Table of Contents

Executive Board Meeting Agenda

Monday, July 12, 2021
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

Executive Board members can participate in the meeting in-person
or via MSTeams at https://www.valleyregionaltransit.org/ExecutiveBoardJuly2021,
or by dialing in at 469-965-2358 Conference ID: 600 218 615#
(The first floor Boardroom is open for in-person attendance, but has very limited capacity.
In-person attendees must maintain physical distance and should wear a mask at all times
in the building, if not fully vaccinated. Attendance will be on a first-come, first-serve basis.)

I. CALLING OF THE ROLL

II. AGENDA ADDITIONS/CHANGES

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

IV. CONSENT AGENDA

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

A. ACTION: Minutes of the June 7, 2021 Executive Board Meeting ⊖ Pages 6-8

The Executive Board is asked to consider acceptance of the June 7, 2021 Executive Board meeting minutes.

B. ACTION: Minutes of the May 18 Regional Advisory Council ⊖ Pages 9-11

The Executive Board is asked to consider acceptance of the May 18, 2021 Regional Advisory Council meeting.

V. FINANCE COMMITTEE (NOTE ACTION OR INFORMATION)

A. ACTION: Review FY2022 Preliminary Budget and set Public Hearing Date ⊖

Pages 12-26 Kelli Badesheim

The Executive Board will have the opportunity to review the FY2022 preliminary budget and consider releasing the budget for public comment and setting the required public hearing. The budget will be presented to the VRT Board on August 2, 2021 at their regularly scheduled meeting.

B. INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan ⊖ Pages 27-35 Jason Jedry

The Executive Board is asked to review and discuss a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Set Public Hearing for Asset Disposal ⊖ Pages 36-37 Leslie Pedrosa

The Executive Board will consider setting a public hearing date for the next VRT Board meeting on August 2, 2021 to notify the public of assets slated for disposal and provide an opportunity for public comment.

B. ACTION: Consider Preferred Alternative for State Street Alignment Between State Street and Whitewater Park Boulevard and Downtown Boise ⊖ Pages 38-40 Stephen Hunt

VRT Staff will present the Preferred Alternative for State Street. The Executive Board is asked to consider recommending the Preferred Alternative to the VRT Board of Directors. The full report is available here: https://www.valleyregionaltransit.org/StateStreetAlternativeAnalysis

C. ACTION: Transit Asset Management (TAM) Plan and Policy Updates ⊖ Pages 41-48 Dave Meredith

The Executive Board is asked to consider recommending for approval the Transit Asset Management Policy and Plan updates to the VRT Board. The draft and redline versions of the policy and plan are available at the following links:

TAM Plan:
https://www.valleyregionaltransit.org/TAMPlanDraft
https://www.valleyregionaltransit.org/TAMPlanRedline

TAM Policy:
https://www.valleyregionaltransit.org/TAMPolicyDraft
https://www.valleyregionaltransit.org/TAMPolicyRedline

D. ACTION: Executive Director's Performance Evaluation Follow-up Elaine Clegg

Chair Elaine Clegg will lead a discussion on the Executive Director's annual performance review and the action she would like the Executive Board to present to the Board of Director's at the August meeting.

E. ACTION: Proposed Agenda for August 2, 2021 Board of Directors Meeting ⊖ Page 49 Kelli Badesheim

The Executive Board is asked to review and consider approval of the proposed agenda for the August 2, 2021 Board of Director's meeting, giving staff leeway to make changes if needed.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Service Continuity - Canyon County ⊖ Pages 50-51 Leslie Pedrosa

Staff will provide an update to the Executive Board regarding staffing challenges and service interruptions in Canyon County.

B. INFORMATION: FY2021 Happy Day Transit Center, Capital Investments ⊖ Pages 52-77 Joe Guenther

Staff will provide a review of Happy Day Transit Center projects to prioritize investments and confirm that investments being considered are fiscally wise.

C. INFORMATION: Fare Capping and Fare Tariff Sheet Update ⊖ Pages 78-79 Stephen Hunt

This item is to update the Executive Board on the potential for fare capping and updates to the fare tariff. It is an information item only and will go to the full Board of Directors in August to consider approval.

D. INFORMATION: City Go and Regional Pass Program Update ⊖ Pages 80-85 Kaite Justice

This item is to update the Executive Board on the growth and work of City Go and the Regional Pass Program.

E. INFORMATION: Service Change Public Outreach Update ⊖ Pages 86-87 Alissa Taysom

Staff will present public outreach planned and conducted for the October 2021 service changes.

F. INFORMATION: Procurement Calendar Θ Page 88

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

G. INFORMATION: Department/Staff Reports Θ Pages 89-102

The most current department/staff reports are including 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:

August 2, 2021 (followed by the Board meeting)
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.

valleyregionaltransit

Executive Board Meeting Minutes

Monday, June 07, 2021
11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Luke Cavener, Meridian	Kelli Badesheim, VRT
Elaine Clegg, City of Boise	Garret Nancolas, Caldwell	Jarred Blankenship, VRT
John Evans, City of Garden City		Bre Brush, City of Boise
Debbie Kling, City of Nampa		Mark Carnopis, VRT
Sandi Levi, City of Nampa		Paula Cromie, VRT
David Lincoln, ACCHD		Dave Fotsch, VRT
Lantz McGinnis-Brown, Boise State		Karen Gallagher, City of Boise
Lauren McLean, City of Boise		Tessa Greggor
Joe Stear, City of Kuna		Joe Guenther, VRT
		Jim Hansen, ACHD
		Ryan Head, ACHD
		Natalie Hilde, Thompson Consult
		Stephen Hunt, VRT
		Liisa Itkonan, COMPASS
		Jason Jedry, VRT
		Kaite Justice, VRT
		Susan Manika, RAC
		Dave Meredith, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:01 with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES – Elaine Clegg let board members know the next scheduled meeting will be held in person and virtually. There may be a need to reschedule the meeting as Mayor Kling and Councilwoman Levi will be unable to attend due to budget meetings in Nampa.

PUBLIC COMMENTS - None

CONSENT AGENDA
Items on the consent agenda consisted of the following

- **ACTION: Minutes from the May 3, 2021 Executive Board Meeting**
- **ACTION: Minutes from the April 20, 2021 Regional Advisory Council Meeting**
- **ACTION: Regional Advisory Council New Member, Susan Manika**
- **ACTION: FY2022 through FY2026 Recommended Transportation Improvement Program (TIP) for Public Transportation Projects - Resolution VEB21-011**

John Bechtel moved to approve the consent agenda as presented; Debbie Kling seconded. The motion passed unanimously.

FINANCE COMMITTEE
ACTION: FY2021 2nd Quarter Variance Report
Jason Jedry presented the FY2021 2nd quarter variance report. Following discussion, John Evans moved to approve the FY2021 2nd Quarter variance report; Debbie Kling seconded. The motion passed unanimously.

ACTION: FY2021 2nd Quarter Operating Cash Balance Report
Jason Jedry presented the FY2021 2nd quarter operating cash balance report. Following discussion Debbie Kling moved to approve the FY2021 2nd quarter operating cash balance report; Joe Stear seconded. The motion passed unanimously.

INFORMATION: FY2022 Budget Revenue Assumptions, Capital and Subrecipients
Staff presented 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.

EXECUTIVE BOARD ACTION ITEMS
ACTION: On-Call Marketing Support
Dave Fotsch presented information on a Professional Services Agreement with Stoltz Marketing Group to provide on-call marketing services. Following discussion, Debbie Kling moved to approve RESOLUTION VEB21-012 Stoltz On-Call Marketing and the corresponding Authorization for Expenditure; Lauren McLean seconded. The motion passed unanimously.

ACTION: FY2022 TAM Targets
Leslie Pedrosa presented the FY2022 TAM targets. Following discussion, John Evans moved to recommend, for approval, the FY2022 TAM Targets to the VRT Board; Debbie Kling seconded. The motion passed unanimously.

ACTION: Insurance Products and Services
Jason Jedry presented information on insurance products and services. Following discussion, Debbie Kling moved to approve RESOLUTION VEB21-010 and Authorization for Expenditure for Insurance Products and Services; Joe Stear seconded. The motion passed unanimously.

ACTION: Fiscal Year 2021 Second Quarter Performance Report
Leslie Pedrosa presented the FY2021 second quarter Performance Report. Following discussion, Joe Stear moved to accept and recommend for approval, the performance report for the second quarter of fiscal year 2021 to the Board of Directors; Debbie Kling seconded. The motion passed unanimously.

EXECUTIVE BOARD INFORMATION ITEMS

INFORMATION: Draft Transit Asset Management Plan Review

Dave Meredith reviewed the proposed revisions to the Transit Asset Management Plan with the Executive Board for comment.

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

An executive session was called to order regarding personnel issues at 12:37 p.m.

Roll call:
Elaine Clegg, Joe Stear, Lauren McLean, Debbie Kling, Lantz Brown and Natalie Hilde. John Evans and Sandy Levi were unable to get on the call.

Following the Executive session, members rejoined the regular Executive Board meeting. Chair Elaine Clegg reported a recommendation would be presented at the next Executive Board meeting.

ADJOURNMENT – The meeting was adjourned at 12:52 p.m.

NEXT VRT EXECUTIVE BOARD MEETING:
July 12, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

Regional Advisory Council Minutes

Tuesday, May 18, 2021
9:00 AM

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

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order at 11:00 with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES – All of the items Leslie Pedrosa presented were be moved to the top of the information items, as she needed to leave the meeting early.

PUBLIC COMMENTS - None

CONSENT AGENDA
Items on the consent agenda consisted of the following:
ACTION: Regional Advisory Council Minutes from April 20, 2021 Meeting
Jeremy Maxand moved to approve the consent agenda as presented; Terri Lindenberg seconded. The motion passed unanimously.

ACTION ITEMS
ACTION: Regional Advisory Council Bylaws and Handbook Update
Following discussion, Jeremy Maxand moved to recommend the update to the RAC Bylaws and Handbook for approval to the Executive Board/Board; Terri Lindenberg seconded. The motion passed unanimously.

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

INFORMATION ITEMS

INFORMATION: Regional Advisory Council Membership Renewals

(This was marked as an action items and was supposed to be an information item.)
Kelli Badesheim led a discussion regarding expiring RAC positions for the upcoming year. Following RAC bylaws, current members whose term are expiring in September were contacted. Jeremy Maxand, Randy Johnson and Lisa Brady elected to remain members of the Council. Salome Mwangi let staff know she would be stepping down and asked that Susan Manika, with the Idaho Office of Refugees, take her place. Kelly Berg stepped down and will need to be replaced. Walter and Paula will work to compile a list of entities he can reach out to recruit new members from Canyon County. Susan will follow-up with the Area Agency on Aging. Jeremy Maxand with work with his counter parts in Canyon County to see if they can come up with a new RAC member.

INFORMATION: Canyon County Rides2Wellness Update

Leslie Pedrosa provided an update on the Canyon County Ride2Well expansion.

INFORMATION: Building Accessible Capacity Update

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

INFORMATION: Canyon County On-Demand Transit Update

Leslie Pedrosa provided an update on the on-demand transit service in Canyon County.

INFORMATION: Meridian Veterans Shuttle Update

Leslie Pedrosa provided an update on the Meridian Veterans Shuttle. Walter Steed questioned the west boundary of the service as shown in the packet. It was explained it followed the Harvest Transit boundaries and perhaps they needed to be adjusted to accommodate the city of Meridian's growth and annexations. Kelli will follow-up.

INFORMATION: Neighborhood Based Coordination Committee Update

Mary Beth Nutting provided an update of the Neighborhood Based Coordination Committee. The committee had been planning to have the Walk and Talks in September to align with the Energize our Neighborhood conference that is typically held in September. Randy Johnson contacted them and found out that they have postponed it to spring 2022. They do not have a date picked yet. Randy has arranged for us to be one of their scheduled workshops.

INFORMATION: FY2022 and FY2023 Service Change Update

Stephen Hunt provided an update to the FY2022 and FY2023 service change process and public feedback. Walter Steed asked that the link to the survey be sent to all RAC members.

INFORMATION: Topics for Discussion

Members of the Regional Advisory Council were again advised they could bring up topics to the Chair, Vice-Chair, Executive Director or Administrative Assistant for consideration as items they would like to be considered as future agendas.

DEPARTMENT/STAFF REPORTS

INFORMATION: Department/Staff Reports

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

ADJOURNMENT – Terri Lindenberg moved to adjourn the meeting; Jeremy Maxand seconded. The meeting was adjourned at 10:37.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
June 15, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

valleyregionaltransit

TOPIC	FY2022 Draft Preliminary Budget
DATE	June 30, 2021
STAFF MEMBER	Kelli Badesheim, Executive Director

Summary:

Background

Attached is the FY2022 draft preliminary budget. Division managers developed expense budgets between January and February 2021. We have made changes throughout the spring as our assumptions for both revenues and expenses evolved. This is the first year we are using the local cost allocation methodology (CAM) to determine requests. It was challenging because each time expenses were adjusted, the local cost allocation had to be updated. The preliminary budget represents the most current assumptions as of June 30, 2021.

The Executive Board is reviewing the preliminary budget at the July 12, 2021 meeting. The draft in the packet includes changes to fare assumptions, wage assumptions, and the location of some expenses. This budget differs from the budget the Executive Board reviewed in June due to these changes. The budget presented in this packet includes anticipated increases in service, such as the new Meridian route.

Local Jurisdiction Funding Requests

In prior years, VRT generated revenue requests based on an adopted percent increase in service contributions and a percent increase on the per capita rate for the general assessments. The new local cost allocation methodology provides a breakout of the costs for services within each funding partner jurisdiction. This approach fairly shares the administration, operations, and capital expenses across all jurisdictions. The local costs are broken out into the following categories: General Assessment; Service Assessment; Special Assessment; and Capital. Special Assessments are for projects or services specific to a jurisdiction, they are funding above, and beyond, the shared services they typically fund.

Staff is continuing to work with local jurisdictions to secure commitments for FY2022 contributions. Therefore, we will not have final resolution on our local revenues until after the budget is adopted in August. VRT staff will finalize and distribute cooperative agreements and invoices to local jurisdictions by September 30, 2021. The budget information is attached.

FY2022 Preliminary Budget Revenues Overview

Local Government and Private Partner Requests

Request letters began going out the week of May 17. The request letters may not reflect the same numbers in the attached tables because of changes in budget assumptions. VRT included capital allocations in this year's allocation model for the first time. 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. Staff recognizes there is some uncertainty on the part of local governments pertaining to the recent property tax legislation passed this session. All of these inputs are considered as we balance revenue sources to maintain service levels in the coming year.

Private and public partners cover all operational expenses for Specialized Transportation projects, including administrative overhead and vehicle depreciation for vehicles in the Shared Vehicle Pool. VRT is working with our funding partners to secure revenues to meet the needs of those services. We are anticipating a much larger contribution for the first half of the quarter from the Southwest Area Agency on Aging. These funds provide local match for many of our services to older adults and persons with disabilities. This funding covers a majority of local match for these programs.

Federal Funding

VRT received an additional $2.9 million of 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. VRT is also tracking the reauthorization bill and the additional discussion on infrastructure funding at the federal level. The current budget does not include any anticipated increases in federal funding from those sources. Those projects may be considered in the January amendment, if needed.

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 (IRS), based on the volume of CNG fuel VRT dispenses to run the bus operations fleet. Last year we learned from an IRS audit, VRT was not eligible to claim the CNG fuel dispensed by the Canyon County Republic facility where Canyon operations fuels their fleet of CNG buses. The rebate is only available to the entity dispensing the fuel. The fuel rebate was $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.

FY2022 Preliminary Budget Expenses Overview

Valley Regional Transit has been working over the last few years to make adjustments to our chart of accounts so there is a clear line of authority and responsibility for the different cost centers and activities within the budget. This limits our ability to compare expenses between divisions year-over-year. When comparing the FY2022 budget against the FY2021 budget, the percent change overall for the various operations and program divisions combined is -0.89 percent. Attached is a comparison by budget areas. The discussion below explains the variances in more detail.

Wages and Benefits
The budget assumes a five (5) percent increase in the merit pool for VRT employee compensation for a total pool of $114,243. The FY2021 budget did not include enough in the compensation pool to fund merit pay increases this year. The ability to pay for merit increases allows VRT to maintain competitiveness in the labor market to recruit and retain staff. VRT invests a lot in staffing to achieve the technical capacity our regional partners rely on to meet their transportation needs. We are seeing an even greater disruption in the labor market than we anticipated when we built the budget in February. The cost to the organization to replace one employee is estimated by VRT's HR support to be between $35,000 and $65,000. The variance is based on the type of position.

Wages are also up in VRT's labor pool based on four additional FTE. These FTE include a planner for Canyon County, an administrative assistant for Underwriting, and filling two positions left open in FY2021 based on low utilization in customer service and navigation. There were also some adjustments made to specific positions based on market adjustments the board approved in FY2021 and changes to salaries required to fill open positions.

Wages for contracted public transportation services in the fixed-route and ACCESS divisions, in both Ada and Canyon counties, were also increased since the preliminary budget was shared in May and June based on challenges with recruiting and retaining bus operators and maintenance staff.

The assumptions includes a five (5) percent increase in health benefits across all VRT operating divisions. The First Transit contracted divisions assume a 10 percent increase in benefits based on projections from their health insurance provider.

Professional Services and Miscellaneous
Both of these budget areas have significantly decreased between FY2021 and FY2022. Many of the one-time Resiliency projects approved in last year's budget were in these two areas. There is also a significant decrease in license and fees for the new technology procured to replace the existing fixed-route scheduling system.

