



# Management Committee Meeting Minutes

**Monday, August 30, 2010 at 11:00 a.m.**

**Valley Regional Transit - 830 N. Main Street Suite 230 - Meridian, Idaho**

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Tom Dale, Nampa	Dave Bieter, Boise	Kelli Fairless, VRT
John Evans, Garden City	Garret Nancolas, Caldwell	Rick Thompson, VRT
David Ferdinand, Canyon County		Linda Ihli, VRT
Kurt Kopadt, Greenleaf		Rhonda Jalbert, VRT
Charlie Rountree, Meridian		Bruce Sackron, VRT
		Gloria Chigbrow, VRT

Chair Charlie Rountree called the meeting to order at 11:10 a.m. with a quorum present. There were no additions or changes to the agenda.

### CONSENT AGENDA

*John Evans moved to approve the Consent Agenda (which consisted of the minutes of the 08/02/10 Management Committee meeting); seconded by Kurt Kopadt. The motion was approved unanimously.*

### ACTION ITEM

#### Multimodal Center Agreement between VRT and CCDC

Rhonda Jalbert presented the Memorandum of Understanding (MOU) between VRT and CCDC for the design, construction, and local match for the downtown Boise Multimodal Center and noted that CCDC approved the MOU on August 23<sup>rd</sup>. The MOU has been reviewed by VRT legal counsel. The next steps include approval by the VRT Management Committee, approval by the VRT Board, legal requirement to send letter of eminent domain to land owner, and then the appraisal can be done.

*Tom Dale moved to recommend to the VRT Board approval of a Memorandum of Understanding (between VRT and CCDC for the design, construction, and local match for the downtown Boise Multimodal Center); seconded by David Ferdinand. The motion was approved unanimously.*

#### Multimodal Center Project Services Agreement

Rhonda Jalbert reported that there were nine submittals for the RFP for the Project Services Agreement (PSA) for the multimodal center in downtown Boise. Three submitters were interviewed, with ZGF ranking the highest. There are three task orders within the PSA which include entitlement/design documents, construction documents, and construction administration. Rhonda distributed a budget handout and reviewed the numbers with the members. The members were requested to approve the contract with ZGF and recommend to the VRT Board for approval of the PSA at the September meeting. Once the PSA is signed after the September board meeting, staff will conduct a charrette. An RFQ for a construction general manager will be done to bring a manager into the process early during the design phase to be sure cost estimates are well within the budget. Staff is looking at a March 2012 construction date.

***John Evans moved to recommend to the board approval of the Project Services Agreement for the Multimodal Center; seconded by Kurt Kopadt. The motion was approved unanimously.***

**Multimodal Center Art Agreement between VRT & Boise**

Rhonda Jalbert noted that ZGF will bring in an art consultant for the Multimodal Center. Karen Bubb of the City of Boise History and Art Department will spend up to 1100 hours over a two year period at \$40.00/hour on the Multimodal Center Art-in-Transit Project. Different artists with different types of mediums will be selected for the project. Kelli Fairless noted that the trend is to integrate art into a facility making it a place people want to come. The cost will be \$46,400 total over a two-year period, and this amount has been included in the Multimodal Center budget. The agreement is currently being reviewed by Brian Ballard. Kelli also noted that the City of Boise requires a certain percentage of a capital project be included for art. Art expenditures are also allowed to be paid under federal funds.

***David Ferdinand moved to recommend approval (of the Multimodal Center Art Agreement between VRT and Boise) to the full board with the explanations stated; seconded by Tom Dale. The motion was approved unanimously.***

**Bus Stop Enhancements - Phase II Design-Task Order #4**

Rhonda Jalbert reported that the Phase I design of the bus stop enhancements construction should be completed by the end of this week and is well within budget. Phase 2 includes 200 bus stop locations of which 100 have been identified. Staff is estimating the project not to exceed \$207,000 and includes fixing sidewalks so they are ADA compliant, adding pedestrian ramps, and providing mobility from one side of the street to the other. Tom Dale asked if VRT is fixing sidewalks, is VRT incurring the cost or is ACHD. Rhonda responded that staff is working together with ACHD staff and if ACHD is going to be working in a particular area, VRT is asking ACHD to put in the landing ramp at that time. Kelli noted that VRT is only repairing sidewalks and making the project come together, not actually building sidewalks. Staff will look at the agreement VRT has with ACHD. Kelli noted that the bus stop enhancements are 100% federally funded through ARRA dollars so no local money is being put into the project. Charlie Rountree added that ACHD doesn't have improvements like pedestrian ramps scheduled, so VRT is making those improvements to accommodate VRT bus stops to meet ADA requirements.

***David Ferdinand moved to approve the Phase II Design Task Order #4 for the bus stop enhancements and recommend to the board for approval; seconded by John Evans. The motion was approved unanimously.***

**Shelter Study and Criteria**

Rhonda Jalbert reviewed the Shelter Study and Criteria for new and replacement shelters as reviewed by the Ways and Means Committee on 08/18/10. Rhonda noted that there are 47 shelters in Ada County and none in Canyon County. Eight shelters in downtown Boise are to be replaced, and CCDC is doing that work. Staff will look at existing shelters, bus stops, ridership, and senior citizens/disabled population. If an existing shelter is no longer on a bus route, it will be removed.

Criteria for new shelters is based on NTD data:

- More than two riders on or off – would qualify for a new shelter
- More than five riders and on two major arterials – new shelter
- Disabled or senior citizens waiting – qualify for new shelter
- New shelter would require right of way and donate it to ACHD or ITD

Criteria for replacement shelters:

- Average boarding of .5 person
- If structure is unsound - remove it
- If shelter looks good - leave in
- If low ridership and shelter looks bad and is structurally unsound – remove it

Discussion was held regarding looking at other alternatives rather than removing old shelters  
Recommended changes discussed included:

- If existing shelter is no longer on a route, notify property owner to see if they want to remove it or use it for something else.
- If existing shelter is structurally sound, try to upgrade it.
- Evaluate the quality of a shelter and then, through a cost benefit, determine whether it more feasible to keep it or replace it.

