Table of Contents

Executive Board Meeting Agenda

Monday, June 07, 2021

11:00 AM

The meeting will be held via Microsoft Teams Meetings at:
https://www.valleyregionaltransit.org/ExBoardJune2021
or by phone at 469-965-2358 (audio only) Conference ID: 503 447 649#
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 from the May 3, 2021 Executive Board Meeting** ϴ — Pages 6-8

The Executive Board is asked to consider approval of the minutes from the May 3, 2021 Executive Board meeting.

B. **ACTION: Minutes from the April 20, 2021 Regional Advisory Council Meeting** ϴ — Pages 9-11

The Executive Board is asked to consider accepting the minutes from the April 20, 2021 Regional Advisory Council Meeting.

C. **ACTION: Regional Advisory Council New Member - Susan Manika** ϴ — Page 12

The Board is asked to consider approving Susan Manika as the newest member to the Regional Advisory Council.

D. **ACTION: FY2022 through FY2026 Recommended Transportation Improvement Program (TIP) for Public Transportation Projects** ϴ — Pages 13-18

The Executive Board will consider adopting Resolution VEB21-011 approving the FY2022 through FY2026 Recommended Transportation Improvement Program for Public Transportation, and directing the Executive Director to submit the recommended TIP to COMPASS for their consideration.

V. FINANCE COMMITTEE

A. **ACTION: FY2021 2nd Quarter Variance Report** ϴ — Pages 19-31 — Jason Jedry

The Executive Board is asked to review and consider approving the FY2021 2nd Quarter variance report.

B. **ACTION: FY2021 2nd Quarter Operating Cash Balance Report** ϴ — Pages 32-33 — Jason Jedry

The Executive Board is asked to review and consider accepting the FY2021 2nd quarter operating cash balance report.

C. INFORMATION: FY2022 Budget Revenue Assumptions, Capital and Subrecipients ϴ
Pages 34-44 Kelli Badesheim

This item is for information only. Staff will present a draft preliminary budget for discussion. The Executive Board will consider a final draft in July to be forwarded for consideration to the VRT Board in August 2021.

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: On-Call Marketing Support ϴ — Pages 45-52 — Dave Fotsch

Valley Regional Transit seeks to establish a Professional Services Agreement with Stoltz Marketing Group to provide on-call marketing services. The Executive Board is asked to consider approval of RESOLUTION VEB21-012 Stoltz On-Call Marketing and the corresponding Authorization for Expenditure.

B. ACTION: FY2022 TAM Targets ϴ — Pages 53-55 — Leslie Pedrosa

The Executive Board is asked to consider recommending for approval the FY2022 TAM Targets to the VRT Board.

C. ACTION: Insurance Products and Services ϴ — Pages 56-58 — Jason Jedry

The Executive Board is asked to consider approving RESOLUTION VEB21-010 and Authorization for Expenditure for Insurance Products and Services.

D. ACTION: Fiscal Year 2021 Second Quarter Performance Report ϴ — Pages 59-63 — Leslie Pedrosa

Staff requests the Executive Board consider accepting the performance report for the first quarter of fiscal year 2021 to the Board of Directors.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Draft Transit Asset Management Plan Review ϴ — Pages 64-72 — Dave Meredith

Staff will review proposed revisions to the Transit Asset Management Plan with the Executive Board. The redline version of the full TAM Plan is available at the following weblink: https://www.valleyregionaltransit.org/wp-content/uploads/2021/05/Draft-TamPlanUpdate_Redline.pdf

B. INFORMATION: Procurement Calendar ϴ — Page 73 — Jason Jedry

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

C. INFORMATION: Department/Staff Reports ϴ — Pages 74-91 — Staff

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

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

ϴ = Attachment
Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:
July 12, 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.

valleyregionaltransit

Executive Board Meeting Minutes

Monday, May 03, 2021
11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Joe Stear, City of Kuna	Kelli Badesheim, VRT
Luke Cavener, City of Meridian	Garret Nancolas, 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		Gregg Eisenberg, First Transit
David Lincoln, ACCHD		Dave Fotsch, VRT
Lantz McGinnis-Brown, Boise State		Karen Gallagher, City of Boise
Lauren McLean, City of Boise		Tessa Greggor
		Joe Guenther, VRT
		Jim Hansen, ACHD
		Rachel Haukkala, COMPASS
		Ryan Head, ACHD
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Kaite Justice, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Wayne Rysavy, VRT
		Susanna Smith
		Walter Steed, RAC
		Alissa Taysom, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order with a quorum present by phone and in person at 11:03.

AGENDA ADDITIONS/CHANGES – Agenda Item V-A, Cash flow reserve and maintenance reserve plan was moved to an information item from an action item.

PUBLIC COMMENTS – Ken Pidjeon asked the Executive Board to defer an action on Resolution VEB21-006, the Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Intelligent Transportation System, as he did not think the process for procurement was followed correctly.

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

ACTION: Minutes of the April 5, 2021 Executive Board Meeting

ACTION: Minutes from the March 16, 2021 Regional Advisory Council

Joe Bechtel moved to approve the Consent Agenda as presented; Debbie Kling seconded. The motion passed unanimously.

FINANCE COMMITTEE

~~ACTION~~: Cash Flow Reserve and Maintenance Reserve Plan (This item was changed from an action item to an information item (Item V-A))

Jason Jedry presented a plan to achieve the required cash flow reserve and the recommended maintenance reserve. This will come back to the Board in August or October.

INFORMATION: Budget Work Shop - Preliminary FY2022 Expenses

Kelli Badesheim reviewed the FY2022 Budget assumptions and projected expenses. The revenues and capital, and subrecipient expenses will be further reviewed at the June 2021 Executive Board meeting.

ACTION ITEMS

ACTION: FY2021 Bus Stops Improvements

Joe Guenther presented the plan for FY2021 bus stop improvements. Following discussion, John Evans moved to approve RESOLUTION VEB21-003 and AUTHORIZATION FOR EXPENDITURE for FY2021 for bus stop amenities purchase and construction of bus stops with low TAMS scores or require ADA improvements; Debbie Kling seconded. The motion passed unanimously. *(Following the meeting, the resolution number was updated to VEB21-009 due to a clerical error in numbering and a message was sent to all executive board members notifying them of the change.)*

ACTION: Bus Stop Typology Study

Alissa Taysom presented information regarding the need for a bus stop typology study to the Executive Board. Following discussion, Debbie Kling moved to approve RESOLUTION VEB21-007 and AUTHORIZATION FOR EXPENDITURE for the Bus Stop Typology Study; Sandi Levi seconded. The motion passed unanimously.

ACTION: Regional Vanpool Study

Alissa Taysom presented information regarding the need for a regional vanpool study. Following discussion, John Bechtel moved to approve RESOLUTION VEB21-008 for the Regional Vanpool Study; John Evans seconded. The motion passed unanimously.

ACTION: Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Intelligent Transportation System

Jason Jedry presented information on the Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Intelligent Transportation System. Following discussion, Elaine Clegg moved to approve RESOLUTION VEB21-006 and Authorization for Expenditure with ETA Transit Systems for a Computer Aided Dispatch/Automatic Vehicle Location Intelligent Transportation System; Lauren McLean seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Service Change Update

Alissa Taysom presented an update on upcoming service changes to the Executive Board.

INFORMATION: Procurement Calendar

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

INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION - None

ADJOURNMENT – Debbie Kling moved to adjourn the meeting, Lauren McLean seconded. The meeting was adjourned at 12:25 p.m.

NEXT VRT EXECUTIVE BOARD MEETING:
June 7, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

Regional Advisory Council Notes

Tuesday, April 20, 2021
9:00 AM

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

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order with a quorum present by phone and in person at 9:00 a.m., Tuesday, April 20, 2021.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA
ACTION: Minutes of the March 16, 2021 Regional Advisory Council Meeting
Jeremy Maxand moved to approve the consent agenda as presented; Randy Johnson seconded. The motion passed unanimously.

ACTION ITEMS - None

INFORMATION ITEMS
INFORMATION: Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan)
Rachel Haukkala, with COMPASS, presented an update on the Coordinated Plan. Lengthy discussion followed with numerous suggestions to deletions and additions to the 2014 plan. The plan will be brought back to the RAC for further discussion and review.

INFORMATION: Review of Regional Advisory Council Handbook - Bylaws, Practices and Procedures
Walter Steed presented updates and possible changes to the RAC handbook, which includes the Bylaws and Practices and Procedures. Special attention was called to the section on member's absences. The revised Handbook will be brought back to the RAC at the May meeting for discussion and adoption.

INFORMATION: Building Accessible Capacity
Leslie Pedrosa provided an update on the Building Accessible Capacity work group.

INFORMATION: Overview of Nonprofit Bus Pass Program
Leslie and Stephen presented an overview of Valley Regional Transit nonprofit bus pass program.

INFORMATION: Regional Pass Program Update
Eric Selekof provided an update to the Regional Advisory Council regarding the Regional Pass Program.

INFORMATION: Service Change Updates
Alissa Taysom provided an update on coming services changes to the Regional Advisory Council.

INFORMATION: Canyon County Rides 2 Wellness Update
Leslie Pedrosa presented an update on the Canyon County Rides 2 Wellness expansion.

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

INFORMATION: Best in Class Shelter Design Selection
Joe Guenther provided a presentation on the selection of bus stop shelter designs for Best in Class Corridors, discussion on location, and renditions from the FY2021 Fairview and Main corridor project.

INFORMATION: Neighborhood Based Coordination Committee Updated
Mary Beth Nutting provided an update on the Neighborhood Based Coordination Committee. She is looking for suggestions on persons who should take part in the summer walk and talks. It was suggested she send all members an email with the criteria and request suggestions be emailed back to her.

INFORMATION: Topics for Discussion
Members of the Regional Advisory Council were encouraged to bring up topics they would like to be considered for future agendas.

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 at 11:03. Samantha Kinney seconded. The motion passed unanimously.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
May 18, 2021
VRT Boardroom (Meeting will be done virtually)
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

Regional Advisory Council Application

Name: Susan Manika

Organization: Idaho Office for Refugees

Job Title within that organization: Community Advisor Coordinator

Date: 05/12/21

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

I have worked as an interpreter and Community Health Advisor In Boise for the past ten years. In that time, I have interacted with immigrants and refugees needing various services ranging from housing assistance application, application for SNAP, MedicAid, social security income, job applications, to setting up Medicaid transportation and obtaining bus passes, to name a few. My current position entails

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

Immigrants and refugess from various countries

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

By bringing a different perspective to transportation difficulties experienced by refugees and immigrants.

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

I believe that to be an increase in the frequency in which the bus goes around and also increasing bus routes.In addition, the bus doesn't run at night and Sundays, that is a problem to many who work grave yard and night shift and weekends. More people are moving to Meridian ad Nampa because of the housing cost and shortage in Boise and there's no public transportation accessibility in many places.

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

valleyregionaltransit

TOPIC	Transportation Improvement Program (TIP)
DATE	June 7, 2021
STAFF MEMBER	Randy Reese, Grants and Compliance Administrator

Summary

Valley Regional Transit Board of Directors is the governing body in the region with "exclusive jurisdiction" over publicly funded transportation (Idaho Code § 40-2109(1), and responsible for programming federal formula funding in the cases where VRT is the designated recipient. These funds support capital and operations in both the large and small urban areas. In January 2020, the VRT Board authorized the Executive Board to review and approve annual updates and amendments to the Transportation Improvement Program (TIP). This process is routine and has deadlines for submittal to COMPASS, which align with the federal funding cycles.

Staff is currently developing a five-year programming document called the Transportation Development Plan (TDP). The TDP will define federal and local transit investments for the region and form the foundation for VRT's annual budget. The TIP establishes control totals for programming both federally funded and regionally significant projects in the region. Over the last several years, the federal allocations for fixed-route and paratransit operational expenses and mobility management supports have remained flat while expenses have been increasing based on inflation and increases in service and program levels. This has led to a higher percentage of operating costs being covered by local sources which are very limited.

VRT balances the TIP to the funding allocations identified in the federal transportation authorization bill for the formula programs under Section 5307 and Section 5339. As costs for maintenance and operations increases in the Section 5307 formula program, we have had to balance to the control total by decreasing the amount available for capital. The control totals will be adjusted when Congress passes the next reauthorization of the surface transportation bill later this year.

VRT staff is also recommending adding a project for fixed-route operations in the large urban area. This will make space to provide funding support to fixed-route operations including Boise State shuttle services. This allows Boise State to free up local funding they can use for capital needs that partially support transit services on campus. Having a category for fixed-route operations in the large urban area provides a mechanism for VRT to optimize federal and local funds as we work through our strategic direction approach and address economic uncertainty related to the pandemic and our region's economic recovery. $500,000 of CARES small urban funding has also been added for capital.

This document will be submitted to COMPASS for their consideration in the adoption of the annual regional TIP. Spending trends will be evaluated each year and adjustments made to the baseline federal allocations to ensure they reflect changes in expense trends.

Staff Recommendation/Request

Staff recommends the Executive Board consider approving the FY2022 through FY2026 Recommended Transportation Improvement Program for Public Transportation Projects, and Resolution VEB21-011. Per Resolution VBD20-004, the proposed recommended TIP submitted to COMPASS will be on the August 2021 VRT Board agenda for ratification by the VRT Board of Directors.

Attachments

VRT FY2022 – FY2026 Recommended Transportation Improvement Program

For detailed information contact: Randy Reese, Grants and Compliance Administrator, 208-258-2795, rreese@valleyregionaltransit.org

2022-2026 VRT TIP

5307 LU - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19041	Specialized Transporation Operations	50/50	$ 707,000	$ 707,000	$ 1,414,000	$ 707,000	$ 707,000	$ 1,414,000	$ 707,000	$ 707,000	$ 1,414,000	$ 707,000	$ 707,000	$ 1,414,000	$ 707,000	$ 707,000	$ 1,414,000
	Fixed Route Operations	50/50															
19137	Preventive Maintenance	80/20	$ 1,845,893	$ 461,473	$ 2,307,366	$ 2,894,325	$ 723,581	$ 3,617,906	$ 2,943,968	$ 735,992	$ 3,679,960	$ 2,935,932	$ 733,983	$ 3,669,915	$ 2,910,672	$ 727,668	$ 3,638,340
	Demand Response	80/20															
18854	Program Support Admin	80/20	$ 938,239	$ 234,560	$ 1,172,799	$ 961,695	$ 240,424	$ 1,202,119	$ 985,737	$ 246,434	$ 1,232,171	$ 1,010,380	$ 252,595	$ 1,262,975	$ 1,035,640	$ 258,910	$ 1,294,550
	Short Range Transit Planning	80/20															
	Mobility Management Implementatio	80/20															
18788	Transit Capital	80/20	$ 212,180	$ 53,045	$ 265,225	$ 140,292	$ 35,073	$ 175,365	$ 66,607	$ 16,652	$ 83,259	$ 50,000	$ 12,500	$ 62,500	$ 50,000	$ 12,500	$ 62,500
5307 LU - VRT			**$ 3,703,312**	**$ 1,456,078**	**$ 5,159,390**	**$ 4,703,312**	**$ 1,706,078**	**$ 6,409,390**	**$ 4,703,312**	**$ 1,706,078**	**$ 6,409,390**	**$ 4,703,312**	**$ 1,706,078**	**$ 6,409,390**	**$ 4,703,312**	**$ 1,706,078**	**$ 6,409,390**

5307 LU - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
23178	State Street/Transit Capital	80/20	$ 1,000,000	$ 250,000	$ 1,250,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23179	State Street/Transit Capital																
5307 LU - VRT			**$ 1,000,000**	**$ 250,000**	**$ 1,250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

5307 SU - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
18786	Specialized Transporation Operations	50/50	$ 880,525	$ 880,525	$ 1,761,050	$ 898,488	$ 898,488	$ 1,796,976	$ 916,900	$ 916,900	$ 1,833,801	$ 935,773	$ 935,773	$ 1,871,546	$ 955,117	$ 955,117	$ 1,910,234
	Fixed Route Operations	50/50															
18914	Preventive Maintenance	80/20	$ 440,750	$ 110,188	$ 550,938	$ 451,769	$ 112,942	$ 564,711	$ 341,162	$ 85,290	$ 426,452	$ 349,691	$ 87,423	$ 437,113	$ 486,505	$ 121,626	$ 608,132
	Demand Response	80/20															
18842	Program Support Admin	80/20	$ 855,105	$ 213,776	$ 1,068,882	$ 876,033	$ 219,008	$ 1,095,041	$ 898,395	$ 224,599	$ 1,122,994	$ 920,854	$ 230,214	$ 1,151,068	$ 943,876	$ 235,969	$ 1,179,845
	Short Range Transit Planning	80/20															
	Mobility Management Implementatio	80/20															
18781	Transit Capital	80/20	$ 297,551	$ 74,388	$ 371,939	$ 237,641	$ 59,410	$ 297,051	$ 307,474	$ 76,869	$ 384,343	$ 257,614	$ 64,404	$ 322,018	$ 78,433	$ 19,608	$ 98,041
5307 SU - VRT			**$ 2,473,931**	**$ 1,278,877**	**$ 3,752,808**	**$ 2,463,931**	**$ 1,289,849**	**$ 3,753,780**	**$ 2,463,931**	**$ 1,303,658**	**$ 3,767,589**	**$ 2,463,932**	**$ 1,317,813**	**$ 3,781,745**	**$ 2,463,931**	**$ 1,332,321**	**$ 3,796,252**

