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# Valley Regional Transit Board of Directors Meeting Agenda

Monday, January 4, 2016

12:00 p.m.

VRT – 1<sup>st</sup> Floor Board Room – 700 NE 2<sup>nd</sup> Street – Meridian, Idaho

## I. CALLING OF THE ROLL

Chair David Lincoln

## II. AGENDA ADDITIONS/CHANGES

## III. PUBLIC COMMENT

## IV. ELECTION OF OFFICERS

### A. VRT Board/Executive Board Officer Succession ☐

Pages 6-7

Kelli Fairless

*The members will review for approval the succession of officers as noted in the attached memo.*

### B. Open Position Nominations

*Members will review for approval the nominations for open position for the Secretary/Treasurer and At-large positions as recommended by the Executive Board. Nominations are noted in the attached memo. Nominations will also be taken from the floor.*

***Following the officer succession vote, the new chair will conduct the remainder of the meeting.***

## V. CONSENT AGENDA

New Chair

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

### A. Approve VRT Board Meeting Minutes 09/28/15 ☐

Pages 8-12

*The VRT Board will review for approval the minutes of the 09/28/15 VRT Board quarterly meeting.*

### B. Confirm 2016 Meeting Dates & Review 2017 Meeting Dates ☐

Pages 13-15

*On 12/07/15, the Executive Board reviewed and confirmed the 2016 Meeting Dates & reviewed the proposed 2017 Meeting Dates. VRT Board members are asked to confirm the meeting dates, as well.*

**C. On-Call Human Resource Services Contract** ☐

Pages 16-18

Members are asked to review for approval **Resolution VBD16-003** to approve a contract with Weaver & Associates, Inc. to provide On-Call Human Resource Services for Valley Regional Transit.

**VI. ACTION ITEMS**

**A. PUBLIC HEARINGS**

**1. FY2016 Budget Amendment** ☐

Pages 19-25

Rick Thompson

Rick Thompson will present the FY2016 Budget Amendment information. The VRT Board Chair will then conduct a Public Hearing and take formal comments on the FY2016 Budget Amendment.

**ACTION ITEM:** Following the Public Hearing, the VRT Board will consider for approval **Resolution VBD16-001** to approve the FY2016 Budget Amendment.

**2. Surplus & Obsolete Asset Disposals for 2016** ☐

Pages 26-28

Kelli Fairless

Kelli Fairless will present information regarding Surplus & Obsolete Asset Disposals for one year. The VRT Board Chair will conduct a Public Hearing and take formal comment.

**ACTION ITEM:** Following the Public Hearing, the VRT Board will review for approval **Resolution VBD16-002** to delegate to the Executive Director the approval to dispose of no longer needed or useable assets for the time period of January 2016 through December 2016.

**B. Public Transportation Funding Prioritization** ☐

Pages 29-33

Walt Satterfield

Walt Satterfield will present the public transportation funding priorities as reviewed by the RCC Subcommittee on 12/09/15 and approved by the RCC on 12/15/15. The VRT Board will be asked to review and approve the project prioritization.

**C. Coordinated Marketing Plan** ☐

Page 34

Kirk Montgomery

The Coordinated Marketing Plan will be presented for review and approval of the framework of how coordinated marketing will be implemented going forward. On 12/15/15, the RCC reviewed and recommended approval to the VRT Board.

**D. Regional Fare Policy** ☐

Pages 35-45

Rhonda Jalbert

The VRT Board will consider staff's recommendation for approval of the Regional Fare Policy for Public Transportation.

**E. Public Transportation Programming** ☐

Pages 46-53

Rhonda Jalbert

Staff will present the FY17-FY21 Transportation Improvement Plan (TIP) for review and request approval by the VRT Board. Staff will also present how all public transportation projects are fed into the TIP from the Long Range Plan/Communities in Motion and the Regional Transportation Development Plan that is currently being updated.

## VII. INFORMATION ITEMS

- A. FY2017 Budget Development Timeline ☉** **Pages 54-55** **Jim McMahon**  
*Jim McMahon will outline the FY2017 budget development timeline.*
- B. Service Changes ☉** **Pages 56-57** **Margaret Havey**  
*Margaret Havey will present information on the service changes for Western Ada and Canyon County Systems Analysis.*
- C. Canyon County Vanpool System ☉** **Page 58** **Kirk Montgomery**  
*Kirk Montgomery will provide an update on the recent activities pertaining to the development and implementation of a Canyon County Vanpool system to serve employment centers in Canyon County and the adjacent counties.*
- D. Community Transportation Business Plan ☉** **Page 59** **Tod Morris**  
*An update on the Community Transportation Business Plan and a schedule for integrating Design Thinking Projects into a coordinated community transportation system will be presented.*
- E. Performance Measures Quarterly Report** **Margaret Havey**  
*The Performance Measures Quarterly Report which will be distributed at the meeting.*
- F. Department/Staff Reports ☉** **Pages 60-71** **VRT Staff**  
*The most current Department/Staff Reports are attached for information.*

## VIII. ADJOURNMENT

### ☉ = Attachment

*Agenda order is subject to change.*

### **NEXT VRT BOARD QUARTERLY MEETING:**

*Monday, April 4, 2015*

*12:00 p.m. - VRT Board Room - 700 NE 2<sup>nd</sup> Street - Meridian, Idaho*

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

<http://www.valleyregionaltransit.com/Portals/0/Policies/BoardAgenda%20Preparation&ApprovalPolicy.pdf>

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



**TOPIC:** VRT Board Officer Nominations 2016

**DATE:** December 21, 2015

### **Summary**

VRT Board members are asked to review and approve the 2016 officer succession list and review for approval the nominations for open officer positions as suggested by the Executive Board. Nominations can also be taken from the floor.

### **Background**

The Valley Regional Transit Board voted at the April 2011 Board meeting to proceed with a change to the governance structure of VRT. The change maintained the existing representative Board structure and created an Executive Board elected from the representative board. The representative Board meets quarterly to conduct the governance business of the organization. The Executive Board meets monthly to execute the actions of the representative Board.

Each January the VRT Board of Directors confirms a new slate of Executive Board members. The chair, chair-elect, and vice-chair are in the line of succession and those members move up one position. The current chair remains on the Executive Board as the immediate past-chair. The bylaws require at least one member be placed on the Executive Board from Boise, Caldwell, Nampa, Boise State University, and College of Western Idaho.

VRT Bylaws state under Article VI – Committees - *If none of the Chair, Chair Elect, Vice Chair, Treasurer and the immediate past chair are Board members from the central cities in the Boise, Nampa, and Caldwell urbanized areas, then the at large appointees shall be from Boise, Nampa, and Caldwell if they are not otherwise represented.*

### **Recommendation to be presented to Executive Board on 01/04/16 for**

Succession of officers for 2016:

- **Elaine Clegg** (Ada County) will move from chair-elect to the **chair** position
- **Garret Nancolas** (Canyon County) will move from vice-chair to **chair-elect**.
- **Jim Hansen** (Ada County) will move from sec/treasurer to **vice-chair**.
- **David Lincoln** (Canyon County) will remain on the Executive Board as **immediate past chair**.
- **Nicole Nimmons** will remain as **Boise State University's representative**

Suggested Nominations:

- Canyon County – Sec/Treasurer – **Craig Hanson**
- Ada County – At-large – 3 members
  - **Rick Yzaguirre**
  - **Dave Bieter**
  - **TBD – Meridian representative**
- Canyon County - At-large – 2 members
  - **Bob Henry**
  - **TBD – Wilder representative**

For additional information contact: Kelli Fairless, Executive Director, 258-2712, [kfairless@valleyregionaltransit.org](mailto:kfairless@valleyregionaltransit.org)



# Valley Regional Transit Board of Directors

## Meeting Minutes

Monday, September 28, 2015

12:00 p.m.

VRT – 1<sup>st</sup> Floor Board Room – 700 NE 2<sup>nd</sup> Street – Meridian, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Chad Bell, Star	John Bechtel, Wilder	Kelli Fairless, VRT
Dave Bieter, Boise	Dave Case, Ada County	Rick Thompson, VRT
Craig Brown, CWI	Cory Dickard-Alt, Melba	Linda Ihli, VRT
John Brunelle for Pat Shalz, CCDC-phone	Randy Haverfield, Nampa	Rhonda Jalbert, VRT
Elaine Clegg, Boise	Steve Jett, Greenleaf	Jake Hassard, VRT
John Evans, Garden City	Nathan Leigh, Parma	Mark Carnopis, VRT
Jim Hansen, ACHD	David Lincoln, ACCHD	Adalberto Sosa, VRT
Craig Hanson, Canyon County	Greg Nelson, Kuna	Lan Smith, LHTAC
Bob Henry, Nampa	Steve Rule, Canyon County	Tom Mortell, Hawley Troxell
Eric Jensen, MDC	Mo Shamseldin, Notus	Justin Cranney, Hawley Troxell
Larry Maneely for Rick Yzaguirre, Ada County	Bill Vaughan, Eagle	Ken Pidjeon, Citizen
Garret Nancolas, Caldwell-phone	City of Middleton - TBD	Doug Buckendorf, ATU 398
Brent Orton for Rob Hopper, Caldwell-phone		Ryan Head, ACHD
Nicole Nimmons, Boise State University		
Charlie Rountree, Meridian		
Mark Wasdahl for Amy Revis, ITD (ex-officio)		
David Zaremba, Meridian		

Chair-elect Elaine Clegg called the meeting to order at 12:00 p.m. with a quorum present.

### AGENDA ADDITIONS/CHANGES

***Bob Henry moved to move the Executive Session to the end of Action Items before Information Items; seconded by Craig Hanson. The motion was approved unanimously.***

### PUBLIC COMMENT

Kelli Fairless introduced Lan Smith, Local Liaison with LHTAC (Local Highway Technical Assistance Council). Lan explained LHTAC assists local governments in transportation planning, construction projects, and administers federal moneys for grants. Lan plans to attend the VRT Board meetings in the future and is available to be of service to the VRT Board member jurisdictions.



## CONSENT AGENDA

***Jim Hansen moved to approve the Consent Agenda; seconded by Bob Henry. The motion was approved unanimously. The Consent Agenda consisted of:***

- *Approve Minutes of 07/13/15 VRT Board Meeting*
- *Accept Minutes of 07/13/15 Executive Board Meeting*

## ACTION ITEMS

### **Bus Stop Location and Transit Amenities Development Guidelines Updates**

Jake Hassard requested the VRT Board approve **Resolution VBD15-018** approving the policy and minor changes to the Bus Stop Location and Transit Amenities Development Guidelines Updates. The Regional Coordination Council reviewed the document on 09/15/15 and recommended approval to the VRT Board.

***Jim Hansen moved to adopt Resolution VBD15-018 (approving the policy and minor changes to the Bus Stop Location and Transit Amenities Development Guidelines Updates); seconded by Charlie Rountree. The motion was approved unanimously.***

### **Orchard Lease Renewal**

Jake Hassard requested approval of **Resolution VBD15-019** for the renewal of a 30 year lease contract with the Boise Airport for the Boise Operations facility for 8.4 acres of bare ground at 4788 S. Orchard St. Boise. City of Boise has approved the lease. Kelli Fairless noted the VRT budget will be changed in the Budget Amendment in January, and Jake noted the lease does include a non-appropriation clause.

***Following discussion, John Evans moved to approve the lease as presented - Resolution VBD15-019; seconded by Jim Hansen. The motion was approved unanimously.***

## PROCUREMENTS

### **Happy Day Transit Center Design Services**

The VRT Board was asked to approve **Resolution VBD15-020** to award the procurement amount and contract to HDR Engineering Inc. for design Architectural and Engineering Services, as well as Construction Management services at the Happy Day Transit Center.

***Following discussion, Craig Hansen moved to approve Resolution VBD15-020 (to award the procurement amount and contract to HDR Engineering Inc. for design Architectural and Engineering Services, as well as Construction Management services at the Happy Day Transit Center); seconded by David Zaremba. The motion was approved unanimously.***

**Agate Grant Management Contract**

Rick Thompson requested the VRT Board delegate authority to the Executive Board to execute an amendment to the Agate grant management contract when negotiations are complete for scope addition, so VRT can continue with the project. Rick noted the request had been narrowed to \$22,000 with a couple of minor items yet to be discussed. Maintenance of the program is included in the FleetNet regular maintenance. ITS System Administrator function will be to make ensure integrations work correctly.

