

Table of Contents

Agenda	2
ACTION: Minutes - September 15, 2020 Meeting	
MINUTES - RAC Meeting September 15 2020	4
ACTION: Update on Regional Advisory Council (RAC)	
Membership Matrix and RAC Membership List	
RAC Members 2020-2021	6
RAC Member Matrix 2020-2021	7
RAC By-Laws	8
RAC Members - Populations Represented	11
ACTION: RAC Meeting Calendar for FY2021	
RAC Meeting Calendar FY2021	13
INFORMATION: Local Revenue Update	
MEMO - Local Revenue Update	14
Local Allocation Summary	15
INFORMATION: On-Demand Transit Update	
MEMO - Canyon County On-Demand Transit	17
INFORMATION: Pass Program Redesign	
MEMO - Pass Program Redesign.	19
INFORMATION: COVID-19 Impacts	
MEMO - COVID-19 Update.	21
INFORMATION: Department/Staff Reports	
REPORT - Executive Director.	24
REPORT - Operations Department	26
REPORT - Development Department.	31
REPORT - Finance Department	34
REPORT - Community Relations	35
REPORT - Fleet Media	36
REPORT - City Go	38

Regional Advisory Council Agenda

Tuesday, October 20, 2020

9:00 AM

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWM2YTAxNjUtNjI5YS00YzI4LTgyMzQtM2M5ZDJmZTU4ZDg0%40thread.v2/0?context=%7b%22Tid%22%3a%22f835d6fa-3299-47ef-90bf-7da39a100cca%22%2c%22Oid%22%3a%2290ecdc1e-59cf-41a7-baaa-65b43a9fe87e%22%7d

Or dial in at 469-965-2358 Conference ID: 711 123 388#

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

I. CALLING OF THE ROLL

Chair Walter Steed

- Welcome and Customer/Constituent Experiences
- Member and Committee Reports and Updates – Reports/Liaisons with Other Groups

The website for the ACHD ADA Advisory Committee is:

<http://www.achdidaho.org/Departments/Committees/ADA.aspx>

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: Minutes - September 15, 2020 Meeting 0

Pages 4-5

The Regional Advisory Council is asked to approve the minutes from the September 12, 2020 meeting.

V. ACTION ITEMS

A. ACTION: Update on Regional Advisory Council (RAC) Membership Matrix and RAC Membership List 0

Pages 6-12 Mary Beth Nutting

Mary Beth Nutting will review the membership matrix with the members and discuss the groups each member represents. This information will be used to help identify groups or parts of the region for recruiting members in open positions. The groups will also discuss Lisa Brady's vacancy and possibly changing the bylaws to allow for VRT staff to serve on the RAC.

- B. ACTION: RAC Fiscal Year 2021 Work Program** Walter Steed
Walter Steed will lead a discussion to review the topics and issues RAC members can identify and prioritize for discussion, which will lead to the RAC work program for FY2021.
- C. ACTION: RAC Meeting Calendar for FY2021** Page 13 Walter Steed
The RAC is asked to approve the proposed meeting calendar for FY2021.

VI. INFORMATION ITEMS

- A. INFORMATION: Local Revenue Update** Pages 14-16 Jill Reyes
The RAC will have the opportunity to review the provided local allocation summary for requested funding from local jurisdictions and agencies for fiscal year 2021.
- B. INFORMATION: On-Demand Transit Update** Pages 17-18 Leslie Pedrosa
Staff will present an update for On-Demand Transit in Canyon County.
- C. INFORMATION: Pass Program Redesign** Pages 19-20 Eric Selekof
Staff is providing an update to the Regional Pass Program redesign, as well as updates for future work.
- D. INFORMATION: COVID-19 Impacts** Pages 21-23 Leslie Pedrosa
Staff will provide information regarding the ongoing COVID response, ridership information and what is being done to keep riders and bus drivers safe.

VII. DEPARTMENT/STAFF REPORTS

- A. INFORMATION: Department/Staff Reports** Pages 24-38
The most current department/staff reports are included in the packet for information.

VIII. ADJOURNMENT

⊕ = Attachment

Agenda order is subject to change.

