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# Executive Board Meeting Agenda

Monday, February 6, 2017 at 11:00 a.m.

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

## I. CALLING OF THE ROLL

Chair Garret Nancolas

## II. AGENDA ADDITIONS/CHANGES

## III. PUBLIC COMMENTS

## IV. CONSENT AGENDA

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

### A. Minutes of 01/09/17 Executive Board Meeting ☐

Pages 4-6

## V. ACTION ITEMS

### A. FY2016 Final Audit ☐

Pages 7-9

Christina Zwainz, Eide Bailly

*Christina Zwainz with Eide Bailly will present the final FY2016 Audit for review and acceptance by the Executive Board. The Management Letter is attached. For the complete audit, please see weblink below:*

<http://www.valleyregionaltransit.com/Portals/0/committees/FY16VRTAudit.pdf>

### B. Boise GreenBike Rate Adjustment ☐

Pages 10-15

Dave Fotsch

*The members will review for approval a request to increase the Boise Greenbike rate of the Pay As You Go membership to increase the system revenues and better reflect the rates charged by other systems around the country.*

## C. PROCUREMENTS

### 1. FY2017 Boise GreenBike Procurement of Bikes, Racks, Sign Panels ☐

Pages 16-19

Dave Fotsch

*The Executive Board will consider for approval **Resolution VEB17-002** for the contract for bikes, racks, and sign panels with Social Bicycles. The original project was authorized for \$90,600. Staff is requesting an increase of \$4,300 over the original authorization to add racks for Harris Ranch. Harris Ranch is funding the additional costs.*

**2. Fare Box Equipment e**

Pages 20-23

Rhonda Jalbert

*The Executive Board members will consider for approval **Resolution VEB17-001** for the Fare Box Equipment.*

**VI. INFORMATION ITEMS**

**A. FY2017 Procurement Calendar e**

Page 24

Jim McMahon

*Attached is the new format for the annual procurement calendar. The calendar provides detail on the major procurements requiring Executive Board and VRT Board actions. The calendar will be updated each month and provided in the packet as an informational item.*

**B. Department/Staff Reports e**

Pages 25-38

VRT Staff

*The most current Department/Staff Reports are attached for your information.*

**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**

**e = Attachment**

*Agenda order is subject to change.*

**NEXT MEETING:**

*Monday, March 6, 2017 at 11:00 a.m.*

*VRT Board Room - 700 NE 2<sup>nd</sup> Street - Meridian, ID 83642*

*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, January 9, 2017 at 11:00 a.m.

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise (phone)	Luke Cavener, Meridian	Kelli Badesheim, VRT
Elaine Clegg, Boise	David Lincoln, ACCHD	Jim McMahon, VRT
Ismael Fernandez, Wilder (phone)	Rick Yzaguirre, Ada County	Rhonda Jalbert, VRT
Jim Hansen, ACHD	TBD, At-large Canyon County	Linda Ihli, VRT
Bob Henry, Nampa	TBD, Boise State University	Mark Carnopis, VRT
Garret Nancolas, Caldwell		Tod Morris, VRT
		Jake Hassard, VRT
		Jim Tibbs, Ada County
		Ryan Head, ACHD
		Ken Pidgeon, Citizen

Chair Elaine Clegg began the meeting at 11:00 a.m. with a quorum present and by telephone.

## AGENDA ADDITIONS/CHANGES

Kelli Badesheim requested to remove Information Item VI-A Section 5310 Service Providers Program Update, as it was also listed on the VRT Board agenda.

***Jim Hansen moved to remove from the agenda Item VI-A Section 5310 Service Providers Program Update; seconded by Garret Nancolas. The motion was approved unanimously.***

**PUBLIC COMMENTS - none**

## CONSENT AGENDA

***Garret Nancolas moved to approve the Consent Agenda as printed (Minutes of 12/05/16 Executive Board Meeting); seconded by Jim Hansen. The motion was approved unanimously.***

## ACTION ITEMS

### Confirm Nominations for Open Positions

Kelli Badesheim reviewed the nominations for open positions on the VRT Executive Board which included:

- Dave Bieter – Sec/Treasurer/Ada County
- Jim Tibbs – At-large/Ada County
- Luke Cavener – At-large/Ada County
- Bob Henry – At-large/Canyon County

- David Lincoln – At-large/Canyon County
- Tom Dale – At-large/Canyon County

***Bob Henry moved to accept the nominations as presented; seconded by Jim Hansen. The motion was approved unanimously.***

### **FY2016 Final Budget Report**

Jim McMahon reviewed the FY2016 4<sup>th</sup> Quarter final Budget Report for Ada County, Canyon County, Regional, and Boise GreenBike. Jim will analyze the fringe benefit/salary percentage for Canyon County and then send an email to the members.

### **Recurring Procurements Report**

Jim McMahon reviewed the FY2017 recurring procurements to vendors for insurance, utilities, the Orchard facility ground lease, and payments to community transportation providers. Following discussion on insurance, Jim McMahon will ask Karl Baughman with The Hartwell Corporation to contact Bob Henry who had some questions. Kelli Badesheim noted that the VRT Board will be asked to approve the approach of providing the recurring procurements for each fiscal year and authorize staff to execute the recurring procurements for the next year.

## **INFORMATION ITEMS**

### **ACHD Van Loaner Agreement**

Tod Morris provided a verbal update on the status of the van loaner agreement with Ada County Highway District where the loaned vans will be used to support community-based and low income job access transportation needs in the region. Kelli Badesheim will work with Tod Morris to finalize the agreement, and Kelli will execute the contract.

