

Table of Contents

Agenda	2
Approve Minutes of 02/06/17 Executive Board Meeting	
Minutes of 02/06/17 Executive Board Meeting	4
Accept Minutes of 12/20/16 RCC Meeting	
Accept Minutes of 12/20/16 RCC Meeting	7
Approve RCC Membership - Eric Selekof - Community Services	
RCC Application-Eric Selekof	10
Acknowledge FY2017 1st Quarter Budget Variance Report	
Memo-FY2017 1st Quarter Budget Variance Comments	11
FY2017 1st Quarter Budget Variance Report	19
Accept Operating Cash Balance Report - FY2017 Qtr. 1	
Memo - FY2017 Cash Balance Report FY2017 Qtr. 1	20
Operating Cash Balance Report - FY2017 Qtr. 1	21
FY2018 Budget Development	
Memo-FY2018 Local Revenue	22
VRT Revenue and Expenses by Fiscal Year	23
Federal Appropriations Graphs	25
Report Revenue Analysis	27
Report Revenue Analysis Tables	32
PROCUREMENT-Happy Day Transit Center Minor Office Improvements	
AFE HDTTC Minor Office Improvements	41
RESO VEB17-003-HDTTC Minor Office Improvements	42
Proposed Agenda for 04/03/17 VRT Board of Directors Meeting	
Proposed Agenda for 04/03/17 VRT Board of Directors Meeting	44
Procurement Calendar	
FY2017 Procurement Calendar	46
Department/Staff Reports	
Report Executive Director	47
Report-Finance & Administration	49
Report-Development Department	51
Report-Operations Department	54
Report-Community Relations	57
Report-Bike Share Program	58

Executive Board Meeting Agenda

Monday, March 6, 2017

11:00 a.m.

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

I. CALLING OF THE ROLL

Chair Garret Nancolas

II. AGENDA ADDITIONS/CHANGES

III. PUBLIC COMMENTS

IV. CONSENT AGENDA

Chair Garret Nancolas

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 of 02/06/17 Executive Board Meeting ☐ | Pages 4-6 |
| B. Accept Minutes of 12/20/16 RCC Meeting ☐ | Pages 7-9 |
| C. Approve RCC Membership - Eric Selekof - Community Services ☐ | Page 10 |
| D. Acknowledge FY2017 1st Quarter Budget Variance Report ☐ | Pages 11-19 |
| E. Accept Operating Cash Balance Report - FY2017 Qtr. 1 ☐ | Pages 20-21 |

V. ACTION ITEMS

- A. FY2018 Budget Development** ☐ Pages 22-40 Jim McMahon/Kelli Badesheim

Jim McMahon will review and request approval of the local contribution rates for member assessments and service contributions for FY2018. Kelli Badesheim will discuss the revenue analysis.

B. PROCUREMENT

- 1. Happy Day Transit Center Minor Office Improvements** ☐ Pages 41-43 Jake Hassard

*The Executive Board members will review for approval **Resolution VEB17-003** for Minor Office Improvements to provide customer service related space and amenities and staff area improvements at the Happy Day Transit Center.*

- C. Proposed Agenda-04/03/17 VRT Board of Directors Meeting** ☐ Pages 44-45 Kelli Badesheim

Kelli Badesheim will review the proposed agenda items for the 04/03/17 VRT Board of Directors Meeting and request the members confirm the proposed agenda 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 March.

VI. INFORMATION ITEMS

A. Regional Vanpool Services Analysis

Kelli Badesheim

Kelli Badesheim will provide a proposal on completing an analysis of vanpool services in the region.

B. Procurement Calendar ☉

Page 46

Jim McMahon

The most current Procurement Calendar is included in the packet.

C. Department/Staff Reports ☉

Pages 47-59

VRT Staff

Attached are the most current Department/Staff Reports.

VII. EXECUTIVE SESSION

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) through (j).

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

VIII. ADJOURNMENT

☉ = Attachment

Agenda order is subject to change.

NEXT MEETING:

Monday, April 3, 2017

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

VRT Board Room

700 NE 2nd 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.



Executive Board Meeting Minutes

Monday, February 6, 2017

11:00 a.m.

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Corey Cook, Boise State University	Rhonda Jalbert, VRT
Luke Cavener, Meridian	Jim Tibbs, Ada County	Linda Ihli, VRT
Elaine Clegg, Boise	Vacant, At-large Canyon County	Dave Fotsch, VRT
Tom Dale, Canyon County		Jim McMahon, VRT
Jim Hansen, ACHD		Billy Wingfield, VRT
Bob Henry, Nampa		Mark Carnopis, VRT
David Lincoln, ACCHD		Jake Hassard, VRT
Garret Nancolas, Caldwell		Susan Powell, VRT
		Ryan Head, ACHD
		Ken Pidjeon, Citizen
		Rocky Perkins, ATU Local 398
		Rick Visser, Ada County Commission
		Sam Patterson, Boise State University

Chair Garret Nancolas began the meeting at 11:06 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES - none

PUBLIC COMMENTS - none

CONSENT AGENDA

- Minutes of 01/09/17 Executive Board Meeting

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

ACTION ITEMS

FY2016 Final Audit

Christina Zwainz with Eide Bailly presented the final FY2016 Audit and noted VRT received an unmodified opinion, which is the best opinion that can be given. Christina complimented the VRT staff for a job well done.

Tom Dale moved to approve the audit as presented; seconded by Elaine Clegg. The motion was approved unanimously.

Boise GreenBike Rate Adjustment

Dave Fotsch presented a request to increase the Boise Greenbike rate of the Pay As You Go hourly rate increase from \$4.00 to \$5.00 per hour to increase the system revenues and better reflect the rates charged by other systems around the country. Discussion was held regarding the requested activation fee of \$2.00 for Pay As You Go users which would offset the impact of bank processing fees and bad credit cards. Members requested staff research and identify the bad debts issue before requesting an increase in credit card activation fees.

Following discussion, ***Dave Bieter moved to raise the Pay As You Go rate from \$4.00 to \$5.00/hour and to investigate the bad debts issue; seconded by Jim Hansen. The motion was approved unanimously.***

Chair Garret Nancolas welcomed Sam Patterson representing Boise State University and noted that Corey Cook had been assigned to the VRT Board/Executive Board to represent Boise State University, but Corey is unable to attend meetings for a few months; therefore, Sam will attend Executive Board meetings for information for Corey.

The members recognized a moment of silence in memory of Wilder City Council member Ismael Fernandez who recently passed away and was a member of the VRT Board of Directors as well as Vice-chair of the VRT Executive Board.

PROCUREMENTS

FY2017 Boise GreenBike Procurement of Bikes, Racks, Sign Panels

Dave Fotsch requested the Executive Board consider approval of the purchase of bikes, racks, and sign panels from Social Bicycles and noted the original project was authorized for Executive Board approval for \$90,600 on 01/09/17 through the FY2017 Budget Amendment Resolution VBD17-001 in the Major Contracts for January 2017 through March 2017. Dave requested an increase of \$4,300 over the original authorization to add racks for Harris Ranch and noted that Harris Ranch will provide the funding for the additional costs.

Jim Hansen moved to approve Resolution VEB17-002 for the contract for bikes, racks, and sign panels with Social Bicycles and to reference the memorandum (in the 02/06/17 Executive Board packet page 16) that notes Harris Ranch will provide the funding; seconded by David Lincoln. The motion was approved unanimously.

Fare Box Equipment

Rhonda Jalbert requested the members consider approval of the purchase of 10 fare boxes from Genfare as a sole source procurement.

Discussion was held regarding the fare boxes in Ada County and Canyon County, ridership number trends/fare revenue trends which are currently being researched, and funding issues.

Elaine Clegg moved to approve Resolution VEB17-001 for the Fare Box Equipment; seconded by Luke Cavener. The motion was approved unanimously.

INFORMATION ITEMS

FY2017 Procurement Calendar

Jim McCahon presented the annual procurement calendar which provides detail on the major procurements requiring Executive Board and VRT Board actions. Jim noted a correction on the Procurement Calendar on page 24 on the date for Annunciators procurement to go to the VRT Board which should be September 25, 2017 (rather than September 4, 2017). Elaine Clegg asked that a column be added to the Procurement Calendar noting expirations dates of contracts so members know when action needs to be taken.

Department/Staff Reports

The most current Department/Staff Reports were attached for information.

EXECUTIVE SESSION – none

ADJOURNMENT

At 11:53 p.m., Bob Henry moved to adjourn the meeting; seconded by Luke Cavener. The motion was approved unanimously.

NEXT MEETING:

Monday, March 6, 2017

11:00 a.m.

VRT Board Room

700 NE 2nd Street

Meridian, ID 83642



REGIONAL COORDINATION COUNCIL MINUTES

Tuesday, December 20, 2016 at 9:00 a.m.
VRT Board Room - 700 NE 2nd Street - Meridian, Idaho

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

Vice-Chair Leslie Felton-Jue began the meeting at 9:05 a.m. with a quorum of members available in person and by telephone.

AGENDA ADDITIONS/CHANGES

By general consensus, the following items were moved to the February 21, 2017 RCC meeting agenda:

- Agency Education – Tina Wilson
- Work Session on Valleyconnect 2.0

CONSENT AGENDA

Tina Wilson moved to approve the Consent Agenda (which consisted of accepting the minutes of the 11/07/16 Joint Meeting of the Executive Board & RCC); seconded by Terri Lindenberg. The motion was approved unanimously.

PUBLIC COMMENTS – none

ACTION ITEMS

Main Street Station Bike Room Storage Fee

Jake Hassard requested the RCC review and recommend approval to the VRT Board of the Main Street Station Bike Storage Room Document and Fees.

Tina Wilson moved to recommend the Main Street Station Bike Room Storage fee structure to the VRT Board; seconded by Susan Bradley. The motion was approved unanimously.

Assignments

Kelli Badesheim reviewed various areas of assignment for RCC members to consider. The following assignments were made. Kelli Badesheim will review the assignments with RCC Chair Jeremy Maxand who will officially assign the positions. Volunteers will then get put on email lists and receive meeting notifications:

- Present to the VRT Board of Directors a report on RCC activities and what is coming up the next quarter:
 - 01/09/17 VRT Board of Directors Meeting – Tina Wilson
 - 04/03/17 VRT Board of Directors Meeting – Leslie Felton-Jue
 - 07/10/17 VRT Board of Directors Meeting – Kara Fink
 - 09/25/17 VRT Board of Directors Meeting – Jeremy Maxand
- Confirm groups that RCC members already participate in:
 - Seniors transportation project which has become the Harvest Transit pilot project -
 - Donna Waters
 - Susan Bradley
 - Healthcare Transportation Access project for older adults and persons with disabilities
 - Terri Lindenberg
 - Valleyconnect 2.0 Technical Resource Group
 - Maureen Gresham – representing ACHD
 - Tina Wilson – to represent rural parts of Canyon County
 - Lisa Brady – to bring program perspective – Safe Routes to School
 - Mark Carnopis' two sub-committees
 - Customer Communication Plan Sub-committee
 - Jeremy Maxand
 - Leslie Felton-Jue
 - Courtney Rosenkoetter
 - Public Comments Summary Sub-committee
 - Maureen Gresham
 - Deborah Allen
 - Courtney Rosenkoetter
 - Terri Lindenberg

- ACHD Americans with Disabilities Act Advisory Committee
 - Deborah Allen
 - Kelli Badesheim will contact Dana Ard, who is chair of the ACHD ADA Task Force, and request that an RCC member have a seat on the Task Force

- Mobile Village Steering Committee - develop transportation for job access and job development
 - Maureen Gresham
 - Deborah Allen
 - Tina Wilson - tentative

INFORMATION ITEMS

RCC Sub-committees Update

Mark Carnopis provided updates on the planning work of both the Public Comments Summary Sub-committee and the Customer Communication Plan Sub-Committee which were formed at the October 18th RCC meeting following discussion of a draft RCC Communication Plan.

RCC ADA Self-evaluation/Training

Leslie Felton-Jue presented a PowerPoint on what to look for in the review of RCC documents to make the documents consistent and accessible. Kara Fink will check out any website resources that speak to LEP barriers.

Department/Staff Reports

Department/Staff Reports were available in the 12/05/16 Executive Board meeting packet.

ADJOURNMENT

At 10:14 a.m., Maureen Gresham moved to adjourn the meeting; seconded by Terri Lindenberg. The motion was approved unanimously.

NEXT REGIONAL COORDINATION COUNCIL MEETING:

Tuesday, February 21, 2017

9:00 a.m.

VRT Board Room

700 NE 2nd Street

Meridian, Idaho



Regional Coordination Council Application

Name: Eric Selekof

Title: Wellness Coordinator - Employee Transportation Coordinator

Organization: St. Luke's Health System (SLHS)

Please describe your professional experience working in human service and/or transportation agencies?

