

Table of Contents

Agenda	2
ACTION: Minutes of June 7, 2021 Executive Board Meeting	
MINUTES - Executive Board Meeting June 7, 2021	4
ACTION: Minutes of the May 18, 2021 Regional Advisory Council	
MINUTES - Regional Advisory Council Meeting May 18 2021.	7
INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan	
MEMO - Reserve Planning	10
Balanced Budget and Reserves Policy	13
Table Only- Table of Possible Infrastructure and Building and Grounds Changes.	17
Monthly Cash Flow and Cash Needs	18
ACTION: Integrated Mobility Plan Procurement	
AUTHORIZATION FOR EXPENDITURE - Integrated Mobility Plan	19
RESOLUTION VBD21-013 Integrated Mobility Plan	21
INFORMATION: FY2021 Happy Day Transit Center, Capital Investments	
MEMO - FY2021 HDTC Capital Improvements.	23
VRT HDTC Feasibility Study July 2021.	26
INFORMATION: Shared Vehicle Program Fees	
MEMO - Shared Vehicle Program Fees.	49
Exhibit A Proposed Fee Structure.	51
INFORMATION: Valley Regional Transit Bylaws Review	
VRT Bylaws Draft Updates	52

Executive Board Meeting Agenda

Monday, August 02, 2021

11:00 AM

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

Executive Board members may participate in the meeting in-person,
via MSTeams at [https://www.valleyregionaltransit.org/Ex Board August 2021](https://www.valleyregionaltransit.org/Ex_Board_August_2021)
or by dialing in at **469-965-2358** Conference ID: **609 253 571#**

(The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Executive 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. CONSENT AGENDA

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

A. ACTION: Minutes of June 7, 2021 Executive Board Meeting @ Pages 4-6

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

B. ACTION: Minutes of the May 18, 2021 Regional Advisory Council @ Pages 7-9

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

V. FINANCE COMMITTEE

A. INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan @ Pages 10-18 Jason Tiedry

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

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Integrated Mobility Plan Procurement @

Pages 19-22 Kaite Justice

The Executive Board is asked to consider approving RESOLUTION VEB21-013 for the procurement of the Integrated Mobility Plan and award the contract to Nelson Nygaard in an amount not to exceed \$100,000.

B. ACTION: Chair Elect Nominations ^o

Kelli Badesheim

Chair Elaine Clegg will seek a nomination for the vacant chair-elect position on the Executive Board. The nomination will be presented for the Board's consideration at the Board of Directors meeting immediately following.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: FY2021 Happy Day Transit Center, Capital Investments ^o Pages 23-48 Joe Guenther

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

B. INFORMATION: Shared Vehicle Program Fees ^o

Pages 49-51 Leslie Pedrosa

VRT staff requests the Executive Board review the proposed fee structure for the Shared Vehicle program and provide feedback.

C. INFORMATION: Valley Regional Transit Bylaws Review ^o

Pages 52-59 Kelli Badesheim

Staff is in the process of reviewing and updating the Valley Regional Transit bylaws. Attached is a redline version of some proposed changes to the bylaws for discussion and suggestions by the Executive Board.

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

^o = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:

October 4, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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



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

Regional Advisory Council Minutes

Tuesday, May 18, 2021

9:00 AM

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

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

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

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the consent agenda consisted of the following:

ACTION: Regional Advisory Council Minutes from April 20, 2021 Meeting

Jeremy Maxand moved to approve the consent agenda as presented; Terri Lindenberg seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Regional Advisory Council Bylaws and Handbook Update

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

INFORMATION ITEMS**INFORMATION: Regional Advisory Council Membership Renewals**

(This was marked as an action items and was supposed to be an information item.)

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

INFORMATION: Canyon County Rides2Wellness Update

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

INFORMATION: Building Accessible Capacity Update

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

INFORMATION: Canyon County On-Demand Transit Update

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

INFORMATION: Meridian Veterans Shuttle Update

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

INFORMATION: Neighborhood Based Coordination Committee Update

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

INFORMATION: FY2022 and FY2023 Service Change Update

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

INFORMATION: Topics for Discussion

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

DEPARTMENT/STAFF REPORTS**INFORMATION: Department/Staff Reports**

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

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

NEXT REGIONAL ADVISORY COUNCIL MEETING:

June 15, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

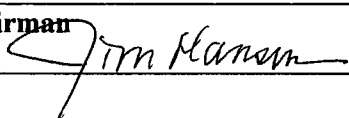
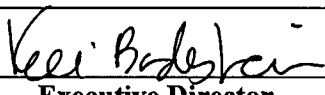
Table – Maintenance Reserve Target

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	\$ 16,000	\$ 16,800	\$ 17,600	17%
Item #4 balance (reserve balance)												
	\$ 63,400	\$ 130,000	\$ 199,900	\$ 273,300	\$ 350,400	\$ 431,400	\$ 517,900	\$ 605,600	\$ 695,400	\$ 787,300	\$ 881,400	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	\$ 86,600	\$ 92,100	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.

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Integrated Mobility Plan Procurement

TOTAL COST: \$99,901

PURPOSE/ACTION: Discuss and consider approving RESOLUTION VEB 21-013 awarding Nelson Nygaard the contract for developing the Integrated Mobility Plan for Valley Regional Transit (VRT).

SCOPE OF WORK: VRT's goal is to create an implementation plan that maximizes new mobility innovations and coordinates services to meet the mobility needs of all people and visitors in the Treasure Valley. The plan will need to address equity, incentivizing high-occupancy and active forms of travel, and changing technologies.

