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# Executive Board Meeting Agenda

Monday, December 5, 2016 at 11:00 a.m.

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

## I. CALLING OF THE ROLL

Chair Elaine Clegg

## II. AGENDA ADDITIONS/CHANGES

## III. PUBLIC COMMENTS

## IV. CONSENT AGENDA

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

**A. Approve Minutes Joint Meeting Executive Board/RCC 11/07/16 ☺**

Pages 4-7

**B. Accept 10/18/16 RCC Minutes ☺**

Pages 8-11

## V. ACTION ITEMS

**A. Bus Stop Maintenance Criteria ☺**

Pages 12-13

Jake Hassard

*The Executive Board members will review and recommend to the VRT Board approval of the ranking and rating criteria for bus stop maintenance.*

**B. Main Street Station Bike Storage Room Fees ☺**

Pages 14-15

Jake Hassard

*The Executive Board members will review and recommend to the VRT Board approval of a rental fee structure for the Main Street Station Bike Storage Room.*

**C. Procurement - Ten (10) Demand Response & Fixed Line Vehicles Purchase ☺**

Pages 16-18

Jim McMahon

*The Executive Board will review for approval **Resolution VEB16-010** for the purchase of ten (10) Demand Response & Fixed Line vehicles for the Boise TMA & Nampa UZA Systems.*

**D. Officer Succession & Nominations ☺**

Pages 19-20

Kelli Badesheim

*The Executive Board will review and approve officer succession and discuss nominations for Secretary/Treasurer and at-large positions for the 2017 calendar year.*

**E. Confirm 2017 Meeting Calendars & Review Proposed 2018 Meeting Calendars**

Pages 21-22

Kelli Badesheim

*The members will review and confirm the 2017 meeting dates for the VRT Board of Directors meetings and Executive Board meetings and review the proposed meeting dates for 2018.*

**F. Request for Public Hearing Date for FY2017 Budget Amendment ☉**

**Page 23**

**Jim McMahon**

*Jim McMahon will review the proposed FY2017 Budget Amendment, which incorporates FY2016 carry forwards to FY2017, and request a Public Hearing date be set for the regularly scheduled VRT Board of Directors meeting on January 9, 2017 at 12:00 p.m.*

**G. Request for Public Hearing Date-Surplus & Obsolete Asset Disposals ☉**

**Page 24**

**Billy Wingfield**

*Billy Wingfield will request the Executive Board approve a Public Hearing for Surplus & Obsolete Asset Disposals for one year to be held at the VRT Board of Directors meeting scheduled for January 9, 2017 at 12:00 p.m.*

**H. Proposed Agenda for 01/09/17 VRT Board of Directors Meeting ☉**

**Pages 25-26**

**Kelli Badesheim**

*The members will review and confirm the proposed agenda for the 01/09/17 VRT Board of Directors Meeting.*

**VI. INFORMATION ITEMS**

**A. Department/Staff Reports ☉**

**Pages 27-40**

**VRT Staff**

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

**VII. WORK SESSION - Valleyconnect 2.0 Enhanced Transit Scenario**

*Kelli Badesheim and Liisa Itkonen will lead the members in a Work Session to develop an Enhanced Transit Scenario that assumes additional funding for transit. The work session is designed to guide where additional investments would be made to the base system currently being operated in the two-county region.*

**VIII. ADJOURNMENT**

**☉ = Attachment**

*Agenda order is subject to change.*

**NEXT EXECUTIVE BOARD MEETING:** *Monday, January 9, 2017 at 11:00 a.m.*

*Followed by VRT Board of Directors Meeting at Noon*

*VRT Board Room - 700 NE 2<sup>nd</sup> Street - Meridian, Idaho*

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



# JOINT MEETING MINUTES

## VRT Executive Board & Regional Coordination Council

Monday, November 07, 2016

11:00 a.m.

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

<b>Ex Board MEMBERS PRESENT</b>	<b>Ex Board MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Luke Cavener, Meridian	Dave Bieter, Boise	Kelli Fairless, VRT
Elaine Clegg, Boise	Ismael Fernandez, Wilder	Rhonda Jalbert, VRT
Jim Hansen, ACHD	TBD, Canyon County	Billy Wingfield, VRT
Bob Henry, Nampa	TBD, Boise State	Linda Ihli, VRT
David Lincoln, ACCHD		Mark Carnopis, VRT
Garret Nancolas, Caldwell		Jake Hassard, VRT
Rick Yzaguirre, Ada County		Susan Powell, VRT
<b>RCC MEMBERS PRESENT</b>	<b>RCC MEMBERS ABSENT</b>	Tod Morris, VRT
John Bechtel, Veterans	Deborah Allen, Vocational/Labor	Ryan Head, ACHD
Susan Bradley, Transit Rider or Consumer	Lisa Brady, Educational Programs	Ken Pidgeon, Citizen
Amanda Brelsford, Low Income Individuals & Families	Therrie Butz, Housing	Liza Itkonen, COMPASS
Leslie Felton-Jue, Neighborhood Associations	Jason Madsen, Blind & Visually Impaired Community	Fred Kitchener, McFarland Management
Kara Fink, Limited English Speaking Population	Donna Waters, Older Adults	Rocky Perkins, ATU 398
Maureen Gresham, Transportation Service Providers	TBD, Health & Welfare	
Terri Lindenberger, Rural Providers	TBD, Local Governments	
Jeremy Maxand, Persons with Disabilities	TBD, Non-Emergency Medical Transport	
Courtney Rosenkoetter, At-large		
Mark Wasdahl, Transportation Integration		
Tina Wilson, Employers - phone		

VRT Chair Elaine Clegg began the joint meeting of the VRT Executive Board and Regional Coordination Council at 11:06 a.m. with a quorum of both groups present.

### **AGENDA ADDITIONS/CHANGES**

***Garret Nancolas moved to add an information item on the Bike Storage Room Documents and Fees at Main Street Station; seconded by Jim Hansen. The motion was approved unanimously.***

**PUBLIC COMMENTS – none**

**CONSENT AGENDA – EXECUTIVE BOARD ONLY**

David Lincoln noted a correction on the 09/26/16 Executive Board Meeting minutes in that he was present in person rather than on the phone.

***Bob Henry moved to approve the Executive Board Consent Agenda with the correction noted by David Lincoln; seconded by David Lincoln. The motion was approved unanimously. The Consent Agenda consisted of:***

- *Approve Corrected Minutes of 09/26/16 Executive Board Meeting*
- *Approve 09/28/16 Executive Board Special Meeting Minutes*
- *Accept 09/20/16 RCC Orientation Meeting Minutes*
- *RCC Membership - Amanda Brelsford to represent Low-income Families and Individuals on the Regional Coordination Council.*

**CONSENT AGENDA – RCC ONLY**

RCC Chair Jeremy Maxand recognized Amanda Bresford as a new member of the Regional Coordination Council.

