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Executive Board Meeting Agenda

Monday, July 06, 2020

11:00 AM

Via web/telephonic

<https://global.gotomeeting.com/join/402707733>

1 (646) 749-3122

I. CALLING OF THE ROLL

Chair Tom Dale

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: Executive Board Minutes June 1, 2020 Meeting Pages 6-8

The Executive Board will consider approving the minutes of the June 1, 2020 Executive Board Meeting.

B. ACTION: Regional Advisory Council May 19, 2020 Meeting Minutes Pages 9-10

The Executive Board is asked to accept the minutes of the May 19, 2020 Regional Advisory Council meeting.

V. FINANCE COMMITTEE (NOTE ACTION OR INFORMATION)

A. ACTION: Review FY2021 Preliminary Budget and Set Public Hearing Date

Pages 11-24 Kelli Badesheim

The Executive Board will have the opportunity to review the FY2021 preliminary budget and consider releasing the budget for public comment and setting the required public hearing. The budget will be presented to the VRT Board on August 3, 2020 at their regularly scheduled meeting.

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Set Public Hearing Date for Asset Disposal

Pages 25-26 Leslie Pedrosa

The Executive Board will consider setting a public hearing date for the next VRT Board meeting on August 3, 2020 to notify the public of assets slated for disposal and provide an opportunity for public comment.

B. ACTION: Bus Stop Infrastructure Construction

Pages 27-34 Stephen Hunt

Staff will present low bidder for bus stop construction activities at 31 different locations in Boise, Meridian and Eagle.

- C. ACTION: Social Media Policy** Pages 35-40 Mark Carnopis
Executive Board members are asked to make a final review of the draft Social Media policy and consider recommending approval by the full Board.
- D. ACTION: Public Notification and Involvement Policy** Pages 41-46 Mark Carnopis
The Executive Board is asked to complete a final review of the draft Public Notification and Involvement Policy and consider recommending approval by the VRT Board of Directors.
- E. ACTION: Review/Approve Agenda for August 3, 2020 Board of Directors Meeting** Page 47 Kelli Badesheim
The Executive Board will have the opportunity to review/approve the proposed agenda for the August 3, 2020 VRT Board of Directors meeting.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

- A. INFORMATION: Safe Routes to School Assessment** Pages 48-56 Kaite Justice
The Executive Board is asked to review Valley Regional Transit (VRT) staff's assessment on bringing the Safe Routes to School program under VRT.
- B. INFORMATION: Integrated Fare Payment Application Procurement** Pages 57-58 Kaite Justice
Valley Regional Transit Executive Board will be presented with information on the Integrated Fare Payment Application procurement.
- C. INFORMATION: Canyon County On-Demand Transit Update** Pages 59-60 Leslie Pedrosa
Staff will provide an update of the new pilot being proposed for Canyon County local fixed-route services.
- D. INFORMATION: Procurement Calendar** Page 61
The most current procurement calendar has been included in the packet for information.
- E. INFORMATION: Department/Staff Reports** Pages 62-74
The most current department/staff reports have been 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

ø = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING followed by BOARD OF DIRECTORS MEETING:

August 3, 2020 at 11:00 a.m. (Board at 12:00 p.m.)

VRT Boardroom or via teleconference

700 NE 2nd Street

Meridian, ID 83642

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

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

Executive Board Meeting Minutes

Monday, June 01, 2020

11:00 AM

Via web/telephonic

<https://global.gotomeeting.com/join/402707733>

1 (646) 749-3122

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Elaine Clegg – City of Boise	Luke Cavener – City of Meridian	Kelli Badesheim-VRT
Tom Dale – Canyon Cty. Comm.	Sandi Levi – City of Nampa	Mark Carnopis-VRT
John Evans – City of Garden City	Boise State	Paula Cromie-VRT
Jim Hansen – ACHD		Gregg Eisenburg-First Transit
Debbie Kling – City of Nampa		Maureen Gresham-Commutteride
David Lincoln – ACCHD		Rachel Hankkala-COMPASS
Lauren McLean – City of Boise		Ryan Head - ACHD
Garret Nancolas, City of Caldwell		Stephen Hunt – VRT
		Kelly Jakovac-VRT
		Jason Jedry-VRT
		Dave Meredith-VRT
		Leslie Pedrosa-VRT
		Ken Pidjeon-Citizen
		Brad Pike-City of Eagle
		Jill Reyes-VRT
		Walter Steed-RAC
		Corrie Washington-VRT

CALLING OF THE ROLL – Chair Tom Dale called the meeting to order at 11:00 a.m. with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS

Ken Pidjeon spoke regarding the performance report and would like VRT to verify the numbers in the report. He also spoke regarding Canyon County On-Demand Transit.

CONSENT AGENDA

The consent agenda consisted of the following:

- **Executive Board Minutes, May 4, 2020 Meeting**
- **Executive Board Special Meeting Minutes, May 18, 2020**
- **Regional Advisory Council Minutes, April 21, 2020 Meeting**
- **New Regional Advisory Council Member, Gabriela Tapia**

Elaine Clegg made a motion to approve the consent agenda, as presented; John Evans seconded. The motion passed unanimously.

FINANCE COMMITTEE

ACTION: FY2020 2nd Qtr. Variance Report

Jason Jedry presented the 2nd quarter Variance Report. Following discussion, Elaine Clegg made a motion to approve the report, Jim Hansen seconded. The motion passed unanimously.

Operating Cash Balance Report-FY2020 Qtr. 2

Jason Jedry presented the 2nd quarter Operating Cash Balance Report. Following discussion, Jim Hansen moved to approve the report; John Evans seconded the motion. The motion passed unanimously.

ACTION: COVID-19 Resiliency Prioritization Guideline and the Transportation Development Plan (TDP)

Stephen Hunt presented the prioritization guidelines to be applied to VRT's COVID-19 Resiliency Action Plan/Transportation Development Plan (TDP) programming activities. Following discussion, Elaine Clegg moved to approve the COVID-19 Resiliency Action Plan/Transportation Development Plan (TDP) programming guideline with the project level details coming back to the board for consideration and approval in the TDP process; Jim Hansen seconded the motion. The motion passed unanimously.

ACTION: Reserve Planning

Jason Jedry presented the Reserve Plan recommendations to the Executive Board. Following discussion, Elaine Clegg made a motion to approve the Reserve Plan, as presented, and recommend for approval to the Board of Directors at the August 5, 2020 meeting as a consent agenda item; Jim Hansen seconded the motion. The motion passed unanimously.

INFORMATION: FY2021 Preliminary Budget and Financial Reports

Kelli Badesheim presented an overview of the FY2021 Draft Preliminary Budget. The Executive Board will review the final draft budget in July to consider releasing for public comment, and setting the public hearing. The VRT Board of Directors will consider the final budget at the August 2019 Board meeting.

EXECUTIVE BOARD - ACTION ITEMS

ACTION: FY20 Q2 Performance Report

Leslie Pedrosa presented the 2nd quarter FY2020 Performance Report. Following discussion, Elaine Clegg made a motion to recommend the FY2020 Performance Report, for approval, to the Board of Directors at the August 5, 2020 meeting; Debbie Kling seconded the motion. The motion passed unanimously.

EXECUTIVE BOARD – INFORMATION ITEMS

INFORMATION: Public Notification and Involvement Policy Draft

Mark Carnopis reviewed the draft Public Notification and Involvement Policy for Executive Board members to review and provide comments and suggestions.

INFORMATION: VRT Social Media Policy Update

Mark Carnopis presented an update to the VRT Social Media Policy for Executive Board members to review and provide comments and suggestions.

INFORMATION: On-demand Transit

Leslie Pedrosa presented an update on the pilot program being proposed for Canyon County's new local on-demand transit service solution.

INFORMATION: State Street Corridor Update

Stephen Hunt presented the update Jim Hansen requested on the coordination of work in the State Street corridor.

INFORMATION: Procurement Calendar

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

INFORMATION: Department/Staff Reports

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

ADJOURNMENT: The meeting adjourned at 12:45 p.m.

EXECUTIVE SESSION - None

NEXT VRT EXECUTIVE BOARD MEETING:

July 6, 2020
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Regional Advisory Council Minutes

Tuesday, May 19, 2020

9:00 AM

Via teleconference

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen	Kelly Berg	Kelli Badesheim, VRT
Susan Bradley	Jason Madsen	Adie Bartron, Stoltz
Lisa Brady	Jeremy Maxand	Mark Carnopis, VRT
Randy Johnson	Salome Mwangi	Paula Cromie, VRT
Terri Lindenberg	Courtney Rosenkoetter	Pat Durham, VRT
Mary Beth Nutting		Dave Fotsch, VRT
Eric Selekof		Rachel Haukkala, COMPASS
Walter Steed		Stephen Hunt, VRT
		Kelly Jakovac, VRT
		Kaytlyn Marcotte, VRT
		Nick Moran, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Alissa Taysom, VRT

CALLING OF THE ROLL – Chair Eric Selekof called the meeting to order at 9:03 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS – None

CONSENT AGENDA

MINUTES: Regional Advisory Council April 21, 2020

Lisa Brady moved to approve the Consent Agenda as presented; Randy Johnson seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: VRT Public Involvement and Notification Policy

Mark Carnopis presented the final review of the draft Public Involvement and Notification Policy. Following discussion, Terri Lindenberg moved to approve and recommend approval by the Executive Board the Public Involvement and Notification Policy; Walter Steed seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Canyon County On-Demand Transit

Stephen Hunt provided an update on the new pilot being proposed for the Canyon County local fixed-route services.

INFORMATION: VRT Social Media Policy Update

Mark Carnopis discussed the updated Social Media Policy and asked members to review the draft update and offer comment and suggestions. Discussion followed.

INFORMATION: FY2021 Service Expansions

Stephen Hunt reviewed and discussed service expansions being considered for FY2021. Discussion followed.

INFORMATION: COVID-19 Resiliency Action Plan

Stephen Hunt presented information regarding Valley Regional Transit's draft COVID-19 Resiliency Action Plan guiding principles. Staff is developing the plan for the Board to consider as the final action plan with investments required to rebound from the effects of the pandemic. Discussion followed.

INFORMATION - Marketing Update

Dave Fotsch and Adie Barton, of Stoltz Marketing, presented an overview of VRT marketing initiatives. Discussion followed.

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

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

ADJOURNMENT – Randy Johnson moved to adjourn the meeting; Susan Bradley seconded. The meeting was adjourned at 10:47 a.m.

NEXT REGIONAL ADVISORY COUNCIL MEETING:

June 16, 2020
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642



TOPIC: FY2021 Draft Preliminary Budget

DATE: June 24, 2020

STAFF: Kelli Badesheim, Executive Director

Summary:

Background

Attached is the FY2021 draft preliminary budget. Division managers developed expense budgets between January and February 2020, prior to the disruptions our region experienced due to the COVID-19 crisis. The FY2021 budget represents the budget we anticipated prior to the pandemic. This will serve as a baseline for us to track budget variances we anticipate on both the expense and revenue sides of the budget through next year and likely a few years after. This is done with intention so we can effectively and appropriately apply the up to \$20 million in federal funding provided through the 2020 Coronavirus Aid, Relief and Economic Security Act (CARES).

The Executive Board is reviewing the final preliminary budget at the July 6, 2020 meeting. The final preliminary draft budget was changed to reflect the input the Executive Board provided in June, along with some minor changes staff made to allocation of labor across departments. The budget presented in this packet reflects the service changes already approved by the VRT Board. There are no additional service enhancements anticipated in the 2021 budget.

Local Jurisdiction Funding Requests

The Executive Board approved Resolution VBD20-002 directing staff to present requests to local jurisdiction funding partners based on the new local cost allocation methodology. This would serve as the starting point for negotiations with our funding partners. In prior years, VRT generated revenue requests based on an adopted percent increase in service contribution and a percent increase on the per capita rate for the general assessment. The new local cost allocation methodology shows a breakout of the costs for services within each funding partner jurisdiction. This approach fairly shared the administration, operations, and capital costs across all services and regional overhead.

Staff is meeting throughout the summer with the local jurisdictions to secure commitments for the FY2021 revenues. This process is made more complicated by the economics of the pandemic and the uncertainty all of our jurisdictions are experiencing in their own budget processes. The CARES funding is available to maintain the course we were on prior to COVID-19 with careful consideration in how to make wise investments of all of VRT's revenue sources over the next couple of years.

Fares and Advertising

The FY2021 budget assumes the local revenues, fares, and advertising revenues on pre-COVID-19 estimates. We are anticipating these revenues falling short in these categories. Again, this budget is a baseline reflecting what we expected the budget to be based on pre-COVID revenue assumptions.

FY2021 Preliminary Operations Budgets Highlights

Employee Compensation System and Benefits

- VRT's employee compensation system is based on a market approach where all pay increases are based on merit.
- In August 2019, the Board approved a six percent (6%) increase to the employee compensation ranges implemented in FY2020.
 - o Compensation adjustments were still made based on merit, not across the board
 - o Wage savings were achieved in 2020 based on elimination and reallocation of positions
 - o No increase to the compensation system is recommended for FY2021
- Preliminary budget reflects a recommendation by VRT's human resources consultant to increase the salary range from 38 percent growth between minimum and maximum salary to 50 percent.
 - o Provides more wage growth within each level over the tenure an employee's career with VRT
 - o Corrects wage compression experienced as VRT has added new positions
 - o Makes VRT's salaries more competitive in the marketplace
 - o Removes Executive Director from Employee Classification System to avoid future compression from slower wage growth over time
 - o Implementation cost to address employees who fall out of minimum pay for their classification is estimated at \$18K
- Budget assumes a 0.5% increase to address any internal or external market equity issues in wages in FY2021. This budget assumes no merit salary increases in FY2021.
- Budget assumes a 10 percent increase in health benefits due to anticipated cost increases from pandemic
 - o The health benefit costs increases were 1.5% total for the last two fiscal years.
 - o The estimate is based on data provided by the Boise Municipal Healthcare Trust of expected cost increases due to Coronavirus factors.

Division 10, Regional Overhead

- Overall expenses in Division 10 are 0% over the FY2020 amended budget.
 - o Added one FTE in downtown mobility collaboration (Department 179) which is fully funded by contributions from funding partners
 - o Overall labor expenses remained flat due to labor and benefits being allocated to other regional divisions.
 - o Made some staffing changes in 2020 to help reduce administrative costs that are carrying forward to 2021 budget estimates

Division 12, Bike Share System

- Overall expenses are estimated to increase by 2% from FY2020 amended budget
- The system will undergo a complete overhaul and change in business model in FY2021
- Anticipated budget changes will be brought into the January budget amendment
- The system is funded through sponsorship funding
- City of Boise provided some bridge funding in FY2020 to ensure a smooth transition to the new system business model

Division 20, Information Supports and Specialized Transportation

- Overall expenses in FY2021 are estimated to increase by 5% from FY2020 estimated budget
 - o FTE from Division 10 was transferred to Division 20 with the administration staff changes achieved in FY2020
 - o One additional FTE is budgeted for supporting shared-vehicle and specialized transportation
- The funding for the Lyft Connections to Transit and the VRT Late Night services are shown in the FY2020 amended budget. There is enough funding available to cover FY2021, so these funds will carry-forward to next year.
- Private and public partners cover all the operational expenses for Specialized Transportation projects, including administrative overhead and vehicle depreciation for vehicles in the Shared Vehicle Pool.

