

Regional Advisory Council Meeting Agenda

May 17, 2022

9:00 AM

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

Regional Advisory Council members are encourage to attend in person.

If unable to attend in person, you can join via MSTeams at

https://www.valleyregionaltransit.org/RAC_May_2022

or by dialing in at 469-965-2358 Conference ID: 579 540 096#

- 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 the April 19, 2022 Regional Advisory Council Meeting**
Page 3-5 | Paula Cromie
The Regional Advisory Council is asked to consider approving the minutes from the April 19, 2022 meeting.
- V. **Action Items**
- VI. **Information Items**
- A. INFORMATION: Commuter Rail**
Elaine Clegg and Lila Klopfenstein
VRT Board member Elaine Clegg and Lila Klopfenstein from COMPASS, will present information on efforts to plan and eventually bring interstate and regional rail service to the Treasure Valley.
- B. INFORMATION: Expiration of Term and New Member to Regional Advisory Council**
Page 6 | Paula Cromie
Walter Steed and Terri Lindenberg's membership on the Regional Advisory Council is up for renewal. Lauren Noble has applied to become a new member to fill the vacated spot of Deborah Allen.
- C. INFORMATION: Community Engagement Update**
Jason Rose
Staff will provide an update on community engagement efforts.
- D. INFORMATION: FY2023-2027 Transportation Development Plan**
Pages 7-9 | Stephen Hunt
Staff will present the draft FY2023-2027 Transportation Development Plan for RAC comment and review.
- E. INFORMATION: On-Demand Transit Update**

Leslie Pedrosa

VRT Staff will provide an update on the on-demand transit system in Canyon County.

F. INFORMATION: Topics for Discussion

Walter Steed

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

VII. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

Pages XX-XX | Staff

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

VIII. Adjournment

Θ = Attachment

Agenda order is subject to change.

Next Regional Advisory Council Meeting:

June 21, 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.



Regional Advisory Council Meeting Minutes

April 19, 2022

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen	Lisa Brady	Kelli Badesheim, VRT
Susan Bradley	Randy Johnson	Mark Carnopis, VRT
Samantha Kenney	Terri Lindenberg	Paula Cromie, VRT
Susan Manika		Katelyn Davidson, BSU
Jeremy Maxand		Kathleen Godfrey, VRT
Mary Beth Nutting		Stephen Hunt, VRT
Deeann Solis		Liisa Itkonen, COMPASS
Walter Steed		Jason Jedry, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Leslie Pedrosa, VRT
		Randy Reese, VRT
		Neva Resendez, VRT
		Jill Reyes, VRT
		Jason Rose, VRT
		Wayne Rysavy, VRT
		Alissa Taysom, VRT
		Cameron Wells, VRT

Calling of the Roll - Walter Steed called the meeting to order at 9:13 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 ITEM: Minutes of the March 15, 2022, Regional Advisory Council

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

Action Items - None

Information Items

INFORMATION: Coordinated Plan Public Comment Period

Lila Klopfenstein, COMPASS, informed the Regional Advisory Council about the Coordinated Plan public comment period and asked them to consider commenting and passing the information along to others

they represent on the Council. She is asking for public comment on the highest priority needs the Regional Advisory Council (RAC) members identified to improve access to transit with expanded service hours and days, along with an increase in service in frequency and availability.

COMPASS will hold three outreach events during the public comment period, which is April 15 to May 15 in conjunction with the Valley Regional Transit (VRT) Transportation Development Plan (TDP), and plan to send out press releases, mailings, and place information on social media.

Comments will be incorporated in the fall and will be presented for formal adoption by the COMPASS and Valley Regional Transit boards.

INFORMATION: ADA Accessible Bus Stop Policy

Stephen Hunt discussed the possibility of rescinding the ADA Accessible Bus Stop Policy with RAC members. Deborah Allen and Jeremy Maxand questioned the proposed change. Following discussion, staff will work to incorporate sections of the ADA Accessible Bus Stop Policy with the Reasonable Accommodation Policy to come up with a single policy that will meet the needs of riders and follow the required ADA guidelines. This item will be brought back to the Regional Advisory Council at a further meeting once staff has had the opportunity to review the two policies. The consensus was a more robust staff training should be implemented, as well.

INFORMATION: On-Demand Transit Update

Leslie Pedrosa presented an update on the on-demand transit system in Canyon County. Details of the update can be found in the meeting packet. During this presentation, Kelli Badesheim also gave an update on the Connected Canyon County project, which will be included into the on-demand service in Canyon County. Staff is working on the possibility of increasing hours of operation and possible Saturday service, which will be reflected in the budget request to Canyon County. Staff is looking at a proposal to reinstate fixed-route service, as well. More information on this will be ready for the RAC at the next meeting.