***John Bechtel moved to approve the RCC Consent Agenda to approve the 10/18/16 RCC Meeting Minutes; seconded by Terri Lindenberg. The motion was approved unanimously.***

**ACTION ITEMS – EXECUTIVE BOARD ONLY****Designation of Signature Authority for TrAMS**

Kelli Badesheim explained that she has had signature authority since 2003 when VRT became the designated recipient for federal dollars. Due to a recent name change, Kelli requested approval of a resolution to approve the Designation of Signature Authority for Transit Award Management System (TrAMS) to change her name from Fairless to Badesheim.

***Bob Henry moved to approve Resolution VEB16-009 to approve the Designation of Signature Authority for Transit Award Management System (TrAMS); seconded by Rick Yzaguirre. The motion was approved unanimously.***

**INFORMATION ITEMS – EXECUTIVE BOARD & RCC****511 System Update**

Fred Kitchener provided an update on the 511 System and explained that the updates to the database structure and displays of both Google Maps and the 511 System will include better integration with the Idaho Traveler Information System (511), display of real-time vehicle locations, ability of users to build profiles and save routes,

development of new smartphone apps, and creation of a real-time database accessible by Google. The current capabilities of the 511 System were demonstrated.

### **Bus Stop Maintenance Ranking Criteria**

Jake Hassard presented the Bus Stop Maintenance Ranking Criteria which was reviewed by the RCC members on 10/18/16. Jake noted there are 900 bus stops that need to be kept up to date, well maintained, and managed. Following discussion, ridership criteria will be incorporated into the criteria. The item will be on the December 5<sup>th</sup> Executive Board agenda for action.

### **Bike Storage Room Documents & Fees**

Jake Hassard explained VRT has a bike storage room located within the Main Street Station facility to provide a secured bike parking location for the public. VRT will need to establish documents and a fee structure to include Bike Room Storage Room Rules & Regulations, Waiver & Release of Claims, Agreement, and Pricing/Fee Schedule. A handout showing examples of bike storage documentation was distributed. Staff will bring the item to the Executive Board for action on December 5<sup>th</sup>.

### **WORK SESSION - Valleyconnect 2.0 - Strategic Plan Update**

Kelli Badesheim conducted a work session to review and provide updates to the Valley Regional Transit strategic vision, mission, priorities, and goals. The final Valleyconnect 2.0 document will integrate the strategic plan, service plans, performance measures, and project prioritization into one over-arching document and will include:

- Organized by mode
- Foundation in strategic vision and mission
- Scenario-based six-year operating plans
- No change (static funding)
- Maintaining existing services (minimal increase)
- Communities in Motion (CIM) 2022 – investments aligned with CIM Horizon

Following discussion, Kelli Badesheim will recommend a path forward that will incorporate the work session discussion including:

- Refresh the Vision, Mission, Guiding Principles, Priorities, and Goals
  - Develop Vision & Mission into a more active voice
- Technology – how technology affects new mobility options and shared mobility
- Community Partnerships – get businesses and private sector more involved
- Bring customer public input into the process
  - Hands on approach modeling
  - Use Main Street Station for public input meetings

Elaine Clegg reported it is her intent to bring forward a funding option next year as past-chair. As current chair, she is asking members to look at something tangible which could lead to the kind of service that has been talked about for so long.

- Internal Campaign – what could be bought as a consumer of transportation if more money was available
- External campaign – provide information about what services more money could buy
- At the Executive Board meeting in December do scenario planning
  - Use the model the COMPASS Working Group used
  - Work with data on density, destinations, and facilities
  - Develop a baseline of what a system could look like using real time costs and maps
  - One stop shop for transit planning
  - Tie the short term plan more actively with the long term plan using prototypes with cities.
- Provide a transportation system that has high quality choices for people to get around and excite people that this is a great way to live, to save money, and to save time.
  - Provide viable options for the professional rider.

### **Department/Staff Reports**

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

John Bechtel announced that a Veterans Memorial Service would be held on Friday, November 11<sup>th</sup> at 11:00 a.m. at the old Library in Caldwell. The building was purchased by the City of Caldwell and leased to the Caldwell Veterans Memorial Board which is remodeling the building and hoping to have it open for Veterans next spring.

### **ADJOURNMENT**

***At 12:56 p.m. Garret Nancolas moved to adjourn; seconded by Bob Henry. The motion was approved unanimously.***

### **NEXT MEETINGS:**

***VRT Executive Board***  
*Monday, December 5, 2016*  
*VRT Board Room*  
*70 NE 2<sup>nd</sup> Street*  
*Meridian, ID*

***Regional Coordination Council***  
*Tuesday, December 20, 2016*  
*VRT Board Room*  
*700 NE 2<sup>nd</sup> Street*  
*Meridian, ID*



**REGIONAL COORDINATION COUNCIL MINUTES**  
**Tuesday, October 18, 2016 at 9:00 a.m.**  
**Main Street Station – 777 W. Main Street – Boise, Idaho**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Deborah Allen, Vocational/Labor	John Bechtel, Veterans	Kelli Badesheim, VRT
Lisa Brady, Educational Programs	Luke Boehland, Non-emergency Medical Transport	Linda Ihli, VRT
Susan Bradley, Transit Rider or Consumer	Therrie Butz, Housing	Mark Carnopis, VRT
Leslie Felton-Jue, Neighborhood Associations	Kara Fink, Limited English Speaking Population	Jake Hassard, VRT
Maureen Gresham, Transportation Service Providers - phone	Jason Madsen, Blind & Visually Impaired Community	Rhonda Jalbert, VRT
Terri Lindenberg, Rural Providers	Donna Waters, Older Adults	Tod Morris, VRT
Jeremy Maxand, Persons with Disabilities	Tina Wilson, Employers	
Courtney Rosenkoetter, At-large	TBD, Community Service	
Mark Wasdahl, Transportation Integration	TBD-Low Income Individuals & Families	
	TBD, Local Governments	

Chair Jeremy Maxand began the meeting at 9:05 a.m. with a quorum present and by telephone. It was noted that Amanda Brelsford with CATCH had applied for the Low-income Families & Individuals position. Amanda's name will go to the Executive Board on November 7<sup>th</sup> Consent Agenda.

**AGENDA ADDITIONS/CHANGES** - none

**CONSENT AGENDA**

***Leslie Felton-Jue moved to approve the minutes of the 09/20/16 RCC Orientation Meeting; seconded by Lisa Brady. The motion was approved unanimously.***

**PUBLIC COMMENT** - none

**ACTION ITEMS**

**Revised RCC Planning Calendar FY2017**

Kelli Badesheim reviewed the revised RCC Planning Calendar for FY2017.

***Susan Bradley moved to approve the planning calendar; seconded by Terri Lindenberg. The motion was approved unanimously.***

**Bus Stop Maintenance Ranking Criteria**

Jake Hassard reviewed the Bus Stop Ranking Criteria which detailed how bus stops are ranked for improvement and how the stops are selected for future investment.