VRT has identified seven priority areas within the strategic vision and implementation plan. VRT is interested in a strategic plan for all seven priority areas across a 5-year and 10-year horizon, as well as a 5-year horizon for the implementation plan.

1. Enhanced multi-modal, real-time trip planning capabilities to provide more usability across modes and build capacity within the public transportation system
2. Providing seamless service to all people through service integration and consolidation of customer supports (i.e., customer service, payments, information, educational materials, and access methods)
3. Create a plan for mobility collaborations (similar to City Go in downtown Boise) across the region:
 - a. Create a neighborhood and partner toolkit with flexible "best practices" that meet the unique mobility needs of each neighborhood/collaboration.
 - b. Draft recommendations for coordinating the unique needs of neighborhoods within the creation of a comprehensive network across the region.
4. Regional TDM approaches to address the current and projected increases in daily vehicle trips and congestion
5. Coordinated regional first/last mile approach to provide supports for people to get to and from bus stops and park and rides
6. Create a plan for a regional comprehensive "one-stop-shop" for mobility needs to provide consistent, easily accessible customer supports across the region and across different modes
7. Provide recommendations on what technology innovations are needed to make VRT's integrated mobility vision a reality

Project Goals:

- The Plan is created in alignment with the development of COMPASS's Communities in Motion 2050 plan.
- The Plan is developed with the vision of Valley Connect 2.0 in mind.
- The Plan provides a cohesive regional approach and detailed action plan for integrated mobility.
- The Plan creates the foundation for a seamless, multimodal, customer focused transportation system.

- The Plan outlines feasible ways to reduce congestion using existing and planned services and infrastructure to move the growing number of Treasure Valley residents. IEM VI-A

DISCUSSION: The plan will help set the strategic direction and implementation roadmap for VRT's transportation-demand-management strategies, innovative technology approaches, and modal integration. It is an important piece of the work VRT does and will provide a framework that is more strategically coordinated for the work going forward.

ALTERNATIVES: The alternative is not developing an integrated mobility plan. If VRT were not to develop this plan, the transportation demand management, multi-modal connections, and emerging transportation technology initiatives would likely continue in a less coordinated manner across areas and agencies in the Treasure Valley.

FISCAL IMPACT: The total cost of the plan is under \$100,000 and in the long-run will save time and money of integrated mobility initiatives because they will be done in a more coordinated and strategic manner. The funding is included in the VRT FY2021 budget.

RECOMMENDATION/JUSTIFICATION: Discuss and consider approving VEB 21-013 awarding Nelson Nygaard the contract for developing the Integrated Mobility Plan for VRT.

POST RFP/FINAL SELECTION OF PROJECT: Nelson Nygaard

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: August 2, 2021 Resolution Number: VEB 21-013

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

Signature: _____

Date Approved: Resolution Number:

EXECUTIVE BOARD RESOLUTION

Integrated Mobility Plan Procurement RESOLUTION VEB 21-013

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING INTEGRATED MOBILITY 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, 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, public transportation is about moving people from where they are and getting them to where they want and need to go, and public transportation can move many more people than single-occupancy vehicles, thereby enhancing mobility for everyone and lessening the need for parking. To get the most out our investments in transit, is it essential to connect the bus system to other modes and active transportation; and

WHEREAS, VRT aims to create an implementation plan that maximizes new mobility innovations and coordinates services to meet the mobility needs of all people and visitors in the Treasure Valley and will address equity, incentivizing high-occupancy and active forms of travel, and changing technologies; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the FY2021 budget - Resolution VBD 20-014 - as approved by the VRT Board on 08/03/2020; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-VEB21-013

022 on 09/25/17, and in compliance with all local and FTA requirements; and

WHEREAS, the firm Nelson Nygaard exceeded the expectations and needs of VRT and was the most advantageous choice to consult on the plan; and

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

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

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

Section 1. That the Executive Board authorizes the Integrated Mobility Plan through the firm Nelson Nygaard in an amount not to exceed \$100,000.

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

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

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

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

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB21-013

TOPIC	Happy Day Transit Center, Capital Investments
DATE	August 2, 2021
STAFF MEMEBER	Joseph Guenther

Summary

Happy Day Transit Center (HDTC) was originally an auto dealership, built around 1973. Valley Regional Transit (VRT) purchased the property in 2012-13. The property required major upgrades to function as a transit and maintenance center.

HDTC includes two separate, but connected buildings, the office/operations building and the maintenance/storage building. Both buildings share a common wall, but other than that they are of very different construction. In 2014, CTA Architects assessed the building for its functionality and regulatory compliance. Construction estimates for office remodel were prepared and a list of projects was identified for phased implementation.

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

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

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

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

2021 Feasibility Study

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

Office Roof and Exterior Option 1

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

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

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

• Replace Office and Canopy roofing	\$458,311
• Outdoor waiting area repairs	\$234,207
• Roof top mechanical and HVAC system	\$173,069
TOTAL	\$865,587

Major Reconstruct Option 2

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

• Major reconstruction cost estimate	\$1,079,607
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Tear Down and Rebuild Option 3

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

• Tear down and rebuild cost estimate	\$1,408,635
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Cost summary

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

¹ Documentation for Office and Maintenance Building are included in the attached Horrocks/Babcock. The Feasibility Study provides a 1:1 cost/feasibility comparison for select major repairs.

² Optional Capital Item costs are estimated from 2021 TAMS scoring and the 2014 CTA Architects assessment.

