

Management Committee
Meeting Minutes
Monday, December 07, 2009
11:00 a.m.
Valley Regional Transit
830 N. Main Street Suite 230
Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Phil Bandy, Eagle	Tom Dale, Nampa	Kelli Fairless, VRT
Dave Bieter, Boise		Rick Thompson, VRT
David Ferdinand, Canyon County		Linda Ihli, VRT
Charlie Rountree, Meridian		Mary Barker, VRT
Rick Yzaguirre, Ada County-by phone		Bruce Sackron, VRT
		Aaron Wolter, VRT

Chair David Ferdinand called the meeting to order at 11:41 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES

Charlie Rountree moved to approve the AMENDED Agenda as presented; seconded by Phil Bandy. The motion was approved unanimously.

CONSENT AGENDA

Charlie Rountree moved to accept the Consent Agenda; seconded by Rick Yzaguirre. The motion was approved unanimously. (The Consent Agenda consisted of the minutes of the 10/19/09 Management Committee meeting and the Financial Reports as of 09/30/09-before year-end close out).

ACTION ITEMS

Equal Employment Opportunity (EEO) Program Update for FY2010-2012

Rick Thompson explained that VRT is required to prepare and submit to FTA a three year Equal Employment Opportunity Plan. The previously approved plan has been updated with statistics for various affirmative action groups and submitted to FTA. Staff is asking the members to ratify the plan as submitted to FTA.

Phil Bandy moved to direct the chairman to sign Resolution VMC09-013(Equal Employment Opportunity (EEO) Program Update for FY2010-2012) on behalf of the Management Committee; seconded by Charlie Rountree. The motion was approved unanimously.

FY2011 Budget Development Process and Timeline

Kelli Fairless reviewed the FY2011 budget development process and timeline and explained that the Strategic Plan update will be tied to the budget. The various committees have reviewed the priorities, mission and vision statements, and will work on major strategies to accomplish the priorities and goals, giving the committees better oversight of project development. Kelli noted

that staff is working to move the budget cycle up to mid-March to meet Ada County's budget schedule.

Dave Bieter moved for approval of the timeline and recommendations on the budget development; seconded by Charlie Rountree. The motion was approved unanimously.

Proposed Agenda Items for Upcoming Board/Committee Work Session

The members reviewed the proposed agenda items for the upcoming Board/Committee Work Session on December 16th. Kelli noted that the primary focus of the committee meetings in December will be the Strategic Plan update.

Charlie Rountree moved to approve the proposed agenda items for the December 16th Board/Committee Work Session; seconded by Phil Bandy. The motion was approved unanimously.

Board Officer Nomination

The Management Committee reviewed the officer succession and officer nominations for open positions for the January 2010 VRT Board officer elections which include:

Officer Succession

Charlie Rountree will move from chair-elect to the chair position.

Tom Dale will move from vice-chair to chair-elect.

Dave Bieter will move from sec/treasurer to vice-chair.

David Ferdinand will remain on the Management Committee as the immediate past chair.

Officer Nominations

Garret Nancolas has agreed to be secretary/treasurer

Phil Bandy will stay on as at-large Ada County representative.

Kurt Kopadt is willing to take the Canyon County at-large position, which will bring the rural perspective to the committee.

Charlie Rountree moved to approve the officer succession and officer nominations for open positions as presented; seconded by Dave Bieter. The motion was approved unanimously.

These names will be presented to the VRT Board for review and approval on January 20, 2010.

Board and Management Committee Meeting Dates for 2010

Linda Ihli presented the proposed meeting dates for the VRT Board and Management Committee meetings in 2010, with the VRT Board meeting the third Wednesday of each month at 2:30 p.m. at Meridian City Hall and the Management Committee meeting the first Monday of each month at 11:00 a.m. at the VRT administrative offices in Meridian. The exceptions for the July and September Management Committee meetings due to Monday holidays were noted.

Phil Bandy moved to approve both the VRT Board and Management Committee calendars for 2010; seconded by Charlie Rountree. The motion was approved unanimously.

Professional Service Agreement – Iteris, Inc.

Mary Barker presented the Professional Service Agreement with Iteris, Inc. for BusFeeder software services for use on the Idaho statewide 511 website and Google Transit. Mary pointed out that the use of this software for one year with the option to extend for two years would be a stopgap until the developer of the 511 system can develop software themselves.