For the past two years I have overseen the Employee Transportation program for SLHS. This has involved coordinating transit options, i.e. bus, vanpool, bike, walk/run, implementing new incentive protocol, developing new data tracking methods and relationship building. I also provide representation on our system Active Transportation group, which discusses strategy and activities on all travel methods for employees and spouses. Other stakeholders on this group are Marketing, specifically Boise Green Bike, Patient Access and Population Health, so I have regular contact with many invested groups.

What populations would you be representing on the Regional Coordination Council?

Employees, numbering approximately 6,000 in the Treasure Valley, patients and visitors of SLHS, as well as community representation for travel through and around our Treasure Valley campus footprints.

How will your professional background complement the work of the Regional Coordination Council?

Working as the Employee Transportation Coordinator has introduced me to the synergy necessary to move Treasure Valley citizens for both work and non-work related travel. This work has introduced me to the SLHS Community Health team, HEAL (Healthy Eating Active Living) group, the Looking Glass Academy and has prompted my participation as a Board member of the Treasure Valley Cycling Alliance (TVCA).

What do you see as the most pressing issues for the populations you would be representing on the Regional Coordination Council?

- Optimize transportation options for commuting to/from work
- Reduction of intra-workday single occupancy vehicle travel
- Coordinate non-emergency medical travel for patients and visitors
- Continued implementation of non-motorized and mass-transit support network

**VALLEY REGIONAL TRANSIT
FY 2017 BUDGET REPORT COMMENTS
October 2016 - December 2016**

At the end of December, Fiscal Year 2017 was twenty-five percent (25%) complete. The following is a review of the budgetary status of the Ada, Canyon, Regional, and Boise GreenBike Systems as of December 31, 2016. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

Ada County System

Revenues

Directly Generated Funds (142% of Budget) - This line item is favorably outside of budget parameters. Higher Ridership and Employer Programs and Pass Sales offset lower Farebox revenues resulting in a net favorable variance in comparison to the budgeted amounts for the quarter.

Auxiliary Revenues (135% of budget) - This line item favorably exceeded budget estimates due to greater amounts of advertising being purchased for fixed line operations.

Non-Transportation Revenues (0% of Budget) - The Alternative Fuels Rebate is the principal revenue source in this category. Typically this discretionary rebate is received in the second quarter of the fiscal year although the budget is spread out evenly throughout the year. A small amount of Miscellaneous and Interest income (\$58) has been received through December.

Federal Operating Assistance (75% of Budget) - This line item is unfavorably outside of budget parameters. Three (3) revenue sources are contained within this category: Federal Assistance for Operations, Preventative Maintenance, and Buildings & Grounds. No Federal monies are presently available to fund Ada County System Operations until the FY2017 Grants are executed. Through December, Preventative Maintenance monies are available from prior year executed grants and have been drawn down. The variance between actual revenue recognized and budget amounts for this source are approximately equal (\$247). More Federal Assistance for Buildings & Grounds has been drawn down in excess of the quarterly budget allocation (\$16,470). This is due to greater expenses for Buildings and Grounds through December.

The FY2017 Grants will not be executed until sometime during the QR-3. Until that time, VRT will be utilizing more Local Operating Revenues (Overmatch) to cover the Federal Operating amounts.

Local Operating Assistance (99% of Budget) - This line item is within budget parameters. Lower amounts available in Federal Operating Revenues required more

Local Operating Assistance to be recognized as revenue in order to balance total expenses that were incurred within the Ada County System through December. This is condition is defined as Overmatch and will reverse as the 2017 Grants are executed in QR-3.

Expenses

Total Ada County System operating expenses were 95% of budget through QR-1 on an unadjusted basis.

Wages and Salaries (120% of Budget) - This line item exceeds budget parameters due principally to a third payroll being incurred during December (\$132,121). After adjusting out the third December payroll, Wages and Salaries were 103% of budget and within variance analysis parameters.

Fringe Benefits (83% of budget) – Actual Fringe Benefit expenses came in lower than budget through December. Lower spending occurred in Misc. Earnings for the Operations & Maintenance departments. Operations experienced lower healthcare costs through December.

Professional Services (107% of Budget) - This line item is within budget parameters but on the higher end. Expenses for Buildings and Grounds were \$18,577 higher (Unfavorable) than the quarterly allocated budget amount. Expenses for Contract Labor across all departments within both Divisions (Fixed Line and Demand Response) were lower (Favorable) than the quarterly allocated budget amount by \$9,835. The net difference between these two categories accounts for the unfavorable variance at quarter's end. All other professional services expense categories were approximately within budget on a net basis.

Materials and Supplies (85% of Budget) - This line item is lower than budget parameters. December invoices from Intermountain Gas and Goodyear Tire were not entered into the financial system prior to the December close. Factoring in those additional December expenses raises the variance to 94% of Budget through QR-1. The adjusted six percent (6%) favorable variance is accounted for with the following line item variances: CNG – Favorable (\$9,796); Tires & Tubes – Unfavorable (-\$5,441); Minor Equipment – Favorable (\$1,049); Parts – Favorable (\$3,557) and Shelter Repairs – Favorable (\$3,750).

Utilities (76% of Budget) - This line item is lower than budget parameters. All invoices through December appear to be recognized in the financials. The favorable variance appears to be principally attributable to the following: 1) Additional amounts being budgeted in the Telecommunications/Admin within this expense category without the increase in expense through QR-1 for this line item. 2) Lower Electric expenses during QR-1 than what was budgeted for the quarter.

Casualty Insurance (40% of Budget) – This line item is significantly below budget parameters. Finance a staff is analyzing why this variance is significantly below budget parameters during QR-2.

Miscellaneous (65% of Budget) – This line item is lower than budget parameters. Through December, lower amounts have been spent in Other Expenses (\$4,840), Personal Training (\$1,875) and Freight (\$1,130) line items.

Purchased Transportation - This line item has not been historically budgeted in the Ada County System. No expenses were incurred in this category during the quarter. This expense is not expected to occur in FY2017.

Leases and Rentals (96% of Budget) - This line item is within budget parameters.

Canyon County System

Revenues

Directly Generated Revenues (135% of Budget) - This line item exceeds budget parameters. Total Directly Generated Revenues were \$67,384; whereas, the established budget was \$50,007. It appears that Employer Program and Pass Sales were budgeted incorrectly within the Farebox category. On a net basis, all revenues in this category exceed the combined budget amounts by \$17,377 through December.

Auxiliary Revenues (Advertising) (95% of Budget) - This line item is within budget parameters.

Non-Transportation Revenues The Alternative Fuels Rebate is the principal revenue source in this category. This discretionary source is utilized for capital match purposes. Very little other Miscellaneous Revenues are earned in the Canyon County System.

Federal Operating Assistance (29% of Budget) - This line item is unfavorably outside of budget parameters. Four (4) revenue sources are contained within this category: Operations, Preventative Maintenance, Buildings & Grounds, and Administration. Through December, very little Federal monies are presently available in executed grants to fund Canyon County System Operations and Administration expenses. Since lower amounts are available in these Federal Revenue sources, more Local Operating Assistance will be required to be recognized as revenue in order to balance total expenses within the Canyon County System through December. Amounts are available in presently executed legacy grants to fund Preventative Maintenance. VRT Finance expects the FY2017 Grants to be executed and available for drawdown at the end of QR-3; reversing the overmatch condition.

Local Operating Assistance (177% of Budget) - This line item is favorably outside of budget parameters. Due to the FY2017 Grants not be executed until sometime during the

QR-3 more Local Operating Revenues are being utilized to balance expenses through QR-1. VRT believe this overmatch situation will reverse near the end of QR-3.

Expenses

Total Canyon County System operating expenses were 93% of budget through QR-1 on an unadjusted basis.

Wages and Salaries (109% of Budget) - This line item exceeds budget parameters due principally to a third payroll being recorded during December - \$27,880. After adjusting out the third December payroll, Wages and Salaries were 93% of budget and within variance analysis parameters.

Fringe Benefits (90% of Budget) - This line item is within budget parameters but on the lowest end of the parameter range. Total Budget to Actual Favorable Variance was \$3,685. Workers Compensation – Favorable (\$1,748); Unemployment – Favorable (\$1,681), Misc. Earnings – Favorable (\$998); Healthcare – Favorable (\$351) line items were offset by higher FICA – Unfavorable (-\$1,094).

Professional Services (70% of Budget) - This line item is lower than budget parameters. During the quarter, the Canyon County System experienced lower Repair & Maint. (\$9,763), Contract Labor (\$3,011), Professional & Technical Services (\$2,390) and Uniforms (\$1,192) expenses in comparison to the quarterly budgetary amounts for these categories. We expect this favorable variance to decrease; reverting closer to the budgetary established amounts as we progress through the fiscal year.

Material and Supplies (96% of Budget) - This line item is within budget parameters.

Utilities (62% of Budget) - This line item is tracking as a favorable budgetary variance due to lower Electrical, Telecommunications, and Mobile Data Plan expenses. These lower expenses more than offset higher Sewer and Water expenses through December.

Casualty Insurance (64% of Budget) – This line item is significantly below budget parameters. Finance a staff is presently analyzing why this variance is significantly below budget parameters through the end of December.

Miscellaneous (143% of Budget) - Higher Administrative expenses were offset by lower Bank Service Charges, Freight, and Travel & Meetings expenses resulting in a net unfavorable variance through December. This expense category is lower in order of magnitude than other expense categories. VRT Finance will monitor this category through the remaining quarters of the fiscal year.

Interest (0% of Budget) - No interest expenses have been incurred through FY2017.

Leases and Rentals (0% of Budget) – No expenses were incurred through December for the Radio Repeater Site Rental that constitutes the expense in this category. VRT Finance will perform research to determine the frequency of invoicing for this service in order to assess when expenses should be recognized in the financial statements.

Regional Operations

Revenues

Directly Generated Revenues (No Budget) - This revenue category comprises fares from Division 41 - Community Transportation Operations. The fares generated by the Community Transportation programs are generating revenues (\$4,405) exceeding budgeted amounts through December.

Federal Operating Assistance (66% of Budget) – This line item is unfavorably outside of budget parameters. Amounts recognized as revenue in this category integrally tied to the availability of executed grants and the level of expenses incurred during each quarter. The FY2017 Grants will not be executed until sometime during the QR-3. Until that time, VRT will utilize more Local Operating Revenues to balance expenses in Regional.

Federal Capital Assistance (64% of budget) - This line item reflects the lower levels of capital spending when compared to the QR-1 budget through December.

Local Operating Assistance (87% of Budget) – This revenue category is just outside of variance parameters. Lower expenses through QR-1 in Regional result in lower amounts of local revenue recognition during QR-1.

Local Capital Assistance (32% of Budget) - This line item also reflects the current lower level of capital spending experienced through December. Amounts are requested from the City of Boise after the capital expense occurs.

Expenses

Regional operating expenses are 76% of budget through the first quarter of the fiscal year.

Wages and Salaries (103% of Budget) - This line item is within budget parameters even though an additional pay date was incurred at the end of December - \$42,936. After adjusting out the third December payroll, Wages and Salaries were 89% of budget. Presently, VRT Regional has two FTE positions that were unfilled at the end of December. These unfilled positions contributed to the favorable variance.

Fringe Benefits (87% of budget) - This expense category is favorably just outside of variance parameters. Through December, VRT Regional has recognized lower expenses in Unemployment (\$10,708), Miscellaneous Earnings – Admin (\$9,003), Retirement (\$2,152), and Health-Admin. (\$1,500) and Disability/Life-Admin. (\$1,353).

Professional Services (54% of Budget) - This favorable variance is attributed to the following: 1) Lower spending by Division 41 - Comm. Transportation Operations for Contract Labor (\$69,995) and Repair and Maintenance (\$13,642); 2) Lower spending in Division 20 – Customer Service for Advertising Services (\$27,070); 3) Lower spending in various Regional Divisions for Professional and Technical Services (\$7,823); and Lower spending for Legal Services (\$4,338) within Regional Overhead and Planning which are Divisions 10 and 23, respectively.

Material and Supplies (51% of Budget) - This favorable variance is attributed to the following: 1) Lower spending in Division 41 - Comm. Transportation Operations for Fuel, Fluids, Tires and Minor Equipment on a net basis (\$4,812) and 2) Lower spending on Printing and Binding (\$9,193) across various divisions within Regional accounts for the remainder of the significant variances through December.

Utilities (93% of Budget) – This line item is within budget parameters.

Casualty Insurance (123% of Budget) - This line item is significantly above budget parameters. Finance a staff is presently analyzing this variance to determine why it is significantly above budget parameters through the end of QR-1.

Purchased Transportation (79% of Budget) - This line item is significantly below budget parameters due to lower amounts of Purchased Transportation utilized within Division 41 – Community Transportation Operations through December.

Miscellaneous (41% of Budget) - The favorable variance in Miscellaneous expense can be attributed to the following: 1) Lower Other Subrecipient Grant Pass-thru expenses (\$63,653); 2) Lower Other Expenses within Division 20 – Customer Service (\$37,950) and Division 41 – Community Transportation Operations (\$4,588); 3) Lower Travel & Meetings across various divisions within Regional on a net basis (\$3,836); 4) Lower Other Unallowable expenses for Division 10 - VRT Overhead (\$4,592); and 5) Lower Volunteer Driver Reimbursements for Division 41 – Community Transportation – Operations (\$1,423).

