

Table of Contents

Agenda	4
ACTION: Minutes of the August 2, 2021 Board of Directors Meeting	
MINUTES - Board of Directors Meeting 08-02-2021	8
ACTION: Minutes of the August 2, 2021 Executive Board	
MINUTES - Executive Board Meeting 08-02-2021	10
ACTION: FY2021 Carryforward Project List	
MEMO - Acknowledge FY2021 Project Carryforwards	12
FY2021 Carryforward Project List.	13
ACTION: FY2021 3rd Quarter Operating Cash Balance Report	
MEMO - FY2021 3rd Quarter Operating Cash Balance Report.	14
FY2021 3rd Qtr Operating Cash Balance Analysis	15
ACTION: FY2021 3rd Quarter Budget Variance Reports	
MEMO - FY2021 3rd Quarter Budget Variance Reports	16
FY2021 3rd Quarter Budget Variance Report.	17
FY2021 3rd Quarter Budget Variance Comments	22
ACTION: Specialized Transportation Service Provider Project Budgets	
AUTHORIZATION FOR EXPENSE Eagle Senior Center.	29
RESOLUTION VBD21-030 Eagle Senior Center	30
AUTHORIZATION FOR EXPENSE Church of the Harvest	32
RESOLUTION VBD21-031 Church of the Harvest	33
AUTHORIZATION FOR EXPENSE Metro Community Transit	35
RESOLUTION VBD21-032 Metro Community Transit	36
AUTHORIZATION FOR EXPENSE Supportive House and Innovative Partnerships	38
RESOLUTION VBD21-033 Supportive House and Innovative Partnerships.	39
ACTION: Fiscal Year 2021 Asset Disposition Update	
MEMO - Asset Disposition FY2021.	41
FY21 Asset Disposition	42
ACTION: Public Records and Records Retention Policy 1.29.00	
MEMO - Public Records Records Retention Policy 1.29.00	43
POLICY - Public Records and Record Retention 1.29.00	45
RESOLUTION VBD21-035 Public Records Records Retention Policy 1.29.00	48
ACTION: Board Agenda Preparation and Approval Policy Update	
MEMO - POLICY Board Agenda Preparation and Approval.	50

POLICY - Board Agenda Preparation and Approval Policy Update	51
RESOLUTION-VBD21-036 Board Agenda Preparation and Policy.	54
ACTION: Valley Regional Transit Employee Handbook Update October 2021	
MEMO - Valley Regional Transit Employee Handbook	56
RESOLUTION VBD21-038 Employee Handbook Update 10-4- 2021	57
ACTION: Cash Flow Reserve and Maintenance Reserve Plan	
MEMO - Reserve Planning	59
Balanced Budget and Reserves Policy	62
Table Only- Table of Possible Infrastructure and Building and Grounds Changes.	66
Monthly Cash Flow and Cash Needs	67
ACTION: Shared Vehicle Program Fees	
MEMO - Shared Vehicle Program Fees.	68
Exhibit A Proposed Fee Structure.	70
RESOLUTION VBD21-037 Shared Vehicle Program Fee	71
ACTION: Fiscal Year 2021 3rd Quarter Performance Report	
MEMO - 3rd Quarter Performance Report	73
FY2021 3rd Quarter Performance.	75
FY2021 3rd Quarter Detail	76
FY2021 3rd Quarter Yearly	77
ACTION: Addendum to the Transit Structure Cooperative Agreement with the Ada County Highway District	
MEMO - Addendum to the Transit Structure Cooperative Agreement with Ada County Highway District.	78
Attachment Addendum to the Cooperative Governmental Agreement Between VRT and ACHD Regarding Transit Structures - Corrected.	79
ACTION: FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar	
MEMO - FY2023 Budget Development and FY2023- 2027 TDP Calendar.	82
ATTACHMENT 1 FY2023 Budget Development and FY2023-2027 Transportation Development Calendar.	83
INFORMATION: Valley Regional Transit Bylaws Update	
Valley Regional Transit Bylaws Redline Update 2021	87
INFORMATION: Procurement Calendar	
PROCUREMENT CALENDAR	95
INFORMATION: Department/Staff Reports	
REPORT - Executive Director.	96
REPORT - Operations Department.	98
VRT Spot Brochure	102
REPORT - Development Department.	104

REPORT - Finance Department	107
REPORT - Programs and Marketing	108
REPORT - Community Relations	111
REPORT - City Go	112
REPORT - Fleet Underwriting.	114

Valley Regional Transit Board of Directors Meeting Agenda

Monday, October 04, 2021

12:00 PM

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

Board members may participate in the meeting in-person, or

via MTeams at [Click here to join the meeting](#)

or by dialing in at **469-965-2358 Conference ID: 733 781 144#**

(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 - None

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 of the August 2, 2021 Board of Directors Meeting @ Pages 8-9

The Board is asked to consider approval of the August 2, 2021 meeting minutes.

B. ACTION: Minutes of the August 2, 2021 Executive Board @ Pages 10-11

The Board is asked to consider acceptance of the August 2, 2021 executive board meeting minutes.

C. ACTION: FY2021 Carryforward Project List @

Pages 12-13 Leslie Pedrosa

The Board will consider acknowledging the FY2021 carryforward project list that will be included in the FY2022 budget amendment request to be presented in January 2022.

D. ACTION: FY2021 3rd Quarter Operating Cash Balance Report @

Pages 14-15 Jason Jedry

The Board is asked to consider accepting the FY2021 3rd Quarter Operating Cash Balance Report that has been reviewed and accepted by the Executive Board.

E. ACTION: FY2021 3rd Quarter Budget Variance Reports @

Pages 16-28 Jason Jedry

The Board is asked to consider accepting the FY2021 3rd Quarter Budget Report that has been reviewed and accepted by the Executive Board.

- F. ACTION: Specialized Transportation Service Provider Project Budgets** 0 Pages 29-40 Leslie Pedrosa
Staff requests the Board of Directors approve Resolutions VBD21-030, VBD21-031, VBD21-032 and VBD21-033 to move forward with operating contracts for all service providers whose budgets were approved under Resolution VBD21-028 by the VRT Board on August 2, 2021.
- G. ACTION: Fiscal Year 2021 Asset Disposition Update** 0 Pages 41-42 Leslie Pedrosa
Staff requests the Board of Directors acknowledge the final status of asset disposals for fiscal year 2021.
- H. ACTION: Public Records and Records Retention Policy 1.29.00** 0 Pages 43-49 Mark Carnopis
Members are asked to consider approval of RESOLUTION VBD21-035 updating POLICY 1.29.00 regarding Public Records and Record Retention.
- I. ACTION: Board Agenda Preparation and Approval Policy Update** 0 Pages 50-55
The Board is asked to consider approval of RESOLUTION VBD21-036 updating Policy 1.27.00 Board Agenda Preparation and Approval. There were no substantive changes made to the policy.
- J. ACTION: Valley Regional Transit Employee Handbook Update October 2021** 0 Pages 56-58
The Board of Directors is asked to consider approving the updated VRT Employee Handbook. The link to the handbook can be found at https://www.valleyregionaltransit.org/wp-content/uploads/2021/09/VRT_EmployeeHandbook_October2021.pdf

VI. ACTION ITEMS

- A. ACTION: Cash Flow Reserve and Maintenance Reserve Plan** 0 Pages 59-67 Jason Jedry
The Board is asked to review and consider approving a plan to achieve the required cash flow reserve and the recommended maintenance reserve.
- B. ACTION: Shared Vehicle Program Fees** 0 Pages 68-72 Leslie Pedrosa
VRT staff recommends that the Board of Directors consider approval of RESOLUTION VBD21-037 and the new fee structure for the shared vehicle program.
- C. ACTION: Fiscal Year 2021 3rd Quarter Performance Report** 0 Pages 73-77 Leslie Pedrosa
The Board of Directors is asked to approve the 3rd quarter performance report for FY21.
- D. ACTION: Addendum to the Transit Structure Cooperative Agreement with the Ada County Highway District** 0 Pages 78-81 Stephen Hunt
Staff requests the Board consider approval of the Addendum to the Transit Structures Cooperative Governmental Agreement between Valley Regional Transit (VRT) and the Ada County Highway District (ACHD).
- E. ACTION: FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar** 0 Pages 82-86 Stephen Hunt
Staff requests acceptance of the FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar. Staff would also like to get input from the Board of Directors on methods they believe would be effective to engage the Board of Directors local governments and the general public.

VII. INFORMATION ITEMS

- A. INFORMATION: Valley Regional Transit Bylaws Update** **o** **Pages 87-94** **Kelli Badesheim**
In accordance with the current Bylaws, 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. This item will come back to the Board at the January meeting where they will be asked to consider approval of the changes. A redline of the changes is included in the packet for discussion. No substantive changes were made. There were updates to wording, clarification on ex-officio members, grammatical errors and the addition of a section regarding the annual performance review the Executive Director.
- B. INFORMATION: Procurement Calendar** **o** **Page 95** **Jason Jedry**
The most current procurement calendar is included in the packet for your information.
- C. INFORMATION: Department/Staff Reports** **o** **Pages 96-114** **Staff**
The most current department/staff reports were included in the packet for information.

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

o = Attachment

Agenda order is subject to change.

NEXT VRT BOARD OF DIRECTORS MEETING:

January 3, 2022

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)*

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.

Executive Board Meeting Minutes

Monday, August 02, 2021

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Kelli Badesheim, VRT
Elaine Clegg, City of Boise		Bre Brush, City of Boise
Luke Cavener, Meridian		Mark Carnopis, VRT
John Evans, City of Garden City		Paula Cromie, VRT
Debbie Kling, City of Nampa		Brianna Dowling, VRT
Sandi Levi, City of Nampa		Dave Fotsch, VRT
Lantz McGinnis-Brown, Boise State		Tessa Greggor
Lauren McLean, City of Boise		Joe Guenther, VRT
Garret Nancolas, Caldwell		Jim Hansen, ACHD
Joe Stear, City of Kuna		Stephen Hunt, VRT
		Gregg Eisenberg, First Transit
		Jeanette Ezell, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Kyle Lenhart-Wees
		Mary May, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Jeff Parker, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT

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

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS -None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

Minutes of June 7, 2021 Executive Board Meeting**Minutes of the May 18, 2021 Regional Advisory Council**

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

FINANCE COMMITTEE**INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan**

Jason Jedry presented the Cash Flow and Maintenance Reserve Plan to review and discuss a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

ACTION ITEMS**Integrated Mobility Plan Procurement**

Garrett Nancolas made a motion to approve 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; Luke Cavener seconded. The motion passed unanimously.

Chair Elect Nominations

Chair Elaine Clegg asked for nomination for the vacant chair-elect position on the Executive Board. Debbie Kling expressed her willingness to serve as the chair-elect. Garret Nancolas made a motion to nominate Debbie Kling as chair-elect; Lauren McLean seconded. The motion passed unanimously.

INFORMATION ITEMS**INFORMATION: FY2021 Happy Day Transit Center, Capital Investments**

Joe Guenther provided a review of Happy Day Transit Center and discussed the projects in order to prioritize investments and confirm investments being considered are fiscally wise.

INFORMATION: Shared Vehicle Program Fees

Leslie Pedrosa provided information regarding the proposed fee structure for the Shared Vehicle program for executive board feedback in the packet. Due to time constraints, this item was not presented during the meeting.

INFORMATION: Valley Regional Transit Bylaws Review Kelli Badesheim

Kelli Badesheim provided an update on the VRT bylaws for discussion and suggestions by the Executive Board in the meeting packet. Due to time constraints, this item was not presented during the meeting.

EXECUTIVE SESSION - none

ADJOURNMENT - The meeting was adjourned at 11:50.

NEXT VRT EXECUTIVE BOARD MEETING:

October 4, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Minutes

Monday, August 02, 2021

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Kelli Badesheim, VRT
Elaine Clegg, City of Boise		Bre Brush, City of Boise
Luke Cavener, Meridian		Mark Carnopis, VRT
John Evans, City of Garden City		Paula Cromie, VRT
Debbie Kling, City of Nampa		Brianna Dowling, VRT
Sandi Levi, City of Nampa		Dave Fotsch, VRT
Lantz McGinnis-Brown, Boise State		Tessa Greggor
Lauren McLean, City of Boise		Joe Guenther, VRT
Garret Nancolas, Caldwell		Jim Hansen, ACHD
Joe Stear, City of Kuna		Stephen Hunt, VRT
		Gregg Eisenberg, First Transit
		Jeanette Ezell, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Kyle Lenhart-Wees
		Mary May, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Jeff Parker, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT

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

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS -None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

Minutes of June 7, 2021 Executive Board Meeting**Minutes of the May 18, 2021 Regional Advisory Council**

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

FINANCE COMMITTEE**INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan**

Jason Jedry presented the Cash Flow and Maintenance Reserve Plan to review and discuss a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

ACTION ITEMS**Integrated Mobility Plan Procurement**

Garrett Nancolas made a motion to approve 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; Luke Cavener seconded. The motion passed unanimously.

