

Valley Regional Transit Board of Directors Meeting Agenda

Wednesday, November 17, 2010

2:30 p.m.

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

I. CALLING THE ROLL

II. AGENDA ADDITIONS/CHANGES

Chair Charlie Rountree

III. CONSENT CALENDAR

Chair Charlie Rountree

A. Approval of 09/15/10 VRT Board Minutes Ø

Pages 5-9

B. Approval of 10/20/10 VRT Board/Committee Work Session Minutes Ø

Pages 10-12

C. Acceptance of 08/30/10 and 10/04/10 VRT Management Committee Meeting Minutes

D. Acceptance of 07/06/10, 08/03/10, 09/07/10, and 10/05/10 Regional Coordination Council Minutes

Items C & D included in weblink:

http://www.valleyregionaltransit.org/Portals/0/Board/2010/MC_RCCMinutesPacket.pdf

E. Acceptance of Financial Reports as of 07/31/10 and 08/30/10

<http://www.valleyregionaltransit.org/Portals/0/Board/2010/FinancialReportsJuly2010.pdf>

<http://www.valleyregionaltransit.org/Portals/0/Board/2010/FinancialReportsAug10.pdf>

F. Procurement Manual Revision Ø

Pages 13-16

Kelli Fairless

*The board will review and consider for approval **Resolution VBD10-028** to revise the VRT Procurement Manual. The Procurement Manual was last updated in July 2005. The Management Committee reviewed the recommended changes to the Procurement Manual on 11/01/10. The weblink for the complete Procurement Manual is:*

<http://www.valleyregionaltransit.org/Portals/0/Board/2010/VRTProcurementManual.pdf>

G. Drug Free Workplace Policy Ø

Pages 17-25

Kelli Fairless

*The members will review and consider for approval **Resolution VBD10-29** to revise the Drug Free Workplace Policy. The Drug Free Workplace Policy is required for any entity that receives federal transit funds. The policy was reviewed by the Management Committee on 11/01/10 and approved to be forwarded on to the VRT Board.*

H. Generations Plaza Lease Renewal Ø

Page 26

Rick Thompson

The board members will review and consider for approval the annual lease renewal for the Generations Plaza Lease. The lease renewal for the VRT Administration offices will be for the calendar year 2011. The landlord has provided a renewal proposal with no increase in space rental and a 60 day cancellation clause that will allow VRT to vacate the space when the new administration building is complete. On 11/01/10, the Management Committee reviewed and approved the lease renewal to go to the full board for the board's consideration.

IV. ACTION ITEMS

A. Stuff the Bus Toy Donation Ø

Page 27

Mark Carnopis

Members are asked to bring a toy to kick off the 14th annual Stuff the Bus event which will be held on Saturday, December 4th at area Fred Meyer stores beginning at 10:00 a.m.

B. State Street MOU Ø

Pages 28-42

Kelli Fairless

The board will review and consider for approval **Resolution VBD10-030** for the State Street Corridor Memorandum of Understanding (MOU). The current MOU is set to expire December 31, 2010. The proposed MOU would go into effect in calendar year 2011.

PROCUREMENTS

C. CNG Fueled Cutaway Vans for Boise ACCESS Service Ø

Pages 43-45

Bruce Sackron

The board will review for consideration and approval **Resolution VBD10-024** for procurement of eight (8) new CNG fueled cutaway vans for Boise ACCESS service to replace eight existing vans that have exceeded their useful life both through age and miles.

D. 40 foot buses for Nampa Intercounty Service Ø

Pages 46-48

Bruce Sackron

The board will review for consideration and approval **Resolution VBD10-025** to purchase seven (7) new 40 foot buses for Nampa Intercounty Service.

E. 35 and 40 foot buses for the Boise ValleyRide Operation Ø

Pages 49-51

Bruce Sackron

The members will review for consideration and approval **Resolution VBD10-026** to replace existing 35 foot buses that have exceeded their useful life for the Boise ValleyRide operation.

F. Diesel and Unleaded Gasoline for the Boise ValleyRide Operation Ø

Pages 52-54

Bruce Sackron

The members are asked to review and consider for approval **Resolution VBD10-027** to award a contract to purchase fuel to operate the Boise ValleyRide buses and support vehicles.

V. INFORMATION/COMMITTEE REPORTS

A. Procurement Calendar Update Ø

Pages 55-56

Rick Thompson

The most current Procurement Calendar is attached.

VI. STAFF REPORTS

A. Staff Reports Executive Director Report Ø

Pages 57-59

Kelli Fairless

B. Financial and Administration Report Ø

Page 60

Rick Thompson

C. Capital Infrastructure Projects Report Ø

Pages 61-62

Rhonda Jalbert

D. Transportation and Operations Report Ø

Pages 63-64

Bruce Sackron

E. Planning Projects Report Ø

Pages 65-66

Mary Barker

F. Mobility Programs Report Ø

Pages 67-68

Gloria Chigbrow

G. Community Relations Report Ø

Page 69

Mark Carnopis

Ø = Attachment

Agenda order is subject to change.

NEXT MEETING – Board/Committee Work Sessions

Wednesday, December 15, 2010

2:30 p.m.

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

Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 846-8547 extension 4215 if an auxiliary aid is needed.



Valley Regional Transit Board of Directors Meeting Minutes

Wednesday, September 15, 2010

2:30 p.m.

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	Chad Bell, Star	Kelli Fairless, VRT
Lisa Bachman, Kuna	Dave Bieter, Boise	Rick Thompson, VRT
Sara Baker, ACHD	Tom Dale, Nampa	Linda Ihli, VRT
John Bechtel, Wilder	Oney Eguia, Parma	Bruce Sackron, VRT
John Evans, Garden City	Casey Jones/Jared Everett, BSU	Mark Carnopis, VRT
David Ferdinand, Canyon County	David Lincoln, ACCHD	Mary Barker, VRT
Chuck Hedemark, CCDC	Martin Luttrell, Melba	Rhonda Jalbert, VRT
Rob Hopper, Caldwell	Vicki Thurber, Middleton	Ted Vanegas, VRT
Dave Jones, ITD (ex-officio)	Sharon Ullman, Ada County	Phil Kushlan, CCDC
Maryanne Jordan for Elaine Clegg, Boise	City of Eagle - TBD	Destry Taylor, ATU
Kurt Kopadt, Greenleaf	City of Notus Rep - TBD	Ryan Head, ACHD
Sherry Murray for Curtis Homer, Nampa		Karen Doherty, HDR
Charlie Rountree, Meridian		Brent Orton, Caldwell
Craig Slocum, MDC		
David Zaremba, Meridian		
Rick Yzaguirre, Ada County		

Chair Charlie Rountree called the meeting to order at 2:30 p.m. with a quorum present.

AGENDA ADDITIONS/CHANGES

David Zaremba moved to add Item 4-D under Public Hearings for a Public Hearing for the donation of obsolete computers and peripheral equipment to Computers for Kids (the Public Hearing had already been noticed); seconded by Sara Baker. The motion was approved unanimously.

CONSENT CALENDAR

John Bechtel moved to approve the Consent Calendar; seconded by Kathy Alder. The motion was approved unanimously. (The Consent Calendar consisted of acceptance of the 08/02/10 Management Committee meeting minutes, approval of the 07/21/10 VRT Board meeting minutes and the 08/18/10 VRT Board/Committee Work Session meeting minutes, acceptance of Financial Reports as of 05/31/10 and 06/30/10, and the VRT Surplus Property Policy and Procedures-Amended-Resolution VBD10-109.)

PUBLIC HEARINGS

Staff Report - Transfer of the Downtown Boise Transit Mall Bus Shelters

Rhonda Jalbert presented a staff report on the Transfer of the Downtown Boise Transit Mall Bus Shelters to Bogus Basin for use in their parking lot for their shuttles. Rhonda reported that she had been contacted by Parma and Greenleaf as they would like a shelter(s), and she had

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Meridian, ID
83642
(P) 208-846-8547
(F) 208-846-8564

suggested a representative come to the board meeting and speak at the Public Hearing. Rhonda noted that VRT will pay for the removal of the shelters as the old shelters have to be cut out to make room for the new shelters. Bogus Basin will pay for transferring and installing of the shelters and will take the shelters “as is”.

PUBLIC HEARING

Transfer of Downtown Boise Transit Mall Bus Shelters

The Chair opened the Public Hearing on the Transfer of Downtown Boise Transit Mall Shelter Buses at 2:35 p.m.

Kurt Kopadt, VRT Board Representative from Greenleaf requested one or two of the shelters for Greenleaf.

Steve Shake, Vice-President for Bogus Basin, spoke saying that Bogus Basin could use all or any number of the shelters available. Bogus Basin would pay for the transportation and installation. He noted that Bogus Basin is more than willing to share the shelters with Greenleaf.

Kelli Fairless proposed making a motion that *up to the full amount* of the shelters go to Bogus Basin because Parma had indicated an interest to Rhonda, but did not attend the meeting. Kelli suggested giving the first right of refusal to Greenleaf and Parma.

Kathy Alder moved to close the Public Hearing; seconded by David Ferdinand. The motion was approved unanimously.

ACTION

Transfer of Downtown Boise Transit Mall Bus Shelters

David Ferdinand moved to approve the transfer of up to six of the bus shelters to Bogus Basin with first right of refusal to Greenleaf and Parma; seconded by Rob Hopper. Maryanne Jordan asked to amend the motion to ask for a commitment from Greenleaf and Parma by the end of September; both the maker of the motion and the seconder agreed. The amended motion was approved unanimously.

PUBLIC HEARING

Staff Report – Donation of Obsolete and Surplus Computer Equipment

Bruce Sackron explained that VRT would like to donate obsolete computers and peripheral equipment to Computers for Kids, a non-profit entity. Bruce noted that based on input from VRT’s IT contractor, the equipment is not usable by VRT in its current condition. The information on the computers will be wiped clean before being donated.

PUBLIC HEARING

Donation of Obsolete and Surplus Computer Equipment

The Chair opened the Public Hearing at 2:41 p.m. No one signed up to speak.

John Bechtel moved to close the Public Hearing; seconded by Kurt Kopadt. The motion was approved unanimously.

ACTION**Donation of Obsolete and Surplus Computer Equipment**

John Bechtel moved to approve the donation of obsolete computers and peripheral equipment to Computers for Kids, a non-profit entity; seconded by Sara Baker. The motion was approved unanimously.

ACTION ITEMS***Shelters and Bus Stops*****Shelter Study and Criteria**

Rhonda Jalbert reviewed the criteria for new and replacement shelters as reviewed and approved by the VRT Management Committee on 08/30/10.

Following discussion, Rick Yzaguirre moved to approve the Shelter Study and Criteria; seconded by John Evans. The motion was approved unanimously.

Transit Shelter Agreement between VRT & CCDC

Rhonda Jalbert reviewed the Intergovernmental Agreement between VRT & CCDC for the local match and ownership of the new downtown Boise Transit Mall Shelters as reviewed and approved by the VRT Management Committee on 08/30/10.

Sara Baker moved to approve the Memorandum of Agreement between VRT & CCDC for the local match and ownership of the new downtown Boise Transit Mall Shelters; seconded by Kathy Alder. The motion was approved unanimously.

