



# Valley Regional Transit Board of Directors

## Meeting Agenda

Wednesday, March 17, 2010

2:30 p.m.

Meridian City Hall  
33 E. Broadway Avenue  
Meridian, Idaho

**I. CALLING THE ROLL** **Chair Charlie Rountree**

**II. AGENDA ADDITIONS/CHANGES**

**III. CONSENT CALENDAR**

- A. Approval of 01/20/10 VRT Board Meeting Minutes** Pages 4-7
- B. Approval of 02/17/10 VRT Board/Committee Work Session Minutes** Pages 8-10

*Items III C-G are included in the following weblink:*

<http://www.valleyregionaltransit.org/Portals/0/Board/2010/MinutesPacketMarch2010Board.pdf>

- C. Acceptance of 12/07/09 Management Committee Meeting Minutes**
- D. Acceptance of 12/16/09 Management Committee Meeting Minutes**
- E. Acceptance of 12/01/09 Regional Coordination Council Meeting Minutes**
- F. Acceptance of 01/05/10 Regional Coordination Council Meeting Minutes**
- G. Acceptance of 02/02/10 Regional Coordination Council Meeting Minute**

**H. Approval of Financial Reports as of 10/31/09**

<http://www.valleyregionaltransit.org/Portals/0/committees/2010/PackageOct09Financials.pdf>

**IV. PUBLIC HEARING**

**A. FY2010 Budget Amendment Ø** **Page 11 Chair Charlie Rountree**

*The Chairman will conduct a public hearing and take formal comments on the revised FY2010 budget. Following the public hearing, the board will consider adopting the revised FY2010 budget.*

**B. Budget Presentation**

*Rick Thompson will present the budget revisions for fiscal year 2010, which will include the project carry-forwards from FY09. See Resolution VBD10-007 and budget carryforwards (Exhibit A) under ITEM V-A.*

**V. ACTION ITEMS**

**A. FY2010 Budget Revisions Ø** **Pages 12-14 Rick Thompson**

*The board will consider for approval Resolution VBD10-007 Budget Amendment to approve the revised FY2010 budget which includes FY09 carry forwards.*

**B. Service Change Recommendations** Ø

Pages 15-20

Mary Barker

*The members will consider staff's recommendation for approval of service change recommendations.*

**C. Nampa Maintenance Facility** Ø

Pages 21-23

Kelli Fairless

*Members will consider the Ways and Means Committee recommendation for locations for the Nampa UZA services maintenance and operations facility and approve proceeding with the required federal environmental documentation. The project is identified in the VRT Capital Improvement Plan (CIP) and is in federal applications for funding. Attached is the information that was submitted to the Ways and Means Committee for their meeting on 03/11/10. At that meeting, the Ways and Means Committee accepted staff's recommendation for the Familian Warehouse on Franklin Blvd. in Nampa for an environmental exclusion and recommended to pursue a one-year lease extension on the current facility with successive six month extension options for another three years.*

**D. West Ada Canyon County Facility Site Location Study** Ø

Pages 24-25

Kelli Fairless

*The board will consider staff recommendations for a site location for the VRT administration building and a site location for the Canyon service area transit center. The Ways and Means Committee discussed the location of the VRT Administration Building at their 03/11/10 meeting and had a number of questions. Staff is working to present answers to those questions at the board meeting.*

**VI. INFORMATION/COMMITTEE REPORTS**

**A. Contract Expiration and Re-bid Tracking Schedule** Ø Pages 26-28 Rick Thompson

*Attached is a tracking schedule showing contract expiration and re-bid tracking as requested at the 02/17/10 board meeting.*

**B. May in Motion 2010 Update** Ø

Page 29

Mark Carnopis

*An update on planning efforts for May in Motion 2010 is included in the packet.*

**VII. STAFF BULLETIN** Ø

Pages 30-32

Mark Carnopis

*The Journey to Excellence Staff Bulletin for January/February 2010 is attached.*