Chair Elect Nominations

Chair Elaine Clegg asked for nomination for the vacant chair-elect position on the Executive Board. Debbie Kling expressed her willingness to serve as the chair-elect. Garret Nancolas made a motion to nominate Debbie Kling as chair-elect; Lauren McLean seconded. The motion passed unanimously.

INFORMATION ITEMS**INFORMATION: FY2021 Happy Day Transit Center, Capital Investments**

Joe Guenther provided a review of Happy Day Transit Center and discussed the projects in order to prioritize investments and confirm investments being considered are fiscally wise.

INFORMATION: Shared Vehicle Program Fees

Leslie Pedrosa provided information regarding the proposed fee structure for the Shared Vehicle program for executive board feedback in the packet. Due to time constraints, this item was not presented during the meeting.

INFORMATION: Valley Regional Transit Bylaws Review Kelli Badesheim

Kelli Badesheim provided an update on the VRT bylaws for discussion and suggestions by the Executive Board in the meeting packet. Due to time constraints, this item was not presented during the meeting.

EXECUTIVE SESSION - none

ADJOURNMENT - The meeting was adjourned at 11:50.

NEXT VRT EXECUTIVE BOARD MEETING:

October 4, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	Acknowledge – FY2021 Carryforward Project List
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff is requesting the VRT Board of Directors acknowledge the list of FY2021 carryforward projects that will be included in the FY2022 budget amendment request presented in January 2022.

Highlights

September 2018

- VRT Board adopted Financial Policies

August 2020

- VRT Board adopted VRT FY2021 Budget

January 2021

- VRT Board adopted VRT FY2021 Budget Amendment

September 2021

- VRT Staff reviewed 2021 projects and compiled carryforward project list that will be included in the FY2022 budget amendment request.

Summary

In accordance with the Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, the VRT Board of Directors annually approves a budget amendment that includes unexpended project spending authority. The spending authority for these projects was included in VRT's FY2021 budget that was approved by the VRT Board of Directors. The carryforward project list is comprised of projects that will not be completed prior to the end of FY2021 resulting in the need to carry them forward to FY2022.

Implication (policy and/or financial)

If the unexpended project spending authority is not approved, some projects could be adversely affected.

More Information

Attachments:

FY2021 Carryforward Project List

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

FY2021 Carryforward Project List				
Project Carry Forward		Description	Project Mgr	Balance Remaining
CAPITAL				
23227-020-005	HDTC Facilities Projects	Joe Guenther	\$	317,702.00
23227-021-005	CCDC Fairview and Main	Joe Guenther	\$	143,050.00
23227-021-006	FY2021 Bus Stop Construction	Joe Guenther	\$	184,302.00
23227-021-008	MSS Office update	Joe Guenther	\$	25,000.00
23227-021-015	Orchard Facility Master Plan	Joe Guenther	\$	2,407,631.00
23227-020-000	Electric Buses, Configurables, and Chargers	Leslie Pedrosa	\$	6,177,746.00
TBD	Ada County Capital Rolling Stock Replacement	Leslie Pedrosa	\$	1,600,000.00
23227-021-002	Ada County Service and Support Vehicles	Leslie Pedrosa	\$	69,000.00
23227-021-004	IT Hardware Replacement	Nick Moran	\$	9,120.00
23227-021-003	Fixed Route Replacement Buses (4)	Leslie Pedrosa	\$	3,200,000.00
23227-021-009	Business Enterprise Improvements	Nick Moran	\$	255,000.00
23227-020-020	Canyon County On Demand Transit Solution	Leslie Pedrosa	\$	55,000.00
23227-021-010	Fixed Route CAD/AVL Replacement	Nick Moran	\$	250,394.00
	Integrated Fare Payment Capital	Kaite Justice	\$	288,000.00
Planning				
23160-021-002	State Street Transit Operational Analysis:	Stephen Hunt	\$	222,992.95
23160-021-003	Fairview Best in Class	Stephen Hunt	\$	91,314.00
	Revenue Analysis	Kelli Badesheim	\$	34,000.00
23160-021-004	Regional Vanpool Study	Stephen Hunt	\$	39,969.00
23160-021-005	Bus Stop Typology Study	Stephen Hunt	\$	164,889.00
12164-021-003	Integrated Mobility Plan	Kaite Justice	\$	100,000.00
12164-021-003	COVID-19 Travel Behavior Research	Kaite Justice	\$	50,000.00
OPERATIONS				
21777-021-002	MSS Concrete repair	Joe Guenther	\$	39,517.00
20010-019-002	VRT Late Night	Brianna Dowling	\$	141,000.00
20010-020-001	Rides2Wellness Ada County	Brianna Dowling	\$	115,000.00
20010-019-016	Lyft Transit Connection	Brianna Dowling	\$	152,000.00
20010-021-016	Meridian Veteran's Shuttle	Brianna Dowling	\$	67,000.00
	City Go Department	Kaite Justice	\$	120,000.00
10179-020-002	City Go Marketing	Kaite Justice	\$	30,000.00
	Integrated Fare Payment Operations	Kaite Justice	\$	720,000.00
SUBRECIPIENTS				
23227-020-014	ACHD 7 Replacement Vans	Randy Reese	\$	109,498.00
23227-021-012	WITCO 3 Replacement Vehicles	Randy Reese	\$	93,804.00
23171-020-003	ACHD Operating Assistance	Randy Reese	\$	52,971.00
23171-020-001	TVT Operating Assistance	Randy Reese	\$	92,441.00
TOTAL			\$	17,418,340.95



TOPIC	FY2021 3rd Quarter Operating Cash Balance Report
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Staff Recommendation/Request

Staff recommends acceptance of the reports.

Summary

Attached to this memo is the operating cash balance analysis as of June 30, 2021.

The following items are important to note:

- Regional operating cash balance was \$3,278,110 at the end of June. Pending federal funds were \$389,719. 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 \$86,354 at the end of June.
- The Canyon County system operating cash balance was \$12,875 at the end of June.
- Boise GreenBike Operating Cash Balance was \$63,716 at the end of June.
- Total pending federal funds were \$389,719.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

More Information

Attachments:

FY2021 3rd 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
June 30, 2021**

Regional Operations

GL Cash Balance at 6/30/21	\$3,278,110	
Pending Federal Funds (Note 2)		\$389,719

Ada County System

GL Cash Balance at 6/30/21	\$86,354	
Pending Federal Funds (Note 2)		\$0

Canyon County System

GL Cash Balance at 6/30/21	\$12,875	
Pending Federal Funds (Note 2)		\$0

Boise Greenbike

GL Cash Balance at 6/30/21	\$63,716	
Pending Federal Funds (Note 2)		\$0

Total Cash Balance	\$3,441,056	
---------------------------	--------------------	--

Total Pending Federal Funds (Note 2)		\$389,719
---	--	------------------

Total Cash Balance Benchmark (Note 1) \$2,076,882

Note 1: Average of 2018, 2019 and 2020 at June 30

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



TOPIC	FY2021 3rd Quarter Budget Reports
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

Staff recommends acceptance of the reports.

Summary

The third quarter of FY2021 was completed on June 30, 2021. Attached are the Budget Variance Report and Budget Variance Comments through the third quarter.

More Information

Attachments:

FY2021 3rd Quarter Budget Variance Report

FY2021 3rd Quarter Budget Variance Comments

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

Valley Regional Transit
FY 2021 Third Quarter Budget Reports
October 2020 - June 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				\$ 37,499	\$ 1,749	-95%	\$ 37,500	\$ 21,854	-42%			
402 Purchased Transportation												
403 Auxiliary Revenue	75,000	66,412	-11%	212,739	293,682	38%		0				
404 Non-Transportation Revenue		(426)			14,159							
405 Federal Assistance - Capital										14,001,147	1,753,994	-87%
406 Federal Assistance - Operating/Administrati	179,058	210,670	18%	629,380	318,840	-49%	2,792,580	1,569,529	-44%	749,452	527,683	-30%
407 Local Assistance - Capital										2,779,393	872,143	-69%
408 Local Assistance - Operating/Administration	842,887	830,123	-2%	516,471	151,902	-71%	405,310	231,292	-43%	155,075	67,252	-57%
Total Revenues	\$ 1,096,944	\$1,106,779	1%	\$ 1,396,089	\$ 780,331	-44%	\$3,235,391	\$1,822,675	-44%	\$ 17,685,067	\$3,221,072	-82%
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	\$ 427,546	\$ 460,108	8%	\$ 371,573	\$ 277,594	-25%	\$ 318,460	\$ 328,115	3%	\$ 366,719	\$ 321,885	-12%
502 Fringe Benefits	291,129	322,572	11%	151,491	167,593	11%	198,962	231,870	17%	208,756	119,609	-43%
503 Professional Services	124,730	93,992	-25%	742,662	295,752	-60%	251,044	115,867	-54%	319,677	151,553	-53%
504 Materials and Supplies	16,429	6,119	-63%	48,412	4,269	-91%	81,412	75,311	-7%		20	
505 Utilities	59,416	70,369	18%	13,665	6,697	-51%	2,610	5,808	123%	1,500	400	-73%
506 Casualty and Liability	18,715	10,187	-46%	4,500	4,134	-8%	58,500	62,405	7%			
508 Purchased Transportation							1,632,053	853,007	-48%			
509 Miscellaneous	137,713	121,339	-12%	37,537	3,593	-90%	692,350	149,528	-78%	376,653	275,098	-27%
511 Interest	300		-100%									
512 Leases and Rentals	20,966	22,095	5%	26,250	20,700	-21%		764				
514 Capital (Note 2)										16,411,761	2,352,507	-86%
Total Expenses	\$ 1,096,944	\$1,106,779	1%	\$ 1,396,089	\$ 780,331	-44%	\$3,235,391	\$1,822,675	-44%	\$ 17,685,067	\$3,221,072	-82%

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	\$ 497,595	\$ 309,742	-38%	\$ 71,297	\$ 37,168	-48%
402 Purchased Transportation						
403 Auxiliary Revenue	60,924	150,954	148%			
404 Non-Transportation Revenue		7,453				
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administrative	4,720,291	4,691,372	-1%	1,809,633	1,226,511	-32%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	790,821	496,663	-37%		19,531	
Total Revenues	\$ 6,069,630	\$5,656,185	-7%	\$ 1,880,931	\$ 1,283,210	-32%
Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	\$ 2,541,961	\$ 2,370,452	-7%	\$ 801,958	\$ 408,096	-49%
502 Fringe Benefits	1,982,861	1,959,611	-1%	719,228	550,821	-23%
503 Professional Services	369,641	322,027	-13%	84,371	92,099	9%
504 Materials and Supplies	581,662	450,592	-23%	152,850	89,848	-41%
505 Utilities	145,773	77,859	-47%	26,325	14,435	-45%
506 Casualty and Liability	144,053	227,124	58%	61,737	92,427	50%
508 Purchased Transportation						
509 Miscellaneous	237,716	185,897	-22%	6,900	6,057	-12%
511 Interest						
512 Leases and Rentals	65,963	62,622	-5%	27,563	29,427	7%
514 Capital (Note 2)						
Total Expenses	\$ 6,069,630	\$5,656,185	-7%	\$ 1,880,931	\$ 1,283,210	-32%

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	\$ 29,661	\$ 34,140	15%	\$ 4,248	\$ 6,488	53%	\$ 89,770	\$ 31,706	-65%
402 Purchased Transportation									
403 Auxiliary Revenue	23,693	7,489	-68%					9,153	
404 Non-Transportation Revenue		260							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administrative	725,645	589,387	-19%	77,087	53,365	-31%	808,953	818,517	1%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration		31,133			(485)			4,154	
Total Revenues	\$ 778,998	\$ 662,409	-15%	\$ 81,335	\$ 59,369	-27%	\$ 898,723	\$ 863,530	-4%
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	\$ 319,726	\$ 259,605	-19%	\$ 37,700	\$ 24,795	-34%	\$ 404,981	\$ 340,933	-16%
502 Fringe Benefits	145,764	150,139	3%	18,867	13,925	-26%	189,522	191,469	1%
503 Professional Services	89,255	82,633	-7%	7,069	5,977	-15%	78,930	82,289	4%
504 Materials and Supplies	105,530	79,755	-24%	11,135	7,666	-31%	150,756	145,455	-4%
505 Utilities	17,411	15,517	-11%	2,227	1,528	-31%	24,562	21,007	-14%
506 Casualty and Liability	28,125	61,725	119%	2,744	4,882	78%	37,728	65,313	73%
508 Purchased Transportation									
509 Miscellaneous	70,787	10,628	-85%	1,293	361	-72%	8,943	13,836	55%
511 Interest									
512 Leases and Rentals	2,400	2,406	0%	300	235	-22%	3,300	3,228	-2%
514 Capital (Note 2)									
Total Expenses	\$ 778,998	\$ 662,409	-15%	\$ 81,335	\$ 59,369	-27%	\$ 898,723	\$ 863,530	-4%

