

Regional Advisory Council Meeting Agenda

December 21, 2021

9:00 AM

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

Regional Advisory Council members may participate in the meeting in-person, via MTeams at

<https://tinyurl.com/ym8t6u4m>

or by dialing in at **469-965-2358 Conference ID: 251 449 299#**

(The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Regional Advisory Council 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 Walter Steed

II. **Agenda Additions/Changes**

III. **Public Comments** *(Comments will be limited to no more than three (3) minutes).*

IV. **Consent Agenda**

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

A. ACTION: Minutes of November 1 RAC/Executive Board Joint Meeting Ø

The Regional Advisory Council is asked to consider approval of the minutes from the November 1 joint meeting between the RAC and executive board.

Pages 3-5 | Paula Cromie

V. **Action Items**

A. ACTION: Coordinated Plan: List of Priorities and Demographic Update Ø

COMPASS staff requests Regional Advisory Council's approval of the list of priorities for the draft Coordinated Plan.

Pages 6-11 | Lila Klopfenstein

B. ACTION: Meeting Calendar FY2022 - Regional Advisory Council Ø

The Regional Advisory Council is asked to consider acceptance of the FY2022 meeting calendar for the RAC.

Page 12 | Kelli Badesheim

VI. **Information Items**

A. INFORMATION: Transportation Development Plan and FY2023 and FY2024 Service Concepts Ø

Staff will provide an update on the TDP Strategic Objectives and present service change concepts for FY2023 and FY2024.

Pages 13-15 | Stephen Hunt

B. INFORMATION: FTA Title VI Update RFI Θ

Staff will provide an update on the RFI released by the FTA for the update to Title VI Requirements and Guidelines for Federal Transit Administration Recipients.

Page 16 | Alissa Taysom

C. INFORMATION: Operations Update Θ

VRT staff will provide an update on service operations.

Pages 17-18 | Leslie Pedrosa

D. INFORMATION: Digital Community Engagement Update

Staff will give an update on Digital Community Engagement.

Kelli Badesheim

E. INFORMATION: Discussion of Joint Meeting with Executive Board

The Regional Advisory will have the opportunity to provide feedback and input regarding the joint meeting with the Executive Board.

Walter Steed

F. INFORMATION: Topics for Discussion

Members of the Regional Advisory Council will have the opportunity to bring up topics they would like to be considered as future agenda items.

Walter Steed

VII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports Θ

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

Pages 19-33 | Staff

VIII. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next Regional Advisory Council Meeting:

January 18, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

For questions or comments regarding this agenda, please contact Kelli Badesheim at (208) 258-2712 or email kbadesheim@valleyregionaltransit.org

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

Joint Executive Board and Regional Advisory Council Meeting Notes

Monday, November 01, 2021 - 11:00 AM

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

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

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

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA

Items on the consent agenda consisted of the following:

EXECUTIVE BOARD (EB) ACTION: Minutes from the October 4, 2021 Executive Board Meeting

Item IV. A.

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 IV. A.

Working together to plan for the future

REGIONAL ADVISORY COUNCIL MEETING AGENDA

Date: December 21, 2021

Topic: Coordinated Plan: List of Priorities and Demographic Update

Request/Recommendation:

This is an action item. COMPASS staff requests Regional Advisory Council's approval of the list of priorities for the draft Coordinated Plan.

Background:

Community Planning Association of Southwest Idaho (COMPASS) staff is working to update the Coordinated Public Transit-Human Services Transportation Plan ("Coordinated Plan"). The Coordinated Plan will identify the unmet transportation needs of individuals with disabilities, older adults, people with limited English proficiency, and people with low income, then identify strategies to meet those unmet needs and prioritize transportation services and programs for funding and implementation. COMPASS staff is working closely with VRT staff on the plan. The role of the Regional Advisory Council (RAC) is to provide key feedback and expertise throughout the planning process.

During the November Joint RAC/VRT Executive Board meeting, COMPASS staff received approval of a demographic approach for the Coordinated Plan that identifies population changes over time. Staff then presented findings from the *Transportation Needs Identification Survey*. The results from that survey, as well as secondary research, formed the list of unmet transportation needs for this plan. Lastly, staff asked RAC and Executive Board members to participate in a survey to prioritize the list of unmet transportation needs.

In the December RAC meeting, COMPASS staff will:

- Highlight demographic changes of underserved populations in Ada and Canyon Counties between 2010 and 2019 (Attachment 1)
- Share proposed priorities for the Coordinated Plan (Attachment 2) based on identified needs and a November survey of RAC and VRT Executive Board members (Attachment 3).

