Table of Contents

valleyregionaltransit

Valley Regional Transit Board of Directors Meeting Agenda

Monday, April 05, 2021

12:00 PM

*The meeting will be held via Microsoft Teams Meetings at:
https://www.valleyregionaltransit.org/VRTBoard4_5_2021 or
by phone at (audio only) 469-965-2358, Phone Conference ID: 292 155 550#

I. CALLING OF THE ROLL

II. AGENDA ADDITIONS/CHANGES

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

IV. FINANCE COMMITTEE REPORT

V. CONSENT AGENDA

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

A. **ACTION: Minutes of the January 4, 2021 Board of Directors Meeting** ʘ Pages 7-9
The Board of Directors is asked to consider approval of the minutes for the January 4, 2021 meeting.

B. **ACTION: Minutes from the January, February and March Executive Board Meetings** ʘ Pages 10-18
The Board of Directors is asked to accept the minutes of the January 4, 2021, February 2, 2021 and March 1, 2021 meetings.

C. **ACTION: FY2020 Audit** ʘ Pages 19-58 Jason Jedry
Jason Jedry and Jodi Daugherty, from Eide Bailly, presented the fiscal year 2020 audited financial statements to the Executive Board at the February 1, 2021 meeting. Following discussion, John Evans moved to place the audited financial statements on the consent agenda, with a recommendation for approval by the VRT Board of Directors, at the April 5 meeting; David Lincoln seconded. The motion passed unanimously. The VRT Board is asked to consider approving the FY2020 audited financial statements.

D. **ACTION: FY2020 4th Quarter Operating Cash Balance Report** ʘ Pages 59-60 Jason Jedry
Description will go here The Board is asked to accept the final report that has been reviewed by the Executive Board

E. **ACTION: FY2020 4th Quarter Budget Reports** ʘ Pages 61-72 Jason Jedry
The Board is asked to accept the final FY2020 4th Quarter Budget Report that has been reviewed and approved by the Executive Board.

F. ACTION: FY2021 1st Quarter Operating Cash Balance Report ϴ Pages 73-74 Jason Jedry

The Board is asked to accept the FY2021 1st Quarter Operating Cash Balance Report that has been reviewed and approved by the Executive Board.

G. ACTION: FY2021 1st Quarter Budget Reports ϴ Pages 75-88 Jason Jedry

The Board is asked to accept the FY2021 1st Quarter Budget Report that has been reviewed and approved by the Executive Board.

H. ACTION: Specialized Transportation Service Provider Project Budgets ϴ Pages 89-101 Leslie Pedrosa

Staff requests the Board approve Resolutions VBD21-015, VBD21-016, VBD21-017 and VBD21-018 to continue operating contracts for service providers whose budgets were approved under Resolution VBD20--014 by the VRT Board on August 3, 2020.

I. ACTION: Fourth Quarter Performance Report Fiscal Year 2020 ϴ Pages 102-106 Leslie Pedrosa

The Board is asked to accept the fourth quarter performance report for FY2020, approved by the Executive Board.

J. ACTION: FY 2020 Public Comment Report ϴ Pages 107-109 Mark Carnopis

The Board of Directors is asked to accept the FY 2020 Public Comment Report.

VI. ACTION ITEMS

A. ACTION: Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Software ϴ Pages 110-113 Nick Moran

The Board is asked to consider approving RESOLUTION VBD21-013 to delegate authority to the Executive Board for the purchase of a fixed-route CAD/AVL software program.

B. ACTION: Demand Response Scheduling Software ϴ Pages 114-117 Nick Moran

The Board is asked to consider approving RESOLUTION VBD21-014 to delegate authority to the Executive Board for the purchase of a replacement demand response scheduling software.

C. ACTION: On-Call Marketing Request for Proposal ϴ Pages 118-121 Dave Fotsch

The current contract with the Valley Regional Transit (VRT) On-Call Marketing services contractor expires on May 14, 2021. VRT has issued a Request for Proposal to establish a new Professional Services Agreement with a contractor to provide On-Call Marketing services. The Board is asked to consider approval of RESOLUTION VBD21-019 On-Call Marketing delegating the Executive Board the power to approve the contract once the Request for Proposal has completed the required process.

D. ACTION: FY21 1st Quarter Performance Report ϴ Pages 122-126 Leslie Pedrosa

The Board of Directors is asked to consider accepting the 1st quarter performance report for FY21.

VII. INFORMATION ITEMS

A. INFORMATION: FY2022 Capital Investment Prioritization ϴ Pages 127-137 Jill Reyes

Staff will review with the Board the project and funding data used in project prioritization and capital budget development.

B. INFORMATION: Local Cost Allocation Model ϴ Pages 138-142 Jill Reyes

Staff will review the local cost allocation model used in budget development.

C. INFORMATION: Canyon County On-demand Transit Update ϴ Pages 143-149 Leslie Pedrosa

Staff will present an update on the on-demand transit in Canyon County

D. **INFORMATION: Regional Advisory Council Update** Walter Steed

Walter Steed, chair of the Regional Advisory Council (RAC) will present an update on RAC activities. As a reminder, the Regional Advisory Council is a thirteen member Council comprised of representatives from customers, providers, and advocates. The RAC supports the VRT governance process by advising the VRT Board of Directors as a forum for customers, advocates and transportation and human service providers centered on sharing information and collaborating on mobility issues.

E. **INFORMATION: Procurement Calendar ϴ** Page 150

The most current procurement calendar is included in the packet for your information.

F. **INFORMATION: Department/Staff Reports ϴ** Page 151-168 Staff

The most current department/staff reports were included in the packet for information. These reports contain a lot of information and members are encouraged to read them.

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 BOARD OF DIRECTORS MEETING:
August 2, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:
https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf

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

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

valleyregionaltransit

Valley Regional Transit Board of Directors Meeting Minutes

Monday, January 04, 2021 - 12:00 PM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	John Brunelle, CCDC	Kelli Badesheim, VRT
Diane Bevan, Meridian Dev Corp	Becky Crofts, City of Middleton	Mark Carnopis, VRT
Bre Brush, City of Boise (for McLean)	Bonnie Emly, City of Notus	Paula Cromie, VRT
Luke Cavener, City of Meridian	Hal Forsgren, City of Melba	Gregg Eisenberg, First Transit
Elaine Clegg, City of Boise	Pam White, Canyon County Comm.	Jeannette Ezell, VRT
Tom Dale, Canyon County Comm.	Tina Wilson, City of Parma	Karen Gallagher, City of Boise
John Evans, City of Garden City		Joe Guenther, VRT
Rob Fisher, City of Greenleaf		Rachel Haukkala, COMPASS
Jeff Flynn, CWI		Stephen Hunt, VRT
Jim Hansen, Dist. #1 ACHD		Jason Jedry, VRT
David Hershey, City of Star		Dave Meredith, VRT
Rob Hopper, City of Caldwell		Mary Beth Nutting - RAC
Debbie Kling, City of Nampa		Leslie Pedrosa, VRT
Diana Lachiondo, Ada County		Ken Pidjeon, Citizen
Sandi Levi, City of Nampa		Tom Points, City of Nampa
David Lincoln, ACCHD		Randy Reese, VRT
Patrick Malloy, Ada County Comm.		Jill Reyes, VRT
Lantz McGinnis-Brown, Boise State		Jason Russell, VRT
Garret Nancolas, City of Caldwell		Eric Selekof, VRT
Brad Pike, City of Eagle		Walter Steed, RAC
Robert Simison, City of Meridian		Alissa Taysom, VRT
Joe Stear, City of Kuna		Corrie Washington, First Transit
Mark Wasdahl, ITD (for Lakey)		Kevin Womack - VRT

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

AGENDA ADDITIONS/CHANGES
None

PUBLIC COMMENTS
- Mary Beth Nutting – Spoke regarding concerns with surveys being only in English and does not reach all riders. She also commented on the State Street changes that will affect students at Boise High.

- Ken Pidjeon – asked for clarification on the budget and fourth quarter ridership report.

FINANCE COMMITTEE
INFORMATION: FY2020 4th Quarter Preliminary Operating Cash Balance Report
Jason Jedry presented a preliminary report on the FY2020 4th quarter operating cash balance report. Upon completion of the independent annual audit, the FY2020 financial statements will be presented as an action item.

INFORMATION: FY2020 4th Quarter Preliminary Budget Variance Report
Jason Jedry presented the FY2020 4th quarter preliminary budget variance report. Upon completion of the independent annual audit, the FY2020 financial statements will be presented as an action item.

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

- Minutes of the Board of Directors October 5, 2020 Meeting
- Minutes of the November 2, 2020 Joint Meeting of the Executive Board and Regional Advisory Council Executive Board Minutes from December 7, 2020 Meeting
- Public Transportation Agency Safety Plan – Ratification of Resolution VEB20-011
- 2021 Title VI Update – approval of RESOLUTION VBD21-001 for 2021 Title VI Update
- Valley Regional Transit Employee Handbook Update 2021

Garret Nancolas moved to approve the consent agenda as presented; seconded by John Evans. The motion passed unanimously.

ACTION ITEMS

ACTION: 2021 Officer Succession and Elections
Nominations for at-large positions on the Executive Board, and election to confirm Executive Board members and the succession of officers for the 2021 calendar year was held.

Chair (Ada)	Elaine Clegg (Boise)
Chair-Elect (Canyon)	David Lincoln
Vice-Chair (Ada)	Joe Stear
Sec./Treas. (Ada)	Luke Cavener

Debbie Kling moved to approve the slate of officers as stated, Diane Bevan seconded. The motion passed unanimously.

Following the election of officers, Elaine Clegg took over the meeting as Chair.

At-Large (Canyon)	Garrett Nancolas (Caldwell)
At-Large (Canyon)	John Bechtel
At-Large (Canyon)	Sandi Levi
At-Large (Canyon)	Debbie Kling (Nampa)

Garrett Nancolas moved to elect those listed as the new at-large members from Canyon County; Debbie Kling seconded. The motion passed unanimously.

At Large (Ada)	John Evans
At Large (Ada)	Lauren McLean

Debbie Kling moved to elect the Ada county people as listed, Jim Hansen seconded. The motion passed unanimously.

Boise State	Lantz McGinnis Brown will continue as the member from Boise State University

PUBLIC HEARING - FY2021 Budget Amendment #1

Kelli Badesheim presented the amended FY2021 Operating and Capital Budgets. Following the presentation, Chair Elaine Clegg *opened the floor to conduct* a Public Hearing and *take* formal comments on the FY2021 Budget Amendment #1.

There were no public comments.

ACTION: FY2021 Budget Amendment #1
Following the Public Hearing, *Garret Nancolas* moved to approve RESOLUTION VBD20-002 by adopting the FY2021 *Budget Amendment #1; David Lincoln* seconded. The motion passed unanimously.

ACTION: State Street Transit Operational Analysis
Stephen Hunt presented the State Street Transit Operational Analysis. Fol*lowing discussion, Bre Brush* moved to approve RESOLUTION VBD21-003 State Street *Transit Operational Analysis; Debbie Kling* seconded. The motion passed unanimously.

ACTION: Resiliency Action Plan - Strategic Direction Priorities
Jill Reyes presented the Resiliency Action Plan. *Following discussion, Joe Stear* moved to approve the strategic direction and priority list of investments that will guide budgeting and programming activities through *fiscal year 2023; seconded by Debbie Kling. The motion passed unanimously.*

ACTION: Ridership Reporting and Automatic Passenger Counters
Dave Meredith presented information on ridership reporting and automatic passenger counters. *Following discussion, Debbie Kling* moved to approve Resolution VBD021-004 - Ridership Reporting and Automatic Passenger Counters*; Lantz McGinnis-Brown* seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Preliminary 4th Quarter Performance Report
Leslie Pedrosa presented the preliminary performance report for the fourth quarter of fiscal year 2020. The final performance report for FY2020 will be presented for the Board's action in April 2021.

INFORMATION: Transit Asset Management Group Plan Updates
Dave Meredith presented the draft revisions of the Transit Asset Management Group Plan for comments and suggestions.

INFORMATION: Canyon County On-Demand Transit Update
Leslie Pedrosa provided the Board with an update on the on-demand transit services in Canyon County.

INFORMATION: Service Change Update
Alissa Taysom presented an update on planned FY 2021 service changes.

INFORMATION: Procurement Calendar
The most current procurement calendar was included in the packet for information.

INFORMATION: Department/Staff Reports
The most current department/staff reports were included in the packet for information.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

NEXT VRT BOARD OF DIRECTORS MEETING:
April 5, 2021
VRT Boardroom (to be held virtually)
700 NE 2nd Street
Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
January 4, 2021
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: ______________________
Elaine Clegg, Chair
Valley Regional Transit

ATTEST:

By: ______________________
Paula Cromie, Executive Assistant
Valley Regional Transit

valleyregionaltransit

Executive Board Meeting Minutes

Monday, January 04, 2021 - 11:00 AM

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

CALLING OF THE ROLL

Chair Tom Dale called the meeting to order at 11:00, with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES

None

PUBLIC COMMENTS

None

CONSENT AGENDA

ACTION: Executive Board Minutes of the December 7, 2020 Meeting

Elaine Clegg moved to approve the Consent Agenda as presented; John Evans seconded. The motion passed unanimously.

FINANCE COMMITTEE

None

EXECUTIVE BOARD - ACTION ITEMS

None

EXECUTIVE BOARD – INFORMATION ITEMS

INFORMATION: Bike Share Program Update

A Bike Share memo was included in the packet for information. Jim Hanson suggested we reach out to his contacts to see if we can get some traction on a sponsor. Elaine Clegg noted the City of Boise is working with VRT in discussions to keep the program alive.

INFORMATION: Regional Planning and Prioritization Workshop

Stephen Hunt and Kelli Badesheim facilitated the first of a series of discussions to identify actions that will strengthen the VRT Board's ability to address regional issues and prioritize regional projects.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting was adjourned at 11:56.

NEXT VRT EXECUTIVE BOARD MEETING

February 1, 2021
VRT Boardroom (Will be held virtually.)
700 NE 2nd Street
Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
February 1, 2021
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

Elaine Clegg
Elaine Clegg (Mar 6, 2021 08:32 MST)

By: ______________________
Elaine Clegg, Chair
Valley Regional Transit

ATTEST:

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

valleyregionaltransit

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

valleyregionaltransit

Executive Board Meeting Minutes

Monday, March 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	Lauren McLean, City of Boise	Kelli Badesheim, VRT
Luke Cavener, City of Meridian	Garret Nancolas, City of Caldwell	Jarred Blankenship, VRT
Elaine Clegg, City of Boise		Bre Brush, City of Boise
John Evans, City of Garden City		Mark Carnopis, VRT
Debbie Kling, City of Nampa		Paula Cromie, VRT
Sandi Levi, City of Nampa		Jodi Daugherty, Eide Bailly
David Lincoln, ACCHD		Gregg Eisenberg, First Transit
Lantz McGinnis-Brown, Boise State		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Karen Gallagher, City of Boise
		Tessa Greegor, ACHD
		Joe Guenther, VRT
		Jim Hansen, ACHD
		Rachel Haukkala, COMPASS
		Stephen Hunt, VRT
		Kristy Inselman, ACHD
		Jason Jedry, VRT
		Samantha Kenney, RAC
		Dave Meredith, VRT
		Nick Moran, VRT
		Leslie Pedrosa, VRT
		Derrick Personette, VRT
		Alexis Pickering, Ada County
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Erin Sheridian
		Walter Steed, RAC
		Alissa Taysom, VRT
		Vanessa Wendland,VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:00 a.m.

AGENDA ADDITIONS/CHANGES – Staff asked to add an information item to the agenda regarding FY2021 Q1 financial reports. John Bechtel moved to have the item added to the agenda and the motion was seconded by John Evans. The motion passed unanimously.

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following

ACTION: Minutes of the February 1, 2021 Executive Board Meeting

ACTION: Minutes of the Regional Advisory Council January 19, 2021

ACTION: FY2020 4th Quarter Operating Cash Balance Report

ACTION: FY2020 4th Quarter Budget Reports

David Lincoln moved to approve the Consent Agenda as presented; John Bechtel seconded. The motion passed unanimously.

FINANCE COMMITTEE

ACTION: FY2020 Audited Financial Statements

Jason Jedry and Jodi Daugherty, from Eide Bailly, presented the Fiscal Year 2020 audited financial statements. Following discussion, John Evans moved to place the audited financial statements on the consent agenda, with a recommendation for approval by the VRT Board of Directors, at the April 5 meeting; David Lincoln seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Canyon County CARES Investments - Rides2Wellness and Nampa and Caldwell Collaboration

Kelli Badesheim presented information on the Canyon County CARES investments. Following discussion, John Evans moved to approve 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; John Bechtel seconded. The motion passed unanimously, with the exception of Lantz McGinnis Brown, who recused himself from the vote as a researcher for the Policy Institute.

ACTION: Fairview Best in Class Corridor Study

Joe Guenther presented information on the Fairview Best of Class Corridor Study. Following discussion, Joe Stear moved to approve RESOLUTION VEB21-003 and Authorization for Expenditure for the Fairview Best in Class Corridor Study; David Lincoln seconded. The motion passed unanimously.

ACTION: ADA Eligibility Evaluation Services

Leslie Pedrosa presented information of ADA Eligibility Evaluation Services. Following discussion, David Lincoln moved to approve RESOLUTION VEB21-002 and Authorization for Expenditure for ADA Eligibility Evaluation Services, not to exceed $190,000; Luke Cavener seconded. The motion passed unanimously.

ACTION: FY2020 4th Quarter Performance Report

Leslie Pedrosa presented the FY2020 4th Quarter Performance Report. Following discussion, John Evans moved to recommend for approval by the Board of Directors at the April 1 meeting; David Lincoln seconded. The motion passed unanimously.

ACTION: ACHD Integrated 5-Year Work Program Prioritization

Stephen Hunt presented a prioritized list of projects for ACHD Integrated 5-year Work Program Prioritization. Following discussion, David Lincoln moved to approve the list; Luke Cavener seconded. The motion passed unanimously.

ACTION: Proposed Agenda for April Board of Directors' Meeting

Kelli Badesheim presented the proposed agenda for the April Board of Directors' meeting. Joe Bechtel moved to approve the agenda, giving staff leeway to update or change items listed if needed; David Lincoln seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: FY2021 Q-1 Report

Jason Jedry presented the FY2021 Q1 financial reports. This item will go to the full Board for approval at the April 2021 meeting.

INFORMATION: Regional Planning and Prioritization Next Steps

Stephen Hunt continued discussion regarding project planning, programming and delivery and discuss the planned activities for this fiscal year.

INFORMATION: Valley Regional Transit FY 2020 Fact Sheet

Mark Carnopis Members presented the draft FY 2020 Valley Regional Transit Fact sheet for comment.

INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION - None

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

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

Financial Statements
September 30, 2020

Valley Regional Transit

EideBailly

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.

