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Valley Regional Transit Board of Directors Meeting Agenda

Monday, September 26, 2016

12:00 pm

VRT – 1st Floor Board Room – 700 NE 2nd Street – Meridian, Idaho

I. CALLING OF THE ROLL

Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENT

IV. CONSENT AGENDA

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 07/11/16 VRT Board of Directors Meeting Minutes ☉

Pages 5-7

B. Accept 07/11/16 Executive Board Meeting Corrected Minutes ☉

Pages 8-10

C. Accept 08/01/16 Executive Board Meeting Minutes ☉

Pages 11-14

D. Ratify RCC Membership Listing Changes

On 08/01/16, the Executive Board approved changing the RCC membership listings to change the Idaho Department of Health & Welfare position on the Regional Coordination Council (RCC) to a Community Services representative and to change the ITD position to a Transportation Integration representative. The VRT Board of Directors is asked to review and ratify that action.

V. ACTION ITEMS

A. Special Election for Secretary/Treasurer

Chair Elaine Clegg

An election will be held for the Secretary/Treasurer position on the VRT Board/Executive Board due to the resignation of Craig Hanson from the VRT Board. Ismael Fernandez has expressed interest in the position.

B. Transit Asset Management Inventory and Condition Rating ☺ Page 15 Rhonda Jalbert
The VRT Board members will review and recommend submittal to the FTA of regional public transportation assets with corresponding condition ratings. The list of assets with condition ratings will be emailed to the members for review prior to the meeting.

C. Procurement - Rolling Stock for Community Transportation ☺ Pages 16-18 Tod Morris
*VRT staff recommends the approval of **Resolution VBD16-012** to award to the successful bidder for rolling stock for Community Transportation.*

VI. EXECUTIVE SESSION

The VRT Board will convene into Executive Session at this time Pursuant to Idaho Code 74-206, (b) Personnel Issues.

An action by the VRT Board may follow the Executive Session.

VII. INFORMATION ITEMS

A. Transit Asset Management Update on Federal Transit Administration Requirements - Rhonda Jalbert
Rhonda Jalbert will provide an update on requirements and dates from the Federal Transit Administration for Transit Asset Management (TAM).

B. Designated Recipient Responsibilities and Analysis ☺ Pages 19-22 Kelli Fairless
Kelli Fairless will outline the requirements for VRT to comply with the requirements of a Designated Recipient of Federal Transit Administration formula funding. Staff is recommending the processes pertaining to programming federal dollars be reviewed, analyzed, and updated to ensure VRT can meet all the responsibilities in the federal regulations pertaining to the programming of federal funds. VRT staff are recommending formula funding not be included in the competitive application process for this year. The funds are programmed currently through FY2021 so there would not be any disruption or delay in proceeding with programmed federal projects.

C. Van Loan Program ☺ Page 23 Kelli Fairless
VRT Staff have been in discussions with ACHD Commuteride staff regarding an agreement to allow ACHD to loan use of Commuteride vans purchased with federally funding that are not being used due to decreases in ridership over the last couple of years. The vans could be used to help support some of VRT's low income job access and other human service oriented transportation projects in the region.

D. FY2018 Budget Development Timeline ☺ Pages 24-25 Jim McMahon
The attached FY2018 Budget Development Timeline is included for informational only.

E. Department/Staff Reports ☉

Pages 26-36 VRT Staff

The most current Department/Staff Reports are included in the packet. A video depicting the traffic pattern for the new Main Street Station will be shown at the meeting.

VIII. ADJOURNMENT

☉ = Attachment

Agenda order is subject to change.

NEXT MEETING:

Monday, January 9, 2016

VRT Board Room

700 NE 2nd 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.



Valley Regional Transit Board of Directors

Meeting Minutes

Monday, July 11, 2016

12:00 p.m.

VRT – 1st Floor Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Dave Case, Ada County	Kelli Fairless, VRT
John Brunelle for Pat Shalz, CCDC -phone	John Evans, Garden City	Jim McMahon, VRT
Elaine Clegg, Boise	Ismael Fernandez, City of Wilder	Rhonda Jalbert, VRT
Luke Cavener, Meridian	Eric Jensen, MDC	Billy Wingfield, VRT
Tom Dale for Steve Rule, Canyon County	Craig Hanson, Canyon County	Linda Ihli, VRT
Jim Hansen, ACHD	Nathan Leigh, Parma	Mark Carnopis, VRT
Jeff Flynn for Craig Brown, CWI	Richard Lockett, Star	Jake Hassard, VRT
Bob Henry, Nampa	Martin Luttrell, Melba	Tod Morris, VRT
Steve Jett, Greenleaf		Nick Moran, VRT
David Lincoln, ACCHD		Ben Focht, VRT
Sandi Levi, Nampa		Walt Satterfield, COMPASS
Garret Nancolas, Caldwell		Ken Pidjeon, Citizen
Nicole Nimmons, Boise State University		Sam Patterson, Boise State University
Brent Orton for Rob Hopper, Caldwell – phone (joined at 12:23 p.m.)		Maureen Gresham, ACHD
Ty Palmer, Meridian		Ryan Head, ACHD
Stan Ridgeway, Eagle		Doug Buckendorf, ATU398
Mo Shamseldin, Notus - phone		
Joe Stear, Kuna		
Darin Taylor, Middleton		
Mark Wasdahl for Amy Revis, ITD (ex-officio)		
Rick Yzaguirre, Ada County		

Chair Elaine Clegg began the meeting at 12:02 p.m. with a quorum present and by telephone.

AGENDA ADDITIONS/CHANGES - none

PUBLIC COMMENT – none

Announcements

Bob Henry announced the 101st Snake River Stampede will be the week of July 19-23.

CONSENT AGENDA

Garret Nancolas moved to approve the Consent Agenda as printed; seconded by Joe Stear. The motion was approved unanimously. The Consent Agenda consisted of:

- Approve VRT Board Meeting Minutes - 04/04/16
- Approve VRT Board Special Meeting Minutes - 05/16/16
- Accept Executive Board Meeting Minutes - 04/04/16
- Accept Joint Meeting Minutes/Executive Board & RCC - 05/02/16
- Accept Executive Board Meeting Minutes - 06/06/16

ACTION ITEMS

Update to the Bus Stop Location and Transit Amenities Development Guidelines

Jake Hassard requested the VRT Board approve **Resolution VBD16-010** to approve the Bus Stop Location and Transit Amenities Development Guidelines (TADG) Update. The TADG will be the roadside physical information guidance document used by staff and other agencies/developers in VRT's service area.

