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Valley Regional Transit Board of Directors Meeting Agenda

Monday, August 02, 2021

12:00 PM

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

Executive Board members may participate in the meeting in-person,
via MTeams at https://www.valleyregionaltransit.org/VRT_Board_August_2021
or by dialing in at **469-965-2358 Conference ID: 127 276 370#**

(The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Board members. In-person attendees must follow physical distancing guidelines and wear a mask at all times in the building, if not fully vaccinated.)

I. CALLING OF THE ROLL

Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

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

IV. FINANCE COMMITTEE REPORT

V. CONSENT AGENDA

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

A. ACTION: Minutes - April Board of Directors Meeting ☐

Pages 8-10

The Board is asked to consider approval of the minutes from the April 5, 2021 Board of Directors meeting.

B. ACTION: Minutes - April, May and June Executive Board ☐

Pages 11-23

The Board is asked to consider acceptance of the April 5, May 3 and June 7, 2021 Executive Board meeting minutes.

C. ACTION: Second Quarter Performance Report Fiscal Year 2021 ☐

Pages 24-28

Leslie Pedrosa

The Board is asked to accept the second quarter performance report for fiscal year 2021, as recommended by the Executive Board on June 7, 2021.

D. ACTION: FY2021 2nd Quarter Operating Cash Balance Report ☐

Pages 29-30

Jason Jedry

The Board is asked to accept the FY2021 2nd Quarter Operating Cash Balance Report that has been reviewed and approved by the Executive Board.

E. ACTION: FY2021 2nd Quarter Budget Variance Reports ☐

Pages 31-43

Jason Jedry

The Board is asked to accept the FY2021 2nd Quarter Budget Report that has been reviewed and approved by the Executive Board.

- F. ACTION: ACCESS Appeals Policy Update** Pages 44-50 Mark Carnopis
The Board of Directors is asked to consider approval of RESOLUTION VBD21-029 updating the VRT ACCESS appeals process policy.
- G. ACTION: Transit Asset Management Target for Fiscal Year 2022** Pages 51-53 Leslie Pedrosa
The Board is asked to accept the Transit Asset Management Targets for fiscal year 2022, as recommended by the Executive Board on June 7, 2021.
- H. ACTION: Regional National Transit Database Policy Update** Pages 54-62 Leslie Pedrosa
The Staff requests the Board of Directors approve RESOLUTION VBD21-024 updating the National Transit Database policy 1.30.00 update.
- I. ACTION: Wheelchair Securement Policy Update** Pages 63-70 Leslie Pedrosa
VRT staff requests the Board approve Resolution VBD21-021 approving the updated Wheelchair Securement policy. No substantive changes were made to the policy.

VI. ACTION ITEMS

- A. ACTION: PUBLIC HEARING - FY2022 Operating and Capital Budget and Program of Projects** Pages 71-89 Kelli Badesheim
Prior to the Public Hearing, VRT staff will present the final Preliminary FY2022 Operating and Capital Budgets. The VRT Chair will then conduct a Public Hearing and take formal comments on the FY2022 budget.
- B. ACTION: FY2022 Budget** Kelli Badesheim
 Following the public hearing, the VRT Board will consider approval for RESOLUTION VBD21-028 to approve the FY2022 budget.
- C. ACTION: PUBLIC HEARING - Disposal of Surplus and Obsolete Assets** Pages 90-93 Leslie Pedrosa
Prior to the public hearing, staff will present the list of items slated for disposal in fiscal year 2022. Following the public hearing, the Board will consider for approval Resolution VBD21-022.
- D. ACTION: Contract Change to Quality Electric Inc (QEI)** Pages 94-97 Joe Guenther
VRT staff will provide an update on the electric bus infrastructure contract with QEI and request a contract modification to allow for final payment and project closeout on the electric bus infrastructure. The Board is asked to consider approval of RESOLUTION VBD21-027 Quality Electric Contract Modification and the corresponding Authorization for Expenditure.
- E. ACTION: FY2022 Service Change Final Proposal** Pages 98-103 Alissa Taysom
The VRT Board of Directors is asked to consider approval of the proposed FY2022 Service Changes.
- F. ACTION: State Street Alignment** Pages 104-106 Stephen Hunt
VRT Staff is requesting the Board consider for approval, the Preferred Alternative for State Street Alignment Between State Street and Whitewater Park Boulevard and Downtown Boise.
- G. ACTION: Fare Capping and Fare Tariff Sheet Update** Pages 107-125 Stephen Hunt
The Board is asked to consider approving RESOLUTION VBD21-025 Fare Capping and Tariff Sheet.

- H. ACTION: Transit Asset Management Plan and Policy Updates** **Pages 126-170 Dave Meredith**
VRT staff requests the Board review the Transit Asset Management Plan and Policy and approve Resolution VBD21-026 - POLICY - Transit Asset Management. The redline versions of the policy and plan are available for review at the following links:
TAM Policy:
<https://www.valleyregionaltransit.org/TAMPolicyRedline>
TAM Plan:
<https://www.valleyregionaltransit.org/TAMPlanRedline>

- I. ACTION: Chair Elect Election** **Elaine Clegg**
Chair Elaine Clegg will conduct an election to replace the vacant Chair Elect position that was vacated by David Lincoln.

VII. INFORMATION ITEMS

- A. INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan** **Pages 171-179 Jason Jedry**
The Board is asked to review and discuss a plan to achieve the required cash flow reserve and the recommended maintenance reserve.
- B. INFORMATION: Canyon County Operations Update** **Pages 180-181 Leslie Pedrosa**
VRT staff will provide the Board with an update on current services in Canyon County, as well as upcoming services planned.
- C. INFORMATION: Ada County Operations Update** **Pages 182-183 Leslie Pedrosa**
VRT staff will provide the Board with an update on current services in Ada County, as well as upcoming services planned.
- D. INFORMATION: Procurement Calendar** **Page 184 Jason Jedry**
The most current procurement calendar is included in the packet for your information.
- E. INFORMATION: Department/Staff Reports** **Pages 185-198 Staff**
The most current department/staff reports were included in the packet for your 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.

- A. ACTION: Executive Session – Personnel Matter, Idaho Code [74-206 (b)]** **Elaine Clegg**
The Board of Directors will go into executive session to receive the Executive Committee's performance evaluation and recommendation regarding the Executive Director. No action will be taken in the session.
- B. ACTION: Consider Executive Board's Recommendation Regarding Executive Director** **Elaine Clegg**
The Board will consider the Executive Boards recommendation resulting from the Executive Director's performance review.

IX. ADJOURNMENT

☉ = Attachment

Agenda order is subject to change.

NEXT VRT BOARD OF DIRECTORS MEETING:

October 4, 2021

VRT Boardroom (virtual option also available)

700 NE 2nd Street

Meridian, ID 83642

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

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:

<https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf>

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



Valley Regional Transit Board of Directors Meeting Notes

Monday, April 05, 2021

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Lantz Brown, Boise State	Kelli Badesheim, VRT
Rod Beck, Ada County	Becky Crofts, City of Middleton	Jeff Barnes, City of Nampa
Diane Bevan, Meridian Dev Corp	Hal Forsgren, City of Melba	Jarred Blankenship, VRT
Luke Cavener, City of Meridian	Brad Pike, City of Eagle	Bre Brush, City of Boise
Elaine Clegg, City of Boise	City of Greenleaf	Mark Carnopis, VRT
Kate Dahl, Canyon County Comm.		Paula Cromie, VRT
Ryan Davidson, Ada County Comm.		Jeannette Ezell, VRT
Matt Edmond, CCDC		Dave Fotsch, VRT
John Evans, City of Garden City		Karen Gallagher, City of Boise
Jeff Flynn, CWI		Joe Guenther, VRT
David Hershey, City of Star		Jimmy Hallyburton, City of Boise
Debbie Kling, City of Nampa		Jim Hansen, ACHD
Sandi Levi, City of Nampa		Rachel Haukkala, COMPASS
David Lincoln, ACCHD		Ryan Head, ACHD
Lauren McLean, City of Boise		Stephen Hunt, VRT
Garret Nancolas, City of Caldwell		Jason Jedry, VRT
Tricia Nilsson, Canyon County Comm.		Tony Kendall
Alexis Pickering, ACHD		Dave Meredith, VRT
Robert Simison, City of Meridian		Nick Moran, VRT
Joe Stear, City of Kuna		James Mundell, VRT
Mark Wasdahl, ITD (for Lakey)		Mary Beth Nutting - RAC
Tina Wilson, City of Parma/Notus/Wilder		Leslie Pedrosa, VRT
		Derrick Personette, VRT
		Ken Pidjeon, Citizen
		Tom Points, City of Nampa
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Corrie Washington, First Transit
		Kevin Womack - VRT

CALLING OF THE ROLL – Chair Elaine Clegg called the meeting to order at 12:03 p.m. with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES – Add information item - Item E Upcoming service changes and items E and F will move to item F and G

John Bechtel moved to add the item to this; Garret Nancolas seconded. The motion passed unanimously.

PUBLIC COMMENTS - None

FINANCE COMMITTEE - None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

- Approval of minutes of the January 4, 2021 Board of Directors Meeting**
- Acceptance of minutes from the January, February and March Executive Board Meetings**
- Approval of FY2020 Audit**
- Acceptance of FY2020 4th Quarter Operating Cash Balance Report**
- Acceptance of FY2020 4th Quarter Budget Reports**
- Acceptance of FY2021 1st Quarter Operating Cash Balance Report**
- Acceptance of FY2021 1st Quarter Budget Reports**
- Specialized Transportation Service Provider Project Budgets**
 - Approval of Resolutions VBD21-015, VBD21-016, VBD21-017 and VBD21-018
- Acceptance of Fourth Quarter Performance Report Fiscal Year 2020**
- Acceptance of FY 2020 Public Comment Report**

Following discussion, Garret Nancolas moved to approve the consent agenda as presented; Debbie Kling seconded the motion. The motion passed unanimously.

ACTION ITEMS

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

Following discussion, Debbie Kling moved to approve RESOLUTION VBD21-013 to delegate authority to the Executive Board for the purchase of a fixed-route CAD/AVL software program; John Evans seconded. The motion passed unanimously.

ACTION: Demand Response Scheduling Software

Following discussion, John Evans moved to approve RESOLUTION VBD21-014 to delegate authority to the Executive Board for the purchase of a replacement demand response scheduling software; Debbie Kling seconded. The motion passed unanimously.

ACTION: On-Call Marketing Request for Proposal

Following discussion, Robert Simison moved to approve RESOLUTION VBD21-019 On-Call Marketing delegating the Executive Board the power to approve the contract once the Request for Proposal has completed the required process with the expectation there be deliberation and the spending authority of that contract come back to the full Board as information; Luke Cavener seconded. The motion passed unanimously.

ACTION: FY21 1st Quarter Performance Report

Following discussion, Garrett Nancolas moved to approve the 1st quarter performance report for FY21; John Bechtel seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: FY2022 Capital Investment Prioritization

Jill Reyes review the project and funding data used in project prioritization and capital budget development.

INFORMATION: Local Cost Allocation Model

Jill Reyes reviewed the local cost allocation model used in budget development.

INFORMATION: Canyon County On-demand Transit Update

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

INFORMATION: Regional Advisory Council Update

Walter Steed, chair of the Regional Advisory Council (RAC) presented an update on RAC activities.

INFORMATION: Service Change Update

Stephen Hunt presented a service change update.

INFORMATION: Procurement Calendar

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

INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 1:55 p.m.

NEXT VRT BOARD OF DIRECTORS MEETING:

August 2, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
April 5, 2021
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: 

Elaine Clegg, Chair
Valley Regional Transit

ATTEST:

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

Executive Board Meeting Minutes

Monday, April 05, 2021

11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Lantz McGinnis-Brown, Boise State	Kelli Badesheim, VRT
Luke Cavener, City of Meridian		Jarred Blankenship, VRT
Elaine Clegg, City of Boise		Bre Brush, City of Boise
John Evans, City of Garden City		Mark Carnopis, VRT
Debbie Kling, City of Nampa		Paula Cromie, VRT
Sandi Levi, City of Nampa		Jeannette Ezell, VRT
David Lincoln, ACCHD		Dave Fotsch, VRT
Lauren McLean, City of Boise		Karen Gallagher, City of Boise
Garret Nancolas, City of Caldwell		Joe Guenther, VRT
Joe Stear, City of Kuna		Jim Hansen, ACHD
		Rachel Haukkala, COMPASS
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Toni Tisdale, COMPASS
		Corrie Washington, VRT
		Kevin Womack, 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 – Reordered agenda items VII Item A and B as just memos. Move rebranding up to item A.

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the consent agenda consisted of the following

- **ACTION: Minutes of the March 1, 2021 Executive Board Meeting**
The Executive Board was asked to consider approving the minutes of the March 1 meeting.
- **ACTION: Minutes from February 16, 2021 Regional Advisory Council Meeting**
The Executive Board was asked to accept the minutes of the February 16, 2021 Regional Advisory Council meeting.
- **ACTION: FY2021 1st Quarter Operating Cash Balance Report**
The Executive Board was asked to review and consider approving the report.
- **ACTION: FY2021 1st Quarter Budget Reports**
The Executive Board was asked to review and consider approving the reports.
- **ACTION: New Regional Advisory Council Member**
The Executive Board was asked to consider approving Deeann Sollis as the newest member to the Regional Advisory Council.

Lauren McLean moved to approve the consent agenda as presented; John Evans seconded. The motion passed unanimously.

FINANCE COMMITTEE - None

EXECUTIVE BOARD ACTION ITEMS

ACTION: FY2021 - FY2027 Transportation Improvement Program Amendment - State Street Corridor

Lauren McLean made a motion to approve Resolution VEB21-005 recommending approval of the FY2021 through FY2027 TIP to include the State Street corridor transit enhancements; John Evans seconded. The motion passed unanimously.

ACTION: Uniforms for Ada County and Canyon County Locations

John Evans moved to approve RESOLUTION VEB21-004 and Authorization for Expenditure for uniforms for Ada County and Canyon County locations; Dave Lincoln seconded. The motion passed unanimously.

EXECUTIVE BOARD INFORMATION ITEMS

INFORMATION: Rebranding April 2021

Dave Fotsch discussed the possibility of retiring the ValleyRide brand and consolidating all service names under Valley Regional Transit.

INFORMATION - FY2022 Capital Investment Prioritization

A memo was provided to the Executive Board with an overview of project and funding data used in project prioritization and capital budget development. A full presentation to take place at the Board meeting.

INFORMATION: Local Cost Allocation Model

A memo was provided as a summary, along with a process chart and example output of the local cost allocation model that will be used in the development of funding requests for FY2022. A full presentation to take place at the Board meeting.

INFORMATION: Bike-Share Status Update

A memo giving an update on the status of VRT's bike-share program was included in the packet.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.

EXECUTIVE SESSION - None

NEXT VRT EXECUTIVE BOARD MEETING:

May 3, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

MINUTES - Executive Board 4-5-2021 for signature

Final Audit Report

2021-05-11

Created:	2021-05-05
By:	Paula Cromie (pcromie@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkJyerXAbeWH_YnfUV2vME3NPqKC5X48f

"MINUTES - Executive Board 4-5-2021 for signature" History

-  Document created by Paula Cromie (pcromie@valleyregionaltransit.org)
2021-05-05 - 1:29:29 PM GMT- IP address: 75.174.72.36
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-  Document e-signed by Elaine M Clegg (eclegg@cityofboise.org)
Signature Date: 2021-05-11 - 4:23:34 PM GMT - Time Source: server- IP address: 67.60.135.63
-  Agreement completed.
2021-05-11 - 4:23:34 PM GMT

Valley Regional Transit Executive Board Meeting Minutes
May 3, 2021
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:



By: _____
Elaine Clegg, Chair
Valley Regional Transit

ATTEST:

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

Executive Board Meeting Minutes

Monday, May 03, 2021

11:00 AM

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

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

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

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

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

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

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

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

FINANCE COMMITTEE

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

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

INFORMATION: Budget Work Shop - Preliminary FY2022 Expenses

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

ACTION ITEMS

ACTION: FY2021 Bus Stops Improvements

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

ACTION: Bus Stop Typology Study

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

ACTION: Regional Vanpool Study

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

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

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

INFORMATION ITEMS

INFORMATION: Service Change Update

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

INFORMATION: Procurement Calendar

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

INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION - None

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

NEXT VRT EXECUTIVE BOARD MEETING:

June 7, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

MINUTES - Executive Board 5-3-2021 for signature

Final Audit Report

2021-06-14

Created:	2021-06-09
By:	Paula Cromie (pcromie@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAACe8y2DvThI23XNthss015fDatusmE_W

"MINUTES - Executive Board 5-3-2021 for signature" History

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-  Document emailed to Elaine Clegg (eclegg@cityofboise.org) for signature
 2021-06-09 - 7:42:35 PM GMT
-  Email viewed by Elaine Clegg (eclegg@cityofboise.org)
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-  Document e-signed by Elaine Clegg (eclegg@cityofboise.org)
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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
Lantz McGinnis-Brown, Boise State		Dave Fotsch, VRT
Lauren McLean, City of Boise		Karen Gallagher, City of Boise
Joe Stear, City of Kuna		Tessa Greggor
		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



TOPIC	FY21 Performance Report – Quarter 2
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

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

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

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

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

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

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

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

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

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

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

Staff Recommendation/Request

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

Implication (policy and/or financial)

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

More Information

Attachments:

FY21 Performance Report, Second Quarter

FY21 Second Quarter Ridership Report

FY21 Year to Date Ridership Report

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

VRT PERFORMANCE - 2ND QUARTER, FY21
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2021	2020	% Change	RIDES		2021	2020	% Change
	FR	208,951	420,111	▼ -50.3		FR	437,407	846,189	▼ -48.3
	DR	12,606	11,103	▲ 13.5		DR	24,824	24,918	▬ -0.4
	ST	15,382	26,960	▼ -42.9		ST	30,388	54,122	▼ -43.9
	FMLM	742	1,076	▼ -31.0		FMLM	1,456	2,212	▼ -34.2
	VP	24,999	45,136	▼ -44.6		VP	47,901	82,713	▼ -42.1
	Total	262,680	504,386	▼ -47.9		Total	541,976	1,010,154	▼ -46.3
HOURS	FR	23,808	29,584	▼ -19.5	HOURS	FR	46,687	59,789	▼ -21.9
	DR	4,826	5,792	▼ -16.7		DR	9,775	12,600	▼ -22.4
	ST	7,475	7,454	▬ 0.3		ST	14,327	15,355	▼ -6.7
	FMLM	91	126	▼ -27.8		FMLM	180	269	▼ -33.1
	VP	7,645	8,271	▼ -7.6		VP	14,793	16,343	▼ -9.5
	Total	43,845	51,227	▼ -14.4		Total	85,762	104,356	▼ -17.8
RIDES PER HOUR	FR	8.78	14.20	▼ -38.2	RIDES PER HOUR	FR	9.37	14.15	▼ -33.8
	DR	2.61	1.92	▲ 36.3		DR	2.54	1.98	▲ 28.4
	ST	2.06	3.62	▼ -43.1		ST	2.12	3.52	▼ -39.8
	FMLM	8.15	8.54	▼ -4.5		FMLM	8.09	8.22	▼ -1.6
	VP	3.27	5.46	▼ -40.1		VP	3.24	5.06	▼ -36.0
	Total	5.99	9.85	▼ -39.2		Total	6.32	9.68	▼ -34.7
ON-TIME PERFORMANCE	FR	89%	78%	▼ -11.4	ON-TIME PERFORMANCE	FR	84%	71%	▼ -12.5
	DR	85%	83%	▼ -2.1		DR	82%	83%	▲ 1.1
	ST	86%	76%	▼ -9.8		ST	85%	79%	▼ -6.3
	Total	86%	79%	▼ -7.8		Total	83%	77%	▼ -5.9
FR - FIXED ROUTE		DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION		VP - VANPOOL		FMLM - FIRST MILE/LAST MILE		
Ada County Boise State - Bronco Shuttle Canyon County Intercounty		Ada County Canyon County	Shared Vehicle Kuna Senior Center Meridian Senior Center Eagle Senior Center Star Senior Center Parma Senior Center	Metro SHIP Village Van Harvest Rides 2 Wellness Volunteer Driver	ACHD CommuteRide		Lyft Transit Connections VRT Late Night		

VRT PERFORMANCE - 2ND QUARTER, FY21

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY21	FY20	% Change
Ada County*	182,964	315,394	▼ -42.0
Boise State - Bronce Shuttle	15,191	71,545	▼ -78.8
Canyon County*	-	11,693	▼ -100.0
Intercounty*	10,796	21,479	▼ -49.7
FR SUB TOTAL	208,951	420,111	▼ -50.3
ST - SPECIALIZED TRANSPORTATION			
	FY21	FY20	% Change
Metro**	2,757	4,761	▼ -42.1
Shared Vehicle	157	2,346	▼ -93.3
SHIP**	3,830	2,564	▲ 49.38
Kuna Senior Center	348	858	▼ -59.4
Village Van	1,180	3,621	▼ -67.4
Volunteer Driver	512	526	▼ -2.7
Meridian Senior Center	292	670	▼ -56.4
Eagle Senior Center**	2,008	3,504	▼ -42.7
Star Senior Center	253	349	▼ -27.5
Harvest**	2,242	4,528	▼ -50.5
Parma Senior Center	489	950	▼ -48.5
Rides 2 Wellness	1,314	2,283	▼ -42.4
ST SUB TOTAL	15,382	26,960	▼ -42.9
QUARTERLY RIDERSHIP	FY21	FY20	% Change
GRAND TOTAL	262,680	504,386	▼ -47.9

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

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

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

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

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

VRT PERFORMANCE - 2ND QUARTER, FY21

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY21	FY20	% Change
Ada County*	392,875	638,060	▼ -38.4
Boise State - Bronce Shuttle	23,442	139,736	▼ -83.2
Canyon County*	-	23,647	▼ -100.0
Intercounty*	21,090	44,746	▼ -52.9
FR SUB TOTALS	437,407	846,189	▼ -48.3
ST - SPECIALIZED TRANSPORTATION			
	FY21	FY20	% Change
Metro**	5,416	9,718	▼ -44.3
Shared Vehicle	275	4,893	▼ -94.4
SHIP**	7,243	5,393	▲ 34.3
Kuna Senior Center	797	1,664	▼ -52.1
Village Van	2,647	7,459	▼ -64.5
Volunteer Driver	1,092	1,051	▲ 3.9
Meridian Senior Center	542	1,501	▼ -63.9
Eagle Senior Center**	3,962	7,566	▼ -47.6
Star Senior Center	436	1,174	▼ -62.9
Harvest**	4,192	7,052	▼ -40.6
Parma Senior Center	738	2,034	▼ -63.7
Rides 2 Wellness	3,048	4,617	▼ -34.0
ST SUB TOTALS	30,388	54,122	▼ -43.9
YEAR TO DATE RIDERSHIP			
GRAND TOTAL	FY21	FY20	% Change
	541,976	1,010,154	▼ -46.3

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

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

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

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

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



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

Summary

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

The following items are important to note:

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

Staff Recommendation/Request

Staff recommends acceptance of the reports.