NEXT REGIONAL ADVISORY COUNCIL MEETING:

November 2, 2020 (Joint meeting with the VRT Executive Board)

Via virtual meeting or

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

For questions or comments regarding this agenda, please contact Kelli Badesheim at (208) 258-2712 or email kbadesheim@valleyregionaltransit.org

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.

Regional Advisory Council Minutes

Tuesday, September 15, 2020

9:00 AM

<https://global.gotomeeting.com/join/839482245>

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Kelly Berg	Deborah Allen	Kelli Badesheim, VRT
Lisa Brady	Randy Johnson	Mark Carnopis, VRT
Susan Bradley	Salome Mwangi	Paula Cromie, VRT
Terri Lindenberg	Gaby Tapia	Joe Guenther, VRT
Jeremy Maxand		Dave Fotsch, VRT
Mary Beth Nutting		Rachel Haukkala, COMPASS
Walter Steed		Stephen Hunt, VRT
		Leslie Pedrosa, VRT
		Randy Reese
		Jill Reyes, VRT
		Eric Selekof, VRT
		Alissa Taysom, VRT

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order at 9:05 a.m.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Jeremy Maxand moved to approve minutes of the June 16, 2020 RAC meeting as presented; Terri Lindenberg seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Regional Advisory Council FY 2021 Elections

Following discussion, Susan Bradley made a motion to nominate Walter Steed as chair for FY2021 and Mary Beth Nutting as the vice chair. Lisa Brady seconded the motion. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Regional Advisory Council Yearly Orientation

Kelli Badesheim presented the yearly orientation to the Regional Advisory Council members and set the stage for the coming year. A link to the presentation can be found at:

http://www.valleyregionaltransit.org/media/2267/rac_orientation_presentation_2020.pdf

INFORMATION: Regional Advisory Council and Executive Board Joint Meeting Agenda

RAC members were encouraged to bring ideas of topics they would like to see included on the Executive Board joint meeting agenda on November 2, 2020. Everyone was asked to email suggestions to Kelli, Walter and Mary Beth.

INFORMATION: COVID-19 Action Plan/Ridership Report

Leslie Pedrosa provided information regarding the ongoing COVID response, ridership information, what VRT is doing to keep riders and bus drivers safe and how decisions are being made in regards to what services are and are not available.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update for On-Demand Transit.

INFORMATION: Public Transit Campaign Overview - Market Strategies Update

Dave Fotsch provided an update on all current marketing initiatives.

INFORMATION: Bike Share Program Update

Dave Fotsch provided the latest developments with the bike share program.

INFORMATION: FY 2021 Service Change Update

Alissa Taysom presented an update on the FY 2021 service changes.

INFORMATION: Title VI Update

Alissa Taysom presented a status update on the 2021 update to the Title VI plan.

INFORMATION: Draft 2021-2025 Transportation Development Plan

Jill Reyes presented a high-level presentation of the draft 2021-2025 Transportation Development Plan.

INFORMATION: Department/Staff Reports

The August 3, 2020 department/staff reports were included in the packet for information.

ADJOURNMENT – Jeremy Maxand moved to adjourn the meeting, Terri Lindenberg seconded. The meeting was adjourned at 11:05 a.m.

Regional Advisory Council

(Updated 10/6/2020)

The Regional Advisory Council (RAC) is a standing committee of the Valley Regional Transit Board. It was developed to provide a forum for transportation and human service providers to share information and to collaborate on mobility issues. Members of the Council provide advice to VRT on its transportation programs and disseminate mobility information to their stakeholders. The RAC is charged with oversight of updates to the Transportation Service Coordination Plan.

Regional Advisory Council 2020/2021 Members List

Members	E-mail	Phone
Deborah Allen	Deborah.allen@vr.idaho.gov	208-327-4711
Kelly Berg	kelly.berg@phd3.idaho.gov	208-455-5418
Susan Bradley	craftisue@hotmail.com susan.bradley@aging.idaho.gov	208-794-9431
Randy Johnson	Randyjohnson79@gmail.com	208-869-3902
Samantha Kenney	skenney@unitedwaytv.org	208-866-3493
Terri Lindenberg	terri@treasurevalleytransit.com	208-463-9111
Jeremy Maxand	jmaxand@lincidaho.org	208-391-8988 c 208-336-3335 w
Salome Mwangi	smwangi@idahorefugees.org	208-336-4222
Mary Beth Nutting - Vice Chair	yayassis@live.com	208-319-6968
Walter Steed - Chair	wmsteed@aol.com	208-883-0123
Gaby Tapia	Gabriela.Tapia@a3ssa.com	
Kelli Badesheim	kbadesheim@valleyregionaltransit.org	208-258-2712