Following discussion it was determined to have the infrastructure subcommittee continue and discuss the barriers to creating good connection between transit, cities, and ACHD.

***Lisa Brady moved to recommend the list as stands to the Executive Board; seconded by Maureen Gresham. The motion was approved unanimously.***

### **Public Comments Summary Draft Report**

Mark Carnopis presented the draft Public Comments Summary Report for January 1- October 10-2016 noting 273 public input comments/complaints. Forty eight comments/complaints were operations related of which 27 were validated complaints.

Discussion points included:

- Public input process
  - Enter into FleetNet
  - Given a code
  - Validation process
    - Look at data/video/interview bus operator
    - Staff responds to complaints within 48-72 hours on case by case basis
- Set up categories
  - Operations
    - Out of those validated, drill down to subcategories
      - Driver/equipment
      - Source of comments-phone/email/website
      - How many validated
      - Include words behind comment/complaint
- Provide industry standards/best practices
- National standard for % of complaints
- Webpage
  - Create a feedback logo
  - Include generic email address
  - Provide form on website rather than just email address
- Customer Service ask questions in same way as on form on the website so consistent information is received
- Be sure policy tightened up that every comment/complaint be entered into FleetNet
- When comment/complaint made, share results with general public so know action has been taken
- Pull numbers from last couple of years
  - Drill down to what need to be working on
  - What are the trends

- What are we going to do about it
- Provide option on phone line
- Facebook - VRT currently has Facebook & Twitter accounts
- Establish subcommittee to help make this a meaningful report which would lead to improvements on data capture
  - Subcommittee volunteers included:
    - Maureen Gresham
    - Deborah Allen
    - Courtney Rosenkoetter
    - Terri Lindenberg
  - Mark will pull the group together and research best practices
- Present at joint meeting in November to provide process
- Unveil report at May joint meeting

### **RCC Communications Plan**

Mark Carnopis reviewed the draft RCC Communications Plan. Recommended changes/additions discussed included:

- Process for RCC members to bring issues to RCC meetings
  - Who communicate with - what issue is – how - why
- Checklist – protocol for change
- Get people in habit of looking for information in the same place
- What do we need to do to serve our customers
- Subscribe to a particular route line & get email notification
- Add Update on 511 system to November joint meeting agenda
- Currently beta testing real time map
- Subcommittee Customer Communication Plan
  - Jeremy Maxand
  - Leslie Felton-Jue
  - Courtney Rosenkoetter
  - Mark Carnopis will work with subcommittee
    - Define project
    - How tracking customers comments
    - How service information that affects riders gets collected and out to public
  - Add public involvement policy to website - list there is a procedure

### **RCC ADA Self-Evaluation – Discovery Phase**

Leslie Felton-Jue listed the following documents to be included in a review by the RCC members for the ADA self-evaluation.

- RCC Application
- RCC Practices & Procedures

- RCC By-laws
- RCC member list & meeting schedule
- Meeting packets
- Materials and presentations included in packet or sent out
- Emails
- Meeting outlook requests
- RCC Communications Plan
- Website links

Training guidelines that make documents consistent and accessible will be discussed at a later meeting.

## **INFORMATION ITEMS**

### **WORK SESSION - Valleyconnect 2.0**

Kelli Badesheim presented a PowerPoint as an orientation of what the process will be for the next phase of Valleyconnect 2.0. This phase will include developing an Enhanced Transit Scenario to include services that could be funded in the short-term with additional funding and performance measures to help decision-makers prioritize funded and unfunded projects.

### **Agency Education**

Lisa Brady provided a PowerPoint on Safe Routes to School.

### **Department/Staff Reports**

The most recent Department/Staff Reports were included in the 09/26/16 VRT Board meeting packet weblink:

<http://www.valleyregionaltransit.com/Portals/0/Board/BoardPacketSept2016.pdf>

## **ADJOURNMENT**

***At 11:01 a.m. Terri Lindenberg moved to adjourn the meeting; seconded by Lisa Brady. The motion was approved unanimously.***

Following the meeting, Rhonda Jalbert led the RCC members in a tour of Main Street Station.

## **NEXT REGIONAL COORDINATION COUNCIL MEETING:**

*Joint Meeting with VRT Executive Board*

*Monday, November 7, 2016*

*11:00 a.m.*

*VRT Board Room - 700 NE 2<sup>nd</sup> Street - Meridian, Idaho*



**TOPIC:** Bus Stop Maintenance Criteria Review

**DATE:** December 5, 2016

**Summary:**

- The bus stop maintenance criteria would allow staff the ability to update current ranking using Compass CIM goals and RCC guidance to rank sites for improvement.
- This set of standards can be updated in the future, but will stand until further review is set forth.
- This process was presented to the Regional Coordination Council on April 19, 2016.
- Staff has met with and coordinated with members of the RCC in creating bus stop ranking and rating criteria for the VRT system.
- Members of the RCC and VRT staff have completed the initial criteria creation for use.
- The RCC reviewed the criteria on 10/18/16 and recommended approval to the Executive Board.
- The Executive Board reviewed this item on 11/07/16 and recommended one change to add ridership criteria, which has been incorporated into the criteria.

**Staff Recommendation/Request:**

Staff is requesting the Executive Board approve the criteria for use.

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

Staff is requesting the new ranking criteria policy be implemented in January 2017 to allow staff to begin the new ranking process for bus stop maintenance improvement priorities.

**Highlights:**

VRT has over 900 fixed route stops that are in constant need of upgrades, repair, or improvement to meet standards. These stops are in need of a ranking system to allow resources to be spent at the correct locations. This process will allow those resources to be used in a systemized and structured way.

Attachment:

*Bus Stop Ranking and Rating Criteria*

**More Information:** Jacob Hassard, Capital Infrastructure Projects Manager, 208-258-2705, [jhassard@valleyregionaltransit.org](mailto:jhassard@valleyregionaltransit.org).

## Bus Stop Ranking and Rating Criteria

	<b><u>Communities in Motion Goals</u></b>	<b><u>Pts Possible</u></b>	<b><u>Score</u></b>
	<b>Improve Access and Connections</b>	<b>28</b>	<b>0</b>
1	Served by more than one route	9	
2	ADA accessible stop and approach	8	
3	Can accommodate shelter with bench	5	
4	Proximity to accessible public building	4	
5	N.A. or governing authority priority	2	
	<b>Improve Safety and Security</b>	<b>29</b>	<b>0</b>
6	ADA accessible stop and approach	9	
7	Accommodate shelter with bench	8	
8	Proximity to accessible public building	6	
9	Stop located outside of auto travel lane	3	
10	Lighting	3	
	<b>Improving Mobility and Efficiency</b>	<b>26</b>	<b>0</b>
11	Served by more than one route	8	
12	ADA accessible stop and approach	6	
13	Proximity to accessible public building	5	
14	Stop located outside of auto travel lane	5	
15	Located at timed stop/possible transit center	2	
	<b>Supporting Strategic Investments</b>	<b>17</b>	<b>0</b>
16	Current ridership at or near capacity	7	
17	Can accommodate a shelter with bench	6	
18	Planned short-term (up to 1yr) development	5	
19	N.A. or governing authority priority	3	
20	Possible transit center location	3	
	<b>Total</b>	<b>100</b>	<b>0</b>

## Notes:

N.A. = Registered Neighborhood Association  
Public buildings open during VRT service hours



**TOPIC:** MSS Bike Storage Room Documents and Fees

**DATE:** December 5, 2016

**Summary:**

The objective of this memo is to provide board approved documents and a fee structure for this amenity.

