valleyregionaltransit

Executive Board Meeting Agenda

January 03, 2022
11:00 AM

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

Executive Board members may participate in the meeting in-person,via MSTeams at https://tinyurl.com/2p94f83f or by dialing in at **469-965-2358 Conference ID:** 829 869 292# (*The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Executive Board members. In-person attendees must follow physical distancing guidelines and wear a mask at all times in the building, if not fully vaccinated*).

I. Calling of the Roll — **Chair Elaine Clegg**

II. Agenda Additions/Changes

III. Public Comments (*Comments will be limited to no more than three* (3) *minutes*).

IV. Consent Agenda

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

A. **ACTION: Minutes - December 6, 2021 Meeting ϴ**

The Executive Board is asked to consider approval of the minutes from the December 6, 2021 executive board meeting.

Pages 3-4

V. Finance Committee

A. **INFORMATION: FY2021 4th Quarter Preliminary Operating Cash Balance Analysis ϴ**

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2021 financial statements and 4th quarter reports will be presented as an action item.

Pages 5-6 | Jason Jedry

B. **INFORMATION: FY2021 4th Quarter Preliminary Budget Variance Reports ϴ**

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2021 financial statements and 4th quarter reports will be presented as an action item.

Pages 7-20 | Jason Jedry

VI. Executive Board - Action Items

A. **ACTION: 2022 Board Strategic Work Plan**

The Executive Board will consider a recommendation to initiate a Board focused strategic work plan for 2022. The project as envisioned would be co-led by Debbie Kling as the incoming board chair and Elaine Clegg as the immediate past chair.

Pages 21-22 | Kelli Badesheim

VII. Executive Board - Information Items

A. INFORMATION: FY2021 Fourth Quarter Preliminary Performance Report

Staff will present the preliminary performance report for the fourth quarter of fiscal year 2021. The final performance report for FY2021 will be presented for the board's action in April 2022.

Pages 23-27 | Leslie Pedrosa

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)

IX. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next VRT Executive Board Meeting:
February 7, 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)

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

valleyregionaltransit

Executive Board Meeting Minutes

Monday, December 06, 2021
11:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho and via MSTeams meeting

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Luke Cavener, City of Meridian	Kelli Badesheim, VRT
Lantz Brown, Boise State		Bre Brush, City of Boise
Elaine Clegg, City of Boise		Mark Carnopis, VRT
John Evans, City of Garden City		Paula Cromie, VRT
Debbie Kling, City of Nampa		Karleigh Deeds, Thompson Consult.
Sandi Levi, City of Nampa		Brianna Dowling
Lauren McLean, City of Boise		Gregg Eisenberg, First Transit
Garret Nancolas, City of Caldwell		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Dave Fotsch, VRT
		Tessa Greegor, ACHD
		Jim Hansen, ACHD
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, City Go
		Walter Steed, Citizen
		Alissa Taysom, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:02 am with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA
Items on the Consent Agenda consisted of the following:

ACTION: Minutes of November Executive Board/Regional Advisory Council Joint Meeting
John Bechtel moved to approve the consent agenda as presented, Lauren McLean seconded. The motion passed unanimously.

FINANCE COMMITTEE - None

ACTION ITEMS
ACTION: Non-Emergency Medical Transportation
Garret Nancolas moved to approve RESOLUTION VEB21-020 and Authorization for Expenditure for Non-Emergency Medical Transportation, Debbie Kling seconded. The motion passed unanimously.

ACTION: Set Public Hearing Date for January 3, 2022 to Discuss the FY2022 Budget Amendment and FY2021 Carry-Forwards
Debbie Kling moved to approve setting a Public Hearing date at the next Board of Directors meeting to take public testimony on the FY2022 budget amendment and FY2021 carry-forwards, John Bechtel seconded. The motion passed unanimously.

ACTION: Proposed Agenda for January Board of Directors Meeting
John Bechtel moved to approve the proposed agenda for the January board of directors meeting and acknowledge there may be a need to add or remove items from that agenda, Joe Stear seconded. The motion passed unanimously.

INFORMATION ITEMS
INFORMATION: Compensation Analysis and Benefits Changes
The HR consultant team and VRT staff presented findings and recommendations from a recent compensation analysis and review, and budget implications to the recent increase in health benefit premiums to begin calendar year 2022.

INFORMATION: Procurement Calendar
The most current procurement calendar was included in the packet for information.

