Table of Contents

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Executive Board Meeting Agenda

Monday, March 01, 2021

11:00 AM

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

I. CALLING OF THE ROLL — Chair Walter Steed

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 of the February 1, 2021 Executive Board Meeting ϴ Pages 6-7

The Executive Board is asked to consider approval of the minutes of the February 1, 2021 meeting.

B. ACTION: Minutes of the Regional Advisory Council January 19, 2021 Meetings ϴ Pages 8-9

The Executive Board is asked to consider accepting the minutes from the January 19, 2021 Regional Advisory Council meeting.

C. ACTION: FY2020 4th Quarter Operating Cash Balance Report ϴ — Pages 10-11 — Jason Jedry

Attached is the final Operating Cash Balance Report for the fourth quarter of FY2020. The preliminary report was presented to the VRT Board of Directors as an information item at the January 4, 2021 meeting. There have been no changes and the report is now final. The Executive Board is asked to review and consider approving the final report.

D. ACTION: FY2020 4th Quarter Budget Reports ϴ — Pages 12-23 — Jason Jedry

Attached are the final FY2020 4th Quarter Budget Reports. The preliminary reports were presented to the VRT Board of Directors as an information item at the January 4, 2021 meeting. There is one change to the final report that reduced purchased transportation expenses and local operating assistance revenue in Division 20 by $16,180. There are no other changes and the reports are now final. The Executive Board is asked to review and consider approving the final reports.

V. FINANCE COMMITTEE

A. ACTION: FY2020 Audited Financial Statements ϴ — Pages 24-67 — Jason Jedry

Eide Bailly will present the Fiscal Year 2020 audited financial statements. The Executive Board will consider accepting the audited financial statements to be placed on the consent agenda for the VRT Board of Directors to consider accepting in April.

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Canyon County CARES Investments - Rides2Wellness and Nampa and Caldwell Collaboration ϴ — Pages 68-69 — Kelli Badesheim

VRT Executive Board will consider approving up to $200,000 in CARES funding for Canyon County projects related to increasing access to healthcare, and developing a collaboration and plan to address gaps between housing, jobs, healthcare, and education.

B. ACTION: Fairview Best in Class Corridor Study ϴ — Pages 70-81 — Joe Guenther

The Executive Board is asked to consider approving RESOLUTION VEB21-003 and Authorization for Expenditure for the Fairview Best in Class Corridor Study.

C. ACTION: ADA Eligibility Evaluation Services ϴ — Pages 82-85 — Leslie Pedrosa

The Executive Board is asked to consider approving RESOLUTION VEB21-021 and Authorization for Expenditure for ADA Eligibility Evaluation Services.

D. ACTION: FY2020 4th Quarter Performance Report ϴ — Pages 86-90 — Leslie Pedrosa

Staff will present the FY2020 4th Quarter Performance Report and ask the Executive Board to consider recommending the report for approval by the Board of Directors.

E. ACTION: ACHD Integrated 5-Year Work Program Prioritization ϴ — Pages 91-97 — Stephen Hunt

Staff will present a prioritized list of projects for the Executive Board to consider for approval.

F. ACTION: Proposed Agenda for April Board of Directors' Meeting ϴ — Page 98 — Kelli Badesheim

The Executive Board will have the opportunity to review, and consider for approval, the proposed agenda for the April Board Meeting. Staff requests the opportunity to update or change items listed.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Regional Planning and Prioritization Next Steps ϴ — Pages 99-104 — Stephen Hunt

VRT staff will continue the discussion about project planning, programming and delivery and discuss the planned activities for this fiscal year.

B. INFORMATION: Valley Regional Transit FY 2020 Fact Sheet ϴ — Pages 105-107 — Mark Carnopis

Members will have the opportunity to review the draft FY 2020 Valley Regional Transit Fact sheet and provide comment.

C. INFORMATION: Department/Staff Reports ϴ — Pages 108-121 — Staff

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

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

ϴ = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:
April 5, 2021
VRT Boardroom (Meeting will be held virtually)
700 NE 2nd Street
Meridian, ID 83642

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

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, February 01, 2021
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Luke Cavener, City of Meridian	Kelli Badesheim, VRT
Elaine Clegg, City of Boise		Jarred Blankenship, VRT
John Evans, City of Garden City		Bre Brush, City of Boise
Debbie Kling, City of Nampa		Mark Carnopis, VRT
Sandi Levi, City of Nampa		Paula Cromie, VRT
David Lincoln, ACCHD		Gregg Eisenberg, First Transit
Lantz McGinnis-Brown, Boise State		Jeannette Ezell, VRT
Lauren McLean, City of Boise		Karen Gallagher, City of Boise
Garret Nancolas, City of Caldwell		Joe Guenther, VRT
Joe Stear, City of Kuna		Jim Hansen, ACHD
		Rachel Haukkala, COMPASS
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Leslie Van Beek, Canyon Cty Comm
		Corrie Washington
		Pam White, Canyon County Comm.
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:02 with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

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

- ACTION: Minutes of the January 4, 2021 Executive Board Meeting

- ACTION: Regional Advisory Council Minutes for December 15, 2020

Lauren McLean made a motion to approve the consent agenda as presented, Debbie Kling seconded. The motion passed unanimously.

FINANCE COMMITTEE - None

ACTION ITEMS

ACTION: On-Call Human Resource Services

Jason Jedry presented information on the new on-call human resource provider. Following discussion, Debbie Kling moved to approve RESOLUTION VEB21-001 and Authorization for Expenditure for On-Call Human Resource Services; John Evans seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: ACHD Integrated 5-Year Work Program Prioritization

Stephen Hunt discussed ACHD's invitation to provide comment on prioritizing projects in their Integrated 5-Year Work Program.

INFORMATION: Regional Planning and Programming Workshop

Stephen Hunt engaged the Executive Board in a discussion on the timeline and forums necessary to develop regional plans and budgets.

INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION - None

ADJOURNMENT – Debbie Kling moved to adjourn the meeting at 11:43; Lauren McLean seconded. The motion passed unanimously.

NEXT VRT EXECUTIVE BOARD MEETING:

March 1, 2021 (Meeting will take place virtually)
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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Regional Advisory Council Minutes

Tuesday, January 19, 2021
9:00 AM

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Lisa Brady	Deborah Allen	Kelli Badesheim, VRT
Susan Bradley	Kelly Berg	Mark Carnopis, VRT
Terri Lindenberg	Randy Johnson	Paula Cromie, VRT
Jeremy Maxand	Samantha Kenney	Jeannette Ezell, VRT
Mary Beth Nutting	Salome Mwangi	Joe Guenther, VRT
Walter Steed		Rachel Haukkala, COMPASS
		Stephen Hunt, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Randy Reese
		Jill Reyes, VRT
		Alissa Taysom, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL – Chair Walter Steed called the meeting to order at 9:00 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Consent Agenda consisted of the following:

ACTION: Minutes of the December 15, 2020 Meeting

Jeremy Maxand moved to approve the consent agenda as presented; Lisa Brady seconded. The motion passed unanimously.

ACTION ITEMS

There were no action items.

INFORMATION ITEMS

INFORMATION: Coordinated Plan - Human Services Transportation Plan

Rachel Haukkala, from COMPASS, presented the Coordinated Plan regarding the Human Services Transportation Plan.

INFORMATION: Neighborhood Collaboration Committee Update
Mary Beth Nutting provided an update on the Neighborhood Collaboration Committee. Lisa Brady and Jeremy Maxand provided information on the State Street corridor and the issues that persons with disabilities face in that area.

INFORMATION: State Street Survey and Accessibility
Mark Carnopis led a discussion on the findings concerning the limited accessibility of the current online State Street public survey. He was addressing the issue of accessibility to the survey by those with visual or motor skill limitations.

INFORMATION: Rides 2 Wellness Update
Kelli Badesheim presented an update on the design and proposed implementation for Rides 2 Wellness Canyon County expansion.

INFORMATION: Canyon County On-Demand Transit Update
Leslie Pedrosa presented an update on the on-demand transit in Canyon County.

INFORMATION: Transit On-Board Survey
Alissa Taysom provided an update on the FY 2021 Transit On-Board survey for input on the development of the survey.

INFORMATION: Map of Ridership by Bus Stop
Alissa Taysom discussed the stop-level ridership on the average daily pre-pandemic stop ridership from July 2019 through February 2020. Staff selected pre-pandemic data to ensure that ridership levels are not skewed by the drop in ridership caused by the pandemic and ensuing service reductions.

INFORMATION: Topics for Discussion
Members of the Regional Advisory Council had the opportunity to bring up topics they would like to be considered as a future agenda item.

INFORMATION: Department/Staff Reports
A copy of the most recent department/staff reports was included in the packet for information.

ADJOURNMENT – Jeremy Maxand moved to adjourn the meeting at 10:50 a.m.; Susan Bradley seconded. The motion passed unanimously.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
February 16, 2021
VRT Boardroom (Meeting will be held virtually)
700 NE 2nd Street
Meridian, ID 83642

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TOPIC	FY2020 4th Quarter Operating Cash Balance Report
DATE	March 1, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

Attached to this memo is the final operating cash balance analysis as of September 30, 2020. The preliminary report was presented as an information item at the January 4, 2021 Board of Directors meeting. There have been no changes and the report is now final.

The following items are important to note:

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

Staff Recommendation/Request

The Executive Board will review and consider accepting the FY2020 4th Quarter Operating Cash Balance Report.

Attachments

FY2020 4th Qtr. Operating Cash Balance Analysis

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

Valley Regional Transit
Operating Cash Balance Analysis
September 30, 2020

<u>Regional Operations</u>		
GL Cash Balance at 9/30/20	$2,594,054	
Pending Federal Funds *(Note 2)*		$30,774
<u>Ada County System</u>		
GL Cash Balance at 9/30/20	$52,713	
Pending Federal Funds *(Note 2)*		$0
<u>Canyon County System</u>		
GL Cash Balance at 9/30/20	$18,050	
Pending Federal Funds *(Note 2)*		$0
<u>Boise Greenbike</u>		
GL Cash Balance at 9/30/20	$62,051	
Pending Federal Funds *(Note 2)*		$0
Total Cash Balance	**$2,726,868**	
Total Pending Federal Funds *(Note 2)*		**$30,774**
Total Cash Balance Benchmark *(Note 1)*	**$534,884**	

Note 1: Average of 2017, 2018 and 2019 at September 30

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

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TOPIC	FY2020 4th Quarter Budget Reports
DATE	March 1, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

Attached to this memo are the final fourth quarter budget reports as of September 30, 2020. A preliminary report was presented as an information item at the January 4, 2021 Board of Directors meeting.

There is one change to the final report that reduced purchased transportation expenses and local operating assistance revenue in Division 20 by $16,180. There are no other changes to the report.

Staff Recommendation/Request

The Executive Board will review and consider accepting the FY2020 4th Quarter Budget Reports.

Attachments

FY2020 4th Quarter Budget Variance Report

FY2020 4th Quarter Budget Variance Comments

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

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

Category	Regional Overhead			Boise Greenbike			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				$ 142,150	$ 59,380	-58%	$ 20,000	$ 30,787	54%			
402 Purchased Transportation												
403 Auxiliary Revenue	219,884	274,411	25%									
404 Non-Transportation Revenue		1,229			2,906			8,292				
405 Federal Assistance - Capital										11,734,745	3,326,499	-72%
406 Federal Assistance - Operating/Administration	466,449	370,557	-21%				2,318,028	1,710,729	-26%	1,024,283	590,713	-42%
407 Local Assistance - Capital										3,147,705	155,654	-95%
408 Local Assistance - Operating/Administration	1,717,639	1,597,389	-7%	221,652	192,010	-13%	1,152,877	867,744	-25%	206,892	229,598	11%
Total Revenues	$ 2,403,973	$ 2,243,585	-7%	$ 363,802	$ 254,295	-30%	$ 3,490,905	$ 2,617,552	-25%	$ 16,113,625	$ 4,302,463	-73%

Category	Regional Overhead			Boise Greenbike			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 802,758	$ 816,484	2%	$ 130,239	$ 100,666	-23%	$ 388,126	$ 350,541	-10%	$ 363,242	$ 421,721	16%
502 Fringe Benefits	569,605	559,650	-2%	84,583	59,151	-30%	310,843	241,007	-22%	180,386	148,070	-18%
503 Professional Services	671,251	575,575	-14%	52,030	37,704	-28%	319,800	213,068	-33%	249,500	105,745	-58%
504 Materials and Supplies	31,866	24,391	-23%	30,700	10,725	-65%	80,650	58,690	-27%			
505 Utilities	91,912	106,295	16%	5,000	5,361	7%	3,380	6,697	98%	3,360	750	-78%
506 Casualty and Liability	24,345	8,155	-67%	5,250	5,250		76,035	79,244	4%			
508 Purchased Transportation							2,071,872	1,182,769	-43%			
509 Miscellaneous	180,967	131,038	-28%	21,000	7,838	-63%	232,200	163,612	-30%	434,686	558,617	29%
511 Interest	400	65	-84%									
512 Leases and Rentals	25,550	25,242	-1%	35,000	27,600	-21%	8,000	640	-92%			
514 Capital (Note 2)										14,882,450	2,928,946	-80%
Total Expenses	$ 2,398,653	$ 2,246,895	-6%	$ 363,802	$ 254,295	-30%	$ 3,490,905	$ 2,296,267	-34%	$ 16,113,625	$ 4,163,849	-74%

Note 1: No percentage shown for null data or situations where division is by zero.
Note 2: Total gross capital expense. Capitilization accounting entry added back.

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 676,800	$ 447,861	-34%	$ 97,000	$ 62,530	-36%
402 Purchased Transportation						
403 Auxiliary Revenue	191,485	224,871	17%			
404 Non-Transportation Revenue		378,017				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	1,462,834	1,998,609	37%	1,061,223	1,022,687	-4%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	5,050,566	4,644,700	-8%	1,054,403	957,293	-9%
Total Revenues	$ 7,381,685	$ 7,694,057	4%	$ 2,212,626	$ 2,042,510	-8%

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 3,014,831	$ 2,967,704	-2%	$ 927,348	$ 844,770	-9%
502 Fringe Benefits	2,417,318	2,285,359	-5%	812,448	786,779	-3%
503 Professional Services	613,499	386,529	-37%	117,785	115,169	-2%
504 Materials and Supplies	770,950	671,629	-13%	191,700	134,217	-30%
505 Utilities	109,925	82,135	-25%	32,150	27,886	-13%
506 Casualty and Liability	219,682	215,844	-2%	86,435	85,153	-1%
508 Purchased Transportation						
509 Miscellaneous	143,425	146,959	2%	8,500	8,790	3%
511 Interest		23			(22)	
512 Leases and Rentals	92,055	82,014	-11%	36,260	39,768	10%
514 Capital (Note 2)						
Total Expenses	$ 7,381,685	$ 6,838,195	-7%	$ 2,212,626	$ 2,042,510	-8%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 40,300	$ 35,178	-13%	$ 5,900	$ 5,257	-11%	$ 122,100	$ 72,707	-40%
402 Purchased Transportation									
403 Auxiliary Revenue	74,466	12,276	-84%					14,969	
404 Non-Transportation Revenue		62,512							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	471,101	469,838	0%	69,078	54,202	-22%	565,861	594,070	5%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	289,999	340,984	18%	54,198	16,022	-70%	413,468	397,022	-4%
Total Revenues	$ 875,866	$ 920,788	5%	$ 129,176	$ 75,481	-42%	$ 1,101,429	$ 1,078,769	-2%

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 374,808	$ 369,380	-1%	$ 60,915	$ 35,803	-41%	$ 496,544	$ 492,297	-1%
502 Fringe Benefits	168,604	163,913	-3%	22,963	17,061	-26%	223,353	232,337	4%
503 Professional Services	90,543	71,822	-21%	11,907	7,632	-36%	94,926	97,911	3%
504 Materials and Supplies	161,900	107,995	-33%	18,225	8,023	-56%	187,100	160,186	-14%
505 Utilities	21,328	19,142	-10%	5,942	1,798	-70%	32,003	24,838	-22%
506 Casualty and Liability	41,916	53,169	27%	5,802	4,512	-22%	52,284	62,036	19%
508 Purchased Transportation									
509 Miscellaneous	13,568	8,942	-34%	2,933	359	-88%	10,819	5,135	-53%
511 Interest									
512 Leases and Rentals	3,200	3,002	-6%	400	293	-27%	4,400	4,028	-8%
514 Capital (Note 2)									
Total Expenses	$ 875,866	$ 797,366	-9%	$ 129,087	$ 75,481	-42%	$ 1,101,429	$ 1,078,769	-2%

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

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

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

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 20,000	$ 30,787	54%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		8,292	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	1,994,630	1,452,843	-27%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	1,072,027	523,614	-51%
Total Revenues	**$ 3,086,657**	**$ 2,015,536**	-35%

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	281,666	247,181	-12%
502 Fringe Benefits	230,895	192,215	-17%
503 Professional Services	312,300	213,068	-32%
504 Materials and Supplies	70,650	50,632	-28%
505 Utilities	2,540	5,807	129%
506 Casualty and Liability	76,035	79,244	4%
508 Purchased Transportation	2,071,872	1,182,769	-43%
509 Miscellaneous	32,700	16,710	-49%
511 Interest			
512 Leases and Rentals	8,000		-100%
514 Capital (Note 2)			
Total Expenses	**$ 3,086,657**	**$ 1,987,626**	-36%

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

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

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

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

Regional Overhead (10)

Revenues

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

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

Expenses

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

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

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

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

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

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

Boise Greenbike (12)

Revenues

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

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

Expenses

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

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

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

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

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

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

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

Information Supports/Specialized Transportation (20)

Revenues

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

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

Local Operating Assistance (25% under budget) – This line item is unfavorably below budget parameters. This is primarily due to increased recognition of directly generated revenue and non-transportation revenue than budgeted for as well as lower expenses resulting in less reimbursement of funds in this category. It should be noted $293,375 of this revenue was recognized at year-end absent the need to offset expenses because the funds were unrestricted.

Expenses

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

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

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

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

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

Purchased Transportation (43% under budget) – This line item is favorably below budget parameters due to mobility projects, Rides to Wellness and Volunteer Driver expenses being lower than budgeted for.

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

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

Program Administration Support/Planning (23)

Revenues

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

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

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

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

Expenses

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

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

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

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

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

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

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

Boise Fixed-Route (21)

<u>Revenues</u>

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

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

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

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

<u>Expenses</u>

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

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

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

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

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

ADA Paratransit/Demand Response (22)

<u>Revenues</u>

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

<u>Expenses</u>

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

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

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

Canyon County Fixed Route (24)

<u>Revenues</u>

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

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

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

<u>Expenses</u>
Total Canyon County Fixed-Route operating expenses were 9% under budget through QR-4.

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

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

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

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

Canyon ADA Paratransit/Demand Response (25)

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

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

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

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

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

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

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

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

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

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

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

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

Canyon Inter-County (31)

Revenues

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

Expenses

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

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

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

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

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

EideBailly

CPAs & BUSINESS ADVISORS

January 29, 2021

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

We have audited the financial statements of Valley Regional Transit (VRT) as of and for the year ended September 30, 2020, and have issued our report thereon dated January 29, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards* and our Compliance Audit under the Uniform Guidance

As communicated in our letter dated September 8, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether VRT complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of VRT's major federal programs. Our audit of the financial statements and major program compliance does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of VRT solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of VRT's major federal program compliance, is to express an opinion on the compliance for each of VRT's major federal programs based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the VRT's internal control over compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated January 29, 2021. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated January 29, 2021.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by VRT is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements are:

Management's estimate of the employer pension assumption is based on actuarial estimates provided by the Public Employee Retirement System of Idaho (PERSI). We evaluated the key factors and assumptions used to develop the employer pension assumption in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting VRT's financial statements relates to:

The disclosure of employer pension assumptions in Note 5 to the financial statements is sensitive as this note supports assumptions made and inputs used to determine the employer pension assumption.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management.

