

Table of Contents

Agenda	3
ACTION: Minutes of the April 5, 2021 Executive Board Meeting	
MINUTES - Executive Board Meeting 4-5-2021	6
ACTION: Minutes from the March 16, 2021 Regional Advisory Council	
MINUTES - Regional Advisory Council Meeting 3-16-2021.	9
ACTION: Cash Flow Reserve and Maintenance Reserve Plan	
MEMO - Reserve Planning	11
ATTACHMENT 1 - Balanced Budget and Reserves Policy	14
ATTACHMENT 2 - Table Only- Table of Possible Infrastructure and Building and Grounds Changes	18
INFORMATION: Budget Work Shop - Preliminary FY2022 Expenses	
MEMO - FY2022 Budget Assumptions	19
Attachment A - Budget Comparison.	23
ACTION: FY2021 Bus Stops Improvements	
RESOLUTION VEB21-003 and AUTHORIZATION FOR EXPENDITURE for FY2021 BUS STOPS	28
ACTION: Bus Stop Typology Study	
AUTHORIZATION FOR EXPENDITURE VEB21-007 Bus Stop Typology Study	32
RESOLUTION VEB21-007 Bus Stop Typology Study	33
ACTION: Regional Vanpool Study	
AUTHORIZATION FOR EXPENDITURE VEB21-008 Regional Vanpool Study Procurement	35
RESOLUTION VEB21-008 Regional Vanpool Study	37
ACTION: Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Intelligent Transportation System	
RESOLUTION VEB21-006 Fixed-Route CAD AVL Intelligent Transportation System	39
AUTHORIZATION FOR EXPENDITURE Fixed-Route CAD/AVL Intelligent Transportation System	42
INFORMATION: Service Change Update	
MEMO - Service Change Update- Executive Board 5-4-2021.	44
INFORMATION: Procurement Calendar	
PROCUREMENT CALENDAR	46
INFORMATION: Department/Staff Reports	
REPORT - Executive Director.	47
REPORT - Development Department.	49
REPORT - Operations Department	52
REPORT - Finance Department	55
REPORT - Community Relations	56

REPORT - Programs and Marketing	57
REPORT - Fleet Underwriting.	59
REPORT - City Go	60

Executive Board Meeting Agenda

Monday, May 03, 2021

11:00 AM

The meeting will be held via Microsoft Teams Meetings at:

[Click here to join the meeting](#)

or by phone at 469-965-2358 (audio only) Conference ID: 128 628 382#

See note below*

I. CALLING OF THE ROLL

Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENTS (Comments will be limited to no more than three (3) minutes.)

IV. CONSENT AGENDA

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

A. ACTION: Minutes of the April 5, 2021 Executive Board Meeting ☐

Pages 6-8

The Executive Board is asked to consider approving the minutes from the April 5, 2021 Executive Board meeting.

B. ACTION: Minutes from the March 16, 2021 Regional Advisory Council ☐

Pages 9-10

The Executive Board is asked to consider acceptance of the March 16, 2021 Regional Advisory Council meeting.

V. FINANCE COMMITTEE

A. ACTION: Cash Flow Reserve and Maintenance Reserve Plan ☐

Pages 11-18

Jason Jedry

The Executive Board is asked to review and consider approving a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

B. INFORMATION: Budget Work Shop - Preliminary FY2022 Expenses ☐

Pages 19-27

Kelli Badesheim

The Finance Committee will review FY2022 Budget assumptions and projected expenses. The revenues and capital, and subrecipient expenses will be reviewed at the June 2021 Executive Board meeting.

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: FY2021 Bus Stops Improvements ☐

Pages 28-31

Joe Guenther

The Executive Board is asked to consider approving RESOLUTION VEB21-003 and AUTHORIZATION FOR EXPENDITURE for FY2021 for bus stop amenities purchase, and construction of bus stops with low TAMS scores or require ADA improvements.

- B. ACTION: Bus Stop Typology Study** Pages 32-34 Alissa Taysom
The Executive Board is asked to consider approving RESOLUTION VEB21-007 and AUTHORIZATION FOR EXPENDITURE for the Bus Stop Typology Study.
- C. ACTION: Regional Vanpool Study** Pages 35-38 Alissa Taysom
The VRT Executive Board is asked to consider approving RESOLUTION VEB21-008 for the Regional Vanpool Study.
- D. ACTION: Fixed-Route Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Intelligent Transportation System** Pages 39-43 Leslie Pedrosa
The Executive Board is asked to consider approving RESOLUTION VEB21-006 and Authorization for Expenditure with ETA Transit Systems for a Computer Aided Dispatch/Automatic Vehicle Location Intelligent Transportation System

VII. EXECUTIVE BOARD – INFORMATION ITEMS

- A. INFORMATION: Service Change Update** Pages 44-45 Alissa Taysom
Staff will provide an update on upcoming service changes to the Executive Board.
- B. INFORMATION: Procurement Calendar** Pages 46 Jason Jedry
The most current procurement calendar is included in the packet for your information.
- C. INFORMATION: Department/Staff Reports** Pages 47-60 Staff
The most current department/staff reports were included in the packet for your information.

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

ø = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:

June 7, 2021

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.

* 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. Attendance will be VERY limited, first come, first serve. The meeting will be held in the first-floor boardroom at the VRT administrative offices, 700 NE 2nd Street in Meridian.



Executive Board Meeting Minutes

Monday, April 05, 2021

11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Lantz McGinnis-Brown, Boise State	Kelli Badesheim, VRT
Luke Cavener, City of Meridian		Jarred Blankenship, VRT
Elaine Clegg, City of Boise		Bre Brush, City of Boise
John Evans, City of Garden City		Mark Carnopis, VRT
Debbie Kling, City of Nampa		Paula Cromie, VRT
Sandi Levi, City of Nampa		Jeannette Ezell, VRT
David Lincoln, ACCHD		Dave Fotsch, VRT
Lauren McLean, City of Boise		Karen Gallagher, City of Boise
Garret Nancolas, City of Caldwell		Joe Guenther, VRT
Joe Stear, City of Kuna		Jim Hansen, ACHD
		Rachel Haukkala, COMPASS
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Dave Meredith, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Toni Tisdale, COMPASS
		Corrie Washington, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:01, with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES – Reordered agenda items VII Item A and B as just memos. Move rebranding up to item A.

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the consent agenda consisted of the following

- **ACTION: Minutes of the March 1, 2021 Executive Board Meeting**
The Executive Board was asked to consider approving the minutes of the March 1 meeting.
- **ACTION: Minutes from February 16, 2021 Regional Advisory Council Meeting**
The Executive Board was asked to accept the minutes of the February 16, 2021 Regional Advisory Council meeting.
- **ACTION: FY2021 1st Quarter Operating Cash Balance Report**
The Executive Board was asked to review and consider approving the report.
- **ACTION: FY2021 1st Quarter Budget Reports**
The Executive Board was asked to review and consider approving the reports.
- **ACTION: New Regional Advisory Council Member**
The Executive Board was asked to consider approving Deeann Sollis as the newest member to the Regional Advisory Council.

Lauren McLean moved to approve the consent agenda as presented; John Evans seconded. The motion passed unanimously.

FINANCE COMMITTEE - None

EXECUTIVE BOARD ACTION ITEMS

ACTION: FY2021 - FY2027 Transportation Improvement Program Amendment - State Street Corridor

Lauren McLean made a motion to approve Resolution VEB21-005 recommending approval of the FY2021 through FY2027 TIP to include the State Street corridor transit enhancements; John Evans seconded. The motion passed unanimously.

ACTION: Uniforms for Ada County and Canyon County Locations

John Evans moved to approve RESOLUTION VEB21-004 and Authorization for Expenditure for uniforms for Ada County and Canyon County locations; Dave Lincoln seconded. The motion passed unanimously.

EXECUTIVE BOARD INFORMATION ITEMS

INFORMATION: Rebranding April 2021

Dave Fotsch discussed the possibility of retiring the ValleyRide brand and consolidating all service names under Valley Regional Transit.

INFORMATION - FY2022 Capital Investment Prioritization

A memo was provided to the Executive Board with an overview of project and funding data used in project prioritization and capital budget development. A full presentation to take place at the Board meeting.

INFORMATION: Local Cost Allocation Model

A memo was provided as a summary, along with a process chart and example output of the local cost allocation model that will be used in the development of funding requests for FY2022. A full presentation to take place at the Board meeting.

INFORMATION: Bike-Share Status Update

A memo giving an update on the status of VRT's bike-share program was included in the packet.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.

EXECUTIVE SESSION - None

NEXT VRT EXECUTIVE BOARD MEETING:

May 3, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



Regional Advisory Council Minutes

Tuesday, March 16, 2021

9:00 AM

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen	Lisa Brady	Kelli Badesheim, VRT
Kelly Berg	Samantha Kenney	Jarred Blankenship, VRT
Susan Bradley	Terri Lindenberg	Mark Carnopis, VRT
Randy Johnson	Salome Mwangi	Paula Cromie, VRT
Jeremy Maxand		Jeannette Ezell, VRT
Mary Beth Nutting		Joe Guenther, VRT
Walter Steed		Rachel Haukkala, COMPASS
		Stephen Hunt, VRT
		Leslie Pedrosa, VRT
		Randy Reese
		Jill Reyes, VRT
		Eric Selekof, VRT
		Deeann Solis – Citizen
		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

CONSET AGENDA

Items on the consent agenda consisted of the following:

ACTION: Minutes from February 16, 2021 Regional Advisory Council Meeting

Jeremy Maxand moved to approve the consent agenda as presented; Randy Johnson seconded. The motion passed unanimously.