INFORMATION: Department/Staff Reports
The most current department/staff reports were included in the packet for information.

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 11:49 am.

NEXT VRT EXECUTIVE BOARD MEETING:
January 3, 2022 (Followed by the Board of Directors Meeting)
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

TOPIC	FY2021 4th Quarter Preliminary Operating Cash Balance Report
DATE	January 3, 2022
STAFF MEMBER	Jason Jedry, Finance Controller

Staff Recommendation/Request

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2021 financial statements and 4th quarter reports will be presented as an action item.

Summary

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

The following items are important to note:

- Regional operating cash balance was $1,404,428 at the end of September. Pending federal funds were $195,320. 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 $97,939 at the end of September.
- The Canyon County system operating cash balance was $20,890 at the end of September.
- Boise GreenBike Operating Cash Balance was $63,716 at the end of September.
- Total pending federal funds were $195,320.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

More Information

Attachments:
FY2021 4th Qtr. Preliminary 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
September 30, 2021

Regional Operations		
GL Cash Balance at 9/30/21	$1,404,428	
Pending Federal Funds *(Note 2)*		$195,320
Ada County System		
GL Cash Balance at 9/30/21	$97,939	
Pending Federal Funds *(Note 2)*		
Canyon County System		
GL Cash Balance at 9/30/21	$20,890	
Pending Federal Funds *(Note 2)*		
Boise Greenbike		
GL Cash Balance at 9/30/21	$63,716	
Pending Federal Funds *(Note 2)*		
Total Cash Balance	**$1,586,973**	
Total Pending Federal Funds *(Note 2)*		**$195,320**
Total Cash Balance Benchmark *(Note 1)*	**$1,436,263**	

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

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

TOPIC	FY2021 4th Quarter Preliminary Budget Reports
DATE	January 3, 2022
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

These preliminary reports are being provided as information only. Upon completion of the independent annual audit, the FY2021 financial statements and 4th quarter reports will be presented as an action item.

Summary

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

More Information

Attachments:

FY2021 4th Quarter Preliminary Budget Variance Report

FY2021 4th Quarter Preliminary Budget Variance Comments

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

700 NE 2ND STREET, SUITE 100 | MERIDIAN, ID 83642 | P / 208.846.8547 F / 208.846.8564 1.855.345.7433

Item V. B.

Valley Regional Transit
FY 2021 Fourth Quarter Budget Reports
October 2020 - September 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				$ 50,000	$ 1,749	-97%	$ 50,000	$ 28,901	-42%			
402 Purchased Transportation												
403 Auxiliary Revenue	100,000	85,172	-15%	283,653	406,181	43%						
404 Non-Transportation Revenue		10			14,159			0				
405 Federal Assistance - Capital										20,494,518	4,778,534	-77%
406 Federal Assistance - Operating/Administrati	265,948	211,825	-20%	892,397	514,509	-42%	3,843,306	2,157,042	-44%	1,009,233	887,383	-12%
407 Local Assistance - Capital										4,042,930	2,068,849	-49%
408 Local Assistance - Operating/Administration	1,100,537	1,274,241	16%	701,565	238,054	-66%	539,172	373,062	-31%	207,396	146,286	-29%
Total Revenues	$ 1,466,485	$1,571,249	7%	$ 1,927,615	$ 1,174,652	-39%	$4,432,478	$2,559,005	-42%	$ 25,754,077	$7,881,052	-69%

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	$ 570,062	$ 643,709	13%	$ 521,751	$ 391,831	-25%	$ 424,614	$ 455,595	7%	$ 488,959	$ 435,392	-11%
502 Fringe Benefits	388,173	490,294	26%	201,989	241,791	20%	265,284	326,240	23%	278,342	175,247	-37%
503 Professional Services	166,307	130,823	-21%	1,030,055	471,279	-54%	334,725	157,744	-53%	436,828	360,063	-18%
504 Materials and Supplies	21,905	9,160	-58%	64,550	5,848	-91%	108,550	113,078	4%		20	
505 Utilities	79,222	94,548	19%	18,220	8,853	-51%	3,480	7,674	121%	2,000	600	-70%
506 Casualty and Liability	24,954	13,569	-46%	6,000	5,513	-8%	78,000	83,206	7%			
508 Purchased Transportation							2,213,025	1,199,511	-46%			
509 Miscellaneous	187,508	160,222	-15%	50,050	16,042	-68%	1,004,800	165,434	-84%	502,668	324,944	-35%
511 Interest	400		-100%									
512 Leases and Rentals	27,955	28,924	3%	35,000	28,200	-19%		764				
514 Capital (Note 2)										24,045,280	6,229,887	-74%
Total Expenses	$ 1,466,485	$1,571,249	7%	$ 1,927,615	$ 1,169,357	-39%	$4,432,478	$2,509,246	-43%	$ 25,754,077	$7,526,152	-71%

