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Joint Executive Board Meeting and Regional Advisory Council Agenda

Monday, November 2, 2020

11:00 AM

via teleconference at <https://global.gotomeeting.com/join/402707733>

or by dialing in 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

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. RAC ACTION: Minutes of the October 20, 2020 Meeting 0 Pages 6-7

The Regional Advisory Council is asked to approve the minutes of the October 20, 2020 meeting.

B. EXECUTIVE BOARD ACTION - Minutes of the October 5, 2020 Executive Board Meeting 0

Pages 8-9

The Executive Board is asked to consider approval of the minutes of the October 5, 2020 Executive Board meeting.

C. EXECUTIVE BOARD ACTION: Minutes of the September and October Regional Advisory Council Meeting 0 Pages 10-13

The Executive Board is asked to accept the minutes from the September 15 and October 20, 2020 RAC meetings.

D. EXECUTIVE BOARD ACTION: Specialized Transportation Service Provider Project Budgets 0

Pages 14-43 Leslie Pedrosa

Staff requests the Board approve Resolutions VEB20-012, VEB20-013, VEB20-014, VEB20-015, VEB20-016, VEB20-017, VEB20-018, VEB20-019, VEB20-020, and VEB20-021 to move forward with operating contracts for all service providers whos budgets were approved under Resolution VBD20-014 by the VRT Board on August 3, 2020.

E. EXECUTIVE BOARD ACTION: Ridership Reporting and Automatic Passenger Counters (APC)

Update 0

Pages 44-45 Dave Meredith

Dave Meredith will present an update on Ridership Reporting and the use of APC. The Executive Board is asked to approve the use of data obtained from the Automatic Passenger Counters to gather ridership information and other key data for the National Transit Database (NTD) reporting.

V. FINANCE COMMITTEE - None

VI. EXECUTIVE BOARD - ACTION ITEMS

A. EXECUTIVE BOARD ACTION: Public Transportation Agency Safety Plan 0 Pages 46-75 Dave Meredith

The Executive Board is asked to review and consider approval of Resolution VEB20-011 - Public Transportation Agency Safety Plan.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. JOINT INFORMATION: 2021 Title VI Update 0

Pages 76-77 Alissa Taysom

Staff will review the 2021 Title VI update with the Executive Board and Regional Advisory Council. A link to the draft 2021 Title VI report can be found here:

<http://www.valleyregionaltransit.org/media/2368/titleviprogram-2021draft.pdf>

B. JOINT INFORMATION: Service Change FY2021 0

Pages 78-79 Alissa Taysom

Staff will present an update and review the service change concepts for FY 2021.

C. JOINT INFORMATION: FY 2020 Public Comment Report 0

Pages 80-81 Mark Carnopis

Members will have the opportunity to review the report, which primarily provides information about public input concerning Valley Regional Transit transportation operations.

D. JOINT INFORMATION - Transportation Development Plan 0

Pages 82-85 Jill Reyes

Staff will provide the Regional Advisory Council and Executive Board an update on the draft of the 2021-2025 Transportation Development Plan. Due to the size of the document, we have provided a link to the item. Draft 2021-25 TDP plan:

http://www.valleyregionaltransit.org/media/2369/draft_tdp2021-25.pdf

E. JOINT INFORMATION: On-Demand Transit Update 0

Pages 86-87 Leslie Pedrosa

Staff will present an update for On-Demand Transit in Canyon County.

F. EXECUTIVE BOARD INFORMATION: Procurement Calendar 0

Page 88

The most current Procurement Calendar was included in the packet for information.

G. JOINT INFORMATION: Department/Staff Reports 0

Pages 89-107

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

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

⊖ = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:

December 7, 2020

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

Regional Advisory Council Minutes

Tuesday, October 20, 2020 - 9:00 AM

[Join Microsoft Teams Meeting](#) -or dial in at 469-965-2358 Conference ID: 711 123 388#
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen	Kelly Berg	Mark Carnopis, VRT
Lisa Brady	Salome Mwangi	Paula Cromie, VRT
Susan Bradley	Gaby Tapia	Rachel Haukkala, COMPASS
Randy Johnson		Kaite Justice, VRT
Terri Lindenberg		Leslie Pedrosa, VRT
Jeremy Maxand		Jill Reyes, VRT
Mary Beth Nutting		Eric Selekof, VRT
Walter Steed		Alissa Taysom, VRT

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order at 9:02 with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

ACTION: Items on the Consent Agenda consisted of the minutes of the September 15, 2020 Meeting.

Jeremy Maxand moved to approve the items on the consent agenda as presented; Susan Bradley seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Update on Regional Advisory Council (RAC) Membership Matrix and RAC Membership Lists

Mary Beth Nutting reviewed and updated the membership matrix. This information will be used to help identify groups or parts of the region for recruiting members in open positions.

Members would like to add representation from the Area Agency on Aging, the Idaho Commission of the Blind, bus operators, employers and the business community in order to have a broader idea of transportation concerns and needs in our community.

Susan Bradley committed to renew her membership with the RAC for the next three years.

The group discussed Lisa Brady's vacancy and possibly changing the bylaws to allow for VRT staff to serve on the Regional Advisory Council.

Following discussion, Jeremy Maxand made a motion to retain Lisa Brady as a member of the RAC and amend the bylaws, if needed, to make that possible; Randy Johnson seconded. The motion passed unanimously.

ACTION: RAC Fiscal Year 2021 Work Program

Walter Steed led a discussion to review the topics and issues RAC members can identify and prioritize for discussion, which will lead to the RAC work program for FY2021.

ACTION: RAC Meeting Calendar for FY2021

Mary Beth Nutting moved to approve the FY2021 meeting calendar; Terri Lindenberg seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Local Revenue Update

Jill Reyes presented provided a local allocation summary for requested funding from local jurisdictions and agencies for fiscal year 2021.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update for On-Demand Transit in Canyon County.

INFORMATION: Pass Program Redesign

Eric Selekof provided update to the Regional Pass Program redesign, as well as updates for future work.

INFORMATION: COVID-19 Impacts

Leslie Pedrosa provided information regarding the ongoing COVID response, ridership information, and what is being done to keep riders and bus drivers safe.

INFORMATION: Department/Staff Reports

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

ADJOURNMENT – The meeting was adjourned at 10:51.

NEXT REGIONAL ADVISORY COUNCIL MEETING:

November 2, 2020 (Joint meeting with the VRT Executive Board)

Via virtual meeting or

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



Executive Board Meeting Minutes

Monday, October 5, 2020 - 11:00 AM

(Online and in-person)

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

CALLING OF THE ROLL – Chair Tom Dale called the meeting to order at 10:05 a.m. with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Items in the Consent Agenda consisted of the following:

- Executive Board Minutes from 08-03-2020 Meeting Regional Advisory Council Minutes for the June Regional Advisory Council Meeting
- New Regional Advisory Council Member - Samantha Kenney
- 2021 Executive Board and Board of Directors Meeting Calendars and Proposed 2022 Calendars

Elaine Clegg moved to accept the consent agenda as presented; Jim Hansen seconded. The motion passed unanimously.

FINANCE COMMITTEE

ACTION: FY2020 3rd Quarter Operating Cash Balance Report - Jason Jedry presented the FY2020 3rd quarter operating cash balance report. Following discussion, Luke Cavener moved to approve the report; Sandi Levi seconded. The motion passed unanimously.

ACTION: FY2020 3rd Quarter Variance Report - Jason Jedry presented the FY2020 3rd Quarter Variance Report. Luke Cavener moved to approve the report; Debbie Kling seconded the motion. The motion passed unanimously.

INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan – Jason Jedry reviewed the policy adopted by the VRT Board in September 2018. In August 2020, the VRT Board sent the initial target recommendation back to the Executive Board for additional discussion. The Executive Board discussed 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.

ACTION ITEMS

ACTION: Draft Transportation Development Plan (TDP) – Jill Reyes presented the second draft of the TDP. Following discussion Elaine Clegg moved to defer this item until the November meeting to give staff time to work out issues and identify paths moving forward between the City of Boise and the City of Meridian; Garret Nancolas seconded. The motion passed.

ACTION: Electric Bus Infrastructure Construction Engineering and Inspection Services – Joe Guenther presented information regarding the Electric Bus Infrastructure Construction Engineering and Inspection Services. Following discussion, Elaine Clegg moved to approve Resolution VEB20-010 Electric Bus Infrastructure Construction Engineering and Inspection Services; Jim Hansen seconded. The motion passed unanimously.

INFORMATION: Draft Agenda - Executive Board and Regional Advisory Council Joint Meeting – The proposed agenda for the joint meeting with the Regional Advisory Council being held November 2, 2020 was included in the packet for information. There was not time to discuss this item.

INFORMATION: Public Transportation Agency Safety Plan – The Public Transportation Agency Safety Plan was included in the packet for information. There was not time to discuss this item.

INFORMATION: Title VI Update - An update to Title VI, of the Civil Rights Act of 1964, which prohibits discrimination in programs and activities receiving federal financial assistance on the basis of race, color, and national origin was included in the packet as information. There was not time to discuss this item.