Dave Bieter requested revisiting the ACHD Commuteride Agreement. Following discussion, Elaine Clegg requested setting up a process to review with ACHD the fiscal analysis of the system and any other policy issues that might have arisen over the last 10 years that the agreement has been in place. Kelli Badesheim will work with Commissioner Hansen to review that information. This item will be added to a future Executive Board agenda.

### **VRT Procurement Policies**

Jim McMahon noted the Procurement Manual was a 98 page operational desk reference manual that had both policy & procedures included. The policy implications, with respect to VRT procurement, have now been separated out of the Procurement Manual.

**FY2016 Carry-forwards & FY2017 Budget Amendment**

The FY2017 Carry-forwards and FY2017 Budget Amendment information were included in the packet for the Executive Board members as information prior to the VRT Board meeting.

**Surplus & Obsolete Asset Disposals for 2017 – Listing**

The list of Surplus & Obsolete Asset Disposals for 2017 was included in the packet for the Executive Board as information prior to the VRT Board meeting.

**EXECUTIVE SESSION - none**

**ADJOURNMENT**

At 11:52 a.m., the Executive Board broke for lunch before going into the VRT Board of Directors meeting. At 12:21 p.m. while waiting for a quorum for the VRT Board of Directors meeting, the information items from VRT Board of Directors meeting agenda were reviewed with those present.

**Section 5310 Service Providers and Program Update**

Tod Morris provided an overview of the 5310 Service Provider Program.

**Valleyconnect 2.0 Update**

Kelli Badesheim provided an update on the Valleyconnect 2.0 Update and noted the next steps are for the RCC and Technical Resource Group to complete a workshop.

***At 12:45 p.m., Bob Henry moved to adjourn the Executive Board; seconded by Garret Nancolas. The motion was approved unanimously.***

**NEXT MEETING:**

*Monday, February 6, 2017*

*11:00 a.m.*

*VRT Board Room*

*700 NE 2<sup>nd</sup> Street*

*Meridian, Idaho*



January 20, 2017

To the Board of Directors  
Valley Regional Transit  
Meridian, Idaho

We have audited the financial statements of Valley Regional Transit for the year ended September 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 7, 2016. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Valley Regional Transit are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies has not changed during 2016. We noted no transactions entered into by Valley Regional Transit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting Valley Regional Transit's financial statements was:

Management's estimate of the employer pension assumption is based on actuarial estimates provided by PERSI. We evaluated the key factors and assumptions used to develop the employer pension assumption in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of employer pension assumptions in Note 6 to the financial statements is sensitive as this note supports assumptions made and inputs used to determine the employer pension assumption.

The financial statement disclosures are neutral, consistent, and clear.

**Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were detected during the course of our audit.

**Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

**Management Representations**

We have requested certain representations from management that are included in the management representation letter dated January 20, 2017.

**Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Valley Regional Transit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We applied certain limited procedures to Management's Discussion and Analysis, Schedule of Employer's Share of Net Pension Liability and Schedule of Employer Contributions which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



We were engaged to report on the Schedule of Expenditures of Federal Awards, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Valley Regional Transit and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Eide Bailly LLP". The signature is written in black ink and is positioned above the printed name of the firm.

Boise, Idaho



**TOPIC:** Boise GreenBike Rate Adjustment

**DATE:** January 26, 2017

**Summary:**

Boise GreenBike seeks to increase the cost of the basic Pay As You Go membership rates from \$4/hour to \$5/hour and add an activation fee of \$2 to those accounts.

**Staff Recommendation/Request:**

Staff recommends increasing the rate of Pay As You Go membership to increase system revenues and better reflect the rates charged by other systems around the country.

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

Based on membership and ridership figures from Fiscal Year 2016, increasing the price of a Pay As You Go membership from \$4/hour to \$5/hour and adding a \$2 activation fee for Pay As You Go accounts would generate approximately \$17,000 in additional revenues for the system.

**Highlights:**

- Pay As You Go members make up 84% of all Boise GreenBike members.
- Pay As You Go members ride an average of 48 minutes, double the length of ride time for all other classes of membership.
- The Pay As You Go rate of \$4/hour puts Boise GreenBike on the lower end of the spectrum for hourly rates charged by other Social Bicycles systems around the country.
- Boise GreenBike must generate all operating expenses through membership, user fees, and sponsorship. In FY 2016, sponsorship made up 75% of the operating budget. This rate change will increase the percentage of operating expenses borne by users of the system.
- All other membership plans will remain the same.
- Increasing the Pay As You Go rate and adding an activation fee will provide some incentive for users of the system to choose longer term memberships.

**Attachments**

*Boise GreenBike Rate Adjustment 2017*  
*Fare Comparisons Bike Share Programs*

For detailed information please contact: Dave Fotsch, Director Boise GreenBike, [dfotsch@valleyregionaltransit.org](mailto:dfotsch@valleyregionaltransit.org), 208-331-9266

### Boise GreenBike Rate Adjustment 2017

In the fall of 2014, before the Boise GreenBike system launched, the City of Boise commissioned a market research project on bike share in Boise. The study, by Lynx Research Consulting, recommended the basic price scheme used by the system at launch through today.

Plan Type	Price
Hourly	\$4 prorated
Monthly	\$15 per month
Annual	\$70 per year

We made a few adjustments to the basic plans, offering a Founder's level membership at \$100 that included more free ride time. We also offered a discounted student annual membership of \$46 (1/3 off), or \$25 a semester (essentially a 6 month membership) and have offered discounts to employers.

### The Balance of Users

Since the beginning, Pay As You Go membership (\$4/hour) has been the most popular option, in FY2016 accounting for 84% of all active members and the lion's share of income. During that time Pay As You Go members rode 9,024 hours, generating roughly \$36,000 before bank fees, deductions for promo codes, declined charges and administrative credits are taken into account.

