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Executive Board Meeting Agenda

Monday, December 06, 2021

11:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho
Executive Board members may participate in the meeting in-person,
via MSTEams at [Click here to join the meeting](#)

or by dialing in at **469-965-2358 Conference ID: 304 427 092#**

(The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Executive Board members. In-person attendees must follow physical distancing guidelines and wear a mask at all times in the building, if not fully vaccinated.)

I. CALLING OF THE ROLL

Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

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

IV. CONSENT AGENDA

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

A. ACTION: Minutes of November Executive Board/Regional Advisory Council Joint Meeting
Pages 4-6

The Executive Board is asked to approve the minutes from the November Executive Board/Regional Advisory Council joint meeting.

V. FINANCE COMMITTEE - None

VI. EXECUTIVE BOARD - ACTION ITEMS

A. ACTION: Non-Emergency Medical Transportation

Pages 7-9

Leslie Pedrosa

The Executive Board is asked to consider approving RESOLUTION VEB21-020 and Authorization for Expenditure for Non-Emergency Medical Transportation.

B. ACTION: Set Public Hearing Date for January 3, 2022 to Discuss the FY2022 Budget Amendment and FY2021 Carry-Forwards

Kelli Badesheim

The Executive Board is asked to consider setting January 3, 2022 as the Public Hearing date to take public testimony on the FY2022 budget amendment and FY2021 carry-forwards.

C. ACTION: Proposed Agenda for January Board of Directors Meeting Page 10

Kelli Badesheim

The Executive Board is asked to consider approval of the proposed agenda for the January board of directors meeting and acknowledge there may be a need to add or remove items from that agenda.

VII. EXECUTIVE BOARD – INFORMATION ITEMS

A. INFORMATION: Compensation Analysis and Benefits Changes ☉ **Pages 11-13** **Kelli Badesheim**

The HR consultant team and VRT staff will present findings and recommendations from a recent compensation analysis and review, and budget implications to the recent increase in health benefit premiums to begin calendar year 2022.

B. INFORMATION: Procurement Calendar ☉ **Page 14** **Jason Jedry**

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

C. INFORMATION: Department/Staff Reports ☉ **Pages 15-29** **Staff**

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

VIII. EXECUTIVE SESSION

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

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

IX. ADJOURNMENT

☉ = Attachment

Agenda order is subject to change.

NEXT VRT EXECUTIVE BOARD MEETING:

January 3, 2022 (Followed by the Board of Directors Meeting)

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.

Joint Executive Board and Regional Advisory Council Meeting Notes

Monday, November 01, 2021 - 11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder		Kelli Badesheim, VRT
Lantz Brown, Boise State		Bre Brush, City of Boise
Luke Cavener, City of Meridian		Paula Cromie, VRT
Elaine Clegg, City of Boise		Gregg Eisenberg, First Transit
John Evans, City of Garden City		Jeannette Ezell, VRT
Debbie Kling, City of Nampa		Dave Fotsch, VRT
Sandi Levi, City of Nampa		Tessa Greigor, ACHD
Lauren McLean, City of Boise		Joe Guenther, VRT
Garret Nancolas, City of Caldwell		Jim Hansen, ACHD
Joe Stear, City of Kuna		Jose Hernandez, VRT
RAC MEMBERS ATTENDING	RAC MEMBERS ABSENT	Stephen Hunt, VRT
Deborah Allen	Lisa Brady	Lissa Itkonen, COMPASS
Susan Bradley	Terri Lindenberg	Jason Jedry, VRT
Randy Johnson	Deeann Solis	Kaite Justice, VRT
Samantha Kenney		Lila Klopfenstein, COMPASS
Susan Manika		Randy Knapick
Jeremy Maxand		Tom Laws, ACHD
Mary Beth Nutting		Dave Meredith, VRT
Walter Steed		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Jill Reyes, VRT
		Jason Russell, VRT
		Alissa Taysom, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL – Chair Elaine Clegg called the meeting to order at 11:02 a.m. with a quorum present by phone and in person for both the Executive Board and Regional Advisory Council.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the consent agenda consisted of the following:

EXECUTIVE BOARD (EB) ACTION: Minutes from the October 4, 2021 Executive Board Meeting**EB ACTION: Minutes from the July and September Regional Advisory Meetings**

Joe Stear moved to approve the consent agenda as presented, John Bechtel seconded. The motion passed unanimously.

FINANCE COMMITTEE - None**EXECUTIVE BOARD (EB)/REGIONAL ADVISORY COUNCIL (RAC) ACTION ITEMS****EB ACTION: On-Call HVAC Contract with American Mechanical**

Garrett Nancolas moved to approve RESOLUTION VEB21-019 and the associated Authorization for Expenditure for American Mechanical to provide on-call maintenance and repair services for HVAC equipment at multiple VRT facilities, Debbie Kling seconded. The motion passed unanimously.