Correcting entry to reverse unearned revenues and receivables for invoices for FY2021 projects that were not paid by year-end, and there are no associated expenditures spent in FY20 related to the project on the invoices.

Unearned Revenues	$1,020,218	
Dues and Capital Commitments Receivable		$1,020,218

Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. No such mistatements were detected during the course of our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to VRT's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated January 29, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with VRT, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as VRT's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing Valley Regional Transit's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

However, in accordance with such standards, we will review the information inputted into the data collection form and will consider whether such information, or the manner of its presentation, is materially consistent with the financial statements.

This report is intended solely for the information and use of management and the Board of Directors of Valley Regional Transit and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Bailly LLP

Boise, Idaho

Financial Statements
September 30, 2020

Valley Regional Transit

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CPAs & BUSINESS ADVISORS

Independent Auditor's Report

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

Report on the Financial Statements
We have audited the accompanying financial statements of Valley Regional Transit (VRT) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Audit Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of VRT as of September 30, 2020, the change in its financial position, and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of employer's share of net pension liability and employer contributions as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods or preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise VRT's financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,* and is not a required part of the financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2021 on our consideration of VRT's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of VRT's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering VRT's internal control over financial reporting and compliance.

Eide Bailly LLP

Boise, Idaho
January 29, 2021

The following provides the readers of Valley Regional Transit's (VRT) financial statements with a narrative overview and analysis of the financial activities of VRT for the fiscal year ended September 30, 2020 (Fiscal Year 2020).

Financial Highlights

- The assets and deferred outflows of financial resources of VRT exceeded its liabilities and deferred inflows of financial resources at September 30, 2020, by $29,984,726.

- Total net position of VRT decreased by $654,874 while the investment in capital assets portion of net position decreased by $1,856,959. Unrestricted net position increased by $1,202,085 between the two fiscal years.

Overview of the Financial Statements

The discussion and analysis related to the overview of the financial statements is intended to serve as an introduction to Valley Regional Transit's basic financial statements and is designed to provide readers with a broad overview of VRT's finances in a manner similar to a private-sector business. The following describes each of the statements and their use.

- *Statement of Net Position* presents information on the assets, deferred outflow of resources, liabilities and deferred inflow of resources; with the resultant net difference being reported as net position. Analyzing increases and decreases in net position is one way to measure VRT's overall financial position and may serve as an indicator of whether the financial position of the organization is improving or deteriorating.

- *Statement of Revenues, Expenses, and Change in Net Position* shows how VRT's net position changed during the year. VRT is structured as a single enterprise fund established to operate in a manner similar to private business enterprises where our intent is to provide services to our ridership on a continuing basis in part through user fees. VRT's accounting system functions and reports on an accrual basis of accounting. Accrual accounting dictates that revenues are recognized when earned, not when received, and expenses are recognized when incurred, not when paid. Additionally, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of related cash flows.

The notes to the financial statements provide additional information that is helpful when analyzing the data provided in the basic financial statements.

Financial Analysis

Statement of Net Position

As previously noted, net position may serve over time as a useful indicator of an entity's financial position. As of September 30, 2020, the net position of Valley Regional Transit was $29,984,726.

	2020	2019
Assets		
Current assets	$ 6,006,516	$ 2,173,170
Capital assets	29,181,683	31,038,642
Total assets	35,188,199	33,211,812
Deferred outflow of resources	370,603	152,237
Total assets and deferred outflow of resources	$ 35,558,802	$ 33,364,049
Liabilities		
Current liabilities	$ 4,359,929	$ 1,962,456
Long-term liabilities	1,171,996	518,297
Total liabilities	5,531,925	2,480,753
Deferred inflow of resources	42,151	243,696
Total liabilites and deferred inflow of resources	5,574,076	2,724,449
Net position		
Investment in capital assets	29,181,683	31,038,642
Unrestricted	803,043	(399,042)
Total net position	29,984,726	30,639,600
Total liabilities and deferred inflow of resources	$ 35,558,802	$ 33,364,049

Current asset balances were $3,833,346 higher in FY 2020 as compared to the prior fiscal year. Cash increased by $1,975,438 between the two years. Other asset and inventory balances increased by $17,632 and $41,445, respectively. Inventory balances fluctuate based on when inventories are consumed and replaced.

The balance of current liabilities was $2,397,473 higher in FY 2020, as compared to the prior fiscal year. Total working capital (current assets less current liabilities) increased $1,435,873 between the two fiscal years. VRT working capital was in a positive position $1,646,587 at the end of FY 2020.

By far, the largest portion of VRT's net position reflects the regional transportation authority's investment in capital assets. All capital assets are used by VRT in the provision of regional public transportation services and are utilized in the capacity as intended and therefore are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities. As of September 30, 2020, VRT has not issued debt associated with the purchase of capital assets. VRT's net capital assets are further restricted. Any liquidation occurring prior to the end of the asset's useful life must have the corresponding Federal assistance repaid to the Federal Transit Administration (FTA).

The capital asset base decreased net by $1,856,959 after taking into consideration increases in depreciation and certain vehicle and equipment disposals at September 30, 2020.

VRT's depreciation schedule is compliant with FTA regulations and is an unfunded expense.

Unrestricted net position, which represents assets that may be used to meet on going obligations to VRT's ridership and creditors, was in a net position of $803,043 at the end of the fiscal year. Unrestricted net position increased by $1,202,085, as compared to the prior fiscal year.

Statement of Revenues, Expenses, and Change in Net Position

Operating as a single enterprise fund, Valley Regional Transit's financial structure is similar to a private business enterprise with the exception of unique revenue and expense reporting categories which are dictated by the FTA. All recipients of Federal assistance are required to conform to standardized revenue and expense classifications for the purpose of reporting on specific Federal grant assistance programs.

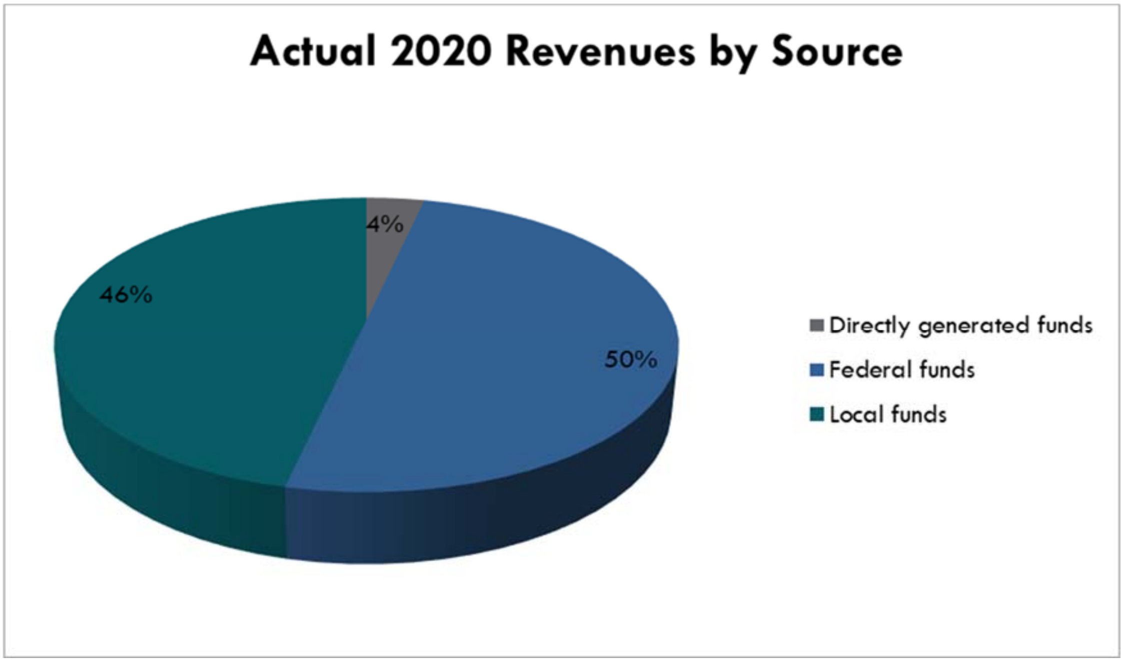
Valley Regional Transit receives Federal operating and capital assistance through the FTA Section 5307 Urbanized Area Formula Program and the FTA Section 5339 Capital Program for both the Boise Transportation Management Area (TMA) and the Nampa Urbanized Area (UZA). VRT also receives funding from Federal Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) Program. While Valley Regional Transit is the designated recipient of Federal funds for both the Boise TMA and Nampa UZA, each area is operated and funded independently.

Local revenues are contributions made by each of the members of VRT's supporting regional management as well as service contributions which are intended to fund the operating expenses of the various VRT programs, depending upon the services a member receives.

	2020	2019
Revenues		
Directly generated funds	$ 713,700	$ 1,032,959
Auxiliary transportation funds	526,527	256,215
Non transportation funds	444,663	29,746
Federal funds	10,137,904	8,089,952
Local funds	9,398,415	9,397,545
Net Gain on sale of capital assets	3,718	-
Total revenues	21,224,927	18,806,417
Expenses		
Salaries and fringe benefits	11,126,481	10,345,533
Professional services	1,611,155	1,761,567
Materials and supplies	1,175,856	1,344,437
Utilities	274,902	296,506
Casualty and liability insurance	513,363	521,306
Miscellaneous	1,031,290	635,926
Interest expense	66	91
Lease and rental	182,587	169,657
Non-capital expenditures	1,899,818	544,987
Purchased transportation	1,182,769	1,314,083
Depreciation	2,881,514	2,795,205
Total expenses	21,879,801	19,729,298
Change in Net Position	(654,874)	(922,881)
Beginning Balance Net Position	30,639,600	31,562,481
Ending Balance Net Position	$ 29,984,726	$ 30,639,600

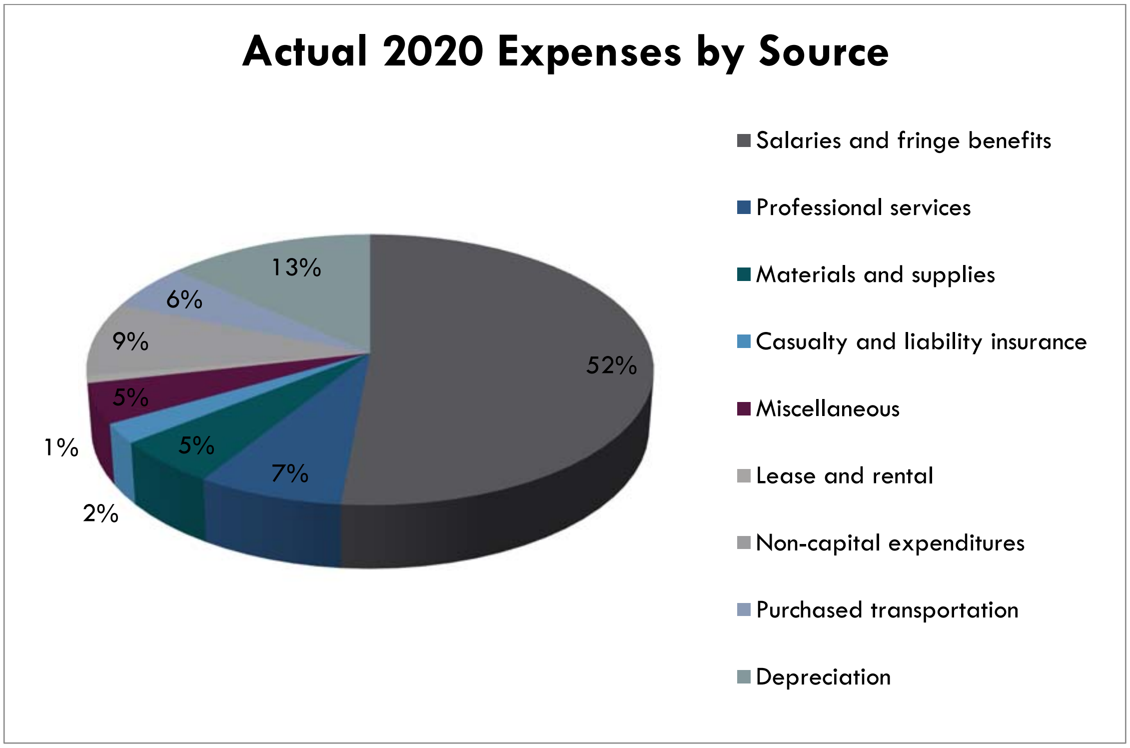
Analysis of Revenues

Total revenues were $21,224,927 and $18,806,417 for FY 2020 and FY 2019, respectively. Total revenues increased $2,418,510 on a net basis, or 12.86%, in comparison to the prior fiscal year. In FY 2020, Federal revenues increased $2,047,952, non-transportation funds increased $414,917, local funds increased $870 and auxiliary transportation funds increased $270,312. These increases were partially offset by a decrease in directly generated revenues of $319,259. It should be noted that the collection of fares was suspended for much of FY 2020 due to the COVID-19 pandemic. The change in revenues was largely due to the following events: 1) The Federal revenues increase was due to higher FTA grant drawdown activity; 2) Non-transportation increased due to receiving the compressed natural gas rebate; 3) Local revenues increased due to recognizing more of this revenue source than in the previous year; and 4) Auxiliary transportation revenues increased due to higher advertising revenue earned during FY 2020 as compared to the prior fiscal year.



Analysis of Expenses

Total expenses for FY 2020 were $21,879,801 and $19,729,298 for FY 2019. Expenses increased $2,150,503 or 10.90% in comparison to the prior fiscal year largely due to the following events: 1) Non-capital expenditures increased $1,354,831, or 248.60%. FY 2020 had a $929,236 expense related to the Nampa bike/pedestrian improvement project, $394,260 expense related to System enhancements and FY 2019 had no such expenses. Decreased expenses in professional services, materials and supplies, utilities and insurance partially offset the increase of $780,948 in salaries and fringe benefits. Salaries and fringe benefit expenses increased across all Systems with the highest increase in Regional. Actual salaries and fringe benefit expenses were $222,431 below the budgeted amount approved by the Valley Regional Transit Board of Directors.



Capital Asset and Debt Administration

Valley Regional Transit's net investment in capital assets, as of September 30, 2020, was $29,181,683 (net of accumulated depreciation). This investment in capital assets includes office equipment, building and improvements, vehicles, machinery and equipment, software, land and construction in process. Additional information can be found in Note 3 of the financial statements.

The decrease in VRT's net investment in capital assets for the current fiscal year was $1,856,959, or -5.98%. This net decrease was the result of vehicle and equipment disposals and a delay of vehicle purchases as VRT moves towards electric buses. The purchase of the electric buses is anticipated to occur in FY 2021.

Capital Assets Net of Accumulated Depreciation

	2020	2019
Construction in process	$ 263,952	$ 999,142
Land	1,210,000	1,210,000
Office Equipment	786,141	812,493
Software	2,373,523	2,373,523
Machinery and Equipment	1,129,942	1,099,005
Vehicles	21,668,678	21,329,956
Building and Improvements	27,952,911	26,823,403
Total Capital Assets	55,385,147	54,647,522
Accumulated Depreciation	(26,203,464)	(23,608,880)
Net Capital Assets	$ 29,181,683	$ 31,038,642

As of September 30, 2020, Valley Regional Transit had no debt obligations outstanding.

Economic Factors and Next Year's Budgets

As a component of the annual budget process, VRT prepares a six-year operating budget and a ten-year capital budget. These budget projections assist with the current year budget development by establishing base fundamental assumptions with regard to capital replacement requirements, maintenance demands, changes to wage overhead rates, operating expenses, funding projections, and fare returns.

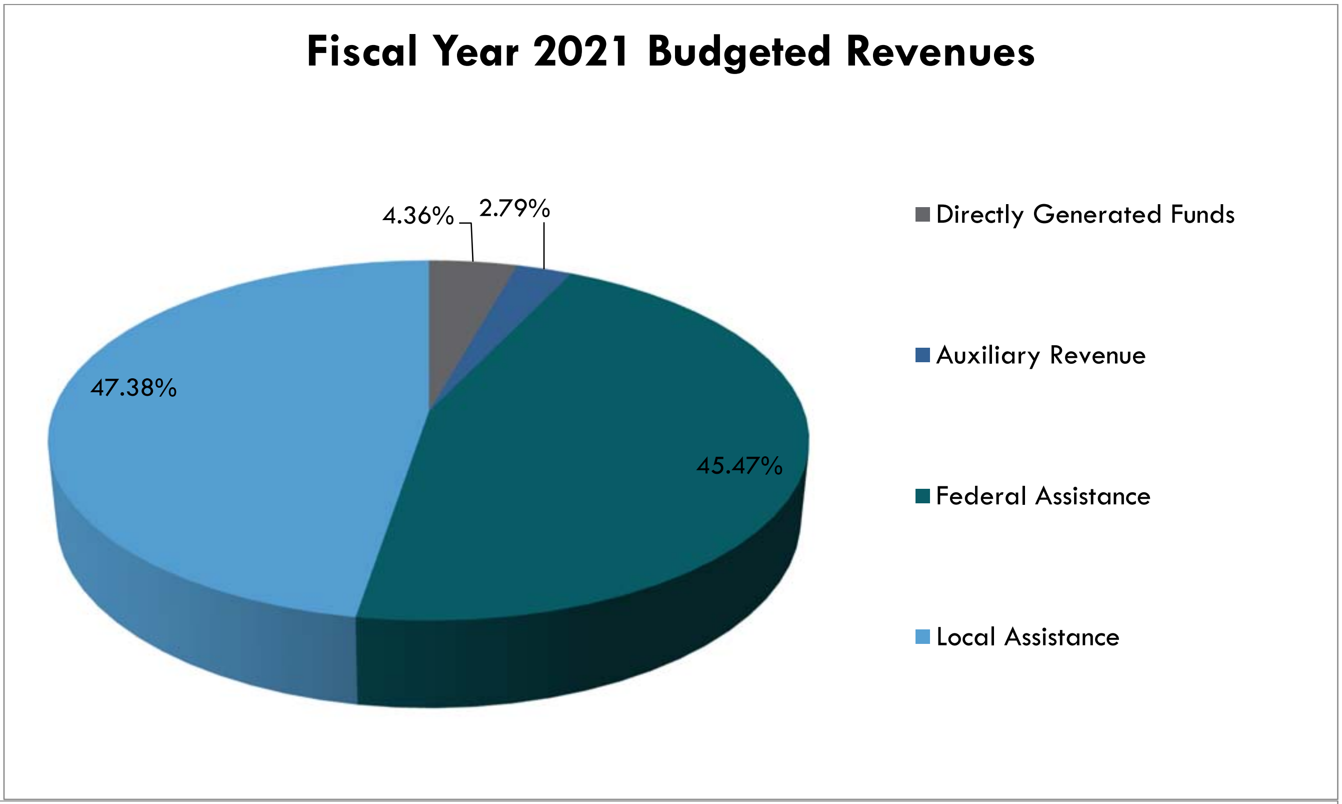
Valley Regional Transit's FY 2021 operating budget increased by $1,257,828, or 6.56%, over the FY 2020 amount. The capital budget for FY 2021 decreased by $10,303,550, or -69.23%, under the FY 2020 amount.