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

Rhonda Jalbert reported that HDR had been selected as the consultant for the bus stop enhancements. Phase 1 construction and design has just been completed with 38 stops completed. HDR is now looking at stops to meet all ADA requirements. Staff hopes to have 200 bus stops out for construction next year.

Chuck Hedemark moved to approve Resolution VDD10-021 to approve Bus Stop Enhancements-Phase II Design-Task Order #4; seconded by John Evans. The motion was approved unanimously.

Multimodal Center**Multimodal Center Agreement between VRT and CCDC**

The board reviewed the agreement between VRT & CCDC for design, construction, and local match for the downtown Boise Multimodal Center as reviewed and recommended by the VRT Management Committee on 08/30/10.

Maryanne Jordan moved to approve the agreement between VRT & CCDC for design, construction, and local match for the downtown Boise Multimodal Center; seconded by David Zaremba. The motion was approved unanimously.

Downtown Boise Multimodal Center Project Services Agreement and Task Order #1

Rhonda Jalbert requested the members approve the Project Services Agreement with ZGA and Task Order #1 for the downtown Boise Multimodal Center Project. Discussion was held regarding who bid on the project.

Rob Hopper moved to approve the AFE for Resolution VBD10-020 (for the Project Services Agreement with ZGA and Task Order #1 for the Entitlement Phase of the downtown Boise Multimodal Center Design); seconded by Kathy Alder. The motion was approved with one no vote by Sara Baker.

State Street Memorandum of Understanding Renewal

Kelli Fairless noted that one of board actions a few months ago was for VRT to pursue working with ITD to see how the State Street agreement could be changed so ITD would want to be a signer. Kelli reported she had met with the new director and talked to him about this and provided him with the draft of the MOU at the director's request. The draft has been forwarded to District III for consideration, and Kelli has had conversations with Scott Gurnsey. Charlie Rountree suggested the board review the draft MOU and direct any comments to Kelli by mid-October to be incorporated into the document. The MOU will be before the board for action at the November meeting.

Administrative Building - Memorandum of Understanding with Meridian Development Corporation

Rhonda Jalbert reviewed the terms negotiated between VRT and the Meridian Development Corporation to move forward on building an administration building for Valley Regional Transit in downtown Meridian. The Management Committee will review the agreement on October 4th for recommendation to the full board for action October 20th. Kelli Fairless noted that by locating the building with COMPASS and sharing the conference room with Meridian Development Corporation that VRT is really getting a good value. Rhonda noted that the building would include a call center, customer service area, lobby for purchasing passes, and a transit center one block from the transit rail.

Organizational Overview

Kelli Fairless gave an organizational overview for FY2011 and reviewed the Strategic Plan, vision, missions, and goal as well as the updated organization chart. These items were distributed at the meeting.

Committee Work Programs for FY2011

The Committee Work Programs for FY2011 as approved by their respective committee was included in the packet.

- Community Relations Committee – Sara Baker Chair
- Systems Performance and Planning Committee - David Zaremba Chair
 - Kelli noted the TSCP will be updated and consolidated with the mobility plans to become one Mobility Plan.
- Ways and Means Committee - Garret Nancolas Chair

INFORMATION/COMMITTEE REPORTS

Mobility Coordination Progress Report

Kelli Fairless distributed an action plan which came out of the six county Mobility Summit held in April in Nampa. The goals include:

- Goal 1 – Complete a southwest Idaho mobility plan focused on current and future needs for public transportation services, other mobility improvements, and regional coordination.
- Goal 2 – Establish a “one-stop” mobility services information and programs “hub” to support regional coordination and mobility management.
- Goal 3 – Formalize regional coordination in the Southwest Idaho “3C” local network by developing a governance structure and agreements among participating entities.
- Goal 4 – Establish a working group to evaluate and adopt funding strategies that would support sustainable improvements to the region’s mobility and coordination efforts.

Procurement Calendar

The most current Procurement Calendar was included in the packet.

The following **STAFF REPORTS** were included in the packet.

- Executive Director Report - Kelli Fairless
- Financial and Administration Report - Rick Thompson
- Capital Infrastructure Projects Report - Rhonda Jalbert
- Transportation and Operations Report - Bruce Sackron
- Planning Projects Report - Mary Barker
- Community Relations - Mark Carnopis
- Mobility Programs Report - Gloria Chigbrow

Charlie Rountree referred the members to a handout which was a summary of the Public Transportation Subcommittee recommendation to the Governor’s Task Force on Modernizing Public Transportation. The Task Force will formulate a recommendation to the Governor, as well as, legislation on the entire transportation issue. Kelli Fairless noted that this effort was not led by COMPASS or VRT and gives outside validation that COMPASS and VRT have been on the right track.

Kathy Alder moved to adjourn the meeting at 3:31 p.m.; seconded by David Zaremba. The motion was approved unanimously.

NEXT MEETING – Board/Committee Work Sessions:

Wednesday, October 20, 2010

2:30 p.m.

Meridian City Hall

33 E. Broadway Avenue

Meridian, Idaho



Valley Regional Transit Board/Committee Work Session Meeting Minutes

Wednesday, October 20, 2010

2:30 p.m.

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	Lisa Bachman, Kuna	Kelli Fairless, VRT
Sara Baker, ACHD	John Bechtel, Wilder	Rick Thompson, VRT
Dave Bieter, Boise	Chad Bell, Star	Linda Ihli, VRT
David Ferdinand, Canyon County	Oney Eguia, Parma	Mark Carnopis, VRT
Scott Gurnsey for Dave Jones, ITD (ex-officio)	John Evans, Garden City	Mary Barker, VRT
Casey Jones for Jared Everett, BSU	Chuck Hedemark, CCDC	Rhonda Jalbert, VRT
Maryanne Jordan for Elaine Clegg, Boise	David Lincoln, ACCHD	Ted Vanegas, VRT
Rob Hopper, Caldwell	Martin Luttrell, Melba	Gloria Chigbrow, VRT
Kurt Kopadt, Greenleaf	Craig Slocum, MDC	Bobby Schneider, VR/Boise - PTM
Sherry Murray for Tom Dale, Nampa	Vicki Thurber, Middleton	Karen Doherty, HDR
Brent Orton for Garret Nancolas, Caldwell	Sharon Ullman, Ada County	Larry Lipshultz, MDC
Charlie Rountree, Meridian	City of Eagle - TBD	Karen Warner, Colliers International
David Zaremba, Meridian	City of Notus Rep - TBD	Jeanne Urlezaga, COMPASS
Rick Yzaguirre, Ada County (telephone)		Vasile Bejenariu, VRT/AmeriCorps
		Amanda Goodwin, VRT/AmeriCorps
		Brooke Green, CTAI

Chair Charlie Rountree called the meeting to order at 2:50 p.m. with a quorum present and available by telephone. There were no additions or changes to the agenda.

CONSENT CALENDAR

David Ferdinand moved to approve the Consent Calendar (which consisted of approval of Brooke Green, District 3 Mobility Manager for CTAI, as the ITD representative on the Regional Coordination Council; Resolution VBD10-022 approving the appraisal and review of property to be donated to the VRT by the Meridian Development Corporation for the VRT Administration Building as reviewed and approved by the VRT Management Committee on 10/04/10); seconded by David Ferdinand. The motion was approved unanimously.

ACTION ITEMS

VRT Administration Building Reservation Agreement

Rhonda Jalbert presented the Management Committee's (10/04/10) recommendation for approval of a Reservation Agreement between VRT and Meridian Development Corporation to commit federal funds for the VRT Administration Building - Resolution VBD10-023. The Reservation Agreement will become the final Purchase and Sale Agreement for the building. VRT has \$850,000 federal funding to go toward the project. VRT will own the first floor and COMPASS will own the second floor. VRT and COMPASS will share the first floor conference room. Meridian Development Corporation will own the parking lot with an agreement for VRT to have 15 stalls, COMPASS 24

stalls, and MDC 16 stalls. When the VRT Board meets, VRT will have access to the total lot. The project will go out to bid November 15th with construction to begin in January and move-in by August 31st.

Brian Ballard of Hawley/Troxell reviewed the changes on the **Reservation Agreement**:

- Page 9 – Section 6.a – typo 4th line down – should be *parties*
- Section 8 – VRT agrees to provide Agency (MDC) with all Federal Clauses and acknowledges it, and not the Agency, shall be responsible for oversight of Project compliance with the Federal Clauses. Agency is donating the land upon which the Project is located as in-kind match for purposes of obtaining federal funds.
- Section 30 – refund of legal expenses capped at \$10,000 changed to \$5,000 if MDC cannot procure financing by November 15, 2010
- Section 31 – special provisions regarding tax exempt financing - VRT had proposed to MDC that VRT was unable to bind a future board as to the sale of the property. Language was modified that VRT would be unrestricted to sell to any other public bodies and inserted that MDC could not refuse to approve any sale if such refusal would cause VRT to be in violation of Federal guidelines. Brian Ballard will get with MDC's attorney on this.
- Section 32 – water drainage – Was deleted due to the fact that the building parcel will be able to maintain storm water on the building parcel due to a change in location of storm water drainage field which was originally located under the parking lot, but is now onsite in the landscape area by the trash receptacles. This change will also allow VRT to own the garbage enclosure as well and will be constructed by agency.

Parking Agreement – no changes

Real Estate Purchase & Sale Agreement:

- Paragraph 6 – Improvements last sentence read, “Said improvements shall be deemed to be completed when the City of Meridian has issued a *Certificate of Occupancy* for same”. Now reads “*Temporary Occupancy Permit*”.
- Paragraph 6 at the end of it – provision that said if had to take over and complete construction deduct from purchase price – already in section 13.1.1 – right of reimbursement – emphasize pre-closing.
- Insertion in notice provision – *Todd Lakey* as opposed to Matt Parks as attorney for agency.

Dave Bieter moved to approve Item 4-A – Resolution VBD 10-023 for approval of a Reservation Agreement between VRT and Meridian Development Corporation to commit federal funds for the VRT administration building; seconded by Maryanne Jordan. The motion was approved unanimously.

INFORMATION/COMMITTEE REPORTS

Report on CTAI Fall Conference

Lisa Bachman, Kuna City Council representative on the VRT Board, recently attended the CTAI Fall Conference held September 13-15, 2010, in Boise. Lisa was not able to attend the board meeting, so no report was given.

Marketing and Communications Strategies

A memo outlining marketing and communication strategies using the ValleyRide website was included in the packet.

14th Annual Stuff the Bus Toy Drive

Members were asked to bring a toy to the November 17th VRT Board meeting to kick-off the annual Stuff the Bus campaign which is scheduled to be held Saturday, December 4th.

Procurement Calendar

The most current Procurement Calendar was included in the packet.

Fourth Quarter Ridership/Customer Service Report

The fourth quarter report for ridership and customer calls was included in the packet.

The following **STAFF REPORTS** were included in the packet:

- Executive Director Report - Kelli Fairless
- Financial and Administration Report - Rick Thompson
- Capital Infrastructure Projects Report - Rhonda Jalbert
- Transportation and Operations Report - Bruce Sackron
- Planning Projects Report - Mary Barker
- Mobility Programs Report -Gloria Chigbrow
- Community Relations - Mark Carnopis

At 3:00 p.m. Maryanne Jordan moved to go into sub-committee work session meetings; seconded by Sara Baker. The motion was approved unanimously.

NEXT MEETING:

Wednesday, November 17, 2010

2:30 p.m.