Actual expenses for Licensing/Hosting/Web Fees (-\$6,262) and Dues & Subscriptions (-\$1,894) within Division 10 – VRT Overhead came in unfavorable through December.

Interest Expenses (0% of Budget) – No interest expense was incurred for Regional during QR-1.

Leases and Rentals (207% of Budget) - The Customer Service (Division 20) and VRT Overhead (Division 10) copier leases account for the unfavorable variance. In relation to Regional budget, this overage is relatively immaterial. Finance staff will monitor this

expense category in Regional during the next quarter to assess whether the budget needs to be increased for this line item for FY2018.

Capital: (59% of Budget) - Through QR-1, lower levels of capital spending occurred in relation to capital carry-forwards and new capital projects scheduled in FY2017.

- **Revenue Vehicles & Subrecipient & Non-Revenue vehicles** – Very little expenses were incurred during the quarter for these capital expense categories (\$1,181).
- **Shop/Other Equipment & Safety/Security & Fareboxes** - No expenses were incurred during the quarter for these capital expense categories.
- **Facility** - Expenses in this line item were for parking lot enhancements at the Happy Day Transit Center.
- **Main Street Station (MSS)** - This line item accumulates expenses for the Main Street Station center located on the corner of Main and Capital in Boise. Actual expenses exceeded budget due to how the budget is allocated by month. Substantially all of the final expenses for MSS were incurred during QR-1.
- **IT Hardware & Software**- Very little expense was incurred during the quarter for these categories (\$3,606).

Boise GreenBike

Revenues

Directly Generated Fund / Local Assistance (3814% of Budget) – Revenues came in above budget through QR-1. VRT Finance will be analyzing how the budgeted revenues were allocated between Directly Generated and Local Operating Assistance categories to determine whether an adjustment in budgeted revenues is warranted.

Local Operating Assistance – (64% of Budget) Lower amounts of revenues were recognized in this category due to lower expenses through December.

Expenses

Total Boise GreenBike System operating expenses are at 80% of budget through QR-1.

Wages and Salaries (114% of Budget) - This line item exceeds budget parameters due principally to the third payroll recorded during December of \$4,065. After adjusting out the third December payroll, Wages and Salaries were 97% of budget and within variance analysis parameters.

Fringe Benefits (86% of Budget) - This line item was favorable through the end of the fiscal year. Lower expenses in Miscellaneous Earnings – Admin. (\$1,702) accounts for the favorable variance condition.

Professional Services (50% of Budget) – Lower spending on Advertising, Contract Labor, Legal & Other Services through December results in the favorable variance.

Material and Supplies (67% of Budget) - Lower spending on Bike Parts, Printing and Binding, and Unleaded Fuel offset higher Office Supplies to account for the net favorable variance in this expense category.

Utilities (41% of Budget) – Lower Electrical expenses have offset greater Cellular Phone expenses; resulting in a net favorable variance through QR-1. Electrical expenses are included in the monthly lease cost. Cellular phone expenses exceeded the established budgetary amounts through December.

Casualty Insurance (100% of Budget) – This line item is within budget parameters.

Miscellaneous (87% of Budget) - Other Expenses and Personnel Training offset higher Travel & Meetings; netting to a favorable variance for this expense category through December.

Interest (0% of Budget) - No interest expenses have been incurred through QR-1.

Leases and Rentals (121% of Budget) – This line item exceeds budget parameters. The Boise GreenBike actual lease costs exceed the originally established budgetary estimate. This unfavorable variance is being covered by other favorable variances within the other categories.

**VALLEY REGIONAL TRANSIT
FY2017 FIRST QUARTER BUDGET REPORT
OCTOBER 2016 - DECEMBER 2016**

Category	Ada County System			Canyon County System			Regional			Boise GreenBike		
	Budget	Actual	% Variance	Budget	Actual	% Variance	Budget	Actual	% Variance	Budget	Actual	% Variance
Directly Generated Revenues	\$ 198,748	\$ 281,407	142%	\$ 50,007	\$ 67,384	135%	\$ -	\$ 4,405		\$ 375	\$ 14,302	3814%
Auxiliary Revenues	15,418	20,746	135%	2,949	2,800	95%	-	-		-	-	
Non-Transportation Revenues	45,017	58	0%	-	-		-	(414)		-	-	
Federal Operating Assistance	538,442	401,305	75%	228,472	66,474	29%	575,951	382,947	66%	-	-	
Federal Capital Assistance	-	-		-	-		2,398,743	1,530,894	64%	-	-	
Local Operating Assistance	1,393,586	1,378,811	99%	149,303	264,323	177%	512,086	445,989	87%	89,049	56,878	64%
Local Capital Assistance	-	-		-	-		411,852	132,718	32%	-	-	
TOTAL REVENUES	\$ 2,191,210	\$ 2,082,326		\$ 430,731	\$ 400,981		\$ 3,898,632	\$ 2,496,539		\$ 89,424	\$ 71,181	
Wages and Salaries	\$ 766,661	\$ 923,026	120%	\$ 180,693	\$ 196,206	109%	\$ 309,441	\$ 317,578	103%	\$ 23,893	\$ 27,176	114%
Fringe Benefits	891,686	739,885	83%	35,166	31,481	90%	193,558	168,739	87%	11,147	9,575	86%
Professional Services	108,520	116,515	107%	60,040	42,164	70%	269,195	146,631	54%	35,748	17,876	50%
Materials and Supplies	218,846	185,924	85%	89,875	86,541	96%	32,771	16,775	51%	5,000	3,367	67%
Utilities	46,286	35,219	76%	16,320	10,105	62%	15,931	14,833	93%	1,975	802	41%
Casualty and Liability Insurance	113,159	45,486	40%	39,995	25,496	64%	23,532	28,877	123%	1,250	1,250	100%
Purchased Transportation	-	-		-	-		159,835	126,799	79%	-	-	
Miscellaneous	23,935	15,538	65%	6,272	8,988	143%	186,898	76,986	41%	4,413	3,859	87%
Interest	-	-		1,383	-	0%	100	-		-	-	
Leases and Rentals	22,118	21,174	96%	987	-	0%	2,275	4,708	207%	6,000	7,275	121%
Capital	-	-		-	-		2,705,095	1,594,613	59%	-	-	
TOTAL EXPENSES	\$ 2,191,211	\$ 2,082,766		\$ 430,731	\$ 400,981		\$ 3,898,632	\$ 2,496,539		\$ 89,424	\$ 71,181	

**VALLEY REGIONAL TRANSIT
CAPITAL SPENDING
OCTOBER 2016 - DECEMBER 2016**

Capital Budget	Budget	Actual
Revenue Vehicles	\$ 709,700	\$ 1,100
Revenue Vehicles Sub-Recipients	118,000	81
Non-Revenue Vehicle	183,750	-
Shop & Other Equipment	12,500	-
Capital Facility Safety/Security	92,068	-
Fareboxes	50,000	-
Facility	340,193	612,531
IT Hardware	111,876	750
IT Software	27,000	2,856
Main Street Station	275,733	977,295
CWI Park and Ride	-	-
Bus Stop Enhancements	-	-
Bike /Pedestrian Improvements	22,650	-
Capital Projects - Subrecipients	761,625	-
TOTAL CAPITAL EXPENSES	\$ 2,705,095	\$ 1,594,613



TOPIC: Operating Cash Balance Report - FY2017 Qtr. 1

DATE: January 25, 2017

Summary:

Attached to this memo is the Operating Cash Balance Report as of 12/31/16. The following items need to be pointed out:

- The actual General Leger Cash Balances in Regional, Ada, and Canyon County Systems are lower than their respective Cash Balance Benchmarks due the utilization of local funds to cover the Federal portion of certain operational expenses. These amounts are referred to as Funds in Float. The balances of Funds in Float has decreased significantly from prior year reports due to the grant execution.
- The Regional and Ada County Operating Cash Balances are lower by approximately nineteen percent (19%) as compared to their Cash Balance Benchmarks. As VRT continues to drawdown FY2016 Preventative Maintenance monies, the cash balance in Ada County should continue to improve. VRT Finance staff is analyzing the Regional cash balance to determine whether any systemic funding issues exist.
- The Canyon County System Operating Cash Balance of \$781,402 incorporates Funds in Float of \$125,294. These funds comprise the federal share of expenses that have been paid out of local funds, temporarily decreasing the GL cash balance in this system. These funds will be recouped when specific grants are executed. The operating cash balance exceeds the Cash Balance Benchmark due to recouping overmatched funds during the final quarter of FY2016.
- Boise GreenBike Operating Cash Balance was \$35,859. This balance is significantly lower than the Cash Balance Benchmark for that program due to the cyclical nature of annual billings that occur during December of each fiscal year. Total receivables for the program were \$149,400 at quarter's end.

Staff Recommendation/Request:

FY2017 Operating Cash Balance Report is submitted as an informational item for the Executive Board to review.

Attachments

Operating Cash Balance Report – FY2017 Qtr. 1

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

**VALLEY REGIONAL TRANSIT
OPERATING CASH BALANCE ANALYSIS
December 31, 2016**

Regional Operations

GL Cash Balance at 12/31/2016	\$	260,136
Funds in Float		155,194
Operating Cash Balance	\$	<u>415,330</u>
Cash Balance Benchmark (Note 1)	\$	510,332

Ada County System

GL Cash Balance at 12/31/2016	\$	548,989
Funds in Float		213,420
Operating Cash Balance	\$	<u>762,409</u>
Cash Balance Benchmark (Note 1)	\$	945,203

Canyon County System

GL Cash Balance at 12/31/2016	\$	656,108
Funds in Float		125,294
Operating Cash Balance	\$	<u>781,402</u>
Cash Balance Benchmark (Note 1)	\$	271,592

Boise GreenBike

GL Cash Balance at 12/31/2016	\$	35,859
Funds in Float		-
Operating Cash Balance (Note 2)	\$	<u>35,859</u>
Cash Balance Benchmark (Note 1)	\$	86,408

Note 1: Average of the most recent 12 month cash balance in the General Ledger.

Note 2: Boise GreenBike invoices during December - recording \$147,400 in additional AR.



TOPIC: FY2018 Budget and Local Revenue

DATE: February 23, 2017

Summary:

Staff is beginning the development of the FY2018 Budget. A Revenue Analysis is being presented to the Executive Board. Graphs outlining historical Federal grant revenues by Large and Small Urban Areas are attached to this memorandum as well as a report of Revenues and Expenses by Fiscal Year. It should be noted that the FY2016 and FY2017-Estimated Appropriations Graphs are the same since the FY2017 Appropriation is not set as of the date of this memorandum. The next step is to begin the development of expense budgets by program managers. In order to accomplish this, the revenue parameters must be established.

Staff is recommending that a 2.5% increase be considered for Local Revenues - both for member assessments and service contributions - to plan the FY2018 Budget. For assessments, the 2.5% increase would be applied to the FY2017 Population Rate of .3880 to arrive at a FY2018 Population Rate of .3977. For service contributions, the 2.5% percentage increase would be applied to the total FY2017 Service Contribution for each member. These estimates will be provided to local governments and special members during the spring of 2017. Staff will continue to monitor developments on the Federal level, as well as input from local members on revenues while budgets are being developed.

Staff Recommendation/Request:

Staff is requesting authority to proceed with a 2.5% increase in member assessments and service contributions for budget development and to refine the budget as input from members is received.

Implication (policy and/or financial):

The revenue estimates will form the basis of the FY2018 budget which will be presented to the VRT Board in July.