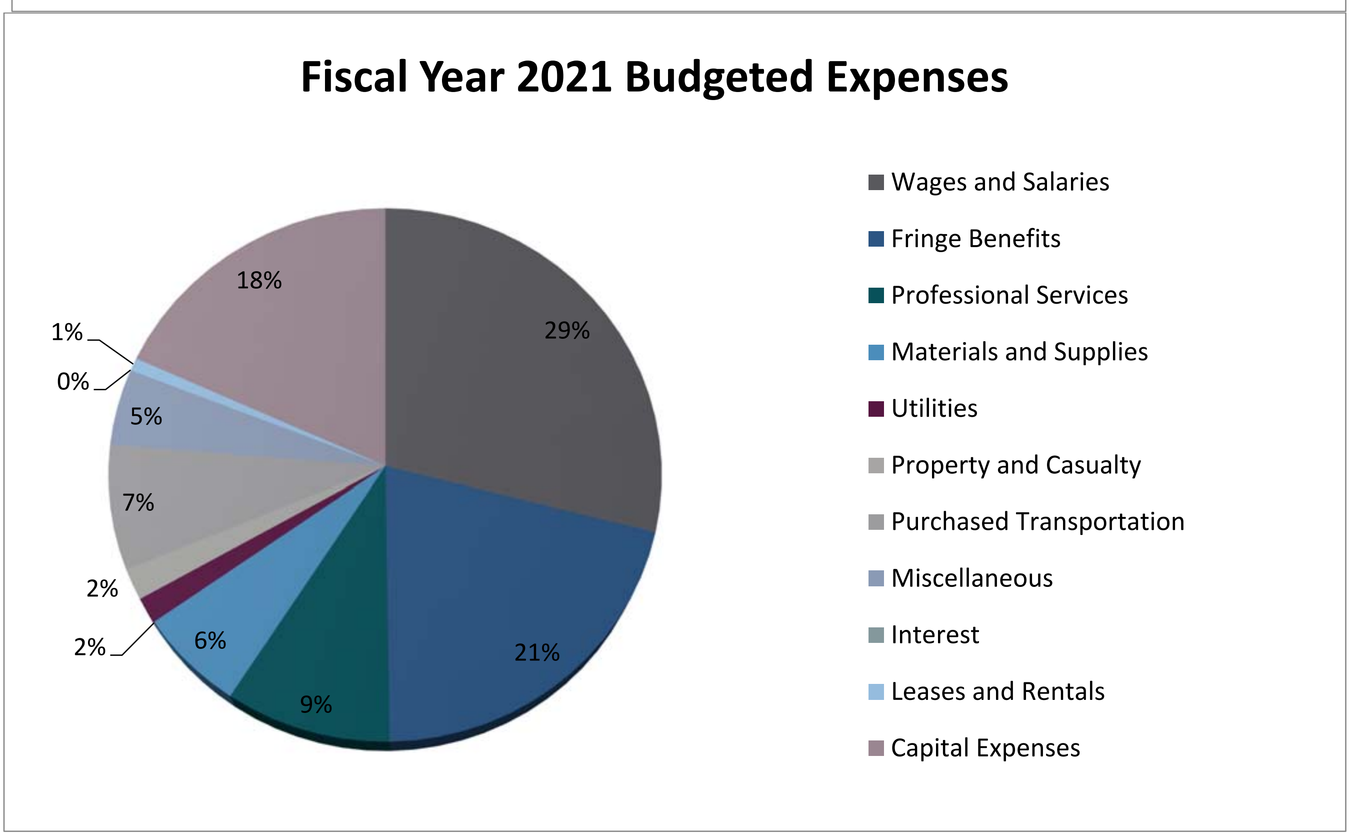
Increased operating budget amounts are due to the following: 1) Salaries and wages are budgeted higher across all Systems; 2) Fringe benefit expenses are budgeted higher across all Systems with the exception of Community Transportation Services; 3) Professional services expenses that are budgeted higher in the Canyon County and Regional Systems; 4) Higher materials and supplies expenses in the Boise and Regional Systems and finally 5) Higher miscellaneous expenses across all Systems.

Decreases in capital budget amounts are due to the following: 1) Delay of vehicle purchases as VRT moves towards electric buses 2) Anticipated capital carryforwards from FY 2020 to the FY 2021 amended budget.

The Fiscal Year 2021 operating budget is $20,443,145, whereas the capital budget is $4,578,900.

The following charts show the composition of anticipated revenues and expenses within the 2021 budget.


Fiscal Year 2021 Budgeted Revenues
4.36%
2.79%
47.38%
45.47%
Directly Generated Funds
Auxiliary Revenue
Federal Assistance
Local Assistance


Fiscal Year 2021 Budgeted Expenses
18%
29%
1%
0%
5%
7%
2%
2%
6%
21%
9%
Wages and Salaries
Fringe Benefits
Professional Services
Materials and Supplies
Utilities
Property and Casualty
Purchased Transportation
Miscellaneous
Interest
Leases and Rentals
Capital Expenses

Fiscal Year 2021 budget issues include:

- A dedicated VRT funding source has not yet been established. Therefore, the Fiscal Year 2021 budget was built upon member contributions, directly generated funds, auxiliary funds, and Federal assistance.

- The COVID-19 pandemic may have impacts on member contributions, directly generated funds and auxiliary funds. The Federal government made Federal assistance available through the Coronavirus Aid, Relief, and Economic Security Act (CARES) to assist transit agencies with these types of COVID-19 related impacts.

- VRT conducted an analysis of capital needs based on the adopted Transit Asset Management (TAM) policy and plan adopted in FY 2020. This new process will lead to higher investments over the next five years as a strategy to improve the overall condition rating of VRT's assets.

Valley Regional Transit

Statement of Net Position

September 30, 2020

Assets		
Cash	$	2,726,868
Accounts receivable		
Federal receivable		2,564,687
Dues and capital commitments receivable		66,242
Other receivable		86,603
Prepaid expenses		84,789
Inventories		477,327
Capital assets		
Construction in process		263,952
Land		1,210,000
Office equipment		786,141
Software		2,373,523
Machinery and equipment		1,129,942
Vehicles		21,668,678
Buildings and improvements		27,952,911
Accumulated depreciation		(26,203,464)
Total assets		35,188,199
Deferred Outflows of Resources		
Deferred net pension		370,603
Liabilities		
Accounts payable and other accrued expenses		2,160,389
Accrued payroll and benefits		827,934
Unearned revenue		1,371,606
Net pension liability		1,171,996
Total liabilities		5,531,925
Deferred Inflows of Resources		
Deferred net pension		42,151
Net Position		
Investment in capital assets		29,181,683
Unrestricted		803,043
Total net position	$	29,984,726

Valley Regional Transit

Statement of Revenues, Expenses and Change in Net Position
Year Ended September 30, 2020

Operating Revenues	
Directly generated funds	$ 713,700
Auxiliary transportation funds	526,527
Federal funds	6,811,405
Local funds	9,242,761
Total operating revenues	17,294,393
Operating Expenses	
Salaries and fringe benefits	11,126,481
Professional services	1,611,155
Materials and supplies	1,175,856
Utilities	274,902
Casualty and liability insurance	513,363
Miscellaneous	1,031,290
Lease and rental	182,587
Non-capital expenditures	1,899,818
Purchased transportation	1,182,769
Depreciation	2,881,514
Total operating expenses	21,879,735
Operating Loss	(4,585,342)
Nonoperating Revenue and Expense	
Other income	444,663
Net gain on sale of capital assets	3,718
Interest expense	(66)
Total nonoperating revenue, net	448,315
Loss Before Capital Grants	(4,137,027)
Capital Grants	
Federal capital grants	3,326,499
Local capital grants	155,654
Total capital grants	3,482,153
Change in Net Position	(654,874)
Net Position, Beginning of Year	30,639,600
Net Position, End of Year	$ 29,984,726

See Notes to Financial Statements

Valley Regional Transit
Statement of Cash Flows
Year Ended September 30, 2020

Operating Activities		
Receipts from customers and users	$	1,314,255
Receipts from federal government		4,912,132
Receipts from local government		10,219,464
Payments to suppliers		(6,854,301)
Payments to employees		(10,784,678)
Net Cash used for Operating Activities		(1,193,128)
Investing Activities		
Net interest received on cash		305
Net Cash from Investing Activities		305
Noncapital Financing Activities		
Non-exchange receipt from CNG rebate		418,248
Non-transportation miscellaneous receipts		26,044
Net Cash from Noncapital Financing Activities		444,292
Capital and Related Financing Activities		
Interest paid		
Receipts of capital grants		3,482,153
Purchase of capital assets		(766,476)
Proceeds from sale of capital assets		8,292
Net Cash from Capital and Related Financing Activities		2,723,969
Net Change in Cash		1,975,438
Cash, Beginning of Year		751,430
Cash, End of Year	$	2,726,868
Reconciliation of Operating Loss to Net Cash used for Operating Activities		
Operating loss	$	(4,585,342)
Adjustment to reconcile operating loss to net cash used for operating activities		
Depreciation		2,881,514
GASB 68 actuarial pension expense		233,788
Changes in assets and liabilities		
Accounts receivable		(1,798,831)
Prepaid expenses		(17,632)
Inventories		(41,445)
Accounts payable and other accrued expenses		1,076,516
Accrued payroll and benefits		108,015
Unearned revenue		950,289
Net Cash used for Operating Activities	$	(1,193,128)
Supplemental Disclosure of Non-Cash Investing Financing Activities		
Property and equipment purchases included in accounts payable	$	262,653

See Notes to Financial Statements

Note 1 - Summary of Significant Accounting Policies

The financial statements of Valley Regional Transit (VRT) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants in the publication entitled *Audits of State and Local Governmental Units*. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The significant accounting and reporting policies and practices used by VRT are described below.

Reporting Entity

VRT is an enterprise fund created by a vote of Ada and Canyon County voters. VRT is the regional public transportation authority responsible for the short and long-term planning and operations of the regional transit system. The VRT Board of Directors consists of 28 appointed representatives from incorporated cities, counties and highway districts in Ada and Canyon Counties, plus one representative from Capital City Development Corporation, one representative from Meridian Development Corporation, one representative from Idaho Department of Transportation and one representative from Boise State University.

VRT entered into a contract with Transit Management of Ada County (TMAC) and Transit Management of Canyon County (TMCC), wholly-owned subsidiaries of First Transit Corporation, for operation of the Ada County transit system and the Canyon County transit system, respectively. Under this model, TMAC and TMCC are responsible for all operational and personnel decisions for operations. TMAC and TMCC perform all payroll and human resource functions, issue standard purchase orders, approve accounts payable, manage inventory and maintain separate bank accounts for the operations. TMAC and TMCC enter all approved purchase orders and accounts payable into the Fleetnet system, which is the overall financial information system for VRT. VRT generates all accounts payable payments which are approved by the Board of Directors and signed by authorized signatories within VRT. VRT transfers funds to the TMAC and TMCC payroll accounts on a bi-weekly basis to cover incurred personnel expenses. The results of all financial and personnel transactions are reflected in VRT's financial statements. TMAC and TMCC are responsible for remittance and reporting of all employer related payroll expenses.

The financial statements for VRT include all organizations for which VRT is financially accountable, and other organizations for which the nature and significance of their relationships with VRT are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. There were no such organizations included in the current year.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

VRT is accounted for and reported as a proprietary-type enterprise fund, using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred, regardless of the timing of cash flows. Grants, local funds, and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The statement of net position and the statement of revenues, expenses, and change in net position display information about VRT. These statements include the financial activity of the overall reporting entity. These statements report all activities of VRT as a business type activity. Operations are financed from Federal grant monies, local contributions, advertising and fares.

When both restricted and unrestricted resources are available for use, it is VRT's policy to use restricted resources first, then unrestricted resources as they are needed.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of VRT are user charges to customers, local contributions, dues, and operating grants. Operating expenses for VRT include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Accounts Receivable

Receivables are due from city and federal governments for capital commitment contributions and federal grants. Based on experience, no allowance for uncollectible accounts has been established as of September 30, 2020. It is reasonably possible that this estimate will change in the near future of the date of the financial statements.

Prepaids

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid in the financial statements.

Inventories

Inventories are stated at cost determined by the first-in, first-out method. Inventories consist of spare parts and equipment held for consumption. The cost is recorded as an expense at the time individual inventory items are used.

Capital Assets

The policy of VRT is to capitalize all property, such as land, buildings, and equipment with a cost equal to or greater than $5,000, and a useful life of one or more years. All capital assets are valued at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend an asset's life is not capitalized.

Depreciation of all exhaustible capital assets is charged as an expense against operations. Depreciation has been provided over the estimated useful lives using the straight-line method. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected in the results of operations in the period of disposal.

The estimated useful lives of fixed assets are as follows:

Office equipment	3-15 years
Software	3 years
Machinery and equipment	5-15 years
Vehicles	3-15 years
Buildings and improvements	10-45 years

Pensions

For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from Base Plan's fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows/Inflows of Resources

The statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) until then. VRT has one item that qualifies for reporting in this category: the deferred outflows related to the net pension liability reported on the statement of net position. The deferred net pension results from changes in assumptions or other inputs, differences between expected and actual experience, changes in VRT's proportion and VRT's contributions and proportionate share of contributions, and the net difference between projected and actual earnings on pension plan investments in the actuarial calculation of VRT's net pension liability.

The statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. VRT has one item that qualifies for reporting in this category: the deferred inflows related to the net pension liability. The deferred net pension results from the differences between the expected and actual experience and the changes in VRT's proportion and VRT's contributions and proportionate share of contributions derived from the actuarial calculation of VRT's net pension liability.

Accrued Compensated Absences

Accumulated unpaid vacation and compensatory time amounts are accrued and charged to expenses when earned. Terminated employees are paid out their unused vacation without stipulation except for TMCC terminated employees who are not paid for unused vacation unless they have 10 years of service or are over 62 years of age at the date of termination.

Sick pay amounts are charged to expenses when used. Terminated employees are not paid for unused sick time unless they are over 65 years of age at the date of termination (VRT employee) or unless they have 15 years of service or are over 60 years of age at the date of termination (TMAC employee), in which case they are eligible to receive 50% of their sick pay balance. Terminated TMCC employees are not paid for unused sick time.

Unearned Revenue

Valley Regional Transit receives some funds from local government and private partners that are earmarked for specific projects. Until expenses specific to these projects occur, the earmarked funds are recognized as unearned revenue.

Net Position

VRT classifies net position, revenues and other support based on the existence or absence of grantor-imposed restrictions. Accordingly, net position of VRT and changes therein are classified and reported as follows:

Investment in Capital Assets – This represents VRT's total investment in capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included in this section.

Unrestricted Net Position – Net position not subject to grantor-imposed stipulations or received with restrictions that were satisfied in the same period.

Risk Management

VRT is exposed to various risks of loss related to theft of, damage to, or destruction of assets. VRT participates in a public entity risk pool, Idaho Counties Risk Management Pool (ICRMP), for liability insurance. VRT's exposure to loss from its participation in ICRMP is limited only to the extent of their deductible.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, net position and disclosures regarding contingent assets and liabilities. Actual results could differ from those estimates.

Note 2 - Cash

Financial instruments which potentially subject VRT to concentration of credit risk consist principally of cash accounts. VRT maintains its cash accounts in one commercial bank.

Custodial credit risk is the risk that, in the event of the failure of the counterparty, VRT will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. All deposits greater than the FDIC insurance coverage were subject to custodial credit risk. VRT has a written policy limiting custodial credit risk through preauthorization of financial institutions. Accounts at the commercial bank are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 per bank.

A summary of the total insured and uninsured bank balances follows:

Total cash in bank	$ 2,947,584
Portion insured by FDIC	(250,000)
Uninsured and uncollateralized cash	$ 2,697,584

Note 3 - Capital Assets

The following presents capital asset activity for the year ended September 30, 2020.

	Balance October 1, 2019	Additions	Deletions	Transfers	Balance September 30, 2020
Non-depreciable					
Construction in process	$ 999,142	$ 368,291	$ (4,574)	$ (1,098,907)	$ 263,952
Land	1,210,000	-	-	-	1,210,000
Depreciable					
Office equipment	812,493	21,362	(47,714)	-	786,141
Software	2,373,523	-	-	-	2,373,523
Machinery and equipment	1,099,005	30,937	-	-	1,129,942
Vehicles	21,329,956	577,938	(239,216)	-	21,668,678
Building and improvements	26,823,403	30,601	-	1,098,907	27,952,911
Total capital assets	54,647,522	1,029,129	(291,504)	-	55,385,147
Accumulated depreciation	(23,608,880)	(2,881,514)	286,930	-	(26,203,464)
Net capital assets	$ 31,038,642	$ (1,852,385)	$ (4,574)	$ -	$ 29,181,683

Note 4 - Defined Contribution Plan

TMAC provides for a non-discretionary 401(k) contribution of 7.5% of eligible compensation to TMAC eligible employees. To participate, the TMAC employee must have completed three months of continuous service. The 401(k) plan allows employee deferred pre-tax and Roth contributions. The maximum contribution amount to the plan is 100% of compensation less any mandatory income and payroll tax withholding or the IRS prescribed amount, whichever is less.

TMCC provides for a 401(k) plan that all ATU Bargaining Unit employees who have completed three months of service can contribute to a pre-tax and a Roth contribution up to 100% of compensation less any mandatory income and payroll tax withholding or the IRS prescribed amount, whichever is less. TMCC will offer matching contributions of $0.50 for each $1.00 an employee contributes, up to a maximum of 50% of the first 6% of the employee's pay.

During the year ended September 30, 2020, VRT reimbursed TMAC and TMCC for contributions of $294,156 to the plans that are managed by Quorum Financial.

Note 5 - Defined Benefit Pension Plan

Plan Description

Valley Regional Transit contributes to the Base Plan which is a cost-sharing multiple-employer defined benefit pension plan administered by Public Employee Retirement System of Idaho (PERSI or System) that covers substantially all employees of the State of Idaho, its agencies and various participating political subdivisions. The cost to administer the plan is financed through the contributions and investment earnings of the plan. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Responsibility for administration of the Base Plan is assigned to the Board comprised of five members appointed by the Governor and confirmed by the Idaho Senate. State law requires that two members of the Board be active Base Plan members with at least ten years of service and three members who are Idaho citizens not members of the Base Plan except by reason of having served on the Board.

Pension Benefits

The Base Plan provides retirement, disability, death and survivor benefits of eligible members or beneficiaries. Benefits are based on members' years of service, age, and highest average salary. Members become fully vested in their retirement benefits with five years of credited service (5 months for elected or appointed officials). Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance for each month of credited service is 2.0% of the average monthly salary for the highest consecutive 42 months.

The benefit payments for the Base Plan are calculated using a benefit formula adopted by the Idaho Legislature. The Base Plan is required to provide a 1% minimum cost of living increase per year provided the Consumer Price Index increases 1% or more. The PERSI Board has the authority to provide higher cost of living increases to a maximum of the Consumer Price Index movement or 6%, whichever is less; however, any amount above the 1% minimum is subject to review by the Idaho Legislature.

Member and Employer Contributions

Member and employer contributions paid to the Base Plan are set by statute and are established as a percent of covered compensation. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) that are adequate to accumulate sufficient assets to pay benefits when due.

The contribution rates for employees are set by statute at 60% of the employer rate for general employees. As of June 30, 2020, it was 7.16% for general employees. The employer contribution rate as a percent of covered payroll is set by the Retirement Board and was 11.94% for general employees as of June 30, 2020. VRT's contributions were $219,740 for the year ended September 30, 2020.

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At September 30, 2020, VRT reported a liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. VRT's proportion of the net pension liability was based on VRT's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At June 30, 2020, VRT's proportion was 0.0504707 percent. At June 30, 2019, VRT's proportion was 0.0435406 percent.

For the year ended September 30, 2020, VRT recognized pension expense of $453,527. At September 30, 2020, VRT reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 91,569	$ 38,268
Changes in assumptions or other inputs	19,821	-
Net difference between projected and actual earnings on pension plan investments	134,333	-
Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions	73,669	3,883
VRT's contributions subsequent to the measurement date	51,211	-
Total	$ 370,603	$ 42,151

The $51,211 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending September 30, 2021.

The average of the expected remaining service lives of all employees that are provided with pensions through the System (active and inactive employees) determined at July 1, 2019, the beginning of the measurement period ended June 30, 2020 is 4.7 years.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

Years ended September 30:	
2021	$ 23,130
2022	68,568
2023	86,969
2024	98,574
	$ 277,241

Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year's earnings of the individual between entry age and assumed exit age. The Base Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Base Plan permitted under Section 59-1322, Idaho Code, is 25 years.