***Tom Dale moved to recommend the shelter study with the recommended changes to the board for approval; seconded by David Ferdinand. The motion was approved unanimously.***

#### **Transit Shelter Agreement between VRT & CCDC**

Rhonda Jalbert reviewed the agreement between VRT & CCDC for the design, construction, and ownership of the new downtown Boise Transit Mall Shelters.

***Kurt Kopadt moved to recommend approval to the board; seconded by Tom Dale. The motion was approved unanimously.***

#### **Transfer of Downtown Boise Transit Mall Shelters to Bogus Basin**

Rhonda Jalbert reported that Bogus Basin would like the six shelters at the old transit mall to use in their parking lot. Staff proposed donating those to Bogus Basin per the Surplus Policy which states surplus property can be donated to a non-profit organization. A public hearing would need to be held. David Ferdinand suggested first checking with VRT contributing cities to see if they would want any of the shelters and as a government entity then VRT wouldn't need to go through the public hearing process. VRT will remove the shelters and place them at the Orchard facility where Bogus Basin or any member jurisdiction would need to remove them.

Staff will send the legal notice to member jurisdictions so they know of the surplus property and are aware of the public hearing. The suggestion was made to insert a statement in the surplus policy to notify partner jurisdictions of any surplus equipment or vehicles.

***David Ferdinand moved to set the public hearing (for the September 15<sup>th</sup> VRT Board meeting) and to notify the contributing jurisdictions (of the surplus property and public hearing); seconded by Kurt Kopadt. The motion was approved unanimously.***

## **Review Upcoming Board Agenda for September 15<sup>th</sup>**

The members reviewed the upcoming board agenda for September 15<sup>th</sup> and noted notify the VRT member jurisdictions of the public hearing on the transit mall shelters.

## **INFORMATION ITEMS**

### **Administrative Building - Memorandum of Understanding with Meridian Development Corporation**

The members discussed a Memorandum of Understanding between Meridian Development Corporation and VRT for the administrative building. Staff is working with the architect to do the project design and should have a cost estimate within the next few days. A meeting with VRT, MDC, and COMPASS and their respective legal representation is being held to discuss concepts in the form of an agreement. Staff will send any agreement drafts to the members for review.

David Ferdinand mentioned that he will be in Washington, D.C. next week meeting with the Idaho Congressional Delegation. Kelli Fairless will get some bullet points to David regarding information he could share with the delegation.

### **Procurement Calendar**

The most current Procurement Calendar was included in the packet for the members to review.

**Staff Reports** were included in the packet.

There was no **Executive Session**.

*Tom Dale moved to adjourn the meeting at 12:17 p.m.; seconded by David Ferdinand. The motion was approved unanimously.*

## **NEXT MEETING:**

*Monday, October 4, 2010*

*11:00 a.m.*

*Valley Regional Transit*

*830 N. Main Street Suite 230*

*Meridian, Idaho*



# Management Committee Meeting Minutes

Monday, October 4, 2010

11:00 a.m.

Valley Regional Transit - 830 N. Main Street Suite 230 - Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	David Ferdinand, Canyon County	Kelli Fairless, VRT
Tom Dale, Nampa		Rick Thompson, VRT
John Evans, Garden City		Linda Ihli, VRT
Kurt Kopadt, Greenleaf		Rhonda Jalbert, VRT
Garret Nancolas, Caldwell		Bruce Sackron, VRT
Charlie Rountree, Meridian		Mary Barker, VRT
		Bobby Schneider, VR/PTM
		Billy Wingfield, VR/PTM
		Ken Pidjeon, Citizen

The meeting was called to order by Chair Charlie Rountree with a quorum present.

## AGENDA ADDITIONS/CHANGES

*Tom Dale moved to make a change in the agenda order by moving action ITEM IV-D-VRT Administration Building Appraisal and information ITEM 5-A-VRT Administration Building Reservation Agreement to the top of the agenda (as the presenter was not feeling well and needed to leave early); The motion was seconded by John Evans. The motion was approved unanimously.*

*A motion was made and seconded to add an information ITEM V-H-Joint Coordination Task Force with the Meridian School District.*

## ACTION - VRT Administration Building Appraisal

Rhonda Jalbert reviewed staff's recommendation to the board to consider acceptance of the appraisal on the parcel for the VRT Administration Building.

Rhonda explained that the appraisal was done by Integra and reviewed by HDR and was based on the entire parcel. Meridian Development Corporation (MDC) wants to keep the parking lot as MDC is anticipating a parking garage in downtown Meridian in the future. The building would be a condo plat owned by COMPASS and VRT only. VRT would own 46% of the building. Meridian Development Corporation plans to donate the land to VRT with in kind match against the federal grant. Members were asked to approve the appraisal.

*Tom Dale moved to recommend to the board to consider acceptance of the appraisal on the parcel for the VRT Administration Building as reviewed by the Management Committee; seconded by Dave Bieter. The motion was approved unanimously.*

The item will be placed on the VRT Board Consent Agenda for October 20, 2010.

## **INFO - VRT Administration Building Reservation Agreement**

Rhonda Jalbert reviewed the Reservation Agreement Points (see page 39 of 10/04/10 Management Committee packet) regarding the VRT Administration Building and noted there would be a separate parking agreement. The next steps include approval by the MDC Board, COMPASS Board, and the VRT Board.