Division 21, Boise Fixed-route, and Division 22, Boise ADA Paratransit

- Overall expenses are expected to increase in FY2021 by 9% from FY2020 amended budget
 - o A formula error in the FY2020 budget under calculated fringes, which represents 4.5% of the 9% increase
 - o The remaining 4.5% increases in expenses include additional staff for new services approved in FY2019 and implemented in FY2021 and anticipated cost increases due to contract negotiations and COVID-19 response
- Directly generated projections show the anticipated revenue based on the proposed fare increase. Advertising revenues show the projections based on VRT selling advertising assets in-house.

Division 23, Program Administration and Planning Support

- Overall administrative expenses are expected to increase by 39% from the FY2020 amended budget
 - o This budget reflects a reallocation of professional services in Division 21 to a direct FTE in 23 to support building and facilities maintenance across the VRT sites in the region
 - o More labor expenses are being allocated to support VRT's planning and program administration support due to increase in federally funded regulatory oversight, capital, and planning projects budgeted for FY2021

- o Increase in fringes is partially related to a reallocation of fringe costs in Division 10
- o Increase in professional services are higher in 2021 based on special studies funded directly by specific funding partners
- o VRT has applied for two discretionary grants that are not accounted for in the capital budget, but if awarded will be included in the FY2021 January budget amendment

Division 24, Canyon Fixed-route, Division 25, Canyon ADA Paratransit, Division 31, Inter-county

- Overall expenses are expected to increase by 7% from the FY2020 amended budget
 - o This increase reflects continued progress toward achieving wage parity between Ada and Canyon systems
 - o System continues to struggle with recruiting and retaining qualified operations employees to meet the service levels

Staff Recommendation/Request:

Staff recommends the Executive Board release the preliminary budget to the public for comment, set the public hearing date and time, and approve to recommend the VRT Board Directors approve the budget at the August 2020 board meeting. The suggested date and time for the public hearing is the August Board meeting at noon. The final preliminary budget will be presented for the VRT Board's consideration at the August 2020 board meeting.

Implication (policy and/or financial):

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

More Information:

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

Attachments

FY2021 Final Preliminary Budget Summary

FY2021 Final Preliminary Consolidated Budget

FY2021 Preliminary Capital Detail

Local Allocation Requests

Employee Compensation Wage Range Recommendation

**Fiscal Year 2021 Budget
Budget Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead and Operations		Regional Overhead and Operations	
Directly Generated Revenues	\$ 100,000	Wages and Salaries	\$ 1,768,497
Auxiliary Revenues	383,653	Fringe Benefits	1,133,787
Federal Assistance	3,618,073	Professional Services	1,514,042
Local Assistance	3,161,298	Materials and Supplies	195,005
TOTAL	\$ 7,263,024	Utilities	116,086
		Casualty and Liability	108,954
		Purchased Transportation	1,880,440
		Miscellaneous	482,858
		Subrecipient Pass Through	488,000
		Interest	400
		Leases and Rentals	62,955
		TOTAL	\$ 7,751,024
Boise Transportation Services		Boise Transportation Services	
Directly Generated Revenues	\$ 813,906	Wages and Salaries	4,458,559
Auxiliary Revenues	226,507	Fringe Benefits	3,602,788
Federal Assistance	2,480,283	Professional Services	605,351
Local Assistance	6,908,939	Materials and Supplies	979,350
TOTAL	\$ 10,429,635	Utilities	216,300
		Casualty and Liability	274,387
		Purchased Transportation	
		Miscellaneous	168,200
		Interest	-
		Leases and Rentals	124,700
		TOTAL	10,429,635
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 176,954	Wages and Salaries	1,016,544
Auxiliary Revenues	88,086	Fringe Benefits	472,207
Federal Assistance	1,222,177	Professional Services	233,674
Local Assistance	775,268	Materials and Supplies	356,564
TOTAL	\$ 2,262,486	Utilities	58,935
		Casualty and Liability	91,462
		Purchased Transportation	-
		Miscellaneous	25,100
		Interest	-
		Leases and Rentals	8,000
		TOTAL	\$ 2,262,486
Capital		Capital Projects	
Federal Capital Assistance	\$ 3,520,895	VRT	\$ 4,042,176
Local Capital Assistance	1,009,281	Subrecipient - Pass Through	536,724
Subrecipient Pass Through	536,724	TOTAL	\$ 4,578,900
TOTAL	\$ 5,066,900		
Grand Total Revenues	\$ 25,022,045	Grand Total Expenses	\$ 25,022,045

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues			Regional Overhead			Boise Greenbike		
Category			% Diff	12		% Diff		
	2020	2021		2020	2021			
401 Directly Generated Funds	\$ -	\$ -	0%	\$ (142,150)	\$ (50,000)	-65%		
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%		
403 Auxillary Revenue	\$ (219,884)	\$ (383,653)	74%	\$ -	\$ -	0%		
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%		
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
406 Federal Assistance - Operating/Administration	\$ (466,449)	\$ (340,718)	-27%	\$ -	\$ -	0%		
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
408 Local Assistance - Operating/Administration	\$ (1,717,639)	\$ (1,683,027)	-2%	\$ (221,652)	\$ (319,433)	44%		
Total Base Budget Revenues	\$ (2,403,973)	\$ (2,407,398)		\$ (363,802)	\$ (369,433)			
Contingent Revenue - Enhancements								
Total Revenues			\$ (2,407,398)		\$ (369,433)			
Base Budget Expenses			Regional Overhead			Boise Greenbike		
Category	10		% Diff	12		% Diff		
	2020	2021		2020	2021			
501 Wages and Salaries	\$ 802,758	\$ 790,022	-2%	\$ 130,239	\$ 64,902	-50%		
502 Fringe Benefits	\$ 569,605	\$ 542,941	-5%	\$ 84,583	\$ 47,221	-44%		
503 Professional Services	\$ 671,251	\$ 712,507	6%	\$ 52,030	\$ 125,310	141%		
504 Materials and Supplies	\$ 31,866	\$ 39,455	24%	\$ 30,700	\$ 47,000	53%		
505 Utilities	\$ 91,912	\$ 96,106	5%	\$ 5,000	\$ 14,500	190%		
506 Casualty and Liability	\$ 24,345	\$ 24,954	2%	\$ 5,250	\$ 6,000	14%		
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%		
509 Miscellaneous	\$ 180,967	\$ 173,058	-4%	\$ 21,000	\$ 29,500	40%		
511 Interest	\$ 400	\$ 400	0%	\$ -	\$ -	0%		
512 Leases and Rentals	\$ 25,550	\$ 27,955	9%	\$ 35,000	\$ 35,000	0%		
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%		
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
Total Base Budget Expenses	\$ 2,398,653	\$ 2,407,398		\$ 363,802	\$ 369,433			
Total Expenses less Depreciation	\$ 2,398,653	\$ 2,407,398		\$ 363,802	\$ 369,433			
% Difference in Base Budget			0%	2%				
Contingent Expenses - Enhancements								
Total Expenses			\$ 2,407,398		\$ 369,433			

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		Information Supports/Specialized Transportation			Boise Fixed-route		
		20			21		
Category	2020	2021	% Diff	2020	2021	% Diff	
401 Directly Generated Funds	\$ (20,000)	\$ (50,000)	150%	\$ (676,800)	\$ (711,936)	5%	
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%	
403 Auxillary Revenue	\$ -	\$ -	0%	\$ (191,485)	\$ (226,507)	18%	
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%	
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
406 Federal Assistance - Operating/Administration	\$ (2,318,028)	\$ (2,380,315)	3%	\$ (1,462,834)	\$ (1,374,947)	-6%	
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
408 Local Assistance - Operating/Administration	\$ (1,152,877)	\$ (934,578)	-19%	\$ (5,050,566)	\$ (5,608,334)	11%	
Total Base Budget Revenues	\$ (3,490,905)	\$ (3,364,893)		\$ (7,381,685)	\$ (7,921,725)		
Contingent Revenue - Enhancements					0		
Total Revenues		\$ (3,364,893)			\$ (7,921,725)		
Base Budget Expenses		Information Supports/ Specialized Transportation			Boise Fixed-route		
		20			21		
Category	2020	2021	% Diff	2020	2021	% Diff	
501 Wages and Salaries	\$ 388,126	\$ 424,614	9%	\$ 3,014,831	\$ 3,389,281	12%	
502 Fringe Benefits	\$ 310,843	\$ 265,284	-15%	\$ 2,417,317	\$ 2,643,817	9%	
503 Professional Services	\$ 319,800	\$ 334,725	5%	\$ 613,499	\$ 492,856	-20%	
504 Materials and Supplies	\$ 80,650	\$ 108,550	35%	\$ 770,950	\$ 775,550	1%	
505 Utilities	\$ 3,380	\$ 3,480	3%	\$ 109,925	\$ 181,200	65%	
506 Casualty and Liability	\$ 76,035	\$ 78,000	3%	\$ 219,682	\$ 192,071	-13%	
508 Purchased Transportation	\$ 2,071,872	\$ 1,880,440	-9%	\$ -	\$ -	0%	
509 Miscellaneous	\$ 232,200	\$ 269,800	16%	\$ 143,425	\$ 159,000	11%	
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%	
512 Leases and Rentals	\$ 8,000	\$ -	-100%	\$ 92,055	\$ 87,950	-4%	
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%	
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%	
Total Base Budget Expenses	\$ 3,490,905	\$ 3,364,893		\$ 7,381,685	\$ 7,921,725		
Total Expenses less Depreciation	\$ 3,490,905	\$ 3,364,893		\$ 7,381,685	\$ 7,921,725		
	\$ 1,419,033	\$ 1,484,453		\$ 9,594,311	\$ 10,429,635		
% Difference in Base Budget		5%			9%		
Contingent Expenses - Enhancements					\$ -		
Total Expenses		\$ 3,364,893			\$ 7,921,725		

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2020	2021	% Diff	2020	2021	% Diff
401 Directly Generated Funds	\$	(97,000)	\$ (101,970)	5%	\$ -	\$ -	0%
402 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$	-	\$ -	0%	\$ (11,734,745)	\$ (4,057,619)	-65%
406 Federal Assistance - Operating/Administration	\$	(1,061,223)	\$ (1,105,335)	4%	\$ (1,024,283)	\$ (897,041)	-12%
407 Local Assistance - Capital	\$	-	\$ -	0%	\$ (3,147,705)	\$ (1,009,281)	-68%
408 Local Assistance - Operating/Administration	\$	(1,054,403)	\$ (1,300,605)	23%	\$ (206,892)	\$ (224,260)	8%
Total Base Budget Revenues	\$	(2,212,626)	\$ (2,507,910)		\$ (16,113,625)	\$ (6,188,201)	
Contingent Revenue - Enhancements						\$ -	
Total Revenues		\$ (2,507,910)			\$ (6,188,201)		
Base Budget Expenses		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2020	2021	% Diff	2020	2021	% Diff
501 Wages and Salaries	\$	927,348	\$ 1,069,278	15%	\$ 363,242	\$ 488,959	35%
502 Fringe Benefits	\$	812,448	\$ 958,971	18%	\$ 180,386	\$ 278,342	54%
503 Professional Services	\$	117,785	\$ 112,495	-4%	\$ 249,500	\$ 341,500	37%
504 Materials and Supplies	\$	191,700	\$ 203,800	6%	\$ -	\$ -	0%
505 Utilities	\$	32,150	\$ 35,100	9%	\$ 3,360	\$ 2,000	-40%
506 Casualty and Liability	\$	86,435	\$ 82,316	-5%	\$ -	\$ -	0%
508 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$	8,500	\$ 9,200	8%	\$ 434,686	\$ 498,500	15%
511 Interest	\$	-	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$	36,260	\$ 36,750	1%	\$ -	\$ -	0%
513 Depreciation	\$	-	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$	-	\$ -	0%	\$ 14,882,450	\$ 4,578,900	-69%
Total Base Budget Expenses	\$	2,212,626	\$ 2,507,910		\$ 16,113,625	\$ 6,188,201	
Total Expenses less Depreciation	\$	2,212,626	\$ 2,507,910		\$ 16,113,625	\$ 6,188,201	
					\$ 809,459	\$ 1,121,301	
% Difference in Base Budget					39%		
Contingent Expenses - Enhancements						\$ -	
Total Expenses			\$ 2,507,910			\$ 6,188,201	

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
	24			25		
Category	2020	2021	% Diff	2020	2021	% Diff
401 Directly Generated Funds	\$ (40,300)	\$ (42,333)	5%	\$ (5,900)	\$ (6,180)	5%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ (74,466)	\$ (88,086)	18%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ (471,101)	\$ (520,422)	10%	\$ (69,078)	\$ (81,816)	18%
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ (289,999)	\$ (304,894)	5%	\$ (54,198)	\$ (20,454)	-62%
Total Base Budget Revenues	\$ (875,866)	\$ (955,735)		\$ (129,176)	\$ (108,450)	
Contingent Revenue - Enhancements						
Total Revenues	\$ (955,735)			\$ (108,450)		
Base Budget Expenses	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
	24			25		
Category	2020	2021	% Diff	2020	2021	% Diff
501 Wages and Salaries	\$ 374,808	\$ 426,302	14%	\$ 60,915	\$ 50,267	-17%
502 Fringe Benefits	\$ 168,604	\$ 194,353	15%	\$ 22,963	\$ 25,157	10%
503 Professional Services	\$ 90,543	\$ 119,007	31%	\$ 11,907	\$ 9,425	-21%
504 Materials and Supplies	\$ 161,900	\$ 140,708	-13%	\$ 18,225	\$ 14,847	-19%
505 Utilities	\$ 21,328	\$ 23,215	9%	\$ 5,942	\$ 2,970	-50%
506 Casualty and Liability	\$ 41,916	\$ 37,500	-11%	\$ 5,802	\$ 3,658	-37%
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$ 13,568	\$ 11,450	-16%	\$ 3,022	\$ 1,725	-43%
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$ 3,200	\$ 3,200	0%	\$ 400	\$ 400	0%
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ 875,866	\$ 955,735		\$ 129,176	\$ 108,450	
Total Expenses less Depreciation	\$ 875,866	\$ 955,735		\$ 129,176	\$ 108,450	
	\$ 2,106,471	\$ 2,262,486				
% Difference in Base Budget	7%					
Contingent Expenses - Enahncements						
Total Expenses		\$ 955,735			\$ 108,450	