Garret Nancolas moved to approve Resolution VBD16-010 (to approve the Bus Stop Location and Transit Amenities Development Guidelines (TADG) Update); seconded by Jim Hansen. The motion was approved unanimously.

Rides to Wellness Business Plan

Tod Morris presented a PowerPoint and reviewed the Rides to Wellness business plan that will be used with the Non-Emergency Medical Transportation (NEMT) providers.

Bob Henry moved to recommend approval of the Rides to Wellness business plan; seconded by David Lincoln. The motion was approved unanimously.

FY2017 Budget Presentation

Jim McMahon presented the final budget information for the FY2017 Budget prior to the Public Hearing.

PUBLIC HEARING - FY2017 Budget

Chair Elaine Clegg turned the meeting over to Chair-elect Garret Nancolas as she had to leave the meeting. Chair-elect Garret Nancolas opened the public hearing at 12:54 p.m. No one signed up to speak at the Public Hearing.

At 12:55 p.m., Tom Dale moved to close the Public Hearing; seconded by Darin Taylor. The motion was approved unanimously.

Approval of Final FY2017 Budget

Following the Public Hearing, the VRT Board considered approval of **Resolution VBD16-011** to approve the Fiscal Year 2017 Budget.

Dave Bieter requested a Ridership Report & On-Time Report at least twice a year.

Following discussion, Joe Stear moved to approve the FY2017 Budget – Resolution VBD16-011; seconded by Dave Bieter. The motion was approved unanimously.

INFORMATION ITEMS

Performance Measurement System Plan

Kelli Fairless reviewed the scope of work that will be used to develop a region-wide performance measurement system that will be developed and adopted in Fiscal Year 2017.

Department/Staff Reports

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

EXECUTIVE SESSION - none

ADJOURNMENT

Bob Henry moved to adjourn the meeting at 1:07 p.m.; seconded by Nicole Nimmons. The motion was approved unanimously.

NEXT VRT Board of Directors Meeting:

Monday, September 26, 2016 at 12:00 p.m.

VRT Board Room

700 NE 2nd Street

Meridian, Idaho



Executive Board Meeting CORRECTED Minutes

Monday, July 11, 2016

11:00 a.m.

VRT – 1st Floor Board Room
700 NE 2nd Street - Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Craig Hanson, Canyon County	Kelli Fairless, VRT
Luke Cavener, Meridian	Ismael Fernandez, Wilder	Jim McMahon, VRT
Elaine Clegg, Boise		Rhonda Jalbert, VRT
Jim Hansen, ACHD		Billy Wingfield, VRT
Bob Henry, Nampa		Linda Ihli, VRT
David Lincoln, ACCHD		Mark Carnopis, VRT
Garret Nancolas, Caldwell		Tod Morris, VRT
Nicole Nimmons, Boise State		Jake Hassard, VRT
Rick Yzaguirre, Ada County		Ben Focht, VRT
		Nick Moran, VRT
		Pat Duncan, Weaver & Associates
		Ryan Head, ACHD
		Maureen Gresham, ACHD
		Samuel Patterson, Boise State
		Ken Pidjean, Citizen
		Doug Buckendorf, ATU 398
		Walt Satterfield, COMPASS

Chair Elaine Clegg began the meeting at 11:03 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES

Garret Nancolas moved to amend the agenda to hold a discussion item – Item V-C - to discuss the evaluation form for the executive director review; seconded by Bob Henry. The motion was approved unanimously.

PUBLIC COMMENTS – none

CONSENT AGENDA

Rick Yzaguirre moved to approve the Consent Agenda as presented (Executive Board Meeting Minutes 06/06/16); seconded by Luke Cavener. The motion was approved unanimously.

ACTION ITEMS**PROCUREMENT-Printing of Route Schedule Brochures**

Mark Carnopis presented a request to the Executive Board members to approve a one year contract with one year renewal to Treasure Valley Litho for redesign of the bus schedules with fixed price for two years. Mark noted today was the last day of the protest period (July 11th), and staff was not anticipating any protests.

Luke Cavener moved to award the bid to Treasure Valley Litho for a one year contract with a one year renewal (for printing of bus route/schedule brochures), pending no protests received by 5:00 p.m. tonight (07/11/16) – Resolution VEB16-005; seconded by David Lincoln. The motion was approved unanimously.

City of Nampa Contribution for FY2017

Kelli Fairless reported she had met with the City of Nampa City Council on July 5th and following discussion about the City of Nampa's contribution, the Nampa City Council voted to support the requested level of funding for FY2017, so service cuts will not have to be considered in Canyon County for the coming fiscal year.

Kelli noted funding is in the budget for next year to replace fare boxes that are not recording rides accurately. Beginning October 1st, staff will look at the local Canyon County services as to how routes affect other routes, how to allocate revenue on local return on investment, and determine a few scenarios to take to Nampa & Caldwell regarding local fixed route services and other kinds of supplemental services that can meet more needs in the community.

Elaine Clegg suggested a vote be taken to thank the City of Nampa for their contribution.

Jim Hansen moved to thank the Nampa City Council for their contribution; the motion was seconded and approved unanimously. Mayor Henry will take the information back to the Nampa City Council.

Item V-C – Discuss Evaluation Form for Executive Director Review

Pat Duncan explained several proposed changes to the executive director evaluation form in looking at results in meeting strategic goals and the mission of the organization.

Elaine Clegg noted a change in the Big 5 Job Functions (#1) in that rather than the executive director concentrating on *finding additional dedicated funding sources*, the executive director is to ensure best practice management of financial resources, staff, and contract oversight. The VRT Board would take on the higher responsibility in

finding stable funding, and the executive director would communicate with organizations in making the case for continued funding (#5).

The Executive Board officers will complete the Executive Director evaluation form and bring a recommendation to the Executive Board at the August meeting.

INFORMATION ITEMS

Procurement Calendar

The most current Procurement Calendar was included in the packet for information.