The total pension liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Assumptions	
Inflation	3.00%
Salary increases**	3.75%
Salary inflation	3.75%
Investment rate of return-net of investment fees	7.05%
Cost of Living (COLA) Adjustments	1.00%

**There is an additional component of assumed salary grown (on top of the 3.75%) that varies for each individual member based on years of service.

Mortality rates were based on the RP – 2000 combined table for healthy males or females as appropriate with the following offsets:

- Set back 3 years for teachers
- No offset for male fire and police
- Forward one year for female fire and police
- Set back one year for all general employees and all beneficiaries

An experience study was performed for the period July 1, 2013 through June 30, 2017 which reviewed all economic and demographic assumptions including mortality. The Total Pension Liability as of June 30, 2020 is based on the results of an actuarial valuation date June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. Specifically, the System uses consultants, investment managers and trustees to develop capital market assumptions in analyzing the System's asset allocation. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of the System's assets.

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions as of 2020 are as follows:

Capital Market Assumptions from Callen 2020

Asset Class	Target Allocation	Long-Term Expected Nominal Rate of Return (Arithmetic)	Long-Term Expected Real Rate of Return (Arithmetic)
Core Fixed Income	30.00%	2.80%	0.55%
Broad US Equities	55.00%	8.55%	6.30%
Developed Foreign Equities	15.00%	8.70%	6.45%
Assumed Inflation - Mean		2.25%	2.25%
Assumed Inflation - Stardard Deviation		1.50%	1.50%
Portfolio Arithmetic Mean Return		6.85%	4.60%
Portfolio Standard Deviation		12.33%	12.33%
Portfolio Long-Term (Geometric) Expected Rate of Return		6.25%	3.89%
Assumed Investment Expenses		0.40%	0.40%
Portfolio Long-Term (Geometric) Expected Rate of Return, Net of Investments Expenses		5.85%	3.49%

Investment Policy Assumptions from PERSI November 2019

Portfolio Long-Term Expected Real Rate of Return, Net of Investment Expenses	4.14%
Portfolio Standard Deviation	14.16%

Economic/Demographic Assumptions from Milliman 2018

Valuation Assumptions Chosen by PERSI Board	
Long-Term Expected Real Rate of Return, Net of Investment Expenses	4.05%
Assumed Inflation	3.00%
Long-Term Expected Geometric Rate of Return, Net of Investment Expenses	**7.05%**

Discount Rate

The discount rate used to measure the total pension liability was 7.05%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for administrative expense.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Employer's proportionate share of the net pension liability of PERSI Employer's calculated using the discount rate of 7.05%, as well as what the Employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.05%) or 1-percentage-point higher (8.05%) than the current rate:

	1% Decrease (6.05%)	Current Discount Rate (7.05%)	1% Increase (8.05%)
Employer's proportionate share of the net pension liability	$ 2,403,444	$ 1,171,996	$ 153,790

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report.

PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov.

Payables to the Pension Plan

At September 30, 2020, VRT had reported payables to the defined benefit pension plan of $19,822 for legally required employer contributions, $11,887 for legally required employee contributions, and $6,290 for the PERSI Choice 401(k) of which had been withheld from employee wages but not yet remitted to PERSI.

Defined Contribution – PERSI Choice 401(k)

Employees of VRT participating in the PERSI Base Plan may enroll in the PERSI Choice 401(k) defined contribution retirement savings plan available to active members. Participation is voluntary. The PERSI Choice 401(k) is intended to be a government plan within the meaning of Code Section 414 (d) and within the meaning of section 3(32) of the Employee Retirement Income Security Act (ERISA) and as such, is exempt from provisions of Title I ERISA. VRT does not match participants' contributions in the PERSI Choice 401(k). A participant shall be 100% vested in their individual account at all times. The authority of the benefit and contribution terms are established and amended by the PERSI Board. VRT recognized $64,469 contributions to the PERSI Choice 401(k) as benefits expense during the year ended September 30, 2020.

Note 6 - Lease Commitments

VRT assumed lease payments for the vehicle maintenance facility renewed effective October 1, 2015 expiring September 30, 2045. Monthly lease payments are $8,456 beginning October 1, 2020. Subsequent to October 1, 2020, base rent payments increase annually based on the Consumer Price Index.

VRT entered a lease agreement effective September 1, 2018, for the use of a facility in the operations of the Boise Bike Share Program. The lease is a three-year lease, with monthly payments of $2,300.

VRT is in a lease agreement with Day Wireless for radio repeater use for five years starting in October of 2017. The annual payments are $9,360.

VRT is also in a lease agreement for copiers for 39 months starting in September of 2018. The monthly payments are $1,917.

Minimum lease payments are as follows:

2021	$ 159,140
2022	117,588
2023	103,487
2024	104,508
2025	105,538
Thereafter	2,343,565
	$ 2,933,827

Total rent expense was $182,587 for the year ended September 30, 2020.

Note 7 - Concentrations

Approximately 48% of VRT's total revenue for the year ended September 30, 2020, was derived from contracts with the Federal government, and 82% of the local revenue came from the City of Boise.

Note 8 - Self-Insurance

TMAC established a partially self-funded health plan for its employees. The employees are responsible for the first $250 of their individual deductible and $500 of their family deductible. TMAC is responsible for the remainder of the deductible up to the $1,575 individual out-of-pocket limit and $3,150 family out-of-pocket limit. The employee is responsible for all further claims not covered by the insurance. The health care plan is administered by Blue Cross of Idaho and they are responsible for the approval, processing and payment of claims.

At September 30, 2020, VRT has reported a liability of $132,123 within Accounts Payable and Other Accrued Expenses, which represents amounts payable by VRT towards the employee's deductible for claims incurred as of the end of the year but not paid by VRT as of that date.

Note 9 - Related Party

The Board of VRT is made up of representatives from member organizations that pay dues to VRT as a part of the local match requirement on federal grants.

Note 10 - Contingencies

COVID-19 Pandemic

During 2020, the world-wide coronavirus pandemic continues to impact national and global economies. VRT management is closely monitoring its operations, liquidity, and capital resources and is actively working to minimize the current and future impact of this unprecedented situation. As of the date of issuance of these financial statements, the current and future full impact is not known.

Required Supplementary Information
September 30, 2020

Valley Regional Transit

Valley Regional Transit

Schedule of Employer's Share of Net Pension Liability and Employer Contributions
Year Ended September 30, 2020

Schedule of Employer's Share of Net Pension Liability
PERSI – Base Plan
Last 10 – Fiscal Years *

	2015	2016	2017	2018	2019	2020
Employer's portion of the net pension liability	0.000439740	0.000443322	0.000445219	0.000438584	0.00045406	0.000504707
Employer's proportionate share of the net pension liability	$ 579,066	$ 898,682	$ 699,808	$ 646,919	$ 518,297	$ 1,171,996
Employer's covered payroll	$ 1,231,700	$ 1,296,576	$ 1,425,209	$ 1,411,082	$ 1,542,171	$ 1,800,522
Employer's proportional share of the net pension liability as a percentage of its covered payroll	47.01%	69.31%	49.10%	45.85%	33.61%	65.09%
Plan fiduciary net position as a percentage of the total pension liability	91.38%	87.26%	90.68%	91.69%	93.79%	88.22%

* GASB Statement No. 68 requires ten years of information to be presented in this table.
However, until a full 10-year trend is compiled, VRT will present information for those years for which information is available.

Data reported is measured at the measurement date which is as of June 30 of each year.

Schedule of Employer Contributions
PERSI – Base Plan
Last 10 – Fiscal Years **

	2015	2016	2017	2018	2019	2020
Statutorily required contribution	$ 138,531	$ 152,675	$ 150,283	$ 162,701	$ 182,493	$ 219,740
Contributions in relation to the statutorily required contribution	$ (140,279)	$ (150,744)	$ (145,075)	$ (170,757)	$ (189,393)	$ (233,612)
Contribution (deficiency) excess	$ 1,748	$ (1,931)	$ (5,208)	$ 8,056	$ 6,899	$ 13,872
Employer's covered payroll	$ 1,223,775	$ 1,348,714	$ 1,350,824	$ 1,437,288	$ 1,594,325	$ 1,840,370
Contributions as a percentage of covered payroll	11.46%	11.18%	10.74%	11.88%	11.88%	12.69%

** GASB Statement No. 68 requires ten years of information to be presented in this table.
However, until a full 10-year trend is compiled, VRT will present information for those years for which information is available.

Data reported is measured as of September 30 of each year.

Federal Awards Reports in Accordance with the Uniform Guidance
September 30, 2020

Valley Regional Transit

Valley Regional Transit

Schedule of Expenditures of Federal Awards
Year Ended September 30, 2020

Federal/Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass Through Number	Expenditures	Amounts Passed Through to Subrecipients
Direct from U.S. Department of Transportation				
Formula Grants	20.507	N/A	$ 7,128,602	$ 1,515,652
Formula Grants - CARES Act	20.507	N/A	514,986	293,817
Total Formula Grants			7,643,588	1,809,469
Total Federal Transit Cluster			7,643,588	1,809,469
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	N/A	608,867	-
Total Transit Services Cluster			608,867	-
Pass through from Idaho Department of Transportation				
Formula Grants for Rural Areas	20.509	ID18042	192,492	192,492
Total U.S. Department of Transportation			$ 8,444,947	$ 2,001,961

See Notes to Schedule of Expenditures of Federal Awards

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Valley Regional Transit (VRT) under programs of the federal government for the year ended September 30, 2020. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of VRT, it is not intended to and does not present the financial position, changes in net position, or cash flows of VRT.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported in the Schedule are reported on the cash basis of accounting. When applicable, such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 - Indirect Cost Rate

VRT has not elected to use the 10% de minimis cost rate.

EideBailly

CPAs & BUSINESS ADVISORS

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Valley Regional Transit (VRT), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise VRT's basic financial statements, and have issued our report thereon dated January 29, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered VRT's internal control over financial reporting (internal control) as a basis for determining audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of VRT's internal control. Accordingly, we do not express an opinion on the effectiveness of VRT's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of VRT's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2020-001 that we consider to be a material weakness.

Compliance and Other Matters
As part of obtaining reasonable assurance about whether VRT's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

VRT's Response to Finding
VRT's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. VRT's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of VRT's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering VRT's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Eide Bailly LLP

Boise, Idaho
January 29, 2021

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Independent Auditor's Report on Compliance for the Major Program and Report on Internal Control over Compliance Required by the Uniform Guidance

To the Board of Directors
Valley Regional Transit
Meridian, Idaho

Report on Compliance for the Major Federal Program
We have audited Valley Regional Transit's (VRT) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on VRT's major federal program for the year ended September 30, 2020. VRT's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility
Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility
Our responsibility is to express an opinion on the compliance for VRT's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the major federal program occurred. An audit includes examining, on a test basis, evidence about VRT's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of VRT's compliance.

Opinion on the Major Federal Program
In our opinion, VRT complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major Federal program for the year ended September 30, 2020.

Report on Internal Control over Compliance
Management of VRT is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered VRT's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of VRT's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Eide Bailly LLP

Boise, Idaho
January 29, 2021

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	Yes
Significant deficiencies identified not considered to be material weaknesses?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major program:	
Material weaknesses identified?	No
Significant deficiencies identified not considered to be material weaknesses?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516?	No

Identification of major programs:

Name of Federal Program	CFDA Number
Federal Transit Cluster Dept. of Transportation – Formula Grants	20.507

Dollar threshold used to distinguish between Type A and Type B programs:	$ 750,000
Auditee qualified as low-risk auditee?	Yes

Section II – Financial Statement Findings

Material Weakness: 2020-001

Criteria:
VRT should have a system of internal control in place to prevent or detect and correct misstatements in the financial statements related to unearned revenues, local funds revenue, and receivables. A key component of an adequate system of internal controls is timely review and reconciliation of local receipts, local spending, and ending balances of funding received in advance. This timely reconciliation and review allows management to record all necessary year-end closing entries, which leads to timely and accurate year-end reporting.

Condition:
VRT did not have procedures in place to allow for timely review and reconciliation over the flow of funding from local sources, including funds received in advance (unearned revenue) and receivables from members in order to record year-end closing entries and accurately report year-end balances.

During the audit, it was noted that unearned revenue was reported without an actual receipt of cash as of year-end, and therefore the unearned revenue liability and receivables balances were overstated. The misstatements were detected as a result of audit procedures and corrected by management.

Cause:
The misstatement was caused by lack of timely reconciliation and year-end closing procedures.

Effect:
Due to the misstatements noted above, unearned revenue liability was overstated by $1,020,218, and receivables were overstated by $1,020,218 as of September 30, 2020.

Recommendation:
VRT should have processes and procedures in place to ensure a timely year-end close process and the correct recognition of financial statement balances.

Views of Responsible Officials:
The misstatement noted above was caused by a single batch of invoices to a funding partner that had not been paid by the close of the fiscal year, but have since been paid in FY 2021. VRT will develop and implement additional year-end procedures to reconcile unpaid Accounts Receivable invoices prior to the end of the fiscal year. Additional processes will be performed to ensure that unpaid receivables as of September 30 are reviewed and appropriately addressed before the fiscal year has closed. Particular emphasis will be placed on scrutinizing receivables related to future capital projects to ensure they are recognized in the correct fiscal year

Section III – Federal Award Findings and Questioned Costs

None reported

valleyregionaltransit

TOPIC	Canyon County CARES Funded Project Requests
DATE	February 19, 2021
STAFF MEMEBER	Kelli Badesheim

Summary

VRT received funding in April 2020 under the Coronavirus Aid, Relief and Economic Security (CARES) Act. Congress appropriated $7.6 million of the $20 million to VRT for the small urban area including Nampa, Caldwell, and Middleton. The VRT Board prioritized using those funds for operations and resiliency projects in the FY2021 budget. After completing the budget for this year, there are still $2.6 million CARES funds available in the small urban area.

VRT staff is working with local governments in Canyon County to determine strategic investments to ensure a more resilient and sustainable foundation for building public transportation services. VRT initiated the on-demand transit pilot in Nampa and Caldwell in October. We have been working with healthcare systems and providers to design an expansion of Rides 2 Wellness, and working with a team from Idaho Policy Institute, Rand Corporation, Western Idaho Community Health Collaborative (WICHC) as well as other key partners and stakeholders on a plan for bridging the gap between mobility, housing, healthcare and jobs.

VRT is proposing to launch the first year of Rides 2 Wellness as a pilot with VRT Canyon County CARES funding in an amount not to exceed $150,000 for operations, start-up costs, and technology licenses. The CARES funding is eligible. In fact, these projects are encouraged and considered “incidental use” in partnership with other agencies, because it helps address gaps in service to health care and other health-related services. VRT has strong support from our Canyon County health providers. We have a good record of these partners funding our Ada County services. The use of CARES funding gives us a chance to consider the first year in a very experimental way and adapt the services as we learn more about what is working and what isn’t. The target date for launch is March 29, 2021.

A project team formed in summer 2020 to apply for a National Science Foundation grant focused on developing community driven solutions to improve mobility and access to key opportunities in the community. NSF declined to fund the project, but there was a lot of momentum between the project team and the collaboration of partners joining the NSF work.

The second project builds upon the work started by partners and stakeholders to plan for solutions that address the spatial barriers between mobility solutions and housing, health, jobs, and education for residents of Nampa and Caldwell. Vanessa Fry is developing a more detailed scope, schedule and budget for the plan. The proposed CARES funding for this project would be $50,000. VRT staff anticipates the planning work and collaboration with key partners and stakeholders will lead to better alignment of current transportation investments as well as solutions to bridge current gaps in services.

Staff Recommendation/Request

Staff is requesting the Executive Board approve the allocation of Canyon County CARES funding to expand Rides 2 Wellness in Canyon County, and support the planning process with partners leading to mobility solutions for Nampa and Caldwell. The total investment of CARES funding would be up to $200,000.

Implication (policy and/or financial)

Transportation supporting access to housing, healthcare, jobs, and other wellness-related activities is a key social influencer of health outcomes in a community. Canyon County has very limited options for residents with low income or other risks and barriers to access these important opportunities many residents in our region take for granted. The CARES funding proposed is currently unallocated for other projects, and will ensure these funds are spent in strategic ways to support needs during this health crisis and beyond.

Highlights

- Project team formed in October 2020 for R2W
- Project schedule has been adjusted to launch in March 2021
- Project team will be focusing finalizing the outreach and securing community support for the long-term funding through the remainder of 2021
- Project team formed summer 2020 to apply for a National Science Foundation (NSF) grant
- Project team updating scope, schedule and budget based on using CARES funding to support the project

More Information

Attachments:

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

Draft Scope of Work VRT Fairview Best in Class Corridor Study

STUDY AREA
The study area for Phase 1 covers Route 7B along Fairview Avenue between S Whitewater Park Boulevard and Towne Square Mall as well as a potential expansion between Towne Square Mall and N Eagle Road (SH-55). The Phase 2 study area covers the existing Route 7B along Fairview Avenue between S Whitewater Park Boulevard and Towne Square Mall.

PURPOSE
The purpose of this project is to make this a Best-in-Class Corridor. A Best-in-Class Corridor includes not only the roadway and transit service but all modes and access to transit and land uses. This project will develop a plan that prioritizes mobility along the Fairview Avenue corridor and review possible expansion to N Eagle Road.

APPROACH
The purpose of this project is to evaluate performance of the existing corridor in the context of the land use and considering different alternatives to improve multimodal mobility. This project is to identify and evaluate potential corridor improvement scenarios to develop a Best-in-Class Corridor.

At this stage of the planning process in the multimodal corridor assessment and alternatives development, it is easy to get bogged down in traditional transportation performance measures from models like level of service and queuing. There are other multimodal corridor assessment, alternative development analysis, and performance metrics guidance developed by other transportation agencies that provide for a corridor-wide review of transportation and existing land use context without detailed modeling. Our approach for this project includes the following steps:

- Multi-Layer Analysis of the existing conditions and issues along the corridor
- Determine the Affected Environment
- Identification of the Problem and Purpose / Needs
- Setting of Guiding Principles and Objectives
- Develop Measures to address the Problem and Purpose and Need
- Evaluation and comparison of the Measures
- Select Alternative Measures and Determine Next step of the Project Development Process.
- Advance to Conceptual Design and Permitting

Work Tasks
The following provides detailed work steps required to achieve the Best-in-Class Corridor. The scope of work has been developed in Phases based on achieving specific milestones in developing the Best-in-Class Corridor.

Because the project design and implementation of improvements is dependent on the findings in the planning and project development analysis the SOW has been broken into three (3) phases with this SOW focusing on Phase 1 and Phases 2 and 3 as optional following Phase 1. Preliminary items for Phases 2 and 3 have been included below; however, if desired, Phases 2 and 3 would be scoped in more detail following Phase 1.

- Phase 1: Planning and Project Development,

- Phase 2: Project Design and Implementation of Improvements to the Existing Route,
- Phase 3: Future Route Expansion (Optional)

Phase 1 Planning and Project Development

Task 0 – Project Management

The objective of this task is to ensure the project is completed on time and budget, and to conduct meaningful and productive interactions with the project team and jurisdictional partners. The project manager will work collaboratively with the client. Along with the typical management duties of budget, schedule and meetings, John Duesing will ensure that the knowledge and experience of the consultant team is passed along to the client in order for the agency to change legislation and build support for the project after our work is complete and the consultant is gone. Our project manager John Duesing has managed numerous similar projects across the US and abroad, he is known for collaboration and involving his clients throughout the study. He will work with the VRT project manager to establish the management tools that will be used for the project and develop the project management and coordination plans.