***Bob Henry moved to delegate authority to the Executive Board to execute an amendment with the Agate contract; seconded by Garret Nancolas. The motion was approved unanimously.***

**Regional Transportation Development Plan and Public Transportation System Analysis**

Rhonda Jalbert requested the members approve **Resolution VBD15-021** to procure professional services for the Regional Transportation Development Plan (TDP) and Public Transportation System Analysis. The public transportation providers in Ada and Canyon counties are putting together a Regional Transportation Development Plan which is a six-year plan based on the COMPASS long range plan. Canyon County services and intercounty services are also being reviewed in a system analysis. Two responses were received, with Kittelson ranking the highest of the proposers. Staff is requesting authorization for expenditure of up to \$100,000 for both tasks. High growth and low growth scenarios will be recommended.

A typo correction was noted on Page 22 on the AFE under Recommendation-Justification which should read "Kittelson" rather than "Trapeze Group".

***Nicole Nimmons moved to approve Resolution VBD15-021 (to procure professional services for the Regional Transportation Development Plan and Public Transportation System Analysis); seconded by Dave Bieter. The motion was approved unanimously.***

**EXECUTIVE SESSION**

***At 12:42 p.m., Charlie Rountree moved to go into Executive Session pursuant to Idaho Code 74-206(b) to discuss Personnel Issues and I.C. 74-206(c) to discuss Land Acquisition; seconded by Bob Henry. Roll call vote was as follows: Larry Maneely-yes; Jim Hansen-yes; Nicole Nimmons-yes; Craig Hanson-yes; Dave Bieter-yes; Elaine Clegg-yes; Garret Nancolas-yes; Brent Orton-yes; John Evans-yes; Charlie Rountree-yes; David Zaremba-yes; Bob Henry-yes; Chad Bell-yes; Craig Brown-yes; Eric Jensen-yes. The motion was approved unanimously.***

1:17 p.m., the members moved back into Regular Session. Chair-elect Elaine Clegg noted two items were discussed in Executive Session and no decisions were made in Executive Session, but as a result of the Executive Session there were two further action items on the agenda.

### **Land Acquisition**

Chair-elect Elaine Clegg explained the Board was informed of various costs incurred in building the Main Street Station and received a request to increase the total cost of the Main Street project from \$11,428,000 to \$11,810,000 based on reasonable changes in the project. Rhonda Jalbert added the members were asked to approve **Resolution VBD15-017** which outlines the information as explained by Elaine Clegg.

***Bob Henry moved to approve (Resolution VBD15-017 to increase the total cost of the Main Street project from \$11,428,000 to \$11,810,000 based on reasonable changes in the project) with the understanding staff will be negotiating up to that number; seconded by Dave Bieter. The motion was approved unanimously.***

### **Personnel Item**

***Jim Hansen moved that the budget will reflect the payroll adjustment of the Executive Director of 2% cost of living plus 2% merit increase; seconded by Craig Hanson. The motion was approved unanimously.***

Elaine noted the motion reflects the recommendation that the Executive Board made at Executive Board meeting held just before the VRT Board of Directors meeting.

## **INFORMATION ITEMS**

### **Performance Measures Reporting**

Rhonda Jalbert noted the item should be called Regional Performance Measure and provided a PowerPoint presentation reviewing the initial performance measures reporting details that will go in a quarterly Performance Measures Report. The Performance Measures will go to the Executive Board and RCC to provide more detail as to other performance measures to track, as what was presented is what is required in the NTD database. A Performance Measures online dashboard will be brought to the VRT Board of Directors at a later meeting.

Nicole Nimmons noted that Boise State University is collecting data as to the downtown area and tracking student/staff ridership on the Boise State University shuttle.

**Mobility Management Toolkit**

Tod Morris introduced the Mobility Management Design Thinking Toolkit which will be used in developing VRT projects. The following working groups are currently using the Design Thinking Method:

- Access to Independence – older adults
- Mobile Village – transportation to and from work
- Veterans Access Van
- Rides to Wellness – healthcare access

Business Plan Outlines will be presented to the VRT Board of Directors. Staff will present results of the working groups efforts once the final Business Plan outlines are completed.

Kelli Fairless noted staff is also working on Meridian transportation issues as well as the Transportation Demand Management project in downtown Boise with the opening of Main Street Station next year and addressing Boise State University and large employer needs at that time.

**Boise GreenBike Update**

Kelli Fairless distributed a handout titled Boise Greenbikes Performance Report from March 1-September 25, 2015, and provided an update on the Boise Bike Share Program.

**Department/Staff Reports**

The most current Department/Staff Reports were included in the packet.

**ADJOURNMENT**

***At 1:55 p.m. Bob Henry moved to adjourn the meeting; seconded by Nicole Nimmons.***

***The motion was approved unanimously.***

**NEXT MEETING:**

*Monday, January 4, 2016  
12:00 p.m. at VRT Board Room  
700 NE 2<sup>nd</sup> Street  
Meridian, Idaho*



**TOPIC:** Meeting Dates - Confirm Calendar Year 2016 & Review 2017

**DATE:** December 21, 2015

**Summary:**

The VRT Board & Executive Board approved the meeting dates for 2016 at the January 21, 2015 meeting when meeting dates for two years (2015 & 2016) were reviewed and approved. The VRT By-laws state in Article V Meetings Section 2 – Regular Board meetings shall be established by the Board in January of every odd number years. In order to keep the meetings scheduled for a two year period, staff is proposing the Executive Board confirm the calendar year 2016 meeting dates and review the proposed meeting dates for 2017.

**Highlights:**

- 01/05/15 - Executive Board reviewed and recommended approval of meeting dates for 2015 & 2016
- 01/21/15 – VRT Board reviewed and approved meeting dates for 2015 & 2016
- 12/07/15 – Executive Board confirmed meeting dates for calendar year 2016 and reviewed the proposed meeting dates for 2017

**Recommendation:**

Staff recommends the VRT Board confirm meeting dates for calendar year 2016 and review the meeting dates for 2017.

**Attachment:**

*Approved Meeting Dates for Calendar Year 2016 & Proposed Meeting Dates for 2017*

For additional information contact: Linda Ihli, Executive Assistant, 258-2706,  
[lihli@valleyregionaltransit.org](mailto:lihli@valleyregionaltransit.org)

**Calendar Year 2016 Meeting Schedule as approved 01/21/15 by VRT Board**

<b>Executive Board Meetings 2016</b>	<b>VRT Board Quarterly Meetings 2016</b>
Monday, January 4, 2016 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 4, 2016 12:00 p.m. to 2:00 p.m.
Monday, February 1 at 11:00 a.m. to 1pm	
Monday, March 7 at 11:00 a.m. to 1pm	
Monday, April 4 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, April 4 12:00 p.m. to 2:00 p.m.
Monday, May 2 at 11:00 a.m. to 1pm <i>Executive Board Joint Meeting with RCC</i>	
Monday, June 6 at 11:00 a.m. to 1pm	
Monday, July 11 at 11:00 a.m. to 12pm (2 <sup>nd</sup> Monday) <i>Full Board joins Executive Board at noon</i>	Monday, July 11 12:00 p.m. to 2:00 p.m.
Monday, August 1 at 11:00 a.m. to 1pm	
Monday, September 26 at 11:00 a.m. to 12pm (combine Sept & Oct into one meeting) <i>Full Board joins Executive Board at noon</i>	Monday, September 26 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in October	
Monday, November 7 at 11:00 a.m. to 1pm <i>Executive Board Joint Meeting with RCC</i>	
Monday, December 5 at 11:00 a.m. to 1pm	

**More Information:** Linda Ihli, Executive Assistant, 258-2706, [lihli@valleyregionaltransit.org](mailto:lihli@valleyregionaltransit.org)

### Proposed 2017 Meeting Schedule

Executive Board Meetings 2017	VRT Board Quarterly Meetings 2017
Monday, January 9, 2017 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 9, 2017 12:00 p.m. to 2:00 p.m.
Monday, February 6 at 11:00 a.m. to 1pm	
Monday, March 6 at 11:00 a.m. to 1pm	
Monday, April 3 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, April 3 12:00 p.m. to 2:00 p.m.
Monday, May 1 at 11:00 a.m. to 1pm <i>Executive Board Joint Meeting with RCC</i>	
Monday, June 5 at 11:00 a.m. to 1pm	
Monday, July 10 at 11:00 a.m. to 12pm (2 <sup>nd</sup> Monday) <i>Full Board joins Executive Board at noon</i>	Monday, July 10 12:00 p.m. to 2:00 p.m.
Monday, August 7 at 11:00 a.m. to 1pm	
Monday, September 25 at 11:00 a.m. to 12pm (combine Sept & Oct into one meeting) <i>Full Board joins Executive Board at noon</i>	Monday, September 25 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in October	
Monday, November 6 at 11:00 a.m. to 1pm <i>Executive Board Joint Meeting with RCC</i>	
Monday, December 4 at 11:00 a.m. to 1pm	

**More Information:** Linda Ihli, Executive Assistant, 258-2706, [lihli@valleyregionaltransit.org](mailto:lihli@valleyregionaltransit.org)



**AUTHORIZATION FOR EXPENDITURE  
VRT BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> On-Call Human Resource Services	<b>TOTAL COST:</b> Not to Exceed \$70,000		
<b><u>PURPOSE/ACTION:</u></b> To provide On-Call Human Resource Services			
<b><u>SCOPE OF WORK:</u></b> The Contractor shall provide key personnel to perform recruitment, personnel, policies, development of job descriptions, discipline, and regulatory compliance, and other miscellaneous services necessary to perform all contract requirements.			
<b><u>DISCUSSION:</u></b> Staff is requesting the VRT Board approve the On-Call Human Resource Services contract with a purchase amount not to exceed Seventy-thousand (\$70,000.00). At this time, staff has solicited, received adequate proposals, completed evaluations and selected a qualified Contractor. Additionally, VRT is prepared to issue a "Professional Services Agreement" (PSA) for the required services.			
<b><u>ALTERNATIVES:</u></b> In the event this motion is not passed, VRT will have to extend the existing On-Call Human Resources contract which expires on December 31, 2015, on a month to month basis.			
<b><u>FISCAL IMPACT:</u></b> The funding for this purchase has been appropriated via a purchase requisition, Budget 10, Account No. 5030501004 FY 2016.			
<b><u>RECOMMENDATION/JUSTIFICATION:</u></b> Valley Regional Transit staff recommends the VRT Board approve the subsequent award of the contract in an amount "not to exceed" Seventy-thousand dollars (\$70,000.00) to purchase On-Call Human Resource Services.			
<b>ROUTING #</b>	<b>ORDER OF REVIEW</b>	<b>DATE APPROVED</b>	<b>RESOLUTION #</b>
1	<b>EXECUTIVE DIRECTOR</b>		
2	<b>EXECUTIVE BOARD</b> Approves procurements over \$50,000 but under \$75,000.		
3	<b>VRT BOARD</b> Approves all procurements over \$75,000.		VBD16-003



**VALLEY REGIONAL TRANSIT BOARD RESOLUTION****On-Call Human Resource Services  
RESOLUTION VBD16-003****BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE ON-CALL  
HUMAN RESOURCE SERVICES FOR VRT (RFP 2015-09-22)**

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit needs to establish a services contract agreement with a qualified Consultant firm for On-Call Human Resource Services for Valley Regional Transit; and

WHEREAS, Valley Regional Transit’s evaluation team has evaluated two (2) submitted proposals and has negotiated an agreement with the most responsive and responsible Offeror meeting all of the required qualifications; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the Fiscal Year 2016 budget; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the Procurement Policy Manual adopted by the Valley Regional Transit Board of Directors in April 2003 and updated in July 2005, November 2010, August 2011, July 2012, and July 2015 and in compliance with all local and FTA requirements; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit authorizes approval on the On-Call Human Resource Services contract with Weaver & Associations, Inc.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contract.

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

ADOPTED by the Board of Valley Regional Transit, this 4<sup>th</sup> day of January, 2016

APPROVED by the Board Chair this \_\_\_\_day of January, 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**



**TOPIC:** FY 2016 Budget Amendment

**DATE:** December 16, 2015

**Summary:**

Annually, the VRT Board reviews and approves an amendment to the current fiscal year budget to carry forward unexpended funds from the previous year budget to the current year budget. The budget amendment for FY2016 adds \$10,096,701 in unexpended capital funds from FY2015 as well as new operating expenses to fund depreciation in the Boise Green Bike Program and increases in health insurance in the Boise system. Details of the requested budget amendment are shown in Exhibit A.

**Staff Recommendation/Request:**

Staff requests the VRT Board approve the proposed budget amendment for FY2016.

**Implication (policy and/or financial):**

Should the budget amendment not be adopted, funding will not be authorized for the capital projects, depreciation, or increased medical expenses as noted in Exhibit A.

**Highlights:**

- VRT Board adoption of FY2016 Budget                      July 13, 2015

Attachments

*Public Hearing Notice*

*Resolution VBD16-001*

*Exhibit A - Budget Amendment Detail*

For detailed information contact: Rick Thompson, Finance Director, 258-2709, [rthompson@valleyregionaltransit.org](mailto:rthompson@valleyregionaltransit.org).

