



# Valley Regional Transit Special Board Meeting/Committee Work Sessions Agenda

Wednesday, August 18, 2010

2:30 p.m.

Meridian City Hall - 33 E. Broadway Avenue - Meridian, Idaho

**I. CALLING THE ROLL**

Chair Charlie Rountree

**II. AGENDA ADDITIONS/CHANGES**

Chair Charlie Rountree

**III. ACTION ITEMS**

**A. Budget Presentation FY2011 Ø**

Pages 4-11

Rick Thompson

*Rick Thompson will present the final budget for FY2011.*

**B. Canyon County Service Changes Ø**

Pages 12-16

Mary Barker/Mark Carnopis

*Results of the public comments received at the recently held public hearings regarding the Canyon County services will be presented.*

**IV. PUBLIC HEARING**

**A. FY2011 Budget Public Hearing Ø**

Pages 17-18

Chair

*The Chairman will conduct a public hearing and take formal comments on the final budget for FY2011. Following the public hearing, the board will consider adopting the final FY2011 budget.*

**B. Approval of Final FY2011 Budget**

Chair

*The board will consider for approval Resolution VBD10-018 to approve the fiscal year 2011 budget. (see Item III-A)*

**V. INFORMATION/COMMITTEE REPORTS**

**A. Update on Governor's Task Force - Public Transportation Subcommittee -Kelli Fairless**

*Kelli Fairless will provide an update on the Governor's Task Force on Modernizing Transportation Funding in Idaho - Public Transportation Subcommittee meeting which was held on July 28th.*

**B. State Street Memorandum of Understanding Renewal Ø**

Pages 19-30

Kelli Fairless

*Kelli Fairless will provide a progress report on the draft MOU being developed to support the Highway 44/State Street Corridor coordination.*

**C. Updated VRT Surplus Property Policy and Procedures** Ø Pages 31-50 Bruce Sackron  
*The Surplus Property Policy and Procedures has been updated and reviewed by the Management Committee. Members are asked to review the policy noting the suggested changes. The policy will then be on the September board meeting agenda for review for approval.*

**D. Procurement Calendar** Ø Pages 51-52 Rick Thompson  
*The updated procurement calendar is attached for your review.*

**E. Third Quarter Ridership/Customer Service Report** Ø Page 53 Mark Carnopis  
*Attached for your information is the third quarter report for ridership and customer calls.*

## **VI. STAFF REPORTS**

<b>A. Executive Director Report</b> Ø	Pages 54-55	Kelli Fairless
<b>B. Financial and Administration Report</b> Ø	Pages 56-57	Rick Thompson
<b>C. Capital Infrastructure Projects Report</b> Ø	Pages 58-59	Rhonda Jalbert
<b>D. Transportation and Operations Report</b> Ø	Pages 60-61	Bruce Sackron
<b>E. Planning Projects Report</b> Ø	Pages 62-63	Mary Barker
<b>F. Mobility Programs Report</b> Ø	Pages 64-65	Gloria Chigbrow

## **BREAK INTO COMMITTEE WORK SESSIONS**

Ø = Attachment

*Agenda order is subject to change.*

### **NEXT REGULAR VRT BOARD MEETING:**

*Wednesday, September 15, 2010*

*2:30 p.m.*

*Meridian City Hall*

*33 E. Broadway Avenue*

*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 846-8547 extension 4215 if an auxiliary aid is needed.*

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION****FISCAL YEAR 2011 BUDGET  
RESOLUTION VBD10-018**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2011 BUDGET TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) TRANSIT SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.**

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

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

WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation authority has power to raise and expend funds as provided in Idaho Code Chapter 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 required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

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

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

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

VBD10-018

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2011 budget, six year operating budget projection, ten year capital budget projection, and three year TIP budget projection to support projects under the Regional Program Planning Support, the Boise TMA Transit Division, and the Nampa UZA Transit Division.

- Exhibit 1-a Funding Summary Report
- Exhibit 1-b Budget Summary Report
- Exhibit 1-c Capital Budget 10 Year Projections Report
- Exhibit 1-d Operating Budget 6 Year Projections Report

Section 2. That the Valley Regional Transit Board directs staff to submit the Unified Planning and Work Program to the Community Planning Association of Southwest Idaho for inclusion in the Transportation Supplement of the Unified Planning and Work Program required under the provisions of the Federal Transit Act.

- Exhibit 2 UPWP Program Budget

Section 3. That the Valley Regional Transit Board directs staff to submit the federally funded projects to the Community Planning Association of Southwest Idaho for inclusion in the Transportation Improvement Program.

- Exhibit 3 TIP Budget 3 Year Projections Report

Section 4. That this Resolution shall be in full force and effect immediately upon its adoption by the Board of Directors of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 18<sup>th</sup> day of August, 2010.

APPROVED by the Board Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**ATTEST:**

**APPROVED:**

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

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

**Valley Regional Transit  
FY 2011 Funding Summary**

Member Agency	Regional Dues			Valleyride Service Contributions					TOTAL	
	Population Based	Mileage Based	Negotiated	Boise TMA Bus/ADA	Nampa UZA			FY 2011	FY 2010	
					Bus/ADA	Limited	Express			Highway 44
Ada County	\$20,954					\$5,620	\$5,765	\$5,395	\$37,734	\$37,734
ACHD			\$2,500						\$2,500	\$2,500
Boise State University			\$5,000						\$5,000	\$5,000
College of Western Idaho									\$0	\$0
CCDC			\$22,500						\$22,500	\$22,500
City of Boise	\$74,165			\$5,359,600		\$5,620	\$5,765		\$5,445,150	\$5,428,168
City of Eagle	\$7,290							\$15,458	\$22,748	\$22,748
City of Kuna	\$5,151								\$5,151	\$5,151
City of Meridian	\$25,330					\$47,770	\$27,441		\$100,541	\$100,541
City of Star	\$1,970							\$5,062	\$7,032	\$7,032
City of Garden City	\$4,347								\$4,347	\$110,164
Meridian Development Corporation			\$3,000						\$3,000	\$3,000
<b>Total Ada County</b>	<b>\$139,207</b>		<b>\$33,000</b>	<b>\$5,359,600</b>	<b>\$0</b>	<b>\$59,010</b>	<b>\$38,971</b>	<b>\$25,915</b>	<b>\$5,655,703</b>	<b>\$5,744,538</b>
Canyon County	\$17,919					\$5,620	\$5,765	\$2,731	\$32,035	\$32,035
Canyon County Highway District		\$749							\$749	\$749
City of Caldwell	\$14,835				\$89,893		\$15,681		\$120,409	\$120,409
City of Greenleaf	\$279								\$279	\$279
City of Melba	\$197								\$197	\$197
City of Middleton	\$1,929							\$5,062	\$6,991	\$6,991
City of Nampa	\$28,300				\$179,007	\$47,770	\$54,883		\$309,960	\$309,960
City of Notus	\$197								\$197	\$197
City of Parma	\$687								\$687	\$687
City of Wilder	\$480								\$480	\$480
Golden Gate Highway District #3		\$605							\$605	\$605
Nampa Highway District #1		\$749							\$749	\$749
Notus/Parma Highway District		\$605							\$605	\$605
<b>Total Canyon County</b>	<b>\$64,823</b>	<b>\$2,708</b>	<b>\$0</b>	<b>\$0</b>	<b>\$268,900</b>	<b>\$53,390</b>	<b>\$76,329</b>	<b>\$7,793</b>	<b>\$473,943</b>	<b>\$473,943</b>
<b>Total Ada and Canyon Counties</b>	<b>\$204,030</b>	<b>\$2,708</b>	<b>\$33,000</b>	<b>\$5,359,600</b>	<b>\$268,900</b>	<b>\$112,400</b>	<b>\$115,300</b>	<b>\$33,708</b>	<b>\$6,129,646</b>	<b>\$6,218,481</b>

VALLEY REGIONAL TRANSIT  
FY 2011 PRELIMINARY BUDGET  
CONSOLIDATED BUDGET SUMMARY

	Boise TMA				Regional Operations				Nampa UZA						TOTAL BUDGET	
	Fixed Route Division 21		Demand Response Division 22		Planning & Grant Admin Division 23		Regional Overhead Division 11		Fixed Route Division 24		Demand Response Division 25		Intercounty Division 31		FY 2010	FY 2011
	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011		
<b>Revenues</b>																
Farebox Revenues	\$244,200	\$730,000	\$2,200	\$70,000					\$33,900	\$65,000	\$2,900	\$4,500	\$20,800	\$110,000	\$304,000	\$979,500
Pass Revenues	\$359,200		\$64,800						\$26,800		\$1,700		\$96,639		\$549,139	\$0
Employer Contracts	\$90,000														\$90,000	\$0
Auxiliary Revenues	\$70,700	\$60,000							\$7,300	\$6,000					\$78,000	\$66,000
Other Revenues - Alternative Fuel Rebate		\$100,000													\$0	\$100,000
Federal Assistance - Operations			\$281,290	\$268,967					\$263,115	\$202,912	\$76,790	\$113,424	\$260,216	\$286,748	\$881,411	\$872,051
Federal Assistance - PM	\$1,146,768	\$1,162,000	\$143,400	\$146,040						\$135,602		\$34,907	\$210,824	\$203,935	\$1,500,992	\$1,682,484
Federal Assistance - Bldg & Grounds	\$24,200	\$24,200	\$2,000	\$1,600						\$144				\$288	\$26,200	\$26,232
Federal Assistance - Administration										\$41,108		\$27,512		\$750	\$750	\$136,468
Federal Assistance Capital	\$6,262,444	\$7,904,814	\$465,547	\$584,113			\$726,000		\$1,237,657	\$440,650	\$19,395		\$2,041,656	\$2,459,942	\$10,026,699	\$12,115,519
Federal Assistance - Planning					\$866,760	\$570,154									\$866,760	\$570,154
Federal Assistance - Earmark Multi-Modal Cntr	\$6,956,260	\$0													\$6,956,260	\$0
Local Assistance - Operations	\$3,654,261	\$2,638,600	\$594,773	\$602,263					\$157,635	\$213,118	\$19,610	\$24,750	\$260,216	\$194,862	\$4,686,495	\$3,635,051
Local Assistance - PM		\$290,500	\$35,850	\$36,510						\$38,705		\$7,617	\$52,706	\$37,803	\$88,556	\$411,135
Local Assistance - Bldg & Grounds		\$6,050	\$500	\$400										\$50	\$500	\$45,042
Local Assistance - Administration		\$747,920		\$118,745			\$1,038,500	\$1,008,835		\$25,792		\$24,013	\$750	\$51,290	\$1,039,250	\$1,976,595
Local Assistance - Planning					\$166,690	\$142,538									\$166,690	\$142,538
Local Assistance - Unallowable															\$0	\$0
Local Assistance - Multi-Modal Center	\$1,739,065	\$0													\$1,739,065	\$0
Local Assistance Capital	\$5,000	\$1,033,935	\$95,353	\$119,638				\$181,500	\$199,309	\$50,542	\$3,972	\$0	\$53,911	\$137,458	\$357,545	\$1,523,072
<b>Total Revenues</b>	<b>\$20,552,098</b>	<b>\$14,698,019</b>	<b>\$1,685,713</b>	<b>\$1,948,275</b>	<b>\$1,033,450</b>	<b>\$712,692</b>	<b>\$1,038,500</b>	<b>\$1,916,335</b>	<b>\$1,925,716</b>	<b>\$1,219,573</b>	<b>\$124,367</b>	<b>\$236,723</b>	<b>\$2,998,468</b>	<b>\$3,550,223</b>	<b>\$29,358,312</b>	<b>\$24,281,841</b>
<b>Expenditures</b>																
Wages and Salaries	\$2,250,500	\$2,437,900	\$448,038	\$527,240	\$202,766	\$253,176	\$508,400	\$462,704	\$0	\$248,976	\$0	\$83,709	\$0	\$327,144	\$3,409,704	\$4,340,849
Fringe Benefits	\$1,831,700	\$1,729,900	\$385,200	\$437,935	\$119,084	\$108,243	\$273,700	\$321,532	\$0	\$121,656	\$0	\$25,356	\$0	\$160,356	\$2,609,684	\$2,904,977
Total Labor Costs	\$4,082,200	\$4,167,800	\$833,238	\$965,175	\$321,850	\$361,419	\$782,100	\$784,235	\$0	\$370,632	\$0	\$109,065	\$0	\$487,500	\$6,019,388	\$7,245,826
Professional Services	\$258,000	\$298,000	\$47,275	\$32,500	\$450,000	\$312,773	\$82,900	\$60,475	\$8,500	\$79,572	\$5,600	\$45,074	\$1,000	\$53,640	\$853,275	\$882,034
Materials and Supplies	\$976,899	\$960,750	\$209,750	\$215,200	\$0	\$0	\$5,900	\$12,300	\$52,850	\$189,588	\$13,100	\$32,394	\$214,800	\$297,974	\$1,473,299	\$1,708,206
Utilities	\$83,180	\$86,420	\$13,850	\$13,850			\$16,200	\$19,200	\$0	\$19,188	\$0	\$17,040	\$0	\$27,516	\$113,230	\$183,214
Property and Casualty	\$121,000	\$175,000	\$10,000	\$10,000			\$13,000	\$15,000	\$0	\$22,500	\$0	\$9,720	\$0	\$41,280	\$144,000	\$273,500
Purchased Transportation									\$424,200	\$0	\$81,800	\$0	\$686,600	\$0	\$1,192,600	\$0
Miscellaneous	\$26,250	\$29,500	\$5,700	\$2,800	\$11,600	\$38,500	\$72,900	\$51,125	\$800	\$28,205	\$0	\$19,567	\$0	\$28,198	\$117,250	\$197,895
Interest	\$0						\$0	\$0	\$0	\$300	\$500	\$504	\$500	\$720	\$1,000	\$1,524
Leases and Rentals	\$41,800	\$41,800	\$5,000	\$5,000			\$65,500	\$66,500	\$2,400	\$18,396	\$0	\$3,360	\$0	\$15,996	\$114,700	\$151,052
Depreciation	\$1,083,000	\$1,083,000	\$60,500	\$60,500	\$1,600	\$1,600	\$0	\$0	\$134,100	\$134,100	\$19,900	\$19,900	\$0	\$0	\$1,299,100	\$1,299,100
Capital Expenses	\$14,962,769	\$8,938,749	\$560,900	\$703,750	\$250,000	\$0	\$0	\$907,500	\$1,436,967	\$491,192	\$23,367	\$0	\$2,095,565	\$2,597,400	\$19,329,568	\$13,638,591
<b>Total Expenditures</b>	<b>\$21,635,098</b>	<b>\$15,781,019</b>	<b>\$1,746,213</b>	<b>\$2,008,775</b>	<b>\$1,035,050</b>	<b>\$714,292</b>	<b>\$1,038,500</b>	<b>\$1,916,335</b>	<b>\$2,059,817</b>	<b>\$1,353,673</b>	<b>\$144,267</b>	<b>\$256,624</b>	<b>\$2,998,465</b>	<b>\$3,550,223</b>	<b>\$30,657,410</b>	<b>\$25,580,941</b>
<b>Depreciation Offset</b>	<b>\$1,083,000</b>	<b>\$1,083,000</b>	<b>\$60,500</b>	<b>\$60,500</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$134,100</b>	<b>\$134,100</b>	<b>\$19,900</b>	<b>\$19,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,299,100</b>	<b>\$1,299,100</b>