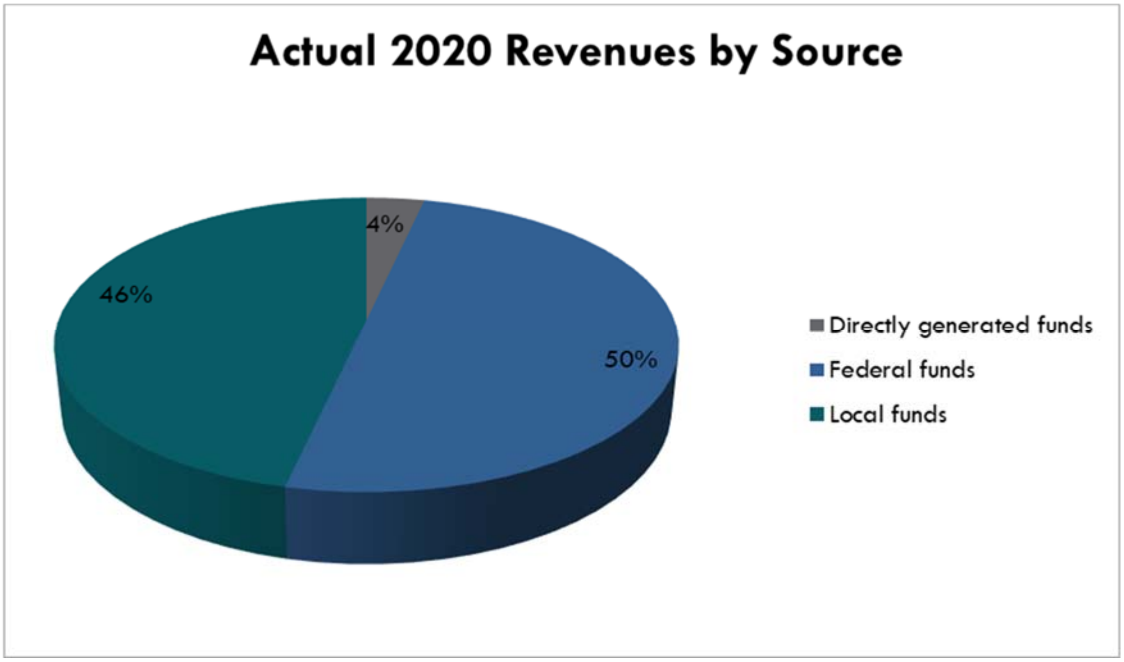
Valley Regional Transit receives Federal operating and capital assistance through the FTA Section 5307 Urbanized Area Formula Program and the FTA Section 5339 Capital Program for both the Boise Transportation Management Area (TMA) and the Nampa Urbanized Area (UZA). VRT also receives funding from Federal 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

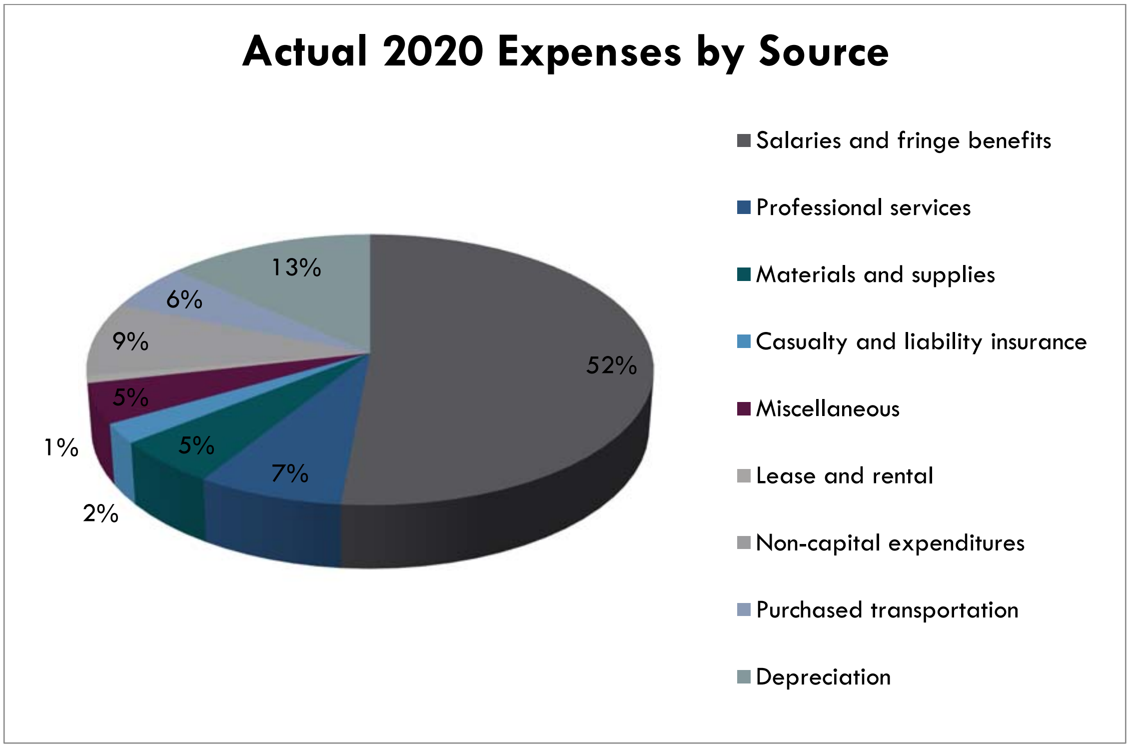
Analysis of Revenues

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.

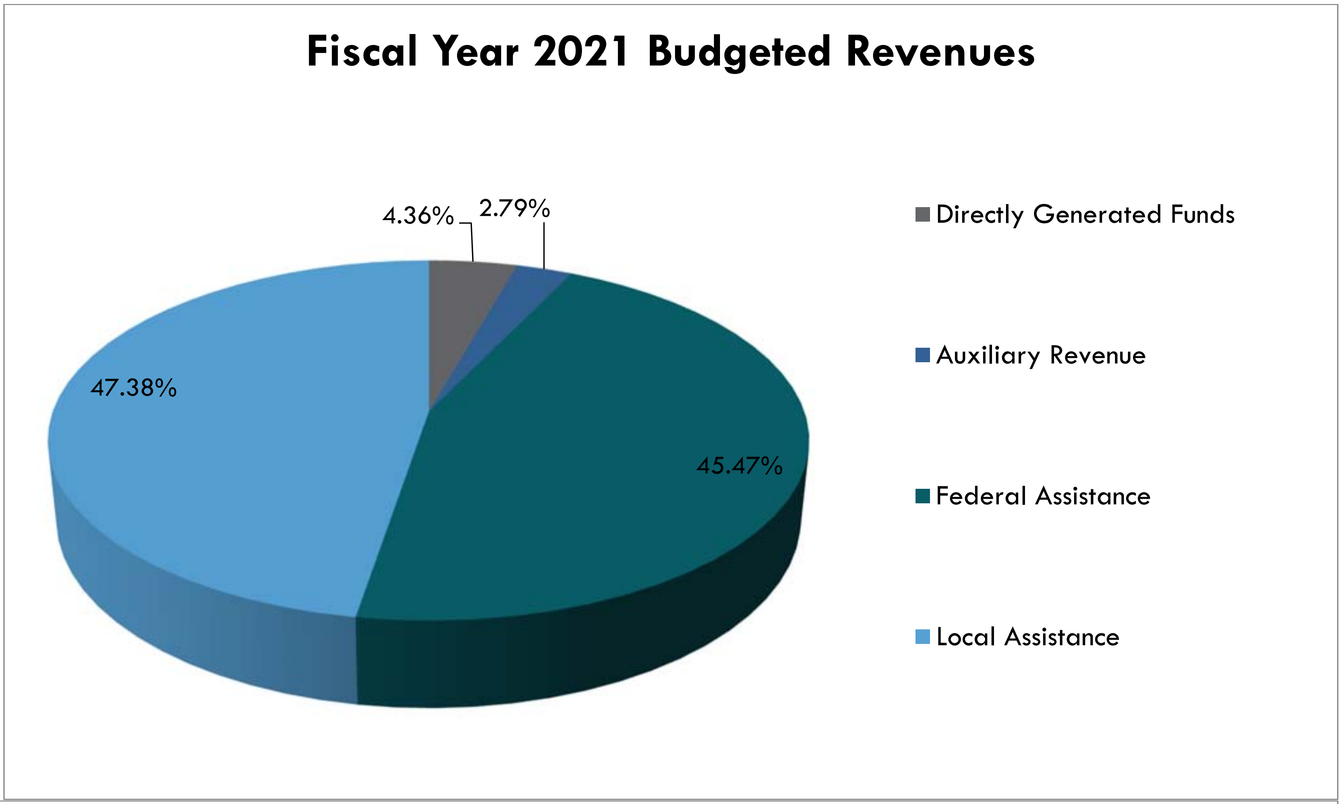
Valley Regional Transit's FY 2021 operating budget increased by $1,257,828, or 6.56%, over the FY 2020 amount. The capital budget for FY 2021 decreased by $10,303,550, or -69.23%, under the FY 2020 amount.

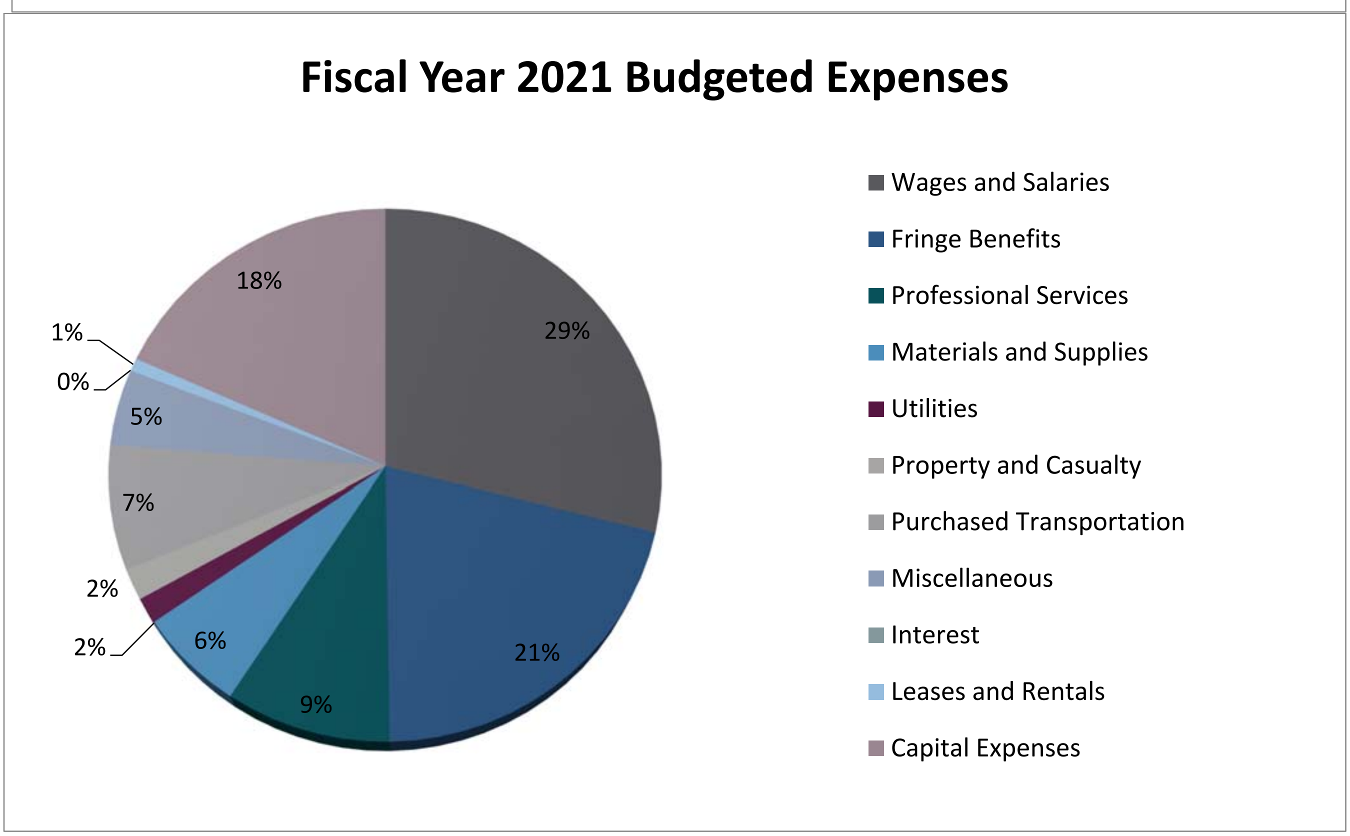
Increased operating budget amounts are due to the following: 1) Salaries and wages are budgeted higher across all Systems; 2) Fringe benefit expenses are budgeted higher across all Systems with the exception of Community Transportation Services; 3) Professional services expenses that are budgeted higher 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

See Notes to Financial Statements

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

EideBailly
CPAs & BUSINESS ADVISORS

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

TOPIC	FY2020 4th Quarter Operating Cash Balance Report
DATE	April 5, 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 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 Board is asked to accept the final report that has been reviewed by the Executive Board.

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

Regional Operations		
GL Cash Balance at 9/30/20	$2,594,054	
Pending Federal Funds *(Note 2)*		$30,774
Ada County System		
GL Cash Balance at 9/30/20	$52,713	
Pending Federal Funds *(Note 2)*		$0
Canyon County System		
GL Cash Balance at 9/30/20	$18,050	
Pending Federal Funds *(Note 2)*		$0
Boise Greenbike		
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

valleyregionaltransit

TOPIC	FY2020 4th Quarter Budget Reports
DATE	April 5, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

Attached to this memo are the final fourth quarter budget reports as of September 30, 2020.

Staff Recommendation/Request

The Board is asked to accept the final FY2020 4th Quarter Budget Report that has been reviewed and approved by the Executive Board.

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.

Expenses

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)

Revenues

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.

Expenses

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.

valleyregionaltransit

TOPIC	FY2021 1st Quarter Operating Cash Balance Report
DATE	April 5, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

Attached to this memo is the operating cash balance analysis as of December 31, 2020.

The following items are important to note:

- Regional operating cash balance was $1,186,461 at the end of December. Pending federal funds were $14,451. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was $71,172 at the end of December.
- The Canyon County system operating cash balance was $20,651 at the end of December.
- Boise GreenBike Operating Cash Balance was $63,716 at the end of December.
- Total pending federal funds were $14,451.
- Overall, the total operating cash balance was below the total cash balance benchmark.

Staff Recommendation/Request

The Executive Board will review and consider accepting the FY2021 1st Quarter Operating Cash Balance Report.

Attachments

FY2021 1st 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
December 31, 2020

Regional Operations		
GL Cash Balance at 12/31/20	$1,186,461	
Pending Federal Funds *(Note 2)*		$14,451
Ada County System		
GL Cash Balance at 12/31/20	$71,172	
Pending Federal Funds *(Note 2)*		$0
Canyon County System		
GL Cash Balance at 12/31/20	$20,651	
Pending Federal Funds *(Note 2)*		$0
Boise Greenbike		
GL Cash Balance at 12/31/20	$63,716	
Pending Federal Funds *(Note 2)*		$0
Total Cash Balance	**$1,342,001**	
Total Pending Federal Funds *(Note 2)*		**$14,451**
Total Cash Balance Benchmark *(Note 1)*	**$1,722,258**	

Note 1: Average of 2018, 2019 and 2020 at Decmber 31

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

valleyregionaltransit

TOPIC	FY2021 1st Quarter Budget Reports
DATE	April 5, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary
The first quarter of FY2021 was completed on December 31, 2020. Attached are the Budget Variance Report and Budget Variance Comments through the first quarter.

Staff Recommendation/Request
The Executive Board will review and consider accepting the FY2021 1st Quarter Budget Reports

Attachments
FY2021 1st Quarter Budget Variance Report

FY202 1st Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2021 First Quarter Budget Reports
October 2020 - December 2020

Category	Regional Overhead			Programs and Supports			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				$ 12,500	$ 1,749	-86%	$ 12,500	$ 7,355	-41%			
402 Purchased Transportation												
403 Auxiliary Revenue	25,000	22,137	-11%	70,913	109,507	54%						
404 Non-Transportation Revenue		1			250							
405 Federal Assistance - Capital										1,014,405	1,006,365	-1%
406 Federal Assistance - Operating/Administration		103,817		85,179	55,410	-35%	595,079	463,399	-22%	224,260	161,076	-28%
407 Local Assistance - Capital										252,320	265,800	5%
408 Local Assistance - Operating/Administration	332,871	192,602	-42%	164,453	70,810	-57%	233,644	83,761	-64%	56,065	1,030	-98%
Total Revenues	$ 357,871	$ 318,558	-11%	$ 333,045	$ 237,726	-29%	$ 841,223	$ 554,515	-34%	$ 1,547,050	$ 1,434,271	-7%

Category	Regional Overhead			Programs and Supports			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	$ 142,515	$ 138,840	-3%	$ 71,216	$ 65,799	-8%	$ 106,153	$ 99,369	-6%	$ 122,240	$ 101,496	-17%
502 Fringe Benefits	97,043	97,632	1%	50,497	55,331	10%	66,321	65,441	-1%	69,585	37,939	-45%
503 Professional Services	41,577	44,455	7%	167,877	103,969	-38%	83,681	31,276	-63%	85,375	21,371	-75%
504 Materials and Supplies	5,476	937	-83%	16,137	1,635	-90%	27,137	27,003	0%			
505 Utilities	19,805	10,821	-45%	4,555	2,207	-52%	870	1,761	102%	500	100	-80%
506 Casualty and Liability	6,238	3,383	-46%	1,500	1,378	-8%	19,500	20,802	7%			
508 Purchased Transportation							470,110	265,014	-44%		65,593	
509 Miscellaneous	38,127	15,775	-59%	12,512	508	-96%	67,450	43,086	-36%	124,625	1,200	-99%
511 Interest	100		-100%									
512 Leases and Rentals	6,989	6,715	-4%	8,750	6,900	-21%		764				
514 Capital (Note 2)										1,144,725	1,206,572	5%
Total Expenses	$ 357,870	$ 318,558	-11%	$ 333,045	$ 237,726	-29%	$ 841,222	$ 554,515	-34%	$ 1,547,050	$ 1,434,271	-7%

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	$ 177,984	$ 85,021	-52%	$ 25,493	$ 6,331	-75%
402 Purchased Transportation						
403 Auxiliary Revenue	56,627	8,197	-86%			
404 Non-Transportation Revenue		4,780				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	343,737	1,392,535	305%	276,334	374,272	35%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	1,405,375	178,604	-87%	325,151	228	-100%
Total Revenues	**$ 1,983,722**	**$ 1,669,136**	-16%	**$ 626,978**	**$ 380,831**	-39%

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 847,320	$ 739,949	-13%	$ 267,319	$ 138,509	-48%
502 Fringe Benefits	660,954	470,270	-29%	239,743	126,769	-47%
503 Professional Services	123,214	106,991	-13%	28,124	40,103	43%
504 Materials and Supplies	193,887	156,150	-19%	50,950	25,334	-50%
505 Utilities	48,591	23,829	-51%	8,775	6,626	-24%
506 Casualty and Liability	48,018	81,950	71%	20,579	30,809	50%
508 Purchased Transportation						
509 Miscellaneous	39,750	69,072	74%	2,300	2,818	23%
511 Interest						
512 Leases and Rentals	21,988	20,925	-5%	9,188	9,863	7%
514 Capital (Note 2)						
Total Expenses	**$ 1,983,721**	**$ 1,669,136**	-16%	**$ 626,977**	**$ 380,831**	-39%

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	$ 10,583	$ 7,859	-26%	$ 1,545	$ 2,762	79%	$ 32,110	$ 9,531	-70%
402 Purchased Transportation									
403 Auxiliary Revenue	22,022		-100%						
404 Non-Transportation Revenue		80							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	130,105	180,042	38%	20,454	18,489	-10%	154,985	249,026	61%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration	76,224	8,841	-88%	5,113	(2,738)	-100%	112,480	222	-100%
Total Revenues	$ 238,934	$ 196,822	-18%	$ 27,112	$ 18,513	-32%	$ 299,575	$ 258,779	-14%

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	$ 106,575	$ 80,848	-24%	$ 12,567	$ 7,694	-39%	$ 134,994	$ 105,791	-22%
502 Fringe Benefits	48,588	35,775	-26%	6,289	3,493	-44%	63,174	48,034	-24%
503 Professional Services	29,752	21,363	-28%	2,356	2,236	-5%	26,310	30,340	15%
504 Materials and Supplies	35,177	26,862	-24%	3,712	2,466	-34%	50,252	35,926	-29%
505 Utilities	5,804	4,969	-14%	742	489	-34%	8,187	6,729	-18%
506 Casualty and Liability	9,375	19,693	110%	915	1,921	110%	12,576	26,418	110%
508 Purchased Transportation									
509 Miscellaneous	2,862	6,528	128%	431	136	-69%	2,981	4,491	51%
511 Interest									
512 Leases and Rentals	800	783	-2%	100	76	-24%	1,100	1,051	-4%
514 Capital (Note 2)									
Total Expenses	$ 238,933	$ 196,822	-18%	$ 27,112	$ 18,513	-32%	$ 299,574	$ 258,779	-14%

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		16,271
Capital - Facility - Facilities/Bldgs/Grounds	1,545,251	423,047
Capital - Non-Revenue Vehicles		
Capital - Other		
Capital - Revenue Vehicles	2,289,225	606,746
Capital - Revenue Vehicles - Sub-Recipient		
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware		1,130
Capital Information Technology - Software	183,785	17,561
Capital Projects - Sub-Recipient	536,724	
Capital -Shop Equipment		8,647
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	23,915	133,170
Total Capital Expenses	**$ 4,578,900**	**$ 1,206,572**

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	$ 12,500	$ 7,355	-41%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue			
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	$ 595,079	$ 463,399	-22%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	$ 233,644	$ 83,761	-64%
Total Revenues	**$ 841,223**	**$ 554,515**	-34%

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	98,351	91,690	-7%
502 Fringe Benefits	61,560	63,685	3%
503 Professional Services	83,681	31,276	-63%
504 Materials and Supplies	20,562	23,184	13%
505 Utilities	870	1,761	102%
506 Casualty and Liability	19,500	20,802	7%
508 Purchased Transportation	470,110	47,885	-90%
509 Miscellaneous	67,450	42,956	-36%
511 Interest			
512 Leases and Rentals		764	
514 Capital (Note 2)			
Total Expenses	**$ 822,084**	**$ 324,002**	-61%

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 2021 BUDGET REPORT COMMENTS
October 2020 - December 2020

At the end of December, Fiscal Year 2021 was twenty five (25%) complete. The following is a review of the budgetary status of each division as of December 31, 2020. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

It should be noted that beginning in FY2021, Fleet Media, Mobility Management and City Go were moved from division 10 to division 12.

