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Executive Board Meeting Agenda

Monday, April 05, 2021
11:00 AM

The meeting will be held via Microsoft Teams Meetings at:

https://www.valleyregionaltransit.org/ExBoard4_5_2021

or by phone at 469-965-2358 (audio only) Conference ID: 883 619 5#

See note below*

I. CALLING OF THE ROLL — Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

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

IV. CONSENT AGENDA

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

A. **ACTION: Minutes of the March 1, 2021 Executive Board Meeting** ⊖ Pages 5-7

The Executive Board is asked to consider approving the minutes of the March 1 meeting.

B. **ACTION: Minutes from February 16, 2021 Regional Advisory Council Meeting** ⊖ Pages 8-9

The Executive Board is asked to accept the minutes of the February 16, 2021 Regional Advisory Council meeting.

C. **ACTION: FY2021 1st Quarter Operating Cash Balance Report** ⊖ Pages 10-11

Attached is the Operating Cash Balance Report for the first quarter of FY2021. The report was presented to the Executive Board as an information item at the March 1, 2021 meeting. The Executive Board is asked to review and consider approving the report.

D. **ACTION: FY2021 1st Quarter Budget Reports** ⊖ Pages 12-25

Attached are the FY2021 1st Quarter Budget Reports. The reports were presented to the Executive Board as an information item at the March 1, 2021 meeting. The Executive Board is asked to review and consider approving the reports.

E. **ACTION: New Regional Advisory Council Member** ⊖ Page 26

The Executive Board is asked to consider approving Deeann Sollis as the newest member to the Regional Advisory Council.

V. FINANCE COMMITTEE - None

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: FY2021 - FY2027 Transportation Improvement Program Amendment - State Street Corridor ϴ — Page 27-30 — Kelli Badesheim

The Executive Board is asked to consider approval of Resolution VEB21-005 Recommending approval of the FY2021 through FY2027 TIP to include the State Street corridor transit enhancements.

B. ACTION: Uniforms for Ada County and Canyon County Locations ϴ — Pages 31-34 — Leslie Pedrosa

The Executive Board is asked to consider approving RESOLUTION VEB21-004 and Authorization for Expenditure for uniforms for Ada County and Canyon County locations.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION - FY2022 Capital Investment Prioritization ϴ — Page 35-45 — Jill Reyes

Staff has provided the Board an overview of project and funding data used in project prioritization and capital budget development.

B. INFORMATION: Local Cost Allocation Model ϴ — Page 46-50 — Jill Reyes

Staff has provided a summary, process chart and example output of the local cost allocation model that will be used in the development of funding requests for FY2022.

C. INFORMATION: Rebranding April 2021 ϴ — Pages 51-52 — Dave Fotsch

This is an information item to discuss the possibility of retiring the ValleyRide brand and consolidating all service names under Valley Regional Transit.

D. INFORMATION: Bike-Share Status Update - April 2021 ϴ — Pages 53-54 — Dave Fotsch

The attached memo provides an update on status of VRT's bike-share program.

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

ϴ = Attachment
Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:
May 3, 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)*

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.

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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.

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Regional Advisory Council Minutes

Tuesday, February 16, 2021
9:00 AM

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

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order at 9:00 a.m. 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: Regional Advisory Council Minutes from January 19, 2021 Meeting
Jeremy Maxand moved to approve the minutes of the January 19, 2021 meeting as presented; Terri Lindenberg seconded. The motion passed unanimously.

ACTION ITEMS
ACTION: Canyon County Rides 2 Wellness Update
Kelli Badesheim asked the RAC to provide an advisory recommendation to the VRT Executive Board to allocate funding for the first year of the Rides 2 Wellness expansion in Canyon County. Leslie Pedrosa presented an update on the implementation for Rides 2 Wellness Canyon County expansion.

Following discussion, Jeremy Maxand moved to provide an advisory recommendation to the VRT Executive Board to allocate CARES funding for the first year of Rides 2 Wellness expansion in Canyon County, not to exceed $200K; Mary Beth Nutting seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: COMPASS High-Capacity Transit Survey

Rachel Haukkala, from COMPASS, previewed the COMPASS High-Capacity Transit Survey and shared how "high-capacity" transit could fit within the larger transportation system and ValleyConnect 2.0, what type of options are being considered, and how survey responses will be used.

INFORMATION: COMPASS Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)

Rachel Haukkala continued discussions on the Coordinated Plan. She led the discussion with the RAC to build the foundation for this project. The goal is to identify customers, desired outcomes, and success measures for this plan.

INFORMATION: Transportation Development Plan Update

Stephen Hunt provided an update on the Executive Board workshops and discussed the role of the Regional Advisory Council in the development of the Transportation Development Plan (TDP) and other planning processes.