**Valley Regional Transit  
FY 2011 Budget  
Ten Year Capital Expenditure Plan**

	<b>FY2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>Federal Assistance</b>	12,115,519	9,008,719	1,000,000	1,030,000	1,060,900	1,092,727	1,125,509	1,159,274	1,217,238	1,278,100	1,342,005
<b>Local Assistance</b>	1,523,073	2,252,180	250,000	257,500	265,225	273,182	281,377	289,819	304,309	330,176	346,685
<b>Total Revenue</b>	13,638,592	11,260,899	1,250,000	1,287,500	1,326,125	1,365,909	1,406,886	1,449,093	1,521,547	1,608,275	1,688,689
<b>Estimated Expenses</b>	13,638,591	11,260,899	1,250,000	1,287,500	1,326,125	1,365,909	1,406,886	1,449,093	1,521,547	1,608,275	1,688,689

**Valley Regional Transit**  
**FY 2011 Budget - Six Year Operating Plan**

	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>
<b>Directly Generated Revenues</b>	\$979,500	\$999,090	\$1,009,081	\$1,059,535	\$1,091,321	\$1,124,061
<b>Auxiliary Transportation Revenues</b>	\$66,000	\$66,000	\$66,660	\$68,327	\$70,376	\$72,488
<b>Non-Transportation Revenues</b>	\$100,000					
<b>Federal Operating Support</b>	\$3,287,389	\$3,386,011	\$3,487,591	\$3,592,219	\$3,699,985	\$3,810,985
<b>Local Operating Support</b>	\$6,210,361	\$6,396,672	\$6,588,572	\$6,786,229	\$6,989,816	\$7,199,510
<b>Total Revenues</b>	<b>\$10,643,250</b>	<b>\$10,847,773</b>	<b>\$11,151,904</b>	<b>\$11,506,309</b>	<b>\$11,851,499</b>	<b>\$12,207,044</b>
<b>Wages and Salaries</b>	\$4,340,849	\$4,427,666	\$4,553,959	\$4,695,292	\$4,836,151	\$4,981,235
<b>Fringe Benefits</b>	\$2,904,977	\$2,953,185	\$3,027,014	\$3,132,960	\$3,226,948	\$3,323,757
<b>Professional Services</b>	\$882,033	\$882,033	\$908,494	\$935,749	\$963,821	\$992,736
<b>Materials and Supplies</b>	\$1,708,206	\$1,759,452	\$1,812,236	\$1,866,603	\$1,922,601	\$1,980,279
<b>Utilities</b>	\$183,214	\$183,214	\$188,710	\$194,372	\$200,203	\$206,209
<b>Casualty and Liability</b>	\$273,500	\$287,175	\$295,790	\$304,664	\$313,804	\$323,218
<b>Purchased Transportation</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Miscellaneous Expenses</b>	\$197,895	\$197,895	\$203,832	\$209,947	\$216,245	\$222,733
<b>Interest</b>	\$1,524	\$1,570	\$1,617	\$1,665	\$1,715	\$1,767
<b>Leases and Rentals</b>	\$151,052	\$155,584	\$160,251	\$165,059	\$170,010	\$175,111
<b>Depreciation</b>	\$1,299,100	\$1,299,100	\$1,299,100	\$1,299,100	\$1,299,100	\$1,299,100
<b>Total Expenses</b>	<b>\$11,942,350</b>	<b>\$12,146,873</b>	<b>\$12,451,004</b>	<b>\$12,805,410</b>	<b>\$13,150,599</b>	<b>\$13,506,144</b>
<b>Fund Balance</b>	(\$1,299,100)	(\$1,299,100)	(\$1,299,100)	(\$1,299,100)	(\$1,299,100)	(\$1,299,100)
		(\$0)	\$0	(\$0)	(\$0)	(\$0)

Valley Regional Transit  
**DRAFT**  
 Fiscal Year 2011 - Unified Planning Work Program and Budget - Transportation Supplement

Program Description	Expenditures					Funding Sources									Total Revenue
	Work Days	Direct Labor	Indirect Overhead	Direct Costs		Total Expenditures	Effective F/I Match	Federal			Local				
				BTMA	NUZA			BTMA	NUZA	Rural	Total Federal	BTMA	NUZA	Total Local	
500 Program Administration Support	287	99,874				99,874	80:20	54,331	25,568		79,899	13,583	6,392	19,975	99,874
520 Planning Support - Public Involvement	75	22,792		7,650	6,150	36,592	80:20	20,559	9,675		30,234	4,323	2,035	6,358	36,592
530 Boise TMA Service Planning	339	84,493		55,000		139,493	80:20	111,594			111,594	27,899		27,899	139,493
430 Nampa UZA Service Planning	152	37,914			30,000	67,914	80:20		54,331		54,331		13,583	13,583	67,914
550 Mobility Management Strategies	324	104,029		250		104,279	80:20	15,064	52,542	15,817	83,423	14,181	6,674	20,855	104,279
560 Staff Development	40	12,317		11,985	11,515	35,817	80:20	19,485	9,169		28,654	4,871	2,292	7,163	35,817
<b>TOTALS</b>	<b>1,217</b>	<b>361,419</b>		<b>74,885</b>	<b>47,665</b>	<b>483,969</b>		<b>221,033</b>	<b>151,285</b>	<b>15,817</b>	<b>388,135</b>	<b>64,858</b>	<b>30,975</b>	<b>95,833</b>	<b>483,969</b>

## Valley Regional Transit

### FY 2011 Three Year TIP Operating/Capital Budget Projections

	FY2011	FY2012	FY2013
<b>Boise Fixed Route</b>			
Federal Operating Sources	\$1,186,200	\$1,221,786	\$1,258,440
Federal Capital Sources	\$7,904,814	\$8,026,275	\$800,000
Local Operating Sources	\$4,573,070	\$4,664,531	\$4,804,467
Local Capital Sources	\$1,033,935	\$2,006,569	\$200,000
<b>Total</b>	<b>\$14,698,019</b>	<b>\$15,919,161</b>	<b>\$7,062,907</b>
<b>Boise Demand Response</b>			
Federal Operating Sources	\$416,607	\$429,105	\$441,978
Federal Capital Sources	\$584,113	\$0	\$0
Local Operating Sources	\$827,918	\$844,476	\$869,811
Local Capital Sources	\$119,638	\$0	\$0
<b>Total</b>	<b>\$1,948,276</b>	<b>\$1,273,582</b>	<b>\$1,311,789</b>
<b>Nampa Fixed Route</b>			
Federal Operating Sources	\$379,766	\$391,159	\$402,894
Federal Capital Sources	\$440,650	\$159,680	
Local Operating Sources	\$348,615	\$355,587	\$366,255
Local Capital Sources	\$50,542	\$39,920	
<b>Total</b>	<b>\$1,219,573</b>	<b>\$946,346</b>	<b>\$769,149</b>
<b>Nampa Demand Response</b>			
Federal Operating Sources	\$175,843	\$181,118	\$186,552
Federal Capital Sources		\$0	
Local Operating Sources	\$60,880	\$62,098	\$63,961
Local Capital Sources		\$0	
<b>Total</b>	<b>\$236,723</b>	<b>\$243,216</b>	<b>\$250,512</b>
<b>Nampa Intercounty</b>			
Federal Operating Sources	\$558,818	\$575,583	\$592,850
Federal Capital Sources	\$2,459,942	\$822,764	\$200,000
Local Operating Sources	\$394,005	\$401,885	\$413,942
Local Capital Sources	\$137,458	\$205,691	\$50,000
<b>Total</b>	<b>\$3,550,223</b>	<b>\$2,005,923</b>	<b>\$1,256,792</b>
<b>Planning and Grant Administration</b>			
Federal Operating Sources	\$570,154	\$587,259	\$604,876
Local Operating Sources	\$142,538	\$145,389	\$149,750
<b>Total</b>	<b>\$712,692</b>	<b>\$732,647</b>	<b>\$754,627</b>
<b>Regional Shared Costs</b>			
Federal Capital Sources	\$726,000		
Local Operating Sources	\$1,008,835	\$1,029,012	\$1,059,882
Local Capital Sources	\$181,500		\$0
<b>Total</b>	<b>\$1,916,335</b>	<b>\$1,029,012</b>	<b>\$1,059,882</b>
<b>Total Estimated Revenues</b>	<b>\$24,281,841</b>	<b>\$22,149,887</b>	<b>\$12,465,657</b>



## Memorandum

**TO:** VRT Board

**FROM:** Mary Barker and Mark Carnopis

**RE:** Canyon County Service Change

**DATE:** August 9, 2010

**Requested Action** Board approve the proposed service changes and direct VRT staff to adjust the service change plan and budget should any of the four outstanding funding partners not provide funding.

**Fiscal Notes** The service change will impact the 2011 Canyon County operating budget.

**Background** VRT has completed the public comment process for the proposed Canyon County service change. The public comment period began July 22<sup>nd</sup> and closed August 8<sup>th</sup>. Four public hearings/open houses were held between July 22<sup>nd</sup> and July 29<sup>th</sup> in Nampa, Caldwell, Middleton, and Meridian. At these meetings, attendees were invited to provide comments to staff in a written statement or as a speaker during the formal public hearing. In addition, the public is able to provide comments through the Valley Regional Transit website or through the Customer Service phone line. The information that was presented at the open houses was posted on the web on July 19<sup>th</sup>. All comments received, regardless of the channel, were given equal consideration. An executive summary of the public comments received is attached to this memo. The full report containing all the comments will be emailed to you as a separate file.

Two scenarios were presented for comment during this period. Both focused on retaining as much intercounty service as possible and using remaining budgets for local service. In both scenarios, the local service proposal was the same. There are four funding partners who have not made a verbal commitment at this time. The Best Case intercounty option presented assumes all of these funding partners participate. The Worst Case intercounty option presented assumes none of these funding partners participate.

Boise State University and the College of Western Idaho are negotiating funding of the Route 45 which connects the two campuses. If neither provides funding, the route will be eliminated. If they decide to fully fund the route, it will be retained. If partial funding is provided, the number of trips will be reduced.

Eagle is completing its budget process. If they fund their portion of the local match for the Route 44, it will continue to operate. If they do not fund their portion of the route, Route 44 will be eliminated.

The City of Boise, has been approached to cover the lease cost for the intercounty buses for one year while new buses are being purchased. If the City of Boise provides this funding, five trips on the Route 42 will be eliminated. If the City of Boise does not provide this funding, nine trips on the Route 42 will be eliminated. There are currently 18 trips each day on the Route 42.

The proposed service scenario, based on the Best Case scenario will be presented at the meeting. Final adjustments to the specific trips being eliminated on each route are being made based on the comments received. The budget being presented for approval reflects this service scenario. Depending on the final determination of the four outstanding funding partners, the service will be adjusted as described above if necessary. Also, the budget will be adjusted to reflect the reduction in funding.

**Recommendations** Staff recommends that the Board approve implementation of the service scenario presented given all outstanding partners provide funding. Staff recommends that the Board directs VRT staff to adjust the service as outlined in this memo and the budget as necessary should any of the outstanding partners not provide funding.

Attachment

*Executive Summary – Public Hearing Report*



## Public Comment on Proposed ValleyRide Bus Service Reduction – Executive Summary

### Background

VRT recently completed the public comment process for the proposed Canyon County service change. The public comment period began July 22<sup>nd</sup> and closed August 8<sup>th</sup>. Four public hearings/open houses were held. At these meetings, attendees were invited to provide comments to staff, in a written statement or as a speaker during the formal public hearing. In addition, the public was able to provide comments through the ValleyRide and Valley Regional Transit websites or through RideLine customer service. The information that was presented at the open houses was posted on the web on July 19<sup>th</sup>.

Two scenarios were presented for comment during this period. Both focused on retaining as much intercounty service as possible and using remaining budgets for local service. In both scenarios, the local service proposal was the same. There are four funding partners who have not made a verbal commitment at the time of the public comment period. Three would fund specific intercounty routes. The third, the City of Boise, has been approached to cover the lease cost for the intercounty buses for one year while new buses are being purchased. The Best Case intercounty option presented assumes all of these funding partners participate. The Worst Case intercounty option presented assumes none of these funding partners participate.

### Collecting Public Comment

VRT policy requires that public hearings be held when any service reduction is being proposed. Four open houses/public hearings were held: July 22 in Nampa, July 27 in Meridian, July 28 in Middleton and July 29 in Caldwell.

The open houses/public hearings and the need for public comment were publicized through a variety of methods, including: legal notices; display ads in both the Idaho Statesman and the Idaho Press Tribune; newspaper and television coverage generated by a press release sent to all local media outlets; posters in all ValleyRide buses and at key transfer points; information posted on the home pages of [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org) and [www.valleyride.org](http://www.valleyride.org); and notices distributed to key stakeholders via e-mail for distribution via their e-mail databases.