**Notice of Public Hearing**  
**Valley Regional Transit Board Consideration of FY 2016 Budget Amendment**

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption a budget amendment for Fiscal Year 2016. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, January 4, 2016 at the Valley Regional Transit administrative offices, 700 NE 2<sup>nd</sup> Street, Suite 100, Meridian Idaho.

People are welcome to make comments at the public hearing, limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by 4:00 PM, Thursday, December 31, 2015 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit  
 Attn: FY 2016 Budget Amendment Hearing  
 700 NE 2<sup>nd</sup> St. Suite 100  
 Meridian, ID 83642

Fax number: (208) 846-8564  
 E-mail: rthompson@valleyregionaltransit.org  
 Subject: FY 2016 Budget Amendment Hearing

**FISCAL YEAR 2016 BUDGET**

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**REVENUES**

**Valley Regional Transit**

Directly Generated Revenues	\$ 18,150
Non-Transportation Revenues	\$ 0
Federal Assistance	\$1,739,884
Local Assistance	<u>\$2,279,202</u>
	\$4,028,236

**Boise Transportation Management Area Transit Services**

Directly Generated Revenues	\$ 807,100
Auxiliary Revenues	\$ 50,000
Other Revenues	\$ 150,000
Federal Assistance	\$1,938,514
Local Assistance	<u>\$5,489,120</u>
	\$8,434,734

**Nampa Urbanized Area Transit Services**

Directly Generated Revenues	\$ 181,760
Auxiliary Revenues	\$ 14,000
Federal Assistance	\$ 795,212
Local Operating Assistance	<u>\$ 582,648</u>
	\$1,573,620

**Capital**

Federal Capital Assistance	\$12,317,504
Local Capital Assistance	<u>\$2,803,072</u>
	\$15,120,576

**EXPENDITURES****Valley Regional Transit**

Wages and Salaries	\$1,337,553
Fringe Benefits	\$ 542,057
Professional Services	\$ 980,135
Materials and Supplies	\$ 142,510
Utilities	\$ 100,820
Casualty and Liability	\$ 144,500
Purchased Transportation	\$ 575,000
Miscellaneous	\$ 112,235
Leases and Rentals	\$ 21,850
Depreciation	<u>\$ 71,575</u>
	\$4,028,235

**Boise Transportation Management Areas Transit Services**

Wages and Salaries	\$4,067,898
Fringe Benefits	\$2,479,948
Professional Services	\$ 412,900
Materials and Supplies	\$ 924,988
Utilities	\$ 106,150
Casualty and Liability	\$ 376,000
Miscellaneous	\$ 31,750
Leases and Rentals	<u>\$ 37,100</u>
	\$8,434,734

**Nampa Urbanized Area Transit Services**

Wages and Salaries	\$ 693,255
Fringe Benefits	\$ 117,354
Professional Services	\$ 226,376
Materials and Supplies	\$ 309,194
Utilities	\$ 60,039
Casualty and Liability	\$ 134,415
Miscellaneous	\$ 18,327
Interest Expense	\$ 12,112
Leases and Rentals	<u>\$ 2,549</u>
	\$1,573,621

**Capital**

Capital Projects	\$15,120,576
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**VALLEY REGIONAL TRANSIT BOARD RESOLUTION****FISCAL YEAR 2016 BUDGET REVISIONS****Budget Amendment  
RESOLUTION VBD16-001**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2016 BUDGET AMENDMENT TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.**

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation authority, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation authority, has power to raise and expend funds as provided in Idaho Code Chapter 40, Title 21 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

WHEREAS, Valley Regional Transit is required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, the Valley Regional Transit Board adopted the FY2016 budget at the July 13, 2015, VRT Board meeting by Resolution VBD15-014; and

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

WHEREAS, Valley Regional Transit is required to include all federally funded planning projects in the Unified Planning and Work Program Transportation Supplement adopted by the Community Planning Association of Idaho, the federally designated metropolitan planning organization for Ada and Canyon Counties as a condition of receiving federal planning assistance funds; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2016 Budget Amendment, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

WHEREAS, Idaho Code § 40-2109(5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 40, Title 21, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 40, Title 21.

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2016 Budget Amendment, which includes the project carry-forwards from FY2015 to support capital projects and operating expenses in the VRT Service Area - Exhibit A - FY16 Details of Amendment.

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

ADOPTED by the Board of Valley Regional Transit, this 4th day of January 2016.

APPROVED by the Board Chair this \_\_\_ day of \_\_\_\_\_, 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**

**VALLEY REGIONAL TRANSIT  
FY 2016 BUDGET AMENDMENT  
PROJECT DETAILS**

**Exhibit A**

Description	Federal Funding	Local Funding	Total Project
Main Street Station	2,518,824	944,956	3,463,780
Boise Buses	2,070,162	163,986	2,234,148
HDTC Parking Lot	1,100,000	275,000	1,375,000
HDTC Interior Remodel	70,400	17,600	88,000
Nampa Support Vehicle	28,000	7,000	35,000
Nampa Vehicle Jacks and Stands	40,000	10,000	50,000
511 Project	303,121	75,780	378,901
V-GRANTS	76,488	19,122	95,610
Asset Managemnt Phase II	81,280	20,320	101,600
AVL Integration to 511	10,695	2,674	13,369
FY 15 IT Hardware	17,774	4,444	22,218
Transit Signal Priority	8,800	2,200	11,000
Technology for new Buses	56,000	14,000	70,000
Mobility Program Vehicles	688,000	172,000	860,000
Bike Share Depreciation		71,575	71,575
Health insurance Increases Boise Fixed Line		310,000	310,000
Subrecipients			
Shared Vehicle (Eagle /Star)	96,000	24,000	120,000
CWI Park and Ride	551,200	137,800	689,000
BSU Park and Ride	86,000	21,500	107,500
<b>TOTALS</b>	<b>7,802,744</b>	<b>2,293,957</b>	<b>10,096,701</b>



VALLEY REGIONAL TRANSIT  
 FY 2016 BUDGET AMENDMENT  
 MAJOR CONTRACTS FOR FY 2016  
 DELEGATION REQUEST

<u>Contract</u>	<u>Budgeted Cost</u>
Happy Day Transit Center Parking Lot	\$1,375,000
Middleton Park and Ride – Design, Construction	\$1,060,000
Middleton Park and Ride Construction Management	\$225,000
CWI Roundabout Reconstruction – Design, Construction	\$623,000
CWI Roundabout Reconstruction – Construction Management	\$160,000
Boise State University Park and Ride construction	\$86,000
Asset Management System Interfaces with Fleetnet	\$100,000
Rolling Stock Purchases	\$2,234,000
VRT Insurance Broker Services	\$75,000



**TOPIC:** Disposal of Surplus and Obsolete Assets

**DATE:** December 22, 2015

**Summary:**

VRT and ValleyRide have and will be accumulating surplus and obsolete assets, most of which will be beyond their useful life or not practically repairable. The VRT disposal policy requires a public hearing prior to these assets being transferred to our contributing jurisdictions, donation, sale, or selling for scrap. At the 12/07/15 Executive Board meeting, the members approved a public hearing for asset disposal covering January 2016 through December 2016, be scheduled for January 4, 2016, at the VRT Board meeting.

**Staff Recommendation/Request:**

Staff requests the VRT Board grant authority to the Executive Director to approve disposal of VRT assets from January 2016 – December 2016.

**Implication (policy and/or financial):**

Generally donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

**Highlights:**

Potential items for disposal include:

- Buses beyond their useful life. These vehicles are not suitable for the GoRide program.
- Support vehicles beyond their useful life that are not suitable for vehicle sharing
- Obsolete spare parts inventory
- Desk side computers, monitors, and peripherals
- Server computers no longer of use or capable of reasonably costing upgrades
- Worn out or broken furniture.

**More information contact:** Kelli Fairless, Executive Director,  
208-258-2712, [kfairless@valleyregionaltransit.org](mailto:kfairless@valleyregionaltransit.org)

## **VALLEY REGIONAL TRANSIT BOARD RESOLUTION**

### **Surplus Asset Disposal and Sales**

#### **RESOLUTION VBD16-002**

#### **BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE DISPOSAL OF VRT SURPLUS ASSETS**

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

WHEREAS, Idaho Code § 40-2109(1) confers to Valley Regional Transit, as a regional public transportation entity, exclusive jurisdiction over all publicly funded or publicly subsidized transportation services and programs except those transportation services and programs under the jurisdiction of public school districts and law enforcement agencies within Ada and Canyon Counties; and

WHEREAS, Valley Regional Transit desires to effectively manage VRT assets and dispose of unneeded resources at the highest value; and

WHEREAS, Valley Regional Transit has an existing Surplus Property Policy and Procedures manual that was adopted in 2010; and

WHEREAS, Valley Regional Transit expects to have surplus assets to dispose of between January 2016 through December 2016; and

WHEREAS, Valley Regional Transit needs to comply with current Federal and State of Idaho rules and regulations; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit grants authority to the Executive Director to approve VRT disposals for the time period of January 2016 through December 2016; and

Section 2. That the Board of Valley Regional Transit directs staff to determine the most advantageous method(s) of asset disposal; and

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

ADOPTED by the Board of Valley Regional Transit, this 4th day of January, 2016.

APPROVED by the Board Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**SECRETARY**

\_\_\_\_\_  
**CHAIR**

DATE: 12/18/15

**Topic: New Public Transportation Application Priorities****Action:**

Approve public transportation project priorities as recommended by the Regional Coordination Council.

**Background/Summary:**

Applications for all programs were due by December 3, 2015, after an extension of the deadline. A total of 19 applications were received for all funding programs. Many projects are eligible for multiple funding sources; therefore, prioritized by multiple scoring subcommittees.

Of the 19 submitted applications, 11 public transportation applications were submitted that were eligible for Federal Transit Administration funding. Summaries of the public transportation applications are provided in Attachment 1.

The RCC Subcommittee ranked the 11 project applications on December 9, 2015, and the RCC recommended the project ranking on December 15, 2015.

The remaining 9 projects were ranked through the following subcommittees:

- **Surface Transportation Program (STP)** – The COMPASS Regional Transportation Advisory Committee (RTAC) recommended priorities.
- **Project Development Program** - COMPASS staff will set project priorities.
- **Transportation Alternatives Program and CIM Implementation Grant**- RTAC recommended priorities.

**Next Steps:**

COMPASS staff will recommend options for funding projects through the eligible funding programs. Staff will request final recommendations on prioritization and funding from RTAC on January 27, 2015. Funding program recommendations will go to the COMPASS board for approval on February 22, 2016 for inclusion in the COMPASS Transportation Improvement Program (TIP).

**Timeline:**

- January 4, 2016 – VRT Board
- January 27, 2016 – RTAC meeting (recommend funding programs)
- February 22, 2016 – COMPASS (seeking Board approval for inclusion in the TIP)

**Implication (policy and/or financial):**

This is the current process for adding new local projects in the FY2017-2021 TIP for the FY2017 COMPASS funding cycle.

**More Information:**

- 1) Attachment 1 – Public Transportation Application Summaries
- 2) Attachment 2- RCC Project Priority Recommendations
- 3) For detailed information contact: Walt Satterfield, Associate Planner, at 475-2237 or [wsatterfield@compassidaho.org](mailto:wsatterfield@compassidaho.org).