5307 SU - VRT/Treasure Valley Transit

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
TBD	Beyond ADA Operating Assistance	50/50	$ 140,000	$ 140,000	$ 280,000	$ 150,000	$ 150,000	$ 300,000	$ 150,000	$ 150,000	$ 300,000	$ 150,000	$ 150,000	$ 300,000	$ 150,000	$ 150,000	$ 300,000
5307 SU - VRT			**$ 140,000**	**$ 140,000**	**$ 280,000**	**$ 150,000**	**$ 150,000**	**$ 300,000**	**$ 150,000**	**$ 150,000**	**$ 300,000**	**$ 150,000**	**$ 150,000**	**$ 300,000**	**$ 150,000**	**$ 150,000**	**$ 300,000**

CARES 5307 SU - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
	Transit Capital	0	$ 500,000		$ 500,000	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ 500,000	**$ -**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

5339 LU TIP - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19122	Transit Capital	80/20	$ 555,122	$ 138,781	$ 693,903	$ 555,122	$ 138,781	$ 693,903	$ 555,122	$ 138,781	$ 693,903	$ 555,122	$ 138,781	$ 693,903	$ 555,122	$ 138,781	$ 693,903
5339 LU TIP - VRT			**$ 555,122**	**$ 138,781**	**$ 693,903**	**$ 555,122**	**$ 138,781**	**$ 693,903**	**$ 555,122**	**$ 138,781**	**$ 693,903**	**$ 555,122**	**$ 138,781**	**$ 693,903**	**$ 555,122**	**$ 138,781**	**$ 693,903**

5339 SU TIP - ITD/VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
20136a	Transit Capital	80/20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

5310 LU - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
	Acquisiton of Service	80/20	$ 312,662	$ 78,166	$ 390,828	$ 312,662	$ 78,166	$ 390,828	$ 312,662	$ 78,166	$ 390,828	$ 312,662	$ 78,166	$ 390,828	$ 312,662	$ 78,166	$ 390,828
			$ 312,662	**$ 78,166**	**$ 390,828**	**$ 312,662**	**$ 78,166**	**$ 390,828**	**$ 312,662**	**$ 78,166**	**$ 390,828**	**$ 312,662**	**$ 78,166**	**$ 390,828**	**$ 312,662**	**$ 78,166**	**$ 390,828**

5310 SU TIP - ITD/VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19464a	Acquisiton of Service	80/20	$ 258,000	$ 64,500	$ 322,500	$ 258,000	$ 64,500	$ 322,500	$ 258,000	$ 64,500	$ 322,500	$ 258,000	$ 64,500	$ 322,500	$ 258,000	$ 64,500	$ 322,500
			$ 258,000	**$ 64,500**	**$ 322,500**	**$ 258,000**	**$ 64,500**	**$ 322,500**	**$ 258,000**	**$ 64,500**	**$ 322,500**	**$ 258,000**	**$ 64,500**	**$ 322,500**	**$ 258,000**	**$ 64,500**	**$ 322,500**

5310 Rural - ITD/VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19464d	Acquisiton of Service	80/20	$ 15,750	$ 3,938	$ 19,688	$ 15,750	$ 3,938	$ 19,688	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ 15,750	**$ 3,938**	**$ 19,688**	**$ 15,750**	**$ 3,938**	**$ 19,688**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CRSSA LU -ITD/ VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
	Transit Capital	92.66:7.34	$ 2,360,977	$ 187,023	$ 2,548,000	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ 2,360,977	**$ 187,023**	**$ 2,548,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

STBG LU - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
19763	Transit Capital Asset Replacement	92.66:7.34	$ 490,171	$ 38,829	$ 529,000	$ 1,392,000	$ 110,266	$ 1,502,266	$ 1,363,000	$ 107,969	$ 1,470,969	$ 1,335,000	$ 105,751	$ 1,440,751	$ 1,335,000	$ 105,751	$ 1,440,751
		Key Number	19763			19950			20659			21903			19763		
			$ 490,171	**$ 38,829**	**$ 529,000**	**$ 1,392,000**	**$ 110,266**	**$ 1,502,266**	**$ 1,363,000**	**$ 107,969**	**$ 1,470,969**	**$ 1,335,000**	**$ 105,751**	**$ 1,440,751**	**$ 1,335,000**	**$ 105,751**	**$ 1,440,751**

STBG SU TIP - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
Various	Transit Capital Asset Replacement	92.66:7.34	$ 245,150	$ 19,419	$ 264,569	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Key Number	19763														
			$ 245,150	**$ 19,419**	**$ 264,569**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

TAP TMA - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
Various	Safe Routes to School - Ada County	92.66:7.34	$ 159,375	$ 12,625	$ 172,000	$ 155,669	$ 12,331	$ 168,000	$ 180,227	$ 14,277	$ 194,504	$ 180,227	$ 14,277	$ 194,504	$ 184,000	$ 14,575	$ 198,575
		Key Number	20545						21910								
			$ 159,375	**$ 12,625**	**$ 172,000**	**$ 155,669**	**$ 12,331**	**$ 168,000**	**$ 180,227**	**$ 14,277**	**$ 194,504**	**$ 180,227**	**$ 14,277**	**$ 194,504**	**$ 184,000**	**$ 14,575**	**$ 198,575**

TAP U - VRT

			2022			2023			2024			2025			2026		
Key Number	Project	Match Ratio	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount	Federal	Local	TIP Total Amount
22031	Safe Routes to School Canyon County	92.66:7.34	$ 60,000	$ 4,753	$ 64,753	$ 60,000	$ 4,753	$ 64,753	$ 60,000	$ 4,753	$ 64,753	$ 60,000	$ 4,753	$ 64,753	$ 60,000	$ 4,753	$ 64,753
		Key Number															
			$ 60,000	**$ 4,753**	**$ 64,753**	**$ 60,000**	**$ 4,753**	**$ 64,753**	**$ 60,000**	**$ 4,753**	**$ 64,753**	**$ 60,000**	**$ 4,753**	**$ 64,753**	**$ 60,000**	**$ 4,753**	**$ 64,753**

EXECUTIVE BOARD RESOLUTION

FY2022 THROUGH FY2026 RECOMMENDED PUBLIC TRANSPORTATION TRANSPORTATION IMPROVEMENT PROGRAM RESOLUTION VEB21-011

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE FY2022 THROUGH FY2026 RECOMMENDED TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR PUBLIC TRANSPORTION, AND AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO SUBMIT THE RECOMMENDED TIP TO COMPASS:

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

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

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

WHEREAS, VRT relies on federal assistance for capital, operating, and planning projects based on the amounts stated in transportation authorization bills adopted by Congress; and

WHEREAS, before VRT can access federal assistance, the projects must be in the metropolitan Transportation Improvement Program (TIP) and the state Transportation Improvement Program (STIP); and

WHEREAS, VRT needs to update the TIP annually to reflect recommended public transportation projects, and provide those updates to COMPASS for consideration in the annual TIP adoption process;

WHEREAS, the Board of Valley Regional Transit granted authority to the Executive Board to approve the federally required Transportation Improvement Program, amend the TIP as needed, and submit TIP documents to COMPASS for consideration in MPO TIP processes in Resolution VBD20 - 004 on January 6, 2020.

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 of Valley Regional Transit approves the FY2022 through FY2026 Recommended Transportation Improvement Program for Public Transportation Projects.

Section 2. That the Executive Board authorizes the Executive Director to submit the FY2022 through FY2026 recommended TIP to COMPASS for consideration in the Metropolitan Transportation Improvement Program.

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 Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 7th day of June, 2021.

APPROVED by the Executive Board Chair this 7th day of June, 2021.

ATTEST: **APPROVED:**

_________________________ ___________________________________

EXECUTIVE ASSISTANT **CHAIR OF EXECUTIVE BOARD**

VEB21-011

TOPIC	FY2021 2nd Quarter Budget Reports
DATE	June 7, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Summary

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

Staff Recommendation/Request

Staff recommends acceptance of the reports.

Attachments

FY2021 2nd Quarter Budget Variance Report
FY2021 2nd Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2021 Second Quarter Budget Reports
October 2020 - March 2021

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				$ 24,999	$ 1,749	-93%	$ 25,000	$ 14,404	-42%			
402 Purchased Transportation												
403 Auxiliary Revenue	50,000	44,275	-11%	141,826	152,926	8%						
404 Non-Transportation Revenue		(427)			8,953			0				
405 Federal Assistance - Capital										7,507,776	1,549,713	-79%
406 Federal Assistance - Operating/Administration	92,168	202,951	120%	366,365	182,750	-50%	1,741,858	982,084	-44%	489,672	311,900	-36%
407 Local Assistance - Capital										1,515,857	454,233	-70%
408 Local Assistance - Operating/Administration	585,240	488,031	-17%	331,377	113,848	-66%	271,449	154,133	-43%	102,754	2,497	-98%
Total Revenues	$ 727,407	$ 734,829	1%	$ 864,567	$ 460,225	-47%	$ 2,038,307	$ 1,150,621	-44%	$ 9,616,059	$ 2,318,343	-76%

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	$ 285,031	$ 286,436	0%	$ 221,394	$ 158,276	-29%	$ 212,307	$ 210,008	-1%	$ 244,480	$ 201,670	-18%
502 Fringe Benefits	194,086	206,643	6%	100,994	109,859	9%	132,642	142,934	8%	139,171	76,701	-45%
503 Professional Services	83,153	66,922	-20%	455,270	165,392	-64%	167,362	76,848	-54%	202,526	33,405	-84%
504 Materials and Supplies	10,952	5,842	-47%	32,275	2,684	-92%	54,275	47,390	-13%		20	
505 Utilities	39,611	46,043	16%	9,110	4,717	-48%	1,740	3,779	117%	1,000	250	-75%
506 Casualty and Liability	12,477	6,804	-45%	3,000	2,756	-8%	39,000	41,603	7%			
508 Purchased Transportation							1,051,082	565,137	-46%			
509 Miscellaneous	87,920	102,401	16%	25,025	2,741	-89%	379,900	62,108	-84%	250,639	178,002	-29%
511 Interest	200		-100%									
512 Leases and Rentals	13,978	13,739	-2%	17,500	13,800	-21%		764				
514 Capital (Note 2)										8,778,243	1,828,294	-79%
Total Expenses	$ 727,407	$ 734,829	1%	$ 864,567	$ 460,225	-47%	$ 2,038,307	$ 1,150,571	-44%	$ 9,616,059	$ 2,318,343	-76%

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	$ 337,789	$ 244,806	-28%	$ 48,395	$ 21,055	-56%
402 Purchased Transportation						
403 Auxiliary Revenue	58,775	48,828	-17%			
404 Non-Transportation Revenue		5,661				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	3,102,897	2,946,919	-5%	1,205,559	777,602	-35%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	527,214	357,925	-32%		515	
Total Revenues	**$ 4,026,675**	**$ 3,604,139**	-10%	**$ 1,253,954**	**$ 799,172**	-36%

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 1,694,640	$ 1,479,404	-13%	$ 534,639	$ 261,144	-51%
502 Fringe Benefits	1,321,908	1,222,735	-8%	479,485	325,269	-32%
503 Professional Services	246,428	211,553	-14%	56,247	62,928	12%
504 Materials and Supplies	387,775	300,475	-23%	101,900	55,886	-45%
505 Utilities	97,182	53,753	-45%	17,550	8,846	-50%
506 Casualty and Liability	96,035	153,827	60%	41,158	61,618	50%
508 Purchased Transportation						
509 Miscellaneous	138,733	140,509	1%	4,600	3,836	-17%
511 Interest						
512 Leases and Rentals	43,975	41,882	-5%	18,375	19,645	7%
514 Capital (Note 2)						
Total Expenses	**$ 4,026,676**	**$ 3,604,139**	-10%	**$ 1,253,954**	**$ 799,172**	-36%

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

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

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	$ 20,122	$ 27,283	36%	$ 2,897	$ 4,469	54%	$ 60,940	$ 24,338	-60%
402 Purchased Transportation									
403 Auxiliary Revenue	22,857	2,002	-91%					2,447	
404 Non-Transportation Revenue		180							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	465,986	392,618	-16%	51,327	33,056	-36%	538,208	531,872	-1%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration		7,587			829			(4,191)	
Total Revenues	**$ 508,965**	**$ 429,670**	-16%	**$ 54,223**	**$ 38,355**	-29%	**$ 599,149**	**$ 554,466**	-7%

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	$ 213,151	$ 163,256	-23%	$ 25,133	$ 15,734	-37%	$ 269,987	$ 216,339	-20%
502 Fringe Benefits	97,176	98,824	2%	12,578	9,208	-27%	126,348	126,609	0%
503 Professional Services	59,503	47,889	-20%	4,712	3,907	-17%	52,620	52,681	0%
504 Materials and Supplies	70,354	52,518	-25%	7,423	4,959	-33%	100,504	88,155	-12%
505 Utilities	11,607	11,193	-4%	1,485	1,101	-26%	16,375	15,143	-8%
506 Casualty and Liability	18,750	44,295	136%	1,829	3,037	66%	25,152	41,756	66%
508 Purchased Transportation									
509 Miscellaneous	36,825	10,071	-73%	862	250	-71%	5,962	11,607	95%
511 Interest									
512 Leases and Rentals	1,600	1,623	1%	200	158	-21%	2,200	2,177	-1%
514 Capital (Note 2)									
Total Expenses	**$ 508,965**	**$ 429,670**	-16%	**$ 54,223**	**$ 38,355**	-29%	**$ 599,149**	**$ 554,466**	-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.

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities		25,895
Capital - Facility - Facilities/Bldgs/Grounds	7,439,833	847,104
Capital - Non-Revenue Vehicles	97,000	
Capital - Other		
Capital - Revenue Vehicles	13,081,205	670,482
Capital - Revenue Vehicles - Sub-Recipient		
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	673,962	8,656
Capital Information Technology - Software	1,293,859	22,416
Capital Projects - Sub-Recipient	894,222	
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	565,198	245,093
Total Capital Expenses	**$ 24,045,280**	**$ 1,828,294**

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	$ 25,000	$ 14,404	-42%
402	Purchased Transportation			
403	Auxiliary Revenue			
404	Non-Transportation Revenue		$ 0	
405	Federal Assistance - Capital			
406	Federal Assistance - Operating/Administration	$ 1,741,858	$ 982,084	-44%
407	Local Assistance - Capital			
408	Local Assistance - Operating/Administration	$ 271,449	$ 154,133	-43%
Total Revenues		**$ 2,038,307**	**$ 1,150,621**	-44%

Category		Specialized Transportation		
		20		
		YTD Budget	YTD Actual	% Diff
501	Wages and Salaries	196,703	190,909	-3%
502	Fringe Benefits	123,119	132,469	8%
503	Professional Services	167,362	76,848	-54%
504	Materials and Supplies	41,125	43,370	5%
505	Utilities	1,740	3,779	117%
506	Casualty and Liability	39,000	41,603	7%
508	Purchased Transportation	1,051,082	100,136	-90%
509	Miscellaneous	368,233	61,967	-83%
511	Interest			
512	Leases and Rentals		764	
514	Capital (Note 2)			
Total Expenses		**$ 1,988,364**	**$ 651,846**	-67%

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 - March 2021

At the end of March, Fiscal Year 2021 was fifty (50%) complete. The following is a review of the budgetary status of each division as of March 31, 2021. 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.

Federal Operating Assistance (120% over budget) – This line item is above budget parameters. This is due to utilizing federal CARES funds in the first half of the fiscal year for the Executive Director's department. Local funds will be utilized in the second half of the fiscal year.

Local Operating Assistance (17% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing federal CARES funds in the first half of the fiscal year for the Executive Director's department. Local funds will be utilized in the second half of the fiscal year. CARES Act funds require no local match.

Expenses

Total Regional Overhead operating expenses were 1% over budget through QR-2.

Professional Services (20% under budget) - This line item is favorably below budget parameters primarily due to community relations and legal service expenses being lower than budgeted for.