INFORMATION: ACHD Integrated 5-Year Work Program Prioritization

Stephen Hunt discussed the invitation from ACHD to participate in their prioritization process and present a draft list for discussion.

INFORMATION: FY2021 Bus Stop Improvements

Joe Guenther provided an update on proposed FY2021 improvements, including ADA improvements, amenities, Boise Neighborhood Investment Grant projects, and CCDC Fairview and Main transit islands.

INFORMATION: Neighborhood Based Coordination Committee Update

Due to time constraints, Mary Beth Nutting requested this item be moved to next month's agenda for a more in-depth discussion.

INFORMATION: Canyon County On-Demand Transit Update

Due to time constraints, Leslie Pedrosa will present an update on the on-demand transit in Canyon County at next month's meeting that will cover both months.

INFORMATION: Topics for Discussion

Walter Steed reminded RAC members to keep topics in mind for future meetings.

INFORMATION: Department/Staff Reports

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

ADJOURNMENT – Jeremy Maxand moved to adjourn the meeting; Susan Bradley seconded. The meeting was adjourned at 11:06 a.m.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
March 16, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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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 is asked to 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

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 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.

<u>Expenses</u>
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)

<u>Revenues</u>
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.

<u>Expenses</u>
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)

Revenues

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.

Expenses

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)

Revenues

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)

Revenues

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.

Expenses

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.

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Regional Advisory Council Application

Name: Deeann Sollis

Organization: Idaho Commission for the Blind and Visually Impaired

Job Title within that organization: Instructor for the Blind

Date: March 3, 2021

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

I have worked with the Idaho Commission for the Blind for over 5 years. Many of my clients ustilize the Valley Ride Transporation system and we discuss their transportation issues on a weekly basis. I persoinally use the fixed line and Access system as my main source of transportation.

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

Blind and visually impaired individuals as well as seniors.

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

I have gained a professional and personal opinion and understanding of the fixed line and Access systems. I beleive that I have a professional obligation to advocate for these individuals.

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

There are several issues actually. Some are that we need to provide appropriate transportation throughout the Treasure Valley. Another is transportation being timely and prompt as they advertise. Fixed line drivers need to call out stops. Ensuring things are accessible for riders to know and utilize information. These are just to name a few.

valleyregionaltransit

TOPIC	FY2021 – 2027 TIP Amendment
DATE	March 22, 2021
STAFF MEMBER	Kelli Badesheim

Summary

On March 11, Valley Regional Transit (VRT) received notification from a national group advocating for small urban and rural transit systems capital funding about a proposed framework for reinstituting earmarks in lieu of competitive Federal Transit Administration grant applications. Prior to 2010, VRT received a portion of our federal transit funding through both annual appropriations earmarks (approximately $1M annually), and larger earmarks in the multi-year transportation reauthorization bill ($12M for Main Street Station). After 2010, FTA allocated these funds through competitive funding applications under the program title, Bus and Bus Facilities. VRT received funding for specific projects under these programs in the amount of $3M for electric buses in FY2020 and $2.4M for Orchard Facility Improvements in FY2021.

The future of earmarks is still uncertain. To date the House appropriations chair and the House member responsible for chairing the authorization bill have both developed a framework for earmarking transit projects. In both of those frameworks, the requesting sponsor for the earmark must demonstrate the project meets environmental requirements for funding, and the projects are in the metropolitan planning transportation improvement program (commonly called the TIP).

The City of Boise identified a priority to support projects on State Street Corridor for the $6.131M of their local funding made available after covering service operations with CARES funding in FY2021. VRT staff initiated a project charter with City of Boise staff to determine the best path forward to optimize the local dollars by securing federal competitive grants.

The most prudent approach is to ensure VRT is ready to request funding regardless of how Congress resolves the earmark v. competitive grant process. The first step is to ensure the initial local and federal investments identified by staff are in the FY2021 - 2027 TIP. The VRT Board will prioritize and program for specific processes through the budget.

Staff Recommendation/Request

Staff recommends approval of RESOLUTION VBD21-020 Recommending COMPASS approve the FY2021 – FY2027 TIP Amendment adding projects for State Street transit corridor infrastructure.

Implication (policy and/or financial)

The request maintains the requirement of fiscal constraint since VRT is programming federal formula funds the first year, with the remaining year showing the balance of the local funds City of Boise has identified for these improvements. In addition, the project provides a path to optimize the local investment as earmark and/or grant opportunities come about over the next several months.