Valley Regional Transit
FY2020/2021 Base Budget Comparison
6/22/20

Base Budget Revenues		Canyon Inter-county		
		31		
Category		2020	2021	% Diff
401 Directly Generated Funds	\$	(122,100)	\$ (128,441)	5%
402 Purchased Transportation	\$	-	\$ -	0%
403 Auxillary Revenue	\$	-	\$ -	0%
404 Non-Transportation Revenue	\$	-	\$ -	0%
405 Federal Assistance - Capital	\$	-	\$ -	0%
406 Federal Assistance - Operating/Administration	\$	(565,861)	\$ (619,940)	10%
407 Local Assistance - Capital	\$	-	\$ -	0%
408 Local Assistance - Operating/Administration	\$	(413,468)	\$ (449,920)	9%
Total Base Budget Revenues	\$	(1,101,429)	\$ (1,198,301)	
Contingent Revenue - Enhancements				
Total Revenues		\$ (1,198,301)		
Base Budget Expenses		Canyon Inter-county		
		31		
Category		2020	2021	% Diff
501 Wages and Salaries	\$	496,544	\$ 539,975	9%
502 Fringe Benefits	\$	223,353	\$ 252,697	13%
503 Professional Services	\$	94,926	\$ 105,241	11%
504 Materials and Supplies	\$	187,100	\$ 201,009	7%
505 Utilities	\$	32,003	\$ 32,750	2%
506 Casualty and Liability	\$	52,284	\$ 50,304	-4%
508 Purchased Transportation	\$	-	\$ -	0%
509 Miscellaneous	\$	10,819	\$ 11,925	10%
511 Interest	\$	-	\$ -	0%
512 Leases and Rentals	\$	4,400	\$ 4,400	0%
513 Depreciation	\$	-	\$ -	0%
514 Capital	\$	-	\$ -	0%
Total Base Budget Expenses	\$	1,101,429	\$ 1,198,301	
Total Expenses less Depreciation	\$	1,101,429	\$ 1,198,301	
% Difference in Base Budget				
Contingent Expenses - Enahncements				
Total Expenses			\$ 1,198,301	

Valley Regional Transit

FY 2021 Preliminary Capital Budget Detail

Revenues		Total
5307 Large Urban	\$ 260,000	
5339 Large Urban	\$ 168,576	
Surface Transportation TMA	\$ 1,589,119	
Total Large Urban		\$ 2,017,695
5307 Small Urban	\$ 744,627	
Surface Transportation Small Urban	\$ 807,297	
Total Small Urban		\$ 1,551,924
City of Boise	\$ 369,748	
Capital City Development Corporation	\$ 23,915	
Ada CNG Rebate	\$ 382,262	
Idaho Power	\$ 20,000	
Canyon CNG Rebate	\$ 213,356	
Total Local		\$ 1,009,281
		\$ 4,578,900

Capital Projects	Expenses	Total
Ada County System		
Rolling Stock - Fixed Route	\$ 2,289,225	
Facilities - Office, Shop & Site	\$ 110,756	
Facilities - Passenger Stations	\$ 23,915	
Boise System Total		\$ 2,423,896
Canyon County System		
Facilities - Office, Shop & Site	\$ 1,434,495	
Equipment - Technology	\$ 183,785	
Canyon County System Total		\$ 1,618,280
Subrecipients Capital		
Rolling Stock - Boise State Shuttle	\$ 129,724	
Rolling Stock - WITCO	\$ 147,000	
Facilities - Boise State Office & Shop	\$ 260,000	
Subrecipients Total		\$ 536,724
		\$ 4,578,900

Valley Regional Transit Local Jurisdiction Funding Summary FY2021

FY2021 BASE BUDGET REQUESTS - Standard Method					FY2021 BASE BUDGET REQUESTS - New Method				
Local Revenue Sources	General Assessment	Service Contribution	Special Assessment	Totals	Local Revenue Sources	General Assessment	Service Contribution	Special Assessment	Totals
Ada County	\$ 27,102	\$ 38,095	\$ 8,500	\$ 73,698	Ada County	\$ 32,063	\$ 128,044	\$ 8,500	\$ 168,607
ACHD	\$ 3,184	\$ -	\$ -	\$ 3,184	ACHD	\$ 5,222	\$ -	\$ -	\$ 5,222
Boise State University	\$ 6,365	\$ 34,618	\$ 59,152	\$ 100,136	Boise State University	\$ 5,222	\$ 53,074	\$ 59,152	\$ 117,448
College of Western Idaho	\$ 5,824	\$ 62,447	\$ 68,418	\$ 136,688	College of Western Idaho	\$ 5,222	\$ 77,892	\$ 68,418	\$ 151,532
CCDC	\$ 29,220	\$ -	\$ 100,000	\$ 129,220	CCDC	\$ 5,222	\$ -	\$ 100,000	\$ 105,222
City of Boise	\$ 104,445	\$ 7,372,233	\$ 100,000	\$ 7,576,678	City of Boise	\$ 127,662	\$ 7,201,686	\$ 100,000	\$ 7,429,347
City of Eagle	\$ 14,356	\$ 108,107	\$ 9,738	\$ 132,200	City of Eagle	\$ 16,893	\$ 98,812	\$ 9,738	\$ 125,443
City of Kuna	\$ 10,974	\$ -	\$ 8,000	\$ 18,974	City of Kuna	\$ 12,333	\$ -	\$ 8,000	\$ 20,333
City of Meridian	\$ 52,621	\$ 101,833	\$ 173,414	\$ 327,868	City of Meridian	\$ 61,953	\$ 258,604	\$ 173,414	\$ 493,972
City of Star	\$ 5,229	\$ -	\$ -	\$ 5,229	City of Star	\$ 5,937	\$ -	\$ -	\$ 5,937
City of Garden City	\$ 5,494	\$ 133,806	\$ -	\$ 139,299	City of Garden City	\$ 6,612	\$ 170,226	\$ -	\$ 176,838
Meridian Development Corp	\$ 3,800	\$ -	\$ -	\$ 3,800	Meridian Development Corp	\$ 5,222	\$ -	\$ -	\$ 5,222
TOTAL ADA COUNTY	\$ 268,614	\$ 7,851,139	\$ 527,221	\$ 8,646,973	TOTAL ADA COUNTY	\$ 289,563	\$ 7,988,338	\$ 527,222	\$ 8,805,123
Canyon County	\$ 22,473	\$ 19,112	\$ -	\$ 41,585	Canyon County	\$ 25,942	\$ 48,427	\$ -	\$ 74,369
Canyon County Highway District	\$ 994	\$ -	\$ -	\$ 994	Canyon County Highway District	\$ 1,500	\$ -	\$ -	\$ 1,500
City of Caldwell	\$ 26,987	\$ 171,001	\$ -	\$ 197,989	City of Caldwell	\$ 31,782	\$ 183,046	\$ -	\$ 214,827
City of Greenleaf	\$ 384	\$ -	\$ -	\$ 384	City of Greenleaf	\$ 470	\$ -	\$ -	\$ 470
City of Melba	\$ 260	\$ -	\$ -	\$ 260	City of Melba	\$ 319	\$ -	\$ -	\$ 319
City of Middleton	\$ 4,312	\$ -	\$ -	\$ 4,312	City of Middleton	\$ 5,246	\$ -	\$ -	\$ 5,246
City of Nampa	\$ 47,115	\$ 347,989	\$ -	\$ 395,104	City of Nampa	\$ 55,120	\$ 383,869	\$ -	\$ 438,989
City of Notus	\$ 251	\$ -	\$ -	\$ 251	City of Notus	\$ 308	\$ -	\$ -	\$ 308
City of Parma	\$ 952	\$ -	\$ -	\$ 952	City of Parma	\$ 1,161	\$ -	\$ -	\$ 1,161
City of Wilder	\$ 798	\$ -	\$ -	\$ 798	City of Wilder	\$ 951	\$ -	\$ -	\$ 951
Golden Gate Highway District #3	\$ 693	\$ -	\$ -	\$ 693	Golden Gate Highway District #3	\$ 1,061	\$ -	\$ -	\$ 1,061
Nampa Highway District #1	\$ 1,131	\$ -	\$ -	\$ 1,131	Nampa Highway District #1	\$ 1,731	\$ -	\$ -	\$ 1,731
Notus/Parma Highway District	\$ 608	\$ -	\$ -	\$ 608	Notus/Parma Highway District	\$ 930	\$ -	\$ -	\$ 930
TOTAL CANYON COUNTY	\$ 106,957	\$ 538,102	\$ -	\$ 645,060	TOTAL CANYON COUNTY	\$ 126,519	\$ 615,342	\$ -	\$ 741,861
TOTAL JURISDICTION REVENUE	\$ 375,571	\$ 8,389,241	\$ 527,221	\$ 9,292,033	TOTAL JURISDICTION REVENUE	\$ 416,082	\$ 8,603,680	\$ 527,222	\$ 9,546,984

FY2021 BASE CAPITAL AND SERVICE ENHANCEMENT REQUESTS			
Local Revenue Requests	Base Capital	Service Enhancement	Total
City of Boise	\$ 369,748	\$ -	\$ 369,748
Capital City Development Corporation	\$ 23,915	\$ -	\$ 23,915
TOTAL CAPITAL AND ENHANCEMENTS	\$ 393,663	\$ -	\$ 393,663

FY2021 BASE CAPITAL AND SERVICE ENHANCEMENT REQUESTS			
Local Revenue Requests	Base Capital	Service Enhancement	Total
City of Boise	\$ 369,748	\$ -	\$ 369,748
Capital City Development Corporation	\$ 23,915	\$ -	\$ 23,915
TOTAL CAPITAL AND ENHANCEMENTS	\$ 393,663	\$ -	\$ 393,663

ANNUAL SALARY SCHEDULE

Effective 10/1/2019

Salary Grade #	Range Minimum	Market Minimum	Market Mid-Point	Market Maximum	Range Maximum
13	\$90,221	\$98,813	\$103,754	\$114,130	\$124,505
12	\$80,554	\$88,226	\$92,638	\$101,901	\$111,165
11	\$71,924	\$78,773	\$82,712	\$90,983	\$99,255
10	\$64,218	\$70,333	\$73,850	\$81,235	\$88,620
9	\$57,337	\$62,798	\$65,938	\$72,531	\$79,125
8	\$51,194	\$56,069	\$58,873	\$64,760	\$70,647
7	\$45,709	\$50,062	\$52,565	\$57,822	\$63,078
6	\$40,811	\$44,698	\$46,933	\$51,626	\$56,320
5	\$37,442	\$41,008	\$43,058	\$47,364	\$51,669
4	\$34,350	\$37,622	\$39,503	\$43,453	\$47,403
3	\$31,514	\$34,515	\$36,241	\$39,865	\$43,489
2	\$28,912	\$31,665	\$33,249	\$36,573	\$39,898
1	\$26,525	\$29,051	\$30,503	\$33,554	\$36,604

Salary Structure Design:

Range Width = 38% from Range Minimum to Maximum

Market Range = 5% below and 10% above Market Point

15% from Range Min. to Market; 20% from Market to Range Max.

Grade Progression:

9% grades 1-5; 12% grades 5-13

ANNUAL SALARY SCHEDULE

Proposed 10/2021

Salary Grade #	Range Minimum	Market Minimum	Market Mid-Point	Market Maximum	Range Maximum
14	\$101,048	\$119,994	\$126,310	\$138,941	\$151,571
13	\$90,221	\$107,137	\$112,776	\$124,054	\$135,331
12	\$80,554	\$95,658	\$100,693	\$110,762	\$120,832
11	\$71,924	\$85,409	\$89,905	\$98,895	\$107,885
10	\$64,218	\$76,258	\$80,272	\$88,299	\$96,326
9	\$57,337	\$68,088	\$71,671	\$78,838	\$86,006
8	\$51,194	\$60,793	\$63,992	\$70,391	\$76,791
7	\$45,709	\$54,279	\$57,136	\$62,850	\$68,563
6	\$40,811	\$48,464	\$51,014	\$56,116	\$61,217
5	\$37,442	\$44,462	\$46,802	\$51,482	\$56,162
4	\$34,350	\$40,791	\$42,938	\$47,231	\$51,525
3	\$31,514	\$37,423	\$39,392	\$43,332	\$47,271
2	\$28,912	\$34,333	\$36,140	\$39,754	\$43,368
1	\$26,525	\$31,498	\$33,156	\$36,471	\$39,787

Salary Structure Design:Range Width = **50%** from Range Minimum to Maximum

Market Range = 5% below and 10% above Market Point

15% from Range Min. to Market; 20% from Market to Range Max.

Grade Progression:

9% grades 1-5; 12% grades 5-14

TOPIC: Request for Public Hearing - Disposal of Surplus and Obsolete Assets

DATE: June 24, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Valley Regional Transit (VRT) accumulates surplus and obsolete assets, most of which will be beyond their useful life or not practically repairable every year. The VRT disposal policy requires a public hearing prior to these assets being transferred to our contributing jurisdictions, donated, sold, or selling for scrap. In November of 2016, the Executive Board requested to review a more detailed list of specific assets which are slated for disposal. The FY21 Proposed Disposal List included with this memo details assets expected to be disposed of throughout the year by category, asset type, location, year and useful life span.

Staff Recommendation/Request:

Staff requests that the Executive Board set the public hearing for asset disposals as listed in the FY21 Proposed Disposal List in the method most advantageous to VRT for Monday, August 3, 2020, at 12:00 p.m. at the regularly scheduled VRT Board of Directors meeting.

Implication (policy and/or financial):

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

Highlights:

Potential items for disposal include:

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

More Information:

Attachments

FY21 Proposed Disposal List

For detailed information contact:

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

FY 2021 Proposed Assets to Dispose

ROLLING STOCK

Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Ford E-350 Goshen Cutaway	1FD3E35P88DB59645	2008	233,772	8 years
Ford E-350 Goshen Cutaway	1FD3E35PX8DB59646	2008	226,677	8 years
Ford E-450 Starcraft Cutaway	1FD4E45P98DB51998	2008	238,942	10 years
Ford E-450 Starcraft Cutaway	1FD4E45P38DB32169	2008	233,772	10 years

SERVICE/SUPPORT VEHICLES

Vehicle Information	VIN	Year	Miles	Useful Life Benchmark
Ford Taurus	1FAHP53U82G159777	2002	226,677	8 years
Ford F-550 Truck	1FDAF56F02EB37470	2002	57,122	10 years

EQUIPMENT

Equipment Information	Purchased	Useful Life
Keyboards and mouse	unknown	5 years
Label printers	unknown	5 years
Desktops computers	2015	5 years
Laptop computers	2014	5 years
Monitors	2015	5 years
Network switch	2013	5 years





**AUTHORIZATION FOR EXPENDITURE
VRT EXECUTIVE BOARD APPROVAL**

PROCUREMENT DESCRIPTION:
2020 Fall Bus Stop Construction

TOTAL COST: \$367,451.00

PURPOSE/ACTION:

In March of 2020 the Full Board delegated to the Executive Board the authorization to approve this expenditure via Resolution VBD20-008. This expenditure will enhance the passenger experience by improving transit passenger infrastructure and making more stops ADA accessible. VRT has worked with the Regional Advisory Committee and stakeholders to identify existing stops that can be cost effectively improved. VRT has also worked with our funding partners to identify additional stops needed for service expansion in Eagle and Meridian.