Meridian City Hall

33 E. Broadway Avenue

Meridian, Idaho



Memorandum

TO: VRT Management Committee
FROM: Kelli Fairless, Executive Director
RE: Revisions to the VRT Procurement Manual
DATE: November 8, 2010

Action Requested

Review and consider for approval staff's recommendation to adopt the revisions on the final draft of the VRT Procurement Manual.

Background

The current edition of the VRT Procurement Manual was revised and approved by the VRT Board on July 20, 2005. Since that time, there have been changes to the U.S. DOT Federal Transit Administration Circular 4220.1F (Ver. 2).

The changes have made the current procurement manual non-compliant in some areas and required revisions in others. Minor Idaho Code changes have occurred due to Idaho Legislative actions. This revision incorporates both federal and state requirements and recommends increased funding thresholds at the VRT staff level to streamline the overall procurement process.

A synopsis of the changes is listed on the following page.

Staff Recommendation

The staff recommends the board approve the outlined changes to the procurement manual as reviewed and recommended by the Management Committee on 11/01/10.

SYNOPOSIS OF CHANGES THE VRT PROCUREMENT MANUAL

- In Purpose and Introduction, added statement to include compliance with federal and state procurement rules and regulations
- Update of relevant Federal Regulation, Circulars, and Idaho Code as it relates to specific procurement practices
- Policies Section updated to reference Ethics in Government Act of 1990, as amended, and clarification of how gifts and gratuities are dealt with in procurement practices
- Added required checks to ensure that vendors selected were not subject to any Suspension or Debarment
- Defined specific types of procurements and any specific regulation or requirements that may apply to that type of procurement
- Increased authority threshold from \$25,000 to \$50,000 of Executive Director to act for procurements
- Changed the “micro purchase” threshold from \$2,500 to \$3,000 to match that allowed by the Federal Transit Administration (FTA)
- Further defined Contracting Officer roles in the VRT Procurement Process
- Required use of Purchase Requisitions for purchases above \$3,000 and continues requirement of Purchase Orders for all purchases
- Updated Approval Levels for Purchase:
 - Up to \$3,000 for Department Managers and Department Directors
 - Up to \$49,999.99 for Executive Director
 - Up to \$74,999.99 for VRT Management Committee
 - Over \$75,000 for the VRT Board
- Defines updated duties of Contracting Officer by procurement size
- Makes recommendations for Procurement Manual position titles to mirror those of the updated VRT Organizational Chart
- Recommends removing Petty Cash purchases from VRT’s procurement system
- Updates procurement bidding requirements to:
 - Competitive Advantage for \$3,000 or less
 - Informal Three Written Quotes for purchases of \$3,000 to \$49,999.99
 - Formal Bidding with Advertising at, or above \$50,000
- Adds requirement for contractors to have the capacity, capability, and demonstrated compliance of State and Federal rules, regulations, and law
- Defines the specific actions to be taken in the event of a protest or appeal of a bid; and what types of actions are taken under each type of protest of appeal
- Spells out specific actions taken in procurements for construction, alteration, or repair of real property
- Changes the Appendices from example forms to tables that outline references, requirements, websites, and citations for the various types of procurements
- Require legal counsel review on all new contracts and others as recommended by the board or Management Committee

VALLEY REGIONAL TRANSIT BOARD RESOLUTION**REVISED PROCUREMENT MANUAL
RESOLUTION VBD10-028****BY THE BOARD OF VALLEY REGIONAL TRANSIT TO REVISE THE
PROCUREMENT MANUAL BASED ON CHANGES TO THE U.S. DOT FEDERAL
TRANSIT ADMINISTRATION CIRCULAR 4220.1F (VER.2)**

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

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

WHEREAS, the current edition of the VRT Procurement Manual was revised and approved by the VRT Board on July 20, 2005; and

WHEREAS, based on changes to the U.S. DOT Federal Transit Administration Circular 4220.1F (Ver.2); and

WHEREAS, this revision incorporates both federal and state requirements and recommends increased funding thresholds at the VRT staff level to streamline the overall procurement process; and

WHEREAS, the VRT Management Committee reviewed the recommended changes to the Procurement Manual on 11/01/10; and

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

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

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

Section 1. That the Board of Valley Regional Transit ratifies the revised Procurement Manual as reviewed and recommended by the VRT Management Committee on 11/01/10.

Section 2. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the board Chair.

ADOPTED by the Board of Valley Regional Transit, this 17th day of November, 2010.

APPROVED by the Board Chair this ___day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR



Memorandum

TO: VRT Management Committee
FROM: Kelli Fairless, Executive Director
RE: Drug Free Workplace Policy
DATE: November 8, 2010

Action Requested

Review and consider for approval the attached revision to the Drug Free Workplace Policy.

Background

The federal Department of Transportation has two elements of required compliance in the area of drug and alcohol use and misuse. One area pertains to the requirement of all recipients of federal funds to adopt and adhere to a Drug Free Workplace policy. The second area pertains to transit operations and the requirement that all safety-sensitive employees be subject to drug and alcohol testing requirements. The safety-sensitive employee drug-testing requirements are very prescriptive and must be followed as outlined in federal code.

Valley Regional Transit (VRT) is the designated recipient for federal Department of Transportation funds through the Federal Transit Administration. Currently, VRT has one adopted policy that incorporates both the requirement for the Drug Free Workplace and the requirement for testing safety-sensitive employees under one document.

In January 2010, VRT hired PTM to manage the transit system in the Boise area. This transition made it so there are no longer any eligible safety-sensitive functions being done by employees of Valley Regional Transit. We have a requirement that all contractors comply with federal drug and alcohol regulations. All of our current contractors who employ safety-sensitive staff must comply with those regulations.

Attached is a final draft of VRT's Drug Free Workplace policy. The adoption of this policy allows VRT to remain in compliance with the federal regulations. VRT has also required testing of non-safety sensitive employees. Over the course of the next several weeks, the drug testing policy will be revised to reflect that it pertains to VRT employees and the conditions under which testing for drugs or alcohol may occur.

Staff Recommendation

Approve the attached revised Drug Free Workplace Policy as reviewed and recommended by the Management Committee on 11/01/10.

A separate drug and alcohol testing guideline policy, that will be applied to VRT employees, will be reviewed by the board for adoption in 2011.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

REVISED DRUG FREE WORKPLACE POLICY RESOLUTION VBD10-029

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE REVISED DRUG FREE WORKPLACE POLICY

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

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

WHEREAS, the federal Department of Transportation requires all recipients of federal funds to adopt and adhere to a Drug Free Workplace policy.

WHEREAS, Valley Regional Transit (VRT) is the designated recipient for federal Department of Transportation funds through the Federal Transit Administration; and

WHEREAS, VRT currently has one adopted policy that incorporates both the requirement for the Drug Free Workplace and the requirement for testing safety-sensitive employees under one document, and

WHEREAS, the drug testing policy will be revised to reflect that it pertains to VRT employees and the conditions under which testing for drugs or alcohol may occur; and

WHEREAS, the revised Drug-Free Workplace Policy will be provided to all employees; and

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

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

Section 1. That the Board of Valley Regional Transit ratifies the revised VRT Drug Free Workplace Policy as set forth in Exhibit A and as reviewed and recommended by the Management Committee on 11/01/10.

Section 2. That the Board of Valley Regional Transit directs staff to notify employees of the revised Drug Free Workplace Policy.

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

ADOPTED by the Board of ValleyRide, this 17th day of November, 2010.

APPROVED by the Board Chair this ___ day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR



This policy supersedes all prior policy statements written, verbal, or otherwise

Section	Policy No. 2.01.08
Policy Title: Drug Free Workplace	Page 1 of 6
Policy Date: original 08/25/04; updated 05/16/07; revised 11/17/10	Policy Adopted:
Approved By:	Policy/Page Replaced: Policy Amended: 11/17/10
Charlie Rountree, Chairman Kelli Fairless, Executive Director	

Valley Regional Transit Drug Free Workplace Policy

1. Drug Free Workplace Policy

1.1 Purpose

It is the policy of Valley Regional Transit (VRT) to protect all employees, transit services consumers, and the public from the risk posed by the misuse of alcohol and prohibited drugs. This policy complies with all applicable state and federal regulations governing workplace anti-drug and alcohol programs in the transit industry.

VRT has the responsibility to their systems' passengers and the public to provide safe, dependable and efficient transportation services while ensuring safe working conditions for its employees. The use of drugs and/or alcohol can adversely affect the ability to perform safely and constitutes a threat to the health and safety of the public and other employees, and to the efficient operation of VRT.

VRT maintains a drug-free workplace for ALL employees, volunteers, and contractors; prohibiting the misuse of drugs and/or alcohol when conducting any employment-related duties. It is through this process that VRT will help to ensure the provisions of a safe and efficient regional public transportation system.

1.2 Objective

The objective of this Drug Free Workplace policy is to enhance productivity and safety for consumers, employees, contractors, and to foster a sober and drug-free workplace.

1.3 Responsibility and Coverage

Responsibility and Coverage of VRT's Drug Free Workplace Policy applies to:

- Employees
- Volunteers
- Contractors

1.4 Federal Requirements

This policy complies with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Drug Free Workplace Act of 1988, as amended, requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

2.1 Statement of Policy

VRT maintains a drug-free workplace for ALL employees, volunteers, and contractors; prohibiting the misuse of drugs and alcohol when conducting duties.

Drugs: The unlawful use, ingestion, manufacture, transaction, distribution, sale and/or possession of any controlled substance are strictly prohibited.

Alcohol: The possession, purchase, sale, distribution, or consumption of alcohol while on duty, or while on Company premises, in a Company uniform, or in a Company vehicle is strictly prohibited.

2.2 Definition of "Use" of Drugs

"Use" means presence in the body system while you are on duty. A positive test is sufficient to support a finding of use.

2.3 Condition of Employment, Contract, or Association

Participation in this Drug Free Workplace Policy is a requirement of all individuals, as listed in the table in 1.3 and is, therefore, a condition of employment, contract, or association, whichever is applicable.

2.4 Consequences of Non-Compliance

Failure to adhere to this policy will result in immediate suspension and/or termination. VRT shall advise of the resources available for evaluating and resolving problems associated with prohibited alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals, counseling, and treatment programs.

5.6 Point of Contact for VRT Drug Free Workplace Policy

Questions about this policy should be directed to the Executive Director for Valley Regional Transit, who is responsible for the maintenance and update of this policy.

3. **Applicability**

This policy applies to all employees any time while on duty, when they are on company property, or when performing transit-related business, individuals listed in the table in 1.3 may not be permitted to conduct VRT duties if found to be in violation of this policy.

4. **Controlled Substances (Illegal Drugs)**

4.1 Policy on Illegal Drugs

The unlawful use, ingestion, manufacture, transaction, distribution, sale and/or possession of any controlled substance are strictly prohibited.

4.2 Clarification of Policy

This policy is intended to encompass the complete issue of drug and alcohol use and misuse. The failure to specifically mention a drug or substance should be assumed to mean that the specific drug or substance does fall into the category of illicit or controlled substances.

4.3 Definition of "Use"

"Use" means presence in the body system while you are on duty. A positive test is sufficient to support a finding of "use."

The medical use of marijuana, or the use of hemp-related products that cause drug or drug metabolites to be present in the body above the minimum thresholds, is generally considered a violation of this policy. If an individual is under medical care, and prescribed these products, complete information must be provided to VRT. In no case, may an individual ingest these types of substances while on a duty status with VRT.