INFORMATION: Valley Regional Transit Marketing Update - Dave Fotsch provided an overview and update of marketing initiatives.

INFORMATION: Bike Share Update – Dave Fotsch presented an update on the Bike Share program.

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 11:57 a.m.

Regional Advisory Council Minutes

Tuesday, September 15, 2020

9:00 AM

<https://global.gotomeeting.com/join/839482245>

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Kelly Berg	Deborah Allen	Kelli Badesheim, VRT
Lisa Brady	Randy Johnson	Mark Carnopis, VRT
Susan Bradley	Salome Mwangi	Paula Cromie, VRT
Terri Lindenberg	Gaby Tapia	Joe Guenther, VRT
Jeremy Maxand		Dave Fotsch, VRT
Mary Beth Nutting		Rachel Haukkala, COMPASS
Walter Steed		Stephen Hunt, VRT
		Leslie Pedrosa, VRT
		Randy Reese
		Jill Reyes, VRT
		Eric Selekof, VRT
		Alissa Taysom, VRT

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order at 9:05 a.m.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Jeremy Maxand moved to approve minutes of the June 16, 2020 RAC meeting as presented; Terri Lindenberg seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Regional Advisory Council FY 2021 Elections

Following discussion, Susan Bradley made a motion to nominate Walter Steed as chair for FY2021 and Mary Beth Nutting as the vice chair. Lisa Brady seconded the motion. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Regional Advisory Council Yearly Orientation

Kelli Badesheim presented the yearly orientation to the Regional Advisory Council members and set the stage for the coming year. A link to the presentation can be found at:

http://www.valleyregionaltransit.org/media/2267/rac_orientation_presentation_2020.pdf

INFORMATION: Regional Advisory Council and Executive Board Joint Meeting Agenda

RAC members were encouraged to bring ideas of topics they would like to see included on the Executive Board joint meeting agenda on November 2, 2020. Everyone was asked to email suggestions to Kelli, Walter and Mary Beth.

INFORMATION: COVID-19 Action Plan/Ridership Report

Leslie Pedrosa provided information regarding the ongoing COVID response, ridership information, what VRT is doing to keep riders and bus drivers safe and how decisions are being made in regards to what services are and are not available.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update for On-Demand Transit.

INFORMATION: Public Transit Campaign Overview - Market Strategies Update

Dave Fotsch provided an update on all current marketing initiatives.

INFORMATION: Bike Share Program Update

Dave Fotsch provided the latest developments with the bike share program.

INFORMATION: FY 2021 Service Change Update

Alissa Taysom presented an update on the FY 2021 service changes.

INFORMATION: Title VI Update

Alissa Taysom presented a status update on the 2021 update to the Title VI plan.

INFORMATION: Draft 2021-2025 Transportation Development Plan

Jill Reyes presented a high-level presentation of the draft 2021-2025 Transportation Development Plan.

INFORMATION: Department/Staff Reports

The August 3, 2020 department/staff reports were included in the packet for information.

ADJOURNMENT – Jeremy Maxand moved to adjourn the meeting, Terri Lindenberg seconded. The meeting was adjourned at 11:05 a.m.

Regional Advisory Council Minutes

Tuesday, October 20, 2020 - 9:00 AM

[Join Microsoft Teams Meeting](#) -or dial in at 469-965-2358 Conference ID: 711 123 388#
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen	Kelly Berg	Mark Carnopis, VRT
Lisa Brady	Salome Mwangi	Paula Cromie, VRT
Susan Bradley	Gaby Tapia	Rachel Haukkala, COMPASS
Randy Johnson		Kaite Justice, VRT
Terri Lindenberg		Leslie Pedrosa, VRT
Jeremy Maxand		Jill Reyes, VRT
Mary Beth Nutting		Eric Selekof, VRT
Walter Steed		Alissa Taysom, VRT

CALLING OF THE ROLL - Chair Walter Steed called the meeting to order at 9:02 with a quorum present.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

ACTION: Items on the Consent Agenda consisted of the minutes of the September 15, 2020 Meeting.

Jeremy Maxand moved to approve the items on the consent agenda as presented; Susan Bradley seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: Update on Regional Advisory Council (RAC) Membership Matrix and RAC Membership Lists

Mary Beth Nutting reviewed and updated the membership matrix. This information will be used to help identify groups or parts of the region for recruiting members in open positions.

Members would like to add representation from the Area Agency on Aging, the Idaho Commission of the Blind, bus operators, employers and the business community in order to have a broader idea of transportation concerns and needs in our community.

Susan Bradley committed to renew her membership with the RAC for the next three years.

The group discussed Lisa Brady's vacancy and possibly changing the bylaws to allow for VRT staff to serve on the Regional Advisory Council.

Following discussion, Jeremy Maxand made a motion to retain Lisa Brady as a member of the RAC and amend the bylaws, if needed, to make that possible; Randy Johnson seconded. The motion passed unanimously.

ACTION: RAC Fiscal Year 2021 Work Program

Walter Steed led a discussion to review the topics and issues RAC members can identify and prioritize for discussion, which will lead to the RAC work program for FY2021.

ACTION: RAC Meeting Calendar for FY2021

Mary Beth Nutting moved to approve the FY2021 meeting calendar; Terri Lindenberg seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Local Revenue Update

Jill Reyes presented provided a local allocation summary for requested funding from local jurisdictions and agencies for fiscal year 2021.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update for On-Demand Transit in Canyon County.

INFORMATION: Pass Program Redesign

Eric Selekof provided update to the Regional Pass Program redesign, as well as updates for future work.

INFORMATION: COVID-19 Impacts

Leslie Pedrosa provided information regarding the ongoing COVID response, ridership information, and what is being done to keep riders and bus drivers safe.

INFORMATION: Department/Staff Reports

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

ADJOURNMENT – The meeting was adjourned at 10:51.

NEXT REGIONAL ADVISORY COUNCIL MEETING:

November 2, 2020 (Joint meeting with the VRT Executive Board)

Via virtual meeting or

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Non-Emergency Medical Transportation (NEMT)	TOTAL COST: Not to exceed \$123,000
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PURPOSE/ACTION:

Valley Regional Transit Specialized Transportation program contracts with providers for NEMT in Ada County.

SCOPE OF WORK:

The NEMT providers agree to provide non-emergency medical transportation as part of the Rides to Wellness program, free of charge.

DISCUSSION:

VRT compensates providers a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are those scheduled for patients of St. Luke's, Saint Alphonsus and other designated clinics.

ALTERNATIVES:

Not providing transportation for these non-emergency medical trips fails to fill a needed gap for patients who need transportation to critical appointments.

FISCAL IMPACT:

The total expenses approved for this project is \$246,000. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020. The first and second quarter expenses for FY21 will not exceed \$123,000.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve a contract with to Ramp It Up, not to exceed \$123,000 for the first and second quarter of FY2021 to provide non-emergency medical transportation to patients of the Rides to Wellness program.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-012
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-012
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Ramp It Up Non-Emergency Medical Transportation Project Budget RESOLUTION VEB20-012

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH RAMP IT UP TRANSPORTATION AS A NON-EMERGENC MEDICAL SERVICE PROVIDER:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-012

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

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

Section 1. That the Executive Board authorizes a contract with Ramp It Up Transportation.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Village Van Project Budget	TOTAL COST: Not to exceed \$155,800
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PURPOSE/ACTION:

Valley Regional Transit works with staffing agencies to provide qualified drivers to operate Valley Regional Transit equipment for use in the Village Van service in Ada and Canyon Counties.

SCOPE OF WORK:

The Village Van service provides employee transportation to and from the workplace by encouraging users to use the Village Van service in lieu of private automobiles.

DISCUSSION:

VRT works with multiple staffing agencies to be able to recruit and maintain a consistent supply of qualified drivers. All drivers of the Village Van service are trained before they start operating a VRT vehicle, and are provided on-going training during their time driver a VRT vehicle.

ALTERNATIVES:

Not providing work place transportation alternatives, the amount of vehicles on the road will continue to increase.