Auxiliary Revenues (11% under budget) - This line item is revenue recognized only to offset the salary expenses for the Programs Director position.

Local Operating Assistance (42% under budget) – This line item is unfavorably below budget parameters. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing less local funds than budgeted for in this category. CARES Act funds require no local match.

Expenses

Total Regional Overhead operating expenses were 11% under budget through QR-1.

Materials and Supplies (83% under budget) – This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

Utilities (45% under budget) - This line item is favorably below budget parameters primarily due to not receiving Meridian's condominium association bill prior to the end of the first quarter.

Casualty and Liability (46% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (59% under budget) – This line item is favorably below budget parameters primarily due to licensing, hosting and web fees being lower than budgeted for.

Programs and Supports (12)

It should be noted that division 12 has been renamed to Programs and Supports. This division now includes Boise Greenbike, Underwriting, Safe Routes to School, Mobility Management and City Go.

Revenues

Directly Generated (86% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike is not currently operating and is therefore not collecting revenue. The small amount of revenues were from uncollected accounts receivable that were received in the first quarter of FY2021.

Auxiliary Revenues (54% over budget) – This line item is favorably above budget estimates. $91,653 of the total is from advertising revenue. $17,835 of the total is specific to the installation of advertising materials which is a reimbursement to VRT, not a revenue source.

Federal Operating Assistance (35% under budget) – This line item is below budget parameters. This is due to Mobility Management and City Go expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (57% under budget) – This line item is below budget parameters. This is due to Mobility Management, City Go and Boise Greenbike expenses being lower than budget for resulting in the need to recognize less revenue in this category.

Expenses

Total Program and Supports operating expenses were 29% under budget through QR-1.

Professional Services (38% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (90% under budget) - This line item is favorably below budget parameters primarily due to bicycle parts and station repair expenses being lower than budgeted for.

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

Miscellaneous (96% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (21% under budget) – This line item is favorably below budget parameters due to the office lease expenses for Boise Greenbike being lower than budgeted for.

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated Funds (41% under budget) - This line item is unfavorably below budget estimates. Due to COVID-19, Volunteer Driver and the taxi SCRIP program are operating at a lower capacity. Additionally, ridership was down in the first quarter of the fiscal year.

Federal Operating Assistance (22% 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 (64% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 34% under budget through QR-1.

Professional Services (63% under budget) - This line item is favorably below budget parameters. This is due to contract labor and repair and maintenance expenses being lower than budgeted for.

Utilities (102% over Budget) - This line item is unfavorably above budget parameters due to mobile radio expenses for service providers being higher than budgeted for. VRT receives revenue from its service providers that offsets this expense.

Purchased Transportation (44% under budget) – This line item is favorably below budget parameters due to mobility projects, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses being lower than budgeted for.

Miscellaneous (36% under budget) – This line item is favorably under budget parameters.

Program Administration Support/Planning (23)

<u>Revenues</u>

Federal Operating Assistance (28% 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 Operating Assistance (98% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

<u>Expenses</u>

Total Program Administration Support/Planning expenses were 7% under budget through QR-1.

Wages and Salaries (17% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (45% under budget) - This line item is favorably below budget parameters. Benefit expenses are estimated at the beginning of the fiscal year. Health benefit expenses in the first quarter have been lower than estimated.

Professional Services (75% under budget) - This line item is favorably below budget parameters due to the delay of several projects as well as project expenses and legal services being lower than budgeted for.

Utilities (80% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (99% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Boise Fixed-Route (21)

<u>Revenues</u>

Directly Generated Funds (52% under budget) – This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down by 28.1% in the first quarter of the fiscal year.

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

Federal Operating Assistance (305% over budget) – This line item is favorably above budget parameters. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing more Federal funds than budgeted for.

Local Operating Assistance (87% under budget) – This line item is unfavorably below budget parameters. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing less local funds than budgeted for in this category. CARES Act funds require no local match.

<u>Expenses</u>

Total Boise Fixed-Route operating expenses were 16% under budget through QR-1.

Wages and Salaries (13% under budget) - This line item is favorably below budget parameters primarily due to not beginning the Meridian service as budgeted for. Overtime is also lower than budgeted for.

Fringe Benefits (29% under budget) - This line item is favorably below budget parameters due to reduced operator payroll.

Professional Services (13% 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 repair and maintenance expenses contributed to this line item being under budget.

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

Utilities (51% under budget) - This line item is favorably below budget parameters due electricity, natural gas and communication expenses being lower than budgeted for. An additional $90,000 was budgeted this fiscal year for electricity in anticipation of receiving electric buses. The receipt of electric buses has been delayed resulting in lower electricity expenses.

Casualty and Liability (71% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (74% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

ADA Paratransit/Demand Response (22)

<u>Revenues</u>

Directly Generated Funds (75% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down by 63.8% in the first quarter of the fiscal year.

Federal Operating Assistance (35% over budget) – This line item is favorably above budget parameters. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing more Federal funds than budgeted for.

Local Operating Assistance (100% under budget) – Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing less local funds than budgeted for in this category. CARES Act funds require no local match.

<u>Expenses</u>
Total ADA Paratransit/Demand Response operating expenses were 39% under budget through QR-1.

Wages and Salaries (48% under budget) - This line item is favorably below budget parameters primarily due to decreased demand for ACCESS services.

Fringe Benefits (47% under budget) - This line item is favorably below budget parameters due to reduced operator payroll.

Professional Services (43% over budget) - This line item is unfavorably above budget parameters. This is primarily due to contract labor and First Transit's operating contract expenses being higher than budget for.

Materials and Supplies (50% under budget) - This line item is favorably below budget parameters primarily due to fuel and parts expenses being lower than budgeted for.

Utilities (24% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for.

Casualty and Liability (50% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (23% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

Canyon County Fixed Route (24)

<u>Revenues</u>
Directly Generated Funds (26% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down by 52% in the first quarter of the fiscal year.

Auxiliary (100% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for in this division.

Federal Operating Assistance (38% over budget) – This line item is favorably above budget parameters. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing more Federal funds than budgeted for.

Local Operating Assistance (88% under budget) – This line item is unfavorably under budget. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing less local funds than budgeted for in this category. CARES Act funds require no local match.

<u>Expenses</u>
Total Canyon County Fixed-Route operating expenses were 18% under budget through QR-1.

Wages and Salaries (24% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (26% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (28% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, repair and maintenance and bus stop system expenses are lower than budgeted for.

Materials and Supplies (24% under budget) - This line item is favorably below budget parameters.

Utilities (14% under budget) - This line item is favorably below budget parameters due to communication expenses being lower than budgeted for.

Casualty and Liability (110% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (128% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

Canyon ADA Paratransit/Demand Response (25)

<u>Revenues</u>
Directly Generated Funds (79% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were $896 under budget.

Local Operating Assistance (100% under budget) – Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing less local funds than budgeted for in this category. CARES Act funds require no local match.

<u>Expenses</u>
Total Canyon ADA Paratransit/Demand Response operating expenses were 32% under budget through QR-1.

Wages and Salaries (39% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (44% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (34% under budget) - This line item is favorably below budget parameters.

Utilities (34% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (110% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

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

Leases and rentals (24% under budget) – This line item is favorably below budget parameters.

Canyon Inter-County (31)

<u>Revenues</u>

Directly Generated Funds (70% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down by 73% in the first quarter of the fiscal year.

Federal Operating Assistance (61% over budget) – This line item is favorably above budget parameters. Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing more Federal funds than budgeted for.

Local Operating Assistance (100% under budget) – Federal CARES Act funds were utilized to pay for operating expenses in the first quarter of the fiscal year resulting in recognizing less local funds than budgeted for in this category. CARES Act funds require no local match.

<u>Expenses</u>

Total Canyon Inter-County operating expenses were 14% under budget through QR-1.

Wages and Salaries (22% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (24% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (15% over budget) - This line item is unfavorably above budget parameters primarily due to First Transit's operating contract expenses being higher than budgeted for. It should be noted that this expense is allocated on a percentage basis to this division and is offset by divisions 24 and 25 being under budget in this category.

Materials and Supplies (29% under budget) - This line item is favorably below budget parameters.

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

Casualty and Liability (110% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (51% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
RESOLUTION VBD21-015

Supportive Housing and Innovative Partnerships Acquisition of Service Expenses for the Remainder of Fiscal Year 2021

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR QUARTERS THREE AND FOUR, SUPPORTIVE HOUSING AND INNOVATIVE PARTNERSHIPS WILL CONTINUE TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF BOISE

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Executive Board of Valley Regional Transit approved a budget of $151,183 which covered two quarters of fiscal year 2021 on November 2, 2020; 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 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit authorize the remaining expenses for quarters three and four for Supportive Housing and Innovative Partnerships.

Section 2. That the Board of Valley Regional Transit delegate authority to the Executive Director to execute the contract amendment.

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST:	APPROVED:
______________________	____________________________
EXECUTIVE ASSISTANT	CHAIR

VBD21-015

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Acquisition of Service Supportive Housing and Innovative Partnerships	Not to exceed $302,364

PURPOSE/ACTION:
Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK:
The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION:
VRT compensates service providers per qualified boarding basis, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES:
Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT:
The total expenses approved for the acquisition of services project budget is $1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

RECOMMENDATION/JUSTIFICATION:
The Executive Board of Valley Regional Transit approved $151,183, which covered two quarters of operations for Supportive Housing and Innovative Partnerships on November 2, 2020. The total contract for fiscal year 2021 exceeds Executive Board budget authority.

*VRT staff recommends that the Board of Directors approve **Resolution VBD21-015** and authorize the VRT Executive Director to approve an amendment to the current agreement with Supportive Housing and Innovative Partnerships, not to exceed $302,364, for fiscal year 2021 for transportation services in a defined service area of Boise.*

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	**VRT BOARD** Approves procurements $200,000 and over Signature:	April 5, 2021	VBD21-015

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
RESOLUTION VBD21-016

Church of the Harvest Purchase of Service Expenses for the Remainder of Fiscal Year 2021

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR QUARTERS THREE AND FOUR, CHURCH OF THE HARVEST WILL CONTINUE TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF MERIDIAN

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Executive Board of Valley Regional Transit approved a budget of $153,295 which covered two quarters of fiscal year 2021 on November 2, 2020; 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 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit authorize the remaining expenses for quarters three and four for Church of the Harvest.

Section 2. That the Board of Valley Regional Transit delegate authority to the Executive Director to execute the contract amendment.

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST: APPROVED:

______________________________ ____________________________________

EXECUTIVE ASSISTANT CHAIR

VBD21-016

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Purchase of Service Church of the Harvest	Not to exceed $306,590

PURPOSE/ACTION:
Valley Regional Transit Specialized Transportation program includes service providers to provide transportation services for seniors, persons with disabilities, and veterans.

SCOPE OF WORK:
The service providers agree to provide transportation services within a defined geographical area and are the primary source of information regarding the area.

DISCUSSION:
VRT compensates service providers on a monthly basis for services that include payroll and fees associated with payroll software, office supplies, fuel, phone system, insurance, vehicle cleaning and maintenance, as well as community outreach.

ALTERNATIVES:
Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT:
The total expenses approved for the acquisition of services project budget is $306,590. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

RECOMMENDATION/JUSTIFICATION:
The Executive Board of Valley Regional Transit approved $153,295, which covered the first and second quarters of operations for Church of the Harvest on November 2, 2020. The total contract for fiscal year 2021 exceeds Executive Board budget authority.

VRT staff recommends that the Board of Directors approve ***Resolution VBD21-016*** *and authorize the VRT Executive Director to approve an amendment to the current agreement with Church of the Harvest, not to exceed $360,590, for fiscal year 2021 for transportation services in a defined service area in Meridian.*

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	**VRT BOARD** Approves procurements $200,000 and over Signature:	April 5, 2021	VBD21-016

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
RESOLUTION VBD21-017

Metro Community Services Purchase of Service Expenses for the Remainder of Fiscal Year 2021

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR QUARTERS TWO, THREE AND FOUR, METRO COMMUNITY SERVICES TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF CANYON COUNTY

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Executive Board of Valley Regional Transit approved a budget of $118,305 which covered the first quarter of fiscal year 2021 on November 2, 2020; 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 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit authorize the remaining expenses for quarters two, three and four for Metro Community Services.

Section 2. That the Board of Valley Regional Transit delegate authority to the Executive Director to execute the contract amendment.

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST:	APPROVED:
________________________	______________________________
EXECUTIVE ASSISTANT	CHAIR

VBD21-017

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Acquisition of Service Metro Community Services	Not to exceed $375,523

PURPOSE/ACTION:
Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK:
The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION:
VRT compensates service providers per qualified boarding basis, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES:
Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT:
The total expenses approved for the acquisition of services project budget is $1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

RECOMMENDATION/JUSTIFICATION:
The Executive Board of Valley Regional Transit approved $118,305, which covered one quarter of operations for Metro Community Services on November 2, 2020. The total contract for fiscal year 2021 exceeds Executive Board budget authority.

*VRT staff recommends that the Board of Directors approve **Resolution VBD21-017** and authorize the VRT Executive Director to approve an amendment to the current agreement with Metro Community Services, not to exceed $375,523, for fiscal year 2021 for transportation services in a defined service area of Canyon County.*

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	**VRT BOARD** Approves procurements $200,000 and over Signature:	April 5, 2021	VBD19-017

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
RESOLUTION VBD21-018

Eagle Senior Center Purchase of Service Expenses for the Remainder of Fiscal Year 2021

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR QUARTERS THREE AND FOUR, EAGLE SENIOR CENTER WILL CONTINUE TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEO-GRAPHICAL AREA OF EAGLE

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

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

WHEREAS, Valley Regional Transit envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Executive Board of Valley Regional Transit approved an expenditure budget of $160,157 which covered two quarters of fiscal year 2021 on November 2, 2020; 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 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit authorize the remaining expenses for quarters three and four for Eagle Senior Center.

Section 2. That the Board of Valley Regional Transit delegate authority to the Executive Director to execute the contract amendment.

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST: APPROVED:

_________________________ _______________________________

EXECUTIVE ASSISTANT CHAIR

VBD21-018

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Acquisition of Service Eagle Senior Center	Not to exceed $320,307

PURPOSE/ACTION:
Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK:
The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION:
VRT compensates service providers per qualified boarding basis, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES:
Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT:
The total expenses approved for the acquisition of services project budget is $1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

RECOMMENDATION/JUSTIFICATION:
The Executive Board of Valley Regional Transit approved $160,157, which covered two quarters of operations for Eagle Senior Center on November 2, 2020. The total contract for fiscal year 2021 exceeds Executive Board authorization authority.

VRT staff recommends that the Board of Directors approve ***Resolution VBD21-018*** *and authorize the VRT Executive Director to approve an amendment to the current agreement with Eagle Senior Center, not to exceed $320,307, for fiscal year 2021 for transportation services in a defined service area of Eagle.*

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	**VRT BOARD** Approves procurements $200,000 and over Signature:	April 5, 2021	VBD21-018

700 NE 2nd Street, Suite 100 • Meridian, ID 83642 • p: 208.846.8547 • f: 208.846.8564 • 1.855.345.7433

TOPIC	FY20 Performance Report – Q4
DATE	March 15, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit (VRT) 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 Intercounty 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 are 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 are 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 did not resume 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

This is a consent agenda item. Staff requests that the Board of Directors accept the performance report for the fourth quarter of fiscal year 2020 as recommended by the Executive Board on March 1, 2021.

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

ITEM V-I

VRT PERFORMANCE - 4TH QUARTER, FY20
SUMMARY DASHBOARD

		QUARTERLY			YEAR TO DATE		
		FISCAL YEAR			FISCAL YEAR		
		2020	2019	% Change	2020	2019	% Change
RIDES	FR	263,946	328,345	-19.6	1,350,214	1,446,515	-6.7
	DR	5,651	13,014	-56.6	35,474	53,794	-34.1
	ST	13,523	26,163	-48.3	74,852	107,047	-30.1
	VP	22,554	44,458	-49.3	117,999	174,463	-32.4
	BS	5,812	9,560	-39.2	15,708	27,244	-42.3
	FMLM (FMLM** YTD)	512	887	-42.3	3,243	2,281	42.2
	Total	**311,998**	**422,427**	-26.1	**1,597,490**	**1,811,344**	-11.8
HOURS	FR	26,888	29,118	-7.7	109,953	121,120	-9.2
	DR	2,713	2,713	0.0	17,605	22,340	-21.2
	ST	4,835	8,094	-40.3	23,652	34,098	-30.6
	VP	6,146	6,731	-8.7	27,023	33,843	-20.2
	BS	3,691	5,173	-28.7	9,233	14,525	-36.4
	FMLM	62	136	-54.4	393	338	16.3
	Total	**44,335**	**51,965**	-14.7	**187,859**	**226,265**	-17.0
RIDES PER HOUR	FR	9.06	11.28	-19.6	11.15	11.94	-6.7
	DR	2.08	4.80	-56.6	1.59	2.41	-34.1
	ST	1.67	3.23	-48.3	2.20	3.14	-30.1
	VP	3.35	6.61	-49.3	3.49	5.16	-32.4
	BS	1.12	1.85	-39.2	1.08	1.88	-42.3
	FMLM	3.76	6.52	-42.3	9.59	6.75	42.2
	Total	**6.00**	**8.13**	-26.1	**7.06**	**8.01**	-11.8
ACCIDENTS PER 100,000 MILE	FR	UNDER CONSTRUCTION			UNDER CONSTRUCTION		
	DR						
	ST						
	VP						
	BS						
	FMLM						
	Total	-	-		-	-	
COMPLAINTS PER 100,000 MILE	FR	UNDER CONSTRUCTION			UNDER CONSTRUCTION		
	DR						
	ST						
	VP						
	BS						
	FMLM						
	Total	-	-		-	-	
ON-TIME PERFORMANCE	FR	89.0%	77.6%	14.7	83.5%	71.0%	17.7
	DR	84.7%	82.6%	2.6	81.6%	82.8%	-1.4
	ST	85.5%	75.7%	13.0	85.0%	78.7%	8.0
	VP	N/A	N/A		N/A	N/A	
	BS	N/A	N/A		N/A	N/A	
	FMLM	N/A	N/A		N/A	N/A	
	Total	**86.4%**	82.5%	4.7	**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

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

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

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

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

	FY20	FY19	% Change
QUARTERLY RIDERSHIP GRAND TOTAL	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

valleyregionaltransit

TOPIC	FY 2020 Public Comment Report
DATE	March 17, 2021
STAFF MEMEBER	Mark Carnopis

Summary

The Valley Regional Transit (VRT) Executive Board and the Regional Advisory Council) began discussing the need for a comprehensive public comment report regarding ValleyRide bus/ACCESS services in fall 2016. This report would provide a general overview of comments and suggestions made by the public entered into our FleetNet document management system by VRT staff and Help Desk representatives.