The total amount of revenue deposited in Boise GreenBike accounts associated with membership and ride fees was \$63,305 in FY2016, which means Pay As You Go fees accounted for nearly two-thirds of that revenue stream. Pay As You Go revenue is the core of our membership and ride income.

In addition, the average length of a Pay As You Go member trip is 48 minutes, double the overall average trip length of 24 minutes. Apparently Pay As You Go members have no problem riding for as long as they want at the current \$4/hour. So are we charging too little for our service? We decided to look at some other bike share systems to help answer that question.

### Fare Comparisons

(See attached table)

This exercise identified two trends: First, among other Social Bicycles systems, Boise GreenBike is on the lower end of the Pay As You Go rates charged; lower even than the Mountain Rides bike share system in Hailey and Ketchum. Second, the non-Social Bicycles systems are all dock-based, and nearly all follow a

pricing model based a relatively high priced day pass with unlimited 30 or 60 minute rides. Only one system, Healthy Ride, offers an hourly rate, which is loosely equivalent to what Boise GreenBike charges.

The most innovation in pricing seems to come from Reddy Bike in Buffalo, NY and Biketown in Portland, OR. Reddy charges casual users a rather high ‘activation fee’ of \$8.50 and then six cents a minute. Boise GreenBike’s rate of \$4/hour works out to about six cents a minute, but we have no activation fee. We have the option of initiating an activation fee. Reddy bike’s high activation fee for casual users seems designed to drive users to purchasing annual memberships, which have no activation fees and offer usage rates of just one cent per minute.

Biketown is the only Social Bicycles system we found that offers a day pass. Unlike the day passes offered by dock-based systems, the day pass is limited to 180 minutes of use before the overtime charges of 10 cents a minute kick in. Also interesting is the ‘single ride’ option offered by Biketown. For \$2.50 user can take a single ride of up to 30 minutes.

### **Our Bargain with Public Partners**

When we first approached our public partners about the concept of bike share we told them we would use public money – primarily federal grants – to purchase the equipment, but would not come back to the public sector asking for operational support. Operations funding, we argued, would come from membership and user fees and sponsorship. We are fortunate to have generous sponsors who currently are responsible for about 75% of the Boise GreenBike operating budget. We would like to increase the percentage of income coming from those using the bikes. Increasing what we charge Pay As You Go members is one way of achieving that goal.

### **Our Proposal**

There are two parts to our proposal to enhance Pay As You Go revenue. First and foremost is to change the current \$4/hour rate to \$5/hour – a 25% increase. Based on last year’s ridership hours for Pay As You Go members, this change alone would bring in almost \$10,000 in additional revenue. Moving to \$5/hour would put our system in line with other bike share systems around the country without inflicting undue hardship on our users. We would expect some attrition because of the higher rate, but given the ride behavior of this membership class we doubt there will be a significant effect on ridership.

FY 2016 # of Pay As You Go hours	Income @ \$4.00/hour	Income @ \$5/hour
9024	\$36,096	\$45,120

Second, we propose initiating an activation fee of \$2 on Pay As You Go accounts only. In FY 2016 we recruited 3,473 new Pay As You Go members. If each of those new members had been required to pay an activation fee for their accounts we would’ve generated just under \$7,000 in additional revenue.

# of New Pay As You Go Members FY 2016	No Activation fee	Income with \$2 Activation Fee
3,473	\$0	\$6,946

There is good reason to consider the activation fee beyond simply bringing in new revenue. Pay As You Go members are responsible for most of the transactions in our system. In FY 2016 Boise GreenBike paid about \$3,100 in processing fees or 4.8% of total revenues. There was also about \$4,800 in fees we were never able to collect, usually because of bad credit cards. Since Pay As You Go members make up 84% of all Boise GreenBike members most of the fees and lost revenue can be attributed to them. An activation fee would help to offset the impact of processing fees and bad credit cards.

We are not proposing raising the fees for monthly, annual, student or premium memberships, nor are we considering an activation fee for those types of accounts. This could add some small incentive for individuals to choose a longer term membership over Pay As You Go membership.

Combined, increasing the Pay As You Go hourly rate by a dollar and instituting an activation fee on those memberships could generate about \$17,000 in additional revenue for the system, which would allow us to hire an additional field technician during the peak of the season, and provide cushion for unexpected expenses throughout the year.

###

## Fare Comparisons Bike Share Programs

ITEM V-B

	Day Pass	Hourly/PAUG	Visitor Pass	Weekly	Monthly
<b>Social Bicycles systems</b>					
Boise GreenBike	N/A	\$4	N/A	N/A	\$15
Mountain Rides - Ketchum	N/A	\$5	\$12/4 days - 60 mins/day	N/A	\$30 - 60 mins/day
Biketown - Portland	\$12 - 180 minutes	N/A	N/A	N/A	\$12 - 90 mins/day
GRID - Phoenix	N/A	\$7	N/A	\$10 - 180 mins/day	\$15 - 60 mins
Breeze - Santa Monica	N/A	\$7	N/A	N/A	\$25 - 90 mins/day
Reddy -Buffalo	N/A	\$8.50 activation-6 cents/min	N/A	N/A	N/A
Topeka Metro Bike	N/A	\$2.50	N/A	N/A	N/A
<b>Other systems</b>					
Greenbike SLC	\$7 - unltd 30 min rides	N/A	N/A	N/A	N/A
Pronto - Seattle	\$8 - unltd 30 mins	N/A	\$16 - 3 days/unltd 30 mins	N/A	N/A
Bay Area - SF	\$9 - unltd 30 mins	N/A	\$22 - 3 day - unltd 30 min	N/A	N/A
Denver Bcycle	\$9 -unltd 30 mins	N/A	Flex \$15/year \$3/30 mins	N/A	\$15 - ultd 30 ns
Healthy Ride-Pittsburgh	N/A	\$2/30 mins	N/A	N/A	\$12/month - unltd 30 mins
Red Bike - Cincinnati	\$8 - unltd 60 mins	N/A	N/A	N/A	N/A