Materials and Supplies (47% under budget) – This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

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

Casualty and Liability (45% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (16% over budget) – This line item is unfavorably above budget parameters primarily due to licensing, hosting and web fees being higher than budgeted for. The annual licensing for Avail was paid in full in the first half of the year. Additionally, bank and application service fees are higher than budgeted for. VRT also had to pay the IRS interest on Canyon County CNG rebates that were received in error.

Programs and Supports (12)

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

<u>Revenues</u>

Directly Generated (93% 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.

Federal Operating Assistance (50% 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 (66% under budget) – This line item is below budget parameters. This is due to Mobility Management, City Go and Boise Greenbike expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

<u>Expenses</u>

Total Program and Supports operating expenses were 47% under budget through QR-2.

Wages and Salaries (29% under budget) - This line item is favorably below budget parameters. Mobility Management and Safe Routes to School expenses were lower than budgeted for.

Professional Services (64% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (92% under budget) - This line item is favorably below budget parameters primarily due to support vehicle, bicycle parts and station repair expenses being lower than budgeted for.

Utilities (48% under budget) – This line item is favorably below budget parameters.

Miscellaneous (89% 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 (42% 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 half of the fiscal year.

Federal Operating Assistance (44% 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 (43% 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 44% under budget through QR-2.

Professional Services (54% under budget) - This line item is favorably below budget parameters. This is primarily due to contract labor and repair and maintenance expenses being lower than budgeted for due to reduced services.

Materials and Supplies (13% under budget) - This line item is favorably below budget parameters. This is primarily due to fuel and parts expenses being lower than budgeted for due to reduced services.

Utilities (117% 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 (46% 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 (84% under budget) – This line item is favorably under budget parameters due to the integrated fare payment system project. The progress of this project does not align with how the budget is spread equally (monthly) throughout the year.

Program Administration Support/Planning (23)

<u>Revenues</u>
Federal Capital Assistance (79% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Federal Operating Assistance (36% under budget) – This line item is unfavorably below budget parameters. Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (70% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

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

<u>Expenses</u>
Total Program Administration Support/Planning expenses were 76% under budget through QR-2.

Wages and Salaries (18% 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 half of the fiscal year have been lower than estimated.

Professional Services (84% under budget) - This line item is favorably below budget parameters due to the fact that the State Street Transit Operational Analysis, Regional Vanpool Study, and Bus Stop Typology studies were all scheduled to begin in the second half of 2021. These studies are now currently underway. Legal services have also been lower than budgeted for.

Utilities (75% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (29% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Capital (79% under budget) - This line item is favorably below budget parameters. It should be noted that the majority of this variance is related to the purchase of battery electric buses. We expect to take delivery of these vehicles starting in June, 2021 and running through December of 2021.

Boise Fixed-Route (21)

<u>Revenues</u>
Directly Generated Funds (28% 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 in the first half of the fiscal year.

Auxiliary (17% under budget) – This line item is unfavorably below budget parameters due to advertising revenue being lower than budgeted for.

Local Operating Assistance (32% 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 Boise Fixed-Route operating expenses were 10% under budget through QR-2.

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.

Professional Services (14% 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 (23% under budget) - This line item is favorably below budget parameters.

Utilities (45% under budget) - This line item is favorably below budget parameters due to 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 (60% 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.

ADA Paratransit/Demand Response (22)

<u>Revenues</u>

Directly Generated Funds (56% 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 in the first half of the fiscal year.

Federal Operating Assistance (35% 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.

<u>Expenses</u>

Total ADA Paratransit/Demand Response operating expenses were 36% under budget through QR-2.

Wages and Salaries (51% under budget) - This line item is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Fringe Benefits (32% under budget) - This line item is favorably below budget parameters due to reduced operator payroll.

Professional Services (12% over budget) - This line item is unfavorably above budget parameters. This is primarily due to professional and technical services and First Transit's operating contract expenses being higher than budget for.

Materials and Supplies (45% under budget) - This line item is favorably below budget parameters primarily due to fuel and parts expenses being lower than budgeted for.

Utilities (50% 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 (17% under budget) - This line item is favorably below budget parameters.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (36% over budget) - This line item is favorably over budget due to local pass sales as well as employer and ridership program sales being higher than budgeted for. Farebox revenues were $14,835 under budget.

Auxiliary (91% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for in this division.

Federal Operating Assistance (16% 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.

Expenses

Total Canyon County Fixed-Route operating expenses were 16% under budget through QR-2.

Wages and Salaries (23% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (20% 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 (25% under budget) - This line item is favorably below budget parameters. CNG expenses are higher than budgeted for but that is offset by lower fuel and maintenance expenses.

Casualty and Liability (136% 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 (73% under budget) - This line item is favorably below budget parameters due to COVID-19 direct response expenses being under budget. COVID-19 expenses are covered by CARES Act funding requiring no local match.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (54% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were $876 under budget.

Federal Operating Assistance (36% 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.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses were 29% under budget through QR-2.

Wages and Salaries (37% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (27% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (17% 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 expenses are lower than budgeted for.

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

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

Casualty and Liability (66% 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 (71% under budget) - This line item is favorably under budget parameters due to bank and freight expenses being lower than budgeted for.

Leases and rentals (21% under budget) – This line item is favorably below budget parameters. Radio repeater expenses are lower than budgeted for.

Canyon Inter-County (31)

Revenues

Directly Generated Funds (60% 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 in the first half of the fiscal year.

Expenses

Total Canyon inter-county operating expenses were 7% under budget through QR-2.

Wages and Salaries (20% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (12% under budget) - This line item is favorably below budget parameters primarily due to CNG, parts and tire expenses being lower than budgeted for.

Casualty and Liability (66% 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 (95% 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.

valleyregionaltransit

TOPIC	FY2021 2nd Quarter Operating Cash Balance Report
DATE	June 7, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Summary

Attached to this memo is the operating cash balance analysis as of March 31, 2021.

The following items are important to note:

- Regional operating cash balance was $2,628,347 at the end of March. Pending federal funds were $27,540. 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 $115,051 at the end of March.
- The Canyon County system operating cash balance was $7,283 at the end of March.
- Boise GreenBike Operating Cash Balance was $63,716 at the end of March.
- Total pending federal funds were $27,540.
- Overall, the total operating cash balance was below the total cash balance benchmark.

Staff Recommendation/Request

Staff recommends acceptance of the reports.

Attachments

FY2021 2nd 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
March 31, 2021

<u>Regional Operations</u>		
GL Cash Balance at 3/31/21	$2,628,347	
Pending Federal Funds *(Note 2)*		$27,540
<u>Ada County System</u>		
GL Cash Balance at 3/31/21	$115,051	
Pending Federal Funds *(Note 2)*		$0
<u>Canyon County System</u>		
GL Cash Balance at 3/31/21	$7,283	
Pending Federal Funds *(Note 2)*		$0
<u>Boise Greenbike</u>		
GL Cash Balance at 3/31/21	$63,716	
Pending Federal Funds *(Note 2)*		$0
Total Cash Balance	**$2,814,398**	
Total Pending Federal Funds *(Note 2)*		**$27,540**
Total Cash Balance Benchmark *(Note 1)*	**$3,861,477**	

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

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

valleyregionaltransit

TOPIC	FY2022 Budget Assumptions
DATE	May 18, 2021
STAFF MEMBER	Kelli Badesheim

Summary

Valley Regional Transit (VRT) staff initiated FY2022 budget development in January 2021. Budget managers reviewed needs and developed budget expenses that best reflected actual and projected expenses for administrative, operating and maintenance costs of the agency and system. We recognized adopting a balanced budget was contingent on voluntary contributions from various funding partners, so our expectations of revenues evolved as we completed those negotiations.

The FY2022 budget cycle is the first where VRT is using the adopted Cost Allocation Methodology (CAM). Jill Reyes provided an overview of the CAM at the April Board meeting. The CAM shifts our budgeting perspective away from building a budget around estimated revenues, to building the budget around estimated expenses. This approach helps funding partners understand the fair share allocation of costs for services and overhead, and helps VRT stay within a structurally balanced budget.

Attached is the strategic objectives and budget assumptions (Attachment A) VRT staff used to guide the development of expense and revenue budgets for this coming fiscal year.

FY2022 Preliminary Budget Revenues Overview

VRT staff is meeting with staff and decision-makers to discuss the CAM allocations and gain an understanding of revenue assumptions for the upcoming budget year. Request letters began going out the week of May 17. VRT included capital allocations in this year's allocation model for the first time. The complete summary of local requests by jurisdiction and the preliminary budget is in Attachments B through D.

Based on the cost allocation methodology, revenue streams such as federal formula and recovery funding, underwriting (advertising sales), fares, and pass sales (directly generated) influence the local requests. VRT staff is looking closely at FY2021 trends to inform revenue projections for FY2022. The staff recognizes there is some uncertainty on the part of local governments pertaining to the recent property tax legislation passed this session. All these inputs are considered as we balance revenue sources to maintain service levels in the coming year.

Federal Funding

VRT received an additional $2.9 million federal assistance allocated in the American Rescue Plan Act (ARPA) passed by Congress in December. Staff applied ARPA funds to divisions 21, 24, 25 and 31 reducing local funding requests. There will be consideration of allocating additional CARES funds as needed to cover unmet revenues in Canyon County as we get more information on funding levels for those local jurisdictions.

Directly Generated and Underwriting
Other factors affecting local funding requests are directly generated revenue from fares and pass sales, and revenue generated from underwriting, such as fleet advertising sales and sponsorships. VRT has seen strong sales in advertising in FY2021 and seeing a greater interest in pass programs, leading to increased sales. Fare revenue has been far below projections (41 percent decrease from FY2020). The fare revenues assumed in the FY2022 budget are more in line with the trends we are seeing in FY2021. We projected advertising and pass programs to be higher in FY2022 than in FY2021 based on those trends. These revenue streams support mobility management programs, marketing, and operations.

CNG Fuel Rebate
VRT is eligible for a federal fuel rebate administered through the Internal Revenue Service based on the volume of CNG fuel VRT dispenses to run the bus operations fleet. We learned from a federal audit this last year VRT was not eligible to claim the CNG fuel dispensed by the Republic facility where the Canyon operations was fueling their fleet of CNG buses. This is because the rebate is only available to the entity dispensing the fuel. The fuel rebate is $213K. This amount is higher than the $178K annual average seen in the last two years. This revenue source is very unpredictable and varies from year to year, so VRT applies it to one-time capital projects, and not to base operating expenses. Staff will program available CNG funds to be included after we update the Capital plan for the January budget amendment.

Capital and Subrecipients
Staff is completing several planning and programming activities to provide more direction on capital projects for the next few budget cycles. These current activities include the update to the Transit Asset Management (TAM) Policy and Plan, Orchard Facility Master Plan, Happy Day Facility Plan, State Street Operational Analysis and the Bus Stop Typology Study. The capital budget in the FY2022 preliminary budget includes planned and previously identified needs. The VRT Board will consider projects based on the Capital Improvement Plan developed in first quarter of FY2022. Additional Capital projects may be brought for consideration in January 2022 with the annual budget amendment.

VRT is working with subrecipients such as Treasure Valley Transit and Boise State to determine their needs for the coming year. VRT is planning to allocate $352K in federal fixed-route operations funding to Boise State to allow them to reallocate local funding for needed capital projects. The operations is eligible at a 50 percent match. The capital needs Boise State has is for a facility that also maintains their entire fleet of transit and non-transit related vehicles. This approach allows them to provide funding to support the maintenance facility without the complications of the federal funding for a multi-use facility.

Staff Recommendation/Request
This item is for information only. Staff will present a preliminary budget to the Executive Board in July. The final budget will be sent for the Board's consideration at the August 2021 board meeting.

Implication (policy and/or financial)
VRT staff uses these preliminary budget expenses and revenue projections to run the local cost allocation model and develop funding requests for local partners.

Highlights

- January 2021 – Staff developed preliminary expense budgets.
- February – April 2021 – Staff initiated discussions with local jurisdiction funding partners on FY2022 revenue assumptions.
- May – June 2021 – Staff will continue local jurisdiction engagement and communicate local funding requests, strategies, and opportunities.
- July 2021 – Executive Board to consider posting the budget for public comment and set the August public hearing

More Information

Attachments:
Attachment A – Strategic Objectives and Budget Assumptions
Attachment B – FY2022 Local Funding Requests
Attachment C - FY2021/FY2022 Budget Comparison by Division
Attachment D – FY2022 Capital Budget

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

Attachment A – Strategic Objectives and Budget Assumptions

Strategic Objectives by FY 2025

VRT continues to focus on building a sustainable and resilient financial foundation, as established in the Strategic Direction Guidelines adopted by the VRT Board in 2020. Those objectives include:

- VRT achieves annual goals toward fiscally prudent cash and maintenance reserves
- VRT achieves annual asset replacement goals for assets scoring below 2.5
- VRT resumes service expansions to the transit network as defined in region's Transportation Development Plan
- Regional leaders have embraced and are actively pursuing a long-term, dedicated source to support adequate regional public transportation service levels.

FY 2022 Budget Assumptions

The following assumptions support a sustainable FY2022 budget through the changing landscape of the pandemic and revenue uncertainty.

- The FY2022 budget maintains current service hours, staffing levels, and administrative capacity.
- Local governments are committed to growing transit in the region.
- Local governments want to be informed about the "fair share" allocation for all costs to deliver scheduled services (overhead, services, capital).
- VRT derived revenue requests through the local cost allocation model to allocate expenses to partners and local jurisdictions served by the transit system.
- Staff will allocate federal relief funding to support Ada and Canyon county operating budgets.
- Staff will adjust directly generated revenue projections to reflect current economic trends.
- Staff will work with local jurisdictions to determine funding levels for FY2022 and finalize a budget for board consideration in August 2021.
- VRT will be seen as a valued and trusted partner as we navigate through the current economic uncertainty
- Local governments will engage actively in establishing revenue and service assumptions.

FY2022 Preliminary Requests

FY22 Local Funding Requests	General Assessment		Service Assessment		Capital Assessment		Special Assessment		Totals	
Local Revenue Sources										
Ada County	$	31,882	$	58,024	$	2,019	$	-	$	91,925
ACHD	$	5,420	$	-	$	-	$	-	$	5,420
Boise State University	$	5,420	$	49,519	$	2,245	$	-	$	57,184
College of Western Idaho	$	5,420	$	73,161	$	3,624	$	-	$	82,206
CCDC	$	5,420	$	-	$	-	$	-	$	5,420
City of Boise	$	126,665	$	6,993,996	$	144,538	$	250,000	$	7,515,198
City of Eagle	$	18,072	$	82,224	$	1,670	$	9,700	$	111,666
City of Kuna	$	14,455	$	-	$	-	$	27,000	$	41,455
City of Meridian	$	67,052	$	365,855	$	9,068	$	170,000	$	611,975
City of Star	$	7,026	$	-	$	-	$	-	$	7,026
City of Garden City	$	6,590	$	-	$	-	$	-	$	6,590
Meridian Development Corp	$	5,420	$	-	$	-	$	-	$	5,420
TOTAL ADA COUNTY	$	298,842	$	7,622,779	$	163,163	$	456,700	$	8,541,484
Canyon County	$	27,326	$	21,173	$	980	$	-	$	49,479
Canyon County Highway District	$	1,557	$	-	$	-	$	-	$	1,557
City of Caldwell	$	33,429	$	119,834	$	5,918	$	-	$	159,181
City of Greenleaf	$	472	$	-	$	-	$	-	$	472
City of Melba	$	309	$	-	$	-	$	-	$	309
City of Middleton	$	5,463	$	-	$	-	$	-	$	5,463
City of Nampa	$	58,186	$	251,793	$	12,133	$	-	$	322,112
City of Notus	$	299	$	-	$	-	$	-	$	299
City of Parma	$	1,159	$	-	$	-	$	-	$	1,159
City of Wilder	$	959	$	-	$	-	$	-	$	959
Golden Gate Highway District #3	$	1,101	$	-	$	-	$	-	$	1,101
Nampa Highway District #1	$	1,797	$	-	$	-	$	-	$	1,797
Notus/Parma Highway District	$	965	$	-	$	-	$	-	$	965
TOTAL CANYON COUNTY	$	133,023	$	392,799	$	19,031	$	-	$	544,854
TOTAL JURISDICTION REVENUE	$	431,865	$	8,015,578	$	182,194	$	456,700	$	9,086,338