**Ø = Attachment**

*Agenda order is subject to change.*

**NEXT MEETING:**

**Board/Committee Work Sessions**

Wednesday, April 21, 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, January 20, 2010**  
**2:30 p.m.**  
**Meridian City Hall**  
**33 E. Broadway Avenue**  
**Meridian, Idaho**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Sara Baker, ACHD	Kathy Alder, Canyon County	Kelli Fairless, VRT
Phil Bandy, Eagle	Dave Bieter, Boise	Rick Thompson, VRT
John Bechtel, Wilder	Dave Jones, ITD (ex-officio)	Linda Ihli, VRT
Pam Beaumont for John Evans, Garden City	Jeff Lang, Kuna	Bruce Sackron, VRT
Chad Bell, Star	David Lincoln, ACCHD	Jennifer Smith, VRT
Elaine Clegg, Boise	Martin Luttrell, Melba	Rhonda Jalbert, VRT
Tom Dale, Nampa	Vicki Thurber, Middleton	Andy Daleiden, Kittelson & Assoc
Oney Eguia, Parma	Sharon Ullman, Ada County	Ken Pidjeon, Citizen
Matt Ellsworth for Charlie Rountree, Meridian	City of Notus Rep - TBD	Kate Eldridge, HDR
David Ferdinand, Canyon County		
Doug Foye for Jared Everett, BSU		
Chuck Hedemark, CCDC		
Curtis Homer, Nampa		
Kurt Kopadt, Greenleaf		
Garret Nancolas, Caldwell		
Brent Orton for Rob Hopper, Caldwell		
Julie Pipal for Craig Slocum, MDC		
Rick Yzaguirre, Ada County		
David Zaremba, Meridian		

Chair David Ferdinand called the meeting to order at 2:30 p.m. with a quorum present. No additions or changes were made to the agenda.

**Announcements**

David Ferdinand noted that Pam Beaumont was attending the meeting as alternate for John Evans, and Julie Pipal was attending as alternate for Craig Slocum. Kelli Fairless introduced Rhonda Jalbert who is the VRT Capital Infrastructure Project Manager and will be working on the downtown Boise Multi-modal Center and the bus stop system.

The State of the Canyon County speech will be delivered on February 24<sup>th</sup> at 11:30 a.m. at Northern Lights Cinema Grill at Karcher Mall in Nampa.

The Meridian State of the City speech is scheduled for February 4<sup>th</sup> at Meridian Middle School Auditorium at 4:00 p.m.

**INSTALLATION OF OFFICERS****Officer Succession**

*John Bechtel moved to approve the officer succession (Charlie Rountree-Chair; Tom Dale-Chair elect; Dave Bieter-Vice-chair; Garret Nancolas-Sec/Treas.; David Ferdinand-Past chair); seconded by David Zaremba. The motion was approved unanimously*

In the absence of the new chair and chair elect, David Ferdinand continued to conduct the meeting.

**Officer Nominations**

David Ferdinand called for officer nominations from the floor. There being none, *David Zaremba moved to nominate the slate of officers as suggested by the Management Committee and to close nominations; seconded by Sara Baker. The motion was approved unanimously.*

*David Zaremba moved to elect the slate of officers as nominated by the Management Committee (Phil Bandy-At large-Ada County and Kurt Kopadt-At large-Canyon County); seconded by Rick Yzaguirre. The motion was approved unanimously.*

Kelli Fairless presented a thank you plaque to Rick Yzaguirre for serving four years on the Management Committee.