FISCAL IMPACT:

The total annual expenses approved for this project is \$155,800. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to finalize agreements with staffing agencies to will provided qualified drivers to operate Valley Regional Transit vehicles as part of the Village Van service in Ada and Canyon County.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-013
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-013
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Village Van Project Budget RESOLUTION VEB20-013

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING CONTRACTS WITH STAFFING AGENCIES TO PROVIDE EMPLOYEE TRANSPORTATION TO AND FROM THE WORKPLACE, IN LIEU OF PRIVATE AUTOMOBILES:

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, works with staffing agencies to provide qualified drivers to operate Valley Regional Transit equipment for use in the Village Van service in Ada and Canyon Counties; and

WHEREAS, Valley Regional works with multiple staffing agencies to be able to recruit and maintain a consistent supply of qualified drivers; and

WHEREAS, Valley Regional Transit works to secure funding to support employee transportation; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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
VEB20-013

Regional Transit Pursuant to Chapter 21, Title 40; and

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

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

Section 1. That the Executive Board authorizes multiple contracts with staffing agencies.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Purchase of Service Project Budget	TOTAL COST: Not to exceed \$153,295
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for this project is \$306,590. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020. The first and second quarter expenses for FY21 will not exceed \$153,295.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Church of the Harvest, not to exceed \$153,295 for the first and second quarter of FY2021 to provide transportation services in a defined service area in Meridian.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-014
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-014
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Church of the Harvest Purchase of Service Project Budget RESOLUTION VEB20-014

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH CHURCH OF THE HARVEST TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF MERIDIAN:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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
VEB20-014

Regional Transit Pursuant to Chapter 21, Title 40; and

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

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

Section 1. That the Executive Board authorizes a contract with Church of the Harvest.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$65,644
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Meridian Senior Center, not to exceed \$65,644 for FY2021 to provide transportation services in a defined service area in Meridian.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-015
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-015
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Meridian Senior Center Acquisition of Service Project Budget RESOLUTION VEB20-015

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH MERIDIAN SENIOR CENTER TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF MERIDIAN:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-015

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

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

Section 1. That the Executive Board authorizes a contract with Meridian Senior Center.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$118,305
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Metro Community Services, not to exceed \$118,305 for the first quarter of FY2021 to provide transportation services in a defined service area in Canyon County.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-016
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	10/25/2020	RESOLUTION VEB20-016
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Metro Community Services Acquisition of Service Project Budget RESOLUTION VEB20-016

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH METRO COMMUNITY SERVICES TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF CANYON COUNTY:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-016

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

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

Section 1. That the Executive Board authorizes a contract with Metro Community Services.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$160,157
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Eagle Senior Center, not to exceed \$160,157 for the first and second quarter of FY2021 to provide transportation services in a defined service area in the city of Eagle.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-017
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-016
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Eagle Senior Center Acquisition of Service Project Budget RESOLUTION VEB20-017

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH EAGLE SENIOR CENTER TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF EAGLE:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-017

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

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

Section 1. That the Executive Board authorizes a contract with Eagle Senior Center.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$151,183
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Supportive Housing and Innovative Partnerships, not to exceed \$151,183 for the first and second quarter of FY2021 to provide transportation services in a defined service area in the Boise.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-018
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-018
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Supportive Housing and Innovative Partnerships Acquisition of Service Project Budget RESOLUTION VEB20-018

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH SUPPORTIVE HOUSING AND INNOVATIVE PARTNERSHIPS TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF BOISE:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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
VEB20-018

Regional Transit Pursuant to Chapter 21, Title 40; and

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

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

Section 1. That the Executive Board authorizes a contract with Supportive Housing and Innovative Partnerships.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$53,298
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Star Senior Center, not to exceed \$53,298 for FY2021 to provide transportation services in a defined service area in the Star.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-019
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-019
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Star Senior Center Acquisition of Service Project Budget RESOLUTION VEB20-019

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH STAR SENIOR CENTER TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF STAR:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-019

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

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

Section 1. That the Executive Board authorizes a contract with Star Senior Center.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$31,806
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PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Kuna Senior Center, not to exceed \$31,806 for FY2021 to provide transportation services in a defined service area in the Kuna.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-020
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-020
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Kuna Senior Center Acquisition of Service Project Budget RESOLUTION VEB20-020

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH KUNA SENIOR CENTER TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF KUNA:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-020

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

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

Section 1. That the Executive Board authorizes a contract with Star Senior Center.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



AUTHORIZATION FOR EXPENDITURE VRT EXECUTIVE BOARD APPROVAL

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget	TOTAL COST: Not to exceed \$69,183
--	--

PURPOSE/ACTION:

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

SCOPE OF WORK:

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

DISCUSSION:

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

ALTERNATIVES:

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

FISCAL IMPACT:

The total expenses approved for the acquisition of services project budget is \$1,315,832. The project budget was included in the fiscal year 2021 budget, Resolution VBD20-014 on August 3, 2020.

FINAL SELECTION OF PROJECT:

VRT staff requests the VRT Executive Board authorize the Executive Director to approve an agreement with Parma Senior Center, not to exceed \$69,183 for FY2021 to provide transportation services in a defined service area in the Parma.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION VEB20-021
1	EXECUTIVE DIRECTOR Up to \$49,999		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000	11/2/2020	RESOLUTION VEB20-021
3	VRT BOARD Approves procurements \$200,000 and over		

EXECUTIVE BOARD RESOLUTION

Parma Senior Center Acquisition of Service Project Budget RESOLUTION VEB20-021

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH PARMA SENIOR CENTER TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF PARMA:

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

WHEREAS, Valley Regional Transit those transportation choices support livable, healthy and sustainable communities; and

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021, Resolution VBD20-014 as approved by the VRT Board on August 3, 2020; 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

VEB20-021

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

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

Section 1. That the Executive Board authorizes a contract with Parma Senior Center.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November, 2020.

APPROVED by the Executive Board Chair this ____ day of _____, 20____.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD



TOPIC: Ridership Reporting and Automatic Passenger Counters (APC)

DATE: 11/2/2020

STAFF MEMBER: Dave Meredith

Summary:

The Federal Transit Administration requires transit agencies to report on transit usage and passenger miles traveled. Funding and planning partners are also dependent on Valley Regional Transit to provide performance data on the services VRT oversees. Efficient transit planning is also dependent on reliable, readily available performance data. Currently, VRT uses GFI fare boxes and manual driver surveys for federal reporting. This method is less accurate, time consuming and does not provide adequate level of detail for reliable, stop level analysis.

In April 2019, the Board of Directors approved Resolution VBD19-006, authorizing VRT to purchase and install automatic passenger counters (APC) on the fixed-route fleet of vehicles. The APC provide the means to collect reliable data automatically at the route and the stop level. The counters also provide data for on-time performance reporting and analysis. APC also separates fare policy and changes from ridership statistics.

The APC system counts passengers as they board or alight the transit vehicle. They do this by sensing when a person breaks a beam in front of the door. The system is sensitive enough to determine if the passenger is boarding or alighting and is connected to other data streams to determine at which bus stop and on which route the activity occurs. The APC system also has sensors for bike racks and wheel chair deployments so we can also collect information about bicycle and wheelchair use on transit.

Fixed-route vehicles were equipped with the equipment in June 2019, and VRT staff started the process to certify the data was valid and the equipment was working properly. Once all buses and routes were validated, VRT staff began the process to receive certification approval from the Federal Transit Administration (FTA) to allow annual ridership and passenger miles traveled data to come from the APC.

In March 2020, VRT received approval from the FTA to use data from the APC, to report annual ridership and passenger miles traveled, starting in fiscal year 2020. Since receiving the certification for use of the APC, we have been comparing ridership numbers between the GFI and APC. We are asking the Executive Board to approve the use of the APC data for our ridership reporting to the FTA.

In March 2020, the COVID-19 pandemic caused VRT to operate business is a different way to protect drivers and passengers. VRT suspended fares and began boarding passengers from the rear door, when possible. This change caused a disruption with the GFI fare box tracking, as they were no longer being utilized. Fortunately, an added benefit of the APC, is

when we are not collecting fares, we are still getting passenger counts as they do not rely on the fare box or driver surveys to gather ridership data. Without the APC, we currently would not be getting accurate passenger counts.

Our finding is the APC work as they should and have provided us a better understanding of our ridership in terms of numbers, where our passengers are getting on and off our vehicles and other reporting items that will assist us in better planning for route efficiencies and provide accurate data for our planning partners.

Based on the successful implementation of APC and the approval from the FTA, VRT plans to report ridership or Unlinked Passenger Trips (UPT), Vehicle Revenue Miles (VRM), Vehicle Revenue Hours (VRH) and Vehicles Operated at Maximum Service (VOMS), using data from the APC for FY2020 NTD reporting. The NTD report is due in January of 2021.

Additional technical information about the APC system is available upon request.

Staff Recommendation/Request:

Staff recommends the Executive Board approve use of APC data for our ridership reporting to the FTA.

Implication (policy and/or financial):

The availability of reliable data will allow VRT to provide service, where passengers are using the system. Ridership is important for federal funding as well as stakeholder and public support. Reporting data will be more accurate, ensuring VRT receives the appropriate federal funds, to improve planning capabilities.

Highlights:

- April 2019 Resolution VBD19-006 approved to purchase automatic passenger counters for fixed-route vehicles
- June 2019 Automatic passenger counters installed on fixed-route vehicles and data validation started
- March 2020 Federal Transit Administration approves VRT to use APC data for NTD reporting
- March 2020 VRT stopped collecting fares due to COVID-19 pandemic
- GFI fare box reporting relies on fares being collected and driver input to report ridership data
- APC provide more accurate and detailed information for ridership and planning data, with no reliance on driver or passenger interaction
- Due to the fare collection being suspended, VRT is still able to collect data for reporting purposes

More Information:

- 1) For detailed information contact: Dave Meredith, Compliance Officer, 208-258-2729, dmeredith@valleyregionaltransit.org



TOPIC: Public Transportation Agency Safety Plan

DATE: November 2, 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 was 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:

Action item: Request the Executive Board approve the PTASP plan as currently written.