Attachments

FY2021 2nd Qtr. Operating Cash Balance Analysis

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

Valley Regional Transit
Operating Cash Balance Analysis
March 31, 2021

Regional Operations

GL Cash Balance at 3/31/21	\$2,628,347	
Pending Federal Funds (Note 2)		\$27,540

Ada County System

GL Cash Balance at 3/31/21	\$115,051	
Pending Federal Funds (Note 2)		\$0

Canyon County System

GL Cash Balance at 3/31/21	\$7,283	
Pending Federal Funds (Note 2)		\$0

Boise Greenbike

GL Cash Balance at 3/31/21	\$63,716	
Pending Federal Funds (Note 2)		\$0

Total Cash Balance	\$2,814,398	
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Total Pending Federal Funds (Note 2)		\$27,540
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Total Cash Balance Benchmark (Note 1)	\$3,861,477	
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Note 1: Average of 2018, 2019 and 2020 at March 31

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



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

Summary

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

Staff Recommendation/Request

Staff recommends acceptance of the reports.

Attachments

FY2021 2nd Quarter Budget Variance Report

FY2021 2nd Quarter Budget Variance Comments

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

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

Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds				\$ 24,999	\$ 1,749	-93%	\$ 25,000	\$ 14,404	-42%			
402 Purchased Transportation												
403 Auxiliary Revenue	50,000	44,275	-11%	141,826	152,926	8%						
404 Non-Transportation Revenue		(427)			8,953			0				
405 Federal Assistance - Capital										7,507,776	1,549,713	-79%
406 Federal Assistance - Operating/Administration	92,168	202,951	120%	366,365	182,750	-50%	1,741,858	982,084	-44%	489,672	311,900	-36%
407 Local Assistance - Capital										1,515,857	454,233	-70%
408 Local Assistance - Operating/Administration	585,240	488,031	-17%	331,377	113,848	-66%	271,449	154,133	-43%	102,754	2,497	-98%
Total Revenues	\$ 727,407	\$ 734,829	1%	\$ 864,567	\$ 460,225	-47%	\$ 2,038,307	\$ 1,150,621	-44%	\$ 9,616,059	\$ 2,318,343	-76%
Category	Regional Overhead			Programs and Supports			Information Supports/ Specialized Transportation			Program Administration Support Planning		
	10			12			20			23		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 285,031	\$ 286,436	0%	\$ 221,394	\$ 158,276	-29%	\$ 212,307	\$ 210,008	-1%	\$ 244,480	\$ 201,670	-18%
502 Fringe Benefits	194,086	206,643	6%	100,994	109,859	9%	132,642	142,934	8%	139,171	76,701	-45%
503 Professional Services	83,153	66,922	-20%	455,270	165,392	-64%	167,362	76,848	-54%	202,526	33,405	-84%
504 Materials and Supplies	10,952	5,842	-47%	32,275	2,684	-92%	54,275	47,390	-13%		20	
505 Utilities	39,611	46,043	16%	9,110	4,717	-48%	1,740	3,779	117%	1,000	250	-75%
506 Casualty and Liability	12,477	6,804	-45%	3,000	2,756	-8%	39,000	41,603	7%			
508 Purchased Transportation							1,051,082	565,137	-46%			
509 Miscellaneous	87,920	102,401	16%	25,025	2,741	-89%	379,900	62,108	-84%	250,639	178,002	-29%
511 Interest	200		-100%									
512 Leases and Rentals	13,978	13,739	-2%	17,500	13,800	-21%		764				
514 Capital (Note 2)										8,778,243	1,828,294	-79%
Total Expenses	\$ 727,407	\$ 734,829	1%	\$ 864,567	\$ 460,225	-47%	\$ 2,038,307	\$ 1,150,571	-44%	\$ 9,616,059	\$ 2,318,343	-76%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 337,789	\$ 244,806	-28%	\$ 48,395	\$ 21,055	-56%
402 Purchased Transportation						
403 Auxiliary Revenue	58,775	48,828	-17%			
404 Non-Transportation Revenue		5,661				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administration	3,102,897	2,946,919	-5%	1,205,559	777,602	-35%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	527,214	357,925	-32%		515	
Total Revenues	\$ 4,026,675	\$ 3,604,139	-10%	\$ 1,253,954	\$ 799,172	-36%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 1,694,640	\$ 1,479,404	-13%	\$ 534,639	\$ 261,144	-51%
502 Fringe Benefits	1,321,908	1,222,735	-8%	479,485	325,269	-32%
503 Professional Services	246,428	211,553	-14%	56,247	62,928	12%
504 Materials and Supplies	387,775	300,475	-23%	101,900	55,886	-45%
505 Utilities	97,182	53,753	-45%	17,550	8,846	-50%
506 Casualty and Liability	96,035	153,827	60%	41,158	61,618	50%
508 Purchased Transportation						
509 Miscellaneous	138,733	140,509	1%	4,600	3,836	-17%
511 Interest						
512 Leases and Rentals	43,975	41,882	-5%	18,375	19,645	7%
514 Capital (Note 2)						
Total Expenses	\$ 4,026,676	\$ 3,604,139	-10%	\$ 1,253,954	\$ 799,172	-36%

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 20,122	\$ 27,283	36%	\$ 2,897	\$ 4,469	54%	\$ 60,940	\$ 24,338	-60%
402 Purchased Transportation									
403 Auxiliary Revenue	22,857	2,002	-91%					2,447	
404 Non-Transportation Revenue		180							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administration	465,986	392,618	-16%	51,327	33,056	-36%	538,208	531,872	-1%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration		7,587			829			(4,191)	
Total Revenues	\$ 508,965	\$ 429,670	-16%	\$ 54,223	\$ 38,355	-29%	\$ 599,149	\$ 554,466	-7%
Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 213,151	\$ 163,256	-23%	\$ 25,133	\$ 15,734	-37%	\$ 269,987	\$ 216,339	-20%
502 Fringe Benefits	97,176	98,824	2%	12,578	9,208	-27%	126,348	126,609	0%
503 Professional Services	59,503	47,889	-20%	4,712	3,907	-17%	52,620	52,681	0%
504 Materials and Supplies	70,354	52,518	-25%	7,423	4,959	-33%	100,504	88,155	-12%
505 Utilities	11,607	11,193	-4%	1,485	1,101	-26%	16,375	15,143	-8%
506 Casualty and Liability	18,750	44,295	136%	1,829	3,037	66%	25,152	41,756	66%
508 Purchased Transportation									
509 Miscellaneous	36,825	10,071	-73%	862	250	-71%	5,962	11,607	95%
511 Interest									
512 Leases and Rentals	1,600	1,623	1%	200	158	-21%	2,200	2,177	-1%
514 Capital (Note 2)									
Total Expenses	\$ 508,965	\$ 429,670	-16%	\$ 54,223	\$ 38,355	-29%	\$ 599,149	\$ 554,466	-7%

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities		25,895
Capital - Facility - Facilities/Bldgs/Grounds	7,439,833	847,104
Capital - Non-Revenue Vehicles	97,000	
Capital - Other		
Capital - Revenue Vehicles	13,081,205	670,482
Capital - Revenue Vehicles - Sub-Recipient		
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	673,962	8,656
Capital Information Technology - Software	1,293,859	22,416
Capital Projects - Sub-Recipient	894,222	
Capital -Shop Equipment		8,647
Capital-Office Equipment		
CWI - Park and Ride - INACTIVE		
N/A-Capital - Revenue Vehicles		
Regional Park & Ride Projects		
System Enhancements - Stops/Shelters	565,198	245,093
Total Capital Expenses	\$ 24,045,280	\$ 1,828,294

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	\$ 25,000	\$ 14,404	-42%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 0	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administration	\$ 1,741,858	\$ 982,084	-44%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 271,449	\$ 154,133	-43%
Total Revenues	\$ 2,038,307	\$ 1,150,621	-44%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	196,703	190,909	-3%
502 Fringe Benefits	123,119	132,469	8%
503 Professional Services	167,362	76,848	-54%
504 Materials and Supplies	41,125	43,370	5%
505 Utilities	1,740	3,779	117%
506 Casualty and Liability	39,000	41,603	7%
508 Purchased Transportation	1,051,082	100,136	-90%
509 Miscellaneous	368,233	61,967	-83%
511 Interest			
512 Leases and Rentals		764	
514 Capital (Note 2)			
Total Expenses	\$ 1,988,364	\$ 651,846	-67%

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

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

**VALLEY REGIONAL TRANSIT
FY 2021 BUDGET REPORT COMMENTS
October 2020 - March 2021**

At the end of March, Fiscal Year 2021 was fifty (50%) complete. The following is a review of the budgetary status of each division as of March 31, 2021. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Regional Overhead (10)

Revenues

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

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

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

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

Expenses

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

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

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

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

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

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

Programs and Supports (12)

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

Revenues

Directly Generated (93% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike is not currently operating and is therefore not collecting revenue. The small amount of revenues were from uncollected accounts receivable that were received in the first quarter of FY2021.

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

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

Expenses

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

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

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

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

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

Miscellaneous (89% under budget) – This line item is favorably below budget parameters.

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

Information Supports/Specialized Transportation (20)

Revenues

Directly Generated Funds (42% under budget) - This line item is unfavorably below budget estimates. Due to COVID-19, Volunteer Driver and the taxi SCRIP program are operating at a lower capacity. Additionally, ridership was down in the first half of the fiscal year.

Federal Operating Assistance (44% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Local Operating Assistance (43% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 44% under budget through QR-2.

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

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

Utilities (117% over Budget) - This line item is unfavorably above budget parameters due to mobile radio expenses for service providers being higher than budgeted for. VRT receives revenue from its service providers that offsets this expense.

Purchased Transportation (46% under budget) – This line item is favorably below budget parameters due to mobility projects, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses being lower than budgeted for.

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

Program Administration Support/Planning (23)

Revenues

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

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

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

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

Expenses

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

Wages and Salaries (18% under budget) - This line item is favorably below budget parameters.

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

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

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

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

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

Boise Fixed-Route (21)**Revenues**

Directly Generated Funds (28% under budget) – This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down in the first half of the fiscal year.

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

Local Operating Assistance (32% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Boise Fixed-Route operating expenses were 10% under budget through QR-2.

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

Professional Services (14% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, low legal service and repair and maintenance expenses contributed to this line item being under budget.

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

Utilities (45% under budget) - This line item is favorably below budget parameters due electricity, natural gas and communication expenses being lower than budgeted for. An additional \$90,000 was budgeted this fiscal year for electricity in anticipation of receiving electric buses. The receipt of electric buses has been delayed resulting in lower electricity expenses.

Casualty and Liability (60% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (56% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down in the first half of the fiscal year.

Federal Operating Assistance (35% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses

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

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

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

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

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

Utilities (50% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for.

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

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

Canyon County Fixed Route (24)

Revenues

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

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

Federal Operating Assistance (16% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses

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

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

Professional Services (20% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, repair and maintenance and bus stop system expenses are lower than budgeted for.

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

Casualty and Liability (136% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

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

Canyon ADA Paratransit/Demand Response (25)

Revenues

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

Federal Operating Assistance (36% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses

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

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

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

Professional Services (17% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, repair and maintenance expenses are lower than budgeted for.

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

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

Casualty and Liability (66% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

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

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

Canyon Inter-County (31)

Revenues

Directly Generated Funds (60% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down in the first half of the fiscal year.

Expenses

Total Canyon Inter-County operating expenses were 7% under budget through QR-2.

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

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

Casualty and Liability (66% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (95% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

TOPIC	ADA ACCESS Appeal Policy
DATE	July 20, 2021
STAFF MEMBER	Mark Carnopis

Summary

The Americans with Disabilities Act (ADA) requires public transit agencies that provide fixed-route service to provide “complementary paratransit” service to people with disabilities who cannot use the fixed-route bus or rail service because of a disability.

Valley Regional Transit (VRT) provides this service, called ACCESS, in Nampa, Caldwell, Boise and Garden City. Those wanting to use ACCESS paratransit service must prequalify. VRT contracts with a health consultant firm to conduct eligibility assessments to use ACCESS.

The existing policy, approved in 2008, includes outdated information in regards a person’s ability to appeal a decision that he or she is not eligible to use ACCESS service. The existing policy outlines an appeal process that includes:

- A review by the Customer Service Coordinator, who will make the initial decision on an appeals request.
- If the Customer Service Coordinator upholds the service denial, the applicant can appeal that decision. An administrative review is conducted by a VRT management employee not involved in the initial decision.
- If the VRT management employee upholds the coordinator’s decision, the appellant has the right to request an appeal hearing with a three-member hearing board if he or she disagrees with the administrative review decision.

The attached draft defines the updated ACCESS appeals process as follows:

- The health consultant firm will conduct an appeals process for any decision it has made to deny service.
- If the health consultant firm denies the appeal, the appellant can appeal the firm’s decision directly to VRT under the provisions of the VRT Administrative Appeals Policy (1.32.00).

The updated policy updates the appeals process that is currently in place regarding ACCESS eligibility denial.

Staff Recommendation/Request

Staff recommends approval of the updated ADA ACCESS Appeal Policy

Implication (policy and/or financial)

None

More Information

Attachments:

Updated FY21 ADA ACCESS Appeals Process Policy
Policy Resolution

For detailed information contact: Mark Carnopis, Community Relations Manager,
208.258.2713, mcarnopis@valleyregionaltransit.org

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

ADA ACCESS APPEAL POLICY RESOLUTION VBD21-029

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A POLICY FOR ADA ACCESS APPEAL

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

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

WHEREAS, Valley Regional Transit is committed to administering the guidelines and rules outlined in 49 CFR Subtitle A, §37, et al. that govern complimentary paratransit service; and

WHEREAS, Valley Regional Transit is dedicated to fair and equitable treatment of all its passengers; and

WHEREAS, Valley Regional Transit has developed an appeal process for Access Applicants in disagreement with determinations for Access Service including eligibility and services provided; and

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

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

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

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

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

Section 1. That the Board of Valley Regional Transit approve the ADA ACCESS Appeal Policy 01.06.00 RESOLUTION VEB21-029.

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August, 2021.

APPROVED by the Board Chair this 2nd day of August, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 01.06.00

Resolution Number: VBD-21-029

Policy Title: Paratransit/Access Appeal Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

Valley Regional Transit ("VRT") provides paratransit service (known as ACCESS) for individuals with medical conditions or disabilities unable to use public transit due to their handicap, disability, or medical condition(s). ACCESS service requires a person to qualify for the service based on criteria outlined in 49 CFR Subtitle A, §37, et al.

49 CFR Subtitle A, §37 allows for an appeal process should the individual disagree with the eligibility decision for ACCESS Service. The following policy outlines the process for individuals requesting to appeal their eligibility for ACCESS service.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases.

49 CFR Subtitle A, §37: This is the Code of Federal Regulations (CFR) that provides guidance regarding transportation services for people with disabilities.

ACCESS Service: A complimentary paratransit service provided to handicap or disabled individuals unable to use public transportation due to their handicap, disability or medical condition.

Administrative Review: An administrative review is conducted by an executive of Valley Regional Transit to confirm or deny an unsuccessful appeal of an initial eligibility determination. This initial eligibility determination is made by the health consultant firm contracted by Valley Regional Transit to conduct eligibility assessments.

Appeal/Appellant: An appeal is a formal request for a decision to be changed. An appellant, sometimes called the petitioner, must demonstrate sufficient grounds for an appeal.

Applicant: Individual with disability, handicap or medical condition applying for ACCESS Service.

Eligibility Determination: The decision to qualify or disqualify a person for ACCESS Service based on 49 CFR.

Quality Assurance: A quality review of the information gathered from the applicant and medical professional to ensure applicant's eligibility for ACCESS Service meets the criteria set forth in 49 CFR and to provide any internal process improvements that may be identified during a quality review.

Policy

Valley Regional Transit currently contracts with a health consultant firm to conduct eligibility reviews for ACCESS applicants. All applications for ACCESS service are processed by this health consultant firm. This firm will determine whether an applicant is eligible for ACCESS service.

Appeal Process

Individuals have the right to appeal any decision that declares the individual ineligible for ACCESS. Specific information regarding eligibility appeal process is included in the individual's eligibility determination letter provided by the health consultant firm contracted by VRT. Individuals maintain the original eligibility determination until the appeal process is complete.

Once the appeal has been processed, the contracted health consultant firm has 60 days to complete a determination/notification.

If the contracted health consultant firm upholds its decision that an applicant is ineligible for ACCESS service, he or she can appeal the decision directly to VRT. The VRT Administrative Appeals Policy (1.32.00) establishes an appeal process the public can utilize to address decisions made either by the Executive Director, or through the delegation of decision-making authority, by VRT staff, and authorizes the Executive Director and Executive Board to consider appeals of Determinations as provided herein and make final determinations on the disposition of those matters.

END OF POLICY

Adoption Date: 07/16/2008

Effective Date: 07/16/2008, 08/02/2021

Last Revised Date: 07/06/08, 08/02/2021

Last Reviewed Date: 08/02/2021

Replaced: N/A

Supporting Documents: 49 CFR Subtitle A, §37, VRT Administrative Appeals Policy



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

Summary

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

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

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

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

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

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

Findings

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

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

Staff Recommendation/Request

This is an action item. Staff requests the Board of Directors accept the TAM targets for fiscal year 2022, as recommended by the Executive Board on June 7, 2021.

Implication (policy and/or financial)

An inventory of assets and their corresponding SGR score will help to determine the capital projects for the FY2023 budget.

Highlights

September 2018

- Board of Directors approved Transit Asset Management Group Policy

January 2019

- Board of Directors approved Transit Asset Management Group Plan

June 2021

- Executive Board – Information Item

July 2021

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

August 2021

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

More Information

Attachments:

TAM Targets

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

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

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



TOPIC	Regional National Transit Database Policy Update
DATE	Aug 2, 2021
STAFF MEMEBER	Dave Meredith

Summary

Public Transportation Data reporting is required by Congress since 1974. The National Transit Database (NTD) was set up to be the repository of data about the financial, operating, and asset conditions of American transit systems. The NTD is designed to support local, state, and regional planning efforts and help governments and other decision-makers make multi-year comparisons and perform trend analyses. It contains a wealth of information such as agency funding sources, inventories of vehicles and maintenance facilities, safety event reports, measures of transit service provided and consumed, and data on transit employees.

Federal Transit Administration (FTA) grant recipients – those receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) – are required to submit data to the NTD in uniform categories. More than 660 transit providers report to the NTD through the Internet-based system.

Federal formula allocations to regions are calculated using NTD data. The more public transportation service information that our region can report may benefit our region by increased federal funding.

Currently, Idaho Transportation Department (ITD) and Valley Regional Transit (VRT) are the two designated recipients of federal formula funds within the State of Idaho. NTD Reporters are:

- Valley Regional Transit
- Idaho Transportation Department
- Ada County Highway District – Commuteride
- Boise State University – Transportation Department
- Treasure Valley Transit

Based upon the requirements of FTA for NTD Reporting, it was determined that a Regional NTD Policy would clarify scope and purpose, definitions and roles and responsibilities. A Regional NTD Policy was approved by the Board in September 2018. VRT staff will continue to review and edit policies every four years, or earlier as needed.

VRT staff reviewed the Regional NTD Policy and made the following updates:

- Added automatic passenger counters to the definitions
- Presented the policy in the new VRT template

Staff Recommendation/Request

VRT staff requests the Board approve Resolution VBD21-024.

Implication (policy and/or financial)

Policy implications pertain to addressing any areas where there may be under-reporting or duplication of reporting. VRT staff is interested in ensuring and establishing the sub-recipient reporting in the system in the way that benefits the region. Expanded NTD reporting could lead to additional federal funding resources for the region.

Highlights

January 2018

- Executive Board - Information Item – Review and discuss project

March 2018

- Executive Board – Project update on initial findings

July 2018

- Executive Board – Information Item – Update on project

August 2018

- Executive Board – Action Item – Recommended Approval of Policy to VRT Board of Directors

September 2018

- Board of Directors – Action Item - Approved NTD reporting policy and structure

More Information

Attachments:

Regional NTD Policy

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

REGIONAL NATIONAL TRANSIT DATABASE POLICY POLICY NUMBER 1.30.00 RESOLUTION VBD21-024

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED REGIONAL NATIONAL TRANSIT DATABASE POLICY, POLICY NUMBER 1.30.00,

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

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

WHEREAS, VRT is the designated recipient for Federal Transit Administration funding from the Urbanized Area Formula Program (5307); and

WHEREAS, VRT is required to submit data to the National Transit Database in uniform categories; and

WHEREAS, VRT completed an analysis of the National Transit Database reporting in the region to ensure the required reporting for the region will be met; and

WHEREAS, the Regional National Transit Database Policy identifies the reporting requirements and responsibilities and accountabilities for VRT and sub-recipients; and

WHEREAS, Valley Regional Transit staff will complete operations policy reviews to every four years, or earlier as needed to kept policies relevant and updated; and

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

VBD21-024

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

Section 1. That the Board of Valley Regional Transit approve the updated Regional National Transit Database Policy 1.30.00.

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August, 2021.

APPROVED by the Board Chair this 2nd day of August, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 1.30.00

Resolution Number: VBD21-024

Policy Title: Regional National Transit Database

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

This policy recognizes the importance of a transparent and equitable process for achieving and maintaining a record of the public transportation information and statistical data for the region by the Valley Regional Transit (VRT) Board of Directors. A number of processes are necessary to achieve and maintain the regions information and statistical data. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties that ensure their timely completion.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

Accountable Executive: A single identifiable person who has the ultimate responsibility for carrying out the information and statistical data reporting practices, and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency reporting.