Initially, once notice to proceed is received, the project manager will schedule a kickoff meeting and preparing a draft project management plan which will include:

- Proposed project schedule and work breakdown structure
- Developing a project meeting schedule
- Determining the format of project progress reports and invoicing

Additionally, a project coordination plan with partner/jurisdictions will be outlined and could include:

- Format for documenting all related project information
- Schedule and format for interaction with jurisdictional partners
- Format for agendas, meeting materials and meeting minutes

Task 1 – Affected Environment

The task is intended to determine the existing transportation and land use context along Fairview Avenue from S Whitewater Park Boulevard to the Towne Square Mall on existing Route 7b. Existing transportation and land use context will also be reviewed for a potential expansion along Fairview Avenue from the Towne Square Mall to N Eagle Road.

1.1 Review of Available Data, Analysis Tools and Conduct Field Review of Corridor

- Corridor Land Uses
- Socioeconomic Data
- Ridership Data
- AVL/APC Ridership and Travel Time/Dwell Time Data
- Crash Data
- Roadway ROW features
- Land use
- Travel characteristics
- Operational Characteristics
- Future transit and roadway plans
- Infrastructure inventory for all modes
- Socioeconomic Data Models and any supplemental Census Data
- Traffic Control Equipment
- Traffic Signal Timing Plans
- Pedestrian Crossings

1.2 Develop the Affected Environment Contexts

Based on the review of data and field surveys we will build a multilayer assessment tool (Tool) that will allow for the overlay of the data, model outputs and assist in analyzing and overlaying where issues occur along the corridor and allow us to define the problem for both the existing and future condition. We will develop a list of questions that we will seek use the Tool to identify the problem(s) and develop a GIS program to demonstrate the transportation context of the corridor, existing and expected future conditions and ultimately identifying the problem(s) along the corridor.

This information and data will be synthesized into the following summary formats:

- Study area base maps and context maps
- Maps and diagrams showing various aspects of existing and proposed conditions of the study area:
    - Land uses
    - Multi-modal transportation network
    - Environmental features
    - Development pattern
- Maps, diagrams, charts illustrating the characteristics of multi-modal travel patterns and traffic characteristics
- Ridership Summary
- Boarding/Alighting Activity
- Transit Vehicle Dwell Times
- Transit Vehicle Travel Times
- Infrastructure inventory and catalog of stops, amenities, traffic control, access to stops and route
- ADA Review
- PACE COUNTY Guidelines and any other guidance, design standards, traffic signal timing guidelines
- Potential stop locations for the expanded service route between Towne Square Mall and N Eagle Street based on existing and forecast land use densities attributes

Deliverables:

1. Multilayer Analysis Tool
2. Technical Memorandum 1 – Data Analysis and the Affected Environment

Task 2 – Definition of the Problem Develop Solutions

2.1 Develop Guiding Principles, Objectives and Potential Measures

For this task, we will identify the issues with mobility ranging from access to transit, not in the proper market areas, pedestrian and bike needs, latent demand not being served, to what is the purpose of the corridor and what can be done to support the purpose for improvements.

From this list of problem(s), we will then sit with the study team and develop a list of guiding principles for the development of potential solutions and corresponding objectives and finally the appropriate measure to address the problem(s). To the left is an example of what the outcome for the guiding principles could include.

POTENTIAL MEASURES

GUIDING PRINCIPLE	OBJECTIVES	MEASURE
Provide for local mobility to connect activity nodes along the corridor.	Increase mobility through walking and bicycling	• Percentage of streets with pedestrian/ bicycling facilities • Percentage of walkable streets (streets with fronting uses)
	Increase ease of transit use	• Proximity of transit stop to land uses served (Low/High)
	Provide efficient vehicular mobility	• Number of public street links between state and local roads • Overall street connectivity index
Accommodate regional traffic but not at the expense of improved multi-modal mobility and access to local destinations.	Reduce vehicular delay	• Intersection LOS • Travel time • Intersection queuing • System throughput (Area-wide E/W and N/S capacity)
	Maintain local access	• Signal density
	Facilitate freight traffic along other regional facilities	• Connections to interstate and arterial roadways within 3 miles of the corridor
Leverage local and state public investment to spur economic development.	Increase transit reach at activity nodes	• Number of employees reached within ¼ mile of improved transit stops • Number of population reached within ¼ mile of improved transit stops
	Increase pedestrian connections at activity nodes	• Percentage of streets with new pedestrian facilities near activity nodes
Preserve and enhance existing residential neighborhoods.	Limit impact to existing residential neighborhoods	• Number of impacted residences
	Increase multi-modal access to residential areas	• Percentage of sidewalks/bicycle lanes in residential neighborhoods
	Connect neighborhoods to local community venues and activity centers	• Number of direct sidewalks/bicycle lane connections between residential neighborhoods and community parks, schools, community centers, etc.

Source: FDOT District 5 Multimodal Corridor Planning Study Guidebook

To develop the guiding principles and objectives, we will utilize the overlay analysis from Task 1 and start asking questions. These questions will help us fully define the problem and issues from a multimodal corridor perspective in context of the transportation and land use. These questions could include:

- Does the service line up with activities, land use and where the ridership is coming to/from
- What is working along the corridor?
- What isn't working along the corridor
- Determine what needs to be upgraded, removed, relocated, or redesigned as far as transit elements along the corridor
- Does the route serve public attractions, transit dependent populations and current development patters?
- Do vehicle operations along the corridor effect transit operations?
- Does traffic control along the corridor align with vehicle operations and pedestrian crossing access to transit stops?
- Do the current stop locations make sense in terms of intersection operations?

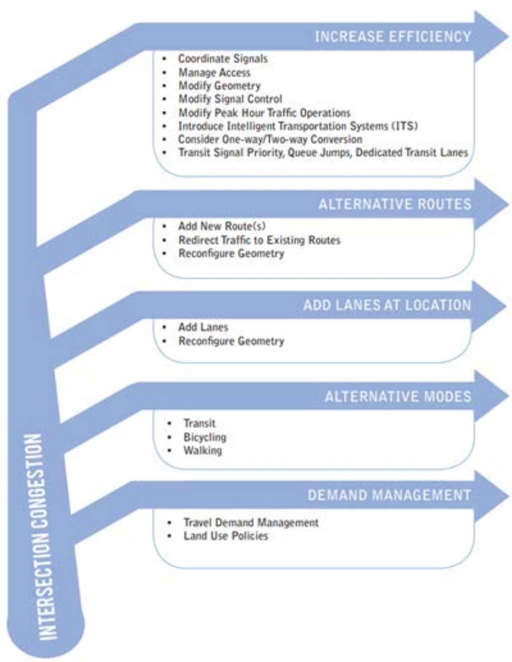
From the answers to these questions and/or others developed, we will work with the team to define the corridor problems and then develop the guiding principles, objectives and measures that support the principles and objectives to develop a Best-in-Class Corridor.

2.2 Define Full Range of Alternatives

Again, at this point we must resist the urge to dive into specific projects and start analyzing individual vehicle operations and lane configurations. Instead, we want to analyze the overall objectives of the corridor to ensure that dependent alternatives, if selected, are implemented in the proper phasing and that we do not end up with stop gap or "band aid" improvements that do not work well together or would conflict with future route expansions.

Potential alternatives may include but not limited to:

EXAMPLES OF MULTI-MODAL SOLUTIONS TO ADDRESS INTERSECTION CONGESTION PROBLEM



Source: FDOT District 5 Multimodal Corridor Planning Study Guidebook

- Improve traffic operational efficiency at key intersections
- Improve pedestrian facilities near crosswalks with high pedestrian traffic and high transit ridership
- Reallocate existing right-of-way to accommodate pedestrian and bicycling use (use narrower or fewer travel lanes to allocate space for wider sidewalk, bicycle lane, on-street parking or transit use)
- Add mid-block crossings at observed areas of high pedestrian traffic and at high pedestrian generators (schools, community centers, transit stops)
- Implement corridor-wide access management strategy (use of shared driveways, cross-access easements, shared parking)
- Increase transit service (more frequency, more stops, etc.)
- Explore premium transit (BRT-like characteristics- transit signal priority, queue jumps, Express Service
- etc.)

These are just a few of the potential alternatives that we will research and provide the study team with a toolkit of multimodal alternatives.

2.3 Select and Compare Operational Alternatives

The different Measures that have been developed into a full range of alternatives will now be compared and analyzed not only in terms of operational improvement but how well they meet the guiding principles and objectives.

Below is an example of a comparison that shows how Scenarios A and B compare against each other.

EXAMPLE SHOWING ALTERNATIVES COMPARED AGAINST CORRIDOR GUIDING PRINCIPLES
(Source: FDOT SR 50 Multi-modal Corridor Planning Study)

GOAL	METRIC	SCENARIO A	SCENARIO B
Multi-modal mobility	Accommodation of regional mobility (person/lane/hour)	1,000	4,500
	Nodes with high levels of local street connectivity (number)	2	4
	Feasibility for accommodating future premium transit service based on potential for increased ridership	Low	Medium
	Expansion of multi-use trail system	Medium	High
Multi-modal access to corridor destinations	Direct/multi-modal access to community parks and open spaces	Medium	High
	Increased transit access to destinations	Low	High
Development of complete places	New mixed-use centers (number)	2	4
Open space conservation	Preserved open space and agricultural land	Low	High

Example of matrix evaluating alternatives versus performance measures that are based on the study's guiding principles and purpose and need.

Along with this comparison we will provide the necessary information pertaining to costs, requirements, phasing and responsible agency to select the Alternatives and determine the next steps. Detailed information about a single intersection is not important at this stage. This set of alternatives and how to design them and how they are operated will be done by the design team. The key to this approach is providing a vision for the multimodal corridor and a package of alternatives to implement.

Deliverables:

- Technical Memorandum Guiding Principles, Objectives and Measures
- Technical Memorandum; Define Alternatives and Analysis
- Technical Memorandum: Alternatives for Implementation

Task 3 – Bus Stop Plan for Route 7B

The selected alternatives will be used by the design team to determine the type of bus stop and requirements for each proposed new, relocated or reconfigured stop. This will also include any ROW requirements and power needs at each bus stop.

The first step will be to categorize the type of bus stop to be implemented. We recommend three (3) templates or prototypes that will ensure that each stop is standardized:

- Categorize bus stop types and develop conceptual concept for each type assume three types of bus "stops"
    - Type 1 – Bus stop demarcation and concrete pad.
    - Type 2 – Bus stop demarcation and shelter.
    - Type 3 – Bus stop demarcation, Shelters, Heaters, My Next Bus for stops and improvements along the corridor
- Understand right-of-way needs
- Understand power needs

Deliverable:

1. Tech Memorandum – Bus Stop Plan for Route 7B

2. Technical Memorandum – Recommended bus stop locations for Expanded Route between Towne Square Mall and N Eagle Road. All stops will be assumed to be Type 1 unless otherwise specified.
3. Cost Estimate for budgeting and grant application prior to Phase 2 implementation

Phase 2 – Project Design and Implementation (Optional)

The intent of following tasks is to implement the findings of Phase 1 as it applies to the existing route between S Whitewater Park Boulevard and Towne Square Mall. At this time, project design and implementation will not be applied to the potential expanded route between Towne Square Mall and N Eagle Road.

Task 1 – Site Design/Civil Engineering

- Develop specific designs for stops and improvements along the corridor
- Plans ready for permitting

Task 2 – Operational Requirements (Transpo/NV5)

- Operational requirements
- Buses (number of buses)

Phase 3 – Future Route Expansion (Transpo) (Optional)

- Future transit corridor planning (more high level than the above tasks)
- Consider express/premier service extending to Meridian
- Potential stop locations, turn around for services, right-of-way needs, transfer points or need for a transit station
- This would become Route 7C or the Fairview Express Route
- Discuss the timing for the extension

EXECUTIVE BOARD RESOLUTION

BEST IN CLASS ENVIRONMENTAL AND DESIGN
RESOLUTION VEB21-003

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH TRANSPO GROUP TO CONDUCT THE FAIRVIEW BEST IN CLASS CORRIDOR STUDY

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

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

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

WHEREAS, VRT and the city of Boise have identified a need in past studies for improving the Fairview Avenue Corridor as a Best in Class Corridor; and

WHEREAS, the Executive Board authorizes VRT staff to contract planning and design services not leading to construction for bus stops, bus stations, transfer stations, and amenities throughout the Fairview Corridor; and

WHEREAS, the Executive Board authorizes VRT staff to contract with Transpo Group, a consultant, approved on the on call Transit Planning RFP 2019-08-30. Transpo Group was selected for their previous successes consulting on similar corridors for other transit agencies. Initial planning and design services will not exceed $180,000 and are to be expended over the horizon of the project by September 31, 2022; and

WHEREAS, Valley Regional Transit included $180,000 for studying Best in Class improvements in the fiscal year 2021 Budget Amendment #1 approved by VRT Board adopt Resolution VBD21-002; 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 staff to contract with Transpo Group for up to $180,000 for planning and design of the Fairview Best in Class Corridor study.

Section 2. That the Executive Board delegates authority to the Executive Director to finalize and execute the final 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 1st day of March, 2021.

APPROVED by the Executive Board Chair this 1st day of March, 2021.

ATTEST: **APPROVED:**

______________________ ______________________________

EXECUTIVE ASSISTANT **CHAIR OF EXECUTIVE BOARD**

VEB21-003

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION:	TOTAL COST:
Fairview Best in Class Corridor Study	Not to Exceed $180,000

PURPOSE/ACTION:
Fairview Corridor, Routes 7a, 7b, 12, and 8 provide limited and intermittent services to west Boise and Town Square Mall. The city of Boise and VRT's planning in ValleyConnect 2.0 identify the need to improve connections, transfers, bus stations, and transit facilities throughout the corridor with potential to modify routes. The Best in Class study will identify the existing limitations, select sites for multiple styles of transit stops based on rider need, land uses, and projected ridership. Sites selected will then be designed at locations to fit within the limitations identified during site civil investigations. It is anticipated that construction estimates will be submitted for FY2022 implementation of the corridor plan with some construction starting in 2022 and completing in 2023-24.

SCOPE OF WORK:
Transpo Group will identify the needs of the corridor based on standard planning tools to show the location and style of bus station required to provide immediate service and to incorporate future needs. Site Civil design will then take into consideration the physical limitations of the corridor and draft layouts for plan implementation.

DISCUSSION:
Fairview Corridor is one of the primary east/west transportation corridors in the VRT service area. Limited improvements have occurred in the past and the Town Square Mall transfer station is not up to the standards of a Best in Class corridor. Significant investment will be required in order to bring the corridor up to Best in Class standards.

ALTERNATIVES:
This effort could be delayed or these selection processes re-evaluated, but Fairview remains one of the few east-west corridors with wide right-of-way, developing residential composition, and limited east-west service. A no action alternative will be considered during the corridor study as well as two options for future service improvements, which will be presented at future public meetings.

FISCAL IMPACT:
The funding for this service was included in the FY2021 budget amendment #1. These services are an important part of VRT's responsibility in providing the necessary facilities for transit services.

RECOMMENDATION: VRT staff requests the Executive Board delegate authority to the Executive Director to authorize expenditures for consultant services. Staff further recommends that the Executive Board approve **Resolution VEB21-003** for staff to contract with Transpo Group for the Fairview Best in Class Corridor Study not to exceed $180,000.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	**EXECUTIVE DIRECTOR** Up to $49,999		

VEB21-003

	Signature:		
2	**EXECUTIVE BOARD** Approves procurements over $50,000 to $200,000 Signature:	3/1/2021	VEB21-003
3	**VRT BOARD** Approves procurements $200,000 and over Signature:		

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AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
ADA Eligibility Evaluation Service	Not to exceed $190,000

PURPOSE/ACTION:
Valley Regional Transit (VRT) is required to provide eligibility and evaluation services under the Americans with Disabilities Act (ADA) to review eligibility of our current riders and new applicants to ensure only qualified passengers use VRT's complementary paratransit services, also known as ACCESS.

SCOPE OF WORK:
A functional assessments of current riders and new applicants is required in accordance with ADA and agency criteria to be qualified as eligible to use ACCESS. A trained professional shall possess expertise in the assessment of orthopedic, medical, cognitive, visual, and accompanying functional physical limitations. The primary responsibility of the trained professional is to test individuals with disabilities and assess their functional ability to access and use public transportation service based on ADA criteria. Of particular importance is the ability to make assessments about applicants' functional ability to board, disembark, and access bus stops or transit centers in accordance with ADA criteria.

DISCUSSION:
VRT is required by the ADA to provide complementary paratransit service for persons with disabilities who are unable to use the fixed-route bus service. VRT has an established process that certifies persons with disabilities who may qualify to use ACCESS. Since the service begins and ends with eligibility, it is essential that the process continues to be implemented in a professional, sensitive, and efficient manner. VRT has utilized the services of a trained professional for these services for eligibility evaluations since 2015.

ALTERNATIVES:
VRT does not employ staff that could provide eligibility evaluations. The only alternative would require VRT to hire additional staff, provide specialized training, as well as continuous oversight of the process. Those additional resources were not included in the operations budget, and would surpass the current costs established to utilize a trained professional.

FISCAL IMPACT:
Total cost for this service will not exceed $38,000 per year, $190,000 over the contract term. The costs for this service will continue to be included in the proper fiscal year operating budget. The expenses for fiscal year 2021 was included in Resolution VBD20-014, which was approved by the Board of Directors on August 3, 2020. The costs associated with this service for future years will continue to be submitted with the annual operations budget.

RECOMMENDATION/JUSTIFICATION:
Valley Regional Transit staff followed federal procurement guidelines and VRT's policy for procuring services and ADARide.com was determined to be the most responsive and responsible bidder.

FINAL SELECTION OF PROJECT:
VRT staff recommends that the Executive Board approve ***Resolution VEB21-002*** *for the ADA Eligibility Evaluation Services, to ADARide.com for services not to exceed $190,000.*

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	**EXECUTIVE DIRECTOR** Up to $49,999 Signature:		
2	**EXECUTIVE BOARD** Approves procurements over $50,000 to $200,000 Signature:	3/1/2021	VEB21-002
3	**VRT BOARD** Approves procurements $200,000 and over Signature:		

EXECUTIVE BOARD RESOLUTION

ADA Eligibility Evaluation Service Services
RESOLUTION VEB21-002

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT OF UP TO $190,000 WITH ADARIDE.COM TO PROVIDE ACCESS EVAULATION 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, Valley Regional Transit needs to establish a professional services agreement with a qualified firm for eligibility evaluations; and

WHEREAS, Valley Regional Transit evaluated submitted proposal and has negotiated an agreement with the most responsive and responsible offeror; and

WHEREAS, Valley Regional Transit has determined that the offeror has met all the required qualifications to perform the service; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board of Directors on August 3, 2020; 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 the award of RFP 2020-12-28 to ADAride.com. The length of the agreement will not exceed five years.

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 ___day of _____, 20___.

APPROVED by the Executive Board Chair this ___day of __________, 20___.

ATTEST:	**APPROVED:**
_________________________	___________________________________
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

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TOPIC	FY20 Performance Report - Q4
DATE	February 22, 2020
STAFF MEMEBER	Leslie Pedrosa

Summary

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

As expected, the performance report continued to show a decrease in ridership in the fourth quarter due to the COVID-19 pandemic. With services reduced or suspended, there was an overall decrease of 26%. This pandemic is something that will have lingering effects on public transit nationwide, not just in the Treasure Valley.

Fixed-route services show a decrease of 20% in the fourth quarter. When reviewing detailed ridership data, you will see a slight increase in the annual ridership for Ada County, as well as an increase in the fourth quarter for Canyon County. VRT switched reporting methodologies in FY2020. Following Board approval, VRT used automatic passenger counter (APC) data rather than fare box data, to report ridership. When using APC data to report ridership, it is expected to show 10-20% increase in ridership statistics. This increase is expected because fare box ridership tends to be under-reported because of the reliance on manual driver input.

Using APC data for FY2020, Ada County fixed-route had a 9% drop in ridership, Canyon County fixed-route had a 6% increase and inter-county fixed-route had a 45% drop in ridership. Boise State Bronco Shuttle suspended service in March. Services resumed service in August, however the majority of classes continued to be held remotely, therefore most students did not attend classes on campus. With the significant changes, Boise State fixed-route had an 86% drop in ridership.