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		33,432
Capital - Facility - Facilities/Bldgs/Grounds	7,439,833	1,104,999
Capital - Non-Revenue Vehicles	97,000	27,846
Capital - Other		
Capital - Revenue Vehicles	13,081,205	813,991
Capital - Revenue Vehicles - Sub-Recipient		
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	673,962	74,026
Capital Information Technology - Software	1,293,859	33,316
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	256,251
Total Capital Expenses	\$ 24,045,280	\$2,352,507

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	\$ 37,500	\$ 21,854	-42%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		\$ 0	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administrati	\$ 2,792,580	\$ 1,569,529	-44%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	\$ 405,310	\$ 231,292	-43%
Total Revenues	\$ 3,235,391	\$1,822,675	-44%
Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	318,460	328,115	3%
502 Fringe Benefits	198,962	231,870	17%
503 Professional Services	251,044	115,867	-54%
504 Materials and Supplies	81,412	75,311	-7%
505 Utilities	2,610	5,808	123%
506 Casualty and Liability	58,500	62,405	7%
508 Purchased Transportation	1,632,053	853,007	-48%
509 Miscellaneous	692,350	149,528	-78%
511 Interest			
512 Leases and Rentals		764	
514 Capital (Note 2)			
Total Expenses	\$ 3,235,391	\$1,822,675	-44%

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 - June 2021

At the end of June, Fiscal Year 2021 was seventy five (75%) complete. The following is a review of the budgetary status of each division as of June 30, 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 (18% 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.

Expenses

Total Regional Overhead operating expenses were 1% over budget through QR-3.

Fringe Benefits (11% over budget) - This line item is unfavorably above budget parameters.

Professional Services (25% 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 (63% under budget) - This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

Utilities (18% 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 (46% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

Miscellaneous (12% under budget) - This line item is favorably below budget parameters.

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 (95% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike is not currently operating and is therefore not collecting revenue. The small

amount of revenues were from uncollected accounts receivable that were received in the first quarter of FY2021.

Auxiliary Revenues (38% over budget) – This line item is above budget estimates. City Go revenue was \$41,897. Advertising revenue recognized to offset expenses was \$101,380 and advertising installation reimbursement revenue which offsets installation expenses was \$132,571.

Non-Transportation Revenue – This revenue is the result of the disposal of Boise Greenbike assets.

Federal Operating Assistance (49% 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 (71% under budget) – This line item is below budget parameters. This is due to 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 44% under budget through QR-3.

Wages and Salaries (25% under budget) - This line item is favorably below budget parameters. Bike Share and Safe Routes to School expenses were lower than budgeted for.

Fringe Benefits (11% over budget) - This line item is unfavorably above budget parameters.

Professional Services (60% under budget) - This line item is favorably below budget parameters.

Materials and Supplies (91% 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 (51% under budget) – This line item is favorably below budget parameters.

Miscellaneous (90% 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 has been down.

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-3.

Fringe Benefits (17% over budget) - This line item is unfavorably above budget parameters.

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.

Utilities (123% 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 (48% 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 (78% 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 (87% 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 (30% 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 (69% 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 (57% 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 82% under budget through QR-3.

Wages and Salaries (12% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (43% 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 (53% 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 by the third quarter of 2021. These studies are now currently underway. Legal services have also been lower than budgeted for.

Utilities (73% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (27% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Capital (86% 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 (38% under budget) – This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the third quarter.

Auxiliary (148% over budget) – This line item is favorably above budget parameters. Advertising revenue is higher than budgeted for in this division.

Local Operating Assistance (37% 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 7% under budget through QR-3.

Professional Services (13% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, low legal service and repair and maintenance expenses contributed to this line item being under budget.

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

Utilities (47% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for. An additional \$90,000 was budgeted this fiscal year for electricity in anticipation of receiving

electric buses. The receipt of electric buses has been delayed resulting in lower electricity expenses.

Casualty and Liability (58% 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 (22% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)

Revenues

Directly Generated Funds (48% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the third quarter.

Federal Operating Assistance (32% 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 32% under budget through QR-3.

Wages and Salaries (49% under budget) - This line item is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Fringe Benefits (23% under budget) - This line item is favorably below budget parameters due to reduced operator payroll.

Materials and Supplies (41% under budget) - This line item is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (45% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for.

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 (12% under budget) - This line item is favorably below budget parameters.

Canyon County Fixed Route (24)

Revenues

Directly Generated Funds (15% 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 \$21,630 under budget.

Auxiliary (68% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for in this division.

Federal Operating Assistance (19% 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 15% under budget through QR-3.

Wages and Salaries (19% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (24% 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.

Utilities (11% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (119% 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 (85% 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 (53% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were \$671 under budget.

Federal Operating Assistance (31% 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 27% under budget through QR-3.

Wages and Salaries (34% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (26% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (15% 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 (31% under budget) - This line item is favorably below budget parameters due to CNG and maintenance expenses being lower than budgeted for.

Utilities (31% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (78% 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 (72% under budget) - This line item is favorably under budget parameters.

Leases and rentals (22% 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 (65% 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 through the third quarter of the fiscal year.

Expenses

Total Canyon Inter-County operating expenses were 4% under budget through QR-3.

Wages and Salaries (16% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Utilities (14% under budget) - This line item is favorably below budget parameters primarily due to communications and natural gas expenses being lower than budgeted for.

Casualty and Liability (73% 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 (55% 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.

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: \$200,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is \$1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve **Resolution VBD21-030** and authorize the VRT Executive Director to execute an agreement with Eagle Senior Center, not to exceed \$200,000, for fiscal year 2022 for transportation services in a defined service area in the city of Eagle.

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: 10/4/2021 Resolution Number: VBD21-030

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Eagle Senior Center Acquisition of Service Expenses for Fiscal Year 2022 RESOLUTION VBD21-030

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR EAGLE SENIOR CENTER TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEO-GRAPHICAL AREA OF EAGLE

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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

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

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

WHEREAS, Idaho Code § 40-2108(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.

VBD21-030

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

Section 1. That the Board of Valley Regional Transit authorize the expenses for Eagle Senior Center, not to exceed \$200,000.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Purchase of Service Project Budget

TOTAL COST: \$306,824

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program includes service providers to provide transportation services for seniors, persons with disabilities, and veterans.

SCOPE OF WORK: The service providers agree to provide transportation services within a defined geographical area and are the primary source of information regarding the area.

DISCUSSION: VRT compensates service providers on a monthly basis for services that include payroll and fees associated with payroll software, office supplies, fuel, phone system, insurance, vehicle cleaning and maintenance, as well as community outreach.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is \$1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve **Resolution VBD21-031** and authorize the VRT Executive Director to execute an agreement with Church of the Harvest, not to exceed \$306,824, for fiscal year 2022 for transportation services in a defined service area in Meridian.

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: 10/4/2021 Resolution Number: VBD21-031

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Church of the Harvest Purchase of Service Expenses for Fiscal Year 2022 RESOLUTION VBD21-031

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR CHURCH OF THE HARVEST TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF MERIDIAN

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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

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

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

WHEREAS, Idaho Code § 40-2108(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 VBD21-031

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 authorize the expenses for Church of the Harvest, not to exceed \$306,824.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: \$300,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is \$1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve **Resolution VBD21-032** and authorize the VRT Executive Director to execute an agreement with Metro Community Services, not to exceed \$300,000, for fiscal year 2022 for transportation services in a defined service area in Canyon County.

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: 10/4/2021 Resolution Number: VBD21-032

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Metro Community Services Acquisition of Service Expenses for Fiscal Year 2022 RESOLUTION VBD21-032

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR METRO COMMUNITY SERVICE TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF CANYON COUNTY

WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as **"Valley Regional Transit" (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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

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

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

WHEREAS, Idaho Code § 40-2108(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 VBD21-032

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 authorize the expenses for Metro Community Services, not to exceed \$300,000.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: \$334,091

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is \$1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve **Resolution VBD21-033** and authorize the VRT Executive Director to execute an agreement with Supportive Housing and Innovative Partnerships, not to exceed \$334,091, for fiscal year 2022 for transportation services in a defined service area in Boise.

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: 10/4/2021 Resolution Number: VBD21-033

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Supportive Housing and Innovative Partnerships Acquisition of Service Expenses for Fiscal
Year 2022

RESOLUTION VBD21-033

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR SUPPORTIVE HOUSING AND INNOVATIVE PARTNERSHIPS TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF BOISE

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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

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

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

WHEREAS, Idaho Code § 40-2108(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 VBD21-032

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 authorize the expenses for Supportive Housing and Innovative Partnerships, not to exceed \$334,091.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Fiscal Year 2021 Disposal of Assets Update
DATE	September 15, 2021
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

VRT Staff requests acknowledgement of the report.

Highlights

July 2020

- Executive Board set public hearing for assets to be disposed of during fiscal year 2021

August 2020

- Public hearing held during the Board of Directors meetings
- Board of Directors approved Resolution VBD20-009 granting authority for asset disposals for fiscal year 2021

September 2021

- VRT Staff will provide a report showing the final disposition of all assets disposed of during fiscal year 2021

Summary

The Board of Directors approved Resolution VBD20-009 in August 2020, authorizing VRT to dispose of assets in the most advantageous method. The Resolution requires a report of the final disposition of all assets disposed of in fiscal year 2021 to be included on the consent agenda at the October 2021 Board of Directors meeting.

Implication (policy and/or financial)

VRT is required to follow Idaho Code when disposing of government assets. Generally, donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

More Information

Attachments:

Fiscal year 2021 Asset Disposition Status

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



FY 2021 Asset Disposition Status

ROLLING STOCK			
Vehicle Information	VIN	Year	Disposition
Ford E-350 Goshen Cutaway	1FD3E35P88DB59645	2008	Sold at auction
Ford E-350 Goshen Cutaway	1FD3E35PX8DB59646	2008	Sold at auction
Ford E-450 Starcraft Cutaway	1FD4E45P98DB51998	2008	Will be disposed in fiscal year 2022; waiting on replacement vehicle
Ford E-450 Starcraft Cutaway	1FD4E45P38DB32169	2008	Will be disposed in fiscal year 2022; waiting on replacement vehicle

SERVICE/SUPPORT VEHICLES			
Vehicle Information	VIN	Year	Disposition
Ford Taurus	1FAHP53U82G159777	2002	Sold at auction
Ford F-550	1FDAF56F02EB37470	2002	Will be disposed in fiscal year 2022; waiting on replacement vehicle

EQUIPMENT		
Equipment Information	Purchased	Disposition
Keyboards and mouse	unknown	Donated
Label printers	unknown	Disposed
Desktops computers	2015	Donated
Laptop computers	2014	Donated
Monitors	2015	Donated
Network switch	2013	Donated
Bicycles	2015	Donated and sold at auction
Controllers (Bicycles)	unknown	Sold at auction
Batteries (Bicycles)	unknown	Disposed
Kiosk stations	2015	Donated
Spare bike parts	unknown	Scraped
Kiosk solar panels	2015	Disposed
Batteries (kiosks)	2015	Disposed



TOPIC	Public Records and Records Retention Policy
DATE	October 4, 2021
STAFF MEMBER	Mark Carnopis

Staff Recommendation/Request

This is an action item. Members are asked to consider approval of Resolution VBD21-035 regarding an updated public records and records retention policy.

Summary

The 2018 Idaho Legislature amended the state's public records law to require public agencies to designate the one person to receive public records requests and identify an alternate custodian or custodians for contingencies. These designations had to be in place by January 1, 2019. The Valley Regional Transit (VRT) Board approved a VRT Public Records Policy on October 22, 2018.

VRT did not have a Public Records Policy prior to October 2018. The approved policy accomplished three goals for VRT:

- Identified the records custodian and alternate custodians
- Gave VRT the ability to recoup some costs associated (e.g. work hours and copying fees) with accommodating more complicated public records requests
- Affirmed Valley Regional Transit's adherence to provisions and requirements outlined in the Idaho Public Records Law

A recent focus of VRT staff is developing a better system to identify, classify and maintain agency records. Currently, most documents are scanned and entered into Laserfiche and FleetNet electronic storage in designated files. There currently is no written policy that provides staff with direction regarding what records must be retained and for how long (e.g. permanent, semi-permanent, and temporary).

