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# Executive Board Meeting Agenda

Monday, October 5, 2020

11:00 AM

Monday, October 5, 2020

11:00 AM

The meeting will be held via GoToMeeting at  
<https://global.gotomeeting.com/join/402707733>

or by phone at 1 (646) 749-3122 Access Code: 402-707-733

This meeting is open to the public. If you prefer to attend this meeting in person, you will be required to wear a mask and practice social distancing. The meeting will be held in the first-floor boardroom at the VRT administrative offices, 700 NE 2nd Street in Meridian.

## 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 from 08-03-2020 Meeting ☐

Pages 6-7

*The Executive Board is asked to consider approving the minutes of the August 3, 2020 meeting.*

### B. ACTION: Regional Advisory Council Minutes for the June Regional Advisory Council Meeting ☐

Pages 8-9

*The Executive Board is asked to accept the minutes from the June Regional Advisory Council meeting.*

### C. ACTION: New Regional Advisory Council Member - Samantha Kenney ☐

Page 10

*The Executive Board is asked to approve Samantha Kenney as a new member to the Regional Advisory Council.*

### D. ACTION: 2021 Executive Board and Board of Directors Meeting Calendars and Proposed 2022 Calendars ☐

Pages 11-12

*The Executive Board is asked to approve the 2021 Executive Board and Board of Directors meeting calendar and the proposed 2022 meeting calendar.*

## V. FINANCE COMMITTEE

### A. ACTION: FY2020 3rd Quarter Operating Cash Balance Report ☐

Pages 13- 14 Jason Jedry

*The Executive Board is asked to review and accept the FY2020 3rd quarter operating cash balance report.*

- B. ACTION: FY2020 3rd Quarter Variance Report**      **Pages 15-28**      **Jason Jedry**  
*The Executive Board is asked to review and approve the FY2020 3rd quarter variance report.*
- C. INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan**      **Pages 29-35**      **Jason Jedry**  
*Staff will review the policy adopted by the VRT Board in September 2018. The Executive Board will discuss the process outlined for complying with the requirements of the policy to establish a target for reserves and design a plan for achieving those targets. In August 2020, the VRT Board sent the initial target recommendation back to the Executive Board for additional discussion.*

## **VI. EXECUTIVE BOARD - ACTION ITEMS**

- A. ACTION: Draft Transportation Development Plan**      **Pages 36-43**      **Jill Reyes**  
*The board is asked to review second draft of the 2021-2025 Transportation Development Plan and consider releasing the draft to the public for comment before before final approval at the January 2021 Board of Director's meeting. Due to the size of the document, rather than place it in the packet, we have provided a link to the item that can be seen at these links:  
Draft 2021-25 TDP plan: [http://www.valleyregionaltransit.org/media/2281/draft2021\\_2025-tdp.pdf](http://www.valleyregionaltransit.org/media/2281/draft2021_2025-tdp.pdf)  
Draft TDP, Appendix A: [http://www.valleyregionaltransit.org/media/2282/drafttdp\\_appendixa.pdf](http://www.valleyregionaltransit.org/media/2282/drafttdp_appendixa.pdf)*
- B. ACTION: Electric Bus Infrastructure Construction Engineering and Inspection Services**      **Pages 43-55**      **Joe Guenther**  
*The Executive Board is asked to approve Resolution VEB20-010 to approve Paragon Consulting, Inc. Task Order 3 to add Construction Engineering and Inspection services to existing Task Orders.*
- C. INFORMATION: Draft Agenda - Executive Board and Regional Advisory Council Joint Meeting**      **Page 56**      **Kelli Badesheim**  
*The Executive Board is asked to review and comment on the proposed agenda for the joint meeting with the Regional Advisory Council being held November 2, 2020.*

## **VII. EXECUTIVE BOARD – INFORMATION ITEMS**

- A. INFORMATION: Public Transportation Agency Safety Plan**      **Pages 57-84**      **Dave Meredith**  
*Staff requests that the Executive Board review the Public Transportation Agency Safety Plan and provide feedback for final approval.*
- B. INFORMATION: Title VI Update**      **Page 85-86**      **Alissa Taysom**  
*Title VI, of the Civil Rights Act of 1964, prohibits discrimination in programs and activities receiving federal financial assistance on the basis of race, color, and national origin. VRT last updated the Title VI report in 2017.*
- C. INFORMATION: Valley Regional Transit Marketing Update**      **Pages 87-90**      **Dave Fotsch**  
*Dave Fotsch will provide an overview and update of marketing initiatives.*
- D. INFORMATION: Bike Share Update**      **Pages 91-92**      **Dave Fotsch**  
*The attached report supplies information on the bike share program with updates on ridership and sponsorship.*

## **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**

**⊖ = Attachment**

*Agenda order is subject to change.*

### **NEXT VRT EXECUTIVE BOARD MEETING:**

November 2, 2020 (Joint meeting with the Regional Advisory Council)

VRT Boardroom

700 NE 2<sup>nd</sup> 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, August 3, 2020**  
**11:00 AM**

The meeting was held online at <https://global.gotomeeting.com/join/402707733>  
or by phone at 1 (646) 749-3122

| MEMBERS ATTENDING                 | MEMBERS ABSENT               | OTHERS PRESENT                   |
|-----------------------------------|------------------------------|----------------------------------|
| Lantz Brown – Boise State         | Tom Dale – Canyon Cty. Comm. | Kelli Badesheim – VRT            |
| Luke Cavener – City of Meridian   | Sandi Levi – City of Nampa   | Lisa Brady – SR2S                |
| Elaine Clegg – City of Boise      |                              | Mark Carnopis – VRT              |
| John Evans – City of Garden City  |                              | Becky Crofts – City of Middleton |
| Jim Hansen – ACHD                 |                              | Paula Cromie – VRT               |
| Debbie Kling – City of Nampa      |                              | Gregg Eisenberg – First Transit  |
| David Lincoln – ACCHD             |                              | Dave Fotsch – VRT                |
| Lauren McLean – City of Boise     |                              | Karen Gallagher – City of Boise  |
| Garret Nancolas, City of Caldwell |                              | Joe Guenther – VRT               |
|                                   |                              | Rachel Haukkala – COMPASS        |
|                                   |                              | Ryan Head – ACHD                 |
|                                   |                              | Stephen Hunt – VRT               |
|                                   |                              | Kelly Jakovac – VRT              |
|                                   |                              | Jason Jedry – VRT                |
|                                   |                              | Kaite Justice – VRT              |
|                                   |                              | Ryan McDaniel – ITD              |
|                                   |                              | Dave Meredith – VRT              |
|                                   |                              | Nick Moran – VRT                 |
|                                   |                              | Leslie Pedrosa – VRT             |
|                                   |                              | Ken Pidjeon – Citizen            |
|                                   |                              | Jill Reyes – VRT                 |
|                                   |                              | Jason Russell – VRT              |
|                                   |                              | Eric Selekof – VRT               |
|                                   |                              | Walter Steed – RAC               |
|                                   |                              | Nicole Stern – ACHD              |
|                                   |                              | Alissa Taysom – VRT              |
|                                   |                              | Corrie Washington – VRT          |

**CALLING OF THE ROLL** – The meeting was called to order at 11:04 a.m., with a quorum present, by Elaine Clegg.

**AGENDA ADDITIONS/CHANGES** - None

**PUBLIC COMMENTS** – Ken Pidjeon spoke regarding bus stop infrastructure and Safe Routes to School.

## CONSENT AGENDA

The consent agenda consisted of the following items:

- **ACTION: Executive Board Minutes July 6, 2020 Meeting**
- **ACTION: New Regional Advisory Council Members**
- **ACTION: FY2020 Q3 Performance Report**

Debbie Kling moved to approve the items on the consent agenda; Jim Hansen seconded. The motion passed unanimously.

## FINANCE COMMITTEE - None

## ACTION ITEMS

### **ACTION: Spring 2020 Bus Stop Construction**

Following discussion, Jim Hansen moved to approve **RESOLUTION VEB20-009**, the 2020 Spring Bus Stop construction and change order in Ada County; Garret Nancolas seconded. The motion passed unanimously.

### **ACTION: Safe Routes to School Assessment**

Following discussion, Garrett Nancolas moved to recommend the Board adopt Valley Regional Transit as the administrative entity for Treasure Valley's Safe Routes to School program; Lauren McLean seconded. The motion passed unanimously.

### **ACTION: On Demand Technology Pilot**

Following discussion, Debbie Kling moved to approve **RESOLUTION VEB20-008** for an on-demand technology pilot and to delegate authority to the Executive Director to finalize and execute a contract with Via Mobility, LLC; Lauren McLean seconded. The motion passed unanimously.

## INFORMATION ITEMS

### **INFORMATION: Administrative Appeal Policy**

Kelli Badesheim presented a draft of an Administrative Appeal Policy for the Executive Board to review and provide comment. The final version will be presented for the VRT Board's consideration at a future meeting.

### **INFORMATION: Riders First Campaign Update Dave Fotsch**

Dave Fotsch provided an update to the Riders First Campaign in the packet.

### **INFORMATION: Public Transit Campaign Overview**

Dave Fotsch presented an overview of the Public Transit campaign in the packet.

## EXECUTIVE SESSION - None

**ADJOURNMENT** – The meeting was adjourned at 11:56 a.m.

## **NEXT VRT EXECUTIVE BOARD MEETING:**

**October 5, 2020 (Executive Board at 11:00 a.m., followed by the Board at noon)**

**VRT Boardroom (Meetings may still be via teleconference)**

700 NE 2<sup>nd</sup> Street

Meridian, ID 83642

# Regional Advisory Council Minutes

Tuesday, June 16, 2020

9:00 AM

Via teleconference at: <https://global.gotomeeting.com/join/714706469>

(872) 240-3212 Access Code 714-706-469

| MEMBERS PRESENT   | MEMBERS ABSENT        | OTHERS                   |
|-------------------|-----------------------|--------------------------|
| Deborah Allen     | Susan Bradley         | Kelli Badesheim, VRT     |
| Kelly Berg        | Lisa Brady            | Mark Carnopis, VRT       |
| Randy Johnson     | Jason Madsen          | Paula Cromie, VRT        |
| Terri Lindenberg  | Salome Mwangi         | Pat Durham, VRT          |
| Jeremy Maxand     | Courtney Rosenkoetter | Rachel Haukkala, COMPASS |
| Mary Beth Nutting | Gaby Tapia            | Stephen Hunt, VRT        |
| Eric Selekof      |                       | Kelly Jakovac, VRT       |
| Walter Steed      |                       | Kaite Justice, VRT       |
|                   |                       | Amy Luft, COMPASS        |
|                   |                       | Kaytlyn Marcotte, VRT    |
|                   |                       | Leslie Pedrosa, VRT      |
|                   |                       | Jill Reyes, VRT          |
|                   |                       | Alissa Taysom, VRT       |

**CALLING OF THE ROLL** - Chair Eric Selekof called the meeting to order at 9:05 a.m., with a quorum present.

**AGENDA ADDITIONS/CHANGES** - None

**PUBLIC COMMENTS** - None

## CONSENT AGENDA

### ACTION: Minutes of the May 19, 2020 Meeting

Terri Lindenberg made a motion to accept the consent agenda as presented; Walter Steed seconded. The motion passed unanimously.

## ACTION ITEMS

### ACTION: Social Media Policy Update

Mark Carnopis presented the Social Media update to the RAC for final review of the draft policy. Following discussion, Jeremy Maxand made a motion to “recommend approval” of the policy by the Executive Board/Board of Directors, Randy Johnson seconded. The motion passed unanimously.

## INFORMATION ITEMS

**INFORMATION: COMPASS "Where do we grow from here?"**

Amy Luft, from COMPASS, provided an overview of the survey, "Where do we grow from here," the four scenarios, and how the survey results will be used to develop a final Communities in Motion 2050 Vision that will be basis for the land use and transportation assumptions for Communities in Motion 2050.

**INFORMATION: Second Quarter Performance Report FY 2020**

Leslie Pedrosa presented an overview of the second quarter performance data for fiscal year 2020.

**INFORMATION: Canyon County On-Demand Transit Update**

Leslie Pedrosa provided an update of the new pilot being proposed for Canyon County local fixed-route services.

**INFORMATION: Valley Regional Transit Fact Sheet**

Mark Carnopis presented a final review of the draft VRT Fact sheet before it will be posted online and made available for distribution.

**INFORMATION: Rides2Wellness Expansion Update**

Kelli Badesheim presented an update on the expansion of Valley Regional Transit's Rides2Wellness program in Canyon County.

**INFORMATION: Mobility Collaboration Update**

Kelli Badesheim presented an update on Mobility Collaboration.

**INFORMATION: Department/Staff Reports**

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

**ADJOURNMENT** – Prior to adjournment, Chair Eric Selekof let the committee know he was stepping down as Chair and would no longer be a part of the Regional Advisory Council because he took a position with Valley Regional Transit and it would be a conflict of interest. Everyone wished him well and thanked him for his leadership with the Council. Following that discussion, Jeremy Maxand made a motion to adjourn the meeting; Walter Steed seconded. The motion passed unanimously and the meeting was adjourned at 10:52 a.m.

**NEXT REGIONAL ADVISORY COUNCIL MEETING:**

**September 15, 2020**

VRT Boardroom

700 NE 2<sup>nd</sup> Street

Meridian, ID 83642



## Regional Advisory Council Application

Name: Samantha Kenney

Organization: United Way of Treasure Valley

Job Title within that organization: Community Health Manager

Date: Sept. 17, 2020

Please describe your professional experience working in human service and/or transportation agencies?

Working in public health for nearly 20 years, I have seen how transportation and our built environment can impact health not only through access to health care, but accessing healthy food, activity, employment opportunities, and education. Eighteen years of my career I was focused on providing mobile health services to help address access issues, especially around transportation. I have worked with individuals and families that often didn't have the means, either time or money, to travel for health services. I believe that VRT could also be a solution to these issues.

What populations would you be representing on the Regional Advisory Council?

At United Way of Treasure Valley we fight every day for the health, education and financial stability of everyone in our community. We focus on addressing the needs of our community through the lens of equity and much of our work is focused on populations that are marginalized due to poverty, race, and other factors. We support services and partners throughout the Treasure Valley, which includes a great deal of Canyon and Ada counties as well as Gem, Owyhee, and Elmore. I would represent those populations within that geography, as well as myself, as I have been a user of VRT since 2005. My daughter rode the city bus to school from 2<sup>nd</sup> grade on, and I have commuted with VRT of and on since buying a home on route 10 in 2005. I currently use routes 5 and 4 often, and occasionally 9 and 3.

How will your professional background complement the work of the Regional Advisory Council?

I bring a perspective of those utilizing, and needing to utilize public transportation. Also, in our most recent community assessment we received over 2300 surveys from communities in the five counties I mentioned above, and over 45% of respondents said access to public transportation was of high concern for them. We utilize this assessment to direct our work. Being part of this advisory council, representing the community UWTV serves, would align with addressing this concern we have noted in our assessment. I also think the data that UWTV can provide the council would be of great value.

What do you see as the most pressing issues for the populations you would be representing on the Regional Advisory Council?

From the data we have gathered through our assessment and our ALICE report we at UWTV know that working families are having to move further and further away from employment centers to find affordable housing. The trade-off here is the cost of transportation increases, and often wages do not. These families need options and choice in order to thrive, and when families are thriving our community is better off. We also know that businesses looking to invest in operations here want and need a more robust public transit system to get the workforce they want. These reasons, along with the public health perspective I have in knowing by expanding and improving public transportation we can impact health access and improve health outcomes, I see the most pressing issue to be improving and expanding our transit system in the Treasure Valley to better accommodate working families with options for commuting to work, school, and activities.