**CONSENT CALENDAR**

*Rick Yzaguirre moved to approve the Consent Calendar as written; seconded by Garret Nancolas. The motion was approved unanimously. (The Consent Calendar consisted of Approval of 11/18/09 VRT Board Meeting Minutes; Approval of 12/16/09 VRT Board/Committee Work Session Minutes; Acceptance of 10/19/09 Management Committee Meeting Minutes; Acceptance of 11/03/09 Regional Coordination Council Meeting Minutes; Acceptance of 11/09/09 Regional Coordination Council Special Meeting Minutes; Acceptance of Financial Reports as of 09/30/09 (prior to audit and year end adjustment); Establish 2010 VRT Board and Management Committee Meeting Dates and Locations.)*

**ACTION ITEMS****FY2011-2015 Regional Transportation Improvement Program Prioritization**

Toni Tisdale from COMPASS reviewed the transit applications and ranking of projects for funding of the FY2011-2015 Regional Transportation Improvement Program as prioritized by the Regional Coordination Council. Toni noted that COMPASS services as liaison for the projects applied for. A mandatory coordination meeting was held in September followed by prioritization of the projects by the Regional Coordination Council. The process allows the VRT Board to provide priorities to the 3C Local Mobility Management Network and to ITD committees at the state level. The 5316/5317 large urban funds go directly to VRT for programming of projects. Toni asked for concurrence to the list, and the projects will then be forwarded to ITD for consideration.

*Elaine Clegg moved for approval of the transit applications for 2011-15 for the Regional Transportation Improvement Program; seconded by Curtis Homer. The motion was approved unanimously.*

Tom Dale arrived and, as Chair-elect, conducted the rest of the meeting.

### **Nampa Line of Credit**

Rick Thompson explained that VRT's Nampa operations have utilized a line of credit with Wells Fargo Bank since 2003 to address cash flow variations during the year. Rick asked the board to authorize the Executive Director to sign the renewal of the \$250,000 line of credit with Wells Fargo Bank.

*Chuck Hedemark moved to approve (the Nampa line of credit); seconded by Sara Baker. The motion was approved unanimously.*

### **VRT Membership in PERSI**

Rick Thompson requested the members approve a resolution authorizing VRT to apply for membership in PERSI as the VRT staff was not eligible to remain in the current program since the Boise operations transitioned to a subsidiary corporation. Rick reported that there would be no upfront costs to fund the plan. Garret Nancolas pointed out that the City of Caldwell had received notification from PERSI that both the city and employee costs would go up next year. He noted that defined benefit plans were going to become extremely expensive in the future. Following discussion, staff was asked to provide more options regarding benefit plans and answer concerns regarding costs and fees. The item will be placed on the next Management Committee agenda for further discussion.

### **2010-11 Strategic Plan & FY2011 Budget**

Kelli Fairless reviewed the committee recommendations for major actions to accomplish the priorities and goals of the Strategic Plan which will be tied to the FY2011 budget. She noted that key indicators had been added to the plan to measure progress. The next steps in the committee work will be the projects that the committees would like to see funded for fiscal year 2011. The budgeting process will be tied back to the board direction to staff and how staff should be spending their time.

*Phil Bandy moved to adopt the plan; seconded by Elaine Clegg. The motion was approved unanimously.*

### **Nampa Bus Leases**

Bruce Sackron requested the members approve a resolution to extend leases on three buses with the intent that staff will come back to the March board meeting with a request to replace the leased buses with new buses. The leases can be terminated at any time for no fee with a 10 day notice. Staff did put out a Request for Proposal but no responses were received. Kelli noted that if ARRA funding is received, the highest priority is replacing all leased buses with purchased buses as there would be no local match. Bruce noted that each new bus costs \$130,000 and quoted deliver is 180 days. The average life expectancy is 12 years on heavy duty buses/500,000 miles. VRT currently has funding for four new buses and by next month is hoping to have funding for four more.

*David Ferdinand moved to approve Resolution VBD10-002 for extension of the leases on three buses; seconded by Rick Yzaguirre. The motion was approved unanimously.*

## **INFORMATION/COMMITTEE REPORTS**

### **Local Match for Priority Projects**

The members reviewed a three-year funding proposal for securing local match for the equivalent of one regional transit project being applied for in the transportation authorization bill. The Ways and Means Committee has reviewed the proposal. Following discussion, it was determined that the Management Committee would discuss the issue further at their next meeting.