SCOPE OF WORK:

Paul Construction Inc. will conduct all construction related activities relative to the installation of concrete pads, adjacent pedestrian ramps and bus stop sign work to enhance the pedestrian environment at 25 different stops in Boise, Meridian and Eagle. These construction activities are planned to be complete prior to the October service changes and will not exceed \$367,451.

DISCUSSION:

Providing appropriate infrastructure is critical to serving the riding public and VRT has documented needs across the region. The original bid package included 31 stop improvements however, because the bid came in over budget, VRT staff has negotiated a change order to keep the project on schedule and within budget. Improvements that were deferred as part of the change order will be packaged with future bus stop improvements and rebid at a later date.

ALTERNATIVES:

Pedestrian infrastructure is a necessary component of safe, accessible public transit. Without these investments, transit service will not be available to all.

FISCAL IMPACT:

Funding for this project is included in the FY2020 budget per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors.

RECOMMENDATION/JUSTIFICATION:

Valley Regional Transit staff has followed federal procurement guidelines and VRT's policy for procuring services and Paul Construction Inc. was determined to be the lowest responsive bidder. Staff recommends that the Executive Board approve **Resolution VEB20-007** for the 2020 bus stop construction activities, not to exceed \$367,451.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	On agenda 07/06/20	VEB20-007
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

BUS STOP INFRASTRUCTURE CONSTRUCTION RESOLUTION VEB20-007

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH PAUL CONSTRUCTION INC. FOR BUS STOP INFRASTRUCTURE CONSTRUCTION SERVICES.

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation 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, providing appropriate passenger infrastructure is critical to serving the riding public; and

WHEREAS, the contract for this procurement incentivizes a timely completion of the construction activity which will support planned service changes for an amount not to exceed \$367,451 total expended over the horizon of the contract; and

WHEREAS, funding for this procurement is available in the FY2020 budget – Resolution VBD19-011 approved on 08/05/19; and

WHEREAS, the Valley Regional Transit staff completed a competitive procurement process through a Request for Bid 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, staff determined that the noted firm is the lowest responsive bid; and

VEB20-007

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

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

WHEREAS, the Board of Valley Regional Transit adopted Resolution VBD20-008 which delegated the authority to the Valley Regional Transit Executive Board to approve a contract for the construction of bus stop infrastructure not to exceed \$367,451.

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

Section 1. That the Executive Board approves a contract with Paul Construction Inc., for construction related activities not to exceed \$367,451.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of June, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 2020.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB20-007

June 29, 2020

Stephen Hunt
Valley Regional Transit
700 NE 2nd Street, Suite 100
Meridian, ID 83642

RE: RFB 2020-05-28 – Bid Price Analysis

Dear Mr. Hunt:

As requested, we have completed a price analysis for the 2020 Ada County Bus Stop Improvements Project. Although Valley Regional Transit went through a full bidding process, including formal advertising, a single bid was received. Many unit prices within the bid received are higher than expected for the work proposed under the contract. After consultation with the bidding contractor and with some contractors that elected not to bid the project, we offer the following information related to the higher than expected unit prices:

1. The Project included 31 independent construction locations that are widely dispersed over three cities requiring significant mobilization and demobilization costs.
 - a. The project was reduced to 25 independent construction locations due to fiscal and time restraints.
2. When analyzed on an individual site basis, most of the construction locations required completion of very small quantities effectively eliminating any value of scale. For example, many locations require excavation of less than 5 cubic yards but the work will still require all the equipment and processes that are associated with much larger excavation quantities.
3. Bidding the project in June reduces the pool of potential contractors available to complete the work because their construction season schedule is already full.
 - a. Valley Regional Transit formally advertised the project, provided a longer than normal bid period (almost four weeks from advertisement to the bid due date) and directly notified 16 potential bidders that the Request for Bid was out and still only received one bid.
4. With 31 independent sites across Ada County, there were concerns related to acquiring ACHD R/W Permit(s) and construction scheduling with ACHD inspections.
5. Rebidding the project now would likely have similar results.
 - a. Rebidding later in the year for a 2021 construction season contract may or may not result in more bid responses and lower unit prices, but would not meet the goal of completing construction on many sites prior to Valley Regional Transit planned bus route changes.
6. Below is the list of bidders contacted for this procurement:

Corvus Construction	Hellman Construction	Paul Construction, Inc.	Richwood Industries
Chadez Concrete	Hawkeye Builders	LLS, Inc.	Churchman Concrete
AGC	Artistry Design, LLC	Washworx	Fortis Concrete
Allison Concrete	Curtis Clean Sweep	Tilden Construction	Pacific Source

Please contact us if you have any questions or if you need additional information.

Sincerely,

W Joe Barton

Digitally signed by W Joe Barton
DN: cn=US,
e=j.barton@paragonbk.com,
o="Paragon Consulting, Inc.", cn=W
Joe Barton
Date: 2020.06.29 10:21:48-06'00'

W. Joe Barton, PE

CHANGE ORDER

ITEM VI-B
No. 1

DATE OF ISSUANCE July 6, 2020

EFFECTIVE DATE July 6, 2020

OWNER: Valley Regional Transit
CONTRACTOR: Paul Construction, Inc.
Contract: Solicitation No. 2020-05-28
Project: 2020 Ada County Bus Stop Improvements
OWNER's Contract No. 2020-05-28
ENGINEER W. Joe Barton, Paragon Consulting, Inc.
ENGINEER's Contract No. 059-19-002

You are directed to make the following changes in the Contract Documents:

Description:

1. This Change Order shall remove all work associated with the following bus stop locations:
 - a. Stop 01010327, McMillan & Cloverdale NEC (delete sheet 4 of the plans)
 - b. Stop 01010328, McMillan & Cloverdale SEC (delete sheet 5 of the plans)
 - c. Stop 01010798, Fairview & Larch NEC (delete sheet 9 of the plans)
 - d. Stop 01010861, State & 21st NEC (delete sheet 14 of the plans)
 - e. Stop 01011028, State & 18th NWC (delete sheet 15 of the plans)
 - f. Stop 01011030, State & 18th SEC (delete sheet 16 of the plans)
2. Adjust all bid item quantities associated with the removal of the above bus stop work (see Attachment A – Change Order 1 Quantity and Price Adjustment Worksheet)
3. Reduce the Unit Price for Item 2010.4.1.A.1, Mobilization by \$26,200.00 (see Attachment A – Change Order 1 Quantity and Price Adjustment Worksheet). The adjusted unit price is \$57,800.00 per Lump Sum (\$84,000.00 original price minus \$26,200.00 = \$57,800.00).

Reason for Change Order:

1. Remove specified bus stop locations from the contract to maintain project budget while continuing to complete the highest priority bus stop locations, including locations necessary for upcoming bus route changes.

Attachments:

Attachment A – Change Order 1 Quantity and Price Adjustment Worksheet

CHANGE IN CONTRACT PRICE:
Original Contract Price <u>\$559,015.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>0</u> to <u>0</u> : <u>\$0.00</u>
Contract Price prior to this Change Order: <u>\$559,015.00</u>
Net increase (decrease) of this Change Order: <u>\$(191,564.00)</u>
Contract Price with all approved Change Orders: <u>\$367,451.00</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>90 Calendar Days</u> Ready for final payment: <u>104 Calendar Days</u> (days or dates)
Net change from previous Change Orders No. <u>0</u> to No. <u>0</u> : Substantial Completion: <u>No Change</u> Ready for final payment: <u>No Change</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>90 Calendar Days</u> Ready for final payment: <u>104 Calendar Days</u> (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: <u>No Change</u> Ready for final payment: <u>No Change</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>90 Calendar Days</u> Ready for final payment: <u>104 Calendar Days</u> (days or dates)

APPROVED:

By: _____
OWNER (Authorized Signature)Date: _____
EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

ACCEPTED:

By: James L. Paul
CONTRACTOR (Authorized Signature)Date: 6/29/20

Valley Regional Transit

2020 Ada County Bus Stop Improvements

RFB 2020-05-28

Attachment A – Change Order 1
Quantity and Price Adjustment Worksheet

VRT 2020 Ada County Bus Stop Improvements					Paul Construction Bid		Award Change Order	
Pay Item	Item Description	Unit of Measure	Total Bid Quantity	Unit Price	Item Total	Quantity Adjustment	Change Order Price Adjustment	
201.4.1.D.1.A	Removal Of Bituminous Surface	SY	220	\$ 64.00	\$ 14,080.00	-108	\$ (6,912.00)	
201.4.1.D.1.B	Removal Of Concrete (Sidewalk/Ped Ramp/Driveway Ramp/Valley Gutter)	SY	460	\$ 78.00	\$ 35,880.00	-229	\$ (17,862.00)	
201.4.1.E.1	Removal Of Curb Or Curb And Gutter	LF	320	\$ 32.00	\$ 10,240.00	-205	\$ (6,560.00)	
201.4.1.F.1.A	Removal Of Sign	EA	24	\$ 200.00	\$ 4,800.00	-3	\$ (600.00)	
201.4.1.F.1.B	Removal Of Bush	EA	4	\$ 225.00	\$ 900.00	-4	\$ (900.00)	
202.4.1.A.1	Excavation (Plan Quantity)	CY	180	\$ 231.00	\$ 41,580.00	-68	\$ (15,708.00)	
307.4.1.G.1	Type "P" Surface Restoration (Asphalt Roadway)	SY	120	\$ 134.00	\$ 16,080.00	-81	\$ (10,854.00)	
706.4.1.A.3	6" Vertical Curb (No Gutter)	LF	83	\$ 76.00	\$ 6,308.00	-43	\$ (3,268.00)	
706.4.1.A.5	Standard 6" Vertical Curb & Gutter	LF	260	\$ 76.00	\$ 19,760.00	-145	\$ (11,020.00)	
706.4.1.B.3	Concrete Valley Gutter	SF	86	\$ 77.00	\$ 6,622.00	-86	\$ (6,622.00)	
706.4.1.E.1	Concrete Sidewalk, Thickness 5"	SY	810	\$ 155.00	\$ 125,550.00	-198	\$ (30,690.00)	
706.4.1.F.1.A	Concrete Driveway Approaches SD-710A	SY	60	\$ 195.00	\$ 11,700.00	-60	\$ (11,700.00)	
706.4.1.F.1.B	Concrete Driveway Approaches SD-710B	SY	19	\$ 208.00	\$ 3,952.00	0	\$ -	
706.4.1.H.1.A	Pedestrian Ramp w/Detectable Warning Domes, SD-712G	EA	3	\$ 2,525.00	\$ 7,575.00	-2	\$ (5,050.00)	
706.4.1.H.1.C	Pedestrian Ramp w/Detectable Warning Domes, Type "F" SD-712F	EA	2	\$ 2,870.00	\$ 5,740.00	-2	\$ (5,740.00)	
802.4.1.B.1	3/4" Crushed Aggregate For Base, Type 1	TON	290	\$ 70.00	\$ 20,300.00	-125	\$ (8,750.00)	
1001.4.1.A.1	Sediment Control	EA	31	\$ 200.00	\$ 6,200.00	-6	\$ (1,200.00)	
1103.4.1.1.1	Traffic Control Flaggers	MH	240	\$ 45.00	\$ 10,800.00	-64	\$ (2,880.00)	
1103.4.1.L.1	Construction Traffic Control	EA	30	\$ 1,900.00	\$ 57,000.00	-6	\$ (11,400.00)	
1104.4.1.B.1	Thermoplastic Pavement Markings	SF	9	\$ 32.00	\$ 288.00	-4	\$ (128.00)	
1105.4.1.C.1	Steel Sign Posts (E-1)	EA	30	\$ 175.00	\$ 5,250.00	-3	\$ (525.00)	
2030.4.1.D.1	Miscellaneous Utility, Adjust To Grade	EA	7	\$ 360.00	\$ 2,520.00	-2	\$ (720.00)	
SP-1	Landscape/Sod/Surface/Sprinkler System	SY	230	\$ 80.00	\$ 18,400.00	-65	\$ (5,200.00)	
SP-2	Remove & Replace Fence	LF	69	\$ 35.00	\$ 2,415.00	0	\$ -	
SP-3	6" Vertical Curb Repair	LF	5	\$ 215.00	\$ 1,075.00	-5	\$ (1,075.00)	
SP-4	Decorative Retaining Wall	SF	100	\$ 50.00	\$ 5,000.00	0	\$ -	
SP-5	Miscellaneous Site Work	CA	1	\$ 35,000.00	\$ 35,000.00	0	\$ -	
2010.4.1.A.1	Mobilization	LS	1	\$ 84,000.00	\$ 84,000.00	1	\$ (26,200.00)	
	Subtotal			(BID) \$	\$ 559,015.00	(Change Order)	\$ (191,564.00)	
Total (Original Bid and Award Change Order)					\$	367,451.00		



TOPIC: Social Media Policy Update
DATE: June 22, 2020
Staff Member: Mark Carnopis, Community Relations Manager

Summary:

The first Valley Regional Transit (VRT) Social Media Policy was adopted by the Board in November 2017. At the time, there was a need for such a policy because of the growing popularity of social media outlets. It was important for VRT to have a defined oversight policy for VRT's social media presence.

Both the VRT Marketing Work Group and the Community Work Group began discussing the need to update our existing Social Media Policy in late 2019 and early 2020. An updated policy would accommodate changes in the social media industry and better align our outreach with the Stoltz Marketing plan the agency developed for VRT.

The VRT Community Relations Manager took these suggestions and updated the Social Media Policy. The updated policy accomplishes the following:

- Tightens up the wording and provides better direction on processes (e.g. how to get a proposed posting approved)
- More clearly defines staff roles and responsibilities
- Provides better information on posting guidelines
- Better defines the process for addressing inappropriate postings by non-staff
- Removes outdated references (e.g. Rideline)

The Regional Advisory Council reviewed the draft policy at its May 19 meeting and recommended the following additions (which have been incorporated into the latest policy draft):

- Any decision to ban someone from a site should be made by the Social Media Team whenever possible
- Word blocking should be used to keep inappropriate content from being published
- Any active social media site should have the rules of posting clearly spelled out

Staff Recommendation/Request:

Action item: The Executive Board is asked to complete a final review of the draft Social Media Policy and consider recommending approval by the VRT Board of Directors.