ACTION ITEMS - None

INFORMATION ITEMS

INFORMATION: Neighborhood Based Coordination Committee Update

Mary Beth Nutting provided an update of the activities of the Neighborhood Based Coordination Committee and led a discussion of the Walk and Talk Event plan, which is scheduled for June.

INFORMATION: Regional Planning and Prioritization Next Steps

Stephen Hunt presented how VRT will apply the regional planning and prioritization workshops to the FY2022 budget development, along with how projects will be rolled out moving forward.

INFORMATION: Building Accessible Capacity

Leslie Pedrosa provided an update on the Building Accessible Capacity work group.

INFORMATION: Canyon County Rides 2 Wellness Update

Leslie Pedrosa presented an update on the Canyon County Rides 2 Wellness expansion.

INFORMATION: Canyon County On-Demand Transit Update

Leslie Pedrosa presented an update on the on-demand transit in Canyon County. The PowerPoint presentation was sent to the RAC members following the meeting.

INFORMATION: Valley Regional Transit FY2020

Members had the opportunity to review the FY2020 Valley Regional Transit Fact sheet and provide comment.

INFORMATION: Topics for Discussion

Members of the Regional Advisory Council had the opportunity to bring up topics they would like to be considered as a future agenda item.

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

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

ADJOURNMENT – Susan Bradly moved to adjourn the meeting; Jeremy Maxand seconded. The meeting was adjourned at 10:30 a.m.

NEXT REGIONAL ADVISORY COUNCIL MEETING:

April 20, 2021

VRT Boardroom (Meeting will be done virtually)

700 NE 2nd Street

Meridian, ID 83642

TOPIC	Reserve Planning
DATE	May 3, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

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

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

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

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

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

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

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

Staff Recommendation/Request

The recommendation in August was focused on complying with the first requirement of the 2018 policy to establish and set a target for the cash reserve. The recommendation was for the Board to stay at the minimum amount required by the policy. There was no designation for the maintenance reserve required in the policy. Staff recommended an amount close to the amount determined in the financial analysis provided to the Board in 2018 (Attachment #2).

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

The plan could include one of the options below:

1. Automatically assign all end of year spendable surplus to the Cash Flow Reserve and Maintenance Reserve in that order of priority until targets are reached. The average end of year spendable surplus for FY2018 and FY2019 was \$135,071. FY2020 spendable surplus was \$1,435,874 due to the utilization of CARES Act funds. It would take 33 years to reach the cash flow reserve goal at an average of \$135,071 per year.
2. Establish a specified period (three, seven, ten years) to achieve the target reserves and include this funding in the annual funding requests to partners utilizing the cost allocation methodology to determine allocations across jurisdictions that fund services.

Total Reserve Goal	# of years	Yearly Requirement
\$ 4,464,143	3	\$ 1,488,048
\$ 4,464,143	7	\$ 637,735
\$ 4,464,143	10	\$ 446,414

3. Establish an annual process where the spendable surplus is taken into consideration and credited to the annual reserve funding requests to partners.
4. A combination of any of the options above.

VRT staff have been conducting strategic direction and outreach meetings with local jurisdictions in the first half of FY2021. Local jurisdiction staff have shown an interest in funding a reserve through annual funding requests. Staff recommend establishing a goal of reaching the cash flow reserve goal over a seven year period utilizing option number 3.

Implication (policy and/or financial):

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

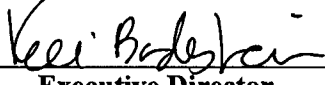
Attachments

The Balanced Budget and Reserves Policy
Table – Maintenance Reserve Target

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



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

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

Balanced Budget and Reserves Policy

Statement of Policy

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

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

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

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

Definitions

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

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

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

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

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

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

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

Policy

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

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

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

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

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

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

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

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

Table of possible infrastructure and building and grounds changes

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Notes
Memo item #2	Correction to infrastructure spending trajectory (does not include current budget amounts)											corrects downward trajectory
Ada Co	\$ 55,100	\$ 58,400	\$ 61,900	\$ 65,700	\$ 69,700	\$ 73,900	\$ 78,300	\$ 83,000	\$ 88,000	\$ 93,300	\$ 98,900	78%
Canyon Co	\$ 15,600	\$ 16,500	\$ 17,500	\$ 18,500	\$ 19,600	\$ 20,800	\$ 22,100	\$ 23,400	\$ 24,800	\$ 26,300	\$ 27,900	22%
Memo item #3	Bus stop and service change funds											Adds bus stops and service change funds
Ada Co	\$ 81,000	\$ 88,200	\$ 96,200	\$ 104,900	\$ 114,400	\$ 124,700	\$ 135,900	\$ 148,100	\$ 161,500	\$ 176,000	\$ 191,900	79%
Canyon Co	\$ 21,500	\$ 23,500	\$ 25,600	\$ 27,900	\$ 30,400	\$ 33,100	\$ 36,100	\$ 39,400	\$ 42,900	\$ 46,800	\$ 51,000	21%
Memo item #4	Building and grounds & infrastructure reserve account											Adds reserve amount of 4.5% of total budget
Ada Co	\$ 52,600	\$ 55,300	\$ 58,000	\$ 60,900	\$ 64,000	\$ 67,200	\$ 71,900	\$ 77,900	\$ 84,900	\$ 92,900	\$ 101,900	83%
Canyon Co	\$ 10,800	\$ 11,300	\$ 11,900	\$ 12,500	\$ 13,100	\$ 13,800	\$ 14,500	\$ 15,200	\$ 16,000	\$ 16,800	\$ 17,600	17%
Item #4 balance (reserve balance)												
	\$ 63,400	\$ 130,000	\$ 199,900	\$ 273,300	\$ 350,400	\$ 431,400	\$ 517,300	\$ 608,600	\$ 705,500	\$ 814,000	\$ 934,200	Reserve Balance
Item 2-4 totals												
Ada Co	\$ 188,700	\$ 201,900	\$ 216,100	\$ 231,500	\$ 248,100	\$ 265,800	\$ 282,100	\$ 299,000	\$ 316,400	\$ 334,200	\$ 352,400	
Canyon Co	\$ 47,900	\$ 51,300	\$ 55,000	\$ 58,900	\$ 63,100	\$ 67,700	\$ 71,900	\$ 76,500	\$ 81,400	\$ 86,600	\$ 92,100	



TOPIC	FY2022 Budget Assumptions
DATE	April 23, 2021
STAFF MEMBER	Kelli Badesheim

Summary

Valley Regional Transit (VRT) staff initiated FY2022 budget development in January 2021. Budget managers reviewed needs and developed budget expenses that best reflected actual and projected expenses for administrative, operating and maintenance costs of the agency and system. We recognized adopting a balanced budget was contingent on voluntary contributions from various funding partners, so our expectations of revenues evolved as we completed those negotiations.

The FY2022 budget cycle is the first where VRT is using the adopted Cost Allocation Methodology (CAM). Jill Reyes provided an overview of the CAM at the April Board meeting. The CAM shifts our budgeting perspective away from building a budget around estimated revenues, to building the budget around estimated expenses. This approach helps funding partners understand the fair share allocation of costs for services and overhead, and helps VRT stay within a structurally balanced budget.

VRT staff is meeting with staff and decision-makers to discuss the CAM allocations and gain an understanding of revenue assumptions for the upcoming budget year. The comparison of expenses between FY2021 and FY2022 are in Attachment A. The revenues for FY2022 are not included at this time since there is still a lot of refinement we need to make based on the meetings with local jurisdictions. A more detailed review of revenues will be part of the Finance Committee's June budget workshop.

COVID-19 Impacts

VRT developed the FY2021 budget prior to the onset of the pandemic, and later amended it to reflect anticipated expenses and changes in our economic landscape. In March of 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act included up to \$20 million in funding to support VRT's services with the intent to shore-up the operations and provide for a quicker recovery from the anticipated economic impact of the pandemic. In March of 2021, Congress passed the American Rescue Plan Act (ARPA). ARPA provided an additional \$2.9 million in funding to the region to support continued transit operations.

Strategic Objectives by FY 2025

VRT continues to focus on building a sustainable and resilient financial foundation, as established in the Strategic Direction Guidelines adopted by the VRT Board in 2020. Those objectives include:

- VRT achieves annual goals toward fiscally prudent cash and maintenance reserves
- VRT achieves annual asset replacement goals for assets scoring below 2.5
- VRT resumes service expansions to the transit network as defined in region's Transportation Development Plan

- Regional leaders have embraced and are actively pursuing a long-term, dedicated source to support adequate regional public transportation service levels.

FY 2022 Budget Assumptions

The following assumptions support a sustainable FY2022 budget through the changing landscape of the pandemic and revenue uncertainty.

- The FY2022 budget maintains current service hours, staffing levels, and administrative capacity.
- Local governments are committed to growing transit in the region.
- Local governments want to be informed about the “fair share” allocation for all costs to deliver scheduled services (overhead, services, capital).
- VRT derived revenue requests through the local cost allocation model to allocate expenses to partners and local jurisdictions served by the transit system.
- Staff will allocate federal relief funding to support Ada and Canyon county operating budgets.
- Staff will adjust directly generated revenue projections to reflect current economic trends.
- Staff will work with local jurisdictions to determine funding levels for FY2022 and finalize a budget for board consideration in August 2021.
- VRT will be seen as a valued and trusted partner as we navigate through the current economic uncertainty
- Local governments will engage actively in establishing revenue and service assumptions.