COMPASS staff seeks RAC's approval on the list of priorities for the Coordinated Plan to move forward into developing strategies, activities, projects, and performance measures for the identified priorities. The plan will be presented to the VRT Board of Directors for adoption in late 2022.

More Information:

- 1) Attachment 1: Demographic Changes in Ada and Canyon County between 2010 and 2019
- 2) Attachment 2: List of Highest Priority Needs
- 3) Attachment 3: Prioritized List of Unmet Transportation Needs
- 4) For detailed information contact: Lila Klopfenstein, Assistant Planner, at (208) 475-2230 or lklopfenstein@compassidaho.org

Attachment 1

Demographic Changes in Ada and Canyon Counties Between 2010 and 2019

Older Adults/Seniors

Older adults in the region are growing in both number and share of population.

Figure 2: Population by Age Group (2010-2019)

	Ada			Canyon			Region		
	5-17	18-64	65+	5-17	18-64	65+	5-17	18-64	65+
2010	76,345	247,531	42,108	41,295	110,058	20,837	117,640	357,589	62,945
% total population	19%	63%	11%	22%	58%	11%	20%	61%	11%
2019	84,474	298,325	71,534	47,886	132,997	32,652	132,360	431,322	104,186
% total population	18%	62%	15%	21%	58%	14%	19%	61%	15%
9-year total change (#)	8,129	50,794	29,426	6,591	22,939	11,815	14,720	73,733	41,241
9-year total change (%)	11%	21%	70%	16%	21%	57%	13%	21%	66%

Source: ACS 2010, 2019 1-year Estimates

Low Income

Ada County's population of low-income older adults did not grow, while Canyon County's grew by 79%. However, Ada County still has about twice as many low-income older adults than Canyon County.

	Ada			Canyon			Region		
	5-17	18-64	65+	5-17	18-64	65+	5-17	18-64	65+
2010	10,764	31,481	3,697	11,249	20,933	1,032	22,013	52,414	4,729
% age group in poverty	14.1%	12.7%	8.8%	27.2%	19.0%	5.0%	18.7%	14.7%	7.5%
2019	8,694	29,911	3,736	3,579	12,411	1,849	12,273	42,322	5,585
% age group in poverty	10.3%	10.0%	5.2%	7.5%	9.3%	5.7%	9.3%	9.8%	5.4%
9-year total change (#)	-2,070	-1,570	39	-7,670	-8,522	817	-9,740	-10,092	856
9-year total change (%)	-19%	-5%	1%	-68%	-41%	79%	-44%	-19%	18%

Disability

Region-wide the number of individuals with disabilities has increased, with the biggest gains mostly in the 65+ year old population. The number of younger (ages 18-64) low-income individuals with disabilities almost doubled in Ada County, while Canyon County more than doubled the number of older (ages 65+) individuals with disabilities.

Figure 4: Disabled Population

	Ada			Canyon			Region		
	5-17	18-64	65+	5-17	18-64	65+	5-17	18-64	65+
2010	2,884	18,991	14,400	2,967	14,917	7,896	5,851	33,908	22,296
% total population	4%	8%	34%	7%	14%	38%	5%	9%	35%
2019	3,350	26,722	20,388	3,216	18,602	15,040	6,566	45,324	35,428
% total population	4%	9%	9%	7%	14%	46%	5%	11%	34%
9-year total change (#)	466	7,731	5,988	249	3,685	7,144	715	11,416	13,132
9-year total change (%)	16%	41%	42%	8%	25%	90%	12%	34%	59%

Source: ACS 2010, 2019 1-year Estimates

Figure 5: Disabled Population in Poverty

	Ada			Canyon			Region		
	5-17	18-64	65+	5-17	18-64	65+	5-17	18-64	65+
2010	548	5,173	3,896	737	4,848	706	1,285	10,021	13,917
% disabled population in poverty	19%	27%	27%	25%	32%	9%	22%	30%	62%
2019	361	7,435	1,552	325	3,932	1,263	686	11,367	12,919
% disabled population in poverty	11%	28%	8%	10%	21%	8%	10%	25%	36%
9-year total change (#)	-187	2,262	-2,344	-412	-916	557	-599	-1,346	-998
9-year total change (%)	-34%	44%	-60%	-56%	-19%	79%	-47%	-13%	-7%

Source: ACS 2010, 2019 1-year Estimates

Limited English Proficiency

The population of individuals with limited English proficiency generally decreased, except for among the 65+ year old population.