Implication (policy and/or financial):

No financial impact is expected.

Timeline:Winter 2019-2020

- The VRT Communications Work Group and Marketing Group discuss the need for an updated social media policy that will accommodate changes in the social media environment and better align with the plan from Stoltz Marketing

Spring 2020

- VRT Community Relations Manager researches best practices, policies and procedures and our marketing plan to write a new draft of the policy

May 2020

- RAC review of draft policy

June 2020

- Executive Board review of the draft policy
- RAC final review and recommends approval by the full Board

July 2020

- Executive Board asked to recommend the VRT Board of Directors approve the policy update

August 2020

- Board approval of draft policy (consent agenda)

More Information: Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregionaltransit.org



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

Section	Policy No. 1.23.01
Policy Title: VRT Social Media Policy	Page 1 of X
Policy Date: 11/06/17	Policy Adopted: 11/06/17
Approved by VRT Chair:	Policy Amended: 00/00/00
VRT Executive Director:	

Valley Regional Transit Social Media Policy - **DRAFT**

Valley Regional Transit (VRT) advocates the responsible use of social media to communicate and build relationships with our riders, the public and stakeholders.

This policy is designed to provide guidance in regards to the use of social media, and to ensure transparency and consistency when incorporating social media into VRT communications and marketing efforts.

This policy applies to all content on our established social media outlets, or as a representative of VRT on a non-institutional site.

1. APPLICABILITY

This policy is applicable to employees of Valley Regional Transit that contribute to the agency's social media outreach.

2. DEFINITIONS

- 2.1 Social Media:** Online technologies used to communicate, share information and listen to public feedback. This includes third-party pages such as Facebook, Twitter and Instagram.
- 2.2 Social Media Coordinators:** Designated employees from VRT responsible for social media governance, implementation and strategy; they work directly with VRT and ValleyRide staff to drive social media initiatives in the Treasure Valley.
- 2.3 VRT Social Media Team:** A four-member team made up of the Community Relations Manager, Programs Director, and two VRT employees authorized to post social media content.

3. ROLES AND RESPONSIBILITIES

The VRT Community Relations Manager and Programs Director will serve as co-coordinators of the Social Media Team. The responsibilities of the coordinators include:

- Manage VRT social media sites
- Designate two staff members to serve as on the Social Media Team. These designees need to be approved by the VRT Executive Director.
- Evaluate and approve all social media postings, or delegate that responsibility to another team member when necessary. Only one coordinator is required to approve content before it is posted.
- Final authority to edit or remove content from any social media site managed by VRT, or to ban a person from posting on those sites
- Provide best practices and guidelines for managing social media as a public record
- Work directly with the Social Media Team to coordinate social media strategies and tactics, including digital communications for specific events and programs.
- Train employees on best practices
- Manage records retention of social media

4. PLANNING

- The VRT Social Media Team will complete a schedule and calendar of media posting opportunities. This document will be a fluid document that will be developed early in the fiscal year and be kept updated as conditions warrant.
- The Team will review and make a decision on any request to add a social media site to those currently under its management.

5. USE OF SOCIAL MEDIA

Professional Use

- Only VRT Social Media Team members may post content to social media pages on behalf of VRT and its transportation services.
- Authorized staff should not disclose confidential or proprietary information acquired by way of their official positions with VRT. This restriction applies whether the information is disclosed on professional or personal social media accounts, or by any other method.

6. ENGAGING WITH THE PUBLIC

Social media posts made on behalf of Valley Regional Transit should include no form of profanity, obscenity or threatening language. Inappropriate use of social media can be grounds for corrective or disciplinary action.

In general, terms, allowable posting subjects include:

- Information about our transportation services
- Information about upcoming VRT outreach events
- Details regarding service interruptions, temporary or permanent changes
- Retweeting and sharing Facebook postings from other transportation agencies in the region
- Local and national stories that address public transportation issues and topics

Posting any subject matter outside of these guidelines requires approval of a Social Media Coordinator or his/her designee. Failure to do so may result in a suspension of posting privileges. Repeated violations of this provision may result in the permanent suspension of posting privileges.

It is not appropriate to engage in arguments with members of the public who may be critical of staff or our transportation services. If there is any question or hesitation regarding the content of a comment or post, a Social Media Coordinator or his/her designee should be notified.

Blocking is used to deny access to users that have broken our rules and will likely do so again, in order to ensure a peaceful and orderly discussion place. Any decision to block/ban someone from posting or commenting on a VRT social media site should be made by the Social Media Team when possible. If immediate action is required, the decision to block/ban someone from a VRT social media site can be made by Social Media Coordinators or his/her designees.

Social media pages managed by Valley Regional Transit will include a terms of use statement. Here is an example:

- *Valley Regional Transit reserves the right to remove posts that include threatening language and those that violate a copyright, or trademark. This right includes the option of blocking someone from posting on our Facebook page(s).*

Any active VRT social media site should include posting rules and guidelines that are readily accessible by the public.

Comments

Valley Regional Transit welcomes dialogue with the public. Comments are subject to public disclosure laws and will be screened for the following:

- Potentially libelous comments
- Obscene or explicit comments
- Hateful or mean-spirited comments
- Personal attacks, insults, or threatening language
- Plagiarized material, or material that violates intellectual property rights
- Private, personal information published without consent
- Commercial promotions or spam
- Comments that are off-topic or that link to material that is off-topic
- Comments that embed images from external sources

Customer Service and responding to postings

A Social Media Coordinator, or designee, is responsible for managing customer service inquiries made through our social media sites. Whenever possible, a response to comments or questions should be made within 24 hours on the page in which it was originally published. For example, a question on Twitter should receive a reply on Twitter. It is a respondent's responsibility to decide how to address comments on a case-by-case basis.

Social media pages are an increasingly important avenue for the public to provide feedback and engage with VRT and its services. Guidelines to follow when addressing postings by the public are included in the standard operating procedures maintained by VRT.

Regardless of whether traditional communications are needed, (a phone call, for example), the Social Media Coordinator or his/her designee will provide a response to share with the person on social media within 24 hours, if possible.

7. PUBLIC RECORDS

Privacy Policy

Valley Regional Transit, as a political subdivision of the state, conducts public business and its records are generally available for public review. Nevertheless, VRT is committed, to the extent allowable by law, to protect and secure personal information.

Content published on social media pages that relates to the conduct of government actions will be retained and managed by VRT in compliance with its recordkeeping requirements. VRT will set all privacy settings on social media pages to public.

The public may not be aware of the state's public records law, so VRT will include a statement similar to the following on their social media pages, where applicable:

- *This is a Valley Regional Transit page and all content is a public record and may be subject to public disclosure.*

Records Retention

VRT treats each comment, post, photo, and list of individuals connected to a social media site as an open record. VRT does not assume third-party platforms such as Facebook, Twitter and WordPress will keep accurate records of content—they are under no obligation to do so.

Social media accounts used for VRT business, including personal accounts, may be subject to the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126), even if the work was done on personal time and equipment.

Records retention will be accomplished using one of two methods:

- Utilizing a third-party service to archive web pages, blogs, and Facebook and Twitter accounts
- Taking a screen capture of posts/tweets (including those that are deleted) and storing the images in a designated folder on a department's shared drive

These records will be retained under the provisions outlined in Idaho Code §§ 31-871 and 50-907.

8. SECURITY

When a staff member's privileges to post are revoked or that individual leaves employment, a Social Media Coordinator will change site(s) passwords immediately.



TOPIC: Public Notification and Involvement Policy
DATE: June 22, 2020
Staff Member: Mark Carnopis, Community Relations Manager

Summary:

Background

When Valley Regional Transit (VRT) planners are considering changes or additions to fixed-route services, those changes may include the addition or elimination of bus routes and bus stops along new and existing route pathways. These proposed route changes may also include a change in the pathway taken by a bus, which would result in the introduction of bus services and stops in previously unserved areas.

Current public engagement processes focus on existing passengers. A broader policy focusing on residents and businesses along new routes, when supported by VRT procedures, will insure the public is educated about the value of bus service in their neighborhood, has timely notification of proposed services, and has adequate opportunity to provide comment.

The VRT Community Relations Manager has updated the existing public involvement policy to include guidelines for public engagement with non-riding residents and businesses. The revised policy, along with supporting VRT procedures, will outline the minimum required public notification and engagement activities taken for the following:

- The closure and relocation of existing bus services and stops
- New bus stop locations as a result of a new route or a change in the pathway taken by an existing route

Staff Recommendation/Request:

Action item: The Executive Board is asked to complete a final review of the draft Public Notification and Involvement Policy and consider recommending approval by the VRT Board of Directors.

Implication (policy and/or financial):

The only impact we see at this time is the cost of mailings and staff time.

Timeline:

July 2019

- VRT Executive Board discusses the need to have a policy that addresses bus stop notification

September-October 2019

- VRT Community Relations Manager researches best practices, policies and procedures regarding bus service notification processes. Develops a draft policy.

December 4, 2019

- Draft of policy brought to Executive Board for review and comment

March 2020

- RAC review of draft policy

May 2020

- Regional Advisory Council final review and recommends approval by the full Board

July 2020

- Executive Board final review and consideration for approval

August 2020

- Board review and approval

More Information: Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregional transit.org



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

Section	Policy No.
Policy Title: Public Notification and Involvement Policy	Page 1 of
Policy Date: XXXX, XX, 2020	Policy Adopted:
Approved by VRT Chairperson:	Policy/Page Replaced: N/A Policy Amended: x/xx/xxxx
Executive Director:	

Valley Regional Transit Public Involvement and Notification Policy

Statement of Policy

Valley Regional Transit (VRT) provides transportation services in Ada County and Canyon County. VRT will, at times, update its annual budget or propose changes to its transit system in order to improve service or maximize ridership.

Public participation is an important part of transit planning. This participation is especially crucial when significant changes to current services are proposed. Significant changes include fare increases, major service reductions or route modifications, and/or the addition of new service.

Just as important as collecting public comment prior to Board action, is informing riders and others when new transit service is either coming to or leaving a specific area. If the service is new to an area, this notification process will include information about the benefits of public transportation.

This policy provides guidance as to the types of public activities required for budget approval, fare changes, new transit service, and service that will be modified or eliminated. It also provides details about public outreach following Board approval of any changes.

Definitions

Budget – the summary of Valley Regional Transit’s revenues and planned expenditures, approved by the VRT Board, updated annually and amended bi-annually or as needed.

Fare change – any change to an existing, established fare rate or fare type applicable to regular fixed-route or paratransit service which results in a different fare-rate that is currently in effect.

Major service change - any change that would:

- add or eliminate more than twenty-five percent (25%) or more of the number of route revenue miles of a single route; or
- affect twenty-five percent (25%) or more of the number of route vehicle miles on any individual route commuted on a daily basis for the day(s) impacted by the change; or
- result in a route elimination or new route creation

Minor service change - any change in route length, frequency, route path, stop location or amenity work done to a lesser extent, or in smaller amounts, than described above as a major service change.

Modified service - recommend or required new or adjusted transit service, or modifications to the existing service, generally called major or minor service changes, but possibly limited to schedule changes or timing adjustments only.

Notice of approval – notice given after final approval by the Board regarding any budget approval, major service change, or fare changes.

Public comment – responses gathered and compiled from open houses, surveys, emailed comments, service desk reports and other outlets during interactions with the public.

Public hearing - a special type of public meeting that requires the publication and posting of a legal notice within a specified time. The main purpose of a public hearing is to provide an opportunity for the public to make comments for or against a proposal to an authorized agency representative or board member. A public hearing may be scheduled when a specific statute requires one, or when public input is desired on a sensitive or controversial issue. A public hearing is mandatory when a fare change or any major service change is proposed, or prior to the board adoption of, or changes to, the annual budget.

Public notice – Any type of notification or interaction with the public designed to increase the general knowledge of VRT processes, planned actions, or approved actions. Public notice can include any of the following:

- **Open house** - public forum to provide an opportunity for the public to learn and comment about a project or proposed operational changes and to solicit public comment prior to any public hearing.
- **Public meeting** – a meeting designed to facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.
- **Property notices** – door hangers or other type of specific individual notice given to specific affected properties or individuals.

- **Fliers/posters** – postings generally placed on buses, at transfer locations or other public places designed to educate the public on planned VRT action.
- **Mailers** – targeted mailing services designed to notify all persons possibly affected by a transit route or pathway.
- **Media** – notices or postings placed on the various local newspaper, television, social media, websites, email or other electronic or other media VRT has access to including contracted or targeted surveys or solicited requests for input or responses.

Revenue vehicle miles – the distance traveled from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatch point.

Route miles – the total number of miles included in a single fixed-line route or a fixed-route transit system network

Public outreach prior to Board review and approval

Budget adoption

A public hearing is required for budget adoption. The required public hearing on the proposed VRT budget or budget amendment shall be held during a regular or special meeting of the Board of Directors. Notice of any public hearing for budget adoption shall be posted at least 10 calendar days prior to the date of the board meeting.

Fare changes

A public hearing is required when a change to the fare policy is proposed. Also required are two open house/public meetings – one each in Ada County and Canyon County. Additional various media notifications, surveys and fliers/postings as determined appropriate by staff may also be included.

Major service changes

The public input process for major service changes will include public hearings in Ada County and Canyon County, a minimum of one public meeting or open house in each county, and printed and/or electronic (online) comment forms and surveys as determined appropriate by staff. Staff will provide an update to the Executive Board regarding the types of outreach planned.

Any physical infrastructure changes, including the installation of new bus stops or the removal of existing stops, will include mailers and notices to the affected property owners/businesses as well as fliers and other media as determined appropriate by staff. These notices will include information about any scheduled public hearings or meetings.

Minor service changes

Outreach efforts for minor service changes may include an open house and/or a public meeting. VRT staff will determine the level public notice during the development of any proposed changes.

Public notification following Board approval

When a new bus stop, identified through VRT technical analysis, is approved, or existing bus stops will be removed, staff will provide notices to nearby property owners and businesses. These notices will be issued no later than two weeks before the change. VRT staff will conduct follow-up visits upon request with adjacent property owners as needed. This will ensure the public is provided with the technical rationale and methodology used. The notices will also provide both a timeline for installation of the bus stop any amenities or enhancements (e.g. benches or shelters), and information about how to contact VRT if there are any issues with the bus stop.