Linda Ihli noted the resolution number was correct on the agenda, but incorrect in the packet. The resolution number should be VMC09-014.

Dave Bieter moved to approve Resolution VC09-014 for a Professional Services Agreement with Iteris, Inc. for BusFeeder software services for use on the Idaho statewide 511 website and Google Transit; seconded by Charlie Rountree. The motion was approved unanimously.

At 12:06 p.m. Charlie Rountree moved to go into Executive Session pursuant to I.C. 67-2345 (b) (1) Personnel Issues and pursuant to I.C. 67-2345 (c) (1) Labor Relations; seconded by Phil Bandy. Roll call vote was as follows: Dave Bieter-yes; David Ferdinand-yes; Phil Bandy-yea; Charlie Rountree-yes. Rick Yzaguirre had signed off, but a quorum was still present. The motion was approved.

At 12:18 p.m. the members reconvened in regular session.

Phil Bandy moved to add an executive session under land acquisition to the December board meeting; the motion was seconded by Charlie Rountree. The motion was approved unanimously.

The members discussed holding a special Management Committee before the board meeting for the purpose of the Executive Session.

At 12:20 p.m., Dave Bieter moved to adjourn the meeting; seconded by Phil Bandy. The motion was approved unanimously.

NEXT REGULAR MEETING:

Monday, January 4, 2010

11:00 a.m.

Valley Regional Transit

830 N. Main Street Suite 230

Meridian, Idaho

**Management Committee
Special Meeting Minutes
Wednesday, December 16, 2009
2:00 p.m.
Meridian City Hall
City Council Conference Room
33 East Broadway Avenue
Meridian, Idaho**

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Phil Bandy, Eagle	Dave Bieter, Boise	Kelli Fairless, VRT
Tom Dale, Nampa		Bruce Sackron, VRT
David Ferdinand, Canyon County		
Charlie Rountree, Meridian		
Rick Yzaguirre, Ada County		

Chair David Ferdinand called the meeting to order at 2:00 p.m. with a quorum present.

No additions or changes were made to the agenda.

EXECUTIVE SESSION

Charlie Rountree moved to go into Executive Session pursuant to I.C. 67-2345 (c) (1) Property Acquisition; seconded by Phil Bandy. Roll call votes was as follows: David Ferdinand-yes; Charlie Rountree-yes; Tom Dale-yes; Rick Yzaguirre-yes; Phil Bandy-yes. The motion was approved unanimously.

The members convened in regular session at 2:26 p.m.

Tom Dale moved that staff look at options for the Nampa UZA maintenance facility; seconded by David Ferdinand. The motion was approved unanimously.

At 2:27 p.m., a motion was made and seconded to adjourn the meeting. The motion was approved unanimously.

NEXT REGULAR MEETING:

Monday, January 4, 2010

11:00 a.m.

Valley Regional Transit

830 N. Main Street Suite 230

Meridian, Idaho



Regional Coordination Council Meeting Minutes
Tuesday, December 1, 2009
9:00 a.m.
LINC Conference Room
1878 West Overland Road
Boise, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Leslie Felton-Jue, Collister Nbrhd Assoc.	Brian Jain, Idaho Commission for the Blind	Gloria Chigbrow, VRT
Patty Haller, Idaho Office for Refugees	Robert Miller, Transit Rider	Linda Ihli, VRT
Harmon Hurren, Nampa School District–by phone	Kirk Montgomery, ACHD Commuteride	Connie Soper, Nelson/Nygaard-by phone
Liisa Itkonen, COMPASS	Darrell Quist, Vocational Rehabilitation	Caralee Lindsay, Ride Connection-by phone
George Knight, Boise State University	Landis Rossi, Dept. of Health & Welfare	Ken Hosen, KFH Group
Terri Lindenberg, Treasure Valley Transit	Todd Wilder, LINC	Buffy Ellis, KFH Group
Jan Raeder, Senior Solutions		Toni Tisdale, COMPASS
Mitch Young, AARP Idaho		Jim Liddell, SILC
		Susan Bradley, AmeriCorps Accessible Transp. Project
		Libby Lambert, AmeriCorps Accessible Transp. Project-LINC

Chair Mitch Young called the meeting to order at 9:11 a.m. There were no additions or changes to the agenda.

OPEN DISCUSSION/ANNOUNCEMENTS

Mitch Young pointed out that the RCC voting members are to sit at the table. Others attending are asked to sit in the audience seating.