Proposed Regional Advisory Council Membership Matrix

Walter Steed Chair (Ada)			
Policy Services/Programs Outreach			
Ada County	Susan Bradley (a)(c)	Mary Beth Nutting (c)	Salome Mwangi (a)
	Lisa Brady (a) (p)	Jeremy Maxand (a)	Deborah Allen ()
	Randy Johnson (a)		
Canyon County	Samantha Kenney (a)	Terri Lindenberg (p)	Kelly Berg (a)
		Gaby Tapia (a) (p)	OPEN POSITION
Providers (p) Advocates (a) Consumers (c)			

REGIONAL ADVISORY COUNCIL

BYLAWS

ARTICLE I

NAME AND PURPOSE

The name of this committee shall be the Regional Advisory Council (RAC) of Valley Regional Transit (VRT) (formerly the Regional Coordination Council). The RAC supports the VRT governance process by advising the Valley Regional Transit Board of Directors (VRT Board) through a forum for customers, transportation and human service providers and advocates centered on sharing information and collaborating on mobility issues.

ARTICLE II

COMPOSITION AND APPOINTMENTS

1. The members of the RAC shall be composed of key representatives from customers, providers, and advocates.
2. A quorum shall consist of the presence of a simple majority of the sum of the votes of qualified RAC members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, internet, or other remote technologies. All meetings must occur in a physical place to allow public attendance.
3. A representative shall be appointed by the Valley Regional Transit Executive Board through an application process. The applicants will be reviewed by the RAC officers and the recommendation for appointment would be forwarded to the Executive Board for approval.
4. Members serve a term of three years. Members may serve more than one consecutive term.
5. Notice of open positions shall be posted on VRT services and distributed to private, public and nonprofit organizations serving the region.
6. If a member has four (4) successive unexcused absences a "notice of member inactivity" will be sent to the member. The VRT Board may seek another representative to fill the position of the member with two unexcused absences. The vote of the terminated member shall not be considered in determining a quorum.

ARTICLE III

DUTIES

1. The RAC shall have major responsibility in the development and review of the Transportation Service Coordination Plan for Ada and Canyon counties. Recommendations concerning the coordination plan shall be submitted to the VRT Board for final action.

2. The RAC shall have major responsibility in advising or recommending to the VRT Board prioritized projects for funding. Recommendations concerning the prioritization of projects shall be submitted to the VRT Board for final action.
3. The RAC shall have major responsibility in the formulation and review of policies, services, and programs that affect the groups represented on the RAC. Advisory recommendations on policies, services, and programs shall be submitted to the VRT Board for final action.

ARTICLE IV

ORGANIZATION

1. Voting members of the RAC shall elect a chair and vice-chair at their September meeting every even numbered year. The chair and vice-chair can serve one or more subsequent terms.
2. The chair will be responsible to conduct the meetings. The vice- chair would conduct the meetings in the absence of the chair.
3. An officer can be removed by a majority vote of the RAC members.
4. In the event an officer resigns mid- term, the RAC members would vote for a new chair at the next regularly scheduled meeting.
5. VRT serves as the staff support for the RAC.
6. Subcommittees may be established by majority action of the RAC members.

ARTICLE V

MEETINGS

1. The RAC shall meet at regularly scheduled meetings every month except July and August.
2. The time and place of meetings shall be established by the RAC at a regularly scheduled meeting each year.
3. VRT staff shall give notice of all meetings to all members reasonably in advance of a called meeting. All meetings shall be open to the public.

ARTICLE VI

AMENDMENTS TO BY-LAWS

These Bylaws may be amended at any meeting of the VRT Board where a quorum has been established and by a majority vote of members present, provided that at least thirty (30) day notice in writing to members of the VRT Board has been given of the intention to amend and specifying the proposed amendments.

ADOPTED the 5th day of November, 2018.