VRT staff has begun to review these options and will prepare a recommended approach and schedule at a future board meeting. This recommendation will review available funding and propose a project sequencing.

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

More Information:

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

valleyregionaltransit

happy day transit center

FEASIBILITY STUDY
07 JUNE 2021



INTRODUCTION

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

ROOFING REPLACEMENT

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

ROOFTOP MECHANICAL REPLACEMENT

REPAIR/REPLACE WATER DAMAGE

- To include columns, exterior soffit, and lighting

CONSTRUCTION OF NEW MAINTENANCE BUILDING

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

DEMOLITION AND DISPOSAL

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

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

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

EXISTING BUILDING

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

OFFICE/INSIDE WAITING

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

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

EXTERIOR WAITING

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

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

MAINTENANCE BAYS

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

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

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

OBSERVED ISSUES

OFFICE ROOF

Roofing

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

Drains

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



CANOPY ROOF

Roofing

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



Continuous Gutters

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



MAINTENANCE ROOF

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

SOFFIT/COLUMNS

Suspended Soffit

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

**Columns**

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



EXISTING CONDITIONS

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



MECHANICAL

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

MAINTENANCE FACILITY

Size

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

Thermal Envelope

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

Functionally

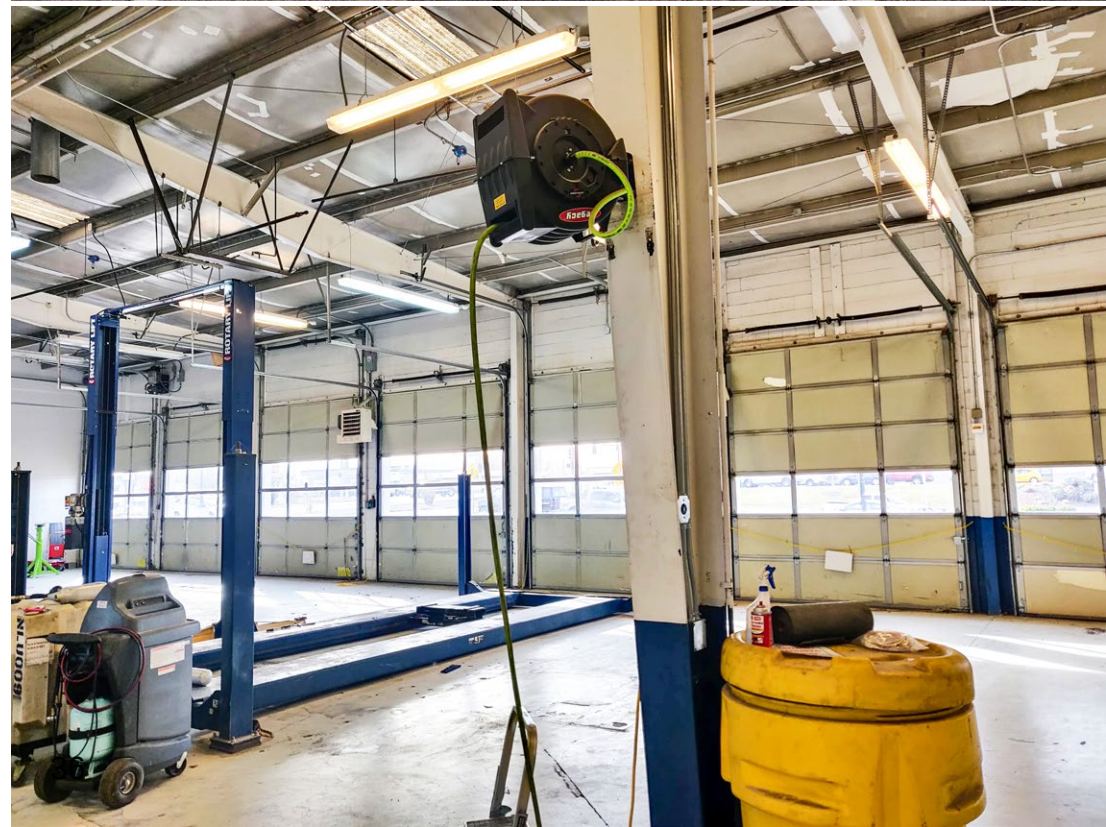
The facility has been upgraded to allow for the use of CNG buses but VRT is starting to explore and even build infrastructure for electric buses at its Orchard facility. This facility would need significant upgrades to its electrical power system to accommodate these buses. Additionally, the battery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