	Ada			Canyon			Region		
	5-17	18-64	65+	5-17	18-64	65+	5-17	18-64	65+
2010	880	3,066	705	663	6,813	491	1,543	9,879	1,196
2019	293	2,792	869	480	5,426	873	773	8,218	1,742
9-year total change (#)	-587	-274	164	-183	-1387	382	-770	-1661	546
9-year total change (%)	-67%	-9%	23%	-28%	-20%	78%	-50%	-17%	46%

Auto-less Households

Auto-less households have decreased in Ada County but increased in Canyon County.

Figure 7: Households with No Vehicles Available

	Ada	Canyon	Region
2010	7,318	2,962	10,280
2019	7,144	3,257	10,401
9-year total change (#)	-174	295	121
9-year total change (%)	-2%	10%	1%

Source: ACS 2010, 2019 1-year Estimates

Attachment 2**Priorities in the Coordinated Public Transit-Human Services Transportation Plan**

There are many more needs than there are available resources for immediate implementation. Although it is necessary to prioritize strategies and actions based on available resources, this Coordinated Plan does not attempt to dictate which strategies and actions should receive funding. Rather, it describes priorities for the Ada/Canyon County region based on how frequently needs were identified during the needs identification process and how highly RAC and the VRT Executive Board members prioritized those needs in a follow-up survey (Attachment 3). This list is a way for transportation providers to plan for and prioritize their services, including those proposed for Section 5310 program funding.

Highest Priority Needs

- Improve Accessibility to Transit
- Expand Service Hours
- Increase Service Frequency
- Improve Access to Employment
- Meet Service Needs in Rural/Suburban Areas
- Co-Locate Affordable and Accessible Housing on Transit Lines
- Improve Coordination between Transit Services and Medical Providers to Increase Efficiencies

This list was developed based on responses to a survey sent to RAC and VRT Executive Board members in November 2021 (See Attachment 3).

Attachment 3**Prioritized List of Unmet Transportation Needs Based on Survey Responses**

Ranking	Unmet Transportation Needs
	Infrastructure
High	Accessible vehicle improvements
High	Accessible bus stop improvements
High	Accessible information
Medium	Scheduling software is not well calibrated to real travel time
	Service
High	Longer service hours
High	More frequent service
High	Lack of service in rural/suburban areas
High	Lack of access to job sites
Medium	Expensive passenger fares
Medium	Lack of access to activity centers
Medium	Long commute times
Medium	Un-reliable service (late)
	Customer Service
Medium	Lack of quality-of-life trips
Medium	Driver discrimination
	Inter-Agency Cooperation
High	Lack of access to job sites
High	Lack of affordable and accessible housing on transit lines
High	Lack of coordination between transit with medical providers
Medium	Lack of affordable housing near park and ride locations
Medium	Unclear service areas
■ High –Most survey respondents ranked these items as higher priority ■ Medium –Most survey respondents ranked these items as lower priority <i>*Prioritization was based on an average of all ranked scores within each category.</i>	

Regional Advisory Council
FY2022 Meeting Calendar
 (Fiscal year runs from October 1 through September 30)
 VRT Administrative Offices - Board Room
 700 NE 2nd Street – Meridian, Idaho

Tuesday, October 19, 2021	9:00 a.m. to 11:00 a.m.
Monday, November 1, 2021	11:00 a.m. 1:00 p.m. (Joint meeting with the Executive Board)
Tuesday, December 21, 2021	9:00 a.m. to 11:00 a.m.
Tuesday, January 18, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, February 15, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, March 15, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, April 19, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, May 17, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, June 21, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, July 19, 2022	9:00 a.m. to 11:00 a.m.
NO MEETING IN AUGUST	
Tuesday, September 20, 2022	9:00 a.m. to 11:00 a.m. (Orientation meeting for FY 2023)
<u><i>New Fiscal Year Begins for 2023 October 1</i></u>	
Tuesday, October 18, 2022	9:00 a.m. to 11:00 a.m.
Monday, November 7, 2022	11:00 a.m. 1:00 p.m. (Joint meeting with the Executive Board)
Tuesday, December 20, 2022	9:00 a.m. to 11:00 a.m.

TOPIC	Transportation Development Plan and FY2023 and FY 2024 Service Change Scopes
DATE	January 21, 2021
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

No action, this is an information item only.