## **CONSENT AGENDA**

*Dave Bieter moved to approve the Consent Agenda (which consisted of the minutes of the 08/30/10 Management Committee Meeting and Financial Reports as of 07/31/10); seconded by John Evans. The motion was approved unanimously.*

## **ACTION ITEMS**

### **Route 8 Proposal**

Mary Barker informed the committee members that shortly after the most recent Route 8 changes were implemented, a major construction project began at the intersection of Fairview and Five Mile which is causing significant bus delays. Other construction projects are planned in the area as part of ACHD's five year plan. Staffs recommended Route 8 run in 60 minute intervals and begin and end at the Boise Towne Square Mall, eliminating the segment of the route between the Mall and downtown Boise. Once the construction projects are completed sometime in 2011, staff will reassess the time needed to run the route. Staff requested input from the members regarding the appropriate public input process for the Route 8 proposed changes.

*Following discussion, John Evans moved to authorize the less formal mechanism to gather input and public comment relative to this route change; seconded by Dave Bieter. The motion was approved unanimously.*

### **Vehicle Sharing and Refugee Transportation Needs**

Kelli Fairless provided a progress report on activities to try to secure vans that can be used to provide transportation for refugees traveling from Ada County to rural agriculture jobs outside of Ada County. Kelli noted that she had been having informal conversations with ACHD regarding vehicles they have which are going out of service. VRT hopes to get two to five of those vans for a vehicle sharing pool to provide access to vehicles to human service agencies that may not need a vehicle every day. Kelli met with Mike Brokaw and noted that because the vans were purchased by 80% federal funds, they could be donated back and used as a public transportation service and used as demonstration as to how the vehicle sharing program might work. ACHD staff's recommendation to the commissioners would be not to approve the donation of the vans as ACHD needs to recoup the dollars, and it is not their practice of giving away or selling vehicles to human resource agencies. They would sell to a public agency for \$2500.

The members discussed the agreement with ACHD to operate Commuteride. The suggestion was made to have a strategic discussion at a future meeting about the Commuteride program and whether or not there should be an evaluation of when and if VRT would operate the Commuteride program directly.

The suggestion was to write a letter signed by the board chair to the ACHD Commissioners making a formal request for the donation of the vans to VRT for a vehicle sharing pool.

*Tom Dale moved to proceed as outlined (to write a letter signed by the board chair to the ACHD Commissioners making a formal request for the donation of the vans to VRT for a vehicle sharing pool); seconded by Garret Nancolas. The motion was approved unanimously.*

Kelli noted that staff is reviewing policies for the board to look at in their role as the Regional Public Transportation Authority and could include a policy that when a vehicle is being replaced, the RPTA could have right of first refusal and the vehicle could go into the van pool if the project was supported by federal transit funds.

### **Upcoming Board/Committee Work Session for October 20th**

The members reviewed the upcoming board agenda for October 20<sup>th</sup>. Kelli noted that committee work program information, which will drive the committee agendas for FY2011, will be added to the matrix.

*Dave Bieter moved to accept the upcoming board agenda items for October 20<sup>th</sup>; seconded by John Evans. The motion was approved unanimously.*

## **INFORMATION**

### **Generations Plaza Lease Extension**

Rick Thompson reported that he had received a proposal from the Generations Plaza landowner for a 12 month lease renewal for the current VRT Administration offices. Due to the possibility of VRT moving to new building in 2011, Rick will go back to Gary Benoit requesting a month to month lease with a 90 day vacancy notice at the same rate as this past year.

### **VRT Employee Benefits Plan Review**

Rick Thompson reported on employee retirement plan options that have been researched for the VRT staff and noted that the entire benefit plan was reviewed. The options reviewed included:

- Cafeteria style plan
- Join PERSI and opt out of FICA
- Adjust deductible buy down (MERP) program and use cost savings to fund PERSI membership
- Maintain current plan with a stand alone defined contribution plan

Staff recommended taking the options to the employees to opt for PERSI and pay more medical deductible out of pocket which would put the burden on the employees to be healthcare conscious. Staff would then come back to the Management Committee in November with a recommendation.

Following discussion, the members requested more time and more information, so the item will be put on the agenda for the November 1<sup>st</sup> meeting. There will not be any discussions with employees until after that meeting.

### **Boise Service Area Ridership Report**

Mary Barker reviewed ridership per revenue hour data which was included in the packet and showed data before the May service change and after the service change. Staff will look at the

data again in three to six months and see how trends are going and look at the Nampa/Caldwell changes that went into effect October 4<sup>th</sup>.

### **FY 2012-2016 Transportation Improvement Program**

Kelli Fairless explained that VRT staff is in the process of meeting with local jurisdictions to get their input on public transportation projects they would like to see VRT develop and use federal funds on for the FY2012 - 2016 Transportation Improvement Program (TIP). The TIP includes all projects for federal funds. The 2012-16 TIP is adopted at the end of FY 2011. The System Performance and Planning Committee and the Ways and Means Committee will work on establishing criteria for prioritizing projects. The projects will go to board for approval in January. VRT then provides a prioritized list to COMPASS.

### **Procurement Manual Update**

Kelli Fairless noted that staff has been working on updating the Procurement Manual. A memo outlining the changes was included in the packet. This item will be on the November 1st Management Committee agenda for action to recommend board approval at the November 17th board meeting.

### **Procurement Calendar**

The most current Procurement Calendar was included in the packet.

### **Joint Coordination task force with Meridian School District**

Kelli Fairless reported that she, Charlie Rountree, and Rep. Marv Hagedorn had met with the Meridian School District superintendent and assistant superintendent. Kelli distributed a strategic planning handout regarding a Joint Coordination Task Force between the Meridian School District and Valley Regional Transit. The purpose of the project is to form a joint coordination task force to identify and evaluate opportunities to coordinate resources more effectively. This will be a demonstration on how to work with school districts more effectively. Kelli noted that if the process goes well, the same kind of process will be done with other school districts.

The next step is to forward the draft plan to the Meridian School District for comments and changes.

There was no Executive Session.