EXECUTIVE SESSION – None

Announcements:

- Main Street Station is moving along on schedule, and service changes are moving forward.
 - Soft opening of Main Street Station – end of August
 - Open house week before service opens
 - City of Boise planning event around the art installation
 - Grand opening of City Center Plaza in September - Gardner & Company is organizing

- Happy Day Transit Center moving forward on improvements.
- Snake River Stampede – celebrating 101 years – week of July 19-23
- Caldwell Night Rodeo – week of August 16-20
- Twilight Criterium – July 16 includes Celebrity Bike Race

ADJOURNMENT

There being no further business before the Executive Board, the meeting adjourned at 11:33 a.m. Members reconvened at noon with the VRT Board of Directors meeting.

NEXT EXECUTIVE BOARD MEETING:

Monday, August 1, 2016

11:00 a.m.

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



Executive Board Meeting Minutes

Monday, August 1, 2016

11:00 a.m.

VRT – 1st Floor Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Nicole Nimmons, Boise State University	Kelli Fairless, VRT
Luke Cavener, Meridian		Jim McMahon, VRT
Elaine Clegg, Boise		Rhonda Jalbert, VRT
Ismael Fernandez, Wilder		Billy Wingfield, VRT
Jim Hansen, ACHD		Linda Ihli, VRT
Bob Henry, Nampa		Mark Carnopis, VRT
David Lincoln, ACCHD (phone)		Tod Morris, VRT
Garret Nancolas, Caldwell		Jake Hassard, VRT
Rick Yzaguirre, Ada County		Susan Powell, VRT
		Nick Moran, VRT
		Ben Focht, VRT
		Ryan Head, ACHD
		Ken Pidjean, Citizen
		Sam Patterson, Boise State University

Chair Elaine Clegg began the meeting at 11:05 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES

The following corrections to the agenda/packet were noted:

- Item V-D-1 on Agenda under Procurements – Rolling Stock for Community Transportation - should read Resolution **VEB**16-006 (rather than VBD).
- On page 24 of the packet the resolution heading should read Resolution **VEB**16-006 (rather than VBD).
- Request to add a procurement item to the agenda for a contract with Cradlepoint to assist in upgrading of mobile vehicle tracking systems.

Jim Hansen moved to add Item V-D-3 under Action Items for a procurement item with Cradlepoint (to assist in upgrading of mobile vehicle tracking systems); seconded by Dave Bieter. The motion was approved unanimously.

PUBLIC COMMENTS - none

CONSENT AGENDA - Executive Board Meeting Minutes 07/11/16

The following correction was noted to the 07/11/16 Executive Board Minutes:

- Page 5 of the packet on the 07/11/16 Executive Board Meeting Minutes should read, “Elaine Clegg noted a change in the Big 5 Job Functions (#1) in that rather than the executive director concentrating on *finding additional dedicated funding*

sources, the executive director is to ensure best practice management of financial resources, staff, and contract oversight. The VRT Board would take on the higher responsibility in finding stable funding, and the executive director would communicate with organizations in making the case for continued funding (#5).

Jim Hansen moved to approve the Consent Agenda with the noted change; seconded by Bob Henry. The motion was approved unanimously.

ACTION ITEMS

Officer Election for Secretary/Treasurer

Elaine Clegg reported that Craig Hanson has resigned from the VRT Board so there is currently no secretary/treasurer for the VRT Board. Elaine asked if anyone from Canyon County was interested in the position to let her know, and she will bring that to the September VRT Board meeting for a vote.

RCC Membership Listing

Kelli Fairless requested the members approve changing the Idaho Department of Health & Welfare position on the Regional Coordination Council (RCC) to a *Community Services representative*, and also changing the ITD position to a *Transportation Integration representative*. Kelli noted that if the Executive Board approves the change in the makeup of the RCC, staff could then begin recruiting for the positions. The Executive Board could confirm the new members at the September 26th meeting, and the VRT Board of Directors could ratify the changes in the RCC makeup on the September 26th Consent Agenda.

Garret Nancolas moved to approve the RCC membership changes as presented by staff and place on the Consent Agenda for ratification at the September Board meeting; seconded by Jim Hansen. The motion was approved unanimously.

Access to Independence-Lifestyle Service Business Plan

Tod Morris reviewed the Access to Independence Lifestyle Service Business Plan which would provide an effective solution to increase independence for seniors and persons with disabilities. Tod noted the City of Meridian will pilot the service, and the Harvest Church will be the service provider for the lifestyle services in Meridian.

Following discussion, Luke Cavener moved to approve the Access to Independence Lifestyle Service Business Plan; seconded by Jim Hansen. The motion was approved unanimously.

PROCUREMENTS

Rolling Stock for Community Transportation

- Item V-D-1 on Agenda should read Resolution **VEB16-006**
- On page 24 of the packet, the resolution heading should read Resolution **VEB16-006** (rather than VBD).

Tod Morris requested the Executive Board approve **Resolution VEB16-006** to award to the successful bidder for rolling stock for Community Transportation based on the RFB2016-07-01, with pricing not to exceed \$130,000. On 04/04/16, the VRT Board of Directors delegated authority to the Executive Board to purchase the vehicles. Staff would like to begin the service in October.

Garret Nancolas moved to approve Resolution VEB16-006 (Rolling Stock for Community Transportation); seconded by Bob Henry. The motion was approved unanimously.

On-Call Construction Services

Jake Hassard requested the approval of **Resolution VEB16-007** to approve three contracts for entities competitively procured for On-Call Construction Services at VRT facilities and VRT related amenities.

Bob Henry moved to approve Resolution VEB16-007 as presented (to approve three contracts for entities competitively procured for On-Call Construction Services at VRT facilities and VRT related amenities); seconded by Ismael Fernandez. The motion was approved unanimously.

Item V-D-3 – Procurement – Cradlepoint Contract

The Authorization for Expenditure and Resolution VEB16-008 were distributed to the members. Jake Hassard explained the procurement was for a contract with Cradlepoint to assist in upgrading of mobile vehicle tracking systems.

Following discussion, ***Rick Yzaguirre moved to approve Resolution VEB16-008 (for a contract with Cradlepoint to assist in upgrading of mobile vehicle tracking systems); seconded by Jim Hansen. The motion was approved with one dissenting vote by Luke Cavener.***

INFORMATION ITEMS

FY2016 Second & Third Quarter Cash Balance Reports

The FY2016 VRT Second and Third Quarter Cash Balance Reports were submitted as an informational item for the Executive Board to review.

Transit Asset Management - Final Rule

Rhonda Jalbert provided a PowerPoint reviewing the highlights and milestones of the FTA final rule on Transit Asset Management (TAM) requirements that will affect providers of public transportation in the region.

Procurement Calendar

The most current Procurement Calendar was included in the packet.