It was determined that the existing Public Records Policy should be updated to add information about records retention. This updated policy would reference existing local, state and federal laws, policies and guides and would provide clear direction on records retention. The policy would also identify staff responsible for reviewing laws and regulations for changes and updates.

A public records guidebook providing specific requirements for records retention is under development for use by staff.

Implication (policy and/or financial)

There are no fixed costs that will occur with approval of this policy. There will be additional staff time required to develop the staff records guidebook and keeping it updated.

Highlights

- October 2018: VRT Board approves VRT's first Public Records Policy

- Summer 2021: VRT staff research local, state and federal laws that address records retention. Public Records and Records Retention Policy draft is written.
- October 2021: Board asked to consider approval of RESOLUTION VBD21-035 Public Records and Records Retention Policy 1.29.00.

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



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

Policy Number: 1.29.00

Resolution Number: VBD 21-035

Policy Title: Public Records and Record Retention Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

Valley Regional Transit (hereinafter called Authority) complies with state and federal public records laws and responds to public records requests as soon as practicable and without unreasonable delay. This policy defines staff responsibilities, The Authority's process for reviewing and addressing public records requests, and its records retention procedures.

Definitions

Public records are documents or pieces of information not considered confidential and generally pertain to the conduct of government. A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Public records custodian is defined as the "Person having personal custody and control of the public records in question."

Permanent records are records that will be retained by the agency in perpetuity, or may be transferred to the Idaho state historical society's permanent records repository upon resolution of the Authority's Board of Directors.

Retention period is the length of time records should be kept for fiscal, administrative, legal, long-term historic value or other purposes.

Semi-permanent records are records that shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

Temporary records are records that shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the agency's financial audit as provided in section 67-450B, Idaho Code.

Policy

Public Records Requests

Records maintained by the Authority are subject to the provisions of the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126).

Those requesting public records from the Authority need to fill out a records request form. This form is available on the Valley Regional Transit website (www.valleyregionaltransit.org) or from the Authority's Community Relations Manager.

The Community Relations Manager is the primary custodian of public records. The alternate records custodians are the Grants and Compliance Administrator and the Executive Assistant to the Executive Director.

The primary custodian is responsible for reviewing record requests and determining whether all or part of the records can be released. This determination process may include the assistance of on-call legal staff.

The primary records custodian shall provide the requested records releasable within the time limits outlined in the Idaho Public Records Law. An alternate records custodian should provide these records in instances when the primary custodian is not available to do so.

The primary records custodian shall maintain a logbook of public records requests. This logbook will include a copy of the records request form, the results/findings of the request, and specifics as to what information was provided. Information about specific record requests will be maintained in the logbook for three years.

Fees

The Authority will impose fees for labor and copying costs that exceed the no-charge limits outlined in Idaho Code 74-102 (10). The Authority can waive any cost or fees for copies or labor when the requestor demonstrates:

- an inability to pay
- the request is not primarily in the individual interest or the requestor including, but not limited to, the requester's interest litigation in which the requester is or may become a party
- the examination and/or copying public records is likely to contribute significantly to the public's understanding of the operations or activities of the government.

Whenever possible, a requestor of public records from the Authority will be advised of any costs of producing the records prior to the request being filled. These costs will include the hourly wage of the staff member securing the records and the actual costs of copying printed materials or creating a duplicate video.

No fees will be charged for attorney fees incurred by the Authority in seeking legal advice to determine whether a records request can be completely or partially filled, or for the

inspection of public records. However, the Authority will charge for any redaction work done by an attorney as outlined in Idaho Code 74-102 (10) (e).

Records Retention

A records retention schedule for agency documents will include information outlining how long records will be maintained. Public records will be maintained for the minimum retention period as specified in this schedule.

Records will be classified as temporary, semi-permanent, and permanent. Information in the schedule will include:

- The name of the document or file
- A description of the record
- The division/department maintaining the record
- The designation/category: temporary, semi-permanent or permanent

The following state and federal laws and regulations will be used as guidance on the development of a public records retention schedule:

- State of Idaho General Records Retention Schedule maintained and updated yearly by the Idaho State Historical Society (Archives section).
- Idaho Code § 31-871 (A) through (H)
- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42

The records retention schedule

The Community Relations Manager and the Administrative Assistant to the Executive Director are responsible for ensuring the retention schedule is kept updated and reflect any changes in state or federal laws and regulations. This review will be done at a minimum of once a year.

END OF POLICY

Adoption Date: 10/22/2018

Effective Date: 10/22/2018

Last Revised Date: 10/4/2021

Last Reviewed Date: 10/4/2021

Replaced: Public Records Policy 1.29.00

Legal References:

- State of Idaho General Records Retention Schedule
- Idaho Code § 31-871 (A) through (H)
- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Public Records and Record Retention Policy RESOLUTION VBD21-035

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VALLEY REGIONAL TRANSIT PUBLIC RECORDS POLICY

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, Valley Regional Transit is a political subdivision of the state and therefore subject to the provision of the Idaho Open Records Law; and

WHEREAS, the Idaho Open Records Law (cite) was amended by the 2018 Idaho Legislature to require state agencies to identify a records custodian to receive public record requests and provide an alternate custodian or alternate custodians for contingencies by January 1, 2019; and

WHEREAS, the Valley Regional Transit Board of Directors in October 2018 approved a Public Records Policy that identifies the records custodian and alternate custodian or custodians; and

WHEREAS, Valley Regional Transit is responsible for the retention of public records in accordance to state and federal laws and regulations, and

WHEREAS, there is no Valley Regional Transit policy that addresses the retention of records on a temporary, semi-permanent and permanent basis; and that addresses the need for the retention of records; 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

VBD21-035

TRANSIT:

Section 1. That the Board of Valley Regional Transit approves the Valley Regional Transit Public Records and Record Retention Policy.

Section 2. That this Policy shall be in full force and effective immediately upon its adoption of RESOLUTION VBD21-035 by the Board of Valley Regional Transit and its approval by the VRT Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:**APPROVED:**

EXECUTIVE ASSISTANT

CHAIR



TOPIC	POLICY 1.27.00 (R) Board Agenda Preparation and Approval
DATE	October 4, 2021
STAFF MEMEBER	Paula Cromie, Executive Assistant

Summary

Staff is reviewing and updating current Valley Regional Transit policies and placing them in an updated, more refined, consistent format.

POLICY 1.27.00 (R) Board Agenda Preparation and Approval was last updated in July of 2018. In reviewing the policy, there were grammatical changes and updates to punctuation and formatting. Definitions were added, and wording was changed to make things more understandable, but nothing of any major significance was changed.

Staff Recommendation/Request

The Board of Directors is asked to consider approval of POLICY 1.27.00 (R) Board Agenda Preparation and Approval by approving RESOLUTION VBD21-005.

Attachments

POLICY 1.27.00 (G) Board Agenda Preparation and Approval Update
RESOLUTION VBD21-005 Board Agenda Preparation and Approval

For detailed information contact

Paula Cromie, 208-258-2706, pcromie@valleyregionaltransit.org



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

Policy Number: 1.27.00 (G)

Resolution Number: VBD21-005

Policy Title: Board Agenda Preparation and Approval Policy

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

The importance of proper preparation and submittal and review of agenda items assists the governing board members by allowing time to review items prior to the meeting. It ensures items are fully vetted by staff, and the members' business complies with the Idaho Open Meeting Law. At the meeting in which the agenda item is considered, the Board should be provided with complete and accurate backup material and supporting documentation.

Definitions

Board of Directors – The Board of Directors consists of *general members* from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; *special members*, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and *ex-officio members* from the Idaho Transportation Department.

Executive Board – The Executive Board 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.

Policy

I. Meetings of the Governing Board Members

The Board sets the regular and special meeting dates per the Board's bylaws. This document applies to all regular and special meetings.

II. Agenda Development

An agenda is required for each meeting. The Executive Director proposes agenda items for meetings. A request to include an item on a draft agenda can be made by staff,

Board members, the Regional Advisory Council, and the public. Any request must include the necessary backup materials and supporting documentation. An agenda item requiring a vote will be identified on the agenda as an “action item.” The executive assistant tracks the agenda items, by meeting, and prepares a draft list of proposed board agenda items to present to the Executive Director. The Executive Director may consult with staff members, legal counsel and other resources in determining the relevance of any submittal pertaining to the Authority’s Board meeting.

III. Executive Board Review

The Executive Board reviews the proposed VRT Board agenda prior to each regularly scheduled meeting. The items are presented for approval/discussion at the scheduled Executive Board meeting held prior to the regular VRT Board meeting. The approved agenda items are included in the Board packet, which are generally distributed one week prior to the meeting date. If the one-week deadline falls on a holiday, the deadline will be moved back one day.

IV. Deadlines

Proposed agenda items and backup materials must be submitted to the executive assistant no later than ten (10) working days prior the next scheduled meeting. This will provide enough time for comprehensive review of submittals for accuracy and appropriateness.

V. Guideline for Consent Agenda

A staff member may request routine items be placed on the consent agenda. These items are such that the members may approve them quickly, with little discussion. Members may request an item be removed from the consent agenda for discussion and separate action.

VI. Posting of Meeting Notice and Agenda

- A. For regular meetings, Section§§ 67-2343 of Idaho Code requires no less than a five (5) calendar days meeting notice and a forty-eight (48) hour agenda notice, as provided by statute. The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place in the administrative offices of VRT. In addition, the agenda will be posted on the www.vallevregionaltransit.org website.
- B. For special meetings, or when only an executive session will be held, meeting and agenda notice must be posted at least twenty-four (24) hours before the meeting, unless an emergency exists. The definition of an emergency is defined in Section §§ 67-2343 of Idaho Code.

VII. Amending an Agenda

An agenda may be amended, provided a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

- A. If an agenda is amended and posted more than 48 hours before the start of a meeting (or more than 24 hours before a special meeting), the agenda may be amended simply by posting a new agenda.

- B. If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours before the meeting (or less than 24 hours before a special meeting), but before the meeting has started, the agenda may be amended by:
 - 1. posting the new agenda
 - 2. making and passing a motion, at the meeting to amend the original agenda and stating the good faith reason the new items were not included in the original agenda notice
- C. After commencement of the meeting, the agenda may be amended to accommodate unforeseen issues, provided:
 - 1. there is a motion made that states the good faith reason the new item was not on the original agenda; and,
 - 2. the motion to amend is adopted by the governing body. Final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.
- D. If an agenda is amended prior to a Board meeting, a copy of the amended agenda will be posted at the location of the meeting.

To sum up, amending an agenda during a meeting or less than 48 hours before the start of a meeting (24 hours for a special meeting) requires:

- 1. a motion that states the good faith reason the item was not included in the original agenda.; and,
- 2. a vote adopting the amended agenda
- 3. a record of the motion and vote in the minutes of the meeting

END OF POLICY

Adoption Date: 7/15/2009

Effective Date: 7/15/2009

Last Revised Date: 7/9/2018, 10/4/2021

Last Reviewed Date:

Replaced:

Legal References: [IC§§ 67-2343](#)

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Board Agenda Preparation and Approval Policy RESOLUTION VBD21-036

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING BOARD AGENDA PREPARATION AND APPROVAL POLICY

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, the Valley Regional Transit Board recognizes the importance of having a specific set of guidelines on how to develop a Valley Regional Transit Board agenda; and

WHEREAS, the current policy was outdated, reviewed and updated to reflect current practices; and

WHEREAS, these agenda development guidelines will be utilized by the Valley Regional Transit Executive Director and staff to ensure that agenda items are germane and relevant to the stated duties and responsibilities of the Valley Regional Transit Board; and

WHEREAS, the Valley Regional Transit Board recognizes the importance of public input and having the ability to modify its agenda as specified in the Idaho Open Meetings Law.

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 VBD21-036 updating the Board Agenda Preparation and Approval Policy 1.27.00.**

Section 2. That the maintenance and oversight of the policy shall be the responsibility of the Valley Regional Transit Executive Director.

