

Regional Advisory Council Meeting Agenda

January 18, 2022

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://www.valleyregionaltransit.org/RAC_January2022

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 from December 21, 2021**
The Regional Advisory Council is asked to consider approval of the minutes from the December 21, 2021 meeting.
Pages 3-4 | Paula Cromie
- V. **Action Items - None**
- VI. **Information Items**
 - A. **INFORMATION: Coordinated Plan** 
Proposed implementation steps, performance metrics, and public involvement plan for the Coordinated Plan will be discussed.
Pages 5-7 | Lila Klopfenstein
 - B. INFORMATION: Fairview and Main Transit Stations**
Staff will give an update on the cooperative effort with CCDC for installing the transit stations on Fairview and Main between 17th/Grove and Whitewater Blvd.
Joe Guenther
 - C. **INFORMATION: Electric Bus Update** 
VRT staff will provide an update on the current status of electric buses and chargers.
Page 8 | Leslie Pedrosa
 - D. **INFORMATION: On-demand Transit Update** 
VRT staff will provide an update on the Canyon County On-demand service.
Pages 9-10 | Leslie Pedrosa

E. INFORMATION: Community Engagement Update

Staff will provide an update on community engagement activities.

Jason Rose

F. INFORMATION: Topic 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 11-24 | Staff

VIII. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next Regional Advisory Council Meeting:

February 15, 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, Public Information Officer, at 258-2702 if an auxiliary aid is needed.



Regional Advisory Council Meeting Minutes

December 21, 2021 - 9:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho and on-line

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen		Kelli Badesheim, VRT
Susan Bradley		Mark Carnopis, VRT
Lisa Brady		Paula Cromie, VRT
Randy Johnson		Stephen Hunt, VRT
Samantha Kenney		Liisa Itkonen, COMPASS
Terri Lindenberg		Lila Klopfenstein, COMPASS
Susan Manika		Kyle Lenhart-Wees, VRT
Jeremy Maxand		Nick Moran, VRT
Mary Beth Nutting		Alissa Taysom, VRT
Deeann Solis		Toni Tisdale, COMPASS
Walter Steed		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Kevin Womack, VRT

Calling of the Roll - Chair Walter Steed called the meeting to order at 9:02 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 1 RAC/Executive Board Joint Meeting

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

Action Items

ACTION: Coordinated Plan: List of Priorities and Demographic Update

Following discussion, Mary Beth Nutting moved to approve the highest priority list of transportation needs for the coordinated plan with the addition of adding “days” to expanded service hours (and days) for the Coordinated Plan presented by Lila Klopfenstein; Terri Lindenberg seconded. The motion passed unanimously.

ACTION: Meeting Calendar FY2022 - Regional Advisory Council

Following discussion, Susan Bradley moved to accept the FY2022 meeting calendar for the RAC; Sam Kenney seconded. The motion passed unanimously.

Information Items

INFORMATION: Transportation Development Plan and FY2023 and FY2024 Service Concepts

Stephen Hunt and Alissa Taysom provided an update on the TDP Strategic Objectives and present service change concepts for FY2023 and FY2024.

INFORMATION: FTA Title VI Update RFI

This item was not formally presented, but Kelli Badesheim asked members to refer to page 16 of the packet for information.

INFORMATION: Operations Update

Leslie Pedrosa provided an update on service operations.

INFORMATION: Digital Community Engagement Update

Jason Rose provided an update on Digital Community Engagement.

INFORMATION: Discussion of Joint Meeting with Executive Board

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

INFORMATION: Topics for Discussion

Chair Walter Steed encouraged council members to bring topics of discussion they are interested in to the Council for placement on the agenda.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – Jeremy moved to adjourn the meeting; Lisa Brady seconded. The meeting was adjourned at 10:38.

Next Regional Advisory Council Meeting: January 18, 2022

VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

REGIONAL ADVISORY COUNCIL MEETING AGENDA

Date: January 18, 2022

Topic: Proposed implementation steps, performance metrics, and public involvement plan for the Coordinated Plan.

Request/Recommendation:

This is an information/discussion item.

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 incomes, 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.

In September – October 2021, a *Transportation Needs Identification Survey* was conducted. Those survey results were used to create a list of highest priority transportation needs for the Coordinated Plan; that list was approved by the RAC in its December meeting.

In the January RAC meeting, COMPASS staff will share the proposed strategies for implementation (Attachment 1), performance measures (Attachment 2), as well as the public involvement activities for the Coordinated Plan. Strategies were developed with reference to the strategic objectives of the upcoming Valley Regional Transit Transportation Development Plan (TDP). Strategies will be used to identify and implement public transportation projects. To track regional progress towards addressing the highest priority needs identified in the Coordinated Plan, COMPASS proposes compiling an annual report on the following items:

1. Annually evaluate the extent to which federal and state funded projects addressed the highest priority transportation needs and strategies identified in the Coordinated Plan
2. Use performance measures to track annual progress towards meeting the highest priority transportation needs (Attachment 2)

Future Coordinated Plans will use this annual report data to analyze future needs.