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

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

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 657,400	$ 406,448	-38%	$ 94,200	$ 54,373	-42%
402 Purchased Transportation						
403 Auxiliary Revenue	63,072	258,834	310%			
404 Non-Transportation Revenue		255,999			4,612	
405 Federal Assistance - Capital						
406 Federal Assistance - Operating/Administratio	6,337,688	6,267,894	-1%	2,413,710	1,649,771	-32%
407 Local Assistance - Capital						
408 Local Assistance - Operating/Administration	1,054,429	917,797	-13%		31,532	
Total Revenues	**$ 8,112,589**	**$8,106,973**	**0%**	**$ 2,507,910**	**$ 1,740,288**	**-31%**

Category	Boise Fixed Route			ADA Paratransit (Demand Response)		
	21			22		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	$ 3,389,281	$ 3,424,462	1%	$ 1,069,278	$ 566,802	-47%
502 Fringe Benefits	2,643,817	2,568,851	-3%	958,971	718,132	-25%
503 Professional Services	492,856	451,496	-8%	112,495	136,698	22%
504 Materials and Supplies	775,550	626,496	-19%	203,800	125,431	-38%
505 Utilities	194,364	103,994	-46%	35,100	22,208	-37%
506 Casualty and Liability	192,071	291,574	52%	82,316	124,301	51%
508 Purchased Transportation						
509 Miscellaneous	336,700	250,026	-26%	9,200	7,507	-18%
511 Interest						
512 Leases and Rentals	87,950	83,621	-5%	36,750	39,209	7%
514 Capital (Note 2)						
Total Expenses	**$ 8,112,589**	**$7,800,519**	**-4%**	**$ 2,507,910**	**$ 1,740,288**	**-31%**

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

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

Category	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)			Canyon Inter-County		
	24			25			31		
	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 39,200	$ 43,602	11%	$ 5,600	$ 7,952	42%	$ 118,600	$ 41,210	-65%
402 Purchased Transportation									
403 Auxiliary Revenue	24,528	13,426	-45%					16,409	
404 Non-Transportation Revenue		388							
405 Federal Assistance - Capital									
406 Federal Assistance - Operating/Administratio	985,307	916,207	-7%	102,850	69,282	-33%	1,079,701	1,068,452	-1%
407 Local Assistance - Capital									
408 Local Assistance - Operating/Administration		186,458			(571)			4,217	
Total Revenues	**$ 1,049,035**	**$1,160,080**	**11%**	**$ 108,450**	**$ 76,663**	**-29%**	**$1,198,301**	**$1,130,288**	**-6%**

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	$ 426,302	$ 362,783	-15%	$ 50,267	$ 34,682	-31%	$ 539,975	$ 476,883	-12%
502 Fringe Benefits	194,353	176,599	-9%	25,157	11,923	-53%	252,697	174,885	-31%
503 Professional Services	119,007	108,079	-9%	9,425	7,980	-15%	105,241	115,564	10%
504 Materials and Supplies	140,708	123,259	-12%	14,847	12,891	-13%	201,009	222,335	11%
505 Utilities	23,215	20,538	-12%	2,970	2,022	-32%	32,750	27,806	-15%
506 Casualty and Liability	37,500	76,928	105%	3,658	6,365	74%	50,304	85,709	70%
508 Purchased Transportation									
509 Miscellaneous	104,750	100,342	-4%	1,725	488	-72%	11,925	15,572	31%
511 Interest									
512 Leases and Rentals	3,200	3,189	0%	400	311	-22%	4,400	4,278	-3%
514 Capital (Note 2)									
Total Expenses	**$ 1,049,035**	**$ 971,718**	**-7%**	**$ 108,450**	**$ 76,663**	**-29%**	**$1,198,301**	**$1,123,032**	**-6%**