## Fare Comparisons Bike Share Programs

ITEM V-B

Annual	Student Annual	Student Semester	Overtime	Single Ride
\$70 - 60 mins/day	\$45 - 60 mins/day	\$25 - 60 mins/day	\$4/hour	N/A
\$65 - 60 mins/day	N/A	N/A	\$5/hour	N/A
\$144 - 90 mins/day	N/A	N/A	10 cents/min	\$2.50 - up to 30 mins
N/A	N/A	\$25 - 60 mins/day	\$7/hour	N/A
\$99 - 90 mins/day	\$7/month - 90 mins/day	N/A	\$7/hour	N/A
\$55 - 1 cent/min	\$15 60 mins/day - hrly 60 cents	N/A	\$20 (up to 4) 6 cents/min/bike	N/A
\$25 - 120 mins/day	\$20 120 mins/day or \$5/month	N/A	\$2.50/hour	N/A
\$75 unltd 60 mins	Discounts	N/A	\$3 add 30 mins/\$3 add 60 mins	N/A
\$7.95/month - unlltd 45 min trips	N/A	N/A		N/A
\$88 - unltd 30 mins	N/A	N/A	31-60 mins \$4/Add 30 mins \$7	N/A
\$135 - unltd 60 mins	N/A	N/A	\$5/30 mins	N/A
Deluxe \$20/mo - ultd 60 mins	N/A	N/A	\$2/30 mins	N/A
\$80 - unltd 60 mins	N/A	N/A	\$4/30 mins	N/A



**TOPIC:** FY2017 Boise GreenBike Procurement Budget Modification

**DATE:** January 25, 2017

**Summary:**

The Valley Regional Transit Board of Directors amended the FY2017 budget and delegated to the Executive Board the authority for the procurement to purchase additional bikes and racks to expand the Boise Green Bike system. The original authorization is \$90,600.

Following the Board action an agreement was negotiated with Harris Ranch staff to add bike share stations in their east Boise development. The additional racks and signs total \$4,300. Harris Ranch has agreed to pay the full price for the racks in support of our model of private partnership to build additional capacity for the system. This agreement was finalized after the VRT Board action in January.

**Staff Recommendation/Request:**

Staff requests the Executive Board review and approve the Authorization for Expenditure (AFE) to add the additional \$4,300 authorization to the Boise GreenBike bike and rack order. This would bring the total order to \$94,900.

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

The cost for the additional racks to support expanding to Harris Ranch is being fully funded by the private partner. Incorporating the racks in the larger order will create less administrative burden for the procurement in that staff won't have to place a second order for the racks. This will also allow the system to realize the benefits of increased ridership and membership participation for the service expansion sooner. The alternative would be to delay the additional racks until the Board meeting in April.

**Highlights:**

- VRT Board adopted the FY2017 Budget Amendment on January 9, 2017 that included \$90,600 Boise GreenBike Bike Rack and Additions - Resolution VBD17-001.

Attachment:

*Authorization for Expenditure  
Resolution VEB17-002*

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





**AUTHORIZATION FOR EXPENDITURE  
EXECUTIVE BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> Boise GreenBike purchase of bikes, racks, sign panels from Social Bicycles, Inc.	<b>TOTAL COST: \$94,900</b>		
<p><b><u>PURPOSE/ACTION:</u></b> Valley Regional Transit is seeking approval by the Executive Board to expend \$94,900 on the purchase of fifteen (15) new smart bicycles, eighty (80) new racks, and sixteen (16) new map/sign panels for the Boise GreenBike bike share system. Valley Regional Transit is presently under contract with Social Bicycles, Inc. under RFP 2014-01-01 to provide these goods.</p> <p><b><u>SCOPE OF WORK:</u></b> The additional bikes, racks, and map/sign panels will enhance the ability of the Boise GreenBike system to serve more customers over a wider area.</p> <p><b><u>DISCUSSION:</u></b> Funds for the purchase of the bikes comes from a Communities in Motion Implementation Grant and from an insurance settlement to replace two bikes damaged in an accident. Funds for the purchase of racks and map/sign panels come from the City of Boise and money from private businesses supporting the bike share system.</p> <p><b><u>ALTERNATIVES:</u></b> The alternative would be to not procure the bikes, racks, and map/sign panels; therefore, turning back grant, City of Boise, and private money already committed to these system enhancements.</p> <p><b><u>FISCAL IMPACT:</u></b> Funding for this procurement is currently available with 2017 funds totaling \$90,600 as approved through the FY2017 Budget Amendment – Resolution VBD17-001 on January 9, 2017 under procurement authority delegation to the Executive Board. Staff is requesting an additional \$4,300 associated with fulfilling a need of Harris Ranch subdivision in requesting a station hub near the center of their housing development. The total adjusted expenditure is \$94,900.</p> <p><b><u>RECOMMENDATION/JUSTIFICATION:</u></b> On February 3, 2014, the Executive Board awarded RFP 2014-01-01 to Social Bicycles, Inc. in a competitive procurement to purchase bikes, stations, and supporting software and equipment for the Boise Bike Share Program – Resolution VBD14-004. The VRT vendor evaluation committee accepted Social Bicycles as the preferred vendor to award the original entire system - 14 stations and 140 bikes. On January 9, 2017, the VRT Board authorized the Executive Board to review and potentially award procurement to the selected vendor for additional bikes, racks, and maps/sign panels under Resolution VBD17-011 in the amount of \$90,600. VRT Finance is requesting an additional \$4,300 to procure additional equipment for the Harris Ranch subdivision. VRT staff requests the Executive Board approve the expenditure of \$94,900 and award the procurement to Social Bicycles, 148 E. Broadway #7 New York, NY 10002.</p> <p><b><u>POST RFP/FINAL SELECTION OF PROJECT:</u></b> VRT staff believes having the contract in place to be in the best overall interest of Valley Regional Transit.</p>			
<b>ROUTING #</b>	<b>ORDER OF REVIEW</b>	<b>DATE APPROVED</b>	<b>RESOLUTION #</b>
1	<b>EXECUTIVE DIRECTOR</b>		
2	<b>EXECUTIVE BOARD</b> Approves procurements over \$50,000 but under \$75,000.	On Executive Board Agenda 02/06/17	VEB17-002 (\$90,600 plus additional \$4,300)
3	<b>VALLEY REGIONAL TRANSIT BOARD</b> Approves all procurements over \$75,000.	01/09/17	VBD17-001 (FY2017 Budget – \$90,600 included in Anticipated Contracts)