Casualty and Liability
Early in FY2021, VRT learned the casualty and liability insurance for the Fixed-Route and ACCESS services in both counties was increasing significantly. VRT researched other options and found there was not an option to secure less expensive insurance. The rate increase was due to national trends and not First Transit operations experience.

Purchased Transportation
Decrease is based on changes in the way specialized transportation partners receive reimbursement. The costs are now based on hourly reimbursements for services rather than a per ride reimbursement. FY2021 budget also includes funding for Late Night and Lyft Connections that will be carried forward. Those services saw a significant reduction in utilization during the pandemic. The funds will be carried forward with the budget amendment in FY2022.

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 the 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 federal funding for a multi-use facility.

Staff Recommendation/Request:

Staff recommends the Executive Board release the preliminary budget to the public for comment, set the public hearing date and time, and recommend the VRT Board Directors consider approving the budget at the August 2021 Board meeting. The suggested date and time for the public hearing is the August Board meeting at noon. The final preliminary budget will be presented for the VRT Board's consideration at the August 2021 board meeting.

Implication (policy and/or financial):

The presented budget is balanced and reflects an accurate baseline of anticipated expenses prior to the COVID-19 pandemic.

More Information:

Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org

Attachments

FY2022 Local Jurisdiction Funding Requests
FY2022 ARPA Impacts and Comparison - Local Funding Scenarios
FY2022 Total Budget Comparisons by Activity
FY2022 Final Preliminary Budget Summary by Budget Area
FY2022 Final Preliminary Consolidated Budget Comparison
FY2022 Preliminary Capital Budget Detail
FY2022 Unified Planning and Work Program (UPWP)

Valley Regional Transit
FY2022 Local Juridiction Funding Requests

FY22 Local Partners	General Assessment	Service Assessment	Capital Assessment	Special Assessment	Totals
Ada County	$ 28,912	$ 63,405	$ 2,431	$ -	$ 94,748
ACHD	$ 4,915	$ -	$ -	$ -	$ 4,915
Boise State University	$ 4,915	$ 54,982	$ 2,428	$ -	$ 62,326
Capital City Development Corp.	$ 4,915	$ -	$ -	$ 85,085	$ 90,000
City of Boise	$ 114,863	$ 7,477,698	$ 226,076	$ -	$ 7,818,636
City of Eagle	$ 16,389	$ 87,861	$ 2,638	$ 9,700	$ 116,588
City of Garden City	$ 5,976	$ -	$ -	$ -	$ 5,976
City of Kuna	$ 13,108	$ -	$ -	$ 27,000	$ 40,108
City of Meridian	$ 60,805	$ 393,672	$ 12,847	$ 170,000	$ 637,324
City of Star	$ 6,371	$ -	$ -	$ -	$ 6,371
Meridian Development Corp.	$ 4,915	$ -	$ -	$ -	$ 4,915
Total Ada County	$ 266,083	$ 8,077,618	$ 246,420	$ 291,785	$ 8,881,906
Canyon County	$ 24,780	$ 23,793	$ 1,044	$ -	$ 49,618
Canyon County Highway District #4	$ 1,412	$ -	$ -	$ -	$ 1,412
City of Caldwell	$ 30,314	$ 139,901	$ 6,018	$ -	$ 176,234
City of Greenleaf	$ 428	$ -	$ -	$ -	$ 428
City of Melba	$ 281	$ -	$ -	$ -	$ 281
City of Middleton	$ 4,954	$ -	$ -	$ -	$ 4,954
City of Nampa	$ 52,765	$ 289,700	$ 12,556	$ -	$ 355,021
City of Notus	$ 271	$ -	$ -	$ -	$ 271
City of Parma	$ 1,051	$ -	$ -	$ -	$ 1,051
City of Wilder	$ 870	$ -	$ -	$ -	$ 870
College of Western Idaho	$ 4,915	$ 85,569	$ 3,677	$ -	$ 94,162
Golden Gate Highway District #3	$ 999	$ -	$ -	$ -	$ 999
Nampa Highway District #1	$ 1,629	$ -	$ -	$ -	$ 1,629
Notus/Parma Highway District	$ 875	$ -	$ -	$ -	$ 875
Total Canyon County	$ 125,544	$ 538,964	$ 23,295	$ -	$ 687,803
Total Jursidiction Revenue	$ 391,627	$ 8,616,582	$ 269,715	$ 291,785	$ 9,569,709
Other Regional Partners					$ 1,331,042
TOTAL LOCAL CONTRIBUTIONS					$ 10,900,751

Valley Regional Transit
FY2022 ARPA Impacts & Comparison

FY2022 General & Service Assessments Only*	FY22 Baseline	FY22 w/ARPA	Request Δ	Request Δ
LOCAL SOURCES				
Ada County	$ 123,734	$ 92,317	$ (31,418)	-25%
ACHD	$ 4,915	$ 4,915	$ -	0%
Boise State University	$ 97,862	$ 59,897	$ (37,964)	-39%
Capital City Development Corp.	$ 4,915	$ 4,915	$ -	0%
City of Boise	$ 9,267,233	$ 7,592,561	$ (1,674,673)	-18%
City of Eagle	$ 123,308	$ 104,250	$ (19,058)	-15%
City of Garden City	$ 5,976	$ 5,976	$ -	0%
City of Kuna	$ 13,108	$ 13,108	$ -	0%
City of Meridian	$ 574,292	$ 454,477	$ (119,815)	-21%
City of Star	$ 6,371	$ 6,371	$ -	0%
Meridian Development Corp.	$ 4,915	$ 4,915	$ -	0%
TOTAL ADA COUNTY	$ 10,226,629	$ 8,343,701	$ (1,882,928)	-18%
Canyon County	$ 65,457	$ 48,573	$ (16,883)	-26%
Canyon County Highway District	$ 1,412	$ 1,412	$ -	0%
City of Caldwell	$ 277,758	$ 170,216	$ (107,542)	-39%
City of Greenleaf	$ 428	$ 428	$ -	0%
City of Melba	$ 281	$ 281	$ -	0%
City of Middleton	$ 4,954	$ 4,954	$ -	0%
City of Nampa	$ 558,685	$ 342,465	$ (216,220)	-39%
City of Notus	$ 271	$ 271	$ -	0%
City of Parma	$ 1,051	$ 1,051	$ -	0%
City of Wilder	$ 870	$ 870	$ -	0%
College of Western Idaho	$ 156,499	$ 90,484	$ (66,015)	-42%
Golden Gate Highway District #3	$ 999	$ 999	$ -	0%
Nampa Highway District #1	$ 1,629	$ 1,629	$ -	0%
Notus/Parma Highway District	$ 875	$ 875	$ -	0%
TOTAL CANYON COUNTY	$ 1,071,168	$ 664,508	$ (406,660)	-38%
TOTAL JURISDICTION REVENUE	$ 11,297,797	$ 9,008,209	$ (2,289,588)	-20%

Category		2021	2022	% Difference
501	Wages and Salaries	7,480,488	8,073,464	7.93%
502	Fringe Benefits	5,208,782	5,895,126	13.18%
503	Professional Services	2,806,940	2,180,652	-22.31%
504	Materials and Supplies	1,530,919	1,562,160	2.04%
505	Utilities	391,321	347,908	-11.09%
506	Casualty and Liability	474,803	821,242	72.96%
508	Purchased Transportation	2,213,025	1,981,943	-10.44%
509	Miscellaneous	1,717,158	756,574	-55.94%
511	Interest	400	400	0.00%
512	Leases and Rentals	195,655	204,979	4.77%
Grand Total		**22,019,491**	**21,824,448**	**-0.89%**

Excludes capital and subrecipient expenses

Fiscal Year 2022 Preliminary Budget
Budget Summary by Budget Area

REVENUES			EXPENSES		
Regional Overhead and Operations			**Regional Overhead and Operations**		
Directly Generated Revenues	$	43,750	Wages and Salaries	$	2,195,595
Auxiliary Revenues		519,939	Fringe Benefits		1,434,027
Federal Assistance		4,596,581	Professional Services		1,346,830
Local Assistance		3,376,030	Materials and Supplies		224,650
TOTAL	**$**	**8,536,300**	Utilities		139,483
			Casualty and Liability		107,361
			Purchased Transportation		1,981,943
			Miscellaneous		549,056
			Subrecipient Pass Through		492,000
			Interest		400
			Leases and Rentals		64,955
			TOTAL	**$**	**8,536,300**
Ada County Transportation Services			**Ada County Transportation Services**		
Directly Generated Revenues	$	380,997	Wages and Salaries		4,719,150
Auxiliary Revenues		76,142	Fringe Benefits		3,875,711
Federal Assistance		4,360,703	Professional Services		642,418
Local Assistance		6,442,357	Materials and Supplies		989,500
TOTAL	**$**	**11,260,199**	Utilities		160,394
			Casualty and Liability		557,343
			Purchased Transportation		
			Miscellaneous		183,760
			Interest		-
			Leases and Rentals		131,924
			TOTAL		**11,260,199**
Canyon County Transportation Services			**Canyon County Transportation Services**		
Directly Generated Revenues	$	82,393	Wages and Salaries		1,158,719
Auxiliary Revenues		23,260	Fringe Benefits		585,388
Federal Assistance		1,995,499	Professional Services		191,405
Local Assistance		418,797	Materials and Supplies		348,010
TOTAL	**$**	**2,519,950**	Utilities		48,031
			Casualty and Liability		156,538
			Purchased Transportation		-
			Miscellaneous		23,759
			Interest		-
			Leases and Rentals		8,100
			TOTAL	**$**	**2,519,950**
Capital			**Capital Projects**		
Federal Capital Assistance	$	2,288,000	VRT	$	2,860,000
Local Capital Assistance		572,000	Subrecipient - Pass Through		-
Subrecipient Pass Through		-	**TOTAL**	**$**	**2,860,000**
TOTAL	**$**	**2,860,000**			
Grand Total Revenues	**$**	**25,176,449**	**Grand Total Expenses**	**$**	**25,176,448**

Valley Regional Transit
FY2021/2022 Base Budget Comparison
6/30/21

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)	$ (419,939)	48%
404 Non-Transportation Revenue	$ -	$ -	0%	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
406 Federal Assistance - Operating/Administration	$ (265,948)	$ -	-100%	$ (892,397)	$ (765,745)	-14%
407 Local Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
408 Local Assistance - Operating/Administration	$ (1,100,537)	$ (1,534,092)	39%	$ (701,565)	$ (427,584)	-39%
Total Base Budget Revenues	**$ (1,466,485)**	**$ (1,634,092)**		**$ (1,927,615)**	**$ (1,657,018)**	
Contingent Revenue - Enhancements						
Total Revenues		$ (1,634,092)			$ (1,657,018)	

Base Budget Expenses	Regional Overhead			Boise Greenbike		
	10			12		
Category	2021	2022	% Diff	2021	2022	% Diff
501 Wages and Salaries	$ 570,062	$ 661,298	16%	$ 521,751	$ 510,479	-2%
502 Fringe Benefits	$ 388,173	$ 427,772	10%	$ 201,989	$ 342,242	69%
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	$ 114,585	45%	$ 18,220	$ 13,558	-26%
506 Casualty and Liability	$ 24,954	$ 20,861	-16%	$ 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**	**$ 1,634,092**		**$ 1,927,615**	**$ 1,657,018**	
Total Expenses less Depreciation	**$ 1,466,485**	**$ 1,634,092**		**$ 1,927,615**	**$ 1,657,018**	
% Difference in Base Budget	11%			-14%		
Contingent Expenses - Enahncements						
Total Expenses		**$ 1,634,092**			**$ 1,657,018**	
		$ 0			$ -	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
6/30/21

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)	$ (312,628)	**-52%**
402 Purchased Transportation	$ -	$ -	**0%**	$ -	$ -	**0%**
403 Auxillary Revenue	$ -	$ -	**0%**	$ (63,072)	$ (76,142)	**21%**
404 Non-Transportation Revenue	$ -	$ -	**0%**	$ -	$ -	**0%**
405 Federal Assistance - Capital	$ -	$ -	**0%**	$ -	$ -	**0%**
406 Federal Assistance - Operating/Administration	$ (3,843,306)	$ (2,587,186)	**-33%**	$ (6,337,688)	$ (3,255,783)	**-49%**
407 Local Assistance - Capital	$ -	$ -	**0%**	$ -	$ -	**0%**
408 Local Assistance - Operating/Administration	$ (539,172)	$ (1,226,442)	**127%**	$ (1,054,429)	$ (5,007,640)	**375%**
Total Base Budget Revenues	**$ (4,432,478)**	**$ (3,813,628)**		**$ (8,112,589)**	**$ (8,652,193)**	
Contingent Revenue - Enhancements					0	
Total Revenues		$ (3,813,628)			$ (8,652,193)	

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	$ 554,343	**31%**	$ 3,389,281	$ 3,638,950	**7%**
502 Fringe Benefits	$ 265,284	$ 393,277	**48%**	$ 2,643,817	$ 2,925,628	**11%**
503 Professional Services	$ 334,725	$ 351,675	**5%**	$ 492,856	$ 525,547	**7%**
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	$ 1,981,943	**-10%**	$ -	$ -	**0%**
509 Miscellaneous	$ 1,004,800	$ 291,550	**-71%**	$ 336,700	$ 174,510	**-48%**
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**	**$ 3,813,628**		**$ 8,112,589**	**$ 8,652,193**	
Total Expenses less Depreciation	**$ 4,432,478**	**$ 3,813,628**		**$ 8,112,589**	**$ 8,652,193**	
	$ 2,219,453	$ 1,831,685		$ 10,620,499	$ 11,260,199	
% Difference in Base Budget	-17%			6%		
Contingent Expenses - Enahncements					$ -	
Total Expenses		**$ 3,813,628**			**$ 8,652,193**	
		$ (0)			$ 0	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
6/30/21

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)	$ (68,369)	-27%	$ -	$ -	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)	$ (2,780,000)	-86%
406 Federal Assistance - Operating/Administration	$ (2,413,710)	$ (1,104,920)	-54%	$ (1,009,233)	$ (751,649)	-26%
407 Local Assistance - Capital	$ -	$ -	0%	$ (4,042,930)	$ (572,000)	-86%
408 Local Assistance - Operating/Administration	$ -	$ (1,434,717)	0%	$ (207,396)	$ (187,912)	-9%
Total Base Budget Revenues	**$ (2,507,910)**	**$ (2,608,006)**		**$ (25,754,077)**	**$ (4,291,562)**	
Contingent Revenue - Enhancements					$ -	
Total Revenues		$ (2,608,006)			$ (4,291,562)	

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	$ 1,080,200	1%	$ 488,959	$ 469,475	-4%
502 Fringe Benefits	$ 958,971	$ 950,083	-1%	$ 278,342	$ 270,736	-3%
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	$ 1,600	-20%
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	$ 2,860,000	-88%
Total Base Budget Expenses	**$ 2,507,910**	**$ 2,608,006**		**$ 25,754,077**	**$ 4,291,562**	
Total Expenses less Depreciation	**$ 2,507,910**	**$ 2,608,006**		**$ 25,754,077**	**$ 4,291,562**	
				$ 1,287,081	$ 943,562	
% Difference in Base Budget				-27%		
Contingent Expenses - Enahncements					$ -	
Total Expenses		**$ 2,608,006**			**$ 4,291,562**	
		$ -			$ -	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
6/30/21

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)	$ (55,204)	41%	$ (5,600)	$ (4,410)	-21%
402 Purchased Transportation	$ -	$ -	0%	$ -	$ -	0%
403 Auxillary Revenue	$ (24,528)	$ (7,952)	-68%	$ -	$ -	0%
404 Non-Transportation Revenue	$ -	$ -	0%	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
406 Federal Assistance - Operating/Administration	$ (985,307)	$ (821,864)	-17%	$ (102,850)	$ (87,148)	-15%
407 Local Assistance - Capital	$ -	$ -	0%	$ -	$ -	0%
408 Local Assistance - Operating/Administration	$ -	$ (167,098)	0%	$ -	$ (9,335)	0%
Total Base Budget Revenues	**$ (1,049,035)**	**$ (1,052,118)**		**$ (108,450)**	**$ (100,893)**	
Contingent Revenue - Enhancements						
Total Revenues		$ (1,052,118)			$ (100,893)	

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	$ 494,680	16%	$ 50,267	$ 45,085	-10%
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**	**$ 1,052,118**		**$ 108,450**	**$ 100,893**	
Total Expenses less Depreciation	**$ 1,049,035**	**$ 1,052,118**		**$ 108,450**	**$ 100,893**	
	$ 2,355,786	$ 2,519,950				
% Difference in Base Budget	7%					
Contingent Expenses - Enahncements						
Total Expenses		**$ 1,052,118**			**$ 100,893**	
		$ -			$ (0)	

Valley Regional Transit
FY2021/2022 Base Budget Comparison
6/30/21

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	$ -	$ (15,308)	0%
404 Non-Transportation Revenue	$ -	$ -	0%
405 Federal Assistance - Capital	$ -	$ -	0%
406 Federal Assistance - Operating/Administration	$ (1,079,701)	$ (1,086,488)	1%
407 Local Assistance - Capital	$ -	$ -	0%
408 Local Assistance - Operating/Administration	$ -	$ (242,363)	0%
Total Base Budget Revenues	**$ (1,198,301)**	**$ (1,366,938)**	
Contingent Revenue - Enhancements			
Total Revenues		$ (1,366,938)	

Base Budget Expenses	Canyon Inter-county		
	31		
Category	2021	2022	% Diff
501 Wages and Salaries	$ 539,975	$ 618,954	15%
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**	**$ 1,366,938**	
Total Expenses less Depreciation	**$ 1,198,301**	**$ 1,366,938**	
% Difference in Base Budget			
Contingent Expenses - Enahncements			
Total Expenses		**$ 1,366,938**	
		$ -	

Valley Regional Transit

FY 2022 Preliminary Capital Budget Detail

Expenses	Federal	Local	Total
Ada County Projects			
Rolling Stock - Cutaway Replacement (4)	$ 320,000	$ 80,000	$ 400,000
Equipment - Service Vehicle Replacement (1)	$ 44,000	$ 11,000	$ 55,000
Equipment - Maintenance Misc	$ 26,400	$ 6,600	$ 33,000
Facilities - MSS Improvements	$ 40,000	$ 10,000	$ 50,000
System Bus Stop Improvements	$ 200,000	$ 50,000	$ 250,000
State Street Premium Corridor Enhancements	$ 1,000,000	$ 250,000	$ 1,250,000
Total	$ 1,630,400	$ 407,600	$ 2,038,000
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 Replacements (3)	$ 108,800	$ 27,200	$ 136,000
Infrastructure - Bus Stop Signage Improvements	$ 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	$ 2,288,000	$ 572,000	$ 2,860,000

FY2022 Unified Planning and Work Program

Public Transportation Supplement

Program	Expenditures				Revenues			
UZA	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 LU	5307 SU	Local Match	Total Revenues
Program Administration Support	1,426	$ 517,694	$ 64,350	$ 582,044	$ 232,818	$ 232,818	$ 116,409	$ 582,044
Boise TMA System Planning	276	$ 117,101	$ 135,000	$ 252,101	$ 201,681	$ -	$ 50,420	$ 252,101
Nampa UZA System Planning	315	$ 105,416	$ -	$ 105,416	$ -	$ 84,333	$ 21,083	$ 105,416
Totals	2,018	$ 740,212	$ 199,350	**$ 939,562**	$ 434,499	$ 317,151	$ 187,912	**$ 939,562**

500 Program Administration Support
This program supports the general transportation planning and federal project administration of Valley Regional Transit including oversight of federal regulations and development and maintenance of

Valley Connect, the long-range transit and strategic plan;
the 5-Year Transportation Development Plan;
the Transit Asset Management Plan;
and Coordinated Human Service Transportation Plan.