4.4 Prohibited Substances

Prohibited Substances addressed by this policy include the following:

- Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988;
- any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to:
 - marijuana,
 - amphetamines,
 - opiates,
 - phencyclidine (PCP),
 - cocaine,

As well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. VRT reserves the right to test, under its own authority, for any drugs that an individual listed in the table in 1.3, is reasonably suspected of abusing.

5. Legal Drugs

5.1 Definition of "Legal Drugs"

A "legally prescribed drug" means an individual, as listed in the table in 1.3, has a prescription and written approval from a licensed physician, practitioner, or dentist for the use of a drug in the course of medical treatment. A prescription normally includes the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization for use.

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited.

5.2 Prohibited Conduct

Abuse or unauthorized use of legal drugs while performing VRT duties is prohibited. Failure to report the use of such substance or failure to provide medical authorization may be subject to disciplinary action, up to and including suspension and/or termination.

5.3 Drug Statute Conviction

Consistent with the Drug Free Workplace Act of 1988, as amended, all employees, volunteers, and contractors are required to notify the Executive Director of VRT of any criminal drug or alcohol statute citation or conviction for a violation occurring while on or off duty, within five (5) working days of the citation and/or conviction, and any resulting consequences which may affect his/her ability to perform essential duty functions.

As a recipient of Federal Funds through the U.S. DOT Federal Transit Administration (FTA), VRT shall notify FTA within ten (10) days of receiving notification(s) from individuals listed in section 1.3 of this policy.

Pursuant to FTA requirements, VRT shall, within thirty (30) days following a conviction of a criminal drug statute, impose sanctions on said individual(s) listed in section 1.3 of this policy. Sanctions include (1) appropriate personnel action, or (2) the individual(s) participation in a rehabilitation program.

5.9 Consequences of Non-Compliance with Statute

Failure to comply with this provision shall result in immediate suspension and/or termination.

6. Alcohol Use and Abuse

6.1 Policy on Alcohol Use

The possession, purchase, sale, distribution, or consumption of alcohol, for an individual listed in the table in 1.3, while on duty, while on Company premises, in a Company uniform, or in a Company vehicle is strictly prohibited.

6.2 Adverse Affects of Alcohol

It is recognized that alcohol is a legal, socially acceptable drug when consumed in moderation. However, when consumed primarily for its physical and mood-altering effects, it is a substance

that is subject to abuse. As a depressant, it slows physical responses and progressively impairs mental functions, including the ability to safely operate a motorized vehicle or machinery.

The chronic consumption of alcohol over time may result in critical health issues, including dependency, fatal liver diseases, ulcers, and increased possibility of cancers.

6.3 Definition of "Abuse of Alcohol"

The "abuse" of alcohol is defined as having an alcohol test result of 0.04 or greater while on duty, or subject to duty, as confirmed by an evidential breath testing device. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath.

6.4 Required Hours of Compliance

All individuals, as listed in the table in 1.3, must not consume alcohol:

- four hours prior to being on duty,
- up to eight hours following an accident involving an authority vehicle or
- until the employee undergoes a post-accident test if required, whichever occurs first; or
- on-call to perform duty.

All individuals, as listed in the table in 1.3, must also abide by this policy during off-site lunch periods or breaks when the employee is scheduled to return to work within four hours.

6.5 Consequences of Non-Compliance

Any individual, as listed in the table in 1.3, who does not comply with this policy will be subject to immediate removal from duty, and/or termination. VRT shall advise of the resources available for evaluating and resolving problems associated with prohibited alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals, counseling, and treatment programs.

7. Education and Training

Education and training of all individuals, as listed in the table in 1.3, on the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone. Therefore, educating and informing employees, volunteers, and contractors about the dangers of drug abuse or alcohol misuse and the possible penalties for violation of the Drug and Alcohol Policy are essential components of our program.

8. VRT Drug Free Workplace Policy Separate and Distinct from Drug and Alcohol Testing Policy

Contractors who employ individuals under contracts with VRT, who meet the FTA definition of being "Safety Sensitive," also fall under the overall FTA Drug and Alcohol testing provisions. VRT shall require all contractors and vendors performing safety-sensitive work to maintain a drug and alcohol policy and meet all federal regulations in the administration of the policy.

This VRT Drug Free Workplace policy is separate and distinct from the VRT and Contractor Drug and Alcohol Testing Policies.

9. Human Resource policy requires that pre-employment drug testing be given to individuals who are employed, or in a volunteer status with Valley Regional Transit (VRT).

All employees and volunteers, including prospective employees may be subject to testing in the following circumstances:

- As a contingency to an employment offer;
- Following an accident;
- As follow-up to a rehabilitation program.

Any individual, as listed in the table in 1.3, including prospective employees, who refuses to submit to testing when requested, or fails to pass the test will be subject to immediate release of duty and/or termination. VRT shall advise the individual of the resources available for evaluating and resolving problems associated with drug and alcohol misuse.



Memorandum

TO: Board of Directors

FROM: Rick Thompson, Finance Director

RE: Generations Plaza Lease Renewal

DATE: November 8, 2010

Action Requested

Approve the proposal from Bencorp for the annual lease renewal for the Generations Plaza Building be approved. On November 1st, the Management Committee reviewed and recommended to forward the lease renewal to the Board of Directors for final approval.

Background

The lease for office space utilized by the regional VRT staff located in Meridian expires December 31, 2010. Bencorp LTD, LLC has agreed to a twelve month lease extension with no increase in the basic lease rate. VRT leases 3,880.8 square feet in the building. With a new VRT administration building scheduled for completion in the fall of 2011, Mr. Benoit of Bencorp has agreed to a 60 day termination clause that will allow VRT to vacate the current space with no penalty.

Proposed Lease:

Annual Lease Rate:	\$15.90/rentable square foot
Rentable Square Feet:	3,880.8
Monthly lease	\$5,142.06
Annual lease:	\$61,704.72.
Operating Expenses Pass Through	\$50/month: \$600 annual

Current Lease:

Annual Lease Rate:	\$15.90/rentable square foot
Rentable Square Feet:	3,880.8
Monthly Lease:	\$5,142.06
Annual Lease:	\$61,704.72
Operating Expense Pass Through	\$50/month: \$600 Annual

Staff Recommendation

Staff recommends acceptance of the annual lease renewal and related terms as reviewed by the Management Committee on 11/01/10.



Memorandum

TO: VRT Board of Directors
FROM: Mark Carnopis Community Relations Manager
RE: The 14th Annual Stuff the Bus Toy Drive
DATE: November 8, 2010

Actions Requested

Contributing a toy to help Treasure Valley families in need have a happy holiday season. Volunteering for an hour or two on Saturday, December 4, 2010, to help collect toys.

Background

Stuff the Bus started in 1997 as one of many, many community events to give back to the community during the holiday season. Since then, it has grown into one of the largest toy drives in the Treasure Valley.

The 14th annual Stuff the Bus Toy Drive will be held on Saturday, December 4th beginning at 10:00 a.m. and goes until 6:00 p.m. outside local Fred Meyer stores. Here's how the event works:

ValleyRide provides the buses and several staff and VRT Board volunteers to assist dozens of volunteers from the Salvation Army. The buses are parked outside the main entrances of the six Fred Meyer stores in the Treasure Valley (three stores in Boise and one each in Garden City, Meridian, and Nampa).

The goal of the event is to fill the buses with new, unwrapped toys (or gift cards) for children of all ages. The toys are then transported to the Salvation Army distribution centers in Boise and Nampa, where they are separated into age- and gender-appropriate categories. The Salvation Army then distributes the items to families in need throughout the community in time for Christmas.

In the 13 years Valley Regional Transit has participated in local toy drives, a whopping 66,000-plus toys have been donated! Last year's total of 8,607 toys shattered the 2008 record of 5,403 toys donated.

Staff Recommendation

Full participation by the VRT Board in this worthwhile event. **You can help by bringing an unwrapped toy or gift card to the November 17th VRT Board meeting.** It also would be super if you could brave the cold for an hour or two on December 4th and help on-site volunteers fill the ValleyRide buses with toys! I will provide you with an update once the hours of the event are set.



Memorandum

TO: Board of Directors

FROM: Kelli Fairless, Executive Director

RE: State Street/HWY 44 Corridor Memorandum of Understanding

DATE: November 8, 2010

Action Requested

Review and consider for approval the revised State Street/HWY 44 Corridor Memorandum of Understanding (MOU) between Valley Regional Transit and the other State St/HWY 44 Corridor partners.

Background

The State Street/HWY 44 corridor implementing agencies include Ada County Highway District (ACHD), Cities of Boise, Eagle and Garden City, COMPASS, Idaho Transportation Department (ITD) and Valley Regional Transit (VRT). The implementing agencies are continuing to work on the tasks identified in the 2005 - 2010 Memorandum of Understanding (MOU) which is due to expire December 31, 2010.

Staff presented a draft MOU to the VRT Board earlier in the year. The VRT Board members requested staff work with the Idaho Transportation Department to determine if ITD would be willing to become a signer on the MOU. We received word several weeks ago that ITD would agree to sign the MOU.

The attached MOU includes language revisions requested by most of the partners and ITD. It is still undetermined which local jurisdictions will agree to sign the MOU because most of the jurisdictions are working through their own decision-making process. Fred Kitchener, the project coordinator for the State Street partners, is working through issues as they come up.

The State Street/Hwy 44 MOU recognizes the regional significance of the corridor and the importance of all the partners working together to achieve the collective vision for the corridor. The other signing jurisdictions are continuing their review of the draft and may request changes to the document. Due to the VRT Board schedule, I am hoping the VRT Board will agree to the MOU in concept and grant me some flexibility to make any changes that do not change VRT's role in any substantive way.

Staff Recommendation

Staff recommends the VRT Board approve the MOU and grant the Executive Director the authorization to make any minor changes requested by other partners as they review the document and to execute the final document.

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

STATE STREET/HWY 44 CORRIDOR MEMORANDUM OF UNDERSTANDING RESOLUTION VBD10-030

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE STATE STREET/HWY 44 Corridor Memorandum of Understanding (MOU) between Valley Regional Transit and the other State St/HWY 44 Corridor partners

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

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

WHEREAS, the State Street/HWY 44 corridor implementing agencies include Ada County Highway District (ACHD), Cities of Boise, Eagle, and Garden City, COMPASS, Idaho Transportation Department (ITD) and Valley Regional Transit (VRT); and

WHEREAS, the implementing agencies are continuing to work on the tasks identified in the 2005 - 2010 Memorandum of Understanding (MOU) which is due to expire December 31, 2010; and

WHEREAS, the State Street/Hwy 44 MOU recognizes the regional significance of the corridor and the importance of all the partners working together to achieve the collective vision for the corridor; and

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

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

Section 1. That the Board of Valley Regional Transit approves the MOU in concept and authorizes the Executive Director to make any minor changes requested by other partners as they review the document.

Section 2. That the Board of Valley Regional Transit authorizes the Executive Director to execute the final document.

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

ADOPTED by the Board of ValleyRide, this 17th day of November, 2010.

APPROVED by the Board Chair this ___ day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR

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

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

This Memorandum of Understanding (“MOU”) is entered into this _____ day of _____, 2010, by and between Ada County Highway District, City of Boise, Community Planning Association of Southwest Idaho, Idaho Transportation Department, Valley Regional Transit, [insert other agencies here that are interested in being a party to this agreement].