## **EXECUTIVE BOARD RESOLUTION**

### **BOISE GREENBIKE PURCHASE OF BIKES, RACKS, AND SIGN PANELS RESOLUTION VEB17-002**

#### **BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING BOISE GREENBIKE PURCHASE OF BIKES, RACKS, AND SIGN PANELS FROM SOCIAL BICYCLES, INC.:**

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

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

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

WHEREAS, Valley Regional Transit is seeking approval by the Executive Board to expend \$94,900 on the purchase of fifteen (15) new smart bicycles, eighty (80) new racks, and sixteen (16) new map/sign panels for the Boise GreenBike bike share system.

WHEREAS, the additional bikes, racks, and map/sign panels will enhance the ability of the Boise GreenBike system to serve more customers over a wider area; and

WHEREAS, funding for this procurement is currently available with 2017 funds totaling \$90,600 as approved through the FY2017 Budget Amendment – Resolution VBD17-001 on January 9, 2017 under procurement authority delegation to the Executive Board; and

WHEREAS, staff is requesting an additional \$4,300 associated with fulfilling a need of Harris Ranch subdivision in requesting a station hub near the center of their housing development bringing the total adjusted expenditure to \$94,900; and

WHEREAS, On February 3, 2014, the Executive Board awarded RFP 2014-01-01 Social Bicycles, Inc. in a competitive procurement to purchase bikes, stations, and supporting software and equipment for the Boise Bike Share Program – Resolution VEB17-002

VBD14-004, and the VRT vendor evaluation committee accepted Social Bicycles as the preferred vendor to award the original entire system - 14 stations and 140 bikes.

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 the approval of the purchase of Boise Greenbike bikes, racks, and sign panels from Social Bicycles, Inc.

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 6<sup>th</sup> day of February, 2017.

APPROVED by the Executive Board Chair this \_\_\_ day of \_\_\_\_\_, 2017.

**ATTEST:**

**APPROVED:**

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

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



**AUTHORIZATION FOR EXPENDITURE  
EXECUTIVE BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> <b>Fare Boxes for Canyon County &amp; Vending Machine</b>	<b>TOTAL COST: \$200,000</b>		
<b><u>PURPOSE/ACTION:</u></b> Valley Regional Transit (VRT) is in need of updated fareboxes for Canyon County as currently the Canyon County fixed route revenue fleet has two (2) versions of fare boxes. With this discrepancy it is causing revenue to be reported accurately, but the ridership is not being reported accurately due to the “outdated” version of fareboxes not being able to give change cards, log all ridership accurately, and report ridership for reporting to Federal Transit Administration. The two types of fare boxes also require training of staff on multiple fare sets which takes additional time. In addition to the ten spares, a self-service ticket vending machine will also be purchased which will allow customers to purchase passes during <b>all</b> hours of operations. VRT currently staffs the MSS from 7 a.m. to 6 p.m. Monday through Friday; however, service operates from 5:15 a.m. to 10:05 p.m.			
<b><u>SCOPE OF WORK:</u></b> Purchase ten (10) fare boxes, a self-service vending machine and corresponding equipment that will meet the needs of VRT and will be able to be integrated into the existing fare system.			
<b><u>DISCUSSION:</u></b> The fare collection equipment is necessary to facilitate the analysis, planning, design, and reporting of the overall system ridership and revenue required by the Federal Transit Administration (FTA) but also to provide better and more accurate information to the VRT Board for allocation of funding. This information will be used to facilitate programming and planning of federal funds provided to the region.			
<b><u>ALTERNATIVES:</u></b> The alternate would be to not purchase the equipment; therefore, causing Valley Regional Transit to be out of compliance with the FTA requirements and may hinder VRT’s ability to apply for and be awarded federal funding. The alternative would be to not report accurate data and increase staff time for analyzing data trends to estimate accurate ridership against revenues in Canyon County; therefore, not efficiently utilizing public dollars for public transportation service.			
<b><u>FISCAL IMPACT:</u></b> The funding available for this Project is found in the FY17. The total amount of funding available is \$200,000. The VRT Board delegated procurement authority to the Executive Board through the FY2017 Budget Amendment – Resolution VBD17-001 on 01/09/17.			
<b><u>RECOMMENDATION/JUSTIFICATION:</u></b> Valley Regional Transit will sole source this procurement to Genfare (GFI) Technologies. VRT has vehicles 58 vehicles with GFI fareboxes. Of those 58 vehicles, 10 vehicles will need new fareboxes.			
<b><u>POST RFP/FINAL SELECTION OF PROJECT:</u></b> <b>Recommend:</b> VRT staff recommends the Executive Board approve the Agreement and Resolution VBD17-001 and award to Genfare, 800 Arthur Ave., Elk Grove Village, IL 600007 for a sole source procurement and quoted price of \$194,015 with a \$5,985 (3%) contingency for a total of \$200,000.			
ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.	On 02/06/17 Executive Board agenda	VEB17-001
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.	01/09/17	VBD17-001