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

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

Capital Budget Expense Category		
	Budget Annual	YTD Actual
Bike/Pedestrian Improvements		
Capital - Facilities - Multi-Modal Center		
Capital - Facilities - Fuel Facilities		42,560
Capital - Facility - Facilities/Bldgs/Grounds	7,439,833	1,199,345
Capital - Non-Revenue Vehicles	97,000	27,846
Capital - Other		
Capital - Revenue Vehicles	13,081,205	3,870,825
Capital - Revenue Vehicles - Sub-Recipient		53,196
Capital Equipment - Communications		
Capital Equipment - Farebox		
Capital Equipment - Surv/Security		
CAPITAL EXPENDITURES (514)		
Capital Information Technology - Hardware	673,962	734,541
Capital Information Technology - Software	1,293,859	39,856
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	253,071
Total Capital Expenses	**$ 24,045,280**	**$6,229,887**

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

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

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
401 Directly Generated Funds	$ 50,000	$ 28,901	-42%
402 Purchased Transportation			
403 Auxiliary Revenue			
404 Non-Transportation Revenue		$ 0	
405 Federal Assistance - Capital			
406 Federal Assistance - Operating/Administratio	$ 3,843,306	$ 2,157,042	-44%
407 Local Assistance - Capital			
408 Local Assistance - Operating/Administration	$ 539,172	$ 373,062	-31%
Total Revenues	**$ 4,432,478**	**$2,559,005**	**-42%**

Category	Specialized Transportation		
	20		
	YTD Budget	YTD Actual	% Diff
501 Wages and Salaries	424,614	455,595	7%
502 Fringe Benefits	265,284	326,240	23%
503 Professional Services	334,725	157,744	-53%
504 Materials and Supplies	108,550	113,078	4%
505 Utilities	3,480	7,674	121%
506 Casualty and Liability	78,000	83,206	7%
508 Purchased Transportation	2,213,025	1,199,511	-46%
509 Miscellaneous	1,004,800	165,434	-84%
511 Interest			
512 Leases and Rentals		764	
514 Capital (Note 2)			
Total Expenses	**$ 4,432,478**	**$2,509,246**	**-43%**

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

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

VALLEY REGIONAL TRANSIT
FY 2021 BUDGET REPORT COMMENTS
October 2020 - September 2021

At the end of September, Fiscal Year 2021 was one hundred percent (100%) complete. The following is a review of the budgetary status of each division as of September 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 (15% under budget) - The amount of revenue recognized for this line item in Division 10 equals the salary expenses for the Programs Director position.

Federal Operating Assistance (20% under budget) – This line item is below budget parameters. This is due to unallowable expenses being higher than allowable expenses. Federal funds cannot be used to reimburse unallowable expenses.

Local Operating Assistance (16% over budget) – This line item is above budget parameters. This is due to unallowable expenses being higher than budgeted for. Local funds must be utilized to reimburse unallowable expenses.

Expenses

Total Regional Overhead operating expenses were 7% over budget through QR-4.

Wages and Salaries (13% over budget) - This line item is unfavorably above budget parameters due to wages and salary expenses being higher than budget estimates.

Fringe Benefits (26% over budget) - This line item is unfavorably above budget parameters due to benefit expenses being higher that budget estimates.

Professional Services (21% under budget) - This line item is favorably below budget parameters primarily due to community relations, finance and IT expenses being lower than budgeted for.

Materials and Supplies (58% under budget) – This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

Utilities (19% 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 (15% 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.

<u>Revenues</u>

Directly Generated (97% 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 (43% over budget) – This line item is above budget estimates. City Go revenue was $26,732. Advertising revenue recognized to offset expenses was $162,560 and advertising installation reimbursement revenue which offsets installation expenses was $216,890.

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

Federal Operating Assistance (42% under budget) – This line item is below budget parameters. This is due to Mobility Management, City Go and Safe Routes to School expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

Local Operating Assistance (66% under budget) – This line item is below budget parameters. This is due to Mobility Management, City Go and Safe Routes to School expenses being lower than budgeted for resulting in the need to recognize less revenue in this category. It should be noted that $5,296 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

<u>Expenses</u>

Total Program and Supports operating expenses were 39% under budget through QR-4.

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 (20% over budget) - This line item is unfavorably above budget parameters due to fringe benefit expenses for Safe Routes to School being budgeted for in the wages and salaries category.

Professional Services (54% 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 (68% under budget) – This line item is favorably below budget parameters.

Leases and Rentals (19% 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, Village Van and the taxi SCRIP program are operating at a lower capacity. Additionally, ridership has been down for the majority of Specialized Transportation Services.

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 (31% 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. It should be noted that $49,760 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Information Supports/Specialized Transportation operating expenses were 43% under budget through QR-4.