EB/RAC ACTION: FY 2021 Public Comment Report

Leslie Pedrosa presented the FY2021 Public Comment report. John Bechtel moved to accept the report, which primarily provides information about public input concerning Valley Regional Transit transportation operations, Joe Stear seconded. The motion passed unanimously.

EXECUTIVE BOARD/REGIONAL ADVISORY COUNCIL INFORMATION ITEMS**EB/RAC INFORMATION: Coordinated Public Transit-Human Services Transportation Plan Update**

Lila Klopfenstein, from COMPASS, provided an update to the Executive Board and Regional Advisory Council on Needs Identification Survey Results and 2050 Demographics.

EB/RAC INFORMATION: Happy Day Transit Center Capital Improvements Plan and Schedule

Joe Guenther provided an update on the plan, cost, and schedule for required projects at Happy Day Transit Center.

EB/RAC INFORMATION: Bus Stop Typology Study

Alissa Taysom provided an update on the Bus Stop Typology Study.

EB/RAC INFORMATION: Transportation Development Plan (TDP) - Strategic Objectives

Stephen Hunt presented information on the development of strategic objectives and investment priorities for the FY2023-2027 TDP.

EB/RAC INFORMATION: Regional Advisory Council (RAC) and Executive Board Discussions

Jeremy Maxand and other members of the RAC presented information on neighborhood engagement/walkabout on State Street and Columbia Village, discussed bus stops on State Street and thoughts on ITD's ADA Transition Plan.

EB/RAC INFORMATION: Operations Update

Leslie Pedrosa provided an update on service operations.

EB/RAC INFORMATION: Procurement Calendar

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

EB/RAC INFORMATION: Department/Staff Reports

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

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 12:44 p.m.

NEXT VRT EXECUTIVE BOARD MEETING:

December 6, 2021

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

AUTHORIZATION FOR EXPENDITURE EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Non-Emergency Medical Transportation

TOTAL COST: Not to exceed \$190,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program contracts with providers for non-emergency medical transportation in Ada and Canyon County.

SCOPE OF WORK: The non-emergency medical transportation providers agree to provide non-emergency medical transportation as part of the Rides to Wellness and Veteran's Shuttle programs.

DISCUSSION: Valley Regional Transit compensates providers a standard boarding fee and a mileage reimbursement for each eligible trip. Eligible trips are those scheduled for patients of Veterans Administration Medical Center, St. Luke's, Saint Alphonsus and other designated clinics.

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

FISCAL IMPACT: The total expenses approved for this project is \$225,000. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff followed procurement guidelines and Valley Regional Transit's policy for procuring services. Staff requests the Executive Board Resolution VEB21-020 authorize the Executive Director to finalize contract(s), not to exceed \$190,000.

POST RFP/FINAL SELECTION OF PROJECT: Following the procurement for RFP 2021-11-19, All City Transport, LLC and YBNOW LLC were two bidders that are most advantageous to Valley Regional Transit to provide non-emergency medical transportation services.

ORDER OF REVIEW

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

Signature: _____

Date Approved:

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

Signature: _____

Date Approved: 12/6/2021

Resolution Number: VEB21-020

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

Signature: _____

Date Approved:

Resolution Number:

EXECUTIVE BOARD RESOLUTION

Non-Emergency Medical Transportation Service Providers RESOLUTION VEB21-020

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES:

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

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

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

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget 2022, Resolution VBD21-028 as approved by the VRT Board of Directors on August 2, 2021; 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

VEB21-020

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 the award of RFP 2020-11-19 to all eligible bidders.

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

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

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of December, 2021.

APPROVED by the Executive Board Chair this 6th day of December, 2021.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR OF EXECUTIVE BOARD

Proposed agenda for January Board of Directors Meeting

CONSENT AGENDA

Consider approval of minutes from the October meeting and accept Ex Board minutes
Consider acceptance of minutes from the Oct/Nov/Dec Executive Board meetings
FY2020 Preliminary Q4 Variance Report
FY2020 Preliminary Q4 Cash Balance Report
Acknowledge FY2021 Public Comment Report
Consider approval of Ex Board Resolution to appt. person to Boise Municipal Healthcare Trust -
2yr/non-voting-approved by Ex Board 12/04/17 - put on 2021
Finance - Policy Updates x 3 -Jason (Some of these may end up as action items.)

ACTION ITEMS

PUBLIC HEARING-FY2021 Budget Amendment
PUBLIC HEARING-Disposals for 2021
Safety and Security Emergency Preparedness Plan
Consider approval of service change concepts for 2023 and 2024
Bylaws review/update
Wages and Benefits
Demand Response scheduling software

INFORMATION ITEMS

FY2022 Q1 Performance Measures Report
On demand transit



TOPIC	Compensation Analysis and Benefits Changes
DATE	December 6, 2021
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

This is for information only.