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 FY2023-27 strategic objectives
- January 2022 – VRT staff presents FY2023 and FY2024 service concepts

Summary

Staff presented to the joint RAC and Executive Board in November about the draft TDP Strategic Objectives below. Staff met with the regional transit team in November and began discussing how those objectives would impact specific projects with individual stakeholders. The table below 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

The joint TDP and FY2023 budget development schedule also calls for staff to begin preparing service concepts for any changes in either FY2023 or FY2024. In preparation, we have prepared overall scopes and concepts for the service changes, in alignment with the TDP.

FY2023 Service Change

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

- Existing systems or minor improvements
 - Continue to improve On-Time Performance across the system as needed
 - Marketing of poor performing routes
 - 43 Caldwell Express
 - Eliminate deadhead from Happy Day, making Jefferson Middle School the second stop
- Route restructures/changes
 - 16 VA/Hyde Park Loop

- Explore options to repurpose unproductive, operationally challenged service on 9th to be more productive
- 1 Harris Ranch via Parkcenter
 - Explore solutions for on-going concerns with roundabouts in Harris Ranch with the City of Boise
- 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
 - Restructure to a Chinden Express route
 - Add Five Mile to Lyft Transit Connections
- 9 State Street - Eagle extension
 - Consider OnDemand with relaunch of service
- Capital Investments
 - Transit Asset Management
 - State Street
 - Buses for service expansions
 - Bus Stop improvements

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
 - Buses for service expansions
 - On Route Charging/Electrification plan
 - Bus Stop improvements

Implication (policy and/or financial)

Improvements and enhancements to existing service will bring VRT closer to the goals outline in ValleyConnect 2.0 and the TDP.

More Information

For detailed information contact: Alissa Taysom, Associate Planner, 208-258-2717, ataysom@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 through FY25. The award of COVID-19 emergency federal relief funding has allowed VRT to reduce funding requests in the near term and plan for future shortfalls.	- Annually review available local and federal funding to maintain existing programs, services and administration. - Review and adjust Local Cost Allocation Model as needed - Reduce/Postpone/Suspend Service in response to performance or financial trends.
S2. Maintain assets in a state of good repair	State of good repair projects are reviewed annually and included in all five years of the work plan until the backlog is addressed 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.	Improve passenger amenities and infrastructure on premium corridors, specifically the State Street corridor. These investments are consistent with regional planning efforts to convert State Street into a corridor with a heavy transit emphasis. Improved passenger facilities at bus stops throughout the network will make the system more accessible for all users, encourage more ridership, and increase visibility.	- 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	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 - 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



TOPIC	FTA Title VI Update RFI
DATE	January 21, 2021
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

No action, this is an information item only.

Highlights

- Comment period closes January 3, 2022.

Summary

The Federal Transit Administration has issued an RFI for updates to Title VI Requirements and Guidelines for Federal Transit Administration Recipients. As a FTA recipient, VRT and the RAC have the opportunity to provide comments for the update.

Implication (policy and/or financial)

Kit of parts developed will help to increase transit visibility throughout the VRT service area.

More Information

Website:

Comments can be provided at

<https://www.federalregister.gov/documents/2021/11/24/2021-25706/request-for-information-on-title-vi-implementation>

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



TOPIC	Operations Update
DATE	December 6, 2021
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item, to provide an update on service operations.

Highlights

- Rides2Wellness
- Driver shortages
- Canyon County updates
- Ada County updates
- Building Accessible Capacity workgroup
- Mask mandate

Summary

Service for Rides2Wellness and the Meridian Veteran's Shuttle continues to be extremely limited. Following the VRT Executive Board meeting on December 6, two new service providers have been approved to start providing service. Beginning December 13, several more Saint Alphonsus clinics will begin to have access to the service in Ada County. Next, VRT staff will start working to provide Rides2Wellness service between Ada and Canyon County.

Following the driver wage increase for contractor First Transit, Ada and Canyon counties have been successful in hiring for most open positions. Canyon County is still looking for a mechanic, but they have been able to stop using temporary drivers from a private company,

Due to the ongoing challenges hospitals face due to the COVID-19 pandemic, VRT and Saint Alphonsus will delay the relaunch of the Nampa Grocery Shuttle. VRT staff will provide updates as they occur on this service.

The first four battery electric buses have had mechanical issues since delivery, which has prevented them from being used daily for revenue service. A field service representative (FSR) from Proterra has been onsite almost weekly, trying to resolve the issues. VRT has purchased additional software that will assist with troubleshooting some of these mechanical issues. Proterra will continue to have a FSR onsite to address these ongoing mechanical issues for the first twelve months.

First Transit continues to experience issues with the charging pedestals operating properly, which causes buses to not charge. The Proterra FSR has been working with their software engineers. Another software update is planned for the first week of December, which they hope will resolve the issue.