Valley Regional Transit
FY2021/2022 Base Budget Comparison
5/18/21

Base Budget Revenues	Regional Overhead			Boise Greenbike		
	10			12		
Category	2021	2022	% Diff	2021	2022	% Diff
401 Directly Generated Funds	$ -	$ -	0%	$ (50,000)	$ (43,750)	-13%
402 Purchased Transportation	$ -	$ -	0%	$ -	$ -	0%
403 Auxillary Revenue	$ (100,000)	$ (100,000)	0%	$ (283,653)	$ (422,681)	49%
404 Non-Transportation Revenue	$ -	$ -	0%	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
406 Federal Assistance - Operating/Administration	$ (265,948)	$ -	-100%	$ (892,397)	$ (757,141)	-15%
407 Local Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
408 Local Assistance - Operating/Administration	$ (1,100,537)	$ (1,399,287)	27%	$ (701,565)	$ (424,476)	-39%
Total Base Budget Revenues	**$ (1,466,485)**	**$ (1,499,287)**		**$ (1,927,615)**	**$ (1,648,048)**	
Contingent Revenue - Enhancements						
Total Revenues		$ (1,499,287)			$ (1,648,048)	

Base Budget Expenses	Regional Overhead			Boise Greenbike		
	10			12		
Category	2021	2022	% Diff	2021	2022	% Diff
501 Wages and Salaries	$ 570,062	$ 613,256	8%	$ 521,751	$ 504,965	-3%
502 Fringe Benefits	$ 388,173	$ 396,911	2%	$ 201,989	$ 338,786	68%
503 Professional Services	$ 166,307	$ 168,607	1%	$ 1,030,055	$ 637,048	-38%
504 Materials and Supplies	$ 21,905	$ 28,300	29%	$ 64,550	$ 48,250	-25%
505 Utilities	$ 79,222	$ 64,544	-19%	$ 18,220	$ 13,558	-26%
506 Casualty and Liability	$ 24,954	$ 15,000	-40%	$ 6,000	$ 3,500	-42%
508 Purchased Transportation	$ -	$ -	0%	$ -	$ -	0%
509 Miscellaneous	$ 187,508	$ 184,314	-2%	$ 50,050	$ 64,942	30%
511 Interest	$ 400	$ 400	0%	$ -	$ -	0%
512 Leases and Rentals	$ 27,955	$ 27,955	0%	$ 35,000	$ 37,000	6%
513 Depreciation	$ -	$ -	0%	$ -	$ -	0%
514 Capital	$ -	$ -	0%	$ -	$ -	0%
Total Base Budget Expenses	**$ 1,466,485**	**$ 1,499,287**		**$ 1,927,615**	**$ 1,648,048**	
Total Expenses less Depreciation	**$ 1,466,485**	**$ 1,499,287**		**$ 1,927,615**	**$ 1,648,048**	
% Difference in Base Budget	2%			-15%		
Contingent Expenses - Enahncements						
Total Expenses		**$ 1,499,287**			**$ 1,648,048**	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
5/18/21

Base Budget Revenues	Information Supports/Specialized Transportation			Boise Fixed-route		
	20			21		
Category	2021	2022	% Diff	2021	2022	% Diff
401 Directly Generated Funds	$ (50,000)	$ -	-100%	$ (657,400)	$ (383,848)	-42%
402 Purchased Transportation	$ -	$ -	0%	$ -	$ -	0%
403 Auxillary Revenue	$ -	$ -	0%	$ (63,072)	$ (78,377)	24%
404 Non-Transportation Revenue	$ -	$ -	0%	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
406 Federal Assistance - Operating/Administration	$ (3,843,306)	$ (2,424,804)	-37%	$ (6,337,688)	$ (3,278,503)	-48%
407 Local Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
408 Local Assistance - Operating/Administration	$ (539,172)	$ (1,364,788)	153%	$ (1,054,429)	$ (4,748,082)	350%
Total Base Budget Revenues	**$ (4,432,478)**	**$ (3,789,592)**		**$ (8,112,589)**	**$ (8,488,809)**	
Contingent Revenue - Enhancements					0	
Total Revenues		$ (3,789,592)			$ (8,488,809)	

Base Budget Expenses	Information Supports/ Specialized Transportation			Boise Fixed-route		
	20			21		
Category	2021	2022	% Diff	2021	2022	% Diff
501 Wages and Salaries	$ 424,614	$ 465,379	10%	$ 3,389,281	$ 3,506,966	3%
502 Fringe Benefits	$ 265,284	$ 346,205	31%	$ 2,643,817	$ 2,895,728	10%
503 Professional Services	$ 334,725	$ 351,675	5%	$ 492,856	$ 518,547	5%
504 Materials and Supplies	$ 108,550	$ 148,100	36%	$ 775,550	$ 779,000	0%
505 Utilities	$ 3,480	$ 9,740	180%	$ 194,364	$ 126,594	-35%
506 Casualty and Liability	$ 78,000	$ 83,000	6%	$ 192,071	$ 390,140	103%
508 Purchased Transportation	$ 2,213,025	$ 2,093,943	-5%	$ -	$ -	0%
509 Miscellaneous	$ 1,004,800	$ 291,550	-71%	$ 336,700	$ 180,010	-47%
511 Interest	$ -	$ -	0%	$ -	$ -	0%
512 Leases and Rentals	$ -	$ -	0%	$ 87,950	$ 91,824	4%
513 Depreciation	$ -	$ -	0%	$ -	$ -	0%
514 Capital	$ -	$ -	0%	$ -	$ -	0%
Total Base Budget Expenses	**$ 4,432,478**	**$ 3,789,592**		**$ 8,112,589**	**$ 8,488,809**	
Total Expenses less Depreciation	**$ 4,432,478**	**$ 3,789,592**		**$ 8,112,589**	**$ 8,488,809**	
	$ 2,219,453	$ 1,695,649		$ 10,620,499	$ 11,053,915	
% Difference in Base Budget	-24%			4%		
Contingent Expenses - Enahncements					$ -	
Total Expenses		**$ 3,789,592**			**$ 8,488,809**	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
5/18/21

Base Budget Revenues	ADA Paratransit (Demand Response)			Program Administration Support Planning		
	22			23		
Category	2021	2022	% Diff	2021	2022	% Diff
401 Directly Generated Funds	$ (94,200)	$ (1,652)	-98%	$ -	$ -	0%
402 Purchased Transportation	$ -	$ -	0%	$ -	$ -	0%
403 Auxillary Revenue	$ -	$ -	0%	$ -	$ -	0%
404 Non-Transportation Revenue	$ -	$ -	0%	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%	$ (20,494,518)	$ (2,717,606)	-87%
406 Federal Assistance - Operating/Administration	$ (2,413,710)	$ (1,104,920)	-54%	$ (1,009,233)	$ (829,629)	-18%
407 Local Assistance - Capital	$ -	$ -	0%	$ (4,042,930)	$ (459,394)	-89%
408 Local Assistance - Operating/Administration	$ -	$ (1,458,534)	0%	$ (207,396)	$ (257,448)	24%
Total Base Budget Revenues	**$ (2,507,910)**	**$ (2,565,106)**		**$ (25,754,077)**	**$ (4,264,077)**	
Contingent Revenue - Enhancements					$ -	
Total Revenues		$ (2,565,106)			$ (4,264,077)	

Base Budget Expenses	ADA Paratransit (Demand Response)			Program Administration Support Planning		
	22			23		
Category	2021	2022	% Diff	2021	2022	% Diff
501 Wages and Salaries	$ 1,069,278	$ 1,044,200	-2%	$ 488,959	$ 532,806	9%
502 Fringe Benefits	$ 958,971	$ 943,183	-2%	$ 278,342	$ 304,881	10%
503 Professional Services	$ 112,495	$ 116,870	4%	$ 436,828	$ 189,500	-57%
504 Materials and Supplies	$ 203,800	$ 210,500	3%	$ -	$ -	0%
505 Utilities	$ 35,100	$ 33,800	-4%	$ 2,000	$ 51,641	2482%
506 Casualty and Liability	$ 82,316	$ 167,203	103%	$ -	$ -	0%
508 Purchased Transportation	$ -	$ -	0%	$ -	$ -	0%
509 Miscellaneous	$ 9,200	$ 9,250	1%	$ 502,668	$ 500,250	0%
511 Interest	$ -	$ -	0%	$ -	$ -	0%
512 Leases and Rentals	$ 36,750	$ 40,100	9%	$ -	$ -	0%
513 Depreciation	$ -	$ -	0%	$ -	$ -	0%
514 Capital	$ -	$ -	0%	$ 24,045,280	$ 2,685,000	-89%
Total Base Budget Expenses	**$ 2,507,910**	**$ 2,565,106**		**$ 25,754,077**	**$ 4,264,077**	
Total Expenses less Depreciation	**$ 2,507,910**	**$ 2,565,106**		**$ 25,754,077**	**$ 4,264,077**	
				$ 1,287,081	$ 1,091,077	
% Difference in Base Budget				-15%		
Contingent Expenses - Enahncements					$ -	
Total Expenses		**$ 2,565,106**			**$ 4,264,077**	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
5/18/21

Base Budget Revenues	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
	24			25		
Category	**2021**	**2022**	**% Diff**	**2021**	**2022**	**% Diff**
401 Directly Generated Funds	$ (39,200)	$ (69,804)	**78%**	$ (5,600)	$ (3,367)	**-40%**
402 Purchased Transportation	$ -	$ -	**0%**	$ -	$ -	**0%**
403 Auxillary Revenue	$ (24,528)	$ (8,186)	**-67%**	$ -	$ -	**0%**
404 Non-Transportation Revenue	$ -	$ -	**0%**	$ -	$ -	**0%**
405 Federal Assistance - Capital	$ -	$ -	**0%**	$ -	$ -	**0%**
406 Federal Assistance - Operating/Administration	$ (985,307)	$ (778,699)	**-21%**	$ (102,850)	$ (86,305)	**-16%**
407 Local Assistance - Capital	$ -	$ -	**0%**	$ -	$ -	**0%**
408 Local Assistance - Operating/Administration	$ -	$ (137,860)	**0%**	$ -	$ (8,846)	**0%**
Total Base Budget Revenues	**$ (1,049,035)**	**$ (994,548)**		**$ (108,450)**	**$ (98,518)**	
Contingent Revenue - Enhancements						
Total Revenues		$ (994,548)			$ (98,518)	

Base Budget Expenses	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
	24			25		
Category	**2021**	**2022**	**% Diff**	**2021**	**2022**	**% Diff**
501 Wages and Salaries	$ 426,302	$ 437,110	**3%**	$ 50,267	$ 42,710	**-15%**
502 Fringe Benefits	$ 194,353	$ 241,482	**24%**	$ 25,157	$ 23,587	**-6%**
503 Professional Services	$ 119,007	$ 80,745	**-32%**	$ 9,425	$ 7,299	**-23%**
504 Materials and Supplies	$ 140,708	$ 137,750	**-2%**	$ 14,847	$ 15,493	**4%**
505 Utilities	$ 23,215	$ 19,689	**-15%**	$ 2,970	$ 1,929	**-35%**
506 Casualty and Liability	$ 37,500	$ 64,181	**71%**	$ 3,658	$ 6,262	**71%**
508 Purchased Transportation	$ -	$ -	**0%**	$ -	$ -	**0%**
509 Miscellaneous	$ 104,750	$ 10,271	**-90%**	$ 1,725	$ 915	**-47%**
511 Interest	$ -	$ -	**0%**	$ -	$ -	**0%**
512 Leases and Rentals	$ 3,200	$ 3,321	**4%**	$ 400	$ 324	**-19%**
513 Depreciation	$ -	$ -	**0%**	$ -	$ -	**0%**
514 Capital	$ -	$ -	**0%**	$ -	$ -	**0%**
Total Base Budget Expenses	**$ 1,049,035**	**$ 994,548**		**$ 108,450**	**$ 98,518**	
Total Expenses less Depreciation	**$ 1,049,035**	**$ 994,548**		**$ 108,450**	**$ 98,518**	
	$ 2,355,786	$ 2,427,401				
% Difference in Base Budget	3%					
Contingent Expenses - Enahncements						
Total Expenses		**$ 994,548**			**$ 98,518**	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
5/18/21

Base Budget Revenues	Canyon Inter-county		
	31		
Category	2021	2022	% Diff
401 Directly Generated Funds	$ (118,600)	$ (22,779)	-81%
402 Purchased Transportation	$ -	$ -	0%
403 Auxillary Revenue	$ -	$ (15,757)	0%
404 Non-Transportation Revenue	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%
406 Federal Assistance - Operating/Administration	$ (1,079,701)	$ (1,076,708)	0%
407 Local Assistance - Capital	$ -	$ -	0%
408 Local Assistance - Operating/Administration	$ -	$ (219,090)	0%
Total Base Budget Revenues	**$ (1,198,301)**	**$ (1,334,334)**	
Contingent Revenue - Enhancements			
Total Revenues		$ (1,334,334)	

Base Budget Expenses	Canyon Inter-county		
	31		
Category	2021	2022	% Diff
501 Wages and Salaries	$ 539,975	$ 586,350	9%
502 Fringe Benefits	$ 252,697	$ 320,319	27%
503 Professional Services	$ 105,241	$ 103,362	-2%
504 Materials and Supplies	$ 201,009	$ 194,767	-3%
505 Utilities	$ 32,750	$ 26,413	-19%
506 Casualty and Liability	$ 50,304	$ 86,096	71%
508 Purchased Transportation	$ -	$ -	0%
509 Miscellaneous	$ 11,925	$ 12,573	5%
511 Interest	$ -	$ -	0%
512 Leases and Rentals	$ 4,400	$ 4,455	1%
513 Depreciation	$ -	$ -	0%
514 Capital	$ -	$ -	0%
Total Base Budget Expenses	**$ 1,198,301**	**$ 1,334,334**	
Total Expenses less Depreciation	**$ 1,198,301**	**$ 1,334,334**	
% Difference in Base Budget			
Contingent Expenses - Enahncements			
Total Expenses		**$ 1,334,334**	

Valley Regional Transit

FY 2022 Preliminary Capital Budget Detail

Expenses	Federal	Local	Total
Ada County Projects			
Rolling Stock-Demand Response Replacement (4)	$ 370,640	$ 29,360	$ 400,000
Equipment - Service Vehicle Replacement (1)	$ 50,963	$ 4,037	$ 55,000
Equipment - Maintenance Misc	$ 30,578	$ 2,422	$ 33,000
Infrastructure - System Bus Stop Improvements	$ 115,825	$ 9,175	$ 125,000
Infrastructure - State Street Premium Corridor	$ 1,000,000	$ 250,000	$ 1,250,000
Total	$ 1,568,006	$ 294,994	$ 1,863,000
Canyon County Projects			
Equipment - Maintenance Misc	$ 4,000	$ 1,000	$ 5,000
Total	$ 4,000	$ 1,000	$ 5,000
Regional Projects			
Rolling Stock - Demand Response Replacement (3)	$ 108,800	$ 27,200	$ 136,000
Infrastructure - Bus Stop Signage	$ 224,000	$ 56,000	$ 280,000
Equipment - Radio System Replacement	$ 280,000	$ 70,000	$ 350,000
Equipment - IT Hardware Replacement	$ 40,800	$ 10,200	$ 51,000
Total	$ 653,600	$ 163,400	$ 817,000
Total FY22 Capital Budget	$ 2,225,606	$ 459,394	$ 2,685,000

valleyregionaltransit

TOPIC	On-Call Marketing
DATE	June 7, 2021
STAFF MEMBER	Dave Fotsch

Summary

Enclosed with this memo is Exhibit A, the Statement of Objective, of the proposed contract with Stoltz. The document details the many kinds of services we may be asking Stoltz to provide over the contract term, which is three years, with the option of two one-year extensions. The cost of these services will not exceed $160,000 per year or $800,000 for the five years of the contract.

It is important to note this contract covers the on-call marketing services for both Valley Regional Transit and City Go. The previous agreement covered only VRT marketing. Media buys, bus wraps, collateral, and other hard marketing costs come on top of the agency services the on-call marketing contractor provides. For example, the entire VRT Coordinated Marketing Budget is $250,000 per year, but no more than $100,000 of that budget is dedicated to agency services.

VRT views the On-Call Marketing contractor as an extension of its staff. The contractor will perform duties that VRT staff does not have the expertise or time to do themselves. The Stoltz team is highly knowledgeable and experienced in all aspects of marketing. Because Stoltz works with a variety of industries, they can bring broad experience and insight to help guide VRT in its marketing efforts. They assist VRT only when needed. On-call marketing assistance is a cost-effective way of getting what we need without having to hire additional staff.

In the three years Stoltz has been the on-call marketing contractor, they have accomplished a lot.

- Research and recommendations
- Audience mapping and messaging
- Brand handbook and guidelines
- Signage audit
- Stock photos
- New VRT Website
- Updates to Customer Service tools
- Riders First campaign and video
- Establish a marketing foundation for City Go
- Build the City Go website
- City Go launch support

We hope to build on this record of success by continuing our partnership with Stoltz Marketing Group. We have many big projects coming up, like the integrated fare app, a dozen new battery-electric buses, new service in Meridian, and expansion of best-in-class bus routes in Boise. It would be reassuring to have the same steady hand helping guide our efforts to market these services and those we haven't even thought of yet.