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

Public Transportation Agency Safety Plan (PTASP)



10/1/2020

Valley Regional Transit (VRT)

700 NE 2nd Street, Suite 100
Meridian, ID 83642

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CHAPTER 1 – TRANSIT AGENCY INFORMATION

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

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

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.

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.

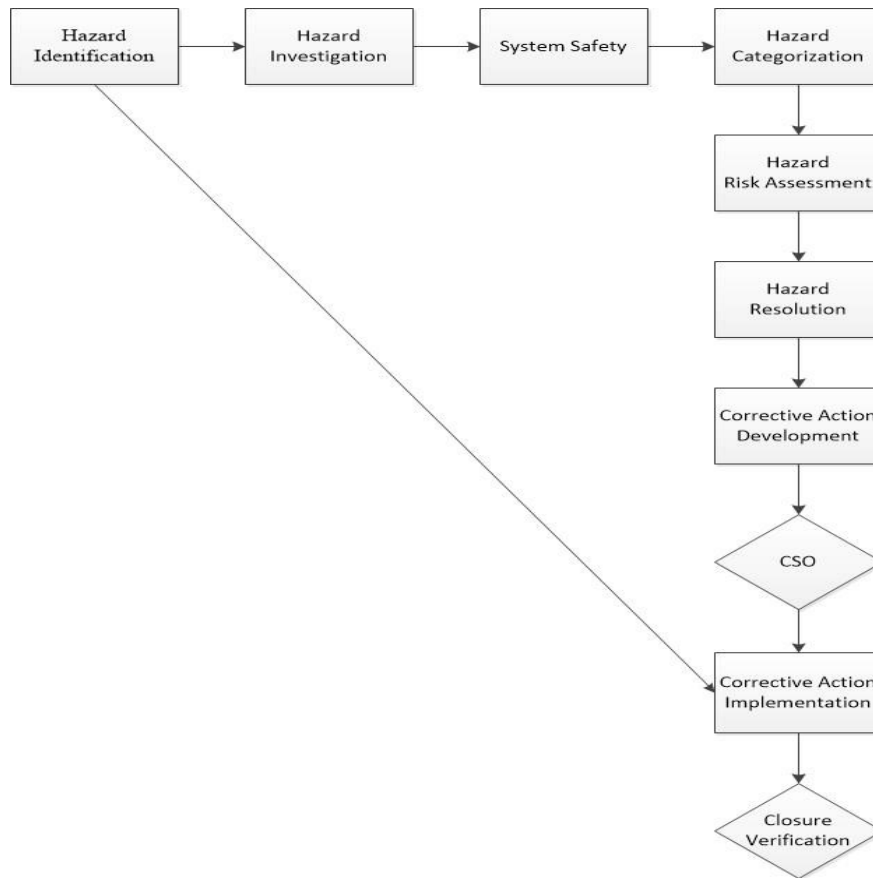
The Chief Safety Officer will document identified safety hazards in the Accident/Incident Analysis Report workbook as needed. The Chief Safety Officer, supported by the Safety Committee, will review and address employee reports. Each report will be reviewed to ensure hazards and their consequences are 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

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:
 - Review of safety related accidents and incidents to determine culpability
 - Identify the causes associated with each event
 - Develop mitigation measures to reduce the risk of events occurring in the future
 - Review of policy and procedures
 - Training
 - 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
 - Contracted vehicle operators
 - Contracted dispatchers
 - Contracted maintenance technicians

- 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

- Reasonable Suspicion Determination and Reporting
- 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.

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

EXECUTIVE BOARD RESOLUTION

Public Transportation Agency Safety Plan RESOLUTION VEB20-011

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PUBLIC TRANSIT AGENCY SAFETY PLAN, THE REQUIREMENTS OF THE FEDERAL TRANSIT ADMINISTRATION'S (FTA) FINAL RULE 49 CODE OF FEDERAL REGULATIONS PART 673, ARE MET.

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, Valley Regional Transit is a recipient or sub-recipient of financial assistance under Title 49 Chapter 53 of the United State Code Section 5307 funds; and

WHEREAS, Valley Regional Transit operates fewer than 100 vehicles in peak service; and

WHEREAS, Valley Regional Transit worked with the Idaho Transportation Department to develop a Public Transportation Agency Safety plan; and

WHEREAS, Valley Regional Transit ensures the Public Transportation Agency Safety Plan is in compliance with all local and federal requirements; 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.

VEB20-011

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

Section 1. That the Executive Board approves the Public Transportation Agency Safety Plan as written.

Section 2. That the Executive Board delegates the Executive Director as the Accountable Executive for the Public Transportation Agency Safety Plan for Valley Regional Transit.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 2nd day of November 2020.

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

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

TOPIC: Title VI Update
DATE: November 2, 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.

The current Title VI draft can be found at the [following web link](#):

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

Updates:

The primary updates to Title VI include:

- Demographics
- Refugee Resettlement Data
- Service Changes
- Fare Change

Project Schedule:

Summer 2020	Identify areas that need to be updated and begin updates
September 2020	Status report to RAC
October 2020	Information item to Full Board
November 2020	Information item to RAC and Executive Board
December 2020	Action item to RAC for recommendation for approval
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



TOPIC: FY 2021 Service Change Update

DATE: November 2, 2020

STAFF MEMBER: Alissa Taysom

Summary:

Prior to the COVID-19 pandemic, VRT staff defined the following goals for FY2021 service changes:

- Continued improvement of on-time performance
- Continued expansion of service on Premium Services, specifically Fairview
- Expanded fixed-route service in Meridian
- Improved service along the West Bench

Since that time, VRT staff has further refined the Meridian service expansion. Progress on other changes, however, have been delayed due to the COVID-19 impacts. In response, VRT staff has adjusted the FY 2021 service change scope and calendar.

FY 2021 Service Change Scope:

VRT will continue working with jurisdiction staff as we engage the public and refine FY 2021 service concepts.

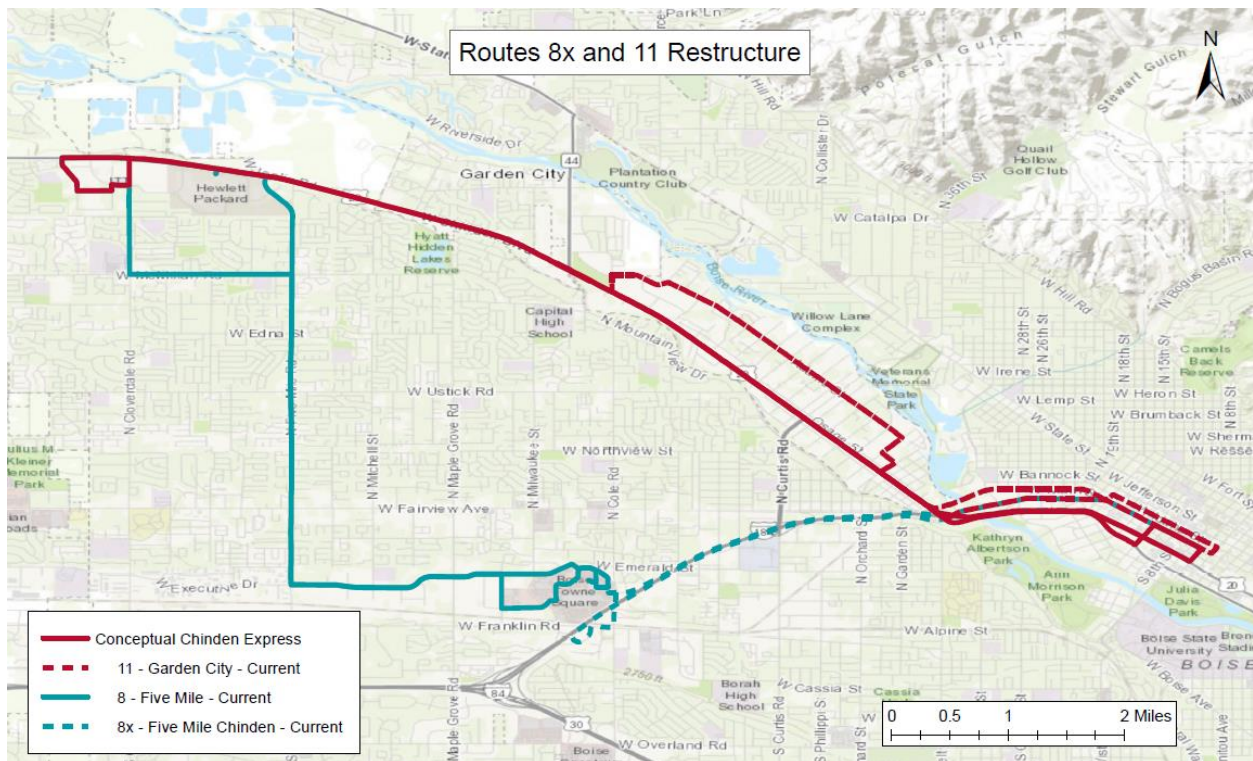
- 8x/11 Restructure: VRT will develop a cost neutral restructure of routes 8, 8x and 11. The purpose of the restructure will be to improve connections to the new State of Idaho Chinden Campus, while maintaining service along the Five Mile corridor.
- Meridian Service: VRT will implement new service in the City of Meridian between Ten Mile Crossing and Kleiner Park.