Fringe Benefits (23% over budget) - This line item is unfavorably above budget parameters due to an increase is staff paid time off.

Professional Services (53% 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 (121% over Budget) - This line item is unfavorably above budget parameters due to mobile radio expenses for service providers being higher than budgeted for. VRT receives revenue from its service providers that offsets this expense.

Purchased Transportation (46% under budget) – This line item is favorably below budget parameters due to Lyft Transit Connections, VRT Late Night, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses being lower than budgeted for as a result of reduced ridership.

Miscellaneous (84% under budget) – This line item is favorably under budget parameters due to the integrated fare-payment-system project. The expected fees associated with this project will not be incurred until fiscal year 2022.

Program Administration Support/Planning (23)

Revenues

Federal Capital Assistance (77% 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 (12% 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 (49% 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 (29% 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. It should be noted that $354,899 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Program Administration Support/Planning expenses were 71% under budget through QR-4.

Wages and Salaries (11% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (37% under budget) - This line item is favorably below budget parameters. Benefit expenses are estimated at the beginning of the fiscal year. Health benefit expenses were lower than estimated.

Professional Services (18% under budget) - This line item is favorably below budget parameters because several planning projects are still in progress and will carry forward into FY2022.

Utilities (70% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (35% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Capital (74% 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. VRT began to take delivery of these vehicles at the end of FY2021. The remaining vehicles will arrive in FY2022.

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 fourth quarter.

Auxiliary (310% over budget) – This line item is favorably above budget parameters. Advertising revenue allocated to this division exceeded budget by $195,762.

Local Operating Assistance – It should be noted that $306,454 of this revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses
Total Boise fixed-route operating expenses were 4% under budget through QR-4.

Materials and Supplies (19% under budget) - This line item is favorably below budget parameters.

Utilities (46% 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 (52% 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 (26% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)

Revenues
Directly Generated Funds (42% 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 fourth 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 31% under budget through QR-4.

Wages and Salaries (47% under budget) - This line item is favorably below budget parameters primarily due to reduced ACCESS services and less overtime. The allocation of expenses from division 21 to division 22 also impacted this category.

Fringe Benefits (25% under budget) - This line item is favorably below budget parameters due to reduced operator payroll and benefit expenses being lower than budgeted for. The allocation of expenses from division 21 to division 22 also impacted this category.

Professional Services (22% over budget) - This line item is unfavorably above budget parameters primarily due to administration and the operating contract expenses being higher than budgeted for in this division.

Materials and Supplies (38% under budget) - This line item is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (37% 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 (51% 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 (18% under budget) - This line item is favorably below budget parameters.

Canyon County Fixed-Route (24)

Revenues

Directly Generated Funds (11% 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 $27,365 under budget.

Auxiliary (45% under budget) – This line item is unfavorably below budget parameters due to advertising revenue allocated to this division being lower than budgeted for.

It should be noted that $287,853 of revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

Expenses

Total Canyon County fixed-route operating expenses were 7% under budget through QR-4.

Wages and Salaries (15% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (12% under budget) - This line item is favorably below budget parameters. CNG expenses are higher than budgeted for but is offset by lower fuel and maintenance expenses.

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

Casualty and Liability (105% 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.

Canyon ADA Paratransit/Demand Response (25)

Revenues

Directly Generated Funds (42% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were $877 under budget.

Federal Operating Assistance (33% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses

Total Canyon ADA Paratransit/Demand Response operating expenses were 29% under budget through QR-4.

Wages and Salaries (31% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (53% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll, and benefit expenses being lower than budgeted for.

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 (13% under budget) - This line item is favorably below budget parameters due to CNG and maintenance expenses being lower than budgeted for.

Utilities (32% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (74% 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)

<u>Revenues</u>

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 fourth quarter of the fiscal year.

It should be noted that $7,256 of revenue was recognized at year end absent the need to offset expenses because the funds were unrestricted.

<u>Expenses</u>

Total Canyon inter-county operating expenses were 6% under budget through QR-4.

Wages and Salaries (12% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (31% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll, and benefit expenses being lower than budgeted for.

Materials and Supplies (11% over budget) - This line item is unfavorably above budget parameters due to maintenance and parts expenses being higher than budgeted for.

Utilities (15% 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 (70% 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 (31% over budget) - This line item is unfavorably above budget parameters primarily due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.

