

Board of Directors Meeting Agenda

January 03, 2022

12:00 PM

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

Board of Director members may participate in the meeting in-person, via MTeams at
<https://tinyurl.com/5n6eddt3>

or by dialing in at **469-965-2358 Conference ID: 673 149 405#** (*The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Board of Director 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. Finance Committee Report - None

V. Consent Agenda

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

A. ACTION: Minutes - October 4, 2021 Board of Directors Meeting ☐

The Board of Directors are asked to consider approval of the minutes from the October 4, 2021 meeting.

Pages 4-6 | Paula Cromie

B. ACTION: Minutes - Executive Board Meetings from October 4, November 1 and December 6, 2021 ☐

The Board is asked to consider acceptance of the minutes from the October 4, November 1 and December 6, 2021 Executive Board meetings.

Pages 7-17 | Paula Cromie

C. ACTION: Facility and Equipment Maintenance Policy 6.01.00 Update ☐

VRT Staff requests the Board consider approval of Resolution VBD22-003 approving the updated Facility and Equipment Maintenance Policy. No substantive changes were made to the policy.

Pages 18-23 | Leslie Pedrosa

D. ACTION: System Security and Emergency Preparedness Policy 6.05.00 ☐

The board is asked to consider approval of RESOLUTION VBD22-004, the System Security and Emergency Preparedness Policy 6.05.00.

Pages 24-29 | Dave Meredith

E. ACTION: Boise Municipal Healthcare Trust Appointment of Kelli Badesheim ☐

The Board is asked to approve Resolution VBD22-001 authorizing the appointment of Kelli Badesheim to the Boise Municipal Healthcare Trust.

F. ACTION: FY2021 Public Comment Report Θ

The Board is asked to consider acceptance of the FY 2021 Public Comment Report.

Pages 32-33 | Mark Carnopis

G. ACTION: State Street Corridor Memorandum of Understanding Θ

The Valley Regional Transit Board of Directors will consider approving the 2022 through 2027 State Street Corridor Memorandum of Understanding. The MOU continues the collaboration with the government jurisdiction and agency partners to build-out State Street with a significant transit emphasis.

Pages 34-40 | Kelli Badesheim

H. ACTION: Employee Classification and Salary Schedule Update Θ

The Board is asked to consider approval of RESOLUTION VBD22-006 to approve the 2022 Salary Schedule.

Pages 41-44 | Kelli Badesheim

I. ACTION: BYLAWS - Valley Regional Transit Update Θ

The board is asked to consider approval of RESOLUTION VBD22-005 approving changes to the Valley Regional Transit bylaws. In accordance with the Bylaws, thirty (30) days written notice was given to Board members informing them of the proposed amendments and changes at the October 2021 Board meeting.

Pages 45-54 | Kelli Badesheim

VI. Action Items

A. ACTION: 2022 Officer Succession and Executive Board Elections Θ

The VRT Board of Directors will hold an election to fill officer and at-large members to the Executive Board for 2022.

Pages 55- 56| Kelli Badesheim

B. ACTION: PUBLIC HEARING - FY2022 Budget Amendment #1

Prior to the Public Hearing, VRT staff will present the amended FY2022 Operating and Capital budgets. The VRT chair will then conduct a Public Hearing and take formal comments on the FY2022 Budget Amendment #1.

Kelli Badesheim

C. ACTION: FY2022 Budget Amendment #1 Θ

Valley Regional Transit Board of Directors will consider approval of VBD22-002 - FY2022 Budget Amendment #1. The budget amendment includes FY2021 carryforwards and new projects funded after the adoption of the FY2022 budget in August 2021.

Pages 57-66 | Kelli Badesheim

D. ACTION: FY2023-FY2027 Transportation Development Strategic Objectives Θ

Staff will present the draft strategic objectives for the FY2023-FY2027 Transportation Development Plan for the board's consideration.

Pages 67-69 | Stephen Hunt

E. ACTION: Demand Response Scheduling Software Θ

The Board is asked to consider approving RESOLUTION VBD22-007 to approve a contract with Via Mobility, LLC for the purchase of a replacement demand response scheduling software.

Pages 70-73 | Leslie Pedrosa

VII. Information Items

A. INFORMATION: On-Demand Transit Update Θ

Staff will provide an update on the on-demand transit service for Canyon County.

Pages 74-75 | Leslie Pedrosa

B. INFORMATION: Bus Stop Typology Update

Staff will provide an update on bus stop typology.

C. INFORMATION: FY2023 and FY2024 Service Change Concepts Θ

Staff will provide an update on the service change concepts for FY2023 and FY2024 to the Board of Directors for their comment and information

Pages 76-77 | Alissa Taysom

D. INFORMATION: Procurement Calendar Θ

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

Pages 78-79 | Jason Jedry

VIII. Department/Staff Reports

A. INFORMATION: Department/Staff Report Θ

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

Pages 80-96 | Staff

IX. Executive Session

The VRT Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) through (j). An action by the VRT Board may follow the Executive Session.

X. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next VRT Board of Directors Meeting:

April 4, 2022

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)

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:

<https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf>

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.

Valley Regional Transit Board of Directors Meeting Minutes

Monday, October 04, 2021

12:00 PM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Nichoel Baird Spencer, City of Eagle	Alexis Pickering, ACHD	Kelli Badesheim, VRT
John Bechtel, City of Wilder	Pam White, Canyon County Com.	Jeff Barnes, City of Nampa
Rod Beck, Ada County	Leslie Van Beek, Canyon County Com.	Mark Carnopis, VRT
Diane Bevan, Meridian Dev Corp	Assoc. of Canyon County Highways	Paula Cromie, VRT
Bre Brush, City of Boise	Hal Forsgren, City of Melba	Brianna Dowling, VRT
Luke Cavener, City of Meridian	Becky Crofts, City of Middleton	Gregg Eisenberg, First Transit
Elaine Clegg, City of Boise	Dave Hershey, City of Star	Tessa Greggor, ACHD
Ryan Davidson, Ada County Comm.		Joe Guenther, VRT
Matt Edmond, CCDC		Jimmy Hallyburton, City of Boise
John Evans, City of Garden City		Jim Hansen, ACHD
Jeff Flynn, CWI		Stephen Hunt, VRT
Sandi Levi, City of Nampa		Liisa Itkonen, COMPASS
Lantz McGinnis-Brown, Boise State		Jason Jedry, VRT
Garret Nancolas, City of Caldwell		Dave Meredith, VRT
Joe Stear, City of Kuna		Nick Moran, VRT
Mark Wasdahl, ITD		Mary Beth Nutting - RAC
Tina Wilson, Parma/Notus/Greenleaf		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 12:03 with a quorum present in-person and virtually.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

FINANCE COMMITTEE - None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

ACTION: Minutes of the August 2, 2021 Board of Directors Meeting
ACTION: Minutes of the August 2, 2021 Executive Board
ACTION: FY2021 Carryforward Project List
ACTION: FY2021 3rd Quarter Operating Cash Balance Report
ACTION: FY2021 3rd Quarter Budget Variance Reports
ACTION: Specialized Transportation Service Provider Project Budgets
ACTION: Fiscal Year 2021 Asset Disposition
ACTION: Public Records and Records Retention Policy 1.29.00
ACTION: Board Agenda Preparation and Approval Policy Update
ACTION: Valley Regional Transit Employee Handbook Update October 2021

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

ACTION ITEMS

ACTION: Cash Flow Reserve and Maintenance Reserve Plan

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

Garrett Nancolas moved to approve the plan as presents, Luke Cavener seconded. The motion passed unanimously.

ACTION: Shared Vehicle Program Fees

Diane Bevan moved to approve RESOLUTION VBD21-037 and the new fee structure for the shared vehicle program, Bre Brush seconded. The motion passed unanimously.

ACTION: Fiscal Year 2021 3rd Quarter Performance Report

Tina Wilson moved to approve/accept the 3rd quarter performance report for FY21 as presented, Lance McGinnis-Brown seconded. The motion passed unanimously.

ACTION: Addendum to the Transit Structure Cooperative Agreement with the Ada County Highway District

Joe Stear moved to approve the Addendum to the Transit Structures Cooperative Governmental Agreement between Valley Regional Transit (VRT) and the Ada County Highway District (ACHD), Rod Beck seconded. The motion passed unanimously.

ACTION: FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar

Joe Stear moved to accept the Development Plan Calendar as presented, John Evans seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Valley Regional Transit Bylaws Update

Updates to the bylaws were presented to the Board for consideration and discussion. In accordance with the current Bylaws, bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days' notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments. This item will come back to the Board at the January meeting where they will be asked to consider approval of the changes.

INFORMATION: Procurement Calendar

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

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 12:40.

NEXT VRT BOARD OF DIRECTORS MEETING:

January 3, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Valley Regional Transit Executive Board Meeting Minutes
October 4, 2021
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: 

Elaine Clegg, Chair
Valley Regional Transit

ATTEST:

By: Paula Cromie
Paula Cromie, Executive Assistant
Valley Regional Transit

Executive Board Meeting Minutes

Monday, October 04, 2021

11:00 AM

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Debbie Kling, City of Nampa	Kelli Badesheim, VRT
Elaine Clegg, City of Boise	Lauren McLean, City of Boise	Bre Brush, City of Boise
Luke Cavener, Meridian		Mark Carnopis, VRT
John Evans, City of Garden City		Paula Cromie, VRT
Sandi Levi, City of Nampa		Tessa Greggor, ACHD
Lantz McGinnis-Brown, Boise State		Joe Guenther, VRT
Garret Nancolas, Caldwell		Jim Hansen, ACHD
Joe Stear, City of Kuna		Stephen Hunt, VRT
		Jeanette Ezell, VRT
		Liisa Itkonen, COMPASS
		Jason Jedry, VRT
		Dave Meredith, VRT
		Mary Beth Nutting, RAC
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Eric Selekof, VRT
		Walter Steed, RAC
		Alissa Taysom, VRT
		Cameron Wells, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:04 with a quorum present in-person and virtually.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the Consent Agenda consisted of:

ACTION: Minutes of the August 2, 2021 Executive Board Meeting

ACTION: Specialized Transportation Service Provider Budgets

ACTION: Main Street Station Condominium Association Dues

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

Item V. B.

FINANCE COMMITTEE

ACTION: FY2021 3rd Quarter Budget Variance Reports

Garrett Nancolas moved to accept the FY2021 3rd Quarter variance report as presented, Luke Cavener seconded. The motion passed unanimously.

ACTION: FY2021 3rd Quarter Operating Cash Balance Report

Luke Cavener moved to accept the FY2021 3rd quarter operating cash balance report as presented, John Evans seconded. The motion passed unanimously.

ACTION ITEMS

ACTION: 2022 Executive Board and Board of Director's Meeting Calendar and Proposed 2023 Meeting Calendar

Joe Stear moved to approve the 2022 and proposed 2023 meeting calendars for the Board and Executive Board meetings, Luke Cavener seconded. The motion passed unanimously.

INFORMATION ITEMS

INFORMATION: Chair's Report - Agenda for Joint Meeting with the Regional Advisory Council (RAC)

Chair Elaine Clegg discussed and asked for input regarding the agenda for the annual joint meeting with the RAC in November.

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting was adjourned at 11:30.

NEXT VRT EXECUTIVE BOARD MEETING:

November 1, 2021 (Joint meeting with the Regional Advisory Council)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

MINUTES - Executive Board Meeting 10-04-2021 for Signature

Final Audit Report

2021-11-04

Created:	2021-11-04
By:	Paula Cromie (pcromie@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUcHGIH7q4NgKEHsQOt-8J7la1VgxnxNB

"MINUTES - Executive Board Meeting 10-04-2021 for Signature" History

-  Document created by Paula Cromie (pcromie@valleyregionaltransit.org)
2021-11-04 - 4:32:31 PM GMT- IP address: 75.174.71.188
-  Document emailed to Elaine M Clegg (eclegg@cityofboise.org) for signature
2021-11-04 - 4:33:09 PM GMT
-  Email viewed by Elaine M Clegg (eclegg@cityofboise.org)
2021-11-04 - 6:41:45 PM GMT- IP address: 63.146.206.6
-  Document e-signed by Elaine M Clegg (eclegg@cityofboise.org)
Signature Date: 2021-11-04 - 6:42:30 PM GMT - Time Source: server- IP address: 63.146.206.6
-  Agreement completed.
2021-11-04 - 6:42:30 PM GMT

Valley Regional Transit Executive Board/RAC Joint Meeting Minutes
November 2, 2021
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: 
Elaine Clegg, Chair
Valley Regional Transit

ATTEST:

By: Paula Cromie
Paula Cromie, Executive Assistant
Valley Regional Transit

Joint Executive Board and Regional Advisory Council Meeting Minutes

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

Item V. B.