Service Concepts:

The restructure of the 8x and 11 would consolidate the two routes into a single route from downtown Boise out to the State of Idaho Campus on Chinden. Service would be increased on route 8 to cover the gap in service on Five Mile, by the elimination of the 8x.

Currently, route 8 runs hourly, from 8:15 am to 2:15 pm, from the Towne Square Mall, down Five Mile, to the State of Idaho Campus on Chinden. The 8x operates three morning trips (6:15 am, 6:45 am and 7:30 am) and three afternoon trips (2:35 pm, 3:45 pm and 5:10 pm), running a large loop from the Towne Square Mall to Downtown Boise and out to the State of Idaho Campus on Chinden, before returning to the Towne Square Mall via Five Mile. Route 11 runs hourly during the peak, running two morning trips, starting at 6:45 am, and three evening trips, starting at 2:45 pm, from downtown Boise, down Chinden to Kent, before returning to downtown Boise on Adams.

VRT will continue to work with jurisdiction staff in finalizing the service concepts shown below before soliciting public comment on the proposals.



Project Schedule:

August – September 2020	Develop Initial concepts
October 2020	Initial Concepts to the Board
November – December 2020	Solicit public input
January 2021	Present final proposal for Board approval
February – April 2021	Implement Changes
Late spring 2021	Service Starts

Staff Recommendation/Request:

For information and discussion. No action at this time.

Implication (policy and/or financial):

These service changes are designed to better serve the residents of the Treasure Valley and move Ada County toward the vision in ValleyConnect 2.0.

More Information: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org



TOPIC: FY 2020 Public Comment Summary Report

DATE: October 20, 2020

STAFF MEMBER: Mark Carnopis

Summary:

The Valley Regional Transit (VRT) Executive Board and the Regional Advisory Council began discussing the need for a comprehensive public comment report regarding ValleyRide bus/ACCESS services in fall 2016. This report would provide a general overview of comments and suggestions made by the public entered into our FleetNet document management system by VRT staff and Help Desk representatives.

In addition to providing an overview on what the public has to say about our transportation services, the report is provided to VRT and operations staff to identify problem areas and address those concerns.

The first two reports analyzed data from the first half and second half of fiscal year 2017. A decision was made to produce one public comment report that covered a full fiscal year beginning in fiscal year 2018 (which began October 1, 2017).

The FY 2020 report is the second year the document has been presented in a one-page format (as developed by the Regional Advisory Council and Executive Board) rather than a multi-page report.

Findings (comparison of FY 2019 and FY 2020 statistics):

- The percentage of valid complaints from all categories dropped to 39 percent from 52.2 percent
- Boise fixed-route service, which makes up 84.5 percent of total ridership, saw a drop in valid complaints per 10,000 rides to 1.61 from 2.5 the previous year
- Valid complaints per 10,000 rides dropped in every category except inter-county service. The percentage of valid complaints for inter-county service increased from 1.63 to 10.4.

Staff Recommendation/Request:

No action required. This is an information item.

Implication (policy and/or financial):

No projected financial implications other than staff time needed to secure the information and develop the report.

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

Public Comment Report

Fiscal Year 2020 (October 1, 2019—September 30, 2020)

Total complaints: 436 Total valid: 170 Percentage valid: 39%

Valid complaints per 10,000 rides: 1.5 (does not include Misc. category)



Service Type	Total complaints	Total Valid	Percentage Valid	Valid complaints per 10,000 rides	Top complaint categories (with valid percentages)		Total Ridership
Boise Demand Response	96	43	43%	13.4	On-time performance: Policies and Procedures: Missed Passenger	72.2% 38.7% 43.7%	32,180
Boise Fixed-route	239	93	38.9%	2.5	Missed Passenger: Discourteous Driver Aggressive/Careless Driver	45.5% 34.9% 39.4%	956,752
Nampa/Caldwell Demand Response	4	2	40%	N/A	Two complaints for aggressive/careless driving, one each missed passenger, and on-time performance,		2.123
Nampa/Caldwell Fixed-route	26	6	23.1%	1.53	Missed Passenger On-time performance Policies and Procedures	12.5% 40.0% 25.0%	39,322
Intercounty service	35	10	28.6%	1.63	Discourteous Driver Missed Passenger: On-time performance	50% 30% 11%	61,209
Specialized Transportation	14	5	35.7%	1.25	Aggressive/Careless driving:	25%	40,063
Misc: (IT, Mobility, Help Desk, Main Street Station)	22	11	50%	N/A	Bus stop location/maintenance: Inaccurate/conflicting information: Website:	100% 33% 50%	N/A



TOPIC: Transportation Development Plan

DATE: November, 2 2020

STAFF MEMBER: Jill Reyes

Overview:

The 2021-2025 Transportation Development Plan (TDP) outlines a service implementation plan that proposes growth in the fixed-route network and integrated mobility solutions and 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
- Provide transparency to our funding partners about the projected expenses and revenues needed to operate various programs and services
- Provide guidance and project level detail to VRT's annual budget and the public transportation elements of the Transportation Improvement Program

The Draft 2021-2025 was developed over the last year to build on the strategic direction provided in ValleyConnect 2.0 adopted in 2018.

- Fall 2019 VRT Staff presented the TDP schedule to the Executive Board, Staff and stakeholders.
- Winter 2020 VRT prepared project proposals and revenue assumptions with input from VRT staff, local jurisdictions, agencies and partner providers.
- 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. VRT Board adopted FY21 Budget.
- October 2020 A second draft of the TDP was presented to the Executive Board for review and comment
- November 2020 A third draft will be brought to the Executive Board for review and comment

The TDP is intended to be an annually updated document used to inform budget development of future years. As such, VRT staff has determined that a final 2021-2025 plan will not be brought to the Board for release to the public, nor for adoption in January as proposed in previously presented timelines. Instead, staff time will shift to delivering FY2021 projects and development of the FY2022 budgets. This will ensure that staff can continue to assess the financial impacts of the COVID-19 pandemic, align local and regional priorities, and progress those investments that have already been identified as a priority for the Board. It is expected that a 2022-2026 TDP development process will resume in the spring/summer of 2021.

The 2021-2025 TDP, includes for 2021, a number of projects approved through the annual budget and COVID-19 Action plan:

- Approximately \$19.9 million dollars in fixed-route, on-demand and specialized transportation operations, programs, and planning
- Approximately \$9.4 million in facility maintenance, rolling stock replacement and system enhancements
- Approximately \$950 thousand of marketing, sanitizing, and pandemic related expenses

Service Plan Highlights

The service implementation plan is focused on including services that have been discussed with local funding partners

- On-Demand Transit Pilots
- Investments in Boise's Best in Class Corridors
- Placeholder projects for regional connections

The development of the service plan also highlighted the need for more coordination around regional services and how regional priorities should be prioritized among local jurisdictional priorities.

Capital Plan Highlights

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

- Deferred Maintenance
- Investments in Boise Best in Class Corridors
- Placeholder projects for passenger facility improvements

Regional Programs and Supports

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

- Planning and Design for maintenance and passenger facilities
- Integrated Mobility Plan to define program goals and revenue sources for neighborhood collaboratives, transit connections and other mobility programs
- Programs like Bikeshare 2.0 and Safe Routes 2 School

5-Year Financial Plan

The complete five-year plan totals approximately \$185 million dollars creating a five-year funding goal of approximately \$78 million. This assumes that current programmed federal funds and allocated 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

Summary of Comments

During the development of the draft TDP with VRT staff, partner providers, and funding partners, comments, concerns and suggestions were collected and next steps have been identified. Below is a summary of ongoing and potential future actions to grow the TDP as a tool for implementing near-term projects in pursuit of the long-range vision for public transportation in the region.