Staff Recommendation/Request

Valley Regional Transit staff request the Executive Board approve an Authorization for Expenditure for On-Call Marketing Services, Resolution VEB21-012. VRT went to Request for Proposal on March 10, 2021, and received 13 proposals from marketing firms across North America. Staff carefully reviewed each submission and unanimously selected Stoltz Marketing Group as the top proposer. Stoltz is our current contractor.

Implication (policy and/or financial)

The cost of these services will not exceed $160,000 per year or $800,000 for the five years of the contract.

More Information

Attachments:
Statement of Objective
Resolution VEB21-012
Authorization for Expenditure

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

EXHIBIT A
STATEMENT OF OBJECTIVE

Valley Regional Transit's (VRT) objective in engaging a consultant to provide professional marketing services is to extend the reach and expertise of VRT staff. The on-call marketing firm will help to support marketing, outreach, and educational initiatives of the transit authority, City Go, the agency's transportation demand-management association, the Safe Routes to School program, and additional services, like Bikeshare. The types of services VRT anticipates requiring may include:

A. Marketing initiative planning
B. Campaign calendar development and strategic direction
C. Message development
D. Campaign planning, implementation, coordination, analysis and reporting
    a. For each project Stoltz will provide:
        i. Scope of Work
            1. Campaign goals and expectations
            2. Start and finish dates of campaigns
            3. Schedule of campaign progress reports
        ii. Budget
        iii. Performance metrics
        iv. Reporting on performance metrics
            1. Provide regular campaign updates and adjustments, as needed
            2. Measure and report on return on investment
E. Planning, implementation and facilitation of marketing efforts with community partners
    a. Identify potential strategic alliances
    b. Safe Travels, Treasure Valley newsletter
    c. Partner toolkits
F. Outreach material development and creation
    a. Project messaging and collateral design
    b. Community toolkits
G. Development and production of products for:
    a. Television/online video
        i. Traffic reports
    b. Radio/streaming services
        i. Advertising/underwriting announcements
        ii. Traffic reports
    c. Print/digital advertising
    d. Out of home advertising
    e. Digital
        i. Social media
            1. Facebook
            2. Instagram
            3. Twitter
            4. Other
        ii. Display advertisements
H. Support, design, develop, program, and improve Valley Regional Transit, City Go and other program websites

a. Valley Regional Transit
b. City Go Boise
c. Safe Routes to School
d. Bikeshare program

l. Support, design and develop sales and collateral materials for VRT Fleet Sales

EXECUTIVE BOARD RESOLUTION

STOLTZ ON-CALL MARKETING
RESOLUTION VEB21-012

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT AUTHORIZING A CONTRACT WITH STOLTZ MARKETING GROUP FOR ON-CALL MARKETING SERVICES NOT TO EXCEED $800,000

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit (VRT), 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, the contract with Stoltz Marketing expired on May 14, 2021; and

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

WHEREAS, the contractor will provide On-call General Marketing services commencing on or about June 1, 2021 and expiring on May 31, 2024, with an option to renew upon mutual agreement of both parties under the same terms and conditions for two (2) additional one-year terms at $160,000 per year; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 budget; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

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

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

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

Section 1. That the Executive Board authorizes a contract with Stoltz Marketing Group to provide on-call marketing services in an amount not to exceed $800,000.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 7th day of June 2021.

APPROVED by the Executive Board Chair this 7th day of June 2021.

ATTEST:	**APPROVED:**
____________________	____________________
EXECUTIVE ASSISTANT	**CHAIR OF EXECUTIVE BOARD**

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Valley Regional Transit (VRT) seeks to engage a qualified and experienced firm to establish a "Professional Services Agreement." This firm will provide "On-call General Marketing Services" to support a variety of VRT's marketing, education, and outreach initiatives.

TOTAL COST: $800,000

PURPOSE/ACTION: Valley Regional Transit (VRT) needs an established and experienced marketing firm to assist with a variety of marketing, educational, and outreach initiatives over the next three to five years.

SCOPE OF WORK: The contract shall be for three years at an amount not to exceed $160,000 per year, with an option for two 1-year extensions under the same terms.

DISCUSSION: Through a competitive Request for Proposal process VRT selected Stoltz Marketing Group as the best qualified firm from the 13 proposals received. The committee reviewing the proposals unanimously chose the proposal submitted by Stoltz Marketing Group as the top choice.

ALTERNATIVES: The alternatives to selecting Stoltz Marketing Group would be to start anew with another firm. Doing so could slow the momentum Valley Regional Transit has in raising public awareness of its services.

FISCAL IMPACT: The contract is for an amount not to exceed $160,000 per year in agency services. The initial contract period is for three years, with an option for two 1-year extensions, for a total fiscal impact not to exceed $800,000 over five years.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board Resolution VEB21-019 for engaging the services of Stoltz Marketing Group for on-call marketing services not to exceed $800,000.

POST RFP/FINAL SELECTION OF PROJECT: RFP 2021-03-10 – Stoltz Marketing Group

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)

Signature: ______________________________
Date Approved: Resolution Number:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ______________________________
Date Approved: 6/7/2021 Resolution Number: VEB21-012

VRT BOARD (Approves procurements $200,000 and over)

Signature: ____

Date Approved: Resolution Number:

TOPIC	Transit Asset Management Targets for Fiscal Year 2022
DATE	May 19, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management (TAM) that will apply to all recipients and subrecipients of chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement TAM policies, plans, and targets. Participating agencies in the TAM Group Plan are VRT, Boise State and ACHD Commuteride. All participating agencies have agreed to follow the TAM Group Plan requirements, which requires: 1) scoring of assets; 2) analyzing scores based upon current and future needs to maintain service; and 3) setting of targets for each category of assets.

VRT staff started setting aspirational targets in fiscal year 2021. Aspirational targets cover a horizon period of four years. This aspirational target will cover fiscal years 2021- 2024. VRT sets TAM targets by category: rolling stock, equipment, and facilities.

VRT bases rolling stock and equipment targets on the percentage of assets meeting or exceeding the "Useful Life Benchmark." Facility targets are the percentage of facilities with a condition rating below an overall SGR score of 3.0. Therefore, a low target percentage is optimum in all cases.

The Useful Life Benchmark is the expected lifecycle of a capital asset for a particular transit agency's operating environment, or the acceptable period of use in service for a particular transit agency's operating environment. FTA provides default useful life benchmarks for vehicle types.

The TAM Targets attachment indicates how the TAM Group Plan participants and the region is doing in meeting its targets. The table shows a positive variance when targets are not met. The TAM Targets attachment also shows the following data for each category:

- Actual performance since FY17
- Performance results for current year
- Difference or variance between the target set and the actual performance for current year
- The next fiscal year's target

Findings

- Rolling Stock – We did not meet our target for FY21. The target was not met because some rolling stock due for replacement has been delayed. The same target is proposed for rolling stock in FY22.
- Equipment – We did not meet our target for FY21. The target was not met because some equipment due for replacement has been delayed. The same target is proposed for equipment for FY22.

- Facilities – We exceeded our target for FY21 and propose the same target to continue to improve our facilities for FY22.

Staff Recommendation/Request
This is an action item. Staff requests the Executive Board consider recommending for approval the FY2022 TAM Targets to the VRT Board of Directors.

Implication (policy and/or financial)
An inventory of assets and their corresponding SGR score will help to determine the capital projects for the FY2023 budget.

Highlights
September 2018
- Board of Directors approved Transit Asset Management Group Policy

January 2019
- Board of Directors approved Transit Asset Management Group Plan

June 2021
- Executive Board – Information Item

July 2021
- Executive Board – Action Item
- Regional Advisory Council – Information Item

August 2021
- Board of Directors – Consent Item
- COMPASS Board – Action Item

More Information
Attachments:
TAM Targets

For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org

Asset Category	Performance Measure	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	19.22%	21.25%	27.68%	2.67%
Equipment		64.43%	38.50%	12.70%	5.00%
Facilites	Condition - % of facilities with a condition rating below 3.0		33.33%	42.86%	37.50%

Asset Category	Performance Measure	FY21 Target	FY21 Actual	Variance	FY22 Target
Rolling Stock	Age - % of revenue vehicles and equipment that has met or exceeded their Useful Life	24.67%	29.20%	4.53%	24.67%
Equipment		12.70%	27.91%	15.21%	12.70%
Facilites	Condition - % of facilities with a condition rating below 3.0	42.86%	33.33%	-9.53%	42.86%

EXECUTIVE BOARD RESOLUTION

Insurance Products and Services
RESOLUTION VEB21-010

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT NOT TO EXCEED $90,000 WITH THE HARTWELL CORPORATION TO PROVIDE INSURANCE PRODUCTS AND SERVICES

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

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

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

WHEREAS, Valley Regional Transit needs to establish a professional services agreement with a qualified consulting firm for insurance products and services; and

WHEREAS, Valley Regional Transit evaluated two (2) submitted proposals and has negotiated an agreement with the most responsive and responsible offeror meeting all of the required qualifications; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2021 budget Resolution VBD20-014 approved on August 3, 2020; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

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

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

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

Section 1. That the Executive Board authorizes the award of RFP 2021-03-25 to The Hartwell Corporation. The length of the agreement will not exceed five years.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 7th day of June, 2021.

APPROVED by the Executive Board Chair this 7th day of June, 2021.

ATTEST: **APPROVED:**

__________________________ ______________________________________

EXECUTIVE ASSISTANT **CHAIR OF EXECUTIVE BOARD**

VEB21-010

AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Insurance Products and Services

TOTAL COST: Not to Exceed $90,000

PURPOSE/ACTION: To provide insurance products and services to Valley Regional Transit.

SCOPE OF WORK: Insurance brokerage firm will provide services and duties customarily and usually performed by a licensed insurance brokerage firm including servicing, underwriting, marketing and, placement of various lines of insurance.

DISCUSSION: VRT conducted a competitive request for proposals for insurance products and services. VRT convened a selection team with representatives from VRT. The evaluation team reviewed two (2) proposals and made a unanimous recommendation that The Hartwell Corporation proposal will provide the best value to VRT. The length of the agreement will not exceed five years.

ALTERNATIVES: The only alternative would be to select another successful proposer or conduct business without a licensed insurance brokerage firm.

FISCAL IMPACT: The funding for this service was included in the FY2021 budget.

RECOMMENDATION/JUSTIFICATION: VRT staff requests the Executive Board approve Resolution VEB21-010 Insurance Products and Services, and delegate authority to the Executive Director to authorize final negotiations and execution of the agreement with The Hartwell Corporation.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49, 999)
Signature: ______________________________
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ______________________________
Date Approved: June 7, 2021 Resolution Number: VEB21-010

VRT BOARD (Approves procurements $200,000 and over)

Signature: ______________________________
Date Approved: Resolution Number:

VEB21-010

valleyregionaltransit

TOPIC	FY21 Performance Report – Quarter 2
DATE	May 19, 2021
STAFF MEMBER	Leslie Pedrosa

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

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

As expected, when comparing data to fiscal year 2020, there continues to be a decrease in ridership due to the COVID-19 pandemic. All senior centers opened during the second quarter, and many services began to see ridership increase.

Fixed-route services show a decrease of 50% in the second quarter. When reviewing detailed ridership data, Ada County decreased by 42%. Up to 20% is expected when you are comparing APC data after the first year of reporting, so approximately 22% is due to COVID. Boise State continues to see a steep decrease in ridership, 79%, due to limited classes being offered in person. Intercounty continues to see a steep decrease in ridership, 50%, due to the majority of employees still working remotely. There will no longer be ridership reported in Canyon County with on-demand transit being reported as demand response.

Demand response services show an increase of 14% in the second quarter, due to the change in reporting with the on-demand service. Without the on-demand service reporting change, ridership would reflect approximately 50% drop in ridership. When reviewing detailed ridership data, Ada County continues to show a decrease in ridership, 53% and Canyon County shows a decrease of 14%. These services continue to be severely impacted, due to the vulnerable population that utilizes the service. Canyon County on Demand is newly reported, which is reflected in the increase.

Specialized Transportation services are down 43% in the second quarter. The majority of these services also provide service to a vulnerable population. Most services saw ridership increase over the first quarter, but nothing close to pre-pandemic ridership. Village Van services are down significantly, due to employees working additional hours, which are outside of the current schedule. Below is the breakdown for each service:

- Metro Community Services had a 42% drop in ridership
- Harvest Transit had a 51% drop in ridership
- Eagle Senior Center 43% drop in ridership
- SHIP had a 49% increase in ridership. SHIP added additional service in the fourth quarter of fiscal year 2020, which ended in this quarter

- Village Van had a 67% drop in ridership
- Star Senior Center had a 28% drop in ridership
- Kuna Senior Center had a 59% drop in ridership
- Meridian Senior Center had an 56% drop in ridership
- Shared Vehicle ridership is down 93%. Calvary Church and Interfaith Sanctuary provided very little services in the second quarter of fiscal year 2021
- Volunteer Driver had an 3% decrease in ridership
- Rides2Wellness had a 43% drop in ridership
- Parma Senior Center had a 49% drop in ridership

ACHD Commuteride had a 45% drop in ridership. ACHD Commuteride operated 82 vanpools by the end of the second quarter, which is almost back to pre-pandemic level, however they are not requiring a minimum passenger requirement to operate a vanpool at this time.

VRT First Mile, Last Mile services had a 31% drop in ridership. Lyft Transit Connections had a 31% drop in ridership. VRT Late Night had a 31% drop in ridership.

Staff Recommendation/Request

Staff requests the Executive Board recommend for approval the performance report for the first quarter of fiscal year 2021 to the Board of Directors.

Implication (policy and/or financial)

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

More Information

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

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

VRT PERFORMANCE - 2ND QUARTER, FY21
SUMMARY DASHBOARD

		QUARTERLY			YEAR TO DATE		
		FISCAL YEAR			FISCAL YEAR		
		2021	2020	% Change	2021	2020	% Change
RIDES	FR	208,951	420,111	-50.3	437,407	846,189	-48.3
	DR	12,606	11,103	13.5	24,824	24,918	-0.4
	ST	15,382	26,960	-42.9	30,388	54,122	-43.9
	FMLM	742	1,076	-31.0	1,456	2,212	-34.2
	VP	24,999	45,136	-44.6	47,901	82,713	-42.1
	Total	262,680	504,386	-47.9	541,976	1,010,154	-46.3
HOURS	FR	23,808	29,584	-19.5	46,687	59,789	-21.9
	DR	4,826	5,792	-16.7	9,775	12,600	-22.4
	ST	7,475	7,454	0.3	14,327	15,355	-6.7
	FMLM	91	126	-27.8	180	269	-33.1
	VP	7,645	8,271	-7.6	14,793	16,343	-9.5
	Total	43,845	51,227	-14.4	85,762	104,356	-17.8
RIDES PER HOUR	FR	8.78	14.20	-38.2	9.37	14.15	-33.8
	DR	2.61	1.92	36.3	2.54	1.98	28.4
	ST	2.06	3.62	-43.1	2.12	3.52	-39.8
	FMLM	8.15	8.54	-4.5	8.09	8.22	-1.6
	VP	3.27	5.46	-40.1	3.24	5.06	-36.0
	Total	5.99	9.85	-39.2	6.32	9.68	-34.7
ON-TIME PERFORMANCE	FR	89%	78%	-11.4	84%	71%	-12.5
	DR	85%	83%	-2.1	82%	83%	1.1
	ST	86%	76%	-9.8	85%	79%	-6.3
	Total	86%	79%	-7.8	83%	77%	-5.9

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

VRT PERFORMANCE - 2ND QUARTER, FY21

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE

	FY21	FY20	% Change
Ada County*	182,964	315,394	-42.0
Boise State - Bronce Shuttle	15,191	71,545	-78.8
Canyon County*	-	11,693	-100.0
Intercounty*	10,796	21,479	-49.7
FR SUB TOTAL	208,951	420,111	-50.3

ST - SPECIALIZED TRANSPORTATION

	FY21	FY20	% Change
Metro**	2,757	4,761	-42.1
Shared Vehicle	157	2,346	-93.3
SHIP**	3,830	2,564	49.38
Kuna Senior Center	348	858	-59.4
Village Van	1,180	3,621	-67.4
Volunteer Driver	512	526	-2.7
Meridian Senior Center	292	670	-56.4
Eagle Senior Center**	2,008	3,504	-42.7
Star Senior Center	253	349	-27.5
Harvest**	2,242	4,528	-50.5
Parma Senior Center	489	950	-48.5
Rides 2 Wellness	1,314	2,283	-42.4
ST SUB TOTAL	15,382	26,960	-42.9

QUARTERLY RIDERSHIP GRAND TOTAL	FY21	FY20	% Change
	262,680	504,386	-47.9

DR - DEMAND RESPONSE

	FY21	FY20	% Change
Ada County**	4,922	10,524	-53.2
Canyon County**	498	579	-14.0
CC On Demand	7,186	-	100
DR SUB TOTAL	12,606	11,103	13.5