FY2022 Preliminary Budget Expenses Overview

Employee Compensation System

Assumes a three (3) percent increase in the merit pool for employee compensation for a total pool of \$68,546. The FY2021 budget did not include enough in the compensation pool to fund merit pay increases this year. The ability to pay for merit increases allow VRT to maintain competitiveness in the labor market to recruit and retain staff. VRT invests a lot in staffing to achieve the technical capacity our regional partners rely on to meet their transportation needs. The cost to the organization to replace one employee is estimated by VRT’s HR support to be between \$35,000 and \$65,000. The variance is based on the type of position. This is comparable to the cost of the entire merit pool.

The budget also assumes a five (5) percent increase in health benefits across all divisions.

Division 10, Regional Overhead

- *Projected two (2) percent increase in Division expenses*
- *One full-time employee (FTE) moved to Division 12*
- *Wages show increase of eight (8) percent based in part on market adjustments to salaries in the division following the wage scale changed adopted by the VRT Board in FY2021, and three (3) percent merit wage pool increase.*
- *Other variances in division are related to trends in actual expenses for the last two fiscal years.*

Division 12, Programs and Supports

- This division changed to house programs and other supportive activities under VRT including Bikeshare, Marketing and Navigation, Safe Routes 2 School, Underwriting, and City Go.
- The increase in benefits represents the addition of Safe Routes staff in the benefits pool.
- The decrease in professional services of 62 percent is due the one-time resiliency projects in FY2021 funded with CARES funding that are not projected for FY2022.
- Bikeshare expenses represent a half year of service if the service is resumed in Spring 2022

Division 20, Information Support and Specialized Transportation

- Overall decrease in division of 29 percent based primarily on lower projected service levels based on a shift from per ride reimbursements to per hour reimbursements
- Division added one additional customer service staff anticipating increases in ridership
- Increase in materials and supplies based on technology upgrades, printing for rebranding effort, and additional fuel for expansion of Village Van in Canyon County
- There is a significant decrease in Miscellaneous items between FY2021 and FY2022 based on the 2021 budget including the integrated payment app, and reflects anticipated savings in annual license and maintenance fees for fixed-route scheduling and dispatching technology in FY2022

Divisions 21 and 22 Ada County Fixed-Route and Paratransit Services

- Overall increase in division of four (4) percent from previous year
- Assumes one full year of new Meridian route
- Utility expenses shifted due to Federal Transit Administration (FTA) requirements based on addition of electric vehicles using electricity as a fuel source
- Assumes 10 percent increase in health insurance costs based on contractor's estimates
- Largest increase related to increase of general liability expense of about 40 percent per year

Division 23 Regional Planning and Capital Development

- Expenses represent an additional planning FTE to support planning in small urban area of Nampa, Caldwell and Middleton
- This budget will change significantly over the next month as we get more clarity on planning projects, capital, and subrecipient budgets

Divisions 24, 25, and 31 Canyon County Fixed-Route and Paratransit Services

- Overall increase in division of three (3) percent from previous year
- Largest increase related to increase of general liability expense of about 40 percent per year
- Some shifting of expenses between divisions due to changes in allocation of overhead and other costs shared across services

Staff Recommendation/Request

This item is for information only. Staff will present preliminary operating and capital budgets, and preliminary revenue projections to the Executive Board in June. The final budget will be sent for the Board's consideration at the August 2021 board meeting.

Implication (policy and/or financial)

VRT staff uses these preliminary budget expenses and revenue projections to run the local cost allocation model and develop funding requests for local partners.

Highlights

- January 2021 – Staff developed preliminary expense budgets.
- February – April 2021 – Staff initiated discussions with local jurisdiction funding partners on FY2022 revenue assumptions.
- May – June 2021 – Staff will continue local jurisdiction engagement and communicate local funding requests, strategies, and opportunities.

More Information**Attachments:**

Attachment A – FY21/FY22 Budget Comparison by Division

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

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

Base Budget Revenues			Regional Overhead			Boise Greenbike		
			10			12		
Category	2021	2022	% Diff	2021	2022	% Diff	2021	2022
401 Directly Generated Funds	\$ -	\$ -	0%	\$ (50,000)	\$ -	-100%		
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%		
403 Auxillary Revenue	\$ (100,000)	\$ -	-100%	\$ (283,653)	\$ -	-100%		
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%		
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
406 Federal Assistance - Operating/Administration	\$ (265,948)	\$ -	-100%	\$ (892,397)	\$ -	-100%		
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
408 Local Assistance - Operating/Administration	\$ (1,100,537)	\$ -	-100%	\$ (701,565)	\$ -	-100%		
Total Base Budget Revenues	\$ (1,466,485)	\$ -		\$ (1,927,615)	\$ -			
Contingent Revenue - Enhancements								
Total Revenues				\$ -	\$ -			
Base Budget Expenses			Regional Overhead			Boise Greenbike		
			10			12		
Category	2021	2022	% Diff	2021	2022	% Diff	2021	2022
501 Wages and Salaries	\$ 570,062	\$ 613,256	8%	\$ 521,751	\$ 504,965	-3%		
502 Fringe Benefits	\$ 388,173	\$ 396,911	2%	\$ 201,989	\$ 338,786	68%		
503 Professional Services	\$ 166,307	\$ 168,607	1%	\$ 1,030,055	\$ 387,048	-62%		
504 Materials and Supplies	\$ 21,905	\$ 28,300	29%	\$ 64,550	\$ 48,250	-25%		
505 Utilities	\$ 79,222	\$ 64,544	-19%	\$ 18,220	\$ 12,358	-32%		
506 Casualty and Liability	\$ 24,954	\$ 15,000	-40%	\$ 6,000	\$ 3,500	-42%		
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%		
509 Miscellaneous	\$ 187,508	\$ 184,314	-2%	\$ 50,050	\$ 57,942	16%		
511 Interest	\$ 400	\$ 400	0%	\$ -	\$ -	0%		
512 Leases and Rentals	\$ 27,955	\$ 27,955	0%	\$ 35,000	\$ 37,000	6%		
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%		
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
Total Base Budget Expenses	\$ 1,466,485	\$ 1,499,287		\$ 1,927,615	\$ 1,389,848			
Total Expenses less Depreciation	\$ 1,466,485	\$ 1,499,287		\$ 1,927,615	\$ 1,389,848			
% Difference in Base Budget			2%	-28%				
Contingent Expenses - Enhancements								
Total Expenses	\$ 1,499,287			\$ 1,389,848				

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

Base Budget Revenues			Information Supports/Specialized Transportation			Boise Fixed-route		
			20			21		
Category	2021	2022	% Diff	2021	2022	% Diff		
401 Directly Generated Funds	\$ (50,000)	\$ -	-100%	\$ (657,400)	\$ -	-100%		
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%		
403 Auxillary Revenue	\$ -	\$ -	0%	\$ (63,072)	\$ -	-100%		
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%		
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
406 Federal Assistance - Operating/Administration	\$ (3,843,306)	\$ -	-100%	\$ (6,337,688)	\$ -	-100%		
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
408 Local Assistance - Operating/Administration	\$ (539,172)	\$ -	-100%	\$ (1,054,429)	\$ -	-100%		
Total Base Budget Revenues	\$ (4,432,478)	\$ -		\$ (8,112,589)	\$ -			
Contingent Revenue - Enhancements							0	
Total Revenues	\$ -			\$ -				
Base Budget Expenses			Information Supports/ Specialized Transportation			Boise Fixed-route		
			20			21		
Category	2021	2022	% Diff	2021	2022	% Diff		
501 Wages and Salaries	\$ 424,614	\$ 465,379	10%	\$ 3,389,281	\$ 3,506,966	3%		
502 Fringe Benefits	\$ 265,284	\$ 346,502	31%	\$ 2,643,817	\$ 2,895,728	10%		
503 Professional Services	\$ 334,725	\$ 351,675	5%	\$ 492,856	\$ 518,547	5%		
504 Materials and Supplies	\$ 108,550	\$ 148,100	36%	\$ 775,550	\$ 779,000	0%		
505 Utilities	\$ 3,480	\$ 9,740	180%	\$ 194,364	\$ 126,594	-35%		
506 Casualty and Liability	\$ 78,000	\$ 83,000	6%	\$ 192,071	\$ 390,140	103%		
508 Purchased Transportation	\$ 2,213,025	\$ 2,102,000	-5%	\$ -	\$ -	0%		
509 Miscellaneous	\$ 1,004,800	\$ 171,550	-83%	\$ 336,700	\$ 180,010	-47%		
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%		
512 Leases and Rentals	\$ -	\$ -	0%	\$ 87,950	\$ 91,824	4%		
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%		
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%		
Total Base Budget Expenses	\$ 4,432,478	\$ 3,677,946		\$ 8,112,589	\$ 8,488,809			
Total Expenses less Depreciation	\$ 4,432,478	\$ 3,677,946		\$ 8,112,589	\$ 8,488,809			
	\$ 2,219,453	\$ 1,575,946		\$ 10,620,499	\$ 11,053,915			
% Difference in Base Budget	-29%			4%				
Contingent Expenses - Enhancements					\$ -			
Total Expenses		\$ 3,677,946			\$ 8,488,809			