MINUTES - Executive Board/RAC Joint Meeting 11-02-2021

Final Audit Report

2021-12-08

Created:	2021-12-07
By:	Paula Cromie (pcromie@valleyregionaltransit.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3zTuwT7R-mx8tCh--7Ge847yj4KXzA3Y

"MINUTES - Executive Board/RAC Joint Meeting 11-02-2021" History

-  Document created by Paula Cromie (pcromie@valleyregionaltransit.org)
2021-12-07 - 7:37:07 PM GMT- IP address: 208.98.167.66
-  Document emailed to Elaine Clegg (eclegg@cityofboise.org) for signature
2021-12-07 - 7:37:58 PM GMT
-  Email viewed by Elaine Clegg (eclegg@cityofboise.org)
2021-12-08 - 11:13:42 PM GMT- IP address: 97.71.129.26
-  Document e-signed by Elaine Clegg (eclegg@cityofboise.org)
Signature Date: 2021-12-08 - 11:17:24 PM GMT - Time Source: server- IP address: 97.71.129.26
-  Agreement completed.
2021-12-08 - 11:17:24 PM GMT

Executive Board Meeting Minutes

Monday, December 06, 2021

11:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho and via MSTeams meeting

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
John Bechtel, City of Wilder	Luke Cavener, City of Meridian	Kelli Badesheim, VRT
Lantz Brown, Boise State		Bre Brush, City of Boise
Elaine Clegg, City of Boise		Mark Carnopis, VRT
John Evans, City of Garden City		Paula Cromie, VRT
Debbie Kling, City of Nampa		Karleigh Deeds, Thompson Consult.
Sandi Levi, City of Nampa		Brianna Dowling
Lauren McLean, City of Boise		Gregg Eisenberg, First Transit
Garret Nancolas, City of Caldwell		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Dave Fotsch, VRT
		Tessa Greegor, ACHD
		Jim Hansen, ACHD
		Stephen Hunt, VRT
		Jason Jedry, VRT
		Tom Laws, ACHD
		Dave Meredith, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Russell, VRT
		Eric Selekof, City Go
		Walter Steed, Citizen
		Alissa Taysom, VRT
		Kevin Womack, VRT

CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:02 am with a quorum present by phone and in person.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the Consent Agenda consisted of the following:

ACTION: Minutes of November Executive Board/Regional Advisory Council Joint Meeting

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

FINANCE COMMITTEE - None**ACTION ITEMS****ACTION: Non-Emergency Medical Transportation**

Garret Nancolas moved to approve RESOLUTION VEB21-020 and Authorization for Expenditure for Non-Emergency Medical Transportation, Debbie Kling seconded. The motion passed unanimously.

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

Debbie Kling moved to approve setting a Public Hearing date at the next Board of Directors meeting to take public testimony on the FY2022 budget amendment and FY2021 carry-forwards, John Bechtel seconded. The motion passed unanimously.

ACTION: Proposed Agenda for January Board of Directors Meeting

John Bechtel moved to approve 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, Joe Stear seconded. The motion passed unanimously.

INFORMATION ITEMS**INFORMATION: Compensation Analysis and Benefits Changes**

The HR consultant team and VRT staff presented 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.

INFORMATION: Procurement Calendar

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

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 11:49 am.

NEXT VRT EXECUTIVE BOARD MEETING:

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

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642



TOPIC	Facility and Equipment Maintenance Policy Update
DATE	January 3, 2022
STAFF MEMBER	Leslie Pedrosa

Summary

Valley Regional Transit, third party contractors and sub-recipients are committed to ensure safe, efficient and well cared for facilities and equipment to all transit users, stakeholders, staff and supporting agencies, along with maintaining a satisfactory state of good repair at all levels of federal, state and locally invested infrastructure. In September 2017, VRT Board of Directors approved the Facility and Equipment Maintenance Policy. VRT staff will be reviewing and updating policies as needed to ensure they reflect the correct information. Policies will be reviewed every four years, or sooner if needed.

The Facility and Equipment Maintenance Policy that was approved in 2017 has been reviewed and the changes made are minimal. Those changes include:

- Replacing all references made to “contract providers with contractors
- Adding, removing, or updating definitions
- Presenting in standard VRT policy format

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-003 and the updated Facility and Equipment Maintenance Policy, Policy Number 6.01.00.

Implication (policy and/or financial)

Having a documented policy allows for VRT and contract operators to improve overall safety. This policy will continue VRT’s commitment to ensure safe, efficient and well cared for facilities and equipment

Highlights

- Approved by Board of Directors November 2017

More Information

Attachments:

VRT Facility and Equipment Maintenance Policy 6.01.00

For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org



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

Policy Number: 6.01.00

Resolution Number: VBD22-003

Policy Title: Facility and Equipment Maintenance

Signature of Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

The Facility and Equipment Maintenance Policy will ensure safe, efficient and well cared for facilities and equipment to all transit users, stakeholders, staff and supporting agencies, along with maintaining a satisfactory state of good repair at all levels of federal, state and locally invested infrastructure.

The Facility and Equipment Maintenance Policy applies to Valley Regional Transit (hereinafter know as AUTHORITY) staff, contractors of public transportation services in Ada and Canyon counties, and sub-recipients. It includes physical facilities, federally invested infrastructure, bus stops and transfer locations, signage and miscellaneous infrastructure.

It is understood that this policy does not apply to vehicle upkeep and maintenance, movable equipment; equipment not owned by AUTHORITY or any elements of staff or contracted labor.

Definitions

The following words and phrases, whenever used by the Authority, shall be construed as defined in this section unless, from the context, a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

Mission Critical Items – Any essential service necessary for normal business operations, that if interrupted under any circumstance service would be stopped.

State of Good Repair - The condition in which a capital asset is able to operate at a full level of performance.

Sub-recipient Agencies – Any non-Federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program.

Long Term Planned improvements – Improvements expected to be achieved five or more years ahead. Planning usually involves monitoring and evaluating activities, as well as establishing goals, which are expected to be achieved. These types of improvements may require special budgeting efforts to cover and plan for.

Yearly Contracted or Provided service – Services provided through an agreement with another agency, organization, or individual on behalf of the organization. The agreement specifies the services or personnel to be provided on behalf of the organization and the fees to provide these services or personnel.

Light Duty or Minimal Contract service – Services or tasks that are covered by staff or tasks small contract labor for services

Maintenance - Any task or service that can reasonably be expected to be repeated on a regular basis in the service area in question.

Capital Expenditures - One-time expenditures or items that regularly need replaced but are valued at over \$250,000.

Policy

1. The Facility and Equipment Maintenance Policy will:
 - a. Ensure Federal State and Local requirements and regulations as well as industry standards are met and followed;
 - b. Ensure State of Good Repair standards are observed and followed for all equipment, infrastructure and facilities including bus stops;
 - c. Provide guidance for Facility and Equipment Maintenance while recognizing the responsibility of each contractor or sub-recipient to determine its own plan, and to set tracking procedures subject to AUTHORITY review;
 - d. Set a common basis for inspection standards which consider equipment life, value and programmed service; and other factors; and,
 - e. Recognize there is a budgetary allowance for facility maintenance typically allocated to contractors and sub-recipients that AUTHORITY staff will oversee for compliance and best practice based on programmed life and the Transportation Development Plan.
2. The Facility and Equipment Policy will be reviewed by AUTHORITY staff at least every three (3) years or as needed, after the initial policy and updates are completed. The policy may be reviewed based on Executive Director review or request.
 - a. Any new will contractor or sub-recipient will be provided AUTHORITY's most current policy. Any changes to policy will be provided to current contractors or sub-recipients.
3. Contractors and sub-recipients are required to provide AUTHORITY staff with their respective facility and equipment maintenance plans. These plans will be reviewed for compliance and state of good repair applicability. Once plans are approved by AUTHORITY

staff and implemented by contractor or sub-recipient, AUTHORITY staff will audit the plan annually. Additional audits may be required pending compliance.

- Should a contractor or sub-recipient fail to meet the standards required in the approved plans or should failures or lack of compliance be noted in the audit, a delay of payment to the contractor in question may be implemented until compliance is obtained.
- a. The submitted maintenance plans should include coverage of three main areas of emphasis.
 - Long Term Planned improvements
 - These types of items generally require special budgeting efforts to cover and plan for. The plan should address how these items will be covered over several years of budget coordination.
 - Yearly Contracted or Provided service
 - These type of items occur one to four times per year
 - Light Duty or Minimal Contract service
 - These type of items are covered by staff or a contract for labor services

4. Certain items are considered mission critical. These items require priority guaranteed inspection for repair or maintenance prior to other improvements.

5. Contractors or sub-recipients are expected to provide the following services as part of maintaining the facilities under their control by either contracting these tasks with outside labor, staffing these efforts or noting how these items do not apply to the facility in question.

- Janitorial
- Mowing/Weeding including shrub and tree maintenance
- HVAC and plumbing maintenance
- Building maintenance
- Bus stop/network maintenance
- Compliance
- Pest control
- Security maintenance
- Asphalt maintenance
- Elevator inspections

END OF POLICY

Adoption Date: September 25, 2017

Effective Date: September 25, 2017; January 3, 2022

Last Revised Date: January 3, 2022

Last Reviewed Date:

Replaced:

Supporting Documents:

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

FACILITY AND EQUIPMENT MAINTENANCE POLICY POLICY NUMBER 6.01.00 RESOLUTION VBD22-003

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED FACILITY AND EQUIPMENT MAINTENANCE POLICY, POLICY NUMBER 6.01.00

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, Valley Regional Transit staff completed a review of operational policies to manage operational activities; and

WHEREAS, the Facility and Equipment Maintenance Policy is needed to give guidance to third party contractors and sub-recipients to ensure all Federal, State and local regulations are met and followed; and

WHEREAS, Valley Regional Transit is committed to ensure safe, efficient and well cared for facilities and equipment to all transit users, stakeholders, staff and supporting agencies; and

WHEREAS, Valley Regional Transit will ensure third party contractors and sub-recipients have their own Facility and Equipment Maintenance Plan that is consistent with VRT policy; 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.

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

Section 1. That the Board of Valley Regional Transit approve the updated Facility and Equipment Maintenance Policy 6.01.00

Section 2. That this Resolution shall be in full force and effective immediately upon its VBD22-003

adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January 2022

APPROVED by the Board Chair this 3rd day of January 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	System Security and Emergency Preparedness Policy update
DATE	January 3, 2022
STAFF MEMBER	Dave Meredith

Staff Recommendation/Request

Staff requests the Board approve Resolution VBD22-004 and the updated System Security and Emergency Preparedness Policy, Policy number 6.005.00.

Summary

The previous policy has been moved to the current policy format with no changes to the policy, this is just an updated form change.

More Information

Attachments:

System Security and Emergency Preparedness Policy

For detailed information contact: Dave Meredith Compliance Manager

dmeredith@valleyregionaltransit.org



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

Policy Number: 6.05.00

Resolution Number: VEB22 004

Policy Title: System Security and Emergency Preparedness Policy

Signature of Executive Board Chairperson

Date

Signature of Executive Director

Date

Statement of Policy

The safety and security of employees at Valley Regional Transit and the citizens of our region is of primary importance. Valley Regional Transit (hereinafter, the AUTHORITY) believes a healthy workforce, a safe work environment in which employees can develop and produce to their maximum capabilities, a commitment to sound environmental practices and public safety and security are essential.

To establish the importance of safety, security and emergency preparedness in all aspects of our organization, the AUTHORITY, will develop, implement and maintain the System Security and Emergency Preparedness Plan (SSEPP). This SSEPP outlines the process to be used by the AUTHORITY to make informed decisions appropriate for our operations, passengers, employees and communities regarding the development and implementation of a comprehensive safety, security and emergency preparedness program.

As a result of the program, the AUTHORITY hopes to achieve not only an effective physical security program, but also to enhance our coordination with the local public safety agencies in our service area. Improved communication will increase their awareness of our resources and capabilities, and improve our readiness to support their efforts to manage community-wide emergencies, including but not limited to terrorism.

In order to be effective, the activities documented in the SSEPP shall focus on establishing responsibilities for safety, security and emergency preparedness, identifying our methodology for documenting and analyzing potential safety, security and emergency preparedness issues, and developing management system through which we can track, monitor and report our progress in resolving these issues to the board and general public.

Definitions

System Safety – The application of operating, technical and management techniques and principles to the safety aspects of a system throughout its life to reduce hazards to the most practical level through the most effective use of available resources.

System Security – The application of operating, technical and management techniques and principles to the security aspects of a system throughout its life to reduce threats and vulnerabilities to the most practical level through the most effective use of available resources.

Emergency Preparedness – Is a uniform basis for operating policies and procedures for mobilizing transit agency and other public safety resources to assure rapid, controlled and predictable responses to various types of transit and community emergencies.

Critical Incidents – May include accidents, natural disasters, crimes, terrorism, sabotage, civil, unrest, hazardous materials spills and other events that require emergency response. Critical incidents require swift, decisive action from multiple organizations, often under stressful conditions. Critical incidents must be stabilized prior to the resumption of regular service or activities.