In addition to providing an overview on what the public has to say about our transportation services, the report is provided to VRT and operations staff to identify problem areas and address those concerns.

The first two reports analyzed data from the first half and second half of fiscal year 2017. A decision was made to produce one public comment report that covered a full fiscal year beginning in fiscal year 2018 (which began October 1, 2017).

The FY 2020 report is the second year the document has been presented in a one-page format (as developed by the Regional Advisory Council and Executive Board) rather than a multi-page report.

The FY 2020 report was reviewed by the Executive Board in November 2020.

Findings (comparison of FY 2019 and FY 2020 statistics):

- The percentage of valid complaints from all categories dropped to 39 percent from 52.2 percent
- Boise fixed-route service, which makes up 84.5 percent of total ridership, saw a drop in valid complaints per 10,000 rides to 1.61 from 2.5 the previous year
- Valid complaints per 10,000 rides dropped in every category except inter-county service. The percentage of valid complaints for inter-county service increased from 1.63 to 10.4.

Staff Recommendation/Request

This is an action item. The Board is asked to accept the FY2020 Public Comments Report.

Implication (policy and/or financial)

No projected financial implications other than staff time needed to secure the information and develop the report.

Attachments:

FY220 Public Comment Report

More Information

For detailed information contact: Mark Carnopis, Community Relations Manager, 208.258.2702, mcarnopis@valleyregionaltransit.org

Public Comment Report

Fiscal Year 2020 (October 1, 2019—September 30, 2020)

Total complaints: 436 Total valid: 170 Percentage valid: 39%

Valid complaints per 10,000 rides: 1.5 (does not include Misc. category)

Service Type	Total complaints	Total Valid	Percentage Valid	Valid complaints per 10,000 rides	Top complaint categories (with valid percentages)		Total Ridership
Boise Demand Response	96	43	43%	13.4	On-time performance: Policies and Procedures: Missed Passenger	72.2% 38.7% 43.7%	32,180
Boise Fixed-route	239	93	38.9%	2.5	Missed Passenger: Discourteous Driver Aggressive/Careless Driver	45.5% 34.9% 39.4%	956,752
Nampa/Caldwell Demand Response	4	2	40%	N/A	Two complaints for aggressive/careless driving, one each missed passenger, and on-time performance,		2.123
Nampa/Caldwell Fixed-route	26	6	23.1%	1.53	Missed Passenger On-time performance Policies and Procedures	12.5% 40.0% 25.0%	39,322
Intercounty service	35	10	28.6%	1.63	Discourteous Driver Missed Passenger: On-time performance	50% 30% 11%	61,209
Specialized Transportation	14	5	35.7%	1.25	Aggressive/Careless driving:	25%	40,063
Misc: (IT, Mobility, Help Desk, Main Street Station)	22	11	50%	N/A	Bus stop location/maintenance: Inaccurate/conflicting information: Website:	100% 33% 50%	N/A

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Fixed Route Computer Aided Dispatch/Automatic Vehicle Location Software
RESOLUTION VBD21-013

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE APPROVAL OF A CONTRACT FOR THE PROCUREMENT OF A FIXED-ROUTE COMPUTER-AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION SOFTWARE TO THE EXECUTIVE BOARD

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

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

WHEREAS, Valley Regional Transit is in need of finding a new software for a computer-aided dispatch/automatic vehicle location software; and

WHEREAS, the replacement software will improve efficiencies and the customer experience, generate robust and usable data and reports, and will integrate and adapt with future technology over time; and

WHEREAS, by replacing our existing computer-aided dispatch/automatic vehicle location system for fixed route, VRT will have the ability to utilize real-time bus information for public and agency use; and

WHEREAS, by replacing our existing computer-aided dispatch/automatic vehicle location system for fixed route, VRT will have data that will provide public facing performance data; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2021 budget amendment #1; 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit delegate authority to the Executive Board of Valley Regional Transit to approve a contract for a computer-aided dispatch/automatic vehicle location software, with a not to exceed amount of $750,000.00.

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

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST: APPROVED:

EXECUTIVE ASSISTANT CHAIR

VBD21-013

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Fixed Route Computer-Aided Dispatch/Automatic Vehicle Location Software	Not to exceed $750,000

PURPOSE/ACTION:
Valley Regional Transit (VRT) is in need of replacing the current computer-aided dispatch/automatic vehicle location (CAD/AVL) software. A new CAD/AVL software will provide more innovative ways to meet the broader Intelligent Transportation System (ITS) goals as defined by the Federal Transit Administration in the areas of safety, mobility, efficiency, economic growth and trade, environmental stewardship, security, and organizational excellence.

SCOPE OF WORK:
A replacement software will improve the efficiency of public transportation services, will improve the customer experience, will generate robust, customizable, and usable data and reports, and will be able to integrate and adapt to the changing landscape and advancements in technology over time.

DISCUSSION:
The Community Transportation Association of Idaho (CTAI) completed a statewide RFP that established a list of pre-qualified vendors for public transportation systems in the state of Idaho. The vendors would be responsible for designing, implementing and maintaining specific ITS solutions. VRT staff requested demonstrations from several of the pre-qualified vendors. VRT staff will select a vendor based upon the best and final offer being provided following demonstrations.

ALTERNATIVES:
By continuing with the current CAD/AVL provider VRT cannot provide real-time traveler information, immediately make route changes or announcements as needed to inform passengers of same day changes, provide outward facing passenger load information, or have geolocation functionality to allow a person find a bus closest to them.

FISCAL IMPACT:
The funding for this project was included in the fiscal year 2021 Budget Amendment #1. Resolution VBD21-002 was approved by the Board of Directors on January 4, 2021.

RECOMMENDATION/JUSTIFICATION:
VRT staff would like to move into final negotiations once a vendor is selected. Due to the amount of time before the next Board of Directors meeting, VRT staff is requesting that the Board of Directors delegate the authority to the Executive Board to finalize the contract with selected vendor.

FINAL SELECTION OF PROJECT:
*VRT staff recommends that the Board of Directors approve **Resolution VBD21-013** and authorize the VRT Executive Board to approve the contract for a Computer-Aided Dispatch/Automatic Vehicle*

Location Software with a vendor selected from the CTAI Pre-Qualified Vendor List for Intelligent Transportation Solutions. The contract with selected vendor will not exceed $750,000.

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	**VRT BOARD** Approves procurements $200,000 and over Signature:	April 5, 2021	VBD21-013

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Demand Response Scheduling Software
RESOLUTION VBD21-014

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE APPROVAL OF A CONTRACT FOR THE PROCUREMENT OF A DEMAND RESPONSE SCHEDULING SOFTWARE TO THE EXECUTIVE BOARD

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, VRT is in need of finding a new scheduling software for demand response services; and

WHEREAS, the replacement software will improve efficiencies and the customer experience, generate robust and usable data and reports, and will integrate and adapt with future technology over time; and

WHEREAS, the new scheduling software will allow for same day, on demand scheduling and will better optimize services

WHEREAS, the new scheduling software will be a multifunctional system, in a single database, for all demand response services under Valley Regional Transit

WHEREAS, the new scheduling software will allow future growth to include on-demand expansion to underserved areas

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2021 budget amendment #1; 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit delegate authority to the Executive Board of Valley Regional Transit to approve a contract for a demand response scheduling software, with a not to exceed amount of $250,000.

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

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

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST: APPROVED:

EXECUTIVE ASSISTANT CHAIR

VBD21-014

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Demand Response Scheduling Software	Not to exceed $250,000

PURPOSE/ACTION:
Valley Regional Transit (VRT) is in need of replacing the current demand response scheduling software. A new demand response scheduling software will provide more innovative ways to meet the broader Intelligent Transportation System (ITS) goals as defined by the Federal Transit Administration in the areas of safety, mobility, efficiency, economic growth and trade, environmental stewardship, security, and organizational excellence.

SCOPE OF WORK:
A replacement software will improve the efficiency of public transportation services, will improve the customer experience, will generate robust, customizable, and usable data and reports, and will be able to integrate and adapt to the changing landscape and advancements in technology over time.

DISCUSSION:
The Community Transportation Association of Idaho (CTAI) completed a statewide RFP that established a list of pre-qualified vendors for public transportation systems in the state of Idaho. The vendors would be responsible for designing, implementing and maintaining specific ITS solutions. VRT staff will request demonstrations from several of the pre-qualified vendors. VRT staff will select a vendor based upon the best and final offer being provided from the top three demonstrations.

ALTERNATIVES:
By continuing with the current demand response scheduling software provider VRT will not be able to provide same day or on-demand trips and trip optimization will be limited to the current constraints faced today.

FISCAL IMPACT:
The funding for this project was included in the fiscal year 2021 Budget Amendment #1. Resolution VBD21-002 was approved by the Board of Directors on January 4, 2021.

RECOMMENDATION/JUSTIFICATION:
VRT staff will move into final negotiations once a vendor is selected following demonstrations. Due to the amount of time before the next Board of Directors meeting, VRT staff is requesting that the Board of Directors delegate the authority to the Executive Board to finalize the contract with selected vendor.

FINAL SELECTION OF PROJECT:
VRT staff recommends that the Board of Directors approve ***Resolution VBD21-014*** *and authorize the VRT Executive Board to approve the contract for a replacement demand response scheduling*

software with a vendor selected from the CTAI Pre-Qualified Vendor List for Intelligent Transportation Solutions. The contract with selected vendor will not exceed $250,000.

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	**VRT BOARD** Approves procurements $200,000 and over Signature:	April 5, 2021	VBD21-014

valleyregionaltransit

TOPIC	On-call Marketing Services RFP
DATE	March 17, 2021
STAFF MEMBER	Dave Fotsch

Summary

Valley Regional Transit (VRT) is seeking proposals for on-call general marketing services.

The current on-call general marketing services contract expires on May 14, 2021.

Successful contractor would

- Support VRT's marketing, education and outreach initiatives
- Support City Go's marketing, education and outreach initiatives

Successful contractor would

- Provide professional services on an as-needed basis for three years commencing on May 15, 2021 and expiring on May 15, 2024.
- Agreement provides for two one-year extensions of agreement

Staff Recommendation/Request

Staff asks the Valley Regional Transit Board to approve RESOLUTION VBD21-019 On-Call Marketing to delegate authority to the Executive Board to approve the contract with the marketing firm so there is no lapse in marketing coverage.

Implication (policy and/or financial)

The financial implication would be at a cost of up to $160,000 per year for the first three years, with an option to renew the contract in two one-year increments upon approval by both parties at an additional cost of up to $160,000 per year for a total potential cost of $800,000 over a five-year period of time.

Highlights

VRT is seeking proposals from qualified and experienced respondents (individuals or firms) to establish a "Professional Services Agreement." This service will provide "On-call General Marketing Services" to support a variety of VRT's marketing, education, and outreach initiatives.

Contractor shall provide professional services on an as-needed basis as described herein for an initial term of three (3) years commencing on approximately May 15, 2021 and expiring on May 15, 2024 with an option to renew upon mutual agreement of both parties under the same terms and conditions for two (2) additional one-year terms.

VRT's objective is to hire a consultant to provide professional marketing services on an on-call basis to support a variety of marketing, outreach and educational initiatives. The types of services VRT anticipates requiring may include:

- Marketing planning
- Branding standards and management

- Message development
- Earned Media
- Campaign planning and implementation
- Facilitation of joint marketing efforts with community partners
- Transportation Demand Management Strategies
- Outreach Material Creation
    - a. Project messaging and collateral.
    - b. Multi-modal coordinated campaigns and collateral
- Production and Planning for:
    - a. Television
    - b. Radio
    - c. Print
    - d. VRT owned media
        - Bus wraps/ad panels
        - Interior bus ads
    - e. Digital – digital to include:
      Website
        - www.valleyregionaltransit.org
        - https://www.citygoboise.com/

      Facebook
        - https://www.facebook.com/valleyregionaltransit
        - https://www.facebook.com/citygoboise
    - f. Instagram, Snapchat, Twitter, Tumblr and any other relevant social media
    - g. Internet
- Search engine targeting
- Geo-fencing/targeting
- Analytics for tracking digital delivery
- New technology – mobile customer rewards programs
- Wayfinding and real-time information

Request for Proposal Schedule

Activity	**Timeline**
RFP Issue Date	March 10, 2021
Pre-Proposal Meeting	March 17, 2021, 3:00 p.m. Mountain Time
Questions Due	March 31, 2021, 4:00 p.m. Mountain Time
Proposals Due	April 14, 2021, 4:00 p.m. Mountain Time
Submittal Review and Selection	April 15 – April 30, 2021
Notification of Intent to Award	May 3, 2021
Notice to Proceed	May 11, 2021

More Information

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ON-CALL MARKETING 2021
RESOLUTION VBD21-019

BY THE BOARD OF VALLEY REGIONAL TRANSIT AUTHORIZING THE EXEUCTIVE BOARD TO APPROVE A CONTRACT FOR ON-CALL MARKETING NOT TO EXCEED $800,000

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, the current contract with Stoltz Marketing will expire on May 14, 2021; and

WHEREAS, Valley Regional Transit seeks to establish a Professional Services Agreement with a qualified and experienced contractor to provide On-call General Marketing services; and

WHEREAS, the contractor will provide On-call General Marketing services commencing on or about May 15, 2021 and expiring on May 15, 2024, with an option to renew upon mutual agreement of both parties under the same terms and conditions for two (2) additional one-year terms at $160,000 per year; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 budget; 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 § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit approve RESOLUTION VEB21-019 On-Call Marketing.

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

Section 3. That this RESOLUTION VBD21-019 shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 5th day of April 2021.

APPROVED by the Board Chair this 5th day of April 2021.

ATTEST: APPROVED:

__________________________ ________________________________

EXECUTIVE ASSISTANT CHAIR

valleyregionaltransit

TOPIC	FY21 Performance Report - Quarter 1
DATE	March 26, 2021
STAFF MEMBER	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.

VRT switched reporting methodologies in fiscal year 2020. Following Board approval, VRT used automatic passenger counter (APC) data rather than fare box data, to report ridership for the Ada and Canyon County fixed routes. It is expected to show a 10-20% increase in ridership in the first year, when using APC data. This increase is expected because fare box ridership tends to be under-reported due to the reliance on manual driver input.

In October 2020, VRT began operating on-demand services in Nampa and Caldwell, which replaced the local fixed routes. This new service is reported under demand response, as required by the National Transit Database. In fiscal year 2021, you will see a shift in the ridership report for fixed route and demand response in Canyon County.

As expected, there continues to be a decrease in ridership in the first quarter due to the COVID-19 pandemic. In the first quarter, VRT resumed fare collection. With fares no longer suspended, ridership saw a drop as well. Several senior centers remained closed, however some services began to see a small increase in ridership. With services reduced, there was an overall decrease of 42% in the first quarter. 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 41% in the first quarter. When reviewing detailed ridership data, you see that Ada County decreased by 25%. This is expected when you are comparing APC data after the first year of reporting. Boise State continues to see a steep decrease in ridership, 88%, due to limited classes being offered in person. Intercounty continues to see a steep decrease in ridership, 54%, due to the majority of employees still working remotely. There will no longer be ridership reported in Canyon County with on-demand transit being reported as demand response.

Demand response services show a decrease of 11% in the first quarter. When reviewing detailed ridership data, Ada County continues to show a steep decrease in ridership, 60%. Service continues to be severely impacted, due to the vulnerable population that utilizes the service. Canyon County shows a 1060% increase, due to the shift in ridership reporting with the new on-demand service. The Canyon County demand response had a small decrease in ridership, 4%.

Specialized Transportation services are down 43% in the first 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 46% drop in ridership
- Harvest Transit had a 42% drop in ridership
- Eagle Senior Center 51% drop in ridership
- SHIP had a 21% increase in ridership. SHIP added additional service in the fourth quarter of fiscal year 2020. The new service provides trips from Corpus Christi/Interfaith Sanctuary to the “cool room” and the Boise Public Library
- Village Van had a 62% drop in ridership
- Star Senior Center had a 78% drop in ridership
- Kuna Senior Center had a 44% drop in ridership
- Meridian Senior Center had an 70% drop in ridership
- Shared Vehicle ridership, which includes Calvary Church and Interfaith Sanctuary, did not provides services in the first quarter of fiscal year 2021
- Volunteer Driver had an 11% increase in ridership
- Rides2Wellness had a 26% drop in ridership
- Parma Senior Center had a 77% drop in ridership

ACHD Commuteride had a 59% drop in ridership. ACHD Commuteride operated 77 vanpools by the end of the first quarter. They still not require a minimum passenger requirement to operate a vanpool.

Boise Green Bike stopped operating at the end of fiscal year 2020.

VRT First Mile, Last Mile services had a 37% drop in ridership. Lyft Transit Connections had a 29% drop in ridership. VRT Late Night had an 80% drop in ridership.

Staff Recommendation/Request

Staff requests the Board of Directors accept the performance report for the first quarter of fiscal year 2021.