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

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

1. RECITALS.

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

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

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

Whereas, the State Street Corridor Strategic Plan Study recommended the State Street Transit Scenario as the preferred solution for future transit, traffic and land use needs; and,

Whereas, the State Street Corridor Strategic Plan Study also recognized the need for significant changes in land use policies to accommodate development and redevelopment within the Corridor to support higher use transit operations; and,

Whereas, development will occur in phases, the TODs will be identified through the ongoing process; and,

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

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

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

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

- Successful inter-agency cooperation to fund and participate in activities defined in the MOU (approximately \$1.2 million was allocated to projects from participating agencies),
- Completed Transit Oriented Development Policy Guidelines,
- Completed initial Market Strategy,
- Established initial corridor alignment and right-of-way needs (from Glenwood Blvd east to 23rd Street) to accommodate the combination of vehicular traffic and for a high-capacity transit system,
- Initiated the Transit and Traffic Operational Plan (TTOP) Project; and,

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

Whereas, the directly involved agencies support the application of high-capacity transit as determined by adopted existing and future plans, and realize that it cannot be achieved without close cooperation by all the agencies working together; and,

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

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

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

2. ACTIVITY DESCRIPTIONS.

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

Implement TTOP Near-Term Plans

The Transit and Traffic Operations Plan (TTOP) will be complete on or before March 2011. The TTOP will include an Implementation Plan which will define logical time periods when roadway, transit, and land use improvements are needed based on future conditions in the corridor. The final near-term recommendations are in process, and are anticipated to encompass the following areas:

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

Prepare Corridor-wide Master Plan

The purpose of the Master Plan is to define an integrated approach to land use and transportation on the State Street Corridor, with recommended design standards to achieve the Corridor Transit Vision. The Master Plan will meet new requirements of the federal government to strengthen the connection between land use, housing and transportation decisions and to promote sustainable development. The following deliverables are anticipated:

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

Evaluate and Implement Existing Access Management Policies

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

Initial activities include inventories of existing policies and ordinances, as well as the location and description of existing and approved access points. Examples of existing supporting documents (still being adopted) include the SH44 Access Management Plan (from Eagle Road to I-84) and ACHD policies – Section 7200 (from Glenwood Blvd to 23rd Street). A review of successful access management policies and practices at existing TOD locations, with a comparison to current corridor policies, will help formulate strategies and steps necessary for affected jurisdictions. Guidelines for access point locations and designs can also be developed for TOD sites, with connections to neighborhoods included, as part of the corridor access management plan.

State Street/Hwy 44 Long-term Public Transportation Investments

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

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

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

Conduct Important Supportive Activities

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

- § Dedicated, structured agency coordination and networking
- § Research recent national experience and document to help guide future activities
- § Identify, seek, and secure funding (from all possible sources)
- § Continue education campaign – to include building an “identity” for the corridor, staff education, general transit system exposure, description of premium transit

service, engaging schools from 3rd Grade on, engaging environmental protection agencies, and focused efforts with developers and realtors

3. AGENCY ROLES AND RESPONSIBILITIES.

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

Agency	Lead Role	Responsible For
ACHD	Roadway, bike and pedestrian improvements (Glenwood Blvd east to Boise Downtown Multimodal Center)	<ul style="list-style-type: none"> • Planning, design and construction of roadway improvements • Working with other agencies, integrate roadway design and transit-enhancing features with adjacent land uses and adopted design standards • Right of way determination and acquisition • Public involvement process for roadway improvements • Signal systems and system operation including signal priority for transit and access issues • Site park and ride facilities • Primary contact with businesses • Coordinate demand management approaches and education with other agencies
Idaho Transportation Department	Roadway improvements (Hwy 16 east to Glenwood Blvd)	<ul style="list-style-type: none"> • Planning, design and construction of roadway improvements • Working with other agencies, integrate adopted design standards, and transit-enhancing features with adjacent land uses • Right of way determination and acquisition • Access management policies and implementation • Public involvement process for roadway improvements
VRT	Transit improvements	<ul style="list-style-type: none"> • Lead transit operations planning and implementation • Coordination of siting of park and ride facilities with transit stops (and with other agencies) • Coordinate demand management approaches and education with other agencies • Lead transit education and marketing efforts
City of Boise	Land use and zoning (within City of Boise area of impact)	<ul style="list-style-type: none"> • Leadership in land use issues • Concentrated planning at TOD sites and implementation of the TOD concept design • Establish land use and zoning changes within Boise City jurisdiction

		<ul style="list-style-type: none"> • Review development applications within the City's Area of Impact • Public involvement and neighborhood outreach • Coordinate demand management approaches and education with other agencies
City of Garden City	Land use and zoning (within Garden City area of impact)	<ul style="list-style-type: none"> • Establish land use and zoning changes within Garden City jurisdiction • Coordinate demand management approaches and education with other agencies • Support planning process
City of Eagle	Land use and zoning (within City of Eagle area of impact)	<ul style="list-style-type: none"> • Establish land use and zoning changes within City of Eagle jurisdiction • Coordinate demand management approaches and education with other agencies • Support planning process
COMPASS	Regional transportation planning agency	<ul style="list-style-type: none"> • Provide leadership to regional planning issues • Research and recommend best practices for successful high capacity transit and TODs • Responsible for long range regional transportation planning • Responsible for management of the Treasure Valley High Capacity Transit Study • Agency coordination, where appropriate

4. FISCAL RESPONSIBILITIES.

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

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

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

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

5. SCHEDULE.

Attachment 2 (page 12) provides a preliminary schedule of proposed project activities.

6. PROCEDURES AND IMPLEMENTATION OF THIS MOU.

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

- A. Program Coordination. The agencies believe that program coordination is needed to ensure the agencies are working closely together to achieve common project goals and objectives. COMPASS has allocated staff time in the 2011-12 Unified Planning Work Program to support project coordination and execution.
- B. Periodic Meetings. The agencies will continue to participate in the State Street Steering Committee. This includes approximately monthly meetings to coordinate assignments and address challenges as they arise. The Committee will also generate monthly milestones to monitor and assure continuing progress on the MOU activities.
- C. Annual Status Report. An annual MOU status report shall be prepared by the Program Coordinator that describes the accomplishments achieved between reports. These reports shall be made available to policy makers of all parties to this Agreement as part of regular updates given by agency staff.
- D. Coordination with other Studies. The agencies shall continue to coordinate with other ongoing and future studies. It is anticipated that this coordination will both make adjustments to the direction of the State Street Corridor implementations and have an impact on the other studies to better incorporate the goals and objectives of the State Street Corridor Program.
- E. Initial steps following execution of this MOU. The agencies agree to immediately begin the following initial activities upon signing the MOU:
 1. Begin to pursue funding for the assigned projects and program these projects in the annual Transportation Improvement Program and in participating agency's annual budgets as feasible
 2. Prepare detailed work plans, with full participation from appropriate agencies, to support the activities described within and coordinate timing and implementation of specific activities.

7. SIGNATURES.

Name
Title
Ada County Highway District

Name
Title
City of Boise

Name
Title
COMPASS

Name
Title
Idaho Transportation Department District 3

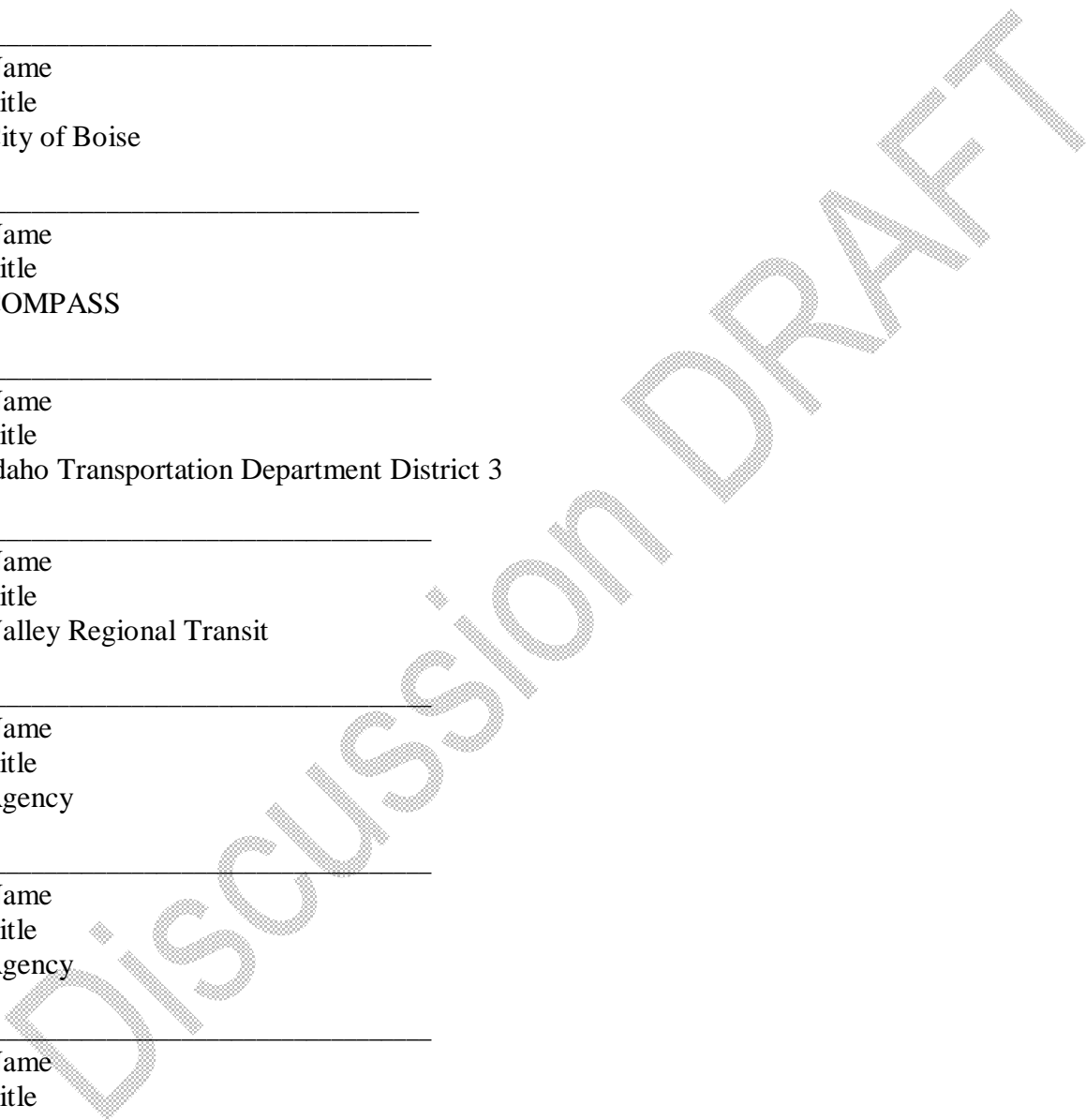
Name
Title
Valley Regional Transit

Name
Title
Agency

Name
Title
Agency

Name
Title
Agency

Name
Title
Agency



Attachment 1: DEFINITIONS.