INFORMATION: Electric Bus Update

Leslie Pedrosa provided an update on the status of the electric buses and chargers. Proterra has decided the original way they built charging station isn't going to work. They're going to restructure the whole system to have just single dispensers on each charging unit rather than the dual dispenser. They will give VRT a total of 18 charging stations, where originally it was built for 12. Other bus builders informed VRT any vehicle can be charged on a Proterra charger. The additional six charging stations will be at no cost to VRT and will give VRT a total of 18 chargers. The plan is to have the capacity to have 36 chargers in the future. The transition to the single chargers, from dual chargers, should be completed by the end of July. All charger installations should be completed by September. The warranty on the buses will not begin until buses are put into revenue service, or VRT has all working chargers.

INFORMATION: Route 30 Pine Launch Update

Stephen Hunt provided an update on the Route 30 Pine launch update. VRT has been in conversation with the City of Meridian and the re-launch of Route 30 may take place before ridership reaches the 90% percent threshold of ridership prior to COVID is reached, which was the original plan. Potential changes to triggers to re-launch include the developments going on in downtown Meridian and 10 Mile Crossing and other developments along Pine Avenue where transit would be advantageous. There is not a confirmed date, but staff will continue to work with the City of Meridian for a recommended re-launch date. Staff was asked to keep the RAC posted on upcoming developments and changes.

INFORMATION: Community Engagement and Transportation Development Plan Outreach

Jason Rose provided an update on community engagement activities and Transportation Development outreach. Staff is exploring more community partnerships, most recently with the agency for new Americans and the International Rescue Committee. Staff continues to build the navigation system. The

focus in the last couple weeks has been largely with the refugee community as they're seeing a large number of refugees arriving in the area. The May in Motion program, a free ride promotion was launched and will run now until the end of May. The objective of the campaign is to bring new riders into the system, not only in May, but throughout the year. Riders can get a 31-day pass if they take at least 10 bus rides in May, then record them through the Share-the-Ride Idaho program.

INFORMATION: FY2023 Service Change Update

Stephen Hunt provided an update on potential service changes for FY2023. Staff is looking to make changes. VRT will be leveraging remaining CARES dollars, along with other local dollars to figure out how VRT can make some changes outside of the typical planning schedule. Changes could be coming as early as October, the beginning of FY23. These changes are an outgrowth of the connected Canyon County outreach.

Staff is also looking at ways to restructure service that connects the College of Western Idaho (CWI) and Boise State University, along with the Job Corp, near CWI. There are also proposed changes to the inter-county service connecting Ada and Canyon counties. Changes in the North End may occur due to safety concerns.

INFORMATION: Bus Stop Amenities and Passenger Information

Katelyn Davidson, a Work U student intern from Boise State University and Alissa Taysom provided an update to the Regional Advisory Council about efforts to update stop amenity data and provide enhanced stop information to riders. Katelyn took on the project of visiting bus stops and noted amenities, conditions, deficits and took pictures of stops. There are approximately 800 stops within Ada County and Canyon County. The information will be gathered into ArcGIS attribute table and will be viewable through the VRT bus app and may also be added to Google Maps. The information will be made available to Ada County Highway District (ACHD), so they have the information to use as they prioritize their projects as VRT partners with them in their 5-year work plan. This project will be ongoing and integrated into the bus stop typology project staff is currently working on.

Kelli Badesheim informed RAC members both VRT and ACHD submitted RAISE Grant applications and both Idaho Transportation Department (ITD) and ACHD committed to local funding to VRT as co-sponsors. It's the first time in VRT history that VRT and other agencies collectively submitted a grant this significant and important to our community.

INFORMATION: Ridership Changes with Fuel Prices Rising

Leslie Pedrosa discussed changes in ridership with the increasing costs of fuel. VRT hasn't noticed a significant change to running buses as most of the VRT fleet runs on CNG Gas. There has been an uptick in ridership from Canyon County to Ada County. As a note, Leslie informed the RAC that due to notice from the CDC, all mask requirements are gone, yet still recommended. Signage requiring masks was removed from buses and stations.

Department/Staff Reports

INFORMATION: Department/Staff Reports

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

Adjournment – The meeting was adjourned at 10:35 a.m.

Next Regional Advisory Council Meeting:

May 17, 2022

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

TOPIC	Expiration of Term and New Member to Regional Advisory Council
DATE	May 17, 2022
STAFF MEMBER	Paula Cromie

Staff Recommendation/Request

No action, this is an information item only.