The program also supports the development and maintenance of regional performance measures, capital asset planning and procurements, geographic information systems, and revenue programming. Direct costs in this program include miscellaneous expenses for legal services, travel, training and dues.

530 Boise TMA System Planning
This program supports the general short term planning and implementation in the Boise Transportation Management Area including

Bus stop and facility planning;
Specific service operation plans for the Boise TMA;
The development of the Kuna Transit Plan.

430 Nampa TMA System Planning
This program supports the general short term planning and implementation in the Nampa Transportation Management Area including

Bus stop and facility planning;
Service operation plans for the Nampa TMA;
On-Demand transit planning.

TOPIC	Reserve Planning
DATE	July 12, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Summary

In 2018, the Valley Regional Transit (VRT) Board of Directors adopted Resolution VBD18-014 VRT Financial Policies. These policies were a package of policies recommended following a financial analysis to identify areas to strengthen VRT's fiduciary practices and ensure a sustainable financial foundation into the future.

The Balanced Budget and Reserves Policy (Attachment 1) was one of four policies adopted. This policy requires the Authority to:

1. Establish a target and maintain a designated cash flow reserve (minimum of three months of operating expenses), designated maintenance reserve and undesignated reserve;
2. Delegate responsibility to the Finance Committee for developing and recommending a plan for achieving the target amounts the VRT Board would consider adopting; and
3. Ensure the plan will include annual objectives with a timeline to achieve the minimum funding levels.

The designated cash flow reserve will provide for sufficient cash flow to ensure service and business continuity during times of unexpected cash shortages. The most common cash flow shortage VRT experiences is caused by the delay of federal funds being available for reimbursement. When this occurs, VRT utilizes local funds to pay for expenses until the federal funds become available.

The designated maintenance reserve is intended to be used for unforeseen facilities maintenance expenses that were not incorporated into the annual budget and the undesignated reserves are intended to meet one-time contingencies and/or specific working capital requirements, as determined by the VRT Board of Directors.

In June 2020, the Executive Board, in the role of Finance Committee, approved forwarding the recommendation to establish $3,864,143 as the target for the Cash Flow Reserve. This amount meets the minimum required funding goal required by the policy. The recommendation also included a target of $600,000 for the maintenance reserve.

In August 2020, the VRT Board sent the recommendations back to the Executive Board for additional discussion. There was concern expressed by some board members about the methodology and priority for funding the Cash Flow Reserve Policy.

Staff Recommendation/Request

This is an information item. Previous recommendations were focused on complying with the first requirement of the 2018 policy to establish and set a target for the cash reserve. The recommendation was for the Board to stay at the minimum amount required by the policy. There was no designation for the maintenance reserve required in the policy. Staff recommended an amount close to the amount determined in the financial analysis provided to the Board in 2018 (Attachment 2).

Resolution VBD18-014 requires VRT to establish a Cash Flow Reserve and Maintenance Reserve target. It also requires the Executive Board, in the role of Finance Committee, to develop an implementation plan with a timeline. Given the timing of Board meetings, staff suggests the Executive Board use the recommended targets stated above, and begin the next phase of the process to establish a plan for achieving the target.

The plan could include one of the options below:

1. Automatically assign all end of year spendable surplus to the Cash Flow Reserve and Maintenance Reserve in that order of priority until targets are reached. The average end of year spendable surplus for FY2018 and FY2019 was $135,071. FY2020 spendable surplus was $1,435,874 due to the utilization of CARES Act funds. It would take 33 years to reach the cash flow reserve goal at an average of $135,071 per year.

2. Establish a specified period to achieve the target reserves and negotiate with each partner on an annual basis to include this funding in annual funding requests. Any unrestricted spendable surplus from the previous fiscal year would be taken into consideration and credited to the annual funding request to partners. Below is an example of possible scenarios utilizing the cost allocation methodology that could be used to begin the annual negotiations.

Reserve Cost Allocation Example by Scenarios

Member Agency	3 years	7 years	10 years	15 years	Total Request	% of Total
Ada County	$ 26,504	$ 11,359	$ 7,951	$ 5,301	$ 79,513	2%
Boise State University	$ 23,702	$ 10,158	$ 7,111	$ 4,740	$ 71,105	2%
College of Western Idaho	$ 37,534	$ 16,086	$ 11,260	$ 7,507	$ 112,603	3%
City of Boise	$ 1,090,904	$ 467,530	$ 327,271	$ 218,181	$ 3,272,713	85%
City of Eagle	$ 11,908	$ 5,103	$ 3,572	$ 2,382	$ 35,724	1%
City of Meridian	$ 80,153	$ 34,351	$ 24,046	$ 16,031	$ 240,458	6%
City of Garden City	$ 15,765	$ 6,756	$ 4,729	$ 3,153	$ 47,294	1%
Ada County Total	$ 1,286,470	$ 551,344	$ 385,941	$ 257,294	$ 3,859,411	86%
Canyon County	$ 10,660	$ 4,568	$ 3,198	$ 2,132	$ 31,979	5%
City of Caldwell	$ 61,694	$ 26,440	$ 18,508	$ 12,339	$ 185,081	31%
City of Nampa	$ 129,224	$ 55,382	$ 38,767	$ 25,845	$ 387,672	64%
Canyon County Total	$ 201,577	$ 86,390	$ 60,473	$ 40,315	$ 604,732	14%
TOTAL	$ 1,488,048	$ 637,735	$ 446,414	$ 297,610	$ 4,464,143	

VRT staff conducted strategic direction and outreach meetings with the larger local jurisdictions in the first half of FY2021. Local jurisdiction staff have shown an interest in funding a reserve through negotiated annual funding requests with the understanding that they may want to address deferred maintenance first.

Implication (policy and/or financial):

The VRT Board has a fiduciary responsibility to ensure there are adequate funds to meet the expected and unexpected needs of the organization. This is most critical in financially uncertain times when revenues are constrained. There is considerable flexibility for the organization to establish a reasonable timeframe and plan for achieving the agreed upon targets.

Attachments

The Balanced Budget and Reserves Policy

Table – Maintenance Reserve Target

Table – Monthly Cash Flow and Cash Needs

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

valleyregionaltransit

This policy supersedes all prior policy statements written, verbal, or otherwise

Section	Policy No. 5.16.00
Policy Title: Balance Budget and Reserves Policy	Page 1 of 4
Policy Date: 09/24/18	Policy Adopted:
Approved By:	Policy/Page Replaced: Policy Amended:
VRT Chairman Executive Director	

Balanced Budget and Reserves Policy

Statement of Policy

Valley Regional Transit (VRT) adheres to financial principles and practices that protect the long-term financial health of the Authority and its continued delivery of services by ensuring that the reliability of funding sources is matched to expenses.

The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

To retain a stable financial base, VRT needs to maintain reserves sufficient to fund all cash flows of the Authority, to provide reserves for unanticipated expenses and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances at fiscal year-end.

The purpose of this policy is to ensure a balanced budget, to specify the size and composition of Valley Regional Transit's financial reserves and to identify certain requirements for replenishing any reserves that have been utilized.

Definitions

Proprietary Fund: A Fund that is used to account for a government's or political subdivision's business-type activities. Proprietary funds can be either an Enterprise Fund or an Internal Service Fund dependent upon whether the customer is external or internal to the financial reporting entity.

Enterprise Fund: A fund that is utilized to report any activity for which a fee is charged to external users in exchange for goods and/or services.

Statement of Net Position: One of the principal financial statements for Valley Regional Transit. This financial statement presents the balances of assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position as of a specific date. Historically, this financial statement has been referred to as a balance sheet.

Net Position: The equity component within the Statement of Net Position that is classified into two major components for financial reporting purposes – Investment in Capital Assets and Unrestricted Net Position. Valley Regional Transit further classifies Unrestricted Net Position into Designated and Undesignated subcategories based upon management intent and financial reporting needs.

Reserves: Technically, this is defined as the various reporting components of Unrestricted Net Position within the Statement of Net Position for an Enterprise Fund. For the purposes of Valley Regional Transit, reserves should be defined as "spendable reserves" or the amount by which current assets (excluding inventory and prepaid items) exceed current liabilities (accounts payable and payroll payable) at any point in time.

Designated Reserves: That subcategory of Unrestricted Net Position for which specific designations or earmarking of balances has been assigned by the VRT Board of Directors.

Undesignated Reserves: That subcategory of Unrestricted Net Position for which no specific designation or earmarking of balances has been assigned by the VRT Board of Directors.

Policy

I. The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

II. Undesignated surpluses or spendable reserves should not be considered a source of funds for base operating expenses. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance and/or operating loss will require budget revision and constraint of spending during the fiscal year; rather than relying upon the utilization of Undesignated or Designated Reserves (outside their intended purpose). The VRT Board of Directors must approve the utilization of Unrestricted Net Position in either subcategory. Undesignated reserves cannot be expended without further approval from the VRT Board of Directors.

Year-end operating surpluses will revert into the Undesignated Reserve balance subcategory for use in maintaining Unrestricted Net Position levels. Balances of Undesignated Reserves may be made available for capital projects and "one-time only" operating expenses.

Nothing in this policy shall prohibit the use of operating revenues to cover capital expenses.

III. The following individual items shall constitute Valley Regional Transit's Net Position:

A. Investment in Capital Assets: The amount of investment in capital assets as of the financial statement reporting date. It consists of the value of the undepreciated balance (book value) of the Authority's capital asset base. As such, it cannot be spent or utilized to liquidate liabilities of the current or future periods unless assets are sold and prior approval to spend the proceeds is received from the Federal Transit Administration for those assets funded with Federal dollars.

B. Unrestricted Net Position: The amount of equity that results from the surplus of non-capital assets and deferred outflow of resources over liabilities and deferred inflow of financial resources. Classifications of Unrestricted Net Position balances shall be determined by the Board of Directors by approving the funding of projects from current resources into both Designated and Undesignated subcategories. Staff will provide recommendations for the Board's consideration no less than annually through the budgetary process, and on a case-by-case basis as needed.

C. Designated Reserves – Cash Flow & Maintenance: The subcategory of Unrestricted Net Position that contains reserves that have accumulated from prior fiscal years for which a designation or earmarking has been assigned by the VRT Board of Directors. These sources of funds represent available financial resources that can be used to meet contingencies and working capital requirements that are narrowly and/or specifically defined for identified projects and/or initiatives.

VRT will establish and maintain a designated Cash Flow Reserve for fiscal cash liquidity purposes. This designated reserve will provide for sufficient cash flow to minimize the potential of short term borrowing and/or having to defer the processing of accounts payable transactions at fiscal year-end due to cash shortages. At a minimum, this amount shall be three months of annual operational expenses of the Authority. VRT Finance staff will develop and update a Cash Flow Reserve Plan and present it to the VRT Board as part of the annual budgetary approval process.

VRT will establish and maintain a designated Maintenance Reserve for unforeseen capital facilities maintenance expenses that were not incorporated into the annual budget. VRT Development and Finance staff will develop and update a Maintenance Reserve Plan and present it to the VRT Board as part of the annual budgetary approval process.

D. Undesignated Reserves: The subcategory of Unrestricted Net Position that contains reserves that have accumulated from prior fiscal years for which no designation or earmarking has been assigned by the VRT Board of Directors. These sources of funds represent available liquid financial resources that can be utilized to meet one time contingencies and/or specific working capital requirements. The VRT Board of Directors recognize that any utilization of funds from the Undesignated Reserve subcategory should be for non-recurring expenses; as this funding source represents prior year surpluses that may or may not materialize in subsequent fiscal years.

E. The VRT Finance Committee will be responsible to establish a plan to achieve the appropriate level of Designated and Undesignated Reserves required by this Policy. The Plans will be presented and approved by the VRT Board of Directors. The Plans will include annual objectives with a timeline to achieve the minimum funding levels for each of the operating divisions utilizing the appropriate aforementioned subcategories.

IV. The Valley Regional Transit Finance Director shall prepare a report semi-annually documenting the status of all Designated and Undesignated Reserves that are covered by this Policy. The report shall be presented to the Finance Committee of the Executive Board in conjunction with the development of the annual budget. Should the report disclose there are surplus undesignated funds available; a recommendation for use of said funds shall be presented to the VRT Board of Directors for their consideration.

V. Should Designated or Undesignated Reserve balances fall below the targeted level, the VRT Board of Directors must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the reserves cannot be accomplished within such period without severe hardship to the Authority, then the Board will establish a different time period.

Table of possible infrastructure and building and grounds changes

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Notes
	Memo item #2	**Correction to infrastructure spending trajectory (does not include current budget amounts)**										corrects downward trajectory
Ada Co	$ 55,100	$ 58,400	$ 61,900	$ 65,700	$ 69,700	$ 73,900	$ 78,300	$ 83,000	$ 88,000	$ 93,300	$ 98,900	78%
Canyon Co	$ 15,600	$ 16,500	$ 17,500	$ 18,500	$ 19,600	$ 20,800	$ 22,100	$ 23,400	$ 24,800	$ 26,300	$ 27,900	22%
	Memo item #3	**Bus stop and service change funds**										Adds bus stops and service change funds
Ada Co	$ 81,000	$ 88,200	$ 96,200	$ 104,900	$ 114,400	$ 124,700	$ 135,900	$ 148,100	$ 161,500	$ 176,000	$ 191,900	79%
Canyon Co	$ 21,500	$ 23,500	$ 25,600	$ 27,900	$ 30,400	$ 33,100	$ 36,100	$ 39,400	$ 42,900	$ 46,800	$ 51,000	21%
	Memo item #4	**Building and grounds & infrastructure reserve account**										Adds reserve amount of 4.5% of total budget
Ada Co	$ 52,600	$ 55,300	$ 58,000	$ 60,900	$ 64,000	$ 67,200	$ 17,900	$ 17,900	$ 17,900	$ 17,900	$ 17,900	83%
Canyon Co	$ 10,800	$ 11,300	$ 11,900	$ 12,500	$ 13,100	$ 13,800	$ 3,700	$ 3,700	$ 3,700	$ 3,700	$ 3,700	17%
	Item #4 balance (reserve balance)											
	$ 63,400	**$ 130,000**	**$ 199,900**	**$ 273,300**	**$ 350,400**	**$ 431,400**	**$ 453,000**	**$ 474,600**	**$ 496,200**	**$ 517,800**	**$ 539,400**	**Reserve Balance**
	Item 2-4 totals											
Ada Co	**$ 188,700**	**$ 201,900**	**$ 216,100**	**$ 231,500**	**$ 248,100**	**$ 265,800**	**$ 232,100**	**$ 249,000**	**$ 267,400**	**$ 287,200**	**$ 308,700**	
Canyon Co	**$ 47,900**	**$ 51,300**	**$ 55,000**	**$ 58,900**	**$ 63,100**	**$ 67,700**	**$ 61,900**	**$ 66,500**	**$ 71,400**	**$ 76,800**	**$ 82,600**	

FY2020	October	November	December	January	February	March	April	May	June	July	August	September	Average
Cash On Hand	$3,596,025	$2,914,073	$1,724,563	$ 721,866	$ 725,092	$4,157,611	$3,864,400	$3,218,508	$2,521,651	$1,619,014	$3,065,098	$2,947,584	$2,589,624
Expenses	$1,227,109	$1,767,202	$1,578,261	$1,437,597	$1,503,546	$1,524,670	$1,194,023	$1,869,899	$1,749,928	$1,774,885	$1,352,393	$2,814,112	$1,649,469

FY2019	October	November	December	January	February	March	April	May	June	July	August	September	Average
Cash On Hand	$3,800,125	$3,106,770	$2,127,108	$1,137,518	$ 551,035	$3,589,663	$2,477,371	$1,710,335	$1,854,951	$2,050,033	$1,775,502	$ 909,313	$2,090,810
Expenses	$ 873,174	$1,679,863	$1,750,847	$1,233,795	$1,681,123	$1,424,335	$1,786,876	$2,129,541	$1,674,961	$1,622,049	$1,299,919	$1,665,237	$1,568,477

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

valleyregionaltransit

TOPIC	Request for Public Hearing – Disposal of Surplus and Obsolete Assets
DATE	June 23, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit (VRT) accumulates surplus and obsolete assets, most of which will be beyond their useful life or not practically repairable every year. The VRT disposal policy requires a public hearing prior to these assets being transferred to our contributing jurisdictions, donated, sold, or selling for scrap. In November of 2016, the Executive Board requested to review a more detailed list of specific assets which are slated for disposal. The fiscal year 2022 Proposed Disposal List included with this memo details assets expected to be disposed of throughout the year by category, asset type, location, year and useful life span.