WS: T:\FY16\600 Projects\685 101 TIP\FY1721TIP\010416mmoVRTExecprioritization.docx

ITEM VI-B

Ref No.	Applicant	Project Request	Timeline	Brief Description	Total Federal Request	Up to % match	RCC Subcommittee					
							5307 LU	5307 SU	5310 LU	5310 SU	5339 LU	5339 SU
1	CCOA	Cutaway bus replacement NUA acquisition of service	2016	CCOA currently serves small urban areas (Canyon County). Demands for service have increased dramatically over the past two years. In order to maintain levels of service, CCOA needs to replace its still operating 2003 cutaway bus which has over 230,000 miles on its odometer.	\$58,000	20%		X		X		X
2	TVT	NUA Demand Response Service	2018 - 2022	There is a segment of service that is within the small urban area of Nampa, Caldwell and Middleton that was not served. TVT has received the Small Urban dollars to continue to fill this gap since FY13. This Demand Response service goes above and beyond the ADA requirements of the ValleyRide paratransit service which is limited to the 3/4 mile requirement. In addition, this service provides valuable matching dollars through Medicaid reimbursement for rides that meet this eligibility.	2018 - \$193,600 2019 - \$212,960 2020 - \$234,256 2021 - \$257,681 2022 - \$283,449	50%		X		X		
3	VRT	NUA POS Canyon County	2017-2022	The 5310 Purchase of Service invoices transportation providers for a flat rate trip charge that is determined to be fair and reasonable. Eligibility includes seniors 65+ and persons with disabilities. Contracts can be with multiple agencies in order to offer effective mobility options in an efficient manner. Technology is being developed to coordinate trips and provide regional connectivity. Trips originating in the small urban areas into the rural Ada and Canyon County are allowable under this program.	\$223,000 each year	20%					X	

4	ACHD CR	Commuteride expansion (+4 each year)	2018-2022	Add four vans a year starting in 2018.	\$135,218 each year	20%	X	X			X	X
5	ACHD CR	Commuteride replacement - 20 annually	2016-2021	Replace vans used in Commuteride system.	\$679,778 each year	20%	X	X			X	X
7	Nampa	Blaine/Iowa Ave Multimodal Improvements (2 of 2)		Two segments that enlarge multimodal transportation options, improve safety and enhance access to transit stops in west Nampa. The segments include bike and pedestrian crossing improvements and a combination of bike boulevard, bike lanes, and shared use lane markings to improve access to transit stops along the 12th Avenue South transit corridor.	\$463,000	20%		X				
8	Nampa	Historic North Nampa/Indian Creek Pathway/Multimodal (1 of 2)		Bike boulevard and shared lane facilities in the Historic North Nampa neighborhood and bike and pedestrian Rectangular Rapid Flashing Beacon at the Sugar Street crossing on the Indian Creek Pathway. Improvements will connect bicyclists and pedestrians to transit stops along Garrity Boulevard, 11th Avenue North, and 16th Avenue North. Includes 1. new bike boulevard on 14th Avenue North from 1st Street North to Garrity Boulevard 2. combination of bike lanes and shared use lanes on Stampede Drive and 11th Avenue North from Garrity Boulevard to Birch Lane, 3. a shared use lane connecting Indian Creek Trail to Garrity Boulevard transit stops, 4. a pedestrian-activated crosswalk on Sugar Street at the Indian Creek Multi-use trail crossing.	\$472,000	20%		X				

12	BSU	Bus for Bus Service Replacement and Extension	2019-2021	To purchase and/or lease replacement rolling stock vehicles for transportation in Ada County focusing on the connectivity from BSU to all of downtown. Goal is be able to replace two aging 14 passenger shuttles with 32 passenger buses to assist in the travel to and around campus, including that of a downtown circulator for the public. (stage 1 - replace 2 buses, stage 2 - purchase new buses to complete full circulator)	\$500,000 each year	7.34% (or up to 20%)	X					X
13	BSU	Covered and Secure Bike Facilities	over 2 years	Construction of a bike barn/secured bike parking areas for students/staff/faculty, guests, and visitors (public access).	\$60,000	20%	X					X
14	BSU	Downtown Boise Bicycle Facilities	2017	Construction of a bike barn at City Center Plaza. BSU will relocate the Computer Science Department into the new City Center Plaza, located in the same building as VRT multi-modal center. Goal is to provide bike parking within the current facility and at a later date around the downtown area close to the City Center Plaza where there is a need for additional bike parking.	\$85,000	20%	X					X



RCC Subcommittee Scoring									
Project Number	Project Name	Sponsor	Score 1	Score 2	Score 3	Score 4	Total	Ave	Rank
1	Cutaway Bus Replacement NUA Acquisition of Service	CCOA	9	10	8	7	34	8.50	1
2	NUA Demand Response Service	TVT	9	7	8	5	29	7.25	2
3	NUA POS Canyon County	VRT	5	8	8	5	26	6.50	3
8	Historic North Nampa/Indian Creek Pathway/Multimodal (1 of 2)	Nampa	7	5	5	5	22	5.50	4
5	Commuteride Replacement	ACHD	4	8	6	3	21	5.25	5
4	Commuteride Expansion	ACHD	1	6	9	4	20	5.00	6
18	Main Street Station Bicycle Parking Room	VRT	4	2	4	8	18	4.50	7
14	Downtown Boise Bicycle Facilities	BSU	9	0	0	9	18	4.50	8
12	Bus for Bus Service Replacement and Extension	BSU	2	5	3	2	12	3.00	9
7	Blaine/Iowa Avenue Multimodal Improvements (2 of 2)	Nampa	5	3	2	0	10	2.50	10
13	Covered and Secure Bike Facilities	BSU	0	1	2	7	10	2.50	10
			55	55	55	55	220		



**TOPIC:** Coordinated Marketing Plan

**DATE:** December 21, 2015

**Summary:**

This memo provides an update to the status of the Coordinated Marketing Plan.

**Highlights:**

**Coordinated Marketing Study Professional Services Agreement**

- A presentation on the Coordinated Marketing Plan was made to the Executive Board & Regional Coordination Council November 2, 2015, highlighting the progress of the Coordinated Marketing Plan.
- On December 15, 2015, Lynda Frieze Martin Public Relations will make a presentation to the Regional Coordination Council on the findings, conclusions, and recommendations for implementation of the Coordinated Marketing Plan.
- Valley Regional Transit will then take the steps required to implement a Coordinated Marketing Plan within the organization and other transportation partners. Staff worked hard to make sure it is a comprehensive plan that can be implemented to increase ridership and leverage our resources and the resources of other agencies to ensure our customers and all residents of the Treasure Valley have access to transportation and independence.
- Reviewed by the RCC on 12/15/15 who recommended approval to the VRT Board.

**Staff Recommendation/Request:**

Staff requests the VRT Board review and approve the Coordinated Marketing Plan.

**More Information contact:** Kirk Montgomery, Coordinated Marketing Manager, 208-285-2750, [kmontgomery@valleyregionaltransit.org](mailto:kmontgomery@valleyregionaltransit.org).



**TOPIC:** Regional Fare Analysis Project

**DATE:** December 18, 2015

**Summary:**

Valley Regional Transit (VRT) Board reviewed and set a regional fare policy in 2008. This fare policy currently only addresses VRT operated services. As the regional transit authority, it is the responsibility of VRT to ensure that fares for transit and other types of public transportation are equitable, adhere to best practices and industry standards, and provide choice for riders.

A regional analysis of all fares for all types of public transportation is being conducted. All public transportation providers are stakeholders in the project. A regional fare structure and policy are being developed that will be adopted as policy by the Valley Regional Transit Board in January 2016.

**Highlights:**

The stakeholder team: ACHD Commuteride, Boise State, Treasure Valley Transit, VRT, and the consultant of record have been working on the project. First steps required a compilation of data and information documenting current and existing conditions within our region. A technical memo of current and existing conditions has been reviewed and commented on by all stakeholders. The consultant has finalized the document and prepared a Findings and Recommendations technical memo for review and implementation when applicable.

The current conditions memo also contains a comparison of our region in contrast to peer public transportation agencies: Des Moines, IA (DART), Eugene, OR, Portland, OR, Salem, OR and Spokane, WA. Data and information has been finalized via interviews and with National Transit Database (NTD) information.

The final draft of the proposed Regional Fare Policy is included. The objective of the Regional Fare Policy is to provide guidance to public transportation providers in Ada and Canyon Counties for setting their fares. The policy includes: scope, fare review schedule, fare setting guidance, performance data reporting, and definitions.

**Staff Recommendation/Request:**

Staff will submit a presentation of the Regional Fare Policy for review and approval by the VRT Board.

**More Information:** Rhonda Jalbert, Development Director,  
208.258.2707, [rjalbert@valleyregionaltransit.org](mailto:rjalbert@valleyregionaltransit.org)



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

<b>Section</b>	<b>Policy No. 1.25.00</b>
<b>Policy Title: Regional Fare Policy</b>	<b>Page 1 of</b>
<b>Policy Date: 01/04/16</b>	<b>Policy Adopted:</b>
<b>Approved By:</b>	<b>Replaces Fare Structure Policy 01/19/05</b>
_____, Chair	<b>Kelli Fairless, Executive Director</b>

## Valley Regional Transit Regional Fare Policy

**Purpose**

The purpose of the Regional Fare Policy is to provide guidance to public transportation providers in Ada and Canyon Counties for setting their fares.

The objectives of defining and adopting a Regional Fare Policy are to:

- Ensure the sustainability of public transportation operations and the affordability of public transportation services;
- Provide guidance for setting fares while recognizing the responsibility of each agency to determine its own mission and service objectives, and to set its own fare policies;
- Set a common basis for setting fares and triggering fare changes by establishing fare recovery performance targets, which consider fare revenue relative to operating costs; and
- Recognize that there is a regional interest in a universal fare product valid for all public transportation services, to broaden the use of public transportation, for example by meeting first and last mile needs, encouraging commuters to use public transportation for both commute and non-commute trips, and providing access to a variety of public transportation services. The Ada and Canyon County public transportation providers will work together to develop a universal fare product that achieves objectives such as these.

## Scope

The Regional Fare Policy applies to providers of public transportation services in Ada and Canyon Counties, and to all of the types of public transportation services operated by those agencies, including fixed-line bus, ADA complementary paratransit, general public demand response, mobility programs, medical transportation, bike share, and rideshare services.

It is understood that agencies have different missions and objectives in developing and delivering public transportation services. Nevertheless, the sustainability of those services depends on generating sufficient revenue from both fares and other revenue sources to cover the full operating costs of each public transportation service operated by an agency. Policy boards of public transportation providers in Ada and Canyon Counties will set fare recovery targets for each of the services they operate. These targets define the shares of operating costs to be covered by fare revenue and assist each agency in setting its fare levels. Any operating costs not covered by fare revenue will be covered by other sources of operating revenue.

## Fare Review Schedule

The policy board of each public transportation provider in Ada and Canyon Counties will set fare recovery targets for each service and monitor fares and fare revenues on an annual basis as part of its internal budgeting process to ensure fares generate sufficient fare revenue annually to achieve the fare recovery targets. Current and projected fare revenues, non-fare revenues, operating costs, and fare recovery levels will be monitored annually and compared to the agency's fare recovery targets. Fares will be reviewed and fare changes considered if the fare recovery ratio is projected to drop in the next two consecutive years or if the fare recovery ratio is projected to be more than 10% above or below the fare recovery target.

If a fare change is warranted in order to maintain the fare recovery target:

- The agency's policy board will provide management with direction as to the fares to present for public comment;
- Management will advertise a public hearing on fares consistent with laws and regulations;
- Management will conduct the equity analysis as required for a fare change;
- A public hearing will be held on the proposed fare policy change, and public comments will be recorded;
- The agency will consider the public comments received and management will prepare a report recommending appropriate action by the policy board;
- If a fare change is adopted, agency management will prepare and execute an implementation plan for the new fares, including a public notification and outreach process and update of the agency's fare tariff.

### **Fare Setting Guidance**

Public transportation providers in Ada and Canyon Counties agree that total operating costs of each public transportation service operated by an agency will be fully covered by a combination of fare and non-fare operating revenues. Each agency's policy board will set fares with the objective of generating sufficient revenue to cover operating costs that are not covered by non-fare operating revenues.

For this purpose, each agency's policy board will set fare recovery targets for each public transportation service operated by the agency. The fare recovery target will define the share of operating costs that will be covered by fare revenue. Fare recovery target(s) will be set for a five (5) year forecast period, taking into consideration factors such as expected growth in service levels, ridership, fare revenue, non-fare revenue, and operating costs

Fare recovery targets and fare revenue requirements will be determined by estimating operating costs, the non-fare revenues available to cover them, and the fare revenues needed to cover the remaining operating costs. Fare recovery ratios are calculated as follows:

$$\text{Fare Recovery Ratio} = \text{Fare Revenue} \text{ divided by } \text{Total Operating Costs}.$$

In order to ensure consistency, these terms will be defined according to National Transit Database reporting requirements. These terms are defined as follows:

- **Fare Revenue:** Those revenues earned from carrying passengers, including special programs such as reduced passes or ticket prices for students, seniors, or individuals with disabilities. Fares may be paid by the rider or by an organization (e.g., an employer, a university) on behalf of the rider. Fare revenues do not include subsidies, fare assistance to provide a reduced or free fare, or local matches. Subsidies, fare assistance, local matches and other sources of operating revenue must be reported as other sources of funds.

Therefore, fare revenues include fares paid by riders on-board transit, paratransit, or other vehicles providing public transportation services; fare products purchased before boarding such as 1-day and 31-day passes and stored value cards, and passes available for purchase by eligible individuals such as employees or university students; monthly fees paid by vanpool riders; and fees paid for bikeshare programs. Fare revenues also include payments made by employers on behalf of employees or universities on behalf of students as well as fare products purchased by non-profits organizations on behalf of their clients. VRT fares and fare products are identified in the sample tariff provided as Attachment A to this Regional Fare Policy.