Summary

In September 2022, Walter Steed and Terri Lindenberg's three-year term as a Regional Advisory Council (RAC) member will be up for renewal.

Terms are the mechanism to establish continuity and staggered so that no more than one-third of the membership terms are set to expire in any given year. There are no limits on the number of terms an RAC member may serve; however, at the end of the term, members must notify the chair that they wish to renew their term.

Valley Regional Transit (VRT) staff reached out to Walter Steed, Chair and Terri Lindenberg and both confirmed they would like to continue as a member of the Council.

When Deborah Allen stepped down as a member of the Council, she had Lauren Noble, the assistant regional manager with Idaho Division of Vocational Rehabilitation reach out to staff to fill that position.

All RAC members received Lauren's application and had no issues with her becoming a member of the Council.

Lauren's application will be presented to the Executive Board at their next regularly scheduled meeting for consideration of approval of membership.

More Information

For detailed information contact: Paula Cromie pcromie@valleyregionaltransit.org

TOPIC	Transportation Development Plan FY2023-2027
DATE	April 17, 2022
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

This is an information item. Staff will present the first draft of FY2023-FY2027 Transportation Development Plan, and RAC will provide feedback on proposed projects and scheduling. The draft plan is available at the following link:

https://www.valleyregionaltransit.org/wp-content/uploads/2022/04/TDP_2023_27MayDraft.pdf

Highlights

Valley Regional Transit (VRT) staff is moving through the approved TDP FY2023 budget schedule:

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

- November 2021 Outreach with local jurisdictions, commissions, and board
- January 2022 Board approves the FY2023-2027 Strategic Objectives
- April 2022 Staff presents introductory framework for plan
- May 2022 RAC reviews first draft and staff begins public engagement
- Summer 2022 RAC reviews second draft
- October 2022 Staff requests board to consider approval of plan

Plan Framework

Purpose

The Transportation Development Plan (TDP) is the five-year work plan for the regional public transportation system. The plan moves projects from the long-range plan into the mid-term horizon, so that supported projects are scheduled for inclusion in the annual budgeting cycle and are ready for implementation. The resulting program of projects and revenue plan is updated annually to reflect regional priorities for public transportation in the Treasure Valley. The draft TDP outlines:

- Fixed-route, on-demand and specialized service implementation
- Investments in capital maintenance, improvements, and expansion.
- Regional administration, planning and programs

Strategic Objectives

The adopted strategic objectives guide the schedule and scope of investments. These strategies are consistent with previous strategic objectives adopted by the board and will bring VRT closer to achieving the goals outlined in ValleyConnect 2.0.

- *S1. Ensure agency resiliency* - Maintain existing services, programs, and administrative activities through revenue shortfalls
- *S2. Maintain transit assets* - Invest in replacement, maintenance, and improvement projects that maintain capital assets in a state of good repair
- *S3. Improve transit access* - Maintain existing services, programs, and administrative activities through revenue shortfalls
- *S4. Resume service growth* - Expand service span and frequency to reach premium and frequent network service levels and begin service additions as supported by local financial contributions

Constraints

The TDP will be fiscally constrained by assuming reasonable funding for all potential sources. Projects, programs, and activities led by the agency will receive a project status that reflects the funding approach. The following are project statuses used in the plan:

- Programmed - Project is well defined, supported by stakeholders, and ready for implementation with projected funding available. Included in financial plan.
- Planned - Project is well defined, supported by stakeholders, and ready for implementation pending award of additional funds. Included in financial plan.
- Future - Project is well defined, has stakeholder support, but is outside the five-year horizon. May require near-term planning or capital funding reflected in the financial plan.
- Pending - Project has been identified but needs additional project development, funding plan, or support. Not included in financial plan.

Available Data

The TDP uses the best available cost estimates, funding models, and budget projections to shape the financial plan. Project summary sheets are provided when applicable, for proposed projects in the TDP. Project sheets compile schedules, cost estimates, and project evaluation metrics staff and stakeholders can use to participate in informed decision making. All elements of the plan will be continuously updated to ensure that beyond draft review and plan adoption, changing financial landscapes and project development are reviewed for impacts to the 5-year plan.