Comment/Concern	Current Action	Future Action	Other Considerations
Lack of Project Detail	Project Summary Sheets were developed to provide narratives and associated costs for proposed projects in the Service Implementation Plan.	Include project summary sheets for large capital projects and programs	Scope, cost estimation and partner identification, measures/metrics will be the main focus for project development and TDP inclusion.
Cost estimation/Project Detail	Additional cost estimations and project phasing is provided when available.	Planning is underway to provide improved cost estimates, implementation timelines for capital projects.	None
Understanding of impacts to the system.	Project Summary sheets provided available data.	Regional facility expansion and master plans are underway to detail capacity and operational constraints of existing passenger and maintenance facilities.	New services or programs when proposed must also consider a variety of impacts such as associated services, administration, and maintenance.
Impacts to annual contributions	Staff reviewed the feasibility of providing cost sharing estimates for local jurisdictions on proposed services.	Service and Capital Plan projects will be evaluated to identify high-level cost sharing estimates.	Regional routes and capital projects will be the main focus continued cost allocation refinement.
Uncertainty about financial constraint and funding goals.	None. The TDP identified a funding goal equal to the amount of proposed projects less the amount programmed in the TIP.	Review the applicability of defining projects as funded vs unfunded, programmed vs unprogrammed, committed vs pending.	Due to the unique and varied funding commitments in the region the TDP does not project available amounts of local funding and only identifies estimated need.
TDP Project Commitments and Amendments	The TDP is intended to be updated annually and aligned with service development, capital planning, and budgeting cycles. Projects may be removed, added or implemented at the discretion of the board.	Improve communication of assumptions for TDP processes and uses. Provide clarity on cyclical windows for inputs and outputs.	None
Public Engagement	The Draft TDP has only been published in VRT Board packet materials,	Review the timing and level of public review done at the project development, programming, and	VRT remains committed to demonstrating responsible financial stewardship through

	no additional outreach has been conducted.	implementation phases of the TDP.	established documents and financial reporting.
Prioritization and Constrained Funding	Prioritization guidelines include the TAM Investment prioritization, local transit priorities and funding commitments.	Engage VRT Board on strategies for investments items such as cash reserves, deferred maintenance and capital expansion.	Additional guiding principles were adopted to prioritize projects related to pandemic recovery and response.
Performance Measurement/Project Tracking	None. Projects included are aligned with the goals and objectives as defined in VC 2.0	Develop performance measurement system or additional metrics with which to evaluate and analyze project proposals.	None

Staff Recommendation/Request:

This is an information item only.

Implication (policy and/or financial):

The Transportation Development Plan helps guide budget development, project scheduling and coordination.

Referenced Data:

Draft Transportation Development Plan

More Information:

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



TOPIC: Canyon County On-Demand Transit

DATE: October 20, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Revenue and ridership in Canyon County have not kept up with cost or performance expectations. Attempts to adjust service levels and routes within those resources continue to lead to low quality services and continuing poor system performance. Accordingly VRT staff evaluated Canyon County local services to determine how those services could be redesigned to be more productive within the limited resources currently available.

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

VRT staff expects to build new ridership contracts and/or funding partnerships with the expanded service area. Staff also expects to see increased efficiencies and higher ridership revenue over the term of the on-demand pilot term. If this pilot is successful, it will become the model for on demand transit within other VRT service area.

VRT received nine proposals for the on-demand solution. The evaluation team carefully reviewed each proposal and vendor presentation. The evaluation team determined Via Mobility, LLC to be the most responsive, responsible, and advantageous proposer.

Staff Recommendation/Request:

This is an information item.

Implication (policy and/or financial):

Although there is a demonstrated need for public transportation in Canyon County there is declining support for funding the current model of fixed route transit for local service. The on-demand transit pilot will offer an innovative way to improve services within existing financial conditions. Doing nothing will continue the downward cycle of poor performance and lack of financial support, eliminating local fixed route service over time.

Updates:

- Service started on Monday, October 5, 2020
 - Minimal issues for drivers and users
 - Day 10 statistics
 - 314 riders accounts created
 - 99% demand met
 - Average wait time - 19 minutes
 - Average ride time – 17 minutes

- Average ride distance – 5 miles
- Average ride rating – 4.7 stars
- Average walking distance to stop – 553 feet

Highlights:

- Spring 2020 – Presentations to current funding partners
- Summer 2020 – Vendor evaluations and selection completed with project team
- Fall 2020 – Service launched on time

Next Steps:

- Continue public education of the new service solution
- Continue marketing new service solution
 - Includes working with local funding partners to push out notifications
- Continue to build partnerships in new service area
- Monitor service to ensure buses are available when riders request trips
 - Able to adjust daily based off of advanced reporting

For detailed information contact:

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

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

ITEM VII-F

Goods/Service	Total Procurement Amount	Potential Executive Board Action	Potential VRT Board of Directors Action	Comments
Service Truck w/ Utility Bed	\$72,000	December 7, 2020		VRT is requesting quotes from vendors for one (1) service truck with a utility bed.
Planning Services	\$250,000		January 4, 2021	State Street Corridor Transit Operational Analysis
Integrated Mobility Planning and Research	\$50,000	January 4, 2021		Hire consultant to assist in drafting an Integrated Mobility plan for VRT

Upcoming/Active Procurements:

Support Vehicle – Ada County
COVID-19 Mode Choice Research

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

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

Updated 10/19/2020



TOPIC: Executive Director Report
DATE: October 23, 2020
STAFF MEMBER: Kelli Badesheim

Fiscal Year Activities

VRT finance staff are completing the annual close of our fiscal year financials and preparing for the annual audit later this fall. We are looking to repeat another year with no findings on our annual audit. I am impressed with the work of our finance staff under the leadership of our controller, Jason Jedry. He brings out the wonderful strengths of all the members of the finance team to improve processes and the quality of the financial work overall. In addition, Jason's team will be pivoting back to preparing for the Triennial Review conducted by the Federal Transit Administration. The review was scheduled to be done in spring 2020, but was delayed until sometime in 2021.

Jason and I are meeting with our local funding partners to review changes to our Cooperative Agreements based on implementing the Local Cost Allocation Methodology and ensuring VRT can leverage and optimize the CARES funding available to the betterment of the regional services and all of our local jurisdiction partners. This is no small challenge due to all the proverbial "levers" at play in the work. VRT's approach has been received positively so far.

One of the questions we are exploring with jurisdictions revolves around the information they need to have trust in transparency and their interests are being met in the work we do. This input will be feeding into the project VRT is completing on updating our Business Intelligence systems.

The staff is also working on defining the objectives, scopes, deliverables and timelines for the multiple projects the VRT Board approved at the October meeting. Each one of these projects is an aspect of work, that when taken together, puts VRT on a more solid foundation to grow and be resilient for unforeseen future disruptions. We are committed to delivering these projects as efficiently and effectively as we can.

VRT Response to Coronavirus Pandemic

VRT continues to be in Stage 3 for Ada County and Stage 4 in Canyon County. Service levels have all been restored for all fixed-route services. We continued suspension of fare collection in October and are currently evaluating a process for reinstituting fares in mid-November. One aspect of this process is determining a path to re-open Main Street Station to the public. This process includes working closely with Central District Health Department to ensure we can meet their safety guidelines. The public still has access to the customer service lobbies in Meridian and at Happy Day Transit Center.

We continue to get excellent compliance with passengers and staff wearing face coverings on all public transportation services. VRT requested the contractors of the Boise and Canyon services to require face coverings by employees and customers. VRT is continuing to secure the necessary supplies to maintain enhanced sanitation and provide coverings to

passengers who do not have their own. I am happy to report to date we are not aware of any cases of COVID-19 connected to the transit system.

City of Boise Communication and Reporting Processes

I will be working closely with City of Boise mayor's and finance staff to evaluate and update our processes for reporting and communicating across our organizations. I will use the input from this process to guide changes we are already making to our performance tracking, asset management analyses processes, and financial reporting processes. We will also use the information we are getting from other regional partners to ensure VRT can deliver the quality reports to all our partners with the tools and resources we have available.

Executive Director Projects

- Leading a community project team to expand Rides 2 Wellness in Canyon County, we are pushing out the assumption testing phase into October. The service is tentatively scheduled to begin in December 2020 or January 2021
- Facilitating Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health.
- Facilitating a discussion on Statewide Technology needs for updating fixed-route and demand response scheduling systems. RFP will be going out under CTAI in October.

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

TOPIC: Development Department Monthly Report

DATE: October 21, 2020

STAFF MEMBER: Stephen Hunt

Summary: Update of Development Department activities for the month of August and September 2020

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**
VRT Staff has continued working with stakeholders to align projects in the draft FY2021-25 Transit Development Plan (TDP) with local jurisdiction goals and ValleyConnect 2.0 goals. Future work in the TDP will guide additional performance based project development, programming, and monitoring.

Programming/Budget Development

- **Local and Federal Allocations** – VRT staff coordinated FY 2021 funding requests and will review the implications of COVID-19 and the CARES Act grant award with funding partners. Staff will begin integrating resiliency, direct response and strategic direction projects in the FY2021 budget amendment.

Goal 2 – Increase Ridership and Revenue

- **Meridian Service Expansion and FY 2021 Service Change** – Staff has continued working with City of Meridian staff and stakeholders to build supporting passenger infrastructure and move forward with service implementation in FY 2021.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Boise Operations Facility**
 - **Electric Bus Infrastructure**
Construction on electric bus infrastructure at the Orchard Facility has begun. Transformers, Switch Gears and Proterra chargers are all scheduled for delivery this fall. The contractor is on schedule for VRT to begin operation of electric vehicles by spring of 2021.
 - **Fuel Island Work**
Based upon TAM scoring, staff is coordinating repairs to the CNG facility including: replacing parts of the gas dryer, electrical monitoring equipment, replacing the fluid

dispensing building, and relocating the cooling system for the compressor building in 2020. STV Consulting is assisting with design and consultant management. ECI engineers is assessing the electrical monitoring equipment and the compressor cooling systems. AECOM is reviewing the replacement of the fluid storage building

- **Orchard Facility Master Plan**

The lowest ranking TAM item after the fuel island is the existing pavement at the site. A Facility Master Plan is being prepared to coordinate pavement repairs/replacement and incorporate the CNG projects as well as the E-Bus infrastructure into the Orchard Facility. Staff is negotiating a contract with the successful proposer on the Orchard Facility Master Plan, Jacobs Engineering. The facilities master plan will be prepared and civil engineering will lead to construction in summer of 2020. Deficiencies include parking lot capacity and circulation, inadequate drainage, outside storage, and incorporation of electric bus infrastructure. VRT received competitive funding from the 5339 bus and bus facility grant for expansion of the Orchard Facility to make room for fleet expansion and electrification. Construction at the Orchard Facility will start in 2020 and will continue for up to three years.