There were various ways for the public to comment on the proposed service reduction if they were unable to attend any of the hearings:

- 1). Sending a facsimile to the VRT Community Relations Manager
- 2). Calling the VRT Community Relations Manager's office or RideLine customer service
- 3). Sending an e-mail or letter to the Community Relations Manager

### Summary of Public Comments

A total of **103** people provided public comments (an appendix with all comments follows this summary) from all outreach avenues. Here is a breakdown of where and how the comments were made:

- A total of 37 people attended the four open houses/public hearings. Sixteen (16) people testified.
- A total of 58 people sent e-mails.

- Eight (8) people called customer service, sent a fax or wrote letters.
- No one was in favor of eliminating service.
- The largest number of people, 63, commented on the proposed intercounty service reductions:
  - Twenty (20) people commented on the Route 40.
  - Twenty-seven (27) people commented on the Route 42
  - Eleven (11) people commented on the Route 44
  - Seven (7) people commented on the Route 45
- We received approximately fourteen (14) comments in regards to the Nampa/Caldwell fixed-line service. Most of the comments were in regards to cutting runs on routes 53-54
- Several respondents indicated that if early morning and afternoon runs were eliminated, it would place additional pressure on the capacity of the ensuing route runs.
- Several people mentioned the cost savings of taking the bus vs. taking one's own vehicle. With gas prices high and concerns growing about the Treasure Valley's air, they said now is not a good time to cut service.
- VRT is moving in the wrong direction. There should be more service, not less.
- Several people talked about the financial hardship they would face if the route went away.
- High school and college students depend on these routes to get to school.
  - Schools that were specifically mentioned were Boise State University, College of Western Idaho, the Idaho Arts Charter School in Caldwell and Brown Mackie College on Overland Road in Boise. Brown Mackie has more than 1,000 students and almost 100 faculty members.
- VRT may want to consider seasonal service that focuses on the school year.

### Specific Comments:

- My life will be enormously more complicated if I have to figure another way to get to work, as will all the workers who get off at Silverstone. I make less than \$9 an hour, and I have 3 kids and an abusive ex-husband, I can't afford a car, and the bus gives me at least an illusion of independence. My life is already sufficiently complicated; I really don't need new issues.
- Ridership will not increase if the buses don't run.
- If the current proposed reductions take place, it would virtually eliminate any possibility that a person with an "average nine-to-five" position could utilize the VRT system, not to mention the impact on the full-time student bodies at all four of the main campuses of CWI. If VRT and the respective local governments' true goal is to provide a viable, inexpensive alternative to the use of private vehicles - especially during the peak morning and evening commutes - the cuts currently under consideration seem to be a direct contradiction to that goal.
- On a personal note: I live in Eagle. I am attending BSU and CWI on a scholarship, and my son is attending BSU. We have one car. One of us has to depend on the bus for transportation. The Route 44 bus is critical to us personally. Please don't take that one out.
- My mom does not drive and I ride the last bus home from school activities at Albertson's on Greenhurst. If you cut this route I will not be able to join in after school activities. Please do not cut this route.
- The Canyon County, Idaho Department of Labor serves over 18,000 customers, of which 9,800 are currently receiving unemployment. The Canyon County unemployment rate is 11.5%, and the city of Caldwell at 12.8% (May 2010 statistics). Many of our customers have lost their personal transportation and rely on either rides, or walk a long distance to our location for services. Yes, we have many individuals that use our 24/7 automated services, but when a person reports to the office and is provided a job referral, they can not rely on public transportation to readily take them on the job site for an interview. Unemployment continues to increase in the Caldwell area and it is estimated that one in 10 customers lacks transportation.
- I got this job and schedule base around the current bus service and I may lose it if it changes. Just wanted to put in my input.
- Riding the bus isn't just a choice for me, so losing this route means that I don't have a way to get to work. I'm writing this to ask you to consider myself and others in the same situation who rely on these buses for our livelihood.

- Because parking is hard to find at Boise State, the transit would be saving me grief from having to find a parking spot. Since I plan on commuting from Nampa at least during my freshman year, I wouldn't have to worry about driving to Boise in bad weather, especially during the winter when the roads can be slick and dangerous. Now, because of these changes that are going to be made to Valley Ride's transit service, my first year in college will become more stressful.
- So many people depend on public busing. It helps the community so much, it doesn't need a budget cut, it needs to be advocated and expanded.
- I ride the buses as my only form of transportation and I feel that cutting the routes would be a great disservice to our community as a whole. I need to ride on the last bus at Mercy Medical Center(route 54?) at least 2 to 3 nights per week if this were eliminated I would have a 30-minute walk home in the dark in the winter.
- Elimination of Route 44 results in the loss of the ONLY, ONCE-A-DAY option for this public service in the municipalities of Middleton, Star, and Eagle.
- Frankly, the bus service as it exists today is not adequate for people who need it to get to and from work, appointments, or from Nampa-Caldwell to Meridian-Boise. For many people, this means not being able to accept a job in a different city, long walks with small children in tow to make appointments, and other discouraging and frustrating situations. The (Boise Rescue) Mission has and will provide transportation to our guests as we are able, and bus passes as needed, but with limited staff and vehicles, we cannot meet the needs.
- I live in Middleton and work in downtown Boise. I began riding Route 44 five months after its inception (before gas was \$4 per gallon and before the economic collapse). This route has been a godsend. My family has been able to afford for me to go to work every day. Our gas bill is a fraction of what it used to be, the maintenance on my vehicle is considerably less, and since I haven't been putting major miles on my car, my car may still have a bit of value to trade on.

## Notice of Public Hearing Valley Regional Transit Board Consideration of FY 2011 Budget

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption a budget for FY 2011. The Valley Regional Transit Board will meet at 2:30 PM on Wednesday August 18, 2010 at the Meridian City Hall located at 33 E. Broadway Ave. Meridian Idaho.

People are welcome to make comments at the public hearing, limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by 4:00 PM, Tuesday August 17, 2010, to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit      Fax Number: (208)846-8564 FY11 Budget Hearing  
 Attn: FY2010 Budget Hearing      E-mail: [rthompson@valleyregionaltransit.net](mailto:rthompson@valleyregionaltransit.net) –  
 830 N. Main Suite 230      Subject FY 2011 Budget Hearing  
 Meridian, ID 83642

### Fiscal Year 2011 Budget Revenues

Valley Regional Transit Planning and Grant Administration	
Federal Capital Assistance	\$726,000
Federal Planning Assistance	\$570,154
Local Planning Assistance	\$142,538
Local Capital Assistance	\$181,500
Local Operating Assistance	\$1,008,835
	\$2,629,027
Boise Transportation Management Area (TMA) Transit Services	
Directly Generated Revenue	\$800,000
Auxiliary Transportation Revenue	\$60,000
Other Revenue	\$100,000
Federal Operating Assistance	\$1,602,807
Federal Capital Assistance	\$8,488,927
Local Operating Assistance	\$4,440,988
Local Capital Assistance	\$1,153,573
	\$16,646,294
Nampa Urbanized Area (UZA) Transit Services	
Directly Generated Revenue	\$179,500
Auxiliary Transportation Revenue	\$6,000
Federal Operating Assistance	\$1,114,428
Federal Capital Assistance	\$2,900,592
Local Operating Assistance	\$618,000
Local Capital Assistance	\$188,000
	\$5,006,520

## Expenditures

Valley Regional Transit Planning and Grant Administration	
Wages and Salaries	\$715,880
Fringe Benefits	\$429,775
Professional Services	\$145,725
Material and Supplies	\$12,300
Utilities	\$19,200
Casualty and Liability	\$15,000
Miscellaneous	\$89,625
Interest Expense	\$0
Leases and Rentals	\$66,500
Depreciation - Unfunded Expense	\$1,600
Capital Expenses	\$1,135,023
	\$2,630,627
Boise Transportation Management Area (TMA) Transit Services	
Wages and Salaries	\$2,965,140
Fringe Benefits	\$2,167,835
Professional Services	\$330,500
Material and Supplies	\$1,175,950
Utilities	\$100,270
Casualty and Liability	\$185,000
Miscellaneous	\$32,300
Interest Expense	\$0
Leases and Rentals	\$46,800
Depreciation - Unfunded Expense	\$1,143,500
Capital Expenses	\$9,642,499
	\$17,789,794
Nampa Urbanized Area (UZA) Transit Services	
Wages and Salaries	\$659,829
Fringe Benefits	\$307,368
Professional Services	\$178,286
Material and Supplies	\$519,956
Utilities	\$63,744
Casualty and Liability	\$73,500
Purchased Transportation	\$0
Miscellaneous	\$75,970
Interest Expense	\$1,524
Leases and Rentals	\$37,752
Depreciation - Unfunded Expense	\$154,000
Capital Expenses	\$3,088,592
	\$5,160,521

**MEMORANDUM OF UNDERSTANDING  
STATE STREET/HWY 44 TRANSIT CORRIDOR  
IMPLEMENTATION COORDINATION**

**Between  
ADA COUNTY HIGHWAY DISTRICT  
VALLEY REGIONAL TRANSIT  
CITY OF BOISE  
CITY OF GARDEN CITY  
CITY OF EAGLE  
COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**

This Memorandum of Understanding (“MOU”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between [insert each agency description here that are interested in being a party to this agreement].

This MOU does not require the signing agencies to make any financial commitments.

The purpose of this MOU is to delineate the responsibilities and specific assignments between each of the signing agencies in their joint and cooperative actions regarding the continued planning and initial implementation of State Street/Hwy 44 Corridor improvements.

**1. RECITALS.**

**Whereas**, The State Street/Hwy 44 Corridor is identified in the Communities in Motion (CIM) Plan as a regionally significant corridor with a strong transit emphasis.

**Whereas**, the State Street Corridor Strategic Plan Study was completed in February 2004 and defines short-term and long-term implementation strategies. Agency actions included:

- ACHD adopted the Study on February 11, 2004,
- Boise City approved the Study on January 20, 2004,
- VRT endorsed the Study on March 17, 2004,
- Garden City reviewed the Study on February 3, 2004; and,

**Whereas**, the long-term vision recognizes the State Street “transit” corridor with dedicated transit lanes in a seven lane cross section; and,

**Whereas**, this long term vision will require significant changes in land use policies to accommodate development and redevelopment within the Corridor to support higher use transit operations; and,

**Whereas**, development will occur in phases with all recommended development/transit “nodes” considered as candidates; and,

**Whereas**, the original State Street Corridor Implementation agency MOU was executed in January 2006 by the following:

- ACHD Commission President,
- VRT Board Chairman,
- City of Boise Mayor,
- Garden City Mayor,
- Ada County Commission Chairman; and,

**Whereas**, the original MOU will expire in December 2010; and,

**Whereas**, the following significant accomplishments have been made pursuant to the original MOU:

- Successful inter-agency cooperation to fund and participate in activities defined in the MOU (approximately \$1.2 million was allocated to projects from participating agencies),
- Completed Transit Oriented Development Policy Guidelines,
- Completed initial Market Strategy,
- Established initial corridor alignment and right-of-way needs to accommodate the combination of vehicular traffic and dedicated lanes for transit system,
- Initiated the Transit and Traffic Operational Plan (TTOP) Project; and,

**Whereas**, the agencies now desire to enter into this MOU to focus on those agency actions that need to occur in the next five years to support the long-term vision of State Street; and,

**Whereas**, the directly involved agencies support the transit vision, and realize that it cannot be achieved without close cooperation by all the agencies working together; and,

**Whereas**, it is the primary purpose of this document to ensure that the agencies party to this agreement continue to collaborate efforts in support of the long-range vision of State Street; and,

**Whereas**, the agencies will continue to involve other agencies and stakeholder groups interested in participating in the implementation process of the vision.

**NOW THEREFORE**, the signing agencies, in consideration of the foregoing and the terms and conditions set forth below, agree as follows:

## 2. ACTIVITY DESCRIPTIONS.

The following activities are expected to be completed during the five-year period of this MOU. The project descriptions below are considered to be summary level and preliminary. When funding for each project is identified, a detailed project plan will be developed to guide the implementation.

### **Implement TTOP Near-Term Plans**

The Transit and Traffic Operations Plan (TTOP) will be complete by the end of 2010. The TTOP will include an Implementation Plan which will define logical time periods when roadway, transit, and land use improvements are needed based on future conditions in the corridor. The final near-term recommendations are in process, and are anticipated to encompass the following areas:

- § Enhanced transit service
- § Technology (ITS) solutions (both traffic and transit oriented)
- § Park & Ride study (element of regional policy development)
- § Other roadway, bicycle, and pedestrian improvements
- § Activities to enable land use change

### **Prepare Corridor-wide Master Plan**

Preparation of a corridor master plan is the expression of the desires of the people who live, work, and travel in the State Street corridor. It is an opportunity to join together the many facets of the communities into a long-range plan that will guide land use, transportation and housing investments over the next 20 years. The Master Plan will meet new requirements of the federal government to strengthen the connection between land use, housing and transportation decisions and to promote sustainable development. The following deliverables are anticipated:

- § Identify development opportunities and necessary public investments at each TOD location.
- § Establish cooperative agreements among land use agencies to implement TOD supportive land uses.
- § Prepare development plan for each high priority TOD site, integrating sustainable development features and economic development plans.
- § Develop corridor design principles to detail the look and feel of the corridor (medians, landscaping, TOD relationship to the roadway and access, etc.).
- § Define pedestrian and bike plans for select areas to improve interconnectivity between the TODs and the neighborhoods.

### **Evaluate and Implement Existing Access Management Policies**

The viability of State Street to function as a high-volume corridor in the future depends largely on the efficiency of the street itself. The number and design of access points along the corridor will affect its carrying capacity, safety for pedestrians, drivers and other travelers, as well as congestion and travel times. A good access management plan for the corridor, including TOD sites, is essential.