Demand response services were down 57% in the fourth quarter. Demand response services continue to be severely impacted, due to the vulnerable population that utilizes the service. Ada County demand response had a 59% drop in ridership. Canyon County demand response had a 16% drop in ridership.

Specialized Transportation services were down 50% in the fourth quarter. The majority of these services also provide service to a vulnerable population. Several services continue to operate, providing essential trips or food delivery services. Below is the breakdown for each service:

- Metro Community Services had a 50% drop in ridership
- Harvest Transit had a 46% drop in ridership
- Eagle Senior Center 47% drop in ridership

- SHIP had an 18% drop in ridership. SHIP added additional service in the fourth quarter, providing trips from Corpus Christi/Interfaith Sanctuary to the “cool room” and the Boise Public Library
- Village Van had an 8% drop in ridership
- Star Senior Center had a 78% drop in ridership
- Kuna Senior Center had a 58% drop in ridership
- Meridian Senior Center had an 83% drop in ridership
- Shared Vehicle ridership, which includes Calvary Church and Interfaith Sanctuary, had an 88% drop in ridership. Calvary Church has not resumed services since the pandemic started.
- Volunteer Driver had a 14% drop in ridership
- Rides2Wellness had a 45% drop in ridership
- Parma Senior Center had a 63% drop in ridership

ACHD Commuteride had a 49% drop in ridership. ACHD Commuteride operated 64 vanpools and suspended the minimum passenger requirement to operate a vanpool.

Boise Green Bike usage dropped 39% in the fourth quarter. This service ended at the end of fiscal year 2020. The goal is to have a new service in place during fiscal year 2021 which will introduce electric bikes.

VRT First Mile, Last Mile services had a 29% drop in ridership. VRT Late Night had a 98% drop in ridership.

Staff Recommendation/Request

Staff requests the Executive Board consider a recommendation for approval by the Board of Directors of the performance report for the fourth quarter of fiscal year 2020.

Implication (policy and/or financial)

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

More Information

Attachments:
FY20 Performance Report, Fourth Quarter
FY20 Fourth 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 - 4TH QUARTER, FY20
SUMMARY DASHBOARD

QUARTERLY

		FISCAL YEAR		
		2020	2019	% Change
RIDES	FR	263,946	328,345	-19.6
	DR	5,651	13,014	-56.6
	ST	13,523	26,163	-48.3
	VP	22,554	44,458	-49.3
	BS	5,812	9,560	-39.2
	FMLM	512	887	-42.3
	Total	**311,998**	**422,427**	-26.1
HOURS	FR	26,888	29,118	-7.7
	DR	2,713	2,713	0.0
	ST	4,835	8,094	-40.3
	VP	6,146	6,731	-8.7
	BS	3,691	5,173	-28.7
	FMLM	62	136	-54.4
	Total	**44,335**	**51,965**	-14.7
RIDES PER HOUR	FR	9.06	11.28	-19.6
	DR	2.08	4.80	-56.6
	ST	1.67	3.23	-48.3
	VP	3.35	6.61	-49.3
	BS	1.12	1.85	-39.2
	FMLM	3.76	6.52	-42.3
	Total	**6.00**	**8.13**	-26.1
ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR			
	ST			
	VP			
	BS			
	FMLM			
	Total	-	-	
COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR			
	ST			
	VP			
	BS			
	FMLM			
	Total	-	-	
ON-TIME PERFORMANCE	FR	89.0%	77.6%	14.7
	DR	84.7%	82.6%	2.6
	ST	85.5%	75.7%	13.0
	VP	N/A	N/A	
	BS	N/A	N/A	
	FMLM	N/A	N/A	
	Total	**86.4%**	82.5%	4.7

YEAR TO DATE

		FISCAL YEAR		
		2020	2019	% Change
RIDES	FR	1,350,214	1,446,515	-6.7
	DR	35,474	53,794	-34.1
	ST	74,852	107,047	-30.1
	VP	117,999	174,463	-32.4
	BS	15,708	27,244	-42.3
	FMLM**	3,243	2,281	42.2
	Total	**1,597,490**	**1,811,344**	-11.8
HOURS	FR	109,953	121,120	-9.2
	DR	17,605	22,340	-21.2
	ST	23,652	34,098	-30.6
	VP	27,023	33,843	-20.2
	BS	9,233	14,525	-36.4
	FMLM	393	338	16.3
	Total	**187,859**	**226,265**	-17.0
RIDES PER HOUR	FR	11.15	11.94	-6.7
	DR	1.59	2.41	-34.1
	ST	2.20	3.14	-30.1
	VP	3.49	5.16	-32.4
	BS	1.08	1.88	-42.3
	FMLM	9.59	6.75	42.2
	Total	**7.06**	**8.01**	-11.8
ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR			
	ST			
	VP			
	BS			
	FMLM			
	Total	-	-	
COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION		
	DR			
	ST			
	VP			
	BS			
	FMLM			
	Total	-	-	
ON-TIME PERFORMANCE	FR	83.5%	71.0%	17.7
	DR	81.6%	82.8%	-1.4
	ST	85.0%	78.7%	8.0
	VP	N/A	N/A	
	BS	N/A	N/A	
	FMLM	N/A	N/A	
	Total	**83.4%**	80.4%	3.7

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

VRT PERFORMANCE - PRELIMINARY 4TH QUARTER, FY20

ITEM VI-D

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE	FY20	FY19	% Change
Ada County*	234,983	258,346	-9.0
Boise State - Bronce Shuttle	5,274	37,596	-86.0
Canyon County*	12,115	11,441	5.9
Intercounty*	11,574	20,962	-44.8
FR SUB TOTAL	**263,946**	**328,345**	-19.6

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

ST - SPECIALIZED TRANSPORTATION	FY20	FY19	% Change
Metro**	2,770	5,525	-49.9
Shared Vehicle	389	3,181	-87.8
SHIP**	1,905	2,335	-18.4
Kuna Senior Center	372	876	-57.5
Village Van	2,347	2,555	-8.1
Volunteer Driver	540	631	-14.4
Meridian Senior Center	169	964	-82.5
Eagle Senior Center**	1,990	3,773	-47.3
Star Senior Center	196	883	-77.8
Harvest**	1,256	2,321	-45.9
Parma Senior Center	278	745	-62.7
Rides 2 Wellness	1,311	2,374	-44.8
ST SUB TOTAL	**13,523**	**26,163**	-48.3

VP - VANPOOL	FY20	FY19	% Change
ACHD CommuteRide	22,554	44,458	-49.3

BS - BIKESHARE	FY20	FY19	% Change
Boise GreenBike	5,812	9,560	-39.2

FMLM - FIRST MILE/LAST MILE	FY20	FY19	% Change
Lyft Transit Connections	509	721	-29.4
VRT Late Night	3	166	-98.2
FMLM SUB TOTAL	**512**	887	-42.3

QUARTERLY RIDERSHIP GRAND TOTAL	FY20	FY19	% Change
	311,998	422,427	-26.1

*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

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE	FY20	FY19	% Change
Ada County*	1,095,798	1,080,941	1.4
Boise State - Bronce Shuttle	145,010	224,541	-35.4
Canyon County*	44,248	54,733	-19.2
Intercounty*	65,159	86,300	-24.5
FR SUB TOTALS	1,350,214	1,446,515	-6.7

ST - SPECIALIZED TRANSPORTATION	FY20	FY19	% Change
Metro**	14,234	22,310	-36.2
Shared Vehicle	5,432	13,441	-59.6
SHIP**	8,286	9,315	-11.0
Kuna Senior Center	2,103	2,800	-24.9
Village Van	12,610	12,268	2.8
Volunteer Driver	1,877	2,982	-37.1
Meridian Senior Center	1,740	3,482	-50.0
Eagle Senior Center**	10,651	13,060	-18.4
Star Senior Center	1,449	3,381	-57.1
Harvest**	6,820	9,969	-31.6
Parma Senior Center	2,312	3,754	-38.4
Rides 2 Wellness	7,338	10,285	-28.7
ST SUB TOTALS	74,852	107,047	-30.1

DR - DEMAND RESPONSE	FY20	FY19	% Change
Ada County**	33,351	51,413	-35.1
Canyon County**	2,123	2,381	-10.8
DR SUB TOTALS	35,474	53,794	-34.1

VP - VANPOOL	FY20	FY19	% Change
ACHD CommuteRide	117,999	174,463	-32.4

BS - BIKESHARE	FY20	FY19	% Change
Boise GreenBike	15,708	27,244	-42.3

FMLM - FIRST MILE/LAST MILE	FY20	FY19	% Change
Lyft Transit Connections	2,935	1,978	48.38
VRT Late Night	308	303	1.65
FMLM SUB TOTAL	3,243	2,281	42.2

YEAR TO DATE RIDERSHIP GRAND TOTAL	FY20	FY19	% Change
	1,597,490	1,811,344	-11.8

*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

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TOPIC	ACHD Integrated 5-Year Work Program Prioritization
DATE	February 22, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Each year the Ada County Highway District (ACHD) invites agencies, jurisdictions and stakeholders across the county to identify their priority projects within the ACHD work program. These local priorities are used to help determine how the projects in the ACHD Integrated 5-Year Work Program are prioritized. This year ACHD has invited Valley Regional Transit (VRT) to participate in this prioritization process.

ACHD requires agencies and jurisdictions to submit their prioritization lists through their governing bodies. VRT staff coordinated input from local jurisdictions and the Regional Advisory Council and will present a list of prioritized transit related projects for the Executive Board to consider at their March board meeting.

Staff Recommendation/Request

Action item: Staff will present prioritization list and prioritization methods and request the executive board take action on the list so it can be sent to ACHD for consideration in their planning processes.

Implication (policy and/or financial)

The opportunity to share VRT's priorities with ACHD could lead to greater efficiencies in project delivery and better coordinated improvements to the traveling public.

Highlights

- January 2021 ACHD invited VRT to provide input on the prioritization of projects in their Integrated 5-Year Work Program

Schedule:

January 2021	ACHD issued their invitation
February 2021	VRT staff solicited input from stakeholders and prepared a prioritized list of projects for Regional Advisory Committee and Executive Board for consideration
March 2021	VRT Executive Board considers approval of prioritized list

Attachments:

ACHD Prioritized Project List

More Information

For detailed information contact: Stephen Hunt, Development Director, 208.258.2701, shunt@valleyregionaltransit.org

Valley Regional Transit (VRT) 2021 Prioritization Request Form
Roads & Intersections

Draft Rank	project name	Project description	Other Agency Priorities (#)
1	State and Glenwood intersection improvements	This would build on the City of Boise project and include redesigning the bus stop at Gary and Bunch to better integrate the bike lane and bus layover. (Routes 9, 12)	Boise (8), Garden City (8)
2	State and Saxton intersection improvements	This would build curb, sidewalk and gutter to make accessing the crosswalk across State St at Saxton more accessible and safer. Walmart is a popular destination for transit riders and the current sidewalk ends before the crosswalk. If there is no ACHD ROW to make these improvements please skip this project priroty. We are working with ITD on this project as well. (Route 9)	No
3	State and Pierce Park	Resdesign of Pierce Park intersection with improved pedestrian, bicycle, and transit infrastructure consistent with the TTOP and subsequent State Street coordination work including the up-coming State Street Transit Operational Analysis. (Route 9)	Ada County (17), Boise (1)
4	State and Bogart	Redesign of Bogart and State St intersection to allow for Bus pullout and stop on State at Saxton. This would support increased development at Bogart and make transit service accessible and supports other pedestrian improvements on Bogart. It would also build on the vision in the State Street TTOP and subsequent State Street coordination work including the up-coming State Street Transit Operational Analysis. Although the bus pull out would be along ITD ROW it is expected that this project may result in an intersection redesign impacting both ITD and ACHD ROW. (Route 9)	No
5	State Street, Glenwood/Pierce Park Ln	Widen State St to 7 lanes between Glenwood and Hertford with HOV/transit lanes, curb, gutter, sidewalk and bike lanes per the State Street TTOP and subsequent State Street coordination work including the up-coming State Street Transit Operational Analysis. (Route 9)	Ada County (20), Boise (2)
6	State Street, Pierce Park Ln/Collister	Widen State St to 7 lanes with HOV/transit lanes, curb, gutter, sidewalk and bike lanes, in accordance with the State St TTOP and subsequent State Street coordination work including the up-coming State Street Transit Operational Analysis. (Route 9)	Ada County (21), Boise (7)
7	State Street, Collister Dr/36th St	Widen State St to 7 lanes with HOV/transit lanes, curb, gutter, sidewalk and bike lanes, in accordance with the State St TTOP and subsequent State Street coordination work including the up-coming State Street Transit Operational Analysis. (Route 9)	Ada County (19), Boise (6)

Roads & Intersections

Draft Rank	project name	Project description	Other Agency Priorities (#)
8	State Street, 36th St/ 27th St	Widen State St to 7 lanes with HOV/transit lanes, curb, gutter, sidewalk and bike lanes, in accordance with the State St TTOP and subsequent State Street coordination work including the up-coming State Street Transit Operational Analysis. (Route 9)	Ada County (18), Boise (5)
9	Capitol Blvd, Rose Hill to Royal	Protected bike facilities on Capitol between Rose Hill and Royal	Boise and Boise State University added this project this year
10	Fairview Ave Cooridor Development	Improve bicycle, pedestiran and transit amenities along Fairview Ave between Records Ave and Orchard. This would include completing pedestrian amenities between Milwaukee and Records and may include transit signal priority and other access management treatments. VRT will be initiating a study to review transit stops and amenities along Fairview and opporutnities for further transit expansion (route 7A, 7B)	Meridian (37)
11	Overland Rd & Vista Ave Intersection Improvement	Install an enhanced pedestrian crossing (rectangular rapid flashing beacon) on Vista at Overland (NW corner free-right turn). (Routes 3, 29)	Boise School District (16)
12	Pedestrian facilities on Emerald 1	Sidewalk on Emerald, northside between Marcus and Baker. Consider detached sidewalk or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 5)	No
13	Pedestrian facilities on Emerald 2	Sidewalk on Emerald, southside at least to Camelot. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 5)	No
14	Lincoln Ave & Belmont St Pedestrian Crossing	The Lincoln Avenue and Belmont Street intersection is adjacent to a parking structure and student housing. As such, it has high volumes of automobiles and pedestrians. This project is to create a raised pedestrian crossing on the south leg of the intersection, with center refuge and RRFB. (Route 1, 29, 40, 43, 45)	Boise State University (2)
15	Beacon St & Grant Ave Pedestrian Crossing	Additional pedestrian crossing improvements along Beacon and protected bike lane. (Route 1, 29, 40, 43, 45)	Boise State University (6)

Roads & Intersections

Draft Rank	project name	Project description	Other Agency Priorities (#)
16	Pedestrian and bicycle facilities on Glenwood, Chinden to Goddard	Pedestrian improvements on Glenwood bewtween Chinden and Goddard, potential multi-use path. (Route 12, 8X)	Boise (61) - Community programs, Garden City (57) - Community programs
17	Broadway Ave/Avenue B and Idaho St/Warm Springs Ave Intersection Modifications	Modify intersection to improve safety for all users in accordance with the Broadway Ave / Avenue B and Idaho St / Warm Springs Ave Concept Design. (Routes 2, 17)	Boise (16)
18	Boise Ave & Linden St Pedestrian Crossing	Install an enhanced pedestrian crossing on Boise Ave near Linden to provide a safe crossing of connectivity from Timberline High School to the shopping complex. Install luminaries at Boise Ave and Linden St. (Route 2)	Boise School District (50) - Community Programs
19	Pedestrian facilities on Maple Grove	Sidewalk on Maple Grove between Edna and Cory Ln. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 12)	No
20	Pedestrian facilities on Goddard	Sidewalk on Goddard between Glenwood and Milwaukee (Route 12) sidewalk on one side only currently should be improved with the City of Boise linear park planned along Goddard.	No
21	43rd and Chinden Enhanced Pedestrian Crossing	Enhanced pedestrian crossing at 43rd to facilitate access to bus stop on Chinden (Route 8X)	Garden City (5)
22	33rd and Chinden Enhanced Pedestrian Crossing	Enhanced pedestrian crossing at 33rd to facilitate access to bus stop on Chinden (Route 8X)	Garden City (4)
23	Overland Rd & Linder Rd Intersection Improvements	Widen and signalize intersection to 5 lanes on Linder Rd and 6 lanes on Overland Rd ensure safe bicycle and pedestrian crossings (Route 40, 42)	Meridian (22)
24	Pedestrain facilities on Overland	Sidewalk on Overland between Ten Mile and Linder. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 40, 42)	No
25	Pedestrian facilities on W Hill Rd 1	Sidewalk on northside of W Hill Rd between W Castle Dr and Collister (Route 10). Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility.	No
26	Pedestrian facilities on Franklin	Sidewalk on Franklin between Allumbaugh and Cole. Consider detached sidewalk or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 28)	No

Roads & Intersections

Draft Rank	project name	Project description	Other Agency Priorities (#)
27	Main and Fairview Transit Islands	Constructin transit islands along both Main and Fairview between 17th and Whitewater Park Boulevard. These islands would reduce conflict between transit, pedestrians and cyclists. This is a project currently underway in partnership with CCDC, City of Boise and ACHD. (Routes 6, 7A, 7B, 8x)	No
28	Orchard St realignment, Gowen Rd to Victory	Widen/Realign Orchard St to 5 lanes with curb, gutter, sidewalk and level 3 bike facility from Gowen Rd to Victory. This project will impact VRT's access to its maintenance facility. This project has the potential to have a large negative impact on VRT operations as all fixed route services in Ada County come out of this facility. Construction mitigation will also be a major concern as VRT will need continued access to their facility through all phases of construction.	No

Community Programs

Draft Rank	project name	Project description	Other Agency Priorities (#)
1	Pedestrian facilities on Allumbaugh	Sidewalk on Allumbaugh between Fairview and Northview on at least one side. Match land-use jurisdiction vision for pedestrian facility. (Route 7A, 7B)	Boise School District (4), Boise (4)
2	Pedestrian facilities on Nez Perce	Sidewalk on Nez Perce between Columbus and Vista. Match land-use jurisdiction vision for pedestrian facility. (Route 3)	Boise (16)
3	Pedestrian facilities on W Ellens Ferry	Sidewalk on W Ellens Ferry Dr between State St and W Port Pl. Match land-use jurisdiction vision for pedestrian facility. (Routes 9 & 10)	No
4	Pedestrian facilities on Garden St	Bicycle and pedestrian improvements on Garden from Franklin to Emerald (Route 5) mostly no sidewalk currently	
5	Pedestrain facilities on Taft	Sidewalk on Taft between 28th and 36th. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	No
6	Pedestrian facilites on Collister	Sidewalk on Collister between W Catalpa Dr and Hill Rd. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	Boise (11)
7	Pedestrian facilities on Airport Way, S Development Ave, W Commerce Ave	Sidewalk along Airport Way, S Development Ave, and W Commerce Ave between Broadway and Vista. Match land-use jurisdiction vision for pedestrian facility. (Route 2)	No