By: Jon Hansen 11/5/18
Chair of Valley Regional Transit Board Date

By: Kee Bodeshein 11/6/2018
Executive Director Date

Regional Advisory Council - Populations Represented 2020-2021

Members	E-mail	Phone	Lives in/Work Area	Associations/Interests
Kelly Berg	kelly.berg@phd3.idaho.gov	208-455-5418	Meridian/Canyon County	
Susan Bradley	susan.bradley@aging.idaho.gov	208-794-9431	Boise/State of Idaho	Treasure Valley Chapter of National Federal for Blind, Commission on Aging, Americorp Transportation Grant/ senior citizens, visually impaired and bus riders
Lisa Brady	lbrady@valleyregionaltransit.org	TBD	Boise/Ada and Canyon Counties	Safe Routes to School/ the children of Ada and Canyon Counties
Randy Johnson	Randyjohnson79@gmail.com	208-869-3902	Boise/Boise	Veterans of Foreign Wars, Central Bench Neighborhood Association/ veterans and individuals on the Central Bench
Terri Lindenberg	terri@treasurevalleytransit.com	208-463-9111	Nampa/Southwest Idaho	Treasure Valley Transit, Metro Community Services, Elderly Opportunity Agency, NEMT Provider Group, Community Transportation Association of Idaho, Local Emergency Preparedness Committee in Canyon County, Transportation for the Mentoring Network/ rural transportation
Samantha Kenney	skenney@unitedwaytv.org	208-866-3493	Boise/Boise	Those marginalized due to poverty, race and other factors. Bus rider, as well.
Jeremy Maxand	jmaxand@lincidaho.org	208-391-8988 c 208-336-3335 w	Boise/Boise	Chair of the City of Boise ADA Parking Committee, Member of the City of Boise Open Space and Clean Water Advisory Council, Adjunct Faculty at Boise State University, Board President of the Idaho Access Project/ interests include neighborhood livability, public transportation, and disability rights.
Salome Mwangi	smwangi@idahorefugees.org	208-336-4222	Boise/Boise	Refugees
Walter Steed - Chair	wmsteed@aol.com	208-883-0123	Meridian/Ada County	Constituent advocate
Gaby Tapia	Gabriela.Tapia@a3ssa.com	TBD	Nampa/Canyon County	Health care transportation

Deborah Allen	Deborah.allen@vr.idaho.gov	208-327-4711	Boise/Ada County	
Mary Beth Nutting - Vice Chair	yayassis@live.com	208-319-6968		Individuals who rely on public transportation

Regional Advisory Council
FY2021 Meeting Calendar
 (Fiscal year runs from October 1 through September 30)
 VRT Administrative Offices - Board Room
 700 NE 2nd Street – Meridian, Idaho

Tuesday, October 20, 2020	9:00 a.m. to 11:00 a.m.
Monday, November 2, 2020	11:00 a.m. 1:00 p.m. (Joint meeting with the Executive Board)
Tuesday, December 15, 2020	9:00 a.m. to 11:00 a.m.
Tuesday, January 19, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, February 16, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, March 16, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, April 20, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, May 18, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, June 15, 2021	9:00 a.m. to 11:00 a.m.
NO MEETING IN JULY	
NO MEETING IN AUGUST	
Tuesday, September 21, 2021	9:00 a.m. to 11:00 a.m. (Orientation meeting for FY 2022)
<u><i>New Fiscal Year Begins for 2022 October 1</i></u>	
Monday, October 19, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, November 1, 2021	11:00 a.m. 1:00 p.m. (Joint meeting with the Executive Board)
Tuesday, December 21, 2021	9:00 a.m. to 11:00 a.m.



TOPIC: FY 2021 Local Revenue Update
DATE: October 20, 2020
STAFF MEMBER: Jill Reyes

Background: VRT develops local cost allocations and funding requests during the annual budget cycle. At the February Executive Board meeting the board adopted Resolution VEB 20-002 which directed VRT staff to use an updated allocation methodology. VRT staff introduced a transparent and objective methodology that would have three categories:

1. General Assessment: All overhead that cannot be directly associated with service levels or special projects.
2. Service & Capital Allocation: All general/base public transportation services and their associated capital costs.
3. Special Allocation: Any specific projects outside the base budget and their associated overhead costs.