Policy

The SSEPP will optimize, within the constraints of time, cost, and operational effectiveness, the level of protection afforded to the AUTHORITY'S passengers, employees, volunteers and contactors, and my other individuals who come into contact with the system, both during normal operations and under emergency conditions.

The SSEPP shall provide the AUTHORITY with a safety, security and emergency preparedness capability that will:

1. Ensure the safety, security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel; the procurement and maintenance of agency equipment; the development of agency policies, rules, and procedures; and coordination with local public safety and community emergency planning agencies.
2. Promote analysis tools and methodologies to encourage safe system operations through the identification, evaluation and resolution of threats and vulnerabilities, and the ongoing assessment of agency capabilities and readiness.
3. Develop and implement a vulnerability assessment program and, based on the results of this program, establish a course of action for improving physical security measures and emergency response capabilities.
4. Expand our training program for employees, volunteers and contactors to address security awareness and emergency management issues.

5. Enhance our coordination with others regarding security and emergency preparedness issues.
6. Address needs of responders in case of emergency to care for their families.

All levels of management and supervision have a primary responsibility to determine security needs, safe work procedures and ensure safe working conditions. Supervisors and employees are expected to follow the work methods and procedures established by the authority.

Adoption Date: 09/20/2006

Effective Date: 09/20/2006; 01/03/2022

Last Revised Date: 01/03/2022

Last Reviewed Date: 01/03/2022

Replaced:

Legal References:

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

SYSTEM SECURITY AND EMERGENCY PREPAREDNESS POLICY POLICY NUMBER 6.05.00 RESOLUTION VBD22-004

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE UPDATED SYSTEM SECURITY AND EMERGENCY PREPAREDNESS POLICY, POLICY NUMBER 6.05.00

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; an

WHEREAS, The safety and security of employees at Valley Regional Transit and the citizens of our region is of primary importance; and

WHEREAS, Valley Regional Transit intends to maintain a safe and secure environment for the public and our employees; and

WHEREAS, Valley Regional Transit hopes to achieve not only an effective physical security program, but also to enhance our coordination with the local public safety agencies in our service area; 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.

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

Section 1. That the Board of Valley Regional Transit approve the updated System Security and Emergency Preparedness Policy 6.05.00

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January, 2022.

VBD22-004

APPROVED by the Board Chair this 3rd day of January 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Appointment to the Boise City Municipal Health Care Trust RESOLUTION VBD22-001

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING APPOINTMENT OF KELLI BADESHEIM, VRT EXECUTIVE DIRECTOR, TO THE BOISE CITY MUNICIPAL HEALTH CARE TRUST FOR A ONE YEAR TERM AS A NON-VOTING MEMBER

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, there currently exists that certain Joint Powers Agreement by and between the City of Boise City (“City”) and Valley Regional Transit (“VRT”), with the Effective Date of September 10, 2013 (the “Joint Powers Agreement”), the purpose of which is to provide for a joint public agency self-funded health care plan; and

WHEREAS, City and VRT, under the Joint Powers Agreement, have established and created the Boise Municipal Health Care Trust (“BMHCT”) which together with a separate joint employee health care plan trust agreement, effective January 1, 2014, entered into between City, VRT, and BMHCT (the “BMHCT Trust Agreement”) comprise a joint public agency self-funded health care plan (“Plan”); and

WHEREAS, the Community Planning Association of Southwest Idaho (“COMPASS”) as approved by the COMPASS Board on 07/21/14, was added to the Joint Powers Agreement of the Boise Municipal Health Care Trust on 08/20/14 by VRT Resolution VBD14-016; and

WHEREAS, Kelli Badesheim filled a vacant position left by the previous VRT Finance Director; and

WHEREAS, the appointment to fill the vacancy expired in December 2021; and

WHEREAS, VRT is required to appoint another trustee for a term to expire December 20213 for a two year, non-voting position; 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.

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

Section 1. That the Board of Valley Regional Transit approves appointing Kelli Badesheim, VRT Executive Director, to the Boise Municipal Health Care Trust for a two year term expiring on December 31, 2023.

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January, 2022.

APPROVED by the Board Chair this 3rd day of January, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	FY 2021 Public Comment Summary Report
DATE	December 13, 2021
STAFF MEMBER	Mark Carnopis, Community Relations Manager

Summary

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

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

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

The FY 2021 report is the third year the document has been presented in a one-page format (as developed by the Regional Advisory Council and Executive Board) rather than a multi-page report.

Findings (comparison of FY 2020 and FY 2021 statistics)

- The percentage of valid complaints from all categories dropped to 37.4 percent from 39 percent.
- Boise fixed-route service, which makes up 85.1 percent of total ridership, saw a slight increase in valid complaints per 10,000 rides to 1.04 from 1.0 the previous year.
- Valid complaints per 10,000 rides for all service increased slightly to 1.6 from 1.5.

Staff Recommendation/Request:

The Executive Board and Regional Advisory Council approved the report at their November 1 joint meeting. The report is on the full Board's consent agenda.

Implication (policy and/or financial):

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

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

FY 2021 Public Comment Report



Total complaints: 388 (436) Total valid: 145 (170) Percentage valid: 37.4% (39%)

Valid complaints per 10,000 rides: 1.6 (1.5) (does not include Misc. category)

(Note: Statistics in red are from FY 2020)

Service Type	Total complaints	Total Valid	Percentage Valid	Valid complaints per 10,000 rides	Top complaint categories (with valid percentages)			Total Ridership
Boise Demand Response	30 (96)	14 (43)	46.6% (43%)	6.1 (13.4)	On-time performance:	80% (72.2%)		22,910
					Policies and Procedures:	33% (38.7%)		(32,180)
					Aggressive/Careless Driver	43.7% -		
Boise Fixed-route	217 (239)	80 (93)	36.9% (38.9%)	1.04 (1.0)	Missed Passenger:	51% (45.5%)		767,670
					Discourteous Driver	0% (34.9%)		(956,752)
					Policies and Procedures	34.3% -		
Nampa/Caldwell Demand Response	3 (4)	0 (2)	0% (50%)	N/A	One complaint each for on-tome performance, time schedule recommendation, misc.			2,304 (2,123)
Nampa/Caldwell Fixed-route/On Demand	43 (26)	11 (6)	25.6% (23.1%)	3.86 (1.53)	Discourteous Driver	28.6% -		28,529
					On-time performance	33% (40%)		(39,322)
					Policies and Procedures	8.6% (25%)		
Inter county service	46 (35)	14 (10)	30.4% (28.6%)	3.4 (1.63)	Discourteous Driver	25% (50%)		40,159
					Policies & Procedures	30% -		(61,209)
					On-time performance	28.6% (11%)		
Specialized Transportation	31 (14)	13 (5)	42% (35.7%)	3.1 (1.25)	Aggressive/Careless driving:	25% (25%)		40,096 (40,063)
Misc: (IT, Mobility, Help Desk, Main Street Station)	18 (22)	13 (11)	72% (50%)	N/A	Bus stop location/maintenance:	100%		N/A
					Inaccurate/conflicting information:	33%		
					Website:	50%		

MEMORANDUM OF UNDERSTANDING

STATE STREET/IDAHO 44 TRANSIT CORRIDOR IMPLEMENTATION COORDINATION

Between
 ADA COUNTY
 ADA COUNTY HIGHWAY DISTRICT
 CAPITAL CITY DEVELOPMENT CORPORATION
 CITY OF BOISE
 CITY OF EAGLE
 CITY OF GARDEN CITY
 COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 IDAHO TRANSPORTATION DEPARTMENT
 VALLEY REGIONAL TRANSIT

This Memorandum of Understanding (“MOU”) is entered into this ____ day of ____, 2021, by and between Ada County, Ada County Highway District, Capital City Development Corporation, City of Boise, City of Eagle, City of Garden City, Community Planning Association of Southwest Idaho, Idaho Transportation Department, and Valley Regional Transit. Collectively, these entities are referred to herein as “Agencies” or individually as “Agency.”

BACKGROUND

The State Street and State Street/Idaho 44 Corridor (the “Corridor”) is identified in the regional long-range transportation plan, *Communities in Motion 2040 2.0*, as a regionally significant corridor with a strong transit emphasis. The Corridor is divided into three segments: Downtown Boise to Whitewater; Whitewater to Glenwood; and Glenwood to Highway 16.

The Agencies have worked collectively toward the vision of State Street as a designated transit corridor defined in 2004 in the State Street Corridor Strategic Plan Study. Building upon the original vision, the State Street Transit and Traffic Operations Plan (TTOP) completed in 2011 outlined near, medium and long-term planning and implementation for transit, traffic, and land use. Additional studies and projects are underway.

The original State Street Corridor Implementation Agency MOU (the “Original MOU”) was executed in January 2006 and was updated every five-years by the Agencies with the current MOU expiring on December 31, 2021. The primary purpose of this document is to ensure the Agencies, which are parties to this MOU, continue their cooperation and collaborative efforts in support of the long-range transit vision of the Corridor.

1. PURPOSE; TERM; DEFINITIONS.

- A. This MOU does not require the signing Agencies to make any financial commitments or appropriations of specific funds. The parties to this MOU agree that failure of any party to appropriate or otherwise commit to fund any of the activities described herein will not be deemed a violation of this MOU, and no party shall have any legal recourse against another party's failure to make such financial commitments or expenditures.
- B. The purpose of this MOU is to set forth process for coordinating planning and projects for the Corridor, and to delineate roles and responsibilities of agencies to support the coordination.
- C. The term of this MOU shall be five (5) years, and will begin January 1, 2022 and expire December 31, 2026.
- D. Definitions used herein shall have the meaning ascribed to them in **Attachment 1**.

2. AGENCY ROLES AND RESPONSIBILITIES.

Each party to this MOU agrees to assign one member each to the Executive Team and the Technical Team. Each Agency to this MOU agrees to apply its best efforts to contribute support to the activities mentioned or implied in the Procedures and Implementation of this MOU section within the limits of available funds and resources. Specific assignments will be determined when each activity is funded and a work plan is prepared.

- A. The key functions of the Executive Team are:
 - Collaborate and align efforts among corridor partners.
 - Identify barriers and challenges and propose solutions or steps for resolutions to coordination affecting corridor development and project implementation.
 - Provide leadership and guidance to support the coordination of the technical work provided by the partners' staffs.
 - Review technical information relevant to policy concerns.
 - Coordinate work efforts and, when possible and appropriate, funding amongst partner organizations to support reviews, updates, and the implementation of the annual work plan.
- B. The key functions of the Technical Team are:
 - Provide and maintain data supporting the performance measurement system
 - Complete technical tasks as assigned by Executive Team
 - Participate in project teams and provide technical support on corridor activities and projects.
 - Produce recommendations and progress reports as assigned
 - Produce an Annual Report

3. ANNUAL REPORT AND WORK PLAN.

The Agencies will establish a performance measurement system, including baseline data before the end of the first year of the MOU. The Goals and Objectives defined in

Attachment 2 establishes the foundation for the performance system.

The Technical Team will produce an annual report including: Measures and Outcomes Progress Report; Inventory of investments and completed projects from the previous year; and recommendations for corridor activities. The Agencies will consider any adjustments to metrics and outcomes on an annual basis by consensus of the Agencies.

The Executive Team is responsible to review Annual Report and establish an Annual State Street Corridor Coordinated Work Plan. The work plan will include: scope, deliverables, schedule and responsible agencies for completing each of the agreed upon activities.

4. FISCAL RESPONSIBILITIES.

Subject to Article 1(A) herein, it is anticipated that each party to this MOU will use its best efforts to take advantage of funding opportunities and pursue funding to execute the activities referenced in this MOU.

In order to facilitate multi-year projects and provide for funding priority, each Agency will support the execution of the Annual Work Plan described herein to the best of their abilities.

The Corridor is integrated into the region's long-range transportation plan ("Communities in Motion") and local Comprehensive Plans. The parties agree to apply for funds in the appropriate Capital Improvement Plan, Transportation Improvement Plan ("TIP"), and other outside funding in an effort to obtain the necessary funding to execute the projects on or before the MOU schedule. Interagency agreements will be considered, as appropriate, to support the implementation of future projects.

5. PROCEDURES AND IMPLEMENTATION OF THIS MOU.

All parties to this MOU agree that the following activities are essential to the success of the State Street Project implementation and will participate in the execution of these activities:

- A. Program Coordination.** The Agencies acknowledge that program coordination is needed to ensure the Agencies are working closely together to achieve common project goals and objectives.
- B. Periodic Meetings.** The Agencies will continue to participate in periodic meetings as described above.
- C. Annual Status Report.** An annual MOU status report as described in Article 2(B) shall be made available to policy makers of all parties to this MOU as part of regular updates.
- D. Coordination with Other Studies.** The Agencies will continue to coordinate to implement ongoing and future studies. It is anticipated this coordination will both make adjustments to the direction of the Corridor implementation and have an impact on the other studies to better incorporate the goals and objectives of the State Street Corridor Program.