The Building Accessible Capacity work group has a meeting scheduled on December 10 to discuss the demand response scheduling software replacement. The new scheduling software is expected to be used for the current SCRIP program, as well as all the current users of the Routematch scheduling system. The goal is to have one system that will be used regionally that will allow advanced, recurring, same day and on-demand ride scheduling. The software implementation is scheduled to

start in the second quarter of this fiscal year. It will be a phased implementation to ensure each module launched is successful.

The Centers for Disease Control and Prevention (CDC) mask requirement, applicable to public transportation systems service providers to mitigate the risk of COVID-19, has been extended again. It now expires on March 18, 2022.

Implication (policy and/or financial)

VRT will continue to work with partners to grow the footprint in the Treasure Valley. VRT will ensure any new service has been vetted through proper work groups, while ensuring that no duplication of service is created.

More Information

Attachments:

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

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

Summary

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

Highlights

Budget/Finance

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

Grant Management

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

Procurement

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

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

TOPIC	Community Projects/Outreach Efforts Update
DATE	December 6, 2021
STAFF MEMBER	Mark Carnopis

Summary

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

Highlights

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

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

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

More Information

Attachments: None

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



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

Summary

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

*as of 11/17/2021

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

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

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

New Business Opportunities

- New Horizons Academy
- Dermatology Clinic of Idaho
- PETA

Advertising Installations and Renewals

- Salvation Army
- Discovery Center of Idaho

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



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

Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations.

Regional Operations

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

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

Highlights:

Contracted Transportation

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

Canyon County Highlights

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

Ada County Highlights

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

Specialized Transportation

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

Information Technology and Intelligent Transportation Systems

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

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

Compliance

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

Customer Service Support

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

More Information

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

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

Summary

Development Department activities November 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

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

Programming/Budget Development

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

Goal 2 – Increase Ridership and Revenue

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

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

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

- **Happy Day Transit Center Upgrades (HDTC)**
Staff presented the results of the feasibility study, past studies, and immediate deficiencies to the VRT Executive Board. With consultant support staff has begun working on getting ready for office roof, HVAC and awning repairs.
- **Main Street Station (MSS)**
Office space construction is nearing completion and concrete repairs were completed on the exit ramp and drive aisles.
- **Bus Stops**
There are a number of bus stop infrastructure projects currently underway. Staff is working on two corridor studies and three construction projects.
 - 1- VRT staff are addressing amenity issues (benches, trash, etc.) at newly installed shelters, as well as fixing American's with Disabilities (ADA) issues and replacing obsolete infrastructure. VRT is also working with City of Boise staff to install Orchard Street projects as revenue backed projects from the City of Boise neighborhood grants, as well as the transit component of the linear park being planned at Goddard and Milwaukee.

Bus Stop construction has been delayed due to NEPA reviews and lack of staff for contracting. All on-call construction companies indicated they could not take on another project this fall, therefore, bidding will be released in December-January for early spring construction.

 - 2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC). VRT will install five (5) best in class shelters after CCDC construction is complete. CCDC construction is underway on both Fairview and Main.
 - 3- FY2022 projects are being scoped out and will be informed by the State Street Transit Operational Analysis, the Fairview Best in Class Study, and the Bus Stop Typology. These studies will identify changes in operations and infrastructure needed to improve best in class and standard corridors.

Regional Corridor Planning

- **State Street Corridor Projects**
 - 1- The State Street Transit Operational Analysis guided VRT comments to ACHD on the 75% design review of the Pierce Park intersection. These comments included better integration of the bicycles with the transit amenities and improved station locations. Staff is preparing for another State Street update to the State Street Technical Team.
 - 2- VRT met with FTA to discuss strategies to streamline the environmental review of capital projects along State Street and deliver improved passenger amenities and premium corridor facilities as soon as possible.

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

Other Development Activities

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

More Information:

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 Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
 Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
 Jill Reyes, Planning Programmer, 208.258.270, jreyes@valleyregionaltransit.org

TOPIC	Programs and Marketing Update
DATE	November 17, 2021
STAFF MEMBER	Dave Fotsch

Summary

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

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School – Ada County

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

Safe Routes to School – Canyon County

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

Navigation

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

Marketing

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

Electric Bus promotion

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

Other campaign tactics include:

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

City Go Wallet App

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

Campaign tactics include:

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

Safe Travels, Treasure Valley

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

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

Route 150 Pine/Route 9 Extension

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

Website

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

Ongoing Media Support

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

Treefort Music Fest

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

More Information

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

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

Summary

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

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

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

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