Due to the COVID-19 pandemic, there continue to be a substantial delay in receiving new buses, support vehicles and service vehicles. Most vehicles scheduled for disposal in fiscal year 2021 are still in revenue service due to the delay in delivery of replacement vehicles. The vehicles scheduled for disposal in fiscal year 2021 that are still in service are included in the list for fiscal year 2022.

Staff Recommendation/Request

Staff requests that the Executive Board set the public hearing for asset disposals as listed in the fiscal year 2022 Proposed Disposal List in the method most advantageous to VRT for Monday, August 2, 2021, at 12:00 p.m. at the regularly scheduled VRT Board of Directors meeting.

Implication (policy and/or financial)

Generally donations or transfers generate goodwill from the public and the receiving institution. Sale or scrapping an item generate a modest income.

Highlights

Potential items for disposal include:

- Buses beyond their useful life. These vehicles are not suitable for the Specialized Transit program
- Service and support vehicles beyond their useful life that are not suitable for vehicle sharing
- Computers, monitors, and peripherals
- Servers no longer of use or capable of reasonably costing upgrades
- Worn out or broken furniture

More Information

Attachments:

Fiscal year 2022 Proposed Disposal List

For detailed information contact:

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

Fiscal Year 2022 Assets to Dispose

ROLLING STOCK				
Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Ford E450 Goshen Cutaway	1FD4E45P98DB51998	2008	256,328	8 years
Ford E450 Goshen Cutaway	1FD4E45P38DB32169	2008	249,125	8 years
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63278	2011	252,477	8 years
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63279	2011	238,428	8 years
Ford E450 Goshen Cutaway	1FDFE4FS0BDA63280	2011	233,886	8 years
Ford E450 Goshen Cutaway	1FDFE4FS2BDA63281	2011	256,691	8 years
Ford E450 Goshen Cutaway	1FDFE4FS3BDA68540	2011	245,608	8 years
Ford E450 Goshen Cutaway	1FDFE4FS7BDA68542	2011	241,748	8 years
Ford E450 Starcraft Cutaway	1FDWE45F73HB05932	2003	257,253	8 years
Ford E450 Goshen Cutaway	1FDXE45S23HB38125	2003	149,945	8 years
Ford E450 El Dorado Cutaway	1FDXE45S05HA60074	2005	201,236	8 years
Ford E450 El Dorado Cutaway	1FDXE45S05HA60075	2005	221,691	8 years

SERVICE/SUPPORT VEHICLES				
Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Dodge Caravan	2C4RDGBG7CR369671	2012	97,154	8 years
Ford F550	1FDAF56F02EB37470	2002	58,619	10 years

EQUIPMENT		
Equipment Information	Purchased	Useful Life
Desktop Computers	unknown	5 years
Computer Monitors	unknown	5 years
Computer Accessories (keypad, mouse, etc.)	2015	5 years
Tablets	2017	3 years
Tablet Hardware (mounts, cases, etc.)	2017	Varies
Routematch Vehicle Locator Unit	2012	unknown
Routematch Annunciator Control Unit	2017	unknown

valley regional transit

valleyregionaltransit

TOPIC	State Street Alternative Analysis
DATE	June 24, 2021
STAFF MEMBER	Stephen Hunt

Summary
Valley Regional Transit has completed the staff and consultant work on the State Street Alternative Analysis which looked at designating the preferred alternative for transit routing between State Street and Whitewater and Main Street Station.

This project was identified as a necessary step in the State Street Transit and Traffic Operations Plan. Previous studies had identified State Street as a heavily emphasized transit corridor, however, before the completion of Main Street Station and with discussion of a downtown circulator, it was uncertain how the State Street services would connect to downtown Boise.

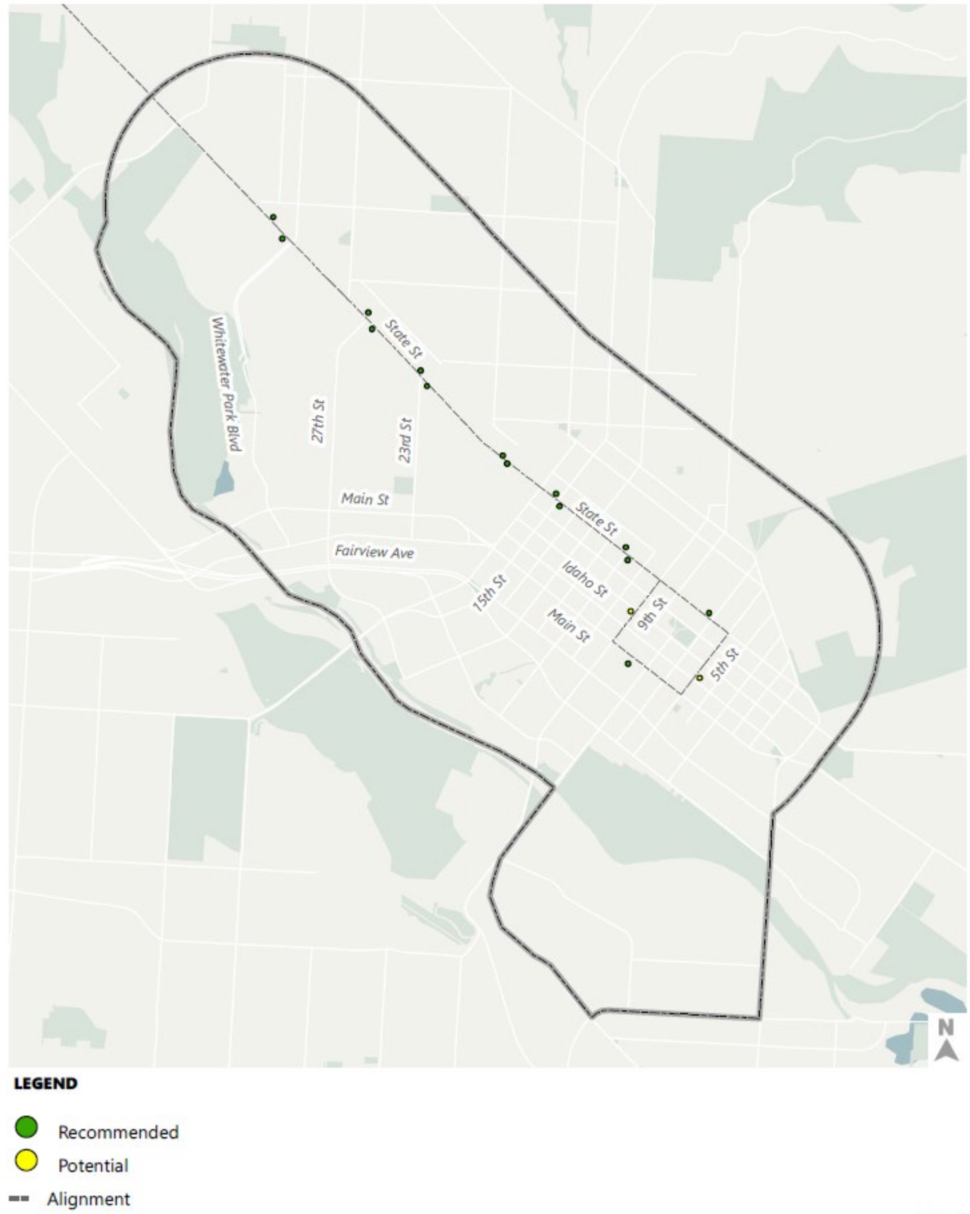
The project team for this study was made up of a subset of the State Street Technical Team with representatives from ACHD, the City of Boise, CCDC, COMPASS, Garden City, and the Idaho Transportation Department. This study evaluated four alternatives between State Street and Whitewater Park Boulevard and makes near and long term recommendations.

COVID-19 impacted the schedule of this project, especially during the public outreach portion of the study. VRT worked with stakeholders and the consultant to provide opportunities for the public to engage virtually and through targeted refugee and neighborhood outreach.

The State Street Alternative Analysis recommends the current route 9 State Street alignment be the preferred alternative (see figure 1). The full report, technical analysis, and public and stakeholder input that leads to the recommendation can be found here: https://www.valleyregionaltransit.org/StateStreetAlternativeAnalysis

The study recommends peak period priority treatments on 9th to keep transit moving quickly in and out of downtown Boise. In the long term, as development along the Main and Fairview couplet materializes, VRT should look at adding more service to connect the State Street corridor to the Main and Fairview corridor.

Figure 1: State Street Alternative Analysis Preferred Alternative



The study did evaluate an alternative that would make that connection via Whitewater Park Boulevard and the study recommends that the Whitewater Park alternative, along with other options, such as service concepts in ValleyConnect 2.0, first and last mile connections and micro transit be considered when development and transit demand warrant it.

Highlights:

- January 2020: Alternative Analysis kickoff
- Spring 2020: Established evaluation criteria
- Summer 2020: Conducted Tier 1 Analysis
- Fall/Winter 2020: Conducted public outreach and Tier 2 Analysis
- Spring 2021: Completed Analysis and made recommendation

Staff Recommendation/Request

Staff recommends that the Executive Board recommend to the VRT Board of Directors approval of the State Street Preferred Alternative as presented.

Implication (policy and/or financial)

Selecting the State Street preferred alternative will direct future service and capital investments in the corridor.

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

valleyregionaltransit

TOPIC	Transit Asset Management (TAM) Plan and Policy Updates
DATE	July 12, 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 and Policy have 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. Staff has realized that TAM Plan and Policy require updates to offer a better way to operate. The Public Transportation Providers Group provided input and agreed with the proposed updates to the TAM Plan and Policy to VRT staff.

Included with this memo are two exhibits that provide the details of all updates, for the Board's review and feedback. Exhibit A details the updates to the TAM Plan and Exhibit B details the updates to the TAM Policy. The draft and redline versions of the TAM Plan and Policy, can be viewed by clicking on each link, listed under "More Information" of this memo as well.

Staff Recommendation/Request

This is an action item. The Executive Board is asked to consider recommending for approval the Transit Asset Management Policy and Plan as updated to the VRT Board.

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 2020	VRT Board of Directors reviewed draft Transit Asset Management Plan updates
• June 2021	Executive Board reviewed draft Transit Asset Management Plan updates

More Information

Attachments:

- Exhibit A Transit Asset Management Plan Updates
- Exhibit B Transit Asset Management Policy Updates
- Transit Asset Management Draft Plan

https://www.valleyregionaltransit.org/TAMPlanDraft

- Transit Asset Management Draft Plan Redline

https://www.valleyregionaltransit.org/TAMPlanRedline

- Transit Asset Management Draft Policy

https://www.valleyregionaltransit.org/TAMPolicyDraft

- Transit Asset Management Draft Policy Redline

https://www.valleyregionaltransit.org/TAMPolicyRedline

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

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."*

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 D Scoring Criteria Guidance (Page 22-26)

- Added maintenance cost per mile score grid
    - Table of Cost per mile score

Score Grade Cost /Mile				
0.0 -.25=5				
.26 -.50=4				
.51 -.75=3				
.76 -.99=2				
1.00 or >=1				

Mechanical Technical 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 8/32's or more
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) tires 6/32's
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 5/32's
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 score. Tires 3/32's or less
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 less than 3/32's
0.5 0	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.

Policy Edits

Definitions (page 1)

- D. "information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the Investment Prioritization for Asset Replacement."
- H. "multi-year (up to ten (10) year) plan of capital asset projects for public transportation."
- L. "<u>Investment Prioritization for Asset Replacement</u> - ranking of capital projects or programs to achieve or maintain a state of good repair. An Investment Prioritization for Asset Replacement is based on both the financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period and the Decision Support Tool."
- R. Deleted

II. Conditions Assessment / Scoring

A condition assessment will be completed for those inventoried assets for which a provider has direct capital responsibility. A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets and to inform the Investment Prioritization for Asset Replacement. Condition Assessment will be completed utilizing the scoring criteria, guidance and templates included in the Group Sponsor TAM Plan.

- A. Deleted as it was a duplicate of the plan.
- B. Schedule deleted heading. Now bullet point under objectives. "Providers of public transportation services in Ada and Canyon Counties and all other agencies that receive Federal Transit Administration funds will review and score assets on an annual basis as part of its internal process to ensure that assets are maintained properly and condition ratings are accurate."

III. Management Approach entire section reworded.

The TAM Plan management approach is as follows:

A. Decision Support Process is the analytic process / methodology to propose investment priorities to maintain transit assets in a state of good repair. The Decision Support Process is outlined in the TAM Plan.

B. Investment Prioritization for Asset Replacement is defined in the TAM plan. This process has been developed to ensure that assets in poor condition are replaced. The Investment Prioritization for Asset Replacement is one component of the entire VRT capital program. The Investment Prioritization for Asset Replacement will be incorporated into VRT's annual capital budget and all other capital-planning documents, which may add capital expansion and improvement projects. These plans may include a Transportation Development Plan or Capital Improvement Plan

C. The Decision Support Process and Investment Prioritization for Asset Replacement were developed to follow the FTA regulations listed below:

   1. The Group TAM plan Investment Prioritization for Asset Replacement will be used to identify programs and projects to improve or manage the state of

good repair of capital assets for which the provider has direct capital responsibility.

2. The Investment Prioritization for Asset Replacement should improve or manage the state of good repair of capital assets in order of priority and anticipated project year as well as take into account the service provided by that capital asset.
3. Project rankings must be consistent with this policy and strategies.
4. When developing an Investment Prioritization for Asset Replacement, the board must give due consideration to those state of good repair projects that pose an identified unacceptable safety risk when developing its Investment Prioritization for Asset Replacement.
5. When developing an Investment Prioritization for Asset Replacement, the board must take into consideration its estimation of funding levels from all available sources that it reasonably expects will be available in each fiscal year during the TAM plan horizon period.
6. When developing the Investment Prioritization for Asset Replacement, the board must take into consideration requirements under 49 CFR 37.161 and 37.163 concerning maintenance of accessible features and the requirements under 49 CFR 37.43 concerning alteration of transportation facilities.

The VRT Board of Directors will review the proposed Investment Prioritization for Asset Replacement and approve the final prioritization for funding with each TAM plan. Once the projects are prioritized, they will be presented to VRT staff so that applications can be submitted for funding, and capital and operational budgets can be created. Staff will review and report on the progress of the Investment Prioritization for Asset Replacement with the annual asset scoring.

D. Setting Performance Targets for Capital Assets

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

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.

D. con’t. It is the goal of the region to obtain a 2.5 score or above for all public transportation assets. Performance targets will be set to help achieve that goal.

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.

IV. Responsibilities and Accountabilities entire section reworded

- The VRT Board of Directors approves all related asset scores, the Decisions Support Process and the Investment Prioritization for Asset Replacement. Specific responsibilities are described in the TAM Plan including, but not limited to the responsibilities of the following:
    - Accountable Executive
    - Asset Management Leads
    - Asset Management Support

Valley Regional Transit
Board of Director's
Proposed August Meeting Agenda*
*subject to change

Consent
Approve minutes from the April Board of Director's Meeting
Accept the Executive Board Minutes for April/May/June
FY2020 Q2 Budget Variance Report
FY2020 Q2 Cash Balance Report
FY2020 Q2Performance Report - Leslie
FY2020 Q3 Performance Report - Leslie
Finance - Policy Updates x 3 -Jason
Regional Performance Measurement Policy - Leslie
Wheelchair Securement Policy - Leslie
Access Appeals Policy ADA - Leslie/Mark
Public Transportation Safety Policy Plan and Policy - Dave
Employee Handbook Update - Jason
Transit Asset Management (TAM) Targets - Leslie
Action Items
FY2021 Budget **Public Hearing** and Approval of Operational and Capital Budget and Program of Projects (POP)
PUBLIC HEARING Disposals for 2021
Disposal of Assets - Leslie
Transit Asset Management (TAM) Plan and Policy Updates - Dave M.
State Street Alignment - Stephen
QUI Overspend of $4,600 and electric bus implementation- Joe G
Fare Policy Update Mobile Ticketing, etc. - Stephen/Kaite
Approve 2022 Service Changes-Stephen
Approve 2023 Service Changes - Stephen
Executive Director performance evaluation and recommendation
Information Items
Marketing Initiative Performance Report -Dave Fotsch
On-Demand Canyon County Update, Rides 2 Wellness Canyon County and Grocery Shuttle Canyon County - Leslie
Meridian VA Shuttle and Building Accessible Capacity Update - Leslie

valleyregionaltransit

TOPIC	Canyon County Service Continuity
DATE	June 23, 2021
STAFF MEMBER	Leslie Pedrosa and Corrie Washington

Summary

In recent months, there has been an ongoing challenge of hiring and retaining drivers and mechanics at the Canyon County operation. In the last two weeks, 1/5 of their driving force has resigned, or turned in their notice of resignation that takes effect July 1. First Transit has increased the sign on bonus from $750 to $2,500 based on experience, has increased driver wages, and provides a robust benefits package, but they cannot compete with other local businesses that pay a comparable hourly rate.