## 2021 Meeting Schedule

| Executive Board Meetings 2021                                                                                                                     | VRT Board Quarterly Meetings 2021                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Monday, <b>January 4</b><br>11:00 a.m. to 12pm<br><i>Full Board joins Executive Board at noon</i>                                                 | Monday, <b>January 4, 2021</b><br>12:00 p.m. to 2:00 p.m.                                                  |
| Monday, <b>February 1</b><br>11:00 a.m. to 1pm                                                                                                    |                                                                                                            |
| Monday, <b>March 1</b><br>11:00 a.m. to 1pm                                                                                                       |                                                                                                            |
| Monday, <b>April 5</b><br>11:00 a.m. to 12pm<br><i>Full Board joins Executive Board at noon</i>                                                   | Monday, <b>April 5, 2021</b><br>12:00 p.m. to 2:00 p.m.                                                    |
| Monday, <b>May 3</b><br>11:00 a.m. to 1pm                                                                                                         |                                                                                                            |
| Monday, <b>June 7</b><br>11:00 a.m. to 1pm                                                                                                        |                                                                                                            |
| Monday, <b>July 12</b> (Second Monday)<br>11:00 a.m. to 12pm                                                                                      |                                                                                                            |
| Monday, <b>August 2</b><br>11:00 a.m. to 1pm<br><i>Full Board joins Executive Board at noon</i>                                                   | Monday, <b>August 2, 2021</b><br>12:00 p.m. to 2:00 p.m.                                                   |
| <b>No Executive Board meeting in September</b>                                                                                                    |                                                                                                            |
| Monday, <b>October 4</b><br>11:00 a.m. to 12pm<br>(combine September/October into one meeting)<br><i>Full Board joins Executive Board at noon</i> | Monday, <b>October 4, 2021</b><br>12:00 p.m. to 2:00 p.m.                                                  |
| Monday, <b>November 1</b><br>11:00 a.m. to 1pm<br><i>*Executive Board Joint Meeting with RAC</i>                                                  |                                                                                                            |
| Monday, <b>December 6</b><br>11:00 a.m. to 1pm                                                                                                    |                                                                                                            |
|                                                                                                                                                   | Monday, December 20, 2021 at 12:00 p.m.<br>Holiday Lunch – VRT Board & COMPASS Board<br>Nampa Civic Center |

**More Information:** Paula Cromie, Executive Assistant, 208-258-2706, [pcromie@valleyregionaltransit.org](mailto:pcromie@valleyregionaltransit.org)

## 2022 Proposed Meeting Schedule

| Executive Board Meetings 2022                                                                                                                  | VRT Board Quarterly Meetings 2022                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Monday, <b>January 3</b><br>11:00 a.m. to 12pm<br><i>Full Board joins Executive Board at noon</i>                                              | Monday, <b>January 3</b><br>12:00 p.m. to 2:00 p.m.                                                                  |
| Monday, <b>February 7</b><br>11:00 a.m. to 1pm                                                                                                 |                                                                                                                      |
| Monday, <b>March 7</b><br>11:00 a.m. to 1pm                                                                                                    |                                                                                                                      |
| Monday, <b>April 4</b><br>11:00 a.m. to 12pm<br><i>Full Board joins Executive Board at noon</i>                                                | Monday, <b>April 4</b><br>12:00 p.m. to 2:00 p.m.                                                                    |
| Monday, <b>May 2</b><br>11:00 a.m. to 1pm                                                                                                      |                                                                                                                      |
| Monday, <b>June 6</b><br>11:00 a.m. to 1pm                                                                                                     |                                                                                                                      |
| Monday, <b>July 11</b> (Second Monday)<br>11:00 a.m. to 12pm                                                                                   |                                                                                                                      |
| Monday, <b>August 1</b><br>11:00 a.m. to 1pm<br><i>Full Board joins Executive Board at noon</i>                                                | Monday, <b>August 1</b><br>12:00 p.m. to 2:00 p.m.                                                                   |
| No Executive Board meeting in September                                                                                                        |                                                                                                                      |
| Monday, <b>October 3</b><br>11:00 a.m. to 12pm<br>(combine September/October into one meeting) <i>Full Board joins Executive Board at noon</i> | Monday, <b>October 3</b><br>12:00 p.m. to 2:00 p.m.                                                                  |
| Monday, <b>November 7</b><br>11:00 a.m. to 1pm<br><i>*Executive Board Joint Meeting with RAC</i>                                               |                                                                                                                      |
| Monday, <b>December 5</b><br>11:00 a.m. to 1pm                                                                                                 |                                                                                                                      |
|                                                                                                                                                | Monday, <b>December 19, 2022</b> at 12:00 p.m.<br>Holiday Lunch – VRT Board and COMPASS Board,<br>Nampa Civic Center |

**More Information:** Paula Cromie, Executive Assistant, 208-258-2706, [pcromie@valleyregionaltransit.org](mailto:pcromie@valleyregionaltransit.org)



**TOPIC:** FY2020 Third Quarter Operating Cash Balance Report

**DATE:** October 5, 2020

**STAFF MEMBER:** Jason Jedry, Finance Controller

**Summary:**

Attached to this memo is the operating cash balance analysis as of June 30, 2020. The following items are important to note:

- Regional operating cash balance was \$2,326,771 at the end of June. Pending federal funds were \$684,451. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was \$52,713 at the end of June. Pending federal funds were \$829,608.
- The Canyon County system operating cash balance was \$18,050 at the end of June. Pending federal funds were \$754,337.
- Boise GreenBike Operating Cash Balance was \$82,345 at the end of June. This System had no pending federal funds.
- Total pending federal funds were \$2,268,396.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

**Staff Recommendation/Request:**

The Executive Board will review and accept the FY2020 Third Quarter Operating Cash Balance Report.

**Attachments**

*FY2020 3<sup>rd</sup> Qtr. Operating Cash Balance Analysis*

**For detailed information contact:** Jason Jedry, Finance Controller, 208-258-2709, [jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org).

**Valley Regional Transit  
Operating Cash Balance Analysis  
June 30, 2020**

**Regional Operations**

|                                |             |           |
|--------------------------------|-------------|-----------|
| GL Cash Balance at 6/30/20     | \$2,326,771 |           |
| Pending Federal Funds (Note 2) |             | \$684,451 |

**Ada County System**

|                                |          |           |
|--------------------------------|----------|-----------|
| GL Cash Balance at 6/30/20     | \$52,713 |           |
| Pending Federal Funds (Note 2) |          | \$829,608 |

**Canyon County System**

|                                |          |           |
|--------------------------------|----------|-----------|
| GL Cash Balance at 6/30/20     | \$18,050 |           |
| Pending Federal Funds (Note 2) |          | \$754,337 |

**Boise Greenbike**

|                                |          |     |
|--------------------------------|----------|-----|
| GL Cash Balance at 6/30/20     | \$82,345 |     |
| Pending Federal Funds (Note 2) |          | \$0 |

|                           |                    |  |
|---------------------------|--------------------|--|
| <b>Total Cash Balance</b> | <b>\$2,479,880</b> |  |
|---------------------------|--------------------|--|

|                                             |  |                    |
|---------------------------------------------|--|--------------------|
| <b>Total Pending Federal Funds (Note 2)</b> |  | <b>\$2,268,396</b> |
|---------------------------------------------|--|--------------------|

|                                              |                    |  |
|----------------------------------------------|--------------------|--|
| <b>Total Cash Balance Benchmark (Note 1)</b> | <b>\$2,009,953</b> |  |
|----------------------------------------------|--------------------|--|

*Note 1: Average of 2017, 2018 and 2019 at June 30*

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



**TOPIC:** FY2020 Third Quarter Budget Report

**DATE:** October 5, 2020

**STAFF MEMBER:** Jason Jedry, Finance Controller

**Summary:**

The third quarter of FY2020 was completed on June 30, 2020. Attached are the Budget Variance Report and Budget Variance Comments through the third quarter.

**Staff Recommendation/Request:**

Staff recommends acceptance of the report.

**Implication (policy and/or financial):**

Overall, the Budget Variance Report is within parameters.

**Attachment**

*FY2020 3rd Quarter Variance Report*

*FY2020 3rd Quarter Budget Variance Comments*

**More Information:** Jason Jedry, Finance Controller, 208-258-2709,  
[jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org)

Valley Regional Transit  
FY 2020 Third Quarter Budget Reports  
October 2019 - June 2020

| Category                                          | Regional Overhead   |                     |             | Boise Greenbike   |                   |             | Information Supports/ Specialized Transportation |                     |             | Program Administration Support Planning |                     |             |
|---------------------------------------------------|---------------------|---------------------|-------------|-------------------|-------------------|-------------|--------------------------------------------------|---------------------|-------------|-----------------------------------------|---------------------|-------------|
|                                                   | 10                  |                     |             | 12                |                   |             | 20                                               |                     |             | 23                                      |                     |             |
|                                                   | YTD Budget          | YTD Actual          | % Diff      | YTD Budget        | YTD Actual        | % Diff      | YTD Budget                                       | YTD Actual          | % Diff      | YTD Budget                              | YTD Actual          | % Diff      |
| 401 Directly Generated Funds                      |                     |                     |             | \$ 106,612        | \$ 26,083         | -76%        | \$ 15,000                                        | \$ 25,249           | 68%         |                                         |                     |             |
| 402 Purchased Transportation                      |                     |                     |             |                   |                   |             |                                                  |                     |             |                                         |                     |             |
| 403 Auxiliary Revenue                             | 164,913             | 218,595             | 33%         |                   | 2,906             |             |                                                  | 305                 |             |                                         |                     |             |
| 404 Non-Transportation Revenue                    |                     | 1,228               |             |                   |                   |             |                                                  |                     |             | 8,801,059                               | 1,596,353           | -82%        |
| 405 Federal Assistance - Capital                  |                     |                     |             |                   |                   |             | 1,738,521                                        | 925,813             | -47%        | 768,212                                 | 433,501             | -44%        |
| 406 Federal Assistance - Operating/Administration | 349,837             | 177,045             | -49%        |                   |                   |             |                                                  |                     |             | 2,360,779                               | 203,595             | -91%        |
| 407 Local Assistance - Capital                    |                     |                     |             |                   |                   |             |                                                  |                     |             | 155,169                                 | 33,652              | -78%        |
| 408 Local Assistance - Operating/Administration   | 1,288,229           | 1,208,071           | -6%         | 166,239           | 201,871           | 21%         | 864,658                                          | 859,749             | -1%         |                                         |                     |             |
| <b>Total Revenues</b>                             | <b>\$ 1,802,979</b> | <b>\$ 1,604,939</b> | <b>-11%</b> | <b>\$ 272,851</b> | <b>\$ 230,860</b> | <b>-15%</b> | <b>\$ 2,618,178</b>                              | <b>\$ 1,811,115</b> | <b>-31%</b> | <b>\$ 12,085,219</b>                    | <b>\$ 2,267,101</b> | <b>-81%</b> |

| Category                     | Regional Overhead   |                     |             | Boise Greenbike   |                   |             | Information Supports/ Specialized Transportation |                     |             | Program Administration Support Planning |                     |             |
|------------------------------|---------------------|---------------------|-------------|-------------------|-------------------|-------------|--------------------------------------------------|---------------------|-------------|-----------------------------------------|---------------------|-------------|
|                              | 10                  |                     |             | 12                |                   |             | 20                                               |                     |             | 23                                      |                     |             |
|                              | YTD Budget          | YTD Actual          | % Diff      | YTD Budget        | YTD Actual        | % Diff      | YTD Budget                                       | YTD Actual          | % Diff      | YTD Budget                              | YTD Actual          | % Diff      |
| 501 Wages and Salaries       | \$ 602,068          | \$ 581,861          | -3%         | \$ 97,679         | \$ 103,224        | 6%          | \$ 291,094                                       | \$ 252,923          | -13%        | \$ 272,432                              | \$ 285,884          | 5%          |
| 502 Fringe Benefits          | 427,202             | 402,528             | -6%         | 63,437            | 57,849            | -9%         | 233,131                                          | 176,003             | -25%        | 135,290                                 | 106,017             | -22%        |
| 503 Professional Services    | 503,438             | 435,459             | -14%        | 39,022            | 28,640            | -27%        | 239,850                                          | 167,946             | -30%        | 187,125                                 | 87,650              | -53%        |
| 504 Materials and Supplies   | 23,899              | 11,875              | -50%        | 23,025            | 8,631             | -63%        | 60,487                                           | 41,110              | -32%        |                                         |                     |             |
| 505 Utilities                | 68,934              | 78,817              | 14%         | 3,750             | 4,061             | 8%          | 2,535                                            | 4,940               | 95%         | 2,520                                   | 550                 | -78%        |
| 506 Casualty and Liability   | 18,259              | 6,524               | -64%        | 3,938             | 3,938             |             | 57,026                                           | 59,433              | 4%          |                                         |                     |             |
| 508 Purchased Transportation |                     |                     |             |                   |                   |             | 1,553,904                                        | 954,971             | -39%        |                                         |                     |             |
| 509 Miscellaneous            | 135,724             | 68,885              | -49%        | 15,750            | 3,817             | -76%        | 174,150                                          | 153,150             | -12%        | 326,015                                 | 269,615             | -17%        |
| 511 Interest                 | 300                 | 65                  | -78%        |                   |                   |             |                                                  |                     |             |                                         |                     |             |
| 512 Leases and Rentals       | 19,162              | 18,925              | -1%         | 26,250            | 20,700            | -21%        | 6,000                                            | 640                 | -89%        |                                         |                     |             |
| 514 Capital (Note 2)         |                     |                     |             |                   |                   |             |                                                  |                     |             | 11,161,837                              | 1,517,384           | -86%        |
| <b>Total Expenses</b>        | <b>\$ 1,798,986</b> | <b>\$ 1,604,939</b> | <b>-11%</b> | <b>\$ 272,850</b> | <b>\$ 230,860</b> | <b>-15%</b> | <b>\$ 2,618,177</b>                              | <b>\$ 1,811,115</b> | <b>-31%</b> | <b>\$ 12,085,218</b>                    | <b>\$ 2,267,101</b> | <b>-81%</b> |

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

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

| Category                                          | Boise Fixed Route   |                     |            | ADA Paratransit<br>(Demand Response) |                     |             |
|---------------------------------------------------|---------------------|---------------------|------------|--------------------------------------|---------------------|-------------|
|                                                   | 21                  |                     |            | 22                                   |                     |             |
|                                                   | YTD Budget          | YTD Actual          | % Diff     | YTD Budget                           | YTD Actual          | % Diff      |
| 401 Directly Generated Funds                      | \$ 507,600          | \$ 431,139          | -15%       | \$ 72,750                            | \$ 62,515           | -14%        |
| 402 Purchased Transportation                      |                     |                     |            |                                      |                     |             |
| 403 Auxiliary Revenue                             | 143,614             | 137,049             | -5%        |                                      |                     |             |
| 404 Non-Transportation Revenue                    |                     | 13,137              |            |                                      |                     |             |
| 405 Federal Assistance - Capital                  |                     |                     |            |                                      |                     |             |
| 406 Federal Assistance - Operating/Administration | 1,097,125           | 1,054,305           | -4%        | 795,917                              | 102,717             | -87%        |
| 407 Local Assistance - Capital                    |                     |                     |            |                                      |                     |             |
| 408 Local Assistance - Operating/Administration   | 3,787,924           | 3,423,658           | -10%       | 790,802                              | 1,297,434           | 64%         |
| <b>Total Revenues</b>                             | <b>\$ 5,536,263</b> | <b>\$ 5,059,287</b> | <b>-9%</b> | <b>\$ 1,659,469</b>                  | <b>\$ 1,462,666</b> | <b>-12%</b> |
|                                                   |                     |                     |            |                                      |                     |             |
| Category                                          | Boise Fixed Route   |                     |            | ADA Paratransit<br>(Demand Response) |                     |             |
|                                                   | 21                  |                     |            | 22                                   |                     |             |
|                                                   | YTD Budget          | YTD Actual          | % Diff     | YTD Budget                           | YTD Actual          | % Diff      |
| 501 Wages and Salaries                            | \$ 2,261,123        | \$ 2,185,625        | -3%        | \$ 695,510                           | \$ 590,014          | -15%        |
| 502 Fringe Benefits                               | 1,812,987           | 1,729,498           | -5%        | 609,335                              | 558,031             | -8%         |
| 503 Professional Services                         | 460,123             | 261,178             | -43%       | 88,338                               | 83,720              | -5%         |
| 504 Materials and Supplies                        | 578,212             | 489,942             | -15%       | 143,775                              | 104,642             | -27%        |
| 505 Utilities                                     | 82,444              | 62,514              | -24%       | 24,112                               | 22,684              | -6%         |
| 506 Casualty and Liability                        | 164,762             | 156,106             | -5%        | 64,826                               | 63,864              | -1%         |
| 508 Purchased Transportation                      |                     |                     |            |                                      |                     |             |
| 509 Miscellaneous                                 | 107,569             | 111,510             | 4%         | 6,375                                | 7,702               | 21%         |
| 511 Interest                                      |                     | 23                  |            |                                      | (22)                |             |
| 512 Leases and Rentals                            | 69,041              | 62,890              | -9%        | 27,195                               | 32,032              | 18%         |
| 514 Capital (Note 2)                              |                     |                     |            |                                      |                     |             |
| <b>Total Expenses</b>                             | <b>\$ 5,536,260</b> | <b>\$ 5,059,287</b> | <b>-9%</b> | <b>\$ 1,659,467</b>                  | <b>\$ 1,462,666</b> | <b>-12%</b> |

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

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

| Category                                          | Canyon Fixed-Route |                   |             | Canyon ADA Paratransit (Demand Response) |                  |             | Canyon Inter-County |                   |            |
|---------------------------------------------------|--------------------|-------------------|-------------|------------------------------------------|------------------|-------------|---------------------|-------------------|------------|
|                                                   | 24                 |                   |             | 25                                       |                  |             | 31                  |                   |            |
|                                                   | YTD Budget         | YTD Actual        | % Diff      | YTD Budget                               | YTD Actual       | % Diff      | YTD Budget          | YTD Actual        | % Diff     |
| 401 Directly Generated Funds                      | \$ 30,225          | \$ 34,496         | 14%         | \$ 4,425                                 | \$ 5,257         | 19%         | \$ 91,575           | \$ 67,809         | -26%       |
| 402 Purchased Transportation                      |                    |                   |             |                                          |                  |             |                     |                   |            |
| 403 Auxiliary Revenue                             | 55,850             | 7,608             | -86%        |                                          |                  |             |                     | 9,264             |            |
| 404 Non-Transportation Revenue                    |                    | 1,371             |             |                                          |                  |             |                     |                   |            |
| 405 Federal Assistance - Capital                  |                    |                   |             |                                          |                  |             |                     |                   |            |
| 406 Federal Assistance - Operating/Administration | 353,325            | 20,922            | -94%        | 51,808                                   | 30,015           | -42%        | 424,396             | 42,006            | -90%       |
| 407 Local Assistance - Capital                    |                    |                   |             |                                          |                  |             |                     |                   |            |
| 408 Local Assistance - Operating/Administration   | 217,499            | 508,621           | 134%        | 40,648                                   | 18,521           | -54%        | 310,101             | 670,377           | 116%       |
| <b>Total Revenues</b>                             | <b>\$ 656,899</b>  | <b>\$ 573,019</b> | <b>-13%</b> | <b>\$ 96,882</b>                         | <b>\$ 53,793</b> | <b>-44%</b> | <b>\$ 826,071</b>   | <b>\$ 789,456</b> | <b>-4%</b> |
| Category                                          | Canyon Fixed-Route |                   |             | Canyon ADA Paratransit (Demand Response) |                  |             | Canyon Inter-County |                   |            |
|                                                   | 24                 |                   |             | 25                                       |                  |             | 31                  |                   |            |
|                                                   | YTD Budget         | YTD Actual        | % Diff      | YTD Budget                               | YTD Actual       | % Diff      | YTD Budget          | YTD Actual        | % Diff     |
| 501 Wages and Salaries                            | \$ 281,105         | \$ 263,443        | -6%         | \$ 45,686                                | \$ 25,676        | -44%        | \$ 372,408          | \$ 353,051        | -5%        |
| 502 Fringe Benefits                               | 126,452            | 126,671           | 0%          | 17,221                                   | 12,026           | -30%        | 167,514             | 163,181           | -3%        |
| 503 Professional Services                         | 67,906             | 50,035            | -26%        | 8,929                                    | 5,250            | -41%        | 71,193              | 69,488            | -2%        |
| 504 Materials and Supplies                        | 121,424            | 72,167            | -41%        | 13,668                                   | 5,506            | -60%        | 140,324             | 129,755           | -8%        |
| 505 Utilities                                     | 15,996             | 14,338            | -10%        | 4,457                                    | 1,379            | -69%        | 24,002              | 19,588            | -18%       |
| 506 Casualty and Liability                        | 31,437             | 35,775            | 14%         | 4,351                                    | 3,420            | -21%        | 39,213              | 47,023            | 20%        |
| 508 Purchased Transportation                      |                    |                   |             |                                          |                  |             |                     |                   |            |
| 509 Miscellaneous                                 | 10,175             | 7,587             | -25%        | 2,266                                    | 243              | -89%        | 8,114               | 3,343             | -59%       |
| 511 Interest                                      |                    |                   |             |                                          |                  |             |                     |                   |            |
| 512 Leases and Rentals                            | 2,400              | 3,002             | 25%         | 300                                      | 293              | -2%         | 3,300               | 4,028             | 22%        |
| 514 Capital (Note 2)                              |                    |                   |             |                                          |                  |             |                     |                   |            |
| <b>Total Expenses</b>                             | <b>\$ 656,896</b>  | <b>\$ 573,019</b> | <b>-13%</b> | <b>\$ 96,878</b>                         | <b>\$ 53,793</b> | <b>-44%</b> | <b>\$ 826,068</b>   | <b>\$ 789,456</b> | <b>-4%</b> |