Automatic Passenger Counters (APC's): Onboard electronic devices that, along with software, count passenger activity. The APC system counts both onboarding and alighting as well as doing statistical analysis to provide accurate passenger count data used to report ridership and other important data to the NTD and local jurisdictions.

Asset Data: Data on capital assets, e.g. year of manufacture, useful life, specifications, etc.

Directly Operated (DO): Transportation service provided directly by a transit agency, using their employees to supply the necessary labor to operate the revenue vehicles. This includes instances where an agency's employees provide purchased transportation (PT) services to the agency through a contractual agreement. Can be found in sections B-10, F-10, F-20, A-10, R-10, R-20, R-30, FFA-10, and Declarations of the annual NTD report package and sections S&S-40 and S&S-50 of the monthly NTD safety and security summary report.

Federal Funding Data: Financial assistance obtained from the Federal government to assist with paying the costs of providing transit services. Can be found in section F-10 of the annual NTD report package.

Financial Information: Financial information that must be reported on an annual basis using accrual accounting and Uniform System of Accounts

Full Reporting: Full Reporters must provide the Annual Report and the monthly ridership and safety and security reports. All other reporting types file on an annual basis only.

National Transit Database (NTD): A reporting system that collects public transportation financial and operating information.

National Transit Database Identification (NTD ID): Unique five-digit number assigned to each reporting agency.

Public Transportation: As defined in the Federal Transit Act, "transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)."

Notes: (1) Passenger rail transportation refers to Amtrak. (2) This definition does not affect the eligibility of intercity bus service under the Section 5311 Other Than Urbanized Area (Rural) Formula Program. (3) The intercity bus and intercity rail (Amtrak) portion of Intermodal terminals is however an eligible capital cost. Can be found in the Introduction and sections B-10, A-10, A-20, and A-30 of the NTD annual package.

Purchased Transportation (PT): Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation (PT) does not include:

- Franchising
- Licensing operations
- Management services
- Cooperative agreements
- Private conventional bus service

Reduced Reporting: Reduced Reporters only provide the Annual Report and report total annual reportable safety events, as well as the total number of fatalities and injuries.

Safety Data: A collision, derailment, fire, hazardous material spill, act of nature (Act of God), evacuation, or other safety occurrence not otherwise classified occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds. Can be found in the Introduction and sections S&S-40 and S&S-50 of the monthly NTD safety and security summary report.

Services Area: A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA), i.e. a corridor surrounding the routes $\frac{3}{4}$ of a mile on either side, or for rail, a series of circles of radius $\frac{3}{4}$ mile centered on each station. Transit agency reporters are required to submit service area information on the Identification form (B-10). Can be found in the Introduction and sections B-10 and FFA-10 of the annual NTD report package.

Transit Profile: Transit Profiles contain general agency information, financial, and modal data, as well as performance and trend indicators.

Policy

The Regional National Transit Database (NTD) Policy applies to providers of public transportation services in Ada and Canyon Counties, and to all of the types of public transportation services operated by those agencies, including fixed-line bus, ADA complementary paratransit, general public demand response, specialized transportation, and rideshare services.

The reported information and statistical data is designed to support local, state and regional planning efforts and help governments and decision makers make multi-year comparisons and perform trend analyses.

I. REPORTING

Any public transportation entity receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) – is required to submit data to the NTD in uniform categories.

A. The information that needs to be reported includes, but is not limited to:

1. Transit Profile
2. Service Data
3. Financial Information
4. Safety Data
5. Asset and Resource Data
6. Federal Funding Data

VRT will work with each agency and the services that are provided to ensure that all public transportation information and statistical data is being reported to the Federal Transportation Administration.

B. Schedule

Public Transportation Providers will report information or what is indicated in their sub-recipient agreement with VRT to VRT on a monthly basis. Reporting will be required for the life of the asset and/or the duration of the public transportation service being provided.

C. Coordination of Reporting

VRT will coordinate all public transportation reporting with the Idaho Department of Transportation – Public Transportation (ITD-PT) group to ensure that all public transportation services are being reported, and no service reporting is being duplicated.

II. RESPONSIBILITIES AND ACCOUNTABILITIES

- A. VRT Board of Directors – Approves all related reporting information.
- B. Accountable Executive for Public Transportation Providers – a single identifiable person who has the ultimate responsibility for carrying out the information and statistical data reporting practices; and control or direction over the human and capital resources needed to develop and maintain both the agency’s public transportation agency reporting.
- C. National Transit Database Lead – a single identifiable person for the reporting agency that manages the overall NTD Reporting including the following key tasks:
 - 1. Receive the information and statistical data from the Public Transportation Providers.
 - 2. Compiles all NTD information.
 - 3. Presents necessary public transportation agency funding sources, inventories of vehicles and maintenance facilities, safety event reports, measures of transit service provided and consumed data on transit employees, and narrative reports for the annual submission to the VRT Board of Directors for approval.
 - 4. Reports the information and statistical data as required by the FTA.

END OF POLICY

Adoption Date: September 24, 2018

Effective Date: September 24, 2018; August 2, 2021

Last Revised Date: August 2, 2021

Last Reviewed Date:

Replaced:

Legal References:



TOPIC	Wheelchair Securement Policy Update
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

VRT and third party contractors are committed to deliver safe and high quality service, with a safety goal of 100% securement for wheelchairs and other mobility aids, in all revenue vehicles. In February 2014, VRT Board of Directors approved the Wheelchair Securement Policy. VRT staff will be reviewing and updating policies as needed to ensure they reflect the correct information. Policies will be reviewed every four years, or sooner if needed.

The Wheelchair Securement Policy that was approved in 2014 has been reviewed and the changes made are minimal. Those changes include:

- Replacing all references made to Valleyride with Valley Regional Transit
- Consolidated “Other Power-Driven Mobility Devices” section with “Wheelchair and Other Mobility Aid” section
- Adding, removing, or updating definitions
- Added provision regarding devices powered by fuel or any type of combustible engine
- Presenting in standard VRT policy format

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD21-021 and the updated Wheelchair Securement Policy, Policy Number 6.05.18.

Implication (policy and/or financial)

Having a documented policy allows for VRT and contract operators to improve overall passenger safety. This policy will continue VRT’s commitment to deliver safe and high quality service by requiring 100% securement for wheelchairs and other mobility aids on all VRT revenue vehicles.

Highlights

- VRT staff vetted policy through various organizations in 2013
- Approved by Regional Coordination Council December 2013
- Approved by Board of Directors February 2014

More Information

Attachments:

VRT Wheelchair Securement Policy

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

WHEELCHAIR SECUREMENT POLICY POLICY NUMBER 6.05.18 RESOLUTION VBD21-021

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED WHEELCHAIR SECUREMENT POLICY, POLICY NUMBER 6.05.18,

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

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

WHEREAS, Valley Regional Transit staff have completed a review of operational policies to manage operational activities; and

WHEREAS, the Wheelchair Securement Policy is needed to give guidance to third party contractors to conduct normal operating activities; and

WHEREAS, Valley Regional Transit is committed to deliver safe and high quality service; and

WHEREAS, Valley Regional Transit has a safety goal of 100% securement for all wheelchairs and other power-driven mobility devices while on board a revenue vehicle; and

WHEREAS, Valley Regional Transit will ensure third party contractors have their own wheelchair securement policy that is consistent with VRT policy and the Americans with Disabilities Act of 1990; and

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

VBD21-021

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

Section 1. That the Board of Valley Regional Transit approve the updated Wheelchair Securement Policy 6.05.18.

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August, 2021.

APPROVED by the Board Chair this 2nd day of August, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 6.05.18

Resolution Number: VBD21-021

Policy Title: Wheelchair Securement

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

As part of Valley Regional Transit (“VRT”) and the third-party contract managers’ continued commitment to deliver safe and high quality service, a safety goal of 100 percent securement for wheelchairs and other mobility aids including manually powered and power-driven devices while on board a revenue vehicle will be implemented and enforced. The intent of this policy is to improve the overall safety of other passengers, operators and the user of mobility aids in regards to wheelchairs and other mobility aids. Third-party contractors operating revenue vehicles for VRT shall have their own wheelchair and mobility aid securement and passenger safety restraint policy, consistent with this policy and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2000), for their operation.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

ADA: The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213, as amended.

Legitimate Safety Requirement: Rules and policies necessary for safe operation based on true risks and not mere speculation, stereotypes or generalizations.

Other Mobility Aid(s): A mobility aid that does not meet the ADA definition of a Wheelchair (as defined below) but is designed for use by individuals with mobility impairment. For the purpose of this policy, these mobility aids may include manual devices such as canes, crutches and walkers. This definition does not include other power driven mobility devices

such as Segway(s)® or other devices that are not primarily designed or intended to assist persons with mobility disabilities (e.g., skateboards, bicycles, shopping carts).

Other Power-Driven Mobility Device(s): Any mobility device powered by batteries, fuel, or other engines, whether or not designed primarily for use by individuals with mobility disabilities, that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, Segway(s)®, or any mobility device designed to operate in areas without defined pedestrian routes, that is not a Wheelchair.

Revenue Service: The time when a vehicle is available to the general public and there is an expectation of carrying passengers.

Revenue Vehicle: The fleet of vehicles used to provide revenue service for passengers.

Securement Device: A device(s) used to eliminate mobility device movement, which complies with 49 CFR 38.23(d).

Vehicle Limitations: All Valley Regional Transit revenue vehicles can facilitate a wheelchair, other mobility aid or other power driven mobility device that does not exceed 30 inches in width and 48 inches in length measured two inches above the ground, and does not weigh more than 600 pounds when occupied. Some revenue vehicles can support longer and heavier wheelchairs, other mobility aid or other power driven mobility device; however a higher capacity vehicle may not be available for a given trip.

Wheelchair: A mobility aid belonging to any class of three or four-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered. A “common wheelchair” is such a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground, and does not weigh more than 600 pounds when occupied. See, 49 CFR 37.3.

Wheelchair Securement Policy

1. For all Valley Regional Transit Revenue Vehicles

- a. Wheelchairs and other power-driven mobility devices on VRT revenue vehicles are required to be secured by the contractor’s employee using the securement device installed on the vehicle. If the Valley Regional Transit revenue vehicle is equipped with a Q’Pod securement system, a three (3) point securement is the minimum requirement allowed.
- b. The contractor’s employee will secure wheelchairs and other power-driven mobility devices at the strongest parts of the chair or device; however, the passenger, or the personal care attendant with the passenger, may suggest the most optimal spot(s) for the securement device. The wheelchair or other power-driven mobility devices will be secured front facing. The contractor’s employee will assist a passenger in a wheelchair or other power-driven mobility devices with securement systems, ramps, and seatbelts where necessary or upon request;

however, the contractor's employee cannot assist riders using power chairs or other power-driven mobility devices with the operation of their equipment.

- c. Any other mobility aid brought on the VRT revenue vehicle must be secured using the securement devices on the VRT revenue vehicle or safely secured or stowed in another manner that does not interfere with any passengers boarding or alighting, including being kept or stored in the aisle.
- d. The contract operator(s) or VRT staff, depending on contract language, shall properly train their employees to use the securement device(s) and how to properly restrain wheelchairs, other power-driven mobility devices or other mobility aids on any VRT revenue vehicle they operate.
- e. If a wheelchair, other power-driven mobility devices or other mobility aid cannot be satisfactorily secured or restrained with the securement device installed on the revenue vehicle, it will not be transported unsecured. The contractor's employee will inform the passenger of VRT Wheelchair Securement Policy.
- f. Wheelchairs or other power-driven mobility devices that exceed the definition of a common wheelchair will be allowed on the VRT revenue vehicle, if the lift has the capacity to lift the wheelchair or other power-driven mobility devices and the wheelchair or other power-driven mobility devices fits within the securement area.
- g. An individual using a wheelchair or other power-driven mobility devices may transfer to a regular seat on the vehicle so long as they are able to accomplish the transfer independently or with the assistance of a personal care attendant. Contractor's employee will not lift or assist passengers to a regular seat.
- h. All passengers are required to use a seat belt, safety harness or other safety restraints installed on the VRT revenue vehicle. The contractor's employee cannot place the VRT revenue vehicle in motion without all passengers being secured by a safety restraint. Passengers in a wheelchair or utilizing another mobility aid must comply with this requirement unless:
 - i. The VRT revenue vehicle DOES NOT have safety restraints for every passenger position, a passenger in a wheelchair or utilizing another mobility aid may decline to wear a safety restraint while on that VRT revenue vehicle.
 - ii. Passengers in a wheelchair or utilizing another mobility aid who have a written statement from a licensed physician stating they cannot use a safety restraint due to a legitimate medical reason will be exempt from this requirement. Based on the physician's statement, the exemption may be temporary or permanent.
- i. Safety restraints shall not be used in lieu of a securement device.

- j. If the contractor's employee determines that a power-driven mobility devices is powered by fuel or any other type of combustion engine, it is not allowed on any VRT revenue vehicle.
- k. If the contractor's employee feels that the wheelchair or other power-driven mobility devices poses a legitimate risk to the safety of others, the contractor and VRT staff will determine if the wheelchair or other power-driven mobility devices will be refused for future service on a VRT revenue vehicle. The contractor and passenger will be notified by VRT staff if the decision is made to refuse service to the wheelchair or other power-driven mobility devices. Until a decision is made, the wheelchair or other power-driven mobility devices will be allowed on a VRT revenue vehicle.

If the decision is made to refuse service to a wheelchair or other power-driven mobility devices, contractors will be required to ensure that the wheelchair or other power-driven mobility devices is not allowed on a VRT revenue vehicle.

If a passenger whose wheelchair or other power-driven mobility devices is not allowed on a VRT revenue vehicle attempts to board a VRT revenue vehicle using said wheelchair or other power-driven mobility devices, the contractor's employee will contact dispatch and request a supervisor and/or call the authorities to help resolve the issue.

Failure to Comply with Policy

1. VRT and the contract operators reserve the right to refuse service to any passenger who refuses to allow the contractor's employee to secure the passenger's wheelchair or other power-driven mobility devices, as required under this Policy.
2. VRT and the contract operators reserve the right to refuse service to any passenger who has unsafe equipment that poses a legitimate risk to others or that violates any legitimate safety requirement. The contract operators will make the final determination of unsafe equipment.
3. Any wheelchair or other power-driven mobility devices that exceeds the vehicle limitations, when VRT revenue vehicle with larger capacity is not available, will be denied service.

END OF POLICY

Adoption Date: February 3, 2014

Effective Date: February 3, 2014; August 2, 2021

Last Revised Date: August 2, 2021

Last Reviewed Date:

Replaced:

Supporting Documents:



TOPIC	FY2022 Final Draft Budget
DATE	July 21, 2021
STAFF MEMBER	Kelli Badesheim, Executive Director

Summary:

Background

Attached is the FY2022 final draft budget. Division managers developed expense budgets between January and February 2021. We 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 July 20, 2021 when VRT released the budget for public notification.

The Executive Board reviewed the budget at the May and June board meetings. They were unable to complete a final review due to lack of a quorum at the July meeting. The final draft represents revenues and expenses based on the most current estimates. The attached final budget differs from the budget the Executive Board reviewed in June primarily due to a reduction in fare estimates and an increase in wages. 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, those 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 detailed budget attachments are listed below.

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 looked 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 focused the last few years to adjustment 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 -1.23 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 wage 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 increases 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 ten (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

The decrease in budget for FY2022 is due to 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 VRT Board approve Resolution VBD21-028 to adopt the FY2022 Operating & Capital Budget.

Implication (policy and/or financial):

The presented budget is balanced and reflects an accurate baseline of anticipated expenses based on current conditions of the economy and reasonable assumptions about local contributions.

More Information:

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

Attachments

A – FY2022 Local Funding Allocations

B – FY2022 Local Funding Scenarios

C – Operating Budget Comparison

D – Total Budget Comparison

E – FY2022 Capital Budget Detail

Resolution VBD21-028 FY2022 Budget

Exhibit 1 FY2022 Budget Summary

Exhibit 2 Legal Notice of Public Hearing

Exhibit 3 Unified Planning Work Program

Valley Regional Transit
FY2022 Local Jurisdiction Funding Allocations

FY22 Local Partners	General Assessment	Service Assessment	Capital Assessment	Special Assessment	Totals
Ada County	\$ 32,108	\$ 61,270	\$ 2,433	\$ -	\$ 95,810
Ada County Highway District	\$ 5,458	\$ -	\$ -	\$ -	\$ 5,458
Boise State University	\$ 5,458	\$ 52,977	\$ 2,428	\$ -	\$ 60,863
Capital City Development Corp.	\$ 5,458	\$ -	\$ -	\$ 84,542	\$ 90,000
City of Boise	\$ 127,560	\$ 7,255,033	\$ 226,589	\$ 130,000	\$ 7,739,181
City of Eagle	\$ 18,200	\$ 85,254	\$ 2,644	\$ 9,700	\$ 115,798
City of Garden City	\$ 6,637	\$ -	\$ -	\$ -	\$ 6,637
City of Kuna	\$ 14,557	\$ -	\$ -	\$ 27,000	\$ 41,557
City of Meridian	\$ 67,526	\$ 381,495	\$ 12,869	\$ 170,000	\$ 631,891
City of Star	\$ 7,075	\$ -	\$ -	\$ -	\$ 7,075
Meridian Development Corp.	\$ 5,458	\$ -	\$ -	\$ -	\$ 5,458
Total Ada County	\$ 295,496	\$ 7,836,028	\$ 246,963	\$ 421,242	\$ 8,799,729
Canyon County	\$ 27,519	\$ 22,700	\$ 1,044	\$ -	\$ 51,264
Canyon County Highway District #4	\$ 1,568	\$ -	\$ -	\$ -	\$ 1,568
City of Caldwell	\$ 33,665	\$ 129,379	\$ 6,018	\$ -	\$ 169,062
City of Greenleaf	\$ 475	\$ -	\$ -	\$ -	\$ 475
City of Melba	\$ 312	\$ -	\$ -	\$ -	\$ 312
City of Middleton	\$ 5,502	\$ -	\$ -	\$ -	\$ 5,502
City of Nampa	\$ 58,598	\$ 271,116	\$ 12,556	\$ -	\$ 342,270
City of Notus	\$ 301	\$ -	\$ -	\$ -	\$ 301
City of Parma	\$ 1,167	\$ -	\$ -	\$ -	\$ 1,167
City of Wilder	\$ 966	\$ -	\$ -	\$ -	\$ 966
College of Western Idaho	\$ 5,458	\$ 79,016	\$ 3,677	\$ -	\$ 88,151
Golden Gate Highway District #3	\$ 1,109	\$ -	\$ -	\$ -	\$ 1,109
Nampa Highway District #1	\$ 1,809	\$ -	\$ -	\$ -	\$ 1,809
Notus/Parma Highway District	\$ 972	\$ -	\$ -	\$ -	\$ 972
Total Canyon County	\$ 139,421	\$ 502,210	\$ 23,295	\$ -	\$ 664,927
Total Jurisdiction Revenue	\$ 434,918	\$ 8,338,238	\$ 270,258	\$ 421,242	\$ 9,464,656
Other Regional Partners					\$ 1,346,127
TOTAL LOCAL CONTRIBUTIONS					\$ 10,810,783

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	\$ 125,261	\$ 93,377	\$ (31,884)	-25%
ACHD	\$ 5,458	\$ 5,458	\$ -	0%
Boise State University	\$ 96,400	\$ 58,435	\$ (37,964)	-39%
Capital City Development Corp.	\$ 5,458	\$ 5,458	\$ -	0%
City of Boise	\$ 9,188,758	\$ 7,382,593	\$ (1,806,165)	-20%
City of Eagle	\$ 124,080	\$ 103,454	\$ (20,626)	-17%
City of Garden City	\$ 6,637	\$ 6,637	\$ -	0%
City of Kuna	\$ 14,557	\$ 14,557	\$ -	0%
City of Meridian	\$ 574,566	\$ 449,021	\$ (125,545)	-22%
City of Star	\$ 7,075	\$ 7,075	\$ -	0%
Meridian Development Corp.	\$ 5,458	\$ 5,458	\$ -	0%
TOTAL ADA COUNTY	\$ 10,153,708	\$ 8,131,524	\$ (2,022,184)	-20%
Canyon County	\$ 67,332	\$ 50,220	\$ (17,112)	-25%
Canyon County Highway District	\$ 1,568	\$ 1,568	\$ -	0%
City of Caldwell	\$ 276,105	\$ 163,044	\$ (113,061)	-41%
City of Greenleaf	\$ 475	\$ 475	\$ -	0%
City of Melba	\$ 312	\$ 312	\$ -	0%
City of Middleton	\$ 5,502	\$ 5,502	\$ -	0%
City of Nampa	\$ 554,097	\$ 329,713	\$ (224,384)	-40%
City of Notus	\$ 301	\$ 301	\$ -	0%
City of Parma	\$ 1,167	\$ 1,167	\$ -	0%
City of Wilder	\$ 966	\$ 966	\$ -	0%
College of Western Idaho	\$ 153,984	\$ 84,474	\$ (69,510)	-45%
Golden Gate Highway District #3	\$ 1,109	\$ 1,109	\$ -	0%
Nampa Highway District #1	\$ 1,809	\$ 1,809	\$ -	0%
Notus/Parma Highway District	\$ 972	\$ 972	\$ -	0%
TOTAL CANYON COUNTY	\$ 1,065,699	\$ 641,632	\$ (424,067)	-40%
TOTAL JURISDICTION REVENUE	\$ 11,219,407	\$ 8,773,156	\$ (2,446,251)	-22%

Expense Comparison By Category

Category	2021		2022		% Difference
501 Wages and Salaries	\$	7,480,488	\$	8,027,115	7.31%
502 Fringe Benefits	\$	5,208,782	\$	5,864,818	12.59%
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%
Total Base Budget Expenses	\$	22,019,491	\$	21,747,791	-1.23%