TOPIC	2022 Board Strategic Work Plan
DATE	December 20, 2021
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

This is an action item. The Executive Board will consider establishing a process to develop a strategic work plan to better align the VRT Board's work and governance with the organization's defined objectives. In addition, staff would recommend the Executive Board serve as the steering committee for the Board strategic work plan activities.

Highlights

- VRT incorporated the previous board-level strategic plan into the Valley**Connect** 2.0 effort in 2018
- The current governance structure has been in place since 2011, and strategic organizational objectives have been in place since 2005
- The Board updated organizational strategic objectives in 2021
- There has been a significant transition of many long-standing board members leaving VRT and many newly elected officials joining the board
- The region is experiencing unprecedented growth, economic disruption, and influx of new federal funds and policies to navigate

Summary

VRT conducted the first strategic plan in 2003 through the support of CH2M Hill. The plan established vision, mission, priorities and objectives to guide the Board's work and built the organizational capacity to build the envisioned public transportation system. The plan was updated every five years through staff led engagement with the VRT board and other stakeholder groups. In 2018, the Board's strategic planning work was folded into the Valley**Connect** 2.0 plan as a way to better align strategic work with the aspirations the organization has for service and program development.

There have been many changes over the last four years that support updating the strategic plan in 2022. We have seen many long-standing board members retire and stepping off the board. VRT is working more closely with jurisdictions to grow services. We are experiencing unprecedented growth putting significant pressure on transportation and other publically funded needs in our region. Finally, we are still emerging from the disruption of the pandemic creating changes in funding levels, policies and regulations at the federal level.

Mayor Kling and Councilmember Clegg have expressed an interest to lead a strategic planning effort for Valley Regional Transit. We are looking to the Executive Board to discuss and establish a process going forward to complete a strategic plan between January and September 2022. The strategic planning process will be aligned with the budget and transportation development planning process. The work will also feed into an anticipated update of ValleyConnect after COMPASS completes the update of Communities in Motion.

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Implication (policy and/or financial)

Staff can provide the direct support for the strategic planning effort. This assumes a good deal of the information gathering will be conducted through direct contacts with VRT board members in between Executive Board meetings. There are financial resources available if the Executive Board determines it would be more beneficial to have an outside consultant lead the planning effort.

More Information

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

TOPIC	FY21 Forth Quarter Preliminary Performance Report
DATE	December 27, 2021
STAFF MEMEBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item only.

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.

VRT expects the final Performance report to continue to show a decrease in ridership in the fourth quarter due to the COVID-19 pandemic. Ridership in the fourth quarter continues to compare post-pandemic trends, year to year. Preliminary reporting shows an overall decrease of 9% system-wide, which is better than the 14% decrease noted in quarter three.

Fixed-route services show a preliminary decrease of 17%, which is less than the 26% decrease reported in quarter three. Ada County is projecting a 28% decrease in July, a 9% decrease in August and an 18% decrease in September. Intercounty is projecting a 16% decrease in July, a 2% decrease in August and no decrease in September. Boise State Shuttle is projecting a 100% increase, a 276% increase in August and a 270% increase in September.

Demand response services show a preliminary increase of 154%, which is less than the 198% decrease reported in quarter three. Ada County is projecting a 22% increase in July, a 27% increase in August and a 30% increase in September. Canyon County, it is projecting a 16% decrease in July, a 17% decrease in August and a 16% increase in September. Canyon County on Demand is newly reported, which is reflected in the increase showing at 100%.

Specialized Transit services show a preliminary increase of 31%, which is less that the 198% increase reported in quarter three. 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 is projecting an increase of 14% in July, 36 in August and an 18% decrease in September
- Harvest Transit is projecting an increase of 76% in July, 62% in August and 20% in September

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- Eagle Senior Center is projecting an increase of 64% in July, 72% in August and 57% in September
- SHIP is projecting an increase of 90% in July, 51% in August and 60% in September
- Village Van is projecting a decrease of 57% in July, 67% in August and 52% in September
- Star Senior Center is projecting an increase of 15% in July, 31% in August and 46% in September
- Kuna Senior Center is projecting an increase of 148% in July, 1% in August and 1% in September
- Meridian Senior Center is projecting an increase of 516% in July, 280% in August and 183% in September
- Shared Vehicle ridership, which includes Calvary Church and Interfaith Sanctuary, is projecting a decrease of 66% in July, 72% in August, and September ridership has not been received at the time of this report. The projected decrease is in large part due to Calvary Church not resuming service since the pandemic started.
- Volunteer Driver is projecting a decrease of 7% in July, a 2% increase in August and a 12% decrease in September.
- Rides2Wellness is projecting an increase of 14% in July, 55% in August and 2% in September.
- Parma Senior Center is projecting an increase of 2500% in July, 1085% in August and 202% in September
- Meridian Veterans Shuttle started service in the middle of the third quarter of this fiscal year. Due to service provider limitations, there was limited service available in the fourth quarter.