Department/Staff Reports

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

EXECUTIVE SESSION – none

ADJOURNMENT

At 12:39 p.m. Garret Nancolas moved to adjourn the meeting; the motion was seconded and approved unanimously.

NEXT MEETING:

Monday, September 26, 2016

11:00 a.m. (followed by VRT Board of Directors Meeting at noon)

VRT Board Room

700 NE 2nd Street

Meridian, Idaho

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TOPIC: Transit Asset Management Inventory and Condition Rating

DATE: September 15, 2016

Summary:

The Federal Transit Administration (FTA) has published a final rule to define the term *state of good repair* (SGR) and to establish minimum Federal requirements for transit asset management that will apply to all recipients and subrecipients of chapter 53 funds that own, operate, or manage public transportation capital assets. This final rule requires public transportation providers to develop and implement transit asset management (TAM) plans. TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of their capital assets. The final rule also establishes state good repair standards and performance measures. Transit providers are required to set performance targets for capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database.

The effective date of these rules:

- Transit Asset Management— October 1, 2016.
- National Transit Database—October 1, 2016.

Staff Recommendation/Request:

Review and recommend submittal of regional public transportation assets with corresponding condition ratings to the FTA.

Implication (policy and/or financial):

The final rule will require VRT to implement a Transit Asset Management (TAM) Plan/Policy for the region. The current VRT Asset Management Plan/Policy will be reviewed and modified to meet the FTA TAM requirements.

Highlights:

August 2016

- Executive Board - Information Item

September 2016

- Board of Directors – Action Item – Inventory of Assets with Condition Ratings

January 2017

- Board of Directors – Action Item – Approval Performance Targets for capital assets based on the SGR measures

January - September 2017

- Review and Update TAM plan for the region.

September 2017

- Board of Directors – Action Item – Approve regional TAM plan

More Information: Rhonda Jalbert, Development Director,
208.258.2707, rjalbert@valleyregionaltransit.org



**AUTHORIZATION FOR EXPENDITURE
BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Rolling Stock for Community Transportation	TOTAL COST: \$150,000 (this AFE/Resolution supersedes any previous AFE/Reso on this project)		
<u>PURPOSE/ACTION:</u> Valley Regional Transit is in need of rolling stock to support Community Transportation services.			
<u>SCOPE OF WORK:</u> Procure two (2) accessible vehicles. Vehicles will be equipped with a Smart Floor Technology that allows for various seating configurations that can easily be adjusted to meet rider's varying needs. Vehicles will also include a transit door, which will reduce the physical impact on drivers.			
<u>DISCUSSION:</u> Valley Regional Transit currently struggles to meet the demands for accessible transportation services, and the proposed service is expected to increase the demand. Furthermore, Valley Regional Transit would like to include electric transit doors on any new vehicle purchases.			
<u>ALTERNATIVES:</u> The alternate would be to not procure rolling stock equipped with a transit door; therefore, impacting Valley Regional Transit's efforts to standardize the Community Transportation fleet.			
<u>FISCAL IMPACT:</u> The funding available for this Project is found in the FY16 budget. The total amount of funding available is \$150,000.			
<u>RECOMMENDATION/JUSTIFICATION:</u> Valley Regional Transit received bids on August 22, 2016. Bids came in higher than expected with the inclusion of the transit doors bringing the requested amount to \$150,000. VRT will formally award the bid on October 1 st , allowing enough time to launch the new Community Transportation programs in December 2016.			
<u>POST RFP/FINAL SELECTION OF PROJECT:</u>			
Recommend: VRT staff recommends the VRT Board approve VRT Board Resolution VBD16-012 in the amount of \$150,000 and award to Creative Bus Sales, 11601 Cyrus Way, Mukilteo, Washington 98275, who is the successful Respondent based on the RFB Evaluation Criteria and pricing whose total proposed price for the overall project is \$144,000 with a \$6,000 contingency.			
ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.	09/26/16	VBD16-012

VALLEY REGIONAL TRANSIT BOARD RESOLUTION
Rolling Stock for Community Transportation

RESOLUTION VBD16-012

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE PROCUREMENT OF TWO (2) ACCESSIBLE VEHICLES- RFB2016-07-01 FOR A CONTRACT TO BE AWARDED TO CREATIVE BUS SALES FOR ROLLING STOCK FOR COMMUNITY TRANSPORTATION VEHICLES.

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

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

WHEREAS, Valley Regional Transit is in need of rolling stock with required amenities, e.g. electronic transit doors to support new programs designed to improve access and effectively serve the needs of seniors and persons with disabilities in the Treasure Valley; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2016 budget; and

WHEREAS, this resolution supersedes any previous resolutions regarding this project ; 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 Regional awards the contract to Creative Bus Sales for \$150,000 for the Community Transportation Rolling Stock – vehicles to be equipped with electronic transit doors.

Section 2. That the Board of Valley Regional Transit delegates authority to the Valley Regional Transit 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 26th day of September, 2016.

APPROVED by the Board Chair this ___ day of _____, 2016.

ATTEST:

APPROVED:

SECRETARY

CHAIR

TOPIC: Federal Program Management Responsibilities

DATE: September 16, 2016

Designated Recipient Regulatory Guidance and Establishment:

Valley Regional Transit (VRT) became the designated recipient for Federal Transit Administration program formula funding in 2002. The regulatory guidance defining the roles and responsibilities for designated recipients are provided in Circular FTA C9030.1E. This designation is provided through the Governor and requires the concurrence from the transportation providers and the Metropolitan Planning Organization (MPO) in each region. The federal circular encourages having one single designated recipient for each urban area to simplify and streamline administration and oversight of the federal transit program.

In addition to the federally required concurrences, the Idaho Transportation Department required every jurisdiction in Ada and Canyon counties to concur with VRT taking this designation prior to issuing the Governor's concurrence letter to FTA. VRT's designated recipient responsibility is specifically for formula funding under Sections 5307, 5339, and 5310 programs in the Boise Urbanized Area and Section 5307 in the Nampa Urbanized Area. This action was supported by the enabling statute that governs VRT at the state level under Idaho Code Title 40, Chapter 21 giving the authority over public transportation to a single governmental entity with exclusive jurisdiction.