More Information:

- 1) Attachment 1: Proposed Strategies for the Coordinated Plan
- 2) Attachment 2: Proposed Performance Measures for the Coordinated Plan
- 3) For detailed information contact: Lila Klopfenstein, Assistant Planner, at (208) 475-2230 or lklopfenstein@compassidaho.org

Attachment 1

Proposed Strategies for the Coordinated Plan

A. Improve Accessibility to Transit

1. Improve affordable demand response services that can reach a greater range of locations
2. Improve reliability of demand response services that can reach a greater range of locations
3. Improve infrastructure and transit amenities at bus stop locations to provide lighting, shelter, and accessible pedestrian connections
4. Expand marketing and outreach efforts to ensure residents are aware of the available mobility options within the region
5. Expand services to train individuals on how to use available mobility options

B. Expand Service Hours and Days

1. Increase late night service hours on weekdays
2. Increase service hours on weekends

C. Increase Service Frequency

1. Invest in Premium transit services to increase service frequency in key transit corridors
2. Invest in Frequent transit services to increase service frequency in key transit corridors

D. Improve Access to Employment

1. Increase the frequency of public transportation services to better accommodate individuals who ride public transportation to work
2. Increase late night service hours on weekdays

E. Meet Service Needs in Rural/Suburban Areas

1. Improve Park and Ride locations
2. Implement and maintain intercounty public transportation services

F. Co-Locate Affordable and Accessible Housing on Transit Lines

1. Work with municipalities to coordinate affordable housing and transit planning

G. Improve Coordination between Transit Services and Medical Providers

1. Optimize routing and appointment times to shorten trips and wait times
2. Create a Section 5310 shared vehicle (and possibly driver) program to better utilize vehicles that are not in-use by the agency that owns them

Attachment 2

Table 1: Proposed Coordinated Plan Performance Measures

Highest Priority Transportation Need	Performance Measures	Data Source
Improve Accessibility to Transit	Due to changing data, local agencies will determine changes in ADA compliance	Varied Sources
Expand Service Hours and Days	Change in annual service hours (fixed route services) Change in annual weekend hours (fixed route services)	VRT
Increase Service Frequency	Change in annual service hours at 30-minute frequency or higher (fixed route)	VRT
Improve Access to Employment	Change in percentage of employment within ¼-mile walking distance of a bus stop Average number of jobs accessible by transit within 30 minutes on average on weekdays Vanpool Monthly Ridership Park and Ride Use (official spaces)	COMPASS
Meet Service Needs in Rural/Suburban Areas	Increased annual coverage (sq miles) for both specialized and fixed route services	VRT
Co-Locate Affordable and Accessible Housing on Transit Lines	Due to limited data, <u>affordable</u> and <u>accessible</u> housing will be evaluated using the following surrogate measure: Change in percentage of total households within ½-mile of a bus stop	COMPASS
Improve Coordination between Transit Services and Medical Providers	Qualitative description of improvements Operating Cost per Trip	Varied Sources VRT



TOPIC	Electric Bus Update
DATE	January 18, 2022
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item.

Summary

To date, four 40' and three 35' battery electric buses have been delivered. There are five 35' buses pending delivery, but will not be shipped until Proterra has the chargers operating at 100% capacity. The 35' buses that have been delivered are being prepared for revenue service.

As of December 31, 2021, there are still two chargers not operating and the remaining four chargers are not charging buses to 100% capacity. They currently stop charging between 80% – 95% capacity. There have been multiple updates made to the chargers to try and resolve the issues.

The 40' buses have had mechanical issues since delivery, which has prevented them from being used daily for revenue service. Proterra has had a field service representative (FSR) onsite weekly, trying to resolve the issues with buses and chargers. The 40' buses are used daily, as long as there are no issues mechanically or with charging.

VRT has purchased additional software, and awaiting delivery, 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.

Implication (policy and/or financial)

Until all 12 electric buses are delivered and all chargers are operating properly, VRT staff will not dispose or retrofit any buses.

More Information

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



TOPIC	On-Demand Transit Update
DATE	January 18, 2022
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. Valley Regional Transit (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 months 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.

	FY2021			FY2022			
Top Operational Metrics	October	November	Total	October	November	Total	Variance
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 monthly metrics for fiscal year 2021. The first two months of fiscal year 2022 have exceeded the average metrics in rides requested, rides accepted, total passengers, and boardings per hour. Revenue hours and revenue miles are lower than 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	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 boards 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	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	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 (HDTC)**

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	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	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.

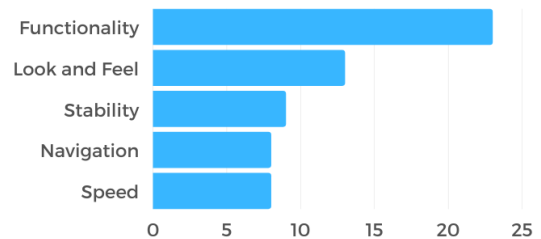
Though a small sample, survey results point to a positive user experience with the app, as survey participants rated the experience an average of 4.1 stars (out of 5 stars).

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