VP - VANPOOL

	FY21	FY20	% Change
ACHD CommuteRide	24,999	45,136	-44.6

FMLM - FIRST MILE/LAST MILE

	FY21	FY20	% Change
Lyft Transit Connections	49	71	-31.0
VRT Late Night	693	1,005	-31.0
FMLM SUB TOTAL	742	1,076	-31.0

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

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

VRT PERFORMANCE - 2ND QUARTER, FY21

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE	FY21	FY20	% Change
Ada County*	392,875	638,060	-38.4
Boise State - Bronce Shuttle	23,442	139,736	-83.2
Canyon County*	-	23,647	-100.0
Intercounty*	21,090	44,746	-52.9
FR SUB TOTALS	437,407	846,189	-48.3

ST - SPECIALIZED TRANSPORTATION	FY21	FY20	% Change
Metro**	5,416	9,718	-44.3
Shared Vehicle	275	4,893	-94.4
SHIP**	7,243	5,393	34.3
Kuna Senior Center	797	1,664	-52.1
Village Van	2,647	7,459	-64.5
Volunteer Driver	1,092	1,051	3.9
Meridian Senior Center	542	1,501	-63.9
Eagle Senior Center**	3,962	7,566	-47.6
Star Senior Center	436	1,174	-62.9
Harvest**	4,192	7,052	-40.6
Parma Senior Center	738	2,034	-63.7
Rides 2 Wellness	3,048	4,617	-34.0
ST SUB TOTALS	30,388	54,122	-43.9

YEAR TO DATE RIDERSHIP GRAND TOTAL	FY21	FY20	% Change
	541,976	1,010,154	-46.3

DR - DEMAND RESPONSE	FY21	FY20	% Change
Ada County**	10,246	23,745	-56.8
Canyon County**	1,067	1,173	-9.0
CC On Demand	13,511	-	100.0
DR SUB TOTALS	24,824	24,918	-0.4

VP - VANPOOL	FY21	FY20	% Change
ACHD CommuteRide	47,901	82,713	-42.1

FMLM - FIRST MILE/LAST MILE	FY21	FY20	% Change
Lyft Transit Connections	86	258	-66.7
VRT Late Night	1,370	1,954	-29.9
FMLM SUB TOTAL	1,456	2,212	-34.2

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

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

TOPIC	Transit Asset Management Plan Update
DATE	May 19, 2021
STAFF MEMEBER	Dave Meredith

Summary

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management that will apply to all recipients and subrecipients of chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement Transit Asset Management (TAM) plans.

TAM plans must include an asset inventory, condition assessments of inventoried assets, decision support, and a prioritized list of investments to improve the state of good repair of their capital assets.

The current policy and plan meet FTA's requirement for a Transit Asset Management Policy and Plan. This includes our current Transit Asset Management Group Plan and other applicable documents, e.g. Rolling Stock Inspection Guide, etc.

The TAM Plan has been in use the past two years and has been a very useful guide to continue to offer safe and effective transportation in VRT's service area, as well as provide a guide in project priorities. However, staff has realized that the TAM plan could use some changes to offer a better way to operate. VRT staff has reviewed the TAM plan and have made edits to the plan, we have submitted the edits to the Public Transportation Providers group and incorporated their suggestions into the draft TAM Plan.

Suggested changes to the TAM Plan are included in Appendix A for the boards review and feedback.

Staff Recommendation/Request

This is an information item only. The board is asked to review and provide feedback on the planned changes to the plan. A final draft will be brought for approval at a later date.

Implication (policy and/or financial)

The policy and strategies for Transit Asset Management and State of Good Repair will continue to be used to inform the Regional Public Transportation Capital Improvement Plan (CIP), Transportation Improvement Program (TIP), and the Program of Projects (POP).

Highlights

July 2017

- Board of Directors approved Performance Targets for Capital Assets based on the State of Good Repair Measures

September 2017

- Executive Board approved regional asset scoring for FY17

October 2017
- Executive Board approved targets for FY18 to be submitted to FTA through NTD

March 2018
- Executive Board reviewed draft Transit Asset Management Policy

July 2018
- VRT Board of Directors reviewed draft Transit Asset Management Policy

August 2018
- Executive Board approved Transit Asset Management Policy

September 2018
- VRT Board of Directors approved Transit Asset Management Policy

November 2018
- Executive Board reviewed draft Transit Asset Management Plan

December 2018
- Executive Board approved Transit Asset Management Plan

January 2019
- VRT Board of Directors approved Transit Asset Management Plan

January 2021
- VRT Board of Directors reviewed draft Transit Asset Management Plan

More Information

Attachments:
Draft Transit Asset Management Group Plan
Appendix A

For detailed information contact: Dave Meredith, Compliance Officer, 208-258-2729, dmeredith@valleyregionaltransit.org

APPENDIX A

The following are the suggested edits for review and feedback:

Asset Portfolio Summary: (Pages 5-6)

- Rolling Stock
    - *"will include all vehicles for which an agency utilizes as public transportation revenue vehicles, regardless of who has capital replacement responsibility."*

  Equipment
    - *"A provider will exclude from its asset inventory any equipment with an acquisition value of less than $50,000"*
    - *"Inventory for service vehicles will include all vehicles used as service vehicles."*
    - *"VRT Group TAM Plan does require VRT or its agent, to score all equipment that could be included in a Program of Projects. VRT also scores and analyzes other types of equipment for capital planning."*

Condition Assessment (Page 7-8)

- Asset Condition:
    - *"All asset inventory will be scored equally and annually by VRT or its agent with no special consideration given to any one agency. The inventory will then be presented to the Asset Management Lead."*
- Asset Condition Scoring Criteria Guidance:
    - ***"Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. In order to obtain a better understanding of the assets mechanical condition, VRT will use the annual maintenance costs for each vehicle, including Preventative Maintenance costs, to determine a maintenance cost per mile. This cost per mile will apply a score to the complete mechanical Section of the TAM scores. The cost per mile will be completed on an annual basis.*
    - *If a known defect, such as a failed major individual component is known, then that individual component score can be applied to the individual portion of the mechanical score sheet. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for confidence in reliability and specific examples."*

Asset Condition Inspection Guidance (Page 7-8)

- *"As stated above the Asset Inventory will be scored and inspected to determine the overall condition of the asset on an annual basis. While completing the scoring, the inspector should be looking at the overall condition of the asset, including any loose, damaged, leaking or deteriorated items of the asset. Good inspection practices* *include physically touching, shaking and using other mechanical measures, if applicable, to assess the overall condition of the asset. The scoring forms must be used as it will be used as a communication tool to management on the condition of the asset. It will also be used as the data entry tool for the scoring results."*

- Administrative Guidelines
    - *"A record of the inspection must be kept by completing a hard copy of the inspection sheet, as currently, VRT does not have the ability to complete the visual inspection sheet electronically."*
    - *"During inspections, note any defects such as worn, broken, damaged, or defective components, and assemblies, and any loose or missing hardware that may constitute a safety or service concern. These notes should be written on the scoring sheets."*
    - *"Once the scoring sheet is completed it should be scanned into the TAM data location at VRT for future reference. The hard copy then can be filed. Each agency's sheets will be provided upon request."*

Chapter 4 in its entirety (Page's 9 and 10)

CHAPTER 4 – MANAGEMENT APPROACH

Transit Asset Management Policy

The primary goal of ValleyConnect 2.0, the long-range transit plan, is to maintain a safe and reliable public transportation system. In 2018 the VRT Board of Directors adopted a Transit Asset Management Policy to recognize the importance of a transparent and equitable process for achieving and maintaining a State of Good Repair for all public transportation assets in the region. The policy identifies the processes and key steps necessary for FTA compliance, performance measurement, and reporting.

Resource Identification & Decision Support

The Federal Transit Administration (FTA) funds apportioned to the Boise Urbanized Area (Boise UZA) and Nampa Urbanized Areas (Nampa UZA) are crucial to the continued operation of public transportation services in the region. These congressional apportionments are used to fund operations, planning, mobility management, and state of good repair projects. In addition the appropriations can be used for capital and service expansion projects that meet the goals of the region's transportation plans. As the regional transportation authority and designated recipient of these funds, VRT engages a decision support process to identify needs and allocate limited resources. The process is used to prioritize projects that will improve and maintain the state of good repair of all regional public transportation assets.

The Decision Support Process is as follows:

1. TAM Group Plan participants will provide an updated inventory of all capital assets and any additional data requested for investment prioritization as described in this plan.

2. The Asset Management Lead will compile all available data and organize inventories by urbanized area, agency, and asset category.
3. The Asset Management Support will review available and projected federal funding available for transit capital investments in the region as programmed in the region's Transportation Improvement Program.
4. The Asset Management Support will bring to The VRT Board of Directors an analysis of these data and proposed investment prioritization on an annual basis for incorporation into the appropriate fiscal year's Capital Budget and development of a Capital Improvement Plan (CIP). The analysis will consist of a list of ranked projects and anticipated funding year.

Investment Prioritization

VRT Staff uses the following criteria and performance measures to develop recommendations for asset replacement investments to the VRT Board of Directors.

1. SGR Score – the output of the condition assessment process. The SGR score (0-5) provides an objective assessment of an asset that considers age, mechanical health, and appearance. The SGR scores are used in initial ranking of projects to prioritize those assets scoring at a 2.5 and below.
2. Useful Life/Useful Life Benchmark (UL/ULB) – the expected lifecycle or acceptable period of use of a capital asset as determined by the transit provider's operating environment. Available for rolling stock and equipment, UL/ULB are factors of the SGR score. Additional analysis of UL/ULB ensures federal compliance when proposing future replacement projects and scheduling within asset groups. See Exhibit B – FTA Useful Life Guidelines.
3. Safety Risk – the probability that delaying investment may result in injury, loss of life, or serious environmental damage. VRT will prioritize those projects that pose an identifiable safety risk.
4. Level of Service – the utilization of capital assets in the provision of public transit. Reviewed as part of funding requests from partner providers both participating and outside of the Group TAM Plan. VRT prioritizes investments in services with high utilization.
5. Funding Availability – the level of expected federal and local funding available in a given horizon. High ranking projects may be postponed if there is not a) sufficient federal funding in designated UZA b) sufficient local matching funds in the designated UZA, or c.) sufficient federal and local funding to complete the project. Low ranking projects may be advanced that can be addressed with newly available or distinctly applicable funding sources, are strategically linked to higher ranking projects, or other agency initiatives.

See Exhibit H for Investment Priorities.

Setting Performance Targets for Capital Assets

The VRT Board of Directors will set performance targets for each asset category, Rolling Stock, Equipment and Facilities, on an annual basis as part of its internal budgeting process to ensure assets are maintained according to the State of Good Repair and balance the priorities and targets that best reflect the local needs and funding availability from all sources.

Current and projected performance targets will be monitored annually and compared to the agency's TAM actual performance. Performance targets will be reviewed and target changes will be considered if the performance target is projected to be not attainable in the next two consecutive years or if the performance target is projected to be more than 10% above or below the set target.

VRT Group TAM Plan and Targets will be coordinated with the metropolitan, statewide and non-metropolitan planning processes. To the maximum extent practicable, the providers and Sponsor must coordinate with States and Metropolitan Planning Organizations in the selection of State and Metropolitan Planning Organization performance targets.

All recommendations made to FTA are at the discretion of, and are subject to change by the VRT Board of Directors.

Reporting (Page 11)

- Reporting – Asset Scoring, Performance Targets & Measures
  - *"Providers participating in the VRT Group TAM Plan will be required to have all assets scored by VRT or its agent, on an annual basis. Assets that will be scored are assets that will be included in a Program of Projects (POP) these are to include assets not purchased with federal funds. . When one agency loans, leases or gifts an asset to another agency the scoring and reporting of the asset will move to the agency that have physical custody of the asset."*

Exhibit A Roles and Responsibilities (Page 14)

- **Updated roles and titles**

Role	Title	Agency
TAM Plan Sponsor		Valley Regional Transit
Accountable Executive	Executive Director	Valley Regional Transit
Asset Management Lead	Operations Director/Compliance Manager	Valley Regional Transit
Asset Management Support	Programming Planner	Valley Regional Transit
Asset Management Lead	Accountable Executive	Ada County Highway District - Commuteride
Asset Management Lead	Accountable Executive	Boise State University

Exhibit D Scoring Criteria Guidance (Page 20-23)

- Added maintenance cost per mile score grid

Cost Per Mile	TAM Score
$0.00 - $0.25	5
$0.26 - $0.50	4
$0.51 - $0.75	3
$0.76 - $0.99	2

$1.00 an up	1

- Mechanical/Technical scoring definitions updated

Grade		Definition
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal preventative maintenance expense. Highest score after rebuilt is 4.5 Tires 8/32's or more
4.5		Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile) tires 6/32's
4	Good	
3.5		Moderately deteriorated or defective mechanical components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires 5/32's
3	Adequate	
2.5		Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines score. Tires 3/32's or less
2	Marginal	
1.5		Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires less than 3/32's
1	Poor	
0.5		Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0	Replace	

- Appearance Scoring definitions updated

Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine new/clean.
4.5		Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
4	Good	
3.5		Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment shows age
3	Adequate	
2.5		Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
2	Marginal	
1.5	Poor	

1		Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

Exhibit E Score Sheets Template

- Updated sheet with definitions

Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		Useful Life Benchmark(% Used):		Age:	

Scoring area

Appearance				Function/Mechanical	
Exterior Condition	**Scoring**	**Interior Condition**	**Scoring**	**Mechanical Systems**	**Scoring**
Body: Dents/damage/repaired		**Panels / Controls / Alarms**		**Hubs/Airsystems / Steering / Axles**	
Paint/wrap: Bright/faded/chips		**Freshness**		**Power Train includes:**	
Lettering: Bold/fresh/faded/damaged		**Front Carpets / Matts**		Cooling System/Electrical	
Visibility Aides : Windshield/Mirrors		**(Van only) Rear Carpet**		Engine / Transmission	
Wheels: New/damaged/hubcaps missing		**Driver Seat**		**HVAC / Interior Structure / Doors**	
Side Step / Running Boards: If equipped		**Passenger Seats**		**Lift or Ramp**	
Exterior Average		**Interior Average**		**Mechanical Systems Score**	
				(State of Good Repair Mechanical Score)	
Overall Appearance Score		**Useful Life Score**		**Total Score**	
(State of Good Repair Appearance Score)		(Useful Life Score)			

Appearance Scoring

Grade		Definition
5	Excellent	No visible defects, new or near new condition, no body work done, paint is shiny, clean, no chips or dents. Interior/Engine
4.5 4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated body component(s), paint still shines, minor chips
3.5 3	Adequate	Moderately deteriorated or defective body components, some body work, paint good some chips, nicks. Engine compartment
2.5 2	Marginal	Defective or deteriorated body component(s) in need of replacement paint is dull, many defects, could have rust damage
1.5 1	Poor	Major body damage/repair, paint is damaged, interior damaged, worn out, carpet/flooring have holes.
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for

Mechanical Scoring

Grade		Definition
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal PM expense. Highest score after rebuilt is 4.5 Tires are
4.5 4	Good	Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) PM expense, very(4.5)/minor(4) repair expense (cost per mile)
3.5 3	Adequate	Moderately deteriorated or defective mechanical components normal PM expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are
2.5 2	Marginal	Defective or deteriorated component(s) in need of replacement. PM/repair expense is above budget, major repairs moderately high cost per mile. Actual determines
1.5 1	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

Comments:

Exhibit H (New) Page 27

Exhibit H – Investment Prioritization FY22-FY25 (Draft Example)

UZA	Asset Groups	Estimated Cost	Project Year
LU	Rolling Stock - Fixed Route	3,200,000	FY20/21
LU	Rolling Stock - Demand Response	1,000,000	FY21/22
LU	Rolling Stock - Boise State	170,000	FY21
LU	Rolling Stock - Vanpool	169,384	FY22
LU	Facility - Fueling System	390,800	Pending
LU	Facility - Bus Wash	290,000	Pending
LU	Facility - Site	120,000	Pending
LU	Facility - Office	67,000	Pending
LU	Facility - Shop	243,000	FY23
LU	Equipment - Shop	150,000	FY23
LU	Equipment - Service Vehicle	55,000	FY22
LU	Boise State Facility - Shop	85,000	FY23
SU	Facility - Office	700,000	FY22
SU	Facility - Shop	935,000	FY22
	SGR Score 1.5 – 1.9	**7,575,184**	