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

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

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

“Communities in Motion” is the six county regional long range transportation plan adopted by the COMPASS Board on August 17, 2006. The 2035 update to the CIM was adopted by the BOMPASS Board on September 20, 2010.

Transportation Improvement Program” is the regionally approved and fiscally constrained 5-year Program listing transportation projects programmed for the Treasure Valley region. The TIP identifies the agency responsible for funding the approved projects, with associated funding by year. Potential future projects that are unfunded or scheduled are identified in a category called “Preliminary Development.”

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

1. Ensure land uses are transit supportive and sensitive to local communities

Purpose: Ensure State Street corridor-wide land uses encourage high frequency transit use, provide for development nodes that offer a wide range of choices, address local community needs and identity, are appropriate for their specific location, and are focused on market realities.

2. Increase density within the corridor and at specific nodes

Purpose: Increase densities surrounding node developments within the State Street corridor. The densities must support high frequency transit services and provide a base for a variety of residential, employment, retail, and local services/amenities that support future (re)development.

3. Define each node to be a “place” responsive to market needs with a unique design and suitable mix of uses

Purpose: Each development node should be unique to the community, the market, and the environment and be attractively designed to support an attractive integrated mixed-use hub of activity.

4. Incorporate pedestrian- and bicycle-oriented design features

Purpose: Prioritize convenient, comfortable, direct, and safe pedestrian linkages to and from development nodes to support a walkable area and promote the use

of transit. Pedestrian routes and travel are paramount and the highest priority for a successful TOD.

5. Manage parking, bus and vehicular traffic at nodes

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

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

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

7. Maintain a robust outreach and education program

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

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

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

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

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

“State Highway 44 Study” refers to a project under final review which recommends that Highway 44, from Eagle Road west to the I-84 junction in Canyon County, be constructed as a four lane roadway as funding becomes available. Upon approval and adoption the SH 44 Study will become a guiding document for ITD design of this section of the roadway.

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

- a phased implementation plan that defines improvement projects for the roadway, transit systems, and land use
- a financial strategy to help guide programming of projects and potential sources of funding to support implementation
- a more comprehensive market analysis that included the potential location of future transit oriented development sites along the corridor
- Intelligent Transportation Systems (ITS) – roadway and transit – recommended for implementation
- Preliminary information that will form the basis for a future project to conduct a high capacity transit alternatives analysis (required by FTA for future funding)

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

“Access Management Policies” refers to a planned future project that will appropriately apply access management policies specific to the State Street corridor consistent with the objective to promote the desired land use and mobility plans for State Street. Access Management is the systematic control of the location, spacing, design and operation of driveways, median openings, interchanges, and street connections to a roadway.

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

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

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

“Overlay District/Interim Dual Zone District” defines a designated area with specialized design standards directed toward achieving the desired and planned uses on the State Street Corridor. Design standards ensure compatibility with the existing development and the designated purpose of a district. A **“Dual Zone”** concept provides for two zoning options which may be applied to a particular project. .

Attachment 2: Schedule

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

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

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

DIS



**VALLEY REGIONAL TRANSIT
AUTHORIZATION FOR EXPENDITURE
BOARD APPROVAL**

PROCUREMENT DESCRIPTION: 2011 CNG fueled Cutaway Vans for Paratransit (ACCESS) Service, eight (8) each.	TOTAL COST: \$699,936.00
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PURPOSE/ACTION: Valley Regional Transit is seeking approval by the Valley Regional Transit Board of Valley Regional Transit’s award of a contract for providing eight (8) each 2011 Paratransit Vans to replace existing units that have exceeded their useful life for the Boise TMA.

SCOPE OF WORK: A contract to provide eight (8) Boise TMA CNG fueled paratransit buses.

DISCUSSION: Valley Regional Transit is in need of replacement Paratransit buses for the Boise operation. Valley Regional transit has issued a solicitation, the award of which will result in a contract through which the required new buses and CNG conversion will be procured.

ALTERNATIVES: The existing fleet has significantly exceeded the FTA useful life. The maintenance cost to operate these buses is increasing and the reliability is decreasing. The replacement of eight (8) of these existing buses will reduce operating costs, offer the passengers more reliable service, and due to the CNG conversion, will reduce fuel costs and exhaust emissions.

FISCAL IMPACT: The funding available for this agreement is included in three (3) separate grants totaling \$732,130.66.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff recommends the VRT Board approve the award of the contract for an amount not to exceed \$699,936.00, to Intermountain Coach, the lowest cost responsive and responsible bidder, among the six (6) responses received in the case of Valley Regional Transit solicitation No. RFB 2010-08-27. VRT staff believes having the contract in place to be in the overall best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$25,000 but under \$50,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$50,000.		VBD10-024

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Award of Contract with Intermountain Coach for CNG Fueled Paratransit Cutaway Buses

RESOLUTION VBD10-024

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF A CONTRACT WITH INTERMOUNTAIN COACH FOR PROVIDING CNG FUELED PARATRANSIT CUTAWAY BUSES in the Boise TMA.

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

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

WHEREAS, Valley Regional Transit needs to establish a contract with a qualified and experienced firm who will provide new Paratransit vehicles; and

WHEREAS, Valley Regional Transit needs to replace existing Paratransit vehicles in the Boise TMA that have exceeded their useful life; and

WHEREAS, Valley Regional Transit staff conducted a formal solicitation process in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff has evaluated the offers received and had determined the lowest cost responsive and responsible bidder from among the six firms whose offers were considered; and

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

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

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

Section 1. That the Board of Valley Regional Transit approves the award of contract for RFP 2010-08-27 with Intermountain Coach for providing CNG fueled paratransit cutaway buses for the Boise TMA.

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

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

ADOPTED by the Board of Valley Regional Transit, this 17th day November 2010.

APPROVED by the Board Chair this ___ day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR



**VALLEY REGIONAL TRANSIT
AUTHORIZATION FOR EXPENDITURE
BOARD APPROVAL**

PROCUREMENT DESCRIPTION: New CNG fueled 40 ft. Coaches for Intercounty Service, seven (7) each.	TOTAL COST: \$2,952,400.00
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PURPOSE/ACTION: Valley Regional Transit is seeking approval by the Valley Regional Transit Board of Valley Regional Transit’s award of a contract for providing seven (7) each 40ft coaches to replace existing leased units that have exceeded their useful life for the Nampa UZA.

SCOPE OF WORK: A contract to provide seven (7) Nampa UZA CNG fueled 40ft Intercounty coaches.

DISCUSSION: Valley Regional Transit is in need of replacement 40ft buses for the Nampa operation. Valley Regional transit has issued a solicitation, the award of which will result in a contract through which the required new CNG fueled buses will be procured.

ALTERNATIVES: The existing leased fleet has significantly exceeded the FTA useful life. The maintenance cost to operate these buses is increasing and the reliability is decreasing. They are also currently costing ValleyRide \$25,520.00 per month in lease fees. The replacement of seven (7) of these existing buses will reduce operating costs, offer the passengers more reliable service, and due to being CNG conversions, will reduce fuel costs and exhaust emissions. The eighth remaining bus will be replaced by an older bus to be transferred from Boise upon receipt of the new Boise buses.

FISCAL IMPACT: The funding available for this agreement is included in two (2) separate grants totaling \$3,031,194.00.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff recommends the VRT Board approve the award of the contract for an amount not to exceed \$2,952,400.00 to Gillig Corporation, the lowest cost provider of the three (3) responses received in the case of Valley Regional Transit solicitation No. RFB 2010-08-26. VRT staff believes having the contract in place to be in the overall best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$25,000 but under \$50,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$50,000.		VBD10-025

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Award of Contract with Gillig Corporation for CNG Fueled 40 Foot Intercounty Buses

RESOLUTION VBD10-025

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF A CONTRACT WITH GILLIG CORPORATION FOR PROVIDING CNG FUELED 40 FOOT INTERCOUNTY BUSES for the Nampa UZA.

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

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

WHEREAS, Valley Regional Transit needs to establish a contract with a qualified and experienced firm who will provide new Intercounty buses; and

WHEREAS, Valley Regional Transit needs to replace existing leased vehicles that have exceeded their useful life; and

WHEREAS, Valley Regional Transit staff conducted a formal solicitation process in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff has evaluated the offers received and has determined the lowest cost responsive and responsible bidder from among the three firms whose offers were considered; and

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

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

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

Section 1. That the Board of Valley Regional Transit approves the award of contract RFP 2010-08-26 to Gillig Corporation to provide seven new CNG fueled 40 ft. coaches for the Nampa UZA.

Section 2. That the Board of Valley Regional Transit authorizes the Executive Director to finalize and execute the contract.

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

ADOPTED by the Board of Valley Regional Transit, this 17th day of November, 2010.

APPROVED by the Board Chair this ____day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR



**VALLEY REGIONAL TRANSIT
AUTHORIZATION FOR EXPENDITURE
BOARD APPROVAL**

PROCUREMENT DESCRIPTION: New CNG fueled 35 and 40 ft. Coaches for Fixed Line Service, fourteen (14) each.	TOTAL COST: \$5,747,395.00
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PURPOSE/ACTION: Valley Regional Transit is seeking approval by the Valley Regional Transit Board of Valley Regional Transit’s award of a contract for providing fourteen (14) each 35 and 40 ft. coaches to replace existing units that have exceeded their useful life for the Boise TMA.

SCOPE OF WORK: A contract to provide fourteen (14) CNG fueled 35 and 40 ft. coaches.

DISCUSSION: Valley Regional Transit is in need of replacement of the current 35 ft. buses for the Boise operation that have exceeded their useful life. Valley Regional transit has issued a solicitation, the award of which will result in a contract through which the required new CNG fueled buses will be procured.

ALTERNATIVES: The existing leased fleet has significantly exceeded the FTA useful life. The maintenance costs to operate these buses are increasing and the reliability is decreasing. The replacement of fourteen (14) of the existing buses will reduce operating costs and offer the passengers more reliable and more comfortable service. This will also allow the best two of the buses to be retired to be transferred to the Nampa operation to totally eliminate the leased coaches.

FISCAL IMPACT: The funding available for this agreement is included in five (5) separate grants totaling \$5,770,776.00.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff recommends the VRT Board approve the award of the contract for an amount not to exceed \$5,747,395.00. to Gillig Corporation, the lowest cost responsive and responsible bidder, among the three (3) responses received in the case of Valley Regional Transit solicitation No. RFB 2010-08-26. VRT staff believes having the contract in place to be in the overall best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$25,000 but under \$50,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$50,000.		VBD10-026

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Award of Contract with Gillig Corporation for CNG Fueled 35 and 40 Foot Buses

RESOLUTION VBD10-026

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF A CONTRACT WITH GILLIG CORPORATION FOR PROVIDING CNG FUELED 35 and 40 FOOT Fixed Line BUSES for the Boise TMA.

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

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

WHEREAS, Valley Regional Transit needs to establish a contract with a qualified and experienced firm who will provide new transit buses; and

WHEREAS, Valley Regional Transit needs to replace existing 35 foot vehicles that have exceeded their useful life; and

WHEREAS, Valley Regional Transit staff conducted a formal solicitation process in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff has evaluated the offers received and determined the lowest cost responsive and responsible bidder from among the three firms whose offers were considered; and

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

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

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

Section 1. That the Board of Valley Regional Transit approves the award of contract for RFP 2010-08-26 to Gillig Corporation for a contract to provide thirteen new CNG fueled 35 and 40 ft. coaches for the Boise TMA.