***Tom Dale moved to adjourn the meeting; seconded by Garret Nancolas. The motion was approved unanimously.***

### **NEXT MEETING:**

*Monday, November 1, 2010*

*11:00 a.m.*

*Valley Regional Transit*

*830 N. Main Street Suite 230*

*Meridian, Idaho*



**Regional Coordination Council  
Meeting Minutes  
Tuesday July 6, 2010  
9:00 a.m.**

**LINC - 1878 West Overland Road - Boise, Idaho**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Leslie Felton-Jue, Collister Nbrhd Assoc.	Liisa Itkonen, COMPASS	Gloria Chigbrow, VRT
Patty Haller, Idaho Office for Refugees – by phone	Terri Lindenberg, Treasure Valley Transit	Rhonda Jalbert, VRT
Harmon Hurren, Nampa School District	Robert Miller, Transit Rider	Brooke Green, SILC
Brian Jain, Idaho Commission for the Blind	Darrell Quist, Vocational Rehabilitation	
George Knight, Boise State University	Jan Raeder, Senior Solutions	
Kirk Montgomery, ACHD Commuteride	Landis Rossi, Dept. of Health & Welfare	
Todd Wilder, LINC		
Mitch Young, AARP Idaho		

Mitch Young welcomed the members to the meeting. A quorum was established and the meeting began at 9:15 a.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Mitch Young reported on the screening of “Beyond the Motor City”, on Monday June 28, 2010. The program was presented by CTAI, Treasure Valley Transit and BSU Parking at the Flicks Theater.

Gloria Chigbrow announced that the 20<sup>th</sup> Celebration of the ADA “Hands Around the Capital” event is scheduled for July 26<sup>th</sup> from 11-4 p.m. Anyone able to volunteer for this event needs to contact Gloria directly.

The CTAI conference to be held September 13-15<sup>th</sup> was announced.

**CONSENT AGENDA**

*Kirk Montgomery moved to accept the minutes of the 04/06/10 RCC meeting; seconded by Leslie Felton-Jue. The motion was approved unanimously.*

*Leslie Felton-Jue moved to accept the minutes of the 05/04/10 RCC meeting; seconded by Todd Wilder. The motion was approved unanimously.*

*Harmon Hurren moved to approve the minutes of the 06/01/10 RCC meeting; seconded by George Knight. The motion was approved unanimously.*

**INFORMATION ITEMS**

**Information update on AMR**

Gloria Chigbrow provided an update on the contract with American Medical Response (AMR). This group has contracted with Medicaid to provide Medicaid transportation coordination. AMR has contacted VRT and will be purchasing up to 300 passes per month.

**Update on Bus Stop Implementation**

Rhonda Jalbert updated the members on the bus stop implementation and reported that Bus Stop Improvements – Phase I design was complete. Phase I consists of 31 stops that require concrete landing pads. Phase I construction will start August 2, 2010 and complete mid September. Phase II design is currently being scoped and will start design in September with an out to bid early spring 2011. Phase II will include stops with low mobility, but bus stop locations have sidewalks that need

improving. Phase II construction will start spring 2011. Stops that will need to be moved next summer might affect prioritization of accessible bus stops.

Audible Signal – Audible signal is still in preliminary stages. ACHD is writing an interagency agreement between ACHD and VRT for scope and cost. Once the agreement is executed both agencies will move forward. The current proposed location may no longer be viable. A meeting will be set up to discuss schedule, costs and location.

### **AmeriCorps Members as Travel Trainers**

Gloria Chigbrow reviewed the memo included in the packet requesting the VRT Management Committee approve the expenditure of \$7000.00 to host two AmeriCorps members from September 2010 to August 2011. The AmeriCorps members would assist in the implementation of the Travel Training program.

### **Mobility Summit Report**

Gloria Chigbrow presented the following recommendations from the final version of the Mobility Summit Report:

- Formalize regional coordination in the six-county 3C local network by developing a governance structure and agreements among participating entities.
- Complete a southwest Idaho mobility plan focused on current and future needs for public transportation services, other mobility improvements, and regional coordination.
- Establish a “one-stop” mobility services information and programs “hub” to support regional coordination and mobility management.
- Establish a working group to evaluate and adopt funding strategies that would support sustainable improvements to the region’s mobility and coordination efforts.

### **ADJOURNMENT**

*A motion was made and seconded to adjourn the meeting at 10:32 a.m.. The motion was approved unanimously.*

### **NEXT MEETING**

*Tuesday, August 3, 2010*

*LINC*

*1878 West Overland Road*

*Boise*



**Regional Coordination Council  
Meeting Minutes  
Tuesday August 3, 2010  
9:00 a.m.-11:00 a.m.**

**LINC - 1878 West Overland Road – Boise, Idaho**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Leslie Felton-Jue, Collister Nbrhd Assoc.	Patty Haller, Idaho Office for Refugees	Gloria Chigbrow, VRT
Brian Jain, Idaho Commission for the Blind	Harmon Hurren, Nampa School District	Linda Ihli, VRT
George Knight, Boise State University	Liisa Itkonen, COMPASS	Susan Bradley, National Fed of the Blind
Terri Lindenberg, Treasure Valley Transit	Robert Miller, Transit Rider	Walt Satterfield, COMPASS
Kirk Montgomery, ACHD Commuteride	Darrell Quist, Vocational Rehabilitation	Janalee Henderson, ID Dept. of Labor
Jan Raeder, Senior Solutions	Landis Rossi, Dept. of Health & Welfare	John Krause – ITD - PT
Todd Wilder, LINC	Mitch Young, AARP Idaho	

The meeting began at 9:05 a.m. A quorum was not present. Gloria Chigbrow conducted the meeting in the absence of Chair Mitch Young, who was attending the Boy Scouts of America Jamboree in Washington, D.C.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Susan Bradley reported that the ADA celebration went really well on July 26<sup>th</sup>. Susan also noted that the second year of AmeriCorps ended July 31<sup>st</sup>. The third year will start September 1<sup>st</sup>.