Draft Plan Assumptions

- **Expenses**
 - All expenses have inflation applied at 2.5% per year.
 - Some activities and projects that are under review and are not currently reflected in the draft plan:
 - State Street corridor build-out
 - Integrated Mobility Plan findings
 - Bus stop typology cost estimates
 - Service expansion – Canyon County

- Service restructure – City of Eagle
- Communications and engagement expenses
- Cash reserve planning
- **Revenues**
 - Fare revenue is projected at 1% growth per year.
 - Changes to federal formula funding are still under review and the plan remains not fully constrained by federal revenue projections or expected local contributions. Generally, the plan is slightly under programmed for all federal formula funds, except for Section 5310 grant programs which will require additional analysis.
 - All federal and local cost sharing estimates are subject to change as project scopes evolve and refinements to the revenue and cost allocations models are made.
 - Preliminary local funding allocations are a combination of established assumptions, and baseline assumptions for future discussion. Example: The local share of the Route 30 is currently provided solely by the City of Meridian. The cost allocation model currently shows Ada County as cost share partner in future years. Staff will follow the guidance of partners and the board to reflect projected contributions. See projects FR-001 and FR-007 as examples.

Next Steps

- VRT Communications staff is developing the schedule of activities and online platform that will allow the public to provide feedback on near, mid, and long-term projects. This will provide valuable insight and data to shape the plan's recommendations.
- VRT programming staff will work with COMPASS to align the TDP cycle and project data with the Regional Transportation Improvement Program.
- VRT finance staff will complete and present a preliminary budget for FY2023 in June to the Executive Board for review and comment, which is reflected in baseline expenses of the TDP.
- VRT development staff will continue staff-level discussions with local jurisdictions to ensure the TDP reflects scheduled service changes and capital project priorities.

Implication (policy and/or financial)

The TDP is an iterative process that will allow VRT and stakeholders to proactively plan for and manage the regional public transportation system. Updates to the TDP will be provided through future drafts and engagement activities. Through plan development staff continues to develop, fund, and implement projects throughout the fiscal year.

More Information

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



TOPIC	Executive Director Report
DATE	April 22, 2022
STAFF MEMEBER	Kelli Badesheim

Organizational Updates

Valley Regional Transit (VRT) did receive the final appropriations for FY2022. There was a 29 percent increase in formula 5307 program funds and 47 percent increase in formula Section 5310 program funds. These funds support the operations of fixed-route, paratransit, and specialized transportation. Staff is using the new levels of funding to complete the FY2023 budget and the Transportation Development Plan.

Board Strategic Work Plan

Staff completed a procurement process to select Chris Danley, with Vitruvian, to lead the Board Strategic Work Plan. The kick-off of the plan will be at the Executive Board meeting on May 2. Chris will be reviewing the scope and schedule for the project and discuss the board workshops he included in his scope. The scope also includes board, staff and community member interviews. Chris comes to the project with experience working with VRT and many of our communities.

RAISE Grant

VRT successfully submitted the Rebuild American Infrastructure with Sustainability and Equity (RAISE) grant application for the State Street Premium Infrastructure project. The technical work was supported by HDR to ensure we adequately addressed the grant requirements. I want to recognize Stephen Hunt, Jason Rose, Randy Reese, Joe Guenther and Paula Cromie for the support they provided to get the grant completed on time. I also want to recognize the staff and leaders from City of Boise, ACHD, CCDC, and ITD as we worked through their processes to consider co-sponsoring and providing local match. The collaboration we have been working under for the State Street Corridor is even stronger going through this process. We also received letters of support from multiple sectors and jurisdictions supporting the work and collaboration in the corridor.

Connected Canyon County

VRT staff is finalizing a service and program support plan reflecting the input from the Community Partners group. The Partners went through three workshops over the last several months to make sure we design solutions that best meet the needs of all the populations in Canyon County. There are more details on the service concepts located in the Executive Board May packet.

VRT staff has been meeting internally and with Nampa and Caldwell staff to review and receive comment on the proposed services and programs. The next steps are to build out the budget based on the latest round of feedback. This will also include infrastructure needs to improve bicycle, pedestrian and transit facilities within the service area. VRT will include in the financial analysis using remaining CARES funding in the small urban area to jumpstart the implementation of the final solutions.

Projects and Community Activities

- Providing project management support to the Connected Canyon County Initiative Community Partners activities
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Co-chair community impact work through United Way board participation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team

More Information

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

TOPIC	Development Department Monthly Report
DATE	May 2, 2022
STAFF MEMEBER	Stephen Hunt

Summary

Development Department activities since March 2022 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
VRT staff has prepared a draft TDP for board and public review and comment. The draft considers all input received over the last quarter and will continue to be refined over the summer and fall. The TDP development process is occurring in parallel to the FY2023 budget development and the Communities in Motion 2050 update.

