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Executive Board Meeting Agenda

Monday, August 03, 2020

11:00 AM

Join the meeting at <https://global.gotomeeting.com/join/402707733>
or by phone at 1 (646) 749-3122

I. CALLING OF THE ROLL

Chair Tom Dale

II. AGENDA ADDITIONS/CHANGES

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

IV. CONSENT AGENDA

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

A. ACTION: Executive Board Minutes July 6, 2020 Meeting ☉ Pages 4-6

The Executive Board will consider approving the minutes of the July 6, 2020 Executive Board meeting.

B. ACTION: New Regional Advisory Council Members ☉ Pages 7-8

The Executive Board is asked to approve the two new members of the Regional Advisory Council, Mary Beth Nutting and Deborah Allen. Both members have been serving on the Council as non-voting members and are replacing individuals who are no longer members.

C. ACTION: FY2020 Q3 Performance Report ☉ Pages 9-13 Leslie Pedrosa

The Executive Board is asked to approve the performance report for the third quarter of fiscal year 2020.

V. FINANCE COMMITTEE - None

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Spring 2020 Bus Stop Construction ☉ Pages 14-16 Joe Guenther

The Executive Board is asked to consider approving RESOLUTION VEB20-009, the 2020 Spring Bus Stop construction and change order in Ada County.

B. ACTION: Safe Routes to School Assessment ☉ Pages 17-27 Kaite Justice

The Executive Board is asked to consider recommendation to the Valley Regional Transit Board of Directors to approve Valley Regional Transit to become the administrative entity for Treasure Valley's Safe Routes to School program.

C. ACTION: On Demand Technology Pilot ☐

Pages 28-31 Leslie Pedrosa

The Executive Board will have the opportunity to review Resolution VEB20-008 to approve a contract for an on-demand technology pilot and is asked to delegate authority to the Executive Director to finalize and execute a contract with Via Mobility, LLC.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Administrative Appeal Policy ☐

Pages 32-37 Kelli Badesheim

Attached is a review draft of an Administrative Appeal Policy for the Executive Board to review and provide comment. The final version will be presented for the VRT Board's consideration at a future meeting.

B. INFORMATION: Riders First Campaign Update ☐

Page 38 Dave Fotsch

Staff will provide an update to the Riders First Campaign.

C. INFORMATION: Public Transit Campaign Overview ☐

Page 39-40 Dave Fotsch

An overview of the Public Transit campaign will be presented to the Board by VRT staff.

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

☐ = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:

October 5, 2020 (Executive Board at 11:00 a.m., followed by the Board at noon.)VRT Boardroom
700 NE 2nd Street (Meetings may still be via teleconference)
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)*

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



Executive Board Meeting Minutes

Monday, 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 – Commuterride
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:

**Executive Board Minutes June 1, 2020 Meeting
Regional Advisory Council May 19, 2020 Meeting Minutes**

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



Regional Advisory Council Application

Name: Deborah Allen

Organization: Idaho Department of Vocational Rehabilitation

Job Title within that organization: Vocational Rehabilitation Counselor - Senior

Date: 7/14/2020

Please describe your professional experience working in human service and/or transportation agencies.

I have worked as a vocational rehabilitation counselor for over six years, and I have several additional years of volunteer and paid experience working in human services. My primary focus has been in employment. My current focus is employment of people with disabilities. I have also participated on the RAC as a member in the past and currently as a non-voting participant.

What populations would you be representing on the Regional Advisory Council?

My clients are people with disabilities who want employment and employers. My agency serves people with disabilities throughout Idaho.

How will your professional background complement the work of the Regional Advisory Council?

My professional and personal background are valuable additions to the RAC. I have boots on the ground and hear from employers and people who are seeking to gain or maintain employment. I hear about what does and does not work well with public transportation. I am not bashful about sharing that feedback with the RAC.

What do you see as the most pressing issues for the populations you would be representing on the Regional Advisory Council?

We need to go beyond federal minimum standards. We need to expand reliable, efficient, and 24/7 transportation options for workers. We need to make employment possible for all who want to work by providing effective transportation options. Transportation is a huge barrier to getting and keeping employment for many on my caseload.



Regional Advisory Council Application

Name: Mary Beth Nutting

Organization: N/A

Job Title within that organization: Transportation Advocate

Date: July 16, 2020

Please describe your professional experience working in human service and/or transportation agencies?

I have been an involved transportation advocate for the past 30+ years. I have engaged in educating citizens on alternatives to transportation by participating in various meetings, trainings and round table discussions. I served on the mayor's bicycle/pedestrian advisory committee in Spokane, Washington and worked with the mayor and city council on educating and encouraging citizens to use alternate forms for transportation.