Kirk Montgomery reported ACHD had received 29 new vans; 24 will be replacement vans and five are for additional/new service. Treasure Valley Transit may take a couple and VRT may take a couple for the Vehicle Sharing program.

Janalee Henderson announced that the federal government had extended unemployment insurance and letters were sent out last week to thousands of claimants, so they've been very busy, and benefits are going through.

Brian Jain met with Rhonda Jalbert of VRT regarding audible crosswalks. VRT will be installing the prototype this fall to be located at University & Joyce on the BSU campus.

Walt Satterfield noted that a meeting will be held September 17th to update the Southwest Idaho Local Mobility Plan for District 3 (3C LMMN). KFH will be working on that project.

Terri Lindenberg reported that American Medical Response(AMR) is scheduled to be online by September 1<sup>st</sup>. Treasure Valley Transit is receiving eight buses September 8<sup>th</sup> through the ARRA funding.

Gloria suggested adding an agency update to the RCC agenda on a monthly basis.

**CONSENT AGENDA**

Since a quorum of the members was not present, the July 6, 2010, meeting minutes will be put on the next meeting agenda. Leslie Felton-Jue noted that in the minutes under Rhonda Jalbert's report, *stops that will need to be moved next summer might affect prioritization of accessible bus stops*, should be added.

## **INFORMATION ITEMS**

### **Hands Around the Capitol**

Gloria reported on the Hands Around the Capitol event where over 500 people attended and circled the Capitol building in recognition of the 20<sup>th</sup> anniversary of the signing of the ADA Act, July 26, 1990. There were great speakers, entertainment, and food, with celebrations held nationwide. The event was organized by the ADA Task Force with the help of other agencies and volunteers from the community. *Todd Wilder noted that he took a video which he will get to the members to share with their constituents.*

### **Travel Training Program**

Gloria Chigbrow reported on the memo to the VRT Board which was included in the RCC packet requesting expenditure of \$7000 to secure two AmeriCorps members to assist VRT staff with the implementation of the Travel Training Program. The request was approved by the VRT Board, and two travel trainers will be hired by the time the new fiscal year begins. One will be at the Boise ValleyRide operations and the other housed at the Nampa ValleyRide operations. The AmeriCorps members will spend up to 1700 hours assisting with the Travel Training Program from October 1, 2010, through July 31, 2011, and will be trained to assist people on the fixed route and transition those riding paratransit services to the fixed route. The trainers will work with Mountain States Group, with elderly programs, the disabled, low income, and the general population.

The suggestion was made to place system maps at the shelters. *Gloria Chigbrow will follow-up with Rhonda Jalbert to see if the maps are required to be in the shelters and if there is a place to put the maps in the shelters.*

### **TMO/Canyon County Van Pool Program**

Gloria reported that VRT has received \$150,000 in Surface Transportation Program funding to use towards purchasing vehicles to support non-traditional transportation services such as vanpools. Compass helped VRT identify 25 employers in Canyon County who were contacted regarding the program. A survey, which is due August 30<sup>th</sup>, has been sent out to those employers to gather information as to where employees live and work so a program can be coordinated. Three employers say they have the need and are ready. Nunhems Seed Company has seven employees who live in Canyon County who would like to meet at the Karcher exit and vanpool to Nunhems so they are a potential demonstration candidate to kick off the program.

VRT will meet with the potential partner near the end of August to explain the program and meet with the employees to discuss the benefits of the program. Then a vehicle will be procured and the program can be implemented.

Brian Jain mentioned SSDI which is out between Wilder and Parma and suggested they might be interested in the van pool program. Gloria noted that a park and ride hasn't been established yet, but will be near the Karcher exit.

## **ACTION ITEMS**

### **Refugee Resource Transportation Plan**

Gloria Chigbrow gave background on the Refugee Resource Plan. The plan addresses education, employment, healthcare, housing, social integration, and transportation. The members discussed the Transportation Plan in detail. The Mobility Summit held in Nampa on April 22, 2010, was organized to help understand the need of refugees and all populations. The plan was developed for refugees, but can translate to any population. The draft plan includes the following transportation goal and objectives:

**TRANSPORTATION GOAL:** *A regionally coordinated network of transportation services that supports effective integration of refugee populations into the community.*

1 – Develop a transportation mobility assessment toolkit to assist advocates to effectively identify appropriate transportation options to address individual needs of refugees. (Relates to travel training program)

2 – Complete a Transportation Access Plan to address system-wide travel, employment, and housing patterns to allow for more effective planning of services to support refugee needs. *It was suggested to add the Regional Coordination Council under the Partners column.*

3 – Develop and implement a comprehensive ongoing education and outreach program to educate key target audiences (advocates, providers, consumers) regarding opportunities and barriers within the area transportation systems.

4 – Strengthen the regional coordination network through a community-based transportation/mobility summit to educate leaders, advocates, consumers, and providers on mobility needs and secure and expand a robust coordination network. (This already occurred at the April 22<sup>nd</sup> Mobility Summit in Nampa.)

5 – Identify opportunities to incorporate refugee transportation needs into the mobility services being developed by VRT (vehicle sharing, taxi services, travel training program). (The Transportation Service Coordination Plan and the VRT six-year plan – Treasure Valley in Transit, will be melded together.)

6 – Research and seek grant opportunities to fund mobility programs being developed by VRT to improve mobility to refugee consumers. (All population needs will be kept in mind with agencies working together to share resources like the travel training program.)

7 – Develop a comprehensive approach to improving transportation safety, including driver education and training and bicycle safety, pedestrian safety to meet the unique needs of refugees including driver training courses, translating driving manuals, educating on auto ownership, etc.

Members were asked if there was any interest in having their agency be a partner in some way other than RCC being a direct partner, to let Gloria know. The RCC members will be kept informed of the progress made.