Floor Drainage

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

Doors

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



RECOMMENDATIONS

ROOFING REPLACEMENT

\$698,311

Re-roof all three sections of the building with the appropriate systems

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

Fix roof drainage on canopy roof and office roof

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

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

OUTDOOR WAITING REPAIR

\$234,207

Repair visual issues

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

Replace soffit

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

Lighting upgrade

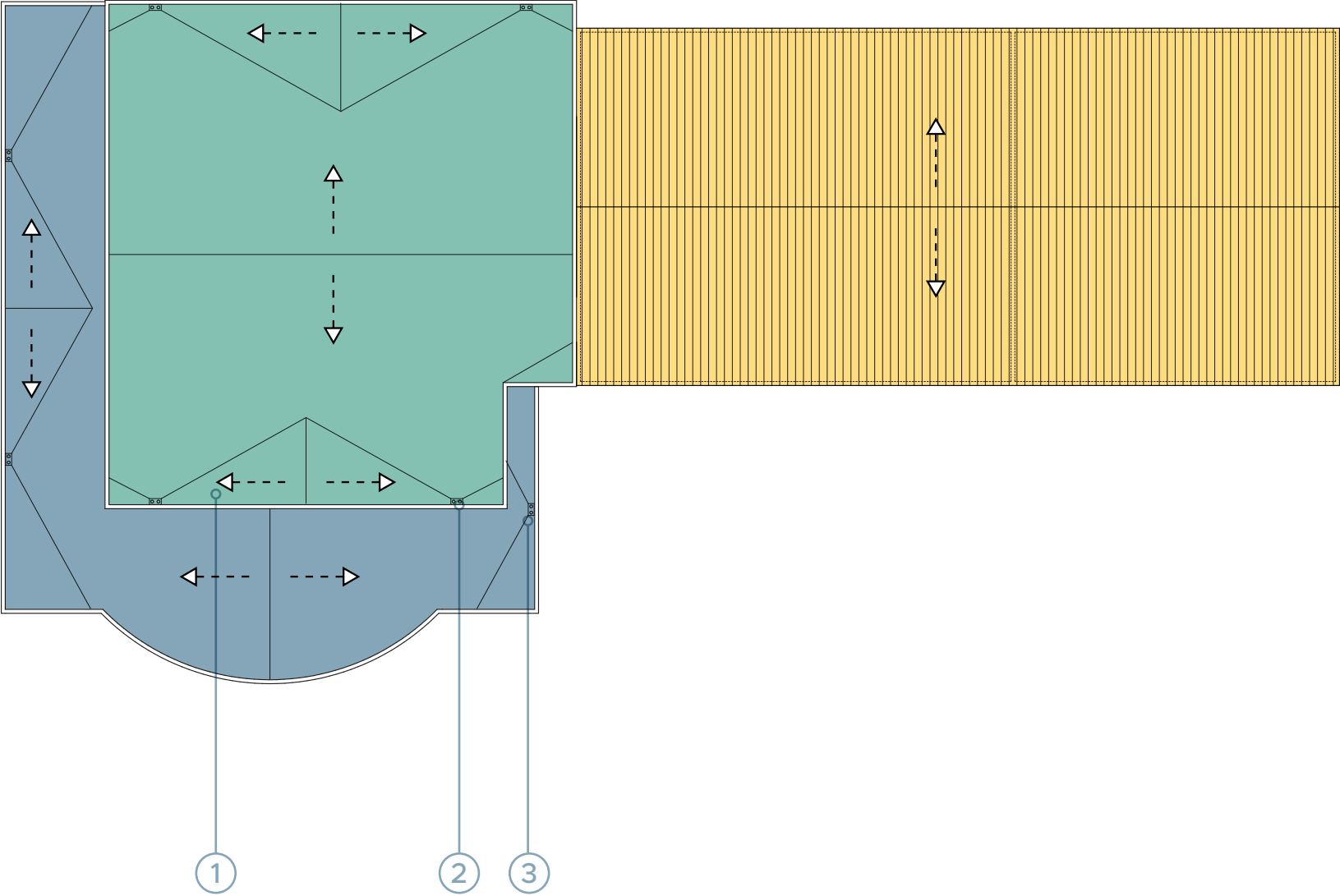
With the soffit replacement, it will be necessary to remove the existing lights. It is recommended to replace the lights with long life light such as LED to prevent having to replace bulbs or ballasts.