Implication (policy and/or financial)

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

More Information

Attachments:
FY21 Performance Report, First Quarter
FY21 First Quarter Ridership Report
FY21 Year to Date Ridership Report

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

VRT PERFORMANCE - 1ST QUARTER, FY21

ITEM VI-D

SUMMARY DASHBOARD

QUARTERLY

		FISCAL YEAR		
		2021	2020	% Change
RIDES	FR	215,113	365,114	-41.1
	DR	12,218	13,815	-11.6
	ST	14,409	25,064	-42.5
	VP	15,286	37,577	-59.3
	BS	-	1,586	-100.0
	FMLM	714	1,136	-37.1
	Total	257,740	444,292	-42.0
HOURS	FR	25,245	30,927	-18.4
	DR	4,949	6,808	-27.3
	ST	5,155	7,376	-30.1
	VP	89	143	-37.8
	BS	162	608	-73.4
	FMLM	4,400	8,072	-45.5
	Total	39,999	53,934	-25.8
RIDES PER HOUR	FR	8.52	11.81	-27.8
	DR	2.47	2.03	21.7
	ST	2.80	3.40	-17.7
	VP	171.75	262.78	-34.6
	BS	-	2.61	-100.0
	FMLM	0.16	0.14	15.3
	Total	6.44	8.24	-21.8
ON-TIME PERFORMANCE	FR	89%	78%	-11.4
	DR	85%	83%	-2.1
	ST	86%	76%	-9.8
	Total	86%	79%	-7.8

YEAR TO DATE

		FISCAL YEAR		
		2021	2020	% Change
RIDES	FR	215,113	365,114	-41.1
	DR	12,218	13,815	-11.6
	ST	14,409	25,064	-42.5
	VP	15,286	37,577	-59.3
	BS	-	1,586	-100.0
	FMLM**	714	1,136	-37.1
	Total	257,740	444,292	-42.0
HOURS	FR	25,245	30,927	-18.4
	DR	4,949	6,808	-27.3
	ST	5,155	7,376	-30.1
	VP	89	143	-37.8
	BS	162	608	-73.4
	FMLM	4,400	8,072	-45.5
	Total	39,999	53,934	-25.8
RIDES PER HOUR	FR	8.52	11.81	-27.8
	DR	2.47	2.03	21.7
	ST	2.80	3.40	-17.7
	VP	171.75	262.78	-34.6
	BS	-	2.61	-100.0
	FMLM	0.16	0.14	15.3
	Total	6.44	8.24	-21.8
ON-TIME PERFORMANCE	FR	84%	71%	-12.5
	DR	82%	83%	1.1
	ST	85%	79%	-6.3
	Total	83%	77%	-5.9

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 - 1ST QUARTER, FY21

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE	FY21	FY20	% Change
Ada County*	197,474	266,526	-25.9
Boise State - Bronce Shuttle	8,251	68,191	-87.9
Canyon County*	-	10,070	-100.0
Intercounty*	9,388	20,327	-53.8
FR SUB TOTAL	215,113	365,114	-41.1

ST - SPECIALIZED TRANSPORTATION	FY21	FY20	% Change
Metro**	2,659	4,957	-46.4
Shared Vehicle	-	525	-100.0
SHIP**	3,413	2,829	20.64
Kuna Senior Center	449	806	-44.3
Village Van	1,467	3,838	-61.8
Volunteer Driver	580	525	10.48
Meridian Senior Center	250	831	-69.9
Eagle Senior Center**	1,954	3,986	-51.0
Star Senior Center	183	825	-77.8
Harvest**	1,471	2,524	-41.7
Parma Senior Center	249	1,084	-77.0
Rides 2 Wellness	1,734	2,334	-25.7
ST SUB TOTAL	14,409	25,064	-42.5

QUARTERLY RIDERSHIP GRAND TOTAL	FY21	FY20	% Change
	257,740	444,292	-42.0

DR - DEMAND RESPONSE	FY21	FY20	% Change
Ada County**	5,324	13,221	-59.7
Canyon County**	6,894	594	1060.6
DR SUB TOTAL	12,218	13,815	-11.6

VP - VANPOOL	FY21	FY20	% Change
ACHD CommuteRide	15,286	37,577	-59.3

BS - BIKESHARE	FY21	FY20	% Change
Boise GreenBike	-	1,586	-100.0

FMLM - FIRST MILE/LAST MILE	FY21	FY20	% Change
Lyft Transit Connections	677	949	-28.7
VRT Late Night	37	187	-80.2
FMLM SUB TOTAL	714	1,136	-37.1

*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

VRT PERFORMANCE - 1ST QUARTER, FY21

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE	FY21	FY20	% Change
Ada County*	197,474	266,526	-25.9
Boise State - Bronce Shuttle	8,251	68,191	-87.9
Canyon County*	-	10,070	-100.0
Intercounty*	9,388	20,327	-53.8
FR SUB TOTALS	215,113	365,114	-41.1

ST - SPECIALIZED TRANSPORTATION	FY21	FY20	% Change
Metro**	2,659	4,957	-46.4
Shared Vehicle	-	525	-100.0
SHIP**	3,413	2,829	20.6
Kuna Senior Center	449	806	-44.3
Village Van	1,467	3,838	-61.8
Volunteer Driver	580	525	10.5
Meridian Senior Center	250	831	-69.9
Eagle Senior Center**	1,954	3,986	-51.0
Star Senior Center	183	825	-77.8
Harvest**	1,471	2,524	-41.7
Parma Senior Center	249	1,084	-77.0
Rides 2 Wellness	1,734	2,334	-25.7
ST SUB TOTALS	14,409	25,064	-42.5

DR - DEMAND RESPONSE	FY21	FY20	% Change
Ada County**	5,324	13,221	-59.7
Canyon County**	6,894	594	1060.6
DR SUB TOTALS	12,218	13,815	-11.6

VP - VANPOOL	FY21	FY20	% Change
ACHD CommuteRide	15,286	37,577	-59.3

BS - BIKESHARE	FY21	FY20	% Change
Boise GreenBike	-	1,586	-100.0

FMLM - FIRST MILE/LAST MILE	FY21	FY20	% Change
Lyft Transit Connections	677	949	-28.7
VRT Late Night	37	187	-80.2
FMLM SUB TOTAL	714	1,136	-37.1

YEAR TO DATE RIDERSHIP GRAND TOTAL	FY21	FY20	% Change
	257,740	444,292	-42.0

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

TOPIC	FY2022 Capital Investment Prioritization
DATE	April 5, 2021
STAFF MEMBER	Jill Reyes

Summary

As the Regional Public Transportation Authority (RPTA) for Ada and Canyon counties, Valley Regional Transit (VRT) is responsible for providing the VRT Board with a comprehensive understanding of all funded and unfunded public transportation capital needs in the region. Capital project needs arise through a variety of planning activities and needs brought forth by staff, partner providers, and communities in our region. Through the development of the transportation development plan VRT staff recognized the need to refine our capital planning processes, from cost estimation to budgeting and funding allocation, and continue building a five-year capital improvement program that addresses both maintenance and expansion.

In preparation for the annual budgeting process staff must compile, prioritize and program these needs for the upcoming fiscal year. The following capital needs and funding analysis is performed annually and fulfills the *Decision Support* and *Investment Priority* policies as outlined in the Transit Asset Management Policy adopted in 2018, which states:

- A compilation of all public transportation projects and programs shall be considered for investment prioritization.
- The Board shall review, comment and take into consideration the expected available federal funding in a given year over the horizon period.
- The Board shall consider in the prioritization of projects those that improve or manage the state of good repair; investments needed to address unacceptable safety risks; and maintenance of accessible features when altering public transportation facilities.

Guiding Plans and Capital Programs

Existing and future planning activities will provide the goals and project identification for capital and are the catalysts for additional analysis, prioritization and project development.

- **Valley Connect 2.0** outlines the mobility and network build-out goals for the region and identifies expanded safety, information, and mobility delivery goals.
- **TDP/Service Implementation Plan** will provide a 5 year plan for service changes, expansions and the associated fleet procurements and stop construction required.
- **Transit Asset Management (TAM) Group Plan** outlines the activities for creating asset inventories, condition assessments, and performance measures. The resulting data is used to create a priority list and schedule for investments that improve the state of good repair of the system through capital asset replacement and maintenance.
- **Bus Stop Typology** will identify the unified vision and costs for improving passenger information and amenities across the region.
- **Local Transit Plans and Studies** define stop locations, transit connections, and corridor improvements for system enhancements and expansions.

<u>Asset Replacement and Maintenance</u>

Under the Transit Asset Management Group Plan and Polices VRT Staff and other regional public transportation providers conduct an inventory and condition assessment of transit assets on an annual basis. The resulting data is used to analyze maintenance needs over a five-year horizon and inform the prioritization of projects in the upcoming fiscal year's budget. The annual scoring uses age, appearance, maintenance costs and remaining useful life to calculate a score from 1-5. This score range mirrors Federal Transit Administrations (FTA) Transit Economics Requirement Model (TERM) Scale:

- 4 - 5 = Excellent
- 3 - 4 = Good
- 2 - 3 = Adequate
- 1 - 2 = Marginal
- 0 - 1 = Poor

The data also reflects proposed changes to TAM inventory and scoring practices

- Items in the Equipment asset category valued at under $50,000 have been removed from this list. These assets will be reviewed annually and may be replaced on an as needed basis.
- Bus stops have been removed from this list. Bus stop locations and amenities have additional considerations that are not easily captured in the current condition assessment. VRT analyzes and develops proposals for bus stop improvements on an annual basis.
- Cost estimates for large urban fixed-route rolling stock reflect electric powered vehicles, but do not include additional costs for charging and electrification of the system

The goal of region is to obtain and maintain a score of 2.5 for all assets. The data in **Table 1** is organized by group score, asset category, and urbanized area and represents the most recent scoring cycle completed in 2020:

- Table 1.1 Group 1 – assets scoring at or below .5 in poor condition
- Table 1.2 Group 2 – assets scoring at or below 1 in poor condition
- Table 1.3 Group 3 – assets scoring at or below 1.5 in marginal condition
- Table 1.4 Group 4 – assets scoring at or below 2 in marginal condition
- Table 1.5 Group 5 – assets scoring at or below 2.5 in adequate condition
- The estimated cost of all assets assessed at a score of 2.5 or below is 25.4 million.
- A number of projects started or completed between FY20 and FY21 will address these needs with available and programmed federal funding. Approximately $16 million in replacement and maintenance projects is underway.
- Of the remaining 9.4 million of investment needs in there are no current funding needs in Group 1 and greatest funding need of 4 million is in Group 5.

Table 2 shows the summary of projects by asset category, sub-category and designated urbanized area. Facility and rolling stock replacements continue to make up the greatest share of assets below 2.5 but have had significant investment since the adoption of the TAM plan. Table 2.2 shows currently unfunded needs. Rolling Stock- Demand Response and VRT Fueling Systems are the two categories with the greatest unfunded need at $2.5 and $2.9 million respectively. The completion of the Orchard and Happy Day Transit facility masterplans will provide a schedule of projects to address remaining needs with existing and future funding.

Information Technology and Systems

The Intelligent Transportation Systems (ITS) capital project list is created through a collaborative effort from VRT staff in all divisions. Prioritized projects on this list reduce barriers to access, improve system efficiency or enhance existing infrastructure. Staff works through a project development and prioritization process annually to ensure projects are ready for funding when available. In order of importance, consideration is given to projects that

- Ensure existing systems/technology are working well
- Advance our technology/operational goals
- Improve operational efficiency
- Assist with reliable and on-time transit operations
- Inform travelers with accurate and timely information
- Solutions that are simple to implement and streamline processes
- Ensure federal compliance
- Support collection, processing, and reporting of data
- Improve system performance measurement processes

Projects listed in **Table 3** are a subset of the prioritized projects list that have gone through the project development process and are ready for funding. Staff continues to add and evaluate additional projects that require further development and coordination to grow the current list of $1.3 million.

Other Project Lists

In coordination with local jurisdictions, highway districts and partner providers, other public transportation capital projects beyond asset replacement and ITS enhancements are also considered for funding. Planning activities are underway that may identify new projects ready for implementation as early as FY2022 and into FY2023.

- State Street Transit Operational Analysis
- BIC Fairview Corridor Study
- Regional Bus Stop Typology Plan
- Orchard Facility Master Plan
- Happy Day Facility Master Plan

FY 2022 Available Funding

Table 4 provides an overview of the funding currently programmed in the proposed Transportation Improvement Program (TIP) for FY2022 through FY2026. The average annual funding is based on a five year horizon.

Large Urban Area Funding (includes federal and local amounts)

The federal and local funds available in FY2022 for large urban capital projects is approximately $2.8 million. These funding sources include Sections 5307 and 5339 federal formula funds and Surface Transportation Block Grant (STBG) funds.

Small Urban Area Funding (includes federal and local amounts)
The federal and local funding for small urban capital projects in FY2022 is approximately $700,000. These funding sources include Sections 5307 and 5339 federal formula funds.

Total Funding Available
The total projected funding available in the Transportation Improvement Program and available from FY 2022 through FY2026 to fund public transportation capital is $16.2 million. The total additional amount needed to bring all current assets to a score of 2.5 is $9.4 million. This leaves $6.9 million available over the 5-YR horizon to plan for concurrent improvements and address additional capital needs.

Next Steps

- VRT staff will compile and present to the board capital projects for consideration and inclusion in the FY2022 capital budget.
- VRT will continue to apply for discretionary federal funding to fund maintenance needs and leverage future appropriations for system improvements and expansion.
- VRT will develop an asset replacement plan for those existing assets currently scoring above a 2.5 for future programming.
- VRT will continue planning and design activities to refine capital cost estimates for inclusion in a comprehensive capital improvement and transportation development plan.

Staff Recommendation/Request
This is an information item. Staff will use the funding analysis, planning activity outcomes, and adopted policies to guide the development of a preliminary capital budget for FY2022.

Implication (policy and/or financial)
The list of priority projects will be used to leverage and program all available federal formula dollars, local funding and competitive grant applications.

Highlights
Schedule

- Spring 2021
  - Begin 2021 asset inventory and condition assessment
  - Refine cost estimates for FY22 bus stop maintenance
  - Continue bus stop inventory and maintenance planning
- Summer 2021
  - Complete TAM Plan & Policy review and revisions
  - Complete Orchard Facility Master Plan
  - Refine State Street Corridor projects
  - Review Happy Day Transit Center improvement strategies
- Fall 2021
  - Request Board approval for new TAM Plan
  - Begin 2023-2027 Capital Improvement Plan

More Information

Attachments:

Capital Investment Prioritization – Table 1
Capital Investment Prioritization – Table 2
Capital Investment Prioritization – Table 3
Capital Investment Prioritization – Table 4

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

FY22 Capital Investment Prioritization

Table 1. Estimated Asset Replacement Needs*

Table 1.1

UZA	Score 0.0-0.5 Condiiton: Poor	Estimated Cost	Programmed Funding	Remaining Need
LU	Facility - Fueling System	152,500	152,500	-
LU	Facility - Site	85,000	85,000	-
LU	Equipment - Service Vehicle	55,000	55,000	-
LU	Equipment - Support Vehicle	30,000	30,000	-
	Total 0.0 to 0.5	322,500	322,500	-
UZA	Description	$		
SU	Facility - Office	350,000	350,000	-
	Total 0.0 to 0.5	350,000	350,000	-
UZA	Description	$		
Reg	Equipment - IT	267,000	267,000	-
	Total 0.0 to 0.5	267,000	267,000	-
		Group 1 Total	$ 939,500	$ -

Table 1.2

UZA	Score 0.6-1.0 Condiiton: Poor	Estimated Cost	Programmed Funding	Remaining Need
LU	Facility - Fueling System	1,706,850	-	1,706,850
LU	Facility - Bus Wash	50,000	50,000	-
LU	Boise State Facility - Site	85,000	85,000	-
LU	Boise State Facility - Office	101,000	101,000	-
LU	Boise State Facility - Shop	338,000	94,596	243,404
	Total 0.6 to 1	2,280,850	330,596	1,950,254
UZA	Description	$		
SU	Facility - Office	375,000	375,000	-
SU	Facility - Shop	90,000	90,000	-
	Total 0.6 to 1	465,000	465,000	-
	0			
UZA	Description	$		
Reg	Rolling Stock - Demand Response	68,000	-	68,000
Reg	Equipment - IT	1,350,000	1,000,000	350,000
	Total 0.6 to 1	1,418,000	1,000,000	418,000
		Group 2 Total	$ 1,795,596	$ 2,368,254
		Running Total	$ 2,735,096	$ 2,368,254

Table 1.3

UZA	Score 1.1-1.5 Condiiton: Marginal	Estimated Cost	Programmed Funding	Remaining Need
LU	Rolling Stock - Fixed Route	800,000	800,000	-
LU	Rolling Stock - Demand Response	1,100,000	1,000,000	100,000
LU	Rolling Stock - Vanpool	42,346	-	42,346
LU	Facility - Fueling System	1,069,800	300,000	769,800
LU	Facility - Bus Wash	150,000	150,000	-
LU	Facility - Site	610,000	610,000	-
LU	Facility - Office	155,000	155,000	-
LU	Facility - Shop	105,000	-	105,000
LU	Boise State Facility - Site	62,000	-	62,000
LU	Boise State Facility - Office	100,000	-	100,000
LU	Boise State Facility - Shop	37,000	-	37,000
	Total 1.1 to 1.5	4,231,146	3,015,000	1,216,146
UZA	Description	$		
SU	Facility - Office	185,000	185,000	-
SU	Facility - Shop	1,010,000	1,010,000	-
	Total 1.1 to 1.5	1,195,000	1,195,000	-
UZA	Description	$		
Reg	Rolling Stock - Demand Response	136,000	-	136,000
	Total 1.1 to 1.5	136,000	-	136,000
		Group 3 Total	$ 4,210,000	$ 1,352,146
		Running Total	$ 6,945,096	$ 3,720,400

Table 1.4

UZA	Scored 1.6-2.0 Condition: Marginal	Estimated Cost	Programmed Funding	Remaining Need
LU	Rolling Stock - Fixed Route	3,200,000	3,200,000	-
LU	Rolling Stock - Demand Response	1,000,000	900,000	100,000
LU	Rolling Stock - Boise State	170,000	170,000	-
LU	Rolling Stock - Vanpool	169,384	-	169,384
LU	Facility - Fueling System	390,800	-	390,800
LU	Facility - Bus Wash	290,000	290,000	-
LU	Facility - Site	120,000	120,000	-
LU	Facility - Office	67,000	67,000	-
LU	Facility - Shop	243,000	-	243,000
LU	Equipment - Shop	150,000	-	150,000
LU	Equipment - Service Vehicle	55,000	-	55,000
LU	Boise State Facility - Shop	85,000	-	85,000
	Total 1.6 to 2.0	5,940,184	4,747,000	1,193,184
UZA	Description	$		
SU	Facility - Office	700,000	700,000	-
SU	Facility - Shop	935,000	935,000	-
	Total 1.6 to 2.0	1,635,000	1,635,000	-
UZA	Description	$		
Reg	Equipment - Service Vehicle	45,000	45,000	-
	Total 1.6 to 2.0	45,000	45,000	-
		Group 4 Total	$ 6,427,000	$ 1,193,184
		Running Total	$ 13,372,096	$ 4,913,584

Table 1.5

UZA	Scored 2.1-2.5 Condition: Adequate	Estimated Cost	Programmed Funding	Remaining Need
LU	Rolling Stock - Fixed Route	3,200,000	2,400,000	800,000
LU	Rolling Stock - Demand Response	1,800,000	-	1,800,000
LU	Rolling Stock - Boise State	85,000	85,000	-
LU	Rolling Stock - Vanpool	254,076	-	254,076
LU	Facility - Bus Wash	35,000	35,000	-
LU	Facility - Office	500,000	-	500,000
LU	Facility - Shop	228,000	-	228,000
LU	Equipment - Support Vehicle	210,000	-	210,000
LU	Boise State Facility - Office	255,000	-	255,000
LU	Boise State Facility - Shop	20,000	-	20,000
	Total 2.1 to 2.5	6,587,076	2,520,000	4,067,076
UZA	Description	$		
SU	Facility - Shop	140,000	140,000	-
	Total 2.1 to 2.5	140,000	140,000	-
UZA	Description	$		
Reg	Rolling Stock - Demand Response	248,000	-	248,000
Reg	Facility - Office	125,000	-	125,000
	Total 2.1 to 2.5	373,000	-	373,000
		Group 5 Total	$ 2,660,000	$ 4,440,076
		Running Total	$ 16,032,096	$ 9,353,660

*Cost Estimates & Estimated Funding Programmed as of 2020 Condition Assessment and 2021 Analysis
*Asset groups identified may represent singular or multiple assets

System/UZA	Programmed	Remaining Need	5 YR Avg Annual
Total*	16,032,096	9,353,660	1,870,732
Large Urban	11,814,136	9,047,750	1,809,550
Small Urban	4,217,960	305,910	61,182

Boise UZA/Large Urban	Programmed	Remaining Need	5 YR Avg Annual
VRT	11,278,540	7,779,540	1,555,908
ACHD CommuterRide	-	465,806	93,161
Boise State Shuttle	535,596	802,404	160,481