Excludes Capital and Subrecipient Expenses

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)	\$ (685,757)	-23%	
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
408 Local Assistance - Operating/Administration	\$ (1,100,537)	\$ (1,455,269)	32%	\$ (701,565)	\$ (507,573)	-28%	
Total Base Budget Revenues	\$ (1,466,485)	\$ (1,555,269)		\$ (1,927,615)	\$ (1,657,018)		
Contingent Revenue - Enhancements							
Total Revenues				\$ (1,555,269)	\$ (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	\$ 613,146	8%	\$ 521,751	\$ 510,479	-2%	
502 Fringe Benefits	\$ 388,173	\$ 397,101	2%	\$ 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	\$ -	\$ 531,269	0%	\$ -	\$ 7,467	0%	
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
Total Base Budget Expenses	\$ 1,466,485	\$ 2,086,538		\$ 1,927,615	\$ 1,664,485		
Total Expenses less Depreciation	\$ 1,466,485	\$ 1,555,269		\$ 1,927,615	\$ 1,657,018		
% Difference in Base Budget			6%	-14%			
Contingent Expenses - Enhancements							
Total Expenses				\$ 1,555,269	\$ 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	2021	2022
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	2021	2022
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	\$ -	\$ 269,212	0%	\$ -	\$ 2,238,508	0%		
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
Total Base Budget Expenses	\$ 4,432,478	\$ 4,082,840		\$ 8,112,589	\$ 10,890,702			
Total Expenses less Depreciation	\$ 4,432,478	\$ 3,813,628		\$ 8,112,589	\$ 8,652,193			
	\$ 2,219,453	\$ 2,100,897		\$ 10,620,499	\$ 13,616,012			
% Difference in Base Budget	-5%			28%				
Contingent Expenses - Enhancements					\$ -			
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)	\$ (753,381)	-25%
407 Local Assistance - Capital	\$	-	\$ -	0%	\$ (4,042,930)	\$ (572,000)	-86%
408 Local Assistance - Operating/Administration	\$	-	\$ (1,434,717)	0%	\$ (207,396)	\$ (188,345)	-9%
Total Base Budget Revenues	\$	(2,507,910)	\$ (2,608,006)		\$ (25,754,077)	\$ (4,293,727)	
Contingent Revenue - Enhancements						\$ -	
Total Revenues		\$ (2,608,006)			\$ (4,293,727)		
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	\$ 471,278	-4%
502 Fringe Benefits	\$	958,971	\$ 950,083	-1%	\$ 278,342	\$ 271,098	-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	\$	-	\$ 117,304	0%	\$ -	\$ -	0%
514 Capital	\$	-	\$ -	0%	\$ 24,045,280	\$ 2,860,000	-88%
Total Base Budget Expenses	\$	2,507,910	\$ 2,725,310		\$ 25,754,077	\$ 4,293,727	
Total Expenses less Depreciation	\$	2,507,910	\$ 2,608,006		\$ 25,754,077	\$ 4,293,727	
					\$ 1,287,081	\$ 945,727	
% Difference in Base Budget					-27%		
Contingent Expenses - Enhancements						\$ -	
Total Expenses			\$ 2,608,006			\$ 4,293,727	
			\$ -			\$ -	

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	\$ -	\$ 311,681	0%	\$ -	\$ 26,905	0%
514	Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses		\$ 1,049,035	\$ 1,363,799		\$ 108,450	\$ 127,798	
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 - Enhancements							
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	\$	-	\$ 286,814	0%
514 Capital	\$	-	\$ -	0%
Total Base Budget Expenses	\$	1,198,301	\$ 1,653,752	
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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FISCAL YEAR 2022 BUDGET RESOLUTION VBD21-028

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2022 BUDGET TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, COMMUNITY TRANSPORTATION, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) TRANSIT SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES

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

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

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

WHEREAS, Valley Regional Transit is required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, Valley Regional Transit is required to include all federally and locally funded planning projects in the Unified Planning and Work Program Transportation Supplement adopted by the Community Planning Association of Idaho, the federally designated metropolitan planning organization for Ada and Canyon Counties, as a condition of receiving federal planning assistance funds; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual budget, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the FY2022 Budget Analysis Findings and Recommendations

Section 2. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2022 Budget:

Exhibit 1 - FY2022 Budget Summary

Exhibit 2 - Legal Notice of Public Hearing

Section 3. That the Valley Regional Transit Board directs staff to submit the Unified Planning and Work Program (UPWP) to the Community Planning Association of Southwest Idaho for inclusion in the Transportation Supplement of the Unified Planning and Work Program required under the provisions of the Federal Transit Act.

Exhibit 3 UPWP Transportation Supplement

Section 4. That this Resolution VBD21-028 shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August 2021.

APPROVED by the Board Chair this 2nd day of August 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

**Fiscal Year 2022 Budget
Budget Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead		Regional Overhead	
Directly Generated Revenues	\$ 43,750	Wages and Salaries	\$ 1,897,364
Auxiliary Revenues	519,939	Fringe Benefits	1,230,392
Federal Assistance	2,667,139	Professional Services	1,097,655
Local Assistance	2,335,187	Materials and Supplies	98,800
TOTAL	\$ 5,566,016	Utilities	131,783
		Casualty and Liability	24,361
		Purchased Transportation	-
		Miscellaneous	528,306
		Subrecipient Pass Through	492,000
		Interest	400
		Leases and Rentals	64,955
		TOTAL	\$ 5,566,016
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
Specialized Transportation Services		Specialized Transportation Services	
Directly Generated Revenues	\$ -	Wages and Salaries	\$ 251,882
Auxiliary Revenues	-	Fringe Benefits	173,326
Federal Assistance	1,851,184	Professional Services	249,175
Local Assistance	1,042,442	Materials and Supplies	125,850
TOTAL	\$ 2,893,626	Utilities	7,700
		Casualty and Liability	83,000
		Purchased Transportation	1,981,943
		Miscellaneous	20,750
		Interest	-
		Leases and Rentals	-
		TOTAL	\$ 2,893,626
Capital Projects		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	\$ 25,099,791	Grand Total Expenses	\$ 25,099,791

Notice of Public Hearing Valley Regional Transit Board Consideration of FY2022 Budget

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption a budget for Fiscal Year 2022. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, August 2, 2021, at the Valley Regional Transit administrative offices, 700 NE 2nd Street, Meridian Idaho. The public hearing will take place at noon, or shortly thereafter.

People are welcome to make comments at the August 2 public hearing; limiting their comments to no more than three (3) minutes. In-person seating will be very limited for the meeting. To participate remotely (call in), use this link:

https://www.valleyregionaltransit.org/VRTBoard_August_2_2021.

Comments may also be mailed, faxed or e-mailed by 4:00 PM Friday July 30, 2021 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit, Attn: FY2022 Budget Hearing
700 NE 2nd St. Suite 100
Meridian, ID 83642

Fax Number: (208) 846-8564

Subject: FY2022 Budget

E-mail: mcarnopis@valleyregionaltransit.org

Subject: FY2022 Budget Hearing

FISCAL YEAR 2022 BUDGET

REVENUES

Regional Overhead and Operations

Directly Generated Revenues	\$	43,750
Auxiliary Revenues		519,939
Federal Assistance		4,518,324
Local Assistance		<u>3,377,629</u>
Total	\$	8,459,642

Ada County Transportation Services

Directly Generated Revenues	\$	380,997
Auxiliary Revenues		76,142
Federal Assistance		4,360,703
Local Assistance		<u>6,442,357</u>
Total	\$	11,260,199

Canyon County Transportation Services

Directly Generated Revenues	\$	82,393
Auxiliary Revenues		23,260
Federal Assistance		1,995,499
Local Assistance		<u>418,797</u>
Total	\$	2,519,950

Capital Projects

Federal Capital Assistance	\$ 2,288,000
Local Capital Assistance	572,000
Subrecipient Pass Through	-
	<u>\$ 2,860,000</u>

Grand Total Revenues **\$25,099,791**

EXPENSES**Regional Overhead and Operations**

Wages and Salaries	\$ 2,149,246
Fringe Benefits	1,403,719
Professional Services	1,346,830
Materials and Supplies	224,650
Utilities	139,483
Casualty and Liability	107,361
Purchased Transportation	1,981,943
Miscellaneous	549,056
Subrecipient Pass-Thru	492,000
Interest	400
Leases and Rentals	64,955
Total	\$ 8,459,642

Ada County Transportation Services

Wages and Salaries	\$ 4,719,150
Fringe Benefits	3,875,711
Professional Services	642,418
Materials and Supplies	989,500
Utilities	160,394
Casualty and Liability	557,343
Miscellaneous	183,760
Interest	-
Leases and Rentals	131,924
Total	\$11,260,199

Canyon County Transportation Services

Wages and Salaries	\$ 1,158,719
Fringe Benefits	585,388
Professional Services	191,405
Materials and Supplies	348,010
Utilities	48,031
Casualty and Liability	156,538
Purchased Transportation	-
Miscellaneous	23,759
Interest	-
Leases and Rentals	8,100
Total	\$ 2,519,950

Capital Projects

VRT	\$ 2,860,000
Subrecipient – Pass Through	-
Total	\$ 2,860,000

Grand Total Expenses **\$25,099,791**

FY2022 Unified Planning and Work Program

Public Transportation Supplement

Program	Expenditures				Revenues			
	Workdays	Direct Labor	Direct Costs	Total Exp.	5307 LU	5307 SU	Local Match	Total Revenues
UZA								
Program Administration Support	1,426	\$ 519,091	\$ 64,350	\$ 583,441	\$ 233,377	\$ 233,377	\$ 116,688	\$ 583,441
Boise TMA System Planning	276	\$ 117,477	\$ 135,000	\$ 252,477	\$ 201,981	\$ -	\$ 50,495	\$ 252,477
Nampa UZA System Planning	315	\$ 105,809	\$ -	\$ 105,809	\$ -	\$ 84,647	\$ 21,162	\$ 105,809
Totals	2,018	\$ 742,377	\$ 199,350	\$ 941,727	\$ 435,358	\$ 318,024	\$ 188,345	\$ 941,727

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	Disposal of Surplus and Obsolete Assets
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit set a public hearing for the disposal of VRT assets following Executive Board direction on July 12, 2021. Idaho Code requires VRT to hold a public hearing to notify the public of assets considered for disposal. The public hearing typically aligns with the consideration of the budget.

The attachment included with this memo lists the assets scheduled to be disposed of in fiscal year 2022. Many assets that were expected to be disposed of in fiscal year 2021 are still in service, due to the COVID-19 pandemic. The vehicles scheduled for disposal in fiscal year 2021 that are still in service are included in the list for disposal in fiscal year 2022. VRT staff will provide a report of the final disposition of all assets that will be included in the consent agenda at the October 2023 Board meeting.

Staff Recommendation/Request

Staff recommends the VRT Board of Directors adopt Resolution VBD21-022 Disposal of Surplus and Obsolete Assets.

Implication (policy and/or financial)

VRT is required to follow Idaho Code when disposing of government assets. VRT has financial policies requiring the Executive Director to dispose of assets through a method that is most advantageous to the organization. Providing the final disposition of all assets ensures accountability to the VRT Board of Directors and the public.

Highlights

- The resolution and list of assets provided with this memo reflect what was requested of VRT staff by the Board of Directors at the April 2019 meeting
- 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 Assets to Dispose

For detailed information contact:

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DISPOSAL OF SURPLUS AND OBSOLETE ASSETS

RESOLUTION VBD21-022

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE DISPOSAL OF VRT SURPLUS ASSETS,

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

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

WHEREAS, Valley Regional Transit desires to effectively manage VRT assets and dispose of unneeded resources at the highest value; and

WHEREAS, Valley Regional Transit has an existing Surplus Property Policy and Procedures manual that was adopted in 2010; and

WHEREAS, Valley Regional Transit expects to have surplus assets to dispose of between October 2021 and September 2022; and

WHEREAS, Valley Regional Transit needs to comply with current Federal and State of Idaho rules and regulations; and

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

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

Section 1. That the Board of Valley Regional Transit grants authority to the Executive Director to approve VRT disposals for the time period of October 2021 through September 2022

2022; and

Section 2. That the Board of Valley Regional Transit directs staff to determine the most advantageous method(s) of asset disposal; and

Section 3. That the Operations Director provide a report showing the final disposition of all assets disposed of in fiscal year 2021 to the Executive Board in October 2021; and

Section 4. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August, 2021.

APPROVED by the Board Chair this 2nd day of August, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

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	1FD4E45S2BDA63278	2011	252,477	8 years
Ford E450 Goshen Cutaway	1FD4E45S2BDA63279	2011	238,428	8 years
Ford E450 Goshen Cutaway	1FD4E45S0BDA63280	2011	233,886	8 years
Ford E450 Goshen Cutaway	1FD4E45S2BDA63281	2011	256,691	8 years
Ford E450 Goshen Cutaway	1FD4E45S3BDA68540	2011	245,608	8 years
Ford E450 Goshen Cutaway	1FD4E45S7BDA68542	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
Office Copier	2014	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



AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Electric Vehicle Infrastructure Construction

TOTAL COST: Not to exceed \$854,600.25

PURPOSE/ACTION: Valley Regional Transit (VRT) purchased Proterra electric busses and supporting charging infrastructure. The installation of bus charging equipment purchased from Proterra and updated electrical infrastructure to support bus charging and changes to existing electrical equipment will take place at the Orchard Street facility where the fleet will be managed.

SCOPE OF WORK: Quality Electric Inc. was selected as the low bidder from a short list of interested bidders. The contractor installed charging infrastructure for Proterra Electric Busses and supporting electrical infrastructure, per bid documents solicited by VRT. Staff authorized six (6) work change directives during the 9 months of construction. Change orders included modifications to electrical equipment, installation of additional block heaters, additional conduit to accommodate future changing infrastructure, additional monitoring (IT) equipment, and modifications to accommodate Proterra equipment as received.

DISCUSSION: Quality Electric Inc. installed the equipment with modifications for cost savings as well as additional work not anticipated during design and engineering. Only after the installation was completed were final costs realized.

ALTERNATIVES: None

FISCAL IMPACT: Funding for this project is included in the FY2020 budget per Resolution VBD19-011, approved 08/05/19 by the VRT Board of Directors. Installation of electric bus infrastructure was budgeted at \$1,434,208.00. Cost to install electric bus infrastructure is currently \$1,146,472.25 with a remaining budget of \$287,735.75. Modifications to QEI contract limits will not cause a fiscal impact outside of the projected budget.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends the VRT Board of Directors approve **Resolution VBD21-027** and modify the Electric Bus infrastructure construction contract with Quality Electric Inc. from a not exceed limit of \$850,000.00 to a not exceed limit of \$854,600.25.

POST RFP/FINAL SELECTION OF PROJECT: VRT will make a final payment Quality Electric and close out project.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$49, 999)

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: August 2, 2021 Resolution Number: VBD21-027

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
ELECTRIC BUS INFRASTRUCTURE CONSTRUCTION
RESOLUTION VBD21-027**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO MODIFY THE
CONTRACT WITH QUALITY ELECTRIC FOR ELECTRIC BUS INFRASTRUCTURE
CONSTRUCTION**

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

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

WHEREAS, providing appropriate passenger infrastructure is critical to serving the riding public; and

WHEREAS, Valley Regional Transit has procured Electric Buses (Proterra) and supporting equipment for new rolling stock buses which require specialized infrastructure for power and operation; and

WHEREAS, the VRT Board of Directors adopted an annual capital budget through resolution VBD 019-011 including \$3,028,550 in funding to purchase up to four electric buses and construct the supporting infrastructure; and

WHEREAS, the contract for this procurement incentivizes a timely completion of the construction activity which will support planned service changes for an amount not to exceed \$850,000 total expended over the horizon of the contract; and

WHEREAS, the Valley Regional Transit authorized a contract with Quality Electric (QEI) under VBD20-012 to install the electric bus infrastructure at the Orchard Facility with a not to exceed amount of \$850,000; and

WHEREAS, the contract with Quality Electric (QEI) included a \$30,000 contingency (3.5%) for additional, unforeseen costs during construction. Staff issued six (6) change orders during the construction period which realized a total contingency of \$34,600.25 upon construction completion; and

WHEREAS, the change orders were required to address unanticipated design issues from Proterra and are fiscally responsible in order to realize future cost savings by providing conduit connections for future needs being identified in the Orchard Facility Master Plan; and
VBD21-027

WHEREAS, Funding for this project is included in the FY2020 budget per Resolution VBD19-011, approved 08/05/19 by the VRT Board of Directors. Installation of electric bus infrastructure was budgeted at \$1,434,208.00. Cost to install electric bus infrastructure is currently \$1,146,472.25 with a remaining budget of \$287,735.75. Modifications to QEI contract limits will not cause a fiscal impact outside of the projected budget; and

WHEREAS, a contract modification will be required to change the not to exceed amount with QEI from \$850,000 to a not to exceed amount of \$854,600.25 for the completed charging infrastructure installation and construction; and

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

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-012.

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

Section 1. That the Board of Valley Regional Transit approve the contract modification with QEI not to exceed \$854,600.25 for the completed charging infrastructure installation and construction.

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

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August 2021.

APPROVED by the Board Chair this 2nd day of August 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

TOPIC	FY2022 Service Change Final Proposal
DATE	August 2, 2021
STAFF MEMBER	Alissa Taysom

Summary

Valley Regional Transit staff has been working towards further improving service as outlined in ValleyConnect2.0. The proposed changes below move VRT closer to the goals outlined in VC2.0, including improving on-time performance, increasing frequency on premium routes, as well as improving safety for operators and passengers. The FY2022 service changes proposes changes to the following routes:

- 7A Fairview Ustick
- 7B Fairview – Towne Square Mall
- 11 Garden City
- 17 Warm Springs
- 29 Overland
- 30 Pine
- 43 Caldwell Express

7B Increase Peak Frequency

We are recommending improvements to the peak hour frequency on the Route 7B Fairview Towne Square Mall. These improvements consist of adding three morning peak direction trips from the Towne Square Mall to Main Street Station and four afternoon peak direction trips from Main Street Station to the Towne Square Mall. See the proposed schedule below.

7B ↑ DOWNTOWN TO MALL ↓ MALL TO DOWNTOWN						
Main Street Station	Fairview & Cole	Towne Square Mall P&R	Towne Square Mall P&R	Fairview & Cole	Main Street Station	
1	2	3	3	2	1	
WEEKDAY						
5:15	5:31	5:38	5:45	5:54	6:07	
6:15	6:31	6:38	6:30	6:39	6:52	
7:15	7:31	7:38	6:45	6:54	7:07	
8:15	8:31	8:38	7:30	7:39	7:52	
9:15	9:31	9:38	7:45	7:54	8:07	
10:15	10:31	10:38	8:30	8:39	8:52	
11:15	11:31	11:38	8:45	8:54	9:07	
12:15	12:31	12:38	9:45	9:54	10:07	
1:15	1:31	1:38	10:45	10:54	11:07	
2:15	2:33	2:43	11:45	11:54	12:07	
3:15	3:33	3:43	12:45	12:54	1:07	
3:30	3:47	3:58	1:45	1:54	2:07	
4:15	4:33	4:43	2:45	2:54	3:07	
4:30	4:47	4:58	3:45	3:54	4:07	
5:15	5:33	5:43	4:45	4:54	5:07	
5:30	5:47	5:58	5:45	5:54	6:07	
6:15	6:33	6:43	6:45	6:54	7:07	
6:30	6:47	6:58	7:45	7:54	8:07	
7:15	7:33	7:43	8:45	8:54	9:07	
8:15	8:34	8:41				
9:15	9:34	9:41				

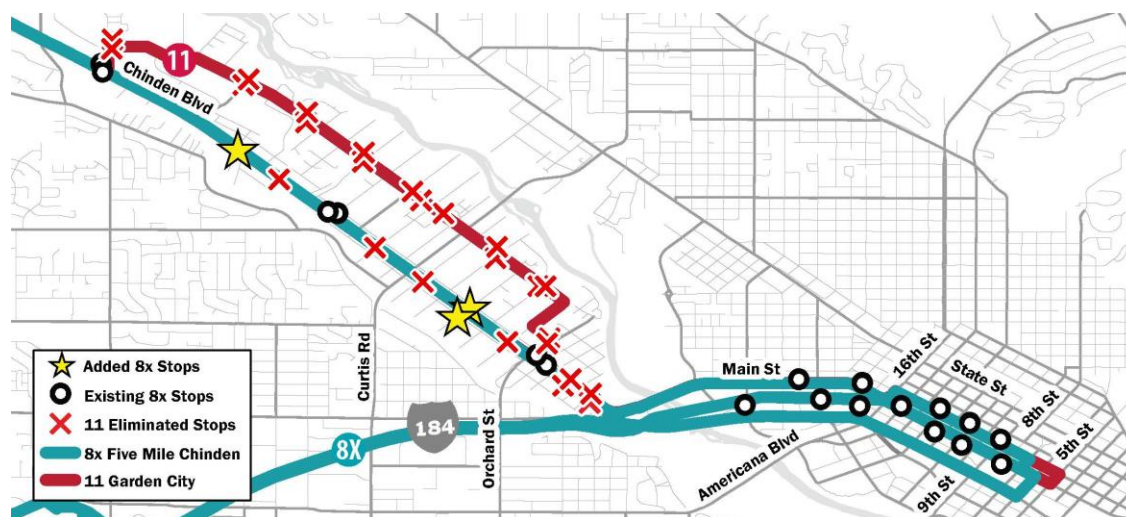
7A/7B reroute at Curtis

In order to improve the on time performance and safety of the 7A and 7B, we are proposing a minor reroute of the Eastbound 7A and 7B between Curtis Road and Orchard Street. The reroute would utilize the City Center on-ramp on Fairview, just East of Curtis Road. This reroute would avoid the signal at the Curtis Road and Orchard Street intersection, and the unprotected left turn from Orchard Street onto to East 184. This change will close two eastbound stops, Fairview and Laurel and Fairview and Orchard. The map below shows the current path, the proposed path and the effected stops.



Route 11 Garden City Elimination

VRT staff recommends proceeding with the elimination of the Route 11 Garden City. In recognition of the riders who will be adversely effected by this change, we are adding select stops from the 11 Garden City to the 8x Five Mile Chinden route to provide additional options to the riders of the 11 Garden City. Also, the majority of the 11 Garden City route is within the Lyft Transit Connections service area. Lyft Transit Connections provides another option for those losing service on the 11. Finally, because the 8X and Route 9 will continue, this change will not impact the ACCESS paratransit service area.