What populations would you be representing on the Regional Advisory Council?

I would represent the riders that are currently using mass transit as I actively ride the bus and have used this form of transportation for over 40 years. I would also represent those that don't currently DON'T use the system as I actively engage with the population of the valley and talk to them about why they don't use mass transit and what it would take for them to actually ride the bus.

How will your professional background complement the work of the Regional Advisory Council?

I have worked at REI since 1989 and for Boise Public Library the past decade. Through both of those jobs I have had the opportunity to engage with a very wide variety of people who use multiple forms of transportation. I have also been a very active volunteer in the community through multiple organizations and institutions - Girl Scouts, public school system, environmental organizations, etc. Volunteering with these groups has given me the skills to organize, interact and engage and it has also allowed me to meet many official and unofficial community leaders. I am reliable, driven and a hard worker. I look forward to using these skills as a member of RAC.

What do you see as the most pressing issues for the populations you would be representing on the Regional Advisory Council?

In interacting with people throughout the valley, some of the most common comments that I hear about mass transit is the concern of infrequent service (hours or days of availability) and the lack of service to some areas throughout the valley. This past year I have been encouraged by the proposed plans to increase service and the areas to be served in the upcoming years. I want to be a part of a team that works on these plans and educates and encourages people throughout the valley to use mass transit.



TOPIC: FY20 Performance Report – Q3

DATE: July 21, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

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

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

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

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

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

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

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

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

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

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

Staff Recommendation/Request:

Staff requests the Executive Board approve the performance report for Q3 of FY2020.

Implication (policy and/or financial):

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

More Information:

Attachments:

FY20 Performance Report, Third Quarter

FY20 Third Quarter Ridership Report

FY20 Year to Date Ridership Report

For detailed information contact:

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

VRT PERFORMANCE - 3RD QUARTER, FY20
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2020	2019	% Change	RIDES		2020	2019	% Change
	FR	227,412	357,357	▼ -36.4		FR	949,105	1,118,170	▼ -15.1
	DR	3,748	13,133	▼ -71.5		DR	28,652	40,780	▼ -29.7
	ST	9,918	28,671	▼ -65.4		ST	61,865	81,247	▼ -23.9
	VP	6,050	40,763	▼ -85.2		VP	88,763	130,005	▼ -31.7
	BS	3,151	8,739	▼ -63.9		BS	9,896	17,684	▼ -44.0
	FMLM	519	801	▼ -35.2		FMLM	2,757	1,394	▲ 97.8
	Total	250,798	449,464	▼ -44.2		Total	1,141,038	1,350,673	▼ -15.5
HOURS	FR	23,544	30,352	▼ -22.4	HOURS	FR	84,844	92,002	▼ -7.8
	DR	2,094	6,822	▼ -69.3		DR	14,676	19,628	▼ -25.2
	ST	3,506	8,446	▼ -58.5		ST	15,153	26,004	▼ -41.7
	VP	2,343	9,451	▼ -75.2		VP	18,686	27,560	▼ -32.2
	BS	2,950	5,757	▼ -48.8		BS	5,543	9,352	▼ -40.7
	FMLM	62	122	▼ -49.3		FMLM	336	202	▲ 66.3
	Total	34,500	60,949	▼ -43.4		Total	139,237	174,747	▼ -20.3
RIDES PER HOUR	FR	9.66	11.77	▼ -18.0	RIDES PER HOUR	FR	11.19	12.15	▼ -8.0
	DR	1.79	1.93	▼ -7.0		DR	1.95	2.08	▼ -6.0
	ST	2.83	3.39	▼ -16.7		ST	4.08	3.12	▲ 30.7
	VP	2.58	4.31	▼ -40.1		VP	4.75	4.72	■ 0.7
	BS	1.07	1.52	▼ -29.6		BS	1.79	1.89	▼ -5.6
	FMLM	8.37	6.56	▲ 27.7		FMLM	8.21	6.90	▲ 18.9
	Total	7.27	7.37	▼ -1.4		Total	8.19	7.7	▲ 6.0
ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION			ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR					DR			
	ST					ST			
	VP					VP			
	BS					BS			
	FMLM					FMLM			
	Total	-	-			Total	-	-	
COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION			COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR					DR			
	ST					ST			
	VP					VP			
	BS					BS			
	FMLM					FMLM			
	Total	-	-			Total	-	-	
ON-TIME PERFORMANCE	FR	89.0%	77.6%	▲ 11.4	ON-TIME PERFORMANCE	FR	83.5%	71.0%	▲ 12.5
	DR	84.7%	82.6%	▲ 2.1		DR	81.6%	82.8%	▼ -1.1
	ST	85.5%	75.7%			ST	85.0%	78.7%	
	VP	N/A	N/A			VP	N/A	N/A	
	BS	N/A	N/A			BS	N/A	N/A	
	FMLM	N/A	N/A			FMLM	N/A	N/A	
	Total	86.4%	78.6%	▲ 7.8		Total	83.4%	77.5%	▲ 5.9

FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION	VP - VANPOOL	BS - BIKESHARE	FMLM - FIRST MILE/LAST MILE
Ada County Boise State - Bronco Shuttle Canyon County Intercounty	Ada County Canyon County	Metro Shared Vehicle SHIP Kuna Senior Center Village Van Volunteer Driver Meridian Senior Center Eagle Senior Center Star Senior Center Harvest Parma Senior Center Rides 2 Wellness	ACHD CommuteRide	Boise GreenBike	Lyft Transit Connections VRT Late Night

VRT PERFORMANCE - 3RD QUARTER, FY20

QUARTERLY RIDERSHIP DETAIL

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

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	3,385	12,594	▼ -73.1
Canyon County**	363	539	▼ -32.7
DR SUB TOTAL	3,748	13,133	▼ -71.5

VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	6,050	40,763	▼ -85.2
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	3,151	8,739	▼ -63.9
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	472	690	▼ -31.6
VRT Late Night	47	111	▼ -57.7
FMLM SUB TOTAL	519	801	▼ -35.2

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

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

VRT PERFORMANCE - 3RD QUARTER, FY20

YEAR TO DATE RIDERSHIP DETAIL

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

DR - DEMAND RESPONSE			
	FY20	FY19	% Change
Ada County**	27,116	39,100	▼ -30.6
Canyon County**	1,536	1,680	▼ -8.6
DR SUB TOTALS	28,652	40,780	▼ -29.7

VP - VANPOOL			
	FY20	FY19	% Change
ACHD CommuteRide	88,763	130,005	▼ -31.7
BS - BIKESHARE			
	FY20	FY19	% Change
Boise GreenBike	9,896	17,684	▼ -44.0
FMLM - FIRST MILE/LAST MILE			
	FY20	FY19	% Change
Lyft Transit Connections	2,426	1,257	▲ 93.00
VRT Late Night	331	137	▲ 141.61
FMLM SUB TOTAL	2,757	1,394	▲ 97.8

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

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



**AUTHORIZATION FOR EXPENDITURE
VRT EXECUTIVE BOARD APPROVAL**

PROCUREMENT DESCRIPTION: 2020 Spring Bus Stop Construction	TOTAL COST: \$57,371.15
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PURPOSE/ACTION:

As part of VRT's efforts to improve the transit passenger amenities VRT submitted a request for bid for improvements at 8 stop locations in Boise. This expenditure will enhance the passenger experience by improving transit passenger infrastructure and making more stops ADA accessible.

SCOPE OF WORK:

After a competitive bid process, LLS Services was selected to conduct all construction related activities relative to the installation of concrete pads, adjacent pedestrian ramps and bus stop sign work to enhance the pedestrian environment at 8 stops in Boise. These construction activities are planned to be complete prior to the October service changes and will not exceed \$57,371.15.

DISCUSSION:

The original bid package included these 8 spring stop improvements for a projected cost of \$48,080.00, however, because the bid excluded certain pedestrian detours, signage, and permitting costs the VRT staff has negotiated a change order to keep the project on schedule for an additional \$9,291.15. Due to the change order increasing the cost above \$50,000.00, an action by the VRT Executive Board is required. No additional change orders are anticipated.

ALTERNATIVES:

Pedestrian infrastructure is a necessary component of safe, accessible public transit. Without these investments, transit service will not be available to all.

FISCAL IMPACT:

Funding for this project is included in the FY2020 budget per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors.

RECOMMENDATION/JUSTIFICATION:

Valley Regional Transit staff has followed federal procurement guidelines and VRT's policy for procuring services and Paul Construction Inc. was determined to be the lowest responsive bidder. Staff recommends that the Executive Board approve **Resolution VEB20-009** for the 2020 bus stop construction activities, not to exceed **\$57,371.15**.

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	On agenda 08/03/20	VEB20-009
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

BUS STOP INFRASTRUCTURE CONSTRUCTION RESOLUTION VEB20-009

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH LLS Services, LLC FOR BUS STOP INFRASTRUCTURE CONSTRUCTION SERVICES.