* Regional are shared in the large and small urban areas to facilitate programming

FY2022 Transit Asset Condition Analysis

Table 2. Project Costs by Asset Categories - Condition Assessments 0 - 2.5

Table 2.1 Total Needs as of FY20 Scoring				
Rolling Stock				
	Large Urban	Small Urban	Regional	Total
Fixed Route	$ 7,200,000	$ -	$ -	$ 7,200,000
Demand Response	$ 3,900,000	$ -	$ 452,000	$ 4,352,000
Vanpool	$ 465,806	$ -	$ -	$ 465,806
Boise State Shuttle	$ 255,000	$ -	$ -	$ 255,000
Total Rolling Stock	$ 11,820,806	$ -	$ 452,000	$ 12,272,806
Shop Equipment and Technology				
	Large Urban	Small Urban	Regional	Total
Boise State Equip. and IT	$ -	$ -	$ -	$ -
VRT Equip. and IT	$ 500,000	$ -	$ 1,662,000	$ 2,162,000
Total Equipment	$ 500,000	$ -	$ 1,662,000	$ 2,162,000
Facilities				
	Large Urban	Small Urban	Regional*	Total
Boise State Facilities	$ 1,083,000	$ -	$ -	$ 1,083,000
VRT Fueling Systems	$ 3,319,950	$ -	$ -	$ 3,319,950
VRT Bus Wash	$ 525,000	$ -	$ -	$ 525,000
VRT Shop, Office, Site	$ 2,113,000	$ 3,785,000	$ 125,000	$ 6,023,000
Total Facilities	$ 7,040,950	$ 3,785,000	$ 125,000	$ 10,950,950
Grand Totals	$ 19,361,756	$ 3,785,000	$ 2,239,000	$ 25,385,756

Table 2.2 Total Unfunded Needs				
Rolling Stock				
	Large Urban	Small Urban	Regional	Total
Fixed Route	$ 800,000	$ -	$ -	$ 800,000
Demand Response	$ 2,000,000	$ -	$ 452,000	$ 2,452,000
Vanpool	$ 465,806	$ -	$ -	$ 465,806
Boise State Shuttle	$ -	$ -	$ -	$ -
Total Rolling Stock	$ 3,265,806	$ -	$ 452,000	$ 3,717,806
Shop Equipment and Technology				
	Large Urban	Small Urban	Regional	Total
Boise State Equip. and IT	$ -	$ -	$ -	$ -
VRT Equip. and IT	$ 415,000	$ -	$ 350,000	$ 765,000
Total Equipment	$ 415,000	$ -	$ 350,000	$ 765,000
Facilities				
	Large Urban	Small Urban	Regional*	Total
Boise State Facilities	$ 802,404	$ -	$ -	$ 802,404
VRT Fueling Systems	$ 2,867,450	$ -	$ -	$ 2,867,450
VRT Bus Wash	$ -	$ -	$ -	$ -
VRT Shop, Office, Site	$ 1,076,000	$ -	$ 125,000	$ 1,201,000
Total Facilities	$ 4,745,854	$ -	$ 125,000	$ 4,870,854
Grand Totals	$ 8,426,660	$ -	$ 927,000	$ 9,353,660

FY22 Capital Investment Prioritization

Table 3. ITS Project List

Project	Description	Estimated Cost	Estimated Project Year
AVAIL Business Intelligence Module	Enhance the ability to extract needed information/data from FleetNet -now AVAIL- to significantly improve the use of that tool and the efficiency of VRT staff to perform all business functions.	250,000	FY2021
Vehicle Radio Communication System	Replace two-way radio communication in ValleyRide and Access vehicles with digital system to improve internal communications	350,000	FY2022
Fare Collection Kiosks	Reduce barriers for customers to use VRT services by expanding options for passengers to purchase fixed route passes and tickets.	250,000	FY2023
Fare collection System Upgrades	Remove barriers to using our services by enabling VRT facilities to accept cash.	300,000	FY2023
Add facility surveillance cameras	Enhance safety with on-site facility CCTV camera images and streaming.	150,000	Pending Facility Master Plans

FY22 Capital Investment Prioritization

Table 4. FY22-2026 Funding Summaries

Table 4.1 Projected Funding Available FY22-2026							
UZA	FY22	FY23	FY24	FY25	FY26	Total	Avg Annual
Large Urban	$ 2,761,000	$ 2,639,000	$ 2,514,000	$ 2,390,000	$ 2,293,000	$ 12,597,000	$ 2,519,400
Small Urban	$ 548,000	$ 871,000	$ 806,000	$ 741,000	$ 672,000	$ 3,638,000	$ 727,600
Total	$ 3,309,000	$ 3,510,000	$ 3,320,000	$ 3,131,000	$ 2,965,000	$ 16,235,000	$ 3,247,000

*Includes Local Match Required

Table 4.2 Estimated Asset Replacement Funding Needs FY22-2026*								
UZA	FY22	FY23	FY24	FY25	FY26	Pending	Total	Avg Annual
Large Urban	$ 1,713,774	$ 1,783,338	$ 1,077,338	$ 30,000	$ 800,000	$ 3,643,300	$ 9,047,750	$ 728,660
Small Urban	$ 162,360	$ 29,700	$ 29,700	$ -	$ -	$ 84,150	$ 305,910	$ 16,830
Total	$ 1,876,134	$ 1,813,038	$ 1,107,038	$ 30,000	$ 800,000	$ 3,727,450	$ 9,353,660	$ 745,490

Table 4.3 Funding Variances FY22-2026		
UZA	Total	Avg Annual
Large Urban	$ 3,549,250	$ 709,850
Small Urban	$ 3,332,090	$ 666,418
Total	$ 6,881,340	$ 1,376,268

* Investment years are estimated from staff input and useful life benchmarks and will be updated annually.

valleyregionaltransit

TOPIC	Local Cost Allocation Model
DATE	April 5, 2021
STAFF MEMBER	Jill Reyes

Summary

In 2018, Valley Regional Transit (VRT) staff identified the need to update the methodology in which local funding requests were proposed and tracked through the budgeting cycle. The VRT Executive Board requested staff explore the impacts of the proposed allocation model, including finding an equitable and transparent way to fund the transit system today and provide for growth with the expectation that this process might produce a template for a Memorandum of Understanding (MOU) between VRT and its funding partners. The model was presented to the Executive Board throughout its development for review and was subsequently adopted in February 2020 via RESOLUTION VEB20-002. The local cost allocation model (CAM) is used to develop funding requests and cooperative agreements with local funding partners.

Exhibit A. Local CAM Process Flow

The model allocates costs to funding partners in a three step process

I. **Identify Total Local Need**
   a. Aggregate budget by division and department
   b. Subtract projected federal revenues
   c. Subtract projected directly generated and auxiliary funds
   d. Identify remaining local revenue needed to cover expenses
II. **Categorize Costs**
   a. Categorize costs as General, Service, Capital, or Special Assessments. This will determine the cost sharing methodology
      i. Approximately 24% of regional overhead department costs (planning, IT, finance, marketing etc.) are intended to be funded through *General Assessments*
      ii. Approximately 76% of regional overhead departments are intended to be funded by *Service Assessments*
      iii. Approximatively 100% of fixed-route operations, preventive maintenance, and administration are intended to be funded through *Service Assessments*
      iv. Approximatively 100% of fixed-route operations, preventive maintenance, and administration are intended to be funded through *Capital Assessments*
      v. *Special Assessments* may be any contribution to fund an expense, project, or program that does not have or require a cost sharing method.
III. **Distribute Costs**
   a. *General Assessment* costs are distributed based on jurisdictions' share of the regional population for those partners with populations.
   b. *General Assessment* costs for partners without populations are calculated as a percent of the total General Assessment budget. The fixed percentage of

7.53% as determined by historical contributions is used. Members in this category share the costs equally unless otherwise noted.

c. *Service and Capital Assessment* costs are distributed by the share of services in operation. The costs of local routes are allocated to the local jurisdiction by the share of revenue miles within their jurisdiction. Additional rates, methodologies, or agreements may be made as needed to accommodate unique funding partners or services.
d. *Special Assessments* are negotiated for the individual projects and programs they are to fund and may be assessed of any partner.

Exhibit B. Example Funding Requests

The CAM uses the aggregate expenses of a preliminary budget to build funding requests and is therefore subject to change as budget assumptions evolve. Exhibit B shows an illustrative output of FY2022 funding requests pending the completion of preliminary budget development. Staff will engage partners at various milestones throughout the fiscal year to discuss the inputs and results of the CAM:

- Regional Transit Team Meetings, schedule varies
- Ad-hoc strategic and financial planning discussions, schedule varies
- Funding request letters delivered to staff and members, May - June
- Summary tables provided to the Board during preliminary and final budget adoption discussions, May-August
- Cooperative agreements prepared for signature, August- October

To facilitate transparency and coordination during the uncertainties of the COVID-19 pandemic VRT staff is meeting with local government staff May - April 2021 to establish revenue assumptions for VRT's FY2022 budget. These discussions allow staff to review the fair share of costs as determined by the CAM, discuss upcoming projects and impacts to the budget, and develop strategies to fund agency and partner priorities. VRT will continue to work with local governments to leverage available revenue sources to meet budget needs within the revenue assumptions they are operating under.

Staff Recommendation/Request

This item is for information only. Staff will use the local cost allocation model to prepare funding requests for FY2022.

Implication (policy and/or financial)

VRT staff uses the local CAM to assess impacts to local funding partners, project future revenue needs, and build transparency in the budgeting process. Should significant changes to the CAM be needed, staff will engage with the Executive board for review and comment.

Highlights

- July 2018 – A financial analysis was presented to the Board and a recommendation to update the local allocation model was adopted
- December 2019 – An example output of the new local allocation model using the FY2020 budget was provided to the Executive Board. Staff reviewed the findings and refined the methodology.
- February 2020 – The Executive Board adopted a resolution approving the use of the local cost allocation model in budget development.

More Information

Attachments:
Exhibit A. Local CAM Process Flow
Exhibit B. Example Funding Requests

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

Exhibit A. Local Cost Allocation Model Flow Chart

Illustrative FY2021 Budget & Request

	1 ADD then SUBTRACT		TOTAL LOCAL NEED	2 CATEGORIZE and			3 DISTRIBUTE		LOCAL REQUEST
	Expenses	Revenues*		General	Service	Capital	General	Service & Capital	
Regional Overhead	3.7 million	1.9 million	1.8 million	26%	74%	-	Share of Regional Population	Share of Revenue Mi.	$32,000
Services	12.7 million	5 million	7.7 million	-	100%	-			$128,000
Capital	4.6 million	4.2 million	400k	-	-	100%			$0

**Revenues include Special Allocations*

Exhibit B. Example Funding Requests

Illustrative FY2022 Budget Requests

FY22 Local Funding Requests	General Assessment	Service Assessment	Capital Assessment	Special Assessment	Totals
Local Revenue Sources					
Ada County	$ 31,697	$ 180,995	$ 3,812	$ -	$ 216,504
ACHD	$ 5,388	$ -	$ -	$ -	$ 5,388
Boise State University	$ 5,388	$ 129,102	$ 6,220	$ -	$ 140,710
College of Western Idaho	$ 5,388	$ 148,545	$ 5,549	$ -	$ 159,483
CCDC	$ 5,388	$ -	$ -	$ -	$ 5,388
City of Boise	$ 125,928	$ 7,845,649	$ 18,164	$ -	$ 7,989,741
City of Eagle	$ 17,967	$ 108,054	$ 133	$ 9,000	$ 135,154
City of Kuna	$ 14,371	$ -	$ -	$ 27,000	$ 41,371
City of Meridian	$ 66,662	$ 511,700	$ 5,894	$ 170,000	$ 754,257
City of Star	$ 6,985	$ -	$ -	$ -	$ 6,985
City of Garden City	$ 6,552	$ 295,724	$ 363	$ -	$ 302,640
Meridian Development Corp	$ 5,388	$ -	$ -	$ -	$ 5,388
TOTAL ADA COUNTY	$ 297,105	$ 9,219,770	$ 40,136	$ 206,000	$ 9,763,010
Canyon County	$ 27,167	$ 33,874	$ 1,527	$ -	$ 62,568
Canyon County Highway Distr	$ 1,548	$ -	$ -	$ -	$ 1,548
City of Caldwell	$ 33,235	$ 228,757	$ 8,483	$ -	$ 270,475
City of Greenleaf	$ 469	$ -	$ -	$ -	$ 469
City of Melba	$ 308	$ -	$ -	$ -	$ 308
City of Middleton	$ 5,431	$ -	$ -	$ -	$ 5,431
City of Nampa	$ 57,848	$ 452,664	$ 18,054	$ -	$ 528,565
City of Notus	$ 297	$ -	$ -	$ -	$ 297
City of Parma	$ 1,152	$ -	$ -	$ -	$ 1,152
City of Wilder	$ 954	$ -	$ -	$ -	$ 954
Golden Gate Highway District	$ 1,095	$ -	$ -	$ -	$ 1,095
Nampa Highway District #1	$ 1,786	$ -	$ -	$ -	$ 1,786
Notus/Parma Highway Distric	$ 960	$ -	$ -	$ -	$ 960
TOTAL CANYON COUNTY	$ 132,250	$ 715,295	$ 28,063	$ -	$ 875,607
TOTAL JURISDICTION REVENU	$ 429,354	$ 9,935,064	$ 68,198	$ 206,000	$ 10,638,617

valleyregionaltransit

TOPIC	Canyon County On-Demand Transit Update
DATE	March 29, 2021
STAFF MEMBER	Leslie Pedrosa

Summary
Revenue and ridership in Canyon County have not kept up with performance expectations. Attempts to adjust service levels and routes within the resources continue to lead to low quality services and poor system performance. Following an evaluation by the project team created with VRT staff and key Canyon County participants, the project team evaluated the on-demand service model.

The project team determined an on-demand transit service model had the highest probability of achieving the desired results for the services within the existing financial constraints. The on-demand service model is expected to show increased efficiencies, as well as ridership growth. With the new service model, VRT staff also expects to build new partnerships with ridership contracts and/or funding, due to the expanded service area.

If the on-demand service model is successful, it could become the model for on-demand transit within other VRT service area. To ensure success, metrics VRT staff is looking at include:

- Increase in boardings per hour
- Increased on-time performance
- Key destinations served
- Ridership growth outside service area previously covered by local fixed route
- Positive feedback from users

VRT Staff is working on promoting the on-demand service in the months to come with free ride vouchers being included with city utility mailings for Nampa and Caldwell. VRT is working on a bus wrap design that will be installed on three vehicles used in Canyon County to promote the service. Also, beginning March 15, passengers were able to take a ride, at no cost, to COVID-19 vaccination sites in Nampa and Caldwell.

VRT staff will continue to work with local funding partners to educate the public on the new service. The city staff at Nampa and Caldwell are waiting for the pandemic numbers to continue to decline so that they can book a trip and take a ride. VRT Staff will continue to work on building new partnerships with the expanded service area.

Majority of feedback from the users has been positive. Those compliments include more direct service, less time spent waiting at a bus stop and more locations to catch the bus. Complaints regarding the new service include poor routing, changing pick up location and not enough time to get there, and not always able to book a ride.

Users have experienced issues booking trips when buses are not in the area that they are requesting a trip from, if the wait time exceeds the threshold for waiting. Contractor staff has been able to send buses to the area of the requested trip to help and eliminate the problem.

Users had experienced problems booking a trip, based off of the account set up. VRT chose not to allow payment of a ride within the on-demand application. Directions within the application were not clear when a new user was setting up their profile, causing billing issues, which would not allow a user to book a ride. This issue has been resolved.

Customer service staff is not able to see landmarks on a map within the scheduling system, to assist with directing passengers to the exact location where the bus will pick them up. Telling someone “the northwest corner”, is not helpful, but telling them a specific business is. Via Mobility is working with VRT for a solution. In the meantime, VRT staff is utilizing Google maps to assist with the detailed information.

Included with this memo is the first quarter report for that was provided to the Canyon County project team. This report will continue to be provided to the project team quarterly. The table below provides information for January and February of 2021.

Top Operational Metrics	Jan-21	Feb-21
Total Rides Requested	2223	2627
Total Rides Accepted	1761	2033
Total Passengers	2038	3017
Revenue Hours Operated	695.74	713.52
Revenue Miles Operated	14700	15340
Boardings Per Hour	2.93	4.23
Service Metrics		
Total Rides Requested	2223	2627
Acceptance Rate (Proposals accepted/proposals offered)	92%	92%
Average Pick-up Wait Time (in minutes)	19	23
Average Walking Distance to Pick-up Location (in feet)	505	455
Average Ride Duration (in minutes)	17	18
Average Ride Distance (in miles)	6	6
Average Ride Rating 1 -5 Stars	4.8	4.9

Staff Recommendation/Request

This is an information item only.

Implication (policy and/or financial)

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

More Information

Attachments:
1st Quarter On-demand Transit Performance Report

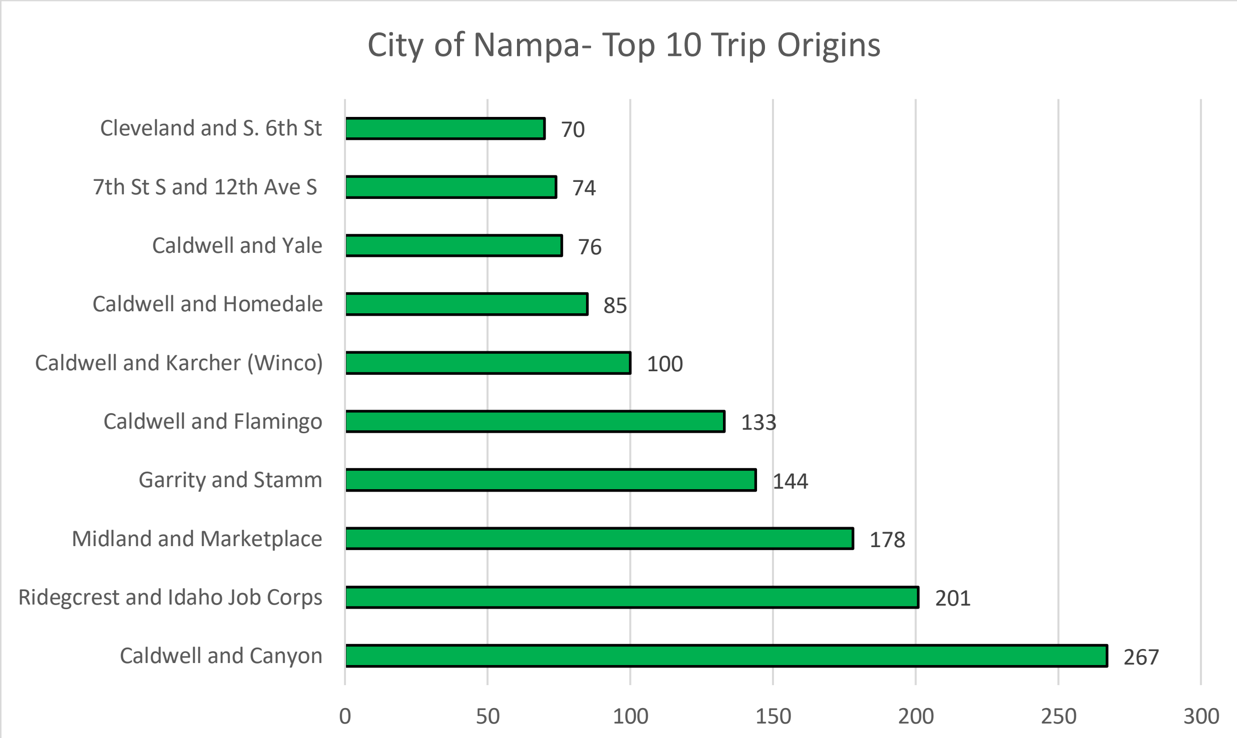
For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleyregionaltransit.org