Funding Development

- **Budget Development** –As part of the combined FY2023 budget and FY2023-2027 TDP development schedule staff has conducted strategic meetings with local partners to align priorities and update funding assumptions.
- **Transportation Development Plan (TDP)** - Staff engaged local jurisdictions, Regional Transit Team, and Regional Advisory Council on project priorities for the TDP. Projects have been aligned with the Strategic Objectives adopted by the Board January.
 - Staff is building a 10-year capital improvement program and process to inform the TDP capital improvement plan
 - Staff is reviewing service costs, fare projections and performance measures to inform the service implementation plan.
- **Grant Opportunities** – VRT is working with partners to identify upcoming competitive grant opportunities. VRT prepared a RAISE Grant for the United States Department of Transportation and submitted the application April 14, 2022. The grant is to implement transit and adjacent non-motorized infrastructure along State Street guided by the State Street Transit Operational Analysis preliminary designs.

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.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan**
 - 1- A Request for Bid (RFB) was issued. Bidding opened on April 21, 2022, at 4pm. The selected contractor will be presented to the Executive Board for approval at the May 2, 2022, meeting. Construction on storm water/drainage facilities, pavement, and utilities to begin in Summer 2022.
- **Happy Day Transit Center Upgrades (HDTC)**

HVAC replacement contractor is designing replacement system. Design engineer and architect are under contract for roof and awning replacement. Architect will start office redesign plans for 2023 construction.
- **Bus Stops**

Staff continues to work on two corridor studies and three construction projects.

 - 2- FY2022 bus stop construction package was approved for Paul Construction with a notice to proceed (NTP) issued April 12, 2022. Initial schedule has Orchard sites beginning in May 2022 and the station at Goddard and Milwaukee constructed last in September 2022. Construction will include relocating 13th and Fort to 12th and Fort.
 - 3- FY2021 Construction 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 for potential opening April 25, 2022.
 - 4- State Street National Environmental Policy Act (NEPA) and Design scope (RFP) consultant was selected through competitive process, contract authorization will be presented May 2, 2022, to the Executive Board. Improvements proposed are anticipated to be approved and designed for State Street based on Transit Operational Analysis (TOA) recommendations. NEPA is anticipated to take 6-8 months for FY2023 and FY2024 construction and up to 2-years for corridor Environmental Assessment.

Regional Corridor Planning

- **State Street Corridor Projects**
 1. VRT has approved a 5339 grant for FY2022 to begin implementing Environmental and design on State Street. VRT anticipates using the RAISE grant for additional funding opportunities to advance the development of the State Street transit corridor for construction in FY2023 and FY2024.
- **Fairview Corridor Project**
 1. The second phase of the plan is underway for design concept and NEPA for bus stop 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) civil evaluation is underway. VRT had a meeting with TSM manager March 2 and preliminary concepts are being developed for replacement. Coordination with the landowner and the mall are ongoing.

Other Development Activities

- **Planning projects –**
 - 1- Regional Vanpool Study –The consultant team has prepared and delivered the final draft of the report. VRT staff and the project team will review the final report and prepare report of approval by the VRT board.
 - 2- Passenger Facility Plan/Bus Stop Typology – The consultant team held the basis of design workshop and the tow kit of parts workshops and has begun incorporating the feedback of the workshops and stakeholders into the design elements of the Bus Stop Typology.
 - 3- Kuna Transit Study – VRT has selected Transpo Group as the consultant for this study and the project kicked off in January. Transpo Group has completed stakeholder and the market analysis and has begun preparing initial concepts.
 - 4- State Street Transit Operational Analysis – The consultant team is preparing final documents for stakeholder review. Many of the projects in the planned portfolio were prepared for the State Street RAISE grant. All elements and analysis will be packaged into a final report to guide further coordination of transit and roadway projects.

More Information:

Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
 Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
 Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
 Jill Reyes, Programming Planner, 208.258.270, jreyes@valleyregionaltransit.org



TOPIC	Operations Department Staff Report
DATE	April 13, 2022
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

- Valley Regional Transit (VRT) staff finalized contract with Via Mobility, LLC. Via Mobility has started programming to set up the software for ACCESS services in Ada and Canyon County. This phase is expected to launch in June. When phase one programming is complete, VRT and Via will work with members of the Building Accessible Capacity workgroup to test for user compatibility.

Phase two will be moving the current on-demand scheduling software in Canyon County onto this new platform. Phase three will include Specialized Transportations partners and phase four will include non-emergency transportation services and SCRIP.

Once all phases are completed, VRT will be able to use the new scheduling software platform to grow additional services in current service areas.