Route 17 Warm Springs

VRT staff recommends proceeding with the reduction of peak period service on the Route 17 Warm Springs from service every 30 minutes, to service every 60 minutes. The schedule below shows the trips that will be eliminated with the upcoming service change.

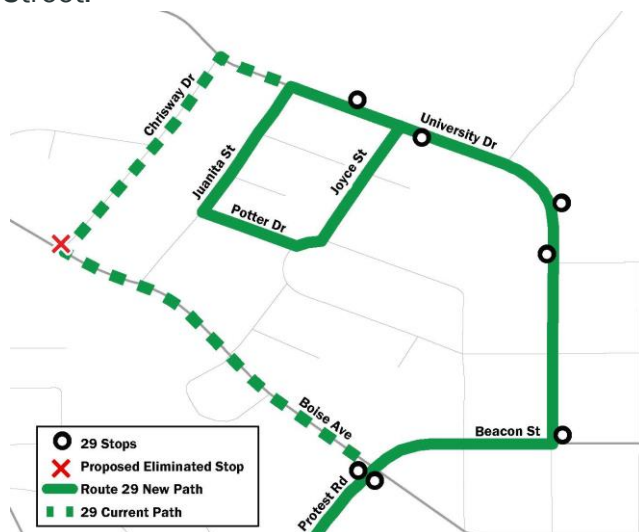
DOWNTOWN TO BOTANICAL GARDENS			BOTANICAL GARDENS TO DOWNTOWN		
1	2	3	3	4	1
WEEKDAY					
6:45	6:49	6:52	6:52	6:55	7:03
7:20	7:24	---	---	7:26	7:34
7:45	7:49	7:52	7:52	7:55	8:03
8:20	8:24	---	---	8:26	8:34
8:45	8:49	8:52	8:52	8:55	9:03
9:45	9:49	9:52	9:52	9:55	10:03
10:45	10:49	10:52	10:52	10:55	11:03
11:45	11:49	11:52	11:52	11:55	12:03
12:45	12:49	12:52	12:52	12:55	1:03
1:45	1:49	1:52	1:52	1:55	2:03
2:45	2:49	2:52	2:52	2:55	3:03
3:45	3:49	3:52	3:52	3:55	4:03
4:20	4:24	---	---	4:26	4:34
4:45	4:49	4:52	4:52	4:55	5:03
5:20	5:24	---	---	5:26	5:34
5:45	5:49	5:52	5:52	5:55	6:03
6:20	6:24	---	---	6:26	6:34
6:45	6:49	6:52	6:52	6:55	7:03

■ = Eliminated Trips

BOLD = P.M.

Route 29 Overland

VRT staff is proposing a minor reroute of the Route 29 Overland near Boise State University to improve travel times as well as safety for riders. Instead of the current path from University Drive to Boise Avenue via Chrisway Drive, the 29 will turn left onto Juanita, then travel down Potter Drive and Joyce Street before returning to University Drive to Beacon Street.



Meridian Service

Valley Regional Transit will be starting the new Meridian service, the 30 Pine. The start of the service was delayed due to the delay in production of the electric buses purchased for this route due to the COVID-19 pandemic. This service will connect Ten Mile and Franklin to the Village at Fairview Avenue and Eagle Road. The 30 Pine will run on a 30 minute frequency from 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:30 p.m. and connect to the routes 40 Nampa/Meridian Express and the 42 Happy Day to Towne Square Mall, providing commuters options to connect to Boise, Nampa and Caldwell.



Route 43 Caldwell Express

Due to low ridership, VRT is recommending that the number of trips on the 43 be reduced from two morning trips to two afternoon/evening trips. After conducting a targeted survey, VRT staff selected the trips that sixty percent of survey respondents indicated was their preferred choice for trips. See the timetable below for the eliminated trips.

CALDWELL TO BOISE	10th @ Jefferson Middle School	Chicago & 12th	Main & 8th	University & Brady	BOISE TO CALDWELL	University & Earle	Idaho & 9th	10th & Larkspur
	1	2	3*	4*		5	3	1
WEEKDAY								
	6:15	6:20	7:03	7:14		4:40	4:57	5:52
	6:45	6:50	7:36	7:52		5:10	5:23	6:15

 = Eliminated Trips

BOLD = P.M.

Public Input:

In May 2021, VRT staff sought feedback on the upcoming service change and received feedback from over 100 respondents. We asked the public about the 150 OnDemand, routes 11 Garden City, and the 17 Warm Springs. Overall, respondents indicated all service matters and people want to go more places, especially on Saturday. Respondents who ride the routes 11 and 17 indicated they would be negatively impacted by the changes proposed, and VRT will continue to work to provide alternatives to those losing service. Riders of the 150 showed a preference for adding service to the OnDemand service on Saturday, followed closely by the service going to additional locations both in Canyon County and outside the current service area.

In July, VRT staff released a second set of surveys, one which covered the entirety of the proposed service change, and a second targeted survey of route 43 riders. The targeted survey queried riders as to which of two options presented was preferred for riders. Ten responses were received out of ten average riders. Sixty percent of riders, of riders surveyed, preferred to continue with one of the existing trips in both the morning and the evening (the 6:15 a.m. trip and the 5:10 p.m. trip) and forty percent of riders preferred trips that started ten to fifteen minutes later. The broader survey provided options for respondents to answer open-ended questions about the remaining changes, as well as to make further comments about services provided by Valley Regional Transit.

Staff will present more on the results of the second survey and open house scheduled for July 28 at the August Board meeting.

Highlights

- Spring-Fall 2019
 - 30 Pine concept development
 - Public input
- April 2020
 - 30 Pine alignment approved
- Summer 2020

- Service Delay
- Winter 2021
 - Identification of Emergency Changes
 - 11 Garden City
- Spring 2021
 - Public Input
- April 2021
 - RAC Update
- Summer 2021
 - Operations Input recommended minor changes
 - 7A/7B inbound routing
 - 29 turn-around
 - 43 low ridership
- July 28, 2021
 - Open House
- August 2, 2021
 - Board Action

Staff Recommendation/Request

Action item: Recommend approval of the proposed FY2022 Service Change

Implication (policy and/or financial)

These service changes are designed to better serve the residents of the Treasure Valley and move the Ada and Canyon County toward the vision in ValleyConnect 2.0.

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

TOPIC	State Street Alternative Analysis
DATE	August 2, 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.

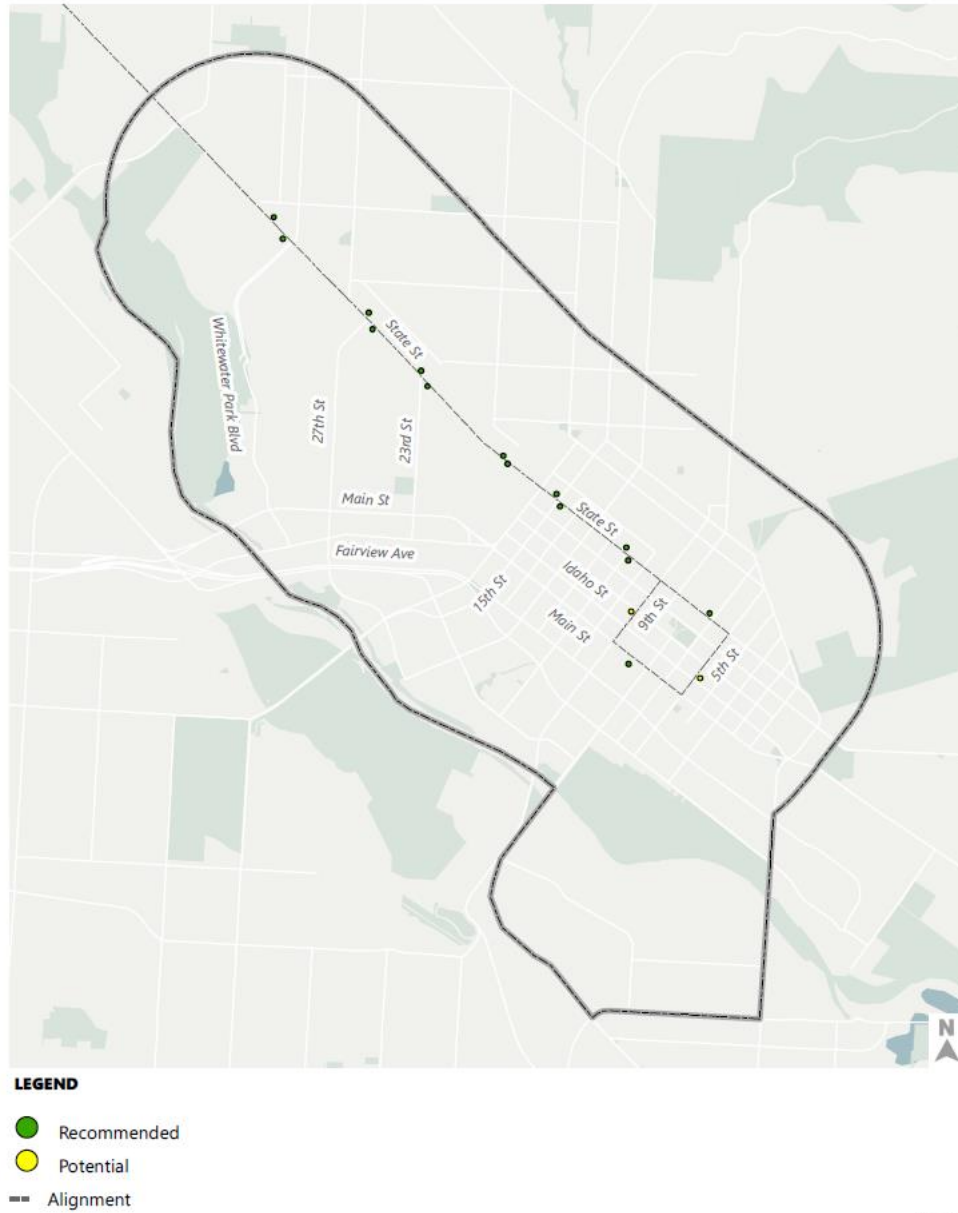
COVID-19 impacted the schedule of this project, especially during the public outreach portion of the study. VRT worked with stakeholders and the consultant to provide opportunities for the public to engage virtually and through targeted refugee and neighborhood outreach.

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 VRT Board of Directors approve 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



TOPIC	Fare Capping and Fare Tariff Update
DATE	August 2, 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 and update the fare tariff sheet accordingly.

Fare capping is a 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.

As part of the implementation of the integrated fare payment application, staff has reviewed our current fare products and prepared the following fare capping proposal for daily and monthly passes. It is the intent of this action to bring more equity and peace of mind to the fare system. It is proposed this change would occur October 4, 2021.

Fare Capping Proposal

	Daily		Monthly	
	Adult	Youth, Senior, Disabled	Adult	Youth, Senior, Disabled
Local	\$2.50	\$1.25	\$42.00	\$21.00
Universal	\$7.50	\$3.75	\$90.00	\$45.00

Fare Capping Illustration

Daily Fare Capping (Adult)			
1 st Trip	2 nd Trip	Trips 3+	Total
\$1.50	\$1.00	Free	\$2.50

Monthly Fare Capping (Adult)*			
Days 1-16	Day 17	Days 18-31	Total
\$2.50 ea.	\$2.00	Free	\$42.00

*Illustration assumes at least two trips/day to meet the daily fare cap. In reality the fare cap will begin as soon as any combination of local fares within a month total \$42.00.

Fare capping is relatively new among United State transit agencies and there are not well documented or widely used standards for estimating the financial impact of fare capping. When Tri-Met implemented its version of Fare Capping their financial forecasts assumed between a 1 and 1.5% decrease in fare revenue. This relatively small impact is likely because fare capping does not change available fares, it just provides a less stressful, more cost effective way to access them.

For example, if someone knows they will ride more than once a day, they already have the option of buying a day pass. If on the other hand, someone is uncertain about how much they will travel or don't have the resources to buy a multi-trip pass up front, fare capping ensure they won't overpay and allows them to pay as they go rather than up front.

Finally, implementing fare capping will also require an update the fare tariff sheet which documents all fare types and passes. The proposed update attached will make room for fare capping and make other minor updates to the fare tariff sheet.

Staff Recommendation/Request:

Staff recommends the VRT Board approve VBD21-025 approves the proposed fare capping and fare tariff sheet updates.

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.

Attachments:

Resolution VBD021-025

Fare Capping Proposal

Valley Regional Transit Fare Tariff Sheet

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Fare Capping and Fare Tariff Update RESOLUTION VBD21-025

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO IMPLEMENT FARE CAPPING AND UPDATE THE FARE TARIFF SHEET

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

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

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

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

WHEREAS, Valley Regional Transit owns and operates the public transportation bus system in Boise and also contracts for public transportation services in Nampa/Caldwell and service between Ada and Canyon counties; and

WHEREAS, as part of the discussion leading up to VBD19-010 the Valley Regional Transit board directed staff to explore the possibility of adopting fare capping as a way to mitigate the impacts of fare increases on low income populations; and

WHEREAS, Valley Regional Transit staff has developed a fare capping proposal made available through our integrated fare payment application partner; and

WHEREAS, fare capping does not change fare rates and is not expected to have a significant impact on fare revenue.

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

Section 1. That the Board of Valley Regional Transit does hereby approve Resolution VBD21-025, updating the fare tariff sheet and shall be in full force and effective October 4, 2021.

Section 2. That the Board of Valley Regional Transit will direct staff to conduct regular reviews of transit fares in accordance with fiscal needs and policies.

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August 2021.

APPROVED by the Board Chair this 2nd day of August, 2021.

ATTEST:

APPROVED:

SECRETARY

CHAIR

Valley Regional Transit Fare Tariff

Board Approval: August 2, 2021

Resolution: VBD21-025

Effective Date: October 4, 2021

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Valley Regional Transit Fare Tariff

1. Authority

The Valley Regional Transit Board of Directors is authorized to set the rates and charges for all public transportation services operated by Valley Regional Transit (VRT).

2. Applicability

This fare tariff applies to all public transportation services operated by Valley Regional Transit, including fixed-line bus, ACCESS paratransit, Ridesharing Service programs, and BikeShare.

3. Definitions

- 3.1. **ACCESS**: the ADA complementary paratransit service operated by Valley Regional Transit
- 3.2. **ACCESS Passenger**: persons who qualify as eligible for ACCESS services under the guidance of the ADA
- 3.3. **Account Based Stored Value**: using the mobile ticket or smart card validation system, users can store value on their account to use towards single rides or passes. Account based purchases are necessary for fare capping but does not provide the same discount as a stored value card.
- 3.4. **ADA**: Americans with Disabilities Act, as defined in Title 49, Part 37, of the United States Code
- 3.5. **ADA Complementary Paratransit Service**: specialized curb-to-curb transportation services provided to persons who qualify as eligible for such services under the guidance of the ADA
- 3.6. **Applicable Fare**: the fare that a person must pay in order to take one ride on the applicable VRT service
- 3.7. **Bike Share**: term used to describe programs where bicycles are made available for shared use to individuals on a short-term basis for a price
- 3.8. **Bus**: rubber-tire transit vehicles operated by VRT

- 3.9. **Cash Fare:** term used to describe fares purchased with United States currency
- 3.10. **Child:** any person five years of age or younger
- 3.11. **College Student:** any person currently enrolled as a student in a participating accredited post-secondary school with a valid picture identification issued by the school
- 3.12. **Guest/Companion:** any person who accompanies an ACCESS passenger on board a complementary ACCESS paratransit service vehicle, but is not a personal care attendant as specified in the passenger's ADA certification application
- 3.13. **Day Pass:** a fare product that allows a passenger unlimited rides on Valley Regional Transit fixed-line service during one service day
- 3.14. **Discounted Fare:** a reduction in the price of a fare or fare product as a result of the passenger meeting eligibility criteria
- 3.15. **Discounted Fare Rider:** any person eligible for discounted fare who is riding a public transportation service and paying a discounted fare or holding a discounted fare product
- 3.16. **Discount Fare ID Card:** an identification card issued by VRT to an individual who is eligible for discount fares, including persons 65 or older, a person with a disability (PWD), or Medicare beneficiary
- 3.17. **Farebox:** a device used to collect cash fares; when used on a fixed-line bus, farebox accepts valid fare products; farebox will also issue certain fare products when purchased on bus
- 3.18. **Fare capping:** is the act of capping the amount of money a rider pays over a certain period of time. It is a process to ensure riders don't pay more than they need to for service. This can be achieved by account based ticketing. Once a rider using a transit card or mobile application taps enough times to reach the cost of the daily or monthly limit, they are no longer charged for any additional trips for the duration of the appropriate multi-day pass
- 3.19. **Fixed-Line:** public transportation services provided on a repetitive, fixed

schedule basis along a specific route with vehicles stopping to pick-up and deliver passengers to specific locations

- 3.20. **Ridesharing Service Programs:** a variety of shared ride programs designed to complement the fixed-line system by serving populations who cannot currently access the transit fixed-line system or ACCESS services because those services are not available in areas or at the times needed
- 3.21. **Person with a Disability (PWD):** any person with a permanent or temporary mental or physical disability as defined by the ADA (Title 49, Part 37 of the Code of Federal Regulations)
- 3.22. **Medicare Recipient Beneficiary:** any person to whom the Federal Government has issued a Medicare identification card, regardless of age. Medicare recipients are eligible to pay the discounted fare or purchase a discounted prepaid fare.
- 3.23. **Mobile Ticket:** a pass purchased on a mobile device or web portal that is displayed on a mobile device for verification by a driver or mobile ticket validator
- 3.24. **Mobile Ticket and Smartcard Validator:** a device that scans a mobile ticket or smart card to verify validity
- 3.25. **Personal Care Attendant (PCA):** a person designated by an eligible passenger to aid in their mobility. A PCA is not charged when accompanying the eligible passenger. The need for and use of a personal care attendant must be indicated at the time of eligibility certification, if using ADA complementary paratransit service.
- 3.26. **General Fare:** the applicable fare for single ride or prepaid fares for all persons ages six and older except persons eligible for discounted fare
- 3.27. **General Fare Rider:** any person age six (6) and older, except persons eligible for discounted fare, who is riding a public transportation service and paying a general fare or holding a general fare product
- 3.28. **Senior:** any person 65 years of age or older
- 3.29. **Service Day:** the period of time from when service begins in the morning until service ends in the evening/night

- 3.30. **Smart Card**: plastic or durable card encoded with electronic fare media based on contactless technology. Smart cards must be tapped at the farebox or an electronic validator on each boarding.
- 3.31. **Stored Value Card**: paper or disposable fare medium encoded with cash value that can be used to pay for a single trip or day pass on a fixed-line vehicle
- 3.32. **Youth**: any person between the ages of six (6) and eighteen (18). A youth may be asked to provide identification of age. The youth may provide a valid school ID card or a state issued ID card as verification.
- 3.33. **Tap**: the act of touching a smart card on a farebox
- 3.34. **Transfer**: the action of a passenger leaving one bus or other transit vehicle and within a brief time, without a stopover, boarding a subsequent bus or other transit vehicle to complete his/her trip
- 3.35. **Validator**: a device used to verify a fare product is valid
- 3.36. **Valley Regional Transit (VRT)**: The regional public transportation authority for Ada and Canyon counties, located in Meridian Idaho

4. **Fare Payment Requirements**

Each person riding a VRT service shall pay the applicable fare.

5. **Fixed-Line Fares**

- 5.1. **Base Fare**: the starting point for calculating all other fixed-line fares
- 5.2. **Local Fare**: the applicable fare for fixed-line bus service on local or arterial roads serving neighborhood destinations and feeding transit centers
- 5.3. **Universal Fare**: the applicable fare for fixed-line bus service providing service between multiple counties by way of state highways or the interstate
- 5.4. **Single Trip Local Fare**: the price of a Single Trip Local Fare is equal to the Base Fare and is shown in Table 1. Any person who pays the base fare is entitled to a single boarding on a Local fixed-line route.

- 5.5. **Single Trip Universal Fare:** the price of a Single Trip Universal fare is equal to three times the Base Fare and is shown in Table 1. Any person who pays the Single Trip Universal Fare is entitled to a single boarding on a Universal fixed-line route.
- 5.6. **Discount Fares:** discount fares are priced at 50% of the general fare and are available for single trip, day and 31-day passes as shown in Table 1. There are four discount fare classifications: Senior, person with a disability, Medicare recipient, and youth.
- 5.7. **Child Fares:** children under the age of six (6) ride free when traveling with an adult paying the applicable fare.
- 5.8. **Prepaid Fares:** prepaid Fares are non-refundable and non-transferrable. There are four Prepaid Fare classifications: Day Pass, 31-Day Pass, Annual Pass and Stored Value Card
- 5.8.1. **Day Pass:** any person who presents a valid Day Pass is entitled to an unlimited number of rides during the course of a service day, once the pass is activated. There are four Day Pass classifications: Local Day Pass, Discounted Local Day Pass, Universal Day Pass and Discounted Universal Day Pass. The price for a day pass, by classification, is shown in Table 2.
- 5.8.2. **31-Day Pass:** any person who presents a valid 31-Day Pass is entitled to an unlimited number of rides over a period of 31 consecutive days, once the pass is activated. There are four 31-Day Pass classifications, Local 31-Day Pass, Discounted Local 31-Day Pass, Universal 31-Day Pass and Discounted Universal 31-Day Pass. The price for a 31-day pass, by classification, is shown in Table 2.
- 5.8.3. **Annual Pass:** any person who presents a valid Annual Pass is entitled to an unlimited number of rides for 365 days, beginning from the time the pass is activated. There are two Annual Pass classifications: Local Annual Pass and Universal Annual Pass. The price for an Annual Pass, by classification, is shown in Table 2.
- 5.8.4. **Stored Value Card:** a Stored Value Card provides the bearer a prepaid method for payment of Single Trip and Day Passes for Local and Universal Fares. Stored Value Cards are available in two denominations, priced as shown in Table 2.