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 4th day of October 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

SECRETARY

CHAIR



TOPIC	Valley Regional Transit Employee Handbook
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Staff Recommendation/Request

Staff recommends adopting the updated Valley Regional Transit Employee Handbook. A link to the handbook can be found here: https://www.valleyregionaltransit.org/wp-content/uploads/2021/09/VRT_EmployeeHandbook_October2021.pdf

Summary

The Valley Regional Transit Employee Handbook that was last approved by the Board of Directors in January 2021 required several updates. The updates include:

- Addition of a hybrid work model policy
- Addition of an exception timesheet submittal timeline requirement
- Addition of one floating holiday (Juneteenth)
- Clarified requirements for use of floating holidays and vacation
- Clarified vacation accrual language and added a vacation accrual schedule
- Reinstated the background/criminal history check section
- Addition of disability benefit section

More Information

Attachments:

Resolution VBD21-038

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Employee Handbook RESOLUTION VBD21-038

BY THE BOARD OF VALLE REGIONAL TRANSIT ADOPTING THE UPDATED EMPLOYEE HANDBOOK

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, Valley Regional Transit is committed to providing an environment for effective work; and

WHEREAS, a handbook is to provide basic rules and guidelines concerning employment; and

WHEREAS, Valley Regional Transit recognizes its responsibilities and obligations in employment to comply with State and Federal Equal Opportunity laws; and

WHEREAS, the successful operation and reputation of Valley Regional Transit is built upon the principles of fair dealing and ethical conduct of employees; and

WHEREAS, Valley Regional Transit will comply with all applicable laws and regulation and expects its board, officers, and employees to conduct business in accordance with the letter, spirit and of all relevant laws and refrain from any illegal, dishonest, or unethical behavior; and

WHEREAS, in general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct; and

WHEREAS, compliance with this policy of ethics and conduct is the responsibility of every Valley Regional Transit employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

VEB21-038

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 the Valley Regional Transit Employee Handbook.

Section 2. That the Board of Valley Regional Transit directs staff to notify employees of the revised handbook.

Section 3. That this Resolution shall be in full force and effect 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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

SECRETARY

CHAIR

TOPIC	Reserve Planning
DATE	October 4, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Staff Recommendation/Request

Recommendations have been focused on complying with the first requirement of the Balanced Budget and Reserves Policy to establish and set a target for a 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.

Staff recommends establishing \$3,864,143 as the target for the Cash Flow Reserve and \$600,000 for the maintenance reserve with a specified period of 10 years to achieve the target reserves. Beginning with FY2023, VRT will 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 will 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.

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.

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.

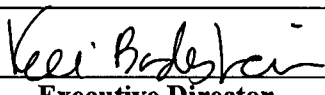
Attachments

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.



TOPIC	Shared Vehicle Program Fee
DATE	October 4, 2021
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an action item. VRT staff recommends the Board of Directors approve RESOLUTION VBD21-037 for the new fee structure for shared vehicle program, to take effect in fiscal year 2022.

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
 - Increase reviewed by VRT Executive Board

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.

Implication (policy and/or financial)

The new fee structure will increase costs to shared vehicle program participants to ensure program costs are covered. Failure to cover program costs will result in VRT reducing fleet, therefore reducing human service agencies and non-profits use.

More Information

Attachments:

Exhibit A – Proposed Fee Structure

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



Exhibit A

Shared Vehicle Program Fee Structure

Days Used	Current Annual Fee	Proposed Annual Fee	Annual Increase
1	\$ 4,423	\$ 5,308	\$ 885
2	\$ 5,515	\$ 6,618	\$ 1,103
3	\$ 6,607	\$ 7,928	\$ 1,321
4	\$ 7,699	\$ 9,239	\$ 1,540
5	\$ 8,791	\$ 10,549	\$ 1,758
6	\$ 9,883	\$ 11,860	\$ 1,977
7	\$ 10,975	\$ 13,170	\$ 2,195

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Shared Vehicle Program Fees RESOLUTION VBD21-037

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE NEW FEE STRUCTURE FOR THE SHARED VEHICLE PROGRAM

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; an

WHEREAS, Valley Regional Transit’s intention of the shared vehicle program is to coordinate a pool of accessible passenger vehicles for human service agencies and non-profits use; and

WHEREAS, VRT’s fleet of vehicles has grown and associated costs to maintain the fleet continues to increase; and

WHEREAS, human service agencies and non-profit participants of the program agree to program’s requirements and fee structure; and

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

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

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

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

Section 1. That the Board of Valley Regional Transit approve the new shared vehicle VBD21-037

program fee structure, starting in fiscal year 2022.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	FY21 Performance Report – Quarter 3
DATE	September 15, 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, ridership continues to be decreased due to the COVID-19 pandemic. Quarter three is the first report where pandemic ridership is being compared year to year. Most services saw an increase in ridership during the first quarter, with the exception of fixed route. For the third quarter, ridership is down 14% from fiscal year 2020. For the fiscal year, ridership is down 38%.

Fixed-route services show a decrease of 26% in the third quarter. When reviewing detailed ridership data, Ada County decreased by 30%, which is up 12% from the second quarter. Boise State did not operate at all during the third quarter of 2020, which is reflected in the 100% increase reflected in the report. Intercounty service saw a 14% increase in ridership, which is up 64% from the second quarter. 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 198% in the third quarter. When reviewing detailed ridership data, Ada County shows a 38% increase in ridership, which is a 91% increase from the second quarter. Canyon County shows an increase of 89%, which is a 103% increase from the second quarter. Canyon County on Demand is newly reported, which is reflected in the increase showing at 100%.

Specialized Transportation services show an increase of 62% in the third quarter. These providers serve the most vulnerable population. Village Van services are down significantly, due to employees working additional hours, which are outside of the current schedule. When reviewing detailed ridership data, it shows that ridership is increasing.

- Metro Community Services had a 49% increase in ridership
- Harvest Transit had a 194% increase in ridership
- Eagle Senior Center had a 107% increase in ridership
- SHIP had a 155% increase in ridership
- Village Van had a 67% drop in ridership, same as the second quarter
- Star Senior Center had a 184% increase in ridership
- Kuna Senior Center had a 606% increase in ridership

- Meridian Senior Center had a 964% increase in ridership
- Shared Vehicle ridership is down 26%. Interfaith Sanctuary continues to provide limited service due to the pandemic and Calvary Church is not providing any services at the current time
- Volunteer Driver had a 121% increase in ridership
- Ada County Rides2Wellness had a 10% increase in ridership
- Parma Senior Center had a 100% increase in ridership
- Meridian Veterans Shuttle and the Canyon County Rides2Wellness programs began mid-May of fiscal year 2021, which is reflected in the 100% increase

ACHD Commuteride had a 99% increase in ridership, up 144% from the second quarter. ACHD Commuteride operated 67 vanpools at the end of the third quarter. This is lower than the second quarter, due to winter vanpool routes season ending. ACHD Commuteride is allowing some vanpools to operate at a lower passenger limit due to the pandemic, but will consolidate routes when possible.

VRT First Mile, Last Mile services had a 35% increase in ridership in the third quarter. Lyft Transit Connections had a 68% increase and VRT Late Night had a 32% increase.

Staff Recommendation/Request

Staff requests the Board of Directors approve the performance report for the third 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, Third Quarter

FY21 Third 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 - 3RD QUARTER, FY21
SUMMARY DASHBOARD

QUARTERLY					YEAR TO DATE				
FISCAL YEAR					FISCAL YEAR				
RIDES		2021	2020	% Change	RIDES		2021	2020	% Change
	FR	210,612	283,666	▼ -25.8		FR	648,019	1,129,854	▼ -42.6
	DR	14,593	4,905	▲ 197.5		DR	39,417	29,823	▲ 32.2
	ST	16,120	9,918	▲ 62.5		ST	46,508	64,040	▼ -27.4
	FMLM	700	519	▲ 34.9		FMLM	2,156	2,731	▼ -21.1
	VP	25,377	12,732	▲ 99.3		VP	78,025	95,445	▼ -18.3
	Total	267,402	311,740	▼ -14.2		Total	814,125	1,321,893	▼ -38.4
HOURS	FR	21,202	23,395	▼ -9.4	HOURS	FR	67,888	83,184	▼ -18.4
	DR	5,873	2,292	▲ 156.2		DR	15,647	14,892	▲ 5.1
	ST	7,569	3,506	▲ 115.9		ST	21,897	18,861	▲ 16.1
	FMLM	99	62	▲ 60.0		FMLM	279	331	▼ -15.6
	VP	7,084	4,534	▲ 56.2		VP	21,948	20,877	▲ 5.1
	Total	41,827	33,789	▲ 23.8		Total	127,660	138,145	▼ -7.6
RIDES PER HOUR	FR	9.93	12.13	▼ -18.1	RIDES PER HOUR	FR	9.55	13.58	▼ -29.7
	DR	2.48	2.14	▲ 16.1		DR	2.52	2.00	▲ 25.8
	ST	2.13	2.83	▼ -24.7		ST	2.12	3.40	▼ -37.4
	FMLM	7.06	8.37	▼ -15.7		FMLM	7.72	8.25	▼ -6.4
	VP	3.58	2.81	▲ 27.6		VP	3.55	4.57	▼ -22.2
	Total	6.39	9.23	▼ -30.7		Total	6.38	9.57	▼ -33.4
ON-TIME PERFORMANCE	FR	78%	80%	▼ -2.4	ON-TIME PERFORMANCE	FR	79%	75%	▲ 5.3
	DR	87%	84%	▲ 3.1		DR	84%	70%	▲ 20.0
	ST	67%	63%	▲ 5.9		ST	61%	62%	▼ -1.6
	Total	77%	76%	▲ 1.9		Total	75%	69%	▲ 8.2
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 CC Rides2Wellness Parma Senior Center		Metro SHIP Village Van Harvest AC Rides2Wellness Meridian VA Shuttle Volunteer Driver		ACHD CommuteRide Lyft Transit Connections VRT Late Night	

VRT PERFORMANCE - 3rd QUARTER, FY21

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY21	FY20	% Change
Ada County*	187,276	266,340	▼ -29.7
Boise State - Bronce Shuttle	13,264	-	▲ 100.0
Canyon County*	-	8,486	▼ -100.0
Intercounty*	10,072	8,839	▲ 13.9
FR SUB TOTAL	210,612	283,666	▼ -25.8
ST - SPECIALIZED TRANSPORTATION			
	FY21	FY20	% Change
Metro**	2,669	1,790	▲ 49.11
Shared Vehicle	111	150	▼ -26.0
SHIP**	2,559	1,001	▲ 155.64
Kuna Senior Center	473	67	▲ 605.97
Village Van	938	2,804	▼ -66.5
Volunteer Driver	631	286	▲ 120.63
Meridian Senior Center	745	70	▲ 964.29
Eagle Senior Center**	2,699	1,307	▲ 106.50
Star Senior Center	224	79	▲ 183.54
Harvest**	2,802	954	▲ 193.71
Parma Senior Center	692	-	▲ 100.00
Canyon County Rides 2 Wellness	18	-	▲ 100.00
Meridian Veterans Shuttle	2	-	▲ 100.00
Ada County Rides 2 Wellness	1,557	1,410	▲ 10.43
ST SUB TOTAL	16,120	9,918	▲ 62.53

QUARTERLY RIDERSHIP	FY21	FY20	% Change
GRAND TOTAL	267,402	311,740	▼ -14.2

*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

DR - DEMAND RESPONSE			
	FY21	FY20	% Change
Ada County**	6,277	4,542	▲ 38.2
Canyon County**	685	363	▲ 88.7
CC On Demand	7,631	-	▲ 100
DR SUB TOTAL	14,593	4,905	▲ 197.5

VP - VANPOOL			
	FY21	FY20	% Change
ACHD CommuteRide	25,377	12,732	▲ 99.32

FMLM - FIRST MILE/LAST MILE			
	FY21	FY20	% Change
Lyft Transit Connections	79	47	▲ 68.09
VRT Late Night	621	472	▲ 31.57
FMLM SUB TOTAL	700	519	▲ 34.87

VRT PERFORMANCE - 3rd QUARTER, FY21

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE			
	FY21	FY20	% Change
Ada County*	580,151	904,401	▼ -35.9
Boise State - Bronce Shuttle	36,706	139,736	▼ -73.7
Canyon County*	-	32,133	▼ -100.0
Intercounty*	31,162	53,585	▼ -41.8
FR SUB TOTALS	648,019	1,129,854	▼ -42.6
ST - SPECIALIZED TRANSPORTATION			
	FY21	FY20	% Change
Metro**	8,085	11,508	▼ -29.7
Shared Vehicle	386	5,043	▼ -92.3
SHIP**	9,802	6,394	▲ 53.3
Kuna Senior Center	1,270	1,731	▼ -26.6
Village Van	3,585	10,263	▼ -65.1
Volunteer Driver	1,723	1,337	▲ 28.9
Meridian Senior Center	1,287	1,571	▼ -18.1
Eagle Senior Center**	6,661	8,873	▼ -24.9
Star Senior Center	660	1,253	▼ -47.3
Harvest**	6,994	8,006	▼ -12.6
Parma Senior Center	1,430	2,034	▼ -29.7
Canyon County Rides 2 Wellness	18	-	▲ 100.00
Meridian Veterans Shuttle	2	-	▲ 100.00
Ada County Rides 2 Wellness	4,605	6,027	▼ -23.6
ST SUB TOTALS	46,508	64,040	▼ -27.4

YEAR TO DATE RIDERSHIP	FY21	FY20	% Change
GRAND TOTAL	814,197	1,321,893	▼ -38.4

DR - DEMAND RESPONSE			
	FY21	FY20	% Change
Ada County**	16,523	28,287	▼ -41.6
Canyon County**	1,752	1,536	▲ 14.1
CC On Demand	21,142	-	▲ 100.0
DR SUB TOTALS	39,417	29,823	▲ 32.2

VP - VANPOOL			
	FY21	FY20	% Change
ACHD CommuteRide	78,025	95,445	▼ -18.3

FMLM - FIRST MILE/LAST MILE			
	FY21	FY20	% Change
Lyft Transit Connections	165	305	▼ -45.9
VRT Late Night	2,063	2,426	▼ -15.0
FMLM SUB TOTAL	2,228	2,731	▼ -18.4

*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	Addendum to Transit Structures Cooperative Agreement with ACHD
DATE	October 4, 2021
STAFF MEMBER	Stephen Hunt, Development Director

Staff Recommendation/Request

Staff requests approval of the Addendum to the Transit Structures Cooperative Governmental Agreement between Valley Regional Transit (VRT) and the Ada County Highway District (ACHD).