- Proterra could not find a solution to make the current charging dispensers operate properly to switch between the two dispensers for sequential charging. Proterra has come up with a new solution that will eliminate sequential charging and possibly provide VRT with six additional charging stations, at no cost. VRT staff is working with Proterra, the contracted project manager and builder of the current electrical vehicle infrastructure and other bus builders to determine feasibility.
- VRT has agreed to allow Proterra to deliver the remaining five 35' battery electric buses, while determining the new charging layout. VRT will be able to prepare buses for revenue service once delivered. VRT will be paying for one-half of the invoice up front and the balance will be paid when VRT has 12 working charging stations or when VRT places the buses in revenue service, whichever comes first. The warranty and battery lease will not start until buses are placed into revenue service.

Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in March
- Intercounty on-time performance 71% for March
- ACCESS on-time performance 90% for March

- On demand on-time performance 84% for March
- Being faced with hiring challenges again. Currently have four open positions
- Working on fiscal year 2023 service change concepts

Ada County Highlights

- No preventable accidents in March
- Fixed-route on-time performance 87% for March
- ACCESS on-time performance 98% for March
- Having a hard time hiring drivers, with recent increase for Cascade School Bus. Currently short five drivers

Specialized Transportation

- Volunteer drivers continue to see a decrease in ridership
- Interfaith Sanctuary restarted service to the Parks and Recreation job service
- Star Senior Center saw large ridership increase and hoping to hire another driver
- Metro Community Services continues to struggle hiring drivers to accommodate ridership increases
- Melba Valley Senior Center started as a provider under the Specialized Transit program

Information Technology and Intelligent Transportation Systems

- Staff resolved 165 support requests from 176 submitted in March
- Initiated cyber security awareness training for all system users
- Preparing for fixed-route CAD/AVL vendor on-site visit to install equipment on eight new battery electric buses and troubleshoot issues on previously installed equipment
- Preparing work to release upcoming procurement for operations two-way radio replacement
- Preparing equipment for launch of new demand response scheduling software

Compliance

- Continue to monitor Federal Transit Authority mask mandate
- Preparing to recertify the APC system in fiscal year 2022 for National Transit Database reporting
- Began scoring vehicles for Transit Asset Management using new safety reporting software

Customer Service Support

- Customer service handled 2,765 of 2,859 phone calls for information, with 94 calls abandoned. The average call time was 2 minute, 16 seconds and the average hold time was 16 seconds
- Reservationist handled 1,020 of 1,056 phone calls to change or schedule a ride on ACCESS, with 35 calls abandoned. The average call time was 3 minutes, 24 seconds and the average hold time was 9 seconds
- On-demand services handled 655 of 696 phone calls to schedule a ride, with 41 calls abandoned. The average call time was 1 minute, 39 seconds and the average hold time was 19 seconds.

- March City Go Pay mobile ticket sales totaled \$11,685.75

More Information

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

TOPIC	Finance and Administration Activity Report
DATE	May 2, 2022
STAFF MEMBER	Jason Jedry, Finance Director

Summary

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

Highlights

Budget/Finance

- Finance staff are working on closing the second quarter of FY2022
- Finance team is working on implementing a new payroll service and FSA benefits
- Finance Director is leading VRT's effort to find and implement a new enterprise resource planning (ERP) system
- Finance Director is working on FY2023 budget planning

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 form maintenance
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - ERP system consulting services
 - State Street environmental and final design
 - Board strategic work plan
 - Copier and printer lease
 - Orchard facility 2021 pavement expansion project

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

TOPIC	Community Engagement Update
DATE	May 2, 2022
STAFF MEMBER	Jason Rose

Summary

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

Highlights

Digital engagement

- VRT is updating the Engage platform to accommodate different levels of upcoming engagement needs, ranging from near-term service changes to medium-term projects found in the Transit Development Plan (TDP) to longer-range visions, like those found in ValleyConnect 2.0. This will allow for both broad-based engagement to audiences interested in our overall trajectory and targeted engagement for those interested in specific timelines, projects, or geographies. It will also provide a platform to share about VRT and help the audience get to know the agency.

Service changes, the Transit Development Plan (TDP), and more

- While digital engagement, mentioned above, would provide a centralized platform, we will be supplementing engagement points with onboard surveys, presentations to community partners, tables, communications materials, and more.
- We are partnering with COMPASS to conduct open Houses on May 4th and 5th, which will be an opportunity for COMPASS to get feedback on their Coordinated Plan, and VRT to get feedback on a multitude of efforts, including the TDP.

Navigation

- In late March, VRT hired a Mobility Navigator, Neva Resendez. Neva has been spending initial weeks navigating the transit system, working with customer service, connecting with community partners, and attending travel training seminars.
- We are in the process of creating a Navigation Plan to formalize processes and begin to promote travel training opportunities for the public.