UZA	Asset Groups	Estimated Cost	Project Year
LU	Rolling Stock - Fixed Route	3,200,000	FY21-FY25
LU	Rolling Stock - Demand Response	1,800,000	FY22
LU	Rolling Stock - Boise State	85,000	FY21
LU	Rolling Stock - Vanpool	254,076	FY23/24
LU	Facility - Bus Wash	35,000	Pending
LU	Facility - Office	500,000	FY23
LU	Facility - Shop	228,000	FY23
LU	Equipment - Support Vehicle	210,000	FY23
LU	Boise State Facility - Office	255,000	FY22
LU	Boise State Facility - Shop	20,000	FY22
SU	Facility - Shop	140,000	FY22
LU/SU	Rolling Stock - Demand Response	248,000	FY22-24
LU/SU	Facility - Office	125,000	Pending
	SGR Score 2.1 - 2.5	**7,100,076**	

Valley Regional Transit
FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
Insurance Products and Services	Jason Jedry	90,000	Mar-21	Executive Board
On-Call Marketing Support	Dave Fotsch	800,000	Mar-21	Board of Directors
MSS Office Space Rebuild	Joe Guenther	25,000	May-21	Executive Director
Integrated Mobility Plan	Kaite Justice	150,000	May-21	Executive Board
On-Call HVAC Services - All Locations	Joe Guenther	TBD	Jun-21	TBD
Bus Stop Construction (Ada County)	Joe Guenther	180,000	Jun-21	Executive Board
Service Truck with Utility Bed	Leslie Pedrosa	72,000	Jun-21	Executive Board
Demand response scheduling software (regional)	Leslie Pedrosa	250,000	Jul-21	Board of Directors
Happy Day Transit Center Improvement	Joe Guenther	1,434,000	Jul-21	Board of Directors
On-Call General Construction Services	Joe Guenther	TBD	Jul-21	TBD
Fire Extinguishers	Leslie Pedrosa	20,000	Aug-21	Executive Director
On-demand transit software Ada County	Leslie Pedrosa	250,000	Aug-21	Board of Directors

Executive Board Approval Levels: $50,000 - $199,999
VRT Board of Directors Approval Levels: $200,000 and over Updated 5-11-2021

valleyregionaltransit

TOPIC	Executive Director Report
DATE	May 19, 2021
STAFF MEMEBER	Kelli Badesheim

COVID-19 and Next Phase Resiliency Activities

There is more to report on this area in the budget memo found in the Executive Board packet. VRT and COMPASS finished technology upgrades to the Board Room early in May. We are testing the system with the next couple of meetings to ensure we get any of the bugs worked out before we open up for in-person and/or hybrid meetings. The technology upgrades will allow us to offer a hybrid option for board members that will work for those attending in person or virtually. Having a virtual option is desirable to several of our board members who want to be involved, but do not have the time to travel to and from the meetings. The systems should be ready for in person meetings by the July Executive Board meeting.

Preparing for Possible Congressional Earmarks

Congressman Simpson included $2 million funding for State Street Corridor in the reauthorization bill's member designated funding projects. This was among several of Congressman Simpson's requests for designated funding in Idaho. The Senate GOP members are still maintaining the ban on earmarks, but some democrats have submitted member designated projects under the guidelines established by the Senate committee. Senator Crapo's office has indicated the Senator is not taking funding requests at this time. VRT will be ready to submit projects if that changes.

Building Reporting Capacity

Staff is continuing to work through improvements to our systems that support VRT performance and financial reports. We are currently evaluating a replacement for the financial and performance reporting system called Fleetnet. We have had this system since 2003. The current vendor is making changes to the platform as well as to the cost structure. VRT will be putting the Business Intelligence system out for an RFP in the near future to determine if we can achieve a more advantageous system and cost. This is a major element to achieving a more agile and informative reporting system.

Digital Community Engagement Platform

VRT finalized the contract with CitizenLab to design and launch a digital community engagement platform. We will have the platform for the next 12 months, and plan to deploy it in Canyon County, as well as Middleton, Star, Eagle, and Kuna and Meridian. These areas are experiencing rapid growth. The platform will help us learn more about travel patterns, needs and gaps, and perceptions about transportation services that would support the needs in their communities. We anticipate starting the launch of the digital platform in late summer starting in Canyon County. The other areas will be launched over the remainder of the summer. VRT is going to work closely with local governments and a variety of community stakeholders across all sectors to ensure the platform is giving us comprehensive data in each of the target areas.

Projects and Community Activities

- Providing project management support to the Connected Canyon County project and the digital community engagement roll-out
- Supporting grant administration work in the area of balancing grant and local funding for VRT's federally funded projects
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor, and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team

More Information

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

valleyregionaltransit

TOPIC	Development Department Monthly Report
DATE	May 19, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities May 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- ValleyConnect 2.0 (VC2.0)
  Staff is continuing to refine the Transit Asset Management (TAM) process to better align funding decisions with the equipment needs. These needs will be prioritized along with other funding needs.

Programming/Budget Development

- Budget Development – The FY22 budget development cycle is underway. Staff has scheduled meetings with local jurisdictions and agencies to discuss annual funding requests, proposed projects and budget assumptions. Staff has applied the Regional Planning and Prioritization workshop discussions to the FY2022 budget development calendar. Initial FY22 funding request letters have begun to go out to local jurisdictions.

Goal 2 – Increase Ridership and Revenue

- Marketing – Working with VRT marketing staff, development staff is supporting continued efforts to increase awareness of the extension of the 9 State Street to Eagle. Vouchers for two free rides on the 9 will go out to Eagle residents in their utility billing in June. VRT has joined with other agencies in promoting alternative transportation as part of our title sponsorship of May in Motion. For the entire month of May, VRT will be providing free rides on all fixed-route service.
- Meridian Service Expansion and FY 2021 Service Change –Meridian service expansion has been delayed until the start of FY2022 (October, 2021). This will allow for us to get past of COVID-19. Staff is in the process of developing a marketing campaign about the new service expansion to generate public interest.
- FY2022 and FY2023 Service Changes – Development staff prepared a public survey to solicit feedback on emergency and planned changes for FY2022 and begin discussions about service concepts for FY2023. That survey was open the full month of May and the results of that survey will inform potential service changes in FY2023.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Boise Operations Facility**
  - **Electric Bus Infrastructure**

  Construction on electric bus infrastructure at the Orchard Facility is substantially complete. The charging infrastructure is in place on time for the start of electric vehicle operations when the vehicles arrive later this year.
  - **Fuel Island Work**

  Upgrades to the CNG facility are underway, STV Consulting assisted with design and consultant management. Dryer parts have arrived and will be installed in spring 2021. Cathodic protection upgrades will be addressed in the Facility Master Plan upgrades during the pavement reconstruction. The fuel shed will also be replaced and is expected to be included in the bid for pavement/site civil construction in late FY2021.
  - **Orchard Facility Master Plan**

  A Facility Master Plan is being prepared to coordinate pavement repairs/replacement, incorporate the CNG projects as well as the E-Bus infrastructure. Jacobs Engineering is complete with preliminary engineering for FY2021 pavement construction. Staff is working with Jacobs to identify constraints and clear project area for environmental (NEPA) with Federal Transit Administration (FTA). With NEPA clearance, contractor bidding can begin. Construction at the Orchard Facility will start in late summer/fall 2021 and will continue for up to three years.
- **Happy Day Transit Center Upgrades (HDTC)**

  Staff is reviewing and updating planned repairs and upgrades. VRT has contacted an engineering/architectural firm from the on-call list to assist with construction scheduling, estimating, and bidding for repairs. Staff will present the results of the Feasibility Study to the VRT Executive Board at the July meeting. A comparison of three options, Replace maintenance shop, major reconstruction, or repairs to existing are being considered. Metrics used are to look at cost of construction, extended lifespan of maintenance facility, and efficiency of selected option for extended maintenance and operations costs.
- **Main Street Station** (MSS)

  Standard maintenance activities continue at MSS. Office space reclamation is anticipated in late spring FY2021. A repair is needed on the exit ramp where the buses transition from the ramp to the street. The concrete will need to be repaired in FY2021 and staff is working with an engineer from the on-call list to design a permanent repair.
- **Bus Stops**

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

  1- FY2021 general bus stop construction and purchases are being requested from the Executive Board at the May meeting. VRT staff are addressing amenity issues (benches, trash, etc.) at newly installed shelters as well as fixing American's with Disabilities (ADA) issues and replacing obsolete infrastructure. VRT is also working with city of Boise staff to install Orchard Street projects as revenue backed projects from the City of Boise neighborhood grants as well as the transit component of the linear park being planned at Goddard and Milwaukee.

2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC).
3- FY2022 projects are being scoped and will be resultant of the State Street Transit Operational Analysis, the Fairview Best in Class Study, and the Bus Stop Typology. These studies will identify changes in operations and infrastructure needed to improve best in class and standard corridors.

Regional Corridor Planning

- **State Street Corridor Projects**
  The State Street Alternative Analysis committee is preparing its final alternatives recommendations. Those recommendations will be presented to the Executive Board in July.

  The State Street Transit Operational Analysis consultant team met with the State Street Technical Team and has commenced its data collection.

  Development staff also worked with key stakeholders to submit a Transportation Improvement Plan (TIP) amendment and a legislative earmark request for improved passenger amenities along the State Street corridor.

Other Development Activities

- **FY 2021 planning projects** –
  - Regional Vanpool Study – planning kick off meeting and engaging project team.
  - Passenger Facility Plan/Bus Stop Typology – completed contract negotiations
  - Coordinated Human Services Transportation Plan – Worked with the RAC and COMPASS to continue progress on the Coordinated Human Services Transportation Plan.
- **Grant Opportunities** – VRT continues to look for federal grant opportunities including competitive grants focused on building out State Street corridor, innovative service delivery and electrification of the VRT fleet. In April VRT worked with our regional partners to put in an application for a federal earmark. That process is still unfolding.

More Information:

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

valleyregionaltransit

TOPIC	Operations Department Staff Report
DATE	May 19, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Operations

Valley Regional Transit worked with partners in Canyon County and launched the Rides2Wellness program on May 3. This service has a larger community partnership than Ada County. This service will utilize the on-demand service as well as a pre-scheduled service, depending on the patients' needs and abilities. This service will have a slow start, due to the different approach from what is currently in place in Ada County, as well as the expectation to add other wellness activities to the list of eligible trips. As of the date of this memo, six community partners have been on-boarded to enroll patients. Included with this memo is the patient explainers for the new service.

Valley Regional Transit launched the Meridian Veterans Shuttle service on May 3. This new service provides transportation for Meridian veteran's to the Veterans Administration Medical Center in Boise. This new service provides trips within the same service area that is currently served by Harvest Transit and is available Monday - Friday. Current service providers in the area will be providing these rides. Prior to this new service, Meridian residence had limited options for transportation to the Veterans Administration Medical Center in Boise. Included with the memo is the service brochure.

VRT staff will continue to meet with the Building Accessible Capacity work group to continue the work started where the Access to Independence project left off in 2019. The original project team was created to determine objectives, concepts, and goals for what success would look like. The work group strives to build accessible capacity for eligible users, while still being cost effective, easy to use, and available to as many people as possible. The first task is a new service design for the current SCRIP program in Boise. The work group will continue to meet monthly and will work closely with the Regional Advisory Council to ensure the new service design meets the needs of all users.

On February 1, the Centers for Disease Control and Prevention (CDC) issued an Order imposing a mask requirement applicable to public transportation systems service providers to mitigate the risk of COVID-19. On May 5, this order was extended to September 13, 2021. With local businesses, jurisdictions and the CDC making changes to mask restrictions, VRT staff is working hard to continue to ensure that masks are worn at all times on buses and in transit centers.

Three of the first four electric buses have completed production and are currently being painted. The buses are now scheduled to arrive in June 2021. Installation of charging infrastructure for the electric buses has been completed at the Orchard facility in Boise. VRT staff and contract operators will begin the testing phase of vehicles once they arrive.

Staff has begun contract negotiations for the new fixed-route CAD AVL software, following Board approval in May.

Highlights:

Contracted Transportation

Canyon County had two preventable accidents and one non-preventable accident since last report

- Intercounty on-time performance 78% for April
- ACCESS on-time performance 91% for April
- April On-demand service performance
  - 69% on-time performance; staff is still not confident with the reporting and they continue to work with Via Mobility
- Completed timing adjustments for service changes implemented on May 1
- Working with VRT for planned service changes in October
- Ada County had one preventable accident since last report
- Fixed-route on-time performance 82%
- ACCESS on-time performance 97%
- Completed timing adjustments for service changes implemented on May 1
- Working with VRT for planned service changes in October
- Hired a new safety manager with over 30 years of transit experience

Specialized Transportation

- Almost all services are seeing ridership increase. There are no changes to any services or COVID19 cleaning protocols for the following services:
  - Parma Senior Center
  - Meridian Senior Center
  - Metro Community Transportation
  - Interfaith Sanctuary
  - Volunteer Driver
  - Lyft Transit Connections
  - VRT Late Night
  - Supportive Housing and Innovative Partnerships (SHIP)
  - Kuna Senior Center
  - Rides2Wellness
- Calvary Church has not resumed services
- Eagle Senior Center opened on April 1. Meals are served inside Monday, Tuesday, and Thursday, and curbside meal service provided on Wednesday and Friday. The center has begun to hold activities at the center the same days meals are served and ridership is continuing to increase.
- Harvest Transit is steadily increasing in ridership. Many past riders are now wanting to use the service again.

Information Technology and Intelligent Transportation Systems

- Staff resolved 242 support requests from 247 submitted
- Completed work on website for service changes implemented May 1
- Staff continues to monitor and resolve issues of newly launched VRT website
- Staff continues to work on equipment, software and programs to support VRT employees ability to work from home with little to no issues
- Working with internal departments to create work flows and standardize reports
- Assisted in set up for Board Room

Compliance

- Continued to communicating key points to VRT executive staff and contractors on the COVID pandemic
- Changed cleaning protocols at transit centers and buses
- Continue to distribute face coverings as needed
- Continue to hold PTASP Safety Committee meetings monthly. Have received a couple of notifications through the web link created to report safety issues
- Completed TAM scoring for rolling stock and equipment in April
- Working with the Public Transportation Provider Group to finalize edits to the current TAM plan for board approval
- Will be completing onsite contractor compliance audits

Customer Service Support

- Customer service handled 2,695 of 2,810 phone calls for information, with 114 calls abandoned. The average call time was 2 minute, 36 seconds and the average hold time was 18 seconds
- Reservationist handled 1,053 of 1,104 phone calls to change or schedule a ride on ACCESS, with 47 calls abandoned. The average call time was 3 minutes, 53 seconds and the average hold time was 15 seconds
- On-demand handled 665 of 706 phone calls to schedule a ride, with 40 calls abandoned. The average call time was 2 minutes, 10 seconds and the average hold time was 26 seconds
- April mobile ticket sales totaled $4,359.00
- Staff was prepared for the Canyon County Rides2Wellness program, the Meridian Veteran's Shuttle and the May 1 service changes

More Information

Attachments:
On-demand patient flier
Pre-scheduled patient flier
Meridian VAMC transportation brochure

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

Rides2Wellness
CANYON COUNTY

OnDemand Service

Valley Regional Transit offers a flexible, no-cost, on-demand Rides2Wellness service that will pick you up at either a "virtual" or fixed bus stop, and take you to a stop nearest to your destination. The service is designed to provide transportation to medical appointments in a defined service area in Nampa and Caldwell.

For many Canyon County residents living in Nampa and Caldwell, it can be difficult to secure rides to medical appointments.

This Rides2Wellnes OnDemand Service is available to anyone within the VRT OnDemand service area and is able to access bus stops.

All rides must be within the VRT OnDemand service area and users must be registered by an approved community partner.

There are THREE WAYS to schedule an OnDemand ride:

1. Download and use the VRT OnDemand app
2. Book through the website at *vrtondemand.app.ridewithvia.com*
3. Call the Help Desk at **208-345-7433**
   Book a ride Monday - Friday 7:00 a.m. - 5:30 p.m.

valleyregionaltransit.org

ONDEMAND SERVICE OPERATES FROM 6 A.M. TO 8 P.M. MONDAY - FRIDAY

Rides2Wellness

CANYON COUNTY

OnDemand Service

Once you are registered by an approved community partner, you will receive a Rides2Wellness ID Card. Show this card to the driver when you board the bus.

VRT OnDemand service differs from traditional fixed-route transit service in that you have to book a ride and the buses do not follow a fixed pathway. VRT OnDemand picks up riders at one stop and takes them to a predetermined destination.

In many cases, OnDemand wait times are much shorter and more direct than fixed-route service. ***There is no need to know time schedules.***

- Rides2Wellness OnDemand utilizes the VRT OnDemand bus system. Rides are not booked in advance, so be sure to schedule your ride to allow yourself enough time to get to your appointment.
- Your return ride can be scheduled as soon as you are ready to go home. Please be sure to have exact addresses, to ensure you get to the bus stop nearest your destination.
- A driver will pick you up at the agreed upon time and bus stop and will drop you off at a stop near your appointment location. Any changes to the pick-up time or bus stop will be communicated within the VRT OnDemand app or via email.
- You will need to be at the bus stop on time, as the driver will only wait for three minutes upon arrival.