Initial activities include inventories of existing policies and ordinances, as well as the location and description of existing and approved access points. A review of successful access management policies and practices at existing TOD locations, with a comparison to current corridor policies, will help formulate strategies and steps necessary for affected jurisdictions. Guidelines for access point locations and designs can also be developed for TOD sites, with connections to neighborhoods included, as part of the corridor access management plan.

### **State Street/Hwy 44 Long-term Public Transportation Investments**

Public Transportation investments in the State Street/Hwy 44 Corridor will be significant to achieve the vision of a truly integrated transportation system. These investments will require detailed planning to assure the coordination and integration of the investments on the corridor are designed to support the region's long-term vision for the Treasure Valley's transportation system. A comprehensive and integrated approach to the transportation system will assure successful and effective phasing of the implementation of planned improvements over the course of the MOU and beyond.

The following activities should be completed to assure the objectives of the State Street/Hwy 44 strategic vision is achieved:

- Complete a regional high capacity transit systems plan to confirm and prioritize the development of the regional premium (high capacity) transportation services and corridors for the Communities in Motion long-range plan
- Develop a strategic plan for scheduling, funding and completing the necessary federal requirements to secure federal funding needed to leverage local investments in development of premium public transportation services in the State St./Hwy 44 corridor
- Secure a stable and on-going funding source for public transportation capital investments and for the maintenance and operations of public transportation improvements in the State Street/Hwy 44 corridor

### **Conduct Important Supportive Activities**

In addition to the key MOU activities listed above, several supportive activities enable and facilitate the success of the MOU. These include:

- § Dedicated, structured agency coordination and networking
- § Research recent national experience and document to help guide future activities
- § Identify, seek, and secure funding (from all possible sources)
- § Continue education campaign – to include building an “identity” for the corridor, staff education, general transit system exposure, description of premium transit service, engaging schools from 3<sup>rd</sup> Grade on, engaging environmental protection agencies, and focused efforts with developers and realtors

**3. AGENCY ROLES AND RESPONSIBILITIES.**

Each member of this MOU has a lead role and specific responsibilities, as follows. Each MOU member will contribute their expertise (and lead role) to support the activities described in Article 2. Specific assignments will be determined when each activity is funded and a work plan is prepared.

Agency	Lead Role	Responsible For
ACHD	Roadway, bike and pedestrian improvements (Glenwood Blvd east to 23 <sup>rd</sup> Street)	<ul style="list-style-type: none"> <li>• Planning, design and construction of roadway improvements</li> <li>• Working with other agencies, integrate roadway design and transit-enhancing features with adjacent land uses and adopted design standards</li> <li>• Right of way determination and acquisition</li> <li>• Public involvement process for roadway improvements</li> <li>• Signal systems and system operation (including access issues)</li> <li>• Site park and ride facilities</li> <li>• Primary contact with businesses</li> <li>• Coordinate demand management approaches and education with other agencies</li> </ul>
VRT	Transit improvements	<ul style="list-style-type: none"> <li>• Lead transit operations planning and implementation</li> <li>• Coordination of siting of park and ride facilities with transit stops (and with other agencies)</li> <li>• Coordinate demand management approaches and education with other agencies</li> <li>• Lead transit education and marketing efforts</li> </ul>
City of Boise	Land use and zoning (within City of Boise area of impact)	<ul style="list-style-type: none"> <li>• Leadership in land use issues</li> <li>• Establish land use and zoning changes within Boise City jurisdiction</li> <li>• Public involvement and neighborhood outreach</li> <li>• Coordinate demand management approaches and education with other agencies</li> </ul>
City of Garden City	Land use and zoning (within Garden City area of impact)	<ul style="list-style-type: none"> <li>• Establish land use and zoning changes within Garden City jurisdiction</li> <li>• Coordinate demand management approaches and education with other agencies</li> <li>• Support planning process</li> </ul>
City of Eagle	Land use and zoning (within City of Eagle area of impact)	<ul style="list-style-type: none"> <li>• Establish land use and zoning changes within City of Eagle jurisdiction</li> <li>• Coordinate demand management approaches and education with other agencies</li> <li>• Support planning process</li> </ul>

COMPASS	Regional transportation planning agency	<ul style="list-style-type: none"> <li>• Provide leadership to regional planning issues</li> <li>• Responsible for long range regional transportation planning</li> <li>• Agency coordination, where appropriate</li> </ul>
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**4. FISCAL RESPONSIBILITIES.**

Several of the MOU activities described herein are not yet budgeted and will require annual funding. It is anticipated that each agency will take advantage of funding opportunities and make a reasonable effort to pursue funding to execute the activities referenced in this MOU, as well as for future improvements.

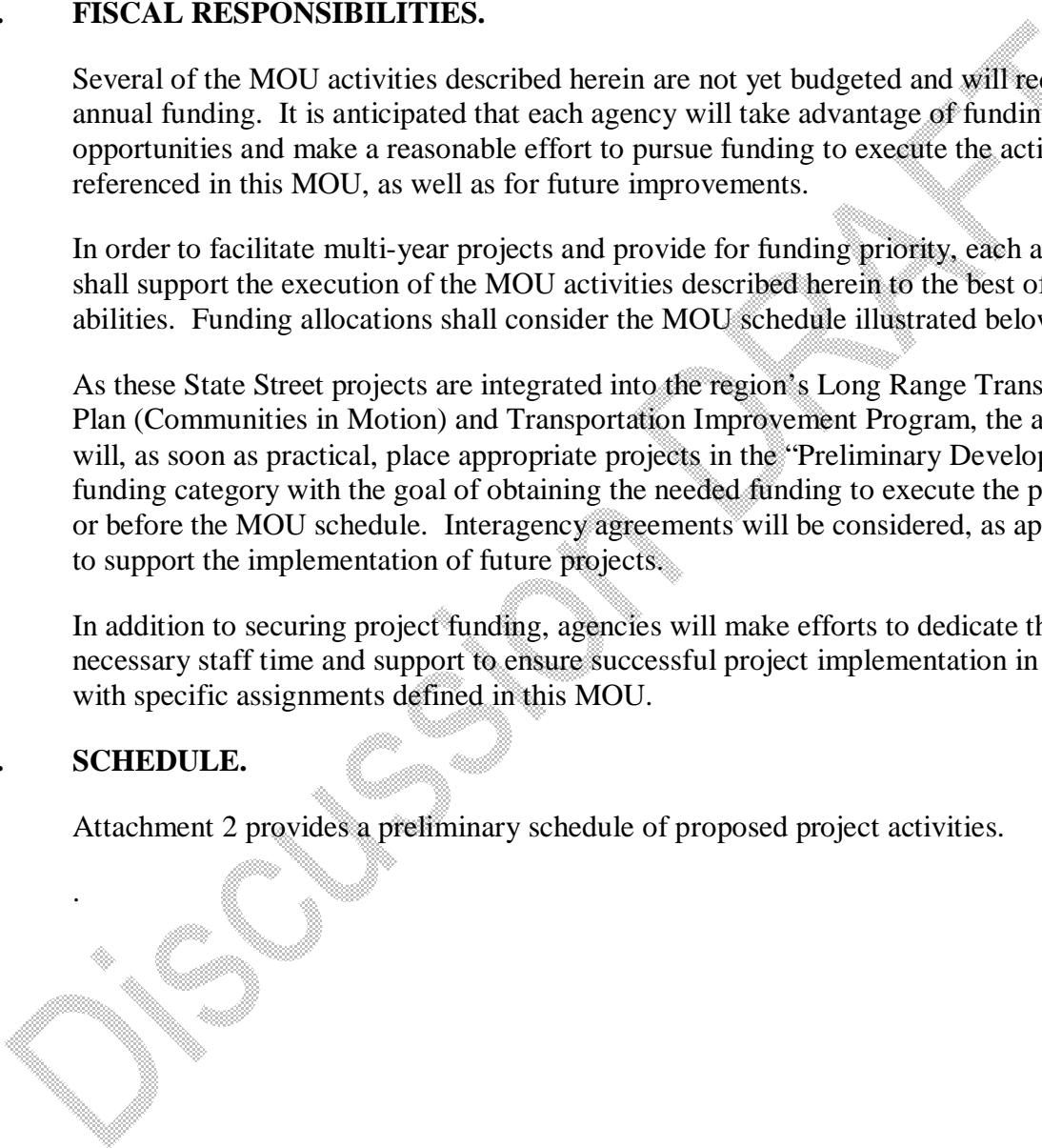
In order to facilitate multi-year projects and provide for funding priority, each agency shall support the execution of the MOU activities described herein to the best of their abilities. Funding allocations shall consider the MOU schedule illustrated below.

As these State Street projects are integrated into the region’s Long Range Transportation Plan (Communities in Motion) and Transportation Improvement Program, the agencies will, as soon as practical, place appropriate projects in the “Preliminary Development” funding category with the goal of obtaining the needed funding to execute the projects on or before the MOU schedule. Interagency agreements will be considered, as appropriate, to support the implementation of future projects.

In addition to securing project funding, agencies will make efforts to dedicate the necessary staff time and support to ensure successful project implementation in accord with specific assignments defined in this MOU.

**5. SCHEDULE.**

Attachment 2 provides a preliminary schedule of proposed project activities.



**6. PROCEDURES AND IMPLEMENTATION OF THIS MOU.**

All parties to this MOU agree that the following activities are essential to the success of the State Street Corridor Study implementation and will participate in the execution of these activities:

- A. Program Coordination. The agencies believe that Program Coordination is needed to ensure the agencies are working together to achieve common goals and progress continues to move forward. The agencies agree to accept COMPASS staff serving as Program Coordinator and work closely with them and the other agencies to execute this MOU.
- B. Periodic Meetings. The agencies will continue to participate in the State Street Steering Committee. This includes approximately monthly meetings to coordinate assignments and address challenges as they arise. The Committee will also generate monthly milestones to monitor and assure continuing progress on the MOU activities.
- C. Annual Status Report. An annual MOU status report shall be prepared that describes the accomplishments achieved between reports. These reports shall be made available to policy makers of all parties to this Agreement as part of regular updates given by agency staff.
- D. Coordination with other Studies. The agencies shall continue to coordinate with other ongoing and future studies. It is anticipated that this coordination will both make adjustments to the direction of the State Street Corridor implementations and have an impact on the other studies to better incorporate the goals and objectives of the State Street Corridor Program.
- E. Initial steps following execution of this MOU. The agencies agree to immediately begin the following initial activities upon signing the MOU:
  - 1. Begin to pursue funding for the assigned projects and program these projects in the annual Transportation Improvement Program and in participating agency's annual budgets as feasible
  - 2. Prepare detailed work plans, with full participation from appropriate agencies, to support the activities described within and coordinate timing and implementation of specific activities.

**7. SIGNATURES.**

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Name  
Title  
Agency

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Name  
Title  
Agency

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Agency

Discussion DRAFT

## Attachment 1: DEFINITIONS.

The following words and phrases when used in this MOU shall have the meanings respectively given herein.

**”State Street/Hwy 44 Corridor”** (sometimes referred to herein as the (“**Corridor**”)) means the portion of State Street from Highway 16 east to Boise Downtown Mobility Center – with the State Street Corridor west of Glenwood Boulevard to Highway 16 being designated State Highway 44.

**“State Street Corridor Strategic Plan Study”** (referred to herein as the (“**Study**”)) means the Study sponsored by ACHD and Boise City, and prepared by Meyer, Mohaddes Associates, dated February 2004, that defines State Street’s future vision (transit corridor).

**“Communities in Motion”** means the six county regional long range transportation plan adopted by the COMPASS Board on August 17, 2006.

**Transportation Improvement Program”** means an approved and fiscally constrained 5-year Program listing programmed transportation projects for the Treasure Valley region identified by agency responsibility with associated funding by year. Potential future projects that are unfunded or scheduled are identified in a category called “Preliminary Development.”

**“Transit Oriented Development (TOD) Policy Guidelines”** refers to the April 2008 document that defines the following eight principles to guide future transit oriented development in the corridor:

- 1. Ensure land uses are transit supportive and sensitive to local communities**  
*Purpose: Ensure State Street corridor-wide land uses encourage high frequency transit use, provide for development nodes that offer a wide range of choices, address local community needs and identity, are appropriate for their specific location, and are focused on market realities.*
- 2. Increase density within the corridor and at specific nodes**  
*Purpose: Increase densities surrounding node developments within the State Street corridor. The densities must support high frequency transit services and provide a base for a variety of residential, employment, retail, and local services/amenities that support future (re)development.*
- 3. Define each node to be a “place” responsive to market needs with a unique design and suitable mix of uses**  
*Purpose: Each development node should be unique to the community, the market, and the environment and be attractively designed to support an attractive integrated mixed-use hub of activity.*
- 4. Incorporate pedestrian- and bicycle-oriented design features**  
*Purpose: Prioritize convenient, comfortable, direct, and safe pedestrian linkages to and from development nodes to support a walkable area and promote the use of transit. Pedestrian routes and travel are paramount and the highest priority for*

*a successful TOD.*

**5. Manage parking, bus and vehicular traffic at nodes**

*Purpose: Provide transit, bus and private automobile facilities that accommodate circulation and parking needs, while maintaining a comfortable pedestrian environment.*

**6. Optimize corridor traffic/transit operations to function efficiently and safely**

*Purpose: Prepare and implement State Street corridor operations plans that balance vehicular traffic with optimized high capacity public transportation service using appropriate technology to promote efficient and safe travel within the regional and local areas.*

**7. Maintain a robust outreach and education program**

*Purpose: Initiate a focused outreach and education program with key stakeholders, decision makers, developers, and neighborhood associations, and other active groups to improve understanding and increase participation in the realization of these policy objectives for the State Street Corridor.*

**8. Employ approaches that maximize energy conservation and minimize environmental impacts**

*Purpose: Encourage wise use of innovative technical advances to conserve resources, provide incentives for energy efficient development and redevelopment, and reduce unnecessary consumption of energy and other limited resources currently and in the future.*

“**State Street Corridor Market Strategy**” refers to May 2007 market study that was a step in understanding the potential future market for residential housing, retail, and employment in the corridor. The study concluded that higher density housing will likely come in the form of apartments and townhouses, new development can have a significant impact on retail growth, and employment emphasis will likely be at the west end of the corridor – with limited expansion within the corridor and at the development nodes.