The members discussed other possible meeting locations which include:

- Boise City Hall
- Boise Library/Ustick Branch (George will check into hours and cost.)
- Boise Library/Hillcrest Branch (Susan’s will ask her daughter, who works there, to check on it.)
- IHFA – Idaho Housing and Finance Administration (Patty will check with them.)
- Flicks
- COMPASS in Meridian
- Meridian City Hall

Bus service, accessibility, parking availability, fee (if any), conference phone service, technology set up, and seating for 14 members at the table with audience seating would be necessary.

Gloria Chigbrow had emailed the members regarding Travel Training and reminded the members to get comments back to her by the end of the day (12/01/09). She also reiterated that the 14 members of the Regional Coordination Council applied for membership and were

approved by the VRT Board. Others can attend RCC meetings in an information capacity, but cannot vote.

A quorum was established at 9:24 a.m.

CONSENT AGENDA

RCC Meeting Minutes 11-03-09

Leslie Felton-Jue noted a correction on page 3 of the packet under CIM Guidebook. The first sentence in the second paragraph should read: “Leslie Felton-Jue remarked that *not all infill* density is subject to fair housing rules...”

Leslie Felton-Jue moved to accept the minutes from the 11/03/09 RCC Meeting with the noted correction; seconded by Liisa Itkonen. The motion was approved unanimously.

RCC Special Meeting Minutes 11-09-09

Leslie Felton-Jue moved to approve the minutes from the 11/09/09 RCC Special Meeting; seconded by Terri Lindenberg. The motion was approved unanimously.

INFORMATION ITEMS

Approval of New Members

Gloria Chigbrow reported that the following RCC membership changes were approved by the VRT Board on 11/18/09.

- George Knight moved from Education Representative to Employer Representative
- Kirk Montgomery replaced Cecelia Hockett as Transportation Service Provider Representative
- Harmon Hurren was approved as Educational Programs Representative

ACTION ITEMS

Vehicle Sharing Project

Connie Soper from Nelson Nygaard reported that the seven Vehicle Sharing models have been narrowed down to two. Information from the special meeting held 11/09/09 provided more feedback. Gloria pointed out that the special RCC meeting was informational only, intended to be a forum for comments, and that other models can still be considered. The evaluation criteria as noted on page 9 of the packet were applied to all models.

Connie reported that models 1 & 2 rose to the top:

- 1 – Ride Connection in which a single non-profit agency owns a fleet of vehicles and allocates them to another entity to deliver transportation services.
- 2 – Seattle Community Access Transport (CAT) where an entity owns a pool of vehicles and makes them available to non-profit agencies.

Number 5 would be a possibility where the public transportation agency turns the vehicle title over to the non-profit agency. Terri Lindenberg pointed out that a six percent sales tax, based on fair market value of the vehicle, has to be paid every time there is a vehicle transfer.

There was also some interest in model #7 where multiple entities pool vehicles and share with each other.

Discussion was held regarding the potential lead agencies for model 1.

Connie reviewed the model description, potential host/lead agency, perceived advantages and disadvantages, perceived advantages and disadvantages, and potential barriers and strategies to overcome the barriers for models #1 and #2.

Connie has completed interviews with several potential partners and plans to conduct a couple more interviews. The next step would be to select one or two models and answer what it would take to implement these two models regardless of who the host would be.

Connie Soper will attend the January RCC meeting.

Information - Update on ITD Funding Application(s)

Toni Tisdale reported that ITD was supposed to come out with the funding application packet for transit projects 5310, 5311, 5316, and 5317 on December 1st, but has delayed it until December 15th. ITD is separating the 5316/5317 projects and asking for those project applications in June. ITD wants the 5316/17 programs to be demonstration projects with a definite beginning and end, not ongoing.

Toni has shared her concerns with ITD, that if it's a statewide competitive process, it takes out the Locality Mobility Management Network process. Terri Lindenberg reported that her colleagues around the state are also concerned and feel ITD has taken the grass roots effort out of the process and have changed requirements mid-year. Discussion was held regarding the RCC sending a letter of concern to ITD.

Patty Haller moved to submit a letter from the Regional Coordination Council and super RCC (sponsor group) to ITD with concern, and request ITD talk to us about their explanation; seconded by George Knight. The motion was approved unanimously.

It was suggested that the letter be copied to the VRT Board. Mitch Young will draft a letter from the RCC; Terri Lindenberg will draft the letter from the sponsor group letter. The letter will be emailed to all the members for approval before sending it to ITD.