MECHANICAL

\$173,069

Replace Rooftop mechanical

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

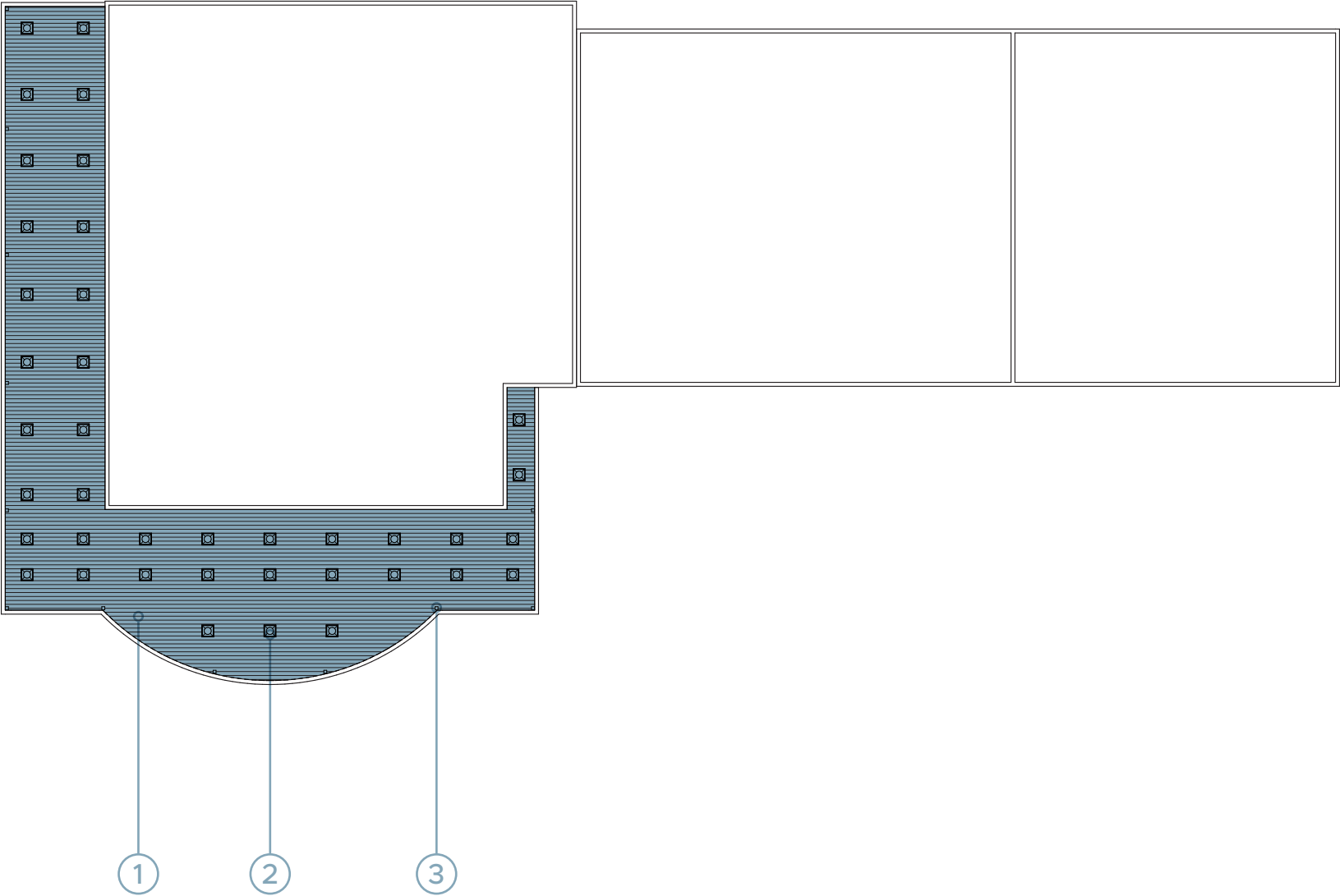


ROOF REPLACEMENT

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

ROOFING TYPES

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



OUTDOOR WAITING: REPAIR CANOPY CEILING

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

MAINTENANCE FACILITY

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

MODIFY CURRENT FACILITY

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

Remodel

\$781,045

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

Site

\$298,562

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

NEW REPAIR/MAINTENANCE FACILITY

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

Construction

\$988,840

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

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

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

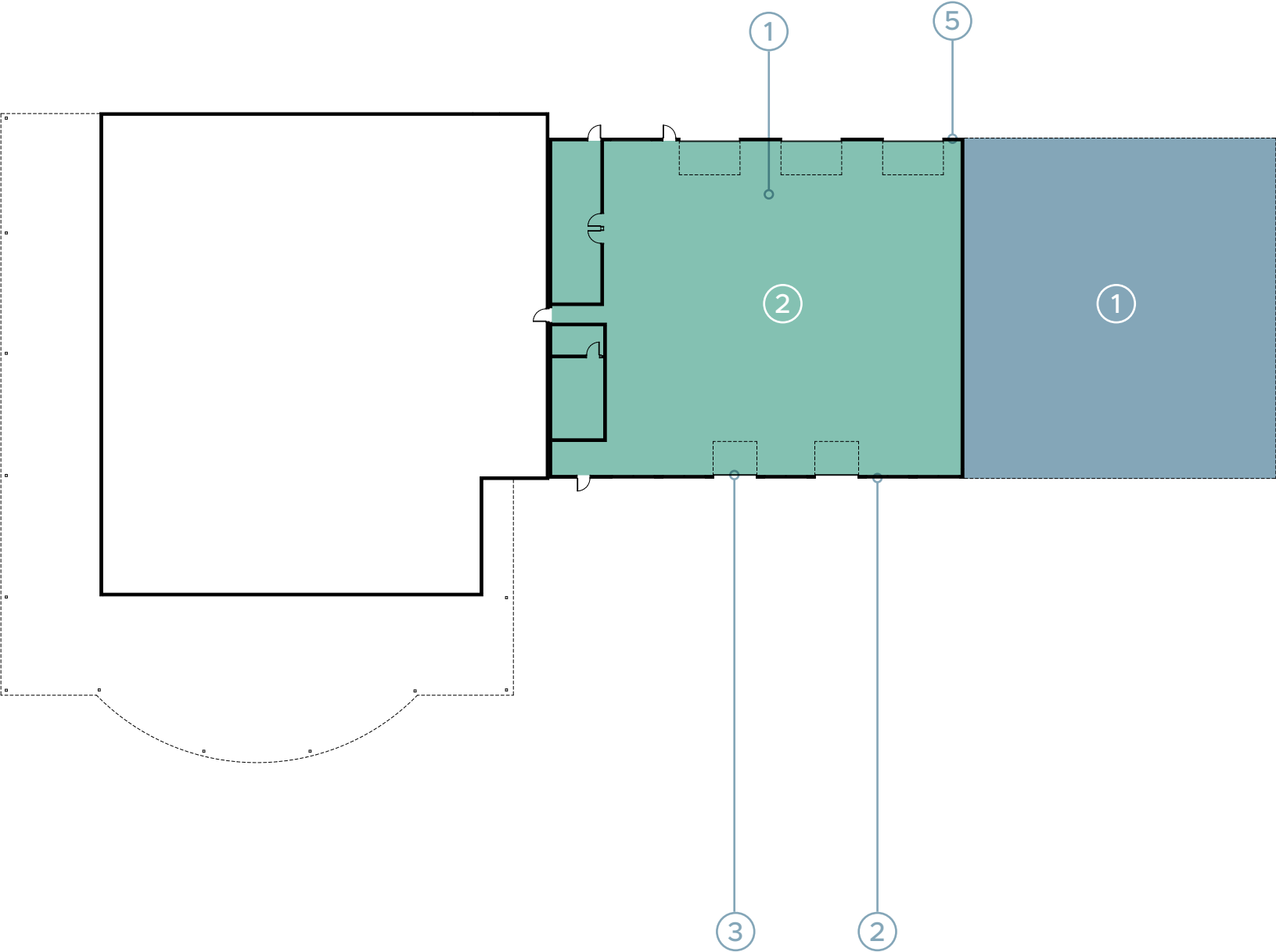
Addition of a 750kv transformer (estimate), conduit only.