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

Base Budget Revenues		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2021	2022	% Diff	2021	2022	% Diff
401 Directly Generated Funds	\$	(94,200)	\$ -	-100%	\$ -	\$ -	0%
402 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$	-	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$	-	\$ -	0%	\$ (20,494,518)	\$ -	-100%
406 Federal Assistance - Operating/Administration	\$	(2,413,710)	\$ -	-100%	\$ (1,009,233)	\$ -	-100%
407 Local Assistance - Capital	\$	-	\$ -	0%	\$ (4,042,930)	\$ -	-100%
408 Local Assistance - Operating/Administration	\$	-	\$ -	0%	\$ (207,396)	\$ -	-100%
Total Base Budget Revenues	\$	(2,507,910)	\$ -		\$ (25,754,077)	\$ -	
Contingent Revenue - Enhancements						\$ -	
Total Revenues		\$ -			\$ -		
Base Budget Expenses		ADA Paratransit (Demand Response)			Program Administration Support Planning		
		22			23		
Category		2021	2022	% Diff	2021	2022	% Diff
501 Wages and Salaries	\$	1,069,278	\$ 1,044,200	-2%	\$ 488,959	\$ 532,806	9%
502 Fringe Benefits	\$	958,971	\$ 943,183	-2%	\$ 278,342	\$ 304,881	10%
503 Professional Services	\$	112,495	\$ 116,870	4%	\$ 436,828	\$ 189,500	-57%
504 Materials and Supplies	\$	203,800	\$ 210,500	3%	\$ -	\$ -	0%
505 Utilities	\$	35,100	\$ 33,800	-4%	\$ 2,000	\$ 48,206	2310%
506 Casualty and Liability	\$	82,316	\$ 167,203	103%	\$ -	\$ -	0%
508 Purchased Transportation	\$	-	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$	9,200	\$ 9,250	1%	\$ 502,668	\$ 8,250	-98%
511 Interest	\$	-	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$	36,750	\$ 40,100	9%	\$ -	\$ -	0%
513 Depreciation	\$	-	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$	-	\$ -	0%	\$ 24,045,280	\$ 2,685,000	-89%
Total Base Budget Expenses	\$	2,507,910	\$ 2,565,106		\$ 25,754,077	\$ 3,768,642	
Total Expenses less Depreciation		\$ 2,507,910	\$ 2,565,106		\$ 25,754,077	\$ 3,768,642	
					\$ 1,287,081	\$ 595,642	
% Difference in Base Budget					-54%		
Contingent Expenses - Enhancements						\$ -	
Total Expenses			\$ 2,565,106			\$ 3,768,642	

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

Base Budget Revenues	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
	24			25		
Category	2021	2022	% Diff	2021	2022	% Diff
401 Directly Generated Funds	\$ (39,200)	\$ -	-100%	\$ (5,600)	\$ -	-100%
402 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
403 Auxillary Revenue	\$ (24,528)	\$ -	-100%	\$ -	\$ -	0%
404 Non-Transportation Revenue	\$ -	\$ -	0%	\$ -	\$ -	0%
405 Federal Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
406 Federal Assistance - Operating/Administration	\$ (985,307)	\$ -	-100%	\$ (102,850)	\$ -	-100%
407 Local Assistance - Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
408 Local Assistance - Operating/Administration	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Revenues	\$ (1,049,035)	\$ -		\$ (108,450)	\$ -	
Contingent Revenue - Enhancements						
Total Revenues	\$ -			\$ -		
Base Budget Expenses	Canyon Fixed-Route			Canyon ADA Paratransit (Demand Response)		
	24			25		
Category	2021	2022	% Diff	2021	2022	% Diff
501 Wages and Salaries	\$ 426,302	\$ 437,110	3%	\$ 50,267	\$ 42,710	-15%
502 Fringe Benefits	\$ 194,353	\$ 241,482	24%	\$ 25,157	\$ 23,587	-6%
503 Professional Services	\$ 119,007	\$ 80,745	-32%	\$ 9,425	\$ 7,299	-23%
504 Materials and Supplies	\$ 140,708	\$ 137,750	-2%	\$ 14,847	\$ 15,493	4%
505 Utilities	\$ 23,215	\$ 19,689	-15%	\$ 2,970	\$ 1,929	-35%
506 Casualty and Liability	\$ 37,500	\$ 64,181	71%	\$ 3,658	\$ 6,262	71%
508 Purchased Transportation	\$ -	\$ -	0%	\$ -	\$ -	0%
509 Miscellaneous	\$ 104,750	\$ 10,271	-90%	\$ 1,725	\$ 915	-47%
511 Interest	\$ -	\$ -	0%	\$ -	\$ -	0%
512 Leases and Rentals	\$ 3,200	\$ 3,321	4%	\$ 400	\$ 324	-19%
513 Depreciation	\$ -	\$ -	0%	\$ -	\$ -	0%
514 Capital	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Base Budget Expenses	\$ 1,049,035	\$ 994,548		\$ 108,450	\$ 98,518	
Total Expenses less Depreciation	\$ 1,049,035	\$ 994,548		\$ 108,450	\$ 98,518	
	\$ 2,355,786	\$ 2,427,401				
% Difference in Base Budget	3%					
Contingent Expenses - Enahncements						
Total Expenses		\$ 994,548			\$ 98,518	

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

Base Budget Revenues		Canyon Inter-county		
		31		
Category		2021	2022	% Diff
401 Directly Generated Funds	\$	(118,600)	\$ -	-100%
402 Purchased Transportation	\$	-	\$ -	0%
403 Auxillary Revenue	\$	-	\$ -	0%
404 Non-Transportation Revenue	\$	-	\$ -	0%
405 Federal Assistance - Capital	\$	-	\$ -	0%
406 Federal Assistance - Operating/Administration	\$	(1,079,701)	\$ -	-100%
407 Local Assistance - Capital	\$	-	\$ -	0%
408 Local Assistance - Operating/Administration	\$	-	\$ -	0%
Total Base Budget Revenues	\$	(1,198,301)	\$ -	
Contingent Revenue - Enhancements				
Total Revenues		\$ -		
Base Budget Expenses		Canyon Inter-county		
		31		
Category		2021	2022	% Diff
501 Wages and Salaries	\$	539,975	\$ 586,350	9%
502 Fringe Benefits	\$	252,697	\$ 320,319	27%
503 Professional Services	\$	105,241	\$ 103,362	-2%
504 Materials and Supplies	\$	201,009	\$ 194,767	-3%
505 Utilities	\$	32,750	\$ 26,413	-19%
506 Casualty and Liability	\$	50,304	\$ 86,096	71%
508 Purchased Transportation	\$	-	\$ -	0%
509 Miscellaneous	\$	11,925	\$ 12,573	5%
511 Interest	\$	-	\$ -	0%
512 Leases and Rentals	\$	4,400	\$ 4,455	1%
513 Depreciation	\$	-	\$ -	0%
514 Capital	\$	-	\$ -	0%
Total Base Budget Expenses	\$	1,198,301	\$ 1,334,334	
Total Expenses less Depreciation	\$	1,198,301	\$ 1,334,334	
% Difference in Base Budget				
Contingent Expenses - Enhancements				
Total Expenses			\$ 1,334,334	

EXECUTIVE BOARD RESOLUTION

FY2021 BUS SHELTERS AND AMENITIES RESOLUTION VEB21-003

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT AUTHORIZING A CONTRACT WITH BRASCO CO. FOR THE PURCHASE OF BUS SHELTERS AND AMENITIES IN AN AMOUNT NOT TO EXCEED \$193,750

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit (VRT), 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 shelters and amenities are required to complete projects for passenger stations and bus stop improvements at a total cost of \$299,298 included in the fiscal year 2021 Budget Amendment #1 approved by VRT Board adopt Resolution VBD21-002; 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; and

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

Section 1. That the Executive Board authorizes a contract with Brasco Co. to procure shelters and amenities in an amount not to exceed \$193,750.

Section 2. That the Executive Board delegates authority to the Executive Director to
VEB21-003

finalize and execute a final 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 3rd day of May 2021.

APPROVED by the Executive Board Chair this 3rd day of May 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

**AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD**

PROCUREMENT DESCRIPTION:	TOTAL COST:
FY 2021 Bus Stop Shelters and Amenities	Not to Exceed \$193,750
<u>PURPOSE/ACTION:</u> The shelters and amenities are required to complete two projects related to passenger stations and bus stop improvements in FY2021. One project supports the joint project with CCDC to install bus stops, also known as transit islands, to improve bicycle and transit opportunities through the Fairview and Main corridor from 16th Street to approximately the Boise River. The second project improves bus stops ranked the lowest in TAM scores, higher ridership, and/or where facilities are obsolete are included in FY2021 improvements. <u>SCOPE OF WORK:</u> CCDC will complete design and installation of five transit islands in FY 2021, one transit Island in FY2022 (27th and Fairview), and the last will be location dependent on the CWI development design. VRT will purchase and install shelters, bus benches, trashcans, and bicycle racks, where possible and if allowed by budget and power needs, real-time bus information will be considered. In addition, VRT will complete design on up to 12 bus stops (depending on ROW, budget, and ranking. VRT will purchase and install bus benches, trashcans, and Brasco Inc shelters to add amenities to work completed in FY2021, and as requested by transit users. <u>DISCUSSION:</u> VRT participated in the design and discussion of the locations, size, and components at the seven transit islands for the past year. Transit Islands provide improved safety by raising the passengers to bus levels, reducing loading/unloading time, separating pedestrians from transit, cycles, and vehicles as well as improve wait time amenities through the west downtown corridor. Staff is continuing to close out FY2020 bus stop improvements carried forward items for existing VRT project actions. Sites selected for upgraded shelters, benches, and trash receptacles had been identified during the development of the FY2020 bus stop improvements project, but were subject to funding shortfalls. <u>ALTERNATIVES:</u> This effort could be delayed or these selection processes re-evaluated, but improving passenger stations and bus stops needs to be completed in 2021 to support CCDC's investment. It is expected to take at least 10 months to plan, design and construct these improvements. Delays would cause this effort to be carried over to later fiscal years. <u>FISCAL IMPACT:</u> The funding for this service was included in the FY2021 budget. These services are an important part of VRT's responsibility in providing the necessary facilities for transit services. <u>RECOMMENDATION:</u> VRT staff requests the Executive Board Resolution VEB21-003 for staff to purchase amenities for the 2021 bus stop improvements not to exceed \$93,750.	