E. Initial Steps Following Execution of this MOU. The Agencies agree to immediately begin the following initial activities upon signing the MOU:

1. Develop a list of agreed upon projects to support building out the corridor.
2. Begin to pursue funding for the agreed upon projects and program these projects in the annual TIP and in the participating Agencies' annual budgets as feasible.
3. Complete Performance Measurement System with baseline data.
4. Prepare Annual Corridor Work Plan, with full participation from appropriate agencies, to support the activities described within and coordinate timing and implementation of specific activities.

6. LIMITATIONS.

Nothing in this MOU between the Agencies shall be construed as limiting or expanding the statutory or regulatory responsibilities of any involved individual in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each and every provision of this MOU is subject to the laws and regulations of the state of Idaho and of the United States.

Nothing in this MOU shall be construed as expanding the liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

7. EFFECTIVE DATE.

This MOU shall become effective upon the last signature date among the Agencies.

8. METHOD OF TERMINATION.

This MOU shall remain in force unless formally terminated by any Agency after thirty (30) days written notice to all of the other Agencies.

9. AMENDMENTS.

Amendments to this MOU shall become effective upon mutual agreement and written approval by all Agencies.

End of MOU – Signatures Appear on Following Page

WHEREFORE, the Parties have hereunto fixed their signatures as indicated below.

Chairman
Board of Ada County Commissioners

Date:_____

President
Ada County Highway District

Date:_____

John Brunelle
Executive Director
Capital City Development Corporation

Date:_____

Lauren McLean
Mayor, City of Boise

Date:_____

Jason Pierce
Mayor, City of Eagle

Date:_____

John Evans
Mayor, City of Garden City

Date:_____

Matthew J. Stoll
Executive Director, COMPASS

Date:_____

Caleb Lakey
District 3 Engineer
Idaho Transportation Department

Date:_____

Kelli Badesheim
Executive Director, Valley Regional Transit

Date:_____

Attachment 1: DEFINITIONS.

The following words and phrases when used in this MOU shall have the meanings respectively given herein.

“State Street/Idaho 44 Corridor” (sometimes referred to herein as the **“Corridor”**) defines the portion of State Street from Main Street Station west to Idaho 16 – with the State Street Corridor west of Glenwood Boulevard to Idaho 16 being designated Idaho 44.

“State Street Project” for purposes of this MOU shall mean a coordinated effort by the Agencies to implement various steps to transform State Street/Idaho 44 Corridor into an integrated high capacity transit corridor. This integration requires the implementation of land use policies, roadway and multi-modal improvements, and significant enhancements to the transit system.

“State Street Corridor Strategic Plan Study” (referred to herein as the **“Study”**) refers to the Study sponsored by ACHD and Boise City, and prepared by Meyer, Mohaddes Associates, dated February 2004, that defines State Street’s future vision as a transit corridor.

“State Street Transit and Traffic Operational Plan” (“TTOP”), describes the components to achieve an integrated corridor concept which incorporates multimodal infrastructure, a high-capacity transit system, and transit oriented development.

“Communities in Motion” (“CIM”) is the regional long-range transportation plan adopted by the COMPASS Board of Directors. The most recent update, *Communities in Motion 2040 2.0*, was adopted on December 17, 2018.

“Transportation Improvement Program” (“TIP”) is the regionally approved and fiscally constrained 5-year Program listing transportation projects programmed for the Treasure Valley region. The TIP identifies the Agency responsible for funding the approved projects, with associated funding by year. Potential future projects that are unfunded or scheduled are identified in a category called “Preliminary Development.”

“State Street Right-of-Way and Alignment Study” refers to a project that has preliminarily defined the alignment of the 120 foot cross section needed to implement the Corridor, and the extent and location of the right-of-way required to achieve the complete cross section from 23rd Street west to Glenwood Street. While not formally adopted, this information will be used to preserve the needed right-of-way, assist the land use agencies in making land use and development decisions, and eventually purchase the needed land as part of individual implementation projects.

Attachment 2: State Street Corridor Collaboration Goals and Objectives

Goals:

1. Maximize the movement of **people** within the physical constraints of corridor
2. Minimize the **cost** of travel in the corridor (including person delay, reliability, household costs spent on transportation, etc.)
3. Support the development of vibrant, livable **communities** thus enabling the mobility of residents of all abilities, maximizing the development opportunities along the corridor, and facilitating the development of high-quality public spaces.

Objectives:

- A. Establish measurable criteria that support the vision of the goal statement
- B. Establish processes for coordination of activities scheduled to occur as the corridor is developed.
- C. Address concerns and policy questions that address concerns emerging from the implementation and review of the TTOP.
- D. Establish processes for engaging governing bodies of the organizations that lead to effective collaboration in the corridor's development.
- E. Make decisions that optimize existing investments in the corridor.



TOPIC	Employee Classification and Salary Schedule Update
DATE	December 20, 2021
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

The Board is asked to consider approval of RESOLUTION VBD22-006 updating employee salary schedule.

Summary

Valley Regional Transit (VRT) worked with the HR consultant, Thompson Consulting to conduct a market-wage compensation analysis to make recommendations to the VRT's salary schedule. The analysis recognizes compensation and benefits are key to recruiting and retaining employees, especially in the current employment market.

The Thompson team established an objective to ensure both internal equity and market competitiveness through a clear, concise and consistent classification system and wage schedule. They used information from the Economic Research Institute (ERI) and pulled data with the following criteria: Meridian, Idaho; Government; Organization size, 45; and Align internal job description with ERI job description

The attached schedule is the consultant's recommendation for VRT's salary 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.

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.

The attached schedule is the consultant's recommendation for VRT's salary 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 total Fiscal Impact for the salary schedule recommendation is up to \$15,000. The impact would have been greater, but VRT staff were able to address most of the wage issues with the five percent salary pool established in the FY2022 budget.

More Information

Attachments:

2022 Salary Schedule

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

Annual Salary Schedule 2022

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 BOARD RESOLUTION

2022 SALARY SCHEDULE RESOLUTION VBD22-006

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE 2022 SALARY SCHEDULE

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, it was recognized compensation and benefits are key to recruiting and retaining employees and organizational cost to recruit and train new employees ranges between \$35K to 65K; and

WHEREAS, ensuring both internal equity and market competitiveness is integral to a sound employee classification system; and

WHEREAS, VRT utilized Thompson and Associates to conduct a classification and salary review on behalf of VRT; and

WHEREAS, Thompson completed the review and offered recommended changes to the classification system and 2022 salary schedule; and

WHEREAS VRT staff determined the fiscal impact of the salary schedule changes are up to \$15,000; 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.

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

Section 1. That the Board of Valley Regional Transit approves RESOLUTION VBD22-006 setting a new salary schedule in 2022.

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

VBD22-006

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January, 2022.

APPROVED by the Board Chair this 3rd day of January, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Valley Regional Transit Bylaws Update
DATE	December 27, 2021
STAFF MEMEBER	Kelli Badesheim

Summary

Valley Regional Transit Executive Board members have reviewed and recommend approval of changes to the VRT Bylaws to include formatting changes, grammatical corrections, clarification on general members and a new section stating the Board is responsible to conduct an annual performance review of the Executive Director in August of every year.

Highlights

- 06/07/2021 Staff completed a review of bylaws, offered changes, and noted the need to amend the bylaws to include the annual performance review of the Executive Director in August of every year.
- 08/02/2021 A red-line version of the Bylaws with changes and updates was presented to the Executive Board for consideration and review.
- 08/02/2021 During the Board of Directors meeting, Chair Elaine Clegg directed the Executive Board to look at market rates for the Executive Director's position and bring the information back to the Executive Board for discussion.
- 10/1/2021 Email sent with proposed amendments and changes was sent to all Board members in accordance with the bylaws, giving thirty (30) days written notice of the intention to amend and specify amendments.

Recommendation

Board members are asked to consider approval of RESOLUTION VBD22-005 updating the Bylaws for Valley Regional Transit.

More Information:

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

Valley Regional Transit

BYLAWS

Article I

Name and Principal Office

Section 1. The name of the political subdivision shall be Valley Regional Transit.

Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II

Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

A. General Members:

- (1) Ada County and Canyon County
- (2) Each incorporated city within Ada County or Canyon County
- (3) Each highway district within Ada County or Canyon County

B. Special Members:

- (1) Boise State University
- (2) Capital City Development Corporation
- (3) Meridian Development Corporation
- (4) College of Western Idaho

C. Ex-officio Members:

- (1) Idaho Transportation Department

Article III

Board

Section 1. Valley Regional Transit Board (hereinafter "Board") shall be comprised of members appointed as follows:

A. Two members appointed by each board of county commissioners

B. Two members appointed by each incorporated city with a population of 25,000 or more

- C. One member appointed by each incorporated city with a population of less than 25,000
- D. One member appointed by the Ada County Highway District
- E. One member appointed by all highway districts within Canyon County
- F. One member appointed by each Special Member
- G. One member appointed by each Ex-Officio Member

Section 2. General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency or they may be representatives empowered by the appointing agency to act in its best interest.

Section 3. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 4. Newly appointed special members shall provide the appointing documents, by digital format or by mail, prior to the first Board meeting attended. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 5. Additional representatives may be appointed in an ex-officio capacity by any appointing agency, or by Valley Regional Transit itself. Such ex-officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex-officio representatives to serve as Board members, or as an alternate to represent the appointing agency and have full voting rights. Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board, but may participate in Board discussions. Ex-officio members do not count towards a

quorum.

Section 6. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. The highway district Board member for Canyon County shall be appointed by the Canyon County Board of Commissioners in consultation with all highway district commissioners within Canyon County.

Section 7. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

- A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision;
- B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment;
- C. Each city or commission is provided a minimum of sixty (60) days in which to comment; and
- D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 8. The Board is responsible to conduct an annual performance review of the Executive Director, report the results of its evaluation, and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV

Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer and Secretary. At the meeting of the Board in January each year, the Board shall elect all officers from their number, except the Board shall appoint a Secretary who need not be from the Board. The terms for officers shall be one year, with each officer, except the Secretary, moving forward in succession starting with the Treasurer and ending with the Chair position. The succession/election of officers, the election of a new Treasurer, and the appointment of a Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except for the Secretary, and except as set forth in Section 3 of this Article, the succession of officers will be such that Board members from the same county will fill every other position.

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty- (30) days' notice of intent to remove such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3. Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without succession of officers for that year; provided, further, that to fill the position of Treasurer, the Board shall elect a Board member from a county other than the county of the Vice Chair.

Article V Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 74-201 through 74-208, as amended.

Section 2. Regular Board meetings shall be established by the Board in January of every odd numbered year. The meeting schedule adopted will identify the time, date, and location where the meetings will be held and be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, and Vice Chair, the Treasurer shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members

for the meeting. The Secretary shall act as Secretary at all meetings, but in the Secretary's absence, the presiding officer shall appoint any person to act as Secretary for that meeting.

Section 7. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present
- B. Approval of the consent agenda to include the minutes of the previous meeting
- C. Public Hearings
- D. Consideration of action items
- E. Reports and informational items
- F. Public comments
- G. Report of Executive Director
- H. Executive session as provided under Idaho Code

Section 8. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

Section 9. Ex-officio members, who have not been appointed by an appointing agency to serve as a Board member or alternate, shall not be entitled to vote in actions requiring a vote of the Board.

Section 10. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Article VI Committees

Section 1. There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the "Executive Board"). The Executive Board shall consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer); the immediate past Chair, five (5) at large members, and a BSU representative. If none of the Chair, Chair Elect, Vice Chair, Treasurer and the immediate past Chair are Board members from the central cities in the Boise, Nampa, and Caldwell) urbanized areas, then the at large appointees shall be from Boise, Nampa, and Caldwell if they are not otherwise represented. If Boise, Nampa and Caldwell are represented on the Executive Board, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet monthly. The

agenda of the Executive Board shall include review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the Executive Director in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. The Executive Board shall provide monthly reports to the Board of its actions and shall recommend action by the Board on all matters of policy or those actions requiring approval of the entire Board.

Section 2. The Board or Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Board or Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. Standing committees will report the committee's activities on a frequency that is no less than quarterly. A list of active standing committees will be available to the public on the Valley Regional Transit website.

Section 3. The Board or Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 74-201 through 74-208, as amended.

Article VII

Executive Director

Section 1. Appointment

The Board shall appoint an Executive Director and shall retain the power to dismiss the Executive Director. When appointed, the Executive Director is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the Executive Director

A. The Executive Director may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

B. The Executive Director shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The Executive Director shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The Executive Director shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII Amendments to Bylaws

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

ADOPTED this 3rd day of January 2022.