Summary

In order to improve the coordination between VRT and ACHD and increase potential funding options for transit structures, VRT and ACHD drafted the attached addendum. This addendum allows VRT to request local funds of ACHD to construct transit and other related facilities when those funds can be matched with federal dollars. This addendum will allow VRT and ACHD to work closer together to bring improved infrastructure to the traveling public.

Implication (policy and/or financial):

This addendum provides an avenue to request additional local funds when they can be matched with federal dollars.

Attachments

Second Addendum to the Cooperative Agreement between Valley Regional Transit and Ada County Highway District for Transit Structures Corrected

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org

**SECOND ADDENDUM TO
COOPERATIVE GOVERNMENTAL AGREEMENT BETWEEN
VALLEY REGIONAL TRANSIT
AND
ADA COUNTY HIGHWAY DISTRICT
FOR
TRANSIT STRUCTURES**

THIS SECOND ADDENDUM TO THE COOPERATIVE GOVERNMENTAL AGREEMENT BETWEEN VALLEY REGIONAL TRANSIT AND ADA COUNTY HIGHWAY DISTRICT FOR TRANSIT STRUCTURES ("Addendum") is entered into this ____day of September, 2021, by and between ADA COUNTY HIGHWAY DISTRICT, a body politic and corporate of the State of Idaho ("ACHD") and VALLEY REGIONAL TRANSIT, the regional public transportation authority ("VRT").

RECITALS

A. ACHD is a single county-wide highway district organized and existing under the laws of the State of Idaho, with the exclusive jurisdiction over public rights-of-way, including sidewalks, in Ada County.

B. VRT is the regional public transportation authority created to serve Ada and Canyon Counties, pursuant to Chapter 21, Title 40, Idaho Code, and as a result of the November 3, 1998 public referendum. VRT provides publicly funded or publicly subsidized public transportation services and programs in Ada and Canyon Counties.

C. ACHD is dedicated to reducing traffic congestion and improving air quality by providing alternative public transportation and entering into cooperative agreements with VRT.

D. Idaho Code § 40-2109(7) provides that VRT may enter into cooperative agreements with the state, other authorities, counties, cities and highway districts under the provisions of Idaho Code § 67-2328, which expressly authorizes public agencies to enter into agreements with one another for cooperative action for purposes within the power, privilege, or authority of said agencies.

E. Under Idaho Code § 40-1406 and Idaho Code § 40-1309 ACHD may enter into cooperative agreements with the state, other authorities, counties, cities and highway districts under the provisions of Idaho Code § 67-2328, which expressly authorizes public agencies to enter into agreements with one another for cooperative action for purposes within the power, privilege, or authority of said agencies.

SECOND ADDENDUM TO COOPERATIVE AGREEMENT FOR TRANSIT STRUCTURES - 1

F. The parties entered into a Cooperative Governmental Agreement for Transit Structures on July 1, 2007, and first amended in June 12, 2014, in which ACHD agreed to grant to VRT the limited right to construct, install, maintain, repair and control transit shelters, benches, signage and other related structures and improvements (collectively, the "Transit Structures") in the public right-of-way for the purpose of enhancing VRT's public transportation services and programs (the "Cooperative Agreement").

G. Under Idaho Code § 40-2110, ACHD may, in its discretion, enter into a cooperative agreement with VRT, in order to contribute funds to VRT in recognition of costs of VRT, to maintain continuity of existing public transportation services, or to implement new services.

E. ACHD and VRT desire to amend and add to the terms and conditions of the Cooperative Agreement the terms and conditions under which and pursuant to Idaho Code § 40-2110, ACHD might contribute funds to VRT in recognition of costs of VRT, to maintain continuity of existing public transportation services, or to implement new services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are made a part of this Agreement and not mere recitals, and for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereto agree as follows:

1. Section 17. "Special Provisions" of the Cooperative Agreement be amended to provide a new subsection 17.4 as follows:

17.4 Contribution. In the event that VRT is awarded a grant by an entity of the federal government, including but not limited to the Federal Transit Administration ("FTA"), or the State of Idaho or any local government thereof, relating to transit infrastructure improvements and which grant requires a match of funds by VRT, VRT may apply in writing to the ACHD Board of Commissioners for contribution by ACHD toward the required local match. Upon receipt and review of such application, the ACHD Board of Commissioners may, in its sole and absolute discretion and pursuant to Idaho Code § 40-2110, decide to contribute eligible funds to VRT toward the required local match as specified in the application. Any action by the ACHD Board of Commissioners contributing funds as provided herein must be taken at a regularly scheduled meeting and must be approved by majority vote of the Commissioners present.

2. Waiver. This Addendum shall not be construed as an amendment or waiver of any of VRT's obligations under the Cooperative Agreement, except as specifically set forth herein. No failure by either party to insist upon the strict

SECOND ADDENDUM TO COOPERATIVE AGREEMENT FOR TRANSIT STRUCTURES - 2

performance of any covenant, duty, agreement, or condition of the Cooperative Agreement or this Addendum or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition. No waiver shall be binding unless executed in writing by the party making the waiver. Without limiting the foregoing, ACHD in no way waives any claims.

3. Amendment and Restatement of Agreement. The provisions of this Addendum shall be incorporated into the Cooperative Agreement, which is hereby amended and restated in full. All provisions of the Cooperative Agreement shall remain the same except as specifically set forth herein. In the event of any conflict between the terms of the Cooperative Agreement and this Addendum, this Addendum shall control.

4. Entire Addendum. The Cooperative Agreement and this Addendum constitute the full and entire understanding and agreement between the parties with regard to the matters contemplated herein, and no party shall be liable or bound to any other in any manner by any representations, warranties, covenants and agreements except as specifically set forth herein.

5. Recitals Incorporated by Reference. The Recitals of this Addendum are incorporated by this reference into this Addendum.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

VRT:

ACHD:

VALLEY REGIONAL TRANSIT

ADA COUNTY HIGHWAY DISTRICT

By: _____

By: _____
Kent Goldthorpe

Its: Chair of Board

Its: President of Board



TOPIC	FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar
DATE	October 4, 2021
STAFF MEMBER	Stephen Hunt, Development Director

Staff Recommendation/Request

Staff requests acceptance of the FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar. Staff would also like to get input from the Board of Directors on methods they believe would be effective to engage the Board of Directors Local Governments and the general public.

Summary

Attached is the proposed FY2023 Budget Development and FY2023-2027 Transportation Development Plan (TDP) calendar. The Executive Board establishes the calendar each year to guide the development and approval process for the budget. This budget calendar incorporates the local cost allocation methodology and the five year Transportation Development Plan process as well. Both processes have been designed to solicit agency, stakeholder and public feedback.

The provided calendar illustrates how the Executive and Board of Directors, Regional Advisory Committee, Regional Transit Committee, Agency/Jurisdiction staff and Valley Regional Transit staff work together on agency planning and implementation. The calendar outlines the schedule for annual service changes, capital project delivery, and adoption of a TDP.

Implication (policy and/or financial):

A calendar ensures budget development deadlines are established and met.

Attachments

FY2023 Budget Development and FY2023-2027 Transportation Development Calendar

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org

Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

	Q1	Q2	Q3	Q4
5YR TDP*	Initiate/Priorities	Draft Update	Revise	Finalize
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule & Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

Consolidated Schedule by Quarter (Detail)

Q1	OCT		NOV	DEC
Board (Full or Executive)	TPD	Exc. Review priorities for Yrs. 3-5		
	SC P			
	SC I	Exec: Approve contracts for design, permitting etc.		
	BD			
Regional Advisory Committee (RAC)	TPD	Exc. Review priorities for Yrs. 3-5		
	SC P	Review service concepts '23 & '24		
	SC I			
	BD			
Regional Transit Team	TPD	Review priorities for Yrs. 3-5		
	SC P	Review service concepts '23 & '24		
	SC I			
	BD			
Staff/Sub Committee	TPD	Review TDP projects and assumptions	Update TAM Analysis	
	SC P	Review service concepts for '23 & '24 in TDP	Draft service change proposals '23 & '24	Draft service change proposals '23 & '24
	SC I	Bid Design, permitting etc. contract for FY2022, '23 implementation		
	BD	Review proposed investments from TDP		

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development

Attachment 2 Draft Schedule of Tasks and Responsibilities

Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

	Q1	Q2	Q3	Q4
5YR TDP*	Initiate/Priorities	Draft Update	Revise	Finalize
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule & Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize

Consolidated Schedule by Quarter (Detail)

Q2	JAN	FEB	MAR
Board (Full or Executive)	TPD	Full: Approve TDP priorities Yrs.3-5	
	SC P	Full: Approve service change concepts '23 & '24	
	SC I		
	BD		
Regional Advisory Committee (RAC)	TPD		
	SC P	Review draft proposals '23 & '24	
	SC I		
	BD		
Regional Transit Team	TPD		
	SC P	Review draft proposals '23 & '24	
	SC I	Identify emergency changes '23	
	BD	Review Prelim Budget	
Staff/Sub Committee	TPD	Develop 1 st draft	Develop 1 st draft
	SC P	Draft service change proposal '23 & '24	Revise service change proposals '23 & '24
	SC I		Bid construction contract
	BD	Update revenue projections	Apply Cost Allocation Model

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development

Attachment 2 Draft Schedule of Tasks and Responsibilities

Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

	Q1	Q2	Q3	Q4
5YR TDP*	Initiate/Priorities	Draft Update	Revise	Finalize
SC* Planning	Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation	Contracts	Bid	Construct	Schedule & Train
Budget Development	Assumptions	Cost Allocation	Discussions	Finalize
Consolidated Schedule by Quarter (Detail)				
	Q3	APR	MAY	JUN
Board (Full or Executive)	TPD		Exec: Release 1st draft to public	
	SC P	Full: Service Change Update '23 & '24	Exec: Review & release draft proposal to public '23 & '24	
	SC I	Full: Approve construction procurement & review '23 emergency changes	Exec: Review & release draft '23 emergency changes to public	
	BD		Exec: Review budget Assumptions	Exec: Review prelim budget proposal
Regional Advisory Committee (RAC)	TPD	Provide comment to Exec. Board on TDP		
	SC P			
	SC I	Discuss '23 emergency changes	Review draft '23 emergency changes	
	BD			
Regional Transit Team	TPD	Review draft TDP		
	SC P			
	SC I			
	BD			
Staff/Sub Committee	TPD		Conduct public outreach	Develop final draft
	SC P	Finalize service change proposal '23 & '24	Conduct public outreach '23 & '24	Draft final proposal '23 & '24
	SC I	Draft '23 emergency changes	Conduct public outreach	Draft final '23 emergency changes
	BD	Conduct local funding partner outreach	Finalize prelim ops & capital budgets	Transmit local funding requests
*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development				

Attachment 2 Draft Schedule of Tasks and Responsibilities

Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

		Q1	Q2	Q3	Q4
5YR TDP*		Initiate/Priorities	Draft Update	Revise	Finalize
SC* Planning		Draft Concepts	Draft Proposal	Revise	Finalize
SC* Implementation		Contracts	Bid	Construct	Schedule & Train
Budget Development		Assumptions	Cost Allocation	Discussions	Finalize
Consolidated Schedule by Quarter (Detail)					
Q4		JUL	AUG		SEP
Board (Full or Executive)	TPD	Full: Review final draft TDP			
	SC P	Full: Approve final service change '23 & '24			
	SC I	Full: Approve any '23 emergency changes			
	BD	Exec: Review final budget & set public hearing date	Full: Hold public hearing and approve budget		
Regional Advisory Committee (RAC)	TPD	Review public comment and final draft TDP			
	SC P	Review final service change '23 & '24			
	SC I	Review '23 emergency changes			
	BD				
Regional Transit Team	TPD	Review public comment and final draft TDP			
	SC P	Review final service change '23 & '24			
	SC I	Review '23 emergency changes			
	BD				
Staff/Sub Committee	TPD	Prepare final draft TDP			
	SC P	Prepare final service change '23 & '24			
	SC I	Construction management, service scheduling, operator training. Implement service change (including emergency changes) Oct 1st			
	BD	Prepare legal notices & Final Budget	Prepare Cooperative agreements	Agreements signed by 10/1	
*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development					

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;

- 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. 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. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. 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 and do not count towards a quorum.