In any year that an agency exceeds a 100% fare recovery ratio, when calculated as defined in this section, those fare revenues that exceed total operating costs may be reserved and carried over to a future year to be reported as fare revenues and used to calculate fare recovery in that year.

- **Non-Fare Revenue:** Other (non-fare) directly-generated funds and local, state and federal government sources of funds.
- Non-fare directly-generated funds are those revenues earned from non-governmental sources, including funds from public transportation-related activities (e.g., park-n-ride parking fees, station/vehicle concessions, advertising, ID card fees, fare evasion and parking lot fines, revenues accrued through purchased transportation) and non-transportation revenues (e.g., investment earnings, rentals of vehicles or buildings and property, donations, private grants, development fees).
- Local, state and federal funds include dedicated funds (e.g., taxes), pass-through funds from another public transportation agency, state and local government funds (e.g., general revenues, funds dedicated to public transportation), and federal funds (including funding from the Federal Transit Administration) provided or available to support the delivery of public transportation services.
- **Operating Costs:** The expenses associated with the operation of the public transportation agency and the goods and services purchased (i.e., consumable items with a useful life of less than one year or an acquisition cost which is the lesser of the capitalization level established by the agency for financial statement purposes or \$5,000). Capitalized costs, vehicle capital lease expenses, and depreciation costs are not included as operating expenses.

Agencies must report expenses involved with operating the service, regardless of who pays for the costs. Operating costs include a) direct costs and b) indirect/shared costs, which must be allocated to each mode and type of service.

- Direct costs are those that can be traced directly to a particular mode and type of service, such as salaries and wages, purchased services, maintenance and repairs, fuel, tires, insurance, professional services.
- Indirect (shared) costs of other agency operations and management staff, including costs for administration, marketing, legal, procurement, planning, building maintenance expenses, etc., must be allocated to each mode and type of service.

To fully report operating expenses, agencies:

- Report those expenses that are direct costs of public transportation operations and can be easily traced to a particular mode and type of service

- Determine which expenses are indirect (shared) costs and allocate them to each mode and type of service.

Public transportation providers that receive federal funding must also comply with applicable regulations, including the Federal Transit Administration's fare requirements:

- Fixed line services must meet half fare requirements for seniors, persons with disabilities, and Medicare recipients.
- ADA complementary paratransit fares may not exceed two times the comparable fixed line cash fare.

### **Performance Data Reporting**

Agencies that receive Section 5307 (Urbanized Area formula funds) and/or 5311 (Other than Urbanized Area formula funds) grants must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts and the National Transit Database (49 USC 5335(a)). Data to be used in calculating fare recovery targets and reporting for the Regional Fare Policy is based on these industry reporting standards, as outlined in the current NTD Policy Manual.

VRT is working with the public transportation providers in Ada and Canyon Counties to develop a quarterly regional performance report. Specific reporting requirements, such as data to be reported, reporting frequency, reporting format, and submittal requirements such as due dates, will be defined as part of that process. At a minimum, however, that Ada and Canyon County public transportation providers will report fare revenues, non-fare revenues, operating costs, fare recovery ratios, fare recovery targets, ridership, and average fares on a quarterly basis.

### **Regional Fare Policy Definitions:**

**ADA** – Americans with Disabilities Act of 1991.

**Average Fare** – Total fare revenue divided by unlinked passenger boardings.

**Fare Policy** – The principles that guide an agency's decisions in setting and collecting fares. They may also be the primary factors driving decisions to change fares and guide fare technology decisions.

**Fare Revenue** (extracted from the 2014 NTD Policy Manual) – Those revenues earned from carrying passengers, including special programs such as reduced passes or ticket prices for students, seniors, or individuals with disabilities. Fares may be paid by the rider or by an organization (e.g., an employer, a university) on behalf of the rider. Fare revenues do not include subsidies, fare assistance to provide a reduced or free fare, or local matches. Subsidies, fare assistance,



local matches and other sources of operating revenue must be reported as other sources of funds.

Therefore, fare revenues include fares paid by riders on-board transit, paratransit, or other vehicles providing public transportation services; fare products purchased before boarding such as 1-day and 31-day passes, and stored value cards, passes available for purchase specifically by employees or university students; monthly fees paid by vanpool riders; and fees paid for bikeshare programs. Fare revenues also include payments made by employers on behalf of employees or universities on behalf of students as well as fare products purchased by non-profits organizations on behalf of their clients. VRT fares and fare products are identified in the sample tariff provided as Attachment A to this Regional Fare Policy.

In any year that an agency exceeds a 100% fare recovery ratio, when calculated as defined in this section, those fare revenues that exceed total operating costs may be reserved and carried over to a future year to be reported as fare revenues and used to calculate fare recovery in that year.

**Fare Recovery Ratio** – Share of total operating costs covered by fare revenue. Fare recovery ratio is calculated as the total fare revenue divided by total operating costs.

**Fare Strategy** – The specific approach an agency takes to implement fare policies through its fare structure, pricing, payment, and collection decisions.

- **Fare Structure** – A basis for setting fares, ranging from flat fares to highly differentiated fares, depending on the degree to which fares are differentiated by factors such as distance traveled, time of day, or type of service.
- **Fare Pricing** – Defines any discounts offered, such as discounts for seniors, individuals with disabilities, and Medicare recipients that are mandated by the Federal Transit Administration, as well as the price relationships between different fare products.
- **Fare Payment** – The fare media that are used to pay fares and any equipment used to sell and distribute fare media and collect fares.

**Fare Tariff** – A document that defines all of the elements of the fare system related to pricing, including fare products, fare agreements such as university and employer passes, and fare programs such as bulk discounts available to defined types of organizations. Information from the tariff is made available through agency websites, customer service and telephone information channels.

**Non-Fare Revenue** (extracted from the 2014 NTD Policy Manual) – Other (non-fare) directly-generated funds and local, state and federal government sources of funds.

- Non-fare directly-generated funds are those revenues earned from non-governmental sources, including funds from public transportation-related activities (e.g., park-n-ride parking fees, station/vehicle concessions, advertising, ID card fees, fare evasion and parking lot fines, revenues accrued through purchased transportation) and non-transportation revenues (e.g., investment earnings, rentals of vehicles or buildings and property, donations, private grants, development fees).
- Local, state and federal funds include dedicated funds (e.g., taxes), pass-through funds from another public transportation agency, state and local government funds (e.g., general revenues, funds dedicated to public transportation), and federal funds (including funding from the Federal Transit Administration) provided or available to support the delivery of public transportation services.

**Operating Costs** (extracted from the 2014 NTD Policy Manual) – The expenses associated with the operation of the public transportation agency and the goods and services purchased (i.e., consumable items with a useful life of less than one year or an acquisition cost which is the lesser of the capitalization level established by the agency for financial statement purposes or \$5,000). Capitalized costs, vehicle capital lease expenses, and depreciation costs are not included as operating expenses.

Agencies must report expenses involved with operating the service, regardless of who pays for the costs. Operating costs include a) direct costs and b) indirect/shared costs, which must be allocated to each mode and type of service:

- Direct costs are those that can be traced directly to a particular mode and type of service, such as salaries and wages, purchased services, maintenance and repairs, fuel, tires, insurance, professional services.
- Indirect (shared) costs of other agency operations and management staff, including costs for administration, marketing, legal, procurement, planning, building maintenance expenses, etc., must be allocated to each mode and type of service.

To fully report operating expenses, agencies:

- Report those expenses that are direct costs of public transportation operations and can be easily traced to a particular mode and type of service.
- Determine which expenses are indirect (shared) costs and allocate them to each mode and type of service.

**Public Transportation Services** – Transportation by publicly funded agency on a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus or charter services.

**Ridership (Unlinked Passenger Boardings)** –The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination.

## ATTACHMENT A

**Fare Tariff Outline**

- 1) Authority
- 2) Applicability
- 3) Definitions
- 4) Fare Payment Requirements
- 5) Fixed-Line Fares
  - a) Base Fare
  - b) Single Trip Local Fare
  - c) Single Trip Universal Fare
  - d) Flex Route Fare
  - e) Discount Fares
  - f) Child Fares
  - g) Prepaid Fares
    - i) Day Pass
    - ii) 31-Day Pass
    - iii) 3-Month Pass
    - iv) 6-Month Pass
    - v) Annual Pass
    - vi) Stored Value Card
  - h) Fares and Pass Pricing
- 6) ACCESS Paratransit Fares
- 7) GoRide Mobility Fares
  - a) Vehicle Sharing Program
  - b) Village Van
  - c) Volunteer Driver Reimbursement Program
- 8) Vanpool Fares
- 9) Bikeshare Fares
- 10) Discount Fare Identification Card
- 11) Inter-Agency Agreements
- 12) Special Fares
  - a) Sworn Peace Officers
  - b) VRT Employee Passes

- c) Lifetime Passes
  - d) Temporary, Promotional, and Experimental Fares
- 
- 13) Special Fare Programs
    - a) Employer and Ridership Programs
      - i) Employer Pass Discounts
      - ii) Employer Program (ValleyRide Premium Pass)
      - iii) Ridership Program
    - b) Special Fare Program Pricing
    - c) Non-Profit Agency Fares
    - d) Non-Profit Agency Fare Pricing
- 
- 14) Fare Sales
    - a) On-Board Sales
    - b) Prepaid Sales
    - c) Prepaid Fare Activation and Use
    - d) Prepaid Fare Expiration Dates
    - e) Non-Profit Agency and Employer Passes
    - f) Refunds
    - g) Lost or Stolen Passes
    - h) Credit/Debit Card Acceptance
- 
- 15) Fare Revenue Performance Targets
    - a) Fare Recovery Targets
    - b) Average Fare Targets
    - c) Performance Reporting
    - d) Fare Review Schedule
- 
- 16) Exhibits
    - a) Pass Program Participating Organizations



**TOPIC:** Public Transportation Programming  
**DATE:** December 20, 2015

**Summary:**

Valley Regional Transit (VRT) is the Regional Public Transportation Authority (RPTA) for Ada and Canyon Counties, in southwest Idaho. VRT was created under the provisions of Title 40, Chapter 21 of the Idaho Code, which recognizes the role of mobility in meeting the public transportation needs of Idaho's population. VRT was created to provide, aid, and assist in the delivery of public transportation in Ada and Canyon counties, and as such, is responsible for financial review, coordination, and facilitation of public transportation and its providers. The Federal Transit Administration defines public transportation as transportation services provided by publically funded agencies on conveyances that provide regular and continuing general or special transportation to the general public, but does not include school bus or charter services.

As the RPTA, one of VRT responsibilities is to ensure that public transportation services in Ada and Canyon Counties are equitable and are informed by good industry practices and standards.

Public Transportation Programming is coordinated through VRT and the VRT Board by reviewing, prioritizing, and implementing various regional plans, e.g. Long Range Plan aka Communities in Motion (CIM) 2040 – Public Transportation, Short Range Plan aka Regional Transportation Development Plan (RTDP), Transportation Improvement Plan (TIP), Capital Improvement Plan (CIP), IT / ITS Plan, Unified Program Work Plan (UPWP), public transportation providers yearly budgets, etc.

**Highlights:**

The VRT Board will need to approve the public transportation projects in the TIP on a yearly basis in order to facilitate the creation and implementation of the yearly budget.

The TIP is the regionally agreed upon list of priority transportation projects, as required by federal law (ISTEA, TEA-21, SAFETEA LU, and MAP-21). The TIP is generated each year and approved by the COMPASS Board as required by the Federal Department of Transportation (DOT) in order to be eligible to receive federal funds. The TIP document must list all projects that intend to use federal funds, along with all non-federally funded projects that are regionally significant, and only projects with an identified funding source can be included.

Each year the Valley Regional Transit Board reviews and approves the list of public transportation projects to be considered for inclusion in the TIP. The projects are multi-modal; that is, they include bicycle, pedestrian, ITS, safety/security, and mobility

projects, as well as the more traditional public transit projects, e.g. operations, preventative maintenance, infrastructure/transit enhancements etc.

The process of drafting the TIP, completing the required public outreach, and adopting the TIP will occur over the next few months.

**Staff Recommendation/Request:**

Staff requests that the Board:

- 1) Recommend the approval of the FY2017-FY2021 TIP with adjustments from the proposed applications and request that the COMPASS Board of Directors incorporate it into the regional FY2017-FY2021 TIP.
- 2) Authorize the Executive Board to approve adjustments to the FY2017-FY2021 TIP as needed, as long as the approved budget amounts are not exceeded.

**Implication (policy and/or financial):**

The TIP summary will guide how VRT will expend funds in the Fiscal Year 2017 through Fiscal Year 2021 and are programmed with the FTA.