Since that time the world, and our region experienced unprecedented disruptions through the spread of the Coronavirus. Agencies and jurisdictions expressed concern about the appropriateness of changes during a time of financial uncertainty. In response, VRT prepared requests that used the old methodology that reduced the large increases in requests due to previously inequitably allocated costs. This approach kept VRT and our funding partners moving toward the desired reallocation of expenses while minimizing any negative fiscal impact on our funding partners.

Staff Recommendation/Request:

Information item only. VRT staff has provided for review a summary of local contribution requests and agreements under development for FY2021.

Implication (policy and/or financial):

None.

Schedule:

Spring 2020	VRT submits initial funding requests
Summer 2020	VRT meets with funding partners to discuss expected contributions
Fall 2020	VRT will develop cooperative agreements with partners for FY21 funding.

Reference: Local Allocation Summary

More Information: Jill Reyes, Programming Planner, 208.258.2701, jreyes@valleyregionaltransit.org

Valley Regional Transit Local Jurisdiction Funding Summary FY2021

FY2021 Requested Contributions					
Local Revenue Sources	General Assessment	Service Contribution	Special Assessment	Capital Contribution	Total
Ada County	\$ 32,063	\$ 128,044	\$ 8,500	\$ -	\$ 168,607
ACHD	\$ 5,222	\$ -	\$ -	\$ -	\$ 5,222
Boise State University	\$ 5,222	\$ 53,074	\$ 59,152	\$ -	\$ 117,448
College of Western Idaho	\$ 5,222	\$ 77,892	\$ 68,418	\$ -	\$ 151,532
CCDC	\$ 5,222	\$ -	\$ 100,000	\$ 23,915	\$ 105,222
City of Boise	\$ 127,662	\$ 7,201,686	\$ 100,000	\$ 369,748	\$ 7,429,347
City of Eagle	\$ 16,893	\$ 98,812	\$ 9,738	\$ -	\$ 125,443
City of Kuna	\$ 12,333	\$ -	\$ 8,000	\$ -	\$ 20,333
City of Meridian	\$ 61,953	\$ 258,604	\$ 173,414	\$ -	\$ 493,972
City of Star	\$ 5,937	\$ -	\$ -	\$ -	\$ 5,937
City of Garden City	\$ 6,612	\$ 170,226	\$ -	\$ -	\$ 176,838
Meridian Development Corp	\$ 5,222	\$ -	\$ -	\$ -	\$ 5,222
TOTAL ADA COUNTY	\$ 289,563	\$ 7,988,338	\$ 527,222	\$ 393,663	\$ 8,805,123
Canyon County	\$ -	\$ -	\$ -	\$ -	\$ -
Canyon County Highway District	\$ 25,942	\$ 48,427	\$ -	\$ -	\$ 74,369
City of Caldwell	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
City of Greenleaf	\$ 31,782	\$ 183,046	\$ -	\$ -	\$ 214,827
City of Melba	\$ 470	\$ -	\$ -	\$ -	\$ 470
City of Parma	\$ 319	\$ -	\$ -	\$ -	\$ 319
City of Middleton	\$ 5,246	\$ -	\$ -	\$ -	\$ 5,246
City of Nampa	\$ 55,120	\$ 383,869	\$ -	\$ -	\$ 438,989
City of Notus	\$ 308	\$ -	\$ -	\$ -	\$ 308
City of Parma	\$ 1,161	\$ -	\$ -	\$ -	\$ 1,161
City of Wilder	\$ 951	\$ -	\$ -	\$ -	\$ 951
Golden Gate Highway District #3	\$ 1,061	\$ -	\$ -	\$ -	\$ 1,061
Nampa Highway District #1	\$ 1,731	\$ -	\$ -	\$ -	\$ 1,731
Notus/Parma Highway District	\$ 930	\$ -	\$ -	\$ -	\$ 930
TOTAL CANYON COUNTY	\$ 126,519	\$ 615,342	\$ -	\$ -	\$ 741,861
TOTAL JURISDICTION REVENUE	\$ 416,082	\$ 8,603,680	\$ 527,222	\$ 393,663	\$ 9,546,984