Section 4. 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. 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. 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 7. The Board is responsible to conduct an annual performance review of the Executive Director, 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 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 74-201 through 74-208, as amended.

Section 2. Regular Board meetings shall be established by the Board in October 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 Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not 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 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 74-201 through 74-208, 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.

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.

ADOPTED this _____ day of _____, 2021.

Valley Regional Transit

By: _____
Chair Date

By: _____
Chair-Elect Date

ATTEST:

Secretary Date

Valley Regional Transit FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
Demand response scheduling software (regional)	Leslie Pedrosa	300,000	Aug-21	Board of Directors
On-Call HVAC Services - All Locations	Leslie Pedrosa	85,000	Aug-21	Executive Board
Main and Fairview Transit Island	Joe Guenther	40,000	Oct-21	Executive Director
Document storage software (regional)	Leslie Pedrosa	100,000	FY2022	Executive Board
Employee safety reporting system software (regional)	Leslie Pedrosa	55,000	FY2022	Executive Board
Regional Tire Services	Ronnette Garcia	TBD	FY2022	TBD
Procurement Management Software	Jason Jedry	75,000	FY2022	Executive Board
Fire Extinguishers	Leslie Pedrosa	20,000	Oct-21	Executive Director
Bus Stop Construction (Ada County)	Joe Guenther	180,000	FY2022	Board of Directors
On-Call General Construction Services (Less Than \$25,000)	Joe Guenther	500,000	Oct-21	Board of Directors
Kuna Public Transportation Study	Alissa Taysom	35,000	FY2022	Executive Board
Non-Emergency Medical Transportation Service Providers	Leslie Pedrosa	750,000	FY2022	Board of Directors

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

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

Updated 9-14-2021



TOPIC	Executive Director Report
DATE	September 24, 2021
STAFF MEMEBER	Kelli Badesheim

COVID-19 and Next Phase Resiliency Activities

VRT staff are working to complete the FY2022 Cooperative Agreements with funding partners. Once we have confirmation on local revenues we will go through the process of programming federal funding across the different activities within the budget. We are tracking potential budget variances as we get more certainty on cost estimates for next year. This will help us track and report budget variances proactively through the fiscal year.

One area of the budget we will be looking closely at in the beginning of the fiscal year is cost of health benefits and the results of a wage analysis being completed by VRT's HR contractor. The Boise Municipal Health Care Trust (BMHT), the governance body responsible for VRT's health benefits, has made some changes to the health plan design, and is increasing the employer portion of the rates to 10.8 percent in this coming fiscal year. Both of these changes are designed to keep the health benefits in solid financial footing and ensure there is adequate funds to meet the anticipated increases in health benefit costs over the next several years. VRT staff will present the fiscal implications and share recommendations to the Executive Board on both these related issues over the next few months. The new health benefits go into effect in January 2022.

Federal Funding Update

VRT staff are tracking the authorization bill activities at the federal level. We anticipate the typical process of budget extensions and continuing resolutions while Congress and the Biden Administration negotiate and debate the versions of the bill under consideration. Regardless of how it turns out, we are anticipating increases in federal funds across both formula and discretionary programs. VRT staff have anticipated this outcome and are working to bring projects forward as soon as there is resolution on the final bill. In the meantime, we are also preparing for the administrative disruptions we often experience when the Congress delays establishing budgets. This has become standard operating procedures for the last several cycles. We are prepared and do not anticipate any disruptions in the flow of our funding for this year as a result.

Building Reporting Capacity

The Operations Department has implemented the new Computer Aided/Automated Vehicle Locator (CAD/AVL) system which is an important component to our reporting capacity. They are in the process of replacing the scheduling system for our ACCESS and Specialized Transportation services. We are shifting focus to replacing our Enterprise Resource Planning system where we collect and process our financial data. All of these updates are critical to building the reporting capacity we need to support the board decision-making process and ensure timely, accurate, and transparent reporting to our funding partners and stakeholders. Our objective is to have all the critical systems updated by the end of FY2022. In the meantime, we are using our existing data systems to complete required reporting.

Digital Community Engagement Platform

VRT staff and the Connected Canyon County Initiative Team launched the first two projects on the Engage Valley Regional Transit platform. We held our first workshop with Canyon County Community Partners earlier this week. I continue to receive good feedback about the importance of this project. We are working at a staff level to try to boost engagement and input from both the Community Partners and the broader community. We have noticed our partners are very busy dealing with day-to-day crisis management during these uncertain times. Staff is adapting our processes to make participating as easy as possible.

In addition to the Canyon County initiative, VRT will be launching engagement in Middleton, Star, Eagle, Kuna and Meridian. 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. The input from all these projects will be incorporated into the scenarios developed for the Transportation Development Plan.

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
- Supporting collective impact work through United Way board participation
- 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	Operations Department Staff Report
DATE	September 15, 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 July and August.

Regional Operations

Valley Regional Transit (VRT) staff met with the Building Accessible Capacity work group, as well as other service providers, to gather data to ensure the needs of all users are considered when looking at a scheduling system replacement. The expectation is to have one system that will be used regionally that will allow advance, same day and on-demand booking. In August, VRT released the procurement to replace the current scheduling system for demand response scheduling software. It is expected to be implemented by the end of the calendar year.

On August 20, 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 January 18, 2022. 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 has received four battery electric bus. The battery chargers were commissioned by Proterra July 9. A ribbon cutting ceremony was held at the Boise operations facility on September 14. Behind the wheel training is scheduled to start for contract operators September 21.

ETA Transit, the new fixed-route CAD/AVL Intelligent Transportation System provider completed equipment installation on August 30. The new SPOT phone app and web portal is now available for real time bus locations. A brochure with details for the phone app is included with this memo. The web portal can be viewed at <http://valleyregionaltransit.etaspot.net>.

VRT staff continues to work 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 completed validator installs on seven buses for training on August 5th. Cubic staff will complete the remainder of the installs in September. VRT 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 continue to hold training classes until they are fully staffed.

Highlights:

Contracted Transportation

Canyon County

- One non preventable accident in July
- Two preventable accidents in August
- Intercounty on-time performance 79% for July
- Intercounty on-time performance 66% for August
- ACCESS on-time performance 85% for July
- ACCESS on-time performance 81% for August
- On-demand on-time performance 82% for July
- On-demand on-time performance 80% for August
- Working with VRT for planned service changes in October
- Able to increase starting pay and have been able to three drivers, a dispatcher and a mechanic

Ada County

- One preventable accident in July
- Three preventable accidents in August
- Fixed route on-time performance 81% for July
- Fixed route on-time performance 85% for August
- ACCESS on-time performance 96% for July
- ACCESS on-time performance 96% for August
- 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
 - Volunteer Driver
 - Lyft Transit Connections
 - VRT Late Night
 - Supportive Housing and Innovative Partnerships (SHIP)
 - Star Senior Center
 - Rides2Wellness
- Interfaith Sanctuary is limiting service due to the Delta variant, trips are being provided only as needed

- Kuna Senior Center saw a drop in ridership. The center is going through staffing changes which includes a new president and bookkeeper
- Eagle Senior Center added a fourth vehicle to their shared vehicle contract to support the increase in trips. Masks are again required in the senior center
- 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 174 support requests from 177 submitted in July and resolved 165 requests from 171 submitted in August
- Working with internal departments to create work flows and standardize reports
- Completed CAD/AVL system installations in August, continue to work on adjustments within new system
- Continued testing equipment for upcoming integrated fare payment installation in September
- Completed installation of PA system at Main Street Station

Compliance

- FTA mask mandate extended to January 2022. New variant is a new concern
- Continue to distribute face coverings as needed
- Completed drug and alcohol audits for sub-recipients. A training class Reasonable Suspicion training class was held in September to provide training to all agencies to ensure understanding and compliance for required drug and alcohol testing program

Customer Service Support

- Customer service handled 2,496 of 2,589 phone calls for information, with 93 calls abandoned. The average call time was 2 minute, 39 seconds and the average hold time was 20 seconds for July
- Customer service handled 2,742 of 2,872 phone calls for information, with 129 calls abandoned. The average call time was 2 minute, 37 seconds and the average hold time was 19 seconds for August
- Reservationist handled 1,011 of 1,052 phone calls to change or schedule a ride on ACCESS, with 37 calls abandoned. The average call time was 3 minutes, 34 seconds and the average hold time was 12 seconds for July
- Reservationist handled 1,023 of 1,050 phone calls to change or schedule a ride on ACCESS, with 23 calls abandoned. The average call time was 3 minutes, 44 seconds and the average hold time was 14 seconds for August
- On-demand handled 825 of 896 phone calls to schedule a ride, with 70 calls abandoned. The average call time was 2 minutes, 4 seconds and the average hold time was 25 seconds for July
- On-demand handled 866 of 929 phone calls to schedule a ride, with 63 calls abandoned. The average call time was 1 minutes, 43 seconds and the average hold time was 37 seconds for August
- July mobile ticket sales totaled \$5,191.75
- August mobile tickets sales totaled \$6,528.00

Attachments

ETA Spot phone app brochure

More Information

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

Track your bus in real time.

Let's be honest, you never liked paper schedules. Sure, they could tell you when you should be at a stop, but if your bus was running late you wouldn't know. That left you late for work, school, or second-guessing if your watch broken.

But no more.

Now, with Valley Regional Transit's new SPOT™ vehicle tracking websites and mobile apps, you can get real-time updates, arrival predictions, and instant notifications of delays delivered right to your computer, smart phone, or tablet.

Incredibly easy to use, these essential traveler information tools give you unparalleled control over your travels, up-to-the-minute updates, local points of interest, and the ability to let us know immediately what you think about your travel experience.

Let's get started ▶



Take control of your travel experience!

- ▶ Real-time bus tracking
- ▶ Multiple route selection
- ▶ Up-to-the-second arrival predictions
- ▶ Trip planning
- ▶ Instant alerts and notifications
- ▶ Built-in help & tutorials
- ▶ Online feedback tools
- ▶ Local points of interest
- ▶ Current passenger load
- ▶ Links to area businesses
- ... and more!

Track your bus now at:
valleyregionaltransit.etaspot.net

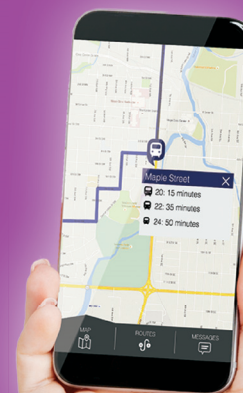
Download the free app today!



ITEM VII-C

Ready Set GO!

Getting started with
SPOT™ vehicle tracking
apps and websites.



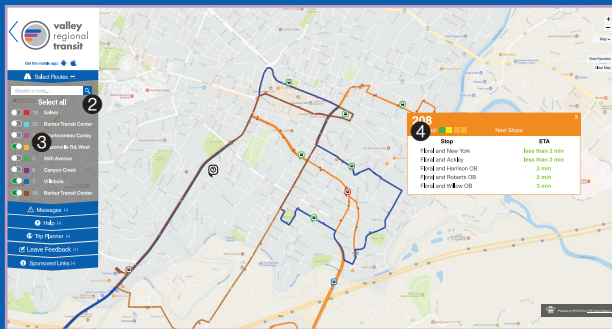
**valley
regional
transit**

Select routes

Navigation ►

Tracking website

- 1 Enter **valleyregionaltransit.etaspot.net** into your web browser.
- 2 Click “select routes” to expand menu.
- 3 Toggle desired route(s) you wish to view.
- 4 Click on vehicle icon  to see status and ETAs.