**Staff Recommendation/Request:**

For the secured Bike Storage Room at Main Street Station, VRT has created documents for the use and fee for the room. Staff has included in the attached document:

- Bike Storage Room Rules and Regulations, release of claims, use agreement, and pricing schedule.
- Fee Schedule will be based upon VRT requirements for maintenance funds. Proposed fee schedule is noted below.

**Proposed Fee Schedule**

<b>Description</b>	<b>Quantity</b>	<b>Pricing</b>
Monthly Pass (code)	1 month	\$5.00
<ul style="list-style-type: none"> <li>• Requires a 3 month minimum purchase</li> </ul>		
Yearly Pass with code	1 year	\$50.00
Convenience Pass Card (in addition to monthly fee)	1 card	\$10.00

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

Financial implication will be a fee structure for Bike Storage revenue. Policy implication will be procedures and documents for operating the Bike Storage Room.

**Highlights:**

- November 7, 2016 – Information Item for Executive Board/RCC Joint Meeting
- December 5, 2016 – Action Item for Executive Board to make recommendation to VRT Board of Directors
- December 20, 2016 – Action Item for RCC to make recommendation to VRT Board of Directors
- January 9, 2017 – Action Item for VRT Board of Directors

**Attachments:**

*DRAFT Bike Storage Room Sign-up Sheet*

**More Information:**

For detailed information contact: Jacob Hassard, Capital Infrastructure Projects Manager, 208-258-2705, [jhassard@valleyregionaltransit.org](mailto:jhassard@valleyregionaltransit.org)

**Bicycle and Bicycle Amenity Storage Only**

**This agreement limits our liability, please read it carefully. Access codes are assigned on a first come first served basis and are not guaranteed. VRT will sell codes to 110% of occupancy depending on use. Space at a rack or access is not guaranteed.**

1. This agreement entitles the user to store one bicycle only (no gas motor operated bikes) and related equipment (helmets, pumps or related clothing) inside of the bike storage room in the immediate vicinity of the locking rack used. This agreement expressly prohibits use of the room and racks for storage of items not related to cycling equipment. Bicycles and related equipment should be locked and secured at all times. Access to the room is only available during operational hours of the Main Street Station facility. Users will not have access to the facility to retrieve equipment outside of normal facility operating hours. VRT is not responsible for fire, theft, loss or damage to the stored equipment left in the room. User shall indemnify VRT and its staff and board members or agents from any liability of any nature arising out of User's access to the room.

2. The undersigned agrees to pay the listed fee for the access to the room. Once purchased, the code is the User's responsibility, and cannot be re-sold, transferred, delegated or shared. Misuse, neglect or sharing of the code will be grounds for immediate cancellation of the code and no refunds will be issued.

3. The User may terminate this agreement before the expiration date by notifying VRT at the Main Street Station customer service desk, or at the Meridian Administration offices at 700 NE 2<sup>nd</sup> Street Suite 100, Meridian ID 83642. Written notification can also be sent to the aforementioned address. **Early termination will not result in a refund. All fees are non-refundable.**

4. VRT may at any time during the terms of this agreement terminate this agreement by providing written notice 30 days prior to termination using the included email or mailing address provided in the agreement. VRT may at its discretion, refuse to renew this agreement upon its expiration.

5. Upon termination, User can retrieve stored items from the lost and found at Main Street Station at the customer service windows during regular operating hours. Equipment not retrieved within 30 days will be donated to a local charity at VRT's discretion.

6. The User represents that he or she is a VRT customer and transit system user and the room and related access will not be used for any activity prohibited by law.

7. The undersigned waives any claim to any right of privacy and expressly consents to allow VRT to inspect and examine equipment stored at any time without prior notice and in VRT's sole discretion or to determine if a health or safety hazard exists or to determine if any terms of this agreement have been violated.

8. User may retain the use of the code and access for the agreed upon term as long as there have been no violations of

this agreement, the fees are paid in good standing and the User information is current.

9. Upon expiration of the agreement term, the User must return to the Main Street Station customer service desk or the Meridian Administration offices to renew the payment terms and the associated agreement. Mailed in checks, money orders or phone orders will not be accepted. If the agreement is not renewed upon the expiration date the User forfeits any rights to access and any stored equipment will be transferred to the lost and found for retrieval or subsequent donation.

10. VRT reserves the right to make changes to the bike storage room program at any time. Notices of any changes will be posted on the VRT website.

11. Terms and user fees are listed below:

Monthly Cost: **\$5.00** (3 month minimum)

Annual Cost: **\$50.00**

Swipe Card (in addition to access code fees): **\$10.00**

Users can pay with a credit or debit card. Other forms of payment are not accepted. Users will be required to provide a copy of a driver's license or passport (military ID also accepted). Driver's license number (or provided ID #) will be kept on file with agreement for security reasons.

12. This constitutes the entire agreement and execution of it constitutes acknowledgement by the User that the User has read, understands and agrees to the foregoing. The User signing this agreement must be 18 years of age or older. **All fees are non-refundable.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*User must complete sections 13-17*