Responses to public comment

Staff will respond to all comments and feedback with the documented technical reasons and rationale for the changes in question. Technical reasons for changes may include regulations or procurement rules affecting the course of the budget, established policy regarding bus stop placement or amenities or rationale regarding the course and timing of an adjusted route. Comments will always require a response stating the reason and method chosen for the change. Technical rationale or established policy will be followed unless staff are directed otherwise by the VRT Board.

August 3 Board of Directors Meeting Proposed Agenda

CONSENT AGENDA

Approve Minutes from the April Board of Director's Meeting
Accept the Executive Board Minutes for April/May/June/July
FY2020 Q2 Budget Report
FY2020 Q2 Variance Report
FY2020 Q2 Performance Report
FY2020 Q3 Variance Report
FY2020 Q3 Cash Balance Report
Social Media Policy
Ratify COVID-19 Emergency Policies and Processes
Acknowledge New RAC Members
Board Approval of Public Notification and Involvement Policy

ACTION ITEMS

FY2021 Budget Public Hearing and Approval of Operational and Capital Budget
PUBLIC HEARING Disposals for 2020 and Program of Projects (POP)
Validators/Integrated Payment Applications
On-Demand Technology Pilot Transit System
Safe Routes to School Assessment
Memorandum of Understanding Downtown Collaboration
Approval of the Reserve Plan
Electric Bus Infrastructure

INFORMATIONAL ITEMS

FY2020 Q2 Performance Measures Report
FY2020 Transit Asset Management Analysis – TAM
Draft COVID Resiliency Action Plan/TDP

PROCUREMENTS

Procurement Calendar

DEPARTMENT/STAFF REPORTS

Department/Staff Reports



TOPIC: Safe Routes to School Assessment

DATE: July 6, 2020

STAFF MEMBER: Kaite Justice

Summary:

The current COVID-19 pandemic is straining many organizations locally including the YMCA, raising the question whether it would be beneficial to all parties involved to transition the local Safe Routes to School programs from the Treasure Valley YMCA to Valley Regional Transit (VRT). VRT staff has completed an assessment of what it would take to bring Safe Routes to School under VRT and whether or not it would be a good fit.

The Safe Routes to School (SR2S) programs in the Treasure Valley, which consists of Ada County and Canyon County, are currently housed under the Treasure Valley YMCA. VRT already works closely with the Safe Routes to School program. Valley Regional Transit is the recipient of federal funding used to support the program since 2015. In addition, VRT and the YMCA currently work together to better integrate the programs of the two organizations around a safe routes framework. This includes working in a coordinated way on specific projects, such as May in Motion; including Safe Routes staff on the Regional Advisory Council (RAC); and training VRT navigators in the Safe Routes framework.

Valley Regional Transit Staff recommends the transition of the Safe Routes to School programs in Ada and Canyon counties from the Treasure Valley YMCA to VRT. ST2S will strengthen VRT's mission to coordinate mobility options around the valley. Both programs work toward improving transportation options in the Treasure Valley. We see the opportunity to expand the program offerings of Valley Regional Transit and build upon the work already happening by our programs area. Safe Routes to School holds a special place in area schools. Teachers, administrators and parents view the program positively. We believe the program could be even better by expanding the audience beyond grade school and junior high students. SR2S could build additional programming to include information and training on using multi-modal transportation beyond walking and biking.

SR2S programs are commonly housed under both transit agencies and public transportation authorities, as shown in the staff's assessment. The full assessment can be found at the end of the memo.

Staff Recommendation/Request: This is an information item only.

Implication (policy and/or financial):

There are two potential financial implications that need to be considered. First, if VRT keeps SR2S salaries at their current level, the benefits package offered by VRT is more generous than what employees have under the YMCA. However, VRT would not be charging an administrative fee as the YMCA does now. The second part of the financial concern is the local match required by the federal grants. Currently, SR2S receives grants from grantors that mainly provide funding to 501(c)3s. VRT being a government organization, may limit the number of grant opportunities. However, VRT has been able to secure many local grants from private foundations in the past, and while it does limit some opportunities, we are confident we can continue to secure local funding for the program.

Highlights:

- VRT staff will be bringing the assessment to the VRT's Board of Directors in August as an action item.

More Information:

1) For detailed information contact: Kaite Justice, City Go Director, 2082582750, kjustice@valleyregionaltransit.org or Dave Fotsch, Program Director, dfotsch@valleyregionaltransit.org

SAFE ROUTES TO SCHOOL ASSESSMENT

INTRODUCTION

The current COVID-19 pandemic is straining many organizations locally including the YMCA, raising the question whether it would be beneficial to all parties involved to transition the local Safe Routes to School programs from the Treasure Valley YMCA to Valley Regional Transit (VRT). VRT staff has completed an assessment of what it would take to bring Safe Routes to School under VRT and whether or not it would be a good fit.

The Safe Routes to School (SR2S) programs in the Treasure Valley, which consists of Ada County and Canyon County, are currently housed under the Treasure Valley YMCA. VRT already works closely with the Safe Routes to School program. Valley Regional Transit is the recipient of federal funding used to support the program since 2015. In addition, VRT and the YMCA currently work together to better integrate the programs of the two organizations around a safe routes framework. This includes working in a coordinated way on specific projects, such as May in Motion; including Safe Routes staff on the Regional Advisory Council (RAC); and training VRT navigators in the Safe Routes framework.

ORGANIZATIONAL MISSIONS

- 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.
- Safe Routes to School is a program designed to encourage students to walk and bike to school to promote a healthy lifestyle, reduce traffic congestion, improve air quality, and enhance quality of life in our communities. SR2S uses “The Five E’s” – Education, Encouragement, Engagement, Engineering, and Evaluation – to make routes safer, children and parents more knowledgeable, and the community more engaged so that more children will walk and bike to school.
 - Supporting and expanding safe walking and biking routes is an important part of providing comprehensive transportation choices to the region’s citizens.
 - Advocating, educating, and creating safer streets in neighborhoods is a benefit to all residents and thus supports VRT’s mission.
 - Safe Routes educates and encourages families to use active transportation within their neighborhood, which can also be used for first/last mile connections to transit.
 - Improving bike education, training, and pathways within neighborhoods makes it easier for residents of all ages to access transit.
 - SR2S could potentially undertake additional programming under “safe routes for all” to further focus on community and neighborhoods.
- Overall, the Safe Routes to School mission helps VRT meet their mission. Further, VRT provides similar services through its Navigation team for other modes including fixed-route, specialized transportation, and vanpool. Bringing SR2S under VRT allows VRT to expand its





resources available to help educate and encourage additional modes and first/last mile connections and assess community needs to inform VRT programing. Advocating for infrastructure improvements that support improvements for active transportation also helps VRT meet its mission.

The staff of Valley Regional Transit and Safe Routes to School recently held a workshop to explore the possibilities of bringing the program under the umbrella of VRT. Key to the discussion was doing a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. List below are the results of that analysis.

STRENGTHS

- SR2S has far-reaching hand in communities in the Treasure Valley – can encompass the valley as a whole
- SR2S is a beloved institution throughout the communities served
 - o In 100% of West Ada Schools
 - o Almost all elementary in Boise School District
 - o Positive feedback and thoughts from people that know SR2S
- SR2S team is well-versed in delivering programs
- SR2S has connections with teachers and administrators
- SR2S is a model program and the largest such program in the state of Idaho
- SR2S is well connected to the community – agency working relationships that could bring a lot to the table
- SR2S has a long standing understanding of VRT of the federal grants process
- The partnership would provide a firm foundation for SR2S under VRT
- Partnership between the two entities since 2015
- SR2S programs that seem to be most successful are part of governmental organizations

WEAKNESSES

- Local match grants are made to a 501c3, not a government agency
- Can SR2S afford to move?
 - o Opportunity to ask for more funding through TAP
 - o Funding already programed through 2026 for SR2S
 - o Potentially add more funding. Depends on whether Canyon County becomes a large urban area based on census results
 - o Into the future can achieve more, but not immediate to cover move
 - 3-5 years out
- Are we going to be as nimble under VRT as they were under YMCA?
- Can we advocate as much and in the same way?
- YMCA name carries a lot more weight in the community than VRT
 - o However, SR2S has also made a name for themselves and people recognize it

OPPORTUNITIES





- SR2S can be a benefit to VRT – more chatter about VRT, not just the bus but other transportation options
- Would have better access to different kinds of grants
 - The program has been prohibited from pursuing grants from community partners already allotted to different programs at the YMCA
- Greater visibility for SR2S – on bus, etc.
- If the program can reach high school students, then it could promote more multi-modal options
- Driver's Education – what it means to interact with people walking and biking
 - Idaho Stop Law
 - What certain signs mean
 - Build Driver's Ed into the SR2S workload, currently a volunteer effort
- VRT contracts with Boise School District for High School bus passes – opportunity to promote multi-modal options for middle and high school students
- Better connections between transit, biking, and walking
- Potentially better relationships with other agencies – ACHD, cities, counties, etc.
 - Little people voice may be able to expand vision of some of the people in charge
- Add additional programming to SR2S to provide more options to students and families including parent pools, walking buses, and encouraging transit.
- Reduce the duplication of administration of federal grants (VRT currently acts as the pass-through agency between ITD and YMCA).
- Promote multi-modal connections for students, families and neighborhoods, including how they can use walking and biking to connect to transit.
- Create safer streets within neighborhoods, which makes it easier and safer for people to utilize active transportation and transit to get around.
- Add a sixth "E" of Equity to the Safe Routes to School framework.

THREATS

- Funding
- Local funding to match federal grants
- If SR2S leaves the YMCA, it could be competing with the YMCA for current grant relationships?
- YMCA uniform and brand identity provides a lot of access to schools and community organizations – won't have that under VRT
- YMCA has a full-time grant writer. VRT doesn't and program director may not have time to write grants, and will need help.
- Financially, integrating the programs could cost up to 25% more to administer because of the cost of VRT benefits. However, the YMCA takes 12% of the SR2S grant to cover administration of the program. If VRT assumes no administrative costs the cost difference will shrink by approximately half.
- It may make it more difficult for SR2S to secure grants being part of a government agency instead of a non-profit. Currently the largest grants SR2S utilizes for local match – Nordstrom's, Target, and Union Pacific – are only available to nonprofits. VRT can potentially leverage Idaho Advocates for Community Transportation to apply for grants.



WORK SPACE AND EQUIPMENT

- Safe Routes to School has four staff members. Three in Ada County and one in Canyon County.
 - o Canyon County staff member works full time from home.
 - o Three Ada County staff members work in the office, at home, and in the field. The director has indicated that the staff does not need dedicated workspaces within the office. SR2S staff will be able to utilize the large desk at VRT Meridian operations office or the landing space on the administration office at VRT Meridian.
 - o No additional work space will be needed to accommodate SR2S under VRT
- Computers. The SR2S Team currently uses three desktops that are property of the YMCA. VRT will need to provide three laptops for the SR2S team to complete their work.
- SR2S staff said it would be helpful to the program to have at least one dedicated vehicle for hauling equipment around. Having vehicles would eliminate the need for employee mileage reimbursement.
- SR2S already uses the Happy Day Transit Center to store some equipment. The Ada County program could potentially use the bike share program office to store equipment.
- Under the management of the YMCA, SR2S could not use 15-passenger vans. Under VRT that prohibition would be lifted and the agency could take advantage of a low-cost van lease program under ACHD Commuteride.

ORGANIZATIONAL INTEGRATION

Safe Routes to School fits best within VRT's Programs Team, and will closely align with the other programs work VRT does. The programs team will have four focus areas and a leadership team working together to meet the performance measures and targets set for the program. The leadership team will include the SR2S Manager, Programs Director, City Go Director, and Community Relations Manager. The work of the programs team will focus its work around the six "E"s – education, encouragement, enforcement, engineering, evaluation, and equity.

FINANCIAL

In reviewing the finances of the Safe Routes to School program we made certain assumptions. First is that the salaries of SR2S employees would remain at the same level, at least for the first year. The second assumption is that the employees would become Valley Regional Transit employees and would therefore be eligible for the VRT benefits package, which is more generous than that offered by the YMCA. We also assumed that employees would take maximum advantage of the benefits package. These assumptions alone would increase the cost of running the program by nearly 25%. However, VRT would not charge the overhead expenses of \$25,366 currently claimed by the YMCA for program administration. This would reduce the gap in funding to \$12,400.

Because of the COVID-19 pandemic, the Safe Routes program has been unable to visit schools this spring. A lot of the materials purchased for distribution to schools has not be used and would not need to be purchased again next year. This savings could make up the gap in funding.





YMCA Administered Safe Routes				
Salaries	Benefits/phone/uniforms/mileage	Program costs	YMCA overhead	Total
Ada County				
\$98,321.60	\$28,826	\$20,930.80	\$17,572	\$165,650.40
Canyon Co				
\$36,046	\$19,054	\$9,499	\$7,794	\$72,393.00
				\$283,043.40
Valley Regional Transit Administered Safe Routes				
Salaries	Benefits/phone/uniforms/mileage	Program costs	Overhead	Total
Ada County				
\$98,321.60	\$97,340.87	\$20,930.80	0	\$216,593.27
Canyon Co				
\$36,046	\$33,308.24	\$9,499	0	\$78,853.24
				\$295,446.51

SR2S funding is split between Ada and Canyon counties. Ada County is part of a large urban area, so the process goes through COMPASS and is funded through the Federal Highways Administration Transportation Alternatives Program (TAP.) The funding for the Canyon County SR2S program comes directly from the Idaho Transportation Department.

Under the current funding formula, a local match of about \$17,000 is required with the federal grants. The largest portion of the local match is provided by the Union Pacific Railroad and Nordstrom's, each at \$5,000. The remainder is covered by other entities. Most of the local match grants are only eligible to nonprofit organizations, like the YMCA. Valley Regional Transit would have to explore whether some of the current grantors would be willing to continue supporting the program if it is being run by a government entity. On the other hand, the program may be eligible for other funding because it would no longer be constrained by the rules of the YMCA. The SR2S program director will continue to be responsible for securing the local match for the program, though the director may need some grant writing assistance from VRT.

The SR2S program currently uses three desktop computers that are owned by the YMCA, however, the program owns one desktop computer, two monitors and a printer that would come with the employees. We recommend that the three Ada County employees be provided with laptop computers because so much of their work is out of the office. The Canyon County employee already works out of his home and is set up with computer, printer, etc. The average purchase price of laptop computers with docking stations, monitors, etc., is about \$1,800, so providing computers to the Ada County staff would cost an additional \$5,400.

Valley Regional Transit would not need to provide additional office space to the employees of SR2S. The Canyon County employee already works from home, and the Ada County employees don't need designated office space. Equipped with laptop computers, they too will be able to work from home





and land in shared office space at the VRT Meridian office occasionally. We do not foresee the need for additional office space for the SR2S program.