“**Right-of-Way and Alignment Study**” refers to an ongoing project that has preliminarily defined the alignment of the 120 foot cross section (seven lanes) needed to implement the State Street transit corridor, and the extent and location of the right-of-way required to achieve the complete cross section from 23<sup>rd</sup> Street west to Glenwood Street. The two additional lanes east of Glenwood are planned as dedicated high capacity transit lanes. When complete, this information will be used to preserve the needed right-of-way, assist the land use agencies in making land use and development decisions, and eventually purchase the needed land.

“**Transit and Traffic Operations Plan (TTOP)**” refers to a ongoing project that is developing:

- a phased implementation plan that defines improvement projects for the roadway, transit systems, and land use
- a financial strategy to help guide programming of projects and potential sources of funding to support implementation
- a more comprehensive market analysis that included the potential location of

future transit oriented development sites along the corridor

- Intelligent Transportation Systems (ITS) – roadway and transit – recommended for implementation
- Preliminary information that will form the basis for a future project to conduct a high capacity transit alternatives analysis (required by FTA for future funding)

**“State Street Corridor Master Plan”** refers to a planned future project that will provide a comprehensive framework for understanding, designing, and implementing the land use details associated with all planned transit improvements in the State Street Corridor. Achieving the transit corridor will require land use agencies to write appropriate ordinances and other implementation tools to ensure the integration of transit with current and future land uses within the Corridor.

**“Access Management Policies”** refers to a planned future project that will develop access management policies specific to the State Street corridor. Access Management is the systematic control of the location, spacing, design and operation of driveways, median openings, interchanges, and street connections to a roadway.

**“High Capacity Transit Alternatives Analysis”** refers to a planned future project that will determine the long-term transit solution in the State Street corridor. This will be accomplished by evaluating various alternative transit systems. Key outcomes of the alternatives analysis will include:

- Determining long-term transit operations
- Establishing final transit termini and routing
- Prepare the region to apply for federal funding to begin implementation

**“Transportation Demand Management”** (referred to herein as the (“TDM”)) is a term for strategies that result in more efficient use of transportation resources by impacting the traffic demand on the transportation network including strategies such as, but not limited to, improved transit options, incentives for car/van pooling, improved bicycle/walking facilities, employer assistance programs, alternate work schedules, and telecommuting.

**“Overlay District/Interim Dual Zone District”** means specialized requirements imposed over existing zoning districts to address special land use needs. Design standards ensure compatibility with the existing development and the designated purpose of a district. A **“Dual Zone”** concept provides for two zoning options which may be applied to particular areas which allow the developer a zoning choice depending on the type of development proposed.

**Attachment 2: Schedule**

Specific project schedules will be prepared following funding allocations and be included in the detailed project plans. The schedules for each project activity identified in Article 2 will reflect the detailed work scopes, contained in the project plans, at the time funding is available. The preliminary schedule identified below reflects the current understanding of priorities.

**State Street Memorandum Of Understanding (2011–2016) Preliminary Schedule**

MOU Activities	Calendar Year						2017
	2011	2012	2013	2014	2015	2016	
<b>Implement TTOP Near-Term Plans</b> - Enhanced transit service - Technology (ITS) solutions - Park n' Ride Study - Other roadway improvements - Enable land use change							
<b>Prepare Corridor-wide Master Plan</b> - Identify development opportunities - Prepare development plans - Prepare corridor design principles - Prepare ped/bike plans							
<b>Evaluate and Implement Access Management Policies</b> - Evaluate Access management policies - Implement policies, as appropriate							
<b>Corridor Alternatives Analysis</b> - Determine long-term transit service - Prepare federal funding request							
<b>Conduct Supportive Activities</b> - Dedicated, focused agency coordination - Research recent nat'l experience - Identify, seek, secure funding - Continue education campaign							

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## Memorandum

**TO:** VRT Board

**FROM:** Bruce Sackron, Transportation Services Manager

**RE:** VRT Surplus Property Policy and Procedures

**DATE:** August 5, 2010

### **Action Requested**

On August 2<sup>nd</sup>, the Management Committee recommended forwarding the updated VRT Surplus Property Policy and Procedures to the VRT Board of Directors for review and comment.

### **Background**

The Valley Regional Transit Board of Directors approved the current Surplus Property Policy and Procedure in July 2007. Since then, the VRT reporting structure has changed, the bus operations are migrating to the subsidiary corporation model, VRT has added focus to supporting alternative transportation model, and alternative methods of surplus disposal have become more readily available. Changes are also required to match the VRT policy and procedures to meet Idaho statutory requirements. The Management Committee reviewed the policy on June 7<sup>th</sup> and recommended some changes which are included in the current draft policy.

Highlights of this revision include:

- Replacing all references to the Deputy Director with the Finance Director.
- Adding requirements for a Board Resolution, Published Notice and a Public Hearing per Idaho code.
- Added additional requirements for disposal of real property.
- If an asset cannot be transferred to another VRT operation, eliminating the mandated sale methodology priorities to allow the Finance Director to determine the best disposal method for an asset.
- Making donations an alternative to selling an asset, subject to Management Committee or Board of Directors approval, as opposed to being an alternative to scrapping the asset.
- Updated the bill of sale to apply to any asset.
- Included a new Asset Transfer and Disposal form specifically for subsidiary operations.
- Developed an additional disposal form specifically covering the sale, lease return, and scrapping of vehicles.

### **Staff Recommendation**

Staff recommends the members review the updated Surplus Property Policy and Procedure which will be before the board for approval in September.



<u>Policy Title: Surplus Property</u>	<u>Policy No. 1.26.00</u>
<u>Policy Date: Original policy approved 07/16/07 Proposed Amended Date 06/07/10</u>	<u>Policy Adopted: 07/16/07</u>
<u>Approved By:</u>	<u>Date Amended:</u>
<u>Charlie Rountree, Chairman                      Kelli Fairless, Executive Director</u>	

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# VALLEY REGIONAL TRANSIT

## SURPLUS PROPERTY

### POLICY AND PROCEDURES

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## I. Policy Statement/Objectives

The Valley Regional Transit (VRT) Surplus Property Policy and Procedures is designed to provide a cost effective, timely, and efficient process to reallocate needed resources within VRT and to dispose of unneeded resources at the highest practical rate of return and in full compliance with all applicable federal and state laws and regulations. The general objectives of this policy are to:

- A. To provide a systematic and accountable method for the disposal of surplus assets and to ensure the process is transparent and complies with VRT's Code of Ethics, particularly with respect to conflict of interest.
- B. Avoid the costs associated with unnecessary purchases by facilitating the reuse of surplus property where possible;
- C. Promote optimum use of existing equipment and other property;
- D. Minimize the cost of replacing equipment and other personal property or obtaining additional equipment and other personal property for individual departments and VRT;
- E. Avoid the costs associated with storage and maintenance of unneeded property through the disposal of property which is no longer needed;
- F. Provide for the sale or other disposition of property no longer needed;
- G. Provide an orderly and uniform approach for the disposal of surplus property and assets;
- H. Provide for fixed asset control documentation in order to properly account for any reuse or disposal of property.

## II. Responsibility

Primary responsibility for monitoring and assuring compliance with these Surplus Property Policy and Procedures shall reside with the [Finance](#) Director, who shall be deemed the "Contracting Officer" and shall be responsible for the sale, transfer, or disposal of surplus property and ensuring compliance with this policy and these procedures.

- A. The [Finance](#) Director shall assure that all surplus property is redeployed or disposed of in accordance with this policy. Deleted: Deputy
- B. The Finance Department shall be the primary department responsible for the actual redeployment of surplus property, subject to the direction of the [Finance](#) Director. Deleted: Deputy
- C. Fair market value for the surplus property will be determined between the Finance Department and the department presently responsible for the property; provided, however, that no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing, shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction. The [Finance](#) Director must review and approve the fair market value determination. Deleted: Deputy

D. A file shall be maintained for each transfer and each disposal for the purpose of documenting the transfer or sale, including all documents and information pertinent to the disposal.

E. The Finance Director shall be responsible for the maintenance of accountability on all items of surplus property and shall ensure that adequate audit and inventory trails on all items of surplus property are maintained. A transfer document signed by the receiving department shall be maintained on all transferred surplus property.

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### III. **Sale, Disposal, and Transfer Authorizations**

Prior to sale, disposal, or transfer of surplus property, an "Asset Disposal and Transfer Form" must be completed. All sale, disposal, or transfer requests are to be authorized prior to any transaction in the following manner:

#### A. Non-Capitalized Property:

a. Personal Property: Must be authorized by the Department Manager and the Finance Director.

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#### B. Capitalized Property (Greater than \$5,000 with useful life greater than 1 Year):

a. Personal Property: Must be authorized by the Department Manager, Finance Director, and the Executive Director. Any disposal requests that represent personal property assets that have not yet reached their accounting useful life or exceed \$10,000 in Estimated Fair Market Value are to be submitted to the VRT Management Committee for approval.

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b. Real Property: All disposal requests that represent real property assets are to be approved by the Department Manager, Finance Director, Executive Director, VRT Management Committee, and the VRT Board of Directors for approval.

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### IV. **Sale and Disposal Requirements**

A. Prior to the sale, exchange or donation of any VRT asset the Board of Directors must first adopt a resolution finding that the property to be sold, traded, donated or scrapped is no longer needed by or useful to the authority.

B. A Public hearing must be held, of which hearing notice shall be published in accordance with provisions of section 40-206 of Idaho Code.

a) The publication of notice of for a hearing must be published at least one (1) time in a weekly newspaper or at least two (2) consecutive times in a daily newspaper.

b) The last notice shall be published not less than five (5) days prior to the hearing.

V. **Definitions**

- A. **VRT Property:** All items of real or personal property owned by VRT, whether movable or fixed, including, without limitation, equipment, supplies, materials, vehicles and other items that constitute “personal property” and real property, such as land, buildings, and improvements to land, and any inchoate or other interest in such property to the extent that such interest may be conveyed to another person for any purpose.
- B. **Surplus Personal Property:** VRT property which constitutes “personal property” and which is no longer needed by VRT which currently possesses it, regardless of its existing condition or estimated value.
- C. **Surplus Real Property:** VRT property which constitutes “real property” and which VRT has determined is not necessary, convenient or desirable for its purposes.
- D. **Beyond Economical Repair:** A classification given to an asset where that asset requires repairs likely to be more expensive than its replacement value.
- E. **Estimated Fair Market Value (EFMV):** The value of an item in the market place regardless of its initial purchase price or residual value.
- F. **Fixed Asset:** Any VRT owned personal property with an acquisition cost in excess of \$5,000 per unit and a useful life of one year or greater. The major personal property fixed asset categories are as follows:
  - i. Office Furniture & Equipment
  - ii. Shop Tools & Equipment
  - iii. Buildings & Grounds
  - iv. Farebox Collection Equipment
  - v. Computer & Telephone
  - vi. Communications Equipment
  - vii. Fuel Dispensing Property
  - viii. Fleet-Net System
  - ix. Support Vehicles
  - x. Motor Coaches/Buses
  - xi. Demand Response Vans
  - xii. Shelters & Transit Facilities
  - xiii. Signage/Marketing
  - xiv. Security Equipment

VI. **Accounting And Fixed Asset Control**

VRT has a significant investment in Fixed Assets. The following procedures shall be followed in order to assist in proper financial reporting, accountability, control, and operational efficiency in connection with the sale, redeployment, or disposal of surplus personal property.

- A. The Finance Director shall maintain accurate Fixed Asset information including, without limitation, adequate inventory controls and accountability systems for all property owned or under the control of VRT; and shall periodically inventory all such property to determine which property shall be disposed of. Deleted: Deputy
- B. The VRT Finance Department will act in an internal service capacity, monitoring and coordinating inputs to the accounting system. The Finance Department, will;
- i. Maintain a complete and accurate fixed asset system including, without limitation, the historical cost of each asset, as well as the asset's location and physical condition.
  - ii. Distribute reports to managers in:
    1. Effectively budgeting for, accounting for, and controlling Fixed Assets;
    2. Identifying underutilized surplus personal property in their own departments that can be reassigned for more productive use, donated to charitable organizations, or otherwise disposed of;
    3. Identifying replacement and renovation needs of existing assets;
    4. Identifying surplus personal property in other departments that would still be of use in the manager's department;
    5. Making budgetary decisions for specific requests and/or long term planning;
    6. Determining the value of a particular item planned for disposal.
  - iii. Collect, store, make available, and generate reports pertaining to the Fixed Assets.

#### VII. Transfer of Fixed Assets Within Valley Regional Transit Deleted: Of

- A. The first option for items of surplus personal property by the department which currently possesses them will always be re-distributed within other departments of VRT. Before such an asset is abandoned (discarded), an inquiry process should be completed to determine if any other department within the Authority's organization which can utilize the asset. Deleted: circulation
- B. When a department takes possession of a capital equipment item from another department that was surplus personal property, the receiving Department Manager will forward the completed "Asset Disposal and Transfer Form" to the Finance Department so the item can be properly recorded in the VRT Fixed Asset records.

#### VIII. Disposal Methods – Surplus Personal Property:

Surplus personal property that cannot be re-circulated within departments of VRT will be disposed of in accordance with this section. This section outlines the procedures for retiring an asset from VRT's fixed asset inventory. Surplus personal property which is not distributed to other departments may be disposed of by VRT for not less than the fair market value of such property by sale, exchange, transfer, cash, credit, or other property, Deleted: re-circulated

with or without warranty, and upon other terms and conditions as the Finance Director deems proper in one of the following ways, which will be chosen on the basis of the methodology that the Finance department deems will generate the best value.

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i. Sale/Trade In – Property that cannot be effectively reutilized within VRT will be sold, or if possible, offered for trade-in when purchasing new property. The Department Manager or Transportation Services Manager for subsidiary corporations, currently possessing the surplus personal property will be responsible, subject to the approval of the Finance Director, for determining whether VRT will receive greater value from a sale of the surplus personal property or trading in the surplus personal property. Any such sale will be conducted through the most expeditious manner that will yield the best economic return to VRT or, in the case of grant funds, to the proper funding agency. All reasonable commercial efforts shall be utilized to obtain maximum competition. The sale will be conducted by one of the following methods as determined by the Finance Director.