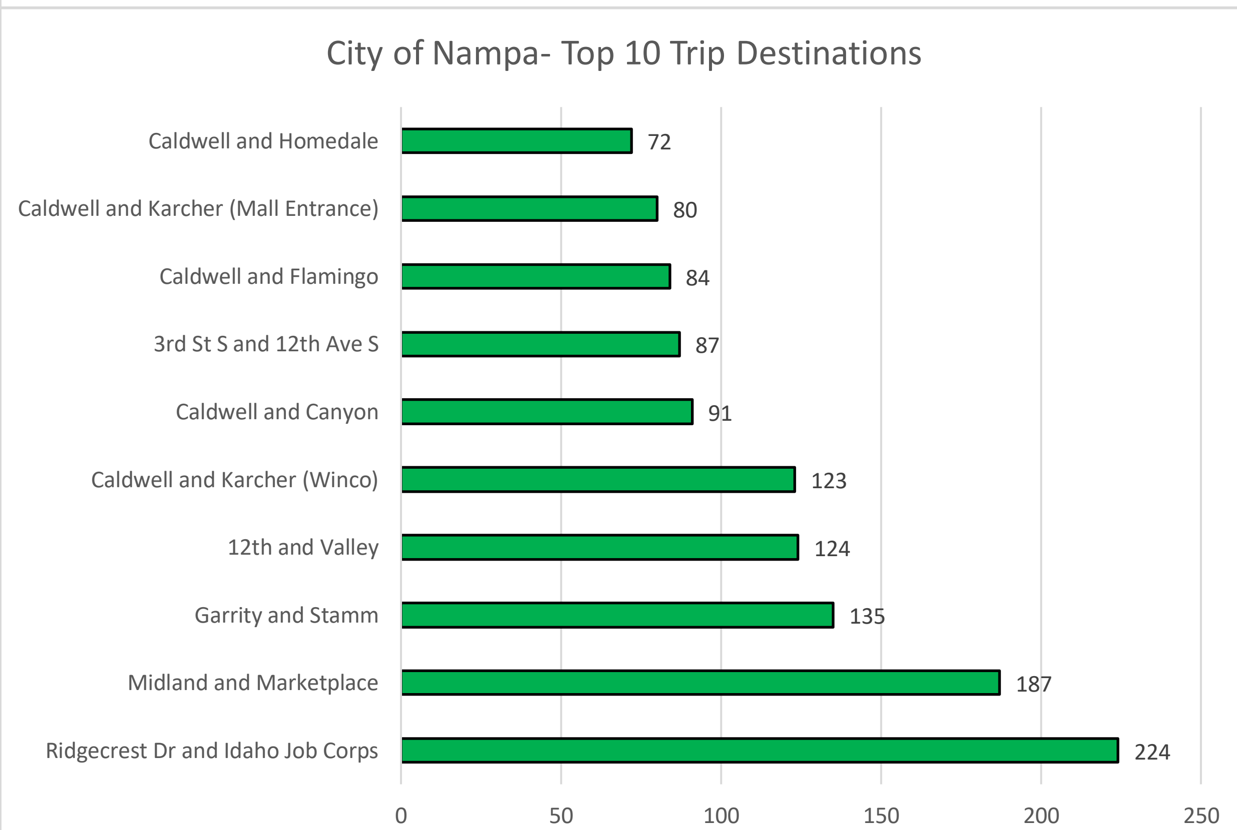
FY2021 1st Quarter On Demand - Operating Report

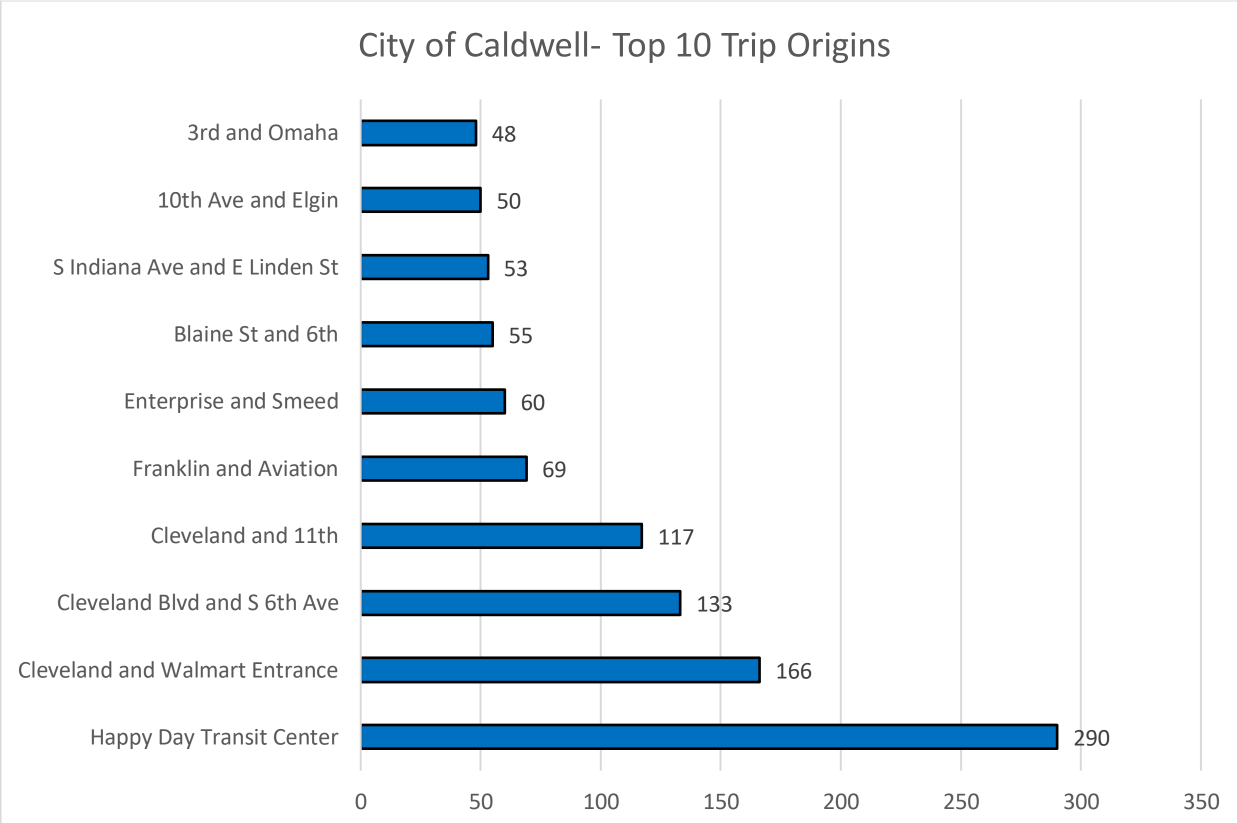
	Oct-20	Nov-20	Dec-20	Q1
Top Operational Metrics				
Total Rides Requested	2731	2046	2153	6930
Total Rides Accepted	1995	1614	1768	5377
Total Passengers	2430	1838	2057	6325
Revenue Hours Operated	721.13	661.13	749.37	2131.63
Revenue Miles Operated	14172	13141	14833	42145
Boardings Per Hour	3.37	2.78	2.74	2.97
Service Metrics				
Total Rides Requested	2731	2046	2153	6930
Acceptance Rate (Proposals accepted/proposals offered)	91%	92%	95%	93%
Average Pick-up Wait Time (in minutes)	19	19	18	19
Average Walking Distance to Pick-up Location (in feet)	510	493	492	498
Average Ride Duration (in minutes)	20	17	16	18
Average Ride Distance (in miles)	6	6	6	6
Average Ride Rating 1 -5 Stars	4.5	4.2	4.8	4.5
Ride Request Breakout	**2731**	**2046**	**2153**	**6930**
Requests Made Outside of Service Hours	86	35	44	165
Error with Booking Request	92	55	42	189
Seat Unavailable (Bus Not in Vicinity)	71	69	22	162
Offered Ride Not Accepted	287	136	119	542
Ride Cancelled/NoShow	200	137	158	495
Rides Accepted	1995	1614	1768	5377
Completion Rate (Requested Rides/Rides Not Booked)	73%	79%	82%	78%

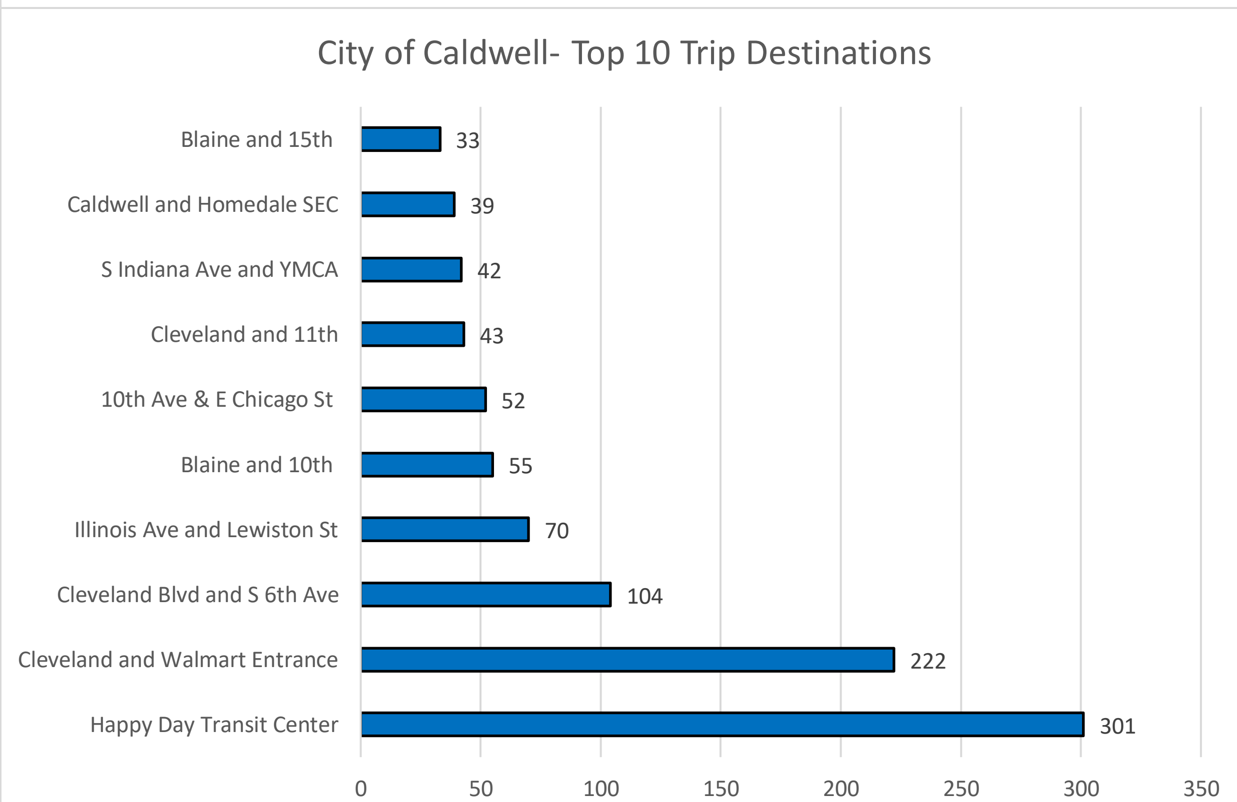
1st Quarter Comparison FY2021 to FY2020

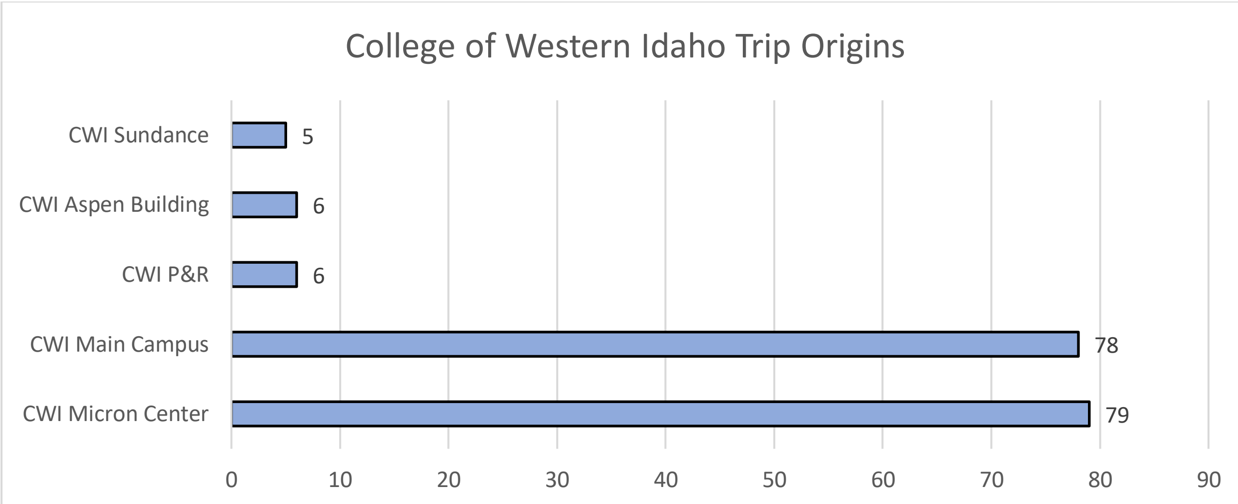
Top Operational Metrics	Oct-20	Oct-19	Nov-20	Nov-19	Dec-20	Dec-19	Q1 FY21	Q1 FY20	Variance
Total Passengers	2430	3887	1838	3302	2057	2853	6325	10042	-3717
Revenue Hours Operated	721	924	661	844	749	790	2131	2558	-427
Revenue Miles Operated	14172	14763	13141	13479	14833	12497	42145	40739	1406
Boardings Per Hour	3.37	4.21	2.78	3.91	2.74	3.61	2.97	3.93	-0.96

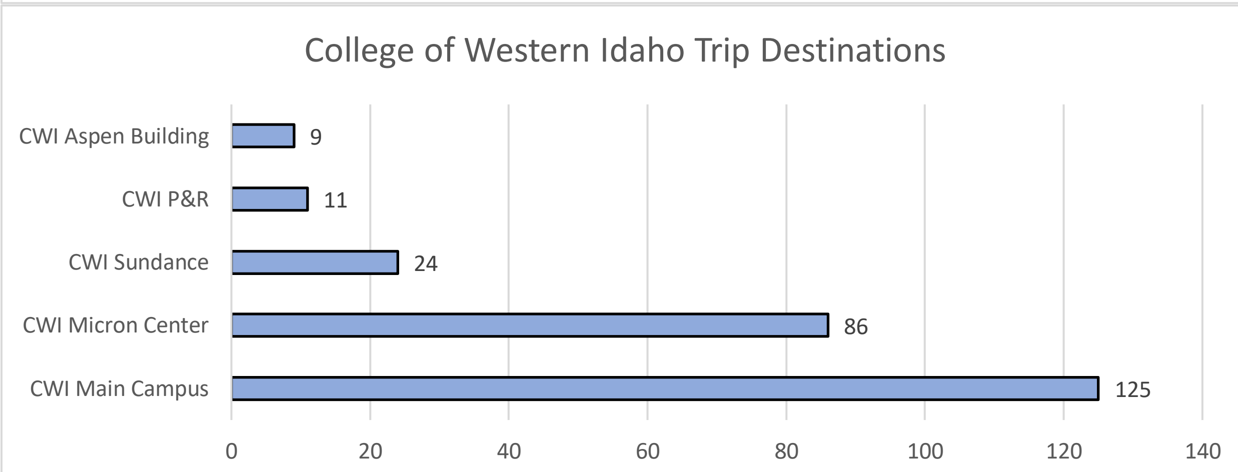

City of Nampa- Top 10 Trip Origins
Cleveland and S. 6th St
7th St S and 12th Ave S
Caldwell and Yale
Caldwell and Homedale
Caldwell and Karcher (Winco)
Caldwell and Flamingo
Garrity and Stamm
Midland and Marketplace
Ridgecrest and Idaho Job Corps
Caldwell and Canyon
70
74
76
85
100
133
144
178
201
267
0
50
100
150
200
250
300


City of Nampa- Top 10 Trip Destinations
Caldwell and Homedale
Caldwell and Karcher (Mall Entrance)
Caldwell and Flamingo
3rd St S and 12th Ave S
Caldwell and Canyon
Caldwell and Karcher (Winco)
12th and Valley
Garrity and Stamm
Midland and Marketplace
Ridgecrest Dr and Idaho Job Corps
72
80
84
87
91
123
124
135
187
224
0
50
100
150
200
250


City of Caldwell- Top 10 Trip Origins
3rd and Omaha
48
10th Ave and Elgin
50
S Indiana Ave and E Linden St
53
Blaine St and 6th
55
Enterprise and Smeed
60
Franklin and Aviation
69
Cleveland and 11th
117
Cleveland Blvd and S 6th Ave
133
Cleveland and Walmart Entrance
166
Happy Day Transit Center
290
0
50
100
150
200
250
300
350


City of Caldwell- Top 10 Trip Destinations
Blaine and 15th
33
Caldwell and Homedale SEC
39
S Indiana Ave and YMCA
42
Cleveland and 11th
43
10th Ave & E Chicago St
52
Blaine and 10th
55
Illinois Ave and Lewiston St
70
Cleveland Blvd and S 6th Ave
104
Cleveland and Walmart Entrance
222
Happy Day Transit Center
301
0
50
100
150
200
250
300
350


College of Western Idaho Trip Origins
CWI Sundance
5
CWI Aspen Building
6
CWI P&R
6
CWI Main Campus
78
CWI Micron Center
79
0
10
20
30
40
50
60
70
80
90


College of Western Idaho Trip Destinations
CWI Aspen Building
9
CWI P&R
11
CWI Sundance
24
CWI Micron Center
86
CWI Main Campus
125
0
20
40
60
80
100
120
140

Valley Regional Transit
FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
Regional Vanpool Study	Alissa Taysom	50,000	Mar-21	Executive Director
Digital Civic Engagement Platform	Kelli Badesheim	45,000	Mar-21	Executive Director
Insurance Products and Services	Jason Jedry	90,000	Mar-21	Executive Board
On-Call Marketing Support	Dave Fotsch	800,000	Mar-21	Board of Directors
MSS Office Space Rebuild	Joe Guenther	25,000	Mar-21	Executive Director
Uniforms Ada/Canyon County	Ronnette Garcia	92,000	Mar-21	Executive Board
COVID-19 Mode Choice Research	Kaite Justice	25,000	Apr-21	Executive Director
Integrated Mobility Planning and Research	Kaite Justice	150,000	Apr-21	Executive Board
Service Truck with Utility Bed	Leslie Pedrosa	72,000	Apr-21	Executive Board
Demand Response Scheduling Software (regional)	Leslie Pedrosa	500,000	May-21	Board of Directors
Fixed route CAD/AVL Software (regional)	Leslie Pedrosa	1,000,000	May-21	Board of Directors
On-Call HVAC Services	Joe Guenther		May-21	
Fire Extinguishers	Leslie Pedrosa	20,000	May-21	Executive Director
Bus Stop Construction (Ada County)	Joe Guenther	180,000	Jun-21	Executive Board
Happy Day Transit Center Improvement	Joe Guenther	1,434,000	Jul-21	Board of Directors
Rider/Non Rider Survey	Stephen Hunt	75,000	Aug-21	Executive Board
On-demand transit software Ada County	Leslie Pedrosa	250,000	Aug-21	Board of Directors

Executive Board Approval Levels: $50,000 - $199,999
VRT Board of Directors Approval Levels: $200,000 and over Updated 3-3-2021

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

COVID-19 and Next Phase Resiliency Activities

The third round of recovery funding passed by Congress on March 8, and signed into law by President Biden. The act, called the American Rescue Plan Act (ARPA), means additional funding to public transportation systems, including Valley Regional Transit. As with the first round of CARES funding, the recovery dollars should prioritize maintaining existing services. Capital projects are eligible as long as there have been no furloughs or lay-offs due to COVID-related service cuts.