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

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

| Capital Budget Expense Category               |                      |                     |
|-----------------------------------------------|----------------------|---------------------|
|                                               | Budget Annual        | YTD Actual          |
| Bike/Pedestrian Improvements                  |                      |                     |
| Capital - Facilities - Multi-Modal Center     |                      |                     |
| Capital - Facilities - Fuel Facilities        | 408,300              | 17,632              |
| Capital - Facility - Facilities/Bldgs/Grounds | 877,200              | 236,222             |
| Capital - Non-Revenue Vehicles                |                      |                     |
| Capital - Other                               |                      | 3,312               |
| Capital - Revenue Vehicles                    | 10,348,550           | 316,234             |
| Capital - Revenue Vehicles - Sub-Recipient    | 194,000              | 235,582             |
| Capital Equipment - Communications            |                      |                     |
| Capital Equipment - Farebox                   |                      |                     |
| Capital Equipment - Surv/Security             |                      |                     |
| CAPITAL EXPENDITURES (514)                    |                      |                     |
| Capital Information Technology - Hardware     | 452,500              | 50,220              |
| Capital Information Technology - Software     | 255,000              |                     |
| Capital Projects - Sub-Recipient              | 1,917,150            | 522,546             |
| Capital -Shop Equipment                       | 97,000               |                     |
| Capital-Office Equipment                      |                      |                     |
| CWI - Park and Ride - INACTIVE                |                      |                     |
| N/A-Capital - Revenue Vehicles                |                      |                     |
| Regional Park & Ride Projects                 |                      |                     |
| System Enhancements - Stops/Shelters          | 332,750              | 135,637             |
| <b>Total Capital Expenses</b>                 | <b>\$ 14,882,450</b> | <b>\$ 1,517,384</b> |

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

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

| Category                                          | Specialized Transportation |                     |             |
|---------------------------------------------------|----------------------------|---------------------|-------------|
|                                                   | 20                         |                     |             |
|                                                   | YTD Budget                 | YTD Actual          | % Diff      |
| 401 Directly Generated Funds                      | \$ 15,000                  | \$ 25,249           | 68%         |
| 402 Purchased Transportation                      |                            |                     |             |
| 403 Auxiliary Revenue                             |                            |                     |             |
| 404 Non-Transportation Revenue                    |                            | 305                 |             |
| 405 Federal Assistance - Capital                  |                            |                     |             |
| 406 Federal Assistance - Operating/Administration | 1,495,972                  | 825,471             | -45%        |
| 407 Local Assistance - Capital                    |                            |                     |             |
| 408 Local Assistance - Operating/Administration   | 804,020                    | 704,039             | -12%        |
| <b>Total Revenues</b>                             | <b>\$ 2,314,993</b>        | <b>\$ 1,555,064</b> | <b>-33%</b> |
| Category                                          | Specialized Transportation |                     |             |
|                                                   | 20                         |                     |             |
|                                                   | YTD Budget                 | YTD Actual          | % Diff      |
| 501 Wages and Salaries                            | 211,249                    | 177,872             | -16%        |
| 502 Fringe Benefits                               | 173,171                    | 139,872             | -19%        |
| 503 Professional Services                         | 234,225                    | 167,946             | -28%        |
| 504 Materials and Supplies                        | 52,987                     | 41,110              | -22%        |
| 505 Utilities                                     | 1,905                      | 4,260               | 124%        |
| 506 Casualty and Liability                        | 57,026                     | 59,433              | 4%          |
| 508 Purchased Transportation                      | 1,553,904                  | 954,971             | -39%        |
| 509 Miscellaneous                                 | 24,525                     | 9,600               | -61%        |
| 511 Interest                                      |                            |                     |             |
| 512 Leases and Rentals                            | 6,000                      |                     | -100%       |
| 514 Capital (Note 2)                              |                            |                     |             |
| <b>Total Expenses</b>                             | <b>\$ 2,314,992</b>        | <b>\$ 1,555,064</b> | <b>-33%</b> |

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

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

# VALLEY REGIONAL TRANSIT

## FY 2020 BUDGET REPORT COMMENTS

### October 2019 - June 2020

At the end of June, Fiscal Year 2020 was seventy five percent (75%) complete. The following is a review of the budgetary status of each division as of June 30, 2020. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

#### **Regional Overhead (10)**

##### **Revenues**

**Auxiliary Revenues** (33% over budget) - This line item is favorably above budget estimates. However, \$65,355 of this revenue is specific to the installation of advertising materials which is a reimbursement to VRT, not a revenue source. The remaining advertising revenue recognized to balance against expenses was \$140,144. City Go and Mobility Management revenues were \$13,097.

**Federal Operating Assistance** (49% under budget) – This line item is unfavorably below budget parameters. This is primarily due to Mobility Management expenses for marketing being lower than budgeted due to a shift in marketing tactics. This resulted in less reimbursement of funds in this category.

##### **Expenses**

Total Regional Overhead operating expenses were 11% under budget through QR-3

**Professional Services** (14% under budget) – This line item is favorably under budget parameters primarily related to shift in marketing tactics through the pandemic crisis.

**Materials and Supplies** (50% under budget) – This line item is favorably below budget parameters due to office supplies and printing expenses being lower than budgeted for.

**Utilities** (14% over budget) - This line item is unfavorably above budget parameters primarily due to Meridian's condominium association expenses being higher than budgeted for.

**Casualty and Liability** (64% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

**Miscellaneous** (49% under budget) – This line item is favorably below budget parameters.

#### **Boise Greenbike (12)**

##### **Revenues**

**Directly Generated** (76% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike temporarily suspended service March 26 – May 3 due to

COVID-19. Ridership remained low through the end of May. However, ridership did increase significantly in June.

**Local Operating Assistance** (21% over budget) – This line item is above budget parameters. This is due to directly generated funds being lower than budgeted for resulting in the need to recognize more revenue in this category.

### **Expenses**

Total Boise Greenbike operating expenses were 15% under budget through QR-3 due to operating changes while system was shut down for pandemic response.

**Professional Services** (27% under budget) - This line item is favorably below budget parameters due to low utilization of temporary staff.

**Materials and Supplies** (63% under budget) - This line item is favorably below budget parameters primarily due to low bicycle parts and station repair expenses.

**Miscellaneous** (76% under budget) – This line item is favorably below budget parameters.

**Leases and Rentals** (21% under budget) – This line item is favorably below budget parameters.

## **Information Supports/Specialized Transportation (20)**

### **Revenues**

**Directly Generated Funds** (68% over budget) - This line item is favorably above budget estimates due to Scrip Taxi voucher sales.

**Federal Operating Assistance** (47% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$376,534 of pending federal funds. Additionally, expenses are 31% under budget resulting in less need of reimbursement of this revenue category.

### **Expenses**

Total Information Supports/Specialized Transportation operating expenses were 31% under budget through QR-3

**Wages** (13% under budget) - This line item is favorably below budget parameters based on some temporary reduction of staffing due to pandemic, and a layoff due to department restructure leaving a vacant FTE for the quarter.

**Fringe Benefits** (25% under budget) - This line item is favorably below budget parameters based on reductions in staffing as stated above.

**Professional Services** (30% under budget) - This line item is favorably below budget parameters based on lower utilization of temporary staff for customer service, and other responses to pandemic.

**Materials and Supplies** (32% under budget) - This line item is favorably below budget parameters.

**Utilities** (95% over Budget) - This line item is unfavorably above budget parameters due to Mobility Management cell phone reimbursements being higher than budgeted for.

**Purchased Transportation** (39% under budget) – This line item is favorably below budget parameters primarily due to mobility project expenses being lower than budgeted for. Many specialized transportation providers reduced and/or eliminated services for all or part of the quarter due to response to pandemic.

**Miscellaneous** (12% under budget) – This line item is favorably under budget parameters.

**Leases and Rentals** (89% under budget) - This line item is favorably below budget parameters due to equipment lease expenses being less than budgeted for.

## **Program Administration Support/Planning (23)**

### **Revenues**

**Federal Capital Assistance** (82% under budget) - This line item is unfavorably below budget based primarily on timing of capital projects. Projects are reimbursed after they are paid for. Several contracts were executed in Q3, but many won't be completed until Q4 or future fiscal years.

**Federal Operating Assistance** (44% under budget) – This line item is unfavorably below budget parameters. This is partially due to there being \$128,827 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

**Local Capital Assistance** (91% under budget) - This line item is unfavorably below budget estimates due to capital expenses being lower than budgeted for. This results in less reimbursement of funds in this category.

**Local Operating Assistance** (78% under budget) – This line item is outside budget parameters. This is partially due operating expenses being under budget resulting in less reimbursement of funds in this category. Additionally \$180,674 of pending federal funds became available in June which resulted in utilizing less funds in this category to meet expenses.

### **Expenses**

Total Program Administration Support/Planning expenses were 81% under budget through QR-3. There was one open position in the department through Q3 due to a position vacancy.

**Fringe Benefits** (22% under budget) - This line item is favorably below budget parameters.

**Professional Services** (53% under budget) - This line item is favorably below budget parameters. Contracts for professional services are budgeted for the entire year and expenses are related to progress of projects.

**Utilities** (78% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

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

**Capital** (86% under budget) - This expense category is favorably below budget parameters. It should be noted that the timing of capital projects throughout the year do not always align with how the capital budget is spread equally (monthly) throughout the year.

## **Boise Fixed Route (21)**

### **Revenues**

**Directly Generated Funds** (15% under budget) – This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

### **Expenses**

Total Boise Fixed Route operating expenses were 9% under budget through QR-3

**Wages** (3% under budget) – This line item is favorably below budget parameters. The service change was not implemented resulting in lower wage expenses. Additionally, some maintenance wage expenses need to be reallocated to division 22.

**Fringe Benefits** (5% under budget) - This line item is favorably below budget parameters. The service change was not implemented resulting in lower fringe benefit expenses. Additionally some maintenance fringe benefit expenses need to be reallocated to division 22.

**Professional Services** (43% under budget) - This line item is favorably below budget parameters. Work completed by VRT's Facility Technician has reduced expenses in this category. Additionally, low legal service and bus stop system expenses contributed to this line item being under budget.

**Materials and Supplies** (15% under budget) - This line item is favorably below budget parameters.

**Utilities** (24% under budget) - This line item is favorably below budget parameters.

## **ADA Paratransit/Demand Response (22)**

### **Revenues**

**Directly Generated Funds** (14% under budget) - This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

**Federal Operating Assistance** (87% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$829,608 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

**Local Operating Assistance** (64% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed.

### **Expenses**

Total ADA Paratransit/Demand Response operating expenses were 12% under budget through QR-3

**Wages** (15% under budget) - This line item is favorably below budget parameters. Driver costs are down due to reduced service and less overtime. Additionally, some maintenance wage expenses need to be reallocated from division 21.

**Fringe Benefits** (8% under budget) - This line item is favorably below budget parameters. Driver costs are down due to reduced service and less overtime. Additionally, some maintenance fringe benefit expenses need to be reallocated from division 21.

**Materials and Supplies** (27% under budget) - This line item is favorably below budget parameters.

**Miscellaneous** (21% over budget) – This line item is unfavorably above budget parameters. This is primarily due to team bus and travel/meeting expenses.

**Leases and Rentals** (18% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year. Additionally, office lease expenses were higher than budgeted for.

## **Canyon County Fixed Route (24)**

### **Revenues**

**Directly Generated Funds** (14% over budget) - This line item is favorably above budget estimates due to local pass sales. Farebox revenues were \$17,260 under budget.

**Auxiliary** (86% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for during this period.

**Federal Operating Assistance** (94% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$248,303 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

**Local Operating Assistance** (134% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed.

### **Expenses**

Total Canyon County Fixed Route operating expenses were 13% under budget through QR-3

**Professional Services** (26% under budget) - This line item is favorably below budget parameters primarily due to bus stop system expenses as well as other repair and maintenance expenses being lower than budgeted for.

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

**Casualty and Liability** (14% over budget) - This line item is unfavorably above budget parameters due to vehicle insurance expenses being higher than budgeted for.

**Miscellaneous** (25% under budget) – This line item is favorably under budget parameters.

**Leases and Rentals** (25% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year.

### **Canyon ADA Paratransit/Demand Response (25)**

#### **Revenues**

**Directly Generated Funds** (19% over budget) - This line item is favorably above budget estimates due to ridership program sales. Farebox revenues were \$1,259 under budget.

**Federal Operating Assistance** (42% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being lower than budgeted for resulting in less reimbursement of funds in this category.

**Local Operating Assistance** (54% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being lower than budgeted for resulting in less reimbursement of funds in this category.

### **Expenses**

Total Canyon ADA Paratransit/Demand Response operating expenses were 44% under budget through QR-3

**Wages** (44% under budget) - This line item is favorably below budget parameters.

**Fringe Benefits** (30% under budget) - This line item is favorably below budget parameters.

**Professional Services** (41% under budget) - This line item is favorably below budget parameters.

**Materials and Supplies** (60% under budget) - This line item is favorably below budget parameters primarily due to parts, supplies and fuel expenses being lower than budgeted for.

**Utilities** (69% under budget) - This line item is favorably below budget parameters.

**Casualty and Liability** (21% under budget) - This line item is favorably below budget parameters.

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

## **Canyon Inter-County (31)**

### **Revenues**

**Directly Generated Funds** (26% under budget) - This line item is unfavorably under budget primarily due to the temporary suspension of collecting fares due to COVID-19.

**Federal Operating Assistance** (90% under budget) – This line item is unfavorably below budget parameters. This is primarily due to there being \$485,559 of pending federal funds. Additionally, operating expenses are under budget resulting in less reimbursement of funds in this category.

**Local Operating Assistance** (116% over budget) – This line item is outside budget parameters. This is primarily due to federal funds not being available resulting in the recognition of local funds in order to balance to total expenses. This condition will reverse as 2020 grants are executed.

### **Expenses**

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

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

**Casualty and Liability** (20% over budget) - This line item is unfavorably above budget parameters. This expense is auto reallocated from Division 24 on a percentage basis.

**Miscellaneous** (59% under budget) – This line item is favorably below budget parameters.

**Leases and Rentals** (22% over budget) - This line item is unfavorably above budget parameters. The yearly radio repeater site rental expense was paid in full at the beginning of the year.



**TOPIC:** Reserve Planning

**DATE:** October 5, 2020

**STAFF MEMBER:** Jason Jedry, Finance Controller

**Summary:**

In 2018, the VRT Board of Directors adopted Resolution VBD18-014 VRT Financial Policies. These policies were a package of policies recommended following a financial analysis to identify areas to strengthen VRT's fiduciary practices and ensure a sustainable financial foundation into the future.

The Balanced Budget and Reserves Policy (Attachment 1) was one of four policies adopted. This policy requires the Authority to:

1. Establish a target and maintain a designated cash flow reserve (minimum of three months of operating expenses), designated maintenance reserve and undesignated reserve;
2. Delegate responsibility to the Finance Committee for developing and recommending a plan for achieving the target amounts the VRT Board would consider adopting; and
3. Ensure the plan will include annual objectives with a timeline to achieve the minimum funding levels.

The designated cash flow reserve will provide for sufficient cash flow to ensure service and business continuity during times of unexpected cash shortages. The most common cash flow shortage VRT experiences is caused by the delay of federal funds being available for reimbursement. When this occurs, VRT utilizes local funds to pay for expenses until the federal funds become available.

The designated maintenance reserve is intended to be used for unforeseen facilities maintenance expenses that were not incorporated into the annual budget and the undesignated reserves are intended to meet one-time contingencies and/or specific working capital requirements, as determined by the VRT Board of Directors.

In June 2020, the Executive Board, in the role of Finance Committee, approved forwarding the recommendation to establish \$3,864,143 as the target for the Cash Flow Reserve. This amount meets the minimum required funding goal required by the policy. The recommendation also included a target of \$600,000 for the maintenance reserve.

In August 2020, the VRT Board sent the recommendations back to the Executive Board for additional discussion. There was concern expressed by some board members about the methodology and priority for funding the Cash Flow Reserve Policy.

**Staff Recommendation/Request:**

The recommendation in August was focused on complying with the first requirement of the 2018 policy to establish and set a target for the cash reserve. The recommendation was for the Board to stay at the minimum amount required by the policy. There was no designation for the

maintenance reserve required in the policy. Staff recommended an amount close to the amount determined in the financial analysis provided to the Board in 2018 (Attachment #2).

Resolution VBD18-014 requires VRT to establish a Cash Flow Reserve and Maintenance Reserve target. It also requires the Executive Board, in the role of Finance Committee, to develop an implementation plan with a timeline. Given the timing of Board meetings, staff suggests the Executive Board use the recommended targets stated above, and begin the next phase of the process to establish a plan for achieving the target. The recommendation of targets and the plan can be developed and presented to the Board at the January 2021 meeting.