May in Motion

- VRT is participating in the annual May in Motion campaign to help encourage different mobility options, especially bus, walk, roll, bike, carpool, and vanpool, to relieve congestion and promote different modes.
- VRT and City Go are offering a free ride promotion through Umo to attract new riders, encourage bus riding, and promote Umo. These include free, 31-day passes for new accounts and free, 31-day passes for existing accounts that log 10 bus rides in May. There are also opportunities for employers to get one month of program benefits when signing up for a Regional Pass Program or City Go Membership.

More Information

Attachments: None

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



TOPIC	Programs and Marketing Update
DATE	April 13, 2022
STAFF MEMBER	Dave Fotsch

Summary

The Programs area covers Safe Routes to School and Marketing.

Staff Recommendation/Request

Information only

Implication (policy and/or financial)

Information only

Highlights

Safe Routes to School

- Treasure Valley Safe Routes to School is booked for the rest of the school year, making this year one of the busiest in the program's history. Schools wanting bike rodeos can contact the program and be added to the waitlist for next year.
- National Bike and Roll to School Day takes place May 4. More information is available at [Walk & Bike to School \(walkbiketoschool.org\)](http://walkbiketoschool.org)

Marketing

The marketing department works with Stoltz Marketing Group (SMG) to develop and launch a series of initiatives designed to grow and maintain Valley Regional Transit services.

Route 30 Pine Promotion

- SMG is putting the finishing touches on the mailer and social media creative.
- The first part of the campaign will focus on a direct mail piece sent to residents and businesses within ½ mile of the proposed route.
- The other major part of the campaign will be social and digital display ads.
- The goal is to have the campaign ready to roll before the service starts—service start TBD.

Eagle Service Promotion

- Campaign development is on-hold until decisions are made on the type of service to be offered in Eagle.

Traditional Media Support

- Valley Regional Transit has contracted with three Treasure Valley radio providers to run a series of announcements through the end of the fiscal year. Announcements and ads will run on Boise State Public Radio, Radio Boise, and the Lotus Boise group of stations.
- The next series of announcements will focus on promotions connected to May in Motion.

- We are developing a calendar of other announcements tied to specific programs and events.

Online Reporting

- Valley Regional Transit is working with SMG on a pilot program to monitor and measure use of the VRT website. This intel will help make decisions about further investments in the website.

Safe Routes to Schools Website

- Valley Regional Transit has asked SMG to estimate redesign and launch a new website for Safe Routes to Schools.

Cobranding Valley Regional Transit and City Go

- Through internal meetings and meetings with SMG, we are looking at ways to define the brands of Valley Regional Transit and City Go more clearly.
- The decisions coming from these discussions will affect future projects, such as the Riders Education external campaign's relaunch and the internal Riders First campaign.

Safe Travels, Treasure Valley newsletter

- The recently redesigned newsletter is improving the reach of the publication.
- Since switching to a shorter monthly publication, the newsletter has garnered 27.5% and 26% open rates, which is much better than the every-other-week version.
- 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>

Treefort Music Fest – March 23 – 27, 2022.

- VRT offered the free Treeline circulator service for the tenth Treefort Music Fest.
- The Treeline saw record ridership. 1,228 people used the free service, and another 260 used their wristbands to ride other VRT routes for free. Total Treefort-related ridership was 1,488.
- A big draw was the return of Bands on the Bus which made the Treeline buses a mobile second-chance venue.

More Information

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



TOPIC	Corporate Sponsorship and Underwriting Department
DATE	May 2, 2022
STAFF MEMBER	Jason Russell

Summary

Revenue Stream	Fiscal Year 22 Goal	Contracted Amount*	% to Goal
<i>Transit Assets – Fixed Line, On-Demand</i>	\$600,000.	\$655,862.	109%
<i>Safe Routes to School Sponsorships</i>	\$50,000.	\$0.00	0%
<i>Public Art – Bus Shelters</i>	\$50,000.	\$0.00	0%
<i>Production Revenue Pass-Through Funds</i>	\$120,000.	\$116,020.	96%

*As of April 13, 2022

New Business Opportunities

- Idaho Department of Health and Welfare-Newborn Screen and Children's Special Health Program
- The Salvation Army
- Rekluse Motor Sports Race Winning Brands
- Idaho Department of Health and Welfare- Comprehensive Cancer Control Program
- Capital Educators
- Narcotics Anonymous

Advertising Installations and Renewals

- Discovery Center of Idaho – SUE
- St. Luke's Regional Medical Center
- University of Idaho