Accessible Cab Project

Ken Hosen with KFH Group presented a PowerPoint reviewing several technical memos:

- Technical Memo #5 - Identify Possible Incentives for Taxicab Companies
- Technical Memo #6 – Possible Subsidy Programs
- Technical Memo #8 - Training and Education

KFH Group will develop an outline with key decision points for the next RCC meeting. The goal of the project is to develop a successful and replicable accessible taxi demonstration project that meets the needs of the community.

Scoring of Short Applications

Toni Tisdale, COMPASS, distributed application packets and scoring sheets for transit projects 5310, 5311, 5316, and 5317. Each project will be scored based upon a series of evaluation criteria which include meets documented need, cost effectiveness, project oversight/coordination, and consistency with Federal program purpose.

Due to a lack of time, it was determined that Toni would email the information to the members so they could review the information on their own time and score the projects. Members were asked to email their project scoring sheets to Toni by noon on Monday, December 7, 2009, so the results can be included in the 12/16/09 VRT Board meeting packet.

Gloria Chigbrow requested that the January and February RCC meetings go from 9:00 a.m. to 11:30 a.m. to allow more time for the project consultants to present their information.

ADJOURNMENT

At 11:25 p.m., *Terri Lindenberg moved to adjourn the meeting; seconded by Liisa Itkonen. The motion was approved unanimously.*

NEXT MEETING

*Tuesday, January 5, 2010
COMPASS, Large Conference Room
800 S Industry Way
Meridian, ID, 83642*



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

**COMPASS Large Conference Room
800 South Industry Way, Meridian, Idaho**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Leslie Felton-Jue, Collister Nbrhd Assoc.	Brian Jain, Idaho Commission for the Blind	Gloria Chigbrow, VRT
Patty Haller, Idaho Office for Refugees	Robert Miller, Transit Rider	Linda Ihli, VRT
Harmon Hurren, Nampa School District	Darrell Quist, Vocational Rehabilitation	Kelli Fairless, VRT
Liisa Itkonen, COMPASS	Landis Rossi, Dept. of Health & Welfare	Connie Soper, Nelson/Nygaard
George Knight, Boise State University		Ken Hosen, KFH Group
Terri Lindenberg, Treasure Valley Transit		Toni Tisdale, COMPASS
Kirk Montgomery, ACHD Commuteride		Susan Bradley, AmeriCorps Accessible Transp. Project
Jan Raeder, Senior Solutions		Libby Lambert, AmeriCorps Accessible Transp. Project-LINC
Todd Wilder, LINC		
Mitch Young, AARP Idaho		

WELCOME/AGENDA ADDITIONS OR CHANGES

Chair Mitch Young called the meeting to order at 9:05 a.m. with a quorum present. The newest RCC member, Harmon Hurren with Nampa School District, was introduced.

OPEN DISCUSSION/ANNOUNCEMENTS

ITD Webinars

Gloria Chigbrow announced that ITD would be conducting four webinars for 5310/5311 applicants, with one being held today at noon. Questions that result from the webinars will be placed online in the Q/A section on the ITD website.

As a follow-up from the December RCC meeting, the members discussed meeting locations. By general consensus, the members agreed to alternate between LINC in Boise and COMPASS in Meridian. The February meeting will be held at COMPASS. Todd Wilder will reserve LINC for the March and April meetings.

CONSENT AGENDA

December 10, 2009 RCC Meeting Minutes

Patty Haller moved to accept the December 10, 2009, RCC meeting minutes; seconded by George Knight. The motion was approved unanimously.

INFORMATION ITEMS

Report on 3C Sponsor Group Letter to ITD

Terri Lindenberg reported that at the last RCC meeting, the members requested that a letter be drafted by RCC & the 3C Sponsor Group to ITD regarding the ITD funding application process. The 3C Sponsor Group letter was drafted and mailed to ITD. The letter was included in the RCC packet.

Report on RCC Memo Regarding Letter of Concern

Mitch Young reported that he had drafted a letter to ITD and then withdrew it as the Regional Coordination Council is an advisory committee to the governing board of VRT so the VRT Board should address the issue. If the RCC members want to proceed, the issue could be taken to the VRT Board, and the board could contact ITD if they so desired. Since that time, Kelli Fairless, Matt Stoll, and Toni Tisdale have met with Randy Kyrias of ITD.