First Transit has participated in multiple job fairs, reached out to the Department of Labor and the Department of Veteran Affairs, have ads running on several social media sites and will be hosting a job fair at the Happy Day Transit Center on June 25. It has gotten to a point now where all staff is driving, with the exception of a mechanic and the general manager, who is filling in as the dispatcher.

Due to the driver shortage, several issues are causing First Transit to take a deeper dive to short and long term solutions. First Transit has reached out to other locations to see if drivers are available and are looking to staffing agencies, local and out of state, to assist with temporary drivers. It is extremely costly to get temporary drivers from other First Transit locations as well as staffing agencies outside of the state, but all options are being researched.

With the amount of time needed to hire and train new drivers and the current shortage, beginning July 5, some trips will be suspended. These trips are based on those with the least amount of impact to riders. Staff has looked at ridership trends from the automatic passenger counting (APC) data and determined the lowest service impact.

The following trips will be cancelled starting July 5. These trips will be brought back in service, starting in the reverse order as listed, once temporary drivers are in place or hired drivers are trained.

- Route 45 trips departing College of Western Idaho at 1:00, 5:30 and 6:45 pm.
  - These trips have an average of less than one person per day
- Route 40 trips departing Happy Day Transit Center at 6:55 am, 2:45 pm and 4:00 pm.
  - These trips have an average of 2.1 passengers or less per day
  - Passengers will be required to take a trip 30 minutes earlier or later
  - The trip that departs College of Western Idaho at 4:55 will start at 4:25 from Happy Day Transit Center
- Route 43 departing Caldwell at 6:45 am
  - This trip has an average of 2.9 passengers per day
  - Passengers will be required to take a trip 30 minutes earlier in the day
- Route 43 departing Boise at 4:40 pm
  - This trip has an average of 7.3 passengers per day

- Passengers will be required to take a trip 30 minutes later in the day

Based on the reduced ridership on Intercounty services since the COVID-19 pandemic started, staff feels there will be minimal long term effects on current or future riders. Staff does expect to have an increase in phone calls to customer service due to riders being inconvenienced by this service interruption. Those complaints will be addressed on a case by case basis.

Knowing the current wage scale is not bringing candidates through the door, First Transit will be evaluating their wage and benefits package with the union which may affect the preliminary budget being presented for fiscal year 2022. Staff has been looking at ridership trends on particular routes that College of Western Idaho and Boise State fund, and will be having further discussions surrounding the scheduling of routes for non-school day operations.

Staff Recommendation/Request

This is an information item only.

Implication (policy and/or financial)

There will be a large financial hit to the operation if drivers from out of state are used whether it be from First Transit or a staffing agency. Staffing agencies from out of state are trending at $4,500 per week, per driver and Canyon County is looking to fill four positions with temporary staff. This option will be the last one First Transit will choose. Because operations was funded using CARES funds for the fiscal year, no local jurisdictions providing funds for service that is being suspended will be impacted.

More Information

For detailed information contact:

Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
Corrie Washington, General Manager First Transit, 208-258-2782, cwashington@valleyregionaltransit.org

valleyregionaltransit

TOPIC	Happy Day Transit Center, Capital Investments
DATE	July 12, 2021
STAFF MEMEBER	Joseph Guenther

Summary

Happy Day Transit Center (HDTC) was originally an auto dealership, built around 1973. Purchased in 2012-13, the property required major upgrades to function as a transit and maintenance center. HDTC includes two separate, but connected buildings, the office/operations building and the maintenance/storage building. Both buildings share a common wall, but found it is of very different construction. In 2014, CTA Architects assessed the building for its functionality and regulatory compliance. Construction estimates for office remodel were prepared and a list of projects was identified for phased implementation.

Between 2013 and 2016, the site vehicle circulation, signage, parking lot renovation, security fencing and gates, and CNG fuel safety equipment were addressed. Remaining items include replacing roofing on both buildings, replacing awning damaged in 2020 earthquake, major upgrades to the maintenance building, security, replace doors, office remodel to fix ADA issues, heating and cooling units, major upgrades to the office layout including ADA compliance.

The projects list and available funding developed from 2015-2019 were reviewed by VRT staff to prioritize investments and confirm that investments being considered were fiscally prudent. In total these project lists identified the following capital investments

• Internal office remodel and ADA compliance	$650,000
• Optional: Bus wash	$900,000
• Optional: Electrical upgrades for Electric Buses	$175,000
TOTAL	**$1,725,000**

In addition to this review VRT commissioned a feasibility study to evaluate whether a major reconstruction or a tear down and rebuild of the maintenance facility would provide the best long term option.

2021 Feasibility Study

Horrocks Engineers and Babcock Architects were consulted to perform an updated review of HDTC. The feasibility study looked at the investments required to maintain the facility in good working condition and to remedy immediate known deficiencies. The study included a look at both buildings and included a major reconstruct option and an option to tear down and reconstruct the maintenance building. Staff asked the consultant to include an option for Electric Bus incorporation into the site and to look at site needs for long-term operation.

Office Roof and Exterior Option 1

The study identified three different types of roofs at Happy Day Transit Center. The roof over the office building, the canopy roof (awning) and the roof over the maintenance facility. Each roof is in need of replacement. The estimated cost to replace all three sections of the roof is $698,311 with $240,000 of that being the Maintenance building roof.

In addition to the office roof there are also an estimated $234,207 in repairs that need to be made to the outdoor waiting area and $173,069 in replacement of roof top mechanical equipment such as the HVAC system.

All together the feasibility study identified the following needs for the Office and Exterior

- Replace Office and Canopy roofing $458,311
- Outdoor waiting area repairs $234,207
- Roof top mechanical and HVAC system $173,069

TOTAL **$865,587**

Major Reconstruct Option 2
One of benefits of the major reconstruction is to phase the construction over several years to minimize disruption to service. However, the building will remain at a lower level of efficiency, would not be optimized for electric transit operations and would have a shorter expected lifespan.

- Major reconstruction cost estimate $1,079,607

Tear Down and Rebuild Option 3
The tear down and rebuild option would provide the longest project lifespan and realize the biggest improvements in energy efficiency and could be designed to support electric transit operations.

- Tear down and rebuild cost estimate $1,408,635

Cost summary

	Option 1	Option 2	Option 3
Internal office remodel and ADA[2]	$650,000	$650,000	$650,000
Replace roof on all three segments[1]	$698,311	*included below*	*included below*
Replace Roof on office and canopy[1]	*included above*	$458,311	$458,311
Outdoor waiting area repairs[1]	$234,207	$234,207	$234,207
Rooftop Mechanical[1]	$173,069	$173,069	$173,069
Major reconstruction[1]	*not included*	$1,079,607	*not included*
Tear down and rebuild[1]	*not included*	*not included*	$1,408,635
Optional: Electrical upgrades[2]	$175,000	$175,000	$175,000
Optional: Bus wash[2]	$900,000	$900,000	$900,000
Total without options	**$1,755,587**	**$2,595,194**	**$2,924,222**
Total with options	**$2,830,587**	**$3,670,194**	**$3,999,222**

[1] Documentation for Office and Maintenance Building are included in the attached Horrocks/Babcock. The Feasibility Study provides a 1:1 cost/feasibility comparison for select major repairs.
[2] Optional Capital Item costs are estimated from 2021 TAMS scoring and the 2014 CTA Architects assessment.

VRT staff has begun to review these options and will prepare a recommended approach and schedule for the board to consider in August. This recommendation will review available funding and propose a project sequencing.

Please note the project cost are high-level estimates and do not include design, engineering, permitting or construction management costs.

More Information:

Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org

valleyregionaltransit

happy day transit center

FEASIBILITY STUDY
07 JUNE 2021

Babcock Design

INTRODUCTION

The goal of a feasibility study is to define requirements and a preliminary budget for items needing repair, replacement or new construction as outlined by VRT.

ROOFING REPLACEMENT

- Flat roof over Office/Outside waiting
- Sloped roof over Maintenance Facility

ROOFTOP MECHANICAL REPLACEMENT

REPAIR/REPLACE WATER DAMAGE

- To include columns, exterior soffit, and lighting

CONSTRUCTION OF NEW MAINTENANCE BUILDING

- This would be a reduction in comparison to the existing Maintenance Facility.
- Replace with 2-bay Repair/Maintenance area to allow for two buses.
- Construction and Exterior to complement but not match existing facilities.
- Addition of 750kv transformer (estimate). Conduit only.

DEMOLITION AND DISPOSAL

- Cost to repave the area demolished provided that a New Maintenance Building was stand alone and located elsewhere on the facility.

In our experience, feasibility studies provide valuable information up front to help the client to establish expected scope and budget for the project and increase the likelihood of a successful outcome. Please reference the attached exhibit for items that will be addressed as part of this study.

This study is intended to be a high-level study, with the understanding that once funding is secured, a more detailed traditional design effort would follow under a separate contract.

EXISTING BUILDING

The current Happy Day Transit Center (HDTC) was originally a car dealership building. This building appears to have had additions over the years. These additions served a variety of functions and as such had different construction types.

OFFICE/INSIDE WAITING

Concrete superstructure that consists of columns, beams, and double tees. The walls are typically concrete masonry units (CMU) or storefront glazing.

This area received some upgrades in 2013 and 2014 that consisted mainly of interior upgrades and plan changes to increase functionality.

EXTERIOR WAITING

This area originally functioned as a covered display area for vehicles. This was built in an efficient manner of roofing over steel joist, steel super structure with a dropped slat system ceiling. As a result of the construction, this has also resulted in water damage.

The exterior waiting received only minor changes in 2013—2014 which was to repair/replace existing stucco in 2013. The entire building was repainted at this time also.

MAINTENANCE BAYS

This is still serving a similar function as it was originally constructed but over time as shown some functionally deficiencies. The construction is steel roof structure with CMU walls. The area has large doors on the north and south walls that function to bring vehicles in and out of the space.

This area received several changes in 2013—2014 which include:

- Demising the space to be smaller. VRT is still only using a small portion of the overall shop portion while the Future TI space is used for miscellaneous storage.
- Upgrades in shop space to accommodate the safe repair and servicing of Compressed Natural Gas (CNG) vehicles. This included adding in ventilation fans, lighting/power upgrade and adding a gas detection system.

OBSERVED ISSUES

OFFICE ROOF

Roofing

This roof is of a torch down asphaltic type which is of unknown age. It has been patched in locations but specifically at locations around the drains. These patches do not appear to be of the same roofing system as the main roof membrane. There is some slope to the roof that moves the water general in the direction to the drains, but it there is not any cricketing to push the water to the roof drains located at the corners. This roof most likely does not have the level of R-value in the insulation as more current versions of the building/energy codes. This will cause excess energy to heat and cool the building.

Drains

There are currently is only primary drains and not any secondary overflow drains. This causes the drains to be clogged with feathers and pigeon droppings. Due to the buildup from pigeons the drains are required to be cleaned on a regular basis. There was also a significant amount of build up around the roof drains.

CANOPY ROOF

Roofing

This is constructed of metal roofing panels over metal joists. The roofing panels are only supported by the joist and did not appear to be of a gauge to allow for walking. It was observed when someone walked on this portion of the roof, the panels flexed. This flexing of the roof has permanently deflected the roof panels and has compromising the ability of the roof to remain watertight. This may be a source for the water damage that has occurred at the soffit and column covers below this roof.

Continuous Gutters

The metal roof drains to continuous gutters that are up against the surrounding parapet wall. This area also had a buildup of feathers and droppings which could cause the gutters to clog. It is unknown if there is waterproofing below the gutters or how they tie into the parapet walls, but any backup of this system may compromise the integrity. The gutters are tied into drains that come down columns. Water damage was most significant at the locations where the drains came down the columns.

MAINTENANCE ROOF

This roof is a metal rib roof panel over the steel structure. It has translucent fiber glass panels that were inserted at a later point in time to act as skylights. The roof also appears to have been painted white at some point, possibly to help reduce the heat gain in the shop area. Staff reported that the skylights also are a source of roof leaks, which may occur if the panel profiles do not exactly match the metal roof rib profile. Finally, this roof has minimal insulation and most likely does not perform as needed for the occupants. In the winter, this area is cold and hot in the summer.

SOFFIT/COLUMNS

Suspended Soffit

This soffit is comprised of individual planks that interlock and suspend from the structure above. It appears to be in adequate condition but had visible water stains where it was adjacent to the gutter drains above. Additionally, it was either removed or the perimeter support system had failed at the perimeter where the leaks occurred. There were a portion of the soffit that was missing.

Columns

These are constructed of cardboard tubes (sonotube) that have a direct applied stucco coating and cover square tube steel column that is the actual structure. This is not a typical assembly used due to the lack of durable building component in this use case. As a result, the water leaks from the roof/ gutter above have caused the sonotube to disintegrate.


1
2
4
6
3
5
7

EXISTING CONDITIONS

1. Soffit and column wraps below have water damage
2. Gutter appears to be source of leaks below
3. Sloped metal roof over joists (no sheathing or waterproofing
4. Drains not tied into storm drain system
   Typical daylight to surface for drainage
   No overflow drains
5. Membrane roofing with minimal insulation over concrete double tee's
6. Metal roofing with fiberglass panels leaks at these locations
7. Roof top mechanical appears to have aged and created places for pigeons to roost

MECHANICAL

The mechanical consists of packaged rooftop units and were installed prior to the 2013—2014 remodel. At that time, it was noted that all units had condenser coil damage and one had a failed compressor. In discussions with staff, these units required considerable upkeep as they are well past their operating life. It is also believed that these provide a place for the pigeons to roost which not only causes the mechanical units extra wear but contributes to the excessive feather and dropping build up on the roof.

MAINTENANCE FACILITY

Size

Currently the facility is broken into two sections with a wall that was added during the 2013/2014 remodel. There is one active portion that is currently in use for maintenance, but they only use 50% of the space. This underutilization of the space creates a larger operating cost than needed due to conditioning a larger, inefficient space.

Thermal Envelope

Lacks insulation on the walls and the overhead doors also are not thermally efficient. Staff reported that the facility is hard to keep cooled or heated at extremes during the year. Based on the report by staff of the leaks in the roof, the roof insulation is also probably not adequately preforming.

Functionally

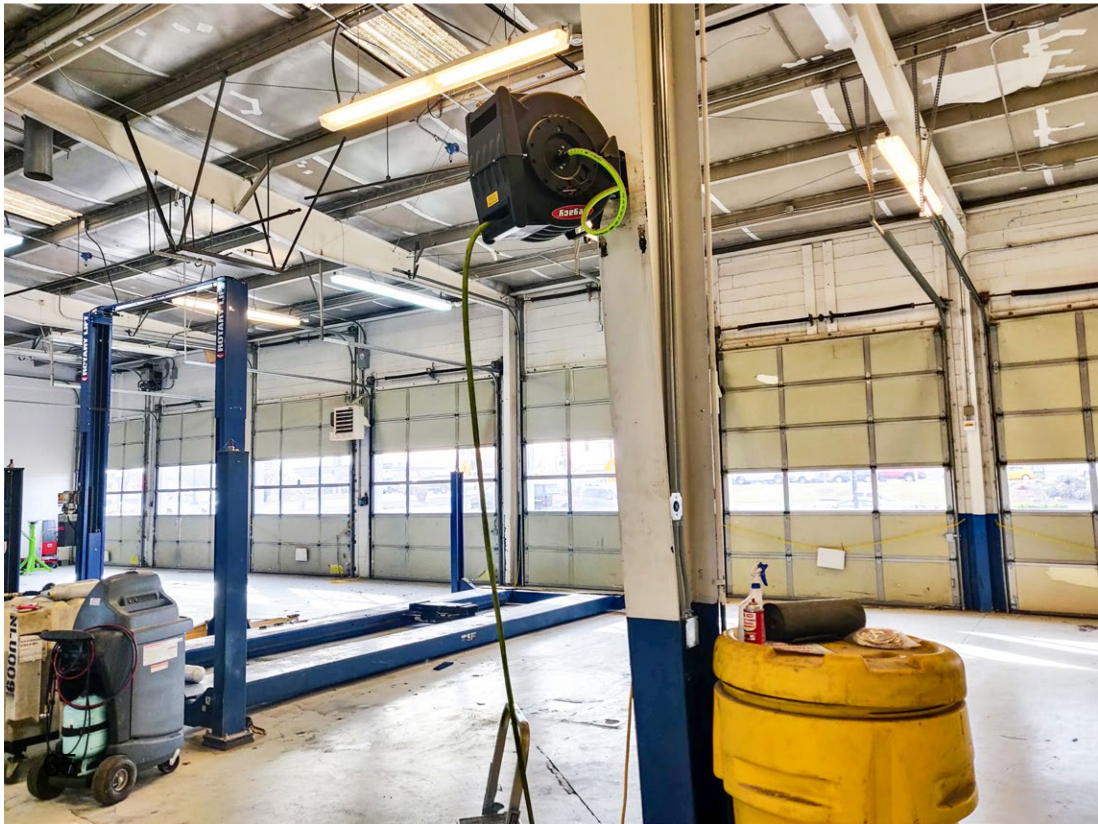
The facility has been upgraded to allow for the use of CNG buses but VRT is starting to explore and even build infrastructure for electric buses at its Orchard facility. This facility would need significant upgrades to its electrical power system to accommodate these buses. Additionally, the battery systems may require additional ventilation or vehicle lifts.