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ii. Method A – Receipt of Sealed Bids:

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**Deleted:** This method will be managed by the Finance Department.

1. Invitations to bid shall be mailed to known buyers or potential buyers of the particular item; and the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as such permit full and free competition consistent with the value and nature of the surplus personal property being disposed of.
2. At least three (3) firm bids shall be secured where possible.
3. Sealed bids shall be publicly opened twenty-one (21) days after the Invitations to Bid are mailed and all bids will be publicly disclosed at the time and place stated in the Invitations to Bid.
4. The highest bidder shall be notified of the date for removal of the property and the method of acceptable payment; provided, however, that all bids will be rejected when it is in the interest of VRT and the public to do so.

iii. Method B – Public Auction/Negotiated Sale:

1. Surplus personal property may be disposed of by public auction or negotiated sale only if;
  - a. The Finance Director determines that a live or electronic auction will yield a better value than sealed bids.
  - b. Other satisfactory terms of disposal are obtained by negotiation;

**Deleted:** Bid prices after advertising the surplus property under Method A are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;

- c. The disposal of the property is intended to further the public health, safety, or welfare and the purpose and terms such disposal are documented in writing and approved by resolution of the VRT Management Committee; or
    - d. Such action is otherwise authorized by the VRT Management Committee.
  2. Auction Services: Will be obtained through contractual agreements entered into with an auctioneer or electronic auction site chosen on a competitive basis.
    - a. When surplus personal property with an original purchase price of over \$10,000.00 is sold by public bid or auction, notice of the sale shall be made by advertisement in at least one (1) newspaper of general circulation in the county or counties in which the disposal is to be made, describing the property and specifying the date, time, place, manner, and conditions of disposal. The advertisement shall be entered in the public notice or equivalent section of the newspaper and shall run not less than three (3) days in the case of a daily paper and in not less than two (2) consecutive issues in the case of a weekly. The disposal shall not be held sooner than seven (7) days after the last day of publication nor later than fifteen (15) days after the last day of the publication of the required notice, excluding Saturdays, Sundays, and holidays. All notices of sales of such property shall provide that the property is to be sold "as is".
    - b. All sales by bid or auction shall be with reserve and where bids received are unreasonably below the fair market value, all bids shall be rejected, and the property shall be thereafter disposed in a manner which will ensure an adequate price.
  3. Negotiated Sales:
    - a. Surplus personal property shall never be conveyed by negotiated sale directly or indirectly to an individual who is, or within the last six (6) months has been, a VRT Board member, officer, employee or independent contractor of VRT or to a family member of any such individual. The prospective purchaser will be required to execute a statement verifying that he/she is not, and within the last six (6) months has not been, a Board member, officer, employee or independent contractor of VRT or a family member of any such individual, and is not purchasing the property on the behalf of any such person. The signed statement shall be maintained with the other documents pertaining to the sale.

- b. If the surplus personal property is used as a trade in, the Purchase Requisition for trade-in items must include all appropriate information such as serial number, condition, make, and mode, current fair market value and any relevant comments. The completed Purchase Requisition will be sent to the Finance Department for inventory adjustment. In addition, an “Asset Disposal and Transfer Form” must be prepared.
  - c. An explanatory statement of the circumstances of each disposal by negotiation shall be prepared and a copy shall be preserved in the files of VRT.
- B. Scrapped: Surplus property that cannot be effectively reutilized within VRT and cannot be sold but has parts that have value to a VRT department will be dismantled in order to remove such parts and then the remaining parts that do not have value to a VRT department will be scrapped. When an asset is scrapped, it is retired through “abandonment” and an “Asset Disposal and Transfer Form” must be completed.
- i. All usable parts should be removed from the item. The Department Manager which currently possesses the surplus personal property should dismantle that property for parts that have value to that department or any other VRT department before scrapping the property.
  - ii. The asset should then be sold for scrap and the proceeds forwarded to the Finance Department. If the scrapped asset has no salvage value, it should be properly disposed of and not given to any person for personal use.
  - iii. Surplus material classified as scrap may be sold directly to dealers at the current market value.
- C. Donation: As an alternative to selling a surplus asset having a market value of less than \$5,000.00, it may be more advantageous to VRT and the community to donate the asset to a relevant non-profit organization approved by the VRT Management Committee. If no approved entity or organization wishes to accept such a donation, the asset should then be sold or sold for scrap as previously outlined.

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**IX. Additional Policies Regarding Vehicles:** The certificate of title for sold and donated vehicles will be provided when the vehicle is taken possession of by the recipient.

- i. The representative of the recipient and a representative of VRT must sign a “Bill of Sale” at the time of vehicle pick up;
- ii. At the time the vehicle leaves VRT property the “Asset Disposal and Transfer Form” and the VRT Vehicle Disposal Form must be completed.

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**X. Disposal of Hazardous Material:** Surplus personal property that has been contaminated with a hazardous or dangerous substance, is not reasonably clean, or is not safe to handle, is not marketable and should be scrapped. The VRT Safety & Security Plan should be referenced for the proper procedures to follow to safely scrap such surplus personal property. Prior to the disposal of surplus personal property, the responsible

department shall certify either that the surplus personal property was not contaminated with hazardous or dangerous substance, was safe to handle and was reasonably clean, or that proper means have been taken to remedy any such condition of the surplus personal property before it was offered for sale or scrapped.

**XI. Disposal Method - Surplus Real Property:**

A. If the Department Manager determines that real property is surplus, he/she shall also determine if any buildings on that property are to be demolished or sold with the land.

B. The Department Manager will:

i. Prepare and submit to the Finance Director a written recommendation for the disposal of real property. This recommendation will set forth in detail the reasons for disposal of the real property.

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ii. The Finance Director will provide a written response to the Department Manager either approving or denying the recommendation for disposal of real property.

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C. If the recommendation for disposal of real property is approved, the Finance Director will:

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i. Submit a memorandum to the Management Committee outlining the real property to be disposed of and the reasons for the disposal. The Management Committee may, at its discretion:

a. Grant permission to the staff to proceed with the disposal based on the procedures listed below.

b. Request additional information deemed necessary to make a reasonable decision

c. Ask the item go before the full board of directors.

d. Deny the request to dispose of the real property.

ii. Obtain an appraisal of the real property from an independent appraiser (which appraisal shall be included in the record of the transaction) to determine its fair market sale value and its fair market lease value.

iii. Obtain an updated abstract of title, survey and environmental assessment.

iv. Forward all of the above to the Finance Director along with a report describing the property to be sold, the appraised value of the property, the recommendation concerning whether to sell or lease the property, and any environmental or other concerns that must be addressed before the property is sold and the estimated cost of doing so.

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D. The Management Committee shall determine whether the surplus real property will be sold or leased and will establish an asking price for the property.

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- E. The Finance Department will manage the sale which will be conducted through receipt of sealed bids except as otherwise specifically provided below.
- i. Invitations to bid shall be mailed to known buyers/lessee's or potential buyers/lessees of the real property.
  - ii. At least three (3) firm bids shall be secured where possible.
  - iii. Sealed bids shall be publicly opened twenty-one (21) days after the Invitations to Bid are mailed. All bids shall be publicly disclosed that the time and place stated in the Invitations to Bid.
  - iv. No bid shall be accepted unless it is equal to or greater than 90% of the appraised value of the property. No bid for the purchase of the property shall be accepted if it proposes anything other than full payment of the purchase pricing at closing.
  - v. If no acceptable bid is received, VRT shall select a qualified and licensed real estate agent through competitive bidding to represent VRT in connection with a negotiated sale of the surplus real property.
  - vi. Surplus real property shall never be conveyed by negotiated sale directly or indirectly to an individual who is, or within the last six (6) months has been, a Board member, officer, employee or independent contractor of VRT or to a family member of any such individual. The prospective purchaser/lessee will be required to execute a statement verifying that he/she is not, and within the last six (6) months has not been, a Board member, officer, employee or independent contractor of VRT or a family member of any such individual, and is not purchasing/leasing the property on behalf of any such person. The signed statement shall be maintained with the other documents pertaining to the sale/lease.
  - vii. Surplus real property may be disposed of by public auction or negotiated sale only if:
    1. Bid prices after advertising the surplus property under Method A are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
    2. Other satisfactory terms of disposal are obtained by negotiation;
    3. The disposal of the property is intended to further the public health, safety, or welfare and the purpose and terms such disposal are documented in writing and approved by resolution of the VRT Management Committee; or
    4. Such action is otherwise authorized by the VRT Management Committee.
  - viii. An explanatory statement of circumstances of each disposal of surplus real property by negotiation shall be prepared and a copy shall be preserved in the files of VRT, if the proposed surplus property consists of:
    1. Any real property that has an estimated fair market value in excess of one hundred thousand dollars (\$100,000) per annum; provided

however, that this subsection shall not apply to any real property disposed of by lease or exchange;

2. Any real property disposed of by lease for a term of five years or less, if the estimated fair market rent is in excess of \$100,000 for any of such years;
3. Any real property disposed of by lease for a term of more than five years, if the total estimated rent of the term of the lease is in excess of \$100,000; or
4. Any real property or real and related personal property disposed of by exchange, regardless of value, or any property or any part of the consideration for which is real property.

## XII. Surplus Property Acquired With Grant Funds

The foregoing notwithstanding, surplus personal property and surplus real property originally procured with federal grant funds shall be disposed of in accordance with the terms of the applicable grant contract, and in accordance with this policy and these procedures to the extent that they are not inconsistent with the terms of the applicable grant contract.

## XIII. Employee Responsibility

A. Employees are responsible for the care and safekeeping of VRT property.

- i. Employees and subsidiary corporations managing VRT operations will be held accountable for any VRT property that is lost, stolen, damaged, or destroyed by the negligent act or failure to act of the employee.
- ii. Personal liability may result when a person's negligence or willful misconduct toward VRT property is the cause of any loss, theft, damage, or destruction, of such property. In addition, disciplinary action may be taken.
- iii. The department or subsidiary corporation responsible for any VRT property that is lost, stolen, damaged, or destroyed must devote all reasonable efforts to identify the asset serial number and submit all pertinent investigative reports to the Finance Director who will record the event in the VRT accounting system.

Deleted: Deputy

B. Unauthorized removal or disposal of VRT property, regardless of value, constitutes a violation of VRT policy and may result in disciplinary action.

## XIV. Annual Approval And Reporting

- A. The VRT Management Committee shall receive annually a summary listing of all booked assets as a part of the budget process.
- B. The Finance Director shall maintain all fixed asset reporting as required by law or regulation.

Deleted: Deputy

## ATTACHMENTS

**ATTACHMENT A**

**VALLEY REGIONAL TRANSIT**

**Bill of Sale/Agreement**

Valley Regional Transit (VRT) hereby acknowledges receipt of \$\_\_\_\_\_ from \_\_\_\_\_ (the "Purchaser") and in consideration for such payment hereby does hereby assign, transfer, convey and deliver to Purchaser, its successors and assigns, all of Seller's right, title, and interest in and to the following asset (the "Asset"):

Deleted: vehicle  
Deleted: Vehicle

Identification #: \_\_\_\_\_

Description of Property: \_\_\_\_\_

Deleted: Vehicle

Seller hereby covenants to and with Purchaser that Seller (i) has good and valid title to the Asset subject to no liens, claims, encumbrances, or restrictions, and (ii) has the right, power, and authority to, and hereby does, sell, transfer, assign, and convey the Asset free and clear of all liens, claims, encumbrances, and restrictions. Except for the statements in the immediately preceding sentence, the Asset is transferred to the Purchaser "as is/where is" with no guarantees or warranties whatsoever whether expressed or implied.

Deleted: Vehicle

Deleted: Vehicle

The undersigned individual who is executing this document on behalf of the Purchaser acknowledges that he/she has received, where applicable, a copy of the certificate of title to the Asset, a copy of which is annexed hereto and has received possession of the Asset.

Deleted:

Deleted: Vehicle

Deleted: Vehicle

On behalf of the Purchaser, the undersigned individual accepts the Asset "as is/where is;" hereby releases the Seller, its officers, commissioners, employees, successors, and assigns from any claims or suits of any nature whatsoever pertaining in any way to the Vehicle; and agrees to indemnify, defend and hold harmless the Seller, its officers, commissioners, employees, successors, and assigns from and against any and all claims, judgments, debts, liabilities, and all costs (including attorneys fees and court costs) arising out of the Vehicle or the use of the vehicle on and after the date of this Bill of Sale. Purchaser agrees, where applicable, that it will remove any and all details, including paint scheme that could identify the Asset as belonging to Valley Regional Transit and re-register the Asset, where applicable before putting the Asset into use.