13. Name (print) \_\_\_\_\_

14. Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

15. Phone \_\_\_\_\_

16. Email \_\_\_\_\_

17. DL # (or apvd ID#) \_\_\_\_\_

**For Office Use Only**

Agreement Term: \_\_\_\_\_

Issued Code: \_\_\_\_\_

Description of Equipment Stored: \_\_\_\_\_



**AUTHORIZATION FOR EXPENDITURE  
EXECUTIVE BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> Rolling Stock for Ada and Canyon County Systems	<b>TOTAL COST: \$958,800.00</b>		
<p><b><u>PURPOSE/ACTION:</u></b> Valley Regional Transit is seeking approval by the Executive Board to award a contract to Lewis Bus Group to provide ten (10) new CNG Fuel transit vehicles to replace existing units that have exceeded their useful life for the Boise TMA and Nampa UZA Systems. The rolling stock will be used to support the Demand Response Service in Ada and Canyon County Systems, as well as fixed line service in the Canyon County System.</p> <p><b><u>SCOPE OF WORK:</u></b> A contract to provide three (3) each 27 ft. Demand Response vehicles for the Ada County System; two (2) each 21 ft. Demand Response vehicles for the Canyon County System; and three (3) each 27 ft. Fixed Route vehicles for the Canyon County System.</p> <p><b><u>DISCUSSION:</u></b> Valley Regional Transit requires additions to its Demand Response vehicle fleet in the Ada and Canyon County Systems, as well as its fixed line fleet in the Canyon County System.</p> <p><b><u>ALTERNATIVES:</u></b> The alternate would be to not procure the rolling stock; therefore, causing Valley Regional Transit to spend more dollars for preventative maintenance as vehicles continue to age beyond their useful lives.</p> <p><b><u>FISCAL IMPACT:</u></b> Funding for this procurement is currently available with 2015 and 2016 funds totaling \$958,800.</p> <p><b><u>RECOMMENDATION/JUSTIFICATION:</u></b> On July 11, 2016, the VRT Board approved the FY2017 Budget - Resolution VBD16-011 which included anticipated contracts. Valley Regional Transit issued RFB 2016-07-02, requesting proposers submit a bid for the aforementioned rolling stock by August 31, 2016. For the six firms on VRT's Bidder's List, VRT received one (1) bid from the Lewis Bus Group by the response due date of August 31, 2016. VRT Procurement was able to verify that the price per vehicle was reasonable by comparing the bid package price to similar vehicles purchased in FY2011, with the application of an inflationary factor (2%/year) to the base year cost. Should the Executive Board choose to approve, VRT will formally award the bid on December 7, 2016 or the completion of the bid protest period. VRT staff requests the Executive Board approve Resolution VEB16-010 in the amount of \$958,800 and award the procurement to Lewis Bus Group, 1009 North Salt Lake, Utah 84054, who is the successful respondent based on the RFB evaluation criteria.</p> <p><b><u>POST RFP/FINAL SELECTION OF PROJECT:</u></b> VRT staff believes having the contract in place to be in the best overall interest of Valley Regional Transit.</p>			
<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.	12/05/16 (on agenda)	VEB16-010
3	<b>VALLEY REGIONAL TRANSIT BOARD</b> Approves all procurements over \$75,000.	07/11/16	VBD16-011 (FY2017 Budget – included in Anticipated Contracts)



## EXECUTIVE BOARD RESOLUTION

### Award of a contract to Louis Bus Group for Ten (10) CNG Fueled Vehicles

#### RESOLUTION VEB16-010

**BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PROCUREMENT OF TEN (10) TRANSIT VEHICLES – THREE (3) EACH 27 FT. DEMAND RESPONSE VEHICLES FOR THE BOISE TMA; TWO (2) EACH 21 FT. DEMAND RESPONSE VEHICLES AND THREE (3) EACH 27 FT. FIXED LINE VEHICLES FOR THE NAMP A UZA FROM LOUIS BUS GROUP**

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, 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, Valley Regional Transit needs to replace 10 existing transit vehicles which are nearing the end of their useful life; and

WHEREAS, Valley Regional Transit needs to establish a contract with a qualified and experienced firm to supply new transit buses; and

WHEREAS, the VRT Board of Directors approved this expenditure on 07/11/16 in the fiscal year 2017 budget through Resolution VBD16-011 which included anticipated contracts and delegated the authority to award the contract to the Executive Board; and

WHEREAS, Valley Regional Transit staff conducted a formal solicitation process in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2017 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, and August 2011, July 2012, and July 2015 and in compliance with all local and FTA requirements; 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.

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011;

WHEREAS, the Board of Valley Regional Transit has conferred upon the Executive Board the power to review and approve certain transactions in conformance with the procurement policy of the Authority pursuant to Resolution 2003-025, all such power has been conferred for the carrying out the purpose 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 EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT:**

Section 1. That the Executive Board authorizes purchase of three (3) each 27 ft. Demand Response vehicles for the Boise TMA; two (2) each 21 ft. Demand Response vehicles, and three (3) each 27 ft. Fixed Route vehicles for the Nampa UZA.

Section 2. That the Executive Board for Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contract with Louis Bus Group.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 5<sup>th</sup> day of December, 2016.

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

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
**CHAIR OF EXECUTIVE BOARD**



**TOPIC:** VRT Board Officer Succession and Nominations for Calendar Year 2017

**DATE:** November 15, 2016

### Summary

Executive Board members are asked to review the 2017 officer succession list and propose suggestions on nominations for open officer positions to be approved at the January 9, 2017, VRT Board meeting.

### 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 full board. The full board meets quarterly to conduct the governance business of the organization. The Executive Board meets monthly to execute the actions of the full VRT Board of Directors.

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, and Boise State University.

### Recommendation

The succession of officers for 2017 would be as follows:

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

David Lincoln will be completing his term in the officer rotation as past chair. Rick Yzaguirre (retiring), Dave Bieter, and Luke Cavener will be completing their terms as the Ada County at-large members. Bob Henry will be completing his term as a Canyon County at-large member. In addition, two more Canyon County at-large members slots are open to fill the slot Ismael Fernandez held before stepping into the Secretary/Treasurer position and the slot Craig Hansen held before resigning from the VRT Board.

Staff is looking for suggestions on nominations for the positions listed below which comprise the open positions for the upcoming year.

- Ada County – Sec/Treasurer
- Ada County – At-large – 2 members
- Canyon County - At-large – 3 members
- Boise State University – TBD as waiting for appointment from Boise State

The Executive Board will discuss a slate of nominees at the December 5th Executive Board meeting to be followed by elections on January 9th at the VRT Board of Directors meeting.

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

**2017 Meeting Schedule (reviewed on 01/04/16 by VRT Board)**

<b>Executive Board Meetings 2017</b>	<b>VRT Board Quarterly Meetings 2017</b>
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)

## 2018 Proposed Meeting Schedule

Executive Board Meetings 2018	VRT Board Quarterly Meetings 2018
Monday, January 8, 2018 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 8, 2018 12:00 p.m. to 2:00 p.m.
Monday, February 5 at 11:00 a.m. to 1pm	
Monday, March 5 at 11:00 a.m. to 1pm	
Monday, April 2 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, April 2 12:00 p.m. to 2:00 p.m.
Monday, May 7 at 11:00 a.m. to 1pm <i>Executive Board Joint Meeting with RCC</i>	
Monday, June 4 at 11:00 a.m. to 1pm	
Monday, July 9 at 11:00 a.m. to 12pm (2 <sup>nd</sup> Monday) <i>Full Board joins Executive Board at noon</i>	Monday, July 9 12:00 p.m. to 2:00 p.m.
Monday, August 6 at 11:00 a.m. to 1pm	
Monday, September 24 at 11:00 a.m. to 12pm (combine Sept & Oct into one meeting) <i>Full Board joins Executive Board at noon</i>	Monday, September 24 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in October	
Monday, November 5 at 11:00 a.m. to 1pm <i>Executive Board Joint Meeting with RCC</i>	
Monday, December 3 at 11:00 a.m. to 1pm	

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



**TOPIC:** Request for Public Hearing Date - FY2017 Budget Amendment

**DATE:** November 28, 2016

**Summary:**

Annually, the VRT Board approves a budget amendment that carries unexpended grant spending authority into the new fiscal year budget. This process will occur at the January 9, 2017 VRT Board meeting.