Designated Recipient Roles and Responsibilities

An important role under the designated recipient rules is programming the federal transit funding. Over the past several years, VRT programs the large and small urban funds to maintain existing fixed-route and paratransit services in both urban areas, and the remaining federal funds have been made available through a competitive process to other transit related projects. These other projects have included bus and facilities improvements for Boise State University, funding to support senior transportation in Ada and Canyon counties, vans for ACHD Commuteride, and sidewalk and bike facilities in Nampa to support connections to transit. Each one of these projects is needed for a strong public transportation system.

COMPASS, the region's Metropolitan Planning Organization (MPO), also has a federally required responsibility in the planning and programming of federal funding. COMPASS must adopt a Transportation Improvement Program (TIP) for the region that shows how all the federally funds will be allocated across the region's transportation projects. The TIP must be fiscally constrained and include all projects that use federally funding or are defined by the region as regionally significant.

In this process, the VRT Board approves the program of projects and submits that to COMPASS for their approval. In addition, COMPASS has assisted VRT with staffing the competitive portion of the federal transit funding process for the last several years.

Current Conditions

Over the last several months, VRT worked diligently to clear-up a backlog of federal grant applications. Delays in executing grants were a combination of factors both at the federal level and within VRT that we have successfully addressed this year. To date, all but a portion of the 2016 allocation are either executed or in a grant ready to be executed.

The funds that are remaining were unable to be included in a grant because of some unintended programming glitches. Due to the glitches in our processes, FTA has provided VRT with training and technical assistance to help us better understand how we can improve our processes and comply more effectively with the requirements of a designated recipient.

VRT staff is learning a lot from the FTA assistance. We are uncovering some unintended results in our processes that may hinder VRT and the VRT Board's role to effectively manage the federal program and provide the appropriate oversight to the subrecipients of federal funds. The good news is that this is a relatively new aspect of our federal responsibilities, and we have one year to complete a review, analysis, and revision of our processes prior to the federal Triennial Review scheduled for FY2017.

Staff Recommendation/Request:

Staff requests the federal transit formula funds not be included in the application process that would program the FY2022 funding in this year's competitive process while we complete the review and analysis of the federal programming processes.

The federal transit formula funding is currently programmed in the draft FY2017 through FY2021 TIP. This allows time for VRT and the VRT Board to complete the analysis and update to processes that will position VRT to create a better alignment between the planning, programming, and grant administration and oversight processes. Staff will present a detailed scope and schedule to be completed this next year that will include a very transparent and inclusive engagement with the community, transportation providers, and local jurisdictions within the region.

Implication (policy and/or financial):

Completing an analysis of VRT's planning, programming, and grant administration functions will allow for better and more transparent governance and oversight on the part of the VRT Board of the responsibilities as the designated recipient for federal formula funding. The alternative is to wait until after the Triennial Review process and risk having findings that might put federal project funding at risk. This will also allow for a better alignment between the Board's mission, goals, and priorities when programming federal funding.

Highlights:

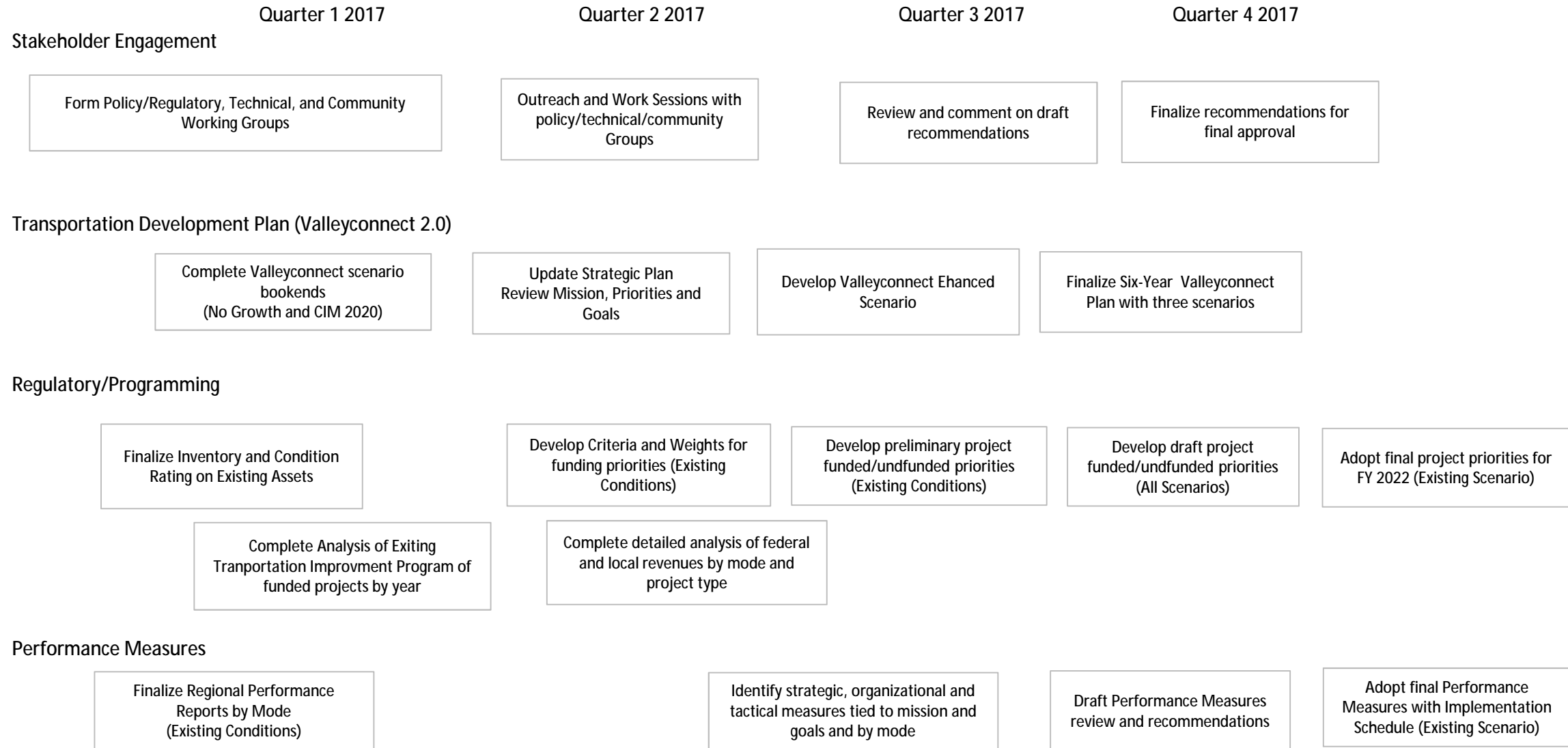
- 1998-1999 – Regional Public Transportation Initiative and regional RPTA established per Idaho Code Chapter 21, Title 40.
- 2003 – VRT completed process with local jurisdictions, COMPASS and Governor concurrence to become Designated Recipient for Section 5307 funding in small and large urban areas
- 2008 to present – COMPASS staffing competitive applications to include formula transit funding
- 2013 – Governor concurrence for VRT Board to be Designated Recipient for Section 5310 large urban funding
- 2012 – MAP-21 Established new program under Section 5339 and established VRT as Designated Recipient for large urban area.
- 2015 – VRT completed the Program Management Plan for Section 5310 program
- September 2016 – FTA training workshop and Technical Assistance Review Project