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation 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, providing appropriate passenger infrastructure is critical to serving the riding public; and

WHEREAS, the contract and change order for this procurement incentivizes a timely completion of the construction activity which will enhance the pedestrian environment for an amount not to exceed \$ \$57,371.15 total expended over the horizon of the contract; and

WHEREAS, staff determined that the noted firm remains the lowest bid even with the change order; and

WHEREAS, funding for this procurement is available in the FY2020 budget – Resolution VBD19-011 approved on 08/05/19; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Bid as required in the VRT Procurement Policies adopted by the

VEB20-009

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

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

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

Section 1. That the Executive Board approves a contract with LLS Services, LLC, for construction related activities not to exceed \$57,371.15.

Section 2. That the Executive Board 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 Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

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

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

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



TOPIC: Safe Routes to School Assessment

DATE: August 3, 2020

STAFF MEMBER: Kaite Justice

Summary:

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

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

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

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

Staff Recommendation/Request: Recommend the Valley Regional Transit Board of Directors approve bringing the Treasure Valley Safe Routes to School program under Valley Regional Transit. The funding for Safe Routes to School would not be included in the assessments and funding VRT secures from local governments to support public transportation and administrative expenses.

Implication (policy and/or financial):

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

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

Highlights:

- VRT staff first presented the potential move of the SR2S program at the July 6, 2020 Executive Board Meeting.

More Information:

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

SAFE ROUTES TO SCHOOL ASSESSMENT

INTRODUCTION

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

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

TIMELINE

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

ORGANIZATIONAL MISSIONS

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





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

STRENGTHS

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

WEAKNESSES

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

OPPORTUNITIES

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





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

THREATS

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

WORK SPACE AND EQUIPMENT

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





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

ORGANIZATIONAL INTEGRATION

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

FINANCIAL

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

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





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

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

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

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

FUNDING GAP

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

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

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





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

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

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

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

TRANSIT AGENCIES WITH SR2S PROGRAMS

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

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





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

CONCLUSION

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

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

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

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

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





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





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

July 20, 2020

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

Dear Kelli,

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

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

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

Sincerely,

David Duro
President and CEO
Treasure Valley Family YMCA



**AUTHORIZATION FOR EXPENDITURE
VRT EXECUTIVE BOARD APPROVAL**

PROCUREMENT DESCRIPTION:

On Demand Technology Pilot

TOTAL COST: Not to exceed \$150,000

PURPOSE/ACTION:

Implement technology that will provide software, equipment and services to pilot on-demand transit in Nampa and Caldwell Idaho.

SCOPE OF WORK:

Implement a pilot for a modern and innovative on-demand transit solution within current financial constraints in Nampa and Caldwell.

DISCUSSION:

Valley Regional Transit staff evaluated local fixed-route service operated in Nampa and Caldwell to determine a path forward to redesign the service in a sustainable manner. Revenues provided by local jurisdictions are not keeping up with costs. Repeated attempts to adjust service continue to provide low quality services and poor system performance.

The on-demand transit solution will expand a transit solution to one of the fastest growing counties in the state, while still leveraging current capital resources, e.g. existing vehicles, bus stops and shelters, and existing contractor staff, that will remain within limited resources already available. The on-demand transit solution will be comprehensive, high quality, and sustainable,

ALTERNATIVES:

If the pilot is successful, it will become the model for on-demand transit solution for other services operated under Valley Regional Transit. Doing nothing will continue the downward cycle of poor performance and lack of financial support, eliminating local fixed route service over time.

FISCAL IMPACT:

Funding for this project is part of the FY2020 budget per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors. CARES Act funding awarded to Valley Regional Transit will cover any amount that may exceed existing budget. Ongoing costs will be included in the operational budget annually for board approval.

RECOMMENDATION/JUSTIFICATION:

Valley Regional Transit staff has followed federal procurement guidelines and VRT's policy for procuring services and determined Via Mobility, LLC to be the most responsive and responsible proposer. Staff requests the Executive Board approve **Resolution VEB20-008** for the on-demand technology pilot, not to exceed \$150,000.