Attachments

Revenue Analysis

VRT Revenue and Expenses by Fiscal Year

Federal Appropriations Graphs

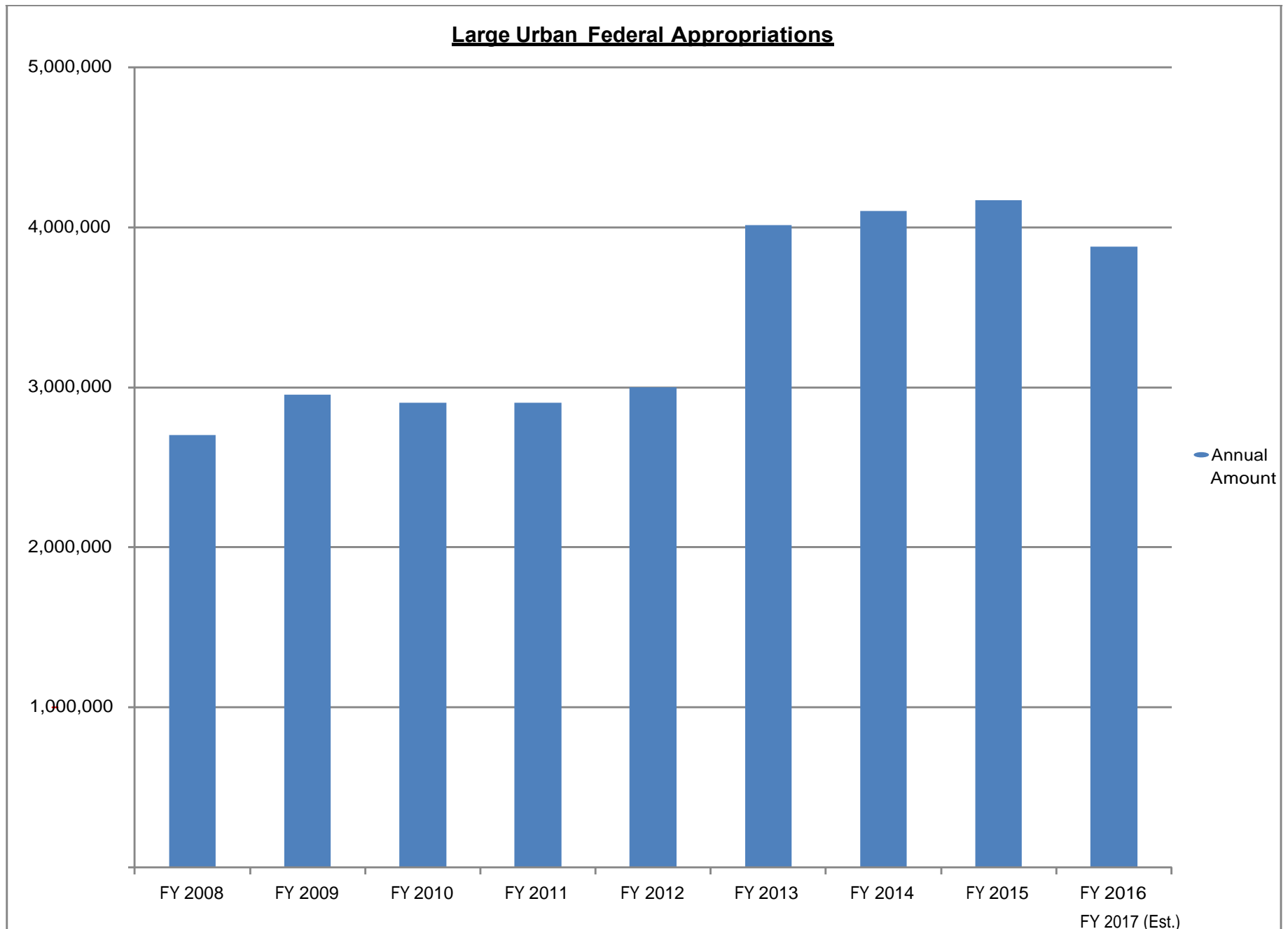
More Information: Jim McMahon, Finance Director, 258-2709, jmcmahon@valleyregionaltransit.org

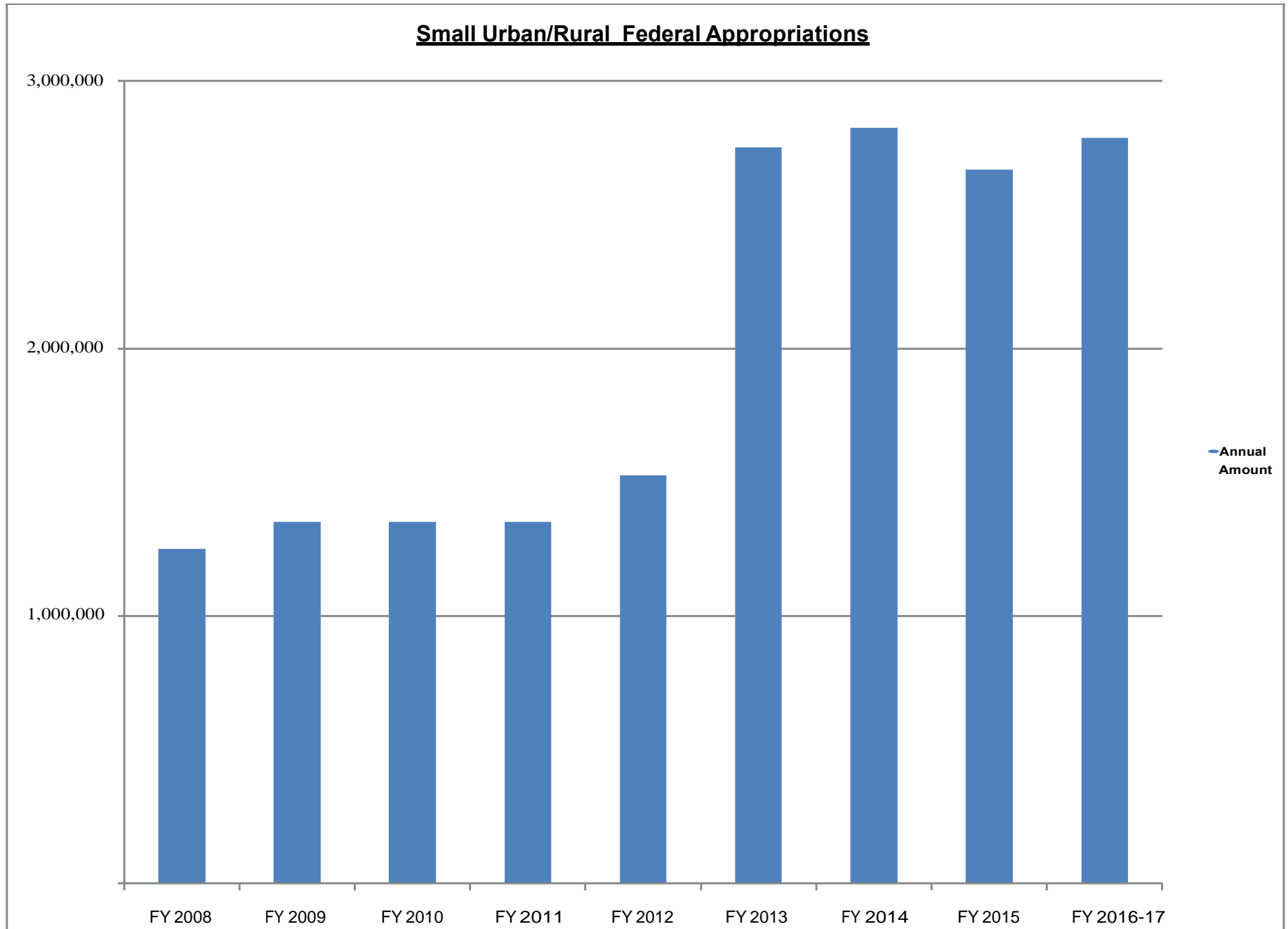
Revenues and Expenses By Fiscal Year / System ITEM V-A

Operational Area / Year	2014	2015	2016	% Chg. FY14 to FY16
Ada County System				
Revenues				
PART A-DIRECTLY GEN. FUNDS	(736,395)	(762,341)	(716,052)	-3%
NON-TRANSPORTATION FUNDS	(465)	(175,602)	(185,492)	
BUS ADVERTISING	(39,679)	(60,916)	(65,717)	66%
PART D LOCAL OP SOURCE	(3,433,154)	(4,908,276)	(5,046,309)	47%
PART-B FED GOV SOURCE-OPRT	(3,358,423)	(1,204,992)	(2,227,538)	-34%
Expenses				
LABOR SALARIES/WAGES (501)	2,704,694	2,707,842	3,173,615	17%
FRINGE BENEFITS (502)	2,781,361	3,010,275	2,901,083	4%
PROFESSIONAL SERVICES (503)	524,381	471,586	403,950	-23%
MATERIALS & SUPPLIES (504)	764,322	720,232	809,442	6%
UTILITIES (505)	89,552	100,881	112,590	26%
CASUALTY & LIABILITY (506)	420,440	415,197	483,408	15%
PURCHASED TRANSPORTATION (508)	8,376	49,364	0	-100%
MISCELLANEOUS EXPENSE (509)	38,490	32,522	53,256	38%
LEASE & RENTALS (512)	36,131	37,650	70,019	94%
DEPRECIATION (513)	1,341,388	1,474,793	1,444,923	8%
Canyon County System				
Revenues				
PART A-DIRECTLY GEN. FUNDS	(222,184)	(208,806)	(169,651)	-24%
NON-TRANSPORTATION FUNDS	(0)	(45,976)	(43,401)	
BUS ADVERTISING	(13,753)	(11,796)	(9,806)	-29%
PART D LOCAL OP SOURCE	(714,330)	(634,750)	(524,653)	-27%
PART D-LOCAL CAPITAL SOURC	152,587			
PART-B FED GOV SOURCE-OPRT	(627,799)	(1,112,346)	(1,223,317)	95%
PART-B FED GOV. SOURCE-CAP	(152,587)			
Expenses				
LABOR SALARIES/WAGES (501)	647,757	657,664	664,914	3%
FRINGE BENEFITS (502)	123,206	119,293	110,331	-10%
PROFESSIONAL SERVICES (503)	215,912	202,166	228,882	6%
MATERIALS & SUPPLIES (504)	327,621	336,235	337,065	3%
UTILITIES (505)	46,702	55,651	49,014	5%
CASUALTY & LIABILITY (506)	154,678	162,308	140,220	-9%
MISCELLANEOUS EXPENSE (509)	21,727	44,648	18,374	-15%
INTEREST EXPENSE (511)	10,208	861		-100%
LEASE & RENTALS (512)	17,322	2,400	3,000	-83%
DEPRECIATION (513)	502,211	540,497	525,517	5%

Revenues and Expenses By Fiscal Year / System ITEM V-A

Operational Area / Year	2014	2015	2016	% Chg. FY14 to FY16
Regional				
Revenues				
PART A-DIRECTLY GEN. FUNDS	(12,392)	(11,464)	(23,532)	90%
NON-TRANSPORTATION FUNDS	(292)	(1,275)	161	-155%
PART D LOCAL OP SOURCE	(1,338,945)	(1,660,311)	(1,549,701)	16%
PART D-LOCAL CAPITAL SOURC	(1,538,551)	(1,442,542)	(1,217,284)	-21%
PART-B FED GOV SOURCE-OPRT	(1,098,223)	(1,102,218)	(2,083,347)	90%
PART-B FED GOV. SOURCE-CAP	(4,714,114)	(7,890,932)	(5,128,638)	9%
Expenses				
LABOR SALARIES/WAGES (501)	929,715	1,030,354	1,144,215	23%
FRINGE BENEFITS (502)	538,909	666,899	718,989	33%
PROFESSIONAL SERVICES (503)	434,506	495,603	918,205	111%
MATERIALS & SUPPLIES (504)	44,086	43,130	78,743	79%
UTILITIES (505)	51,191	67,121	60,306	18%
CASUALTY & LIABILITY (506)	97,239	111,345	34,693	-64%
PURCHASED TRANSPORTATION (508)	89,183	258,360	552,189	519%
MISCELLANEOUS EXPENSE (509)	146,491	355,039	308,173	110%
INTEREST EXPENSE (511)	0	141	367	
LEASE & RENTALS (512)	8,216	8,413	11,945	45%
DEPRECIATION (513)	140,117	316,096	483,099	245%
CAPITAL - ASSET ADJUSTMENT	69,265	184,546	1,167,144	1585%
<hr/>				
Operational Area / Year	2014	2015	2016	% Chg. FY15 to FY16
Boise Green Bike				
Revenues				
PART A-DIRECTLY GEN. FUNDS		(37,860)	(63,305)	67%
NON-TRANSPORTATION FUNDS		(190)	(200)	5%
PART D LOCAL OP SOURCE	(92,400)	(236,931)	(195,273)	-18%
PART-B FED GOV SOURCE-OPRT			(2,372)	
Expenses				
LABOR SALARIES/WAGES (501)	67,037	77,860	94,789	41%
FRINGE BENEFITS (502)	13,836	33,596	40,615	194%
PROFESSIONAL SERVICES (503)	9,278	40,053	82,827	793%
MATERIALS & SUPPLIES (504)	1,685	19,205	10,815	542%
UTILITIES (505)	703	1,703	3,762	435%
CASUALTY & LIABILITY (506)			5,000	
MISCELLANEOUS EXPENSE (509)	2,877	11,197	8,356	190%
LEASE & RENTALS (512)		6,250	14,925	
DEPRECIATION (513)			77,084	
<hr/>				
Note: Revenues are shown as credit or negative (-) amounts.				





Valley Regional Transit 2017 Revenue Analysis

Background

Valley Regional Transit Finance Director, Jim McMahon, generated a variety of tables to show trends in each major revenue category for the past five years. Fiscal years 2012 through 2016 data are actuals from the closing income statements for each year. Fiscal year 2017 is budgeted revenues. The objectives of this analysis are to assist staff in evaluating the trends for the more significant funding sources, establish targets for the fiscal year 2018 budget, and create tools to communicate more effectively with local jurisdictions how their funds are allocated to various cost areas in the organization.