Report on Meeting with ITD

Kelli Fairless reported that staff met with ITD as a result of the change ITD had made in the application process and how it affects VRT and COMPASS' processes and the Transportation Improvement Program (TIP) public comment period. The COMPASS/VRT application process had been designed to fit what ITD had set up in order to provide the best opportunity for coordination efforts to occur. After meeting with ITD, staff felt that ITD did not understand how making the changes would affect the local processes.

ITD and CTAI are going to hold a three-day meeting in April. The meeting will involve the MPO's and those who are direct recipients of federal dollars. The purpose of the meeting is to talk about the process and how the process needs to look in order to support local projects. The outcome will be a process that everyone can agree to and that will work with all the different organizations that are involved in federal funding.

Toni Tisdale pointed out that ITD was trying to separate the different types of projects. Kelli added that when ITD looked at how much 5316/5316 state money there was, they realized they were going to get a lot of applications for projects that could be ongoing which they were not going to be able to pay for as this is a statewide competitive process. Terri Lindenberg noted that the concept of funding a project and not having it be ongoing and leaving it to the cities and counties to then fund, especially in rural areas, is problematic. The projects have to become self sustaining. Kelli pointed out that there is only \$500,000 available in the state application process, and one fixed bus route can cost \$250,000 to \$300,000

Kelli recommended that the RCC not take this any further and that the members continue the good regional coordination work they are doing with what funding is available.

Report on Short App scoring

Toni Tisdale with COMPASS distributed a memo that was on the VRT Board/Committee Work Session agenda December 16, 2009, as an information item. The memo reports results of the scoring from the process that was started at last month's RCC meeting. The item will be on the VRT Board agenda in January for approval. The 5316/5317 projects were kept in the loop since the process had already started.

ACTION ITEMS

Vehicle Sharing Project

Connie Soper with Nelson Nygaard reviewed the draft final report of the Vehicle Sharing Demonstration Project through a PowerPoint presentation which included the project background, program goals, project methodology, and key findings of the project. Model 1-Best

Practice Ride-Connection in Portland, Oregon, and Model 2-Best Practice–King Count Community Access Transportation (CAT) program were reviewed. A blended model which incorporates elements of the two models was proposed with VRT as the “host” or sponsor agency. The host agency, program manager, and partner agencies roles and responsibilities were reviewed. Key program elements of vehicle procurement, insurance, maintenance, coordinated scheduling, recruiting and certifying drivers, and record keeping were addressed, as well as, program costs and potential program revenues. Insurance pooling, volunteer driver procedure, and a vehicle inventory were discussed. It was suggested that the outcome should be model 1 or model 2, so only one entity is doing all the managing. Ken Hosen suggested a potential convergence between the Vehicle Sharing Demonstration Project and the Accessible Cab Demonstration Project and suggested one entity manage both programs.

Gloria Chigbrow pointed out that two specific organizations have said they have vehicles or would purchase vehicles if a program was in place, and they would be interested in participating in the project.

The next steps include guidance to VRT as to how to move the project from a concept into reality, engaging partner agencies, and developing more specific funding assumptions.

Strategic Plan Review

Gloria Chigbrow, reviewed VRT’s draft 2011/2012 Strategic Plan and explained that the VRT Board has four committees: Community Relations Committee, System Performance and Planning Committee, Ways and Means Committee, and the Regional Coordination Council. Each committee is reviewing the vision, mission, and priority of the Strategic Plan. Members reviewed the goals and strategies and were asked to consider if the RCC projects are filling the vision, mission, and priority of the Strategic Plan.

Gloria noted that a third strategy (3.4.3) had been added which is to provide leadership training/opportunities for the RCC members. Members were asked to email Gloria before Friday (01/08/10) with any further comments regarding the Strategic Plan.

Accessible Cab Project

Ken Hosen from KFH Group, Inc. reviewed the Organizational and Service Alternatives document and the Performance Measures technical memo which were included in the packet. Discussion was held regarding the management of the accessible wheelchair program and management of the passenger subsidy program.

Ken pointed out that a Mobility Manager position can be funded for up to three years with FTA funds at an 80% federal match. He noted that the two program needs could go under one organization, either VRT or Senior Solutions, and that the City of Boise and VRT will be the key decision makers for this issue. The programs could be kept separate with wheelchair residents in Boise using the City of Boise program and residents using wheelchairs in other parts of the service areas, as well as low income individuals, using the VRT program. Ken suggested starting out with option 2 and then if the institutional issues become barriers, future attempts could be made to consolidate.