### **Planning Project Briefings**

A memo was included in the packet which gives an update on the current planning projects.

### **Committee Reports**

Committee Reports from the 10/21/09 Board/Committee Work Sessions were included in the packet.

## **STAFF BULLETIN**

The Journey to Excellence Staff Bulletin for November/December 2009 was included in the packet.

***Rick Yzaguirre moved to adjourn the meeting at 3:40 p.m.; seconded by Elaine Clegg. The motion was approved unanimously.***

## **NEXT MEETING**

### **Board/Committee Work Sessions**

*Wednesday, February 17, 2010*

*2:30 p.m.*

*Meridian City Hall*

*33 E. Broadway Avenue*

*Meridian, Idaho*



# Valley Regional Transit Board of Directors Board/Committee Work Session

## Meeting Minutes

Wednesday, February 17, 2010 at 2:30 p.m.

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County (left at 3:05pm)	Phil Bandy, Eagle	Kelli Fairless, VRT
Sara Baker, ACHD	Chad Bell, Star	Rick Thompson, VRT
Lisa Bachman, Kuna	Oney Eguia, Parma	Linda Ihli, VRT
John Bechtel, Wilder	David Ferdinand, Canyon County	Mark Carnopis, VRT
Elaine Clegg, Boise	Curtis Homer, Nampa	Bruce Sackron, VRT
John Evans, Garden City	David Lincoln, ACCHD	Jennifer Smith, VRT
Doug Foye for Jared Everett, BSU	Martin Luttrell, Melba	Rhonda Jalbert, VRT
Chuck Hedemark, CCDC (by phone)	Vicki Thurber, Middleton	Gloria Chigbrow, VRT
Caleb Hood for Charlie Rountree, Meridian	City of Notus Rep - TBD	Mary Barker, VRT
Kurt Kopadt, Greenleaf		Margaret Havey, VRT
Rob Hopper, Caldwell (by phone)		Aaron Wolter, VRT
Dave Jones, ITD (ex-officio) (left at 3pm)		Ken Pidjeon, Citizen
Maryann Jordan for Dave Bieter, Boise		Karen Doherty, HDR
Sheri Murray for Tom Dale, Nampa		Jody Sims, Kiewit
Brent Orton for Garret Nancolas, Caldwell		Bobby Schneider, VR/Boise
Craig Slocum, MDC		
Rick Yzaguirre, Ada County		
Sharon Ullman, Ada County		
David Zarembo, Meridian		

The meeting began at 2:32 p.m. with a quorum present. Kurt Kopadt (At-large Ada County) conducted the meeting. Kurt welcomed Lisa Bachman as the newest VRT Board member representing Kuna, previously represented by Jeff Lang.

*Elaine Clegg moved to move the Extension of Contract with First Transit to the second item and then have the bus discussion after that; seconded by John Evans. The motion was approved unanimously.*

### ACTION ITEMS

#### Agreement with HDR Engineering for Bus Stop Enhancements

Rhonda Jalbert requested the members approve a Professional Services Agreement with HDR Engineering, Inc. to develop construction documents (drawings and project manual) and provide construction management for the Valley Regional Transit Bus Stop Enhancements.

*John Evans moved to approve Resolution VBD10-003 (for a Professional Services Agreement with HDR Engineering, Inc. to develop construction documents (drawings and project manual) and provide construction management for the Valley Regional Transit Bus Stop Enhancements); seconded by Rick Yzaguirre. The motion was approved unanimously.*

**Extension of Contract with First Transit**

Kelli Fairless explained that the Management Committee met on February 16<sup>th</sup> and discussed providing for an extension of an existing contract with First Transit for turnkey operation of the ValleyRide Transit Services in the Nampa Urbanized Area and Intercounty Express Routes for Valley Regional Transit. A Request for Proposals for management services for the Nampa operations was released January 19, 2010. VRT is seeking an extension of the current First Transit contract to bridge the gap between the end of the existing turnkey contract and the start of a new management contract. VRT contracted with Nelson/Nygaard consulting associates to determine what would be a reasonable costing for the Nampa turnkey operation. The Management Committee did approve recommending the VRT Board approve the contract extension.