The major revenue sources include the following:

Directly Generated – Revenues generated from passenger fares. This includes fares from the farebox, local passes, and employer funded pass programs.

Advertising Revenues – Fees generated from displaying advertising on vehicles and transit infrastructure. The revenue generated is net the fees paid to the advertising agency for selling the advertising.

Non-transportation Revenues – Revenues earned from activities not related to providing transit services. The primary source for this revenue in the VRT budget is CNG fuel rebates.

Local Revenue – Revenue provided by local governments and private partners to fund operations and capital expenses.

Federal Revenue – Revenue provided by the federal government to fund operating and capital expenses.

The detailed data used to complete this analysis are found in the attached tables. The tables and titles are listed below for easy reference. There are general findings and more detailed findings on particular sources outlined below. Recommendations follow the findings and serve as a basis for discussion with the Executive Board.

Table 1 – Operations Revenue by Major Category

Table 2 – Capital Revenue by Major Category

Table 3 – Operations Revenues Percent Change (YOY)

Table 4 – Operations Revenues Percent of Total Revenues Trends

Table 5 – Directly Generated Revenue by Category Percent Change (YOY)

Table 6 – Directly Generated Revenue by Category Percent of total Directly Generated Revenue Trends

Table 7 – Local Operating Sources Requested and Received Trends

Table 8 – Non-Transportation Funds and Advertising Revenues broken out by Ada and Canyon Counties Percent Change (YOY)

Table 9 – Public Transportation Fare Categories

Table 10 – Ridership and Employer Contract Revenues

Table 11 – Recognized Revenue and Fleetnet Ridership Data Comparison

Analysis Findings and Recommendations

General Findings

Table 1 and Table 2 show all sources by major categories. Table 3 shows a revenue breakdown by systems. Table 4 shows the percent of revenue compared to the total revenue by each category.

- Directly generated revenues saw the most variability in Canyon County over the last five years ranging from a 14 percent increase between FY2012 and FY2013 to a 19 percent decrease between FY2015 and FY2016.
- Ada County saw the largest loss of directly generated revenue between FY2015 and FY2016 at a decrease of 6 percent.
- Non-transportation revenues are primarily composed of the CNG fuel rebate. This source has stabilized since 2014 when the rebate was not approved by Congress. There is no guarantee this source will be authorized in any given year.
- Bus advertising revenue has steadily increased in the Ada County system as the economy improved.
- Bus advertising revenue peaked for the Canyon County system in FY2014 and has shown 14 and 17 percent decline in FY2015 and FY2016 respectively.
- The Bike Share program local operating sources are sponsorships. No local general funds are provided to support the operations of Boise Greenbike.
- There was a shift in the percent of directly generated revenues in Canyon County from a high of 14.47 percent in 2013 to 8.61 percent in 2016. This trend is related to loss in ridership from the employer and pass programs and decreases in general ridership on the inter-county services likely due to lower gas prices.
- The Ada County system has also seen a drop in the percent of the total revenue covered by directly generated due to fewer riders from employer contracts.
- The Canyon County system receives the highest percentage of operating revenues from federal sources. After accounting for the volatile trends in federal revenue (as explained below) the system typically receives 60 percent of the revenue from federal funds.

Table 5 and Table 6 shows directly generated revenue by each category. Table 9 shows the fare categories for services. The revenues were actual revenues that were deposited from the various sources. Ridership reporting is generated through the information collected through the fareboxes and reported out of the Fleetnet Information

System. We have noted in previous memos to the VRT Board about issues with data problems in our ridership reporting in Canyon County. A sample of the ridership data for that system is shown in Table 11.

- Revenues from the farebox and local pass sales have shown favorable increases from year-to-year for both Ada and Canyon counties systems.
- The greatest loss in directly generated revenue has been in the employer pass programs and the Universal passes primarily used on the inter-county system. This is likely the result of lower gas prices and the loss of choice riders.
- Directly generated revenues for the regional community-based system is much lower due to the partnerships that fund the program are designed to cover the fares of the participants.
- The other category is made up of miscellaneous revenues that include farebox allocation adjustments, employers that were put in the wrong category, and Bike Share subscription revenues.
- The average percent change for revenue in Canyon County over the review period has trended in a positive direction while the ridership has trended in a significant negative direction.
- There are a significant number of fare categories and products.

Federal and Local Sources

Table 1 and 3 show the greatest year-to-year volatility in operating revenues were federal and local sources. The revenues available through the federal formula and local contributions have been consistent over the review period. The volatility was caused by delays in getting grants through the FTA system. Local fund reserves were used to make up for delays in federal funding to cover operating expenses in some years. This issue was resolved in FY2016 so VRT will see more consistency in federal and local funding going forward.

Directly Generated Revenue

Table 11 shows a significant data quality issue for Ridership in Canyon County. The issue is the most apparent in FY2014 when the farebox revenues deposited for that year were 5 percent higher than FY2013, but the ridership is shown to be down by 35 percent. This variability between revenues deposited and ridership from the farebox in Canyon County continued through FY2015 and FY2016. The staff has completed an analysis of the farebox data collection system and has determined that rides were not counted due to outdated and incompatible equipment. There was a crash of the system in FY2014 when the server housing the data was moved to the Happy Day Transit Center. The crash caused a complete loss of all Canyon County farebox data prior to

January 2014. Ridership is being adjusted to correct for these errors. A more detailed report on ridership is being completed and will be presented to the VRT Board in April.

Table 5, Table 6, Table 10 and Table 11 show the most significant decrease in directly generated revenue comes from Employer-based ridership contracts and sales of universal passes. These are the revenues we primarily receive from riders who have other means of transportation, but choose to use public transportation to save money or avoid the inconvenience of driving their car to work. The trend began and follows the trend in decreases in gas prices. This also indicates that VRT has not applied the staff resources to maintaining and marketing these programs. Many of them have been in place for over 20 years without a major review or update. Additional factors may be changes in employee travel patterns as more people are living farther away from their worksites. Another factor may be shifts of Boise State campus populations where more students are living closer to campus.

Local Contributions

Table 7 Member Dues and Service Contribution Activity shows that local contributions have been consistent over the review period. VRT collects two types of annual assessments. The regional assessment is a fixed per capital amount that is based on the annual approved population projections adopted by the COMPASS Board. The other allocation is for service operations. The operations allocation is based on a combination of miles/hours, bus stops, and population. This allocation is only assessed on jurisdictions with services in their communities.

Five jurisdictions have opted not to pay an annual assessment that supports the regional administration during the review period. These shortfalls have ranged from \$6,640 in FY2012 to \$7,368 in FY2014. The largest single contribution from these jurisdictions was Kuna's at an average of \$5,000. The City of Garden City pays the regional assessment each year, but has opted to not pay for the portion of the operations within their jurisdiction. These costs have been covered by the City of Boise contribution.

In FY2015 and FY2016 Ada County and the City of Nampa capped their funding to FY2014 levels. This created a shortfall for operating funding of \$8,589 in FY2015 and \$13,738 in FY2016. Nampa has restored the funding to the requested FY2017 levels. Budgets were adjusted to make up for these shortfalls. Other differences had to do with negotiated changes in funding and delays in service implementation.

Non-Transportation Revenues

Table 8 Non-Transportation and Advertising Revenue shows the trends for these sources. Non-transportation revenue is the CNG fuel rebate from the federal government. This has been consistent source in Boise and began to be available in Canyon County when the fuel source changed from gasoline to CNG. The rebate is subject to Congressional renewal. They didn't renew the authorization in 2014 so there was no rebate received that year. This source has been used in Canyon County for local match to support capital match. It has been used for operating funding in the Boise system. There are no guarantees that Congress will approve authorization from year-to-year.

Recommendations

The following are staff's recommendations to improve monitoring revenues and establish process improvements for increasing efficiencies in the organization.

1. Review revenues on a quarterly basis to address shortfalls early in the fiscal year.
2. Ensure grants are processed and executed in a timely manner.
3. Complete a review of local funding allocation for operations to determine allocations are still being assessed fairly among the different jurisdictions.
4. Review ridership/employer programs with the objective to simplify programs and increase utilization.
5. Complete the ridership analysis and establish a quality assurance process to reconcile revenue and ridership before the monthly performance reports are completed.
6. Complete the second phase of the Fare System Analysis to simplify fare categories and make recommendations for Board consideration to bring about higher farebox return.
7. Establish a practice to use CNG fuel rebate as match for one-time capital expenses rather than base operating expenses.
8. Analyze opportunities to increase advertising revenues in both Boise and Canyon operations.
9. Ensure Boise Greenbike program revenues are recognized in the correct category.

Table 1: Operating Revenues By Major Category

Revenue Category	2012	2013	% Change	2014	% Change	2015	% Change	2016	% Change	FY2017 Budget
DIRECTLY GEN. REVENUES	\$ 946,609	\$ 992,875	5%	\$ 970,971	-2%	\$ 1,020,471	5%	\$ 972,540	-5%	\$ 996,518
NON-TRANSPORTATION REVENUES	138,997	214,274	54%	757	-100%	223,043	29356%	228,932	3%	230,067
BUS ADVERTISING	35,124	42,181	20%	53,432	27%	72,712	36%	75,523	4%	73,467
LOCAL OPERATING REVENUES	5,579,622	8,405,493	51%	5,578,830	-34%	7,440,267	33%	7,323,935	-2%	8,576,099
FEDERAL OPERATING REVENUES	6,147,088	1,527,341	-75%	5,084,445	233%	3,419,556	-33%	5,536,574	62%	5,371,461
Totals	\$ 12,847,440	\$ 11,182,164		\$ 11,688,435		\$ 12,176,049		\$ 14,137,504		\$ 15,247,612

Table 2: Capital Revenues By Major Category

	2012	2013	2014	2015	2016	FY2017 Budget	
LOCAL CAPITAL REVENUES	\$ 308,653	\$ 676,293	\$ 1,385,964	\$ 1,442,542	\$ 1,217,284	\$ 1,647,407	
FEDERAL CAPITAL REVENUES	8,525,525	4,888,082	4,866,701	7,890,932	5,128,638	9,594,972	
Totals	\$ 8,834,178	\$ 5,564,375	\$ 6,252,665	\$ 9,333,474	\$ 6,345,922	\$ 11,242,379	0.00

Table 3: Operating Revenues By System - YOY Percentage Change

Ada County System										
Revenue Category	2012	2013	FY13 vs. FY12	2014	FY14 vs. FY13	2015	FY15 vs. FY14	2016	FY16 vs. FY15	FY2017 Budget
DIRECTLY GEN. REVENUES	\$ 747,132	\$ 755,923	1%	\$ 736,395	-3%	\$ 762,341	4%	\$ 716,052	-6%	\$ 794,990
NON-TRANSPORTATION REVENUES	135,699	205,670	52%	465	-100%	175,602	37660%	185,492	6%	180,067
BUS ADVERTISING	30,906	33,182	7%	39,679	20%	60,916	54%	65,717	8%	61,671
LOCAL OPERATING REVENUES	4,049,850	6,210,571	53%	3,433,154	-45%	4,908,276	43%	5,046,309	3%	5,574,344
FEDERAL OPERATING REVENUES	4,592,164	194,880	-96%	3,358,423	1623%	1,204,992	-64%	2,227,538	85%	2,153,770
Totals	\$ 9,555,751	\$ 7,400,226	-23%	\$ 7,568,117	2%	\$ 7,112,127	-6%	\$ 8,241,108	16%	\$ 8,764,842
Canyon County System										
Revenue Category	2012	2013	FY13 vs. FY12	2014	FY14 vs. FY13	2015	FY15 vs. FY14	2016	FY16 vs. FY15	FY2017 Budget
DIRECTLY GEN. REVENUES	\$ 196,470	\$ 224,378	14%	\$ 222,184	-1%	\$ 208,806	-6%	\$ 169,651	-19%	\$ 200,028
NON-TRANSPORTATION REVENUES	12	8,289	67404%	0	-100%	45,976	38313233%	43,401	-6%	50,000
BUS ADVERTISING	4,218	8,999	113%	13,753	53%	11,796	-14%	9,806	-17%	11,796
LOCAL OPERATING REVENUES	682,684	735,930	8%	714,330	-3%	634,750	-11%	524,653	-17%	597,214
FEDERAL OPERATING REVENUES	830,749	573,511	-31%	627,799	9%	1,112,346	77%	1,223,317	10%	913,887
Totals	\$ 1,714,133	\$ 1,551,107	-10%	\$ 1,578,066	2%	\$ 2,013,674	28%	\$ 1,970,828	-2%	\$ 1,772,925
Regional System										
Revenue Category	2012	2013	FY13 vs. FY12	2014	FY14 vs. FY13	2015	FY15 vs. FY14	2016	FY16 vs. FY15	FY2017 Budget
DIRECTLY GEN. REVENUES	3,007	12,575	318%	12,392	-1%	11,464	-7%	23,532	105%	-
NON-TRANSPORTATION REVENUES	3,286	314	-90%	292	-7%	1,275	337%	(161)	-113%	-
LOCAL OPERATING REVENUES	847,088	1,458,992	72%	1,338,945	-8%	1,660,311	24%	1,549,701	-7%	2,048,344
FEDERAL OPERATING REVENUES	724,175	758,950	5%	1,098,223	45%	1,102,218	0%	2,083,347	89%	2,303,804
Totals	\$ 1,579,567	\$ 2,232,845	41%	\$ 2,451,866	10%	\$ 2,777,282	13%	\$ 3,658,434	32%	\$ 4,352,148
Boise GreenBike Program										
Revenue Category (Note 1)	2012	2013	FY13 vs. FY12	2014	FY14 vs. FY13	2015	FY15 vs. FY14	2016	FY16 vs. FY15	FY2017 Budget
DIRECTLY GEN. REVENUES	-	-	-	-	-	37,860	-	63,305	67%	1,500
NON-TRANSPORTATION REVENUES	-	-	-	-	-	190	-	200	5%	-
LOCAL OPERATING REVENUES	-	-	-	92,400	-	236,931	-	203,273	-14%	356,198
FEDERAL OPERATING REVENUES	-	-	-	-	-	-	-	2,372	-	-
Totals						274,981		269,150	-2%	357,698

Note 1: Meaningful comparison is FY16 vs. FY15 due to recent program start-up.