Highlights

- FY2022 budget developed February through June 2021
- Significant changes made to health care options and cost sharing
- Health premium plan and cost increase approved by Boise Municipal Health Care Trust in September 2021
- Total increase to 2022 health benefit cost is 10.8 percent from 2021
- Human Resources consultant completed wage survey and compensation system analysis August through October 2021

Summary

Healthcare Benefit

Valley Regional Transit adopts its annual budget in August of each year. Budget estimates for health benefits premium increases are provided prior to the Boise Municipal Healthcare Trust (BMHT) establishing the final rates for the new benefit year. The VRT budget estimate was 5 percent based on recent trends. The actual cost increase is 10.8 percent. In addition, the BMHT opted to make significant changes to benefit options for employees in 2022. This is in part to provide a value-based care option through St. Luke's Health Partners (SLHP) with an employee incentive, and to increase the employee cost-share for the more traditional and expensive health benefit option, the preferred provider option (PPO).

The employee incentive for those selecting SLHP is to have zero premium and reduced cost-share for routine medical appointments and generic medications. The value-based approach focuses on maintaining member's wellness and therefore removing those additional costs to employees is intended to remove barriers to accessing care early, before employees require more expensive healthcare.

Employees that opt for the traditional PPO will see a cost-sharing increase in recognition that this level of benefit is expensive to provide and overtime will continue to be less affordable for employers to maintain. The cost share monthly increase ranges from \$50 for employee only coverage, to \$150 for family coverage. This is the first time employees have had to pay a cost share on the employee only portion of their benefit.

Open enrollment was completed in mid-November, based on the outcome of the enrollment, VRT is anticipating an increase of \$50,000 in benefit premiums over what was budgeted. In addition, VRT leadership recognizes this is a significant change to employee benefits, and given the additional costs to households for other necessities is opting to provide employees an additional benefits compensation amount of \$50 per month, at a cost of \$20,000.

Employee Compensation System Review

VRT's human resources consultant team completed a salary analysis to ensure VRT's compensation system is internally equitable and competitive in the market place. The budget adopted in August included a 5 percent pay increase.

The attached schedule is the consultant's recommendation for VRT's compensation schedule. The consultant team recommends increasing the mid-market rate for Tier 1 by 2.5%, and then adjusting the remainder of the levels based on industry practices. The budget implications for this change is \$12,000. The five percent increase provided in this year's budget helped to mitigate the impact of the recommended changes to VRT's compensation system.

Implication (policy and/or financial)

Ensuring VRT has competitive salaries and benefits is important for recruiting and retaining the talent needed to achieve our mission. The cost to recruit and train an employee to proficiency ranges from \$35,000 to \$65,000 depending on the position. The recommended changes are supported by the experiences of other government employers.

VRT staff will bring a budget change recommendation to the Board in January for \$50,000 to off-set the increases from the health benefit not budgeted in the FY2022 budget. The variances resulting from the wage change recommendation will be achieved through off-setting savings by holding some positions open until later in the fiscal year.

More Information

Attachments:

Compensation Schedule for 2022

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

Annual Salary Schedule

Proposed September 2021

PFA Rank	Range Minimum	Market Minimum	Market Mid-Point	Market Maximum	Range Maximum	
13	\$ 100,934.90	\$ 112,809.59	\$ 118,746.94	\$ 130,621.63	\$ 142,496.33	12% ↑ (e)
12	\$ 90,120.44	\$ 100,722.85	\$ 106,024.05	\$ 116,626.46	\$ 127,228.86	
11	\$ 80,464.68	\$ 89,931.12	\$ 94,664.33	\$ 104,130.77	\$ 113,597.20	
10	\$ 71,843.47	\$ 80,295.64	\$ 84,521.73	\$ 92,973.90	\$ 101,426.07	
9	\$ 64,145.95	\$ 71,692.53	\$ 75,465.83	\$ 83,012.41	\$ 90,558.99	
8	\$ 57,273.17	\$ 64,011.19	\$ 67,380.20	\$ 74,118.22	\$ 80,856.24	
7	\$ 51,136.76	\$ 57,152.85	\$ 60,160.89	\$ 66,176.98	\$ 72,193.07	
6	\$ 45,657.82	\$ 51,029.33	\$ 53,715.08	\$ 59,086.59	\$ 64,458.10	
5	\$ 40,765.91	\$ 45,561.90	\$ 47,959.90	\$ 52,755.89	\$ 57,551.88	9% ↑ (e)
4	\$ 37,399.92	\$ 41,799.91	\$ 43,999.91	\$ 48,399.90	\$ 52,799.89	
3	\$ 34,311.85	\$ 38,348.54	\$ 40,366.89	\$ 44,403.57	\$ 48,440.26	
2	\$ 31,478.76	\$ 35,182.15	\$ 37,033.84	\$ 40,737.22	\$ 44,440.61	
1	\$ 28,879.60	\$ 32,277.20	\$ 33,976.00	\$ 37,373.60	\$ 40,771.20	
	↓ 15% (d)	↓ 5% (c)		↑ 10% (c)	↑ 20% (d)	
	←		\$33,976 (a)	→		
	20% (b)			30% (b)		