Also works on your smartphone's Internet browser!

Mobile app

- 5 Launch the SPOT™ app
- 6 Tap menu and select your agency.
- 7 Choose your route(s).
- 8 Click on vehicle icon  to see status and ETAs.

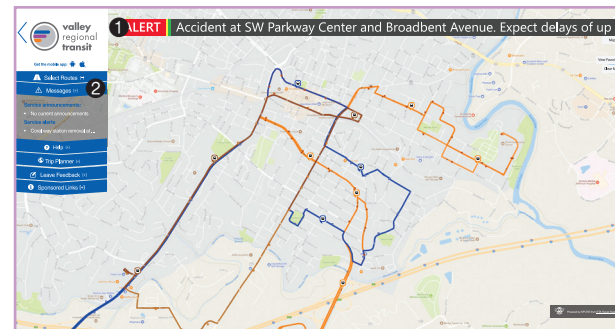


Stay informed

Notifications ►

Tracking website

- 1 Urgent service alerts scroll at the top of the screen.
- 2 Click “messages” to expand menu and view all current service announcements and alerts.



Mobile app

- 3 From the map screen, select the “messages” tab to view alerts specific to that route.
- 4 Current system messages will be displayed.

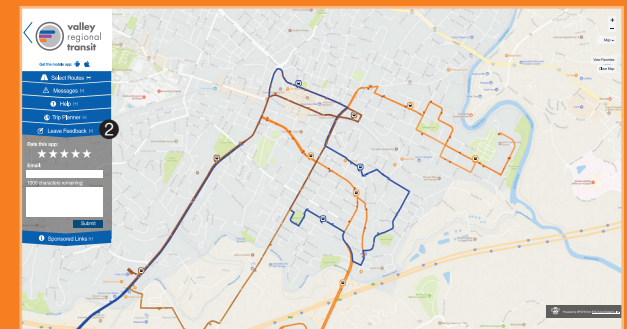


More features

Feedback ►

Tracking website

- 1 Comment on your experience.
- 2 Click “leave feedback” to expand menu, rate your experience, and send us a message.



Rider alerts ►

Mobile app

- 3 Create custom alerts by stop.
- 4 Tap on any stop along a selected route.
- 5 Click “rider alerts” from the station detail screen.
- 6 Specify a name, date(s), time, and recurrence.
- 7 Click “create alert” and get automatic notifications on your smartphone about the selected stop.



TOPIC	Development Department Monthly Report
DATE	September 15, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities October 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**
Staff is applying the Transit Asset Management analysis toward the development of a multi-year capital improvement plan. This information will inform capital investments and balance asset management with the pressures for capital expansion.

Programming/Budget Development

- **Budget Development** – The FY22 budget was adopted and staff has begun working with funding partners to prepare cooperative agreements and invoicing arrangements for FY2022 contributions. Staff also prepared the FY2023 budget development calendar. FY2023's budget development calendar will be integrated with the five year Transportation Development Plan calendar.

Goal 2 – Increase Ridership and Revenue

- **FY2022 Service Changes** – Development staff continued preparing for the FY2022 service changes which will take place October 4, 2021. These changes were based on stakeholder and public input and will reallocate service hours from lower performing routes towards higher performing services and open up the Amazon fulfillment center as a new destination on the intercountry services. The FY2022 service changes will also suspend the State Street Extension service and postpone the Meridian service launch until ridership begins to rebound from the effects of COVID-19.
- **Regional Revenue Analysis and Strategic Plan** – Development staff participated in the kick-off and early data gathering activities of the Regional Revenue Analysis. This analysis will review 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

Electric bus infrastructure is complete and the staff participated in the electric bus ribbon cutting on September 14.

- **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 has completed 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 once bidding is complete and weather permits. Construction 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 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 – Vanpool study is well underway. Consultant team and staff have solicited input from key employers and stakeholder as well as the general public. Consultant team is beginning to draft potential strategies. The project is scheduled to continue into FY2022.
- Passenger Facility Plan/Bus Stop Typology – Development staff has supported consultant team in initial data collection and project planning. Consultant team has drafted a project calendar and staff will guide stakeholder and agency input.
- 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. VRT and ACHD drafted an amendment to the existing transit infrastructure Memorandum of Understanding which will make it easier to match local funding to federal capital funds.

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	Finance and Administration Activity Report
DATE	October 4, 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 \$3,441,055 at the end of June exceeded the average cash balance of the previous three years at the end of June by \$1,364,174
- At the end of June, VRT operating expenses were 22% under budget and capital expenses were 86% under budget
- The finance team lost two additional staff members. The two vacancies have been filled and the new staff are currently being trained.
- Finance staff are preparing for FY2021 year end.

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active Grant revisions/amendments
 - Subrecipient Agreements for FY2022
 - Subrecipient Reviews

Procurement

- Procurement and Contracts Specialist is working on:
 - Demand Response Scheduling Software
 - On-Call HVAC Services
 - Contract extensions

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



TOPIC	Programs and Marketing Update
DATE	October 4, 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 and camp season wrapped up in August, giving the crew a break before the school year.
- The staff is currently working with schools to schedule events, while carefully watching developments with the COVID-19 pandemic. Most classes are held outside while the weather is good.
- Staff is exploring grant opportunities.

Navigation

- Mobility Navigator, Kyle Lenhart-Wees, has devoted a lot of time to the Connected Canyon County public involvement project.
- The Mobility Navigator has also been coordinating outreach with City Go staff at area events.
- 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 – In May 2021, VRT launched a broad-based marketing initiative designed to reach multiple audiences in Canyon County.

Campaign strategies included:

- Social media – both organic and paid placement in English and Spanish
- Display ads – four versions in six ad sizes, in English and Spanish
- A partner toolkit – with messaging, graphics, a flyer, and social media
- Wrapping the three buses used to deliver the OnDemand service
- Radio advertisements in English and Spanish
- The campaign report from Stoltz is in the packet.

Advertising campaign highlights from May 15 – August 18:

- Total impressions – 1,565,504

- Total clicks – 10,162
- Landing page view – 5,267
- The "This bus runs on your time" ads had the highest engagement rates in both English and Spanish
- The Spanish audience was about twice as engaged as the English audience and was more likely to click the link to the website
- Women ages 65+ were the most engaged, follow by women 55-64
- The Free Rides ads run during May saw significant engagement across all audiences

Electric Bus promotion – Valley Regional Transit has been working with Stoltz Marketing Group to create a campaign to announce and celebrate the introduction of battery-electric buses to the VRT fleet. The official campaign launch will be in October of 2021. VRT debuted many aspects of the campaign at the Electric Bus Ribbon-cutting on September 14, 2021.

Campaign Tactics:

- Wrapping the first four buses with unique character-driven identities identifying them as electric buses
- A comic book targeting kids
- Event materials like photo booth cutout displays
- Paid Social Media and display ads
- Organic Social Content
- An animated video
- Community events and partnerships

City Go Wallet 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 app will have a soft launch on October 4, 2021.

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.

Campaign highlights:

- The open rate has declined from an initial rate of 35% to an average of 14%
- However, the click-through rate has improved, averaging about 3%. That indicates that those who do open the newsletter are more engaged with the content
- The audience has declined gradually, now standing at about 1,700 subscribers
- Best performing content categories:
 - Articles related to growth and transportation improvements
 - Guides for employers
 - Events
 - VRT Service changes
 - Surveys
- The goal now is to increase the size of the audience. We encourage you to subscribe and share the link with others. <https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08>

Special Events – VRT will offered the Treeline Circulator bus service as part of Treefort Music Fest September 22 – 25 in downtown Boise. Because of the mask mandate on public transportation, there were no bands on the buses.

Route 150 Pine – The marketing plan for the start of the new Route 150 Pine has been put on hold after the board decided to postpone launching the service until COVID conditions and ridership improve. The earliest the service might launch is January of 2022. When operations give us the green light, we hope to leverage some of the effort from the Electric Bus and City Go Pay campaigns and develop highly targeted marketing to employers and large apartment complexes near the new route.

More Information

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



TOPIC	Community Projects/Outreach Efforts Update
DATE	October 4, 2021
STAFF MEMBER	Mark Carnopis

Summary

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

Highlights

- The VRT intranet site is complete and staff training has started. This training is focusing on how to upload copy and update the page(s) on the site. The site provides quick access to important forms and reference materials among other benefits to employees.
- Service changes will be implemented October 4 and there is a lot of public notification required to make it a success. Tasks include posting information inside the buses and at our facilities and transfer centers among other locations, placing rider alerts on bus stops impacted by the changes (Routes 11 and 17), providing updated printed route maps and schedules at our pass outlets and other locations, and updating the website.
- There are now two projects on the engage.valleyregionaltransit.org online public participation portal. The process of getting people to register on the site and to provide comment on their experiences regarding transportation continues. This outreach includes both face-to-face and electronic (e.g. mails) tactics.
- Improving accessibility to our online information is an ongoing goal of VRT. I will be participating in a two-day online workshop on the topic of improving web access to information to persons with disabilities.
- The VRT Public Records Policy is being updated to include details about retaining public records. While the policy is going through the approval process, work has started on a records retention guide/matrix that staff can use to determine what records need to be kept and for how long.

More Information

Attachments: None

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



TOPIC	City Go Report
DATE	October 4, 2021
STAFF MEMBER	Kaite Justice

Summary

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

- City Go welcomes new member, Balsam Brands, in September.
- City Go renewed pass program contracts with Ada County, Boise School District, and The College of Idaho.
- City Go featured Bacon is September's Sustainability Spotlight The blog can be found here: <https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-bacon>
- During the month on September, City Go held on-boarding meetings with Stoltz Marketing Group and Cushing Terrel to educate employees on their transportation options.
- Staff now has a fully executed contract with Nelson Nygaard for the Integrated Mobility Plan. The kick-off meeting was held in September. The plan is estimated to take eight months with completion in May of 2022. Staff will continue to update the Board on its progress.
- City Go is working with the Idaho Policy Institute to conduct a COVID-19 Travel Behavior Study valley-wide. The Memorandum of Understanding between Valley Regional Transit and Boise State has been fully executed and the estimated completion of this project is December 2021.
- City Go has participated in many events over the last month. The first is "Where's My Bike Boise," which was a scavenger hunt to find a bike downtown. We had 288 entries and over 40 new newsletter subscribers. Additionally, City Go tabled at the Goathead Festival, First Thursday, and Ridertober events. City Go staff, along with other VRT staff, also presented information about transit technology at Hackfort.
- City Go staff recently sat down with Andy Keeton of Commutifi to talk about refugee communities, sustainable public transportation, and climate change. The discussion covers how improved access through public transportation leads to greater equity for everyone. The podcast episode can be found here: <https://www.commutifi.com/resources/btl-s1e20>. City Go staff also presented at the inaugural Transportation Research Board's Conference on Advancing Transportation Equity on the barriers refugees face accessing transportation options.
- City Go staff continues to work through the implementation of the Integrated Fare Payment System with Cubic. Over the last two months the following progress has been made:
 - Electronic validators installed on all VRT buses
 - Training done for customer service, operators, and project managers
 - Landing page and updates to VRT website complete
 - Fare policy complete
 - Informational video complete

The system is set to have its soft launch on October 4 and a full launch in November/December. The Umo Mobility App is currently available for download in the App stores. You can currently find you bus and use the trip planner. Fare purchases will be available starting on October 4.

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



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	October 4, 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	\$534,758	\$280,607
% of Target Revenue:	<i>106%</i>	<i>101%*</i>	<i>47%*</i>

Fiscal Year 2021 Finals	Space Revenue:	Production Revenue:	Gross Revenue:
*As of September 16, 2021	\$534,758	\$167,648.96	\$702,406.96

Summary:

Fleet Media--Underwriting Department has finalized the fiscal year end numbers achieving our goal of \$534,758. While we are pacing well for our fiscal year 2022, having already achieved 47% of the goal under contract, I do so see some challenges in both diminishing inventory and competitive pricing structures from private, for profit organizations early in 2022.

New Business Opportunities

- Unidos Covid Vaccine Promotion
- Idaho Transportation Department – Office of Highway Safety (Public Transit Safety)
- Northwest Nazarene University
- The Salvation Army

Advertising Installations and Renewals

- Boise Pride
- College of Western Idaho
- VRT- Electric buses “The Charging Champ” and “The Silent Rider”

Public Art

- City of Boise Arts and History has finalized a pool of artists VRT can use to match sponsors with shelters. We are currently seeking sponsors for this program.

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