Table 4: Operating Revenues By System - % of Total

Revenue Category	2012	2013	2014	2015	2016	FY2017 Budget
Ada County System						
DIRECTLY GEN. REVENUES	7.82%	10.21%	9.73%	10.72%	8.69%	9.07%
NON-TRANSPORTATION REVENUES	1.42%	2.78%	0.01%	2.47%	2.25%	2.05%
BUS ADVERTISING	0.32%	0.45%	0.52%	0.86%	0.80%	0.70%
LOCAL OPERATING REVENUES	42.38%	83.92%	45.36%	69.01%	61.23%	63.60%
FEDERAL OPERATING REVENUES	48.06%	2.63%	44.38%	16.94%	27.03%	24.57%
Totals	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Canyon County System						
DIRECTLY GEN. REVENUES	11.46%	14.47%	14.08%	10.37%	8.61%	11.28%
NON-TRANSPORTATION REVENUES	0.00%	0.53%	0.00%	2.28%	2.20%	2.82%
BUS ADVERTISING	0.25%	0.58%	0.87%	0.59%	0.50%	0.67%
LOCAL OPERATING REVENUES	39.83%	47.45%	45.27%	31.52%	26.62%	33.69%
FEDERAL OPERATING REVENUES	48.46%	36.97%	39.78%	55.24%	62.07%	51.55%
Totals	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Regional						
DIRECTLY GEN. REVENUES	0.19%	0.56%	0.51%	0.41%	0.64%	0.00%
NON-TRANSPORTATION REVENUES	0.21%	0.01%	0.01%	0.05%	0.00%	0.00%
LOCAL OPERATING REVENUES	53.70%	65.40%	54.65%	59.83%	42.38%	47.07%
FEDERAL OPERATING REVENUES	45.90%	34.02%	44.83%	39.72%	56.98%	52.93%
Totals	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Boise GreenBike Program						
PART A-DIRECTLY GEN. FUNDS			0.00%	13.77%	23.52%	0.42%
NON-TRANSPORTATION FUNDS			0.00%	0.07%	0.07%	0.00%
PART D LOCAL OP SOURCE			100.00%	86.16%	75.52%	99.58%
PART-B FED GOV SOURCE-OPRT			0.00%	0.00%	0.88%	0.00%
Totals			100.00%	100.00%	100.00%	100.00%

Table 5: Directly Generated (DG) Revenues By Category - YOY Percentage Change

DG Revenue Type	2012	2013	FY13 vs. FY12	2014	FY14 vs. FY13	2015	FY15 vs. FY14	2016	FY16 vs. FY15
FARE BOX	\$ 336,685	\$ 350,384	4%	\$ 336,463	-4%	\$ 365,108	9%	\$ 380,146	4%
LOCAL PASSES	319,093	299,164	-6%	299,428	0%	306,751	2%	341,153	11%
RIDERSHIP PROGRAMS	145,336	166,645	15%	155,671	-7%	182,853	17%	118,434	-35%
UNIVERSAL PASSES	96,811	107,406	11%	85,323	-21%	76,715	-10%	62,141	-19%
ACCESS PASSES	42,850	65,984	54%	87,241	32%	48,589	-44%	47,438	-2%
EMPLOYER PROGRAMS	-	3,538	#DIV/0!	1,639	-54%	23,953	1361%	21,086	-12%
OTHER	5,835	(245)	-104%	5,206	-2227%	16,503	217%	2,142	-87%
Totals	\$ 946,609	\$ 992,875	5%	\$ 970,971	-2%	\$ 1,020,471	5%	\$ 972,540	-5%

Table 6: Directly Generated Revenues as a % of Total - By Category & Year

DG Revenue Type	2012	2013	2014	2015	2016
FARE BOX	35.57%	35.29%	34.65%	35.78%	39.09%
LOCAL PASSES	33.71%	30.13%	30.84%	30.06%	35.08%
RIDERSHIP PROGRAMS	15.35%	16.78%	16.03%	17.92%	12.18%
UNIVERSAL PASSES	10.23%	10.82%	8.79%	7.52%	6.39%
ACCESS PASSES	4.53%	6.65%	8.98%	4.76%	4.88%
EMPLOYER PROGRAMS	0.00%	0.36%	0.17%	2.35%	2.17%
OTHER	0.62%	-0.02%	0.54%	1.62%	0.22%
Totals	100.00%	100.00%	100.00%	100.00%	100.00%

Table 7: Member Dues & Service Contribution Activity (FY2012 To FY2016)

Jurisdiction	FY2012			FY2013			FY2014			FY2015			FY2016		
	Billed	Received	Difference	Billed	Received	Difference	Billed	Received	Difference	Billed	Received	Difference	Billed	Received	Difference
Ada County	\$ 37,734	\$ 37,734		\$ 38,677	\$ 38,582	\$ 95	\$ 39,546	\$ 39,546		\$ 40,616	\$ 39,546	\$ 1,070	\$ 41,865	\$ 39,546	\$ 2,319
Ada County Highway District	2,500	2,500		2,563	2,563		2,627	2,627		2,680	2,680		2,734	2,734	
Boise State University Corp.	30,569	30,569		31,333	31,333		32,116	32,116		32,758	32,758		33,550	33,550	
CWI	22,500	22,500		23,063	23,063		23,640	22,500	1,140	24,113	24,113		25,087	25,087	
City of Boise	7,212	7,212		7,392	7,392		7,577	7,577		7,729	7,729		55,661	55,661	
City of Eagle	5,445,150	4,745,150	700,000	5,781,279	5,581,279	200,000	5,859,811	5,797,056	62,755	5,917,967	5,917,967		6,222,481	6,222,481	
City of Kuna	22,748	22,748		23,159	23,159		23,738	23,738		25,293	25,293		26,352	26,352	
City of Meridian	5,151	-	5,151	5,540		5,540	5,679	1,000	4,679	5,950	1,000	4,950	6,569	1,000	5,569
City of Star	100,541	100,541		104,806	104,806		167,426	107,426	60,000	172,160	172,160		177,243	177,243	
Garden City	7,032	7,032		7,324	7,324		7,507	7,507		7,963	7,963		8,459	8,459	
Meridian Development Corp.	4,347	4,347		111,653	4,456	107,197	114,445	4,567	109,878	116,208	4,132	112,076	119,452	4,574	114,878
Canyon County	3,000	3,000		3,075	3,075		3,152	3,152		3,215	3,215		3,215	3,215	
Canyon County Hwy Dist. #4	32,035	32,035		32,307	32,035	272	33,115	33,115		35,221	35,221		35,909	35,909	
City of Caldwell	749	749		768	768		787	787		806	806		825	825	
City of Greenleaf	120,409	120,409		124,780	124,780		127,900	127,900		130,703	130,703		135,641	135,641	
City of Melba	279	279		301	301		308	308		311	311		326	326	
City of Middleton	197	197		184	184		189	189		193	193		216	216	
City of Nampa	6,991	6,991		7,182	7,000	182	7,362	7,362		7,702	7,702		8,148	8,148	
City of Notus	309,960	309,960		317,787	317,787		325,730	325,730		333,249	325,730	7,519	337,149	325,730	11,419
City of Parma	197		197	188		188	192		192	200		200	216		216
City of Wilder	687		687	704		704	722		722	744		744	812		812
Golden Gate Hwy Dist. #3	480	480		542	542		555	555		570	570		622	622	
Nampa Hwy Dist. #1	605	605		620	620		635	635		651	651		666	667	(1)
Notus/Parma Hwy Dist. #2	749	749		768	768		787	787		806	806		825	825	
Totals	\$ 6,162,427	\$ 5,455,787	\$ 706,640	\$ 6,626,615	\$ 6,311,817	\$ 314,798	\$ 6,786,181	\$ 6,546,180	\$ 240,001	\$ 6,868,459	\$ 6,741,249	\$ 127,210	\$ 7,244,689	\$ 7,108,811	\$ 135,878
Adjustments City of Boise			700,000			307,197			232,633			112,076			114,878
Adjusted Total		\$ 6,640		\$ 7,601			\$ 7,368			\$ 15,134			\$ 21,000		

Table 8: Non-Transportation & Advertising Revenues - YOY Percentage Change

System / Revenue Type	2012	2013	FY13 vs. FY12	2014	FY14 vs. FY13	2015	FY15 vs. FY14	2016	FY16 vs. FY15
Ada County System									
Advertising Revenues	\$ 30,906	\$ 33,182	7%	\$ 39,679	20%	\$ 60,916	54%	\$ 65,717	8%
Non-Transportation Revenues	135,699	205,670		465	-100%	175,602	No NT Rev. in FY14	185,492	6%
Canyon County System									
Advertising Revenues	4,218	8,999	113%	13,753	53%	11,796	-14%	9,806	-17%
Non-Transportation Revenues	12	8,289	67404%	0	-100%	45,976	No NT Rev. in FY14	43,401	-6%
Regional									
Non-Transportation Revenues	3,286	314	-90%	292	-7%	1,275	337%	(161)	-113%
BikeShare									
Non-Transportation Revenues						190		200	5%
						190		200	5%
Totals	\$ 174,121	\$ 256,455		\$ 54,189		\$ 295,945		\$ 304,655	

Table 9: Public Transportation Fares by Category

Public Transportation Service Fares		Local	Universal
Single Ride	Adult	\$1	\$3 (express)
	Child (0-5 yrs.)	Free	Free
	Student/Senior/Person with a disability/Medicare Card Holder	50 cents	\$1.50 (express)
One Day	Adult	\$2	\$6
	Student/Senior/Person with a disability/Medicare Card Holder	\$1	\$3
\$12 Stored Value Card		\$10	
\$24 Stored Value Card		\$20	
31-Day Pass	Adult	\$36	\$70
	Student/Senior/Person with a disability/Medicare Card Holder	\$18	\$35
Three-Month Pass	Adult	\$93	\$180
	Student/Senior/Person with a disability/Medicare Card Holder	\$46	\$90
	Summer Youth Pass	\$24	
Six-Month Pass*		\$165	\$320
One Year Pass*		\$266	\$516
Access Fares		\$2	
Single Ride Paratransit		\$2	
Single Ride Paratransit - Companion		Care attendant rides for free. Companion pays \$2 fare.	
Single Ride Paratransit - Care Attendant			
Non-Profit Agency Fares* (for clients only)			
One Day		LOCAL	UNIVERSAL
		\$1.50	\$4.50
31-Day Non-Profit Agency Pass		LOCAL	UNIVERSAL
		\$27 Adult	\$52 Adult
		\$18 Student/Senior/Persons with Disabilities/Medicare Cardholder	\$35 Student/Senior/Persons with Disabilities/Medicare Cardholder
Three-Month Non-Profit Agency Pass		LOCAL	UNIVERSAL
		\$70 Adult	\$135 Adult
		\$46 Student/Senior/Persons with Disabilities/Medicare Cardholder	\$90 Student/Senior/Persons with Disabilities/Medicare Cardholder
Non-Profit Annual Contract (\$5,000 or more)		30% discount on any fare type	
Non-Profit Annual Contract (\$10,000 or more)		50% discount on any fare type	
Employer Fares* (for employees only)		LOCAL	UNIVERSAL
31-day Employer Pass		\$32 Adult	\$62 Adult
Three-month Employer Pass		\$82	\$158
Commuter Pass Annual Employer Contract (employer contract required)		\$400 per current rider, passes for all employees	
Village Van (Qualified passengers through human service agency referral)		\$1.50 per pass (one ride)	
Volunteer Driver Ride (Note: qualifications apply. See GoRide Mobility Programs page for more info.)		\$3 per eight (8) mile segment.	