Highlights

- City of Boise requested VRT plan for projects in State Street Corridor aligned with the region's vision of State Street as a designated transit corridor
- VRT developed a project charter to complete the State Street Investment strategy
- Congressional appropriations and authorization committee chairs issued framework for earmarking federal transit funding

More Information

Attachments:
VBD21-2020 State Street Corridor Transportation Improvement Program Amendment

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

VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

RESOLUTION VEB21-005

Recommended Amendment to the FY2021 – FY2027 Transportation Improvement Program

BY THE BOARD OF VALLEY REGIONAL TRANSIT RECOMMENDING AN AMENDMENT TO THE CURRENT TRANSPORTATION IMPROVEMENT PROGRAM (TIP), ADDING TRANSIT PROJECTS FOR THE STATE STREET CORRIDOR

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 City of Boise identified a priority, and secured local match to support transit facilities and other enhancements to support improved transit on the State Street corridor; and

WHEREAS. VRT is seeking federal funding to leverage local investments on the State Street Corridor; and

WHEREAS, federal regulations require all federally funded transit projects to be approved in the metropolitan and state transportation improvement programs; and

WHEREAS, the Valley Regional Transit Board delegated the authority to the Executive Board to recommend amendments to the Transportation Improvement Program to COMPASS; 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 EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Executive Board of Valley Regional Transit authorize staff to recommend an amendment to the FY2021 – FY2027 TIP to include federal and local funding for transit improvements in the State Street Corridor.

Section 2. That the Executive Board of Valley Regional Transit authorizes the Executive Director to forward their recommendation for the amendment to the TIP to the COMPASS Board in advance of their April 19, 2021 meeting.

Section 3. That this RESOLUTION VEB21-005 shall be in full force and effective immediately upon its adoption by the Executive Board of Valley Regional Transit and its approval by the Board Chair.

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

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

ATTEST: APPROVED:

__________________________ ________________________________

EXECUTIVE ASSISTANT CHAIR

EXECUTIVE BOARD RESOLUTION

Purchase of Uniforms for Valleyride Operations in Ada and Canyon County – Career Uniforms

RESOLUTION VEB21-004

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH CAREER UNIFORMS FOR THE PURCHASE OF UNIFORMS FOR VALLEYRIDE OPERATIONS IN ADA AND 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, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity, has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Valley Regional Transit contracts the operation of Valleyride fixed-route and ACCESS complementary paratransit services; and

WHEREAS, the contractors for Valley Regional Transit require all drivers and supervisors to wear a company provided uniform; and

WHEREAS, Valley Regional Transit purchases driver and supervisor uniforms that have branded logos and colors to help brand our business by providing a professional business image that attracts and helps retain customers; and

WHEREAS, the contractors for Valley Regional Transit will purchase uniforms based upon each year's current fiscal year operating budget for these expenses; 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 § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit Pursuant to Chapter 21, Title 40; and

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

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

Section 1. That the Executive Board authorizes the award of RFQ 2021-04-05 to Career Uniforms. The length of the agreement will not exceed four years and will not exceed $100,000.

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

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

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

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

ATTEST:	**APPROVED:**
______________________________	____
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

VEB21-004

valleyregionaltransit

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION:	TOTAL COST:
Uniforms at Ada and Canyon County Locations	Not to exceed $100,000

PURPOSE/ACTION:
Valley Regional Transit is in need of a contract to purchase driver and supervisor uniforms for contractors employees at Ada and Canyon County locations.

SCOPE OF WORK:
Contractors for Valleyride fixed-route and ACCESS complementary paratransit services in Ada and Canyon counties require all drivers and supervisors to wear a company uniform in compliance with company policy. Provided uniforms include shirts, pants, shorts, hats, jackets, sweaters and belts.

DISCUSSION:
Contractors for Valleyride fixed-route and ACCESS complementary paratransit services in Ada and Canyon counties require that work attire complement an environment that reflects an efficient, orderly and professionally operated organization. Wearing the Valley Regional Transit branded logos and colors help brand our business by providing a professional business image that attracts and helps retain customers.

ALTERNATIVES:
Failure to provide new or replacement uniforms would violate contractor company policy. It could also reflect a negative image that may not attract customers.

FISCAL IMPACT:
Total cost for this service will not exceed $100,000 over the four year contract term. The costs for this service will continue to be included in the proper fiscal year operating budget. The expenses for fiscal year 2021 was included in Resolution VBD20-014, which was approved by the Board of Directors on August 3, 2020. The costs associated with this service for future years will continue to be submitted with the annual operations budget.

RECOMMENDATION/JUSTIFICATION:
Valley Regional Transit staff followed federal procurement guidelines and VRT's policy for procuring services and Career Uniforms was determined to be the vendor with the best value ad price.