Comments on the plan in general included:

- Leslie –#7– Police Department came to a neighborhood picnic and did bicycle helmet fitting, handed out bike reflectors, and discussed bike routes. Refugees are biking to their employment at odd hours so connectivity and safer, shorter routes are needed. Also they need to get to public meetings.
- Walt Satterfield – SAGE has refugee summit in October and is looking for people to be involved in the conference. Walt suggested making a presentation at the conference giving an overview of transportation resources and then next year showing what was done. *Walt will forward the conference information to Gloria.*
- John Krause– #6 & #7 – ITD is working on a grant catalog with all the funding opportunities available in the state. The catalog will be presented at the CTAI Conference on Funding September 30<sup>th</sup>. John noted that the ITD bike/pedestrian coordination will come to any events or provide resources regarding bike safety.
- Susan Bradley suggested since different groups are riding bikes more as their primary transportation that the police do more of helping to fit helmets and handing out reflectors.
- George Knight - #7 – take a comprehensive approach to transit safety rather than just referring to refugees.

Gloria Chigbrow noted that a group of refugee students made a presentation at the last VRT Board meeting regarding the results of a survey they had done asking riders about the bus service. The results indicated how important is to them to have service extended. The students asked the board to help provide services to get them where they need to go safely.

Gloria also noted that the Governor’s Task Force on Modernizing Transportation Funding - Subcommittee on Public Transportation met July 28<sup>th</sup>. Final numbers to run a successful system were presented to the subcommittee.

## **ADJOURNMENT**

The meeting ended at 10:10 a.m.

## **NEXT MEETING**

*Tuesday, September 7<sup>th</sup>, 2010*

*9:00 a.m.*

*COMPASS*

*800 S. Industry Way*

*Meridian, ID*



**Regional Coordination Council  
CORRECTED Meeting Minutes  
Tuesday September 7, 2010  
9:00 a.m.**

**COMPASS - 800 South Industry Way - Meridian, Idaho**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Patty Haller, Idaho Office for Refugees	Leslie Felton-Jue, Collister Nbrhd Assoc	Gloria Chigbrow, VRT
Harmon Hurren, Nampa School District	Robert Miller, Transit Rider	Toni Tisdale, COMPASS
Brian Jain, Idaho Commission for the Blind	Kirk Montgomery, ACHD Commuteride	Susan Bradley, National Fed of the Blind
Liisa Itkonen, COMPASS	Darrell Quist, Vocational Rehabilitation	Janalee Henderson, ID Dept. of Labor
George Knight, Boise State University	Jan Raeder, Senior Solutions	Monique Johns, SILC
Terri Lindenberg, Treasure Valley Transit	Landis Rossi, Dept. of Health & Welfare	Brooke Green, CTAI, District 3 LMMN
Todd Wilder, LINC		
Mitch Young, AARP Idaho		

The meeting was called to order by Chair Mitch Young with a quorum present. Introductions were made.

**Additions or Changes to the agenda**

Gloria Chigbrow noted the Accessible Cab Vehicle Review under Information Items should be an Action Item. Also, the travel training memo says the application was attached, but was not. Gloria did forward the application to the members in a separate email.

Mitch Young noted the Public Transportation Subcommittee of the Governor’s Task Force met August 31<sup>st</sup> and were presented options to fund public transportation in Idaho. The #1 item was local option sales tax. The subcommittee approved the recommendations of the report and will pass it on to the full task force for consideration to be included in the full transportation report. Gloria requested that Heather Wheeler or Brooke Greene report back to the RCC after the next Governor’s Task Force meeting.

**Agency Updates**

Liisa Itkonen reminded the members of the 3C LMMN meeting coming up September 17<sup>th</sup> at Meridian City Hall at 10:00 a.m.

Monique Johns noted that she is with the State Living Independent Council working as the project director for the AmeriCorps Accessible Transportation Grant which is in the final year of a three year grant process. She is working with agencies to take on projects already under way so they can become sustainable in the long term.

Terri Lindenberg reported that the non-emergency medical transportation vendor, American Medical Response (AMR), took over the Medicaid transportation throughout the state September 1<sup>st</sup>. There are some glitches which are being worked through. They are trying to make as smooth transition as possible. Christine Stewart is the contact person. The financial issues of payment will be covered with their existing reserves. Right now there are data entry problems in getting the clients logged in with their appropriate transportation.

### **Approval of Meeting Minutes**

*Todd Wilder moved to approve the July 6, 2010, meeting minutes; seconded by Patty Haller. The motion was approved unanimously.*

*Terri Lindenberg moved to approve the August 3, 2010, meeting minutes; seconded by Brian Jain. The motion was approved unanimously.*

### **INFORMATION ITEMS**

#### **Update on Travel Training**

Gloria reported that she is working with Monique Johns to hire two AmeriCorps members as travel trainers to assist in implementation of the travel training program. The AmeriCorps members will begin October 1<sup>st</sup> at beginning of the VRT fiscal year and will be trained as travel trainers. By the end of October, the travel trainers should be ready to train others. They will assist people in allowing transition from paratransit to fixed routes, where possible. Gloria just returned from the Accessible Travel Institute training in Baltimore, Maryland, so she will be the travel trainer for the next month. Gloria noted that if an agency has a need, to please contact her.

Susan Bradley suggested that Gloria tag along with Brian Jain and get ideas for travel training for the blind/visually impaired. Brian noted that the biggest issue is getting across the street safely and it is not ethical to be training blind people unless certified. Gloria responded that ICBVI will be included in the training process as the AmeriCorps trainers won't be certified to assist specifically those who are visually impaired. Applications for the travel trainers have been received and interviews will be held next month. The travel trainers will be introduced at an upcoming RCC meeting.