TRANSIT AGENCIES WITH SR2S PROGRAMS

Safe Routes to School programs across the country are housed within a variety of organizations. While the program is not always under the transit agency, it is a common occurrence. Here are a few examples of other transit agencies in the western United States that oversee Safe Routes to School programs. Most of the programs stick closely to the traditional Safe Routes to School model. However, there are a few that incorporate additional programming to meet their mission. King County Metro includes a carpool component for getting to school. Mountain Rides aligns the best with our mission in how they are integrating SR2S into their overall programming and into the overall transit network.

- Mountain Rides <https://www.mountainrides.org/safe-routes-to-school/>
- LA Metro, Los Angeles <https://www.metro.net/projects/SR2S/>
- Metropolitan Transportation Commission, Bay Area <https://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/bay-area-safe-routes>
- Ride Share, San Luis Obispo <https://rideshare.org/about-safe-routes-to-school/>
- Orange County Transportation Authority <https://www.saferoutespartnership.org/safe-routes-school>
- King County Metro, Seattle <https://kingcounty.gov/depts/transportation/metro/travel-options/rideshare/programs/schoolpool/safe-routes.aspx>
- SFMTA, San Francisco <https://www.sfmta.com/sfmta-school-safety-programs>

CONCLUSION

Valley Regional Transit staff recommends the transition of the Safe Routes to School programs in Ada and Canyon counties from the Treasure Valley YMCA to VRT. ST2S will strengthen VRT's mission to coordinate mobility options around the valley. Both programs work toward improving transportation options in the Treasure Valley. We see the opportunity to expand the program offerings of Valley Regional Transit and build upon the work already happening by our programs area. Safe Routes to School holds a special place in area schools. Teachers, administrators and parents view the program positively. We believe the program could be even better by expanding the audience beyond grade school and junior high students. SR2S could build additional programming to include information and training on using multi-modal transportation beyond walking and biking, perhaps with a focus on transit for junior high and high school students.

The Treasure Valley YMCA started the Safe Routes to Schools program in 2005 because the organization saw the need for it in the community. The YMCA wants to see the program succeed, but is currently facing deep financial challenges related to the COVID-19 pandemic. There have been discussions about bringing SR2S under Valley Regional Transit for years, in part because the federal funding for the program flows through VRT.





The biggest challenge facing VRT in adopting the program is financial. First, if VRT keeps SR2S salaries at their current level, the benefits package offered by VRT is more generous than what employees have under the YMCA. However, VRT would not be charging an administrative fee as the YMCA does now. That savings could be applied to making up part of the difference. And, at least in the first year, the program could forego the cost associated with buying equipment since much of the material for this year has been unused because of the COVID-19 pandemic. While this is a challenge, VRT staff does not foresee it as something that cannot be overcome.

The second part of the financial concern is the local match required by the federal grants. Currently, SR2S receives grants from grantors that mainly provide funding to 501(c)3s. VRT being a government organization, may limit the number of grant opportunities. However, VRT has been able to secure many local grants from private foundations in the past, and while it does limit some opportunities, we are confident we can continue to secure local funding for the program. Further, since we do not apply for many grants for other VRT programs, there may actually be more opportunities available than at the YMCA because so many of their programs are funded through grant writing.

There are many other transit agencies operating Safe Routes to School programs. Some put a greater emphasis on including education about transit in the SR2S programming. VRT could do the same and benefit from having additional 'boots on the ground.'

If Valley Regional Transit does not adopt the Safe Routes to School program, it will not go away. The YMCA is committed to making sure the program survives, but the outreach of the program would, out of necessity, be curtailed considerably. There are other organizations that may also be willing to temporarily adopt the program. A more permanent and more beneficial solution would be for SR2S to find a permanent home at VRT.





TOPIC: Integrated Fare Payment Application Procurement

DATE: July 6, 2020

STAFF MEMBER: Kaite Justice

Summary:

Valley Regional Transit released a Request for Proposals in June for an integrated fare payment application. VRT aims to create a more connected and economically viable region by enhancing shared mobility and transportation services through technology. A major step in creating the sustainable transportation network VRT envisions is to integrate the currently available modes and create a seamless multi-modal payment experience.

VRT envisions an integrated multi-modal mobility payment system that encompasses both private and public providers and is easily accessible to employers, developers, property managers, employees, residents, visitors, and vulnerable populations. For the purpose of this procurement, VRT is seeking a solution to integrate Valley Regional Transit's fixed-route buses, Boise State Bronco Shuttle, ParkBOI parking garages, and Commuteride vanpools into one account-based ticketing system with electronic validation. VRT plans to expand on the system and integrate more modes and services in the future.

The goals for the project include:

- Minimize barriers to accessing valid fare media across modes;
- Improve ease of use for customers and enhance overall rider experience;
- Facilitate rear-door boarding and off board fare payment;
- Provide seamless multi-modal payment options for end users;
- Increase the number of cashless and other "no-touch" payment options;
- Provide electronic validation across modes for mobile ticketing and smart cards;
- Develop the capability to provide distributions and payments of multi-modal transportation benefits through one system; and
- Create sustainable institutional collaborations that lead to continued innovative approaches in the future.

The integrated fare payment application will build on the mobile ticketing pilot VRT has been running for the past year by adding electronic validation and multiple modes to the payment system.

Staff Recommendation/Request: This is an information item only.

Implication (policy and/or financial):

The project will build on and enhance the progress that has been made through VRT's mobile ticketing pilot. Currently, the mobile ticketing pilot is visual validation only. The passenger shows their mobile ticket to the driver and they count the rides on the fare box. This project will bring electronic validators that will be installed in the buses to read the tickets. The new application will provide many benefits to VRT and its customers including easier access to fares, contactless fare options, better data on passenger trips, and seamless multimodal travel. With the increased accessibility of fares, VRT expects the application will lead to increased fare revenue for VRT through both individual pass sales and employer pass program sales.

Highlights:

- The integrated fare payment application was first presented as an information item to the Board of Directors in September 23, 2019.
- The integrated fare payment application will be brought back to the Board of Directors in August 2020.

More Information:

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



TOPIC: Canyon County On-Demand Transit

DATE: June 25, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

VRT staff began an internal process to evaluate the Canyon County local services operated in Nampa and Caldwell to determine if there was a path forward to redesign the services in a sustainable manner given the limited resources provided by local jurisdictions. Revenues in Canyon County are not keeping up with costs. Attempts to adjust service levels and routes within those resources continue to lead to low quality services and continuing poor system performance.

The process began with an exercise to establish results we would like to see from the system based on operational staff, community and leader input from Canyon County. The premise behind this approach is to think about the design from the perspective of the results VRT would like to achieve. This approach not only evaluates the effort we achieve in delivering service, but also focuses on the effect, or considering, "How do we measure the customer is better off?"

VRT completed research and evaluation of innovative approaches to transit and determined an on-demand transit system has a high probability of achieving the desired results for the services within the existing financial constraints.

VRT staff would expect to build new partnerships with the expanded service area. With the right solution, staff would expect to see savings and efficiencies over the pilot term. If this pilot is successful, it could become a model for serving other low productivity areas within VRT's service area.

VRT received nine proposals for the on-demand solution. The evaluation team has compiled the data from the proposals and is scheduling presentations with selected vendors. VRT staff expects to have presentations completed by the end of June. Once a vendor is chosen, VRT staff will be able to provide detailed information on how to schedule a trip at a future RAC meeting.

Staff Recommendation/Request:

This is an information item only.

Implication (policy and/or financial):

The financial resources in Canyon County have not kept up with the demand for services and the costs to deliver those services. The on-demand transit pilot could offer an innovative way to improve services within existing financial conditions. Doing nothing would continue a downward cycle of poor performance and lack of financial support.

Costs:

- Start-up and Software Costs \$80-100K
 - o Includes installation of new bus stop signs and updating existing bus stop signs
 - o Includes one time fees for training and/or additional hardware
- Total for term of pilot \$184,000 - \$220,000
 - o Up to a three year pilot period
 - o Projecting \$61,000 - \$73,000 annually
- Expect savings and efficiencies over the pilot term

Highlights:

- February 2020 – Presentation to CWI
- April 2020 - Presentation to some members of Nampa City Council
- May 2020 – Evaluation team reviewing proposals
- May 2020 – Presentation to Nampa City Council
- June 2020 – Presentation to Caldwell City Council

Next Steps:

- Vendor presentations with the evaluation team to determine final solution
- Public education of the new service solution

Project Schedule:

- Spring 2020 – Review and rank proposals; Engage community and funding partners
- Summer 2020 – Negotiate final solution; Continue community engagement and begin public education on service change
- Fall 2020 – Implement service change

For detailed information contact:

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

**VALLEY REGIONAL TRANSIT
FY2020 PROCUREMENT CALENDAR
EXECUTIVE BOARD / VRT BOARD OF DIRECTORS**

ITEM VII-D

Goods/Service	Total Procurement Amount	Potential Executive Board Action	Potential VRT Board of Directors Action	Comments
Ada County Bus Stop Improvements	\$450,000	July 6, 2020		VRT is seeking vendors for stop improvement work. Work will include removing existing concrete or landscaping and replacing it with new concrete as specified in the plan set. Project will be closed by September 30, 2020. VRT Board designated approval authority of this project to the Executive Directors.
On-Demand Technology Pilot Transit System	\$184,000-\$220,000		August 3, 2020	VRT is seeking vendors from private companies to develop and implement a pilot transit on-demand system in Nampa and Caldwell Idaho. Term: One year beginning 10/1/2020, with two (2) optional extension years.
Integrated Fare Payment System	\$250,000		August 3, 2020	VRT is seeking a vendor to provide technology that allows mobile ticketing from visual validation to electronic and all integration of other agencies into VRT's mobile ticketing system. Once installed there will be ongoing O& M (approx. \$30k-\$40k) costs annually over a term that will be determined once procurement is completed.
Electric Bus Infrastructure Construction	\$400K-\$500K		August 3, 2020	VRT is seeking vendors to provide construction services in preparation for installation of electric bus equipment and charging depots at the Boise Orchard Facilities. It is expected that this project would be completed by November 2020.

Upcoming/Active Procurements:

Support Vehicle – Ada County

Executive Board Approval Levels: \$50,000 - \$199,999
VRT Board of Directors Approval Levels: \$200,000 and over

Updated 6/18/2020



TOPIC: Executive Director Report
DATE: June 26, 2020
STAFF MEMBER: Kelli Badesheim

Finance and Budget

Finance staff is on schedule for the remainder of the year with monthly and quarterly financial close. The preliminary budget is complete and in the Executive Board packet for consideration to forward a recommendation to adopt the budget. The budget hearing this year will also include the federal requirement to notify the public and hold a hearing on the Federal Program of Projects (POP). This document notifies key stakeholders and the general public how the VRT Board is allocating the federal funding for the upcoming fiscal year. VRT used COMPASS' Transportation Improvement Program (TIP) outreach to complete this federally required process in years past. The intent in changing it is to ensure the POP is tied to the budget in a more transparent way.

VRT Response to Coronavirus Pandemic

VRT made adjustments to service levels on June 24 to ensure compliance with the order from Central District Health Department putting Ada County back to Stage 3 in the Idaho Rebound Plan. We discontinued fare collection, closed Main Street Station, and initiated restrictions on some access by the public to the Meridian administrative offices. The public still has access to the customer service lobbies in Meridian and at Happy Day Transit Center. VRT requested the contractors of the Boise and Canyon services to require face coverings by employees and customers. VRT is securing supplies through FTA, ITD, and other suppliers to provide coverings to passengers who do not have their own.

Executive Director Projects

- Providing support to develop a National Science Foundation Civic Innovations grant with a variety of civic partners in the region
- NSF project, if funded, could lead to a \$1M investment in a pilot project for Caldwell
- Continuing meetings with private sector leaders and Matt Stoll to determine interest in establishing a private sector leadership task force to analyze and recommend funding strategies for public transportation
- Leading a community project team to analyze, design and implement an expansion of Rides 2 Wellness in Canyon County, moving to assumption testing phase in July and August
- Facilitating a variety of community discussions with the Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social determinants of health (including transportation access)
- Facilitating a discussion on Statewide Technology needs for updating fixed-route and demand response scheduling systems

More information: Kelli Badesheim, Executive Director, 208-258-2712,
kbadesheim@valleyregionaltransit.org

TOPIC: Development Department Monthly Report

DATE: July 6, 2020

STAFF MEMBER: Stephen Hunt

Summary: Update of Development Department activities for the month of June 2020

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**

VRT Staff is developing the FY2021-25 Transit Development Plan (TDP). Although the TDP has a five-year horizon, the current COVID-19 impacts will effect budgets over the next few years. Staff is planning how to incorporate those impacts into the TDP. We still expect this plan will build on ValleyConnect 2.0 and the efforts of local jurisdictions to enhance transit services in their community.

Programming/Budget Development

- **Local and Federal Allocations** – VRT staff has been working with local jurisdictions and funding partners and discussed FY 2021 funding requests and implications of COVID-19 and the CARES Act funding. Staff has prepared the preliminary budget for board consideration.
- **Transportation Development Plan/COVID Resiliency** - The impacts of COVID-19 and the subsequent stay and home order have had a dramatic impact on public transportation ridership and funding. VRT staff is integrating the CARES Act funding, which was provided to mitigate the impacts of COVID-19, with other revenues to develop and provide a safe and resilient transit system.

Goal 2 – Increase Ridership and Revenue

- **Transportation Development Plan/COVID Resiliency** - The impacts of COVID-19 and the subsequent stay and home order have had a dramatic impact on public transportation ridership and funding. VRT staff is integrating the CARES Act funding, which was provided to mitigate the impacts of COVID-19, with other revenues to develop provide a safe and resilient transit system. These activities are critical to safely encouraging public transportation use after the COVID-19 crisis passes.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Boise Operations Facility**

- **Electric Bus Infrastructure**

Design for the electric charging infrastructure is largely complete. Staff has begun preparing bid documents. The bidding process will begin in July. We are still working to begin operation of electric vehicles by spring of 2021.

- **Fuel Island Work**

Based upon TAM scoring, staff is coordinating the replacement of the cathodic protection system, parts of the gas dryer, electrical monitoring equipment, the fluid dispensing building and the cooling system for the compressor building in 2020. Costs are being finalized and design completed for that work now. STV Consulting is assisting on the cathodic protection, electrical monitoring equipment, fluid dispensing building and the compressor cooling system. Gas dryer is being reconditioned vs replacement.

- **Site Work**

The lowest ranking TAM item after the fuel island is the existing pavement at the site. Pavement evaluation and repair will occur throughout 2020 pending remaining dollars after the fuel island work is complete. VRT is also applying for a competitive 5339 bus and bus facility grant to complete resurfacing the parking lot and expanding the lot to make room for fleet expansion and electrification.