- 5.8.5. **Account-based stored value:** using the mobile ticket and smart card validation system, users can store value on their account to use towards single rides or passes. Single rides using account-based stored value will be subject to fare capping. Fare capping will be set at the amounts of a daily and 31-day pass for daily and monthly fare capping. The fare capping amounts are listed in Table 1:

Table 1: Fare Capping

Fare Type	Day	Month Cap
Adult Local	\$2.50	\$42.00
Discounted Local	\$1.75	\$21.00
Adult Universal	\$7.50	\$90.00
Discounted Universal	\$3.75	\$45.00

- 5.9. **Fares and Pass Pricing:** Table 2 lists the fixed-line fares and fare products that are available to the general public and accepted on Local and Universal fixed-line services.

Table 2: Fixed-Line Fares

Fare Product	Local	Universal
Base Fare	\$1.50	N/A
Single Trip		
Adult	\$1.50	\$4.50
Discounted Fare	\$0.75	\$2.25
Child (5 and under)	\$0.00	\$0.00
One Day		
Adult	\$2.50	\$7.50
Discounted Fare	\$1.25	\$3.75
Child (5 and under)	\$0.00	\$0.00
31-Day Pass		
Adult	\$42.00	\$90.00
Discounted Fare	\$21.00	\$45.00
Child (5 and under)	\$0.00	\$0.00
Annual Pass	\$282.00	\$594.00
Stored Value Card	\$13.50 stored value for \$10 \$27.00 stored value for \$20	

6. ACCESS Paratransit Fares

- 6.1. **Single Ride Fare:** the price of a Single Ride Paratransit Fare for an ACCESS eligible passenger is equal to two (2) times the Base Fare and is shown in Table 3.

- 6.2. **Prepaid Fares:** Prepaid Fares are non-refundable and non-transferrable. Single ride ACCESS pass ticket books are available for purchase at any VRT Customer Service office in Meridian, Caldwell, or Boise. Prepaid fares are only accepted from ACCESS eligible passengers.
- 6.3. **Personal Care Attendant (PCA):** PCAs are accommodated on ACCESS services at no charge when accompanying an ACCESSSS eligible passenger who requires the assistance of a PCA. PCAs will be accommodated at no charge, as show in Table 3.
- 6.4. **Guest/Companion Fares:** if requested, ACCESS Service will be provided to at least one individual accompanying the ACCESS eligible passenger in addition to a PCA. Additional guests/companions will be provided service if space is available. The fare for guest/companion is shown in Table 3.
- 6.5. **ACCESS Fares and Pass Pricing** – Table 3 lists the ACCESS Service fares and fare product(s) that are available to the eligible passengers.

Table 3: ACCESS Fares

Fare Product	Eligible Passenger	Guest/Companion
Single Trip	\$3.00	\$3.00
10-Ride Ticket Book	\$30.00	N/A

7. Shared Mobility Fares

7.1. Shared Vehicle Program

- 7.1.1. **Annual Participating Members:** reserve a vehicle for a set number of days per week for a year and pay a monthly fee. This fee includes maintenance, but does not include fuel. Annual Participating Members rates shown in Table 4.

Table 4: Vehicle Sharing Cost Annual for Annual Participating Members

Days per Week Member Uses Vehicle	Base Annual Cost
1	\$4,423
2	\$5,515
3	\$6,607
4	\$7,699
5	\$8,791
6	\$9,883
7	\$10,975

7.1.2. **Vehicle Donation:** Annual Participating Members may donate their vehicle to the Vehicle Sharing Program in lieu of paying the yearly member fee (Base Annual Cost in Table 4), until the value of the vehicle has been reached. Once value has been reached, member will pay cost in Table 4.

7.2. **Village Van:** Provides low income job access transportation for individuals who have been referred by local human service agencies.

7.3. **Volunteer Driver Program:** Provides transportation for any individual who request a ride in Ada and Canyon County. Fares are shown in Table 5.

Table 5: Volunteer Driver Reimbursement Program Fares

Volunteer Driver	\$5.00 flat fee for up to 12 miles; additional fee of \$0.50 per mile after first 12-mile segment.
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8. **Vanpool Fares**
RESERVED

9. **Bike Share Fares**
RESERVED

10. **Discount Fare Identification Card**
RESERVED

11. **Inter-Agency Agreements**
RESERVED

12. Special Fares

- 12.1. **VRT Employee Passes:** Current VRT employees may use their employee IDs as a bus pass at no charge on all fixed-line services. Employees may also obtain an Annual Pass for their spouse and immediate family members living in their households at no charge. These passes must be requested through their managers or VRT Human Resources.
- 12.2. **VRT Board and Regional Advisory Committee Members:** VRT Board members and members of the Regional Advisory Committee may obtain an Annual Pass, renewable annually, at no charge. These passes include the member's picture.
- 12.3. **Jurors:** Jurors who display a summons valid for the day of travel may travel at no charge on all fixed-line services.
- 12.4. **Lifetime Passes:** Lifetime Passes are available to retired employees, for themselves and their spouse, if requested through VRT Human Resources. The individual's picture is included on these passes. At their discretion, the VRT Board of Directors may award free lifetime passes for travel on all fixed-line services to honor individuals or as promotions.
- 12.5. **Temporary, Promotional, and Experimental Fares:** VRT shall have the ability to set temporary, promotional and experimental fares. Temporary, promotional and experimental fares are fares implemented for no more than six months for marketing purposes or to test the viability of a new fare product. These fares, because of their short term/temporary nature, are not included in this tariff.

13. Special Fare Programs

- 13.1. **Regional Pass Program:** This program provides options for employers, colleges/universities and schools, and residential developments to buy fixed-line fare products for their employees, students, and/or residents. These programs require a contract with VRT. Each contract is negotiated with each organization. Under these agreements, discounted rides are provided and the established fee is billed annually or as agreed to by contract. Employees and students show their employee or student IDs, or other agreed upon validation method, upon boarding a fixed-line bus. Boardings are tracked with for each contract. Stickers, or other approved method, must be affixed to IDs to indicate that the ID is valid for the current year.

- 13.2. **Non-Profit Agency Fares:** Non-profit organizations that provide a not-for-profit service for their clients may purchase fixed-line bus passes for their clients at a discount, as shown in Table 6. Non-profit organizations must submit a requests and be approved prior to purchasing non-profit passes. Non-profit agency fares can be purchased at the VRT Customer Service office in Meridian or through the mail.

Table 6: Non-Profit Agency Fares

Fare Product	Local	Universal
One-Day Pass	\$1.90	\$5.60
31-Day Pass	\$31.50	\$68.00
Non-Profit Bulk Discount		
Single purchase of \$5,000 or more	30% discount on any fare type	
Single purchase of \$10,000 or more	50% discount on any fare type	

14. Fare Sales

Fixed-line cash fares must be paid at fareboxes upon boarding. Prepaid fares are products that may be purchased in advance, prior to boarding.

14.1. On-Board Sales

- 14.1.0.0 **Single Trip fares:** must be paid upon boarding by depositing cash for the price of a single trip fare in the farebox
- 14.1.1.1. **Fareboxes:** accept \$1, \$5, \$10, and \$20 bills and issue change card for riders who do not have the exact fare
- 14.0.0.2 **One-Day Passes:** may be purchased upon boarding by depositing cash or using a change card or stored value card for the price of a One-Day pass in the farebox

14.2. Prepaid Sales

- 14.2.0 **One-Day Passes:** are available at the ACHD Commuteride office, City Hall in Boise, and any VRT customer service location in Meridian, Boise and Caldwell

- 14.2.1. **31-Day Passes and Stored Value Cards:** are available at VRT pass sales outlets and any VRT customer service location in Meridian, Boise and Caldwell
- 14.2.2. **Annual Passes:** are sold at any VRT customer service location in Meridian, Boise and Caldwell. Annual passes are issued on smart cards and require a photograph of the pass holder. Photographs are taken at the time of purchase.

15. Online Pass Sales

One-Day Passes, 31-Day Passes and Annual Passes may be purchased through VRT customer service by emailing buspass@valleyregionaltransit.org. For an Annual Pass, a photograph will be required to be sent with the email.

16. Mobile Ticketing Sales

City Go Pay run through the Umos application provides VRT's mobile ticketing application and account based smartcard usage and can be downloaded on any smart phone from online application stores. Riders can purchase single ride, and various prepaid fare media using the mobile version or using the web hub portal. Mobile tickets are activated through the rider's smart phone. Active mobile tickets must be validated by electronic validators or other means.

17. Prepaid Fare Activation and Use

Riders activate pre-purchased, magnetically encoded One-Day Passes, 31-Day Passes, and Stored Value Cards by inserting the fare media into the card slot on the farebox. On subsequent boarding's, pass users slide the one-day pass and 31-Day Pass through the card reader on the farebox. Stored Value Card users insert the card into the card slot. Riders with an annual pass tap the plastic smart card on the card reader, located on the top of the farebox, to activate the pass and on subsequent boarding's.

18. Prepaid Fare Expiration Dates

18.1. **Annual passes:** are valid for 12 months from the start date, which is programmed at the time the pass is purchased

18.2. **All other passes:** expire two years from the date of purchase

19. Refunds

Refunds are not available for any pass.

20. Lost or Stolen Passes

20.1. **Annual passes:** that are lost or stolen can be replaced for a \$5 fee. Contact VRT customer service for replacement.

20.2. **All other passes:** will not be replaced

21. Credit/Debit Card Acceptance

21.1. **Credit/Debit Cards:** are accepted at all VRT customer service offices in Meridian, Boise and Caldwell and at some pass sales outlets. Credit/debit cards are also accepted for mobile application ticketing. Credit/debit cards are not accepted on Valley Regional Transit buses for fare payment.

22. Fare Revenue Performance Targets

Resolution VBD08-001 approved by the VRT Board of Directors on January 16, 2008 established performance targets for VRT fixed-line service fare revenues. The following performance targets are established in Policy #13.12.00:

22.1. **Fare Recovery Targets:** The fare recovery targets set a range for the share of operating costs for each service type that must be covered by fare revenue, where fare recovery is calculated for each service type as:

Service Type Fare Revenue divided by Service Type Operating Cost

Fare Recovery targets are as follows:

Local Bus Service: 16%-20%

Inter county Limited Express Routes: 25%-30%

22.2. **Average Fare Targets:** The average fare targets were set to recover the marginal costs of service when those services were at capacity. It is expected that the average fare target would be adjusted over time to keep up with cost and capacity factors.



TOPIC	Transit Asset Management Plan and Policy Updates
DATE	July 14, 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 Board is asked to approve Resolution VBD21-020 and the Transit Asset Management Plan and Policy as updated.

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 Link
<https://www.valleyregionaltransit.org/TAMPlanDraft>
- Transit Asset Management Draft Plan Redline Link
<https://www.valleyregionaltransit.org/TAMPlanRedline>
- Transit Asset Management Draft Policy Link
<https://www.valleyregionaltransit.org/TAMPolicyDraft>
- Transit Asset Management Draft Policy Redline Link
<https://www.valleyregionaltransit.org/TAMPolicyRedline>

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

ATTACHMENT A: TRANSIT ASSET MANAGEMENT POLICY UPDATES

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. “Investment Prioritization for Asset Replacement - 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

ATTACHMENT A: TRANSIT ASSET MANAGEMENT POLICY UPDATES

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.

ATTACHMENT A: TRANSIT ASSET MANAGEMENT POLICY UPDATES

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

ATTACHMENT B: TRANSIT ASSET MANAGEMENT PLAN UPDATES

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

ATTACHMENT B: TRANSIT ASSET MANAGEMENT PLAN UPDATES

- *“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			

ATTACHMENT B: TRANSIT ASSET MANAGEMENT PLAN UPDATES

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.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

TRANSIT ASSET MANAGEMENT POLICY AND PLAN POLICY NUMBER 1.31.00

RESOLUTION VBD21-026

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE TRANSIT ASSET MANAGEMENT POLICY AND PLAN,

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

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

WHEREAS, Valley Regional Transit is the designated recipient for federal formula funds under the Section 5307 program; and

WHEREAS, Valley Regional Transit is required to have a Transit Asset Management Plan according to the Federal Register, Department of Transportation, Federal Transit Administration 49 CFR Part 625.; and

WHEREAS, the Transit Asset Management Policy identifies the processes, the key steps, and responsible parties to achieve and maintain the region’s public transportation assets; and

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

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

Section 1. That the Board of Valley Regional Transit approves Exhibit A, the Transit Asset Management Policy, as written; and

VBD21-026

Section 2. That the Board of Valley Regional Transit approves Exhibit B, the Transit Asset Management Plan, as written; and

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

ADOPTED by the Board of Valley Regional Transit, this 2nd day of August, 2021.

APPROVED by the Board Chair this 2nd day of August, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



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

Policy Number: 1.31.00

Resolution Number: VBD21-020

Policy Title: Transit Asset Management Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

This policy recognizes the importance of a transparent and equitable process for achieving and maintaining a State of Good Repair (SGR) of all public transportation assets for the region by the Valley Regional Transit (VRT) Board of Directors. A number of processes are necessary to achieve and maintain the regions assets. This policy identifies those processes, the key steps in their accomplishment, and the responsible parties that ensure their timely completion.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

Accountable Executive - means a single, identifiable person who has the ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset - all capital assets that a provider owns.

Asset Categories - a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Condition - 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.

Asset Inventory - a register of capital assets, and information about those assets. An inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects.

Asset Management Lead – a single identifiable person that manages the overall TAM Plan including the following key tasks:

1. Receive the updated asset inventories and condition assessments from the Group TAM Plan participants.
2. Compiles all TAM information.
3. Presents necessary targets and narrative reports for the annual submission to the VRT Board of Directors for approval.
4. Reports the targets and narrative report as required by the FTA.

Capital asset - a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Capital Improvement Plan – multi-year (up to ten (10) year) plan of capital asset projects for public transportation.

Decision Support Tool - an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Group Transit Asset management (TAM) Plan - a single TAM plan that is developed by a sponsor on behalf of at least one tier II provider.

Horizon Period - the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. A TAM plan must cover a horizon period of at least four (4) years.

Investment Prioritization for Asset Replacement - 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.

Narrative Report - An annual narrative report to the National Transit Database (NTD) that provides a description of any change in the condition of the provider's transit system from

the previous year and describes the progress made during the year to meet the performance targets set in the previous reporting year.

Performance Targets - a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

State of Good Repair - A condition sufficient for capital assets to operate at a full level of performance.

This means the asset:

1. Is able to perform its designed function.
2. Does not pose a known unacceptable safety risk, and
3. Has met or recovered lifecycle investments.

Transit Asset Management Plan - a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management Policy - a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Tier I Provider - a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

Tier II Provider - a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a sub-recipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM) - A business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties in order to keep transit networks in a State of Good Repair.

Transit Economic Requirements Model (TERM) Scale - the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Useful Life (UL) - The expected lifetime of property, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service.

Useful Life Benchmark (ULB) - The expected lifecycle of a capital asset for a particular transit agency's operating environment, or the acceptable period of use in service for a particular transit agency's operating environment. FTA has outlined default useful life benchmarks for vehicle types. Transit agencies that choose to report their own ULBs that differ from FTA's default values, must be prepared to submit documentation supporting this decision for approval

Policy

I. ASSET CRITERIA

A. Categories

In order to ensure consistency, assets will be defined according to Federal Transit Administration's Final Rule: Transit Asset Management Plans 49 CFR part 625 & 630.

All assets will be categorized according to the Asset Categories and Classes defined below:

1. Equipment – Includes, but is not limited to: Construction Products, service vehicles and maintenance.
2. Rolling Stock – Railcars, Buses, Ferries, and other Passenger Vehicles.
3. Infrastructure – Fixed Guideway, Signal Systems, Structures and Power.
4. Facilities - Support Facilities, Passenger Facilities, and Parking Facilities.

B. Inventory/Asset Portfolio

Providers and / or participants within the Group TAM Plan will inventory all assets according to the TAM Categories and provide this information to the Group TAM Plan Sponsor and / or Asset Management Lead on an annual basis for which they have direct capital responsibility. The inventory will include the number and type of capital assets. The inventory must include all capital assets that a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle. The inventory also must include third-party owned or jointly procured exclusive-use maintenance facilities, passenger station facilities, administrative facilities, rolling stock, and guideway infrastructure used by a provider in the provision of public transportation. The asset inventory must be organized at a level of detail commensurate with the level of detail in the provider's program of capital projects

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.

The objectives of assessing the condition of assets are to:

- Set a common basis for setting of State of Good Repair Condition Rating Scores which will establish capital investment priorities; and
- Recognize that there is a regional interest in a standard scoring criterion for all public transportation assets.

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

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.

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

- A. 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:
 1. Accountable Executive
 2. Asset Management Leads
 3. Asset Management Support

END OF POLICY

Adoption Date: September 24, 2018

Effective Date: September 24, 2018, August 2, 2021

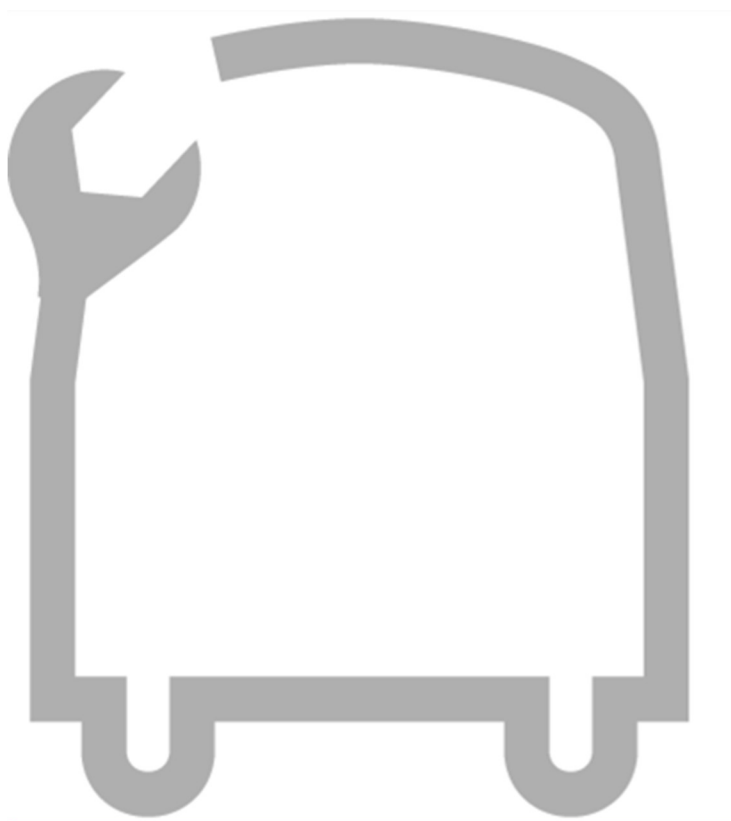
Last Revised Date: August 2, 2021

Last Reviewed Date:

Replaced:

Supporting Documents:

TRANSIT ASSET MANAGEMENT GROUP PLAN



6/7/2021

Group Sponsor - Valley Regional
Transit

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CHAPTER 1 – INTRODUCTION TO TRANSIT ASSET MANAGEMENT

Transit Asset Management Purpose

The purpose of developing the Valley Regional Transit (VRT) Group Transit Asset Management (TAM) Plan is to aid Valley Regional Transit Board of Directors as the Regional Public Transportation Authority for Ada and Canyon counties in achieving and maintaining a state of good repair (SGR) of all public transportation assets for the region. **SGR is the condition in which a capital asset is maintained and able to operate at a full level of performance.** This means that the asset:

1. Is able to perform its designed function;
2. Does not pose a known unacceptable safety risk; and
3. Its lifecycle investments have been met or recovered.

Transit Asset Management and State of Good Repair Policy Requirements

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the Secretary of Transportation to develop rules to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance, and to establish performance measures. The Fixing America's Surface Transportation (FAST) Act reaffirmed this requirement. On July 26, 2016, FTA published the Transit Asset Management (TAM) Final Rule.

Transit Asset Management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risk, and costs over their life cycles for the purpose of providing safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

The Final Rule groups providers into two categories: Tier I and Tier II.

- Tier I providers own, operate, or manage: rail, more than 100 vehicles across all fixed-route modes, or more than 100 vehicles in one non-fixed route mode.
- Tier II providers are subrecipients of 5311 funds, or an American Indian Tribe, or own, operate, or manage less than 101 vehicles across all fixed route modes, or less than 101 vehicles in one non-fixed route mode.

The TAM rule requires every transit provider that receives federal financial assistance under 49 U.S.C. Chapter 53 to develop a TAM plan or be a part of a group TAM plan prepared by a sponsor, e.g. Valley Regional Transit, Idaho Transportation Department – Public Transportation, etc. All TAM plans must contain:

- An inventory of assets
- A condition assessment of inventoried assets
- Management Approach
 - Documentation of a decision support tool
 - A prioritization of investments

Tier II providers may develop their own plans or participate in a group plan such as VRT's Group TAM Plan. Regardless of whether an agency develops its own TAM Plan or chooses to participate in a group plan, each transit agency must designate an Accountable Executive to ensure that the necessary resources are available.

There are four transit agencies in Ada and Canyon counties that operate within the VRT region: Valley Regional Transit, Ada County Highway District (ACHD) Commuteride, Boise State Shuttle and Treasure Valley Transit (TVT). Since VRT and Idaho Transportation Department - Public Transportation (ITD-PT) are direct recipients of federal funds, both are required to have and offer Group Transit Asset Management Plans. ITD-PT has an independent sponsored Transit Asset Management (TAM) plan, that data is not included in this Group TAM Plan.

It is the expectation of VRT to have the support and feedback of Community Planning Association of Southwest Idaho (COMPASS), the Metropolitan Planning Organizations (MPO) and providers to define, implement, enhance and achieve the goals of the VRT Group TAM Plan set by the VRT Board of Directors. Each agency participating in VRT's Group TAM Plan (see Exhibit A - Roles and Responsibilities) will provide a written statement of participation from their designated Accountable Executive. An Accountable Executive is a single, identifiable individual within a transit agency who has direct control over the resources needed to implement an agency's safety plan and transit asset management practices, and who is responsible for the implementation of both of those requirements.

Participants choosing to opt-out of the VRT Group TAM Plan must notify VRT no later than 12 months prior to the next TAM plan due date. Providers cannot participate in more than one (1) TAM Plan.

VRT Group TAM Plan will be reviewed and updated accordingly, at minimum, every four years, which is equivalent to the Horizon Period.

How will Transit Asset Management Help the Region

Transit Asset Management (TAM) is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles to provide safe, cost-effective, and reliable public transportation. TAM uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain a state of good repair.