Deleted: that

Deleted: repaint

Deleted: the Vehicle

Deleted: a different color scheme

Deleted: Vehicle

Deleted: Vehicle

**Valley Regional Transit**

\_\_\_\_\_  
**(Purchaser's Name)**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

(FN-0100 Rev 06/22/2007)

**ATTACHMENT B**

**VALLEY REGIONAL TRANSIT**

**Asset Disposal and Transfer Form**

Div. #: \_\_\_\_\_ Dept #: \_\_\_\_\_ Date: \_\_\_\_\_ Asset #: \_\_\_\_\_

Class #: \_\_\_\_\_ Description: \_\_\_\_\_

Serial, ID, VIN, or Model #: \_\_\_\_\_

Reason:      Obsolete     Unable to Repair     Transfer   
                  Scheduled Replacement     Beyond Economic Repair

Other/Comments: \_\_\_\_\_

Condition Rating:    Good       Fair       Poor

Original Cost (a):            \$ \_\_\_\_\_            Acquisition Date: \_\_\_\_\_

Depreciation (b):            \$ \_\_\_\_\_

Book Value (a – b):            \$ \_\_\_\_\_

Salvage Value:            \$ \_\_\_\_\_

Estimated Fair Market Value (EFMV): \$ \_\_\_\_\_

Asset transfer is appropriate or practical:    Yes       No

Disposal Method for Personal Property:    Sale/Trade In  
    -Sealed Bids   
    -Public Auction   
    -Negotiated Sale   
    Scrapped   
    Donation     To: \_\_\_\_\_

**Authorizations**

Dept. Manager: \_\_\_\_\_ Date: \_\_\_\_\_ (All Requests)

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_ (All Requests)

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Deleted: Deputy

*Required for all "Capitalized" assets.*

VRT Management Committee - Approval Date: \_\_\_\_\_

*Required if asset did not reach useful life or if EFMV is over \$5,000.*

**Final Disposal Information**

Sold To:      Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Amount: \$ \_\_\_\_\_            Terms: \_\_\_\_\_

(FN-0101 Rev 06/22/2007)

ATTACHMENT C

Valley Regional Transit

Subsidiary Corporation

Asset Disposal and Transfer Form

To be filled out by Subsidiary Corporation Personnel

Div. #: \_\_\_\_\_ Dept #: \_\_\_\_\_ Date: \_\_\_\_\_ Asset #: \_\_\_\_\_

Class #: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

Serial, ID, VIN, or Model #: \_\_\_\_\_

Disposal Requested by: \_\_\_\_\_

Reason: Obsolete  Unable to Repair  Transfer  Scheduled Replacement   
Beyond Economic Repair

Other/Comments: \_\_\_\_\_

Condition Rating: Good  Fair  Poor

**If asset is a vehicle, attach completed vehicle disposal form**

To be filled out by Finance

Original Cost (a): \$ \_\_\_\_\_ Acquisition Date: \_\_\_\_\_

Depreciation (b): \$ \_\_\_\_\_

Book Value (a – b): \$ \_\_\_\_\_

Salvage Value: \$ \_\_\_\_\_

Estimated Fair Market Value (EFMV): \$ \_\_\_\_\_

Asset transfer is appropriate or practical: Yes  No

Disposal Method for Personal Property: Sale/Trade In:

- Sealed Bids
- Public Auction
- Negotiated Sale
- Donation
- Scrapped

**Authorizations**

Facility Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Services Mgr: \_\_\_\_\_ Date: \_\_\_\_\_  
(All Operations Requests)

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_ (All Requests)

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Required for all "Capitalized" assets.*

VRT Management Committee - Approval Date: \_\_\_\_\_  
*Required if asset did not reach useful life or if EFMV is over \$5,000.*

VRT Bill of Sale completed (if item is sold or donated) Initials: \_\_\_\_\_

Title or Title Release signed by Executive Director Initials: \_\_\_\_\_

All VRT or ValleyRide identification and markings removed Initials: \_\_\_\_\_

**Final Disposal Information**

Sold To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Email address \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Terms: \_\_\_\_\_

FOB \_\_\_\_\_

**ATTACHMENT D**

**VALLEY REGIONAL TRANSIT**

**Vehicle Disposal and Transfer Form**

To be filled out by Subsidiary Corporation Personnel

Div. #: \_\_\_\_\_ Dept #: \_\_\_\_\_ Date: \_\_\_\_\_ Asset #: \_\_\_\_\_

Description including year of manufacturer, manufacturer, fleet ID, VIN#, mileage and model #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vehicle Sale, Lease Return or Donation:**

- ValleyRide logos and signage removed Verified by: \_\_\_\_\_
- ValleyRide Colors Removed (paint or wrap) Verified by: \_\_\_\_\_
- License plates and registration removed Verified by: \_\_\_\_\_
- Fare box removed Verified by: \_\_\_\_\_
- Radio and AVL removed Verified by: \_\_\_\_\_
- Camera System removed Verified by: \_\_\_\_\_
- All 3<sup>rd</sup> party advertising removed Verified by: \_\_\_\_\_

Vehicle Removal:

- Believed to be safe to drive Verified by: \_\_\_\_\_
- Must be towed or trailered Verified by: \_\_\_\_\_

Defects known:

\_\_\_\_\_  
\_\_\_\_\_

**Vehicle to be Scraped:**

- ValleyRide logos and signage removed Verified by: \_\_\_\_\_
- License plates and registration removed Verified by: \_\_\_\_\_
- Fare box removed Verified by: \_\_\_\_\_
- Radio and AVL removed Verified by: \_\_\_\_\_
- Camera System removed Verified by: \_\_\_\_\_
- All fluids drained Verified by: \_\_\_\_\_
- Fuel storage tanks rendered not useable Verified by: \_\_\_\_\_
- All 3<sup>rd</sup> party advertising removed Verified by: \_\_\_\_\_
- Major components removed to service other vehicles: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Vehicle scrapped by: \_\_\_\_\_  
Location: \_\_\_\_\_

**Donation** To: \_\_\_\_\_

**Authorizations**

Facility Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Services Mgr: \_\_\_\_\_ Date: \_\_\_\_\_  
(All Subsidiary Corporation Requests)

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(All Requests)

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Required for all "Capitalized" assets.*

VRT Management Committee - Approval Date: \_\_\_\_\_  
*Required if asset did not reach useful life or if EFMV is over \$5,000.*

VRT Bill of Sale completed \_\_\_\_\_ Initials: \_\_\_\_\_

Title or Title Release signed by Executive Director \_\_\_\_\_ Initials: \_\_\_\_\_

All VRT or ValleyRide identification and markings removed Initials: \_\_\_\_\_

**Final Disposal Information**

Sold To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Email address \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Terms: \_\_\_\_\_

FOB \_\_\_\_\_

**VALLEY REGIONAL TRANSIT  
PROCUREMENT CALENDAR  
BOARD OF DIRECTORS**

**Current Contracts**

<b>Vendor</b>	<b>Goods/Service</b>	<b>Expiration Date</b>	<b>Renewal</b>	<b>Potential Board Action</b>
D & A Glass	Purchase and Install 10 Shelters	06/30/2011	No	Contract will expire with no Renewal
Iteris	GTFS Formatting for Bus Stops	12/21/2010	Yes	11/17/2010
Baird Oil	Diesel Fuel – Boise	12/04/2010	No	11/17/2010
Bencorp	Office Lease VRT Meridian	12/31/2010	Yes	11/17/2010
Kittleson & Assoc	State Street Study	09/30/2010	No	

**Pending Procurement Actions**

<b>Goods/Service</b>	<b>Current Status</b>	<b>Potential Board Action</b>
Boise Bus Purchases	Specifications in development. RFP in September	11/17/2010
Nampa Bus Purchase	Specifications in development. RFP in September	11/17/2010

**VALLEY REGIONAL TRANSIT  
PROCUREMENT CALENDAR  
MANAGEMENT COMMITTEE**

**Current Contracts**

<b>Vendor</b>	<b>Goods/Service</b>	<b>Expiration Date</b>	<b>Renewal</b>	<b>Potential MC Action</b>
Alexander Clark	Printing Maps/Schedules	12/21/2010	None	11/1/2010
Keller & Assoc	General Planning	04/01/2011	Two 2 Year Ext.	03/1/2011

**Pending Procurement Actions**

<b>Goods/Service</b>	<b>Current Status</b>	<b>Potential MC Action</b>
Technology Plan Consultant	RFP closes September 17, 2010.	10/04/2010



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Mark Carnopis, Community Relations Manager  
 Jennifer Smith, Customer Service Coordinator  
**RE:** Third Quarter ValleyRide Ridership/RideLine Call Volume Report  
**DATE:** August 3, 2010

### SUMMARIES

#### Ridership

ValleyRide Bus Services experienced a slight ridership increase during the third quarter of fiscal year 2010 (April 1 through June 30) compared to the previous year. Overall, total ridership for all services (Boise/Garden City and Nampa/Caldwell fixed-line and intercounty service) increased by **0.28 percent**. ValleyRide boardings for the quarter totaled 355,738 compared to 354,758 in FY 2009.

For the first nine months of FY 2010, ridership totaled 1,074,505 compared to 1,076,653 in FY 2009, a decrease of **0.2 percent**.

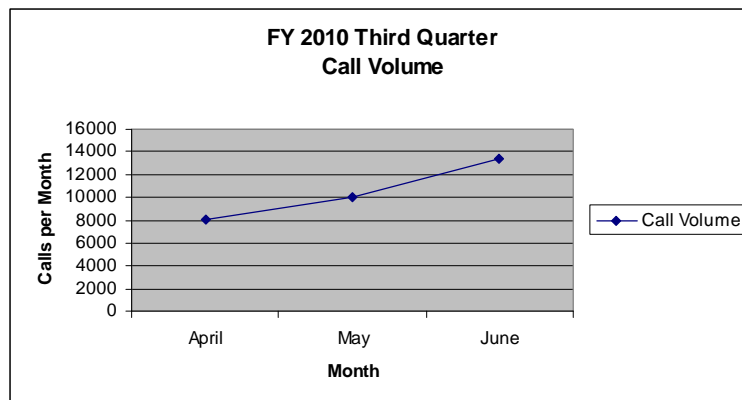
#### Highlights for the first nine months of FY 2010 compared to FY 2009

- Boise/Garden City fixed-line ridership decreased by **0.73 percent**
- Nampa/Caldwell fixed-line service increased by **4.1 percent**
- Intercounty ridership increased by **0.23 percent**

#### RideLine Call Volume

Calls to Rideline for the third quarter of FY 2010 totaled **31,469** compared to **23,053** in FY 2009. The overall percentage increase in call volume was **37 percent**.

For the first nine month of the current fiscal year, calls to RideLine totaled **61,928** compared to **44,959** for the first nine months of FY 2009. The overall percentage increase in call volume was **38 percent**.





## Memorandum

**TO:** Management Committee

**FROM:** Kelli Fairless, Executive Director

**RE:** Executive Director Report

**DATE:** August 10, 2010

### Action Requested

This is for information only.

#### Bogus Basin Mobility Study

This is a joint mobility project between COMPASS, Valley Regional Transit, and Bogus Basin. The project is designed to study the corridor that serves the Bogus Basin recreational area in an integrated manner with an emphasis on managing and building transportation capacity. The project team is currently developing two scenarios. The first scenario will focus on low intensity mobility management strategies to improve utilization of existing transportation options. A second scenario will look at enhanced options that would provide for increased capacity on public transportation services. Each scenario includes technology enhancements to supplement the capacity building strategies that are identified. The project should be completed before the end of September.

#### Refugee Resources Strategic Plan

This is a joint mobility project between the City of Boise and the Idaho Office on Refugees. The plan identifies activities designed to coordinate housing, employment, education, transportation, and social integration into one strategic plan. The project initiated the need for the Mobility Summit that was held in April of this year. VRT will continue to participate in the implementation of the plan.

#### State Street Corridor Project

The project is moving forward on time and within budget. The initial stages of the project focused on technical aspects of the project. There will be a technical committee meeting and a citizen advisory committee meeting held over the next three weeks.

#### Mobility/Regional Coordination Action Plan

The Mobility/Regional Coordination Action Plan is moving forward based on the recommendations the board adopted at the July 2010 meeting. The action plan will help to guide VRT's efforts to develop coordinated mobility within our jurisdiction and improve opportunities to coordinate with adjacent jurisdictions.

Subcommittee on Public Transportation Funding

I attended the subcommittee meeting on July 28, 2010, with VRT Chair, Charlie Rountree. The committee reviewed a statewide needs assessment that included the operating and capital financial resources required to implement the stated needs around the state. The committee also discussed funding options. The next several weeks will include the members completing a survey designed to rate the funding options. The committee will try to complete their work and submit their proposal to the Task Force on transportation funding that was initiated by Governor Otter.

Transportation Academy/Southwest Boise Flex Route

We are moving forward on a planning project to design and recommend a route for implementation in southwest Boise. VRT is working with a professional association called WTS International to engage students from Victory Academy, the Boise School District's alternative high school. The high school is located in the service area and the students are finding it challenging to fully participate in the school experience due to limited transportation options. The WTS is providing professional mentors to engage the students fully in the planning process and to encourage students to consider transportation careers.

The kick-off for working with the students is September 1. The plan will be completed with a target implementation date of February 1 if the Boise City Council and Valley Regional Transit Board approve the project.

Communities in Motion/Sustainability Plan Consortium

VRT has been working on a partnering group to draft an application request for federal funds to be used to develop a regional sustainability development plan. The application is a joint notice between the federal departments of Housing and Urban Development, Department of Transportation, and the Environmental Protection Agency. Securing the \$5 million federal funds will allow for a more comprehensive approach to complete the CIM update in 2014. It will also allow for the development of a larger southwest Idaho consortium to engage local jurisdictions in a coordinated and integrated sustainability plan. These plans will become more important as a rating factor for various federal grant programs.



## Memorandum

**TO:** VRT Board of Directors

**FROM:** Rick Thompson, Finance Director

**RE:** Finance and Administration Activity Report

**DATE:** August 6, 2010

### **Action Requested**

No Action Requested. Information Only

### **Background**

#### **FY 2011 Budget Development**

The Staff Budget Committee completed scenarios based upon input from the Management Committee. Additional revenue sources were being explored and the budget was developed based upon these additional sources. Preliminary budget has been completed and forwarded to the Management Committee for action.

#### **Grant Administration**

FY 2010 formula grant applications for Boise and Nampa operations have been submitted to FTA. In addition, an earmark grant for purchase of ADA vans in Boise was executed as well as grants for Mobility Management programs. Applications are in development for 1): Nampa bus purchases (from Surface Transportation funds program) that are the result of available funds from the regional balancing committee; 2): Canyon County vanpool; and 3): Mobility Management program funds.

Required status reports for ARRA stimulus funds have been filed with the Office of Management and Budget and the U.S. House of Representatives Committee on Transportation and Infrastructure. Quarterly financial and milestone reports have also been filed with the Federal Transit Administration.

We closed the following four old grants with the FTA:

ID-90-X076  
 ID-90-X082  
 ID-90-X084  
 ID-90-X091

**Employee Benefits**

Preliminary discussions on the VRT employee benefit plan design have been held with our benefits broker. These discussions came from direction by the Management Committee to examine retirement plan alternatives for VRT. The intent is to develop a variety of options, explore those options with employees, and make a recommendation to the Management Committee.