The plan could include several options and timeframes, including:

1. Automatically assign all end of year spendable surplus to the Cash Flow Reserve and Maintenance Reserve in that order of priority until targets are reached. The timeline for this could be projected based on trends of end-of-year savings.
2. Establish a time horizon of a specified period (five, seven, etc.) to achieve the target reserves and include this funding in the annual funding requests to partners.
3. Establish an annual process where a percentage of the spendable surplus is allocated to reserves and an additional percentage to fund other priority projects. This again would be difficult to set a timeline for achieving the targets, but could be projected based on trends of annual savings.
4. Consider other options.

**Implication (policy and/or financial):**

The VRT Board has a fiduciary responsibility to ensure there are adequate funds to meet the expected and unexpected needs of the organization. This is most critical in financially uncertain times when revenues are constrained. There is considerable flexibility for the organization to establish a reasonable timeframe and plan for achieving the agreed upon targets.

**Attachments**

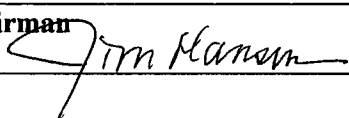
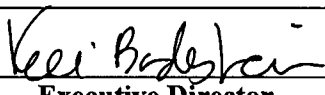
The Balanced Budget and Reserves Policy

Table – Maintenance Reserve Target

**More Information:** Jason Jedry, Finance Controller, 208-258-2709,  
[jjedry@valleyregionaltransit.org](mailto:jjedry@valleyregionaltransit.org)



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

|                                                                                                                                                                                                                    |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Section</b>                                                                                                                                                                                                     | <b>Policy No. 5.16.00</b>    |
| <b>Policy Title: Balance Budget and Reserves Policy</b>                                                                                                                                                            | <b>Page 1 of 4</b>           |
| <b>Policy Date: 09/24/18</b>                                                                                                                                                                                       | <b>Policy Adopted:</b>       |
| <b>Approved By:</b>                                                                                                                                                                                                | <b>Policy/Page Replaced:</b> |
| <b>VRT Chairman</b>  <b>Executive Director</b>  | <b>Policy Amended:</b>       |

## Balanced Budget and Reserves Policy

### Statement of Policy

Valley Regional Transit (VRT) adheres to financial principles and practices that protect the long-term financial health of the Authority and its continued delivery of services by ensuring that the reliability of funding sources is matched to expenses.

The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

To retain a stable financial base, VRT needs to maintain reserves sufficient to fund all cash flows of the Authority, to provide reserves for unanticipated expenses and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances at fiscal year-end.

The purpose of this policy is to ensure a balanced budget, to specify the size and composition of Valley Regional Transit's financial reserves and to identify certain requirements for replenishing any reserves that have been utilized.

### Definitions

**Proprietary Fund:** A Fund that is used to account for a government's or political subdivision's business-type activities. Proprietary funds can be either an Enterprise Fund or an Internal Service Fund dependent upon whether the customer is external or internal to the financial reporting entity.

**Enterprise Fund:** A fund that is utilized to report any activity for which a fee is charged to external users in exchange for goods and/or services.

**Statement of Net Position:** One of the principal financial statements for Valley Regional Transit. This financial statement presents the balances of assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position as of a specific date. Historically, this financial statement has been referred to as a balance sheet.

**Net Position:** The equity component within the Statement of Net Position that is classified into two major components for financial reporting purposes – Investment in Capital Assets and Unrestricted Net Position. Valley Regional Transit further classifies Unrestricted Net Position into Designated and Undesignated subcategories based upon management intent and financial reporting needs.

**Reserves:** Technically, this is defined as the various reporting components of Unrestricted Net Position within the Statement of Net Position for an Enterprise Fund. For the purposes of Valley Regional Transit, reserves should be defined as “spendable reserves” or the amount by which current assets (excluding inventory and prepaid items) exceed current liabilities (accounts payable and payroll payable) at any point in time.

**Designated Reserves:** That subcategory of Unrestricted Net Position for which specific designations or earmarking of balances has been assigned by the VRT Board of Directors.

**Undesignated Reserves:** That subcategory of Unrestricted Net Position for which no specific designation or earmarking of balances has been assigned by the VRT Board of Directors.

## **Policy**

- I. The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.
- II. Undesignated surpluses or spendable reserves should not be considered a source of funds for base operating expenses. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance and/or operating loss will require budget revision and constraint of spending during the fiscal year; rather than relying upon the utilization of Undesignated or Designated Reserves (outside their intended purpose). The VRT Board of Directors must approve the utilization of Unrestricted Net Position in either subcategory. Undesignated reserves cannot be expended without further approval from the VRT Board of Directors.

Year-end operating surpluses will revert into the Undesignated Reserve balance subcategory for use in maintaining Unrestricted Net Position levels. Balances of Undesignated Reserves may be made available for capital projects and “one-time only” operating expenses.

Nothing in this policy shall prohibit the use of operating revenues to cover capital expenses.

III. The following individual items shall constitute Valley Regional Transit's Net Position:

- A. Investment in Capital Assets: The amount of investment in capital assets as of the financial statement reporting date. It consists of the value of the undepreciated balance (book value) of the Authority's capital asset base. As such, it cannot be spent or utilized to liquidate liabilities of the current or future periods unless assets are sold and prior approval to spend the proceeds is received from the Federal Transit Administration for those assets funded with Federal dollars.
- B. Unrestricted Net Position: The amount of equity that results from the surplus of non-capital assets and deferred outflow of resources over liabilities and deferred inflow of financial resources. Classifications of Unrestricted Net Position balances shall be determined by the Board of Directors by approving the funding of projects from current resources into both Designated and Undesignated subcategories. Staff will provide recommendations for the Board's consideration no less than annually through the budgetary process, and on a case-by-case basis as needed.
- C. Designated Reserves – Cash Flow & Maintenance: The subcategory of Unrestricted Net Position that contains reserves that have accumulated from prior fiscal years for which a designation or earmarking has been assigned by the VRT Board of Directors. These sources of funds represent available financial resources that can be used to meet contingencies and working capital requirements that are narrowly and/or specifically defined for identified projects and/or initiatives.

VRT will establish and maintain a designated Cash Flow Reserve for fiscal cash liquidity purposes. This designated reserve will provide for sufficient cash flow to minimize the potential of short term borrowing and/or having to defer the processing of accounts payable transactions at fiscal year-end due to cash shortages. At a minimum, this amount shall be three months of annual operational expenses of the Authority. VRT Finance staff will develop and update a Cash Flow Reserve Plan and present it to the VRT Board as part of the annual budgetary approval process.

VRT will establish and maintain a designated Maintenance Reserve for unforeseen capital facilities maintenance expenses that were not incorporated into the annual budget. VRT Development and Finance staff will develop and update a Maintenance Reserve Plan and present it to the VRT Board as part of the annual budgetary approval process.

- D. Undesignated Reserves: The subcategory of Unrestricted Net Position that contains reserves that have accumulated from prior fiscal years for which no designation or earmarking has been assigned by the VRT Board of Directors. These sources of funds represent available liquid financial resources that can be utilized to meet one time contingencies and/or specific working capital requirements. The VRT Board of Directors recognize that any utilization of funds from the Undesignated Reserve subcategory should be for non-recurring expenses; as this funding source represents prior year surpluses that may or may not materialize in subsequent fiscal years.
  - E. The VRT Finance Committee will be responsible to establish a plan to achieve the appropriate level of Designated and Undesignated Reserves required by this Policy. The Plans will be presented and approved by the VRT Board of Directors. The Plans will include annual objectives with a timeline to achieve the minimum funding levels for each of the operating divisions utilizing the appropriate aforementioned subcategories.
- IV. The Valley Regional Transit Finance Director shall prepare a report semi-annually documenting the status of all Designated and Undesignated Reserves that are covered by this Policy. The report shall be presented to the Finance Committee of the Executive Board in conjunction with the development of the annual budget. Should the report disclose there are surplus undesignated funds available; a recommendation for use of said funds shall be presented to the VRT Board of Directors for their consideration.
  - V. Should Designated or Undesignated Reserve balances fall below the targeted level, the VRT Board of Directors must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the reserves cannot be accomplished within such period without severe hardship to the Authority, then the Board will establish a different time period.

**Table of possible infrastructure and building and grounds changes**

|                                   | 2019                                                                                              | 2020       | 2021       | 2022       | 2023       | 2024       | 2025       | 2026       | 2027       | 2028       | 2029       | Notes                                       |
|-----------------------------------|---------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------------------------------------|
| <b>Memo item #2</b>               | <b>Correction to infrastructure spending trajectory (does not include current budget amounts)</b> |            |            |            |            |            |            |            |            |            |            | corrects downward trajectory                |
| Ada Co                            | \$ 55,100                                                                                         | \$ 58,400  | \$ 61,900  | \$ 65,700  | \$ 69,700  | \$ 73,900  | \$ 78,300  | \$ 83,000  | \$ 88,000  | \$ 93,300  | \$ 98,900  | 78%                                         |
| Canyon Co                         | \$ 15,600                                                                                         | \$ 16,500  | \$ 17,500  | \$ 18,500  | \$ 19,600  | \$ 20,800  | \$ 22,100  | \$ 23,400  | \$ 24,800  | \$ 26,300  | \$ 27,900  | 22%                                         |
| <b>Memo item #3</b>               | <b>Bus stop and service change funds</b>                                                          |            |            |            |            |            |            |            |            |            |            | Adds bus stops and service change funds     |
| Ada Co                            | \$ 81,000                                                                                         | \$ 88,200  | \$ 96,200  | \$ 104,900 | \$ 114,400 | \$ 124,700 | \$ 135,900 | \$ 148,100 | \$ 161,500 | \$ 176,000 | \$ 191,900 | 79%                                         |
| Canyon Co                         | \$ 21,500                                                                                         | \$ 23,500  | \$ 25,600  | \$ 27,900  | \$ 30,400  | \$ 33,100  | \$ 36,100  | \$ 39,400  | \$ 42,900  | \$ 46,800  | \$ 51,000  | 21%                                         |
| <b>Memo item #4</b>               | <b>Building and grounds &amp; infrastructure reserve account</b>                                  |            |            |            |            |            |            |            |            |            |            | Adds reserve amount of 4.5% of total budget |
| Ada Co                            | \$ 52,600                                                                                         | \$ 55,300  | \$ 58,000  | \$ 60,900  | \$ 64,000  | \$ 67,200  | \$ 71,900  | \$ 77,900  | \$ 84,900  | \$ 92,900  | \$ 101,900 | 83%                                         |
| Canyon Co                         | \$ 10,800                                                                                         | \$ 11,300  | \$ 11,900  | \$ 12,500  | \$ 13,100  | \$ 13,800  | \$ 14,500  | \$ 15,200  | \$ 16,000  | \$ 16,800  | \$ 17,600  | 17%                                         |
| Item #4 balance (reserve balance) |                                                                                                   |            |            |            |            |            |            |            |            |            |            |                                             |
|                                   | \$ 63,400                                                                                         | \$ 130,000 | \$ 199,900 | \$ 273,300 | \$ 350,400 | \$ 431,400 | \$ 517,300 | \$ 608,600 | \$ 705,500 | \$ 808,000 | \$ 916,100 | Reserve Balance                             |
| <b>Item 2-4 totals</b>            |                                                                                                   |            |            |            |            |            |            |            |            |            |            |                                             |
| Ada Co                            | \$ 188,700                                                                                        | \$ 201,900 | \$ 216,100 | \$ 231,500 | \$ 248,100 | \$ 265,800 | \$ 282,100 | \$ 299,000 | \$ 316,400 | \$ 334,200 | \$ 352,400 |                                             |
| Canyon Co                         | \$ 47,900                                                                                         | \$ 51,300  | \$ 55,000  | \$ 58,900  | \$ 63,100  | \$ 67,700  | \$ 71,900  | \$ 76,500  | \$ 81,400  | \$ 86,600  | \$ 92,100  |                                             |



**TOPIC:** Draft 2021-2025 Transportation Development Plan

**DATE:** October 5, 2020

**STAFF MEMBER:** Jill Reyes

### **Summary:**

The 2021-2025 TDP outlines a service implementation plan that proposes growth in the fixed-route network and expansion of specialized transportation, vanpool, and bike share programs. As a road map for investment, the TDP identifies and projects revenue sources for base operations, capital needs and system expansion. The purpose of the TDP is to engage staff, local jurisdictions, partner providers and the public to identify, prioritize and program projects.

The TDP provides transparency to our funding partners about the projected expenses and revenues needed to operate various programs and services. The Transportation Development Plan recommendations are guided by the system performance goals and growth scenarios identified in ValleyConnect 2.0 and will inform VRT's Annual Budget and the public transportation elements of the Transportation Improvement Program.

### Overview

Due to the unprecedented COVID-19 crisis, staff pivoted their work under the TDP framework to include additional prioritization guidelines. In June, the VRT Executive Board approved the following financial priorities for the CARES Act emergency funding, formula grants and local contributions:

**Direct Response:** All health, sanitation and administrative expenses directly related to the COVID-19 pandemic and existing services are funded through FY21.

**Resiliency:** Projects that aid in response and recover to rapid changes in travel demand, operating conditions, unexpected service changes and expenditures.

**Strategic Direction:** Carry out the strategic direction established prior to the COVID-19 pandemic to aims to grow a safe, efficient and comprehensive transportation system.

### Service Plan

The service implementation plan is focused on including services that have been discussed with local funding partners and the capital costs associated with implementation.

- Highlights

- \$17 million in service enhancements and \$14.3 million in associated capital
- Expansion of fixed-route service in Meridian and regional connections to Treasure Valley Communities
- On-Demand Transit Pilots
- Investments in Boise Best in Class Corridors
- Rides2Wellness Expansion
- Future Refinement
  - Local cost share estimates and performance measures for projects
  - Develop methodology to account for associated preventive maintenance and paratransit costs
  - Specialized Transportation program needs will be refined in FY21 Coordinated Human Services Transportation Plan.

### Capital Plan

The capital improvement plan identifies investments in our existing assets, as well as new regional and passenger facilities.

- Highlights
  - Bus stop and passenger amenity improvements
  - Facility and Technology projects to address deferred maintenance
  - Integrated Fare Payment System
  - Additional electric vehicle infrastructure
- Future Refinement
  - A bus stop typology and improvement plan has been programmed in FY21 to create a phased implementation plan for passenger facilities needed for ADA compliance and improved passenger experience.
  - Additional planning and coordination to address capital needs and maintain and grow vanpool in the region
  - Facility master plans to identify level of service triggers for additional transfer and maintenance facilities.

### Regional Supports

The regional support chapter highlights VRT's role as a mobility manager and regional transportation coordinator.

- Highlights
  - \$900,000 in planning and research projects
- Future refinement
  - Integrated mobility to define program goals and revenue sources for neighborhood collaborative, transit connection and other mobility programs

### 5-Year Financial Plan

The complete five year plan totals approx. \$200 million dollars, doubling the current base budget expenses. The additional funding goal of approximately \$85 million assumes that current programmed federal funds and required local contributions remain

intact and are obtainable. To address the additional funding needs identified VRT expects to:

- Leverage the emergency funding provided by the CARES Act to implement eligible projects and keep operations intact despite projected revenue shortfalls
- Expand use of competitive federal grants
- Explore capital leasing for fleet acquisition to bridge the financial gap between implementing enhanced services and fleet vehicle purchase.
- Grow relationships with private sector funding partners to fund mobility programs and expanded transit operations
- Continue seeking support for dedicated funding sources

Expense and revenue assumptions will continue to be refined in the coming months with public input, discussion with local jurisdictions and other funding partners to build a comprehensive work plan. In early April, VRT executed a federal grant through the 2020 Coronavirus Aid, Relief and Economic Security Act (CARES Act) with \$12.8 million allocated to the Boise Urbanized Area and \$7.4 million for the Nampa Urbanized Area. FTA has guided agencies to utilize CARES funding quickly and efficiently. To do this staff drafted the FY2021 program of projects using the TDP's guiding principles and is seeking approval on the following projects (Table 1 and 2) not included in the adopted FY2021 budget of approximately \$25 million.

Table 1. Direct Response Projects

| Direct Response                                 | Description                                                                                                   | Total Cost       |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------|
| Shared-Public Transportation Marketing Campaign | Expand advertising and marketing efforts to retain riders who used public transit services prior to COVID-19. | \$100,000        |
| COVID-19 Direct Response Expenses VRT           | Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.               | \$341,000        |
| COVID-19 Direct Response Expenses TVT           | Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.               | \$292,168        |
| COVID-19 Direct Response Expenses CommuterRide  | Funding for administrative, operational, and capital expenses related to the COVID-19 pandemic.               | \$200,000        |
| MSS Office Upgrades                             | Reorganize and create additional office space for staff at Main Street Station                                | \$20,000         |
| Total                                           |                                                                                                               | <b>\$953,168</b> |

Table 2. Resiliency Projects

| Resiliency                                | Description                                                                                                                                                                                    | Total Cost         |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Integrated Fare Payment System: Phase 1   | Integrated fare system using mobile application and onboard validators.                                                                                                                        | \$600,000          |
| Integrated Fare Payment System: Phase 2   | Expand integrated fare system to touchless back door fare payment and boarding.                                                                                                                | \$400,000          |
| Integrated Fare Payment System: Phase 3   | Last phase for full integration of public transportation, parking, bikeshare and other app-based modes with trip planning capability.                                                          | \$300,000          |
| Fixed Route Management System             | Replace current RouteMatch system with software that expands capabilities for system growth and integration.                                                                                   | \$1,000,000        |
| Integrated Mobility Planning and Research | Hire consultant to assist in drafting an Integrated Mobility Plan for VRT.                                                                                                                     | \$50,000           |
| COVID-19 Mode Choice Research             | Procure consultant to collect and analyze data regarding public transit, micro mobility during and after COVID-19 and other population factors impacted by the change in transportation usage. | \$25,000           |
| Non-Rider Survey                          | Procure research group to survey perceptions toward public transportation in the region among non-riders.                                                                                      | \$75,000           |
| Total                                     |                                                                                                                                                                                                | <b>\$2,450,000</b> |
| <b>Grand Total</b>                        |                                                                                                                                                                                                | <b>\$3,403,168</b> |

The federal POP (Exhibit A) includes only federally funded projects, and totals approximately 27 million dollars in funded projects - 18 million in federal operations and 9 million in federal capital.