Valley Regional Transit

By: _____
Chair Date

By: _____
Chair-Elect Date

ATTEST:

Secretary Date

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

BYLAWS AMENDMENT AND UPDATE RESOLUTION VBD22-005

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVE THE PROPOSED UPDATES AND REVISION TO THE BYLAWS TO INCLUDE AN ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR AND OTHER CLARIFYING AND GRAMMATICAL CORRECTIONS

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, the Board discussed the need to perform an annual performance review of the Executive Director of Valley Regional Transit; and

WHEREAS, staff determined a need to correct grammatical errors and formatting and clarify language for ease of understanding; and

WHEREAS, notice of proposed changes was emailed to Board members on October 1, 2021 in accordance of the bylaws (Article VIII, Section 1); 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.

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

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

Section 1. That the Board of Valley Regional Transit approve **RESOLUTION VBD22-005** revising and updating the Valley Regional Transit Bylaws

Section 2. That **RESOLUTION VBD22-005** shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

RESOLUTION VBD22-005

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January 2022.

APPROVED by the Board Chair this 3rd day of January 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

RESOLUTION VBD22-005



TOPIC	2022 VRT Executive Board Elections
DATE	December 20, 2021
STAFF MEMBER	Kelli Badesheim

Staff Recommendation/Request

The VRT Board of Directors will nominate and elect Board members to serve in the 10 positions 10 positions on the Executive Board for calendar year 2022.

Highlights

- VRT bylaws sets the January meeting Executive Board election
- Executive Board has four officer and seven at-large positions
- Terms of office are one year, with each officer moving forward in succession
- The officer terms alternate each year between an Ada and Canyon counties representative.
- VRT Board combines the secretary and treasurer position into one position.
- The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

Summary

The VRT Board established the current governance model 10 years. The governance model supports continuity and stability in leadership with many of the members staying on the Executive Board for multiple years. Staff polled existing Executive Board members and determined more than half of the members are planning to step off the Executive Board in 2022. This is the most turn-over in any one year since the group was established in 2011.

Debbie Kling (Canyon County) is willing to accept a nomination for chair. Per the by-laws, Joe Stear is automatically nominated to serve as chair-elect. This leaves two officer positions open, one for a Canyon County vice-chair and another for an Ada County secretary/treasurer.

Elaine Clegg and Lauren McLean have agreed to accept the nomination in two of the four open Ada County positions. Sandi Levi and John Bechtel have agreed to accept the nomination in one of the four open Canyon County positions. Lantz McGinnis-Brown will continue to hold the Boise State University position. The table below summarizes the status of current nominations.

County/Position	Nomination	County/Position	Nomination
Canyon Chair	Debbie Kling	Ada Chair-Elect	Joe Stear
Canyon Vice-chair		Ada Secretary/Treasurer	
Canyon Member	(Caldwell per by-laws)	Ada Member	Lauren McLean
Canyon Member	John Bechtel	Ada Member	Elaine Clegg
Canyon Member	Sandi Levi	Ada Member	
Boise State	Lantz McGinnis-Brown		

Implication (policy and/or financial)

The Executive Board is authorized by the Board of Directors to act on its behalf to maintain consistent leadership to VRT. The frequency of Executive Board meetings ensures VRT can meet core mission critical functions with the appropriate fiscal oversight for the organization.

More Information

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



TOPIC	FY2022 Budget Amendment #1
DATE	January 7, 2022
STAFF MEMBER	Kelli Badesheim

Staff Recommendation

Staff recommends the VRT Board adopt Resolution VBD22-002 – Fiscal Year 2022 Budget Amendment #1.

Highlights

- The VRT Board adopts an annual budget prior to the beginning of each fiscal year
- Staff provided a list of carryforward projects and new resiliency projects with estimates in the October 2021 Board packet
- VRT reviewed Subrecipient carryforward projects in the first quarter of FY2022
- The budget amendment includes all carryforward and large operational items that require additional budget to address

Summary

Valley Regional Transit (VRT) adopted the FY2022 budget on August 2, 2021. The fiscal year closed on September 30, 2021. Each year in January, VRT staff present a budget amendment to incorporate projects not completed before the end of the fiscal year. Staff also brings forward new budget items for projects funded after the adoption of the budget. The list of 2021 carryforward projects was presented as an information item in the October 2021 board packet. Since the October meeting, staff identified additional projects and funding recommended to be included in the FY2022 budget amendment.

The budget packet includes a detailed list of carryforward and new budget items. The total budget increase is \$17,299,272. Of the total budget amendment, carryforward projects total \$15,307,108. The single highest category of carryforward projects is capital totaling \$13,082,575. The highest group of projects in this category is \$9,232,941 in carryforward for electric bus and charger purchases. The remainder of electric buses are expected to be delivered by the end of January 2022. Operations projects are the next highest carryforward category at \$1,178,423. These are projects with dedicated funding from specific partners. Planning and Subrecipient projects are the last two categories at \$666,725 and \$379,385 respectively.

There is a total \$1,992,229 in additional budget for activities that were not included in estimates at the time the budget was adopted in August 2021. The largest of those activities is \$1,315,900 in improvements to the Happy Day Transit Center. This project has been in previous budgets as a concept, but lacked project details. Staff completed a feasibility study of the Happy Day Transit Center this last year leading to clearly defined phases and cost estimates. The other large item is additional costs for insuring the Ada County electric bus fleet at an annual cost of \$601,329. This item came to VRT staff attention late in the fiscal year. The insurance for our fleet is tied into the management contract VRT has with First Transit. We are putting the management contract out for competitive proposal and will likely secure insurance in the open marketplace going forward.

This large increase in the cost of insurance for electric buses appears to be unique to First Transit. Unfortunately, we are unable to make changes without going through a more complicated process of changing our management services arrangements.

Policy/Fiscal Implications

Carryforward projects must be incorporated in the FY2022 budget to complete projects that have already started, but were not finished in FY2021. Funding is identified for all the projects associated with the Budget Amendment.

More Information:

FY2022 Amendment #1 Budget Detail

FY2022 Amendment #1 Budget Comparison

Resolution VBD 022-002 FY2022 Budget Amendment #1

Exhibit 1

A. Legal Notice of Public Hearing

B. FY2022 Amendment #1 Budget Summary

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

FY2021 Carryforward Project List for FY2022

Project Carry Forward	Description	Project Mgr	Balance Remaining
CAPITAL			
23227-020-005	HDTC Facilities Projects	Joe Guenther	\$ 10,000
23227-021-005	CCDC Fairview and Main	Joe Guenther	\$ 142,987
23227-021-006	FY2021 Bus Stop Construction	Joe Guenther	\$ 184,714
23227-021-008	MSS Office update	Joe Guenther	\$ 20,000
23227-021-015	Orchard Facility Master Plan	Joe Guenther	\$ 2,450,197
23227-020-000	Fixed Route Electric Buses (8)	Leslie Pedrosa	\$ 4,538,986
TBD	Fixed Route Replacement Buses (2)	Leslie Pedrosa	\$ 1,600,000
23227-021-002	Ada County Service and Support Vehicles	Leslie Pedrosa	\$ 69,142
23227-021-004	IT Hardware Replacement	Nick Moran	\$ 14,500
23227-021-003	Fixed Route Replacement Buses (4)	Leslie Pedrosa	\$ 3,093,955
23227-021-009	Business Enterprise Improvements	Nick Moran	\$ 255,000
23227-020-020	Canyon County On Demand Transit Solution	Leslie Pedrosa	\$ 49,446
23227-021-010	Fixed Route CAD/AVL Replacement	Nick Moran	\$ 179,394
23227-020-021	Integrated Fare Payment Capital	Kaite Justice	\$ 474,253
Capital Total			\$ 13,082,575
Planning			
23160-021-002	State Street Transit Operational Analysis:	Stephen Hunt	\$ 194,835
23160-021-003	Fairview Best in Class	Stephen Hunt	\$ 40,214
TBD	Revenue Analysis	Kelli Badesheim	\$ 22,398
23160-021-004	Regional Vanpool Study	Stephen Hunt	\$ 17,705
23160-021-005	Bus Stop Typology Study	Stephen Hunt	\$ 165,000
12164-021-003	Integrated Mobility Plan	Kaite Justice	\$ 100,000
12164-021-004	COVID-19 Travel Behavior Research	Kaite Justice	\$ 50,000
12179-021-002	City Go Marketing	Kaite Justice	\$ 36,573
TBD	Connected Canyon County	Kelli Badesheim	\$ 40,000
Planning Total			\$ 666,725
OPERATIONS			
21777-021-002	MSS Concrete repair	Joe Guenther	\$ 48,000
20010-019-002	VRT Late Night	Brianna Dowling	\$ 143,333
20010-020-001	Rides2Wellness Ada County	Brianna Dowling	\$ 77,990
20010-019-016	Lyft Transit Connection	Brianna Dowling	\$ 153,927
20010-021-016	Meridian Veteran's Shuttle	Brianna Dowling	\$ 67,762
TBD	City Go Department	Kaite Justice	\$ 190,851
20170-021-002	Integrated Fare Payment Operations	Kaite Justice	\$ 496,560
Operations Total			\$ 1,178,423
SUBRECIPIENTS			
23227-020-014	ACHD 7 Replacement Vans	Randy Reese	\$ 184,342
23227-021-011	WITCO 3 Replacement Vehicles	Randy Reese	\$ 93,806
23171-020-003	ACHD Operating Assistance	Randy Reese	\$ 44,940
23171-020-001	TVT Operating Assistance	Randy Reese	\$ 56,297
Subrecipient Total			\$ 379,385
Carryforwards Total			\$ 15,307,108

FY2022 New/Amended Project List				
Project ID		Description	Project Mgr	Balance Added
CAPITAL				
TBD		Happy Day Transit Center Improvements	Joe Guenther	\$ 1,315,900
TBD		Fairview/Town Square Mall Nepa Analysis	Joe Guenther	\$ 75,000
Capital Total				\$ 1,390,900
OPERATIONS			0	
NA		Ada County Fixed Route Ebus Insurance	Leslie Pedrosa	\$ 601,329
Operations Total				\$ 601,329
Additonal Budgeted TOTAL				\$ 1,992,229
AMMENDMENT TOTAL				\$ 17,299,336

Fiscal Year 2022 Budget Amendment #1
Budget Summary by Budget Area

REVENUES	ADOPTED	AMENDED #1	EXPENSES	ADOPTED	AMENDED #1
Regional Overhead and Operations			Regional Overhead and Operations		
Directly Generated					
Revenues	\$ 43,750	\$ 43,750	Wages and Salaries	\$ 2,149,246	\$ 2,149,246
Auxiliary Revenues	519,939	710,796	Fringe Benefits	1,403,719	\$ 1,403,719
Federal Assistance	4,518,324	6,075,633	Professional Services	1,346,830	2,088,555
Local Assistance	3,377,629	3,602,784	Materials and Supplies	224,650	224,650
TOTAL	\$ 8,459,642	\$ 10,432,963	Utilities	139,483	139,483
			Casualty and Liability	107,361	107,361
			Purchased Transportation	1,981,943	2,424,885
			Miscellaneous	549,056	1,236,473
			Subrecipient Pass Through	492,000	593,237
			Interest	400	400
			Leases and Rentals	64,955	64,955
			TOTAL	\$ 8,459,642	\$ 10,432,963
Ada County Transportation Services			Ada County Transportation Services		
Directly Generated					
Revenues	\$ 380,997	\$ 380,997	Wages and Salaries	4,719,150	4,719,150
Auxiliary Revenues	76,142	76,142	Fringe Benefits	3,875,711	3,875,711
Federal Assistance	4,360,703	4,399,103	Professional Services	642,418	690,418
Local Assistance	6,442,357	7,053,286	Materials and Supplies	989,500	989,500
TOTAL	\$ 11,260,199	\$ 11,909,528	Utilities	160,394	160,394
			Casualty and Liability	557,343	1,158,671
			Purchased Transportation	-	-
			Miscellaneous	183,760	183,760
			Interest	-	-
			Leases and Rentals	131,924	131,924
			TOTAL	\$ 11,260,199	\$ 11,909,528
Canyon County Transportation Services			Canyon County Transportation Services		
Directly Generated					
Revenues	\$ 82,393	\$ 82,393	Wages and Salaries	1,158,719	1,158,719
Auxiliary Revenues	23,260	23,260	Fringe Benefits	585,388	585,388
Federal Assistance	1,995,499	1,995,499	Professional Services	191,405	191,405
Local Assistance	418,797	418,797	Materials and Supplies	348,010	348,010
TOTAL	\$ 2,519,950	\$ 2,519,950	Utilities	48,031	48,031
			Casualty and Liability	156,538	156,538
			Purchased Transportation	-	-
			Miscellaneous	23,759	23,759
			Interest	-	-
			Leases and Rentals	8,100	8,100
			TOTAL	\$ 2,519,950	\$ 2,519,950
Capital Projects			Capital Projects		
Federal Capital Assistance	\$ 2,288,000	\$ 13,231,161	VRT	\$ 2,860,000	17,258,475
Local Capital Assistance	572,000	4,027,313	Subrecipient - Pass Through	-	278,148
Subrecipient Pass Through	-	278,148	TOTAL	\$ 2,860,000	\$ 17,536,623
TOTAL	\$ 2,860,000	\$ 17,536,623			
Grand Total Revenues			Grand Total Expenses		
Total Amended #1	\$ 25,099,791	\$ 42,399,063	Total Amended #1	\$ 25,099,791	\$ 42,399,063
			Total Amended #1		\$ 17,299,272

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION
FISCAL YEAR 2022 BUDGET AMENDMENT #1
RESOLUTION VBD22-002**

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2022 BUDGET AMENDMENT #1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation authority, 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 authority, has power to raise and expend funds as provided in Idaho Code Chapter 40, Title 21 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 required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, the Valley Regional Transit Board adopted the FY2022 Budget at the August 2, 2021 VRT Board meeting by Resolution VBD21-028; and

WHEREAS, Valley Regional Transit is required to include all federally funded projects in the Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP); and

WHEREAS, Valley Regional Transit requires to carryforward capital and other projects with designated funds from the FY 2021 budget; and

WHEREAS, Valley Regional Transit received federal grants and local support to add new projects to the operating and capital budget for FY2022; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2022 Budget Amendment #1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

VBD22-002

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 40, Title 21, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 40, Title 21.