VEB21-003

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR Up to \$49,999 Signature:		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000 Signature:	5/3/2021	VEB21-003
3	VRT BOARD Approves procurements \$200,000 and over Signature:		

VEB21-003



**AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Bus Stop Typology Study	TOTAL COST: Not to Exceed \$165,000
--	---

PURPOSE/ACTION:

Signage at bus stops provides important navigation and scheduling information for passengers of the transit system. The need for maintenance and refurbishment of existing bus stop signs has prompted Valley Regional Transit (VRT) staff to consider an update to the current design. The goal of the redesign is to provide the public with bus route information that is clear, correct and scalable across the system. Proposed updates may include alterations to sign blade layout, content, materials, and additional infrastructure.

SCOPE OF WORK:

IBI Group will review current VRT bus stop inventory and develop service tiers and parameters for an integrated kit of parts for bus stops information, technology and branding. The kit of parts development will include a review of current technology systems, development of shelter and amenity and bus stop sign standards, siting and design guidelines and branding concepts for standard and premium or best in class services.

DISCUSSION:

It was identified that VRT needs to increase stop visibility, promote enhanced service routes such the Best in Class Routes and improve information available to riders.

ALTERNATIVES: Continue with existing bus stop infrastructure

FISCAL IMPACT:

The Bus Stop Typology study will not exceed \$165,000 and will help to increase transit visibility throughout the VRT service area.

RECOMMENDATION: VRT staff requests to the Executive Board approve **Resolution VEB21-007** for staff to contract with IBI group for the Bus Stop Typology Study not to exceed \$165,000.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR Up to \$49,999 Signature:		
2	EXECUTIVE BOARD Approves procurements over \$50,000 to \$200,000 Signature:	5/3/2021	VEB21-007
3	VRT BOARD Approves procurements \$200,000 and over Signature:		

EXECUTIVE BOARD RESOLUTION

BUS STOP TYPOLOGY STUDY RESOLUTION VEB21-007

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING CONTRACT WITH IBI GROUP TO CONDUCT THE BUS STOP TYPOLOGY STUDY:

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

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

WHEREAS, VRT has identified a need to increase visibility of stop locations and improve information available at stop locations; and

WHEREAS, the Executive Board authorizes VRT staff contract planning and design services not leading to construction for bus stop, bus stations, transfer stations and amenities throughout the service area; and

WHEREAS, IBI Group is an approved contractor on VRT’s call list approved through the on call Transit Planning RFP 2019-8-30. IBI group was selected for their previous success consulting on similar studies for other transit agencies. Initial planning and design services will not exceed \$165,000 and are to expended over the horizon of the project by January 4, 2022; and

WHEREAS, Valley Regional Transit included the Bus Stop Typology project in the fiscal year 2021 Budget Amendment #1 approved by VRT Board adopt Resolution VBD21-002; and;

WHEREAS, Additional funding for the project is available through the City of Boise

VEB21-007

contribution to support State Street Corridor investments; and

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

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

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

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

Section 1. That the Executive Board authorizes staff to contract with IBI group for up to \$165,000 for planning and design of the Bus Stop Typology Study.

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 3rd day of May 2021.

APPROVED by the Executive Board Chair this this 3rd day of May 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

VEB21-007

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION:

Valley Regional Transit (VRT) requested quotes from qualified consultants to complete a regional vanpool study and make recommendations on building a regional vanpool solution to serve Ada, Canyon and adjacent counties in southwest Idaho.

SCOPE OF WORK:

The objective of this study is to develop a blueprint for investments that will enhance the regional vanpool system and provide seamless service across the two-county service area. The study and recommendations will establish goals for the system, engage stakeholders, identify gaps and opportunities to serve new and existing markets, develop strategies to address shortcomings and opportunities, and draft a five-year investment plan to implement the recommended regional vanpool improvements.

DISCUSSION:

VRT adopted ValleyConnect 2.0 in April 2018. The vanpool study was included in the list of future planning studies. VRT needs to complete the study and five-year investment plan to incorporate vanpool expenses into the Transportation Development Plan, VRT's five-year work program for public transportation services and programs. The study is also needed to ensure an efficient and effective vanpool system to serve the needs of Canyon County and adjacent employers in neighboring counties. Staff completed an RFQ and determined Walker and Associates was qualified and provided a most advantageous proposal.

ALTERNATIVES:

VRT could determine not to execute an agreement with a third-party contractor. This would mean that VRT would either not complete the regional vanpool study and investment plan, or would perform the work with existing staff resources. The justification for this expense is to complete the study in a way that creates a plan to expand vanpool services into Canyon County, and will ensure more effective and objective stakeholder engagement. If VRT staff perform the work, other projects important to the organization will have to be delayed.

FISCAL IMPACT:

The total project is not to exceed \$69,997. The funding for this project is available in the FY2021 budget.

RECOMMENDATION/JUSTIFICATION:

Staff recommends that the VRT Executive Board to approve Resolution VEB21-008 and authorize the Executive Director and staff to finalize negotiations with Walker and Associates to complete the Regional Vanpool Study and Investment Plan for a cost not to exceed \$69,997

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$49, 999)

Signature: _____

Date Approved: _____ Resolution Number: _____

EXECUTIVE BOARD (Approves procurements \$50,000 up to \$199,999)

Signature: _____

Date Approved: May 3, 2021

Resolution Number: VEB21-008

ITEM VI-C

VRT BOARD (Approves procurements \$200,000 and over)

Signature: _____

Date Approved:

Resolution Number:

EXECUTIVE BOARD RESOLUTION

REGIONAL VANPOOL STUDY RESOLUTION VEB21-008

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING VRT EXECUTE A CONTRACT WITH WALKER AND ASSOCIATES TO COMPLETE THE REGIONAL VANPOOL STUDY AND INVESTMENT PLAN FOR AN AMOUNT NOT TO EXCEED \$69,997

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 adopted Valley**Connect** 2.0 (VC2.0) in April 2018; and

WHEREAS, VC2.0 included a project to conduct a Regional Vanpool Study with an investment strategy; and

WHEREAS, the Regional Vanpool Study will provide a vision for an enhanced regional vanpool system including and investment strategy to expand vanpool services into Canyon County and other adjacent counties; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2021 budget, Resolution VBD19-011, and

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

VEB21-008

WHEREAS, Walker and Associates was determined to be a responsive and most advantageous respondent; 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; and

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

Section 1. That the Executive Board authorizes Walker and Associates to be selected as the consultant to conduct the Regional Vanpool Study and Investment Plan for an amount not to exceed \$69,997.

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 3rd day of May 2021.

APPROVED by the Executive Board Chair this 3rd day of May, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

EXECUTIVE BOARD RESOLUTION

FIXED ROUTE COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION INTELLIGENT TRANSPORTATION SYSTEM RESOLUTION VEB021-006

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT WITH ETA TRANSIT SYSTEMS FOR THE PROCUREMENT OF FIXED-ROUTE COMPUTER AIDED DISPATCH/AUTOMATIC VEHICLE INTELLIGENT TRANSPORTATION SYSTEM, NOT TO EXCEED \$550,000:

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 in need of finding a new computer-aided dispatch/automatic vehicle location intelligent transportation system; and

WHEREAS, the new system will improve efficiencies and the customer experience, generate robust and usable data and reports, and will integrate and adapt with future technology over time; and

WHEREAS, by replacing our existing computer-aided dispatch/automatic vehicle location intelligent transportation system for fixed-route, VRT will have the ability to utilize real-time bus information for public and agency use; and

WHEREAS, by replacing our existing computer-aided dispatch/automatic vehicle location intelligent transportation system for fixed-route, VRT will have data that will provide public facing performance data; and

VEB21-006

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2021 budget amendment #1, Resolution VBD21-002, as approved by the VRT Board on January 4, 2021; and

WHEREAS, the Valley Regional Transit staff researched statewide contracts after the State of Idaho passed legislation repealing and amending Section 67-2807 of Idaho Code, effective July 1, 2019, and in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff will use a statewide contract in compliance with all federal and local requirements to procure the computer-aided dispatch/automatic vehicle location intelligent transportation system for fixed-route; and

WHEREAS, Valley Regional Transit staff determined that ETA Transit Systems is the vendor with the best and final offer being provided following demonstrations.

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

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

WHEREAS, the Board of Valley Regional Transit adopted Resolution VBD21-013 which delegated the authority to the Valley Regional Transit Executive Board to approve a contract for the procurement of a fixed-route computer aided dispatch/automatic vehicle location intelligent transportation system, not to exceed \$550,000

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

Section 1. That the Executive Board authorizes a contract with ETA Transit Systems for a fixed-route computer aided dispatch/automatic vehicle location intelligent transportation system, not to exceed \$550,000.