Table 10 Ridership and Employer Contract Revenues
Ridership Programs

Name	2013	2014	2015	2016	Total
Boise State University	87,326	78,122	89,106	56,506	311,060
Boise School District	38,199	32,604	29,900	27,631	128,334
St. Luke's RMC	13,336	12,748		6,617	32,701
St. Alphonsus	1,952	2,195		2,259	6,406
College of Western Idaho	22,678	24,728	49,575	24,722	121,703
U of I	86	335	745	699	1,865
DEQ		832			832
Idaho Power			12,984		12,984
					-
Ada Co Operations	1,692	4,106	543		6,341
CSHQA	1,376				1,376
	166,645	155,670	182,853	118,434	623,602

Employer Programs Name	2013	2014	2015	2016	Total
CTA	532	872	1,468	2,347	5,219
DEQ	784		560	560	1,904
Ada Co Opearations	2,200		6,400	6,400	15,000
U of I	21				21
St. Al's		125	2,389	145	2,659
Idaho Power				6,563	6,563
CSHQA			1,528		1,528
St. Luke's RMC			11,608	4,991	16,599
	3,537	997	23,953	21,006	49,493
	170,182	156,667	206,806	139,440	673,095

Canyon \$														
	2013		2014		2015		2016		AVERAGE +/-					
Fare Box	\$	46,559	\$	49,067	5%	\$	51,474	5%	\$	50,240	-2%	\$	49,335.01	3%
Local Passes	\$	17,481	\$	18,584	6%	\$	17,691	-5%	\$	17,557	-1%	\$	17,828.15	0%
Universal Passes	\$	107,406	\$	85,323	-21%	\$	76,715	-10%	\$	62,141	-19%	\$	82,896.12	-17%
Ridership Programs	\$	51,645	\$	64,608	25%	\$	50,507	-22%	\$	24,904	-51%	\$	47,916.00	-16%
Employer Programs	\$	1,264	\$	4,102	225%	\$	3,162	-23%	\$	2,270	-28%	\$	2,699.50	58%
Other	\$	23	\$	500	2122%	\$	9,257	1751%	\$	12,540	35%	\$	5,579.86	1303%
Total	\$	224,378	\$	222,184	-1%	\$	208,806	-6%	\$	169,651	-19%	\$	206,254.64	-9%

Canyon Trips														
	2013		2014		2015		2016		AVERAGE +/-					
Fare Box \$		48,215		31,407	-35%		30,919	-2%		27,094	-12%		34,409	-16%
Local Passes		44,738		37,760	-16%		29,805	-21%		31,257	5%		35,890	-11%
Universal Passes		36,734		33,500	-9%		36,225	8%		26,825	-26%		33,321	-9%
Ridership Programs		66,442		48,284	-27%		47,911	-1%		39,330	-18%		50,492	-15%
Employer Programs		9,673		10,031	4%		14,532	45%		12,493	-14%		11,682	12%
Other		11,486		17,348	51%		12,995	-25%		11,169	-14%		13,250	4%
Total		180,554		144,830	-20%		136,162	-6%		121,343	-11%		145,722	-12%

\$

Trips



**AUTHORIZATION FOR EXPENDITURE
EXECUTIVE BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Happy Day Transit Center (HDTC) Minor Office Improvements	TOTAL COST: \$58,000.00																
<p><u>PURPOSE/ACTION:</u> Staff is seeking approval by the Executive Board to procure construction services to modify the existing Caldwell building – the Happy Day Transit Center.</p> <p><u>SCOPE OF WORK:</u> These improvements will create a work space for a small Customer Service area, provide layout changes to separate staff and the public and replace carpet in the staff area.</p> <p><u>DISCUSSION:</u> These improvements are part of small steps taken at the site to continue to improve public waiting areas, staff work space, and the overall usability of the space. These steps will also create the Customer Service and pass sales area needed for a transit center.</p> <p><u>ALTERNATIVES:</u> The alternative to these improvements would be to leave the site in a poor state of repair and continue limited pass sale opportunities in Canyon County.</p> <p><u>FISCAL IMPACT:</u> Funding for this project is out of grant dollars awarded to VRT for this specific effort. These dollars do not come from operational budgets or require additional outlay from supporting agencies.</p> <p><u>RECOMMENDATION/JUSTIFICATION:</u> <u>POST RFP/FINAL SELECTION OF PROJECT:</u> Recommend: Staff is requesting that the Executive Board Approve Resolution VEB17-003 and award RFB 2017-01-17 Happy Day Transit Center Office Improvements to J² Construction in the amount of \$58,000.00.</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">ROUTING #</th> <th style="width: 45%;">ORDER OF REVIEW</th> <th style="width: 20%;">DATE APPROVED</th> <th style="width: 25%;">RESOLUTION #</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>EXECUTIVE DIRECTOR</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.</td> <td>On Executive Board Agenda 3/6/17</td> <td>VEB17-003</td> </tr> <tr> <td style="text-align: center;">3</td> <td>VRT BOARD Approves all procurements over \$75,000.</td> <td></td> <td></td> </tr> </tbody> </table>		ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #	1	EXECUTIVE DIRECTOR			2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.	On Executive Board Agenda 3/6/17	VEB17-003	3	VRT BOARD Approves all procurements over \$75,000.		
ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #														
1	EXECUTIVE DIRECTOR																
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.	On Executive Board Agenda 3/6/17	VEB17-003														
3	VRT BOARD Approves all procurements over \$75,000.																

EXECUTIVE BOARD RESOLUTION

Happy Day Transit Center Minor Office Improvements RESOLUTION VEB17-003

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE HAPPY DAY TRANSIT CENTER MINOR OFFICE IMPROVEMENTS

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, staff has programmed dollars to complete said improvements as planned and bid to date; and

WHEREAS, staff has publicly bid and evaluated responses to select the most responsive and responsible bidder from offering entities; and

WHEREAS, funding for this procurement is currently available with 2017 grant dollars totaling over \$58,000.00 as approved through the FY2017 Budget – Resolution VBD17-001 on January 9, 2017; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17, 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 VEB17-003, procurement of Minor Office Improvements at the Happy Day Transit Center consistent with RFB 2017-01-17.

Section 2. That the Executive Board delegates authority to the Executive Director to finalize and execute the contract.

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

ADOPTED by the Executive Board of Valley Regional Transit, this 6th day of March, 2017.

APPROVED by the Executive Board Chair this ___day of _____, 2017.

ATTEST:

APPROVED:

SECRETARY

CHAIR OF EXECUTIVE BOARD



TOPIC: Proposed Agenda Items for 04/03/17 VRT Board of Directors Meeting

DATE: February 23, 2017

Summary of Proposed Agenda Items for 04/03/17 VRT Board of Directors Meeting

INTRODUCE NEW MEMBERS:

- Rick Visser – Ada County Commissioner
- Rick Ritter – Meridian Development Corporation
- Pam White – Canyon County Commission
- Corey Cook – Boise State University

CONSENT AGENDA

- Approve Minutes of 01/09/17 VRT Board Meeting
- Accept FY2016 Final Budget Report (approved by Ex Board 01/09/17)
- Accept FY2016 Audit – Eide Bailley – (approved by Ex Board 02/06/17)
- Acknowledge FY2017 – 1st Quarter Budget Variance Report (Oct/Nov/Dec)
 - Acknowledge Operating Cash Balance Report – Qtr 1

RCC QUARTERLY REPORT

- Leslie Felton-Jue representing Neighborhood Associations

ACTION ITEMS

PROCUREMENTS

- Orchard Facility HVAC Design
- Middleton Park & Ride
- Tubes & Tires Contract
- Harvest Transit - Purchased Transportation Services for the VRT Mobility Programs
- Anticipated Procurements from April 3 – July 10

INFORMATION ITEMS

- Valleyconnect 2.0 Enhanced Scenarios
 - Overview of Leadership Interviews
 - SWOT Workshop
- FY2016 Ridership Report
- Ridership Data Analysis
- Department/Staff Reports

Recommendation:

Staff requests the Executive Board approve the proposed agenda items for the April 3, 2017 VRT Board meeting, and the Executive Director use discretion in adding any other information that may arise before the meeting packet is scheduled to be distributed in late March.

For additional information contact: Kelli Badesheim, Executive Director, 258-2712, kbadesheim@valleyregionaltransit.org

**VALLEY REGIONAL TRANSIT
FY2017 PROCUREMENT CALENDAR
EXECUTIVE BOARD / VRT BOARD**

ITEM VI-B

Goods/Service	Total Procurement Amount	Potential Exec. Board Action	Potential VRT Board Action	Comments
HDTC Minor Office Improvements	\$58,000	March 6, 2017		Office improvements at HDTC for Customer Service workspace.
Capital Infrastructure – Orchard Facility HVAC Design	\$200,000		April 3, 2017	Amount is for the design phase of replacing the HVAC system at the Orchard Facility.
Tubes and Tires Contract	\$500,000		April 3, 2017	The leasing of tires in both the Ada and Canyon County fleets did not achieve the economies of scale to be cost effective. This procurement is for the contract within Ada County only. Three year contract with two one year options. Request For Bid Specifications are being developed.
Harvest Transit	77,000		April 3, 2017	Purchased transportation services for the VRT Mobility Programs.
Rolling Stock – Revenue Vehicles	\$2,880,000		July 10, 2017	Purchase of fixed line replacement and cutaway vehicles for the Ada and Canyon County Systems.
Capital Infrastructure – HDTC Exterior Remodel	\$215,000		July 10, 2017	May need to request VRT Board to delegate to the Executive Board due to the timing of construction.
Capital Infrastructure – Middleton Park-N-Ride	\$1,060,000		July 10, 2017	The amount is for both design and construction of the Middleton Park-N-Ride.
Capital Infrastructure – CWI Roundabout	\$779,000		July 10, 2017	Amount is for both design and construction. Presently, awaiting National Environmental Policy Act (NEPA) Report.
CNG Compressors and Sensors – Preventative Maintenance	\$150,000		July 10, 2017	Professional Services Agreement for preventative maintenance of CNG Compressors / Detection System & Sensors in both the Ada and Canyon County Systems. Three (3) year contract with two (2) possible one-year extensions.
Annunciators	\$400,000		September 25, 2017	Purchase of annunciators for both Ada and Canyon County vehicles.



TOPIC: Executive Director Report
DATE: February 27, 2017

VRT Strategic Plan

Goal 1 – Demonstrate responsible stewardship of public resources

- Performance based decision-making

Goal 2 – Build community partnerships

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

Highlights:

Organizational Development

I have been invested a good deal of time over the last several weeks in internal meetings with staff teams. We have been continuing our internal analysis of processes that will help us all work more efficiently and effectively. The area of focus this last month has been on improving and leveraging technology investments more effectively, improving federal grant and regulation coordination, and defining our information and programmatic supports VRT deploys to better serve the needs of our customers and stakeholders. VRT staff continues to focus on preparation for the upcoming Triennial Review in May 2017. I also completed three new board member orientations in the last month. I'm very excited about the openness and encouraged by the enthusiasm and interest expressed by our new board members in the work we are doing at VRT.

Professional Development

No activity in this area.

Community Involvement

I attended the following community meetings:

- City of Boise Best in Class Transit Service
- Boise Chamber of Commerce Leadership Conference Planning Meetings
- State Street TOD Steering Committee
- Mobile Village project team meeting
- Canyon County Local Transit Plan with City of Nampa staff
- Boise State University Subrecipient agreement meeting
- Downtown Boise Park and Ride Technical Group meeting
- Valleyconnect Technical Resource Group meeting
- Five City of Kuna Leadership Interviews

Downtown Transportation Demand Challenge

This project team held the final meeting in January. I am now participating on a Downtown Mobility Steering Committee composed of members from City of Boise, Capital City Development Corporation, Downtown Boise Association, and VRT. This

group is working on the Downtown solution identified in the Demand Challenge project through implementation.

Southwest District Health (SWDH) Transportation

This project is getting folded into the Valleyconnect 2.0 project.

Valleyconnect 2.0

We completed a work shop with the Regional Coordination Council to better understand how that group would like to see how they would prioritize additional funding. We completed a SWOT Analysis with the Technical Resource Group. I also conducted five leadership interviews in Kuna. A VRT staff team outlined the information and programmatic supports that will be outlined in the plan. We identified external program support projects and partners that we will be incorporating into the plan. VRT has hired a planner who will begin in early April. The planner will take over guiding the technical aspects of the project at that time.

Mobile Village

No activity in the project over the reporting period.

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

TOPIC: Finance and Administration Activity Report
DATE: February 23, 2017

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

- Four grant applications have been input into TrAMS for review:
 - FY16 Planning Grant has been reviewed and is pending revisions per FTA request.
 - Happy Day Transit Center Project, still pending review.
 - Bus Replacement – STP Funding for FY16-17, pending ITD amendment approval.
 - State Street TOD Project Application has been transmitted and is pending review.
- The Grants and Compliance Administrator continues to build FY2017 Grant Applications so that they will be ready for input into TrAMS once the FY17 Apportionment is announced.
- The FTA consultant (Milligan and Company) that will perform the Triennial Review in May 2017 has started reviewing VRT's document submissions. To date, we have not received any comments back at this time.