Community Programs

Draft Rank	project name	Project description	Other Agency Priorities (#)
8	Pedestrian facilities on Kent	Sidewalk on Kent Ln from Alworth St to Chinden with a connection to the Bus stop on Chinden. This project would be in support of the Garden City neighborhood plan and the sidewalk/multi-use path along Chinden Blvd or within Lady Bird Park. Match land-use jurisdiction vision for pedestrian facility. (Route 8x)	Garden City (3)
9	Pedestrian facilities on Clay	Sidewalk on Clay between 36th and 37th. Match land-use jurisdiction vision for pedestrian facility. (Access to Chinden route 8X)	Garden City (4)
10	Pedestrian facilities on E 37th	Sidewalk on E 37th between Adams and Chinden. Match land-use jurisdiction vision for pedestrian facility. (Access to Chinden route 8X)	Garden City (23)
11	Pedestrian facilities on Murray	Sidewalk on Murray from Bench to Chinden. Match land-use jurisdiction vision for pedestrian facility. (Route 8x)	Garden City (48)
12	Pedestrian facilities on University Dr	Bicycle, Pedestrian and transit facility improvements on University Dr from Brady St to Lincoln Ave. Improvements will reduce conflict between pedestrians, cyclsist and transit services (Routes 29, Bronco Shuttles)	Boise State University (7)
13	Pedestrian facilities on Milwaukee	Sidewalk on west side of Milwaukee between Ustick and Marcum. Consider detached sidewalk with bus landing pad or otherwise match land-use jurisdiction vision for pedestrian facility. (Route 7A)	Boise School District (37)
14	Pedestrian facilities on W Hill Rd 2	Sidewalk improvements on W Hill Rd between Bogus Basin and N 28th St. Match land-use jurisdiction vision for pedestrian facility. (Route 10)	No
15	Pedestrian facilities on Curtis	Sidewalk on Curtis Rd between Targee and Overland. Match land-use jurisdiction vision for pedestrian facility. (Route 6)	No
16	Pedestrian facilities on Cassia	Sidewalk on Cassia St between Curtis and Philippi. Match land-use jurisdiction vision for pedestrian facility. (Route 6)	No
17	Pedestrian facilities on Phillippi between Cassia and Franklin	Sidewalk on Phillippi St between Cassia and Franklin. Match land-use jurisdiction vision for pedestrian facility. (Route 6)	Boise School District (32)
18	Pedestrian facilities on Bridger St	Sidewalk on Bridger St between Meeker Ave and Discovery Way. Match land-use jurisdiction vision for pedestrian facility. (Route 8, 8x)	No
19	Pedestrian facilities on Westpark St	Sidewalk on Westpark St between Milwaukee and Benjamin Ln. Match land-use jurisdiction vision for pedestrian facility. (Route 8, 8x)	No
20	Pedestrian facilities on Benjamin	Sidewalk on Benjamin between Westpark St and Emerald. Match land-use jurisdiction vision for pedestrian facility. (Route 8, 8x)	Ada County (11)

Community Programs

Draft Rank	project name	Project description	Other Agency Priorities (#)
21	Pedestrian facilities on S Owyhee	Sidewalk improvements on S Owyhee from Pasadena to Elder St. Match land-use jurisdiction vision for pedestrian facility. (Route 4)	No
22	Pedestrian facilities on W State Street	Sidewalk on W State Street between Hwy 44 and Cobblestone Ln. Match land-use jurisdiction vision for pedestrian facility. (Route 9)	No

PROPOSED AGENDA

April 5
Board of Directors' Meeting

CONSENT AGENDA

Consider approval of minutes from the January Board of Director's meeting
Consider approval of FY2020 Audited Financial Statements
Consider approval of Updated Policies (Multiple)
Consider approval of remaining budgets for specialized transit operations-Leslie Accept
Acknowledge Executive Board Minutes for Jan/Feb/Mar
Acknowledge FY2020Q4 Variance Report
Acknowledge FY2020 Q4 Cash Balance Report
Acknowledge FY2021 Q1 Variance Report
Acknowledge FY2021 Q1 Cash Balance Report
Acknowledge FY20121 Public Comment Report
Acknowledge FY 2020 Q-4 Performance Report-Leslie

ACTION ITEMS

Consider approval of Q1 Performance Report - Leslie
Consider delegating authority to the Executive Director for the purchase of fixed-route and demand response scheduling software needs-Leslie
Fairview Best in Class Corridor Study - Joe

INFORMATION ITEMS

On-Demand Update – Leslie
Planning and Prioritization Update Overview and Calendar - Stephen
RAC Update - Walter
FY22 Local Funding Allocations - Jill
Capital Investment Prioritization-Jill

PROCUREMENTS

Procurement Calendar

DEPARTMENT/STAFF REPORTS

valleyregionaltransit

TOPIC	Regional Planning and Prioritization Next Steps
DATE	February 22, 2021
STAFF MEMBER	Stephen Hunt

Summary

January 2021, the Executive Board initiated a series of workshops to improve regional planning and prioritization. These workshops will align the tasks and decisions for the five-year transportation development plan, the annual VRT budget development, and annual service changes. These workshops occurred simultaneously with the current year budget development and service change processes.

In the February workshop, the Executive Board went through a detailed calendar and responsibilities handout that showed the anticipated alignment of planning activities between the annual budget development, service changes and transportation development plan. The board acknowledged the current challenges Valley Regional Transit faces in budgeting, planning and timely project delivery.

The attached calendar, based on timeline discussed in last month's workshop, shows this year's budget development activities. This will include a schedule for the following:

- Developing proposals for both FY 2022 and FY 2023
- Any emergency changes
- Preparation of capital and program projects for FY 2022 and 2023

Staff Recommendation/Request

Information/Discussion item: There is no action on this item. It is a discussion item only.

Implication (policy and/or financial)

The approach VRT staff are taking on the development of a TDP, budget, and service plans for the next few years ensures transparency, inclusion, and a pathway to establish a firm foundation for VRT to recover and continue to grow effective transit services in our region. The processes developed will address many of the financial and organizational weaknesses VRT was already working to address. These include:

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

Highlights

- FY 2018 VRT Board adopts ValleyConnect 2.0, which identifies the current gap between current services and planned levels of service in Communities in Motion 2.0.
- FY 2020 VRT Board approves update Local Cost Allocation Methodology which developed an objective approach to determining the local share of VRT's funding partners.
- FY 2020 VRT embarked on the first attempt at a five-year service and capital Transportation Development Plan (TDP) to guide service and capital investments over the next 5 years.

Schedule:

Spring 2020	CARES funding grants executed
June 2020	Resiliency Action Plan Guiding Principles accepted by Executive Board
August 2020	VRT Board adopted FY2021 Budget
Oct./Nov. 2020	First round outreach to jurisdictions funding
Nov 2020	Updated local cost allocation methodology w/CARES funding
Nov./Dec. 2020	Second round outreach to local
January 2021	VRT Board approved Strategic Direction Guidance
	Executive Board – Workshop #1 Overview
Jan./Feb. 2021	Third round outreach to local jurisdictions
	Conduct Workshops #1 and #2 – Establish Forums and Processes
April - June 2021	Continued outreach to local jurisdictions on FY2022 budget
August 2021	Final VRT FY2022 Budget
Fall/Winter 2022	Apply new forums/procedures to FY 2023 budget development

Attachments

FY2022 Budget Development Calendar

More Information

For detailed information contact: Stephen Hunt, Development Director, 208.258.2701, shunt@valleyregionaltransit.org

The following tables have been updated from last month's schedule to show how we will apply the proposed process to the FY2022 Budget Development. The 5YR TDP planning tasks have been removed from this calendar as we are not proposing to bring a formal TDP before the VRT board for consideration this year. VRT staff will continue to work with our funding partners to refine a "working TDP" which we will provide the foundation for the TDP process in FY2022.

Consolidated Schedule by Quarter (overview)

	Q1	Q2	Q3	Q4
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule and Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

*SC = Service Change

Consolidated Schedule by Quarter (detail)

		Q1		
		October	November	December
Board (Full or Executive)	SC P*			
	SC I*			
	BD*			
Regional Advisory Council (RAC)	SC P*			
	SC I*			
	BD*			
Regional Transit Team	SC P*			
	SC I*			
	BD*			
Staff/Sub Committee	SC P*	Review funding implications of CARES	Strategic direction priorities	Draft service change proposals
	SC I*			
	BD*	Round 1 Outreach (Cooperative Agreement updates with CARES)	Round 2 Outreach (Establish strategic direction priorities for existing and future dollars)	

*SC P = Service Change Planning, SC I = Service Change Implementation, B = Budget Development

Consolidated Schedule by Quarter (overview)

	Q1	Q2	Q3	Q4
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule and Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

*SC = Service Change

Consolidated Schedule by Quarter (detail)

		Q2		
		January	February	March
Board (Full or Executive)	SC P*			
	SC I*			
	BD*	Full: Adopted strategic direction for FY21-23 Executive: Initiated Workshops		
Regional Advisory Council (RAC)	SC P*			
	SC I*			
	BD*			
Regional Transit Team	SC P*			
	SC I*			Identify any emergency changes
	BD*		Kick off Meeting	Review preliminary expenses and local contribution requests
Staff/Sub Committee	SC P*			Draft service change proposals
	SC I*	Draft service change proposal	Draft service change proposal	Refine service change proposals
	BD*	Initiating FY2022 budget process	Develop expense budgets	Allocate revenue to budgets

*SC P = Service Change Planning, SC I = Service Change Implementation, B = Budget Development

Consolidated Schedule by Quarter (overview)

	Q1	Q2	Q3	Q4
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule and Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

*SC = Service Change

Consolidated Schedule by Quarter (detail)

		Q3		
		April	May	June
Board (Full or Executive)	SC P*	Full: Service change update	Executive: Review and release draft proposal to public	
	SC I*	Full: Information on emergency changes	Executive: Review and release draft emergency changes to public	
	BD*	Full: Review preliminary local allocations	Executive: Review preliminary budget	Executive: Review preliminary budget
Regional Advisory Council (RAC)	SC P*			
	SC I*	Discuss emergency changes	Review draft emergency changes	
	BD*			
Regional Transit Team	SC P*			
	SC I*			
	BD*			
Staff/Sub Committee	SC P*	Finalize service change proposal	Conduct public outreach	Draft final proposal
	SC I*	Draft emergency changes	Conduct public outreach	Draft final emergency changes
	BD*		Budget revisions	Budget revisions

*SC P = Service Change Planning, SC I = Service Change Implementation, B = Budget Development

Consolidated Schedule by Quarter (overview)

	Q1	Q2	Q3	Q4
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule and Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

*SC = Service Change

Consolidated Schedule by Quarter (detail)

		Q4		
		July	August	September
Board (Full or Executive)	SC P*		Full: Approve service change proposal	
	SC I*		Full: Approve any emergency changes	
	BD*	Executive: Review final budget and set public hearing date	Full: Budget public hearing and approve budget	
Regional Advisory Council (RAC)	SC P*	Review and comment on final service change proposal		
	SC I*	Review and comment on emergency changes		
	BD*			
Regional Transit Team	SC P*	Review and comment on final service change proposal		
	SC I*	Review and comment on emergency changes		
	BD*			
Staff/Sub Committee	SC P*	Prepare final service change proposal for full Board	Prepare design permitting etc., Request for Proposal (RFP)	
	SC I*	Construction management, service scheduling, operator training. Implement service change (including emergency changes) October 1		
	BD*		Prepare Cooperative agreements	Send agreements for signature 10/1

*SC P = Service Change Planning, SC I = Service Change Implementation, B = Budget Development

valleyregionaltransit

TOPIC	Valley Regional FY 2020 Fact Sheet
DATE	February 22, 2021
STAFF MEMBER	Mark Carnopis

Summary

This is the second year we are publishing a Valley Regional Transit (VRT) Fact Sheet. The first year of the report was published and available online in the summer of 2020.

The initial fact sheet was developed using input by staff and members of the Regional Advisory Council (RAC). The catalyst for the development of the fact sheet was a perceived need for basic information about VRT. This sheet is made available to members of our governing panels (Board of Directors, Executive Board, and Regional Advisory Council) for use when they are discussing public transportation with their constituents and others. It is also available to the public (via our website).

The attached VRT Fact Sheet is two-sided. One side contains information about our budget and our ridership, including ValleyRide bus service, ACCESS paratransit service, shared mobility, and Boise GreenBike. The other side of the fact sheet provides an overview of ValleyConnect 2.0.

Staff Recommendation/Request

This an information item only. Once approved, the fact sheet will be uploaded to our website: www.valleyregionaltransit.org

Implication (policy and/or financial)

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

Attachments

Attachment 1 FY 2020 Fact Sheet

More Information

For detailed information contact: Mark Carnopis, Community Relations Manager, 208-258-2702, mcarnopis@valleyregionaltransit.org,

Valley Regional Transit FY 2020 Fact Sheet

valleyregionaltransit.org 208-345-7433

Budget Information: Fiscal Year 2020

Revenues

Regional Overhead and Operation	$ 5,931,170
Boise Transportation Services	$ 9,736,567
Canyon County Transportation Services	$ 2,075,037
Capital grants	$ 3,482,153
TOTAL	**$21,224,927**

Expenses

Regional Overhead and Operations	$ 6,927,959
Boise Transportation Services	$10,334,926
Canyon County Transportation Services	$ 2,717,098
Non-Capital Expenditures	$ 1,899,818
TOTAL	**$21,879,801**

Boise GreenBike Ridership

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

Month	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Oct.		1496	2503	2020	3400	1586
Nov.		510	1679	1388	1448	1153
Dec.		200	358	662	611	527
Jan.		275	171	857	955	694
Feb.		752	574	891	622	875
March		1512	1788	1872	1910	935
April	251	2576	1651	2625	2093	0
May	1380	2749	2214	6812	3378	1364
June	1509	2779	3028	4964	3268	1859
July	1884	3331	2907	4341	3360	2085
Aug.	1746	3597	3383	4470	2823	1994
Sept.	1865	3378	3033	4658	2353	1733
Total	8,635	23,155	23,289	35,560	26,221	14,805

Ridership Statistics

VRT operates 18 routes in Boise & Garden City, four inter-county routes, and on-demand service in Nampa and Caldwell.

FY 2020 ridership

Boise/Garden City	956,752
Nampa/Caldwell	39,322
Inter-county	61,209

ACCESS paratransit

Boise/Garden City	33,321
Nampa/Caldwell	2,123

Top Boise bus routes (ridership)

Route 9 State Street	200,544
Route 3 Vista	100,473
Route 5 Emerald	78,940

Shared Mobility

A total of **59,324** rides were provided by VRT specialized transportation programs in the Treasure Valley during FY 2020. Here are the top programs:

» Senior Centers*	18,286
» Metro Services	14,262
» Harvest Transit	9,262
» Rides2Wellness	7,338
» SHIP Transportation	8,299
» Volunteer Driver	1,877

** Includes Meridian, Star, Eagle, Parma and Kuna*

Help Desk

In fiscal year 2020, the Valley Regional Transit Help Desk received 36,103 service calls and 16,722 reservation calls.

VRT — Planning for the future

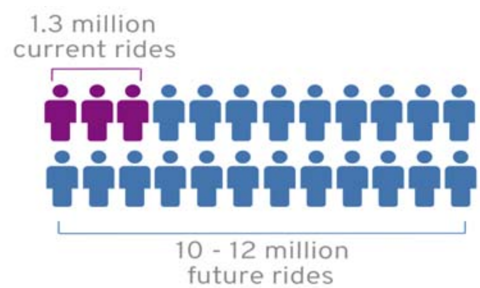
valleyregionaltransit.org **208-345-7433**

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

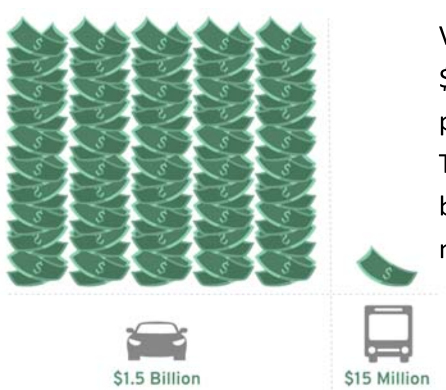
ValleyConnect 2.0, (VC 2.0), approved in April 2018, reflects the region's goals and objectives for public transit. VC 2.0 offers an expansion of services that would allow residents of Ada and Canyon counties to maintain the freedom to move and get more people to more places more often, even while the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

Congestion is bad now and will only get worse

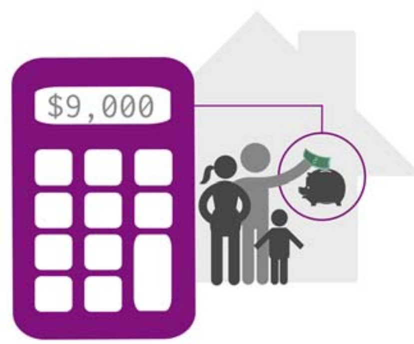
The population of Ada and Canyon counties has increased from 581,288 in 2010 to an estimated 737,790 in spring 2020, an increase of 156,502, or 27 percent. By 2040, the area's population is expected to grow to more than one million.



Current investment levels for local transit is minimal



VRT currently spends $15 million a year on public transportation. The public spends $1.5 billion to own, drive and maintain their vehicles.

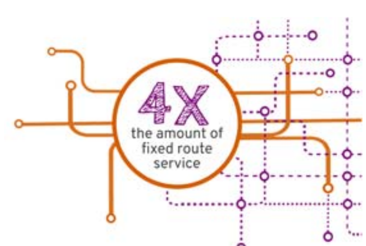


By eliminating one vehicle, a family can save more than $9,000 a year in transportation costs.

The cost to implement ValleyConnect 2.0

Scenario	Estimated fixed-route operating dollars	Estimated fixed-route service hours	Estimated total capital costs
Current	$10,000,000	100,000	$15,000,000
Intermediate	$20,000,000	200,000	$98,000,000*
Growth	$43,000,000	435,000	$216,000,000*

**Includes $23 million in deferred maintenance*



The chart shows current annual costs and hours of service and growth scenarios. The intermediate service scenario would double current hours of service. The growth scenario would more than quadruple current hours of service.

Questions/comments? Call 208-258-2702 or email info@valleyregionaltransit.org

TOPIC	Executive Director Report
DATE	February 22, 2021
STAFF MEMEBER	Kelli Badesheim

COVID-19 and Next Phase Resiliency Activities

We are working to schedule meetings for the third round of outreach to local jurisdictions pertaining to our Resiliency Action Plan. The objective of the resiliency work is to prioritize spending CARES funding in a strategic way, recognizing the unique financial and system conditions within each community. The Board adopted priorities in the January meeting. The priorities came from the outreach we completed with local governments, and staff will use them to guide these discussions. The priorities, in order, include administration shortfalls, deferred asset replacement/maintenance, capital enhancements, cash reserves, and service enhancements.

Achieving the FY2023 objectives established in the resiliency plan requires VRT to find a way to progress on all these priorities, particularly the administration, deferred asset replacement and cash reserves while we are working on the priority capital enhancements desired by City of Boise. In terms of resiliency and sustainability, I encourage the board to see this as a four-legged stool. If we focus solely on one area, ignoring the other, it will make the stool very unstable. Over the next several months, VRT staff will be bringing topics to the Executive Board pertaining to all these priorities. The purpose is to ensure you have a complete understanding of the underlying issues, how they inform the financial and institutional health of the organization, and strategies for addressing them all in a linear and achievable path forward.

Projects and Community Activities

- Supporting grant administration work in the area of balancing grant and local funding for VRT's federally funded projects
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor, and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team
- Facilitating the strategic planning work of the Idaho Association for Community Transportation (IACT). IACT is a nonprofit association with a focus on populations that benefit from public transportation.
- Developed outreach plan for Rides2Wellness launch and continue to lead the project team consisting of health professionals in Canyon County.

More Information

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

TOPIC	Development Department Monthly Report
DATE	February 22, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities March 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- ValleyConnect 2.0 (VC2.0)
  Staff began scoping out tasks necessary to expand our performance reporting capacity and integrate performance reporting into project development, prioritization and reporting.

Programming/Budget Development

- Regional Planning and Prioritization – In order to better align the updated local cost allocation methodology, Transportation Development Plan (TDP) efforts and regular service changes, VRT staff prepared a series of workshops with the Executive Board to discuss planning and prioritization of regional projects. The purpose of these workshops is to identify the forums and processes to identify and prioritize projects, particularly those that cross jurisdictional boundaries.
- Budget Development – The FY22 budget development cycle is underway. Staff has scheduled meetings with local jurisdictions and agencies to discuss annual funding requests, proposed projects and budget assumptions.