ACHD Commuteride had a 14% increase in ridership, which is less than the 99% increase reported in quarter three. ACHD Commuteride operated 71 vanpools at the end of the fourth quarter, which is an increase from the 67 operated at the end of the second quarter. ACHD Commuteride continues to operate vanpools at a lower passenger limit due to the pandemic, but will consolidate routes when possible.

VRT First Mile, Last Mile services are projecting a 56% increase in ridership in the fourth quarter. VRT Late Night is projecting an increase of 1850% in July, 100% in August and 2800% in September. Lyft Transit Connections is projecting an increase of 73% in July, 49% in August and 8% in September.

Implication (policy and/or financial)

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

More Information

Attachments:
Draft FY21 Performance Report, Fourth Quarter
Draft FY21 Fourth Quarter Ridership Report
Draft FY21 Year to Date Ridership Report

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

VRT PERFORMANCE - PRELIMINARY 4th QUARTER, FY21
SUMMARY DASHBOARD

		QUARTERLY			YEAR TO DATE		
		FISCAL YEAR			FISCAL YEAR		
		2021	2020	% Change	2021	2020	% Change
RIDES	FR	219,682	263,946	▼ -16.8	871,589	1,393,800	▼ -37.5
RIDES	DR	14,326	5,651	▲ 153.5	53,743	35,474	▲ 51.5
RIDES	ST	17,521	13,363	▲ 31.1	64,029	77,403	▼ -17.3
RIDES	FMLM	797	512	▲ 55.7	2,953	3,243	▼ -8.9
RIDES	VP	25,814	22,554	▲ 14.5	103,839	121,259	▼ -14.4
RIDES	Total	278,140	306,026	▼ -9.1	1,096,153	1,631,179	▼ -32.8
HOURS	FR	23,153	26,888	▼ -13.9	89,236	108,998	▼ -18.1
HOURS	DR	5,626	2,713	▲ 107.4	21,273	20,518	▲ 3.7
HOURS	ST	5,625	4,729	▲ 19.0	23,157	22,255	▲ 4.1
HOURS	FMLM	119	62	▲ 92.4	399	450	▼ -11.5
HOURS	VP	7,762	6,146	▲ 26.3	29,710	28,639	▲ 3.7
HOURS	Total	42,285	40,538	▲ 4.3	163,775	180,859	▼ -9.4
RIDES PER HOUR	FR	9.49	9.82	▼ -3.3	9.77	12.79	▼ -23.6
RIDES PER HOUR	DR	2.55	2.08	▲ 22.2	2.53	1.73	▲ 46.1
RIDES PER HOUR	ST	3.11	2.83	▲ 10.2	2.77	3.48	▼ -20.5
RIDES PER HOUR	FMLM	6.68	8.26	▼ -19.1	7.41	7.20	▲ 2.9
RIDES PER HOUR	VP	3.33	3.67	▼ -9.4	3.50	4.23	▼ -17.5
RIDES PER HOUR	Total	6.58	7.55	▼ -12.9	6.69	9.02	▼ -25.8
ON-TIME PERFORMANCE	FR	78%	80%	▼ -2.4	79%	75%	▲ 5.3
ON-TIME PERFORMANCE	DR	87%	84%	▲ 3.1	84%	70%	▲ 20.0
ON-TIME PERFORMANCE	ST	67%	63%	▲ 5.9	61%	62%	▼ -1.6
ON-TIME PERFORMANCE	Total	77%	76%	▲ 1.9	75%	69%	▲ 8.2

FR- FIXED ROUTE	DR - DEMAND RESPONSE	ST - SPECIALIZED TRANSPORTATION		VP - VANPOOL	FMLM - FIRST MILE/LAST MILE
Ada County	Ada County	Shared Vehicle	Metro	ACHD CommuteRide	Lyft Transit Connections
Boise State - Bronco Shuttle	Canyon County	Kuna Senior Center	SHIP		VRT Late Night
Canyon County		Meridian Senior Center	Village Van		
Intercounty		Eagle Senior Center	Harvest		
		Star Senior Center	AC Rides2Wellness		
		CC Rides2Wellness	Meridian VA Shuttle		
		Parma Senior Center	Volunteer Driver		