Demolition and Repave

\$419,795

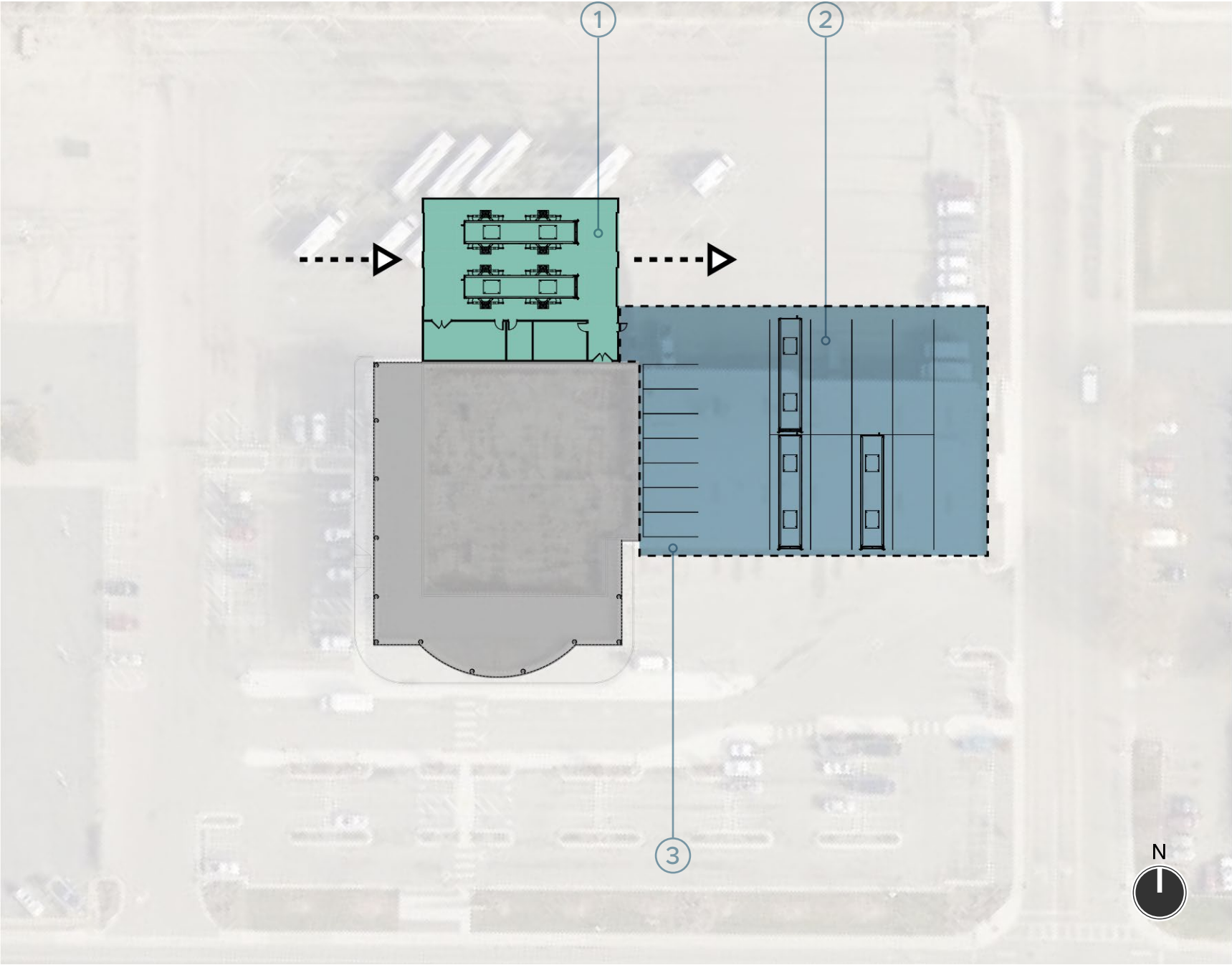
Cost to remove area demolished.