Market Mid Point for salary grade 1 determined by Market Mid for lowest ranking position

Range Width = 50% from Range to Range Minimum to Range Maximum

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

Range Minimum = 15% below Mid-Point, Range Maximum = 20% above Mid-Point

Grade Progression: 9% from Rank 1 - 5 ; 12% from rank 5 - 14

Valley Regional Transit FY2022 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Required Approval
Demand response scheduling software (regional)	Leslie Pedrosa	300,000	Sep-21	Board of Directors
Non-Emergency Medical Transportation Service Providers	Leslie Pedrosa	190,000	Sep-21	Board of Directors
On-Call General Construction Services (Less Than \$25,000)	Joe Guenther	500,000	Sep-21	Board of Directors
Employee safety reporting system software (regional)	Dave Meredith	45,000	Nov-21	Executive Director
Fire Extinguishers	Leslie Pedrosa	20,000	Nov-21	Executive Director
State Street Concept and NEPA	Joe Guenther	250,000	Dec-21	Board of Directors
Bus Stop Construction (Ada County)	Joe Guenther	250,000	Jan-22	Board of Directors
Printer and Copier Lease Agreement	Nick Moran	210,000	Feb-22	Board of Directors
On-Call Technical Services	Nick Moran	200,000	Feb-22	Board of Directors
Bus Washing Services - Canyon County	Corrie Washington	TBD	Feb-22	TBD
Regional Radio Dispatch Replacement	Jeff Parker	350,000	Apr-22	Board of Directors
Procurement Management Software	Jason Jedry	75,000	Jun-22	Executive Board
Uniform Rental and Laundry Services - Nampa	Corrie Washington	TBD	Jun-22	TBD
State Street Premium Corridor Phase 1	Joe Guenther	1,250,000	Jun-22	Board of Directors
Bus Stop Sign Blade Update	Joe Guenther	280,000	Jun-22	Board of Directors
Tire and Tire Related Services - Canyon County	Jeff Parker	TBD	Jun-22	Board of Directors
Tire and Tire Related Services - Ada County	Jeff Parker	TBD	Jun-22	Board of Directors
Ada County Operating Contract	Leslie Pedrosa	TBD	Jun-22	Board of Directors
Customer Service Software - CRM	Jeannette Ezell	TBD	Jun-22	TBD
Canyon County Operating Contract	Leslie Pedrosa	TBD	Jun-22	Board of Directors
Enterprise Resource Planning Software System	Jason Jedry	255,000	Jun-22	Board of Directors
On-Call Network Support Services	Nick Moran	TBD	Jul-22	TBD
On-Call Security Services - Main Street Station	Derrick Personette	TBD	Jul-22	TBD
Uniform Rental and Laundry Services - Boise	Ronnie Garcia	TBD	Sep-22	TBD
Document Storage Software (Regional)	Nick Moran	100,000	TBD	Executive Board
Fire Suppression	Leslie Pedrosa	TBD	TBD	TBD
Bus Stop System Improvements	Joe Guenther	250,000	TBD	Board of Directors

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

VRT Board of Directors Approval Levels: \$200,000 and over Updated 11-11-2021

TOPIC	Development Department Monthly Report
DATE	November 18, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities November 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**
ValleyConnect 2.0 has served as the basis for the Transportation Development Plan (TDP) development and VRT input into the COMPASS CIM 2050 update. Staff has continued to refine the Transit Asset Management analysis to inform both the TDP and longer term capital investments.

Programming/Budget Development

- **Budget Development** –As part of the combined FY2023 budget development and FY2023-2027 TDP staff held the first Regional Transit Team meeting and began drafting the strategic objectives for board consideration in January.

Goal 2 – Increase Ridership and Revenue

- **FY2023 and FY2024 Service Changes** – Development staff continues to review route performance, public comment and stakeholder input to begin drafting FY2023 service change concepts. These concepts will be presented to the board at the January board meeting.
- **Regional Revenue Analysis and Strategic Plan** – Development staff continues to participate in the development of existing conditions and guiding research in non-traditional sources of revenue to fund transit services and capital projects. The project is currently reviewing peer agencies.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
While continuing to wait on NEPA approval from FTA, staff has worked with the City of Boise to advance drainage design. Staff has also worked with the consultant to run modeling on the charging, bus and infrastructure needs to complete the conversion to 100% electric vehicles. After design is completed, the bid documents will be drafted and issued for construction Spring 2022.