Attachment

Federal Program Process Flow

For detailed information contact: Kelli Fairless, Executive Director, 208-258-2712, kfairless@valleyregionaltransit.org

Proposed Process Flow
Federal Program Management Analysis





TOPIC: Van Loan Program Agreement

DATE: September 19, 2016

Summary:

The Ada County Highway District operates a public vanpool system in Ada County under Commuteride. The vanpool has seen a drop in ridership over the last few years leaving them with excess vehicles in their fleet. The Commuteride program manager, Maureen Gresham, approached Valley Regional Transit (VRT) staff and proposed a van loan program.

Commuteride currently has 83 active routes in their service area. They have 120 vehicles. They require 105 vehicles to provide an adequate number of spares and allow for expansion of routes. This leaves 15 vehicles available to be loaned to partner agencies like VRT to support our community-based transportation programs under **Goride**.

Staff Recommendation/Request:

This is for information only. Staff will continue to analyze the costs and benefits of the van loaner program. This will lead to a Cooperative Agreement between ACHD and VRT.

Implication (policy and/or financial):

The vans operated under ACHD Commuteride are federally funded assets. The FTA has regulations guiding the appropriate maintenance and utilization of the assets funded with federal match. The loaner program allows for ACHD to prevent the assets from going into an inactive status and paying the additional operational expenses to keep the assets maintained while they are on the inactive status. There is also a concern expressed from Commuteride staff that having inactive vehicles may decrease the priority of replacing vans in the future.

This program will allow VRT to utilize a federally funded asset to increase low income workers access to jobs, healthcare, and other important activities. The vans are in good condition which reduces the maintenance cost when compared to other vehicles in the shared vehicle pool.

Highlights:

- Summer 2016 – Commuteride staff approached VRT staff with van loan proposal.
- August 2016 – ACHD Commissioners notified by email about the program.

More Information: For detailed information contact: Kelli Fairless, Executive Director, 208-258-2712, kfairless@valleyregionaltransit.org



TOPIC: FY 2018 Budget Timeline

DATE: September 26, 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 FY2018 Budget Development is attached to this memorandum.

Staff Recommendation/Request:

Staff is providing the timeline for the FY2018 Budget Development Timeline for information.

Implication (policy and/or financial):

Approval of the budget will provide operating and capital budget authority for FY2018.

Attachment:

FY2018 Budget Timeline

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

FY2018 Budget Development Timeline		
#	Dates	Budget Development Task / Item
1	December 5, 2016	VRT Revenue Analysis Presentation to the VRT Executive Board
2	January 9, 2017	Executive Board finishes reviewing the FY2018 revenues by category for all VRT Divisions
3	February 6, 2017 / March 6, 2017	Executive Board review of the FY2018 VRT expenditure projections for all VRT Divisions
4	May 1, 2017	Executive Board preliminary budget review
5	June 5, 2017	Executive Board final budget review and establishment of the public hearing date
6	July 10, 2017	FY2018 Budget presentation to the VRT Board of Directors with request for approval



TOPIC: Executive Director Report
DATE: September 19, 2016

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:

The summer has been a busy one for VRT and for me personally. I got married in August so I will be going through the process of changing my name over the next several weeks. I wanted to minimize any confusion and have all the legal identification in place before I start using my new name in email and on agreements. October 1 is when I will begin to use my married name, Kelli Badesheim, for all my work related communications.

Organizational Development

We have been working diligently over the last several months to complete a back-log of federal formula grants. The process has helped us gain some insight into our regulatory processes as a designated recipient and our role to oversee the federal program. There is a more detailed memo in this packet which will be followed-up by a Board discussion on September 26.

VRT was part of a workshop training last week with FTA Region X staff. We will also be part of a technical assistance review project at the end of September. These efforts are designed to assist VRT to be prepared for our next federal review scheduled in summer 2017.

Professional Development

No activity in this area.

Community Involvement

I attended the following community meetings:

- Nampa Community Group working on Low Income Food Access
- Mobile Village Steering Committee
- Central District Health Rides to Wellness pitch presentation
- Outreach meetings with Downtown Boise hotels and low income workers transportation needs
- City of Boise team addressing downtown Boise mobility needs

- Meridian City Council Lifestyle business plan presentation and budget hearing
- West End Shared Parking Committee at City of Boise

Downtown Transportation Demand Challenge

VRT staff has been working on outreach to downtown hotel workers to identify solutions to making mobility options which support job access more available and affordable. We have conducted extensive data collection and outreach meetings. We are also including the City of Boise in the project for short-term mobility solutions. I am finishing the outreach template for a sample of employers and customers in the larger downtown area. The project team will be conducting outreach on our mobility solutions over the course of the next several weeks.

Southwest District Health (SWDH) Transportation

We completed outreach surveys with key customer groups in Canyon County. I will be meeting with the project team to begin building the Solutions Building Blocks. The first part of that process is to evaluate the input we have received from the customers and begin to formulate the criteria needed for a successful solution.

Coordination Projects

I continue to provide staff support to the three design thinking projects we have been developing over the last year. The three projects include Mobile Village, Access to Independence, and Rides to Wellness.