Valley Regional Transit Local Jurisdiction Funding Summary FY2021

FY2021 Expected Contributions (Pending Signed Agreements)							
Local Revenue Sources	General Assessment	Service Contribution	FY20 Service Deferred	Service Adjusted	Special Assessment	Capital Contribution	Total
Ada County	\$ 27,102	\$ 38,095	\$ (9,000)	\$ 29,095	\$ 8,000	\$ -	\$ 64,197
ACHD	\$ 5,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,222
Boise State University	\$ 5,222	\$ 12,101	\$ -	\$ 12,101	\$ 82,813	\$ -	\$ 100,136
College of Western Idaho	\$ 5,222	\$ 66,360	\$ -	\$ 66,360	\$ 68,418	\$ -	\$ 140,000
CCDC	\$ 5,305	\$ -	\$ -	\$ -	\$ 100,000	\$ 23,915	\$ 129,220
City of Boise	\$ 127,662	\$ 7,201,686	\$ -	\$ 7,201,686	\$ -	\$ 369,748	\$ 7,699,096
City of Eagle	\$ 16,893	\$ 98,812	\$ (52,735)	\$ 46,077	\$ 9,738	\$ -	\$ 72,708
City of Kuna	\$ 9,819	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ 17,819
City of Meridian	\$ 62,941	\$ 257,601	\$ (51,250)	\$ 206,351	\$ 173,414	\$ -	\$ 442,706
City of Star	\$ 5,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,937
City of Garden City	\$ 5,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,494
Meridian Development Corp	\$ 5,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,222
TOTAL ADA COUNTY	\$ 282,041	\$ 7,674,655	\$ (112,985)	\$ -	\$ 450,383	\$ 393,663	\$ 8,687,757
Canyon County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Canyon County Highway District	\$ 20,653	\$ 18,646	\$ -	\$ -	\$ -	\$ -	\$ 39,299
City of Caldwell	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
City of Greenleaf	\$ 25,303	\$ 166,830	\$ -	\$ -	\$ -	\$ -	\$ 192,133
City of Melba	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470
City of Parma	\$ 319	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319
City of Middleton	\$ 5,246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,246
City of Nampa	\$ 43,883	\$ 334,256	\$ -	\$ -	\$ -	\$ -	\$ 378,139
City of Notus	\$ 308	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308
City of Parma	\$ 1,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,161
City of Wilder	\$ 951	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 951
Golden Gate Highway District #3	\$ 1,061	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,061
Nampa Highway District #1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notus/Parma Highway District	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CANYON COUNTY	\$ 100,854	\$ 519,732	\$ -	\$ -	\$ -	\$ -	\$ 620,586
TOTAL JURISDICTION REVENUE	\$ 382,895	\$ 8,194,387	\$ -	\$ -	\$ 450,383	\$ 393,663	\$ 9,308,343



TOPIC: Canyon County On-Demand Transit

DATE: October 7, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

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

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

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

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

Staff Recommendation/Request:

This is an information item.

Implication (policy and/or financial):

Although there is a demonstrated need for public transportation in Canyon County there is declining support for funding the current model of fixed route transit for local service. The on-demand transit pilot will offer an innovative way to improve services within existing financial conditions. Doing nothing will continue the downward cycle of poor performance and lack of financial support, eliminating local fixed route service over time.

Updates:

- Service started on Monday October 5, 2020
 - Minimal issues for drivers and users
 - First day statistics
 - 149 riders accounts created
 - 98% demand met
 - Average wait time - 18 minutes
 - Average ride time - 28 minutes

- Average ride distance – 5 miles
- Average ride rating – 4.6 stars
- Average walking distance to stop – 557 feet

Highlights:

- Spring 2020 – Presentations to current funding partners
- Summer 2020 – Vendor evaluations and selection completed with project team
- Fall 202 – Service launched on time

Next Steps:

- Continue public education of the new service solution
- Continue marketing new service solution
 - Includes working with local funding partners to push out notifications
- Continue to build partnerships in new service area
- Monitor service to ensure buses are available when riders request trips
 - Able to adjust daily based off of advanced reporting

For detailed information contact:

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



TOPIC: Pass Program Update

DATE: October 20, 2020

STAFF MEMBER: Eric Selekof

Summary: VRT has created a new pass program that is easy to administer, simple for customers to understand, meets the average fare per ride and can easily integrate with collaborative efforts with other agencies, like City Go.

With the completed redesign VRT has worked to provide:

- continuity in pass contracts;
- simplification of the process for the customer; and
- appropriately priced passes usable by employers, developers, and human service agencies.