**Staff Recommendation/Request:**

Staff is recommending that the Executive Board set the Public Hearing date for the FY2017 Budget Amendment for January 9, 2017 at 12:00 p.m.

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

If the budget amendment is not approved, some capital projects could be adversely affected.

The listing of carry forwards from FY2016 to FY2017 will be distributed at the meeting.

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



**TOPIC:** Request for Public Hearing Date-Disposal of Surplus and Obsolete Assets

**DATE:** November 23, 2016

**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. Staff requests the public hearing for asset disposals covering January 2017 through December 2017, be scheduled for January 9, 2017, at the VRT Board of Directors meeting.

**Staff Recommendation/Request:**

Staff requests that the Executive Board set the public hearing for assets disposals as listed below in the method most advantageous to VRT for Monday, January 9, 2017, at 12:00 p.m. at the regularly scheduled VRT Board of Directors meeting.

**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.

For detailed information contact: Billy Wingfield, Operations Director,  
208-258-2726, [bwingfield@valleyregionaltransit.org](mailto:bwingfield@valleyregionaltransit.org)





**TOPIC:** Proposed Agenda Items for 01/09/17 VRT Board of Directors Meeting  
**DATE:** November 28, 2016

## Summary of Proposed Agenda Items for 01/09/17 VRT Board of Directors Meeting

### Introduce New Members

- Rick Ritter/MDC
- Jeff Flynn/CWI (was alternate – new primary member with Craig Brown as alternate)

### OFFICER ELECTIONS

- Confirm VRT Board Officers Succession
- Executive Board Election
  - Elect Secretary/Treasurer and At-large Members

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

### CONSENT AGENDA

- Approve VRT Board Minutes from 09/26/16 meeting
- Confirm 2017 meeting dates & review proposed 2018 meeting dates
- Approve Bus Stop Maintenance Criteria

### PUBLIC HEARING - FY2017 Budget Amendment

Jim McMahon will present staff report prior to FY2017 Budget Amendment Public Hearing to include:

- FY2016 Final Budget Report
- Yearly Procurement Calendar for Procurements over \$75,000 (routine operations and purchase of services)
- Budget Carry Forwards FY2016 to FY2017
- Anticipated Contract Awards Feb 2017 thru June 2017
  - **ACTION** - RESOLUTION

### PUBLIC HEARING - Disposal of Surplus & Obsolete Assets for one year

Billy Wingfield present staff report prior to Public Hearing

- **ACTION** – by MOTION

### ACTION ITEMS

- Bike Room Fee/MSS
- Approve Procurement Policies Update
- Valleyconnect 2.0 – Enhanced Transit Scenario

**INFORMATION**

- FY2018 Budget Development
  - Revenues
- RCC Quarterly Report
- Ridership Report FY2016 Year-end
- Department/Staff Reports

**Staff Recommendation/Request:**

Staff requests the Executive Board approve the proposed agenda items for the January 9, 2017 VRT Board meeting, and allow the Executive Director to use discretion in adding any other information that may arise before the meeting packet is scheduled to be distributed in late December.

**More information:** Kelli Badesheim, Executive Director, 258-2712,  
[kbadesheim@valleyregionaltransit.org](mailto:kbadesheim@valleyregionaltransit.org)



**TOPIC:** Executive Director Report  
**DATE:** November 28, 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:**

#### Organizational Development

No new activity in this area.

#### Professional Development

No new activity in this area.

#### Community Involvement

I attended the following community meetings:

- City of Boise strategic planning meeting
- City of Star City Council meeting
- Central Health Collaborative meeting
- United Way Vision Council meeting
- United Way Community Impact Leadership meeting
- Boise Chamber of Commerce Donuts and Democracy forum
- Mobility Steering Committee meeting

#### Downtown Transportation Demand Challenge

The outreach to downtown Boise customers continues through November. I have attended meetings with St. Luke's and Idaho Power staff. We are in the process of collecting data that will provide for mapping the addresses of downtown employees. The data collected will also assist VRT in looking at service scenarios for Valleyconnect 2.0. The project team is scheduled to meet in December to go over the data collected so far. They will determine if we need to collect more data, or if there is enough information to finalize the solution.

#### Southwest District Health (SWDH) Transportation

The surveys were completed. I met with the staff team from SWDH in November. We determined there was a need to bring more healthcare providers and nonprofits serving low income populations into the discussion. We will be redirecting the project to expand the project team to include these key stakeholders after the first of the year.

### Valleyconnect 2.0

VRT Executive Board and RCC reviewed the strategic plan vision, mission, priorities, and goals. The general consensus was that the vision and mission are still appropriate for the organization. There was a lot of discussion around how to better engage the public in the planning process. We are meeting with the group that has been tasked to be the Technical Resource Group for the project. The Executive Board will participate in a work session at the December meeting to develop assumptions for an Enhanced Scenario that would prioritize financial investments if additional resources were made available.

We will also be using the planning process as a way to develop and test prototype service for a variety of land use and community types. The following are the jurisdictions and prototypes we will be incorporating into the planning process:

- Large urban/suburban – Boise
- Small Urban/suburban – Nampa/Caldwell
- Urbanizing Rural – Kuna
- Rural – Western Canyon County

### 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 Badesheim, Executive Director, 208-258-2712, [kbadesheim@valleyregionaltransit.org](mailto:kbadesheim@valleyregionaltransit.org)

**TOPIC:** Finance and Administration Activity Report  
**DATE:** November 21, 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**

TrAMS system has opened back up. VRT has a small amount of grants pending input into the FTA TrAMS System.

VRT was awarded the State Street Corridor TOD and will be working with Kelli Badesheim and City of Boise to prepare it for input into TrAMS.

Other areas that the Grants Administrator is working on:

- The Grants Administrator is leading efforts for corrective actions that were identified by Calyptus from the Technical Assistance review.
  - Preparing a FTA compliant subrecipient/contractor monitoring and oversight procedures document - 70% completed.
  - Grants Administration Procedure manual – updating 90% complete
  - Assisting the Procurement Officer with findings from the Technical Assistance Review
- Continues to staff on balancing FY2017 projects to FY2016 actual operational and capital project expenses in order to optimize the FY2017 Program of Projects (POP) / grant writing process.
- Preparing to work with COMPASS on Program of Projects and quarterly meetings.
- Grant Information Request Lead Schedule completed. Weekly meetings to get updates from staff on progress. Completed information is due December 7<sup>th</sup> and final information is due to Milligan & Company on December 16, 2016 for the upcoming Triennial Review that will occur in May 2017.