Floor Drainage

It is unclear where the existing drains are tied into, and this could create an unforeseen cost in the future to rectify fluid capture. They could potentially be tied into the city sewer system which is not allowed nor designed to take untreated fluids from a maintenance facility.

Doors

Doors facing street are unused and provide a potential security issue.



RECOMMENDATIONS

ROOFING REPLACEMENT $698,311

Re-roof all three sections of the building with the appropriate systems
The office and exterior waiting roofs should be replaced with single-ply membrane system. This would involve stripping down to the existing structure on both roofs and parapet wall. On the canopy roof, there will need be a sheathing placed over the existing joists to enable the single-ply roof to be installed. A 60mil TPO white membrane is the recommended system to use. This also would be an opportunity to help increase the energy efficiency by incorporating an R-30 rigid insulation above the office structure.

Fix roof drainage on canopy roof and office roof
Utilize tapered insulation to direct water flow to the drains. This will help to prevent ponding that occurs at the backside of the parapet. At the Canopy, it will be re designed to used roof drains and crickets instead of the gutter system. This will be easier to create an efficient drain system and minimize the chance for leaks.

New drains that have overflows to prevent excess ponding. Often water will pond due when the only drain was clogged. By providing primary and secondary drains at each location this should help the roof correctly drain if there are any issues. It is also recommended that cleanouts be installed in the event the drains need to be cleaned.

OUTDOOR WAITING REPAIR $234,207

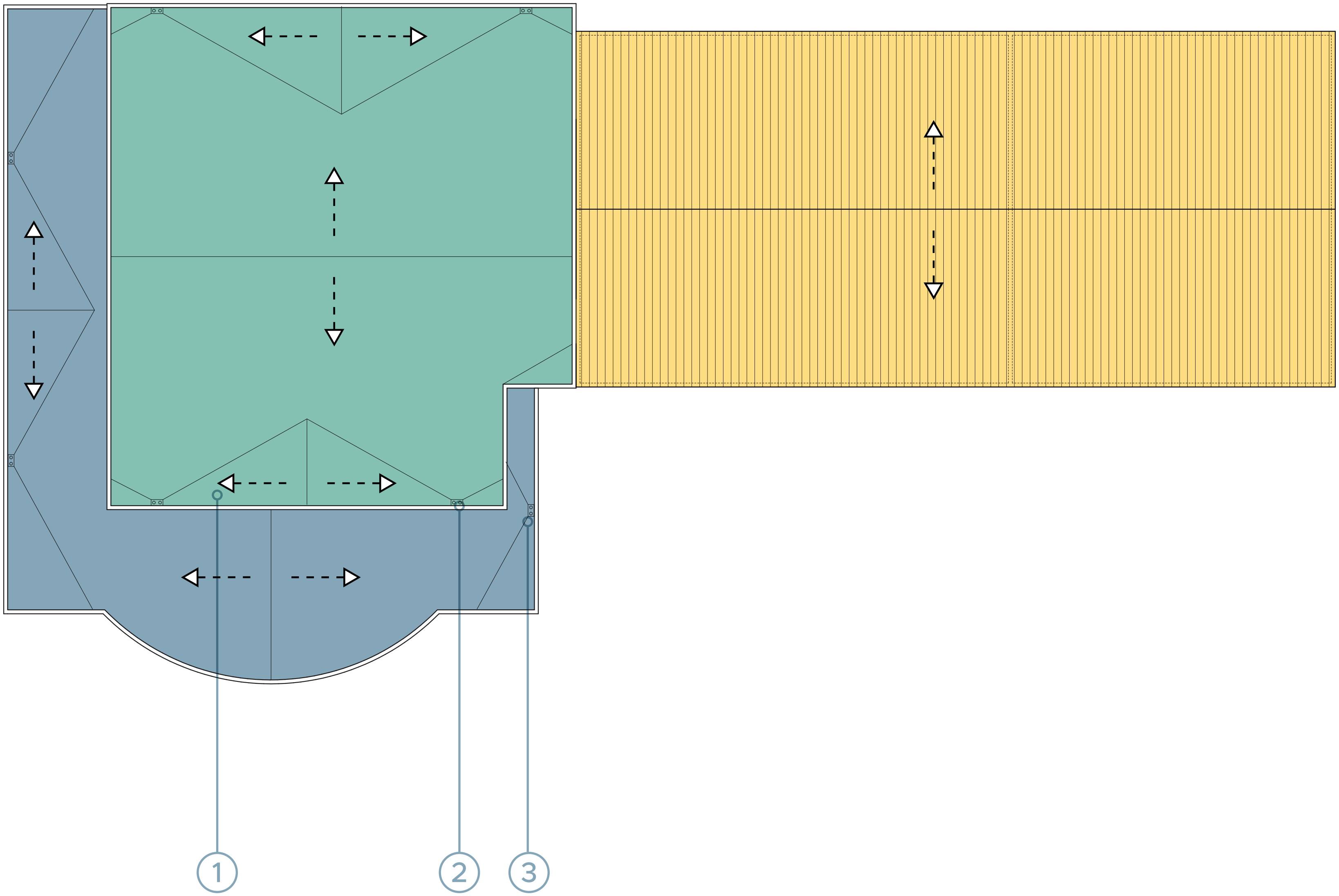
Repair visual issues
This involves removing the existing column covers permanently and then painting the structural steel columns. This will be a more durable installation that is not as prone to damage or weathering.

Replace soffit
The existing soffit will be difficult to match, so it is recommended to replace the soffit with a similar system. The replacement should be installed as a suspended ceiling system that is engineered to withstand window loads due to the exterior location. Armstrong Metalworks Linear Classic (or similar) with a factory finish to provide reduced maintenance.

Lighting upgrade
With the soffit replacement, it will be necessary to remove the existing lights. It is recommended to replace the lights with long life light such as LED to prevent having to replace bulbs or ballasts.

MECHANICAL $173,069

Replace Rooftop mechanical
At the same time of the re-roof, it is an opportune time to replace the mechanical units and exposed ducting. The new mechanical units would help to not only make the building more efficient to run, but they could be detailed to help alleviate locations for pigeons to roost.

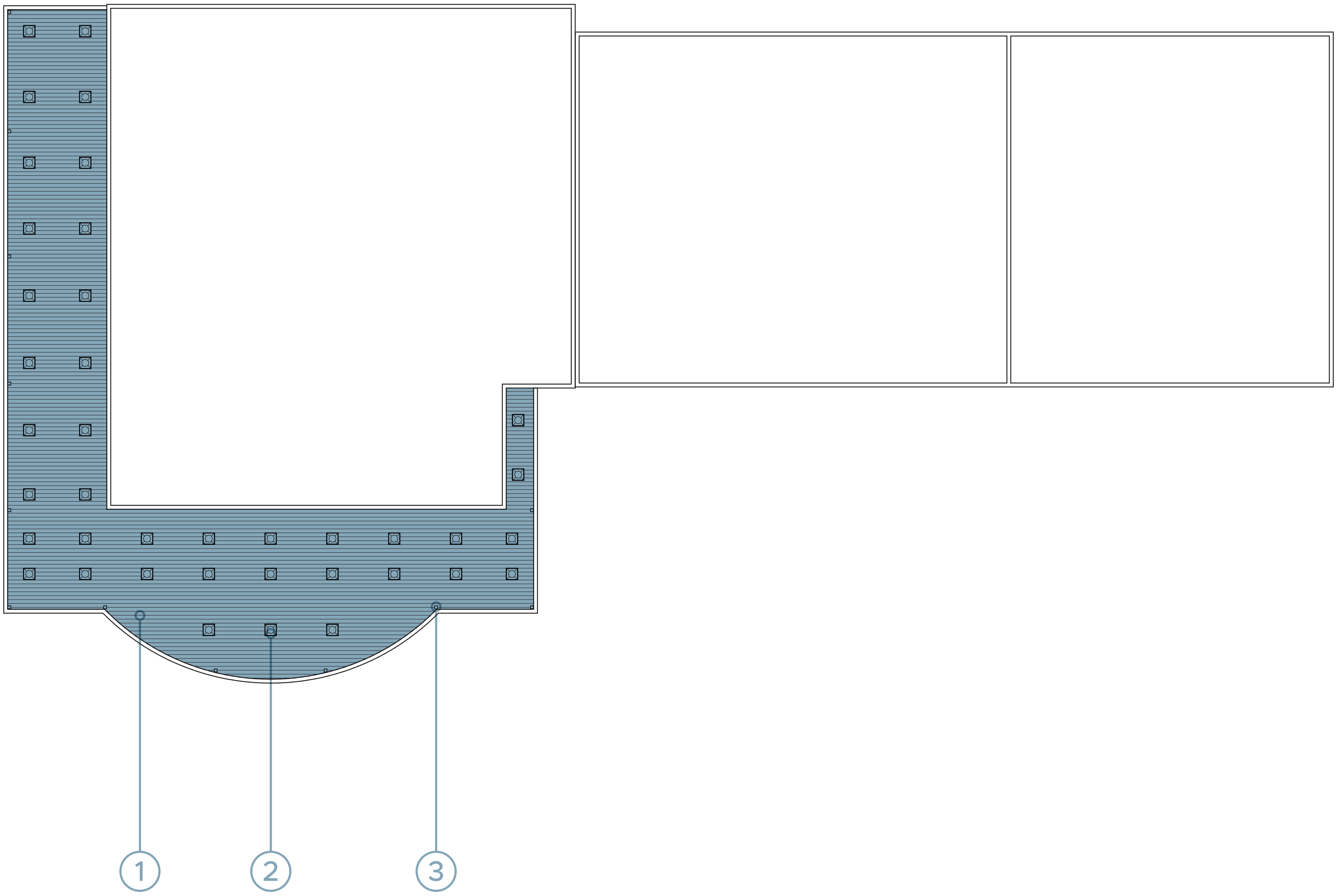

1
2
3

ROOF REPLACEMENT

1. Tapered insulation to slope to roof drains, 1/8”:12” slope at valleys minimum
2. Roof drain with overflow. Tie into existing drains. Overflow to daylight below at grade
3. Drain/crickets instead of using continuous gutter

ROOFING TYPES

- TPO roof membrane with R-30 rigid insulation
- TPO roof membrane with sheathing
- Standing seam roofing system


1
2
3

OUTDOOR WAITING: REPAIR CANOPY CEILING

1. Exterior slat ceiling system, suspended from structure
2. 2x2 LED panel light, exterior rated
3. Remove column covers and paint existing columns

MAINTENANCE FACILITY

The current facility is larger than needed but can still serve its intended purpose if it were to be upgraded and possibly reduced in overall size. The other potential option is to build a replacement of the facility on the same property. Either option has its advantages.

MODIFY CURRENT FACILITY

The current facility currently has 4 bays for bus maintenance. As previously mentioned, this building needs upgrading the thermal envelope to make it a more comfortable space for its occupants. This would involve adding insulation at both the walls/roof and upgrading the roll-up doors. Additionally, some of the smaller doors on the front could be decommissioned and filled in as they are not currently used. This would help to make the shop area more energy efficient. This option is not without issues as it may not provide all the functionality that a new building could provide with the option to design in all the needs and adjacencies.

Remodel **$781,045**

- Consolidate facility into small footprint to allow more efficient use of space and site.
- Upgrade exterior with Exterior Insulation Finish System (EIFS)
- Infill street facing doors with walls with transom windows.
- Rebuild ~1,500 sf of office space

Site **$298,562**

- Cost to remove area demolished.
- Repave the area of the old maintenance facility assuming the new facility is located on a different portion of the site.

NEW REPAIR/MAINTENANCE FACILITY

This option allows for the facility to be designed to accommodate buses specifically as the current facility was originally designed for vehicles. A new facility would help provide needed clearances around the work area and provide needed infrastructure for new technologies such as electric busses. If would also allow the security perimeter to be reduced to fewer points of entry.

Construction **$988,840**

The new building would allow for a 2-bay Repair/Maintenance area to allow for two buses.

Overall reduction in size in comparison to the existing Maintenance Facility. The size would be approximately 68’x80 of Type IIB Construction

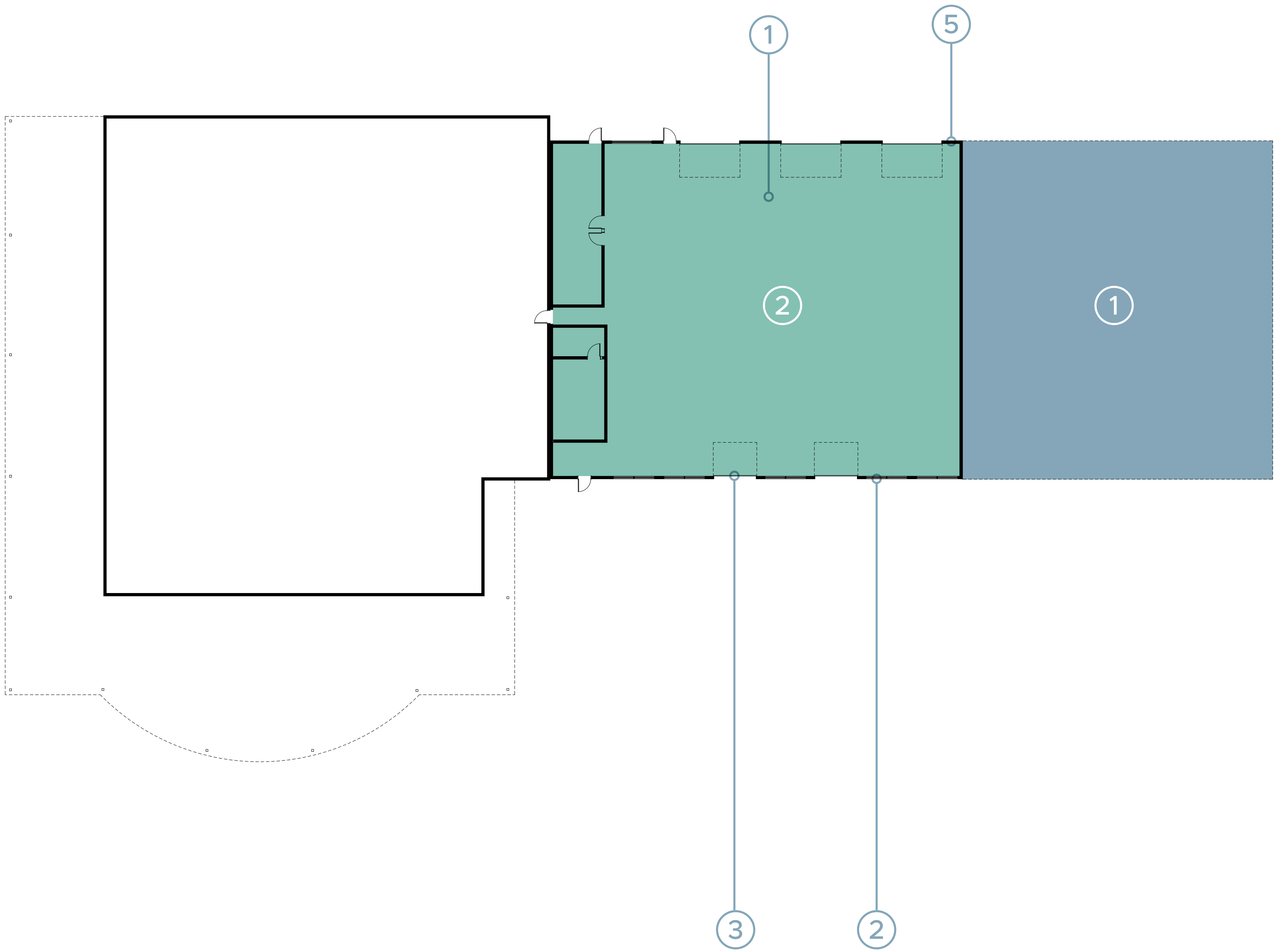
Construction and aesthetics would complement, but not match the existing facilities.

Addition of a 750kv transformer (estimate), conduit only.