Some of the ways TAM can help us address safety are:

- Reducing potential injuries or fatalities due to poor conditions, maintenance issues, or unexpected breakdowns
- Preventing, mitigating, responding, and recovering from emergency or adverse events
- Being prepared to take advantage of new technology and innovations

Some of the ways TAM can help us address operations are:

- Decreasing risk through proactive rather than reactive spending
- Prioritizing activities to realize more value from physical assets
- Optimizing maintenance planning and preventing backlogs
- Leveraging existing knowledge and expertise
- Reducing risk of breakdowns "behind the scenes" (e.g. maintenance facilities or computer systems) that can impact operations.

Some of the ways TAM can help us address customer service/reliability are:

- Reducing unexpected delays in service, lost trips by identifying systemic failures
- Improving condition of stations and vehicles for cleanliness, customer experience
- Enhancing relationship and reputation with customer, stakeholders, and the media

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Some of the ways TAM can help us save time, money, and resources are:

- Optimizing return on investment
- Understanding and managing our asset portfolio effectively
- Meeting pressure to deliver at lower costs
- Matching agency goals, priorities, and needs with actual spending/funding requests and project planning
- Investing in additional staff and time is a small expenditure to better allocate the entire budget, as it leads to overall life-cycle savings and ability to further invest back into the assets
- Reducing costs of managing assets over the course of their lives
- Preserving asset value—thinking about assets as money, and handling with responsibility
- Identifying projects that can be cancelled or postponed
- Bringing together these efforts in a more strategic, intentional way with data and evidence-based decision-making

About the Group TAM Plan

The Group TAM Plan contains four major components; the Asset Inventory Portfolio, the Condition Assessment, the Management Approach, as well as the Work Plans and Resources section. The **Asset Inventory Portfolio** provides guidance to plan participants on what assets are considered capital assets that support the delivery of public transportation services in Ada and Canyon counties. The **Condition Assessment** section includes the guidance on scoring capital assets included in the Group TAM Plan and how the actual conditions compare to the targets set for each asset category. The **Management Approach** will break out the information supporting the decision-making process, investment prioritization, risk management considerations, and strategies for maintenance, overhaul, disposal, acquisition, and renewal. The **Reporting** section outlines the proposed investments and any applicable capital investment activity schedules.

CHAPTER 2 – ASSET INVENTORY PORTFOLIO

The asset inventory process is the approach a transit agency takes in maintaining a register/portfolio of the assets it owns or is responsible for maintaining. An asset inventory is the first step in organizing and managing asset information. This plan emphasizes the importance of having a process to determine what should constitute the asset inventory, how the inventory should be organized, and the critical information that is needed to manage the items in the asset inventory over their lifecycle. FTA regulations require all providers to include the appropriate inventory of their assets used to provide public transportation, and a condition assessment of the assets for which it has direct capital responsibility in its asset management plan.

Regardless of an agency's asset management maturity, the inventory process is foundational. Asset management uses data from the inventory, including descriptive characteristics (such as estimated useful life, estimated remaining useful life, location, year of purchase, cost, quantity, condition, and maintenance history) to support decision-making. The asset inventory process provides data that can be used to support asset class-specific business processes (for example, comparing effectiveness of various maintenance practices on one asset class) and enterprise-level business processes (for example, capital programming and operations and maintenance budgeting). These processes require the integration and use of data from multiple sources.

The asset inventory is structured to include a hierarchy of assets that comprise a specific asset class. The asset inventory and the associated asset hierarchy can provide the common basis for integrating this information and using it for multiple purposes across the agency.

The first step in developing and maintaining an Asset Inventory Portfolio is to inventory all fixed and real property assets on an annual basis for which the provider has direct capital responsibility. The final rule, 49 CFR Parts 625 and 630, requires that a transit provider include in its asset inventory all equipment, rolling stock, facilities, and infrastructure that it owns.

Once an asset becomes a part of a transit provider's capital program, the transit provider must comply with the final rule's condition assessment, target setting (if applicable), and investment prioritization requirements.

See Exhibit C – Asset Categories

Asset Portfolio Summary:

Rolling Stock

Participating agencies will list each of their Rolling Stock inventory by fleet and by mode that they operate as revenue vehicles. Rolling stock will include all vehicles for which an agency utilizes as public transportation revenue vehicles, regardless of who has capital replacement responsibility.

Equipment

Equipment will be listed based on the number of service vehicles that they operate. Each agency will categorize the equipment for each applicable vehicle type:

- Automobiles,
- Trucks and Other Rubber Tire Vehicles, and
- Steel Wheel Vehicles

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A provider will exclude from its asset inventory any equipment with an acquisition value of less than \$50,000, unless the equipment asset is a service vehicle or if that asset will be included in a capital Program of Projects. Therefore, if a transit provider has direct capital responsibility for any asset that is currently included in its program of capital projects or an asset that the provider can reasonably anticipate it will include in its program of capital projects during the TAM plan horizon period.

Inventory for service vehicles will include all vehicles used as service vehicles.

Please note, the Equipment category for reporting performance targets to FTA does not include equipment that agencies own or use outside of service vehicles. VRT Group TAM Plan does require that 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, e.g. Information Technology assets, shop equipment, bike equipment, and Administration assets.

Facility

Facility inventory will be classified according to FTA requirements:

- Passenger/Parking Facilities
- Administrative/Maintenance Facilities

Please reference the [FTA Facilities Guidebook](#) for more information. Inventory of facilities must only include those for which an agency has full or partial capital replacement responsibility.

Infrastructure

Transit agencies that operate or manage rail modes will report inventory for the track segments with performance restrictions. For each rail mode requires an individual score. Infrastructure scores only include track for which an agency has full or partial capital replacement responsibility. *(Note: At this time there are no Infrastructure Assets within Ada and Canyon counties purchased or operated with FTA funding.)*

See Exhibit G for asset inventory

CHAPTER 3 – CONDITION ASSESSMENT

Asset Condition

Asset Condition is a key component in a Transit Asset Management Plan. The overall condition rating will become the State of Good Repair (SGR) score for an asset. The purpose of the National TAM System is to tackle the Nation's growing SGR backlog by improving the condition of transit assets.

The initial indicator of declining condition, SGR Score, will be used to inform decisions on asset replacement.

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. The Asset Management Lead will then analyze and categorize the asset inventory according to score, category and agency. Performance Targets and Measures will be proposed to the VRT Board of Directors for review, comment and approval.

Asset Condition Scoring Criteria Guidance

In order to ensure consistency and accuracy, all assets will be scored on an average of at least two (2) criteria, with age always being one (1) of the criteria. Listed below are the criteria for which an asset will be scored:

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Attachment A for the Useful Life Standards.
- **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. If repairs are made the score sheet should be updated, as those costs will not be reflected in maintenance costs for the year. 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.
- **Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.
- **Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance

See Exhibit D for more information/guidance on scoring criteria guidance.

See Exhibit E for the Rolling Stock/Equipment Score Sheet template and the Facilities Score Sheet Template.

Asset Condition Inspection Guidance

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

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condition of the asset, including any loose, damaged, leaking or deteriorated items of the asset. Good inspection practices include physically touching, shaking and using other mechanical measures, if applicable, to assess the overall condition of the asset. The scoring forms must be used as it will be used as a communication tool to management on the condition of the asset. It will also be used as the data entry tool for the scoring results.

Administrative Guidelines

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

CHAPTER 4 – MANAGEMENT APPROACH

Transit Asset Management Policy

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

Resource Identification & Decision Support

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

The Decision Support Process is as follows:

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

Investment Prioritization

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

1. SGR Score – the output of the condition assessment process. The SGR score (0-5) provides an objective assessment of an asset that considers age, mechanical health, and appearance. The SGR scores are used in initial ranking of projects to prioritize those assets scoring at a 2.5 and below.
2. Useful Life/Useful Life Benchmark (UL/ULB) – the expected lifecycle or acceptable period of use of a capital asset as determined by the transit provider's operating environment. Available for rolling stock and equipment, UL/ULB are factors of the SGR score. Additional analysis of UL/ULB ensures federal compliance when proposing future replacement projects and scheduling within asset groups. See Exhibit B – FTA Useful Life Guidelines.

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3. Safety Risk – the probability that delaying investment may result in injury, loss of life, or serious environmental damage. VRT will prioritize those projects that pose an identifiable safety risk.
4. Level of Service – the utilization of capital assets in the provision of public transit. Reviewed as part of funding requests from partner providers both participating and outside of the Group TAM Plan. VRT prioritizes investments in services with high utilization.
5. Funding Availability – the level of expected federal and local funding available in a given horizon. High ranking projects may be postponed if there is not a) sufficient federal funding in designated UZA b) sufficient local matching funds in the designated UZA, or c.) sufficient federal and local funding to complete the project. Low ranking projects may be advanced that can be addressed with newly available or distinctly applicable funding sources, are strategically linked to higher ranking projects, or other agency initiatives.

See Exhibit H for Investment Priorities.

Setting Performance Targets for Capital Assets

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

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

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

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

CHAPTER 5 – REPORTING

Reporting – Asset Scoring, Performance Targets and 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 has physical custody of the asset.

The resulting information from the Annual Asset Inventory collection, which includes asset inventory scores and performance targets, will be submitted on an annual basis to the VRT Board of Directors for review and approval. Once the VRT Board of Directors has accepted the annual asset scoring and set the yearly Performance Targets, this information will be reported to the Community Planning Organization of Southwest Idaho (COMPASS) the MPO in July, and the Federal Transit Administration (FTA) through the National Transit Database (NTD) in December - January.

When analyzing performance targets and measures, it is important to first identify what factors are taken into account and what that data entails. VRT Board of Directors will utilize the following data when determining performance targets and measures for the VRT Group TAM Plan:

- Asset Age
 - Useful Life
 - Useful Life Benchmark (ULB)
- Asset Condition
 - Mechanical
 - Appearance

Useful life is the expected lifetime of the asset, or the acceptable period of use in service. Useful life of revenue rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. VRT utilizes the Federal Transit Administration's (FTA) standards for determining useful life and useful life benchmark. See Exhibit B – FTA Useful Life Guidelines.

Appearance and Mechanical scoring will use the score sheet definitions found in Exhibit D: By utilizing separate scoring matrix for each category the score will reflect a more accurate current State of Good Repair (SGR) of each vehicle. It is based on the FTA's Transit Economic Requirements Model (TERM) with modifications to the Description for each category.

See National Transit Database Asset Inventory Module Reporting Guide for more information or definition, click on link to obtain the most recent version of the asset guide: <https://www.transit.dot.gov/ntd/ntd-asset-inventory-module>

Reporting Schedule and Required Information

Beginning in Report Year 2018, transit agencies are required to report FY 2019 performance targets to the National Transit Database (NTD) for assets for which they have capital replacement responsibility. Agencies will be able to report on their progress toward these goals with the FY 2019 National Transit Database report.

The VRT Board of Directors will review the proposed targets in January and set the targets in April on a yearly basis. This will ensure staff can enter the targets into NTD for the following fiscal year.

Narrative Report

Beginning in Report Year 2019, agencies must upload a narrative report to the NTD that outlines performance targets and their progress toward those targets. This narrative may include any changes in the transit system conditions that may affect progress toward targets. There is no prescribed format for the narrative report.

Performance Target Categories

Group Plan Sponsors must report performance targets for the following Categories:

Category	What to Report
Rolling Stock	Percentage of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB) • Report one target for each vehicle type
Equipment	Percentage of service vehicles that have met or exceeded their ULB • Report one target for each vehicle type
Facilities	Percentage of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) scale (1=Poor to 5=Excellent) • Report one target for each facility type (Maintenance/Administration, Passenger/Parking)
Infrastructure	Percentage of guideway track miles with performance restrictions by class • Report one target for each rail mode

Progress toward these targets is calculated and analyzed based upon the condition assessment data reported to VRT by participating agencies.

CHAPTER 6 – CLOSING

TAM is a tool to better organize what the region is already doing, align our organizational objectives, and channel it strategically. VRT has the opportunity to set this vision and communicate to the rest of the region the importance of their roles and how they will impact the TAM goals. With a mature TAM program, VRT will be able to make funding decisions that balance regional needs, including capital, preservation, maintenance, safety, operations, and workforce, in order to deliver reliable, high quality, service to our region and our customers at a price they are willing to pay.

Utilizing TAM VRT will be able to:

- Make investments based on regional priorities
- Incorporate TAM into every discussion—budgets, contracts, project scoping, hiring, etc.
- Evaluate, refine, and embed the program in the organization over time
- **Evaluate and manage potential risks** using high quality information on the state of our assets.

VRT will be able to **clearly communicate** to our stakeholders the SGR status and needs of the customers. TAM can provide us with the evidence to **tell our story** when it comes to:

- Making tradeoffs and communicating tough decisions to stakeholders
- Demonstrating that capital spending matches priorities
- Justifying agency needs and funding requests to the board
- Being transparent to the public and other stakeholders that we are taking care of assets and appropriately spending tax dollars
- Preventing, mitigating, responding to, and recovering from emergency or adverse events

The federal requirements are a starting point for this mature TAM program. Please keep these things in mind as VRT implements the required elements, current status, and next steps to move towards the vision.

APPENDICES AND EXHIBITS

Exhibit A – Roles and Responsibilities

In compliance with 49 CFR 625 each transit provider must designate an Accountable Executive who will have the authority of approving and implementing the TAM plan.

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

Exhibit B – FTA Useful Life Guidelines

<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA%20TAM%20ULB%20Cheat%20Sheet%202016-10-26.pdf>

Asset	Useful Life	Source	Useful Life Benchmark	Source
Buses/Light Vehicles				
Large heavy-duty transit buses 35'-40'	12 years/500,000 miles	FTA Circular 5010.1D	14 years/500,000 miles	FTA - Default ULB Cheat Sheet source: 2017 Asset Inventory Module Reporting Manual, p.53
Small heavy-duty transit buses 30'	10 years/350,000 miles	FTA Circular 5010.1D	14 years/490,000 miles	
Medium medium-duty transit buses 25'-35'; Sprinter bus	7 years/200,000 miles	FTA Circular 5010.1D	10 years/285,000 miles	
Medium light-duty transit buses 25'-35', BOC vehicles, Expansion vans	5 years/150,000 miles	FTA Circular 5010.1D	10 years/300,000 miles	
Light-duty vehicles (light-duty buses); Support vehicles; BOC (15-19 passenger), < 30 ft	4 years/100,000 miles	FTA Circular 5010.1D	8 years/200,000 miles	
Light-duty vehicles (vans, sedans) < 30 ft	4 years/100,000 miles	FTA Circular 5010.1D	8 years/140,000 miles	
Trolleys				
Fixed guideway steel-wheeled	25 years	FTA Circular 5010.1D		
Fixed guideway electric, rubber tires	15 years	FTA Circular 5010.1D		
Simulated trolleys (rubber tires, internal combustion engine)	Refer to bus useful life	FTA Circular 5010.1D		
Rail Vehicles	25 years, see circular	FTA Circular 5010.1D		
Ferries				
Passenger ferries	25 years	FTA Circular 5010.1D		
Other ferries (w/o refurbishment)	30 years	FTA Circular 5010.1D		
Other ferries (w/refurbishment)	60 years	FTA Circular 5010.1D		
Facilities				
Buildings- concrete, steel and frame construction	40 years	FTA Circular 5010.1D		

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Other Capital Equipment				
Fare boxes	10 years	Manufacturer/Industry Standards		
Computer hardware	4 years	GAAP Guidelines/Industry Standards		
Computer hardware- Domain controllers	4 years	Industry Standards		
Mobile data computers (real-time dispatching)	7 years	Manufacturer		
Computer software	4 years	GAAP Guidelines/Industry Standards		
Computer software- HASTUS	4 years	Manufacture		
Computer software- ADP	4 years	Industry Standards		
Scheduling/fleet management software	4 years	GAAP Guidelines/Industry Standards		
Communications equipment, mobile radios, base stations	10 years	GAAP Guidelines/Industry Standards		
Security/Surveillance equipment, cameras for vehicles	Same as useful life of vehicle			
Security/Surveillance equipment, cameras for buildings	10 years	Industry Standards		
Shop equipment- Alignment machines, bus washing, tire changers	10 years	Manufacturer		
Bus lift	20 years	Manufacturer		
Wheelchair lift	Same as useful life of vehicle			
Bus shelters	15 years	Industry Standards		
Bus shelter/stop benches	10 years	Manufacturer		
Office furniture	10 years	Manufacturer		
Carpeting	5 years	Manufacturer		
Repeater tower	25 years	Manufacturer		
Engine for bus/trolley	4 years	Industry Standards		
Bus stop signage	10 years	Industry Standards		
HVAC parts	5 years	Grantee experience		
Asphalt parking lot	15 years	GASB		
Thermal diesel particle filter cleaner	10 years	Manufacturer		
Commercial roofing	15 years	Industry Standards		

Exhibit C –Asset Categories

<https://www.gpo.gov/fdsys/pkg/FR-2016-07-26/pdf/2016-16883.pdf>

DEPARTMENT OF TRANSPORTATION, Federal Transit Administration, 49 CFR Parts 625 and 630 [Docket No. FTA–2014–0020] RIN 2132–AB07, Transit Asset Management; National Transit Database - Asset Categories

ASSET CATEGORY		ASSET CLASS	INDIVIDUAL ASSET
	Equipment	Construction	Crane Prime Mover
		Maintenance	Vehicle Lift Track Geometry Car
		Non-revenue Service Vehicles	Tow Truck Emergency Response Vehicle Supervisor Car Track Maintenance Vehicle
	Rolling Stock	Buses	40 Foot Bus 60 Foot Articulated Bus
		Other Passenger Vehicles	Cutaway Van Minivan
		Railcars	Light Rail Vehicle Commuter Rail Locomotive
		Ferries	Ferry Boat
	Infrastructure	Systems	Signal Substation
		Fixed Guideway	Track Segment Ballast Segment Exclusive Bus Right-of-Way Segment
		Power	Catenary Segment Third Rail Segment
		Structures	Bridge Tunnel Elevated Structure
	Facilities	Support Facilities	Maintenance Facilities Administrative Facilities
		Passenger Facilities	Rail Terminals Bus Transfer Stations
		Parking Facilities	Parking Garages Park-and-Ride Lots

FTA/NTD Reporting Asset Categories

Transit Asset Management Performance Measure Targets (A-90)

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2017 Target (%)
AB - Articulated Bus	
AO - Automobile	
BR - Over-the-road Bus	
BU - Bus	
CU - Cutaway	
DB - Double Decker Bus	
MV - Minivan	
OR - Other	
SB - School Bus	
SV - Sports Utility Vehicle	
VN - Van	

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2017 Target (%)
Automobiles	
Trucks and other Rubber Tire Vehicles	
Steel Wheel Vehicles	

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2017 Target (%)
Passenger / Parking Facilities	
Administrative / Maintenance Facilities	

VRT Reporting Asset Categories

- Rolling Stock
 - AB – Articulated Bus
 - AO – Automobile
 - BR – Over the Road Bus
 - BU – Bus
 - CU – Cutaway
 - DB – Double Decker Bus
 - MV – Minivan
 - OR – Other
 - SB – School Bus
 - SV – Sport Utility Vehicle
 - VN – Van
- Equipment
 - Automobiles
 - Trucks and other Rubber Tire Vehicles

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- Steel Wheel Vehicles
- Shop Equipment
- IT - Information Technology – Hardware and Software
- Administration Equipment, e.g. Furniture or other equipment
- Bike
- Facilities
 - Passenger/Parking Facilities
 - Administrative/Maintenance Facilities

Exhibit D – Scoring Criteria Guidance

- **Age** will be scored based on percentage of useful life remaining. Useful life will be determined by Federal Transit Administration Circular 5010.1D, GAAP Guidelines and/or Industry Standards. See Attachment A for the Useful Life Standards.

Score	Definition
5.0	Asset has 100 - 80% useful life remaining.
4.0	Asset has 79.99 - 60% useful life remaining.
3.0	Asset has 59.99 - 40% useful life remaining.
2.0	Asset has 39.99 - 20% useful life remaining.
1.0	Asset has 19.99 - 0% useful life remaining.
0.5	Asset is beyond its useful life.

- **Maintenance Cost per mile score table**

Cost Per Mile	TAM Score
\$0.00 - \$0.25	5
\$0.26 - \$0.50	4
\$0.51 - \$0.75	3
\$0.76 - \$0.99	2
\$1.00 an up	1

- **Mechanical/Technical scoring** is based on how close an asset or component is to replacement or major overhaul. 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.

Grade	Definition
5	Excellent No visible defects, new or near new condition, may still be under warranty if applicable. No repair expense, normal preventative maintenance expense. Highest score after rebuilt is 4.5 Tires are excellent
4.5	
4	Good Good condition, but no longer new, may have some slightly defective or deteriorated mechanical component(s) preventative maintenance expense, very(4.5)/minor(4) repair expense (cost per mile) tires are good
3.5	
Adequate	

Transit Asset Management Group Plan

3		Moderately deteriorated or defective mechanical components normal preventative maintenance expense, repair expense is moderate cost per mile. Actual determines 3.5/3 Tires are moderate
2.5	Marginal	Defective or deteriorated component(s) in need of replacement. Preventative maintenance/repair expense is above budget, major repairs moderately high cost per mile. Actual determines score. Tires need attention
2		
1.5	Poor	Critically damaged component(s) in need of immediate repair. Rebuild/replacement considered/scheduled, high cost per mile to maintain SGR. Tires need to be replaced
1		
0.5	Replace	Not safe to use or operate, multiple major repairs or Asset is set for disposal/retirement.
0		

- **Appearance scoring** is based on how an asset or component appears visually. Scores will not have a greater granularity than a half point. Refer to individual asset group inspection Standards Documents for specific examples.

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

- **Overall State of Good Repair scoring** will be an average of the scoring for Age, Mechanical/Technical and/or Appearance.

Age	Mechanical	Appearance	Overall SGR Score
5.0 – 0.5	5.0 – 0.0	5.0 – 0.0	Average of Scores 5.0 – 0.0

Vehicle Scoresheet Template

Date:		Vehicle ID Nos:		Asset Nos:	
Location:		Mileage/Hub:		Fleet Nos:	
Inspector:		Vehicle Type:	Cutaway	Year Man'd/Rebuilt:	
		ULB:		Age:	

Please Select Vehicle from the AppearMechanical Form, to update the vehicle displayed below.