More information contact: Kelli Fairless, Executive Director, 208-258-2712, kfairless@valleyregionaltransit.org



TOPIC: Finance and Administration Activity Report
DATE: September 26, 2016

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

- ID-2016-011-00 (FY14-16 5310 LU Acquire Transportation Services): This grant has been awarded.
- ID-2016-008-00 (FY15-16 5307 LU - SU Boise / Nampa PM, MM Ops and Imp, ADA, Rehab/Reno Station Lighting, Vehicles): This grant has been awarded.
- ID-2016-017-00 (FY13-16 - 5307 SU PE/Construct Bike/Ped Improvements, Parking Lot and Bldg Reno, Support Vehicle, Admin and Maint Equip): This grant has been certified by DOL and is expected to be awarded with in the week.
- ID-2016-015-00 (15-16 STP 5307 LU - SU Vehicle Purchase/Rehab, Equip, ITS): Awaiting final certification from DOL.
- ID-2016-016-00 (FY13-16 5307 LU Main Street Station, BSU Park and Ride Storage Facility, Rehab/Reno): Awaiting final certification from DOL.

VRT has a small amount of grants pending input into the FTA TrAMS System. To date, the VRT Grants Administrator has completed the input of grants that constitute the largest majority of available funding. We will be working on FY2017 balancing of projects to FY2016 actual operational and capital project expenses in order to optimize the FY2017 grant writing process.

Grants Administrator has submitted FY2017 Program of Projects to COMPASS and has been working on preparing for the ITD & FTA Technical Reviews.

Budget/Finance

Finance has completed the QR-3 Budget to Actual Variance Analysis. The report will be presented to the Executive Board on September 26, 2016 after material variances were reviewed with directors and divisional managers. The Accounting Manager (Linda Roberts) has closed July. All Finance staff is currently working with McFarland Management to document Finance processes in order to assess the adequacy of the current financial management system (FleetNet). Staff is also analyzing the roles and responsibilities of business processes that span across VRT Development – Grants Administration – Accounting.

Procurement

- The “Boise GreenBike” lease was finalized; move in date of September 1, 2016 complete.
- “Coordinated Marketing Campaign.” – Working with the Operations and Development to finalize the agreements and start dates of various marketing and promotional campaigns.
- Received bids for “Two (2) Wheel Chair Accessible Vans (with Smart Floor technology),” awaiting Board Approval for additional funds.
- Received bids for “Janitorial Services MSS” anticipated award date September 15, 2016.
- Bids for “Ten (10) CNG Fuel Passenger Buses due September 19, 2016.
- Received, license and processed invoices for three (3) new 35’ Buses.
- Assisted Grants Administrator (Kelly Higgs) in preparation for the FTA Technical Review scheduled for September 26-29, 2016.
- Issued the Notice to Proceed (NTP) to the apparent low bidder for Printing Services RFB 2016-05-04.
- Processed the invoices for “Tank Removal, Re-Install and Replacement” project, completed August 15, 2016.

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



TOPIC: Development Department Monthly Report
DATE: September 14, 2016

Summary: Update of Development Department activities for the month of August.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance based decision-making

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

VRT has been working with the consultant on the RTDP by mode. Working towards defining scenario bookends: maintaining existing budgets and what is needed to meet updated Communities in Motion (CIM) for public transportation up to 2022. Team is working on finalizing criteria for ranking and rating projects within CIM. Have Capital Improvement Plans (CIP) by mode for the next 10 years. Looking at what goals and thresholds should be set for the region by mode.

Phase II of the RTDP which includes the community transportation/mobility programs has started. The consultant has finalized the outline/table of contents and scenarios of the plan. Team is working on finalizing criteria for ranking and rating projects and goals and thresholds should be set for the region.

- **Regional Public Transportation Performance Measurement System**

VRT has been collecting performance measures, e.g. ridership, vehicle revenue miles & hours, etc. from all modes of service. The tactical performance measures will be presented to the VRT Board of Directors on a quarterly basis.

VRT is working with stakeholders and board members on creating Strategic, Operational, and Tactical Performance measures for Public Transportation.

- **Fare Analysis**

No new items to report. VRT is working on the proposed updates for the VRT fare tariff.

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

COMPASS has created a Public Transportation Workgroup, which is meeting on a monthly basis. COMPASS and workgroup will be reviewing the High Capacity Corridors Matrix for evaluations of selected corridors. Proposed evaluation criteria is: connections to activity centers, connections to planned bus routes, population and job analysis, bike/pedestrian connections, park and ride connection/opportunities, transit orientated development opportunities, and

projected costs (capital and operating). Next steps will be model runs for corridor analysis and score & rank corridor/mode options.

- **Development Guidelines Update**

Bus Stop Maintenance Plan project has completed the criteria for bus stop improvements to be ranked and rated/prioritized. Next steps are to present criteria to the Regional Coordination Council for review and recommendation.

Increase ridership and revenue

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

No new items to report. ACHD has a new web site that helps facilitate people researching commuting options. <https://www.sharetherideidaho.com/public/home.aspx?customsubsite=district3>

- **Service Changes**

Service Changes – To be implemented in late October 2016.

Printed Schedules – Route and System Maps have been updated and are posted on our website.

Goal 3 - Build institutional and regional capacity

Seamless Customer Information Enhancements

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

Real Time information data will be available this calendar year. This information will be sent to 511 and Google. VRT app will provide real time information. VRT is testing this app, and it should be ready for public use by the end of the year. Google currently does not support real-time information for our region/area.

- **Rideshare Matching Platform**

No new items to report. <https://www.sharetherideidaho.com/public/home.aspx?customsubsite=district3>

Technology Improvements

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

Boise State is inputting its assets and parts into the system. VRT staff is working on drop downs and configuration items. VRT and Boise State will be testing the system in October.

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

No new items to report. This project is complete and is in the monitor and control phase.

Regional Capital Enhancements

- **Downtown Boise Main Street Station**

Construction is at 95% for Main Street Station. Tenant improvements are underway. Art is being installed. Art dedication and Open House is scheduled for October 13, 2016. Soft opening for Customer Service is scheduled to be one week prior to Opening. Opening is scheduled for late October 2016 to coincide with service changes.

- **Boise Operations Facility Upgrades**

No projects at this time.

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

Parking Lot Construction started on July 18, 2016. Front and back lots have been pulverized. General Contractor is working on utilities, etc. Project completion is estimated to be December 2016.

Design for interior improvements is estimated to start in the late fall of 2016 once the grant funding has been obligated.

- **Emmett Park & Ride**

No new items to report at this time.

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

Nampa is finalizing the design contract with the selected consultant.

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

No new items to report at this time.

- **College of Western Idaho Roundabout**

No new items to report at this time.

- **Middleton Park & Ride**

Environmental Work has been approved by FTA. The design documents will be finalized this winter. Construction is estimated to start spring 2017.