- **Happy Day Transit Center Upgrades (HDTC)**
Staff presented the results of the feasibility study, past studies, and immediate deficiencies to the VRT Executive Board. With consultant support staff has begun working on getting ready for office roof, HVAC and awning repairs.
- **Main Street Station (MSS)**
Office space construction is nearing completion and concrete repairs were completed on the exit ramp and drive aisles.
- **Bus Stops**
There are a number of bus stop infrastructure projects currently underway. Staff is working on two corridor studies and three construction projects.
 - 1- 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.

Bus Stop construction has been delayed due to NEPA reviews and lack of staff for contracting. All on-call construction companies indicated they could not take on another project this fall, therefore, bidding will be released in December-January for early spring construction.
 - 2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC). VRT will install five (5) best in class shelters after CCDC construction is complete. CCDC construction is underway on both Fairview and Main.
 - 3- FY2022 projects are being scoped out and will be informed by 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**
 - 1- The State Street Transit Operational Analysis guided VRT comments to ACHD on the 75% design review of the Pierce Park intersection. These comments included better integration of the bicycles with the transit amenities and improved station locations. Staff is preparing for another State Street update to the State Street Technical Team.
 - 2- VRT met with FTA to discuss strategies to streamline the environmental review of capital projects along State Street and deliver improved passenger amenities and premium corridor facilities as soon as possible.

- **Fairview Corridor Project**
 - 1- Development staff is wrapping up the Fairview Best in Class Corridor plan. The second phase of the plan is to identify which stops are priority and to include in FY2022 design concept and NEPA for construction in FY2023-24.

Other Development Activities

- **FY 2021 planning projects** –
 - 1- Regional Vanpool Study – Vanpool study is entering the solution development phase. VRT staff and the project team is reviewing draft recommendations.
 - 2- Passenger Facility Plan/Bus Stop Typology – The consultant team held the “basis of design” workshop and has begun incorporating the feedback of that workshop into the design elements of the Bus Stop Typology. VRT staff will provide an update on the Bus Stop Typology in the January Board meeting.
- **Grant Opportunities** – VRT submitted an application for a 5339(b) competitive grant to continue the electrification of the fixed-route fleet by replacing three CNG cut-away vehicles with electric buses.

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



TOPIC	Operations Department Staff Report
DATE	November 17, 2021
STAFF MEMBER	Leslie Pedrosa

Summary

This report provides a 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.

Regional Operations

- Preparing to meet with the Building Accessible Capacity work group in December to discuss demand response scheduling system replacement. The expectation is to have one system that will be used regionally that will allow advance, same day and on-demand booking. The new scheduling system will be selected by the end of the calendar year.
- Four 35' battery electric buses were put into revenue service with the new service change on October 4.
 - Training completed for drivers, maintenance and first responders.
 - On-going issues with the software on the charging pedestals that the builder Proterra continues to work on. This issue has caused buses to be held out of service several times.
- VRT is expecting eight 35' battery electric buses to start arriving at the end of November.
 - All buses are expected to be on-site in January 2022 and in service in the second quarter of fiscal year 2022, following additional training.
- Preparing data to begin reporting to the National Transit Database (NTD) for fiscal year 2021.
- Staff continues to make adjustments to the new fixed-route computer-aided dispatch/Automatic Vehicle Location (CAD/AVL) Intelligent Transportation System. These ongoing adjustments will ensure system parameters are set properly for route patterns, bus stop locations, time tables, and automated announcements.
- The new integrated fare payment system, City Go Wallet, launched on October 4.
 - Included Umo, a new mobile ticket application. The Valley Connect mobile ticketing application stopped all sales on October 31.
 - Staff continues to transition any Valley Connect unused passes to the customers new account in City Go Wallet.
- Working with First Transit to prepare for upcoming "Stuff the Bus" events.

- Battery electric bus will be onsite at the Fred Meyer on Federal Way November 29 to deliver toys collected during shopping spree to the Salvation Army in Boise.
- All Ada and Canyon County Fred Meyers stores will have a bus onsite to collect toys for the event on December 4. Buses will deliver toys to the Salvation Army in Boise, Nampa and Caldwell.

Highlights:

Contracted Transportation

- Ada and Canyon County have been successful in hiring for most open positions, following a wage increase. Canyon County used temporary drivers for a brief time to maintain current staffing levels, while they completed training on newly hired staff.