Mark area of chips(C), dents(D), scratches(S), mars(M), and describe

Driver Side

[illegible]

Exhibit F – Acronyms

Acronym	Word or Phrase
ACHD	Ada County Highway District
CIP	Capital Improvement Plan
CFR	Code of Federal Regulations
COMPASS	Community Planning Association of Southwest Idaho
FTA	Federal Transit Administration
FAST	Fixing America’s Surface Transportation
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
ITD-PT	Idaho Transportation Department - Public Transportation
MPO	Metropolitan Planning Organizations
MAP-21	Moving Ahead for Progress in the 21st Century Act
NTD	National Transit Database
POP	Program of Projects
SGR	State of good repair
TAM	Transit Asset Management
TERM	Transit Economic Requirements Model
TVT	Treasure Valley Transit
U.S.C.	United States Code
ULB	Useful Life Benchmark
VRT	Valley Regional Transit

Exhibit G – Assets

Asset Portfolio as of October 1, 2020

Rolling Stock

Fixed Route

Cutaway	24
Van	1
Motor Bus	39

Demand Response

Cutaway	29
Van	19
Minivan	5

Vanpool

Van	102
Minivan	2

Equipment

Equipment

15,000 lb. Lift Post (set of 4)	7
4-Post Alignment Lift	1
Accounting Software System	
Radio System	
Fixed Route Software	
Demand Response Software	
Cradlepoint Routers	
Transit Signal Priority Equipment	
VoiP Phone System	
Vehicle Annunciators	
Automatic Passenger Counters	
Fare Collection System	

Service / Support Vehicles

Service Vehicle - Truck	4
Support Vehicle - Van	5
Support Vehicle - Sedan	4
Service Vehicle - Van	1

Facilities

Passenger / Parking	
Main Street Station	Emmett - P & R
Boise State Ambassador Booth	Middleton - P & R
Boise State Transit Center	Ada County Passenger Stations
Boise State P & R - Elder Street	Canyon County Passenger Stations
College of Western Idaho - P & R	Inter County Passenger Stations
Administrative / Maintenance	
Boise State Maintenance Facility	Canyon County Maintenance Facility
Ada County Maintenance Facility	Meridian Administration Facility

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

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

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

TOPIC	Reserve Planning
DATE	August 2, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Summary

In 2018, the 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

The recommendation in August was 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 using 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

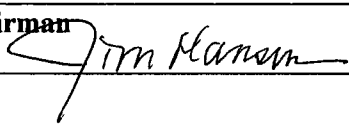
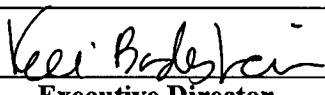
Table – Maintenance Reserve Target

Table – Monthly Cash Flow and Cash Needs

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



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:
VRT Chairman  Executive Director 	Policy Amended:

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	\$ 71,900	\$ 77,900	\$ 84,900	\$ 92,900	\$ 101,900	83%
Canyon Co	\$ 10,800	\$ 11,300	\$ 11,900	\$ 12,500	\$ 13,100	\$ 13,800	\$ 14,500	\$ 15,200	\$ 15,900	\$ 16,600	\$ 17,300	17%
Item #4 balance (reserve balance)												
	\$ 63,400	\$ 130,000	\$ 199,900	\$ 273,300	\$ 350,400	\$ 431,400	\$ 517,900	\$ 605,400	\$ 694,900	\$ 786,400	\$ 880,900	Reserve Balance
Item 2-4 totals												
Ada Co	\$ 188,700	\$ 201,900	\$ 216,100	\$ 231,500	\$ 248,100	\$ 265,800	\$ 282,100	\$ 299,000	\$ 316,400	\$ 334,200	\$ 352,400	308,700
Canyon Co	\$ 47,900	\$ 51,300	\$ 55,000	\$ 58,900	\$ 63,100	\$ 67,700	\$ 71,900	\$ 76,500	\$ 81,400	\$ 86,400	\$ 91,500	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. Capitalization accounting entry added back.



TOPIC	Canyon County Update
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit continues to work with community and city partners to grow the transportation footprint in the Treasure Valley. Several programs have launched this fiscal year in Canyon County, including Wilder Village Van, On-demand transit, Rides2Wellness and the Nampa Grocery Shuttle. These services joined other programs already operating which include Metro Community Services, Parma Senior Center, and Treasure Valley Transit.

Wilder Village Van did not have a successful startup for many reasons. The service operated for a very short amount of time before the employer, Packers Sanitation Services Inc. (PSSI), decided to suspend service. PSSI is working with their employers to see what changes they would like to see to make the program a success. PSSI is hoping to bring the Wilder Village Van back into service in fiscal year 2022.

On-demand transit continues to trend in the direction that VRT staff was hoping when the service changed from a traditional fixed-route service in October 2020. Prior to the inception of this service, VRT created a work group that included VRT staff and community leaders. The work group determined a service redesign that would be sustainable with the existing limited resources provided by local jurisdictions.

VRT staff continues to work with contract operator First Transit to ensure adjustments are continuously made. The long term goal is to have at least 10 boarding per hour. To meet this goal several things need to happen, which include, increase in local match, more buses in revenue service, and a longer service span to include weekends.

Canyon County Rides2Wellness launched in May 2021. The program launched and a slow start was expected, with the expectation to expand transportation to other wellness activities. This new service tasked community partners with approving patients that needed transportation for healthcare. After a couple months, it has been determined that this task is not working as well as expected.

Community partners stated staff members scheduling doctor appointments do not have the time, nor is it their role to approve patients who need transportation. There was also a request to operate the program more similar to the Ada County program. The project team met in July and discussed some changes to the program. As the service continues, the project team will meet regularly to evaluate and make adjustments as needed. The upcoming changes include:

- Use pre-scheduling software for all needed transportation, instead of the partners trying to determining which service they should use
 - VRT staff will still vet out which service is best for passengers that call the VRT Help Desk directly
 - Passengers already using the on-demand service will continue to use that service if appointments are in the service area

- Community partners are preparing a list of eligible clinics, similar to Ada County

VRT staff worked to partner with Saint Alphonsus Medical Center Nampa (SAMCN) to bring the Saint Alphonsus Grocery Shuttle back in service. VRT Canyon County contractor, First Transit, will begin operating the Saturday shuttle, and SAMCN is the local funding partner. This partnership will allow for a more dependable shuttle to those passengers it is aimed at serving. VRT staff and SAMCN are completing the transition and hope to resume service in August.

In the last six weeks VRT contractor First Transit lost 20% of their driver pool due to the ongoing wage competition with local businesses. Due to the driver shortage, VRT had to suspend trips beginning July 5. All suspended trips will be reinstated on July 19. First Transit was able to work with an out of state company that will supply commercial drivers for a minimum of 30 days. First Transit also worked with their union representatives to increase the rate of pay for staff. This increase went into effect on July 5 as well.

VRT has since been made aware by other service providers in Canyon and Ada County that they are having a challenge hiring drivers as well. VRT staff will work with service providers on reimbursement rates using budgets built for fiscal year 2022.

Staff Recommendation/Request

This is an information item only.

Implication (policy and/or financial)

VRT will continue to work with partners in Canyon County to grow the footprint in the Treasure Valley. VRT will ensure any new service has been vetted through proper work groups, while ensuring that no duplication of service is created.

More Information

For detailed information contact:

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



TOPIC	Ada County Update
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit continues to work with community and city partners to grow the transportation footprint in the Treasure Valley. One new program launched this fiscal year in Ada County, the Meridian Veterans Shuttle. These services joined other programs already operating which include Star Senior Center, Eagle Senior Center, Meridian Senior Center, Kuna Senior Center, Supportive Housing and Innovative Partnerships, and Rides2Wellness.

The Meridian Veterans Shuttle launched in May 2021. In June there were five passengers using the system on a consistent basis, and 18 trips were completed. There have been several compliments received since this service was started. VRT will have requested funding for this service to continue in fiscal year 2022.

VRT is working with Kuna and Melba Senior Centers to see about becoming a service provider and possibly a shared vehicle partner. These conversations are in the very early stages and VRT staff will update the Board if any changes are planned.

VRT is in discussions with Saltzer Health to become a funding partner for the Rides2Wellness program in Ada County. Saltzer Health has built a new Ten Mile Campus, located at Ten Mile and I-84 in Meridian. VRT staff will update the Board if any changes are planned.

The Building Accessible Capacity work group met on several occasions to discuss a service solution that would build capacity, decrease the cost per ride and build community engagement to continue to grow services currently operated under Specialized Transportation. It has been challenging to sustain the attention of the work group, but VRT staff feels the information gathered is sufficient to look for a new scheduling software that could be used regionally.

VRT staff has been working closely with contract operator First Transit to finalize the new Meridian service on October 1. Route 30 will be operated using two battery electric buses that the city of Meridian provided local funding for. VRT staff participated in the Dairy Days parade in June and handed out flyers for Route 30 to spectators.

VRT received the first of twelve battery electric buses in June. Proterra, the battery electric bus builder, was onsite in July to commission the chargers. Following the delivery of the next three battery electric buses, Proterra will be onsite to provide training to VRT staff and First Transit. Following training, the testing of battery electric buses will begin. The battery electric buses will go into revenue service in October and VRT is planning a ribbon cutting ceremony for September.

Once VRT was informed of the driver shortage issue in Canyon County, Ramp It Up and Trinity Transport, Rides2Wellness service providers in Ada County began having a challenge

hiring drivers as well. VRT staff will work with service providers on reimbursement rates using budgets built for fiscal year 2022 that will allow for driver wage increases.

Staff Recommendation/Request

This is an information item only.

Implication (policy and/or financial)

VRT will continue to work with partners in Ada County to grow the footprint in the Treasure Valley. VRT will ensure any new service has been vetted through proper work groups, while ensuring that no duplication of service is created.

More Information

For detailed information contact:

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

Valley Regional Transit FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
Integrated Mobility Plan	Kaite Justice	150,000	May-21	Executive Board
Service Truck with Utility Bed	Leslie Pedrosa	48,000	Jun-21	Executive Director
Procurement Management Software	Jason Jedry	75,000	Aug-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
On-Call HVAC Services - All Locations	Leslie Pedrosa	85,000	Aug-21	Executive Board
Bus Stop Construction (Ada County)	Joe Guenther	180,000	Sep-21	Executive Board

Executive Board Approval Levels: \$50,000 - \$199,999

VRT Board of Directors Approval Levels: \$200,000 and over

Updated 7-8-2021



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

COVID-19 and Next Phase Resiliency Activities

VRT staff prepared to hold the July Executive Board meeting in person, but we were unable to establish a quorum. Staff is scheduling changes in the coming weeks on the camera set-up in the boardroom. The quality of the hybrid meeting with both in-person and virtual has been more challenging by the placement of the cameras. Board members are welcome to join in August in the VRT Boardroom. Please let us know if you are planning to attend in person.

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. Changes have been made to wages and recruitment tactics to address these issues in our Ada and Canyon counties operations. The First Transit General Managers are currently at staffing levels to avoid service disruptions.

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 bill 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 and the Connected Canyon County Initiative Team will launch the first two projects on the Engage Valley Regional Transit platform. We have been holding meetings with representative community partners as part of the first project focused on building collaboration among key stakeholders in Canyon County. The project focused on broad

community engagement will launch on August 3. The primary focus of this project will be to learn all we can about the experiences and access needs people in Canyon County have related to jobs, education, health, recreation, and housing. The future steps in the initiative will build upon what we learn from the community in previous steps.

VRT staff is also reaching out to staff and elected officials to work through the blueprint for projects in 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	July 13, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities July 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 continue to go out to local jurisdictions.

Goal 2 – Increase Ridership and Revenue

- **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. More than 100 survey responses were collected and staff is using that input to finalize the FY2022 changes and further refine FY2023 concepts. A follow up survey on the final FY2022 changes was issued in July. The results of that survey will be presented to the VRT Board in the August Board meeting.
- **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 chargers have been commissioned and VRT is working with Proterra to address issues identified on one charger.
 - **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 to the Happy Day Transit Center. Staff will present the results of the feasibility study, past studies, and immediate deficiencies to the VRT Executive and full Board.

- **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**

There are a number of bus stop infrastructure projects currently underway. Staff is working on two corridor studies and three construction projects.

- 1- 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 out and will be informed by 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**

VRT staff, the project team and the project consultant have completed The State Street Alternative Analysis. VRT staff will present the preferred alternative recommendations to the VRT Board.

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 – This work is on hold until 2020 Census data is available.
- **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



TOPIC	Operations Department Staff Report
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Operations

Valley Regional Transit (VRT) staff met with the Building Accessible Capacity work group to gather data to ensure the needs of all users are considered when looking at a scheduling system that could be used for the current SCRIP program. Using data from the work group, VRT staff will move forward with finding a replacement scheduling software system to replace the current Routematch system for demand response. The goal is to have one system that will be used regionally that will allow advance, same day and on-demand booking. VRT staff expects this procurement to be released in August and implemented by the end of the calendar year.

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

VRT received the first battery electric bus on June 29. Proterra was onsite July 8-9 to commission the chargers. A second bus is scheduled to ship the week of July 19. Once the bus has been accepted, VRT staff and contract operators will begin training for operators and maintenance staff and testing range of the vehicle.

ETA Transit, the new fixed-route CAD/AVL Intelligent Transportation System provider will be onsite the week of July 19 to provide training for the new system. Equipment installation will start the week of July 26. With ETA Transit there is a new passenger web portal as well as a phone app that will be available to users to see where the bus is, in real time. VRT will begin passenger outreach for all changes starting in July.

VRT staff has been working with Cubic, who will be installing validators on all fixed-route buses as part of the integrated fare payment system – City Go Pay Platform. Cubic will be onsite August 2 to install validators on seven buses to start testing the system. Staff is planning the soft launch of the City Go Pay Platform for October.

VRT staff continues to work closely with First Transit operations in Canyon County regarding driver shortages. Several trips were suspended on July 5. First Transit has secured two drivers from a staffing agency which will allow for regular service to resume July 19. In light of the driver shortage, First Transit worked with their union representatives to increase drivers starting pay. Beginning July 5, the starting rate increased from \$14.86 to \$17.25. With this increase, First Transit has received several applications and will start training classes later in the month.

Highlights:

Contracted Transportation

Canyon County

- Zero preventable accidents since last report
- Intercounty on-time performance 85%
- ACCESS on-time performance 93%
- On-demand on-time performance (OTP) 80%
- Working with VRT for planned service changes in October
- Challenge hiring drivers due to business competition they are facing and low hourly rate

Ada County

- Two preventable accidents since last report
- Fixed-route on-time performance 82%
- ACCESS on-time performance 98%
- Working with VRT for planned service changes in October
- Increasing recruiting promotions to get drivers hired

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
- Some service providers are having a difficult time getting drivers hired

Information Technology and Intelligent Transportation Systems

- Staff resolved 170 support requests from 182 submitted
- Working with internal departments to create work flows and standardize reports
- Working on project to replace inoperable cameras in revenue vehicles

- Preparing for CAD/AVL system replacement
- Preparing for integrated fare payment project installation
- Participated in demonstrations for future software options

Compliance

- FTA mask mandate is in effect through September 2021. New variant might be new concern
- Continue to distribute face coverings as needed
- Will be performing drug and alcohol audits in August for sub-recipients
- Working with VRT staff to update internal procedures

Customer Service Support

- Customer service handled 2,765 of 2,867 phone calls for information, with 102 calls abandoned. The average call time was 2 minute, 35 seconds and the average hold time was 19 seconds
- Reservationist handled 1,079 of 1,130 phone calls to change or schedule a ride on ACCESS, with 47 calls abandoned. The average call time was 3 minutes, 42 seconds and the average hold time was 12 seconds
- On-demand handled 756 of 799 phone calls to schedule a ride, with 43 calls abandoned. The average call time was 1 minute, 54 seconds and the average hold time was 22 seconds
- June mobile ticket sales totaled \$5,684.75
- Working with First Transit to get drivers hired due to shortage

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	August 2, 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 \$3,031,333 at the end of May exceeded the average cash balance of the previous three years at the end of May by \$566,153
- At the end of May, VRT operating expenses were 22% under budget and capital expenses were 84% under budget
- Finance staff are finalizing the June close and third quarter budget reports
- The FTA triennial review/audit was completed with no findings
- Finance filled the vacant Accounting Specialist I position and the new hire is currently being trained
- 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 completed with no findings

Procurement

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

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

TOPIC	Community Projects/Outreach Efforts Update
DATE	July 14, 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 engage.valleyregionaltransit.org portal website goes live August 3. It provides citizens the ability to provide input on transportation issues and challenges where they live. I am supporting this effort by developing and managing a communications plan that will help get the word out about the portal and a process to keep people engaged and updated after they visit the webpage and enter their comments.
- We are training staff on how to manage the intranet pages that they are responsible to maintain and keep updated. The site will be a one-stop shop that provides quick and access to important and often-used forms and other materials such as the employee's handbook. Employees often have to navigate through numerous folders to get to the files/information that they need. Each department has its own page and there are buttons that provide immediate access to our websites and often-used documents (e.g. the IT support ticket).
- Work continues on updating and maintaining printed outreach collateral (e.g. brochures, informational flyers) in one location. Currently, our outreach materials have different designs and writing styles. I am going through these documents to ensure a consistent look and writing style (branding) and that the materials are kept updated.
- I have been visiting with several small communities in Canyon County (Parma, Notus) and the county highway districts to report on what VRT has done in the last fiscal year and what is planned in the future. Currently, our outreach to these stakeholders is often limited to one update presentation a year. I will develop an on-going communication outreach plan with these stakeholders with the goal of keeping them engaged.
- Development of the communications/outreach plan for FY2022 continues. My plan will define specific projects and events that are my responsibility. It also will include my roles and responsibilities for projects managed by other VRT staff (e.g. service changes).

More Information

Attachments: None

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



TOPIC	Programs and Marketing Update
DATE	July 13, 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. 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. 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, the libraries in Nampa and Caldwell.
- The Mobility Navigator has also started doing travel training again.

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..

- 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, including Spanish language ads on Radio Rancho
 - The three buses that regularly provide on-demand services have all been custom wrapped with messages about the new service, including one in Spanish.

- 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
- Some high-level initial results from the campaign launch, May 17 to June 29.
 - 212,429 impressions
 - 5,184 clicks
 - Partner toolkit landing page – 2,224 views
 - Social media engagement
 - 1,908 clicks
 - Audience tends to be older (55+) and female
 - Spanish language social media has more than twice the engagement as English language social media
- The campaign report from Stoltz is in the packet.
- Electric Bus promotion – VRT took delivery of the first electric bus on July 1, 2021! The first four buses will each have a custom wrap that will clearly define the buses as “Electric POWered.” The theme is reminiscent of comic books, with each bus having its own identity and ‘super power.’ The comic book themes will be carried through in display advertising and social media, as well as a printed comic book. Outreach will involve multiple community events, perhaps even schools. (See attached E-bus Promotion Strategy)
- City Go Pay App – 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.
- Route 150 Pine – We are developing a marketing plan for the start of the new Route 150 Pine in Meridian. We will leverage some of the effort from the Electric Bus and City Go Pay campaigns, as well as develop highly targeted marketing to employers and large apartment complexes near the new route.
- 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>.
- Special Events – VRT has signed a Letter of Agreement 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



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	August 2, 2021
STAFF MEMBER	Jason Russell

Summary

Valley Regional Transit - Fleet Underwriting Division			
	FY 20	FY 21	FY 22
Target Revenue:	\$435,835	\$528,246	\$600,000
Actual Contracted Revenue:	\$461,133	\$526,686	\$229,576
% of Target Revenue:	106%	99%*	38%*

*As of July 13, 2021

New Business Opportunities

- Northwest Nazarene University
- City of Boise – Partners for Clean Water
- Discovery Center of Idaho
- Idaho Central Credit Union

Advertising Installations and Renewals

- Boise Pride
- Idaho Commission on Aging
- College of Western Idaho
- Crush the Curve Idaho – Vaccinate 208 program
- Idaho Youth Ranch
- College of Western Idaho
- Intermountain Gas Company

Idaho Safe Places

Valley Regional Transit 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.

August 11 and 12 Valley Regional Transit drivers will have the opportunity to attend training sessions to begin integrating the “Safe Place” program into the VRT system.

Public Art

On behalf of Valley Regional Transit, City of Boise issued a request for qualified artists to be included in a roster that may be selected and commissioned to complete a public art project using VRT bus shelters. The request has closed, but can be viewed [here](#). Boise City Department of Arts and History is now convening a selection panel for the Art in Transit artist roster. The panel will meet the week of August 9 to review and select qualified artists to provide art for Valley Regional Transit buses and transit shelters.

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

TOPIC	City Go Report
DATE	August 2, 2021
STAFF MEMBER	Kaite Justice

Summary

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

- City Go held its quarterly Steering Committee meeting and discussed equity and how to make transportation demand management programs more equitable across employer types and populations. Over the next quarter City Go staff will be building out an equity framework for City Go.
- City Go welcomes new member Cushing Terrell in July.
- City Go launched a new series called Sustainability Spotlight. City Go highlighted St. Luke's Health System in June and Stoltz Marketing Group for the Sustainability Spotlight in July. You can find the articles here <https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-st-lukes> and here <https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-stoltz-marketing-agency>
- The evaluation team met to discuss the two proposals received for the Integrated Mobility Plan. Staff is recommending Nelson Nygaard for the contract. 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 later in August once the MOA is finalized with the Idaho Policy Institute. The final report for the study will be completed in late fall 2021.
- City Go has seen significant growth in its website and social media over the last year. The City Go website has received 8.5k website visits this year, which is a 198% increase year over year and 20k page views, which is a 121% increase year over year. Social media has seen a growth of 160% year over year.
- City Go is bring back "Where's My Bike Boise" scavenger hunt this August. The event will take place from August 23-27. City Go will hide the bike in a new location at the beginning of every day and send out clues to its location over social media. The bike, donated by Boise Bicycle Project, will be raffled off at the end of the week at Boise Goathead Festival.
- 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, Capital City Development Corporation, 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 staff continues to work through the implementation of the Integrated Fare Payment System with Cubic. Throughout the month of August, electronic validators will be installed on all the VRT buses. The system is set to have its soft launch on October 4, and a full launch in December.

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