Pro Tip: If you book your rides via smart phone or the website, save your appointment locations to your favorites. Next time you book a ride, they will be easy to find at the top of the destinations list.

Find the favorites option by clicking on the ≡ menu icon.

valleyregionaltransit.org

ONDEMAND SERVICE OPERATES FROM 6 A.M. TO 8 P.M. MONDAY - FRIDAY

Rides2Wellness

CANYON COUNTY

Pre-scheduled Service

For many Canyon County residents living in Nampa and Caldwell, it can be difficult to secure rides to medical appointments.

valleyregionaltransit.org

Valley Regional Transit offers a no-cost, pre-scheduled Rides2Wellness service. The service is designed to provide transportation to medical appointments within a defined service area in Nampa and Caldwell.

The Rides2Wellness pre-scheduled service is available to those who are unable to access the VRT OnDemand bus system and live within the Rides2Wellness service area in Nampa and Caldwell.

Users must be registered by an approved community partner.

Schedule your ride by calling the
VRT Help Desk at 208-345-7433
Monday - Friday between 8 a.m. - 5 p.m.

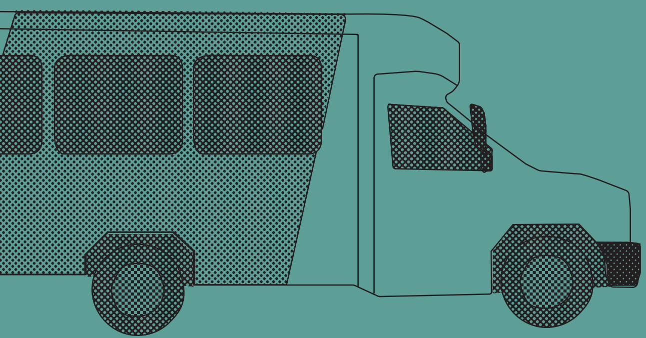
- A ride can be scheduled between 2 - 14 days prior to your appointment. Make sure to schedule your return ride, if one is needed. Please provide exact addresses for pick-up and drop-off locations.
- This is a curb-to-curb, shared ride service. A driver will pick you up at an agreed-upon location and take you to your medical destination.
- You will be given a pick-up time window the driver can arrive within. Ensure you are ready, as the driver will wait only five minutes upon arrival.

PRE-SCHEDULED SERVICE OPERATES FROM 7 A.M. TO 6 P.M. MONDAY - FRIDAY

Valley Regional Transit offers a variety of programs to help people get where they're going. For the most up-to-date information on our services, visit valleyregionaltransit.org

Related Services

- Harvest Transit - provides no-cost, non-medical transportation to any location within the service area. Available to Meridian seniors, persons with disabilities, and veterans.
- Rides2Wellness - provides no-cost transportation to medical appointments at participating locations.



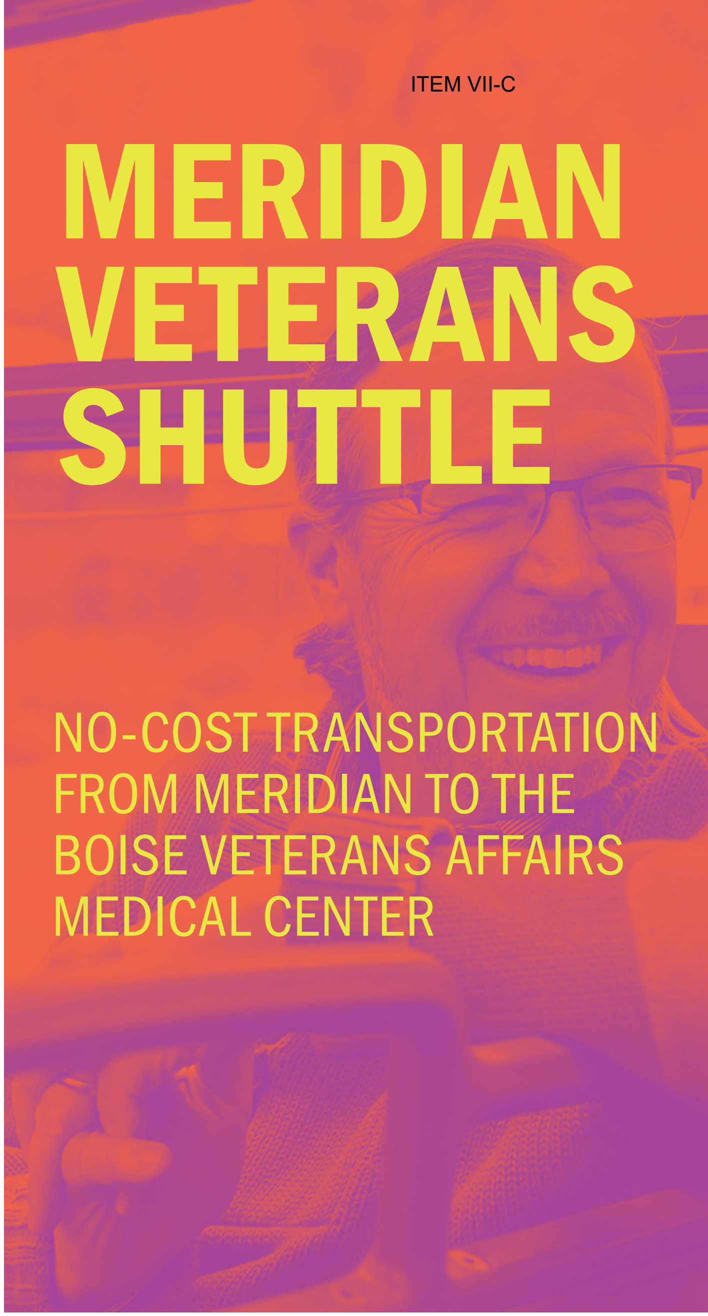
Valley Regional Transit
700 NE 2nd Street Suite 100
Meridian, ID 83642

VRT Help Desk
208.345.7433

valleyregionaltransit.org

valleyregionaltransit

MERIDIAN IDAHO



MERIDIAN VETERANS SHUTTLE

NO-COST TRANSPORTATION FROM MERIDIAN TO THE BOISE VETERANS AFFAIRS MEDICAL CENTER

valleyregionaltransit

MERIDIAN IDAHO

HEALTHCARE TRANSPORTATION JUST FOR YOU

The Meridian Veterans Shuttle is a new no-cost transportation service designed to help veterans in Meridian get to appointments at the Boise Veterans Affairs Medical Center. The shuttle is a curb-to-curb service, picking you up at home, dropping you off at the VAMC, and then taking you home again.

Shuttle service is available Monday to Friday from 7:00 a.m. to 5:30 p.m.

SHUTTLE QUALIFICATIONS

- You are a veteran with a valid Veteran ID card
- You live in the service area in Meridian
- Your appointment is at the VA Medical Center in Boise
- You need transportation to your appointment

Meridian Veterans Shuttle is not a taxi or limousine service. It is shared-ride transportation, taking multiple people to their VAMC appointments. The shuttle is coordinated with various transportation providers serving Meridian. Call Valley Regional Transit at 208-345-7433 to schedule your ride.

SCHEDULE YOUR RIDE

To schedule a ride, call the VRT Help Desk at **(208) 345 -7433** at least two business days before your appointment and provide your VA Medical Center appointment date and time. You can schedule a ride up to two weeks before your appointment. Once the ride is scheduled, you'll receive a confirmation call the day before the scheduled appointment.

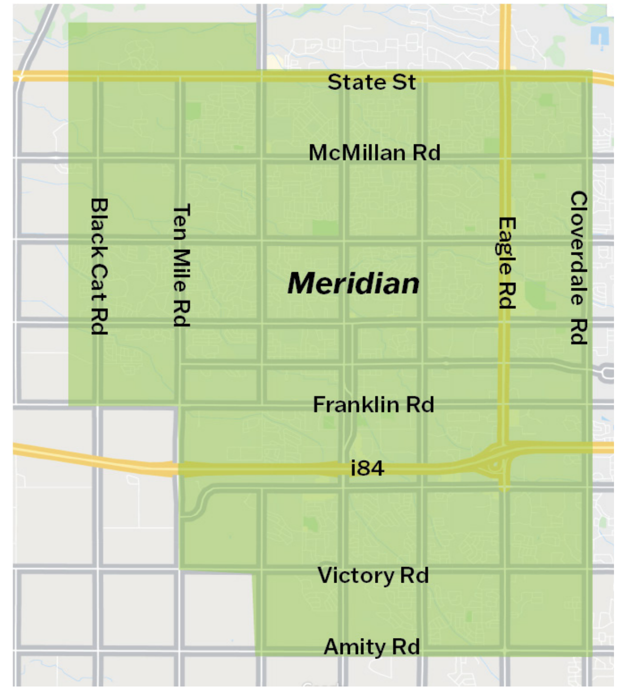
Help Desk Hours: Mon-Fri: 7am - 6pm, **Sat:** 8am - 5pm, **Sun:** Closed

QUESTIONS?

• Visit valleyregionaltransit.org • Call **208.345.7433** • Email info@valleyregionaltransit.org

SERVICE AREA

Your pick-up address must be located within the green shaded service area to qualify for this shuttle service.



NO-COST RIDES

Your Veteran ID Card will serve as your fare pass to ride on the shuttle. Simply show your card to the driver when you get in, and you will be good to go!

Acceptable forms of ID include

- Veteran Heath Identification Card (VHIC)
- Department of Defense (DoD) ID Card
- Common Access Card (CAC)
- Uniformed Services ID Card
- State-issued driver's license or ID with a Veterans designation

TOPIC	Finance and Administration Activity Report
DATE	June 7, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

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

Highlights
Budget/Finance
- Finance staff closed the second quarter of FY2021 on April 27
- Finance staff are working on the FY2022-FY2028 TIP amendment
- Finance staff continue to prepare for the FTA triennial review/audit
- Finance staff are working on FY2021 project funding and tracking documentation
- Finance is assisting with FY2022 budget planning

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

Procurement
- Procurement and Contracts Specialist is working on:
  - Insurance Products and Services
  - On-Call Marketing Support
  - Integrated Mobility Plan
  - Contract extensions

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

valleyregionaltransit

TOPIC	Programs and Marketing Update
DATE	May 19, 2021
STAFF MEMBER	Dave Fotsch

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

Staff Recommendation/Request
Information only

Highlights
Safe Routes to School (SR2S)

- Bike rodeo season is in full swing with the SR2S team visiting schools throughout the Treasure Valley. This activity will continue through June.
- Bike camps are scheduled with the West YMCA in July.
- Staff has also been teaching in Driver's Education classes as time allows.
- Staff is exploring grant opportunities.

Navigation

- Mobility Navigator, Kyle Lenhart-Wees, and VRT Operations successfully launched Canyon County Rides2Wellness on May 3, 2021. The largest health care providers have been instructed on how to enroll clients in the program. Outreach continues to bring as many providers into the network as possible.
- The Mobility Navigator and Operations successfully launched the Meridian Veterans Shuttle on May 3, 2021. The shuttle, which uses private providers, allows veterans in Meridian to book no-cost rides to and from the Boise Veterans Administration Medical Center.
- The Mobility Navigator has also been doing outreach to Community School activists and organizers.

Marketing

The Marketing Department has been working with Stoltz Marketing Group to develop and launch a series of initiatives designed to maintain and grow Valley Regional Transit services' ridership and better serve customers.

- VRT issued a Request for Proposal for On-Call Marketing services on March 10, 2021, requesting proposals from qualified marketing firms to provide a variety of marketing services to the agency. VRT received 13 proposals. A committee of staff members reviewed and ranked the proposals, selecting Stoltz Marketing Group.
- Rebranding – Staff is starting to implement a plan to rebrand buses and other assets from ValleyRide to Valley Regional Transit.
- Canyon County On-Demand Service – VRT has launched a broad-based marketing initiative designed to reach multiple audiences in Canyon County. The campaign includes:

  - Radio advertising on KTSY and Radio Rancho
  - The three buses that regularly provide on-demand services have all been custom wrapped with messages about the new service.
  - Display ads and social media boots
  - Organic social media materials have been delivered
  - A partner toolkit is now available on the VRT website
- Integrated Fare App – The app will be called City Go Pay. VRT is coordinating with City Go and Stoltz to develop a marketing campaign to introduce the public to the app and all it does. The materials will be developed over the next few months with the campaign expected to launch in late summer.
- Safe Travels, Treasure Valley – The campaign strives to assure the public that riding shared transportation is safe. Through an every-other-week newsletter we and our partner agencies provide updates on programs and industry trends. We invite you to share the subscription page widely: https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08.
- Electric bus launch – We are developing a campaign to celebrate electric buses' addition to the Valley Regional Transit fleet. The first electric buses should arrive in June. The buses will be tested throughout the summer and put into service in the fall. The campaign will emphasize the environmental benefits of going electric. We are working to identify summer events where the buses can be displayed.
- Special Events – VRT has verbally agreed to work with Treefort Music Fest to run the 'Treeline' shuttle service in downtown Boise as part of the festival in September 2021.

More Information

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

valleyregionaltransit

TOPIC	Corporate Sponsorship and Underwriting Department
DATE	June 7, 2021
STAFF MEMBER	Jason Russell

Summary

Valley Regional Transit - Underwriting Division			
	FY 20	FY 21	FY 22
Target Revenue:	$435,835	$528,246	$600,000
Actual Contracted Revenue:	$461,133	$508,631	$198,046
% of Target Revenue:	106%	96%*	33%*

*As of 5/17/21

New Business Opportunities
- Crush the Curve Idaho – Vaccinate 208 campaign
- TDS Fiber
- Idaho Department of Health and Welfare- Substance Use Disorder Campaign
- Idaho Youth Ranch

Advertising Installations
- Drug Overdose and Prevention Program
- DaVita Kidney Care
- Valley Regional Transit – On Demand
- Homie Real Estate

That's A Wrap! Advertising and Sponsorship Newsletter
The Underwriting team has created and will soon distribute "That's a Wrap!," a newsletter focused on Valley Regional Transit's (VRT) transit advertising and sponsorship opportunities. The publication will feature current VRT advertisers, special programs such as Art in Transit, and the benefits of transit advertising. The quarterly newsletter will be emailed to over 200 advertisers in the team's database.

Idaho Safe Places
The Idaho Youth Ranch's Safe Place program is for young people needing immediate help and safety. The partnership between VRT and Idaho Youth Ranch may include:
- Purchased advertising space
- Safe Place designation for buses and transit centers
- Training VRT staff to recognize young bus riders that may need help

Public Art
Boise City Department of Arts & History and VRT are collaborating to bring Art in Transit to the community. On behalf of VRT, Boise City will issue an artist request for qualifications. Qualified artist will be will included in a roster and may be selected and commissioned to complete a public art project using VRT bus shelters. The VRT underwriting team is seeking businesses and organization to sponsor the art projects.

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

valleyregionaltransit

TOPIC	City Go Report
DATE	June 7, 2021
STAFF MEMBER	Kaite Justice

Summary

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

Highlights

- Staff continues to work on the implementation of the integrated fare payment system – City Go Pay Platform. The soft launch has been postponed to late September 2021, due to the timing on the new CAD/AVL system installation on the VRT buses. The initial press release went out in May for the platform and partnership with Cubic.
- City Go staff is working with Moovit to integrate their real-time trip planner into the VRT and City Go website. The trip planner will be live on both sites in June.
- City Go staff has seen an increase in interest from employers as they make plans to return to the office or hire more staff.
    - New City Go Members:
        - Bittercreek
        - Diablo & Sons
        - Red Feather
        - Bacon
    - Renewed members:
        - Clearwater Analytics
        - Ada County
        - Stoltz
    - New pass program contracts:
        - CCDC
        - Bacon
        - Bittercreek
        - Diablo & Sons
        - Red Feather
- City Go staff conducted outreach to 57 businesses in May and held eight meetings.
- City Go staff partnered with ACHD Commuteride to support May in Motion. City Go hosted a webinar on downtown mobility and City Go benefits. City Go also hosted a Bike There day booth at Ada County Courthouse with Ada County staff and George's Cycles. Bicyclists were provided a grab-and-go breakfast, free bike checks, and information on sustainable transportation options.
- RFP was released for the Integrated Mobility Plan. Recommendations for the procurement will be brought to the executive board in August 2021.
- City Go is working with the Idaho Policy Institute to conduct a COVID-19 Travel Behavior Study valley-wide. The survey for the study will go out in June. The final report for the study will be completed in fall 2021.

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