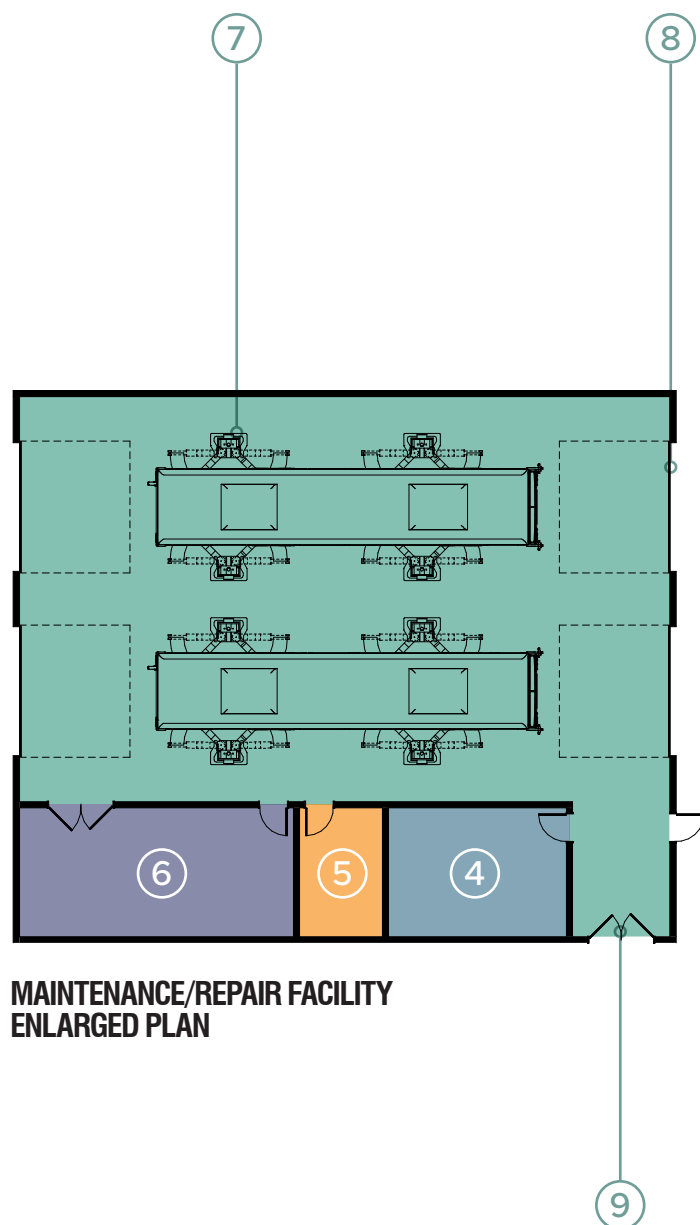
Repave the area of the old maintenance facility assuming the new facility is located on a different portion of the site.



MODIFY CURRENT FACILITY

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





**MAINTENANCE/REPAIR FACILITY
ENLARGED PLAN**

NEW REPAIR/MAINTENANCE FACILITY

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

COMPARISON OF OPTIONS

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





TOPIC	Shared Vehicle Program Fees
DATE	July 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

The Specialized Transportation department of Valley Regional Transit manages the shared vehicle program. The intention of this program is to coordinate a pool of accessible passenger vehicles for human service agencies and non-profits use. Participants of the program agree to program's requirements and fee structure.

With new VRT staff learning the system and getting a better understanding on how the program works, it was discovered the amount being charged to participants has not kept up with program expenses. The current fee structure was approved by the VRT Board in September 2017.

The fleet of vehicles has grown and insurance, fuel and maintenance costs has increased over the last four years. Due to the COVID-19 pandemic, many of our shared vehicle program users decreased the number of vehicles they needed and some have dropped from the program completely. We have 25 vehicles available for use and only 13 are being used at this time. Prior to the pandemic 18 vehicles were being used.

This drop in usage has made it clear another evaluation of the program needed to take place. In 2017, VRT staff recommended the cost of the shared vehicle program be reviewed annually, but with staffing changes that did not occur.

Exhibit A provides an overview of the current fees for shared vehicle users and the proposed increase for fiscal year 2022. VRT staff will also ensure the costs and fleet size are evaluated annually during the budget process to ensure costs are recognized correctly.

Staff Recommendation/Request

This is an information item only. The Executive Board is asked to review the new fee structure and provide feedback. The final fee structure will go to the VRT Board for final approval.

Implication (policy and/or financial)

The new fee structure will increase costs to shared vehicle program participants to ensure program costs are covered.

Highlights

- 2013 Shared Vehicle fees set
 - Based off of 10 vehicles
- 2015 Shared Vehicle fees increased 25%
 - Based off of 14 vehicles
 - First fee increase
- 2017 Shared Vehicle fees increased 5%

- Based off of 23 vehicles
 - Second fee increase
 - Recommended annual fee structure review
- 2021 Staff recommending a 20% increase to the Shared Vehicle fee
 - Third fee increase
 - Increase will cover program costs
 - VRT staff will review fee structure annually during budget process
 - VRT staff to audit fleet size and spare ratio

More Information

Attachments:

Exhibit A – Proposed Fee Structure

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

Fiscal Year 2022 Proposed Fee Structure

Current Annual Fee	Proposed Annual Fee	Annual Increase
\$ 4,423	\$ 5,308	\$ 885
\$ 5,515	\$ 6,618	\$ 1,103
\$ 6,607	\$ 7,928	\$ 1,321
\$ 7,699	\$ 9,239	\$ 1,540
\$ 8,791	\$ 10,549	\$ 1,758
\$ 9,883	\$ 11,860	\$ 1,977
\$ 10,975	\$ 13,170	\$ 2,195

Valley Regional Transit

BYLAWS

Article I

Name and Principal Office

Section 1. The name of the political subdivision shall be Valley Regional Transit.

Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II

Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

- A. General Members:
 - (1) Ada County and Canyon County
 - (2) Each incorporated city within Ada County or Canyon County
 - (3) Each highway district within Ada County or Canyon County
- B. Special Members:
 - (1) Boise State University,
 - (2) Capital City Development Corporation,
 - (3) Meridian Development Corporation, and
 - (4) College of Western Idaho.
- C. Ex-officio Members:
 - (1) Idaho Transportation Department.