Goal 2 – Increase Ridership and Revenue

- Meridian Service Expansion and FY 2021 Service Change –Meridian service expansion has been delayed until the start of FY2022 (October, 2021). This will allow for us to get past of COVID-19.

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 continues. Transformers, switches, and Proterra chargers are being installed. Concrete infrastructure is complete. The pre-fabricated building is on site and will be ready to install interior electrical equipment in mid-February for energization testing in mid-March. The contractor is on schedule for VRT to begin operation of electric vehicles by late spring of 2021.

- **Fuel Island Work**

Upgrades to the CNG facility are underway, STV Consulting assisted with design and consultant management. Dryer parts have been ordered and cathodic protection anodes are being designed. Cathodic protection upgrades will be installed during the Facility Master Plan upgrades, during the pavement reconstruction. Fuels shed has been specified and is ready to include in bid during pavement/site civil construction in late FY2021.

- **Orchard Facility Master Plan**

A Facility Master Plan is being prepared to coordinate pavement repairs/replacement, incorporate the CNG projects as well as the E-Bus infrastructure, and plan for fleet needs for the planning horizon at the Orchard Facility. Jacobs Engineering is underway with geotechnical investigations and civil engineering design. Construction at the Orchard Facility will start in summer/fall 2021 and will continue for up to three years.

- **Happy Day Transit Center Upgrades**

  Staff is reviewing and updating planned repairs and upgrades. VRT has contacted an engineering/architectural firm from the on-call list to assist with construction scheduling, estimating, and bidding for repairs. The first step is a feasibility assessment, due to the HDTC age, construction, and potential for repairs. Repairs of the maintenance building include replacing broken doors and repair/replacement of the maintenance facility roof, security upgrades, roof drainage, pest management, and heating and cooling for both the office and shop. Upgrades to the office roof included replacement of HVAC equipment, improved roof drainage, and front façade design and repairs. The project is intended to extend the useful life of the building. Construction/repairs are ongoing but roof repairs would start in fall 2021 and continue subject to practical schedule and available budget. An update from the feasibility study will be presented to the Executive Board at the April 2021 meeting.

- **Main Street Station**

  With more evening service at Main Street Station VRT extended security hours at to ensure a security presence later in the evening. VRT staff are working to update the Public Announcement system to provide both information on ticketing and service, as well as reminders of facility rules (no smoking/vaping, masks are required, and good behavior is expected). VRT staff completed the MOU with the city of Boise/Boise Police to renegotiate their sub-station space in Main Street Station. VRT has reclaimed some of the unused space allocated to BPD in 2015, the north ½ of the office space. VRT will place 2-3 workspaces in this office space. Primary use will be for MSS facility maintenance staff with secondary use to have walkup office space for VRT staff working downtown.

- **Bus Stops**

  The 2020 bus stop improvements project are complete and the project has been carried forward to FY2021. VRT staff are addressing amenity issues (benches, trash, etc.) at newly installed shelters. VRT staff has prepared a bus stop project list for FY2021 and shared that list with the RAC and stakeholders on February 16. The FY2022 projects are being developed as a result of the Fairview Best in Class Study and the State Street Corridor Operational analysis study currently underway. FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from CCDC. VRT is also working with city staff to install Orchard Street projects as revenue backed projects from the City of Boise neighborhood grants as well as the transit component of the linear park being planned at Goddard and Milwaukee.

Regional Corridor Planning

- **State Street Corridor Projects**
  The State Street Alternative Analysis is conducting supplemental public outreach to the refugee community along State Street and will be going to the West End Neighborhood Association to collect additional feedback on the State Street alternatives between State Street and Whitewater and downtown Boise.

  VRT Board authorized Kelli to finalize negotiations with HDR to complete the State Street Transit Operational Analysis.

Other Development Activities

- **Title VI** –The Full Board adopted the Title VI Report in January.

- **FY 2021 planning projects** – Development staff has begun initiating the following planning projects,

  - Regional Vanpool Study
  - Rider/Non Rider Survey
  - Passenger Facility Plan/Bus Stop Typology
  - Kuna Transit Operations Study
  - Coordinated Human Services Transportation Plan – in coordination with COMPASS

- **Grant Opportunities** – VRT continues to look for federal grant opportunities including competitive grants focused on building out State Street corridor, innovative service delivery and electrification of the VRT fleet.

More Information:
Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
Jill Reyes, Planning Programmer, 208.258.270, jreyes@valleyregionaltransit.org
Derrick Personette, Facility Master Technician, dpersonette@valleyregionaltransit.org

TOPIC	Operations Department Staff Report
DATE	February 10, 2021
STAFF MEMEBER	Leslie Pedrosa

Summary

Status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations for the months of January and February.

Regional Operations

Valley Regional Transit (VRT) staff continues to work with partners in Canyon County to begin providing a Rides to Wellness service. Planned start date is spring of 2021. This service will have a larger community partnership than Ada County and will leverage two different aspects of service. One will be on-demand, similar to what is already used in Canyon County and the other will be pre-booked trips, similar to what is already used in Ada County. Staff is in the process of finalizing what the final service will look like and will report to the Board when finalized.

VRT finalized the work with our current Village Van partner, Packers Sanitation Services, Inc., to provide transportation for their employees to CTI Foods in Wilder. This new service is scheduled to start this month. The service will start with one van, with the goal of adding another at a later time. The service will be open to their employees in Boise, Nampa and Caldwell. This new service is expected to grow to provide transportation services to 22 employees.

VRT staff is finalizing what service will look like to provide transportation from the Meridian service area to the VA Hospital in Boise. This new service is intended to serve the same service area that is currently served by Harvest Transit and be available weekdays. VRT's Rides2Wellness service providers will be providing these rides.

VRT staff will resume work with the Access to Independence project team created in 2018. This project team was created to determine objectives, concepts, and goals for what success would look like. The goal is to continue building accessible capacity for eligible users, while still being cost effective, easy to use, and available to as many people as possible. The first task is a new service design for the current SCRIP program in Boise. The solution is expected to be in place by October 2021. As the project progresses, it will be brought back to the Board.

On February 1, the Centers for Disease Control and Prevention (CDC) issued an Order imposing a mask requirement applicable to public transportation systems service providers to mitigate the risk of COVID-19. VRT staff quickly worked to implement the requirements of this new order. On February 2, the state of Idaho moved to Stage 3 of the Idaho Rebounds Plan.

As of February 9, VRT has three electric buses on the production line at Proterra's production plant, located in City of Industry California. Bus number four will be in the production by the time of the Board meeting on March 1. The first four electric buses are schedule to arrive in Boise in April 2021. The charging infrastructure for these electric buses continues at the Orchard facility in Boise. The chargers are on-site, scheduled for installation in March. Electricity to the facility has been transitioned to the newly installed transformer.

VRT staff submitted the fiscal year 2020 report to the National Transit Database on time.

On December 11, 2020 the Federal Transit Administration announced the PTASP implementation has been delayed until July 21, 2021, due to the COVID19 pandemic. VRT staff is still moving forward with the PTASP plan that was approved by the VRT Executive Board in November 2020. In January, the first safety committee meeting was held with all participants of the PTASP plan under VRT. These meetings will continue monthly and updates will be provided to the Board as needed.

Highlights:

Contracted Transportation

Canyon County had one preventable accident since last report

- Intercounty on-time performance 85%
  - October service change continues to show improvement
- ACCESS on-time performance 93%
- January On-demand service performance
  - 81% on-time performance; staff is still not confident with the reporting and they continue to work with Via Mobility
  - 97% of ride requests were offered a pick-up time
  - 93% of riders accepted proposed pick-up time
  - 17 minutes was average travel time
  - 6 miles was average ride distance

Ada County had one preventable accident since last report

- Fixed-route on-time performance 83%
- ACCESS on-time performance 98%
- Four replacement ACCESS buses were placed in service and old vehicles are being decommissioned and prepped for auction
- Safety manager that was expected to start in February accepted another job, will be working to train existing staff for the position
- Worked with bus builder to build and install better driver barriers

Specialized Transportation

There are no changes to any services or COVID19 cleaning protocols for the following services:

- Meridian Senior Center
- Parma Senior Center
- Metro Community Transportation
- Interfaith Sanctuary
- Rides 2 Wellness
- Volunteer Driver
- Lyft Transit Connections
- VRT Late Night
- Eagle Senior Center
- Harvest Transit
- Calvary Church has not resumed services

Kuna Senior Center has seen an increase in ridership. With the increase, transportation service is available five days a week.

Supportive Housing and Innovative Partnerships (SHIP) has seen an increase in ridership and four vehicles are being used multiple times a week. SHIP has also resumed providing group trips for the residence at Shoreline Plaza.

Metro Community Transportation is preparing their new vehicle for use.

Rides to Wellness and our Volunteer Driver program continue to see a decrease in ridership.

Information Technology and Intelligent Transportation Systems

- Staff resolved 160 support requests from 168 submitted
- Completed Routematch hardware installation on four new ACCESS buses in Ada County
- Staff finalized and launched new VRT website
- Staff continues to work on equipment, software and programs to support VRT employees ability to work from home with little to no issues
- Completed the Disaster Recovery Plan for 2021
- Working with internal departments to standardize reports

Compliance

Continued to work on the COVID crises, communicating key points to VRT executive staff:

- Weekly updates from the CDC, State of Idaho, Central District Health, Southwest District Health, Joint Information System taskforce, and the joint Ada and Canyon County Emergency Operations Center
- Vaccine now available and transit employees are part of group 2.3, who can potentially receive vaccine in late February to early March
- Monitored the cleaning and sanitizing of equipment and stations
- Distributed face coverings to allow VRT to require face coverings for passengers
- Public Transportation Agency Safety Plan being implemented following Executive Board approval
    - Worked with IT department to implement an employee reporting page

Customer Service Support

- Customer service handled 2,246 of 2,288 phone calls for information, with 42 calls abandoned. The average call time was 2 minute, 19 seconds and the average hold time was 17 seconds
- Reservationist handled 804 of 818 phone calls to change or schedule a ride, with 13 calls abandoned. The average call time was 3 minutes, 35 seconds and the average hold time was 12 seconds
- On-demand handled 649 of 664 phone calls to schedule a ride, with 15 calls abandoned. The average call time was 2 minutes, 10 seconds and the average hold time was 27 seconds
- January mobile ticket sales totaled $3,225.75

More Information

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

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TOPIC	Finance and Administration Activity Report
DATE	March 1, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

This memo provides an update on the accomplishments of the Finance Department.

Highlights

Budget/Finance

- The FY2020 independent annual audit has been completed. The audit identified one material weakness in the reconciliation and year-end closing procedures. Finance staff will develop and implement additional year-end procedures to reconcile unpaid accounts receivable invoices prior to the end of the fiscal year to address this issue.
- The first quarter of FY2021 has been closed. Staff are preparing the first quarter reports to be presented to the Executive Board
- Finance staff continue to prepare for the FTA triennial review/audit
- The Authorities FY2020 National Transit Database report has been submitted to the FTA
- The finance department continues to train the Grants and Compliance Administrator and Procurement and Contracts Specialist
- Finance staff are working on FY2021 project funding and tracking documentation
- Finance staff will be coordinating the introduction of the new human resource consultants to VRT staff over the coming weeks

Grant Management

- Grants and Compliance Administrator is working on the following:
    - FTA grant applications
    - Active Grant revisions/amendments
    - Subrecipient Agreements for FY21
    - Subrecipient Reviews
    - Triennial Review

Procurement

- Procurement and Contracts Specialist is working on:
    - Integrated Fare Payment System contract
    - State Street Corridor Transit Operational Analysis contract
    - ADA Eligibility Evaluation Services RFP
    - FY2021 Best in Corridor Planning contract
    - Contract extensions

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

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TOPIC	Community Projects/Outreach Efforts Update
DATE	February 22, 2021
STAFF MEMBER	Mark Carnopis

Summary

This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

Highlights

- I continue to work on developing internal procedure(s) to ensure public accessibility to outreach materials (e.g. surveys, website, and brochures) by those with physical and visual limitations. This item will go to the Regional Advisory Council for review.
- I am developing resources/collateral that will be used in our internal Riders First campaign. The campaign is designed to modify and improve internal and external focus and culture to better lead public transportation initiatives in the Treasure Valley. We will roll out the campaign on May 1.
- I am developing outreach resources for the planned expansion of Rides 2 Wellness into Canyon County. These resources include a flow chart that medical staff can use to explain the new service to clients. Implementation of this service is expected to occur in late March 2021.
- Our new valleyregionaltransit.org website is now online. I am completing a review of all pages for accuracy and to ensure they contain updated information. I serve as a content editor for the site. The new website is designed to be more user friendly and focus on providing easily accessible information about our transit services.
- Dave Fotsch (VRT Program Director) and I are working on a new round of outreach to promote the on-demand bus service in Nampa/Caldwell. Stoltz Marketing is developing collateral and outreach strategies.

Implication (policy and/or financial)

N/A.

Staff Recommendation/Request

No action requested. This is an update on activities by the Community Relations Manager

More Information

Attachments: None

For detailed information contact: Mark Carnopis, Community Relations Manager, 208-258-2702, mcarnopis@valleyregionaltransit.org

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TOPIC	Corporate Underwriting and Sponsorship Division
DATE	March 1, 2020
STAFF MEMEBER	Jason Russell

Summary

Valley Regional Transit - Underwriting Division			
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	$469,957.00	$141,428.00
% of Target Revenue:	105.8%	88.97%	23.57%

- Have been working through and writing the artist Request for Qualifications and application for the public art in transit, poetry in motion campaign. This project has tremendous support within the City of Boise Department of Arts and History and while we are past deadline to capture initial funding from State of Idaho I remain confident, we will see plenty of interest from the community in financially supporting this program.
- Have begun discussions with TDS Fiber, headquartered in Wisconsin, to underwrite the new Meridian fixed-line route. The areas that TDS are wiring for new fiber optic cable have the same footprint as the new bus line. Our intention is to create a mutual partnership where we are promoting each other's services, as well as create a multi-year partner to subsidize the cost of that specific route.
- Exploring marketing initiatives for the advertising department inclusive of annual pass giveaways and other benefits of being an underwriter of public transit in the Treasure Valley.
- Jarred Blankenship, as a new hire for the department, is fully functional and working to build out process and reporting functions for the department. Jared's work in keeping the paper trail tight and all the moving pieces and parts of this division organized will go a long way toward scaling up in future years.
- Secured additional funding from Idaho Department of Health and Welfare for $110,000 to support Department of Drug Overdose and Dependence
- Intermountain Gas Company has placed a small advertising buy with us outside their ad agency just to sample the results. The Public Utilities Commission has asked them to market their energy efficiency programs more robustly. We are hopeful that initiative will lead to additional budget. They are new to the system and present a great opportunity to cultivate financial support.
- Ongoing outreach efforts via email and phone with local and regional business owners developing relationships.

For detailed information contact: Jason Russell, Manager, 208-440-2515, jrussell@valleyregionaltransit.com

TOPIC	City Go Report
March	March 1, 2021
STAFF MEMEBER	Kaite Justice

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

Highlights
- In February, St. Luke's renewed their pass program and signed on as a City Go member.
- City Go staff did outreach to 53 businesses in the last month. City Go staff had intro meetings with Proof Eyewear, Rediscovered Books, Fare Idaho, and Bittercreek Ale House.
- City Go has been working to launch a larger more inclusive steering committee with key voices from the public and private sector. The first meeting of the new steering committee with happen in March.
- City Go ran paid social media advertising for the new Route 9 extension to Eagle. The advertisement reached 2,501 people. City Go staff also created and promoted a commuter profile on a Route 9 Extension rider, which can be found here: https://www.citygoboise.com/news-and-events-posts/commuter-profile-valleyride-route-9-eagle-extension
- City Go promoted safe carpooling in February and featured a carpool commuting story. The commuter story can be found here: https://www.citygoboise.com/news-and-events-posts/commuter-profile-carpooling
- City Go featured prominent black people that have influenced the transportation sector on social media for Black History Month, including Rosa Parks, Claudette Colvin, Andrew Beard, Fredrick McKinley Jones, and Elbert Robinson.
- City Go has continued to market winter commuting throughout February. List of winter commuting tips can be found here: https://www.citygoboise.com/news-and-events-posts/winter-weather-commuter-tips
- City Go staff continues to work through the contract and implementation plan for the integrated fare payment system.
- City Go staff is working on a number of initiatives for the spring including an employer return-to-work toolkit, stakeholder workshop for downtown businesses, stakeholder workshop for downtown service industry, a Sustainable Streets campaign, and bike commuting resource kit. Further updates for these initiatives will be provided to the Executive Board in April.
- City Go continues to work with the Idaho Policy Institute to conduct their annual downtown mode choice research. The survey will go live in March. City Go staff will share the survey results once completed.

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

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TOPIC	Programs and Marketing Update
DATE	February 22, 2021
STAFF MEMBER	Dave Fotsch

Summary
The Programs area covers Navigation, Safe Routes to School, and Marketing.

Staff Recommendation/Request
Information only

Implication (policy and/or financial)
Information only

Highlights
Safe Routes 2 School
- Safe Routes 2 School (SR2S) became a Valley Regional Transit service at the start of the fiscal year, October 1, 2020.
- COVID-19 restrictions have prevented the program from keeping its usual schedule of programming in schools. Program employees have instead been developing online educational materials, including videos on biking and walking safety.
- As schools begin to reopen, there is renewed interest in scheduling bike rodeos.
- Program staff has been working with Republic Services to rehabilitate discarded bikes and deliver them to children in need. At last count, the program had rehabilitated 47 bikes.

Navigation
- Valley Regional Transit hired Kyle Lenhart-Wees as its new Mobility Navigator. Kyle started work on February 1, 2021.

Marketing
The marketing department has been working closely with Stoltz Marketing Group to develop and launch a series of initiatives designed to maintain and grow Valley Regional Transit services' ridership and better serve customers.
- New website – The new valleyregionaltransit.org website launched quietly on Monday, January 18, 2021. There have been few problems reported. Staff is making adjustments to the website material and working with third-party websites to ensure operability of critical functions like the trip planner.
- Safe Travels, Treasure Valley – The campaign, initially launched in the summer of 2020, strives to assure the public that riding shared transportation is safe. Through a newsletter that comes out every other week, our partner agencies, ACHD Commuteride, City Go, Capital City Development Corporation, and Boise State, provide updates on programs and industry trends. We invite you to share

the subscription page widely: https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08.

- Canyon County On-Demand Service – VRT is working with Stoltz Marketing Group to develop a broad-based marketing plan to reach multiple audiences in Canyon County. The outreach will include everything from traditional media, newspapers, radio, social media, and a partner toolkit available for downloading from the new VRT website. The campaign will get fully underway in March 2021.
- Electric bus launch – We are developing a campaign to celebrate electric buses' addition to the Valley Regional Transit fleet. The first electric buses should arrive in April. The buses will be tested throughout the summer and put into service in the fall. The campaign will emphasize the environmental benefits of going electric.
- Integrated Fare App – With the contract for the integrated fare app being finalized, we plan a big marketing campaign to introduce the public to the app and all it does. The use of the app will most likely launch in June or July.
- Rebranding – Staff is discussing the merits and implications of rebranding buses and other assets from ValleyRide to Valley Regional Transit.
- Special Events – VRT has verbally agreed to work with Treefort Music Fest to run the 'Treeline' shuttle service in downtown Boise as part of the festival in September 2021.

BikeShare

- Program staff has been unsuccessful in landing any top tier sponsors for the next iteration of bike share.
- VRT proposed that the City of Boise help the program buy bikes for the next iteration of BikeShare. The city declined.
- It takes a minimum of 150 days from the day the order is placed to being able to launch a system. If the program cannot secure significant sponsorships by the end of February, VRT will abandon efforts to launch BikeShare in 2021 and instead focus its efforts on a spring 2021 launch.

More Information

For detailed information contact: Dave Fotsch, Programs Director, 208-331-9266, dfotsch@valleyregionaltransit.org