Budget/Finance

- The Accounting Manager (Linda Roberts) and Accounting Specialist (Robin Conrad) successfully completed the FY2016 Audit. No audit findings were noted by the Eide Bailly auditors. The FY2016 Audit was presented at the February 6, 2017 Executive Board Meeting. Final acceptance will occur at the VRT Board Meeting on April 3, 2017.
- January 2017 (Period 4) is now closed. Staff completed the QR-1 Budget to Actual Report including explanation of variances.
- Staff supported the Executive Director in preparing a Revenue Analysis for Ada, Canyon Regional Systems.
- The Finance Director is preparing Draft FY2018 Budget Templates to send to Divisional operational managers and Directors during the first week of March.
- VRT Accounting is planning to more fully utilize Automated Clearing House (ACH) electronic vendor payments to decrease the administrative costs in our check issuance and review processes. Presently, VRT has approximately forty-five (45) vendors who

have signed up to have their invoices paid by an ACH. Through March and April, VRT Accounting will be working with vendors to increase the number of payments made by the ACH method. If this program is successful, VRT is hoping to eventually migrate to conducting biweekly or weekly ACH runs and only one (1) processing run each month that is dedicated to payments utilizing check stock. We believe the organization can gain significant efficiencies in this financial area by paying the vast majority of our vendors electronically.

Procurement

- A Procurement Calendar that documents procurements through the remainder of FY2017 has been updated and included in the Executive Board Packet.
- The Request For Bid – Tires and Tire Related Items and Services RFB 2017-05-24 was issued on February 24, 2017 for the Ada County System.
- Staff is working with VRT Operations to issue a Request for Bid for the Tires and Tire Related Items for the Canyon County System.
- Staff is starting to work with the VRT Operations Director to specify requirements for the transit management services RFP. Presently, Valley Regional Transit is under contract with Professional Transit Management and MV Transportation to manage the transit systems in Ada and Canyon County, respectively.
- VRT Finance has consolidated the Grants Administrator and Procurement positions into one position that will be titled the Grants and Compliance Administrator. The remaining position will be titled Accounting Specialist. This position will serve as support and assume administrative duties that historically fell under Grants-Procurement, Accounts Payable, Accounts Receivable, and General Accounting. Finance is currently reviewing applications for this position. This position realignment will increase cross-training capacity within Finance and allow procurement tasks to be more closely aligned with grant management and budget development processes.

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



TOPIC: Development Department Monthly Report
DATE: February 27, 2017

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 is working with the Vc2.0 Technical Resource Group (TRG) on reviewing routing of public transportation, needs, and documenting existing conditions and status of all public transportation in our region. VRT is also working on reaching out to all stakeholders and their groups to learn the needs of the region. Next steps will be to start reviewing information and programmatic supports.
- **2040 Public Transportation Plan (COMPASS Lead)**
 COMPASS has created a Public Transportation Workgroup. No new items to report at this time.
- **Development Guidelines Update**
 VRT is currently ranking and rating the bus stops according to the newly established guidelines.
- **Fare Analysis**
 VRT will be updating its Fare Tariff Sheet and will submit it for information and approval to the RCC and the Executive Board this spring. Proposed changes will include reducing the types of fare products that have low usage and setting Fare Recovery Ratio for FY18.

Increase ridership and revenue

- **Transportation Demand Management (TDM) Strategies**
 No new items to report. <https://www.sharetherideidaho.com/public/home.aspx?customsubsite=district3>
- **Service Changes**
Service Changes – VRT staff has compiled proposed service changes from staff, past requests, and riders. List will be finalized in March and changes will be started for implementation in August 2017

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 is now available on the 511 website to provide real time information to smart phones and devices. Real time information can be sent to Google; and VRT is working through the legal documents to have our real time information displayed.
- **Main Street Station Data Displays**
Have created rolling data feeds for Main Street Station displays to provide service adjustment notifications – snow days – service changes, etc.

Technology Improvements

- **Asset Management – Phase II – Work Orders**
Boise State will be testing and training on the Trapeze system the week of February 27.

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. No new items to report.
- **Boise Operations Facility Upgrades**
Minor improvements relating to security and access coming in early 2017. RFQ for HVAC and CNG detection system re-design has been released with responses due in March 2017.
- **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 was estimated to be December 18, 2016. Fencing and some concrete work is still outstanding. VRT is working with the contractor to finalize any remaining items that will be held over until temperatures rise. Liquidated damages were assessed due to the contractor not completing on time

Interior improvements were bid; construction will start in the spring of 2017.

- **Nampa Pedestrian Improvements to Improve Access to Transit Stops – FY14**
No new items to report at this time.

- **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. Design has been completed to the point local match dollars are mostly spent. Construction and design completion can commence when federal dollars are available for the project to continue.
- **Nampa Transit Orientated Development** - No new items to report at this time.

Other Development Activities

- **National Transit Data (NTD) Reporting** - FY16 year-end reporting has started.
- **Title VI** – VRT will be updating the Title VI report this year. The first draft will be presented to the RCC in April 2017.
- **Budget** – Development has started working on the FY18 budget and will be presenting the Unified Planning Work Program (UPWP), Capital Budget, and the ITS plan to the Executive Board and the RCC this spring.
- **Transit Asset Management** – VRT will be working towards a Transit Asset Management Plan and Policy with the other regional public transportation providers.

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



TOPIC: Operations Department Monthly Report
DATE: February 24, 2017

Summary: Update of Operations Department activities for the month of February 2017.

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.

Coordinated Marketing Campaign

VRT has outlined a work plan for marketing activity in FY17 which includes a variety of micro projects that are all designed to target specific audiences and educate the general public of transportation related service options available throughout the Valley. One notable initiative within the marketing work plan is VRT's co-branding and outreach partnership with Treefort Music Festival.

True to several guiding principles of VRT's strategic plan, this specific marketing initiative provides a community benefit, maximizes public dollars, and provides connectivity to multiple transportation options. As part of this partnership, the Treefort Music event will provide a venue for maximum exposure of key activities coordinated through VRT including bike share, fixed route service, van pool, trip planning, travel training, and customer information "Rideline".

In 2015, Treefort was named the City of Boise's Cultural Ambassador for being an event that genuinely reflects the energy across mediums that is happening in the Boise community and cultural scene and for the vision of connecting Boise and its creatives with other communities around the region. Furthermore, the Treefort Music Festival promotes an environmentally responsible festival which aligns well with VRT's organizational goals.

Goal 2 - Build community partnerships

Strategy 1: Coordinate urban and rural transportation networks

Specialized transportation services coordinated through the Mobility Department have continued to develop and evolve as strategic concepts are tested and operational assumptions are vetted. Each day presents new challenges to achieving the delivery of a desirable, sustainable, and reliable transportation solution to populations with distinctive needs.

In spring of 2016, the Operations Department embarked on several IT/ITS strategic plan initiatives to improve mobility service operations. The initiatives included vehicle maintenance tracking in the MIS system, in vehicle AVL/GPS tablet functionality, and real time dispatching through the utilization of our intelligent transportation systems.

By eliminating manual data entry and repurposing staff time toward data collection and analysis, VRT has been able to bring the process of reporting performance data. Over the past 8-12 months, the data collection and reporting time invested has continued to prove itself vital to the decision making process. VRT has set a strategic goal in FY17 to report performance data generated through these specialized services to FTA.

Mobility Services preliminary numbers for YTD 2016.

	<u>2015</u>	<u>2016 YTD</u>
• SHIP/Veterans Van	145	4,852
• Village Van (Job Access)	3,233	7,430
• Shared Vehicles	547	8,282
• Volunteer Rides	No Data	1,236
• Community Link (Star / Eagle / Metro / Parma / Meridian)	5,185	29,300
• *Harvest Transit	--	135
• My Activity Ride	No Service	
• *Rides 2 Wellness	--	
• *Car Pool	--	

NOTE: * indicates the program is still in a pilot year.

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 talk to a live customer service representative.

The Operations Department is currently evaluating the ability of the current phone system to meet the requirements of supporting a one call/one click operation. By learning the system's ability and limitation, we can then decide on the best way to configure the software to meet current day to day needs. The IT/ITS strategic plan calls for a complete overhaul of the current phone system as the software is obsolete, the product is no longer supported, and the hardware is beyond its useful life.

Go Ride Vehicle Procurement

The vehicles for Harvest Transit were received the week of 2/22/2017. Once mechanic and operator training, post delivery vehicle inspections, branding, asset tagging, maintenance schedules, registration, and insurance tasks are completed, the vehicles will be introduced into revenue service.

Ada County Fleet Re-tank Campaign

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

Ada County Replacement Vehicles

The vehicles for Canyon County are currently on the production line schedule for Glaval and are scheduled for a delivery date of mid-March pending any unforeseen delays.

Canyon County Replacement Vehicles

The vehicles for Canyon County are currently on the production line schedule for Glaval and are scheduled for a delivery date of mid-March pending any unforeseen delays.

Boise State University Maintenance Software Implementation

VRT, along with Boise State University's maintenance personnel and Trapeze, spent two weeks in January importing and uploading data from worksheets into the software data base. User-end software training in the live system will be the next step in the process of implementation before going live. VRT is targeting late March for training Boise States maintenance personnel, which would be the last step before going live.

Fixed Route AVL/GPS & Wi-Fi Access

Equipment testing for the cradle point modems (AVL/GPS connectivity) installed in the Ada County fleet during phase I proved to be successful. As such, VRT continued forward into Phase II by installing the cradle point modems into the Canyon County fleet. As of 10/31/2016, all cradle point modems installed in fixed route vehicles are operational and functioning to specification.

As mentioned in previous updates, the modem upgrade brings VRT up to date in a critical area of hardware infrastructure, which will result in improved reliability for vehicle tracking, along with additional capacity for other customer amenities such as onboard WiFi. The WiFi feature for all fixed route services throughout the valley was activated in early February, and usage has been strong.

Phase I of the Wi-Fi activation will route customers to the AVL/GPS tracking website after the terms and conditions are accepted. In the future, VRT will explore how to utilize this new functionality to collect data which could potentially be used to improve planning or to bolster marketing revenue generating activities.

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



TOPIC: Community Projects/Outreach Efforts Update

DATE: February 23, 2017

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 collecting public comment for inclusion into the valleyconnect 2.0 plan. We are planning a major outreach effort to collect public input during the Treefort Music Fest March 22-26 in Boise.
- **Communication** – Work continues on three projects through the Regional Coordination Council – A public communication plan, a public comment report, and a communication plan for the RCC itself. Drafts of these plans are scheduled to be presented to the RCC and VRT Executive Board in May.

Miscellaneous:

» I am developing a master presentation for the 2017 version of the Public Transportation Leadership Academy. This is a joint venture with COMPASS and is designed to provide information on various subjects concerning public transportation. This master presentation can be modified to fit the particular audience.

» Updated printed bus schedules have been distributed. I am completing updates to printed bus support collateral for the blind and visually impaired communities.

» By the time you read this, an RFP for website redesign/consolidation will already be posted. The plan is to secure a highly talented web design firm to help us consolidate four websites to two – Rideline.org and valleyregionaltransit.org. The overall goals are to improve public accessibility to information and take advantage of latest technologies.

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



TOPIC: Bike Share Program

DATE: February 23, 2017

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'. This number will grow by 16 new branded stations sometime this spring.
- As of February 23, 2017 Boise GreenBike has 7,816 active members, who have made 41,385 unique trips since the beginning of the program, covering 86,299 miles and burning 3.4 million calories.
- Staff has been working on developing station maps for the new station hubs that will be installed later in the season.
- Staff is still working on finding a location for the station hub that will be located in Hyde Park.
- The order of 15 new bikes is expected to arrive by mid-March. The new bikes will bring the total fleet number to 129 bikes.
- All bikes will be put back into service by March 1st. Staff will also bring the 10 payment kiosks back online at that time.
- The first-ever Boise GreenBike Annual Report for Fiscal Year 2016 has been released and shared with the public online and through social media. Sponsors have received copies of the report.
- Staff has been working with Treefort Music Fest for another year of sponsoring bike parking for the five day festival in March.
- On February 15th Boise GreenBike announced the Kristin Armstrong bike, a bike painted to resemble the bike Armstrong rode to victory at the Rio Olympics in 2016. For the next year every time the bike is checked out a \$1 donation will be made to the Kristin Armstrong Youth Scholarship Fund, which is administered through Boise Parks & Recreation. The donations will be provided by title sponsors SelectHealth and St. Luke's.

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 – contract signed
 - CCDC – (station at the Red Lion Downtowner) - contract signed
 - Harris Ranch – contract signed
 - Active proposals
 - Highlands Hollow
 - VA Center
 - Lake Harbor Dental
- The contract with Boise State University is being renegotiated and will be a three-year contract with the option for two 1-year extensions.
- We continue to schedule meetings with potential sponsors.

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