Section 2. That the Board of Valley Regional Transit authorizes the Executive Director to finalize and execute the contract.

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

ADOPTED by the Board of Valley Regional Transit, this 17th day of November 2010.

APPROVED by the Board Chair this ___ day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR



**VALLEY REGIONAL TRANSIT
AUTHORIZATION FOR EXPENDITURE
BOARD APPROVAL**

PROCUREMENT DESCRIPTION: Low Sulfur Diesel Fuel and Unleaded Gasoline for the Boise operation of ValleyRide.	TOTAL COST: \$944,800.00
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PURPOSE/ACTION:

Valley Regional Transit is in need of fuel for the non-CNG buses and support vehicle for ValleyRide in Boise, Idaho.

SCOPE OF WORK:

A two (2) year contract with two (2) one (1) year options with United Oil to provide diesel and unleaded fuel delivered to the Boise ValleyRide operation at 4788 Orchard Street, Boise Idaho.

DISCUSSION:

This procurement replaces the current contract with Baird Oil which expires December 4, 2010. In order to maintain service and avoid purchasing fuel at retail fuel stations a contract with a fuel distributor is required.

ALTERNATIVES:

United Oil's bid is \$0.04 per gallon over the OPIS rack average. Baird Oil is an alternative at a higher price. An additional alternative with a much higher price and added operating costs is purchasing fuel at retail outlets.

FISCAL IMPACT:

The funding available for this procurement is found in the FY11 Boise expense budget in general ledger account numbers 21-5040101002, 21-5040101005, 21-5040104106, 22-5040101002 and 22-5040104106.

RECOMMENDATION/JUSTIFICATION:

Valley Regional Transit evaluation team has determined the lowest responsive and responsible bidder to be United Oil.

POST RFP/FINAL SELECTION OF PROJECT:

Recommend: VRT staff recommends the VRT Board approve the award of a contract for the supply of diesel and unleaded gasoline from United Oil who is the successful Offeror in the case of RFB 2010-09-16 for a total estimated amount of \$944,800.00.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$25,000 but under \$50,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$50,000.		VBD10-027

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Award of Contract with United Oil to Supply Fuel for the Boise ValleyRide Operations

RESOLUTION VBD10-027

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACT TO SUPPLY DIESEL AND UNLEADED GASOLINE FOR THE VALLEYRIDE FACILITY AT 4788 ORCHARD STREET, BOISE, IDAHO.

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

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

WHEREAS, Valley Regional Transit needs to establish a contract to supply fuel for the Boise ValleyRide Operations; and

WHEREAS, Valley Regional Transit needs to replace the current expiring contract which expires December 31, 2010; and

WHEREAS, Valley Regional Transit staff conducted a formal solicitation process in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff has evaluated the offers received and has determined the lowest cost responsive and responsible bidder from among the two firms whose offers were considered; and

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

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

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

Section 1. That the Board of Valley Regional Transit approves the award of a contract with United Oil to provide diesel and unleaded gasoline for ValleyRide, 4788 Orchard Street, Boise, Idaho, for Valley Regional Transit.

Section 2. That the Board of Valley Regional Transit authorizes the Executive Director to finalize and execute the contract.

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

ADOPTED by the Board of Valley Regional Transit, this 17th day of November, 2010.

APPROVED by the Board Chair this _____ day of November, 2010.

ATTEST:

APPROVED:

SECRETARY

CHAIR

VALLEY REGIONAL TRANSIT

PROCUREMENT CALENDAR

BOARD OF DIRECTORS

November 8, 2010

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential Board Action
Baird Oil	Diesel Fuel – Boise	12/04/2010	No	11/17/2010
Bencorp	Office Lease VRT Meridian	12/31/2010	Yes	11/17/2010
Alexander Clark	Printing Maps/Schedules	12/21/2010	None	01/19/2011

Pending procurement Actions

Goods/Service	Current Status	Potential Board Action
Boise Access Vans	Bids received, evaluated, Notice of Intent issued	11/17/2010
Boise Large Bus Purchase	Bids closed Nov 4. Recommendation to the Board	11/17/2010
Nampa Bus Purchase	Bids closed Nov 4. Recommendation to the Board	11/17/2010
Nampa Tire Contract	Bids on the Street. Bids Close December 1	01/19/2011
Nampa Bus Wash	Specification under development	01/19/2011

**VALLEY REGIONAL TRANSIT
PROCUREMENT CALENDAR
MANAGEMENT COMMITTEE**

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential MC Action
Keller & Assoc	General Planning	04/01/2011	Two 2 Year Ext.	03/1/2011

Pending procurement Actions

Goods/Service	Current Status	Potential MC Action
Technology Plan Consultant	Re-bid due to cost of proposals received. Revised specifications and approach being developed	



Memorandum

TO: Board of Directors

FROM: Kelli Fairless, Executive Director

RE: Executive Director Report

DATE: November 8, 2010

Action Requested

This is for information only.

Bogus Basin Mobility Study

This is a joint mobility project between COMPASS, Valley Regional Transit, and Bogus Basin. The project is designed to study the corridor that serves the Bogus Basin recreational area in an integrated manner with an emphasis on managing and building transportation capacity.

The project team presented a draft plan to the Bogus Basin project steering committee in late October. The steering committee members will complete their review and comment period by mid-November. The final plan will be completed and the project will close before the end of November.

Staff is working through our contract with Drake Cooper to develop a website that can allow for ride share opportunities that are designed for recreational type organizations. This pilot project will allow us to determine how effective a more specialized ride share networking tool might work for trips that are not during a predictable commute time. We hope to be able to adapt this approach to better serve transit dependent populations access to recreational and cultural types of activities.

Boise School District Junior High Pass Demonstration Project

This is a joint mobility project between the City of Boise and the Boise School District to provide bus passes to three junior high schools in the Boise School District to encourage junior high level students to participate in civic engagement activities after school. The proposed project would cover junior high students in Fairmont, South, and North junior high schools. VRT will provide passes and organize surveying before and after the demonstration to determine if the free bus passes increased the level of participation in after school civic activities. VRT will be working closely with the Boise Mayor's Office, the Boise Parks Department, and the Boise School District to implement this project.

State Street Corridor Project

This is a joint project between VRT, Ada County Highway District, and Boise City. The citizen advisory group met on for their final meeting on November 4 to review the preferred options and provide input on near, mid, and long-term implementation

strategies. The project team will be working over the next several weeks to prepare for the December 2nd open house. The open house will provide an opportunity for stakeholders and the general public to provide input on the options being considered for the final plan. The board will review the plan and consider for approval early in the 2011 calendar year.

Mobility/Regional Coordination Action Plan

Staff has begun work on the activities associated with each of the four recommendations the board adopted at the July 2010 meeting pertaining to mobility and regional coordination. The action plan includes major activities and a timeline for completion. I have been working with the Ways and Means Committee and the Management Committee on the governance element of the action plan. The Mobility Development Plan (MDP) is underway and will be presented to the board in phases as they are completed.

Subcommittee on Public Transportation Funding

There have been no activities in this area since the last report.

Transportation Academy/Southwest Boise Flex Route

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

The Frank Church High School and the Victory Academy students have completed the survey instrument that will be used to gather input from the student populations and other key stakeholders who are interested in providing input. The design committee has determined the service structure they would like to consider and will be completing a matrix to evaluate those options. We will be taking the students on a bus field trip on November 10th so they can see how the service they are proposing would be operated. The students will be presenting the options to the Boise City Council, the Boise School District officials, and Valley Regional Transit later this year or early in 2011.

Strategic Plan for Services to Seniors

I am continuing to attend a Roundtable coordination group organized by the City of Boise Mayor's office to look at services offered to senior populations within the City of Boise. It appears the process will be similar to the one completed for the refugees as described above. I will provide progress reports as the project moves forward.

Board Development Activities

Linda Ihli and I are making progress on a review of VRT policies. We will be bringing a few policies forward through the board process each month. This month the board will be considering the Procurement Policy Manual and the Drug Free Workplace Policy. I

will be generating a list of other policies for the board to consider in the upcoming calendar year.

Triennial Review Preparation

VRT is almost finished with our preparation for the upcoming FTA Triennial Review. Steve O'Neal has worked hard to go through all of the required areas and determined changes or revisions to policies and procedures required to assure we are in compliance in the 24 compliance areas FTA will evaluate. The triennial review is usually conducted over the summer. We expect to hear from FTA regarding the schedule after the new year begins in January.

Vehicle Sharing Program Request

I have been working with Chairman Charlie Rountree to request Commuteride vans from the Ada County Highway District that are going out of service for the vehicle sharing program VRT is trying to implement this year. ACHD acknowledged receipt of Chairman Rountree's letter and will receive a presentation on the vehicle sharing program and consider our request at an upcoming ACHD meeting. The vans will be used to start programs that will assist low income, seniors, disabled, and other target populations have access to transportation services.



Memorandum

TO: Management Committee
FROM: Rick Thompson, Finance Director
RE: Finance and Administration Activity Report
DATE: November 4, 2010

Action Requested - No Action Requested. Information Only

Background

Grant Administration

Management Committee approved the FY2011-2014 Disadvantage Business Enterprise (DBE) plan for VRT. The plan establishes a DBE goal of 2.68% for FY 2011. This equates to \$128,625 in eligible expenses. The final plan will be filed with FTA. The draft Boise State University DBE plan has been prepared by VRT, approved by BSU, and is out for the required public comment.

Quarterly Federal Financial Reports (FFR's) and Milestone Progress Reports (MSPR) for all active grants were been filed with FTA.

Employee Benefits

Management Committee has reviewed preliminary results of the benefit review for VRT employees. The committee has endorsed VRT moving to PERSI on a cost neutral basis to the employer.

Fleetnet

Required training needs have been defined by the Fleetnet Users Group. The emphasis on training will be in the operations, maintenance and performance measures modules. Fleetnet staff will be coming to Meridian in January and February to provide a series of focused training sessions for Meridian, Boise and Nampa personnel. In addition, the testing to implement the Project Tracking Module has been completed and the module will be in service for the FY 2011 budget year.

Procurements

The bus procurements have been progressing well. Access vans have been presented to the Board for action. Large buses are anticipated to be presented to the November Board meeting for approval. Planned procurement actions include an RFP for a technology consultant to assist in developing a technology plan for VRT, Nampa tire contract and Nampa bus wash.

The Management Committee approved an extension of the lease for space in the Generations Plaza building in Meridian. The extension is a twelve month lease with a 60 non-penalty cancellation requirement. There was no increase in the basic rent for the facility.

National Transit Database

Annual reporting for the National Transit Database occurs between the end of the Federal fiscal year (September 30) and December 31. The Finance Department will be summarizing and entering the fiscal components of the NTD Reporting over the next two months.



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Capital Infrastructure Projects
DATE: November 4, 2010

Requested Action: Information Only

Fiscal Notes: No fiscal implications.

Multimodal Center: A proposed site is being evaluated. The board approved VRT evaluating other sites if they were proposed to VRT.

Appraisal/Acquisition – Nothing new to report.

Design/Entitlements – ZGF met with VRT in late October to go over general design items.

MOUs – VRT will be submitting to the Management Committee for the December meeting the Art MOU with the City of Boise. This MOU will allow VRT to reimburse the City of Boise for Art & History personnel time.