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2022 Budget Amendment #1, which includes budget carryforwards from FY2021 to support projects of VRT and subrecipients, and FY2022 budget increases in the VRT Service Area - Exhibit 1 – FY2022 Budget Amendment #1 Summary.

Section 2. That this Resolution shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January 2022.

APPROVED by the Board Chair this 3rd day of January, 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR

Notice of Public Hearing

Valley Regional Transit Board Consideration of FY2022 Budget Amendment #1

Exhibit 1

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit (VRT) notifies the public that it intends to review and consider for adoption an amended budget for Fiscal Year 2022. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, January 3, 2022 at the VRT administrative offices, 700 NE 2nd Street in Meridian, Idaho.

People are welcome to make comments at the January 3 public hearing; limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by Friday, December 31, 2022 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit
Attn: FY2021 Budget Hearing
700 NE 2nd St. Suite 100
Meridian, ID 83642

Fax Number: (208) 846-8564 FY2021 Budget
E-mail: mcarnopis@valleyregionaltransit.org
Subject: FY2021 Budget Amendment Hearing

FISCAL YEAR 2022 BUDGET

REVENUES

Regional Overhead and Operations

Directly Generated Revenues	\$43,750
Auxiliary Revenues	710,796
Federal Assistance	6,075,633
Local Assistance	<u>3,602,784</u>
Total	\$10,432,963

Ada County Transportation Services

Directly Generated Revenues	\$380,997
Auxiliary Revenues	76,142
Federal Assistance	4,399,103
Local Assistance	<u>7,053,286</u>
Total	\$11,909,528

Canyon County Transportation Services

Directly Generated Revenues	\$82,393
Auxiliary Revenues	23,260
Federal Assistance	1,995,499
Local Assistance	<u>418,797</u>
Total	\$2,519,950

Capital

Federal Capital Assistance	\$13,231,161
Local Capital Assistance	4,027,313
Subrecipient Pass Through	<u>278,148</u>
Total	\$17,536,623

Grand Total Revenues	\$42,399,063
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EXPENSES**Regional Overhead and Operations**

Wages and Salaries	\$2,149,246
Fringe Benefits	1,403,719
Professional Services	2,088,555
Materials and Supplies	224,650
Utilities	139,483
Casualty and Liability	107,361
Purchased Transportation	2,424,885
Miscellaneous	1,236,473
Subrecipient Pass-Thru	593,237
Interest	400
Leases and Rentals	<u>64,955</u>
Total	\$10,432,963

Ada County Transportation Services

Wages and Salaries	\$4,719,150
Fringe Benefits	3,875,711
Professional Services	690,418
Materials and Supplies	989,500
Utilities	160,394
Casualty and Liability	1,158,671
Purchased Transportation	
Miscellaneous	183,760
Interest	-
Leases and Rentals	<u>131,924</u>
Total	\$11,909,528

Canyon County Transportation Services

Wages and Salaries	\$1,158,719
Fringe Benefits	585,388
Professional Services	191,405
Materials and Supplies	348,010
Utilities	48,031
Casualty and Liability	156,538
Purchased Transportation	-
Miscellaneous	23,759
Interest	-
Leases and Rentals	<u>8,100</u>
Total	\$2,519,950

Capital

VRT	\$17,258,475
Subrecipient - Pass Through	<u>278,148</u>
Total	\$17,536,623

Grand Total Expenses**\$42,399,063**

**Fiscal Year 2022 Preliminary Budget
Budget Amendment #1 - Summary by Budget Area**

REVENUES		EXPENSES	
Regional Overhead and Operations		Regional Overhead and Operations	
Directly Generated Revenues	\$ 43,750	Wages and Salaries	\$ 2,149,246
Auxiliary Revenues	710,796	Fringe Benefits	1,403,719
Federal Assistance	6,075,633	Professional Services	2,088,555
Local Assistance	3,602,784	Materials and Supplies	224,650
TOTAL	\$ 10,432,963	Utilities	139,483
		Casualty and Liability	107,361
		Purchased Transportation	2,424,885
		Miscellaneous	1,236,473
		Subrecipient Pass Through	593,237
		Interest	400
		Leases and Rentals	64,955
		TOTAL	\$ 10,432,963
Ada County Transportation Services		Ada County Transportation Services	
Directly Generated Revenues	\$ 380,997	Wages and Salaries	\$ 4,719,150
Auxiliary Revenues	76,142	Fringe Benefits	3,875,711
Federal Assistance	4,399,103	Professional Services	690,418
Local Assistance	7,053,286	Materials and Supplies	989,500
TOTAL	\$ 11,909,528	Utilities	160,394
		Casualty and Liability	1,158,671
		Purchased Transportation	
		Miscellaneous	183,760
		Interest	-
		Leases and Rentals	131,924
		TOTAL	\$ 11,909,528
Canyon County Transportation Services		Canyon County Transportation Services	
Directly Generated Revenues	\$ 82,393	Wages and Salaries	\$ 1,158,719
Auxiliary Revenues	23,260	Fringe Benefits	585,388
Federal Assistance	1,995,499	Professional Services	191,405
Local Assistance	418,797	Materials and Supplies	348,010
TOTAL	\$ 2,519,950	Utilities	48,031
		Casualty and Liability	156,538
		Purchased Transportation	-
		Miscellaneous	23,759
		Interest	-
		Leases and Rentals	8,100
		TOTAL	\$ 2,519,950
Capital Projects		Capital Projects	
Federal Capital Assistance	\$ 13,231,161	VRT	\$ 17,258,475
Local Capital Assistance	4,027,313	Subrecipient - Pass Through	278,148
Subrecipient Pass Through	278,148	TOTAL	\$ 17,536,623
TOTAL	\$ 17,536,623		
Grand Total Revenues	\$ 42,399,063	Grand Total Expenses	\$ 42,399,063

TOPIC	FY2023 – FY2027 TDP Strategic Objectives
DATE	January 3, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an action item. Staff recommends the Board adopt the FY2023-2027 Transportation Development Plan Strategic Objectives.

Highlights

Valley Regional Transit (VRT) staff is moving forward with the approved TDP FY2023 budget schedule

- October 2021 – VRT Board adopts FY2023 TDP and budget development schedule
- November 2021 – VRT staff initiates outreach with local jurisdictions, commissions, and board
- January 2022 – Board acts on FY2023-2027 strategic objectives
- January 2022 – VRT staff presents FY2023 and FY2024 service concepts

FY2023 Development Activities	Q1	Q2	Q3	Q4
	OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP
5-Year TDP	Initiate/Priorities	Draft Update	Revise	Finalize
Service Planning	Draft Concepts	Draft Proposal	Revise	Finalize
Service Implement	Contracts	Bid	Construct	Schedule/Train
Budget Development	Update Assumptions	Cost Allocation	Discussions	Finalize

Summary

Staff presented to the joint RAC and Executive Board in November about the draft TDP Strategic Objectives below. Staff has met with the regional transit team in November and began discussing how those objectives would impact specific projects with individual stakeholders. Exhibit A provides an outline to how the objectives are guiding staff work on preparing the draft TDP.

- S1. Ensure agency resiliency through revenue shortfalls
- S2. Maintain assets in a state of good repair
- S3. Improve access to existing transit
- S4. Resume service enhancements

Implication (policy and/or financial)

The adopted strategic objectives will guide the schedule and scope of investments in the five year transportation development plan and revenue allocation. These strategies are

consistent with previous strategic objectives adopted by the board and will bring VRT closer to achieving the goals outlined in ValleyConnect 2.0.

More Information

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org.

FY2023-27 TDP Strategic Objectives

In priority Order	Description/Note	Potential Investments/Actions
S1. Ensure agency resiliency through revenue shortfalls	Addressing funding shortfalls will continue to be a priority throughout the five year horizon as VRT works through the impacts of the pandemic and changing revenue landscape.	- Review and adjust Local Cost Allocation Model as needed - Reduce/Postpone/Suspend Service in response to performance or financial trends. - Using federal relief funding to reduce funding requests in the near term and plan for future shortfalls. Discuss cash reserve contributions annually with each funding partner
S2. Maintain assets in a state of good repair	Planning for investments in deferred asset maintenance until backlog is reduced and funding is secured for assets scheduled for replacement or maintenance in accordance with the transit asset management plan	- Program replacement, maintenance, and upgrade projects annually - Assess capital contributions of all associated service partners.
S3. Improve access to existing transit.	Improved passenger facilities at bus stops throughout the network will make the system more accessible for all users, encourage more ridership, and increase visibility. Particular attention would be placed on improving passenger amenities and infrastructure on premium corridors, such as State Street.	- Continue design & engineering investments on State, Fairview, and Vista corridors - Apply for additional funding to implement premium corridor facilities - Program projects to improve/upgrade bus stops system wide annually - Leverage opportunities and partnerships with local agencies - Assess capital contributions of all associated service partners.
S4. Resume service enhancements	Growing the regional public transit system remains a priority. Expanded capital and transit service Investments will be reviewed and proposed for years 3, 4, and 5 of the work plan in accordance with the service planning timeline.	- Service Concepts for FY23 may be limited to cost neutral service changes to improve scheduling, alignment, or performance - Service Concepts for FY24 may limited to proposals with construction/procurement completion timeline of Q4 FY23 - Service concepts for years 3 (FY25), 4 (FY26), 5 (FY27) of the TDP may include a variety of service enhancements as funding is made available. - Program service enhancements to reach all day frequent service on Best in Class corridors - Expanded Canyon County On Demand - Additional pilot programs and services as supported by local entities - Intercity/regional connections

AUTHORIZATION FOR EXPENDITURE BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Demand Response Scheduling Software

TOTAL COST: \$243,000 over three-year period

PURPOSE/ACTION: Valley Regional Transit (VRT) is in need of replacing the current demand response scheduling software. A new demand response scheduling software will provide more innovative ways to meet the broader Intelligent Transportation System (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 software 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: VRT is currently unable to add additional partners using current scheduling software limitations. The new software would require the new vendor to be responsible for designing, implementing and maintaining specific ITS solutions.

ALTERNATIVES: By continuing with the current demand response scheduling software provider VRT will not be able to provide same day or on-demand trips and trip optimization will be limited to the current constraints faced today.

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

RECOMMENDATION/JUSTIFICATION: VRT Board of Directors previously approved Resolution VBD21-014 delegating authority to the Executive Board to approve a contract with a vendor selected from the CTAI Pre-Qualified Vendor List. VRT staff opted to issue RFP 2021-04-020. VRT staff followed procurement guidelines for RFP 2021-04-20 and VRT's policy for procuring services.

POST RFP/FINAL SELECTION OF PROJECT: *Valley Regional Transit staff recommends the Board of Directors approve **Resolution VBD22-007** and authorize a contract with Via Mobility, LLC for a demand response scheduling software. Following procurement RFP 2021-04-20, Via Mobility, LLC was the vendor selected that would be most advantageous to VRT. The contract with selected vendor will not exceed \$243,000.*

ORDER OF REVIEW

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

Signature: _____

Date Approved: _____

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

Item VI. E.

Signature: _____

Date Approved: _____ Resolution Number: _____

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

Signature: _____

Date Approved: 1/3/2022 Resolution Number: VBD-22-007

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

DEMAND RESPONSE SCHEDULING SOFTWARE RESOLUTION VBD22-007

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING A CONTRACT FOR THE DEMAND RESPONSE SCHEDULING SOFTWARE

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, Valley Regional Transit is in need of finding a new scheduling software for demand response services; and

WHEREAS, the replacement software 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, the new scheduling software will allow for same day, on demand scheduling and will better optimize services; and

WHEREAS, the new scheduling software will be a multifunctional system, in a single database, for all demand response services under Valley Regional Transit; and

WHEREAS, the new scheduling software will allow future growth to include on-demand expansion to underserved areas; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2021 Budget Amendment #1, Resolution VBD21-002; 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 § 40-2108(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
VBD22-007

purposes of the Regional Public Transportation Authority Act; 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.