**Insurance**

I researched the required insurance levels for transit operations. The Idaho Department of Transportation, Division of Motor Vehicles regulates this area. ITD adheres to the Federal Motor Carrier Safety Administration regulations concerning insurance coverage levels. These regulations require a minimum of \$5.0 million of insurance for any vehicle seating more than 15 passengers. I also held preliminary discussion with PTM to review the potential to reduce the level of current umbrella coverage on the contract from \$10.0 million. PTM was reluctant to make this move without indemnification by VRT. PTM provided their recommended indemnification language which has been forwarded to our legal counsel for review.

I have also been working with our broker to line up insurance coverage for the new MV Transit contract in Nampa that will be effective August 1.

**Fleetnet**

VRT's current management information system, called Fleetnet, has not been upgraded in at least three years. Funds have been identified to allow an upgrade to Microsoft SQL server and to install needed version upgrades for Fleetnet. This upgrade will allow elimination of an obsolete module (and related maintenance expense) and will substantially improve response time and reliability of the Fleetnet system. This upgrade will involve a new server (which will also be used for the new Route Match paratransit scheduling software), training in Boise, and ongoing maintenance.



## Memorandum

**TO:** VRT Board of Directors

**FROM:** Rhonda Jalbert, Capital Infrastructure Project Manager

**RE:** Capital Infrastructure Projects

**DATE:** August 9, 2010

**Requested Action: Information Only**

**Fiscal Notes: No fiscal implications.**

**Multimodal Center:** VRT is proceeding with the design and real estate acquisition requirements/tasks for the Multimodal Transit Center project.

**Appraisal/Acquisition** – The completion of the appraisal and appraisal review will be September versus June 25. We are unable to obtain a copy of the US Bank lease for estimating “just compensation”.

**Design/Entitlements** –VRT is currently in negotiations with ZGF. The first task order and Project Services Agreement will be submitted to the VRT Board for approval in September 2010.

**MOUs** – VRT will be submitting 2 MOUs for the Management Committee to approve and recommend for approval to the Board of Directors for the September meeting. 1) Art MOU with the City of Boise - This MOU will allow VRT to reimburse the City of Boise for Art & History personnel time. 2) Local Match from CCDC – This MOU will specify the terms and amount CCDC will provide as the local match for the MMC.

**Bus Stop Improvements:** VRT has completed the bus stop sign location, Categorical Exclusion for all bus stop locations, and study of bus stop locations and needs.

**Benches** – Working with the municipalities on historic bench locations.

**Bus Stop Improvements** –Construction Contract for Phase I was signed. Will start construction August 2 and complete on Sept. 3, 2010.

Phase II scope for the bus stop enhancements is being finalized by HDR. Task Order #4 (Phase II design scope) will be submitted to the VRT Management Committee on August 30, 2010 for approval.

**Shelters (Downtown)** –An MOU has been drafted between VRT and CCDC for agreement on the payment process and design. This will be presented to the Management Committee on August 30, 2010 and the VRT Board in September for approval. Anticipated costs are \$150K and Grant #ID-90-X089 has \$244,873 remaining.

The art-in-transit piece of the project will happen next spring, which will be funded by CCDC.

Bogus Basin would like to utilize the old shelters being removed. This is currently being investigated as to how to transfer the asset. The old shelters have been completely depreciated.

**Other Shelters** – A Shelter Plan will be submitted to the Ways & Means for approval on August 18, 2010 and the Management Committee for review on August 30, 2010 and approval October 4, 2010. This shelter plan will document existing shelters, propose shelters to be replaced, removed and new shelters to be installed.

**VRT Administration Site:** The FTA has granted VRT a categorical exclusion on the MDC site. Integra Realty Resources has been hired to do an appraisal on the property. The appraisal will be complete mid-August. HDR is the appraisal reviewer and will complete the review by the end of August. The appraisal and review will be submitted to the MC for approval on August 30, 2010.

VRT has been meeting with Compass, MDC, Erstad Architects and Colliers on the project. Weekly conference calls are ongoing on the Purchase and Sale Agreement Terms. Weekly meetings are ongoing on the site plan and design of the project which VRT has been a participant.

**BSU Park & Ride Site:** BSU has selected the site at I-84 and Vista for the location of the new park & ride. BSU has contracted with Power Engineers to complete the DCE. The DCE will need to be submitted to FTA for approval on August 31, 2010 in order to meet grant deadlines. BSU has also applied for additional funds for the project.

**BSU Transit Center:** BSU has selected eight (8) contractors to proceed with the construction of the transit center. The cost of the construction bid is \$1.9M, the design costs committed to date are \$190K for a total of \$2.1M committed. The Grants for this project total \$2.3M.

#### **W. Ada & Canyon County Maintenance Facility:**

**Current Nampa Facility** –A DCE was submitted to the FTA and approved within a week. The purchase versus lease analysis was finalized which was submitted with the lease to FTA on July 13, 2010. The purchase versus lease analysis was approved by the FTA.

**Proposed Nampa Site** – Will be submitting the Documented Categorical Exclusion Report on the Franklin Road site in August. There was an issue with the site and the flood plane maps for Canyon County. The flood plane issue has been resolved.

**Karcher Mall Transit Center site** – Removed the bus stop at the Northern Lights and Cinema door at the Karcher Mall to address issues brought up by the Karcher Mall. Karcher Mall would like to relocate the Park & Ride immediately. Will be presented at the Ways and Means Committee for recommendation.

#### **Criteria and Standards:**

**Contracts** – Have prototypical contracts for design contracts and construction contracts under \$100K. Just need to clean up formatting and start directory within VRT directory.

**Criteria** – collecting standard details and criteria from various transit agencies.

## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Bruce Sackron, Transportation Services Manager  
**RE:** Status Report, Transportation Projects  
**DATE:** August 4, 2010

**Action Requested:** For Informational Purposes Only

### **Background:**

#### **Boise Operations:**

- New Buses
  - Replacements for 9300 and 9700 series (35 ft large bus)
    - § Currently writing specification for our own 35 ft. and 40 ft. bus RFB. Boise buses to be CNG fueled. Anticipate putting the RFB on the street in August. Nampa buses will be included in the same RFB.
  - Replacements for 510 and 9900 series (Access Cutaways)
    - § RFP for CNG powered ACCESS buses has been issued. Received six responses and evaluated the bids. Decision on winning bidder is awaiting FTA ruling on whether the low cost bidder's bus with CNG can be considered Altoona Tested. Next lowest cost bidder's buses meet all criteria.
- Procurements
  - New CNG Dispensers
    - § One responsive bid was received. Expected delivery is August.
  - ACCESS scheduling software RFP received two proposals
    - § Evaluation resulted in Route Match being the chosen supplier.
    - § Approved at the July board meeting
    - § Will require new AVL equipment across the entire fleet for 511 system
    - § Will require AVL and MDTs for any bus used in deviated fixed route

## Nampa Operations:

- MV contract has been signed and MV started operating the Nampa system August 1.
- Working with commercial real estate broker to find an alternative site for the Nampa Operation.
  - § The Familian warehouse site on Franklin Blvd was chosen as the number one choice for the long term Nampa facility. Non-binding letter of interest given to commercial real estate broker to forward to property owner to show genuine interest in the property. Currently going through FTA required procedures to allow us to proceed if funds become available.
- Have negotiated new lease for the former First Transit site on Industrial Way in Nampa. Legal review has been completed. Terms have changed from one year with six, six month options to one year fixed, one year option at the same price and two-one year options with the price to be negotiated. This change will result in a 7 percent lease payment reduction, landlord paving the currently dirt parking area and some needed repairs to the building itself. The lease has been signed and starts August 1.
- New Buses:
  - Replacements for existing leased 40 foot buses.
    - § Allied Waste is expected to have a new CNG fueling station in Nampa open by winter. As expected delivery of the new buses is months later, the current plan is to purchase CNG fuel powered buses for intercounty service.
    - § The new 40ft. intercounty buses for Nampa will be included in the same RFP as the Boise buses.
  - Replacement of the remainder of the Nampa fleet
    - § Awaiting funding sources
  - Need a second support vehicle, either a sedan or SUV for Nampa road supervisor and operations use. The Management Committee members were asked if any of our supporting jurisdictions have a vehicle to donate, as it may be considered match for federal funds.
    - § Canyon County will be donating an ex-police car to the Nampa Valley Ride operation pending their approval process. If all goes well, delivery should be early September. Thanks to Dave Ferdinand for helping get this accomplished!
- Procurements:
  - No additional procurements expected at this point.



## Memorandum

**TO:** VRT Board

**FROM:** Mary Barker, Service Development Manager, Transportation

**RE:** Planning Projects Update

**DATE:** August 10, 2010

**Requested Action** No action requested.

### **Background** VRT Planning Group Project Update July 2010

#### **Service Change Coordination**

- The comment period for the proposed Canyon County service change complete. Planning staff is finalizing the service change package.
- The planning staff is working in conjunction with Kelli Fairless to determine funding for the Route 44 and Route 45.

#### **Interactive Web Map**

- VRT in conjunction with ITD has prioritized upcoming projects for 511. The top priority is a module that will format route and schedule data for 511 and Google Transit. In addition the software will be developed that will allow us to input detours, including new routing, stops and times. The second priority is a call in system by which customers can call in with a bus stop ID number and get the next times the bus will arrive at that stop. If the customer doesn't know the bus stop ID number the computer will walk them through a series of questions to identify which stop and route they are requesting information about.
- Planning staff is updating all the Google Transit information with the recent Boise service change information.

#### **System Performance Analysis**

- Planning staff is working with the operations staff to input the necessary information into Fleetnet and to set up the proper procedures to generate performance measurement data and National Transit Database data.

#### **Rider/Non Rider Survey**

- VRT is working with COMPASS to join in with their transit survey in the fall. We are working on the timing given the October service change in Canyon County.

**Grants**

- VRT submitted a Bus and Bus Facilities grant. Preliminary projects included in the grant will be buses for the Boise system and the BSU Park & Ride. Grant recipients will be announced in September.
- VRT is participating on three grant applications which COMPASS is leading. The first is a planning grant to develop a comprehensive land use/transportation plan. The second is a grant to do land use and TOD work in conjunction with the State Street Corridor project. The third is a request for funding the next phase of the High Capacity Corridor Study.

**Road Project Integration**

- VRT is participating on the RTAC project prioritization committee.

**Reporting**

- Staff completed the monthly COMPASS, ITD and NTD reports.

**Bus System Schedules**

- Staff updated the driver books and schedules with the latest corrections.

**Recommendations** Staff has no recommendations regarding this update.



## Memorandum

**TO:** VRT Board

**FROM:** Gloria Chigbrow, Service Development Manager

**RE:** Status Report, Mobility Programs and Services

**DATE:** August 10, 2010

**Action Requested:** None. For Informational Purposes Only

### Accessible Cab Service

The final plan was reviewed and approved by the VRT Board and by the RCC this past quarter and an implementation budget has been drafted. The next steps are to review styles of cab available, purchase vehicles (minimum 2), develop and put out an RFP for the selection of a cab company to operate the cabs, seek board approval to implement the Ride Reimbursement and the Voucher Program arm of this program and then implement the programs.

### Vehicle Sharing Service

The final plan was reviewed and approved by the RCC and VRT Board this past quarter. Sample materials have been developed. Budget scenarios will be drafted, vehicle sharing partnerships will be evaluated, and next steps will be taken to the board and the RCC for approval.

### Refugee Resource Strategic Plan

The City of Boise initiated the Refugee Resource Planning Committee over one year ago to understand and evaluate the unmet needs of Refugees as they go through the resettlement process. The goal was to develop a plan that would include both short and long term goals along with actions to meet those needs. Six broad areas of Refugee Resettlement were identified and each area became a subcommittee. The Transportation Subcommittee identified a need to have a Summit where transportation needs of refugees as well as everyone within the 3C district, could be identified. That Mobility Summit took place on 4/21/2010. A list of recommended activities came from the attendees of that summit. A Summit Report was completed. Based on those recommended activities and on the subsequent report, VRT is currently working with COMPASS staff to develop a Mobility Management/Regional Coordination Work Plan to direct our 2011 activities. The implementation of the other goals that were identified in the Transportation Plan will also continue.

### Canyon County Van Pool Service

In this past quarter a TMO Feasibility Study was completed by COMPASS. VRT staff has contacted the top 25 employers in Canyon County requesting that they send out

surveys to employees that will identify possible service area needs. Survey results are coming in currently and are due by 08/30/10. Once particular needs are identified, VRT will request approval from the VRT Board to procure vehicles for the program and to implement the program. VRT has been awarded \$150K in STP funds to purchase vehicles for this program. VRT will make a recommendation to the board on whether VRT should be the manager of this program or if it should be competitively awarded through the RFP process.

#### Treasure Valley in Motion/Faces of Transit

This educational outreach program has a goal of education and informing everyone from the general public to policy makers on the need for increased public transit. With technical assistance from Drake Cooper, five different educational/promotional videos were produced and released virally. A Mobility Programs website has also been developed to showcase all Mobility Management projects and activities. Outreach utilizing these marketing tools will continue through September 2010 and beyond.

#### Travel Training Program

The VRT Board recently approved the expenditure of \$7000 to hire two AmeriCorps Members to implement the Travel Training program under the direction of VRT staff. The hiring process will begin in August and the selected Travel Trainers will be in place by September 1<sup>st</sup>. These travel trainers will assist the elderly, the disabled, and the low income in becoming familiar with riding public transit and will assist in transitioning ACCESS riders to public transit where feasible.

#### Franklin Corridor Service (Formerly Sky Ranch Transportation )

What began as a grant to assist abused women with getting to places of employment has led to the application of a Medicaid Infrastructure Grant to add a bus route in the Franklin Corridor area of Caldwell. In mid-July, the State Independent Living Council developed and submitted the grant with the assistance of VRT. Notification of award will be made in November 2010. If the award is granted, additional service serving the Department of Labor and the Department of Health and Welfare in Caldwell could begin as early as February 2011.