VRT PERFORMANCE - PRELIMINARY 4th QUARTER, FY21

QUARTERLY RIDERSHIP DETAIL

FR- FIXED ROUTE	FY21	FY20	% Change
Ada County*	192,145	234,983	-18.2
Boise State - Bronce Shuttle	16,616	5,274	315.1
Canyon County*	-	12,115	-100.0
Intercounty*	10,921	11,574	-5.6
FR SUB TOTAL	219,682	263,946	-16.8

ST - SPECIALIZED TRANSPORTATION	FY21	FY20	% Change
Metro**	3,024	2,754	9.80
Shared Vehicle	69	389	-82.3
SHIP**	3,148	1,905	65.25
Kuna Senior Center	462	372	24.19
Village Van	966	2,347	-58.8
Volunteer Driver	511	540	-5.4
Meridian Senior Center	736	169	335.50
Eagle Senior Center**	3,280	1,997	64.25
Star Senior Center	255	196	30.10
Harvest**	2,620	1,256	108.60
Parma Senior Center	820	127	645.67
Canyon County Rides 2 Wellness	-	-	100.00
Meridian Veterans Shuttle	48	-	100.00
Ada County Rides 2 Wellness	1,582	1,311	20.67
ST SUB TOTAL	17,521	13,363	31.12

QUARTERLY RIDERSHIP GRAND TOTAL	FY21	FY20	% Change
	278,140	306,026	-9.1

DR - DEMAND RESPONSE	FY21	FY20	% Change
Ada County**	6,387	5,064	26.1
Canyon County**	552	587	-6.0
CC On Demand	7,387	-	100
DR SUB TOTAL	14,326	5,651	153.5

VP - VANPOOL	FY21	FY20	% Change
ACHD CommuteRide	25,814	22,554	14.45

FMLM - FIRST MILE/LAST MILE	FY21	FY20	% Change
Lyft Transit Connections	87	3	2,800.00
VRT Late Night	710	509	39.49
FMLM SUB TOTAL	797	512	55.66

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

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

VRT PERFORMANCE - PRELIMINARY 4th QUARTER, FY21

YEAR TO DATE RIDERSHIP DETAIL

FR- FIXED ROUTE	FY21	FY20	% Change
Ada County*	778,108	904,401	-14.0
Boise State - Bronce Shuttle	53,322	139,736	-61.8
Canyon County*	-	32,133	-100.0
Intercounty*	40,159	53,585	-25.1
FR SUB TOTALS	871,589	1,129,854	-22.9

ST - SPECIALIZED TRANSPORTATION	FY21	FY20	% Change
Metro**	11,109	14,262	-22.1
Shared Vehicle	3,410	5,432	-37.2
SHIP**	12,950	8,299	56.0
Kuna Senior Center	1,732	2,103	-17.6
Village Van	4,551	12,610	-63.9
Volunteer Driver	2,234	1,877	19.0
Meridian Senior Center	2,023	1,740	16.3
Eagle Senior Center**	9,941	10,870	-8.5
Star Senior Center	915	1,449	-36.9
Harvest**	9,614	9,262	3.8
Parma Senior Center	2,250	2,161	4.1
Canyon County Rides 2 Wellness	2	-	100.00
Meridian Veterans Shuttle	66	-	100.00
Ada County Rides 2 Wellness	6,187	7,338	-15.7
ST SUB TOTALS	66,984	77,403	-13.5

DR - DEMAND RESPONSE	FY21	FY20	% Change
Ada County**	22,910	33,351	-31.3
Canyon County**	2,304	2,123	8.5
CC On Demand	28,529	-	100.0
DR SUB TOTALS	53,743	35,474	51.5

VP - VANPOOL	FY21	FY20	% Change
ACHD CommuteRide	103,839	117,999	-12.0

FMLM - FIRST MILE/LAST MILE	FY21	FY20	% Change
Lyft Transit Connections	252	308	-18.2
VRT Late Night	2,701	2,935	-8.0
FMLM SUB TOTAL	2,953	3,243	-8.9

	FY21	FY20	% Change
YEAR TO DATE RIDERSHIP GRAND TOTAL	1,099,108	1,363,973	-19.4

*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