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
VEB21-006

Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 3rd day of May, 2021.

APPROVED by the Executive Board Chair this 3rd day of May, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Fixed-Route Computer Aided Dispatch/Automatic Vehicle Location Intelligent Transportation System

TOTAL COST: Not to exceed \$550,000

PURPOSE/ACTION: Valley Regional Transit (VRT) is in need of replacing the current computer-aided dispatch/automatic vehicle location (CAD/AVL) intelligent transportation system (ITS). A new CAD/AVL system will provide more innovative ways to meet the broader ITS goals as defined by the Federal Transit Administration in the areas of safety, mobility, efficiency, economic growth and trade, environmental stewardship, security, and organizational excellence.

SCOPE OF WORK: A replacement CAD/AVL system will improve the efficiency of public transportation services, will improve the customer experience, will generate robust, customizable, and usable data and reports, and will be able to integrate and adapt to the changing landscape and advancements in technology over time.

DISCUSSION: The Community Transportation Association of Idaho (CTAI) completed a statewide procurement, RFP 2020-10-29, which established a list of pre-qualified vendors for public transportation systems in the state of Idaho. The vendors would be responsible for designing, implementing and maintaining specific ITS solutions. VRT staff requested demonstrations from several of the pre-qualified vendors. On April 5, 2021, the VRT Board of Directors delegated authority to the Executive Board to finalize the contract with selected vendor via Resolution VBD21-013.

ALTERNATIVES: By continuing with the current CAD/AVL provider VRT cannot provide real-time traveler information, immediately make route changes or announcements as needed to inform passengers of same day changes, provide outward facing passenger load information, or have geolocation functionality to allow a person find a bus closest to them.

FISCAL IMPACT: The funding for this project was included in the fiscal year 2021 Budget Amendment #1, Resolution VBD21-002, approved by the Board of Directors on January 4, 2021.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff has followed federal procurement guidelines and Valley Regional Transit's policy for procuring services and Valley Regional Transit staff determined that ETA Transit Systems was the vendor with the best and final offer being provided following demonstrations

POST RFP/FINAL SELECTION OF PROJECT: Valley Regional Transit staff recommends the Executive Board approve **Resolution VEB21-006** and authorize a contract with ETA Transit Systems for a Fixed-Route Computer Aided Dispatch/Automatic Vehicle Location Intelligent Transportation System. ETA Transit Systems was included on the CTAI Pre-Qualified Vendor List for Intelligent Transportation Solutions. The contract with ETA Transit Systems will not exceed \$550,000.

ORDER OF REVIEW

EXECUTIVE DIRECTOR (Approves procurements up to \$49, 999)

ITEM VI-D

Signature: _____

Date Approved: _____ Resolution Number: _____

EXECUTIVE BOARD (Approves procurements \$50,000 up to \$199,999)

Signature: _____

Date Approved: May 3, 2021 Resolution Number: VEB21-006

VRT BOARD (Approves procurements \$200,000 and over)

Signature: _____

Date Approved: _____ Resolution Number: _____

TOPIC	Service Change Updates
DATE	May 4, 2021
STAFF MEMBER	Alissa Taysom

Summary

Valley Regional Transit is preparing for planned and emergency services changes in October 2021, and is developing service change planning priorities for October 2022 (FY2023).

October 2021 (FY2022):

- Expansion of service to Meridian between Ten Mile and Kleiner Park (30 Pine)
- Emergency Changes
 - Discontinuing the route 11 and the 17 tripper – Based off our conversations with funding partners and expected revenues, we are preparing to add the following changes to the October 2021 service change:
 - Discontinuing the 11 Garden City
 - Lack of local funding support
 - Reducing peak service on the 17 Warm Springs
 - Low ridership and service efficiencies
 - Reallocate hours to the 7B peak period – We are preparing to reallocate the resources for the 11 and 17 tripper to the 7B Fairview route. This will increase peak period service on a Best in Class route/premium corridor and increase the connections between the Towne Square Mall and downtown Boise.
 - Potential expansion of On-Demand in Canyon County – We are also exploring options to increase on-demand service in Canyon County – potentially as early as the October 2021 (FY2022) service change.

October 2022 (FY2023)

- Service Change Planning Priorities
 - Potentially increasing frequency on Fairview Best in Class 7B
 - 15 minute peak
 - 30 minute off peak
 - West bench restructure (7A, 8, 8x, 12)
 - Potential connection between Towne Square Mall and Kleiner Park in Meridian

Schedule

- **May 2021**
 - Bring draft of emergency changes to Executive Board for review
 - Conduct public outreach
 - Draft proposal for emergency changes
 - Objectives for FY2023 changes
- **June 2021**
 - Draft final for emergency changes
 - Conduct public outreach

- Final proposal for emergency changes
 - Draft concepts to select stakeholders and to Regional Advisory Council (FY2023)
- **July 2021**
 - Draft proposal for FY2023
 - Public outreach
 - Bring draft proposal to Regional Advisory Council for review and comments
 - Approval of emergency changes
- **August 2021**
 - Public hearing
 - Board approval of emergency changes
 - Board approval of FY2023 planning

Staff Recommendation/Request

No action, this is an information item only.

Implication (policy and/or financial)

Outcome of service change planning will inform service and capital expenditures.

For detailed information contact: Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org

Valley Regional Transit FY2021 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
Regional Vanpool Study	Alissa Taysom	69,000	Mar-21	Executive Board
Digital Civic Engagement Platform	Kelli Badesheim	45,000	Mar-21	Executive Director
Insurance Products and Services	Jason Jedry	90,000	Mar-21	Executive Board
On-Call Marketing Support	Dave Fotsch	800,000	Mar-21	Board of Directors
Uniforms Ada/Canyon County	Ronnette Garcia	92,000	Mar-21	Executive Board
Bus Inspection Service	Leslie Pedrosa	48,000	Apr-21	Executive Director
Fixed route CAD/AVL software (regional)	Leslie Pedrosa	750,000	May-21	Board of Directors
On-Call HVAC Services	Joe Guenther		May-21	
Fire Extinguishers	Leslie Pedrosa	20,000	May-21	Executive Director
MSS Office Space Rebuild	Joe Guenther	25,000	May-21	Executive Director
Integrated Mobility Planning and Research	Kaite Justice	150,000	Jun-21	Executive Board
Bus Stop Construction (Ada County)	Joe Guenther	180,000	Jun-21	Executive Board
Service Truck with Utility Bed	Leslie Pedrosa	72,000	Jun-21	Executive Board
Demand response scheduling software (regional)	Leslie Pedrosa	250,000	Jul-21	Board of Directors
Happy Day Transit Center Improvement	Joe Guenther	1,434,000	Jul-21	Board of Directors
Rider/Non Rider Survey	Stephen Hunt	75,000	Aug-21	Executive Board
On-demand transit software Ada County	Leslie Pedrosa	250,000	Aug-21	Board of Directors

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

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

Updated 4-7-2021



TOPIC	Executive Director Report
DATE	April 22, 2021
STAFF MEMEBER	Kelli Badesheim

COVID-19 and Next Phase Resiliency Activities

There is more to report on this area in the budget memo found in the Executive Board packet. VRT staff are continuing to meet with staff and decision-makers through the budget process and will keep the board updated on this topic as the budget evolves.

Preparing for Possible Congressional Earmarks

COMPASS and the ITD Board approved Transportation Improvement Program amendment with the State Street Corridor transit projects included. We received letters of support from most of the jurisdictions and agencies within the corridor. Staff submitted earmark requests to Congressman Simpson for both the reauthorization bill as well as the annual appropriations. We are monitoring the progress of this discussion in Congress. The GOP senators have determined to maintain the ban on earmarks as a body, but individual senators are able to bring earmark requests into the process. We do not have any current information on where Senators Crapo and Risch may land on the topic of earmarks. Our objective was primarily to be prepared and ensure we do not lose an opportunity if the process moves forward.

Building Reporting Capacity

In December 2020, I presented an action plan to the VRT Executive Board to make process improvements on VRT's reporting capacity. This project began in 2018 with the support of a planning consultant to document the data flow and processes within VRT, and to address gaps and challenges to achieving the outcomes of more data driven decision-making, and more trust and transparency for our financial partners and the public.

The Executive Board will be considering the procurement of the CAD/AVL technology for VRT. This technology will be a key component into updating our reporting system. Staff is also evaluating upgrades or procuring a new business intelligence. The current BI system has served VRT since 2003. Although we have had many updates, the technology has advanced and we want to ensure we are keeping up with our needs and interests of our partners in being able to report our financial and performance data effectively.

Smart and Connected Canyon County – Nampa and Caldwell Collaboration

VRT Executive Board approved up to \$200,000 CARES funds from the small urban area to be allocated to the Rides 2 Wellness expansion in Nampa and Caldwell, and a new cross-sector collaboration in Nampa and Caldwell to bridge the gap between and connections between mobility, housing, jobs, education, and health, called Smart and Connected Canyon County. Staff is close to finalizing the contract for the digital community engagement platform, which will be integral in collecting information from citizens, advocates, and other stakeholders. We held kick-off meetings for both the project team and the collaboration partners in April. The community engagement platform is expected to be launched in early summer. The project will continue for the next 12-months.

Projects and Community Activities

- Supporting grant administration work in the area of balancing grant and local funding for VRT's federally funded projects
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor, and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team

More Information

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org.