- **Happy Day Transit Center Upgrades**

Staff is reviewing and updating planned upgrades. VRT is developing a final funding plan to begin the construction side of this effort.

- **Regional Facilities and Infrastructure Plan / Facility Maintenance Plan**

Staff is drafting the Facilities and Infrastructure Plan currently and has engaged a technical writer to assist in the plan in 2020. The plan is currently posted on VRT's website for review/comment. Once the Facilities and Infrastructure Plan has been reviewed by staff, the technical writer will assist in updating the current Facility Maintenance Plan to match the new Facilities and Infrastructure Plan for the region. Facilities maintenance plan has been updated by Stephen and Leslie and is being passed on to Operations for review.

- **Main Street Station**

All warranty tasks have been completed and retainer has been released to Gardner Co through Halley Troxell. Staff has coordinated the installation of social distancing signage in Main Street station and arranged to have additional cleaning services on hand when Main Street Station is open to the public.

- **Bus Stops**

The 2020 bus stop improvements project has several phases and elements. The first phase of 8 bus stop pads is under contract and construction will be complete this summer. The planned bus stop improvements at 31 sites in Boise, Eagle and

Meridian is out for bid and expected to be under contract in July with construction occurring during the summer and early fall.

- **State Street Corridor Projects**

Fehr and Peers, the consultant team working on the State Street Alternatives Analysis, kicked off the study with the City of Boise, COMPASS and ACHD, VRT staff. Consultant and staff completed a site visit at the end of February.

State Street Executive and Technical Teams have been working together to identify actions that would help member agencies continue making progress on the Transit and Traffic Operations Plan (TTOP). The State Street Executive Team approved the scope of work for a Transit Operational Analysis and VRT submitted a BUILD Planning grant to fund that effort.

Other Development Activities

- **Staffing Changes** – Joe Guenther is the new Capital Projects Manager
- **Title VI** – Next submittal will be October 2020.
- **Grant Opportunities** – VRT was not awarded the FY20 Low/No Emission Grant for additional electric vehicle. VRT continues to apply for a number of federal grants as opportunities arise including competitive grants focused on innovative service delivery and electrification of our fleet.

More Information:

Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
 Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
 Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
 Jill Reyes, Planning Programmer, 208.258.270, jreyes@valleyregionaltransit.org
 Derrick Personette, Facility Master Technician, dpersonette@valleyregionaltransit.org

TOPIC: Operations Department Staff Report

DATE: June 24, 2020

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.

Highlights:

Contracted Transportation

- Fixed route and ACCESS ridership has continued to slowly increase over the month
- Canyon County had no preventable accidents in May
- Ada County had no preventable accidents in May
- Ada and Canyon County operations continued to respond to COVID-19 pandemic:
 - Increased bus cleaning plan
 - Continued 15-minute service on Route 9 to help with social distancing
 - Ada County continued to provide drivers to supplement Village Van service to help with social distancing
- Fixed route system on-time performance of 88.4%

Specialized Transportation

- Staff continued to work with Ada County operations to provide extra busses and drivers to allow room for social distancing in the Village Van vehicles during the COVID-19 pandemic
- Staff provided Village Van drivers with cleaning agents for increased bus cleaning to help during the COVID-19 pandemic
- Staff continue to work with the Village Van employer to ensure passengers wear face coverings at all times while riding in the van
- During the COVID-19 pandemic, many providers stopped providing service, reduced service to provide for essential trips only or shifted to meal delivery
 - Calvary Church, and Star, Meridian, Kuna, and Parma Senior Centers did not provide service in May
 - Calvary Church has not begun to discuss when services will resume
 - Kuna Senior Center plans to reopen on June 1st
 - Passengers required to wear face coverings
 - Bus is being sanitized between every trip
 - Star Senior Center plans to reopen on June 3rd
 - Operate Wednesday and Friday only
 - Grocery shopping and medical appointments only
 - Using larger vehicle for spacing

- No more than 7 people at a time
 - Masks required
 - Bus is being sanitized end of each service day
- Parma Senior Center plans to reopen on July 1st
 - Minimal services provided Monday through Thursday
 - Only one passenger per trip, unless they have a caregiver
 - Suggesting passengers wear face coverings
 - Sanitizing vehicle between trips
 - Hand sanitizer available for passengers
- Meridian Senior Center will begin to offer lunch service on June 15th
 - Only transporting five passengers
 - Passengers required to wear a mask
 - Passenger required to maintain a 6' distance from each other
- Metro, SHIP, Harvest Transit and Eagle Senior Center are providing essential trips only
 - Service showed slight increase in May ridership
- Volunteer Driver and Rides2Wellness are providing essential trips only
 - Service showed slight increase in May ridership
- Interfaith Sanctuary started providing a few trips at the end of May

Information Technology and Intelligent Transportation Systems

- Staff resolved 120 support requests from 123 submitted
- Replaced faulty networking equipment in Ada County
- Continued to report ridership to track trends following COVID-19 pandemic
- Worked on special reports for internal department reporting

Compliance

- Continued to work on the COVID crises, communicating key points to VRT executive staff:
 - Twice weekly meetings with Central District Health, Southwest District Health, on the Joint Information System taskforce,
 - Weekly meeting with the joint Ada and Canyon County Emergency Operation Center
 - Continued to monitor the CDC website daily
 - Tracking and listening to the Governors press conferences
 - Monitored the cleaning and sanitizing of equipment
- Continued various committee work for COVID-19 management
- Finalized and submitted to ITD the Public Transportation Agency Safety Policy for review
- Presented the FY21 TAM plan targets to the RTAC, which were approved
- Preparing training for Davis Bacon wage compliance with staffing changes

Customer Service Support

- Customer service handled 1,650 of 1,719 phone calls for information, with 693 calls abandoned. The average call time was 1 minute, 57 seconds and the average hold time was 10 seconds

- Reservationist handled 593 of 639 phone calls to change or schedule a ride, with 43 calls abandoned. The average call time was 3 minutes, 19 seconds and the average hold time was 10 seconds
- Staff is preparing for Main Street Station to reopen in June
- May mobile ticket sales totaled \$168.50. VRT suspended fare collection in March, due to the COVID-19 pandemic which has decreased sales significantly

Regional Operations

- Evaluating On-Demand Transit pilot proposals for Canyon County local fixed route
- Working with CTAI on an RFI for a statewide solution for fixed route and demand response scheduling software. Will be released in June
- Putting protocols in place to ensure CDC recommendations are followed when Main Street Station reopens in June
- Fixed route and Village Van services resumed normal operations May 18th
- Happy Day Transit Center and Meridian customer service office reopened May 18th
- Staff will resume working with Ada and Canyon County operations in July to finalize service changes. The planned spring 2020 changes will be implemented in the fall of 2020
- Placed order for four Demand Response replacement vehicles. Expected delivery date is October 2020
- Finalizing electric bus specifications with Proterra for all eight buses. Expected delivery date for the first four buses is February 2021; second four expected November 2021

More Information:

For detailed information contact:

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

TOPIC: Finance and Administration Activity Report

DATE: July 6, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary

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

VRT Strategic Plan

Goal 1 – Demonstrate responsible stewardship of public resources

Highlights:

Budget/Finance

- Finance staff is caught up with FY2020 financial month end closes
- Finance is assisting with FY2021 budget planning
- The Executive Board approved a reserve plan that will be presented to the full VRT Board
- Semiannual DBE report has been submitted to the FTA

Grant Management

- Grants and Compliance Administrator is working on the following:
 - LoNo Grant Application for Electric Buses
 - 5339 Formula Grant Application

Procurement

- Staff has been working on contract extensions and the following procurements:
 - Ada County Bus Stop Improvements
 - Integrated Fare Payment System
 - Electric buses
 - Demand Response Vehicles
 - On-Demand Technology

For More Information: Contact Jason Jedry, Finance Controller, (208) 258-2709, or e-mail: jjedry@valleyregionaltransit.org



TOPIC: Community Projects/Outreach Efforts Update
DATE: June 22, 2020
STAFF MEMBER: Mark Carnopis

Summary: This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

VRT Strategic Plan

Goal 2 - Build community partnerships/build advocates for public transportation

- Regional Outreach Toolkit and Speakers Bureau

Goal 3 – Build institutional and regional capacity

- Secure stable funding sources
 - Public transportation ambassadors and outreach campaign
 - Coalitions and partnerships

Highlights

- Work continues on the Community Relations Outreach Plan for fiscal year 2021. This comprehensive plan will include input from VRT department heads and offer a comprehensive outreach schedule.
- We are analyzing the results of an online survey that gathered input from the public concerning the planned changes to the fixed-route system in Canyon County. The deadline for providing comment was Monday, June 15.
- We are preparing for phase 2 of the process of developing a Rides2Wellness service in Canyon County. This phase will include gathering input to defined options for the service.
- We continue to provide updates to the public via the media, website and social media outlets on our COVID-19 activities, including the safety precautions that we are taking, and updates on our services/restrictions and the services provided by other transportation providers in the two-county area.
- I am in the process of reviewing all the pages of our website to remove old and outdated information and to update information where needed. I am also cleaning out old files.

More Information: Mark Carnopis, Community Relations Manager, 208 258-2702, or mcarnopis@valleyregionaltransit.org



TOPIC: Bike Share Program

DATE: June 24, 2020

STAFF MEMBER: Dave Fotsch

Summary: An update on activities and performance of the bike share system

Highlights:

- After shutting down the system on March 26, 2020, Boise GreenBike relaunched on May 4, 2020 with a strict cleaning and disinfecting protocol.
- As of June 24, 2020, Boise GreenBike has 23,110 active members, who have made 125,394 overall trips since the beginning of the program, covering 312,632 miles and burning 12.5 million calories.
- Despite offering unlimited free one-hour rides for the first two weeks back in service, ridership has consistently fallen below previous years. A lack of downtown workers, closed restaurants and bars, and the weather all contributed to the disappointing number of rides in May.
- Below is a table comparing system statistics for May in each of the past six years.

May	New Sign-ups	Overall Trips	Miles Travelled	Calories Burned
2020*	502	1,364	6,719	268,764
2019	891	3,378	10,915	436,610
2018 [∞]	1,706	6,812	22,414	896,576
2017	347	2,214	4,868	194,751
2016	669	2,749	6,837	273,514
2015	620	1,380	3,228	129,127

*Service restarted 5/4/2020

[∞]Unlimited free rides entire month

- The Title Sponsorship agreement with St. Luke's and SelectHealth ended effective April 15, 2020, even though the bikes, station hubs, and support vehicles still display the logos of the former sponsors.
- The City of Boise is providing financial support to the program through the end of the Fiscal Year, September 30, 2020.
- In concert with Valley Regional Transit Fleet Sales we are continuing to schedule meetings as we try to recruit new top-level sponsors.

- We have signed a contract with Drop Mobility and are continuing to talk about launching a new system in the spring of 2021.
- Drop Mobility delivered 25 bikes to Micron Technology in early June. Boise GreenBike has been setting up the on-campus bike share system, which is expected to launch by the end of July.

Sponsorship Plan

- Title Sponsorship
 - None
 - Working to establish a new sponsorship model with multiple partners
- Station sponsors:
 - Independence University (previously Stevens-Henager College)
 - Boise Co-op (renews this year)
 - Banner Bank
 - CCDC (two stations, one renews this year)
 - Treasure Valley Clean Cities Coalition
 - ACHD
 - Harris Ranch
 - HDR (renews this year)
 - The Watercooler (Local Construct – renews this year)
 - Midas Gold (renews this year)
 - Idaho Central Credit Union (two station hubs at Boise State)
 - Parkway Station
- Membership Card Sponsorship
 - Key Bank
- We continue to schedule meetings with potential sponsors.

More Information: Dave Fotsch, Boise GreenBike Director, 208-331-9266 (cell), dfotsch@valleyregionaltransit.org

TOPIC: Fleet Media Division - Update

DATE: June 24, 2020

STAFF MEMBER: Jason Russell

Summary: Updates to revenue and strategic activities around Fleet Media

Highlights:

- FY20 contracted revenue effective as of 6/24/20: \$365,505.84
- FY21 *projected* contracted revenue to date: \$225,233.42
- Scheduling photo shoots of fleet media assets in July to include in the media kit currently in production phases at Stoltz Group. Anticipate finalized kit by late August.
- Delivery of new bus benches the first week of July. Coordinating with Orchard location to accommodate staging and distribution of the new benches. This will be an ongoing effort throughout the summer. This first delivery is 90 benches of the total anticipated 275 benches.
- Anticipate finalizing a reciprocal sales agreement with our vendor, Creative Outdoor Advertising, allowing VRT to earn 20% of gross revenue from any advertising placement on these new bus benches. Our first placement will pay \$6000 of new revenue to VRT.
- Focusing underwriting requests for Bike Share to Albertsons. Developing pitch deck featuring potential creative assets in preparing for presentation to Albertsons.
- In discussion with third party sales organization in an effort to secure multiple sales agents without incurring additional expense. In preliminary discussions, but anticipate onboarding by the fourth quarter of 2020.
- Have developed a draft multi-year underwriting agreement for the new “E” buses. Will continue collaboration with the agency of record for Idaho Power Company.
- Drafting a “Keep It Local - Economy Builder” package that offers drastically discounted pricing for unsold advertising space within the VRT system. The intent of this package is to offer consistent advertising presence for smaller businesses at a reasonable cost of entry (\$500-\$1000/month) while providing flexibility to VRT to put unsold space to use.

More Information:

Jason Russell, Media Manager, 208-440-2515, jrussell@valleyregionaltransit.org



TOPIC: City Go Report

DATE: July 6, 2020

STAFF MEMBER: Kaite Justice

Summary: Status update of activities related to the downtown mobility collaborative, City Go

Highlights:

- City Go staff is working to draft a new Memorandum of Understanding (MOU) for City Go between Valley Regional Transit, ACHD CommuteRide, Boise State, Capital City Development Corporation, and City of Boise. A draft of the MOU will be brought to the Board of Directors later in the year.
- City Go hired a new Member and Events Manager, Eric Selekof.
- City Go has been working to finalize their performance measurement system to measure the transportation demand management work downtown and City Go's impact on single occupancy use.
- City Go continues to compile and distribute real-time information on all protocols, changes and closures to all public transportation modes due to COVID-19 and find innovative ways to conduct community outreach.
- City Go will be launching new services on July 1 that include a City Go carpool program with ParkBOI and a vanpool membership with ACHD Commuteride. The new services will provide more access to discounted sustainable transportation options to workers, residents, and visitors of downtown Boise.
- City Go is also working on teleworking and flex working resources and services for City Go members. The new benefits will roll out in July.
- City Go staff is working on the integrated fare payment application.
- City Go has cancelled all events through the summer and looks to find new ways to interact with the downtown community on transportation issues.

More Information:

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