- **Nampa Transit Orientated Development** - No new items to report at this time.

Other Planning Activities

- **National Transit Data (NTD) Reporting** - FY15 reporting was closed out with no issues. Monthly reporting is continuing.

- **Title VI** - No new items to report at this time.

- **Community Transportation**

- **Rides to Wellness- Healthcare Access**

The Rides to Wellness pilot launched its soft opening in August 2016. Staff is working to refine program operations to ensure high quality customer service. Staff is currently secret shopping the program's partnering NEMT providers to confirm compliance with set communication and service protocols. The Rides to Wellness program will look to expand into Saint Alphonsus clinics in early October. The program will look to expand populations serviced in year two, following a successful pilot year.

- **Lifestyle - Access to Independence - Seniors and persons with disabilities**

Staff has been working with Harvest Church to prepare the organization to become a service provider for Meridian seniors and persons with disabilities. Staff will kick off an extensive training process with the program's drivers and staff beginning in late September. The launch date for the new program is set for early December 2016. The implementation of the program will include the procurement of two 2) 15- Passenger, Wheel Chair Accessible Vans. Marketing efforts to promote the service will begin in mid-October and include multiple outreach efforts and the development of a user friendly website.

- **Village Van/Mobile Village- Job Access Transportation**

Staff is continuing efforts to secure funding to support the current job access transportation program, Village Van. This program will serve as a safety net service for low-income workers. VRT staff is working to develop new strategies to incorporate vanpooling and carpooling options for low-income workers who are referred to the GoRide program. The development of these options will encourage riders to be transferred off of the Village Van service into a more self-sustaining transportation option.

Additionally, staff is developing a service outline to support hospitality workers in downtown Boise. This service will consist of a park and ride located on the periphery of downtown and a series of scalable transportation options to connect downtown employers to the park and ride location. The service is designed to incorporate a wide variety of transportation options, including taxis to provide 24/7 access into downtown Boise.

More Information: Rhonda Jalbert, Development Director,
208.258.2707. rjalbert@valleyregionaltransit.org



TOPIC: Operations Department Monthly Report
DATE: September 15, 2016

Summary: Update of Operations Department activities for the month of September 2016.

VRT Strategic Plan Update

Goal 1 - Demonstrate responsible stewardship of public resources

Strategy 2: Increase ridership and revenue

Project Name: Coordinated Marketing Plan

The Coordinated Marketing Plan was completed by Linda Freeze Martin and presented to the Board in January of 2016.

Goal 2 - Build community partnerships

Strategy 1: Coordinate urban and rural transportation networks

Initiative Name: Community Link – 5310 for Older Adults and Persons with Disabilities.

	<u>2015</u>	<u>2016 YTD (7/2016)</u>
• SHIP/Veterans Van	145	1,912
• Meridian	163	1,845
• Village Van	3,233	4,080
• Shared Vehicles	547	4,068
• My Activity Ride	0	1,868

Goal 3 - Build institutional and regional capacity

Strategy 1: Seamless Customer Information Enhancements

Project Name: Regional on-line and phone reservation system

The Rideline Department has made significant strides over the last several months in achieving a fully implemented regional online and phone reservation system. To date some of those achievements include:

Go Ride Vehicle Procurement

A successful bidder for two accessible vans with smart floor technology has been identified. The vans will be used for the delivery of the new Meridian “Life Style” service implementation scheduled for December 2016.

Ada County Fleet Re-tank Campaign

The CNG tank removal, decommissioning, and replacement campaign was completed as of late August 2016, and all vehicles are currently operating in revenue service.

Ada County Replacement Vehicles

VRT has released two addendums in response to vendor questions related to the purchase. The bid responses are due 9/19/2016.

Canyon County Replacement Vehicles

Canyon County's vehicle procurement was consolidated into the vehicle purchase for the Ada County Fleet covered above. VRT has released two addendums in response to vendor questions related to the purchase. The bid responses are due 9/19/2016.

Boise State University Maintenance Software Implementation

VRT has been working in partnership with Boise State University to implement the University's first maintenance software support tool (trapeze). This software tool has the capacity to be used for the maintenance of all BSU assets; however the implementations primary purpose will be for maintaining vehicle equipment purchased with federal funds in alignment with the State of Good Repair provisions outlined by the Federal Transit Administration.

The implementation date for "Go Live" has been delayed due to manual data entry tasks resulting from an outdated software version and limited man power to manually input data into the system. The tentative schedule for software updates is December 2016, at which point the implementation team will be able to continue with progress toward going live.

Fixed Route AVL / GPS

The Main Street Station has posed some unique challenges related to both data communication and GPS signal strength while down in certain areas of the enclosed main street station. VRT has developed an action plan which will be implemented in two phases. The first phase will address hardware infrastructure (modems) onboard buses to support connectivity. The second phase will involve acquiring a GPS signal down into the MSS facility and VRT is currently exploring solutions.

Phase I of the hardware implementation was completed in late August of 2016. Testing is currently underway on all vehicles equipped with the new modems and early reports on DATA connectivity and signal connection are good.

Education, Awareness Marketing Campaign

VRT will be coordinating with several organizations to build an education and awareness campaign around the opening of the Main Street Station. This effort will educate the public on how the facility will operate the traffic impacts on the street for motorist and general pedestrian and cyclist safety tips.

More Information: Billy Wingfield, Operations Director,
208.258.2726. bwingfield@valleyregionaltransit.org



TOPIC: Community Projects/Outreach Efforts Update

DATE: Sept. 15, 2016

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** – I will kick off the VRT Speakers Bureau with a presentation to a church group on Sept. 22nd. I still need to update handout materials and will start scheduling more outreach events soon (primarily to civic groups).
- **Marketing** – I worked with VRT Planner Tod Morris to develop a marketing plan for the Canyon County Vanpool program. Our next focus is on developing a marketing plan on Harvest Transit in Meridian, a lifestyle transportation service scheduled to begin operation in early December. I am also involved in developing the overall VRT marketing plan for FY 2017.
- **Miscellaneous** –
 - Still have a lot of projects left to do regarding the opening of Main Street Station and implementation of service changes – both scheduled to occur in late October. A main website project is making it easier to access ValleyRide bus route information on smart phones.
 - I am completing a draft of my outreach/work plan for FY2017.
- **More Information:** Mark Carnopis, Community Relations Manager, (208) 258-2702, or mcarnopis@valleyregionaltransit.org