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

Section 1. That the Board of Valley Regional Transit authorizes the award of RFP 2021-04-20 to Via Mobility, LLC for a contract for demand response scheduling software, not to exceed amount of \$243,000.

Section 2. That the approval by the Board of Valley Regional Transit delegate 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 Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 3rd day of January 2022.

APPROVED by the Board Chair this 3rd day of January 2022.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	On-Demand Transit Update
DATE	December 15, 2021
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item only.

Summary

Starting in October 2021, data comparisons are being compared to the same service metrics, rather than traditional fixed-route metrics. Ridership continues to see growth each month as the service operates. First Transit, the service contractor, continues to make adjustments to the system day by day, to meet the demands of service. VRT marketing staff will be working with Via staff on promotions to continue promoting the on-demand service. Via staff have been making system adjustments with the analytics to continue to maximize the service to meet the needs.

Staff with the Nampa School District have begun using the on-demand service to provide rides home to students following several afterschool programs. Due to the various locations students travel to, it has been a challenge to successfully get all trips scheduled. VRT staff will begin testing different scenarios to try and find a solution.

With the driver shortage Canyon County faced in the fourth quarter of FY2021, failed bookings increased significantly. Beginning in October, First Transit was able to get drivers hired and trained, which allowed an additional vehicle available at peak time. This additional vehicle reduced the failed booking by 45%.

VRT staff will continue to work on building new partnerships with the expanded service area. Conversations have started with Idaho Job Corps regarding possible Intercounty Route changes and potential service additions for the on-demand service.

The table below provides current service metrics for the first two quarters of fiscal year 2022.

Top Operational Metrics	Oct-21	Nov-21
Total Rides Requested	3113	3173
Total Rides Accepted	2289	2315
Total Passengers	2794	2819
Revenue Hours Operated	747	752
Revenue Miles Operated	15249	15128
Boardings Per Hour	3.74	3.75

The table below reflects the growth variances from fiscal year 2021 to fiscal year 2022.

Top Operational Metrics	FY2021			FY2022			Variance
	October	November	Total	October	November	Total	
Total Rides Requested	2,731	2,046	4,777	3,113	3,173	6,286	1,509
Total Rides Accepted	1,995	1,614	3,609	2,289	2,315	4,604	995
Total Passengers	2,430	1,838	4,268	2,794	2,819	5,613	1345
Revenue Hours Operated	721	661	1,382	747	752	1,499	117
Revenue Miles Operated	14,172	13,141	27,312	15,249	15,128	30,378	3066
Boardings Per Hour	3.37	2.78	3.09	3.74	3.75	3.74	0.66

The table below reflects the average metrics for fiscal year 2021. The first two months of fiscal year 2022 have exceeded the average metrics.

Top Operational Metrics	Monthly Average
Total Rides Requested	2,780
Total Rides Accepted	2,060
Total Passengers	2,371
Revenue Hours Operated	742
Revenue Miles Operated	15,377
Boardings Per Hour	3.20

Implication (policy and/or financial)

The long term goal is to have at least 10 boarding per hour. To meet this goal several things need to happen, which include, more buses in revenue service and a longer service span to include weekends. VRT staff is hopeful that existing funding partners continue to see the need for public transportation in Canyon County. This innovative approach to improve services in Canyon County reflects the need that additional funding is needed from current and future funding partners.

More Information

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



TOPIC	FY2023 and FY 2024 Service Change Scopes
DATE	January 3, 2022
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

No action, this is an information item only.

Highlights

- Improvements to existing systems
- Restructures to improve route performance
- Enhanced connections
- New/restructured services
- Capital Investments

Summary

Valley Regional Transit (VRT) is preparing for the next two years of service changes. In preparation, we have prepared overall scopes and concepts for the service changes, in alignment with the Transportation Development Plan (TDP).

FY2023 Service Change

For the FY2023 service change, VRT is considering the following types of improvements:

- Existing systems
 - Continue to improve on-time performance across the system as needed
 - Marketing of poor performing routes
- Route restructures/changes
 - 16 VA/Hyde Park Loop
 - Explore options to repurpose unproductive, operationally challenged service on 9th to be more productive
 - 43 Caldwell Express
 - Eliminate deadhead from Happy Day, making Jefferson Middle School the second stop
 - 40 Nampa Meridian Express
 - Possible restructure/reduction of trips
 - 45 BSU Express
 - Restructure to serve Idaho Job Corp, connect to the 30/Village
 - 8x Five/Mile Chinden
 - Potentially restructure to a Chinden Express route to better serve the employment and residential centers at Chinden and Cloverdale and Five Mile
 - Add Five Mile to Lyft Transit Connections
 - 9 State Street - Eagle extension
 - Restructure or move to OnDemand with relaunch of service

- Capital Investments
 - State Street
 - 18th

FY2024 Service Change

- Existing systems
 - Premium route frequency adds
 - 9 State Street
 - 7B Fairview/Towne Square Mall
 - 3 Vista
- Route restructures/changes
 - 30 Pine
 - Extend to Towne Square Mall
 - Intercounty Routes
 - Improved connections
 - West Bench Restructure
 - 7A Fairview/Ustick
 - 8 Five Mile
- Capital Investments
 - State Street
 - 23rd
 - Willows
 - Gar & Bunch
 - Buses for service expansions
 - On Route Charging/Electrification plan

Implication (policy and/or financial)

Improvements and enhancements to existing service will bring VRT closer to the goals outline in ValleyConnect2.0 and the TDP.

More Information

For detailed information contact: Alissa Taysom, Associate Planner, 208-258-2717, ataysom@valleyregionaltransit.org.

Valley Regional Transit FY2022 Procurement Calendar

Item VII. D.

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
Demand Response Scheduling Software (Regional)	Leslie Pedrosa	300,000	Sep-21	Jan-22	Board of Directors
Employee Safety Reporting System Software (Regional)	Dave Meredith	45,000	Nov-21		Executive Director
Bus Stop Construction (Ada County)	Joe Guenther	250,000	Jan-22	Apr-22	Board of Directors
State Street Premium Corridor Phase 1	Joe Guenther	1,000,000	Jan-22	Apr-22	Board of Directors
Enterprise Resource Planning (ERP) System Consulting Services	Jason Jedry	70,000	Jan-22	Apr-22	Executive Board
Printer and Copier Lease Agreement	Nick Moran	210,000	Feb-22	Apr-22	Board of Directors
Bus Washing Services - Canyon County	Corrie Washington	TBD	Feb-22	TBD	No Project Budget at this Time
State Street Concept and NEPA	Joe Guenther	250,000	Mar-22	Aug-22	Board of Directors
Regional Radio Dispatch Replacement	Jeff Parker	350,000	Apr-22	Aug-22	Board of Directors
Tire and Tire Related Services - Canyon County	Jeff Parker	200,000	May-22	Aug-22	Board of Directors
Tire and Tire Related Services - Ada County	Jeff Parker	200,000	May-22	Aug-22	Board of Directors
On-Call Technical Support Services	Nick Moran	200,000	May-22	Aug-22	Board of Directors
Procurement Management Software	Jason Jedry	75,000	Jun-22	Aug-22	Executive Board

Bus Stop Sign Blade Update	Joe Guenther	280,000	Jun-22	Aug-22	Board of Directors	Item VII. D.
Ada County Operating Contract	Leslie Pedrosa	500,000	Jun-22	Aug-22	Board of Directors	
Canyon County Operating Contract	Leslie Pedrosa	500,000	Jun-22	Aug-22	Board of Directors	
Security Services - Main Street Station	Derrick Personette	TBD	Jul-22	TBD	No Project Budget at this Time	
Uniform Rental and Laundry Services - Ada and Canyon County	Ronnie Garcia	49,998	Jul-22		Executive Director	
Elevator Service for Main Street Station (MSS)	Joe Guenther	40,000	Sep-22		Executive Director	
Fire Extinguishers	Leslie Pedrosa	20,000	Jul-22		Executive Director	
Enterprise Resource Planning (ERP) Software	Jason Jedry	250,000	TBD	TBD	Board of Directors	
Customer Service Software (CRM)	Jeannette Ezell	TBD	TBD	TBD	No Project Budget at this Time	
Fire Suppression	Leslie Pedrosa	TBD	TBD	TBD	No Project Budget at this Time	
Document Storage Software (Regional)	Nick Moran	100,000	TBD		Executive Board	

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

Updated 12-16-2021



TOPIC	Executive Director Report
DATE	December 21, 2021
STAFF MEMEBER	Kelli Badesheim

2021 Highlights

As 2021 comes draws to a close I am amazed at the work the VRT team has accomplished this year. I encourage you to review the staff reports to learn more about the progress we are making to build public transportation in our region.

I want to recognize two of our staff for awards they won this year. Kaite Justice received the 40 under 40 award for the Association of Commuter Transportation. Kaite was awarded this recognition for her contributions to ACT and the work she does in Transportation Demand Management. Lisa Brady was also awarded the Leadership in Practice Award for Volunteers. Aside from her paid employment as the Safe Routes to School Coordinator. Lisa serves on many advisory board and associations related to improving safety for all mobility users in our region. VRT is very proud of the work and the recognition received by these really passionate members of our team.

We are very excited about the passage of the long-awaited Infrastructure Bill. This important legislation sets the financial, policy and regulatory framework for public transportation and other funding programs for the next five years. The details are coming out slowly over the next several weeks. I will be providing a more detailed review of the bill and the implications for VRT's work to the Executive Board at their February meeting.

VRT welcomes Jason Rose as the newest member of the VRT team. Jason is our new Community Engagement Manager. Jason comes to VRT from Omaha, Nebraska where he worked for the Metro system doing a very similar job. Jason will be leading VRT's communication planning, TDP and service change community engagement, the Engage digital platform, and our internal Riders First campaign.

I have been working closely with the Connected Canyon County Initiative team to plan the next two workshops being scheduled for January and February. We have struggled a bit with gaining the level of engagement we were hoping for. The feedback I am getting from our partners is that the work is important, but the bandwidth is limited. We have been adapting the engagement to respect the limits people have on their time.

VRT is close to getting a final report from Eco Northwest on a revenue analysis we initiated in the summer. We will be using the recommendations from this work to set up strategic discussions with the board around how VRT can move forward to identify funding sources to build out both a limited and the growth scenario of ValleyConnect 2.0.

Projects and Community Activities

- Providing project management support to the Connected Canyon County project and the digital community engagement roll-out

- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Co-lead on community impact work through United Way board participation
- 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	December 27, 2021
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities December 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **ValleyConnect 2.0 (VC2.0)**
The VC 2.0 vision for growth has served as the basis for the Transportation Development Plan (TDP) development and COMPASS CIM 2050 update. Performance measures outlined in VC2.0 will be used to guide service analysis and prioritization in these plans.

Programming/Budget Development

- **Budget Development** –As part of the combined FY2023 budget and FY2023-2027 TDP development schedule staff is conducting strategic meetings with local partners to align priorities and update funding assumptions.
- **Transportation Development Plan** - Outreach and development for the FY2023-2027 TDP has begun. Staff is engaging local jurisdictions, Regional Transit Team, and Regional Advisory Council on priorities and draft Strategic Objectives for board consideration in January. Staff is building a capital improvement plan and process to inform both the TDP and long term capital investments.

Goal 2 – Increase Ridership and Revenue

- **FY2023 and FY2024 Service Changes** – Development staff has continued reviewing route performance, public comment and stakeholder input to begin drafting FY2023 service change concepts. These concepts will be presented as an information item to the board at the January board meeting.
- **Regional Revenue Analysis and Strategic Plan** – Development staff continues to participate in the revenue analysis. The consultant team is beginning to prepare findings and a draft report.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
Staff and consultants are still waiting for FTA NEPA approval. Staff is continuing to work on analysis of electric charging infrastructure and the implications of fleet

electrification. After design is completed, the bid documents will be drafted and issued for construction Spring 2022.

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

Staff presented the results of the feasibility study, past studies, and immediate deficiencies to the VRT Executive Board. With consultant support staff is drafting bid documents for office roof, HVAC and awning repairs. A budget amendment has been prepared to authorize expenditures in 2022.

- **Main Street Station (MSS)**

Office space construction is complete 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. An order for amenities has been placed with Brasco, supplier of shelters and street furniture.

Bus Stop construction was delayed in 2021 due to NEPA reviews and lack of staff for contracting. All on-call construction companies indicated they could not take on another project in fall 2021. Staff is adding bus stop needs for FY2022 to the construction package ready for bid, including 13th and Fort and 18th and State.