FINAL SELECTION OF PROJECT:
VRT staff recommends that the Executive Board approve **Resolution VEB21-004** *for the purchase of uniforms at Ada and Canyon County locations to Career Uniforms services not to exceed $100,000 over the next four years.*

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

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	VBD21-004

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.

<u>Information Technology and Systems</u>
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.

<u>Other Project Lists</u>
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

<u>FY 2022 Available Funding</u>
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

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

**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

TOPIC	Rebranding
DATE	March 29, 2021
STAFF MEMBER	Dave Fotsch

Summary

In order to alleviate any kind of confusion within our community and the public, staff would like to consolidate its branding, retire the ValleyRide brand and replace it with Valley Regional Transit branding.

Staff Recommendation/Request

This is an information item only. Staff will bring this back to the Executive Board as an action item at a future meeting.

Implication (policy and/or financial)

Total anticipated cost over Fiscal Years 2021 and 2022 - $59,000

Highlights

The Valley Regional Transit brand promise is to "Connect more people to more places more often."

Valley Regional Transit is committed to being the organization that supports people on whatever their commuting journey is…being THE trusted brand in public transportation in the valley.

To continue building that brand trust and eliminate the brand confusion that exists in our community around public transportation, Stoltz Marketing Group, our ad agency of record, is recommending we retire ValleyRide as a brand and name within our organization, and move forward with Valley Regional Transit (or more casually, VRT) as the primary brand name for our bus system.

There is no better time than now for this shift in our brand. We will soon have new electric buses. We just launched a completely new website.

The conversation started with electric buses. It has grown to include rebranding the current fleet, the uniforms worn by operators and supervisors, building signage, the signs at bus stops, and other collateral used by the agency, like route brochures. We are recommending the rebranding take place in phases over the next two years.

Phase One – FY 2021

Branding for the new electric buses is built into the production costs. By the end of the year, there could be as many as 12 electric buses. No additional costs.

Large CNG buses

There are 55 buses in this category. The most prominent branding is on the CNG tanks on top of each bus. ValleyRide would be changed to ValleyRegionalTransit.org. The phone number would be changed to include the area code. Window decals, one on each side of the bus, would be changed.

Cutaways
There are 20 cutaways in this category. We would change the window decals on both sides of the bus.

ACCESS
There are 20 vehicles in this category. We would change the window decals on both sides of the bus. Cost estimates for this change-over for large CNG, cutaways and ACCESS buses ranges from $25,000 - $35,000.

Happy Day Transit Center
Remove the ValleyRide and GoRide signs from the front of the building. Install Valley Regional Transit sign. Cost estimate - $8,000

Phase Two – FY 2022

Bus stop sign blades
The development department is currently working on a plan to update the kind and display of information on bus stop signs. The study should be completed by the end of FY 2021. This present an opportunity to also update the branding on the signs from ValleyRide to Valley Regional Transit. Cost estimate - $16,000

Operator uniforms
All operators and supervisors are given a clothing allowance of $250/year. Starting in FY 2022 we can require that allowance be used on uniforms branded as Valley Regional Transit as we phase out the old uniforms. Cost estimate - $37,500 – no additional cost to the operating budget

Business cards, route brochures, fare media, business cards, stationary, etc.
Phased in as supplies need to be replenished. Cost estimate – no additional costs

Total Estimated cost of rebranding
FY 2021 - $43,000
FY 2022 - $16,000

More Information

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

TOPIC	Bike-Share Status Report
DATE	March 17, 2021
STAFF MEMBER	Dave Fotsch

Summary

VRT staff have decided to abandon plans to reinstitute a bike-share program in the City of Boise in 2021.

Reasons for the decision:

- Unable to secure corporate support
- Timing isn't right
- Will target a Spring of 2022 launch

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Virtually zeroes out the bike-share budget for FY 2022

Highlights

Valley Regional Transit made the decision at the end of February to abandon plans to launch a new bike-share system in 2020. The reasons for the decision are pretty simple. We have been unsuccessful in recruiting new corporate sponsors for the program, even though we've been working on it for over a year. Our partner in the new bike-share program, Drop Mobility, has been flexible on the terms for acquiring the bikes and sharing revenue. We looked at several scenarios to try and bring bike-share back to Boise, including reducing the number of bikes from 300 to 150. All options involved a significant amount of money we haven't been able to raise.

The minimum amount of time required to order the bikes and get them ready to deploy is 150 days. Had we been able to order the bikes in February, we could expect to launch in August. That would have left about two good months of ridership before the seasonal decline started in October. We didn't think it wise to pursue that course of action.

We are now retooling our efforts at recruiting corporate sponsorship to target a spring of 2022 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.

More Information

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