The project proposes two vehicles for the Boise area and one vehicle for Nampa/Caldwell. Ken suggested using the existing vehicles as part of the service by purchasing accessible vehicles from Boise City Cab and leasing the vehicles back at a minimal cost. At least one other vehicle could be purchased if the Nampa/Caldwell area shows interest.

Service Standards were discussed which include maximum response, dispatching capabilities, and ability to process SCRIPT. Subsidy Program Standards include eligible participants, level of subsidy, where will subsidies be allowed, and method of subsidy.

Ken recommended that RCC develop a policy that encourages human services agencies with a need for transportation to contract with a cab company rather than buying an accessible vehicle.

The suggestion was made to bring all cities into the conversation. Ken pointed out as far as a demonstration project to go with the City of Boise and if works out good then use that as a selling point to other cities.

Discussion was held on what kinds of measurements are used in regard to why people use SCRIPT. Ken will come up with figures on mode split for people in wheelchairs that drive and would need to use an accessible taxi.

The members were reminded that the goal of the project is to provide rides for people with disabilities above and beyond ADA Access service.

Ken referred the members to page 82 of the packet Technical Memo #10 Performance Measures which details performance data and reporting for the Accessible Taxi/Subsidy Demonstration Program.

Members were asked to direct any further comments to Gloria by Wednesday (1/13/10). The next step is to develop the plan based on the recommendations and comments received. KFH staff will be at the February RCC meeting to review the final technical memoranda and the implementation and finance plan.

Liisa Itkonen noted that there has not been another 3C LMMN meeting scheduled, and in light of the changes in the application process, there might not be a need to have one.

By general consensus the meeting adjourned at 11:35 a.m.

NEXT MEETING

Tuesday, February 2, 2010

9:00 a.m.

COMPASS, Large Conference Room

800 S. Industry Way,

Meridian, Idaho



Regional Coordination Council Meeting Minutes
Tuesday February 2, 2010
9:00 a.m.
COMPASS Large Conference Room
800 South Industry Way
Meridian, Idaho

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

Welcome/Agenda Additions or Changes

Mitch Young called the meeting to order with a quorum present.

Gloria Chigbrow requested the following changes to the agenda:

- Item IV-A - Gloria will be reviewing the Vehicle Sharing Project for Connie Soper.
- Item IV-C-Accessible Cab Project – Ken Hosen will review the Implementation Financial Plan and Marketing Tech Memo as included in the packet.

Open Discussion/ Announcements

Liisa Itkonen announced there will be a Mobility Summit at Nampa Civic Center on April 22nd. The summit will bring together a broad group of people from Southwest Idaho who are working on mobility and coordination, as a number of different groups are doing the same thing. Topics to be discussed include what is mobility management, what kind of projects are going on, and who is working on what. Organizers hope to keep the priorities and strategies alive that were identified in the 3C Local Mobility Network plan.

CONSENT AGENDA

Approve January 5, 2010 meeting minutes

Liisa Itkonen requested that under Information Items “*Report of Super RCC*” be changed to read “*3C Sponsor Group*”.

Brian Jain moved to accept the minutes (with the noted change); seconded by Harmon Hurren. The motion was approved unanimously.

INFORMATION ITEMS

5310 Applications

Gloria Chigbrow reviewed the 5310 applications that were submitted to ITD as included in the packet and reviewed the FY2011 funds that RCC is applying for.

- **Vehicle Sharing Project** for the purchase of two - eight passenger vans and preventative maintenance. It was noted that Canyon County Office on Aging (CCOA) have vehicles that are wheelchair accessible mini-buses, and they might be willing to pool into this.
- **Implementation of Canyon County Van Pool** - VRT has funds that could be used to purchase vehicles for a van pool and is seeking preventative maintenance funding. Ridership base would eventually pay for itself. Commuteride would be a good example to follow. The suggestion was made to add a sentence under B-3 stating *work force providers*.
- **Job Access Transportation Project** - Purchase of 12-15 passenger van to service employees from city to rural or rural to rural work sites. These can be accessible vans.
- **Accessible Cab Application** to be used in Canyon County which could have some kind of scrip program like in Ada County

Terri Lindenberg noted that this is a very competitive process as \$224,000 is available for three Local Mobility Management Networks - 3A, 3B, and 3C. Three times that amount is being applied for. Applications are due on February 26th. The 3C Local Mobility Networks will meet in April. Awards will be made in the fall with funding received in spring 2011.