Canyon County Highlights

- One preventable accident in October
- Intercounty on-time performance 58% for October. After further review, it was found that several time points were incorrect following the transition to new CAD/AVL system. Times were corrected and November is expected to improve.
- ACCESS on-time performance 91% for October
- On-demand on-time performance 80% for October

Ada County Highlights

- Zero preventable accidents in October
- Fixed-route on-time performance 82% for October
- ACCESS on-time performance 97% for October
- All four battery electric buses have been placed into revenue service. We continue to have on-going challenges with charging infrastructure.
- Will continue to review stop level ridership following October 4 service change for any needed adjustments

Specialized Transportation

- Volunteer drivers saw a decrease in ridership again in October.
- Eagle Senior Center is experiencing longer trip times due to traffic and congestion due to construction. October also had a slight decrease in ridership, likely due to the pandemic.
- Meridian Veteran's Shuttle and Rides 2 Wellness continues to provide limited service. The procurement process will be finalized in November and normal service should resume in December.
- Harvest Transit has seen an increase in ridership and is looking at adding an additional van to keep up with demand.

Information Technology and Intelligent Transportation Systems

- Staff resolved 145 support requests from 183 submitted in October
- Continue to work on adjustments within new system for fixed-route CAD/AVL and mobile ticketing validators
- Completing data requests as needed for staff members

- Leading evaluation team for the Demand Response Scheduling software replacement
- Working with staff to evaluate an enterprise resource planning (ERP) software replacement

Compliance

- Completed update to Davis Bacon Wage Act procedures
- Continue to monitor pandemic for any state or federal changes
- Worked with staff to provide requested ridership data for jurisdictions
- Researching employee safety reporting programs to assist with compiling data for Public Transportation Agency Safety Plan

Customer Service Support

- Customer service handled 2,638 of 2,779 phone calls for information, with 140 calls abandoned. The average call time was 2 minute, 22 seconds and the average hold time was 17 seconds.
- Reservationist handled 916 of 956 phone calls to change or schedule a ride on ACCESS, with 37 calls abandoned. The average call time was 3 minutes, 31 seconds and the average hold time was 15 seconds.
- On-demand services handled 687 of 736 phone calls to schedule a ride, with 47 calls abandoned. The average call time was 1 minute, 52 seconds and the average hold time was 24 seconds.
- September mobile ticket sales for the Valley Connect app were \$3,758.25. Mobile ticket sales for the new City Go Pay Wallet were \$3,166.50.

More Information

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



TOPIC	Finance and Administration Activity Report
DATE	December 6, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Summary

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

Highlights

Budget/Finance

- Finance staff are finalizing the soft close of the 4th quarter of FY2021
- Finance staff are actively preparing for the FY2021 independent annual audit
- Finance staff is preparing to submit the Authorities FY2021 National Transit Database information to the FTA
- Finance staff are working on FY2022 project funding and tracking documentation

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - Subrecipient agreements for FY2022
 - Subrecipient reviews
 - Project funding forms
 - End of year grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Demand Response Scheduling Software
 - Non-Emergency Medical Transportation Service Providers
 - On-Call General Construction Services (Less Than \$25,000)
 - Contract extensions

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

TOPIC	Community Projects/Outreach Efforts Update
DATE	December 6, 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

- It was a relatively quiet past month for public records requests and media coverage. There was one request for public records – someone asked for a listing of our bus inventory.

As far as media reporting, we had good coverage of our annual Cranksgiving food drive, including two stories in the Idaho Press. The Idaho Statesman reported on President Biden’s “Make America Great” funding package that was signed into law and what it means for public transportation in the region. (The reporter erroneously reported that it included an earmark for funding for State Street improvements, but that earmark was not included in the bill signed into law; the reporter ran a correction.) BoiseDev reported on the challenges that fast-growing city, Meridian, faces. That story included some financial information regarding how much funding the city provides to VRT.

- The 23rd annual Stuff the Bus toy drive was held on December 4. We parked buses outside the seven Fred Meyer stores for the day and collect toys. The toys are distributed by the Salvation Army to families in need for the holidays. We collect, on average, more than 10,000 toys every year during this event.
- Press releases were sent out about Cranksgiving, our new City Go Wallet (which allows a person to pay for bus fare with a smart card or mobility app), the newest topic for public comment posted at our engage.valleyregionaltransit.org online public participation platform (Western Highway 44 Connected Communities), and the 2021 Stuff the Bus event.
- Efforts are ongoing to promote the engage.valleyregionaltransit.org website and to get people to sign up and provide comment.
- I am completing a template for an electronic newsletter that will provide information relevant to the smaller cities in the Treasure Valley (e.g. Wilder, Greenleaf, Notus, Melba, Parma). This newsletter will be sent out to these cities a minimum of four times a year. I will work with city clerks and other officials in these cities to develop content and distribution lists.