All federal funding in Ada County has been allocated to operations and capital projects. Capital project allocations are based upon the VRT Capital Improvement Program which is based on assets condition rating, and VRT needs.

VRT has been working with COMPASS on allocating federal funding in Canyon County. All funding through FY17 has been or will be allocated based on a competitive application process administered by COMPASS.

**More Information:** Contact: - Rhonda Jalbert, Development Director, 258-2707, [rjalbert@valleyregionaltransit.org](mailto:rjalbert@valleyregionaltransit.org)

Fiscal Year 2017

Project Description	Key Number	Total	5307 LU	5307 SU	STP-TMA	STP-U	TAP-TMA	5309	5310 LU	5310 SU	5339 LU	5339 SU	5316	5317	Local Funding
<b>Boise UZA</b>															
Operations		1,176	732	0	0	0	0	0	0	0	0	0	0	0	444
Capital		3,529	1,861	0	726	0	0	0	0	0	335	0	0	0	607
Safety and Security		44	35	0	0	0	0	0	0	0	0	0	0	0	9
Transit Enhancements/Bus Stops		101	81	0	0	0	0	0	0	0	0	0	0	0	20
Planning		429	343	0	0	0	0	0	0	0	0	0	0	0	86
Mobility Management		877	443	0	0	0	0	0	259	0	0	0	0	0	175
Subrecipients		152	0	0	0	0	141	0	0	0	0	0	0	0	11
Totals		6,265	3,495	0	726	0	141	0	259	0	335	0	0	0	1,352
Control Total			3503						259		375				
Difference			8						0		40				

<b>Nampa UZA</b>															
Operations		1,310	0	666	0	0	0	0	0	0	0	0	0	0	644
Capital		273	0	218	0	0	0	0	0	0	0	0	0	0	55
Safety and Security		29	0	24	0	0	0	0	0	0	0	0	0	0	6
Transit Enhancements/Bus Stops		630	0	0	0	0	0	0	0	0	0	0	0	0	0
Planning		169	0	135	0	0	0	0	0	0	0	0	0	0	34
Mobility Management		474	0	156	0	0	0	0	0	223	0	0	0	0	95
Subrecipients		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		2,884	0	1,199	0	0	0	0	0	223	0	0	0	0	832
Control Total				2,357						223		252			
Difference				1,158						0		252			



Fiscal Year 2018

Project Description	Key Number	Total	5307 LU	5307 SU	STP-TMA	STP-U	TAP-TMA	5309	5310 LU	5310 SU	5339 LU	5339 SU	5316	5317	Local Funding
<b>Boise UZA</b>															
Operations		1,206	751	0	0	0	0	0	0	0	0	0	0	0	455
Capital		2,438	1,575	0	46	0	0	0	0	0	335	0	0	0	481
Safety and Security		44	35	0	0	0	0	0	0	0	0	0	0	0	9
Transit Enhancements/Bus Stops		458	366	0	0	0	0	0	0	0	0	0	0	0	92
Planning		440	352	0	0	0	0	0	0	0	0	0	0	0	88
Mobility Management		891	454	0	0	0	0	0	259	0	0	0	0	0	178
Subrecipients		156	0	0	0	0	145	0	0	0	0	0	0	0	11
Totals		5,589	3,533	0	46	0	145	0	259	0	335	0	0	0	1,315
Control Total			3503						259		375				
Difference			-30						0		40				

<b>Nampa UZA</b>															
Operations		1,340	0	681	0	0	0	0	0	0	0	0	0	0	659
Capital		264	0	211	0	0	0	0	0	0	0	0	0	0	53
Safety and Security		29	0	24	0	0	0	0	0	0	0	0	0	0	6
Transit Enhancements/Bus Stops		160	0	128	0	0	0	0	0	0	0	0	0	0	32
Planning		174	0	139	0	0	0	0	0	0	0	0	0	0	35
Mobility Management		479	0	160	0	0	0	0	0	223	0	0	0	0	96
Subrecipients		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		2,445	0	1,343	0	0	0	0	0	223	0	0	0	0	880
Control Total				2,357						223		252			
Difference				1,014						0		252			

Fiscal Year 2019

Project Description	Key Number	Total	5307 LU	5307 SU	STP-TMA	STP-U	TAP-TMA	5309	5310 LU	5310 SU	5339 LU	5339 SU	5316	5317	Local Funding
<b>Boise UZA</b>															
Operations		1,206	751	0	0	0	0	0	0	0	0	0	0	0	455
Capital		3,456	1,500	0	1,075	0	0	0	0	0	337	0	0	0	544
Safety and Security		44	35	0	0	0	0	0	0	0	0	0	0	0	9
Transit Enhancements/Bus Stops		458	366	0	0	0	0	0	0	0	0	0	0	0	92
Planning		440	352	0	0	0	0	0	0	0	0	0	0	0	88
Mobility Management		891	454	0	0	0	0	0	259	0	0	0	0	0	178
Subrecipients		156	0	0	0	0	145	0	0	0	0	0	0	0	11
Totals		6,608	3,458	0	1,075	0	145	0	259	0	337	0	0	0	1,378
Control Total			3503		Applied for				259		375				
Difference			45						0		38				

<b>Nampa UZA</b>															
Operations		1,367	0	695	0	0	0	0	0	0	0	0	0	0	672
Capital		435	0	216	0	153	0	0	0	0	0	0	0	0	66
Safety and Security		29	0	24	0	0	0	0	0	0	0	0	0	0	6
Transit Enhancements/Bus Stops		160	0	128	0	0	0	0	0	0	0	0	0	0	32
Planning		178	0	142	0	0	0	0	0	0	0	0	0	0	36
Mobility Management		479	0	160	0	0	0	0	0	223	0	0	0	0	96
Subrecipients		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		2,649	0	1,365	0	153	0	0	0	223	0	0	0	0	907
Control Total				2,357						223		252			
Difference				992						0		252			

Fiscal Year 2020

Project Description	Key Number	Total	5307 LU	5307 SU	STP-TMA	STP-U	TAP-TMA	5309	5310 LU	5310 SU	5339 LU	5339 SU	5316	5317	Local Funding
<b>Boise UZA</b>															
Operations		1,206	751	0	0	0	0	0	0	0	0	0	0	0	455
Capital		3,693	1,591	0	1,145	0	0	0	0	0	375	0	0	0	582
Safety and Security		44	35	0	0	0	0	0	0	0	0	0	0	0	9
Transit Enhancements/Bus Stops		400	320	0	0	0	0	0	0	0	0	0	0	0	80
Planning		440	352	0	0	0	0	0	0	0	0	0	0	0	88
Mobility Management		568	454	0	0	0	0	0	0	0	0	0	0	0	114
Subrecipients		480	0	0	0	0	145	0	259	0	0	0	0	0	76
Totals		6,831	3,503	0	1,145	0	145	0	259	0	375	0	0	0	1,404
Control Total			3,503		Applied for				259		375				
Difference			0						0		0				

<b>Nampa UZA</b>															
Operations		1,394	0	708	0	0	0	0	0	0	0	0	0	0	685
Capital		1,973	0	1,194	0	153	0	0	0	0	0	252	0	0	374
Safety and Security		29	0	24	0	0	0	0	0	0	0	0	0	0	6
Transit Enhancements/Bus Stops		160	0	128	0	0	0	0	0	0	0	0	0	0	32
Planning		178	0	142	0	0	0	0	0	0	0	0	0	0	36
Mobility Management		479	0	160	0	0	0	0	0	223	0	0	0	0	96
Subrecipients		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		4,213	0	2,357	0	153	0	0	0	223	0	252	0	0	1,228
Control Total				2,357						223		252			
Difference				0						0		0			

Fiscal Year 2021

Project Description	Key Number	Total	5307 LU	5307 SU	STP-TMA	STP-U	TAP-TMA	5309	5310 LU	5310 SU	5339 LU	5339 SU	5316	5317	Local Funding	
<b>Boise UZA</b>																
Operations		1,206	751	0	0	0	0	0	0	0	0	0	0	0	0	455
Capital		3,693	1,591	0	1,145	0	0	0	0	0	375	0	0	0	0	582
Safety and Security		44	35	0	0	0	0	0	0	0	0	0	0	0	0	9
Transit Enhancements/Bus Stops		400	320	0	0	0	0	0	0	0	0	0	0	0	0	80
Planning		440	352	0	0	0	0	0	0	0	0	0	0	0	0	88
Mobility Management		891	454	0	0	0	0	0	259	0	0	0	0	0	0	178
Subrecipients		156	0	0	0	0	0	145	0	0	0	0	0	0	0	11
Totals		6,831	3,503	0	1,145	0	145	0	259	0	375	0	0	0	0	1,404
Control Total			3503		Applied for				259		375					
Difference			0						0		0					

<b>Nampa UZA</b>																
Operations		1,394	0	708	0	0	0	0	0	0	0	0	0	0	0	685
Capital		1,973	0	1,194	0	153	0	0	0	0	0	252	0	0	0	374
Safety and Security		29	0	24	0	0	0	0	0	0	0	0	0	0	0	6
Transit Enhancements/Bus Stops		160	0	128	0	0	0	0	0	0	0	0	0	0	0	32
Planning		178	0	142	0	0	0	0	0	0	0	0	0	0	0	36
Mobility Management		479	0	160	0	0	0	0	0	223	0	0	0	0	0	96
Subrecipients		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		4,213	0	2,357	0	153	0	0	0	223	0	252	0	0	0	1,228
Control Total				2,357						223		252				
Difference				0						0		0				

Fiscal Year 2017 - 2021

Project Description	Key Number	Total	5307 LU	5307 SU	STP-TMA	STP-U	TAP-TMA	5309	5310 LU	5310 SU	5339 LU	5339 SU	5316	5317	Local Funding
<b>Boise UZA</b>															
Operations		6,001	3,735	0	0	0	0	0	0	0	0	0	0	0	2,265
Capital		16,809	8,118	0	4,138	0	0	0	0	0	1,757	0	0	0	2,797
Safety and Security		219	175	0	0	0	0	0	0	0	0	0	0	0	44
Transit Enhancements/Bus Stops		1,816	1,453	0	0	0	0	0	0	0	0	0	0	0	363
Planning		2,189	1,751	0	0	0	0	0	0	0	0	0	0	0	438
Mobility Management		4,120	2,260	0	0	0	0	0	1,036	0	0	0	0	0	824
Subrecipients		1,102	0	0	0	0	721	0	259	0	0	0	0	0	122
Totals		32,255	17,492	0	4,138	0	721	0	1,295	0	1,757	0	0	0	6,852
<b>Nampa UZA</b>															
Operations		6,803	0	3,459	0	0	0	0	0	0	0	0	0	0	3,344
Capital		4,918	0	3,034	0	459	0	0	0	0	0	504	0	0	921
Safety and Security		147	0	118	0	0	0	0	0	0	0	0	0	0	29
Transit Enhancements/Bus Stops		1,270	0	512	0	0	0	0	0	0	0	0	0	0	128
Planning		877	0	701	0	0	0	0	0	0	0	0	0	0	175
Mobility Management		2,389	0	796	0	0	0	0	0	1,115	0	0	0	0	478
Subrecipients		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals		16,404	0	8,620	0	459	0	0	0	1,115	0	504	0	0	5,076



**TOPIC:** FY 2017 Budget Timeline

**DATE:** January 4, 2016

**Summary:**

Annually, the VRT Board participates in the development and eventual approval of the annual upcoming fiscal year budget. Statutorily, the budget must be completed and finalized not later than the Tuesday following the first Monday in September for the ensuing fiscal year. The timeline for the FY2017 Budget Development is attached to this memorandum.

**Staff Recommendation/Request:**

Staff is providing the timeline for the FY2017 Budget Development Timeline for information.

**Implication (policy and/or financial):**

Approval of the budget will provide operating and capital budget authority for FY2017.

**Attachment:**

*FY2017 Budget Timeline*

For detailed information contact: Jim McMahon, Finance Director, 258-2709 or email: [jmcmahon@valleyregionaltransit.org](mailto:jmcmahon@valleyregionaltransit.org).

<b>FY2017 Budget Development Timeline</b>		
<b>#</b>	<b>Dates</b>	<b>Budget Development Task / Item</b>
1	January 4, 2016	Presentation of the FY2017 Budgetary Development Timeline to the VRT Executive Board.
2	February 1, 2016	Executive Board review of projected FY2017 revenues by category for all VRT Divisions.
3	March 7, 2016 / April 4, 2016	Executive Board review of the FY2017 VRT expenditure projections for all VRT Divisions.
4	June 6, 2016	Executive Board preliminary budget review and establishment of the public hearing date.
5	July 11, 2016	Final budget presentation to the VRT Board with request for approval.