### **Budget/Finance**

- The Accounting Manager (Linda Roberts) and Accounting Specialist (Robin Conrad) have nearly completed the fiscal year end close processes for FY2016. The Accounting Team is presently preparing information for the upcoming financial statement audit. This is a significant amount of work and it is presently on schedule.

- During October and November, the VRT Finance Team has been addressing corrective actions related to the FTA Technical Assistance Project. Presently staff is preparing Grantee Information Requests for the upcoming Triennial Review that are due to FTA on December 16, 2016.
- The Finance staff is in the final phase of working with McFarland Management to document Finance processes in order to assess the adequacy of the current financial management system (FleetNet). A PowerPoint presentation has been prepared that documents the various Finance business processes and the integration aspects of FleetNet within those processes. The Executive and Development Directors have viewed the presentation.

### **Procurement**

- Assisting Grants Administrator (Kelly Higgs) in preparation of a response to the findings of the FTA Technical Review. Presently, working on compiling procurement file documentation in the files identified as “lacking proper documentation” by the FTA Technical review.
- Reviewed the bids received to provide Ten (10) CNG Fuels capable 21& 27 Foot Buses to establish an apparent low bidder. Conducted a pre-performance meeting with vendors to clarify bids received. Preparing Board Review packages for the December 5, 2016 Board Meeting.
- Preparing a revised Scope of Work for “On-Call Legal Services.” Preparing a new Request for Proposal package.
- Completed the issuance and performance of Printing Services RFB 2016-05-04.
- Running the “beta” test of the Contract Management and Bid Management Modules of FleetNet software.

**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:** November 22, 2016

**Summary:** Update of Development Department activities for the month of September/October

## **VRT Strategic Plan**

### **Goal 1 - Demonstrate responsible stewardship of public resources**

#### **Performance based decision-making**

- **ValleyConnect 2.0**

VRT will be updating Valleyconnect to Valleyconnect 2.0. VRT will be working with the Regional Coordination Council (RCC), Executive Board, and the Public Transportation Workgroup to update the plan. A working session for the RCC was held on October 18, the Executive Board working session was November 7, and the Public Transportation Workgroup will be meeting on November 29.

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

COMPASS has created a Public Transportation Workgroup, which is meeting on a monthly basis. COMPASS and the workgroup reviewed the High Capacity Corridors based upon the criteria in the matrix. The 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). Models were run for the corridor analysis and then scored & ranked accordingly. The corridor/mode rankings were proposed to the group. Group is still reviewing the options, and no option/corridor was selected. Next meeting is November 29, 2016.

- **Development Guidelines Update**

Bus Stop Maintenance Plan project has completed the criteria for bus stop improvements to be ranked and rated/prioritized. The criteria was presented to the Executive Board in November for review and will be presented in December for recommendation to the VRT Board.

#### **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 – Implemented October 24, 2016. Service Change Team is meeting on a weekly basis to review any updates/changes required. Slight adjustments were made to the 10 & 12.

Printed Schedules – Route and System Maps have been updated and are posted on our website and at key locations. Changes are being made to the 10 map.

### **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 is working on an app that will provide real time information to smart phones and devices. VRT is testing this app, and it should be ready for public use by the end of the year. This information will be sent to Google; however, Google currently does not support real-time information for our region/area.

#### **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. Boise State implementation is progressing.

#### **Regional Capital Enhancements**

- **Downtown Boise Main Street Station**

Construction is complete for Main Street Station. The facility opened October 24, 2016. There are still punchlist construction items left to be complete, e.g. security system, keys, etc. VRT closed on the property the week of November 21, 2016.

- **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. Asphalt was installed the week of November 21, 2016. Project completion is estimated to be December 18, 2016.

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

- **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** - FY16 year-end reporting will be starting in November. Reporting will also include ridership from Boise State Bronco Shuttle and ACHD Commuterride Vans.

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

- **Community Transportation**

- **Rides to Wellness- Healthcare Access**

No new items to report. See Operations staff report for updates.

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

No new items to report. See Operations staff report for updates.

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

No new items to report. See Operations staff report for updates.

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



**TOPIC:** Operations Department Monthly Report

**DATE:** November 22, 2016

**Summary:** Update of Operations Department activities for the month of October 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 VRT 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.

	<b><u>2015</u></b>	<b><u>2016 YTD (9/2016)</u></b>
• <b>SHIP/Veterans Van</b>	145	3,320
• <b>Meridian</b>	163	2,644
• <b>Village Van</b>	3,233	6,385
• <b>Shared Vehicles</b>	547	6,097
• <b>My Activity Ride</b>	0	Summer Only
• <b>Community Link</b>	5,185	8,424

#### **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 recently redesigned the phone tree in an effort to align our resources in support staff with customer call demand. This effort aims to significantly reduce call wait times during peak call times while increasing the opportunity for customers to be able to get a hold of a live customer service representative.

#### **Pre – Triennial Review Update**

In October of 2016, VRT participated in a Pre-Triennial Review audit which was conducted on behalf of the Federal Transit Administration by Calyptus Group. The purpose of the pre-audit visit was to prepare VRT's staff for the live FTA audit which is tentatively scheduled to take place sometime in calendar year 2017. One of the primary

goals of the audit was to review VRT's policies and procedures related to maintaining FTA regulatory compliance. The Operations Department post review overview included the following guidance and recommendations: Development of a Contractor Oversight Plan, updates to the Drug and Alcohol Plan, updates to the Vehicle Maintenance Plan, revisions to VRT's Title VI policy and Revision to the ADA Handbook.

The Operations Department has continued to make steady progress toward meeting the deadlines for these plan revisions. Once the plans are finalized and approved, VRT will then mobilize an effort to begin the process of implementing the new plans into practice and training appropriate staff on their specific roles and responsibilities related to plan.

#### Go Ride Vehicle Procurement

VRT currently has a request for bids being solicited for two accessible vans with smart floor technology. This procurement was in preparation for the delivery of the new Meridian "Life Style" service implementation scheduled for October 1, 2016. Transit Works was identified as the successful bidder through the RFB process, and vehicles are slated for delivery sometime in December of 2016 through January of 2017.

#### 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. The decision to only replace half of the expiring tanks on each vehicle proved to be an effective approach as we were able to stay within budget for the retrofit, meet the deadlines, and accomplish the entire effort with virtually no operational impact.

#### Ada County Replacement Vehicles

VRT identified the successful low bid vendor, solidified the build requirements for (5) demand response vehicles, and is slated to bring the resolution forward for Executive Board approval in December 2016.

#### Canyon County Replacement Vehicles

VRT identified the successful low bid vendor and solidified the build requirements for the (3) fixed route and (2) demand response vehicles for Canyon County. This purchase will also be brought before the Executive Board for approval in December of 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 implementations "go live" date was tentatively scheduled for September of 2016; however, due to limited Boise State staffing hours to support implementation tasks, the "go live" was delayed. The updated go live date will likely take place sometime in early 2017.