Gloria noted that 5316 and 5317 applications will be coming through in June or July. The same process will be followed then in explaining what is being applied for and what it will look like. Application is made in hopes something will come through, and staff is always working to tap into other funding sources.

Vehicle Sharing Program Demonstration Project

Gloria Chigbrow reviewed the draft final report as Connie Soper was unable to participate. Gloria noted that when the project gets approved by the VRT Board, there are a couple of entities interested in vehicle sharing and there are a couple of places to purchase a vehicle from. So the plan is to implement this project within the next couple of months pending approval of VRT Board.

Mitch Young suggested that on page 46 under Program Evaluation rather than *evaluate yearly* to evaluate semi-annually, mid-year, or mid-term. He also suggested adding that to Figure 3.2. VRT will serve as host agency and provide two vehicles. Vehicles will be insured and maintained. A holding place for the vehicles is yet to be established.

Discussion was held regarding a program manager. Gloria noted that the preferred method of selecting a program manager would be to keep to go through a Request for Proposal competitive process. VRT will be the lead agency and hire a program manager for year one. Year two could be a contracted program manager. It was noted that the program manager could be the program manager of all three programs. Information included in the final report consisted of:

- Stakeholder Interviews
- Models utilized in development of program

- Scope of Services for Vehicle Sharing Program Manager
- Shared Vehicle Sample Materials
- Vehicle Sharing Agreements
- Driver Recruitment and Application Materials
- Vehicle Maintenance Forms
- Insurance Resources
- Sample Reporting Forms and Requirements
- Miscellaneous Forms and Information
- Risk & Risk Management Strategies

The project will begin as a demonstration project starting small with one or two entities. As the program is successful and grows, the plan would be for long term implementation of the program.

Strategic Plan Review

Gloria reviewed the Vision Statement, Mission Statement, Priority, Goals, and Strategies for the FY2011-12 Strategic Plan with the RCC projects for 2011 in mind. The RCC is looking at the strategies that RCC will be working under to accomplish the goals that have been VRT Board approved.

2011 Projects

- Implement/ongoing Vehicle Sharing project
- Implement/ongoing Accessible Cab project - expand to Canyon County
- Continue to build the Employer Pass program
- Work to develop the Title VI program and to implement any results of it
- Seek Funding for ongoing and new mobility projects
- Develop Job Access Transportation opportunities
- Develop Marketing opportunities – Treasure Valley in Motion, Joint Marketing Project, Website development
- Implement/ongoing Travel Training project

Gloria noted that the Mobility Summit on April 22 will help the participants understand who COMPASS, CTAI, ITD, and Idaho Smart Growth (ISG) are and what they do.

Gloria reviewed the goals from the Strategic Plan with the members. It was noted the goals encompass all four of the VRT committees. The suggestion was made to separate out the goals more next time. The goals include:

- ***Demonstrate responsible stewardship of public funds through improved service quality and increased ridership on existing transit services and the effectiveness of new program/services to meet service needs.***
- ***Build community partnerships and build support for the Treasure Valley in Transit Plan, the Transportation Service Coordination Plan, and Communities in Motion targeted communication strategies, program coordination, land use/transportation system integration, and education/outreach programs.***

- *Improve the institutional capacity to address gaps in services, prepare for future service increases and enhance the responsiveness of the regional authority to changes in the political/policy environment.*

Gloria is looking at the RCC becoming a member of Community Transportation Association of Idaho (CTAI) to have a more proactive role in the local statewide community transportation organization, as well as joining the Community Transportation Association of America (CTAA) to learn more about what is happening nationally.

Mitch asked that the list of the 2011 projects be emailed to the RCC members.

Accessible Cab Project

Ken Hosen presented a PowerPoint on **Performance Measures** which will insure accountability and sound business practices for the Accessible Cab Project. *Quantitatively*, information will be gathered on taxi reports including number of trips and tickets. The Mobility Manager will gather information on the number of eligible registrants by category and jurisdiction. The amount of subsidy, media sold, taxi trips provided, where and how many, subsidy fare media redeemed, and number of unsubsidized wheelchair rides will be included. *Qualitatively*, occasional surveys of riders, taxi drivers, and owners will be conducted.