**Staff Recommendation/Request:**

Staff recommends the VRT Board of Directors approve the portion of the TDP related to direct response and resiliency projects. These projects will be incorporated into the January budget amendment. The TDP projects pertaining to strategic direction will be considered in the January board meeting.

**Implication (policy and/or financial):**

The completion of a Transportation Development Plan will allow VRT to proactively plan, program and implement transit projects. The action to approve the Direct Response and Resiliency projects will allow VRT to use the federal CARES funds for

the highest priority projects to address the COVID-19 pandemic response, as intended by Congress when the CARES Act was authorized.

**Highlights:**

- Fall 2019: VRT Staff presented the TDP schedule to the Executive Board, Staff and stakeholders.
- Winter 2020 VRT prepared projects and revenue assumptions with input from VRT staff, Member staff, providers, and the RAC
- Spring 2020: Additional expenses, revenue sources and guidelines were included in response to the COVID-19 pandemic.
- August 2020: VRT Staff presented a first draft of the TDP to the Full Board for comment.
- October 2020: A second draft of the TDP was presented to the Executive Board for review and release to the public for a 30 day comment period.
- January 2021: VRT Staff will bring the final draft of the 2021-2025 TDP to the Executive Board for approve.

**Referenced Data:**

EXHIBIT A - FY2021 Draft Program of Projects

EXHIBIT B - FY2021 Program of Projects by Guiding Principles

Draft Transportation Development Plan

**More Information:**

For detailed information contact: Jill Reyes, Planning Programmer, (208) 258-2707, [jreyes@valleyregionaltransit.org](mailto:jreyes@valleyregionaltransit.org)

**FISCAL YEAR 2021 FEDERAL PROGRAM OF PROJECTS**

| <b>OPERATIONS</b>                         |                |                                                        |                     |                |                      |                   |                      |
|-------------------------------------------|----------------|--------------------------------------------------------|---------------------|----------------|----------------------|-------------------|----------------------|
| <b>Location</b>                           | <b>Sponsor</b> | <b>Description</b>                                     | <b>Project Year</b> | <b>Funding</b> | <b>Federal</b>       | <b>Local</b>      | <b>Total</b>         |
| <b>VRT Operations</b>                     |                |                                                        |                     |                |                      |                   |                      |
| Ada County                                | VRT            | Operating Assistance                                   | 2020/2021           | 5307 CARES     | \$ 4,200,205         | \$ -              | \$ 4,200,205         |
| Ada County                                | VRT            | Specialized Transportation                             | 2021                | 5307 CARES     | \$ 956,746           | \$ -              | \$ 956,746           |
| Ada County                                | VRT            | Preventive Maintenance                                 | 2021                | 5307 CARES     | \$ 2,449,506         | \$ -              | \$ 2,449,506         |
| Ada County                                | VRT            | ADA Paratransit                                        | 2021                | 5307 CARES     | \$ 1,844,541         | \$ -              | \$ 1,844,541         |
| Ada County                                | VRT            | Program Support                                        | 2021                | 5307 CARES     | \$ 1,002,425         | \$ -              | \$ 1,002,425         |
| Ada County                                | VRT            | Short Range Planning                                   | 2021                | 5307 LU        | \$ 578,355           | \$ 202,589        | \$ 780,944           |
| Ada County                                | VRT            | Mobility Implementation                                | 2021                | 5307 CARES     | \$ 734,374           | \$ -              | \$ 734,374           |
|                                           |                |                                                        |                     |                | <b>\$ 11,766,152</b> | <b>\$ 202,589</b> | <b>\$ 11,968,741</b> |
| Ada County                                | VRT            | Acquisition of Service                                 | 2021                | 5310 LU        | \$ 599,714           | \$ 149,929        | \$ 749,643           |
| Ada County                                | VRT            | Safe Routes 2 School                                   | 2021                | TAP TMA        | \$ 172,000           | \$ 13,625         | \$ 185,625           |
|                                           |                |                                                        |                     |                | <b>\$ 771,714</b>    | <b>\$ 163,553</b> | <b>\$ 935,267</b>    |
| <b>VRT Ada County Operations Total</b>    |                |                                                        |                     |                | <b>\$ 12,537,866</b> | <b>\$ 366,142</b> | <b>\$ 12,904,008</b> |
| <b>Location</b>                           | <b>Sponsor</b> | <b>Description</b>                                     | <b>Project Year</b> | <b>Funding</b> | <b>Federal</b>       | <b>Local</b>      | <b>Total</b>         |
| <b>VRT Operations</b>                     |                |                                                        |                     |                |                      |                   |                      |
| Canyon County                             | VRT            | Operating Assistance                                   | 2020/2021           | 5307 CARES     | \$ 1,567,983         | \$ -              | \$ 1,567,983         |
| Canyon County                             | VRT            | Specialized Transportation                             | 2021                | 5307 CARES     | \$ 266,204           | \$ -              | \$ 266,204           |
| Canyon County                             | VRT            | Preventive Maintenance                                 | 2021                | 5307 CARES     | \$ 640,153           | \$ -              | \$ 640,153           |
| Canyon County                             | VRT            | ADA Paratransit                                        | 2021                | 5307 CARES     | \$ 81,818            | \$ -              | \$ 81,818            |
| Canyon County                             | VRT            | Program Support                                        | 2021                | 5307 CARES     | \$ 311,177           | \$ -              | \$ 311,177           |
| Canyon County                             | VRT            | Short Range Planning                                   | 2021                | 5307 CARES     | \$ 242,165           | \$ 60,541         | \$ 302,706           |
| Canyon County                             | VRT            | Mobility Implementation                                | 2021                | 5307 CARES     | \$ 646,375           | \$ -              | \$ 646,375           |
|                                           |                |                                                        |                     |                | <b>\$ 3,755,874</b>  | <b>\$ 60,541</b>  | <b>\$ 3,816,415</b>  |
| Canyon County                             | VRT            | Acquisition of Service                                 | 2021                | 5310 SU        | \$ 283,933           | \$ 70,983         | \$ 354,916           |
| Canyon County                             | VRT            | Acquisition of Service                                 | 2021                | 5310 R         | \$ 123,430           | \$ 30,858         | \$ 154,288           |
|                                           |                |                                                        |                     |                | <b>\$ 407,363</b>    | <b>\$ 101,841</b> | <b>\$ 509,204</b>    |
| Canyon County                             | VRT            | Safe Routes 2 School                                   | 2021                | TAP U          | \$ 60,000            | \$ 4,753          | \$ 64,753            |
|                                           |                |                                                        |                     |                | <b>\$ 60,000</b>     | <b>\$ 4,753</b>   | <b>\$ 64,753</b>     |
| <b>VRT Canyon County Operations Total</b> |                |                                                        |                     |                | <b>\$ 4,223,237</b>  | <b>\$ 167,135</b> | <b>\$ 4,390,372</b>  |
| <b>VRT OPERATIONS TOTAL</b>               |                |                                                        |                     |                | <b>\$ 16,761,103</b> | <b>\$ 533,277</b> | <b>\$ 17,294,380</b> |
| <b>Location</b>                           | <b>Sponsor</b> | <b>Description</b>                                     | <b>Project Year</b> | <b>Funding</b> | <b>Federal</b>       | <b>Local</b>      | <b>Total</b>         |
| <b>ACHD Commuteride</b>                   |                |                                                        |                     |                |                      |                   |                      |
| Ada County                                | CR             | CommuterRide Pandemic Reponse & Operations             | 2020/2021           | 5307 CARES     | \$ 200,000           | \$ -              | \$ 200,000           |
|                                           |                |                                                        |                     |                | <b>\$ 200,000</b>    | <b>\$ -</b>       | <b>\$ 200,000</b>    |
| <b>Treasure Valley Transit</b>            |                |                                                        |                     |                |                      |                   |                      |
| Canyon County                             | TVT            | Treasure Valley Transit Operations & Pandemic Response | 2020/2021           | 5307 CARES     | \$ 292,168           | \$ -              | \$ 292,168           |
|                                           |                |                                                        |                     |                | <b>\$ 292,168</b>    | <b>\$ -</b>       | <b>\$ 292,168</b>    |
| <b>SUBRECIPIENT OPERATIONS TOTAL</b>      |                |                                                        |                     |                | <b>\$ 492,168</b>    | <b>\$ -</b>       | <b>\$ 492,168</b>    |
| <b>OPERATIONS TOTAL</b>                   |                |                                                        |                     |                | <b>\$ 17,253,271</b> | <b>\$ 533,277</b> | <b>\$ 17,786,548</b> |

**FISCAL YEAR 2021 FEDERAL PROGRAM OF PROJECTS**

| <b>CAPITAL</b>                         |                |                                                    |                     |                |                      |                     |                      |
|----------------------------------------|----------------|----------------------------------------------------|---------------------|----------------|----------------------|---------------------|----------------------|
| <b>Location</b>                        | <b>Sponsor</b> | <b>Description</b>                                 | <b>Project Year</b> | <b>Funding</b> | <b>Federal</b>       | <b>Local</b>        | <b>Total</b>         |
| <b>VRT Rolling Stock - Fixed Route</b> |                |                                                    |                     |                |                      |                     |                      |
| Ada County                             | VRT            | Vehicle Replacement                                | 2021                | STP TMA        | \$ 1,459,395         | \$ 619,110          | \$ 2,078,505         |
| Ada County                             | VRT            | Vehicle Replacement                                | 2020/2021           | 5339 LU        | \$ 168,576           | \$ 42,144           | \$ 210,720           |
|                                        |                |                                                    |                     |                | <b>\$ 1,627,971</b>  | <b>\$ 661,254</b>   | <b>\$ 2,289,225</b>  |
| <b>VRT Facilities - Ada County</b>     |                |                                                    |                     |                |                      |                     |                      |
| Ada County                             | VRT            | Orchard Facility & CNG Fueling System Improvements | 2021                | 5339           | \$ 2,140,000         | \$ 535,000          | \$ 2,675,000         |
| Ada County                             | VRT            | Main Street Station Improvements                   | 2020                | 5307 CARES     | \$ 20,000            | \$ -                | \$ 20,000            |
|                                        |                |                                                    |                     |                | <b>\$ 2,160,000</b>  | <b>\$ 535,000</b>   | <b>\$ 2,695,000</b>  |
| <b>VRT Technology</b>                  |                |                                                    |                     |                |                      |                     |                      |
| Ada County                             | VRT            | Integrated Fare Payment System                     | 2021                | 5307 CARES     | \$ 871,000           | \$ -                | \$ 871,000           |
| Ada County                             | VRT            | Fixed Route & Demand Response Management System    | 2021                | 5307 CARES     | \$ 600,000           | \$ -                | \$ 600,000           |
| Ada County                             | VRT            | Microsoft Teams                                    | 2020                | 5307 CARES     | \$ 4,791             | \$ -                | \$ 4,791             |
|                                        |                |                                                    |                     |                | <b>\$ 1,475,791</b>  | <b>\$ -</b>         | <b>\$ 1,475,791</b>  |
| <b>VRT Ada County Capital Total</b>    |                |                                                    |                     |                | <b>\$ 5,263,762</b>  | <b>\$ 1,196,254</b> | <b>\$ 6,460,016</b>  |
| <b>VRT Facilities - Canyon County</b>  |                |                                                    |                     |                |                      |                     |                      |
| Canyon County                          | VRT            | HDTC Facility Improvements                         | 2021                | 5307 SU        | \$ 450,599           | \$ 112,650          | \$ 563,249           |
| Canyon County                          | VRT            | HDTC Facility Improvements                         | 2021                | STP U          | \$ 807,297           | \$ 63,949           | \$ 871,246           |
|                                        |                |                                                    |                     |                | <b>\$ 1,257,896</b>  | <b>\$ 176,599</b>   | <b>\$ 1,434,495</b>  |
| <b>VRT Technology</b>                  |                |                                                    |                     |                |                      |                     |                      |
| Canyon County                          | VRT            | Integrated Fare Payment System                     | 2021                | 5307 CARES     | \$ 429,000           | \$ -                | \$ 429,000           |
| Canyon County                          | VRT            | On-Demand Management System                        | 2021                | 5307 CARES     | \$ 103,000           | \$ -                | \$ 103,000           |
| Canyon County                          | VRT            | Fixed Route & Demand Response Management System    |                     | 5307 CARES     | \$ 400,000           | \$ -                | \$ 400,000           |
| Canyon County                          | VRT            | Microsoft Teams                                    | 2021                | 5307 CARES     | \$ 2,360             | \$ -                | \$ 2,360             |
|                                        |                |                                                    |                     |                | <b>\$ 934,360</b>    | <b>\$ -</b>         | <b>\$ 934,360</b>    |
| <b>Canyon County Capital Total</b>     |                |                                                    |                     |                | <b>\$ 2,192,256</b>  | <b>\$ 176,599</b>   | <b>\$ 2,368,855</b>  |
| <b>VRT CAPITAL TOTAL</b>               |                |                                                    |                     |                | <b>\$ 7,456,017</b>  | <b>\$ 1,372,853</b> | <b>\$ 8,828,870</b>  |
| <b>Boise State Facilities</b>          |                |                                                    |                     |                |                      |                     |                      |
| Ada County                             | Boise State    | Facility Improvements                              | 2020                | 5307 LU        | \$ 260,000           | \$ -                | \$ 260,000           |
|                                        |                |                                                    |                     |                | <b>\$ 260,000</b>    | <b>\$ -</b>         | <b>\$ 260,000</b>    |
| <b>Boise State Shuttle</b>             |                |                                                    |                     |                |                      |                     |                      |
| Ada County                             | Boise State    | Shuttle Replacement                                | 2020                | STP TMA        | \$ 129,724           | \$ -                | \$ 129,724           |
|                                        |                |                                                    |                     |                | <b>\$ 129,724</b>    | <b>\$ -</b>         | <b>\$ 129,724</b>    |
| Canyon County                          | WITCO          | Vehicle Replacements (3)                           | 2021                | 5307 SU        | \$ 147,000           | \$ -                | \$ 147,000           |
|                                        |                |                                                    |                     |                | <b>\$ 147,000</b>    | <b>\$ -</b>         | <b>\$ 147,000</b>    |
| <b>SUBRECIPIENT CAPITAL TOTAL</b>      |                |                                                    |                     |                | <b>\$ 536,724</b>    | <b>\$ -</b>         | <b>\$ 536,724</b>    |
| <b>CAPITAL TOTAL</b>                   |                |                                                    |                     |                | <b>\$ 7,992,741</b>  | <b>\$ 1,372,853</b> | <b>\$ 9,365,594</b>  |
| <b>FY21 POP TOTAL</b>                  |                |                                                    |                     |                | <b>\$ 25,246,012</b> | <b>\$ 1,906,130</b> | <b>\$ 27,152,143</b> |

**Exhibit B. FY2021 Program of Projects by Guiding Principle**

Guiding Principles: Direct Response (DR), Resiliency (RS) , Strategic Direction (SD)

| Guiding Principle | CARES ACT Expense Type                    | Amount (Federal and Local) |
|-------------------|-------------------------------------------|----------------------------|
| RS/SD             | Technology                                | \$2,410,150                |
| RS                | Facilities                                | \$20,000                   |
| DR                | Subrecipients                             | \$492,168                  |
| DR                | FY20 Revenue Shortfalls                   | \$660,000                  |
| DR                | Health and Sanitation                     | \$341,000                  |
| DR                | Coordinated Marketing                     | \$100,000                  |
| RS/SD             | Integrated Mobility Research and Planning | \$75,000                   |
|                   | <b>Total</b>                              | <b>\$4,098,318</b>         |
| DR                | Ada County Operating Assistance           | \$10,346,640               |
| DR                | Canyon County Operating Assistance        | \$3,178,866                |
|                   | <b>Total</b>                              | <b>\$13,525,506</b>        |
|                   | <b>CARES Spending Proposed Total</b>      | <b>\$17,623,824</b>        |
|                   | LU Balance                                | \$0                        |
|                   | SU Balance                                | \$2,668,793                |
| Guiding Principle | Other Federal Formula Programs            | \$0                        |
| SD                | 5307 LU                                   | \$1,040,944                |
| SD                | 5307 SU                                   | \$1,012,955                |
| SD                | 5339 LU                                   | \$2,885,720                |
| SD                | 5339 SU                                   | \$0                        |
| SD                | 5310 LU                                   | \$749,643                  |
| SD                | 5310 SU                                   | \$354,916                  |
| SD                | 5310 R                                    | \$154,288                  |
| SD                | STP TMA                                   | \$2,208,229                |
| SD                | STP U                                     | \$871,246                  |
| SD                | TAP TMA                                   | \$185,625                  |
| SD                | TAP U                                     | \$64,753                   |
|                   | <b>Other Sources Total</b>                | <b>\$9,528,318</b>         |
|                   | <b>Federal Program of Projects Total</b>  | <b>\$27,152,143</b>        |

## EXECUTIVE BOARD RESOLUTION

### E Bus Infrastructure Construction Services RESOLUTION VEB20-010

**BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH PARAGON CONSULTANTING INC. FOR E BUS INFRASTRUCTURE CONSTRUCTION SERVICES FOR INSTALLATION OF ELECTRIC BUS CHARGING INFRASTRUCTURE.**

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, VRT has identified a need for Construction Engineering and Inspection (CE&I) services for electric bus infrastructure installation; and

WHEREAS, the contract for this procurement will be through August 31, 2021 for an amount not to exceed \$58,900 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 Qualifications 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 most responsive and responsible

VEB20-010

offeror to provide the best value to meet VRT's needs; and

WHEREAS, Paragon Consulting, Inc. is providing design, and contracting services under Task Orders 1 and 2, approved under VEB20-005; and

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

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

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

Section 1. That the Executive Board approves a contract with Paragon Consulting Inc., for E Bus design services not to exceed \$58,900 through August 31, 2021.

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 5<sup>th</sup> day of October 2020.

APPROVED by the Executive Board Chair this \_\_\_\_day of \_\_\_\_\_, 2020.