Article III

Board

Section 1. Valley Regional Transit Board (hereinafter "Board") shall be comprised of members appointed as follows:

- A. Two members appointed by each board of county commissioners;
- B. Two members appointed by each incorporated city with a population of 25,000 or more;

Valley Regional Transit Bylaws:
Approved by VRT Board 01-21-15

40874.0005.2469372.2

- C. One member appointed by each incorporated city with a population of less than 25,000;
- D. One member appointed by the Ada County Highway District;
- E. One member appointed by all highway districts within Canyon County;
- F. One member appointed by each Special Member; and
- G. One member appointed by each Ex-Officio Member.

Section 2. ~~Appointing~~General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency or they may be representatives empowered by the appointing agency to act in its best interest.

~~Section 3. Additional representatives may be appointed in an ex officio capacity by any appointing agency, or by Valley Regional Transit itself. Such ex officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex officio representatives to serve as Board members or as an alternate to represent the appointing agency. However, unless an ex officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 4 below, such ex officio representative shall not vote on matters presented to the Board but may participate in Board discussions.~~

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Section 3. Newly appointed Board members shall ~~present, at~~ provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. appropriate documents evidencing their appointment. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 4. Newly appointed special members shall provide the appointing documents, by digital format or by mail, prior to the first Board meeting attended. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. ~~Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. -If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.~~

Section 5. Additional representatives may be appointed in an ex-officio capacity by any appointing agency, or by Valley Regional Transit itself. Such ex-officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex-officio representatives to serve as Board members or as an alternate to represent the appointing agency and have full voting rights. Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board, but may participate in Board discussions. Ex-officio members do not count towards a quorum.

Section 5-Section 6. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. -The highway district Board member for Canyon County shall be appointed by the Canyon County Board of Commissioners in consultation with all highway district commissioners within Canyon County.

Section 6-Section 7. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

- A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision;
- B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment;
- C. Each city or commission is provided a minimum of sixty (60) days in which to comment; and
- D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 8. The Board is responsible to conduct an annual performance review of the Executive Director and report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer and Secretary. At the meeting of the Board in January each year, the Board shall elect all officers from their number, except the Board shall appoint a Secretary who need not

Valley Regional Transit Bylaws:
Approved by VRT Board 01-21-15

40874.0005.2469372.2

be from the Board. The terms for officers shall be one year, with each officer, except the Secretary, moving forward in succession starting with the Treasurer and ending with the Chair position. The succession/election of officers, the election of a new Treasurer, and the appointment of a Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except for the Secretary, and except as set forth in Section 3 of this Article, the succession of officers will be such that Board members from the same county will fill every other position.

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty (30) days notice of intent to remove such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3 Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, that the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without succession of officers for that year; provided, further, that to fill the position of Treasurer, the Board shall elect a Board member from a county other than the county of the Vice Chair.

Article V Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections ~~67-234~~67-201 through ~~67-234~~67-208, as amended.

Section 2. Regular Board meetings shall be established by the Board in January of every odd numbered year. The meeting schedule adopted will identify the time, date, and location where the meetings will be held and be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those

Valley Regional Transit Bylaws:
Approved by VRT Board **01-21-15**

40874.0005.2469372.2

Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist ~~as a result~~resulting from ~~of the fact that~~ an appointing agency ~~has not designated~~designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings.~~-~~ In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, and Vice Chair, the Treasurer shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting. The Secretary shall act as Secretary at all meetings, but in the Secretary's absence, the presiding officer shall appoint any person to act as Secretary for that meeting.

Section 7. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present;
- B. Approval of the consent agenda to include the minutes of the previous meeting.
- C. Public Hearings
- D. Consideration of action items;
- E. Reports and informational items;
- F. Public comments
- G. Report of Executive Director; and
- H. Executive session as provided under Idaho Code.

Section 8. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

Section 9. Ex-officio members, who have not been appointed by an appointing agency to serve as a Board member or alternate, shall not be entitled to vote in actions requiring a vote of the Board.

Section 10. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Article VI Committees

Section 1. There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the "Executive Board"). The Executive Board shall consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer); the immediate past Chair, five (5) at large members, and a BSU representative. If none of the Chair, Chair Elect, Vice Chair, Treasurer and the immediate past Chair are Board members from the central cities in the Boise, Nampa, and Caldwell urbanized areas, then the at large appointees shall be from Boise, Nampa, and Caldwell if they are not otherwise represented. If Boise, Nampa and

Caldwell are represented on the Executive Board, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet monthly. The agenda of the Executive Board shall include review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the Executive Director in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. The Executive Board shall provide monthly reports to the Board of its actions and shall recommend action by the Board on all matters of policy or those actions requiring approval of the entire Board.

Section 2. The Board or Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Board or Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. Standing committees will report the committee's activities on a frequency that is no less than quarterly. A list of active standing committees will be available to the public on the Valley Regional Transit website.

Section 3. The Board or Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections ~~67-234074-201~~ through ~~67-234774-208~~, as amended.

Article VII

Executive Director

Section 1. Appointment.

The Board shall appoint an Executive Director and shall retain the power to dismiss the Executive Director. When appointed, the Executive Director is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the Executive Director.

A. The Executive Director may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

Valley Regional Transit Bylaws:
Approved by VRT Board **01-21-15**

40874.0005.2469372.2

B. The Executive Director shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The Executive Director shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The Executive Director shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII **Amendments to Bylaws**

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

Valley Regional Transit Bylaws:
Approved by VRT Board 01-21-15

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ADOPTED this _____ day of _____, 2015.

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Valley Regional Transit

By: _____ Date _____
Chair

By: _____ Date _____
Chair-Elect

ATTEST:

Secretary Date

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40874.0005.2469372.2