**TOPIC:** Canyon County & Ada County Service Changes for August 2016

**DATE:** December 21, 2015

**Summary:**

**Project Summary**

Valley Regional Transit staff is working on several projects that will likely result in significant changes to fixed line transit service in both Ada and Canyon County. These projects are scheduled to be implemented in August of 2016. VRT policy requires that major service changes have a formal public involvement phase and are approved by the Valley Regional Transit Board. The concepts and scenarios are being developed with the guidance of technical steering committees/workgroups, one for the Canyon County/Intercounty routes comprised of staff from Nampa, Caldwell, Meridian, VRT and other Canyon County Stakeholders, and for Ada County routes the regular Boise City Transit Planning Team.

**Canyon County and Intercounty Routes**

Valley Regional Transit has been working with Kittelson and Associates on a project to review and analyze the Canyon County and Intercounty transit routes. This project has been focusing on what VRT can do in the next year to make the service more sustainable and reliable for customers, based on existing financial resources. Some of the approaches staff has been considering will be presented at the January Board Meeting, including:

- Significantly restructure local routes – circulator routes in Nampa and Caldwell each, possibly requiring transfer at Happy Day Transit Center
- Reallocate resources based on existing route structure – modifying times of service and some routes
- Consolidate intercounty route structure – focusing on high productivity
- Doing nothing


**Ada County Routes**

- With the August opening of Main Street Station in Downtown Boise;
  - Fixed line routes will be rerouted downtown
  - Schedules will be adjusted to maximize use of transit center
- Potentially increasing evening hours of service on Route 3 Vista
- Essentially splitting the current Route 10 Hill Rd – Maple Grove into two separate routes that meet at State St & Gary Lane
- Combining Route 16 VA Shuttle and Route 17 Warm Springs into one streamlined route



**Next Steps**

The Public Outreach Plan for these projects is an action item on VRT Executive Board agenda in January 2016. Once the POP is approved VRT staff will develop the details of potential service changes and start the outreach and input process.

January	Service change info presented to VRT board as information item	
January-April	Public outreach, further development of potential changes	
March 1-3	Public hearings on proposed changes, 2 in Ada County, 2 in Canyon County	
April	Final service scenario (with input from public incorporated) presented to board for decision	
August 2016	Implement Service Changes	

**Staff Recommendation/Request:**

For information only.

**Implication (policy and/or financial):**

None at this time.

**More Information:** Contact: Margaret Havey, Planner, 258-2701, [mhavey@valleyregionaltransit.org](mailto:mhavey@valleyregionaltransit.org)



**TOPIC:** Canyon County Vanpool

**DATE:** December 23, 2015

**Summary:**

As the regional public transportation authority (RPTA) for Ada and Canyon counties, Valle Regional Transit operates under an enabling statute for RPTAs. The enabling statute states that an RPTA maintains jurisdiction over all publicly funded public transportation services within the established boundary (IC 40-2109). It also outlines the authorities of an RPTA which includes the responsibility to provide efficient and effective public transportation, to coordinate regional services and encourage the provision of services through the private sector (IC 40-2104).

Valley Regional Transit has been in the process of exploring the viability of a vanpool program in Canyon County. A public supported vanpool program has grown and operated successfully in Ada County for over 40 years. A vanpool market study was conducted three years ago to determine a viable model for a Canyon County centered vanpool system. VRT staff reviewed options that would provide the most affordable and efficient vanpool system for that part of the region. Since our enabling statute encourages providing services through the private sector whenever possible, this option was considered in the current analysis.

The following factors have led staff to move forward on the development and implementation of this service:

- There are private companies that operate successful vanpools throughout the nation
- There is an increased need for reliable cost effective transportation
- Population continues to increase in the small urban area of Canyon County
- A greater number of large employers would benefit from having this option for employees
- Vanpools are a proven form of effective transportation in small urban and rural communities

A business plan is completed, and staff has put out a request to potential private vendors to submit Letters of Interest to work with Valley Regional Transit to implement a program. The submittals are due in January. Private vendors will present their proposal for services in the region to VRT staff. These systems do not require any public funding, so VRT is going to enter into a Memorandum of Understanding that will outline opportunities for coordinating and supporting a successful implementation.

**More Information:** D. Kirk Montgomery, Coordinated Marketing Manager, 258-2750, [kmontgomery@valleyregionaltransit.org](mailto:kmontgomery@valleyregionaltransit.org)



**TOPIC:** Community Transportation Business Plan Schedule

**DATE:** December 21, 2015

**Summary:**

Tod Morris will introduce the planning and implementation schedules for four new Community Transportation programs, in addition to the timeline for a Community Transportation Plan. The new Community Transportation programs will include healthcare access solutions, a coordinated job-access solution, and two solutions designed to address the transportation needs of senior and persons with disabilities. A more detailed summary of these programs is provided below:

- Rides to Wellness- Healthcare Access
  - A coordinated call system will be implemented in coordination with local healthcare providers. The system will allow for patients to schedule healthcare appointments and transportation services by making a single phone call.
- Mobile Village- Job Access
  - A residential shuttle will operate in neighborhoods collecting employees from a variety of workplaces and taking them to centrally located community hubs. At the community hubs, a large transfer process will take place, where employees will switch from their residential shuttles to an employer destined vehicle.
- Access to Independence- Seniors and persons with disabilities
  - Coordinated Volunteer Credits- A volunteer system where volunteers earn transportation credits for providing rides. Credits can then be used by volunteer's friends or family to receive a ride from another volunteer in the system.
  - Lifestyle Service- An on-demand, curb to curb service will be provided in small service areas, offering service to "quality of life" destinations (grocery stores, haircuts, neighborhood parks, etc).

The Community Transportation Plan will provide the framework to coordinate the services and resources needed to establish a "family of transportation services" that will increase the amount of rides available and meet the diverse transportation needs of Treasure Valley residents. The "family of transportation services" represents a collective approach that will utilize a wide range of existing community resources (vehicles, drivers, volunteers, funding) to satisfy these needs. The plan will be developed in coordination with the Regional Transportation Development Plan (RTDP).

**Staff Recommendation/Request:**

Tod Morris will present the schedule for several new Community Transportation initiatives for information to the VRT Board members.

**More Information:** Tod Morris, Mobility Planner, [tmorris@valleyregionaltransit.org](mailto:tmorris@valleyregionaltransit.org)



**TOPIC:** Executive Director Report  
**DATE:** December 23, 2015

### **VRT Strategic Plan**

Goal 1 – Demonstrate responsible stewardship of public resources

- Performance based decision-making

Goal 2 – Build community partnerships

- Coordinate urban and rural transportation networks
- Build advocates for public transportation

### **Highlights:**

#### Organizational Development

I have been reflecting a lot on the activities of Valley Regional Transit for the last 12 months. It has been a busy and productive year. We spent a lot of time on building internal processes that will create a foundation for moving forward. In addition, we have seen some staffing changes. I am excited to announce that we have filled the four open positions. Billy Wingfield will be joining our team at the first of the year as the new Operations Director. We are also welcoming Tod Morris as our full time planner. I introduced Jim McMahon, our new finance director, and Nick Moran, the new ITS administrator, at the last Executive Board meeting.

#### Community Involvement

I attended the following community meetings:

- City of Meridian Senior Advisory Committee
- Alternatives Analysis Steering Committee
- Neighbors United Implementation Team
- United Way Nonprofit Education Breakfast
- Boise City and Ada County Highway District Joint Meeting

#### Mobile Village

Tod Morris will be taking over as the project manager for this project when he officially transition into this role in January. He is continuing to work through a variety of assumptions regarding the transportation solution that the project team has designed.

A small team has been working with me on the design of the auto maintenance training and employment pipeline. We had a very productive meeting with the public sector fleet managers which will help us to refine this element of the project to better meet the needs of potential employers. They were very encouraged by the project and indicated it would be of great value to assisting them in recruiting and retaining future employees. The subcommittee includes Tim Leigh from Department of Labor and Christi Rood from College of Western Idaho.

The next phase of the project will be looking at the organizational structure for the program and determining how to build a coalition of partners to provide the needed resources to make it successful.

#### Access to Independence

Tod will be taking on this project as the official project manager beginning in January. I have participated in the meetings and am really excited about the solutions that are being developed for the assumption testing phase of the project. A more detailed report will be provided to the Board at the January meeting.

#### Healthcare Access Transportation Strategic Plan

This project is moving into the final phases of the solution. The healthcare members of the team have been testing the solution of a coordinated call center with customers. The team will be making a final refinement to the solution based on the customer input and we will be ready to seek support from the project partners and leadership. VRT has been looking at staffing needs and have determined there is adequate funding in the existing budget for the start-up of the new system, as well as to make some enhancements in technology, equipment, and staffing to make the solution successful.

Our next area of emphasis is in defining the transportation options that will be used for the patient referrals. This will be accomplished primarily through the coordination of existing services.

#### Downtown Transportation Demand Challenge

I began working with a team of people to create a solution for addressing transportation into and around downtown Boise with the goal to reduce people's reliance on the single occupancy vehicle. The team members have been in the research phase of the project. We will be meeting again in January to share the summaries of all we have learned over the last several weeks. The research will lead to a brainstorming phase where the team identifies the elements of a successful solution and begin to define possible solutions that meet the criteria for success. The project team consists of staff from VRT, City of Boise, ACHD Commuteride, Downtown Boise Association, Capital City Development Corporation, Boise State University, Idaho Power, and St. Luke's.

**More information contact:** Kelli Fairless, Executive Director, 208-258-2712, [kfairless@valleyregionaltransit.org](mailto:kfairless@valleyregionaltransit.org)



**TOPIC:** Finance and Administration Activity Report  
**DATE:** December 20, 2015

### Summary

This memo provides an update on the Finance and Administration Department.

### VRT Strategic Plan

Goal 1 – Demonstrate responsible stewardship of public resources

### Highlights:

#### Grant Management

Staff has been working closely with FTA's Region 10 Office to streamline the grant approval process. FTA's current Grant Management System TEAM is anticipated to close by December 31, 2015 and transition over to TrAMS (FTA's new Grant Management System) January 2016. Grant applications that have not been submitted in TEAM will not be rolled over into TrAMS. These pending applications will need to be re-entered upon deployment. VRT's Grant Management System (V-Grants) is currently being tested and is progressing forward. The anticipated goal is to have the system fully operational by the first quarter of calendar year 2016.

#### Budget/Finance

Fieldwork for the FY 2015 annual audit has been completed. To date no audit findings have been issued for the audit. Final audit questions are being closed and the preparation of the Management Discussion & Analysis is soon to be underway.

Jim McMahon, the new Finance Director, began employment with VRT on December 1st. Jim is working on preparing business process flow documentation and starting to compile information for the FY 2017 Budget and FY 2015 NTD Reporting processes. Rick Thompson will remain with VRT through the end of January 2016 to assist in Jim's transition and is working on automated grant management system testing.

#### Procurement

Our Procurement Officer (Brian Lee) continues to work with all staff members to address purchasing-related control issues raised during the Triennial review as well as to evaluating the procurement system and to recommend improvements where warranted. To date Brian has worked through approximately 40% of the issues raised by FTA during the most recent Triennial Review.

#### Triennial Review:

VRT has responded to all Triennial findings and is awaiting final closeout on findings associated with Civil Rights. The review of these findings occurs by headquarters staff and not the regional staff.

**For More Information:** Contact Jim McMahon, Finance Director, (208) 258-2709, or e-mail: [jmcmahon@valleyregionaltransit.org](mailto:jmcmahon@valleyregionaltransit.org)



**TOPIC:** Development Department Monthly Report  
**DATE:** December 18, 2015

**Summary:** Update of Development Department activities for the month of December.

## **VRT Strategic Plan**

### **Goal 1 - Demonstrate responsible stewardship of public resources** **Performance based decision-making**

- **Regional Transportation Development Plan (RTDP)**

Kick-off meeting was held on November 13 to review the charter for the project. Interviews of stakeholders and key subject matter experts are underway. A proposal for the public outreach process was submitted to the RCC on December 15 for review and input.

- **Regional Public Transportation Performance Measurement System**

A draft report of the Transportation Performance Measures was submitted to the VRT Board in September 2015. Updates will be submitted on a quarterly basis.

- **Fare Analysis**

A draft policy has been submitted to the Executive Board and the RCC for review and comment. A technical memo outlining current and existing conditions has been completed for the region and its public transportation providers. A comparison of peer agencies has also been completed. A project status update was presented to the RCC on October 20. A fare tariff sheet outline of existing fares for VRT by mode has been drafted and will be presented to the Executive Board for input. Next steps include finalizing the fare tariff sheet for current fares and then modeling proposed changes recommended by the consultant, findings from the peer review, and industry standards.