**ATTEST:**

**APPROVED:**

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**EXECUTIVE ASSISTANT**

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**CHAIR OF EXECUTIVE BOARD**



**AUTHORIZATION FOR EXPENDITURE  
VRT EXECUTIVE BOARD APPROVAL**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |                      |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------|---------------------|
| <b>PROCUREMENT DESCRIPTION:</b><br>E Bus Infrastructure Construction Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>TOTAL COST:</b> \$58,900.00                                             |                      |                     |
| <b><u>PURPOSE/ACTION:</u></b><br>VRT is going through the process of updating and changing a large portion of electric infrastructure and site equipment in preparation for electric bus charging and staging at the Orchard Maintenance Facility. Infrastructure for installation will require Construction Engineering and Inspection (CE&I) and is needed to support construction contractor. This AFE is for the approval of final design and CE&I services for electric bus infrastructure installation.                                                                                                                                                                                                                                |                                                                            |                      |                     |
| <b><u>SCOPE OF WORK:</u></b><br>The designer will complete the tasks as noted in the attached scope of work for Task Order 3. Paragon will continue to operate under VEB 20-005 (Task Orders 1 and 2) approved for \$92,000 and work order 3 brings required services to a total not to exceed \$150,900.                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                            |                      |                     |
| <b><u>DISCUSSION:</u></b><br>VRT uses on-call engineering firms to complete minor design services. In 2019 VRT solicited for an updated A&E providers list. As part of completing that list, Paragon consulting scored the highest for site civil and infrastructure work and as such will be completing the design for this project. The initial phase of the project is transmission or Idaho Power level services to bring in and install updated and larger transformers and supply lines. The second phase is to design and provide for the installation of the yard level charging infrastructure, from the new transformers to the chargers to the buses. The third phase is for CE&I services during installation of infrastructure. |                                                                            |                      |                     |
| <b><u>ALTERNATIVES:</u></b><br>This effort could be delayed or these selection processes re-evaluated, but this effort needs to be completed in spring of 2021 and it is expected to take at least 6 months to construct improvements. Delays would cause this effort to be carried over to later fiscal years.                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |                      |                     |
| <b><u>FISCAL IMPACT:</u></b><br>Funding for this project is included in the FY2020 budget per Resolution VBD19-011 approved 08/05/19 by the VRT Board of Directors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            |                      |                     |
| <b><u>RECOMMENDATION/JUSTIFICATION:</u></b><br>Valley Regional Transit staff has followed federal procurement guidelines and VRT's policy for procuring services.<br>Staff recommends that the Executive Board approve Resolution VEB20-010 for the E Bus Infrastructure Construction Services, not to exceed \$58,900.                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                            |                      |                     |
| <b>ROUTING #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>ORDER OF REVIEW</b>                                                     | <b>DATE APPROVED</b> | <b>RESOLUTION #</b> |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>EXECUTIVE DIRECTOR</b><br>Up to \$49,999                                |                      |                     |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>EXECUTIVE BOARD</b><br>Approves procurements over \$50,000 to \$200,000 | On agenda 10/05/20   | VEB20-010           |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>VRT BOARD</b><br>Approves procurements \$200,000 and over               |                      |                     |

# **SCOPE OF WORK**

**FOR**

# **VALLEY REGIONAL TRANSIT**

**DESIGN, BIDDING & CONSTRUCTION ENGINEERING**

**FOR**

**ADA COUNTY ELECTRIC BUS INFRASTRUCTURE**

**TASK ORDER 3**

**AUGUST 12, 2020**

**Prepared By:**  
**Paragon Consulting, Inc.**  
**157 W. 4<sup>th</sup> Street**  
**Kuna, Idaho 83634**



**Project Manager:**  
**Joe Barton, P.E.**  
**(208) 921-8486**

# Scope of Work

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**Date:** August 12, 2020

**Project Name:** Ada County Electric Bus Infrastructure, Task Order 3

**Consultant Company Address:**

PARAGON Consulting, Inc.  
157 W. 4<sup>th</sup> Street  
Kuna, ID 83634

**Consultant Project Manager/Contact Information:**

W. Joe Barton, P.E.  
(208) 921-8486 (Cell)  
jbarton@paragonfbk.com

**Contract Amount:** \$58,900.00 (T/M NTE)

**Duration:** March 23, 2020 (original Task Order signature date) thru May 31, 2021

**Project Description and Assumptions:**

Valley Regional Transit (VRT) desires to construct infrastructure to support acquisition and integration of electric buses into their system. VRT intends to construct supporting infrastructure at their Orchard Facility in Boise, Idaho.

Several design, bidding and construction changes have occurred since the development of the Phase 1 and Phase 2 Scopes of Work. These changes necessitate the need for this Task Order 3. Some of the significant changes include the following:

1. The original scope included replacing the existing site transformer and the final design resulted in replacing the existing transformer and installing a new transformer to support the bus charging systems and the equipment shelter.
2. The original scope included upgrading the block heater plugins and luminaires along the north half of the bus parking area and the final design resulted in upgrading the block heater plugins and luminaires along the full length of the bus parking area.
3. Following the concept layout, the equipment shelter was designed with a 20' by 65' building footprint and the associated site grading was completed. VRT then requested the building footprint be reduced to provide additional clearance from the parking lot drive isles.
4. After final design was complete, additional information was provided regarding the Proterra charging systems that included an additional piece of equipment required for each system. The equipment layout and electrical requirements were updated accordingly.
5. A pre-bid meeting was prepared for and hosted at the VRT Orchard site which was not anticipated in the original scope.
6. No contractor bids were received during the initial bid period, resulting in extending the bid period and preparing a revised construction schedule and associated bid addendum.

7. In order to entice bidders and acquire multiple bids via the extended bidding period, construction contract time was extended to April, 2021, resulting in a significant increase in construction inspection and management time over what was anticipated in the original scope.

PARAGON Consulting will complete the additional Project coordination and Professional Engineering through the design, bidding, and construction engineering associated with this Task Order 3. Work tasks related to electrical engineering will be completed by Control Engineers, PA. See “Exhibit B” for Control Engineers’ Scope of Work.

## 1. Project Management

- 1.1. Data Review – Completed under original Scopes of Work.
- 1.2. Site Visits (Design & Bidding) – Completed under original Scopes of Work.
- 1.3. Sub-Consultant Administration – PARAGON will administer sub-consultant agreement(s), which includes providing Project instructions, reviewing sub-consultant deliverables, reviewing invoices and providing Project feedback, associated with this Task Order 3.
- 1.4. Progress Meetings – Completed under original Scopes of Work.

## 2. Design Services

- 2.1. Site Design – PARAGON completed design modifications requested by Valley Regional Transit associated with the following:
  - Replacing the existing Orchard facility transformer and designing a new transformer installation to support the bus charging systems and the equipment shelter
  - Upgrading the block heater plugins and luminaires along the full length of the bus parking area
  - Modifying the equipment shelter footprint and associated site grading for a 20' by 50' building
  - Updating the site and bus charging equipment layout for the additional Proterra equipment required for multi-unit charging dispensers
- 2.2. Contract Documents – Completed under original Scopes of Work.
- 2.3. Construction Cost Estimate – Completed under original Scopes of Work.

## 3. Bid Administration & Support

- 3.1. Bid Documents – Completed under original Scopes of Work.
- 3.2. Pre-Bid Meeting – PARAGON prepared an agenda and conducted a meeting with VRT staff and interested parties to discuss the Project, answer questions, etc. PARAGON recorded meeting minutes and transmit to VRT and contractors.
- 3.3. Bid Administration – PARAGON reviewed bid comments/questions, and prepared two additional bid addendums to accommodate answering contractor questions and extending the bid period.
- 3.4. Bid Opening – Completed under original Scopes of Work.

#### 4. Construction Engineering and Inspection, Administration Assistance

Construction Engineering and Inspection services associated with this Task Order 3 are anticipated from October 1, 2020 through April 9, 2021, with project closeout following the completion of contractor construction. Construction Engineering and Inspection services prior to October 1, 2020 are included under original Scopes of Work.

4.1. Pre-Construction Meeting – Included under original Scopes of Work.

4.2. Construction Inspection – PARAGON will observe construction activities as needed and/or requested by VRT. Inspection will be performed with qualified inspection staff, including the following major tasks:

- Inspector Diaries – Daily reports will be prepared to record the CONTRACTOR's work on the site, weather conditions, data relative to questions of change orders, field orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures. CONTRACTOR inspections, tests, and approvals required by the Contract Documents will be received and reviewed.
- Identify and Recommend Corrections – Any omissions, substitutions, defects and deficiencies in the work of the CONTRACTOR will be identified and documented with recommendations reported to VRT. Change Orders and Work Change Directives will be prepared as appropriate. It is assumed that a maximum of 1 Change Order and 2 Work Change Directives will be required.
- Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the CONTRACTOR.

4.3. Filing & Records Verification - Project files will be maintained at PARAGON's office in Kuna, Idaho. Copies of design, bid and construction files will be delivered to VRT. An on-going process of periodic checks of the files will occur during the Project to ensure that all records are being accurately kept and the filing system is up to date. Major tasks under this scope of work item include:

- Progress Estimate Preparation – For each scheduled progress estimate, documentation will be prepared for and presented to VRT. Progress Estimates will contain the quantities and justification for each bid item payment with a summary sheet showing the amounts to be paid.
- Materials Certifications – Certifications, as required by bid item, will be requested for all materials incorporated into the Project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance. Minimum Testing Requirements (MTR's) submitted by the Contractor will be reviewed and approved.

- Bi-Weekly Progress Meetings – Bi-Weekly progress meetings will be held at the Valley Regional Transit Orchard facility. A bi-weekly update memo including project progress, schedule, budget and other critical items will be provided.
- Contractor Submittal Review – Included under original Scopes of Work.

4.4. Wage Compliance – PARAGON will complete the required federal wage compliance reporting for the project. Major tasks under this scope of work item include:

- Review certified payrolls.
- Conduct on-site inspections, perform employee interviews, and identify additional classes if applicable.
- Address all non-compliance, complaints and issues.

4.5. Project Closeout - Included under original Scopes of Work.

## **Project Schedule**

PARAGON proposes to implement its services under this scope of work from March 23, 2020 (original Task Order signature date) thru May 31, 2021.

## **Cost of Services**

Services will be on a time and materials not-to-exceed (NTE) basis.

Total Cost of Services (NTE amount): \$58,900.00

Attached is the labor estimate and cost summary (see attached “Exhibit A”).



**Ada County Electric Bus Infrastructure, Task Order 3  
Design, Bidding & Construction Engineering  
Valley Regional Transit**

**A. SUMMARY ESTIMATED LABOR-HOURS**

|                         | Labor Category  | Labor-Hours |   | Hrly Rate |      | Labor Cost            |
|-------------------------|-----------------|-------------|---|-----------|------|-----------------------|
| 1                       | Project Manager | 113         | @ | \$140.00  | = \$ | 15,820.00             |
| 2                       | Engineer        | 188         | @ | \$115.00  | = \$ | 21,620.00             |
| 3                       | CADD            | 40          | @ | \$85.00   | = \$ | 3,400.00              |
| 4                       | Misc.           | 0           | @ | \$70.00   | = \$ | -                     |
| <b>TOTAL LABOR COST</b> |                 |             |   |           |      | <b>= \$ 40,840.00</b> |
| <b>PARAGON TOTAL</b>    |                 |             |   |           |      | <b>\$ 40,840.00</b>   |

**B. SUB-CONSULTANTS & EXPENSES**

|                                           |                       |      |                     |
|-------------------------------------------|-----------------------|------|---------------------|
| 1                                         | Control Engineers, PA | = \$ | 18,060.00           |
| 2                                         |                       | = \$ | -                   |
| 3                                         |                       | = \$ | -                   |
| <b>SUB-CONSULTANT &amp; EXPENSE TOTAL</b> |                       |      | <b>\$ 18,060.00</b> |

**TOTAL = \$ 58,900.00**

**TIME AND MATERIALS NOT TO EXCEED**

**\$ 58,900.00**



**Ada County Electric Bus Infrastructure, Task Order 3**  
**Design, Bidding & Construction Engineering**  
**Valley Regional Transit**

**1 Project Management**

|     |                                         | Total<br>L-Hrs | PM<br>L-Hrs | Engineer<br>L-Hrs | CADD<br>L-Hrs | Misc.<br>L-Hrs |
|-----|-----------------------------------------|----------------|-------------|-------------------|---------------|----------------|
| 1.1 | Data Review                             | 0              |             |                   |               |                |
| 1.2 | Site Visits (Design & Bidding)          | 0              |             |                   |               |                |
| 1.3 | Sub-Consultant Administration           | 16             | 16          |                   |               |                |
| 1.4 | Progress Meetings                       | 0              |             |                   |               |                |
| 1   | TOTAL - Project Management (HOURS)      | 16             | 16          | 0                 | 0             | 0              |
|     | TOTAL - Project Management (LABOR COST) | \$             | 2,240.00    |                   |               |                |

**2 Design Services**

|     |                                      | Total<br>L-Hrs | PM<br>L-Hrs | Engineer<br>L-Hrs | CADD<br>L-Hrs | Misc.<br>L-Hrs |
|-----|--------------------------------------|----------------|-------------|-------------------|---------------|----------------|
| 2.1 | Site Design                          | 72             | 8           | 24                | 40            |                |
| 2.2 | Contract Documents                   | 0              |             |                   |               |                |
| 2.3 | Construction Cost Estimate           | 0              |             |                   |               |                |
| 2   | TOTAL - Design Services (HOURS)      | 72             | 8           | 24                | 40            | 0              |
|     | TOTAL - Design Services (LABOR COST) | \$             | 7,280.00    |                   |               |                |

**3 Bid Administration & Support**

|     |                              | Total<br>L-Hrs | PM<br>L-Hrs | Engineer<br>L-Hrs | CADD<br>L-Hrs | Misc.<br>L-Hrs |
|-----|------------------------------|----------------|-------------|-------------------|---------------|----------------|
| 3.1 | Bid Documents                | 0              |             |                   |               |                |
| 3.2 | Pre-Bid Meeting              | 7              | 5           | 2                 |               |                |
| 3.3 | Bid Administration           | 6              | 4           | 2                 |               |                |
| 3.4 | Bid Opening                  | 0              |             |                   |               |                |
| 3   | TOTAL - Bidding (HOURS)      | 13             | 9           | 4                 | 0             | 0              |
|     | TOTAL - Bidding (LABOR COST) | \$             | 1,720.00    |                   |               |                |

**4 Construction Engineering and Inspection, Administration Assistance**

|     |                               | Total<br>L-Hrs | PM<br>L-Hrs | Engineer<br>L-Hrs | CADD<br>L-Hrs | Misc.<br>L-Hrs |
|-----|-------------------------------|----------------|-------------|-------------------|---------------|----------------|
| 4.1 | Pre-Construction Meeting      | 0              |             |                   |               |                |
| 4.2 | Construction Inspection       | 150            | 30          | 120               |               |                |
| 4.3 | Filing & Records Verification | 60             | 20          | 40                |               |                |
| 4.4 | Wage Compliance               | 30             | 30          |                   |               |                |
| 4.5 | Project Closeout              | 0              |             |                   |               |                |
| 4   | TOTAL - CE&I (HOURS)          | 240            | 80          | 160               | 0             | 0              |
|     | TOTAL - CE&I (LABOR COST)     | \$             | 29,600.00   |                   |               |                |



August 12, 2020

W. Joe Barton, P.E.  
(208) 921-8486 Cell



157 West 4th Street  
Kuna, Idaho 83634

RE: VRT Electric Bus Infrastructure Change order request

Dear Mr. Barton:

Control Engineers is requesting additional funds to cover the design changes initiated by VRT during the design phase, and for the extended construction schedule that was required to obtain qualified bids.

Design Changes

The changes included the addition of two charging units and the addition of the junction box to allow one charging unit to sequentially charge two buses. The changes occurred late in the design phase which caused substantial revisions. The cost of implementing the changes was \$7500.

Construction Schedule

Our original proposal included a total of 64 hours of inspection. Due to the extended schedule, we estimate that an extra 64 hours of inspection time will be required. The hours include inspection time, administration time and extra shop drawing review time. The cost of the additional inspection time is \$10,560.

In summary, Control Engineers is requesting that an additional \$18,060 be added to our contract. Please contact me if you have any questions or concerns with this request.

Sincerely,

A handwritten signature in black ink that reads 'Anthony Chris Coccozzo'.

Anthony Chris Coccozzo  
Project Manager

## **Executive Board and Regional Advisory Council Joint Meeting**

### **Draft Agenda**

#### **November 2, 2020 Meeting**

##### **Consent Agenda Items**

Executive Board - Approve minutes from the October Executive Board meeting

RAC – Approve minutes from the October RAC meeting

Executive Board - Accept minutes from the September and October RAC meetings

##### **Finance Action Items**

Executive Board - FY20120 Preliminary Q4 Variance Report

Executive Board - FY20120 Preliminary Q4 Cash Balance Report

##### **Action Items**

Executive Board - FY 2020 Q-4 Performance Report

Joint Action EB and RAC - Title VI Plan

Executive Board - Ridership Reporting Update - recommendation for approval

Executive Board - Public Transportation Agency Safety Plan

Executive Board - Access Eligibility Contract

##### **Information Items**

Joint - Service Change 2021

Joint - FY 2020 Public Comment Report

Joint – Bike Share Update (may or may not happen)



**TOPIC:** Public Transportation Agency Safety Plan

**DATE:** September 22, 2020

**STAFF MEMBER:** Dave Meredith

**Summary:**

The Federal Transit Administration (FTA) has published Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) that requires certain operators of public transportation systems who are recipients or sub-recipients of financial assistance under 49 U.S.C. § 5307 to develop a Public Transportation Agency Safety Plan (PTASP). The PTASP must include the processes and procedures necessary for implementing Safety Management Systems (SMS). Each transit operator was originally required to certify it has a safety plan meeting the requirements of the rule by July 20, 2020. Due to the Covid-19 pandemic, the date has been extended to December 31, 2020. Per the ruling, the PTASP plan is the responsibility of the state's departments of transportation, which would be Idaho Transportation Department (ITD).

Each safety plan must include the following:

- Approval by the agency's Accountable Executive and Board of Directors
- Designation of a Chief Safety Officer
- Documented processes of the agency's SMS
- An employee reporting program
- Established performance targets
- Criteria to address all applicable requirements and standards
- A process and timeline for conducting an annual review and update of the safety plan

Transit operators who operate 100 or fewer vehicles in peak service who do not operate rail transit systems, may have their state develop a safety plan on their behalf or may opt to develop their own. VRT worked with the Idaho Transportation Department to develop the plan. The PTASP meets FTA's requirement for a Public Transportation Agency Safety Plan.