### 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. As such, VRT has developed an action plan which will be implemented in two phases. The first phase is planned to address hardware infrastructure (modems) onboard buses to support connectivity. The second phase involves acquiring a cellular signal down into the MSS facility.

Phase I of the hardware installation and equipment testing for the CradlePoint modems (AVL/GPS connectivity) began with the Ada County fleet and proved to be successful. Based upon this proven success, VRT continued forward by installing the CradlePoint modems into the Canyon County fleet. As of 10/31/2016, all CradlePoint modems installed in fixed route vehicles are operational and functioning to specification.

The modem upgrade brings VRT up-to-date in a critical area of on board equipment infrastructure which has resulted in improved reliability for AVL GPS reporting. In addition to a more reliable AVL/GPS tracking system, the hardware equipment installed also includes added value features such as a free on-board vehicle WIFI signal. Prior to the activation of the WIFI feature, VRT will be coordinating with the designated vendor, CradlePoint, to determine security levels for web content access.

Over the next several months, an emphasis on re-training for support staff and front end users will be deployed in an effort to build organizational proficiency within the Route Match software application.

Phase II included the implementation of hardware necessary for a cellular signal to be attained and was completed as of 11/15/2016. VRT is currently conducting testing within the Main Street Station to ensure coverage throughout the facility is adequate. To date, all reports indicate that testing has been a success and cellular connectivity has been reliable.

### Marketing, Education and Awareness Campaign

In FY16, the projected plan for marketing initiatives was scaled back considerably due to the turn-over of the Coordinated Marketing Manager. As a result of this change, the Operations Department designated a Marketing Committee which consisted of key stakeholders who either had a particular interest outreach activity or direct involvement with micro initiatives outlined in the proposed FY16 Marketing Plan of activities.

The committee established a prioritized list of marketing activity to be pursued through the end of FY16, which included undertakings that ranged from micro level initiatives to more comprehensive large scale campaigns. A few highlights from the FY16 year included the Treefort Marketing Event with Boise Green Bike, May in Motion, and the Main Street Station grand opening.

VRT will reconvene the Marketing Committee as we head into the second quarter of the FY17 year. The goal in this effort will be to establish key marketing activity for the FY17

year, designate leads for each activity identified, and a work plan to accomplish those activities identified therein.

### **Community Transportation**

- **Rides to Wellness- Healthcare Access**

The Rides to Wellness pilot launched its soft opening in August 2016. Staff is working with local healthcare providers to promote the service and refine program operations. VRT staff is also working with partnering healthcare providers to pursue additional clinics to increase service usage. A phone survey will be administered in December to review rider experiences and identify opportunities to improve the service.

- **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. The launch date for the new program is set for December 5, 2016. VRT and Harvest Church will both participate in the Winter Lights Parade in downtown Meridian to increase awareness of the new program. The service will operate during the month of December using current GoRide vehicles. However, by the end of the month, two new accessible Ford transit vehicles will arrive and be placed in the service.

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

VRT staff has secured \$58,000 to support ongoing operations of the Village Van program. This program has been refined to incorporate service areas designed around major employers and after hours services. Village Van will continue to 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.

**More Information:** Billy Wingfield, Operations Director,  
208.258.2726. [bwingfield@valleyregionaltransit.org](mailto:bwingfield@valleyregionaltransit.org)



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

**DATE:** November 23, 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** – Work continues on the FY2016 annual report. Plans are to have the report completed by early 2017. The 18<sup>th</sup> annual Stuff the Bus toy drive is scheduled for Saturday, December 3rd. This is a toy drive done in partnership with Channel 7, Fred Meyer, the Salvation Army, and Uber. The goal is 10,000 toys.
- **Marketing** – We have started marketing outreach for Harvest Transit in Meridian, a lifestyle transportation service beginning in December. This is a busy time for developing messaging ads for niche publications, including chambers of commerce visitor's guides.
- **Miscellaneous** –
  - Started planning for the second Public Transportation Leadership Academy.
  - Working with two steering committees on Communications Plan for the Regional Coordination Council and a public comment report for review by RCC and the VRT Board in May 2017.
  - Working to complete updates to printed bus schedules and support collateral for the blind and visually impaired communities.
  - Developing an RFP for website redesign and consolidation. We plan to condense four websites to two – Rideline.org and valleyregionaltransit.org
- **More Information:** Mark Carnopis, Community Relations Manager, (208) 258-2702, or [mcarnopis@valleyregionaltransit.org](mailto:mcarnopis@valleyregionaltransit.org)



**TOPIC:** Bike Share Program

**DATE:** November 22, 2016

### **VRT Strategic Plan**

Goal 3 - Build institutional and regional capacity

- Regional Capital Enhancements

### **Highlights:**

#### **Program Administration**

- Fifteen official station hubs with 10 kiosks, 22 'Flex Hubs'.
- As of November 22<sup>nd</sup>, Boise GreenBike has 7,803 active members who have made 27,791 unique trips so far this year, covering 56,836 miles and burning 2.2 million calories. Total new sign-ups for 2016 is 4,692.
- Employer plans have proven very popular. Three-hundred-thirty (330) St. Luke's employees have signed up for free discounted memberships. The City of Boise is next with 201 employees, followed by Ada County with 134. The State of Idaho has 105 members.
- Boise GreenBike has been granted \$40,000 from the City of Boise to install new station hubs in the parks along the Boise River and at Camel's Back Park. Met with Parks and Recreation staff to determine locations for the station hubs.
- The North End Neighborhood Association (NENA) secured a grant for a station hub in Hyde Park. That hub will be installed about the same time as those in city parks.
- When the new Library! At Bown Crossing opens in the spring it will feature a station hub. We will move five existing racks from Fulton Street to Bown Crossing.
- Boise GreenBike has been awarded a Communities In Motion implementation grant that will allow the program to purchase 13 additional bikes, bringing the fleet to 127 total bikes
- The fleet of active bikes and kiosks were reduced effective November 1<sup>st</sup> as ridership decreases because of cooler weather and shorter days. For the winter months there will be 60 active bikes and 4 active kiosks.
- Director Dave Fotsch and Service Manager Aaron Harloe traveled to the North American Bike Share Association (NABSA) annual conference in Austin, TX November 9 - 11. A good meeting.

**Sponsorship Plan**

- Title Sponsorship
  - SelectHealth & St. Luke's
- Station sponsors:
  - Boise Co-op
  - Banner Bank (3 stations)
  - University of Idaho
  - University of Idaho Law School
  - CCDC
  - Bodybuilding.com
  - Treasure Valley Clean Cities Coalition
- Membership Card Sponsorship – sponsorship renewed for 2 more years!
  - Key Bank
- Helmet Sponsorship
  - Idaho Power
- Business supported expansion current participants:
  - Dutch Bros – contract signed
  - HDR Engineering – contract signed
  - ACHD
  - Active proposals
    - CCDC
    - Highlands Hollow
    - VA Center
    - Lake Harbor Dental
- Boise State – renegotiating annual support
- We 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)