City Go staff has created 5k and 10k walking/running/biking routes through downtown Boise to encourage active transportation and share relevant sites, resources, and places to visit downtown.
- City Go continues to work through their renewed MOU and plans to have a fully executed MOU by the end of October.

More Information:

For more information, please contact Kaite Justice, City Go Director, 208-258-2750, kjustice@valleyregionaltransit.org