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	November 17, 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 – Ada County

- SRTS is currently scheduling in-class sessions for winter and rodeos for spring 2022. SRTS recently received a donation of about 25 new bikes to help build a fleet of small bikes for learn-to-bike work.
- SRTS has been in several classrooms around the valley, with more to come.
- SRTS Manager, Lisa Brady, was part of the initial stakeholders' committee for two Boise area swimming pools, reviewing the transportation needs for youth around those pools. She also serves on the Boise Vision Zero Committee and ACHD Bicycle Advisory Committee.
- SRTS will be providing a couple of stop signs and safety vests to Owyhee Elementary to use with their youth crossing guard program.
- The TAP grants are open, and applications are being filled out to continue the work of SRTS into the foreseeable future.
- Work on grants and sponsorships continues. Updates should be available in mid-December. We are on target for meeting the required match for the federal grant.

Safe Routes to School – Canyon County

- Recently, Alex Hackett taught at Park Ridge Elementary and Gem Prep Academy.
- SRTS handed out 500 reflectors and safe walking bookmarks for a Walk to School Day at Van Buren Elementary.
- SRTS participated in the monthly Nampa Bike and Ped Committee, Caldwell Bike and Pathways Committee, and Caldwell Health Coalition meetings.
- Alex met with Columbia High School Vice Principal Stern to talk about recent hit and run and to assess options for infrastructure improvements and education opportunities.
- Alex updated the ongoing infrastructure safety projects for Nampa schools with a driving audit and participated in a Safe Routes to School safety project study with the City of Nampa.
- Coming up, a couple of days of teaching at Birch Elementary, and trying to schedule some more in-class teachings.

Navigation

- Following up with CitizenLab to resolve some issues with the public engagement platform
- Meeting with Canyon County Government Committees
- Developing the December Connected Canyon County Steering Committee workshop template
- Travel Training – Compiling an updated Route Book. Will be working with the Idaho Department of Labor
- Working with LINC to discuss how best to incorporate travel training programs with the populations they work with
- Rides2Wellness – Meeting with operations team now that there are new providers. Also met with Terry Reilly Patient Navigators on issues they've encountered trying to book rides for patients.

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.

Electric Bus promotion

- The Electric Bus Campaign is in full swing and will continue through the end of calendar year 2021.
- Stoltz Marketing Group provided campaign highlights for October, the first full month of ads. Some highlights:
 1. Total number of impressions – 159,467
 2. Clicks on social ads – 2,836 – Click-through rate – 1.7%
 3. Web analytics for the new electric bus page on the VRT website
 4. 836 page views, 756 were unique page views
- The electric bus web page wasn't live for the entire month, so the number of clicks was low.
- Link between social ads and the website – 54% of all click-throughs were to the electric bus website page.

Other campaign tactics include:

- Wrapping the first four buses with unique character-driven identities identifying them as electric buses. All four buses have been wrapped.
- A comic book targeting kids
- Event materials like photo booth cutout displays
- Organic social content
- An animated video
- Community events and partnerships

City Go Wallet App

VRT is coordinating with City Go and Stoltz Marketing Group to develop a marketing campaign to introduce the public to the app and all it does. The app was soft-launched on October 4, 2021, with a full rollout taking place in November.

Campaign tactics include:

- Design of the smart card
- Paid ads, both Display and Facebook/Instagram
- Social content, images, and post content for organic distribution
- Partner social content, images, and post copy for City Go partners to distribute through their channels.
- Promo videos
- Press release
- Website integration on both the City Go and Valley Regional Transit websites
- Interior bus ads
- General promotional poster for display at transit facilities
- Mobile app messaging

Safe Travels, Treasure Valley

Overall ridership is still well below pre-pandemic levels. The STTV campaign will continue to assure the public that riding shared transportation is safe and cost-effective. Through an every-other-week newsletter, our partner agencies and VRT provide updates on programs and industry trends. VRT will continue to produce the newsletter on the same schedule through the Fiscal Year 2022. The format will get a fresh look, and we will develop a calendar of topics and focus on building the audience.

- We invite you to subscribe to the newsletter and share the link with others.
<https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08>

Route 150 Pine/Route 9 Extension

Stolz Marketing Group has presented a campaign strategy for promoting the Route 30 Pine and Route 9 Extension. The plan is still under review, but the idea is to target specific business and residential complexes near the routes. The goal is to have the campaign and materials ready to go when VRT decides it is time to launch the new service in Meridian and simultaneously relaunch the Route 9 Extension into Eagle.

Website

Marketing is exploring the possibility of updating the bus locator page to provided richer content for users.