- **Happy Day Transit Center Upgrades**

Staff is reviewing and updating planned repairs and upgrades. VRT is developing a final funding plan to begin the construction side of this effort. Construction includes replacing broken doors and repair/replacement of the maintenance facility roof. Upgrades to the roof drainage and front façade will occur with the repair/replacement of the facility roof to extend the useful life of the building.

- **Main Street Station**

All warranty tasks have been completed and retainer has been released to Gardner Co through Halley Troxell. Staff has coordinated the installation of social distancing signage in Main Street station and arranged to have additional cleaning services on hand when Main Street Station is open to the public. Staff has worked with ITD's bridge engineer to schedule the bridge deck inspection in late fall 2020. Staff is working with Office Equipment to relocate VRT staff offices within the facility to meet distancing guidelines and improve working conditions. Repairs and ongoing maintenance include work to security doors and gates.

- **Bus Stops**

The 2020 bus stop improvements project is mostly complete with approximately 34 sites in Boise, Eagle and Meridian receiving ADA upgrades for safety and access. Construction is on schedule for completion before November 15, per contract. Canyon County stops were prepared for the start of On Demand service. Staff will evaluate stops for safety and design compliance in fall 2020.

- **State Street Corridor Projects**

Working with ACHD and COMPASS, Fehr and Peers, has begun Syncro modeling to analyze the different alignments between State Street, Whitewater Blvd, and Main Street Station. The planned community outreach has been delayed until November when analysis will be complete.

State Street Executive and Technical Teams have been working together to identify actions that would help member agencies continue making progress on the Transit and Traffic Operations Plan (TTOP). Staff will release the State Street Transit Operational Analysis project for bid by the end of October 2020.

Other Development Activities

- **Title VI** –Next submittal will be January 2021.
- **Grant Opportunities** – VRT was awarded over \$2 million dollars from the 5339 competitive bus/bus facilities grant to make improvements at Orchard including potential parking lot expansion to support fleet electrification and expansion. VRT continues to apply for federal grants as opportunities arise including competitive grants focused on innovative service delivery and electrification of our fleet.

More Information:

Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org

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

Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

Jill Reyes, Planning Programmer, 208.258.270, jreyes@valleyregionaltransit.org

Derrick Personette, Facility Master Technician, dpersonette@valleyregionaltransit.org

TOPIC: Operations Department Staff Report

DATE: October 21, 2020

STAFF MEMBER: Leslie Pedrosa

Summary:

Status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations for the months of July and August

Regional Operations

VRT staff worked with Canyon County contractors to prepare for the launch of the on-demand service that was planned to replace the local fixed-route bus service. This service began October 5. This new service was needed to replace the local fixed-route bus service that had a continued cycle of poor performance. This new service was planned with the understanding that service could use existing buses, drivers, and bus stops, while keeping within current budget constraints. This new service solution is expected to provide more direct service between Nampa and Caldwell in a shorter amount of time, increase the service area, increase financial partners, improve the user experience and provide better reporting. The service structure is innovative and new, and all funding partners are very excited to see this new service launch and succeed. VRT hopes this new service model can be used throughout the Treasure Valley for other areas where we provide service.

VRT staff finalized work with Ada and Canyon County contractors to prepare for the implementation of service changes on October 1. These changes are intended to enhance the rider experience of existing riders. VRT continues to proactively respond as needs change due to the pandemic. These changes are intended to enhance the rider experience of existing riders. Service changes include:

- System wide improvement of on-time performance
- New layout for schedules that will be easier for the public to understand how to use the service and where the service goes
- New service into the City of Eagle at the morning and afternoon peak
- Extended late night service for several routes on Saturday, as well as extended service on route 2 during the week
- Revised routing to improve service

Continued work with CTAI to prepare a RFP for a statewide solution for fixed route and demand response scheduling software.

Site construction for electric bus charging infrastructure began at the Orchard facility in Boise. Expected delivery date for the first four buses is March 2021 and the remaining eight are expected November 2021.

Highlights:

Contracted Transportation

- Canyon County had no preventable accidents in September
 - Fixed-route on-time performance 90%
 - ACCESS on-time performance 87%
 - Installed new signage for on-demand service and removed old signage
- Ada County had no preventable accidents in September
 - Fixed-route on-time performance 88.3%
 - ACCESS on-time performance 97.7%
 - On-site construction started for electric bus charging infrastructure

Boise State Bronco Shuttle

- Resumed services August 24
 - Operating Monday through Friday from 7:00 a.m. – 6:00 p.m.
 - Only running Blue and Orange routes
 - Masks required
 - Limiting seating on vehicles
 - Driver barriers installed
 - Increased bus sanitizing
 - Continue to see a rise in cases on campus, has not affected drivers

Specialized Transportation

- Village Van
 - Vans at 75% capacity
 - Working with partner to determine possibility of adding service in Canyon County
- Eagle Senior Center is closed
 - Opening delayed, no new date set
 - Continuing curbside Meals on Wheels Monday through Friday
 - Scheduling trips for essentials services only
 - Passengers required to have temperature taken before boarding
 - Masks are required
 - Limited to six passengers on bus at any given time
 - Buses are sanitized several times during the day
 - Starting a Saturday trip for outings, first planned trips is to the Snake River Farmers Market in Marsing
 - Ridership slowly increasing
- Kuna Senior Center
 - Providing medical, shopping and lunch trips on Tuesday's
 - Providing field trips and restaurant trips on Thursday's
 - Open Monday, Wednesday, Friday from 8:00 a.m. – 12:45 p.m.
 - Tables are 10 feet apart, only 4 to a table, no more than 50 in the building
 - Masks suggested

- Temperature taken before allowed inside
 - Providing rides to center for lunch and games
 - Providing Meals on Wheels delivery
 - Vehicle sanitized daily
- Star Senior Center (no changes)
 - Open Wednesday and Friday for lunch and bingo from 10:00 a.m. – 2:00 p.m.
 - Tables are spread out and more tables are set up
 - Masks are required inside, unless eating
 - Temperatures are taken before they enter building
 - Tables and chairs are sanitized once center closes
 - Appointments can be made on Tuesday and Thursday as well
 - Shopping trips reduced to two trips per month, only providing service to Walmart and Trader Joe's
 - Passengers required to wear masks on bus
 - Vehicles sanitized daily
- Meridian Senior Center is closed (no changes)
 - Delivering meals to homebound bus riding clients
 - Drivers wear masks and gloves and meals are placed in bag and left on doorknob or doormat of residence
- Parma Senior Center is closed (no changes)
 - Allowing curbside meal pick-up
 - Will deliver meal if needed
 - Providing bus service Monday through Thursday between 8:30 a.m. – 11:30 a.m.
 - Providing trips to only one passenger, and their attendant if needed, at a time
 - Only providing medical and shopping trips
 - Face coverings are strongly recommended
 - Vehicle is sanitized between each trip.
- SHIP operating Monday through Friday from 7:00 a.m. - 6:00 p.m. (no changes)
 - Added service during pandemic to provide trips from Corpus Christi/Interfaith Sanctuary to the “cool room” and the Boise Public Library
 - Ridership gradually increasing
 - No trips being provided to YMCA, Elk's Rehab or senior center
 - Providing trips for essential services only
 - Masks are recommended
 - Sanitizing vehicle between trips
- Harvest Transit
 - Providing trips for essential services
 - Continuing extra cleaning and disinfecting measures
 - Encouraging masks and social distance seating
 - Ridership steadily increasing
- Metro (no changes)
 - Providing trips for essential services
 - Ridership slowly increasing
 - Sanitizing vehicles between passengers and at the end of the day
 - Applying a germ killer monthly to touchable surfaces

- Volunteer Drivers
 - Ridership is gradually increasing
 - Several frequent riders use service everyday
 - Drivers required to wear mask
 - Passengers required to wear mask
- Rides2Wellness
 - Ridership consistently increasing
 - Provider is operating normal business hours
 - Drivers required to wear masks
 - Requesting passengers to wear masks
 - Sanitizing vehicle between trips
- Interfaith Sanctuary (no changes)
 - Providing limited service for essential trips and daycare
- Lyft Transit Connections
 - Ridership had a slight increase
 - Driver and passenger are required to wear masks
- VRT Late Night
 - Ridership has dropped significantly
 - Driver and passenger required to wear masks
- Calvary Church has not resumed services