## **EXECUTIVE BOARD RESOLUTION**

### **FARE BOXES RESOLUTION VEB17-001**

#### **BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE PURCHASE OF FAREBOX EQUIPMENT:**

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

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

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

WHEREAS, Valley Regional Transit is in need of updating ten (10) fareboxes for Canyon County as currently Canyon County vehicles have two (2) versions of fare boxes ; and

WHEREAS, the fare boxes are necessary to facilitate the analysis, planning, design, and reporting of the overall system ridership and revenue required by the Federal Transit Administration (FTA), but also to provide better and more accurate information to the VRT Board for allocation of funding; and

WHEREAS, this information will be used to facilitate programming and planning of federal funding provided to the region; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year budget FY17 Budget and through the Anticipated Contract Awards – Resolution VBD17-001 as approved by the VRT Board on 01/09/2017; and

WHEREAS, the Valley Regional Transit staff completed a sole source 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

VEB17-001

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 the purchase of fare box equipment.

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 6<sup>th</sup> day of February, 2017.

APPROVED by the Executive Board Chair this \_\_\_ day of \_\_\_\_\_, 2017.

**ATTEST:**

**APPROVED:**

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

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



**Genfare**  
 A Division of SPX Corporation  
 800 Arthur Ave  
 Elk Grove Village, IL 60007  
 Ph: (847) 593-8855  
 Fax:(847) 758-4998

# Sales Quotation

**Sold-To-Party**

PTM of Boise/Valley Ride  
 4701 S Northrup St  
 Boise ID 83705

**Ship-To-Party**

VALLEYRIDE  
 4788 S. ORCHARD  
 BOISE ID 83705

**Information**

**Sales Quote No.** 5010551  
**Document Date** 04/28/2016  
**Customer No.** 1301  
**Currency** USD  
**Contact Name**  
**Phone** 208/846-8547  
**FAX** 1-208-371-2761  
**EMAIL** kempey@valleyride.org  
**Validity Start Date** 04/28/2016  
**Validity End Date** 09/30/2016  
**Req Delivery Date** 04/28/2016

**End User**

PTM of Boise/Valley Ride  
 4701 S Northrup St  
 Boise ID 83705

Item	Material	Quantity	Price	Amount
10	ODYSSEY	10 EA	13,339.00 USD	133,390.00
	ODYSSEY CONFIGURATION			
	<b>With the following configuration</b>			
	FAREBOX HEIGHT	36 INCHES		
	OCU CABLE ORIENTATION	REAR EXIT		
	CASHBOX HEIGHT	SHORT		
	TRIM	YES		
	TOKENS	NO		
	SWIPE CARD READER	YES		
	CONTROL UNIT	OCU		
	OCU CABLE FB TO OCU	4FT - 90 DEG CONNECTOR		
20	FREIGHT	1 EA	625.00 USD	625.00
	Freight			
	<b>Gross Value:</b>			134,015.00
	<b>Total Tax:</b>			
	<b>Final Amount:</b>			134,015.00

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

ITEM VI-A

<b>Goods/Service</b>	<b>Total Procurement Amount</b>	<b>Potential Exec. Board Action</b>	<b>Potential VRT Board Action</b>	<b>Comments</b>
Fareboxes	\$200,000	February 6, 2017		Purchase of ten (10) fareboxes for Canyon County vehicles. This is a sole source procurement utilizing the vendor SPX Inc. The product that they sell is GenFare.
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.
Capital Infrastructure – Middleton Park-N-Ride	\$1,060,000		April 3, 2017	May need to request VRT Board to delegate to the Executive Board due to the timing of construction activity. Amount is for both design and construction.
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 – CWI Roundabout	\$779,000		July 10, 2017	Amount is for both design and construction.
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 4, 2017	Purchase of annunciators for both Ada and Canyon County vehicles.





**TOPIC:** Executive Director Report  
**DATE:** January 30, 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:**

The weather has offered many challenges over the last month. We did end up having to drop some trips on the fixed-route when the roads in and out of subdivisions were impassable. We also had cancellations of the **Goride** community transportation services for the same reasons. VRT staff worked closely with service contractors to implement our Business Continuity strategies which prioritize mitigating safety concerns, serving vulnerable populations, and higher ridership routes. Services were restored as quickly as possible throughout each significant snow event.

### **Organizational Development**

VRT staff continues to focus on preparation for the upcoming Triennial Review in May 2017. We held a staff retreat on January 14. The focus of the retreat was on delivering high quality customer service. We spent our time together discussing who are customers are and how each of us contributes to delivering the best service possible. We will be focusing on customer service throughout the year.

### **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
- Downtown Demand Challenge Meeting
- Mobile Village project team meeting
- District 3 stakeholders meeting and interview for Idaho Public Transportation Plan
- Canyon County Local Transit Plan with City of Nampa staff
- City of Boise Mobility Steering Committee
- Legislative tour of Main Street Station with the Joint Transportation Committees

### Downtown Transportation Demand Challenge

The Downtown Transportation Demand Challenge project team completed their work and finalized the solution they propose for reducing single-occupancy vehicles in downtown Boise. The final solution is a Transportation Management Organization model with a technology that provides for coordination and access of all transportation options in the downtown Boise service area. The technology application they believed would be the best solution includes a payment element that allows for the customer to access any service and pay through the application. In addition to the TMO/technology application, the team proposes a shuttle system serving the west end to Main Street Station, the east end near St. Luke's and connecting to the Boise State shuttle system.