Ongoing Media Support

Marketing is exploring the possibility of establishing an ongoing media presence on traditional over-the-air radio and traffic reports. Following the success of Spanish language outreach for VRT OnDemand, there would be a Spanish component to this ongoing media push.

Treefort Music Fest

March 23 – 27, 2022. VRT has agreed to continue providing the Treeline circulator service for the tenth Treefort Music Fest. VRT will make a bigger media push to make the community aware of the service, and Bands on the Bus will return!

More Information

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



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	December 6, 2021
STAFF MEMBER	Jason Russell

Summary

Valley Regional Transit - Fleet Underwriting Division				
	Safe Routes to School	Transit Assets	Public Art	Bike Share
Target Revenue FY22:	\$60,000.	\$600,000.	\$75,000.	\$350,000.
Actual Contracted Revenue:	0.00	\$283,870		
% of Target Revenue:	0%	47%*	0%	0%

*as of 11/17/2021

Summary: With the goal of achieving a minimum of 75,000.00 annual revenue, we have begun focused outreach to potential sponsors for the Valley Regional Transit/City of Boise Department of Arts and History Public Art program. We are currently working with both the Interfaith Sanctuary and Idaho Department of Health and Welfare on artist selection. This has proven to be more labor-intensive than expected, but indicators are still positive for community financial support for this new program.

Safe Routes to Schools is also a focus of our fiscal year 2022 revenue development efforts. We are working to design a presentation that encompasses what the program can offer to a potential sponsor and garner internal support for these efforts. We have identified two potential sponsors and initial discussions reveal openness to thirty-six month agreements. Timing is critical, as both organizations are budgeting their calendar 2022 sponsorships.

We are continuing to market sponsorships for a new **Bike Share** concept in the Treasure Valley. Without physical assets or a system that is providing service, efforts here have been less than successful, as the potential advertisers cannot seem to find ways to support it within their advertising or marketing budgets. Nonetheless, we find generous vocal support for this system and remain confident that when launched the advertising community will financially support sponsorship placements.

New Business Opportunities

- New Horizons Academy
- Dermatology Clinic of Idaho
- PETA

Advertising Installations and Renewals

- Salvation Army
- Discovery Center of Idaho

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

TOPIC	City Go Report
DATE	December 6, 2021
STAFF MEMBER	Kaite Justice

Summary

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

- City Go added a pass program for Ada County Highway District in November.
- The Integrated Mobility Plan planning process kicked off end of September. Staff is currently working with Nelson Nygaard on the initial data analysis. The first stakeholder workshop took place the third week of November with over 20 stakeholders from Ada and Canyon County present. The plan is expected to be completed in May.
- City Go is working with the Idaho Policy Institute to conduct a COVID-19 Travel Behavior Study valley-wide. The survey questions are completed and the survey is being fielded in November/December.
- The annual City Go Travel Behavior Survey was fielded from November 15 through December 6. The survey will provide data on people's perceptions and travel behavior in the downtown area. When the survey is completed, it will be compared to the data from the 2019 survey.
- City Go has participated in First Friday in Garden City in November. Additionally City Go participated and sponsored Cranksgiving on November 20.
- The City Go Wallet soft launch completed at the end of October and the full launch happened on November 1. During the soft launch over 160 individual people downloaded the app and created accounts. During the month of December VRT sold over \$6,000 in fares between the Valley Connect App and the City Go Wallet. In the first half of November, the City Go Wallet has sold over \$5,000 in fares. In December, installation and integration with the Bronco Shuttles will start. Additionally, City Go staff integrated the first regional pass program into the system, and will continue to transition new and renewing pass programs into the new system over the next year. Staff continues to work through integrations with partner agencies for shuttles, vanpools, and parking to come later on in the year. To learn more about the new system visit: <https://www.citygoboise.com/wallet>
- Additionally, City Go launched a 3-month marketing campaign in November to promote the City Go Wallet and the new ways to plan and pay for trips.
- City Go staff is also working with their Steering Committee and stakeholders in the region to develop an equity framework to guide the initiative, projects and outreach City Go does in 2022 and beyond. The framework is still in draft form and includes four parts:
 - Part 1: Systemic Storytelling Exercise
Purpose – Practice examining and becoming aware of the underlying assumptions and potential systematic and programmatic inequities.
 - Part 2: The Structure of Equity
Purpose – Review a model of all the elements that contribute to equity. Reflect on how

- these components can or could contribute to more equitable structures, services, programs.
- Part 3: Equity Framework
Purpose – Apply the framework to existing or proposed service/program/policy components to identify how to build or revise them equitably. Visualize the overall flow and connections of the equity framework (supplement framework).
 - Part 4: Equity Glossary and Citations
Purpose – Provide basic definition of terms and sources.

For detailed information contact: Kaite Justice, City Go Director, 208-258-2750,
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