The PTASP Plan includes:

- Introduction which includes agency information, approvals and updates
- Safety information that includes performance targets, management practices, risk management, assurances and promotions
- The plan was written by the Idaho Transportation Department along with input from Valley Regional Transit and Compass

The Executive Board approved the PTASP policy and recommended Board of Director approval in March 2020. The Board of Directors approved the PTASP policy in April 2020. The policy that was approved ensures that the plan produced by Valley Regional Transit

coincides with the business that all sub-recipients and contractors provide. The policy will also ensure goals and targets will be attainable

**Staff Recommendation/Request:**

Information item. Staff has included the Public Transportation Agency Safety Plan as written for your review.

**Implication (policy and/or financial):**

The plan produced by ITD coincides with the business that all sub-recipients and contractors provide. The plan includes goals and targets that are reasonable and attainable.

**Highlights:** (use bullet points)

- January 2020
  - PTASP policy presented as an information item to the Executive Board
- February 2020
  - PTASP policy presented as an information item to the Executive Board
- March 2020
  - PTASP policy approved by the Executive Board to be recommended for approval by the Board of Directors
- April 2020
  - PTASP policy approved by the Board of Directors
- October 2020
  - PTASP Plan presented to the Executive Board for review
- November 2020
  - PTASP plan presented to the Executive Board for approval
  - VRT staff will implement plan, once approved, to all VRT staff, contractors, and sub-recipients
- December 2020
  - PTASP policy required to be in place per FTA final rule 49 C.F.R. Part 673

**More Information:**

1) Attachments – *Public Transportation Agency Safety Plan Draft*

2) For detailed information contact: Dave Meredith, Compliance Officer, 208-258-2729, [dmeredith@valleyregionaltransit.org](mailto:dmeredith@valleyregionaltransit.org)

# Public Transportation Agency Safety Plan (PTASP)



**valleyregionaltransit**

10/1/2020

Valley Regional Transit (VRT)

700 NE 2<sup>nd</sup> Street, Suite 100  
Meridian, ID 83642

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## CHAPTER 1 – TRANSIT AGENCY INFORMATION

|                                                                                                |                                                                                                    |                                           |                                                                            |     |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------|-----|
| <b>Transit Agency Name:</b>                                                                    | Valley Regional Transit (VRT)                                                                      |                                           |                                                                            |     |
| <b>Transit Agency Address:</b>                                                                 | 700 NE 2 <sup>nd</sup> Street Suite 100, Meridian, ID 83642                                        |                                           |                                                                            |     |
| <b>Accountable Executive:</b>                                                                  | Kelli Badesheim, Executive Director                                                                |                                           |                                                                            |     |
| <b>Chief Safety Officer:</b>                                                                   | Leslie Pedrosa, Operations Director                                                                |                                           |                                                                            |     |
| <b>Modes of Service Covered by This Plan:</b>                                                  | Fixed-Route<br>Demand-Response                                                                     | <b>FTA Funding Types:</b>                 | 5307, 5310, 5307, 5310 SU, 5310 LU, 5310 Rural, 5339 SU, and 5339 LU, 5339 |     |
| <b>Modes of Service Provided by TVT:</b>                                                       | Fixed-Route - Contracted, Demand Response - Contracted, Low Income Job Access Service - Contracted |                                           |                                                                            |     |
| <b>Does the agency provide transit services on behalf of another transit agency or entity?</b> | Yes<br><input type="checkbox"/>                                                                    | No<br><input checked="" type="checkbox"/> | <b>Description of Arrangement(s)</b>                                       | N/A |
| <b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>    | N/A                                                                                                |                                           |                                                                            |     |

## CHAPTER 2 – PLAN DEVELOPMENT, APPROVAL, AND UPDATES

This plan was drafted by Shauna Miller, State Safety Oversight Officer, with the Idaho Transportation Department, Public Transportation Office.

|                                                           |                              |
|-----------------------------------------------------------|------------------------------|
| <b>Signature of Accountable Executive</b>                 | <b>Date of Signature</b>     |
|                                                           |                              |
| <b>Valley Regional Transit Board of Directors Chair</b>   | <b>Date of Approval</b>      |
|                                                           |                              |
| <b>Signature of Board of Directors</b>                    |                              |
|                                                           |                              |
| <b>Name of Individual/Entity That Certified This Plan</b> | <b>Date of Certification</b> |
| Valley Regional Transit                                   |                              |

| Relevant Documentation (title and location) |
|---------------------------------------------|
|                                             |

### Version Number and Updates

| Version Number | Section/Pages Affected | Reason for Change       | Date Issued |
|----------------|------------------------|-------------------------|-------------|
| Original       | All                    | Origination of document |             |

### Annual Review and Update of the Public Transportation Safety Plan (PTASP)

Valley Regional Transit's (VRT) plan addresses all applicable requirements and standards as set forth in Federal Transit Administration's (FTA) Public Transportation Safety Program and the National Public Transportation Safety Plan. At VRT, the review of safety practices is an ongoing process, not one limited to scheduled reviews. The Chief Safety Officer and the Compliance Officer will review and update this plan by September 1 of each year. The accountable executive will review and approve any changes, sign the new plan and forward to the board for review and approval.

## CHAPTER 3: SAFETY PERFORMANCE TARGETS BY MODE OF SERVICE

Goals and targets were set based on historical data gathered through reviewing trending information over the past two years. This data is collected monthly and analyzed to ensure VRT is progressing towards set goals. In the event it is found VRT is deviating from identified goals, VRT will comply with the processes outlined later in this document.

### MODE OF SERVICE: FIXED-ROUTE

#### Fatalities:

- Total number of fatalities reported to National Transit Database (NTD): 0
- Rate of fatalities per total vehicle revenue mile (VRM): 0

#### Injuries:

- Total number of injuries reported to NTD: 2
- Rate of injuries per total VRM: .12

#### Safety Events:

- Total number of safety events reported to NTD: 5
- Rate of safety events per total VRM: .21

#### System Reliability:

- Mean distance between major mechanical failures by mode: 1 per 16,643.92 VRM

### MODE OF SERVICE: DEMAND-RESPONSE

#### Fatalities:

- Total number of fatalities reported to NTD: 0
- Rate of fatalities per total vehicle revenue mile (VRM): 0

#### Injuries:

- Total number of injuries reported to NTD: 3
- Rate of injuries per total VRM: .29

#### Safety Events:

- Total number of safety events reported to NTD: 3
- Rate of safety events per total VRM: .34

#### System Reliability:

- Mean distance between major mechanical failures by mode: 1 per 11,151.84 VRM

## Safety Performance Target Coordination

This plan is written by the Idaho Transportation Department's Public Transportation Office in coordination with all of the state Metropolitan Planning Organization (MPO) Targets are submitted by ITD-PT annually at the MPO's mid-year Small Urban Balancing Committee meeting.

### TARGET TRANSMITTAL DATES:

- Idaho Transportation Department: 06/30/2020
- Community Planning Association of Southwest Idaho (COMPASS): 06/25/2020

DRAFT

## CHAPTER 4: SAFETY MANAGEMENT POLICY STATEMENT

### Safety Management Policy Statement

The management of safety is one of Valley Regional Transit's business functions. VRT is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all transit-service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with our Executive Director.

Valley Regional Transit's commitment is to:

- support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters:
  - safe practices;
  - encourages effective employee and contractor safety reporting and communication; and
  - actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- integrate the management of safety among the primary responsibilities of all managers, employees, and contractors;
- clearly define for all staff, managers, employees, and contractors alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee and contractor safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- ensure no action will be taken against any employee or contractor who discloses a safety concern through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- ensure sufficient skilled and trained human resources are available to implement safety management processes;
- ensure all staff and contractors are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective; and

- ensure externally supplied systems and services to support operations are delivered meeting safety performance standards.

## Safety Management Policy Communication

VRT's commitment to the safety of their employees and their full knowledge of the PTASP begins with the roll out of the plan. The Chief Safety Officer distributed the Safety Management System (SMS) principles to all VRT employees and contractors in November 2020. Each employee and contractor received a handout of the plan. Following the in-person training, a signed acknowledgement statement was collected. Changes are relayed to VRT employees and contractors annually. Changes will require a signed acknowledgment statement by VRT employees and contractors.

The SMS Policy Statement is posted on a bulletin board in all administrative offices. Contractors are expected to post the SMS Policy Statement in common operating and maintenance areas. The SMS Policy Statement will also be distributed to all new hires during orientation and annually to VRT employees and contractors at our annual staff workshop.

## Authorities, Accountabilities, and Responsibilities

### Accountable Executive

Kelli Badesheim, Executive Director

The Executive Director is ultimately responsible for carrying out the PTASP, Transit Asset Management (TAM) Plan, and the allocation of resources needed to develop and maintain both plans. The Accountable Executive is responsible for ensuring the Safety Plan and all SMS components are effectively implemented, and for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS.

### Chief Safety Officer (CSO)

Leslie Pedrosa, Operations Director

The Executive Director has designated the Operations Director as the Chief Safety Officer. In addition to their other duties, the Operations Director has the authority and responsibility for day-to-day implementation and operation of safety and reports directly to the Executive Director. At minimum, the Operations Director is trained in the training outlined in Section 7 under "Requirements for Chief Safety Officer Training."

### Agency Leadership and Executive Management

The Chief Safety Officer has designated the Compliance Officer as the Agency Lead. The Agency Lead is a single identifiable person who will manage the day-to-day operation of the PTASP safety plan, including the following key tasks:

- Establish goals and targets
- Ensure the plan is being followed by all employees
- Report to key management progress of the plan

## VRT PTASP

---

- Make recommendations to improve the plan after implementation
- Report to any government agency any reporting requirements associated with PTASP

The Executive Management personnel have the following authorities, accountabilities and responsibilities:

- Participate in the VRT Safety Committee
- Oversee day to day operations in their department
- Modify department policies and procedures to be consistent with SMS, as needed
- Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

The Executive Management team includes:

- Finance Controller
- Grants and Compliance Administrator
- Principal Planner
- Transit Services Manager
- Fleet and Facilities Supervisor
- Contractor Management

### Key Staff

VRT will use the Safety Committee, driver meetings, and annual staff workshops to support the SMS and safety programs.

- Safety Committee: The Safety Committee will meet monthly. The Safety Committee will review issues and make recommendations to improve safety and jointly evaluate any safety hazard reported. VRT Safety Committee members include the Chief Safety Officer, Transit Services Manager, Compliance Officer, a representative from customer service, and a representative from finance. The Safety Committee members from contractors will include a representative from dispatch/reservations, a representative from fixed-route, a representative from paratransit, a representative from the safety/training department, a representative from maintenance, and a representative from management, where applicable.
- Drivers Meetings: All monthly driver meetings will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.
- Annual Staff Workshop: During VRT annual staff workshops, hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting will be further encouraged. Information discussed in these meetings will be documented.

Contractors currently included in this plan are First Transit, Supportive Housing & Innovative Partnerships, Meridian Senior Center, Star Senior Center, Eagle Senior Center, Metro Community Transportation, Kuna Senior Center, Parma Senior Center, and Harvest Transit.

## Employee Safety Reporting Program

VRT is committed to conducting business with honesty and integrity. Employees and contractors are encouraged to speak up and raise questions and concerns promptly about any situation that may violate safety protocols, policies, procedures, the laws, rules, and regulations that govern business operations.

Employees and contractors are expected to tell others when witnessing unsafe work practices or conditions. When employees and/or contractors are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing anonymously.

However, where the matters are more serious, or the employee or contractor feels management has not addressed the concern, or they are not comfortable reporting to their immediate manager, employees can report the concern to the next level manager, Chief Safety Officer or Compliance Officer. Employees and contractors may also anonymously, directly file, a written or verbal complaint by calling the State Safety Officer with ITD's Public Transportation office at 208 334-8533 or by email to [shauna.miller@itd.gov](mailto:shauna.miller@itd.gov).

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities, or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint. In other words, employees and contractors are protected for speaking up in good faith under this policy. Any manager, or coworker who retaliates against a complaining employee, contractor, or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they, their staff, and contractors comply with the whistleblowers protections and that no retaliation occurs because of a reported safety related issue. However, VRT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances

### **Examples of information typically reported:**

- If an employee or contractor is involved in a near miss, or determines something to be a hazard, in the event should be reported so all may learn from the event, and perhaps, prevent a collision or injury from occurring in the future. If the safety hazard requires immediate attention, a supervisor must be notified immediately. If immediate attention is not required, the employee or contractor is encouraged to submit the information to management by the end of their workday. VRT management or contractor's management then initiates conversations with employees about their observations of both safe and unsafe behaviors.
- If an accident, near miss, or incident has occurred, the vehicle operator must stop the vehicle immediately as it is safe to do so.

- VRT encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement. If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

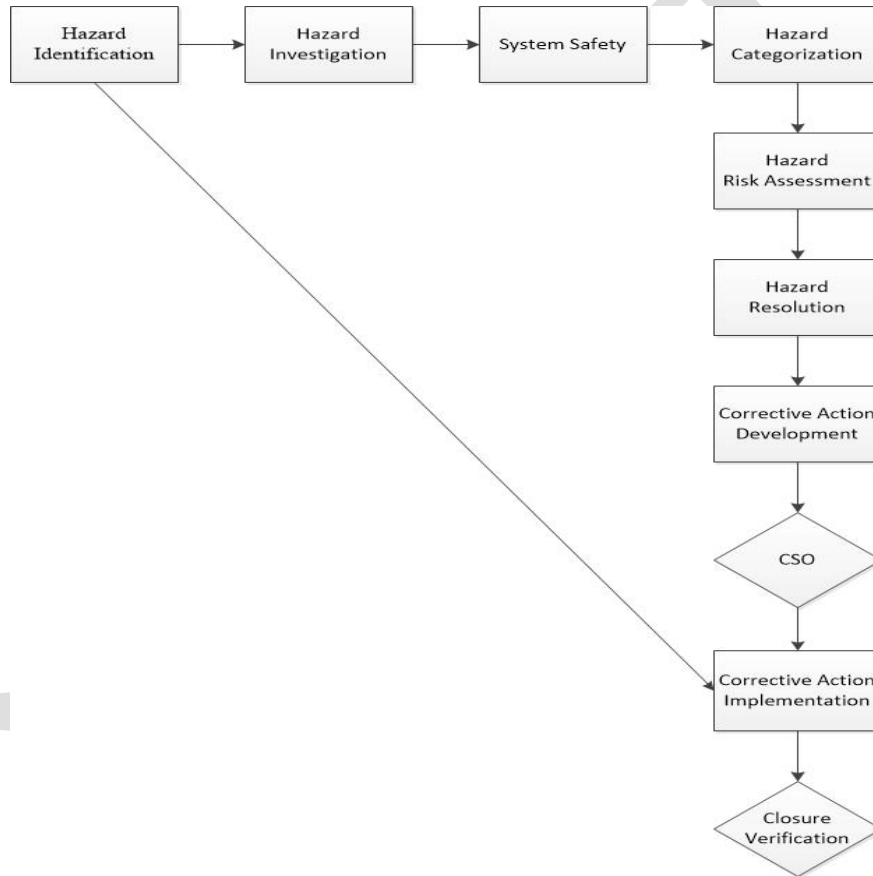
The Chief Safety Officer will document identified safety hazards in the Accident/Incident Analysis Report workbook as needed. The Chief Safety Officer, supported by the Safety Committee, will review and address employee reports. Each report will be reviewed to ensure hazards and their consequences are appropriately identified and resolved through the Safety Risk Management process and reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the annual staff workshops. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee will follow up directly with the employee when VRT determines if action should be taken and after any mitigations are implemented.

## CHAPTER 5: SAFETY RISK MANAGEMENT

### Safety Risk Management Process

Safety management is at the core of everything done at VRT. All employees and contractors are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following chart.



As describe earlier, a structure exists to address all safety concerns. To ensure safety, the Safety Committee is responsible for reviewing safety related accidents and incidents to determine culpability, to identify the causes associated with each event, and develop mitigation measures to reduce the risk of events occurring in the future. Having this committee provides a way for employees and contractors to report safety risks in a timely manner and to teams that understand the conditions associated with each area. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

---

## Safety Hazard Identification

The safety hazard identification process offers VRT the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting Program;
- Review of the Accident/Incident Analysis Worksheet;
- Review of monthly performance data and safety performance targets;
- Comments from customers, passengers, and third parties, including VRT's insurance provider and vendors;
- Safety Committee, drivers, and all-staff meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

There is a variety of sources to identify hazards:

- Environment
- Transit service characteristics and policies
- Operator performance
- Road condition
- Safety and performance data targets
- Camera footage
- Supervisor or employee observations
- Maintenance reports
- Customer, vendor or third party comments
- Safety Committee meetings
- Audit findings
- Training assessments
- FTA or other oversight authorities

When a safety concern is observed, whatever the source, it is reported to VRT's Chief Safety Officer. Procedures for reporting hazards to are reviewed during new hire orientation, annual staff workshop meetings and in the Safety Committee. The Chief Safety Officer reviews these sources for hazards and documents them in Accident/Incident Analysis Workbook. The Chief Safety Officer may also enter hazards into the Accident/Incident Analysis Workbook based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer may conduct further analyses of hazards and consequences entered into the Accident/Incident Analysis Workbook to collect information and identify additional

consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- reach out to the reporting party, if available, to gather all known information about the reported hazard;
- conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- review any past reported hazards of a similar nature; and
- evaluate tasks and/or processes associated with the reported hazard.

The Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during monthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the Safety Risk Management process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or any state environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further Safety Risk Management activity.

#### **Safety Risk Assessment:**

VRT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. Pursuant to 49 C.F.R. Part 673.5, “Risk” is defined as the composite of predicted severity and likelihood of the potential effect of a hazard.

Once a hazard has been identified, the Chief Safety Officer and Safety Committee will categorize the hazard into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

#### **Category 1**

**Catastrophic:** Operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

## Category 2

**Critical:** Operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

## Category 3

**Marginal:** Operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

## Category 4

**Negligible:** Operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the likelihood of it occurring. Likelihood is determined based on the analysis of transit system operating experience, evaluation of VRT safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems.