### Southwest District Health (SWDH) Transportation

I drafted a plan and proposed it to the Southwest District Health Department team to expand the outreach on the project to a broader group of stakeholders in Canyon County. I will be incorporating this project into the broader Valleyconnect 2.0 project including a review and recommendations for improvements to the Nampa/Caldwell local services.

### Valleyconnect 2.0

We completed a workshop with the Technical Resource Group to better understand where communities would want to see additional revenues invested. A similar workshop will be conducted with the Regional Coordination Council in February. The results of the workshops will be fed into a new mobility planning software program recently purchased by COMPASS called Remix. The new software platform will allow VRT staff to plan short-term improvements. The system will produce maps of the proposed services as well as operating and capital costs. This will save time in developing the costing of services and it will help us better tie the services into the long-range plan, Communities in Motion 2.0.

We are beginning the meetings with community stakeholders for the "prototype" services that will be incorporated into the plan. I met with City of Nampa staff this past month. The meeting in Kuna was cancelled due to the weather. I will be going to the Kuna Economic Development Committee to discuss their planning process later this week. The following are the jurisdictions and prototypes we will be incorporating into the planning process:

- Large Urban/Suburban – Boise
- Small Urban/Suburban – Nampa/Caldwell
- Urbanizing Rural – Kuna
- Rural – Western Canyon County and Star

### Mobile Village

The Mobile Village project kicked-off again this year. The project team took a hiatus in the fall due to scheduling challenges and priorities of the team members on other projects. We are working with a small subcommittee to determine the best funding model for the project. The project combines transportation-related job training and development with the development of job access transportation solutions. The focus

over the last several months has been to develop training programs in maintenance. We have been working closely with Department of Labor staff and will be evaluating the feasibility of seeing an industry-sector grant to fund and develop the project over the next two years. The industry-sector grant will help us to work closely with potential employers who are struggling with recruiting, training and retaining high quality employees in transportation-related job areas. We will be completing an analysis of the grant application to determine the project fits within the requirements for applying. Once we make that determination, we will be bringing other industry-related employers to coordinate the needs and submit the application.

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

**TOPIC:** Finance and Administration Activity Report  
**DATE:** January 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**

- Three grant applications have been input into TrAMS for review:
  - FY16 Planning Grant
  - Happy Day Transit Center Project
  - Bus Replacement – STP Funding for FY16-17
  
- The Grants Administrator is working on building FY2017 Grant Applications so that they will be ready for input into TrAMS once the FY17 Apportionment is announced.
  
- Working on finalizing the Milestones for FY17 Quarter 1. These should be completed no later than January 25<sup>th</sup>.
  
- State Street Corridor TOD Project is moving forward. A Cooperative Agreement is being coordinated and finalized with COMPASS' involvement for this project.
  
- The FTA consultant (Milligan and Company) that will perform the Triennial Review in May 2017 has started reviewing VRT's document submissions. No comments have come back at this time.
  
- Phase II applications are due to COMPASS on January 27, 2017 for their call for projects. The Grants Administrator is working on the Treasure Valley YMCA's application for submittal.

#### **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 for FY2016. The FY2016 Audit is being presented at the February 6, 2017 Executive Board Meeting.
  
- December 2016 (Period 3) is now closed. Staff is starting to analyze QR-1 Budget to Actual reporting in order to prepare the report and explain variances.

**Procurement**

- A Procurement Calendar that documents procurements through the remainder of FY2017 has been prepared and will be presented to the Executive Board at the February 6, 2017 Meeting. These are the procurements that will need to go to the Executive or VRT Boards. This document has been reconciled to the Capital and Operating Carryforwards that was presented to the VRT Board on January 9, 2017.
- The Notice To Proceed for the procurement involving Ten (10) CNG Fuels capable 21& 27 foot buses to Lewis Bus Group has been issued.
- Staff is working with VRT Operations to issue a Request For Bid for the Tires and Tubes contracts for the Ada and Canyon County Systems.
- Staff worked with VRT Development to review their issuance of four (4) smaller (\$10,000 to \$25,000 range) Request For Bids for on-call construction services that will be required at the Happy Day Transit Center and the Orchard Street Facility.
- Staff has reanalyzed VRT's needs with respect to the legacy Procurement Officer position. After working with VRT Operations and Development, it has been determined that the position should be spending most of the time in procurement administrative areas – procurement planning, procurement file creation, FTA Circular compliance, FleetNet module work and coordination with VRT Project Managers. The job description has been revised as a Procurement Specialist position to reflect the needs of VRT in these areas. This position was reposted during the week of January 16, 2017.

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



**TOPIC:** Development Department Monthly Report

**DATE:** January 24, 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 updating Valleyconnect to Valleyconnect 2.0 (Vc2.0). VRT had a working session with the Vc2.0 working group on reviewing routing of public transportation. VRT will be working with the Regional Coordination Council (RCC) in February on reviewing routing of public transportation. VRT is working on updating the charter and schedule for the project.
- **2040 Public Transportation Plan (COMPASS Lead)**  
COMPASS has created a Public Transportation Workgroup. No new items to report at this time.
- **Development Guidelines Update**  
Completed. Next steps will be to rank and rate the bus stops according to the newly established guidelines.

#### **Increase ridership and revenue**

- **Transportation Demand Management (TDM) Strategies**  
No new items to report. <https://www.sharetherideidaho.com/public/home.aspx?customsubsite=disRICT3>
- **Service Changes**  
*Service Changes* – Time point changes will happen January 23, 2017. Adjustments were made to the 10 & 12 in November. Other timepoint changes are being made to the 45 & 53. All software and printed schedules are updated for the January 23, 2017 change.