The Valley Regional Transit (VRT) Executive Board adopted guidance in June 2020 for programming recovery allocations to VRT through the Resiliency Action Plan. The guidance prioritizes direct response, resiliency projects, and strategic direction initiatives in that order of priority. These funds to date are serving the intended purpose by allowing VRT to maintain existing services and build the necessary capacity and technical tools to respond to this emergency and any future disruptions more effectively. We are awaiting the federal guidance documents on the specific allocations for VRT's two urbanized areas. The preliminary numbers I saw a few weeks ago indicate an additional $1.9M in the large urban area, and $1.2M in the small urban area.

Staff is completing the third round of strategic direction meetings with an emphasis on establishing revenue assumptions for the upcoming fiscal year. The Board adopted priorities at 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. As I mentioned in my March report, 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. These priorities establish a more solid foundation for VRT to grow services in the future.

Preparing for Possible Congressional Earmarks

There is discussion and development around a framework for the allocation of competitive federal transit funding through congressional earmarks. This was the practice in the early to mid-2000s. VRT was the recipient of both annually appropriated earmarks, and reauthorization earmarks. There is no guarantee Congress will adopt this approach, but VRT wants to be prepared either way. Most of these projects must be “shovel-ready” and meet the environmental requirements before being eligible. VRT will prioritize projects that meet that requirement. In addition, the projects need to be in the Transportation Improvement Program (TIP). I am working with COMPASS to ensure we have the TIP requirement met, which includes the projects being fiscally constrained. This will be a more detailed topic of discussion at the VRT Board meeting.

Building Reporting Capacity

In December 2020, I presented an action plan to the VRT Executive Board to make process improvements on VRT's reporting capacity. This project began in 2018 with the support of a planning consultant to document the data flow and processes within VRT, and to address gaps and challenges to achieving the outcomes of more data driven decision-making, and more trust and transparency for our financial partners and the public.

VRT will reach a major milestone in this effort over the next few months when we are able to acquire a new fixed-route and demand response scheduling and dispatching system. VRT acquired our current scheduling and dispatching system in 2010. In addition, to this new system, VRT will also see a major overhaul in our Business Intelligence system. The current system has been the foundation of VRT's financial and operation data flows since 2003. We have been able to expedite these important acquisitions because of the CARES funding VRT received in 2020.

FY2022 Budget Development

We are in full budget development mode as we prepare for the Board to adopt a new budget in August 2021. VRT staff is working from a new calendar to better show the relationship between service planning, service implementation and the annual budgeting process. The process of adopting cooperative agreements, developing revenue requests, and finalizing expense and revenue budgets is more labor intensive than in the most recent years because of the adoption of the local cost allocation methodology, the disruption due to COVID-19, and the addition of federal relief dollars. These federal relief dollars allows VRT to optimize our federal funding. We have really appreciated the time the local jurisdiction staff throughout the region have committed to walking through this challenging process with us.

Canyon County Collaboration

In March, the VRT Executive Board approved up to $200,000 CARES funds from the small urban area to be allocated to the Rides 2 Wellness expansion in Nampa and Caldwell, and a new cross-sector collaboration in Nampa and Caldwell to bridge the gap between and connections between mobility, housing, jobs, education, and health. An important element to this work is a digital community engagement platform VRT is in the process of acquiring. This will allow for a robust, cross-sector, integrated data collection tool that will open the door for VRT to hear from all sectors of the communities about the needs and gaps we have in serving those needs. VRT is also planning to deploy this digital engagement tool in other parts of the region over the next 12 months to help us better understand and plan for the needs of our region.

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	March 29, 2021
STAFF MEMEBER	Stephen Hunt

Summary
Valley Regional Transit (VRT) 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. Staff has applied the Regional Planning and Prioritization workshop discussions to the FY2022 budget development calendar.

Goal 2 – Increase Ridership and Revenue

- **Marketing –** Development staff continues to work with marketing staff and the public to increase awareness of changes that began in October of 2020 including the increased service levels on routes 2, 3, 7, 9 and the extension of route 9 to Eagle.
- **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 is almost complete. Concrete infrastructure is complete. Pavement and striping around the charging infrastructure will be completed this week. Final inspections are ongoing with city of Boise and handoff to Proterra is expected on time. 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 arrived and will be installed in spring 2020. Cathodic protection upgrades addressed in 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. Staff is working with Jacobs to identify constraints and clear project area for environmental with FTA. 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**
  Operations at MSS have been thankfully uneventful; disruptions and vandalism have been down. Minor repairs have been ongoing to replace ceiling panels damaged by leaks from above and from other tenants. The ramp heating will be turned off within a month as spring approaches. Drive aisles and sidewalks were pressure washed to remove winter grime. Office space reclamation is anticipated in late spring FY2021.

- **Bus Stops**
  Five projects are currently underway to address bus stop infrastructure. Staff is working on two corridor studies and three construction projects.

  1- FY2021 general bus stop construction and purchases are being requested from the Executive Board at the March meeting. 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 as well as fixing ADA issues and replacing obsolete infrastructure. 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.

2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from CCDC.
3- Staff is scoping safety improvements for the State Street corridor and those projects left out of the FY2020 bus stop construction project for funding reasons. This project is to address known deficiencies in access to and from bus stops; the project will be dependent on funding and approval.
4- FY2022 projects are being developed and will be resultant of the Fairview Best in Class Study to identify changes in operations and infrastructure needed to improve this corridor
5- The State Street corridor operational analysis study is underway with consultant negotiations on scope and fee. This study will address where improvements will be required to improve vehicle/bus interactions and measures, which can be taken to improve service issues.

Regional Corridor Planning

- **State Street Corridor Projects**
  The State Street Alternative Analysis completed its supplemental public outreach to the refugee and neighbors in the community along State Street. We are working to complete the Alternative Analysis this spring.

  Development staff and Kelli are finalizing the scope and fee 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
  - 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

valleyregionaltransit

TOPIC	Operations Department Staff Report
DATE	March 26, 2021
STAFF MEMBER	Leslie Pedrosa

Summary
Status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations for the months of 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 started mid-February, but has had very little use. The service was suspended in early March. The service was available to their employees in Boise, Nampa and Caldwell. This new service was expected to grow to provide transportation services to 22 employees. Staff will continue to work with Packers Sanitation Services, Inc. to find a working solution to make the service a success.

VRT staff finalized what service will look like to provide transportation from the Meridian service area to the Veterans 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. Current Rides2Wellness service providers will be providing these rides. Currently Meridian residence have limited options for transportation to the Veterans Hospital in Boise. The draft plan was presented to the Meridian City Council in February. Additional information was provided to the Council and approved in March. VRT staff is working to get this needed service in place in April 2021.

VRT staff met with the Building Accessible Capacity work group in February and March. This new work group will take over where the Access to Independence project left off in 2019. The original 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. The work group will continue to meet monthly and will work closely with the Regional Advisory Council to ensure the new service design meets the needs of all users. As the project progresses, it will be brought back to the Board.

VRT staff submitted the annual National Transit Database report. Working through revisions to have reported completed as soon as possible.

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, which include allowing for exceptions if needed. On February 2, the state of Idaho moved to Stage 3 of the Idaho Rebounds Plan, where the state still remains.

As of February 15, the first four battery electric buses are in the production at Proterra's production plant, located in City of Industry California. These 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 installed and waiting for buses to arrive to begin the testing phase.

Highlights:

Contracted Transportation

Canyon County had no preventable accidents since last report

- Intercounty on-time performance 81%
- ACCESS on-time performance 90%
- January On-demand service performance
    - 75% on-time performance; staff is still not confident with the reporting and they continue to work with Via Mobility
- Working with VRT for planned service changes in May and October

Ada County had no preventable accidents since last report

- Fixed-route on-time performance 83%
- ACCESS on-time performance 96%
- Four replacement ACCESS buses have been decommissioned and are ready to go to auction
- Working with VRT for planned service changes in May and October

Specialized Transportation

- Submitted preliminary budgets for FY22
- There are no changes to any services or COVID19 cleaning protocols for the following services:
    - Parma Senior Center
    - Metro Community Transportation
    - Interfaith Sanctuary
    - Volunteer Driver
    - Lyft Transit Connections
    - VRT Late Night
    - Supportive Housing and Innovative Partnerships (SHIP)
    - Kuna Senior Center

- Calvary Church has not resumed services

- Meridian Senior Center has begun to open up for some activities but require that reservations are made. Members can now attend lunch at the center, with social distancing in place. Masks are required at all times.
- Eagle Senior Center will open up to all members on April 1 with extra COVID precautions in place.
- Harvest Transit continues to see ridership increase. To accommodate this increase, new drivers are being trained.
- Rides to Wellness has begun to see a slight increase in ridership.

<u>Information Technology and Intelligent Transportation Systems</u>

- Staff resolved 157 support requests from 172 submitted
- Completed software demonstrations from six vendors for a fixed route software system replacement
- Staff continues to monitor and resolve issues of newly launched 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
- Submitted preliminary budgets for FY22
- Working with internal departments to standardize reports

<u>Compliance</u>

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
- Transit employees are now able to begin receiving the vaccine
- Changed cleaning protocols at transit centers that follow guidelines in March
- Distributed face coverings to allow VRT to require face coverings for passengers
- Held first safety meeting as required in the Public Transportation Agency Safety Plan. Worked with IT department to implement an employee reporting page, but no hazards have been reported to date
- Have begun scoring rolling stock and equipment for TAM
- Working with the Public Transportation Provider Group to finalize edits to the current TAM plan

<u>Customer Service Support</u>

- Customer service handled 2,496 of 2,560 phone calls for information, with 64 calls abandoned. The average call time was 2 minute, 27 seconds and the average hold time was 18 seconds
- Reservationist handled 743 of 765 phone calls to change or schedule a ride, with 19 calls abandoned. The average call time was 3 minutes, 33 seconds and the average hold time was 10 seconds
- On-demand handled 760 of 800 phone calls to schedule a ride, with 40 calls abandoned. The average call time was 2 minutes, 5 seconds and the average hold time was 24 seconds

- February mobile ticket sales totaled $3,264.50
- A new service provider was added for the Ada County Rides2Wellness program and upcoming service to the Veterans Hospital in Boise
- Submitted preliminary budgets for FY22

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	April 5, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

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

Highlights
Budget/Finance
- Eide Bailly presented the FY2020 audited financial statements to the Executive Board on March 1.
- First quarter reports were presented to the Executive Board on March 1.
- Finance staff continue to prepare for the FTA triennial review/audit.
- 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 coordinated the introduction of the new human resource consultants to VRT staff.
- Finance is assisting with FY2022 budget planning.

Grant Management
- Grants and Compliance Administrator is working on the following:
    - FTA grant applications
    - Active Grant revisions/amendments
    - Subrecipient Agreements for FY2021
    - Subrecipient Reviews
    - Triennial Review

Procurement
- Procurement and Contracts Specialist is working on:
    - Integrated Fare Payment System contract
    - State Street Corridor Transit Operational Analysis contract
    - Regional Van Pool Study
    - Digital Civic Engagement Platform
    - Insurance Products and Services
    - On-Call Marketing Support
    - Uniforms Ada/Canyon County
    - Contract extensions

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

valleyregionaltransit

TOPIC	Community Projects/Outreach Efforts Update
DATE	March 16, 2021
STAFF MEMBER	Mark Carnopis

Summary

This memo provides updates on current and future community outreach efforts, including those related to the Valley Regional Transit (VRT) Strategic Plan goals.

Highlights

- In April, a draft of internal procedure(s) to ensure public accessibility to outreach materials (e.g. surveys, website, and brochures) for those with physical and visual limitations will be presented to the Regional Advisory Council for review and comments.
- The public records policy is being updated to include a section on records retention. Several other policies are being reviewed to determine whether updates are necessary.
- Work continues on development of a marketing campaign for the current on-demand service in Nampa/Caldwell with Stoltz Marketing. Elements of the campaign include utility bill inserts and a wrapped bus.
- Riders First campaign resources/collateral also continue to be developed. The campaign is designed to modify and improve internal (primarily) and external focus and culture to better lead public transportation initiatives in the Treasure Valley. We will roll out the campaign in early May.
- Outreach materials for the planned expansion of Rides 2 Wellness into Canyon County are almost complete. These resources include flow charts for both OnDemand and Rides 2 Wellness medical staff can use to explain the new service to clients. The new service is expected to begin operation in April 2021.
- Work continues on completing updates on our new website.

More Information

Attachments: None

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

TOPIC	Corporate Sponsorship and Underwriting Department
DATE	April 5, 2021
STAFF MEMBER	Jason Russell

Summary

Valley Regional Transit - Underwriting Division			
	FY 20	FY 21	FY 22
Target Revenue:	$435,835	$528,246	$600,000
Actual Contracted Revenue:	$461,133	$517,177	$167,888
% of Target Revenue:	106%	98%*	28%*

*As of 3/16/21

Advertising contracts won in second quarter

- DaVita Kidney Care
- Intermountain Gas
- Comprehensive Cancer Control of Idaho
- Drug Overdose Prevention
- Women, Infant, Child (WIC)
- HIV, STD and Hepatitis Prevention

Idaho Safe Places

The Underwriting Division is working with the Idaho Youth Ranch to educate the community about the Safe Places program in Idaho. The Idaho Youth Ranch is bringing the national program to Idaho so children and teens in crisis can go to approved, safe locations for help.

This partnership may include:

- Purchased advertising space.
- Safe Place designation for VRT buses and transit centers.
- Training Valley Regional Transit (VRT) staff to recognize and assist youth in crisis and using VRT.

Public Art creative process

Valley Regional Transit and Boise City Department of Arts & History have partnered once again to bring Art in Transit to the community.

- Artwork by local artists whose will be featured on transit shelters throughout the city.
- Businesses and organizations will be invited to support the project through sponsorships.

City Go!

City Go and Underwriting share target customers. The two divisions are working together to develop attractive advertising and commuter services packages to market to Boise businesses and organizations.

ACCESS Fleet
Healthcare industry advertisers have recognized that VRT's ACCESS service can deliver their message to the door of their audience. DaVita Kidney Care, Birthright of Boise and Hepatitis C Prevention be featured on ACCESS vehicles this spring.

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

valleyregionaltransit

TOPIC	BikeShare, Programs and Marketing Update
DATE	March 17, 2021
STAFF MEMBER	Dave Fotsch

Summary
A summary of the activities staff have been working on in Navigation, Safe Routes to School, BikeShare and Marketing can be found below.

Staff Recommendation/Request
Information only

Implication (policy and/or financial)
Information only

Highlights
Safe Routes to School (SR2S)
- Schools are beginning to reopen, so bike rodeo season has begun. May will be especially busy. Currently on the schedule are Shadow Hills, Galileo, and Maple Grove elementary schools.
- The Whitney Bike Club starts March 31, 2021.
- SR2S continues to work with the Boise Bicycle Project for bike fix-it nights around the valley.
- Bike to School Day is May 5, 2021. SR2S will be involved with schools all over offering incentives.
- SR2S will be involved in a bike rodeo at the Children's Museum in Meridian on May 15.
- Bike camps are scheduled with the West YMCA in July.
- Program employees continue to develop online educational materials, including videos on biking and walking safety.
- Staff has also been teaching in Driver's Education classes as time allows.
- Program staff has rehabilitated 55 bikes salvaged by Republic Services. The bikes will eventually go to children in need throughout the valley.

Navigation
- Valley Regional Transit (VRT) hired Kyle Lenhart-Wees as its new Mobility Navigator. Kyle started work on February 1, 2021.
- The biggest outreach of the Navigation area has been with COVID-19 vaccination providers in Canyon County. VRT is providing free rides using VRT OnDemand to and from the 10 vaccination sites.
- Navigator has also been doing outreach to Community School activists and organizers.
- Will soon begin outreach to the Avimore community

Marketing
The marketing department has been working 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.

- *On-Call Marketing Request for Proposal* (RFP) – VRT issued an RFP on March 10, 2021 requesting proposals from qualified marketing firms to provide a variety of marketing services to the agency.
- *Rebranding* – Staff is developing a plan to rebrand buses and other assets from ValleyRide to Valley Regional Transit.
- *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 campaign kicked off on March 15, 2021.
- *Integrated Fare App* – The contract for the integrated fare app has been signed. VRT is coordinating with City Go and Stoltz to develop a big marketing campaign to introduce the public to the app and all it does. Most materials will be developed over the next few months with the campaign expected to launch in the summer.
- *New Website* – The new valleyregionaltransit.org website launched quietly on Monday, January 18, 2021. Few problems have been reported.
- *Safe Travels, Treasure Valley* – The campaign strives to assure the public that riding shared transportation is safe. Through an every-other-week newsletter we and our partner agencies 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.
- *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.
- *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.

Bike Share
We are now retooling our efforts at recruiting corporate sponsorship to target a spring of 2022 launch. The lead time necessary to order the bikes, have them manufactured and delivered would put us in a late summer or early fall launch.

On March 15, 2021 we launched an online auction to sell the remaining GreenBikes and other equipment no longer needed by the bike-share program. The auction will wrap up on March 28, 2021. The goal of the auction was to try and raise $10,000.

The only other issue left unresolved is the fate of the Boise GreenBike shop on 34th Street in Garden City. VRT is leasing the building for $2,300/month and paying utility costs. The location is good and it will be hard to find another shop this close to the center of the service area, especially at this price. The lease comes up for renewal at the end of August, 2021. We expect there to be an increase in the monthly lease expenses, though we don't how much it will be. The area around the shop in Garden City is set to begin developing over the next couple of years. The landlord has fielded a lot of calls from other entities interested in leasing the property. The owners are not interested in selling.VRT has decided to defer trying to re-launch bike-share this year.

More Information

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

TOPIC	City Go Report
DATE	April 5, 2021
STAFF MEMBER	Kaite Justice

Summary
This memo provides a status update of activities related to the downtown mobility collaborative, City Go.

Highlights
- In March, we brought on Bittercreek and Diablo and Sons as new City Go members.
- In March, we signed a new pass program contract with Bittercreek and Diablo and Sons to provide free access to Valley Regional Transit (VRT) buses for their employees.
- City Go held two virtual discussion events in March.
  - "Return to Work"
    - Event description: Join City Go for a virtual discussion on all things parking, transportation, and returning to the office. A lot has changed downtown over the last year and we want to discuss challenges, concerns, solutions, and sustainability as we navigate work and commuting post-COVID.
    - 21 attendees including Clearwater Analytics, St. Luke's, and Ada County
  - "Service Industry Transportation"
    - Event description: The service industry has unique commuting needs, and transportation and parking challenges that are often not well addressed. Join City Go for a virtual discussion on employee transportation challenges, service industry needs, and the changing landscape of travel and parking due to COVID-19. We will also discuss potential solutions and how we can better serve food and service workers in downtown Boise.
    - 13 attendees including Boise Centre, Mad Swede Brewing, Bacon, and Grove Hotel
- City Go launched their expanded steering committee with new partners. New partners include St. Luke's Health System, Ada County, Sales and Marketing Heuristics, Desman and Associates, ULI Idaho, and Downtown Boise Association.
- City Go completed the templates for their employer transportation benefits videos. City Go completed videos for St. Luke's and Ada County. Staff will continue to produce videos for all members throughout April.
- City Go reached out to 83 businesses in March and held seven introductory meetings.
- City Go has been working to build out a digital employer toolkit for promoting sustainable transportation options downtown. The toolkit will launch in April and include videos, flyers, social media posts, how-tos for each mode, and more.

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