#### **Van Pool Service Update**

Gloria Chigbrow gave an update on possible partners and timeline of implementing the van pool service in Canyon County. VRT is the transportation authority for Ada and Canyon counties and several requests have come in for places in Canyon County that have employees looking for alternative transportation to work so VRT is looking to implement a Canyon County Van Pool service for destination or origination in Canyon County to provide and serve a more rural service area. ACHD covers origination or destination in Ada County.

Gloria reviewed the process noting that COMPASS produced a list of the top 25 employers in Canyon County and sent out a survey to obtain vanpool information from their employees. COMPASS will take the information from several employers and map the information to find out the general vicinity of where employees live. Staff will then meet with the employers which include the City of Caldwell, Canyon County Commissioners office, Nunhems Seed Company, and Mission Aviation Fellowship.

Funding of \$150,000 is available through STP funds for two new vehicles for the van pool. FTA won't be able to process those funds until after October 1<sup>st</sup> in VRT's new fiscal year. Next month, the RCC will discuss the type of vehicles.

*Brian Jain will send an email to Gloria regarding the people ICBVI is serving, and Gloria will follow up. George Knight requested a copy of the letter that was sent to the employers in Canyon County. Gloria will also send a copy of the survey.*

### **ACTION ITEMS**

### **Accessible Cab Vehicle Review**

Gloria Chigbrow reviewed the style of cabs available for purchasing vehicles for the Accessible Cab which include:

- MV1 – designed as wheelchair accessible vehicles
- Dodge Caravan – can convert to an accessible van
- Full size 12 passenger van

The suggestion was made to create a special committee to review the possible vehicles more in depth with the VRT Transportation Services Manager and maybe representatives from these dealers.

*Mitch Young moved to set up a subcommittee of the RCC to meet with the purchasing agent from VRT to go over the specifications for the purchase of accessible cab vehicle, and bring the recommendation back to the RCC for concurrence and forward on to the VRT Board; seconded by Lisa Itkonen. Following discussion, the motion was approved unanimously.*

*Todd Wilder, Terri Lindenberg, Mitch Young, and Monique Johns volunteered to sit on the committee. The suggestion was made to get a representative from a taxi cab company. Gloria responded that perhaps someone from one of the cities that administers the taxi program for taxi licensing would be better, which would keep it unbiased.*

### **Transportation Improvement Plan (TIP) Presentation**

Toni Tisdale was not able to attend the meeting, so Gloria Chigbrow reviewed the Transportation Improvement Plan handout. The TIP is a five year budget document for federally funded projects and is required by the U.S. Department of Transportation in order to obtain federal funds. It includes all federally funded projects and regionally significant projects in non attainment/maintenance areas and combined TIP for northern Ada County, the Nampa Urbanized Area, and other Canyon County projects. Gloria noted that TIP outreach has begun. The handout reviewed the TIP requirements, prioritization process, policy on funding, tracking and monitoring, and timeline for TIP process. Applications are due to COMPASS November 12<sup>th</sup> with governing board's approval.

*A motion was made and seconded to adjourn the meeting at 10:55 a.m. The motion was approved unanimously.*

### **Next Meeting:**

Tuesday, October 5, 2010

LINC

1878 West Overland Road

Boise, ID



**Regional Coordination Council  
CORRECTED Meeting Minutes  
Tuesday October 5, 2010  
9:00 a.m**

**LINC - 1878 West Overland Road - Boise, ID**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Leslie Felton-Jue, Collister Nbrhd Assoc	Brian Jain, Idaho Commission for the Blind	Gloria Chigbrow, VRT
Patty Haller, Idaho Office for Refugees	George Knight, Boise State University	Linda Ihli, VRT
Harmon Hurren, Nampa School District	TBD, Transit Rider	Bruce Sackron, VRT
Liisa Itkonen, COMPASS	Darrell Quist, Vocational Rehabilitation	Amanda Goodwin, VRT/AmeriCorps
Terri Lindenberg, Treasure Valley Transit	Landis Rossi, Dept. of Health & Welfare	Toni Tisdale, COMPASS
Kirk Montgomery, ACHD Commuteride	Todd Wilder, LINC	Walt Satterfield, COMPASS
Jan Raeder, Senior Solutions		Monique Johns, SILC
Mitch Young, AARP Idaho		Brooke Green, CTAI, District 3 LMMN
		William Knowlden, LINC

The meeting began at 09:10 a.m. with a quorum present.

**Agenda Additions or Changes**

*Jan Raeder moved to move Information Item IV-D–Accessible Vehicle Service to the first of the agenda (as the presenter needed to leave the meeting immediately following the presentation); seconded by Liisa Itkonen. The motion was approved unanimously.*

*Kirk Montgomery moved to move Action Item V-A-Approval of New Member and Item V-B-Membership Review to the front of agenda (as a couple of members needed to leave early); seconded by Leslie Felton-Jue. The motion was approved unanimously.*

**Open Discussion/ Announcements**

Terri Lindenberg reported that AMR had asked her to be the Medicaid provider in Ada County. Terri was requesting more information from them.

Kirk Montgomery announced that National Ride Share Week was October 4-8<sup>th</sup>.

Gloria Chigbrow noted that she, Bruce Sackron, and Kelli Fairless had just returned from a road trip to Salem, Oregon, and Vancouver, Olympia, and Richland, Washington where they met with transit officials and reviewed the mobility programs available in those areas.

Gloria reported that Ross Dodge, who is a planner at COMPASS, had been in a serious bicycle/car accident and was in the hospital. *Gloria will send Ross a card on behalf of the RCC members.*

**CONSENT AGENDA**

*Jan Raeder moved to approve the minutes of the September 7, 2010, RCC meeting minutes with the correction of Heather Wheeler’s last name (in the first section of the minutes); seconded by Terri Lindenberg. The motion was approved unanimously.*

## **INFO - Accessible Vehicle Service**

Bruce Sackron provided an update on the vehicles available for purchase for the Accessible Vehicle Service. Staff is look at purchasing the Dodge Caravan through state contract and then will bid on the conversion package. Gloria noted that the sub-committee met with Bruce and looked into a hybrid vehicle, but based on value and state contract, the Dodge Caravan was the better choice.