- **2040 Public Transportation Plan (COMPASS Lead)**

Kittelton reported to Regional Technical Advisory Committee (RTAC) on May 27, 2015 and September 2015. VRT will be utilizing the findings to complete the RTDP. COMPASS is working on running components through modeling.

- **Development Guidelines Update**

This item is complete.

## **Increase ridership and revenue**

- **Transportation Demand Management (TDM) Strategies**

VRT is working with Commuteride, COMPASS, and other community partners to develop travel demand strategies that can be adopted region-wide by all

transportation providers. Rideshare platform software is being procured by ACHD. The platform is scheduled to be implemented in 2016.

- **Service Changes**

Ada County Service Changes – December 2015 – Broadway Bridge Closure and other minor changes.

Intercounty Service Changes – December 2015 – Broadway Bridge Closure and other minor changes.

Canyon County Service Changes – December 2015 – No major changes.

- **Canyon and Western Ada Counties System Analysis**

A stakeholder kick-off meeting was held on October 27, 2015 in Nampa. Stakeholders will be involved in reviewing and recommending options for the system restructure, but also based upon the RTDP and the long range plan completed by COMPASS. Interviews of stakeholders and key subject matter experts are underway. A proposal for the public outreach process was submitted to the RCC on December 15 for review and input. Options will be presented the VRT Board of Directors on January 4, 2016. Public outreach will start in February with a proposed implementation of any service changes by August 2016.

### **Goal 3 - Build institutional and regional capacity** **Seamless Customer Information Enhancements**

- **Real-time Customer Information Mobile Application**

VRT has been meeting with ITD on finalizing grant amounts. ITD has approved the proposed transition plan. Finance is working with ITD to finalize grants. Once funding has been confirmed the project will start.

- **Rideshare Matching Platform**

Application was submitted by VRT & ACHD. Project was included in the Transportation Improvement Program (TIP) administrative modification #4. Platform Software has been procured by ACHD and will be implemented in December 2015.

### **Technology Improvements**

- **Asset Management – Phase II – Work Orders**

Infrastructure and layout of the system is being completed, parts inventory is being imported into the system and an interface with the accounting software is being designed.

- **Automated Vehicle Locator System & Fixed Route Scheduling System**

RouteMatch (RM) installation and “Go-Live” for Ada and Canyon Counties occurred in September & October 2014. All buses are now outfitted with tablets and are



submitting data to the RM system. Real Time web portal for fixed route buses is being monitored for accuracy.

Monitor and Control items were identified and are being worked on by the business owners, e.g. internal policies and procedures.

A press release will be submitted by VRT and RouteMatch for information.

## **Regional Capital Enhancements**

- **Downtown Boise Main Street Station**

Construction is at 73% for Main Street Station. Gardner/ESI has poured the drive aisles, and will be pouring the floors and island starting in late December/early January.

VRT is working with Stephanie Inman on art for Main Street Station. Boise City Council and Capitol City Development Corporation (CCDC) approved funding for artwork in Main Street Station. Amy Cheng was selected as the artist to design the large mural wall.

- **Boise Operations Facility Upgrades**

No projects at this time.

- **Happy Day Transit Center Interior Remodel and Site Improvements**

Project has been scoped. Design for the site improvements has started and construction is anticipated to start in spring/early summer 2016. Design for interior improvements is estimated to start in Spring 2016.

- **Emmett Park & Ride**

Emmett/Gem County funding of Phase II P & R has been approved. Gem County will be working directly with ITD on this project with VRT providing assistance when requested.

- **Nampa Pedestrian Improvements to Improve Access to Transit Stops – FY14**

Nampa has received environmental approval from the FTA on the projects/stops. Project is in design.

- **Nampa Pedestrian Improvements to Improve Access to Transit Stops – FY15**

Project has been approved and awaiting final incorporation of the project into the TIP.

- **College of Western Idaho Roundabout**

Project has been approved and awaiting final incorporation of the project into the TIP. Consultant has been selected via a RFQ.

- **Middleton Park & Ride**

Project has been approved and awaiting final incorporation of the project into the TIP. Consultant has been selected via a RFQ.

### **Other Planning Activities**

- **National Transit Data (NTD) Reporting**

Monthly reporting is being submitted on a regular basis. VRT is working with subrecipients to include their numbers.

- **Title VI**

Report was submitted on October 1, 2014. No response from FTA at this time.

- VRT will be updating Title VI Policy to address disparate impact analysis for potential fare changes.

- **Local Operation Plans**

- **Meridian** – No update
- **Kuna** – No update
- **Boise** – No update

**More Information:** Rhonda Jalbert, Development Director,  
208.258.2707. [rjalbert@valleyregionaltransit.org](mailto:rjalbert@valleyregionaltransit.org)



**TOPIC:** Community Projects/Outreach Efforts Update

**DATE:** Dec. 16, 2015

**Summary:** This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

### **VRT Strategic Plan**

Goal 2 - Build community partnerships/Build advocates for public transportation

- Regional Outreach Toolkit and Speakers Bureau

Goal 3 – Build institutional and regional capacity

- Secure and Stable Funding Sources
  - Public transportation ambassadors and outreach campaign
  - Coalitions and partnerships

### **Highlights:**

- **Outreach Materials** – The curriculum has been finalized for the Public Transportation Leadership Academy (PTLA), which is a joint project between VRT and the Community Planning Association of Southwest Idaho (COMPASS). Work continues on developing the workshop materials (e.g. workbook, session activities) and securing participants. There will be three four-hour sessions held in March, April, and May.
- The written materials for the outreach toolkit I am working on are done except for minor updates. The new project focus is on video updates of the “Faces of Transit.”
- The development of specific plans for a speakers’ bureau, coalitions, ambassadors program, and partnership building has started and outreach scheduling will take place at or near the times of the Academy meetings. I will work with several members of the Executive Board to develop these projects.
- **Miscellaneous** – An updated newsletter (fall/winter) on the construction of the Main Street Station is available at [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org). We collected a record 9,555 toys during Stuff the Bus 2015, held December 5th. I am currently writing the FY 2015 VRT Annual Report. It will be posted online with an option to download a pdf version. Also working with planning staff on upcoming outreach projects (open houses and public hearings) for fare changes, service changes, and the opening of the Main Street Station.

**More Information:** Mark Carnopis, Community Relations Manager, (208) 258-2702, or [mcarnopis@valleyregionaltransit.org](mailto:mcarnopis@valleyregionaltransit.org)



**TOPIC:** Coordinated Marketing Summary January 2016

**DATE:** December 17, 2015

**Summary:**

This memo provides updates on current and upcoming coordinated marketing efforts.

**VRT Strategic Plan**

Goal 1 - Demonstrate responsible stewardship of public resources

- Increase ridership and revenue
- Coordinated marketing plan and its implementation region-wide

**Coordinated Marketing Study Professional Services Agreement**

A presentation was made to the Regional Coordination Council in December highlighting the findings and recommendations of the consultant in reference to the Coordinated Marketing Plan. The RCC passed a motion to adopt the framework of the coordinated marketing plan with a few adjustments. The adjustments to the plan will be made and then the plan will be presented at the January VRT Board meeting for approval and implementation. We are working hard to make sure it is a comprehensive plan that can be implemented to increase ridership and leverage our resources and the resources of other agencies to make sure our customers and all residents of the Treasure Valley have access to transportation and independence.

**ACHD Commuteride**

Valley Regional Transit has worked with ACHD Commuteride to deploy the new rideshare platform. This will be used in marketing and outreach to employers to bring on new participants in the employee pass program which will allow people to enter their trip information and gain access to the best transportation options for their specific trip. All modes will be options including bus, vanpool, carpool, bike, Bikeshare, and walking.

May in Motion 2016 is in full swing, and the planning has begun. May in Motion 101 will happen again this year, and we are already planning exciting and engaging activities for the transportation community & area businesses. We hope to once again see double digit growth in what will be the 10<sup>th</sup> year of the Transportation Champions program. Dates and times of events will be sent out soon.

**Employer Pass Program**

All companies involved in the Employer Pass Program in FY2015 have signed on for the program to continue at their organizations for FY2016. We are excited for all returning organizations and are putting together a plan to increase participation in the transit employer pass plan, as well as increasing organizational memberships in the Boise Greenbike system.

**Caldwell YMCA / Youth Activity Access Shuttle**

All collateral material has been developed for the promotion of this GoRide / My Activity Ride service in Nampa and Caldwell. Brochures, posters, and electronic files, as well as new signage for the buses providing this service have been delivered to the providers. The new service change will launch on December 21, 2015 to align with the Nampa / Caldwell Holiday Break. Ridership will be tracked closely to see if this service can be a viable asset to the Nampa / Caldwell area.

**Capitol City Public Market**

Valley Regional Transit is excited to partner with Capitol City Public Market in the spring of 2016 to provide access to the market and all the products available. VRT will work to assist the refugee and lower income community to help coordinate transportation to the Saturday public market and use their EBT Cards to purchase fresh fruits and vegetables. We are excited to leverage our assets and work with a community partner on this project.

**Fixed Line Later Service Hours**

A coordinated marketing plan is in development to help increase awareness of the new extended hours on the #7 Fairview & #9 State Street. The extended hours began in August.

**Travel Training**

Three weeks into November 2015 and the department successfully travel trained one client to use the fixed route bus system independently. Our Travel Trainer has supported VRT's Goride program for a total of eight hours and has supported the Coordinated Marketing program for a total of eight hours, working two events that reached a total of 52 people.

Our Travel Trainer has been working to grow the Travel Information Volunteer (TIV) program in the Boise service area by spending 25.75 hours actively recruiting. The TIV program currently has nine volunteers that have contributed 113.5 hours in November resulting in 90 people being helped to use the system. Our Travel Trainer is currently scheduling an appreciation luncheon to thank all of our current volunteers for their considerable efforts. Since the inception of the program in early 2013, the volunteers have contributed a total of 1,842.25 hours resulting in 1,258 people being helped.

<https://www.facebook.com/traveltrainingwithvalleyride>

<http://valleyride.com/special-services/travel-training/>

**More Information:** D. Kirk Montgomery, Coordinated Marketing Manager, 258-2750, [kmontgomery@valleyregionaltransit.org](mailto:kmontgomery@valleyregionaltransit.org)



**TOPIC:** Bike Share Program

**DATE:** December 22, 2015

### **VRT Strategic Plan**

Goal 3 - Build institutional and regional capacity

- Regional Capital Enhancements

### **Highlights:**

#### **Program Administration**

- Boise GreenBike has removed approximately 57 bikes, one-half of the fleet, from the streets since ridership has declined considerably with shorter days and colder temperatures.
- Bikes pulled off the street are undergoing complete cleaning and tune-ups.
- As of December 14, 2015 six of the 10 kiosks were taken out of service. This was done in consultation with Social Bicycles. Staff will continue to monitor the four remaining kiosks for performance measures. Goal is to restore all 10 kiosks by March 1, 2016.
- Service continues at reduced capacity throughout the winter months.
- 15 official station hubs with 10 kiosks, 8 'Flex Hubs'.
- Waiting on St. Luke's to pour concrete so the rest of the racks on the main campus can be installed.
- As of December 22, 2015 we have 3423 members who have traveled 27,981 miles in about 12,183 trips. They have burned about 1.12 million calories and reduced carbon by 24,721 pounds.
- Submitted an application for Transportation Alternative funding. If awarded the entire \$240,000 asked for the system would increase from 15 stations to 60 and would add 36 bikes, bringing the fleet to an even 150 bikes.
- Met with CCDC to discuss a new location for the Grove Plaza station. The plaza is being renovated and the current location will no longer work.
- Met with Boise Parks & Recreation about putting bike share stations in popular parks along the Boise Greenbelt.
- Developing new marketing plans for next season.
- Developing an employer plan to increase membership and ridership.
- Developing a new membership plan for Boise State University.

**Sponsorship Plan**

- Title Sponsorship
  - SelectHealth & St. Luke's
- Station sponsors now include:
  - Boise Co-op
  - Banner Bank (3 stations)
  - University of Idaho
  - University of Idaho Law School
  - CCDC
  - Bodybuilding.com
  - **New!** – Treasure Valley Clean Cities Coalition
- Membership Card Sponsorship
  - Key Bank
- Helmet Sponsorship
  - Idaho Power
- Have a proposal before the Veteran's Administration for a station on the VA campus.
- Have a proposal before the management of the Whitewater Park apartments for a new station there.
- Several active proposals before businesses interested in sponsoring stations or assisting with system expansion.
- Continue to schedule meetings with potential sponsors.

**More Information:** Dave Fotsch, Boise Bike Share Director, 208-331-9266  
(cell), [dfotsch@valleyregionaltransit.org](mailto:dfotsch@valleyregionaltransit.org)