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

Benches – Creative Outdoors Advertising has installed approximately 100+ benches. Working with COA to locate historic benches as requested by Nampa, Caldwell, and Boise per the contract.

Bus Stop Improvements – Completed construction on September 3, 2010. Punchlist was completed September 24, 2010. Final Payment on Phase I construction was made on October 8, 2010.

Phase II design – sites that may pose a Right of Way issue have been surveyed and the design team is evaluating findings.

Downtown Shelters – Two shelters are installed on Idaho Street and the other shelters will be installed by December 10, 2010.

VRT Administration Site: The FTA has granted VRT a categorical exclusion on the MDC site. Integra Realty Resources completed an appraisal on the property. HDR completed the appraisal review and agreed with Integra's appraisal. The appraisal and review were submitted and approved by the Management Committee on October 4, 2010. The appraisal and review were submitted to the VRT Board at the October 20, 2010 meeting and were approved.

The Reservation Agreement between MDC and VRT is complete and was submitted to the VRT Board in the October 20, 2010 meeting and was approved.

The project should go out to bid November 15, 2010.

BSU Park & Ride Site: BSU has selected the site at I-84 and Vista for the location of the new Park & Ride. BSU has contracted with Power Engineers to complete the DCE. The DCE was submitted on August 27, 2010, to FTA for approval. The DCE was approved by the FTA on October 4, 2010. BSU will be submitting TIP worksheets for prioritization to obtain funding to complete this project. BSU has requested that VRT perform the appraisal and appraisal review for the site.

BSU Transit Center: BSU has selected a general contractor and is proceeding with the construction of the transit center. The cost of the construction bid is \$1.9M, the design costs committed to date are \$190K for a total of \$2.1M committed. The grants for this project total \$2.3M. The project should be complete in March 2011.

W. Ada & Canyon County Maintenance Facility:

Proposed Nampa Site – Will be submitting the Documented Categorical Exclusion Report on the Franklin Road site in November, 2010.

Karcher Mall Transit Center site – Project is on hold.

Criteria and Standards:

Contracts – Working on standardizing the RFQ form.

Criteria – Collecting standard details and criteria from various transit agencies. Completed the shelter study and criteria. Currently working on Change Order Process and Park & Ride Criteria.

Memorandum

TO: Management Committee

FROM: Bruce Sackron, Transportation Services Manager

RE: Status Report, Transportation Projects

DATE: November 9, 2010

Action Requested: For Informational Purposes Only

Background:

Boise Operations:

- New Buses
 - Replacements for 9300 and 9700 series (35 and 40 ft large bus)
 - § The bid package for the 35 ft and 40ft bus RFB was released to the public on August 27. Buses are all to be CNG fueled. Responses were received and the procurement is being submitted for board approval November 17.
 - Replacements for 510 and 9900 series (Access Cutaways)
 - § RFB for CNG powered ACCESS buses was re-issued with a publication date of August 31. Six responses which were required to provide proof the exact configuration had met Altoona testing requirements were received. The procurement is being submitted for board approval November 17.
 - §
- Procurements
 - New CNG Dispensers
 - § One responsive bid was received. The dispensers have been received at the Boise facility and will be installed in November.
 - ACCESS scheduling software RFP received two proposals.
 - § Evaluation resulted in Route Match being the chosen supplier.
 - § Approved at the July board meeting
 - § Will require new AVL equipment across the entire fleet for 511 system
 - § Will require AVL and MDTs for any bus used in deviated fixed route.
 - § The installation process has started and expect the system to be in production in February 2012

- New contract for Diesel Fuel and Unleaded Gasoline being submitted for board approval November 17.

Nampa Operations:

- New Buses:
 - Replacements for 7 of the 8 existing leased 40 foot buses.
 - § Allied Waste is expected to have a new CNG fueling station in Nampa open by winter. As expected delivery of the new buses will be months later, the current plan is to purchase CNG fuel powered buses for intercounty service.
 - § The new 40ft CNG fueled intercounty buses for Nampa have been included in the same RFP as the Boise buses are being submitted for approval November 17.
 - § The remaining leased bus will be replaced by a Boise 35 ft. bus which will be replaced in the Boise new bus procurement.
 - Replacement of the remainder of the Nampa fleet
 - § Awaiting funding sources.
- Facility:
 - Paving of the current dirt parking area has been completed. A separate contractor will patch and sealcoat the front parking areas and driveway. There will be no cost to ValleyRide as it was included in the property lease negotiations.
- Personnel:
 - The current General Manager, Russ Whyte, will be leaving the Nampa position due to personal reasons. VRT has received the official written notification. The new General Manager, Robert Hiatt, is on site and is being trained on the Nampa operation.
- Procurements:
 - Tire contract request for bid went out November 4.

Memorandum

TO: Valley Regional Transit Board
FROM: Mary Barker, Services Development Manager, Transportation
RE: Planning Projects Update
DATE: November 9, 2010

Requested Action No action requested.

Background VRT Planning Group Project Update November 2010

Service Change Coordination

- Planning staff is working with the Student Advisory Group to develop service plan details for the new flex service in southwest Boise. Service will be implemented late winter or early spring.
- Planning staff has gathered customer input regarding proposed route changes on the Route 8. Staff will review input and make final recommendation.
- Planning staff is working on the initial development of a new service to social service agencies in Caldwell in anticipation of grant funding becoming available in November.

Interactive Web Map

- ValleyRide is now live on Google Transit. Staff is doing random checking of the trip planner. A press release announcing the service will go out next week.
- Software development on 511 is on-going.
- VRT route data has been reviewed on the 511 test site and corrections are being made by the software developers.
- VRT will go live on 511 as soon as data is corrected.

System Performance Analysis

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

Rider/Non Rider Survey

- COMPASS conducted a rider survey to update their planning model. Once the data is available, VRT planning staff will assess whether further analysis needs to be done for service development purposes.

- Grants**
- Planning staff is leading the process to determine what projects to submit for 5309 funding. Staff will complete the application process.
 - VRT participated on three grant applications which COMPASS led. None of the grants were received.
- TIP/STIP Process**
- Planning staff is conducting a project prioritization process for VRT to use to put items into the TIP during the balancing process and when pursuing grant opportunities.
 - Planning staff is participating in an RTAC sub-committee to work with ITD and other regional partners regarding bundling projects together in the TIP and STIP rather than list them independently.
 - Planning staff is developing items for the 2012-2016 TIP.
- Road Project Integration**
- None at this time.
- Reporting**
- Staff completed the monthly COMPASS, ITD, and NTD reports.
- Bus System Schedules**
- Staff updated the driver books and schedules with a few minor stop location changes.

Recommendations Staff has no recommendations regarding this update.



Memorandum

TO: Valley Regional Transit Board

FROM: Gloria Chigbrow, Valley Regional Transit

RE: Mobility Programs Update

DATE: November 8, 2010

Action Requested: None. Information Only

Accessible Cab Service

Currently, City Taxi Codes and Regulations are being reviewed and updated in Boise City causing the implementation of the Accessible Cab Service to be put on hold. Once this process is complete, the implementation timeline will be adjusted.

Accessible Vehicle Service

VRT has received \$74,000 through an MOU with SILC and LINC to purchase two Accessible Vehicles. Two mini van vehicles will be purchased through the state contract, and bids for conversion to accessible vehicles will go out through the RFP process concurrently. It is anticipated that the vehicles will be completed with conversion and available for use early July 2011.

Canyon County Van Pool Service

Procurement of up to three vans for the Van Pool service has been initiated through the state contract. Funds for that purchase are from an STP reassignment of funds that was made in July of 2010. Service is anticipated to be on the road by March 2011.

Franklin Corridor Service (Formerly Sky Ranch Transportation)

Through a collaborative effort of the SILC, AmeriCorps, and VRT, a Medicaid Infrastructure grant was applied for in late spring of 2010. The grant would provide 100% of the funds needed to implement a new route in the Caldwell Franklin Corridor area. Route service would begin as early as February 2011 and would be paid for through September 2011. VRT staff is working with Caldwell AmeriCorps Member Janette Rickman to meet with partners and request match for ongoing service.

Ride Reimbursement Program

VRT has developed a program anticipated to provide volunteer rides for the elderly, people with disabilities, persons in areas with no fixed route bus service, and after hour service. The rides will be provided by drivers who can volunteer their ride in their personal occupancy vehicle, be reimbursed for their ride, or request a tax receipt for rides given. Volunteers may also drive VRT passenger vehicles. VRT passenger vehicles will be placed in Park and Rides in both Ada and Canyon counties. Through an agreement

with SILC, VRT has agreed to provide \$74,000 for year one of this demonstration program. Roll out of this program is slated to begin in January 2011.

Travel Training Program

VRT has two full time Travel Trainers who will spend the next 10 months implementing the recently approved travel training program. This program will assist the elderly, people with disabilities, and others with transitioning to riding public transit. Trainers will provide one on one training as well as group training. They will also assist with bus riding educational outreach to public schools, human service agencies, and social service agencies with a goal of increasing fixed route ridership.

If you have individuals in your area that could benefit from travel training program, please have them call 345-RIDE.

Vehicle Sharing Service

Through an agreement with ACHD, VRT intends to acquire vehicles from the CommuterRide program for use in a Vehicle Sharing Service. These vehicles have “outlived their useful life” according to FTA rules and are being replaced by ACHD in their program. Still in good repair and roadworthy, these vehicles will be leased for use by social service and human service agencies who have transportation needs. The vehicles will remain property of VRT, and insurance will be provided through VRT. Drivers will be approved and trained by VRT (non CDL). The vehicles should be available to VRT by December of 2010, pending approval from ACHD.



Memorandum

TO: VRT Board
FROM: Mark Carnopis, Community Relations Manager
RE: Marketing/Projects/Outreach Efforts Update
DATE: Nov. 8, 2010

Action Requested

No action needed. This memo provides brief updates on past and upcoming marketing and outreach efforts.

Websites

The websites are running smoothly and we are excited about adding a link to Google Transit very soon. This option includes a trip planner. The ValleyRide website is averaging between 3,000 and 4,000 "hits" a week.

Bus service

We are gathering public comment on a proposed change to the Route 8 Five Mile. We are using Survey Monkey and on-bus flyers and posters to gather public comment. The closing date for the survey and to make public comment is November 11.

Annual Report

I have started work on the FY 2009 annual report. Staff will submit articles for the report. I hope to have a draft copy of the report to show to the VRT Community Relations Committee at its December 15 meeting.

Stuff the Bus

All systems are go for this annual toy drive that we do in partnership with the Salvation Army and KTVB-Channel 7. ValleyRide buses will be parked outside the six Fred Meyer stores between the hours of 9 a.m. and 6 p.m. Saturday, December 4. People bring toys and gift cards to load inside the bus. The toys are later distributed to Treasure Valley families in need.

Youth Transportation Academy

This program began September 1st and involves at-risk students from the Frank Church High School and the Victory Academy in the Boise School District to help plan and design new ValleyRide bus service in Southwest Boise. The academy, which involves staff from VRT, COMPASS, and local engineering, consultant, and public relations firms, is going well. Students are helping us determine the transportation needs of the area and to develop targeted bus service within a set budget. I currently am working with my students to gather public comment about their travel habits and openness to using ValleyRide bus service. This information will be used by our planners to develop service options for the area. The service is expected to be in operation in spring 2011.