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	August 3, 2020	VEB20-008
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION
ON DEMAND TECHNOLOGY PILOT
RESOLUTION VEB20-008

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH VIA MOBILITY, LLC FOR SOFTWARE, EQUIPMENT AND SERVICE TO PILOT ON DEMAND TRANSIT IN NAMPA AND CALDWELL:

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, revenue and ridership in Canyon County have not kept up with cost or performance expectations; and

WHEREAS, attempts to adjust service levels and routes within those resources continue to lead to low quality services and continuing poor system performance; and

WHEREAS, not finding a sustainable solutions will continue the downward cycle of poor performance and lack of financial support, eliminating local fixed route service over time; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2020 budget, per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors; and

WHEREAS, CARES Act funding awarded to Valley Regional Transit will cover any amount that may exceed existing budget; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement

VEB20-008

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

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

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

Section 1. That the Executive Board authorizes a contract with Via Mobility, LLC for an on-demand technology pilot.

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

Section 3. That **RESOLUTION VEB20-008** shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Executive Board Chair.

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

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT
VEB20-008

CHAIR OF EXECUTIVE BOARD



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

Section	Policy No. (TBD)
Policy Title:	Page 1 of
Policy Date:	Policy Adopted:
Approved By:	Policy/Page Replaced:
VRT Chairman	Executive Director
	Policy Amended:

Valley Regional Transit Administrative Protests and 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



TOPIC: Riders First Campaign Update

DATE: July 21, 2020

STAFF MEMBER: Dave Fotsch

Summary: The Riders First campaign is designed to reroute internal focus and culture to better lead public transportation initiatives in the Treasure Valley.

Staff Recommendation/Request: N/A – Information only

Implication: Website redesign: \$50,000
 Customer service updates: \$25,000
 Internal Riders First Campaign: \$25,000
 Total campaign: \$100,000

Highlights:

Valley Regional Transit continues to evolve to best meet the needs of Treasure Valley residents. In partnership with VRT efforts, Stoltz is:

- Redesigning the public-facing website to make it more mobile-friendly and easier to navigate.
- Re-doing all public-facing collateral, like brochures, schedules, posters, etc.
- Developing an internal-facing awareness campaign called “Riders First.” The internal campaign includes posters, screensavers and a video designed to reinvigorate staff to the mission of serving the public.
- Website design is largely done. Stoltz hired a programmer to pull all the pieces together. Expected launch is late August.
- The final touches are being put on the Customer service items. We should be able to debut those items about the same time the website is completed.
- Production has started on the internal-facing video.
- We will schedule meetings for small groups of employees to officially roll out the internal Riders First campaign.

More Information:

For more information contact: Dave Fotsch, 208-331-9266 (cell),
dfotsch@valleyregionaltransit.org

TOPIC: Public Transit Campaign Overview

DATE: July 21, 2020

STAFF MEMBER: Dave Fotsch

Summary: The COVID-19 crisis has had a significant impact on the use of shared mobility in the Treasure Valley. Ridership is down and riders are concerned about how they can safely use transit as they plan for a new normal in how they get around the Treasure Valley.

Several transit organizations—City Go, Valley Regional Transit, Boise GreenBike, and ACHD Commuteride—have joined together to produce a public awareness campaign to educate riders on why and how shared mobility is a smart and safe way to return to work.

Staff Recommendation/Request: N/A – Information only

Implication: Total campaign: \$75,000

Highlights:

- Goal: Retain riders who used public transit services prior to COVID-19
- Objective: Promote the use of transportation alternatives in the Treasure Valley and help alleviate the fears and concerns around use of shared mobility.
- Do one thing: Using shared transit is a safe choice for getting where I need to go.
- Target Market/Audience:
 - Primary – Consumers (past riders)
 - Secondary - Employers
- Message summary:
 - Demonstrate the improvements and extra precautions each agency has put in place
 - Feature feel-good stories of how these organizations have continued to help people get where they need to go
 - Show partners coming together and the positive impact on the community
 - Show how public transportation can be paired with teleworking
- Tactics
 - Paid media
 - Mobile display
 - Geotargeting
 - Behavioral
 - Retargeting (visitors to each partner's websites)
 - Facebook/Instagram (consumers)
 - LinkedIn (employers)
 - Direct placement on local news stories

- Owned media
 - Content for use on owned channels
 - Bus advertising space
- List build
 - Develop distribution list for campaign communications
- Weekly newsletter
 - Lead-generation through sign-ups
 - Send to: community partners, downtown employers, May in Motion participants, Chamber of Commerce, elected officials, school districts and universities, City Go members, Ada County Sheriff's office/Boise Police Department
- Influencer engagement
 - Feature public figures using public transit
- Creative execution complete/campaign launches – July 31, 2020

More Information:

For more information contact: Dave Fotsch, 208-331-9266 (cell),
dfotsch@valleyregionaltransit.org