Demolition and Repave **$419,795**

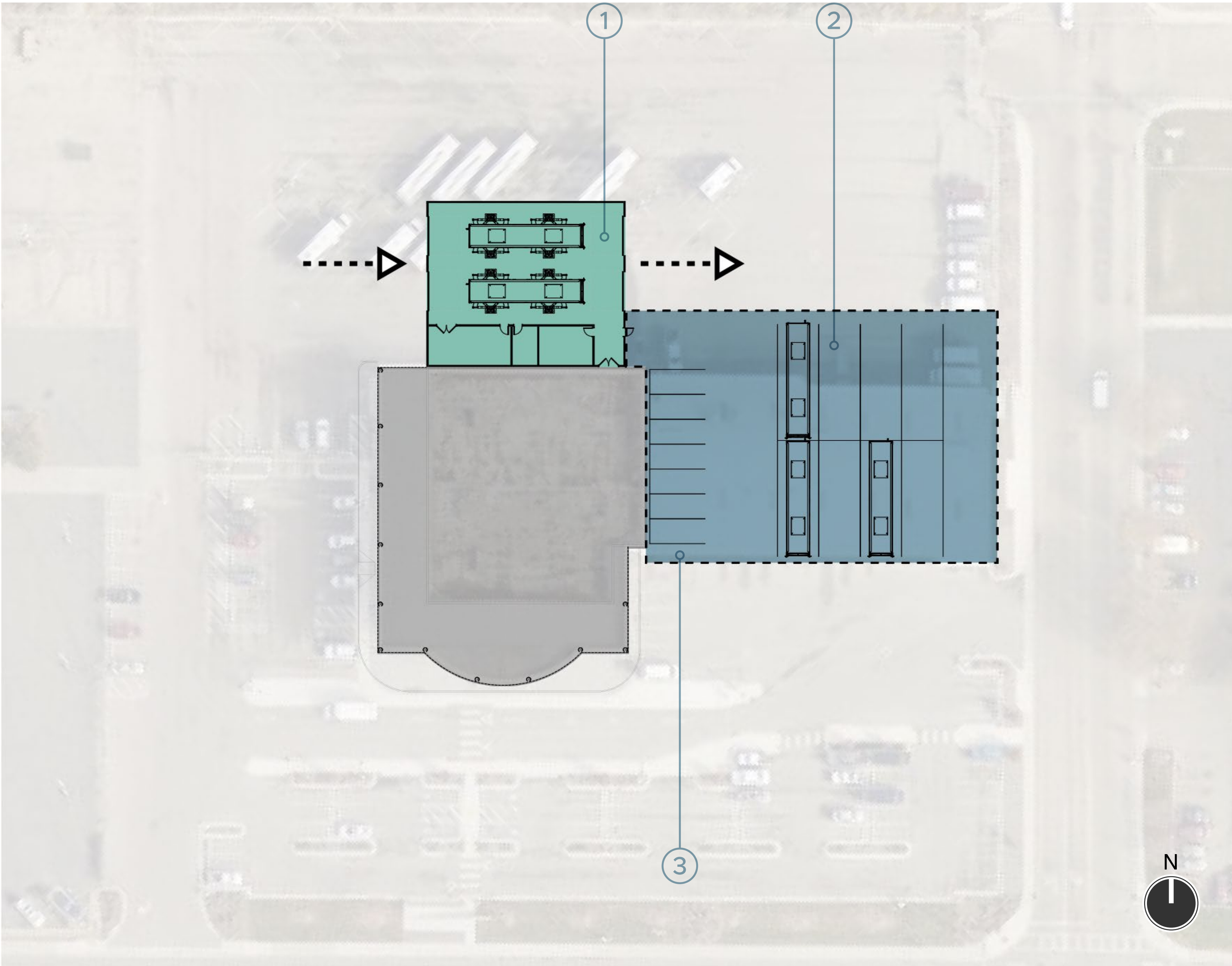
Cost to remove area demolished.

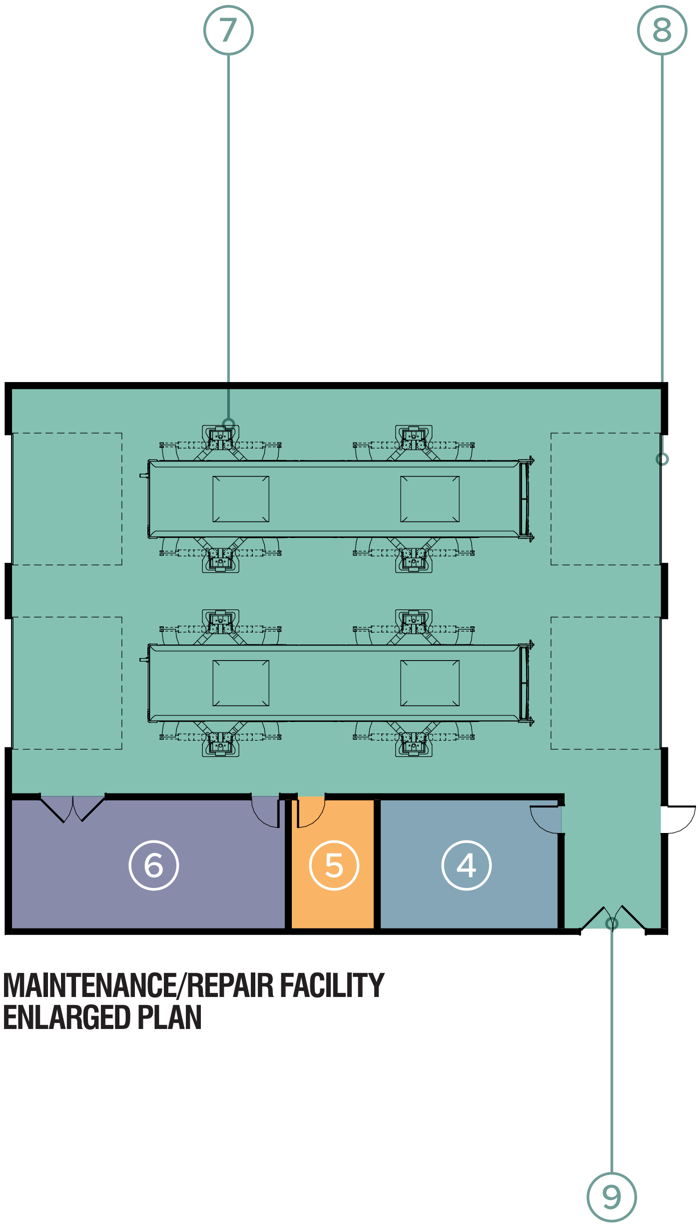
Repave the area of the old maintenance facility assuming the new facility is located on a different portion of the site.


1
5
2
1
3
2

MODIFY CURRENT FACILITY

1. Demolish extra bays
2. Upgrade existing maintenance / office interior
3. New overhead doors, typical
4. Infill wall with storefront transoms
5. Exterior insulation finish system (EIFS) at perimeter walls


1
2
3
N



MAINTENANCE/REPAIR FACILITY
ENLARGED PLAN

NEW REPAIR/MAINTENANCE FACILITY

1. New 2-bay maintenance facility, see Enlarged plan
2. Bus parking/staging
3. Employee parking
4. Office
5. Bathroom
6. Parts storage
7. Bus maintenance bay
8. 14' High overhead door
9. Connection to existing building

COMPARISON OF OPTIONS

	REROOF	REMODEL	NEW FACILITY
Total Cost	**$240,000**	**$1,079,607**	**$1,408,635**
USEFUL LIFE UPON COMPLETION	15 years (roof only)	20+ years (Other major upgrades may be required)	30+ years (with normal maintenance and repairs)
ENERGY CONSUMPTION	No significant improvement	Slight improvement, but mechanical and envelope still not optimized	Significant improvement as it is built to current energy codes. Additional energy saving measures can be integrated easily
FUTURE EBUS CAPABILITY	No Change	Can be upgraded, but design may need to be compromised to work within existing facility	Infrastructure can easily be designed into project to allow for future adaptation
SECURITY	No changes, secure perimeter still has multiple points of entry	Improved as many of the front doors have been infilled with window/walls	Allows for smaller secure footprint if need and less points of entry

Babcock Design

800 West Main Street Suite 940 Boise, ID 83702 208.424.7675 | 52 Exchange Place Salt Lake City, UT 84111 801.531.1144 | babcockdesign.com

valleyregionaltransit

TOPIC	Fare Capping and Fare Tariff Update
DATE	July 12, 2021
STAFF MEMBER	Stephen Hunt

Summary

As part of Valley Regional Transit's (VRT) periodic fare policy review, and in accordance with direction received from the VRT Board during the 2019 fare increase simplification project, and in conjunction with the implementation of the integrated fare payment application, VRT staff has developed a proposal to implement fare capping at the daily and monthly levels.

Fare capping is fare system that ensures passengers always receive the lowest fare possible. Fare capping is usually achieved through an account based system that charges passengers a full fare until they reach the cost of a multi-ride pass (i.e. day pass or monthly pass). VRT's newly acquired integrated fare payment application is an account based system and can be set up to set fare capping at the daily or monthly levels.

The major benefit of fare capping is to create more equity and peace of mind in our fare system. Many riders may not be able to afford the cost of a monthly pass up-front or may worry they won't get their full value out of a day pass. For regular or semi-regular riders, it may be easier to purchase single ride fares than day or monthly passes. Some riders may pay for a day pass in case they need a return trip, but may worry if they will get their value. More regular riders may not have the funds to purchase a monthly pass up-front, however a rider will pay more in a month than the cost of the 31-day pass. Fare capping takes the guesswork out and ensures all riders are not paying more than a day pass on any given day or more than a 31-day pass during the month.

With the implementation of the integrated fare payment application, staff is preparing a proposal that will bring more equity and peace of mind to the fare system. The initial concept is to implement day and monthly fare capping on local and intercountry services in October. Staff is reviewing the financial implications of this fare change and plans to present it for Board action in August along with other updates to the fare tariff sheet.

Staff Recommendation/Request:

This is an information item only. Request for approval will be brought to the VRT Board of Directors in August.

Implication (policy and/or financial):

The updates impact the ways customers purchase fares and the way VRT collects fares, but does not have any significant financial implications.

Highlights

- 12/03/2018 – VRT staff introduced the Fare Simplification and Pass Program Project
- **Spring and summer 2019** – VRT Board of Directors and Executive Board review staff progress and provide direction on Fare Simplification and Pass Program Project.

These discussions included looking at fare capping. It was determined that at the time, fare capping was not possible.

- **8/6/2019** – VRT Board of Directors approves VBD19-010 "Fare Increase and Simplification" This resolution updated the fare tariff sheet and directed staff to conduct regular reviews of fares
- **10/05/2020** – VRT Board of Directors approved VBD20-017 "Integrated Fare Payment Application" which authorized VRT to enter into a contract with CUBIC for an integrated fare payment application. This application also allowed for fare capping.
- **Spring and summer 2021** – VRT staff worked with Cubic to draft fare capping for day and monthly passes.
- **August 2021** – VRT Board of Directors will consider update to fare tariff sheet to allow for fare capping
- **October 2021** – If approved VRT would begin fare capping with implementation of the integrated fare payment application.

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701
Kaite Justice, City Go Director, 208-258-2750, kjustice@valleyregionaltransit.org

valleyregionaltransit

TOPIC	City Go and Pass Program Update
DATE	July 12, 2021
STAFF MEMBER	Kaite Justice

Summary

The purpose of this memo is to update the Executive Board on City Go and the Regional Pass Program. While things slowed down during the first year of the pandemic and a significant number of Treasure Valley employers moved to remote work, City Go has been seeing steady growth for the last 6 months. City Go has added five new members, three renewing members, and seven new regional pass program contracts. Overall, employers are looking for more flexible options for a hybrid workplace, not wanting to pay for parking that will be underutilized, and benefits to recruit employees. As many employees are returning to work, we have also seen an uptick in pass sales. There has been particular interest in the carpool program City Go launched with ParkBOI in 2020.

Additionally, City Go has seen a significant increase in engagement from businesses and employers for one-on-one meetings and event participation. This spring City Go held a number of events including virtual discussions for return to work and the service industry, member employee events, bike there day, and First Thursday. City Go staff has had the opportunity to discuss and engage with over 50 employees through events and meetings.

City Go has also been working to engage downtown stakeholders through two committees: City Go Steering Committee and City Go Engage. City Go launched a new, expanded Steering Committee in January to garner greater input and involvement from both the private and public sector into the strategic direction of City Go. In June, City Go launched City Go Engage, which is a workgroup for education, outreach, and advocacy. The City Go engage group is working on developing the structure for an ambassador program, City Go's Clear the Air event, City Go Conversations, and partnering with other organizations to promote and have a presence at events. Additionally, City Go has been utilizing their committees and events to gather input on equity and sustainability needs and strategies. This year, City Go is leaning in to ways the program can better serve low-income, vulnerable populations, and the service industry, which are typically underserved by transportation demand management programs.

Over the last year City Go has continued to work on the development and implementation of the integrated fare payment system, City Go Pay. The first phase of the system, which will include account based ticketing via mobile application and smartcard, will launch in fall of 2021. City Go staff will continue to work with mobility partners across the Treasure Valley to incorporate more modes into the system.

Furthermore, City Go staff has been working on longer-term studies and plans to better inform and coordinate transportation demand management strategies across the Treasure Valley. The first is the Integrated Mobility Plan, which is currently in the procurement process. The goal is to create an implementation plan that maximizes new mobility innovations and coordinates services to meet the mobility needs of all people and visitors in the Treasure Valley. The plan will need to address equity, incentivizing high-occupancy and active forms of travel, and changing technologies. City Go staff is also working with the Idaho

Policy Institute to conduct a COVID-19 Travel Behavior Study. The study will expand on the initial survey on downtown travel behavior in fall of 2019. However, the study will be Treasure Valley wide and done with a statistically significant sample. Both of these projects will add value and help inform the continued work of City Go.

The strategic priorities for FY2022 will continue and build on the work of City Go happening this year. Please find the draft FY2022 strategic priorities at the end of this memo.

Staff Recommendation/Request:

This is an information item only.

Implication (policy and/or financial):

The growth in City Go and the Regional Pass Program shows growth in revenue generation for Valley Regional Transit.

Highlights

City Go growth from January through June 2021.

- New Members:
  - St. Luke's Health System
  - Bacon
  - Bittercreek Ale House
  - Red Feather
  - Diablo & Sons
- Renewing City Go Members:
  - Stoltz Marketing Group
  - Ada County
  - Clearwater Analytics
- New Regional Pass Program Contracts:
  - The College of Idaho
  - Stoltz Marketing Group
  - Bacon
  - Bittercreek Ale House
  - Red Feather
  - Diablo & Sons
  - CCDC
- New collaborating partners:
  - Downtown Boise Association
  - ULI Idaho
  - Idaho Walk Bike Alliance
  - Desman & Associates

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

Attachments:

- City Go FY2022 Strategic Priorities

City GO

City Go is Boise's first and only transportation management association. City Go works with public, private, and individual partners to reduce single-occupancy vehicle (SOV) trips downtown by providing more sustainable transportation options within the current infrastructure. City Go also educates community members through outreach that aims to make it easier to bus, bike and walk around downtown.

VISION

Downtown Boise will have a highly-regarded, well-known and easy-to-use mobility system that is supported by mobility partners, mobility users and the community at large. All members of the community feel welcomed, included and inclined to utilize transportation demand management services because these services improve their lives, their health and their environment.

MISSION

Imagine and create mobility innovations and transportation demand management solutions for travelling into, out of and around downtown Boise that:

- » Offer equitable, effective mobility options.
- » Reduce the number of single-occupancy vehicle (SOV) trips.
- » Slow the increase in demand for parking.

FOCUS AREAS

1 MOBILITY and MEMBERS

Environment change

Create a viable, attractive, integrated, easy-to-use member-supported mobility system.

Strategy: Integrate and add mobility services (such as establishing City Go Wallet)

Strategy: Develop structures for City Go membership and acquire members

2 PARTNERSHIP and PERFORMANCE

Policy and systems change

Establish and sustain a transportation management association for Downtown Boise that integrates transportation demand services.

Strategy: Develop effective, ongoing, partner-based organizational structure

Strategy: Build a sustainable financial model

Strategy: Sustain and grow City Go program resources to meet demand

Strategy: Collect and share data to track performance and system response

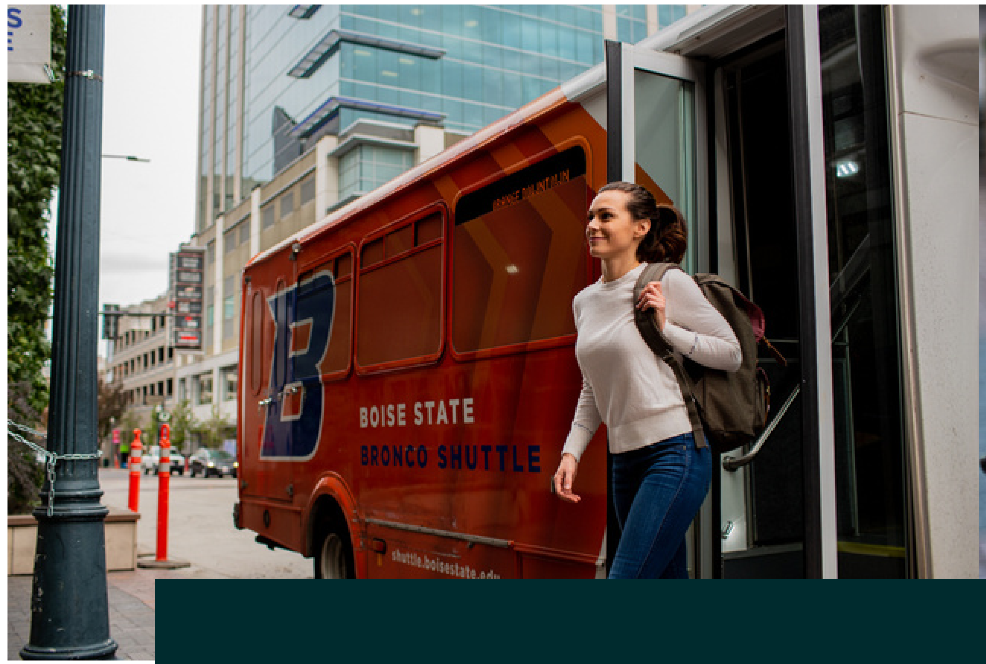
3 COMMUNITY ACTION

Behavioral change

Raise awareness of available services and increase public support for and use of mobility options and alternatives to SOV trips.

Strategy: City Go brand and marketing activities (such as City Go website)

Strategy: City Go educational and outreach opportunities (such as City Go Conversations)



FY 2022 STRATEGIC PRIORITIES

1 MOBILITY and MEMBERS

Create a viable, attractive, integrated, easy-to-use member-supported mobility system.