*Printed Schedules* – Route and System Maps will be updated and posted on our website and at key locations by January 23, 2017. Minor changes are being made to the 10, 12, 45 & 53 schedules and maps.

### **Goal 3 - Build institutional and regional capacity**

#### **Seamless Customer Information Enhancements**

- **Real-time Customer Information Mobile Application**  
Real Time information data will be available this calendar year. This information will be sent to 511 and Google. VRT is working on an app that will provide real time information to smart phones and devices. VRT is testing this app and it should be ready for public use by the end of the year. This information will be sent to Google; however, Google currently does not support real-time information for our region/area.
- **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.
- **ACHD Email Updates for Construction Permits**  
ACHD has granted permission to VRT to receive emailed permit applications rather than phone notifications. This will allow us to more easily track road construction in the valley and provide better service to our riders through construction, as well as notification to riders of construction areas through the VRT websites or other media.

#### **Technology Improvements**

- **Asset Management – Phase II – Work Orders**  
Boise State has inputted all of its assets and parts into the asset management system. Drop downs and configuration items were completed the week of January 16, 2017. Testing is scheduled for the week of February 27 and training is currently scheduled for March 6, 2017.

#### **Regional Capital Enhancements**

- **Downtown Boise Main Street Station**  
Construction is complete for Main Street Station. The facility opened October 24, 2016. There are still punch list construction items left to be completed, 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 is expected to be released in February of 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.

Interior improvements will be bid in February or March 2017, with completion expected in 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 Planning Activities**

- **National Transit Data (NTD) Reporting** - FY16 year-end reporting has started.
- **Title VI** - No new items to report at this time.

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





**TOPIC:** Operations Department Monthly Report

**DATE:** January 30, 2017

**Summary:** Update of Operations Department activities for the month of January 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

Mobility Services preliminary Numbers for YTD 2016

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

**NOTE:** \* indicates the program is still in the 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 get a hold of a live customer service representative.

**Go Ride Vehicle Procurement**

Transit Works, the successful bidder for this procurement, originally targeted late January of 2017 for vehicle delivery; however, the delivery of wheel chair lifts specified for the vehicle build was delayed several weeks due to the wheel chair lifts and vehicle engineering incompatibilities. Currently, VRT is exploring options to remedy this issue, and as it stands the choices are to 1- allow for a new brand of lift (Braun) to be installed that is engineered to be compatible with the vehicle floor or 2- wait for the engineers from Ricon (wheel chair manufacturer) to propose and implement design changes in order for their lifts to be installed.

Ada County Fleet Re tank Campaign

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

Ada County Replacement Vehicles

The vehicles for Canyon County are currently in 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 in 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 Universities 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 steps 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. VRT has tentatively scheduled to activate the WiFi feature for all fixed route services throughout the Valley in late January.

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 and data which could potentially be used to improve planning or bolster marketing revenue generating activities.

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



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

**DATE:** January 26, 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** – I am on the team that is developing a community outreach plan for valleyconnect 2.0. This plan includes identifying decision makers and other individuals, agencies, and opportunities for additional community outreach. Staff will be doing the outreach component of the plan in February and March.
- **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 at the May 1<sup>st</sup> Joint Meeting with the Executive Board.
- **Miscellaneous:**
  - Planning for the 2017 version of the Public Transportation Leadership Academy continues. This is a joint venture with COMPASS.
  - We have completed updates to printed bus schedules (to reflect some minor service changes) and support collateral for the blind and visually impaired communities. We are also reviewing the community distribution network for printed schedules to better serve the public.
  - Finishing up an RFP for website redesign and consolidation. We plan to condense four websites to two – Rideline.org and valleyregionaltransit.org – and greatly improve public accessibility to information.

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



**TOPIC:** Bike Share Program

**DATE:** January 26, 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'.
- As of January 26, 2017 Boise GreenBike has 7,813 active members, who have made 40,809 unique trips since the beginning of the program, covering 85,711 miles and burning 3.4 million calories.
- Staff has been working to renew agreements with employers to maintain membership programs for employees. Each employer was issued an annual report of employee performance in the system at the end of the year.
- The Boise Parks and Recreation Board approved an agreement allowing Boise GreenBike to place racks and sign panels in the parks. The agreement was necessary to use the \$40,000 grant from the City of Boise for the purchase of additional station hub assets. All the new racks will go into Boise parks, most along the Greenbelt.
- Staff is still working on finding a location for the station hub that will be located in Hyde Park.
- Using funds from a Communities in Motion Implementation grant, an order for 15 new bikes was placed in November. Those bikes are now being shipped to the U.S. and are expected to arrive sometime in March. The new bikes will bring the total fleet number to 129 bikes.
- The winter weather has reduced daily trip numbers to single digits so staff shut down all payment kiosks and has reduced the active fleet to just 40 bikes. All other bikes have either been overhauled or soon will be. By March 1<sup>st</sup> all bikes will be overhauled and made ready for the new season.
- Staff has been working on the first-ever Boise GreenBike Annual Report for Fiscal Year 2016. The document will be distributed in hard copy and electronically to all stakeholders.
- Staff has been working with Treefort Music Fest for another year of sponsoring bike parking at the five day festival in March.

**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)
  - Harris Ranch
  - Active proposals
    - Highlands Hollow
    - VA Center
    - Lake Harbor Dental
- Boise State has agreed to extend its \$10,000 sponsorship by at least one more year. A contract is pending.
- We continue to schedule meetings with potential sponsors.

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