## **ACTION ITEMS**

### **Approval of New Member**

Brooke Green was introduced and members were asked to approve her application as the State Department of Transportation representative on the Regional Coordination Council. Brooke is the District 3 Local Mobility Management Network manager for the Community Transportation Association of Idaho (CTAI), which is a statewide mobility association.

*Kirk Montgomery moved to approve Brooke Green as the State Department of Transportation representative on the Regional Coordination Council; seconded by Liisa Itkonen. The motion was approved unanimously.*

Gloria noted that the next step is to take Brooke's name to the VRT Board meeting (10/20/10) for approval on the Consent Agenda.

### **Membership Review**

The RCC current membership list was distributed to the members. Gloria Chigbrow reviewed the membership categories with the members and members were asked if they were willing to stay on the RCC. Recommendations were discussed for open categories which included Transit Rider, State Department of Labor, and Idaho Department of Health and Welfare. Suggested names for open categories included:

- Kevin Bittner with Idaho Office on Aging for Transit Rider
- Susan Bradley with Idaho Commission for the Blind for Transit Rider
- Janalee Henderson or Timothy Leigh with for State Department of Labor
- Ross Mason for Idaho Department of Health and Welfare
- CWI representative
- AMR representative
- Navigator program or 211 program

Next month members will discuss terms of service, an organization vote rather than particular person vote, alternates, Robert's Rules of Order, putting action items first, conference telephone call in to help in getting a quorum.

*Kirk Montgomery moved to reconvene on this subject at the next meeting and refine actions for membership; seconded by Terri Lindenberg. The motion was approved unanimously.*

## **INFORMATION ITEMS**

### **Travel Training**

Gloria Chigbrow introduced Amanda Goodwin, an AmeriCorps member, who will be working out of the VRT offices as a Travel Trainer. The other Travel Trainer for VRT is Vasile Bejenariu who was at another meeting in Caldwell. Members will meet Vasile next month. The Travel Trainers will have four to six weeks of travel training beginning with riding buses and exposing them to all the bus

routes. They will learn to assist the elderly, disabled, and low income in being more able and comfortable in riding transit. The Travel Trainers will work with Mountain States Group, assisted living centers, senior centers, Idaho Commission for the Blind and Visually Impaired, as well as, public schools where they will educate young people to ride the bus. Each Travel Trainer will put in 1700 hours as an AmeriCorps member. The goal is to have a Travel Trainer at VRT going forward.

### **TIP Outreach Summary**

Toni Tisdale from COMPASS noted that the COMPASS and VRT staffs have been doing outreach on the Transportation Improvement Program (TIP). Toni noted that at last month's RCC meeting, she gave the presentation that staff has been giving to the COMPASS member agencies. She noted that "call for project" letters were going out this date. Agencies have to apply for a project through a strategy through their local mobility management network. Short applications are due November 12<sup>th</sup> for highway and transit projects. The scoring process will take place at the December 7<sup>th</sup> RCC meeting, then go the VRT Board for information at the December 15<sup>th</sup> VRT Board meeting, followed by action at the January VRT Board meeting. The COMPASS RTAC committee has to be involved because they have to recommend the TIP to the COMPASS Board and both highway and transit projects are included in the TIP.

### **Report on the Governors Task Force**

Brooke Greene reviewed the matrix of funding options presented at the most recent Public Transportation Subcommittee meeting as included in the RCC packet. The subcommittee will make a recommendation to the Governor's Task Force on Modernizing Public Transportation. It was noted that the subcommittee members now seems to understand the funding and the need for local match and suggested having a state pool of money that could be applied for to use as local match. Local option sales tax, local option resort tax (like Sun Valley or Sandpoint has) and local option real property taxes were discussed. Members of the subcommittee seem to be leaning toward putting the option for voters to decide within their local community.

Brooke noted that CTAI did do an assessment of costs of transportation. *Brooke will email the cost estimates to Gloria to forward to the RCC members.* Brooke also noted that Idaho Smart Growth is looking for spokespeople. *Gloria will let the RCC members know when the next Idaho Smart Growth meeting is.*

### **3C LMMN Update**

Walt Satterfield (COMPASS) and Brooke Green (CTAI) gave an update on the 3C Local Mobility Management Network (LMMN). They reported that Terri Lindenberg was elected chairperson of the 3C LMMN at the 09/17/10 3C LMMN meeting. The next 3C Local Mobility Management meeting will be held Friday, October 8th at LINC at 10:00 a.m. A broad list of strategies was distributed to the members. The Friday meeting will be to review the updated document and prioritize strategies. At the Friday meeting, each agency will have one vote on a high/med/low voting system.

The strategies fall into the goals from the April Mobility Summit which include:

- Create a development plan
- Mobility hub information hub one stop shop
- Evaluate feasibility of sponsor group or governance structure – get more buy in from local officials
- Financial advisory group

Pre-applications are due to COMPASS on November 12<sup>th</sup>. COMPASS is partnering in the process with CTAI. The District Coordination Council (DCC) will take the first look followed by the RCC.

*Walt will email the final strategies and needs to the RCC members.* Members were asked to look through the strategies and to categorize them as high/med/low. The entire plan should be completed by December. KFH is assisting with the process. Gloria noted that if your organization has a project and you don't see it on the list, to send it to Walt or Brooke.

***At 10:55 a.m., Liisa Itkonen moved to adjourn the meeting; seconded by Patty Haller. The motion was approved unanimously.***

**NEXT MEETING**

*Tuesday, November 2, 2010*

*COMPASS*

*800 S. Industry Way, Suite 100*

*Meridian, ID*