In order to be more effective with the pass program redesign, VRT completed a market research study to determine:

1. The best pricing framework for the regional pass program that is:
 - usable for both employers and residential complexes;
 - easy to integrate with other transportation benefits (i.e. City Go);
 - simple and desirable for employers/residential complexes; and
 - has a consistent structure that is easy to administer.
2. The most appropriate price points for the regional pass program within the recommended framework.

The new pass program shifted from contracts with unique terms negotiated by each employer to a consistent model based on number of employees, residents, and/or students. The new pricing structure is as follows:

Employer and Residential Pricing	Number of People	Cost
	1 – 29	\$330.00
	30 – 100	\$12.00 per person
	101+	\$6.00 per person

Student Pricing	Number of People	Cost
	1 – 29	\$285.00
	30 – 100	\$8.00 per person
	101+	\$4.00 per person

In 2020, the revamped program was implemented with a focus on maintaining current contracts and transferring contracts to the new pricing and timing methodology. Pricing has moved from a per ride/trip to a per person structure. This created a simplified model that is

easily understood by all involved with lower variability in cost to contract holders. New, and renewed, contracts are being negotiated to align contract dates with the fiscal calendar. The focus of 2020 has been to maintain current contracts. In light of COVID-19, significant work was not done to expand the pass program. Over the last two months, VRT staff has begun conversations with new employers about pass programs for their employees.

Focus areas for 2021 include the following:

- Downtown Boise: downtown area employers will be approached with the new model for both renewal of contracts, as well as in recruiting of new contract holders. City Go, with its downtown focus and suite of amenities, will lead these discussions.
- Downtown Eagle: conversations will begin with Eagle, Idaho area employers as service has recently returned to this area.
- Nampa: VRT staff will approach Nampa employers with the new business model during contract discussions. The new VRT OnDemand program will be a main selling point of these talks.
- Amazon: has engaged in conversations with Amazon and has agreed to place a bus stop near the worksite. Conversations regarding a pass program for employees have begun and will continue over the coming months. The Amazon worksite is projected to open in November 2020 with 150 employees.
- Costco Meridian: discussions with the Costco Meridian site have not started as the worksite is not located near current VRT bus routes. However, if bus routes are placed near the employer, discussions will take place. In the meantime, ACHD Commuteride may be an acceptable option to provide additional resources to Costco Meridian employees.

Staff Recommendation/Request: This is an information item only.

Implication (policy and/or financial): The successful redesign of the pass program will generate an increase in fare revenue from pass programs and increase the number of people with access to valid fare media.

Highlights:

- Pass program market research was completed in January 2020
- Pass program presented to RAC in January 2020
- New pass program launched in February 2020
- Initial pass program contract discussions began in August 2020
 - Examples: Agnew Beck and Jelli
- Pass program contract renewal discussions have continued throughout 2020.

More Information:

For detailed information contact: Eric Selekof, City Go Events & Programs Manager, 208.258.2734, eselekof@valleyregionaltransit.org



TOPIC: Ongoing COVID Operational Updates

DATE: October 7, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Status update of activities related to the COVID-19 pandemic and what is being done to continue to keep passengers and drivers safe. Valley Regional Transit determines service levels for all fixed-route, intercountry-route, and ADA complementary paratransit services. All other agencies determine service levels independently of Valley Regional Transit. Currently, Ada County remains in stage three of the Idaho Rebound plan, while Canyon County remains in stage four of the Idaho Rebound Plan. Services are adjusted as needed based upon Central District Health and Southwest District Health requirements.

Highlights:

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
- Continued increased bus cleaning with outside contractor
- Drivers and passengers required to wear face coverings on all services
- Continue boarding buses from rear door, when applicable

Boise State Bronco Shuttle

- Operating Monday through Friday from 7:00 a.m. – 6:00 p.m.
- Only running Blue and Orange routes
- Masks required
- Limiting seating on vehicles
- Increased bus sanitizing

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 a.m. and 12:30 p.m.
- 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 a.m. – 2:00 p.m.
 - 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 a.m. – 11:30 a.m.
 - 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 a.m. - 6:00 p.m.

- 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

More Information:

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



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: 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 curbside 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: 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: 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