Media Advertising placements

- Have placed media buys for the remainder of the fiscal year
- Working to populate the media buy windows with scripts and creative message
- Have placed April and May 2022 with May in Motion, Riders Education and City Go! messaging

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

TOPIC	City Go Report
DATE	May 2, 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. The draft plan is complete and a final plan will be complete mid-May after review and revisions. The final plan will be presented to the Executive Board in June.
- City Go's new Mobility Ambassador Program continues to run with April's tour being on pathways and parkways. The welcome ceremony and first tour took place in March. More information about the program can be found here: <https://www.citygoboise.com/news-and-events-posts/mobility-ambassador-program-coming-soon>
- City Go staff completed a sustainability spotlight on Boise State's Public Safety Department in April. You can read more about it here: <https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-boise-state-university>
- The City Go smartcard and Umo Mobility App continue to grow. VRT has sold over \$50,000 in fares through the new system since it launched in October. To date, 848 accounts have been created through the App and 1043 (up over 100 new accounts since last month!) accounts have been created through the smartcard.
- City Go staff worked on business development with businesses in downtown Boise. Staff held fifteen business development meetings and nine events.
- City Go is ramping up for May in Motion and has three different promotions going for VRT.
 - Benefits include two 31-day bus passes for individuals (more details below).
 - New employers can get one free month of bus passes/City Go membership when they sign up for the Regional Bus Pass Program and/or City Go membership in April or May
 - For more information visit: <https://www.citygoboise.com/news-and-events-posts/sustainable-choices-pay-this-may>
- City Go staff has been working on our priorities for FY2023. Our draft recommendations are the following:

FY2023 Priorities

FY2022 has been a productive year for City Go with continued growth of City Go membership and regional pass program contracts, despite the continued pandemic. Additionally, City Go successfully launched a new payment system with the Umo Mobility App and City Go smartcard, launched the inaugural year of the Mobility Ambassador Program, developed an equity framework to guide our programming and create more access and equity in our outreach, along with many other accomplishments. City Go's staff expects FY2023 to be a busy and productive year. Transit, transportation access, and congestions are becoming hotter topics in the context of continued growth, returning to the office, housing affordability

and supply, and the “great resignation.” There is much work to be done in the area of transportation demand management (TDM) and our staff has worked hard to create our FY2023 priorities based on what we believe will be most impactful.

Our FY2023 priorities by focus area are:

Mobility and Members

- Integrate the second phase of providers into the Umo Mobility payment system (integrated fare payment system), which includes Bronco Shuttle and vanpools.
- Integrate micro-mobility options into the Moovit trip planner in the Umo Mobility App.
- Increase access and equity to fares through transitioning all VRT fares into the Umo Mobility system and installing ticket vending machines throughout the VRT system in transit hubs, premier routes, and high-usage stops. The ticket vending machines will accept cash and provide more places and options to access fares.
- Begin implementing recommendation from the regional Integrated Mobility Plan. More specific recommendations will be added when the plan is complete in May 2022.
- Double the current size of VRT’s regional pass program from 20 contracts to 40. This includes implementing pass programs for employers, schools, and developers.
- Continue to grow City Go’s memberships with downtown memberships. FY2023’s goal is to add 12 new members.

Partnership and Performance

- Continue to provide technical and marketing support and to employers and businesses to develop parking and mobility plan, implement transportation benefits programs, and promote sustainable transportation.
- Coordinate and partner private mobility partners to expand mobility options under City Go for businesses, developments, and individuals.
- Develop and implement a Residential TDM toolkit for developers, property managers, and HOAs to provide transportation support to affordable housing, mixed-use housing, and transit-oriented developments.
- Continue to cultivate and grow partnerships within the community with membership organizations, neighborhood associations, nonprofits, housing organizations.
- Create a student toolkit and outreach plan for high school and college orientations.
- Utilize the newly developed City Go Equity Framework to inform programming and avenues to reach populations and industries traditionally underserved by TDM programs.

Community Action

- Continue to educate the community and cultivate community ambassadors through City Go’s Mobility Ambassador Program. In FY2023, City Go will have two new ambassador cohorts that will get behind the scenes tours to learn about the Treasure Valley’s transportation system.
- Engage and leverage education and outreach opportunities by partnering on established events, as well as, engaging the community through City Go Conversations, open houses, quarterly bus tours, and other community-oriented events
- With the development of the Residential TDM toolkit, engage with neighborhoods, neighborhood associates, HOAs, and apartment complexes.

- Develop a transportation guide and incentives for large events to education, encourage, and incentivize the use of sustainable transportation to get to and from events.
- Develop a street team to spread the word about sustainable transportation, raise awareness, and reward individuals using sustainable transportation.

More Information

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