- 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 and Brasco is expected to deliver shelters in late January 2022. CCDC construction is anticipated to be completed in spring 2022 but is experiencing delays due to contractor shortages and weather.
- 3- FY2022 projects are being scoped out and will be informed by the State Street Transit Operational Analysis, TAMS scoring, coordinating with our agency partners, 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 has scheduled a project update to the State Street Technical Team for January 20, 2022.
- 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 scheduled the final project team meeting to review the final recommendations for 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.
- 2- Bus stops identified for upgrades will be designed and permitted in FY2022 with construction to follow as a general bus stop construction project for FY2023.
- 3- The Town Square Mall (TSM) transit center also requires investigation. The Orchard Master Plan Battery Electric Bus evaluation indicates on-route charging is likely to be required. TSM is one of the sites identified for on-route charging. The Fairview corridor study also showed additional study is required as to the ability of TSM to support electric buses, needs for upgraded buildings, and route modifications.

Other Development Activities

- **FY 2021 planning projects –**

- 1- Regional Vanpool Study – VRT staff and the project team are reviewing draft recommendations prepared by the consultant team.
- 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.

- **FY 2022 planning projects-**

- 1- Kuna Transit Study – VRT has selected Transpo Group as the consultant for this study and the project kickoff has begun.

- **Grant Opportunities** – VRT submitted for a 5339(b) competitive grant for 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, Programming Planner, 208.258.270, jreyes@valleyregionaltransit.org



TOPIC	Operations Department Staff Report
DATE	December 14, 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

- Met 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. VRT staff will request a testing feature of the selected vendor for work group members to test for user compatibility.
- Continue to work with Proterra staff to address on-going issues with the software on the charging pedestals for the battery electric buses. This issue continues to keep buses out of service. A software update was scheduled for December 14 that is expected to resolve the issue.
- Two of the eight 35' battery electric buses have been delivered. Contract staff are preparing the buses for revenue service.
 - All buses are expected to be on-site in January 2022
- Staff has started fiscal year 2021 National Transit Database (NTD) reporting.
 - Report must be completed by January 31, 2022
- Staff will begin performing ride checks on all routes to validate the automatic passenger counting (APC) system installed on all buses.
 - This validation is required to be completed every three years by the NTD
 - Results of the validation will be submitted with fiscal year 2022 NTD reporting
- Following the October 2021 service change, staff noticed some errors in schedules that were causing on-time performance (OTP) issues. Corrections were made and staff expects to see better OTP for several routes in December.
 - Working in conjunction with contractor staff, OTP performance improvements have been an on-going priority. The following items have been addressed to date:
 - Using APC actual data to determine actual running time, previously used estimated times in Google
 - Priority started on lowest performing routes and stops with lots of early departures

- Increase driver awareness of their actual performance data by posting OTP data weekly and coached drivers on early and late departures
 - Road supervisors monitored departure times from Main Street Station and Town Square Mall
 - Audit of scheduling software compared to printed schedule and adjust as needed
 - Began working more closely with information from ACHD, ITD, CCDC and City of Boise regarding construction impacts to routes
- The new integrated fare-payment system transition to City Go Wallet went very smoothly with little to no negative feedback.

Highlights:

Contracted Transportation

Canyon County Highlights

- No preventable accidents in November
- Intercounty on-time performance 66% for November, which is up from 58% in October after several time points were incorrect following the transition to new CAD/AVL system
- ACCESS on-time performance 90% for November
- On demand updates
 - Significant drop in “Seat Unavailable” due to adjustments in distribution of service hours throughout the day
 - Highest number of completed rides to date – 2,819
 - Highest number of requests during service hours to date – 3,3760
 - Highest number of requests met with a proposal to date – 3,460

Ada County Highlights

- One preventable accident in November
- Fixed-route on-time performance 83% for November
- ACCESS on-time performance 97% for November
- 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 November
- Eagle Senior Center continues to experience longer trip times due to traffic and congestion due to construction. A new driver was hired
- Meridian Veteran’s Shuttle and Rides 2 Wellness will be resuming to normal service following the on-boarding of two new service providers in December
 - Several new clinics were added to the Ada County Rides2Wellness service in December for Saint Alphonsus
- Harvest Transit has seen an increase in ridership and is looking at adding an additional van to keep up with demand
 - Parking for the fleet of vehicles has been difficult with increased traffic and construction in downtown Meridian

Information Technology and Intelligent Transportation Systems

- Staff resolved 185 support requests from 191 submitted in November
- Continue to work on adjustments within new system for fixed-route CAD/AVL and mobile ticketing validators
- Beginning to cross-train staff on certain tasks
- Leading evaluation team for the Demand Response Scheduling software replacement
- Working with staff to evaluate an enterprise resource planning (ERP) software replacement

Compliance

- 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 2,865 of 2,977 phone calls for information, with 109 calls abandoned. The average call time was 2 minute, 12 seconds and the average hold time was 17 seconds.
- Reservationist handled 1,010 of 1,049 phone calls to change or schedule a ride on ACCESS, with 36 calls abandoned. The average call time was 3 minutes, 15 seconds and the average hold time was 11 seconds.
- On-demand services handled 736 of 786 phone calls to schedule a ride, with 50 calls abandoned. The average call time was 1 minute, 51 seconds and the average hold time was 21 seconds.
- November City Go Pay mobile ticket sales totaled \$7,789.75.

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	January 3, 2021
STAFF MEMBER	Jason Jedry, Finance Controller

Summary

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

Highlights

Budget/Finance

- The soft close of the 4th quarter of FY2021 has been completed.
- The FY2021 independent annual audit began in November and is expected to be completed by the end of December
- The audited financial statements are tentatively scheduled to be presented to the Executive Board at the February meeting
- 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 and the FY2022 budget amendment

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:
 - Main Street Station Fogging Services
 - Demand Response Scheduling Software
 - Safety Reporting System Software
 - Scrip Taxi Program
 - Contract extensions

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



TOPIC	Programs and Marketing Update
DATE	January 3, 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 (SRTS)

- Treasure Valley SRTS continues to increase visits to schools around the region, though not as much as in a “regular” year due to continued COVID restrictions.
- Scheduling for spring and summer is in full swing and looks to be very busy.
- Staff levels are appropriate for the current workload.
- The program is preparing to make the yearly helmet and incentive purchase, which will be about \$10k.
- Update from COMPASS, the SRTS program will achieve set-aside funding starting in FY27 for both Ada and Canyon County programs. This is good news as the valley continues to grow and youth continue to want to bike, walk, and roll in the area.
- We continue to work with Republic Services in rehabbing bikes to give to youth in the Meridian area this winter. We have worked on nearly 100 bikes to ensure they’re safe and reliable before they’re given out.
- The SRTS program manager and the Canyon County representative will be meeting with Nampa Mayor Debbie Kling.

Navigation

- Following up with CitizenLab to resolve some issues with the public engagement platform
- Meeting with Canyon County Government Committees
- Coordinated a workshop with Connected Canyon County Steering Committee
- 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 mobility-challenged populations
- Rides2Wellness – Restarting the program, now that there are new providers and locations to serve

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 continues 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
- Working on branding the new 35-foot electric buses

Other campaign tactics include:

- The first four buses were wrapped with unique character-driven identities
- A comic book targeting kids has been very popular
- 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 roll-out 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 (STTV) – Overall ridership is still below pre-pandemic levels. The STTV campaign will continue to assure the public that riding shared transportation is safe and cost-effective. That said, we will be revamping the format and frequency of the newsletter, moving from every other week, to once a month. The new format will be fresher and more targeted to information about shared transportation in the Treasure Valley. We will also be working to build audience for the newsletter.

- 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 – The IT department and Mark Carnopis are looking at options for a new web host. The existing host hasn't been able to deliver the load speed the website needs.

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 provide 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	Report - Community Engagement/Outreach Update
DATE	December 27, 2021
STAFF MEMBER	Jason Rose

Summary

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

Highlights

- Staff changes: Jason Rose is VRT's new Community Engagement Manager. He began work in early December. He is now responsible for submitting the monthly community engagement/outreach update. Mark Carnopis' job title has changed from Community Relations Manager to Public Information Officer.
- Latest media coverage: Our Stuff the Bus toy drive received a lot of media coverage from KTVB-Channel 7. This is expected because they provide media support for the event. BoiseDev (an online news service which also produces a news section in Saturday's Idaho Press), published a story about transit services in Meridian and Boise, and levels of transit funding provided by these two cities.
- There were no public records requests submitted.
- 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 collected toys. The toys were distributed by the Salvation Army to families in need for the holidays. We collected 7,673 toys and \$2,100 in cash, checks and gift cards.
- Press releases were sent out concerning the latest topics that have been added to the engage.valleyregionaltransit.org website and a temporary change in where buses at Main Street Station pick-up and drop-off passengers.
- Accessibility issues have been raised concerning our valleyregionaltransit.org website. Mark Carnopis is working with Stoltz Marketing to get these accessibility issues resolved.
- Mark has completed 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, and Parma). This newsletter will be sent out to these cities a minimum of four times a year beginning in January 2022.

More Information

Attachments: None

For detailed information contact: Jason Rose, Community Engagement Manager, 208-258-2739, jrose@valleyregionaltransit.org



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	January 3, 2022
STAFF MEMBER	Jason Russell

Summary

Valley Regional Transit - Fleet Underwriting Division				
	Safe Routes to School	Transit Assets	Pubic Art	Bike Share
Target Revenue FY22:	\$60,000.	\$600,000.	\$75,000.	\$350,000.
Actual Contracted Revenue:	0.00	\$392,721.06		
% of Target Revenue:	0%	65%*	0%	0%

*as of 12/15/2021

New Business Opportunities

- Crush the Curve Idaho (Renewal)
- Nampa First.org
- Friends of Children and Families
- New Horizons Academy
- Idaho Department of Health and Welfare-Project Filter

Advertising Installations and Renewals

- Dermatology Clinic of Idaho
- Sparklight

Valley Regional Transit Paid Media Request for Quote

- Developing a request for quote to ascertain the marketplace cost per point goal to develop a paid media campaign in the Treasure Valley.

Valley Regional Transit-Media Kit

- In the final stages of revising the Valley Regional Transit, media kit to include electronic buses and public art products and services.

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



TOPIC	City Go Report
DATE	January 3, 2022
STAFF MEMBER	Kaite Justice

Summary

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

- City Go staff continues to work on the Integrated Mobility Plan. Nelson Nygaard and Valley Regional Transit (VRT) staff completed the needs assessment portion of the plan in December. Stakeholder interviews will be taking place during the first two weeks of January. The draft plan is on track to be completed and presented to the Executive Board 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 December. The results from the study will be completed in early February.
- City Go continues to work with employers and members. Many businesses and returning to the office in the New Year and City Go is facilitating workshops and information sessions for commuters returning to work.
- City Go is launching a new program in January called the Mobility Ambassador Program. The objective is to promote awareness and conversation about sustainable transportation in downtown Boise, improved transit connections across the Treasure Valley, use of different transportation modes, and goals and visions for the Treasure Valley's transportation future. Inform and engage the community, and create community dialogue about Boise and the Treasure Valley's transportation future.
- The City Go Wallet has continued to grow since its launch in October. During the first two months, over 500 people downloaded the app and over \$12,000 in pass sales were sold through the system. City Go completed a short survey with the individuals that took part in the soft launch. Survey summary:

SURVEY SUMMARY FOR UMO APP EARLY ADOPTERS

Summary

Following the soft launch of the City Go Wallet in October, users who downloaded the Umo Mobility app and used it were eligible to complete a short user experience survey in November. As an incentive, users who fully completed the survey and provided their email addresses received a benefit code for a free 31-day bus pass.

The survey was sent to 78 email addresses through a Mailchimp email blast on November 15, 2021. A follow-up email blast was sent on November 23, 2021. In total, 27 people fully completed the survey, and each received an email with a benefit code for a free 31-day bus pass on December 12, 2021.

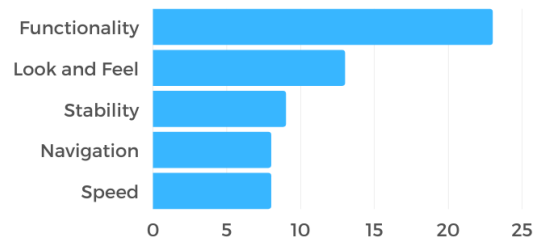
Though a small sample, survey results point to a positive user experience with the app, as survey participants rated the experience an average of 4.1 stars (out of 5 stars).

Additionally, most survey participants expressed that the app was functional and easy to use, with some caveats. Chiefly, survey participants expressed a desire for real-time bus tracking information in the app, a fast QR-code experience at the validator, and Apple Pay integration for paying for passes.

Average User Experience Rating



Most Liked Features



Least Liked Features*

- Lack of real-time bus information
- QR Code/Validator Reader Concerns
- Not Apple Pay Compatible

*Compiled from survey questions 5 and 6



Most desired feature

- Real-time bus information



- 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. The campaign will run through January and staff will share results at the conclusion. City Go will be running another three-month campaign starting in January focused on employers and

businesses. The campaign will highlight the City Go Wallet and the Regional Pass Program.

- 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.

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