Information Technology and Intelligent Transportation Systems

- Staff resolved 140 support requests from 143 submitted
- Completed Microsoft Teams implementation for staff
- Completed asset disposal for FY20
- Updated all SSL certificates for domains and devices
- Continued to report ridership to track trends following COVID-19 pandemic
- Staff has begun to prepare all systems for upcoming service change and on-demand transit

Compliance

- Continued to work on the COVID crises, communicating key points to VRT executive staff:
 - Weekly meetings with Central District Health and the joint Ada and Canyon County Emergency Operations Center
 - Biweekly meetings with Southwest District Health on the Joint Information System taskforce
 - Continued to monitor the CDC website daily
 - Tracking and listening to the Governors press conferences
 - Monitored the cleaning and sanitizing of equipment
 - Distributed face coverings to allow VRT to require face coverings for passengers
- Working with automatic passenger counter equipment company to prepare for upcoming service change
- Completed TAM inspection scoring for FY20 for VRT and ACHD Commuteride; will be working with Public Transportation Provider Group to update plan with board approval
- Completed Public Transportation Agency Safety Plan with ITD; once approved by board will be implemented

Customer Service Support

- Customer service handled 2,249 of 2,346 phone calls for information, with 94 calls abandoned. The average call time was 2 minute, 3 seconds and the average hold time was 16 seconds
- Reservationist handled 895 of 927 phone calls to change or schedule a ride, with 26 calls abandoned. The average call time was 3 minutes, 22 seconds and the average hold time was 8 seconds
- September mobile ticket sales totaled \$235.00
 - Fare collection was suspended in June
- Staff is preparing for upcoming service changes

More Information:

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

TOPIC: Finance and Administration Activity Report

DATE: November 2, 2020

STAFF MEMBER: Jason Jedry, Finance Controller

Summary

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

VRT Strategic Plan

Goal 1 – Demonstrate responsible stewardship of public resources

Highlights:

Budget/Finance

- Finance staff are working on closing the month of September and preparing for FY2020 year end
- Finance staff are preparing for the annual audit
- The finance department is currently training a new Grants and Compliance Administrator and a Procurement and Contracts Specialist
- At the end of August, VRT operating expenses were 14% under budget and capital expenses were 86% under budget.

Grant Management

- VRT's Grant and Compliance Administrator is preparing for the FY2021 project and grant cycle and the grant application process.

Procurement

- Staff have been working on contract extensions and the following procurements:
 - Integrated Fare Payment System
 - Support Vehicles
 - Orchard Master Plan
 - State Street Corridor Transit Operational Analysis

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



TOPIC: Community Projects/Outreach Efforts Update
DATE: October 20, 2020
STAFF MEMBER: Mark Carnopis

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

VRT Strategic Plan

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

- Regional Outreach Toolkit and Speakers Bureau

Goal 3 – Build institutional and regional capacity

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

Highlights

- The tentative date of the 22nd annual Stuff the Bus is December 5. We park our buses outside the seven Fred Meyer stores in the Treasure Valley and volunteers from the Salvation Army collect toys for families in need. I am developing a plan that will allow for the event to take place while ensuring the health and safety of participants. We collected more than 11,000 toys at last year's event.
- We successfully participated in a virtual resource fair developed by the city of Boise. The Boise Neighborhood Interactive 2020 event. We were able to develop an informational web page for the event and I was available to answer any questions from the public. Next up is a second virtual event – the 2020 Virtual Community Resource and Information Fair, scheduled for November 10, 12 and 13.
- I am updating the FY2020 VRT fact sheet.
- Outreach (assumption testing) for the Rides2Wellness project in Canyon County has started. We are working with health service providers to assist in gathering input to proposed operational models for the transportation service. Implementation of this service is expected in early 2021.
- The redesign and launch of our valleyregionaltransit.org website is expected to be live as you read this. I will continue to serve as content editor for the website.
- I am conducting additional outreach to promote the new bus service to Eagle. This includes working with the city's communications staff person and the Chamber of Commerce, and visiting with local businesses and residential areas (e.g. apartment complexes).

- I will be active in the State Street Alternative Analysis Public Outreach efforts that begin Monday, November 9.

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

TOPIC: Programs Update

DATE: October 22, 2020

STAFF: Dave Fotsch, Programs Director

Summary:

The Programs area covers Navigation and Safe Routes to School, and Marketing.

Safe Routes to School

The Safe Routes to School (SR2S) program officially became a service of Valley Regional Transit with the start of Fiscal Year 2021, October 1st. SR2S had been housed under the YMCA, even though the funding passed through VRT. The program adds four new employees to the roster at Valley Regional Transit.

Marketing

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 continues to add content and is working on programming. There have been challenges with the real-time bus tracking tool. Another unanticipated wrinkle is the changes to service in Canyon County, where fixed-line service has been replaced by on-demand service. Stoltz is now updating multiple pages of the website.

- Assuming there aren't any other significant programming challenges, the website will launch in November.

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. There have been delays in finding a vendor capable of producing the posters at a reasonable price.
- 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 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. We have opted to continue the newsletter beyond its original 12-week run, perhaps replacing the weekly publication with an every other week schedule.

- A social media campaign focused on reassuring messages about the safety of public transportation. This part of the campaign will run through November.
- 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 November.

Canyon County On-Demand Service

On October 5, 2020, traditional fixed-route service in Canyon County was 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 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 kick off in small groups starting October 28th.

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.

Marketing in FY 2021

October 21, the VRT Marketing Committee met with representatives of Stoltz Marketing to go over upcoming events and overall strategy for marketing the agency and its services in the new fiscal year. Stoltz will come back to the committee with recommendations on marketing in early November.

Staff Recommendation/Request:

This is for information only.

More Information:

For detailed information contact: Dave Fotsch, Programs Director, 208.331.9266,
dfotsch@valleyregionaltransit.org



TOPIC: City Go Report

DATE: November 2, 2020

STAFF MEMBER: Kaite Justice

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

Highlights:

- City Go staff has completed the Integrated Fare Payment Application procurement. The procurement was approved by the VRT Board of Directors on October 5, 2020. Staff is currently working through contract negotiations with Cubic Transportation Systems and will continue to work towards the implementation and launch of the new payment application. The estimated launch for the first phase of the system is May 2021.
- City Go continues to compile and distribute real-time information on all protocols, changes and closures to all public transportation modes due to COVID-19 and find innovative ways to conduct community outreach.
- City Go completed the 5 year MOU for the downtown mobility collaborative with CCDC, ACHD Commuteride, Boise State, and VRT.
- City Go staff met with 10 new businesses in the last month about transportation benefits and City Go membership.
- City Go staff has completed the VRT Regional Pass Program redesign from residential, employer, and human service agencies. The redesign shifted the program from a ridership-based contract to a person-based contract. City Go staff is working on accommodations for current pass program holders because of COVID-19, shifting current customers to the new system, and working to gain new contracts and grow the program.
- City Go staff is working on a new marketing campaign focused on downtown Boise that will launch mid-November and run through December. The campaign will focus on parking, walking, and biking/scooting around downtown. City Go will be putting out a series of walking guides for holiday shopping and activities to do downtown.
- City Go staff is working on several of the TDP resiliency projects that will move forward over the next couple months including the Integrated Mobility Plan and the COVID-19 Mode Choice Research.

More Information:

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

TOPIC: Fleet Media Division - Report

DATE: November 2, 2020

STAFF MEMBER: Jason Russell

Summary: Updates to revenue and strategic activities related to sponsorship and advertising sales for Valley Regional Transit and Boise Bike Share.

<i>Valley Regional Transit - Underwriting Division</i>			
Fiscal Year	FY 20	FY 21	FY 22
Target Revenue:	\$435,835.00	\$528,246.00	\$600,000.00
Actual Contracted Revenue:	\$461,133.00	\$192,110.00	\$0.00
% of Target Revenue:	105.8%	36.4%	0

Highlights:

- Finalized Medical Marketing Northwest, LLC agreement as third party sales and sponsorship sales. Planning to roll out final media kit and sales kick off 11/10/20
- In conjunction with Stoltz Marketing, we have finalized the Valley Regional Transit Underwriting Media Kit and published rate card. We are working to have online versions ready to roll out with the new VRT website.
- Drafting a Memorandum of Understanding between VRT and City of Boise to facilitate public art on transit shelters allowing VRT to realize incremental revenue from these shelters
- We plan to head into stage two, of three, in rolling out the new bus benches in conjunction with our vendor Creative Outdoor Advertising.
- Have secured trade advertising from both KBSU (NPR radio) and KTSY radio to use in advertising VRT's programs and services. Both contracts reflect half cash and half trade.
- In discussions with Idaho Power to underwrite the new "E" buses, VRT has collectively chosen to utilize them specifically for its own marketing purpose or those of our partners and stakeholders. This will have direct result in the division achieving its financial goal in 2021. My hope is that bus benches and transit shelters will bring in what is turning out to be an aggressive goal for the current fiscal climate.
- Reviewing proposals from Streemetrics to provide real time impression and data collection for our advertising clients. While the overall package represents a substantial investment of \$30,000/annually, it will help our advertising show a return on investment for the transit buys.

More Information:

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