TOPIC	Development Department Monthly Report
DATE	April 16, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities April 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**
Staff began scoping out tasks necessary to expand our performance reporting capacity and integrate performance reporting into project development, prioritization and reporting.

Programming/Budget Development

- **Regional Planning and Prioritization** – In order to better align the updated local cost allocation methodology, Transportation Development Plan (TDP) efforts and regular service changes, Valley Regional Transit (VRT) staff prepared a series of workshops with the Executive Board to discuss planning and prioritization of regional projects. The purpose of these workshops was to identify the forums and processes to identify and prioritize projects, particularly those that cross-jurisdictional boundaries.
- **Budget Development** – The FY22 budget development cycle is underway. Staff has scheduled meetings with local jurisdictions and agencies to discuss annual funding requests, proposed projects and budget assumptions. Staff has applied the Regional Planning and Prioritization workshop discussions to the FY2022 budget development calendar.

Goal 2 – Increase Ridership and Revenue

- **Marketing** – Development staff continues to work with marketing staff and the public to increase awareness of changes that began in October of 2020 including the increased service levels on routes 2, 3, 7, 9 and the extension of route 9 to Eagle.
- **Meridian Service Expansion and FY 2021 Service Change** – Meridian service expansion has been delayed until the start of FY2022 (October 2021). This will allow us to get past of COVID-19.
- **FY2022 and FY2023 Service Changes** – Development staff is preparing public materials to solicit feedback on emergency and planned changes for FY2022 and begin discussions about service concepts for FY2023.

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 is substantially complete. The charging infrastructure is in place on time for the start of electric vehicle operations when the vehicles arrive later this year.

- **Fuel Island Work**

Upgrades to the CNG facility are underway, STV Consulting assisted with design and consultant management. Dryer parts have arrived and will be installed in spring 2020. Cathodic protection upgrades will be addressed in the Facility Master Plan upgrades during the pavement reconstruction. The fuel shed will also be replaced and is expected to be included in the bid for pavement/site civil construction in late FY2021.

- **Orchard Facility Master Plan**

A Facility Master Plan is being prepared to coordinate pavement repairs/replacement, incorporate the CNG projects as well as the E-Bus infrastructure, and plan for fleet needs for the planning horizon at the Orchard Facility. Jacobs Engineering is underway with geotechnical investigations and civil engineering design. Staff is working with Jacobs to identify constraints and clear project area for environmental with Federal Transit Administration (FTA). Construction at the Orchard Facility will start in summer/fall 2021 and will continue for up to three years.

- **Happy Day Transit Center Upgrades (HDTC)**

Staff is reviewing and updating planned repairs and upgrades. VRT has contacted an engineering/architectural firm from the on-call list to assist with construction scheduling, estimating, and bidding for repairs. The first step is a feasibility assessment, due to the HDTC age, construction, and potential for repairs. Repairs of the maintenance building include replacing broken doors and repair/replacement of the maintenance facility roof, security upgrades, roof drainage, pest management, and heating and cooling for both the office and shop. Upgrades to the office roof included replacement of heating, ventilation and air conditioning (HVAC) equipment, improved roof drainage, and front façade design and repairs. The project is intended to extend the useful life of the building. Construction/repairs are ongoing, but roof repairs would start in fall 2021 and continue subject to practical schedule and available budget.

- **Main Street Station (MSS)**

Standard maintenance activities continue at MSS. Office space reclamation is anticipated in late spring FY2021

- **Bus Stops**

Five projects are currently underway to address bus stop infrastructure. Staff is working on two corridor studies and three construction projects.

- 1- FY2021 general bus stop construction and purchases are being requested from the Executive Board at the May meeting. VRT staff are addressing amenity issues (benches, trash, etc.) at newly installed shelters as well as fixing American's with Disabilities (ADA) issues and replacing obsolete infrastructure. VRT is also working with city of Boise staff to install Orchard Street projects as revenue

backed projects from the City of Boise neighborhood grants as well as the transit component of the linear park being planned at Goddard and Milwaukee.

- 2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC).
- 3- FY2022 projects are being scoped and will be resultant of the State Street Transit Operational Analysis, the Fairview Best in Class Study, and the Bus Stop Typology. These studies will identify changes in operations and infrastructure needed to improve best in class and standard corridors.

Regional Corridor Planning

- **State Street Corridor Projects**

The State Street Alternative Analysis committee is preparing its final alternatives recommendations. Those recommendations will be presented to the Executive Board in June.

The State Street Transit Operational Analysis committee held its kick off meeting. Direction from the State Street Executive and Technical Teams have emphasized the importance of the Transit Operational Analysis in resolving outstanding issues regarding bus pull-outs and High Occupancy Vehicle (HOV) lanes along the corridor.

Development staff also worked with key stakeholders to submit a Transportation Improvement Plan (TIP) amendment and a legislative earmark request for improved passenger amenities along the State Street corridor.

Other Development Activities

- **Title VI** –The VRT Board of Directors adopted the Title VI report in January 2021.
- **FY 2021 planning projects** – Development staff has initiated or is supporting the following planning projects,
 - Regional Vanpool Study
 - Non Rider Survey
 - Passenger Facility Plan/Bus Stop Typology
 - Kuna Transit Operations Study
 - Coordinated Human Services Transportation Plan – in coordination with COMPASS
- **Grant Opportunities** – VRT continues to look for federal grant opportunities including competitive grants focused on building out State Street corridor, innovative service delivery and electrification of the VRT fleet.

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	April 14, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

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

Regional Operations

Valley Regional Transit (VRT) staff continues to work with partners in Canyon County to begin providing a Rides to Wellness service. This service will have a larger community partnership than Ada County and will leverage two different aspects of service, on-demand, similar to what is already used in Canyon County and pre-booked trips, similar to what is already used in Ada County. VRT staff is in the process of finalizing details on registration for participants and is targeting May 3 as the service start date.

VRT finalized the work with our current Village Van partner, Packers Sanitation Services, Inc., to provide transportation for their employees to CTI Foods in Wilder. This new service started mid-February, but has had very little use. The service was suspended in early March. The service was available to their employees in Boise, Nampa and Caldwell. This new service was expected to grow to provide transportation services to 22 employees. Staff will continue to work with Packers Sanitation Services, Inc. to find a working solution to make the service a success.

VRT staff finalized the Meridian Veterans Shuttle service, which will provide transportation from the Meridian service area to the Veterans Hospital in Boise. This new service will serve the same service area that is currently served by Harvest Transit and be available weekdays. Current service providers in the area will be providing these rides. Currently, Meridian residence have limited options for transportation to the Veterans Hospital in Boise. The draft plan was presented to the Meridian City Council in February. Additional information was provided and the service was approved in by Council in March. VRT staff is targeting May 3 as the service start date.

VRT staff met with the Building Accessible Capacity work group in February and March. This new work group will take over where the Access to Independence project left off in 2019. The original project team was created to determine objectives, concepts, and goals for what success would look like. The goal is to continue building accessible capacity for eligible users, while still being cost effective, easy to use, and available to as many people as possible. The first task is a new service design for the current SCRIP program in Boise. The solution is expected to be in place by October 2021. The work group will continue to meet monthly and will work closely with the Regional Advisory Council to ensure the new service

design meets the needs of all users. As the project progresses, updates will be brought back to the Board.

On February 1, the Centers for Disease Control and Prevention (CDC) issued an Order imposing a mask requirement applicable to public transportation systems service providers to mitigate the risk of COVID-19. VRT staff quickly worked to implement the requirements of this new order, which include allowing for exceptions if needed.

As of February 15, the first four battery electric buses are in the production at Proterra's production plant, located in City of Industry California. These buses are schedule to arrive in Boise in April 2021. Installation of charging infrastructure for the electric buses has been completed at the Orchard facility in Boise. VRT staff is waiting for buses to arrive to begin the testing phase.

Highlights:

Contracted Transportation

Canyon County had no preventable accidents since last report

- Intercounty on-time performance 81%
- ACCESS on-time performance 87%
- March On-demand service performance
 - 72% on-time performance; staff is still not confident with the reporting and they continue to work with Via Mobility
- Working with VRT for planned service changes in May and October

Ada County had no preventable accidents since last report

- Fixed-route on-time performance 83%
- ACCESS on-time performance 97%
- Electric bus charger construction is complete
- Working with VRT for planned service changes in May and October

Specialized Transportation

- Almost all services are seeing ridership increase. There are no changes to any services or COVID19 cleaning protocols for the following services:
 - Parma Senior Center
 - Meridian Senior Center
 - Metro Community Transportation
 - Interfaith Sanctuary
 - Volunteer Driver
 - Lyft Transit Connections
 - VRT Late Night
 - Supportive Housing and Innovative Partnerships (SHIP)
 - Kuna Senior Center
- Calvary Church has not resumed services
- Eagle Senior Center opened on April 1. Meals are served inside Monday, Tuesday, Thursday and Friday, and curbside meal service provided on Wednesday.
- With the continued increase in ridership, Metro Community Services is preparing to hire another driver.

- With the continued increase in ridership, Interfaith Sanctuary expects to put a vehicle back into service daily this month.
- SHIP is no longer providing group rides for Interfaith Sanctuary.
- With the continued increase in ridership, Kuna Senior Center now has a waitlist for certain outings.