Ken reviewed the **Implementation and Financial Plan**, which is the culmination of all the technical memos for the Accessible Cab Project. The Implementation and Financial Plan will be in the front of the final document, followed by exhibits and then the technical memos.

Key elements include:

- Proposing to have VRT manage both taxi access (monitoring of taxis) and limited subsidy program just for people using wheelchairs or scooters to get the program up and running and settled down. Then the program can be coordinated within a year with a mobility manager in place or by Senior Solutions, which will be decided between the City of Boise and VRT.
- Keep the subsidy levels the same so programs aren't competing with each other, but compliment each other.
- In the future, the Mobility Manager will oversee the ride reimbursement and other programs.
- Proposing to use 100% funding that VRT has for capital to purchase Boise City Taxi existing two vehicles and lease them back to Boise City Taxi. In turn, Boise City Taxi would provide service to persons in wheelchairs during all hours, especially before and after VRT hours, and adhere to quality and safety requirements and use those vehicles in the appropriate manner and properly maintain them.
- Also, lease a vehicle to a Nampa company. If a cab company can't be located, then there would be a backup vehicle in the Boise area.

Discussion was held regarding switching the term "mobility manager" to oversee the program to "program manager" to avoid confusion in light of the fact that CTAI and ITD are putting

mobility managers in all the local mobility management districts. Ken noted that the term “mobility manager” gets 80% match while other activities only get 50% match.

Two approaches to implementation to be decided by VRT include:

1 - Quick start – Seal the deal with Boise City Taxi and get those vehicles on the street as soon as possible. Get the subsidy up and running, and VRT use existing staff to get the program going until further funding is available.

2 - Get the vehicles on the street and hold off on the subsidy program until additional funding is available.

Implementation Plan

- Get taxis on street
- Address staffing issue
- Set up subsidy program
- Marketing outreach education

Ken reviewed the following exhibits:

- Exhibit 1 – Vehicle Lease Agreement which is tailored to meet the needs of VRT and Boise City. It sets up the program and spells out what everyone’s responsibilities would be.
- Exhibit 2 – Policies and Procedures Guide which states what each party is required to do including the taxi company, drivers, and VRT.
- Exhibit 3 – Service and Scrip Monitoring
- Exhibit 4 – Managing A Scrip Program

Ken suggested a policy coordinating this program with the City of Boise Scrip program, whether operated as one or two or eventually merged. Decisions will need to be made by the funding partners of VRT, Boise City, and the RCC. After the program is up and running, coordination can be discussed.

Ken recommended the RCC consider a policy that wherever possible, that when a human service agency wants an accessible vehicle because they have people to transport that use wheelchairs, maybe it would be a better use of funds and resources to use 5310 money to contract with one of the taxi companies and look at coordinating with accessible taxis companies.

Financial Plan

- The first three or four years looks like a lot of funding in terms of government and local support.
- New Freedom funding
- Mobility Manager funding
- Americorps funding available through VRT right now
- Getting revenue from other sources – federal or private - will be the real issue.

In order to meet the deadline of early March, any final comments needed to be to Ken or Gloria by February 12th.

Ken will attend the March meeting

IWAY Information

Gloria explained that IWAY is a grassroots effort of the people of Idaho to get people across the state and the state of Idaho being connected in a transportation sense. CTAI will house IWAY. ITD is funding the project.

At the last IWG meeting, participants were asked to answer some questions about IWAY. The answers are due by the end of February.

- From an individual agency/organization/stakeholder perspective, articulate in writing or a sentence that denotes the value and relevance of IWAY to your specific group or cause. How will IWAY affect the RCC?
 - Too soon to tell
- From the RCC perspective, create a list of agencies that can best and appropriately represent I-WAY's role in the coordination project.
 - A member of RCC to be a member of CTAI so aware of what is going on.
- Generate a focused action strategy for public outreach and putting IWAY out to other people.
 - As RCC members have meetings such as staff meetings or board meetings, take the IWAY information to their groups.

Liisa Itkonen suggested that the list of the RCC 2011 projects is IWAY and without the RCC, IWAY will not occur. Harmon Hurren noted that all the relationships of RCC, VRT, MPO is the grassroots effort, and IWAY is the marketing/branding for the future.

A motion was made and seconded to adjourn the meeting. The motion was approved unanimously.

NEXT MEETING:

Tuesday, March 2, 2010

9:00 a.m.

LINC, Conference Room

1878 West Overland Road

Boise, Idaho 83705