- Full launch of the City Go App and payment system that includes Valley Regional Transit buses, Commuteride vanpool, Bronco Shuttle, and ParkBOI mobility parking options.
- Work through the second phase of the City Go App with private mobility partner integrations and partnerships (i.e., scooters, TNCs).
- Launch employer transportation benefits administered through the City Go App.

2 PARTERNSHIP and PERFORMANCE

Establish and sustain a transportation management association for Downtown Boise that integrates transportation demand services.

- Provide technical and marketing support to employers and businesses for developing parking and mobility plan, implementing transportation benefits programs, and promoting sustainable transportation.
- Build unique strategies to provide better support and services to small businesses and the service industry, which are traditionally underserved by transit and TDM initiatives.
- Support businesses through flexible commuting options and initiatives as they create return-to-work plans.
- Improve data reporting on mobility usage, climate impacts, health impacts, and COVID-19 implications.
- Strategically expand the geographic reach of City Go programming in alignment with VRT's Integrated Mobility Plan.
- Continue to grow membership and partnerships with a diverse group of stakeholders.

FY 2022 STRATEGIC PRIORITIES

3 COMMUNITY ACTION

Raise awareness of available services and increase public support for and use of mobility options and alternatives to SOV trips.

- Four-month marketing campaign for City Go Pay (integrated fare payment system).
- Promote sustainable transportation options with an emphasis on equity and sustainability, including creating communications around the air quality and climate change impacts of transportation.
- Utilize COVID-19 Travel Behavior Study (estimated completion Summer 2021) to inform TDM strategies for FY2022.
- Leverage technology and the City Go App to facilitate real-time behavior change decisions.
- Partner with local organizations to leverage established events and engage in education and outreach in the community.

  Encourage City Go members and community members to engage and learn through City Go Conversations and Virtual Discussion events.
- Hold City Go's annual Clear The Air Challenge and Member Meeting and Party.

CONTACT INFORMATION

For more information, please contact:
Kaite Justice, City Go Program Director
kjustice@valleyregionaltransit.org
O: 208.258.2750 C: 208.501.4086

City GO

TOPIC	**Service Change Update**
DATE	June 30, 2021
STAFF MEMBER	Stephen Hunt

Summary

Valley Regional Transit is preparing for planned and emergency services changes in October 2021, and has been conducting public outreach for these changes over the spring and summer. The elimination of Route 11 Garden City is one of the proposals and this action qualifies as a major service change. To be consistent with our public involvement policy we are sharing our outreach efforts below. The addition of the new route 30 is also a major service change, but public outreach and a public hearing about that change took place previously.

We will bring the results of this outreach and the final proposal for full board consideration at the August Board of Directors meeting.

The proposed changes are;

- Elimination of the 11 Garden City
- Reduction of service on the 17 Warm Springs
- Increase in service on the 7B
- Implementation of the new Meridian route, 30 Pine
- Reduction of service on the 43 Caldwell Express
- Minor/administrative routing changes on the 7A, 7B, 29

Outreach Schedule

- May 2021
  - Bring draft of emergency changes to Regional Advisory Council (RAC) for review
  - Conduct online public outreach with notices at bus stops along route 11
    - Public survey ran for all of May
- July 2021
  - Conduct online and public outreach
    - Public survey to run 3 weeks in July
    - Hold in person open house and public hearing July 28 at Garden City Hall 4-6pm
- August 2021
  - Public hearing
  - Board action of service changes

Staff Recommendation/Request

No action, this is an information item only.

Implication (policy and/or financial)

Proper public engagement is an important part of our service planning process.

For detailed information contact: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

Valley Regional Transit
FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
MSS Office Space Rebuild	Joe Guenther	25,000	May-21	Executive Director
Integrated Mobility Plan	Kaite Justice	150,000	May-21	Executive Board
Bus Stop Construction (Ada County)	Joe Guenther	180,000	Jun-21	Executive Board
Service Truck with Utility Bed	Leslie Pedrosa	48,000	Jun-21	Executive Director
On-Call General Construction Services	Joe Guenther	2,000,000	Jun-21	Board of Directors
Happy Day Transit Center Improvement	Joe Guenther	1,434,000	Jul-21	Board of Directors
On-Call HVAC Services - All Locations	Joe Guenther	TBD	Jul-21	TBD
Procurement Management Software	Jason Jedry	75,000	Jul-21	Executive Board
Demand response scheduling software (regional)	Leslie Pedrosa	300,000	Aug-21	Board of Directors
Fire Extinguishers	Leslie Pedrosa	20,000	Aug-21	Executive Director

Executive Board Approval Levels: $50,000 - $199,999
VRT Board of Directors Approval Levels: $200,000 and over Updated 6-4-2021

valleyregionaltransit

TOPIC	Executive Director Report
DATE	June 30, 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 staff are preparing to hold the July meeting in person. Staff is scheduling changes in the coming weeks on the camera set-up, but that should not prevent us from having a very good meeting experience on July 12.

We are all starting to feel the effects of supply and labor shortages in our transit operations due to low unemployment and competition with other employers. I sent an email this week to the Executive Board outlining anticipated disruption to services in Canyon County based on the shortage of drivers and mechanics. VRT has made some changes to the preliminary budget for FY2022 to address regional administration staffing continuity. First Transit is evaluating the budget implications and will share those with the Executive Board on July 12.

Federal Funding Update

As reported previously, the member designated $2 million in funding submitted by Congressman Simpson for State Street Corridor was included in the draft reauthorization bill. That bill is moving through the House. The Senate's version of transit funding is being drafted through the Senate Banking Committee. The current bill expires on September 30, so both houses of Congress are working to meet the deadline. The current versions of this bill all show significant increases in funding for transit operations and infrastructure.

We have been tracking the Infrastructure bill currently moving through the negotiation process between Congress and the Biden Administration. The most current version has additional funding for transit. I have not seen any tables to determine how much VRT is likely to secure in additional formula funding, but will be tracking this closely as the fill reaches conclusion in the coming days.

Building Reporting Capacity

Several new technology systems are being implemented this year to assist in enhancing our reporting capacity. The Executive Board will also consider changes to the Transit Asset Management Policy and Plan. This is one of the steps to shift to a Capital Improvement Plan approach to project prioritization. These activities are integral in setting up the reporting structure and processes we need to complete. Our goal is to have everything set up by the end of the fiscal year, or into the first quarter at the latest.

Digital Community Engagement Platform

VRT staff are within weeks of launching our first engagement project in July. The first project will be Connected Canyon County Community Partners. We will be running a broad community engagement concurrently. The broader engagement is set to launch in August. I am scheduling meetings with local staff and elected officials to work through the blueprint for the launch of the initiatives in the other target areas: Middleton, Star, Eagle, Kuna and

Meridian. We will have this platform into spring 2022. 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. In addition, staff will provide on-going updates to the VRT Board and local officials as the project moves forward.

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.

TOPIC	Development Department Monthly Report
DATE	June 25, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities June 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 process to better align funding decisions with the equipment needs. These refinements have been incorporated into the TAM Plan and Policy updates for Executive Board consideration.

Programming/Budget Development

- **Budget Development** – The FY22 budget development cycle is underway. Staff has continued scheduling 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 continued 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 were sent out to Eagle residents in their June utility billing. VRT joined with other agencies in promoting alternative transportation as part of our title sponsorship of May in Motion. Although May's ridership numbers are still being processed, preliminary numbers show a significant increase in fixed-route ridership for the month of May.
- **FY2022 and FY2023 Service Changes** – Development staff collected public feedback on emergency and planned changes for FY2022 and initial discussions about service concepts for FY2023. VRT collected more than 100 survey responses and has been using that input to further refine FY2023 concepts.
- **Regional Revenue Analysis and Strategic Plan** – Development staff participated in the selection and pre-kick-off work to initiate an analysis of VRT revenues and identify non-traditional sources of revenue to fund transit services and capital projects.

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. Chargers have been commissioned and are ready for use.

- Fuel Island Work

Upgrades to the CNG facility are underway, STV Consulting assisted with design and consultant management. Dryer parts have been installed and cathodic protection upgrades will be addressed during the pavement reconstruction. Cooling units (compressor cooling units) are being modified for continued use while ECI looks at options for relocating roof coolers to ground cooling.

- 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. Environmental review (NEPA) is with Federal Transit Administration (FTA). With NEPA clearance, final design and 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. Staff will present the results of the Feasibility Study, past studies, and immediate deficiencies to the VRT Executive Board at the July meeting. A major reconstruction option has been proposed, which includes roof repairs to both office and maintenance buildings, HVAC, security/safety improvements and compliance with ADA.

- Main Street Station (MSS)

Standard maintenance activities continue at MSS. Office space rebuild contract has been issued to Alpine Construction. IT is working with capital to upgrade the PA system for announcements and safety notifications. A repair is needed on the exit ramp where the buses transition from the ramp to the street, design is underway to determine concrete strength and installation. Repairs are anticipated in early fall 2021.

- 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. Bus Stop construction is anticipated to start in early fall 2021.
2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC). VRT will install five (5) best in class shelters after CCDC construction is complete.
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 (SSTOA) consultant team met with the State Street Technical Team. Data has been collected and operational analysis is underway. The SSTOA is anticipated to have a draft ready for staff review in late September 2021 with the final product ready for board review in January 2022.

  Development staff has continued working with funding partners to increase funding for improved passenger amenities along the State Street corridor.

Other Development Activities

- **FY 2021 planning projects** –

  - Regional Vanpool Study – held kick off meeting and engaged project team.
  - Passenger Facility Plan/Bus Stop Typology – planning kick off meeting and initiating project
  - Coordinated Human Services Transportation Plan – Worked with the Regional Advisory Council 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.

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

valleyregionaltransit

TOPIC	Operations Department Staff Report
DATE	June 23, 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
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.

One electric bus is scheduled for delivery the week of June 28. The remaining three buses are finishing up final inspection and repairs and will arrive in July. 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.

VRT staff finalized the contract with ETA Transit for the new fixed-route CAD/AVL Intelligent Transportation System Update. ETA Transit visited both VRT operations to begin the vehicle evaluations for equipment. ETA Transit expects to have all vehicles equipped by the end of July. With the new system, there will be a new web display as well as a phone app available to users. VRT will begin passenger outreach for all changes throughout the month of July.

VRT staff has been working closely with First Transit operations in Canyon County regarding driver shortages. More information can be found in the Service Continuity – Canyon County memo as part of the board packet.

Highlights:

Contracted Transportation

Canyon County

- One preventable accident since last report
- Intercounty on-time performance 82%
- ACCESS on-time performance 85%
- On-demand on-time performance (OTP) 81%
    - Staff worked with Via Mobility and is testing out a new reporting methodology for reporting OTP. It will be reviewed monthly to ensure accuracy.
- Working with VRT for planned service changes in October

Ada County

- One preventable accident since last report
- Fixed-route on-time performance 82%
- ACCESS on-time performance 96%
- Working with VRT for planned service changes in October

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
    - Eagle Senior Center
    - Rides2Wellness
- Calvary Church has not resumed services
- Meridian Senior Center fully opened in May
- Rides2Wellness in Ada County is steadily increasing

Information Technology and Intelligent Transportation Systems

- Staff resolved 192 support requests from 202 submitted
- Working with internal departments to create work flows and standardize reports
- Preparing for CAD/AVL system replacement
- Participated in demonstrations for future software options

Compliance

- FTA mask mandate is in effect through September 2021
- Continue to distribute face coverings as needed
- Completed the audits of Ada and Canyon County facilities

- PTASP meeting prompted discussion points regarding driver awareness. Following a fatal accident involving a Parma Senior Center van, it is important to remember to not get into a routine and always watch your surroundings
- Presented draft Transit Asset Management (TAM) Plan with revisions to the Executive Board
- Attended virtual Federal Transit Administration (FTA) Drug and Alcohol conference

Customer Service Support

- Customer service handled 2,373 of 2,434 phone calls for information, with 61 calls abandoned. The average call time was 2 minute, 21 seconds and the average hold time was 18 seconds
- Reservationist handled 972 of 996 phone calls to change or schedule a ride on ACCESS, with 23 calls abandoned. The average call time was 3 minutes, 32 seconds and the average hold time was 13 seconds
- On-demand handled 667 of 70 phone calls to schedule a ride, with 40 calls abandoned. The average call time was 1 minute, 54 seconds and the average hold time was 25 seconds
- May mobile ticket sales totaled $931.50 Sales were reduced due to May in Motion allowing for free rides on transit during the month

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	July 12, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

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

Highlights
Budget/Finance
- The cash balance of $3,835,476 at the end of April exceeded the average cash balance of the previous three years at the end of April by $676,245
- Finance is in the process of filling a vacant Accounting Specialist I position
- The FTA triennial review/audit exit interview is scheduled for June 30
- Finance staff are working on FY2021 project funding and tracking documentation
- Finance is assisting with finalizing the FY2022 budget

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

Procurement
- Procurement and Contracts Specialist is working on:
  - Integrated Mobility Plan
  - Main Street Station Office Rebuild
  - On Call General Construction Services
  - Contract extensions

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

valleyregionaltransit

TOPIC	Community Projects/Outreach Efforts Update
DATE	June 23, 2021
STAFF MEMBER	Mark Carnopis

Summary

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

Highlights

- The VRT intranet site is nearing completion and staff training will focus on how to upload copy and update the page(s) on the site. The site will provide quick access to important forms and reference materials among other benefits to employees.
- A process is ongoing to collect, maintain and update printed outreach collateral (e.g. brochures, informational flyers) in one location. This effort will ensure a consistent look (branding), and insure outreach materials are kept updated and easily located and reprinted.
- VRT will soon take delivery of electric buses expected to be in service this fall. VRT has a team that is developing a plan to promote the buses and educate the public about the benefits of electric-powered vehicles.
- There will be a second survey developed and implemented this summer to collect public information about the upcoming service changes set for October. The public will review and comment on a revised version of the original service change proposal and options for improvements that will be made during fiscal year 2022.
- An extensive promotion of the on-demand service in Nampa/Caldwell continues. Elements of the campaign include wrapped buses and free rides. Staff from the cities of Nampa and Caldwell and local institutions of higher learning are assisting in this marketing/outreach effort.
- In July, a draft of internal procedure(s) to ensure public accessibility to outreach materials (e.g. surveys, website, and brochures) for those with physical and visual limitations will be presented to the Regional Advisory Council for review and comments.
- The ACCESS Appeals Policy is being updated and will go before the VRT Board in August. The Public Records Policy is being updated to include specifics on records retention schedules.

More Information

Attachments: None

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

valleyregionaltransit

TOPIC	Programs and Marketing Update
DATE	June 25, 2021
STAFF MEMBER	Dave Fotsch

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

Staff Recommendation/Request
Information only

Implication (policy and/or financial)
Information only

Highlights
Safe Routes to School

- 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.
- The 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. VRT is now making adjustments to the model to make it easier for riders to qualify for the program.
- 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.

- With the Executive Board's approval, VRT signed a new contract for on-call marketing services with Stoltz Marketing Group. The contract is for three years, with the option of two one-year extensions.
- 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 boosts
    - Organic social media materials have been shared with partners
    - 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, our partner agencies and VRT 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.
- We are beginning to develop a marketing plan for the roll-out of new service in Meridian this fall. The first event is participation in the Meridian Dairy Days Parade, June 26.
- 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	City Go Report
DATE	July 12, 2021
STAFF MEMBER	Kaite Justice

Summary

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

Highlights

City Go staff is working with Moovit to integrate their real-time trip planner into the VRT and City Go website. Due to internal updates of the mapping system at Moovit, the new trip planners will not be live on the VRT and City Go website until later in the summer.

- City Go staff conducted outreach to 50 businesses in May and held five meetings with potential members. Additionally, City Go staff held two on-boarding events with members to promote options to their employees.
- City Go concluded its Sustainable Leader Challenge held during May in Motion for its members. The winner for the highest percent of sustainable trips among employees was Stoltz Marketing Group.
- City Go staff launched City Go Engage, which is an education, outreach, and advocacy workgroup. The kick-off meeting was held in June with representatives from: Ada County, CCDC, Downtown Boise Association, Idaho Walk Bike Alliance, and Stoltz. Other members of the workgroup include: Boise State, Clearwater Analytics, and St. Luke's.
- City Go launched their member toolkit in June, which can be found here: https://www.citygoboise.com/member-toolkit The toolkit includes flyers, social media posts, and videos to help employers promote sustainable transportation to their employees.
- City Go launched a new series called Sustainability Spotlight. The series highlights a different employer or business every month that is doing good work supporting and promoting sustainable transportation options. The first employer highlighted was St. Luke's. You can find the article here: https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-st-lukes
- Request for Proposals was released for the Integrated Mobility Plan and received two responsive proposals. 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 will go out later this summer. 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

valleyregionaltransit

TOPIC	Corporate Sponsorship and Underwriting Department
DATE	July 12, 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	$514,706	$203,146
% of Target Revenue:	106%	98%*	34%*

*As of 6/22/21

Highlights

New Business Opportunities

- Idaho Central Credit Union
- Idaho Commission on Aging
- Western Idaho Fair

Advertising Installations & Renewals

- Crush the Curve Idaho – Vaccinate 208 campaign
- Idaho Youth Ranch
- Homie Real Estate
- College of Western Idaho
- Intermountain Gas

Idaho Safe Places

VRT is working with the Idaho Youth Ranch to designate VRT vehicles and transit centers as Safe Places for young people needing immediate help and safety.

Public Art

On behalf of VRT, City of Boise issued a request for qualified artists to be included in a roster and may be selected and commissioned to complete a public art project using VRT bus shelters. The request can be viewed here and closes on July 9, 2021. The VRT underwriting team is seeking businesses and organizations to sponsor the art projects.

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