Information Technology and Intelligent Transportation Systems

- Staff resolved 170 support requests from 177 submitted
- Completed demonstrations for fixed route software replacement and negotiating with final three vendors
- Staff continues to monitor and resolve issues of newly launched VRT website
- Staff continues to work on equipment, software and programs to support VRT employees ability to work from home with little to no issues
- Working with internal departments to standardize reports

Compliance

Continued to work on the COVID crises, communicating key points to VRT executive staff:

- Weekly updates from the CDC, State of Idaho, Central District Health, Southwest District Health, Joint Information System taskforce, and the joint Ada and Canyon County Emergency Operations Center
- Changed cleaning protocols at transit centers that follow guidelines in March
- Continue to distribute face coverings
- Continue to hold PTASP Safety Committee meetings monthly
- Will complete scoring for rolling stock and equipment for TAM in April
- Working with the Public Transportation Provider Group to finalize edits to the current TAM plan for board approval

Customer Service Support

- Customer service handled 2,681 of 2,770 phone calls for information, with 88 calls abandoned. The average call time was 2 minute, 29 seconds and the average hold time was 17 seconds
- Reservationist handled 1,009 of 1,035 phone calls to change or schedule a ride on ACCESS, with 23 calls abandoned. The average call time was 3 minutes, 29 seconds and the average hold time was 12 seconds
- On-demand handled 826 of 886 phone calls to schedule a ride, with 60 calls abandoned. The average call time was 2 minutes, 6 seconds and the average hold time was 23 seconds
- February mobile ticket sales totaled \$4,865.50
- Staff has been preparing for the launch of the Canyon County Rides 2 Wellness, the Meridian Veteran's Shuttle service as well as the May service changes

More Information

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



TOPIC	Finance and Administration Activity Report
DATE	May 3, 2021
STAFF MEMEBER	Jason Jedry, Finance Controller

Summary

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

Highlights

Budget/Finance

- Finance staff is working on closing the second quarter of FY2021
- Finance staff continue to prepare for the FTA triennial review/audit
- Finance staff are working on FY2021 project funding and tracking documentation
- Finance is assisting with FY2022 budget planning

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active Grant revisions/amendments
 - Subrecipient Agreements for FY2021
 - Subrecipient Reviews
 - Triennial Review

Procurement

- Procurement and Contracts Specialist is working on:
 - State Street Corridor Transit Operational Analysis contract
 - Regional Van Pool Study
 - Digital Civic Engagement Platform
 - Insurance Products and Services
 - On-Call Marketing Support
 - Uniforms Ada/Canyon County
 - Contract extensions

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



TOPIC	Community Projects/Outreach Efforts Update
DATE	April 14, 2021
STAFF MEMBER	Mark Carnopis

Summary

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

Highlights

- VRT will soon take delivery of electric buses that are expected to be put into service this fall. I am on a team that is developing a plan to promote the buses and educate the public about the benefits of electric-powered vehicles.
- A survey is being developed to collect public information about the upcoming service changes set for October, and options for improvements that will be made during fiscal year 2022.
- We are preparing to roll out a marketing campaign for the current on-demand service in Nampa/Caldwell with Stoltz Marketing. Elements of the campaign include wrapped buses and free rides. Staff from the cities of Nampa and Caldwell and local institutions of higher learning will assist in this extensive marketing/outreach effort.
- Riders First campaign resources/collateral also continue to be developed. The campaign goal is to improve internal (primarily) and external focus and culture to better lead public transportation initiatives in the Treasure Valley. Plans are to kick off the campaign beginning May 1.
- In June, a draft of internal procedure(s) to ensure public accessibility to outreach materials (e.g. surveys, website, and brochures) for those with physical and visual limitations will be presented to the Regional Advisory Council for review and comments.
- Outreach materials for the planned expansion of Rides 2 Wellness into Canyon County are almost complete. These resources will be available to the VRT navigator and staff at participating medical outlets. The new service will begin operation in May 2021.
- Work continues on making improvements to our new website.

More Information

Attachments: None

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



TOPIC	Programs and Marketing Update
DATE	April 16, 2021
STAFF MEMBER	Dave Fotsch

Summary

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

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School (SR2S)

- Bike rodeo season is in full swing with the SR2S team visiting schools throughout the Treasure Valley. This activity will continue through June.
- SR2S continues to work with the Boise Bicycle Project for bike fix-it nights around the valley as time allows
- Bike to School Day is May 5, 2021. SR2S will be involved with schools all over offering incentives.
- SR2S will be involved in a bike rodeo at the Children's Museum in Meridian on May 15.
- Bike camps are scheduled with the West YMCA in July.
- Staff has also been teaching in Driver's Education classes as time allows.

Navigation

- Mobility Navigator, Kyle Lenhart-Wees, has been working with Operations to launch Canyon County Rides2Wellness (R2W). Expected launch date will be early in May.
- As a preview to R2W in Canyon County, Valley Regional Transit has been offering no-cost rides using OnDemand transit to over a dozen vaccination sites in Nampa and Caldwell.
- Navigator has also been doing outreach to Community School activists and organizers.
- Will soon begin outreach to the Avimore community

Marketing

The marketing department has been working with Stoltz Marketing Group to develop and launch a series of initiatives designed to maintain and grow Valley Regional Transit services' ridership and better serve customers.

- *On-Call Marketing Request for Proposal (RFP)* - Valley Regional Transit (VRT) issued an RFP on March 10, 2021 requesting proposals from qualified marketing

firms to provide a variety of marketing services to the agency. VRT received 13 proposals by the close of the RFP on April 14.

- *Rebranding* – Staff is starting to implement a plan to rebrand buses and other assets from ValleyRide to Valley Regional Transit.
- *Canyon County On-Demand Service* – VRT is launching a broad-based marketing plan to reach multiple audiences in Canyon County. The initiative will include custom wraps for each of the three buses that regularly service VRT OnDemand.
- *Integrated Fare App* – VRT is coordinating with City Go and Stoltz to develop a big marketing campaign to introduce the public to the app and all it does. Most materials will be developed over the next few months with the campaign expected to launch in summer.
- *Safe Travels, Treasure Valley* – The campaign strives to assure the public that riding shared transportation is safe. Through an every-other-week newsletter we and our partner agencies provide updates on programs and industry trends. We invite you to share the subscription page widely:
<https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08>.
- *Electric bus launch* – We are developing a campaign to celebrate electric buses' addition to the Valley Regional Transit fleet. The first electric buses should arrive in April. The buses will be tested throughout the summer and put into service in the fall. The campaign will emphasize the environmental benefits of going electric.
- *Special Events* – VRT has verbally agreed to work with Treefort Music Fest to run the 'Treeline' shuttle service in downtown Boise as part of the festival in September 2021.

Bike Share

- VRT has decided to defer trying to re-launch bike-share this year.
- Staff will refocus efforts on launching a bike-share system in the spring of 2022.
- The bike share program successfully auctioned off 70 retired bikes and other unneeded equipment, raising just over \$13,000.

More Information

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



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	May 3, 2021
STAFF MEMBER	Jason Russell

Summary

Valley Regional Transit - Underwriting Division			
	FY 20	FY 21	FY 22
Target Revenue:	\$435,835	\$528,246	\$600,000
Actual Contracted Revenue:	\$461,133	\$491,491	\$176,450
% of Target Revenue:	106%	93%*	29%*

*As of 4/14/21

New Business Opportunities

- Crush the Curve Idaho – Vaccinate 208 campaign
- TDS Fiber
- Homie Real Estate
- Idaho Youth Ranch

Advertising Installations

- Idaho Power
- Intermountain Gas
- DaVita Kidney Care
- Women, Infant, Child (WIC)
- HIV, STD and Hepatitis Prevention

Idaho Safe Places

The Idaho Youth Ranch's Safe Place program is for young people needing immediate help and safety. The partnership between Valley Regional Transit (VRT) and Idaho Youth Ranch may include:

- Purchased advertising space
- Safe Place designation for buses and transit centers
- Training VRT staff to recognize young bus riders that may need help.

Public Art

Boise City Department of Arts & History and VRT are collaborating to bring Art in Transit to the community.

- Work by local artists will be featured on transit shelters throughout the city.
- Sponsorship opportunities will be available to businesses and organizations.

Bus Benches

Creative Outdoor Advertising, VRT's bus bench vendor, will complete the replacement of benches throughout the market with a new more comfortable style.

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

TOPIC	City Go Report
DATE	May 3, 2021
STAFF MEMBER	Kaite Justice

Summary

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

Highlights

- Staff kicked off the implementation phase of the integrated fare payment system. A kick-off meeting was held between Valley Regional Transit (VRT), Cubic, Boise State, ACHD Commuteride, and ParkBOI. All equipment has been ordered, implementation schedule set, and marketing plan drafted. The tentative soft launch of the system is set for July 28, 2021. The soft launch date may change due to extra time needed to integrate with the new CAD/AVL system procured by VRT.
- City Go reached out to 18 businesses in April and held five introductory meetings.
- City Go has completed a digital employer toolkit for promoting sustainable transportation options downtown. The online toolkit includes videos, flyers, social media posts, how-tos for each mode, and more.
- City Go staff presented to the California Public Parking Association on “Innovation, Resiliency, and Equity during COVID-19.”
- City Go has been working with the Downtown Boise Association, Buy Idaho, and Fare Idaho to work together to promote each other’s agencies and events.
- Throughout April, City Go staff has been working to pull data and send out quarterly ridership reports to all pass program participants.
- City Go has been working on potential pass program contracts with Idaho Transportation Department, Idaho Power, and Nampa School District.
- City Go continues to work with members to develop unique messaging and marketing materials to promote sustainable transportation options.

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