The following chart describes the likelihood categories.

**Likelihood of Occurrence of a Hazard**

| Description | Frequency for Specific Item                                     | Selected Frequency for Fleet/Inventory |
|-------------|-----------------------------------------------------------------|----------------------------------------|
| Frequent    | Likely to occur frequently                                      | Continuously experienced               |
| Probable    | Will occur several times in the life of the item                | Will occur frequently in the system    |
| Occasional  | Likely to occur sometime in the life of an item                 | Will occur several times in the system |
| Remote      | Unlikely but possible to occur in the life of an item           | Unlikely but can be expected to occur  |
| Improbable  | So unlikely it can be assumed occurrence may not be experienced | Unlikely to occur but possible         |

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision maker to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

|            | Severity     |          |          |            |
|------------|--------------|----------|----------|------------|
| Frequency  | Catastrophic | Critical | Marginal | Negligible |
| Frequent   | High         | High     | High     | Medium     |
| Probable   | High         | High     | Serious  | Medium     |
| Occasional | High         | Serious  | Serious  | Low        |
| Remote     | Serious      | Serious  | Medium   | Low        |
| Improbable | Medium       | Medium   | Medium   | Low        |

Based on the company policy and the analysis of historical data, VRT has made the following determinations regarding risk acceptance.

| Hazard Risk Index | Criteria by Index                    |
|-------------------|--------------------------------------|
| High              | Unacceptable                         |
| Serious           | Undesirable (management decision)    |
| Medium            | Acceptable with Management Review    |
| Low               | Acceptable without Management Review |

The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Accident/Incident Analysis Workbook, using the CT Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Accident/Incident Analysis Workbook. The Chief Safety Officer will maintain a file on Safety Committee agendas, Safety Risk Assessment Packages, additional information collection,

and the completed Accident/Incident Analysis Workbook for a period of three years from the date of generation.

### Safety Risk Mitigation

The Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. VRT can reduce safety risks by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Chief Safety Officer tracks and updates safety risk mitigation information in the Accident/Incident Analysis Workbook and makes the Workbook available to the Safety Committee during monthly meetings and to VRT staff upon request. In the Accident/Incident Analysis Workbook, the Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented. The follow-up actions will be implemented as follows.

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless the Executive Director and Chief Safety Officer issues a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with Review:** The Executive Director and Chief Safety Officer must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without Review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

## CHAPTER 6: SAFETY ASSURANCE

### Safety Performance Monitoring and Measurement

Through our Safety Assurance process, VRT, in coordination with contractors:

- evaluate compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk;
- assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- investigate safety events to identify causal factors; and
- analyze information from safety reporting, including data about safety failures, defects, or conditions.

### Safety Performance Monitoring and Measurement

VRT and contractors have many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Regular review of onboard camera footage to assess drivers and specific incidents
- Safety surveys
- Employee Safety Reporting Program
- Investigation of safety occurrences
- Safety review prior to the launch or modification of service
- Data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the Safety Risk Management process for reevaluation by the Safety Committee. This information is also utilized to impact operational and budget decisions.

### Monitoring for Ineffective, Inappropriate, or Unimplemented Safety Risk Mitigations

VRT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Accident/Incident Analysis Workbook. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing processes and activities before assigning new information collection activities.

**VRT PTASP**

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The Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during monthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officer and Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- reviewing results from accident, incident, and occurrence investigations;
- monitoring employee safety reporting;
- reviewing results of internal safety audits and inspections; and
- analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

**Investigations**

Any occurrence involving a passenger, while under the care, custody and control of VRT or a contracted operator, is considered an incident. Any contact between a VRT vehicle and another person, vehicle or object is considered an incident, whether or not there was damage or injury.

All VRT or contractor incidents, regardless of severity will be investigated by the Specialized Transit Coordinator or contractor staff. The investigation will include law enforcement assistance, if needed, photos, accident report, fault determination, incident tracking and retraining when necessary.

VRT or contractors maintain documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. The Specialized Transportation Coordinator or contractor staff maintain all documentation of the investigation policies, processes, forms, checklists, activities, and results. The Specialized Transportation Coordinator or contractors are expected to document the following information for each incident:

- The accident was preventable or non-preventable
- Personnel require discipline or retraining
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

## **SAFETY INVESTIGATIONS**

VRT has a “zero” tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal. Contractors are expected to follow VRT requirements for safety event investigations.

VRT maintains documented procedures for conducting safety investigations of events to find causal and contributing factors and review the existing mitigations in place at the time of the event.

The Chief Safety Officer maintains all documentation of VRT’s investigation policies, processes, forms, checklists, activities, and results. As detailed in VRT’s procedures, an investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event.

Monthly staff meetings are held to discuss concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately and reviewed monthly.

### Safety Committee

- Consists of, at minimum, Chief Safety Officer and relevant safety staff (as applicable).
- Discussion include:
  - o Review of safety related accidents and incidents to determine culpability
  - o Identify the causes associated with each event
  - o Develop mitigation measures to reduce the risk of events occurring in the future
  - o Review of policy and procedures
  - o Training
  - o Safety awareness

### **Internal Safety Reporting Program Monitoring**

The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning VRT’s safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

## **CHAPTER 7: SAFETY PROMOTION**

### **Competencies and Training**

The education and training programs at VRT and with contractors is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including:

- Operations
  - o Contracted vehicle operators
  - o Contracted dispatchers
  - o Contracted maintenance technicians

- o Contracted manager and supervisors
  - Agency leadership
  - Chief Safety Officer
  - Accountable Executive

Upon hire, all new employees will receive an orientation to include review of policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale. Retraining may be required following a leave of absence or if the need is otherwise determined by an employee's supervisor.

Various delivery mechanisms for driver training, such as classroom, multimedia presentations, closed course, observation, and behind-the-wheel-skills building are used to support the learning process. Learning is evaluated through written quizzes, driving tests, observation, and customer service evaluations.

Basic training requirements for VRT employees and contractors, including refresher training, are documented in the VRT Operator Handbook, a Transit Management Service Agreement or the VRT Subrecipient/Contractor Monitoring and Oversight Procedures.

Operations safety related training includes:

- New Hire training for contracted vehicle operators
- Refresher training for contracted vehicle operators
- Retraining for contracted vehicle operators
- Classroom and on the job training for dispatchers
- Ongoing skill training for contracted maintenance technicians and supervisors
- Ongoing vehicle maintenance training for contracted maintenance technicians
- OSHA standards for contracted vehicle maintenance technicians and supervisors
- Accident investigation training for contracted vehicle maintenance supervisors
- Ongoing hazardous material training for contracted vehicle maintenance technicians and supervisors
- Ongoing maintenance training provided by vendors
- Classroom and on the job training for contracted operations supervisors and managers
- Reasonable suspicion determination and reporting training for contracted operations supervisors and managers
- Accident investigation training for contracted operations supervisors and managers

Agency leadership safety related training includes:

- Classroom and on the job training for coordinators
- SMS Awareness online training for coordinators and managers
- Accident investigation training for coordinators and managers

The Chief Safety Officer will be trained, at minimum, in

- o Reasonable Suspicion Determination and Reporting
- o OSHA requirements

VRT's Accountable Executive, agency leadership and Chief Safety Officer must complete FTA's SMS Awareness online training.

## **Safety Communication**

### **Safety Awareness Programs**

VRT's Chief Safety Officer will coordinate safety communication as follows:

- Communicate information on safety and safety performance in monthly staff reports. VRT's Compliance Officer posts safety bulletins and flyers on the bulletin boards located on all administrative bulletin boards. Contractors are asked to post bulletins and flyers in common areas for bus operators and maintenance technicians, advertising safety messages and promoting awareness of safety issues.
- As part of new-hire training, safety policies and procedures are provided to all contracted vehicles operators. Contractors are required to provide company required policies and procedures to newly hired vehicle operators. For newly emerging issues or safety events at the agency, the Chief Safety Officer issues memos or messages to employees that are reinforced by supervisors, coordinators or contractors.
- Provide targeted communications to inform employees or contractors of safety actions, which include handouts, flyers, updates to bulletin boards, or one-on-one discussions between employees, supervisors, and contractors.

### **Safety Awareness Programs:**

Establishing and maintaining a culture that demands safe behavior at all time is at the core of VRT's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

This program inspires safe behavior among employees at all levels by:

- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to "take ownership" for safety results
- Communicating safety policies, procedures and processes
- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, departmental, and project levels by celebrating success stories

## CHAPTER 8: ADDITIONAL INFORMATION

### Supporting Documentation

Numerous standard operating procedures (SOPs), in addition to those mentioned in this plan, have been developed and incorporated into operational practices at VRT. Documents are maintained for three years after they are created and are made available upon request by FTA or ITD-PT.

The SOPs have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit services.

### Definitions of Terms

VRT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency. This individual is responsible for carrying out the agency's Transit Asset Management Plan, the control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Equivalent Authority** means an entity who carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time-period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which:
  - (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received;
  - (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
  - (3) Causes severe hemorrhages, nerve, muscle, or tendon damage;
  - (4) Involves any internal organ; or

- (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit agency** means an operator of a public transportation system.
  - **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

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## List of Acronyms

| Acronym | Word or Phrase                                               |
|---------|--------------------------------------------------------------|
| CSO     | Chief Safety Officer                                         |
| FTA     | Federal Transit Administration                               |
| GM      | General Manager                                              |
| ITD     | Idaho Transportation Department                              |
| ITD-PT  | Idaho Transportation Department Public Transportation Office |
| OSHA    | Occupational Safety & Health Administration                  |
| SMS     | Safety Management System                                     |
| SOP     | Standard Operating Procedure                                 |
| VRM     | Vehicle Revenue Miles                                        |
| VRT     | Valley Regional Transit                                      |



**TOPIC:** Title VI Update

**DATE:** October 5, 2020

**STAFF MEMBER:** Alissa Taysom

**Summary:**

Title VI, of the Civil Rights Act of 1964, prohibits discrimination in programs and activities receiving federal financial assistance on the basis of race, color, and national origin. As a program that receives federal funds, Valley Regional Transit, as the regional transportation authority of Ada and Canyon counties, reports on its efforts to provide a level of transit service that is fairly distributed to all of the authority populations to the extent possible every 3 years. The last report was completed in 2017.

**Title VI:**

The Title VI report consists of 9 sections and 11 attachments.

- Sections:
  - Annual Civil Rights (Title VI) Assurances
  - Title VI Complaint Procedures
  - Title VI Investigations, Complaints and Lawsuits
  - Public Participation
  - Language Assistance Program
  - Subrecipients
  - Service Standards
  - Distribution of Transit Amenities
  - Determination of Site Location of Facilities
- Attachments:
  - Signed Annual Title VI Assurances
  - Notice to the Public
  - Title VI Policy Statement
  - Discrimination Complaint Procedure
  - Title VI Complaint Form
  - Public Participation Plan
  - Limited English-speaking Persons
  - Subrecipient Assessment Tool
  - Subrecipient Assessment Monitoring and Oversight
  - Fixed Route System Map
  - Capital Infrastructure Tracking Checklist

**Project Schedule:**

Summer 2020: Develop Initial concepts

September 2020: Status report to RAC

October 2020: Information Item to Full Board

January 2021: Final Title VI Plan to Full Board for approval

**Staff Recommendation/Request:**

For information and discussion. No action at this time.

**Implication (policy and/or financial):**

A current Title VI plan is a federal requirement.

**More Information:** Alissa Taysom, Associate Planner, 208.258.2717,  
[ataysom@valleyregionaltransit.org](mailto:ataysom@valleyregionaltransit.org)



**TOPIC:** Marketing Update

**DATE:** September 18, 2020

**STAFF:** Dave Fotsch, Programs Director

**Summary:**

Valley Regional Transit hired Stoltz Marketing Group in late 2018 to provide professional support to update and design a marketing foundation for VRT to build on for years to come. The first couple of task orders included building a brand handbook for VRT and developing a campaign called Riders Education. The Riders Education campaign launched with the January 2019 service changes.

In the Fiscal Year 2020 our marketing efforts have focused on internal and external initiatives:

- Website redesign
- Customer Service Tools
- COVID Response
- Safe Travels, Treasure Valley
- On-Demand Service
- Rider's First Initiative

New website

- The new website will make it easier for customers to use. Its design is "mobile-first," meaning we assume most users will be trying to access information about transit while standing on the street corner. With this design focus in mind, there will be information about schedules, fares, and bus locations. Bringing active and dynamic content to the website is a complex programming challenge, which is where we are in the development of the site right now.
- The design is complete. Stoltz is adding content to the pages and working on programming. One unanticipated wrinkle to the process is the changes to service in Canyon County, where fixed-line service is being replaced by on-demand service. We now have to update multiple pages of the website.
- Assuming there aren't any significant programming challenges, the website will launch in mid-October.

### Customer Service Updates

The concept behind the customer service updates is to provide a consistent look and feel to all of the public-facing materials. There are five main aspects to this initiative:

- Fare Posters – These large-scale displays will be installed at each of the facilities where there is a customer service window, Main Street Station, the administrative office, and Happy Day Transit Center. The posters will display current fare pricing clearly and consistently.
- ValleyConnect App Flyers – Stoltz redesigned the flyers promoting the mobile ticketing app to better fit with the overall Valley Regional Transit brand.
- Interior Bus Poster Templates – There is certain required information inside the buses. These templates add consistency to the look and feel of these posters.
- Brochure Templates – Valley Regional Transit has a variety of brochures explaining various aspects of our services. Many were designed years ago with inconsistent branding. This project addresses this with brand-specific templates in a program multiple people within the organization can use.
- Navigator Handbook – Navigators do a lot of things to provide the public with information about VRT services. The handbook attempts to codify the role of a navigator, so Customer Service can explain and connect customers to our services.

### COVID-19 Response

Much of our response to the COVID-19 pandemic has been focused on sharing information with the public about our efforts to keep riders safe, and the things riders can do to keep themselves and others safe. The biggest push has been through social media messages reinforcing the basics of wearing a mask, washing hands frequently, social distancing, and not riding buses when sick. These same messages are backed up with content on our website, posters on our vehicles and decals in our public spaces.

### Safe Travels, Treasure Valley

It's no secret that ridership is down from pre-COVID times. Part of the reason for the decline is that many downtown offices are still not back to full capacity. Bars remain closed, and restaurants are operating at lower capacities. There aren't as many people that need to get from one place to another. But another big reason for the decline in public transit ridership is that many people don't feel safe sharing a ride with a lot of people.

The concept behind this public-facing campaign is to retain current riders, reach out to those who used to ride transit, and message employers, assuring everyone that riding public transportation is safe, clean, and affordable.

Key aspects of the campaign include:

- A weekly newsletter updating subscribers on the efforts each form of public transportation is taking to protect the public using their services.
- A social media campaign focused on reassuring messages about the safety of public transportation.
- Influencer engagement – tapping into influential people, politicians, bloggers, etc., who might share their good experiences using public transportation.

The campaign will run through the end of October.

#### Canyon County On-Demand Service

On October 5, 2020, traditional fixed-route service in Canyon County will be replaced by a new concept in public transportation – On-Demand service. Riders will be able to use an app to request a ride, plugging in the start and finish points. The service should dramatically increase the number of places where transit can pick up and drop off passengers.

The marketing required swift turnaround time. Stoltz has completed or is working on the following:

- Designed and implemented a new name and logo for “VRT OnDemand.”
- Designed new signs for existing bus stops.
- Bus advertising panels
- Messaging for education and promotion of the new service

#### Riders First

Riders First is an internal marketing campaign designed to help all VRT staff ‘live the brand.’ The goal is to inspire employees to go the extra mile to ensure every customer has the best possible experience when working with the region’s premier public transportation authority.

The campaign was to have rolled out at the VRT All-Staff meeting in April, but the pandemic has prevented us from staging any large meetings. The plan now is to kick off the campaign in October in small groups.

The key aspects of the campaign include:

- A video produced by Stoltz to remind and inspire staff that everything they do is about helping people get from where they are to where they need to be.
- An employee and partner survey that attempts to gather the attitudes of those working for VRT.
- Internal posters and screensavers that inspire employees to strive for the best possible customer experience.
- Collateral templates – memos, PowerPoint templates, letterhead, etc.

Social media “About Us” copy – messaging that reinforces in the public eye, the messaging employees hear within our facilities.

**Staff Recommendation/Request:**

This is for information only.

**More Information:**

For detailed information contact: Dave Fotsch, Programs Director, 208.331.9266,  
[dfotsch@valleyregionaltransit.org](mailto:dfotsch@valleyregionaltransit.org)

**TOPIC:** Bike Share Program

**DATE:** September 18, 2020

**STAFF MEMBER:** Dave Fotsch

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

**Staff Recommendation/Request:** None, information only

**Implication:** None

### Highlights:

- Boise GreenBike will suspend all operations effective September 30, 2020.
- As of September 18, 2020, Boise GreenBike has 24,813 active members, who have made 130,836 overall trips since the beginning of the program, covering 336,729 miles and burning 13.48 million calories.
- Below are tables showing system performance since 2015.



- The Title Sponsorship agreement with St. Luke's and SelectHealth ended effective April 15, 2020, even though the bikes, station hubs, and support vehicles have displayed the logos of the former sponsors.
- The City of Boise provided financial support to the program through the end of the Fiscal Year, September 30, 2020.
- On September 17, 2020 SelectHealth, which owns the 'greenbike' domain name, shut off public access to the Boise.GreenBike.com website two weeks before the service was scheduled to be suspended.
- We are continuing to schedule meetings to recruit new top-level sponsors.
- VRT signed a contract with Drop Mobility to bring in an all-new, all electric-assist fleet of bikes in the spring of 2021. Drop will pay for the bikes, VRT has to cover the cost of operating the system. If we are unable to secure high level sponsors, there will be no bike-share in Boise next year.
- Drop Mobility delivered 25 bikes to Micron Technology in early June. Drop Mobility paid bike-share personnel to set up the bikes and make them ready to launch whenever Micron is ready.
- 

### **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
  - The Watercooler (Local Construct)
  - Midas Gold
  - Idaho Central Credit Union (two station hubs at Boise State)
  - Parkway Station
- We continue to schedule meetings with potential sponsors.

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