*Following board discussion, Elaine Clegg moved to propose to approve Resolution VBD10-006 with the following changes:*

*1 – Amend Section 1 of the resolution to express that the time period is March 1<sup>st</sup> (2010) through May 31<sup>st</sup> (2010) with essentially one month extensions no longer than September 30<sup>th</sup> (2010);*

*2 – That this approval be based on a legal opinion that in fact a sole source is a legally defensible way to extend this contract and that if that's not the case that an emergency board meeting will be called to deal with it;*

*3 – That it be done with the understanding that the board will receive a schedule of other contracts and when scheduled to go out for competitive procurement and when have to let out RFP's to deal with that; seconded by Maryann Jordan. The motion was approved with 15 yes votes and two no votes.*

Elaine Clegg noted for the record that comments received from Ken Pidjeon were reflected in the comments so far.

**Lease Agreements for four (4) SBL New Flyer 40 Foot Transit Buses**

Bruce Sachron requested the members approve lease agreements with Shuttle Bus Leasing, Inc. (SBL, Inc.) for four (4) 40 foot transit coaches for Valley Regional Transit/Nampa. Bruce distributed an analysis detailing the current scenario to purchase four new 40 foot buses and lease four used 40 foot buses and a possible scenario to save additional local money if purchase three new 40 foot buses and purchase five used 40 foot buses.

*Following discussion, Brent Orton moved to approve Resolution VBD10-004 to lease the buses (from SBL, Inc.) for a maximum period of 24 months; seconded by Elaine Clegg. The motion was approved unanimously.*

**Purchase Agreement for four (4) New Flyer 40 foot transit buses**

Bruce Sachron requested the board approve a purchase agreement for four (4) New Flyer 40 foot transit buses for Valley Regional Transit/Nampa through a piggy-back contract placed by Valley Metro of Phoenix, Arizona, which allows VRT to save funds by using Valley Metro's already developed specifications and RFP process. Time will be saved by using production slots reserved for Valley Metro.

*Following discussion, Sara Baker moved for approval of Resolution VBD10-005 contingent upon a legal opinion that this is an appropriate way of acquiring buses and as a result of that if get an opinion that says no, then come back next month or go out for an RFP; seconded by Elaine Clegg. The motion was approved unanimously.*

**INFORMATION/COMMITTEE REPORTS****Priority Corridor Funding**

Kelli Fairless reported on the priority corridor funding as discussed and approved by the Management Committee on 02/01/10. Projects brought forward for the Congressional authorization bill include High Capacity Transit Study, Park and Ride System in Canyon County, and Western Ada Canyon Transit Facilities. Applications were due February 13, 2010. COMPASS is the sponsor for the High Capacity Transit Study. For the purpose of this year's application, COMPASS put in the High Capacity Transit Study at 100% federal funding. The Western Ada Canyon Transit Facilities will be scaled to whatever funding gets approved. The Park and Ride System in Canyon County was dropped. VRT will continue to think about priority projects for future funding opportunities.

**FY2010 First Quarter Ridership/Customer Service**

The FY2010 first quarter report for ridership and customer calls was included in the packet.

It was noted that applications for TIGER funding were not successful and that no one in Idaho received any funding.

***At 3:35 p.m. Rick Yzaguirre moved to adjourn the meeting; seconded by Elaine Clegg. The motion was approved unanimously.***

The System Performance and Planning Committee met immediately following the general board session. The Community Relations Committee & the Ways and Means Committee did not meet.

**NEXT MEETING:**

*Wednesday, March 17, 2010*

*2:30 p.m.*

*Meridian City Hall*

*33 E. Broadway Avenue*

*Meridian, Idaho*

**Notice of Public Hearing** **ITEM IV-A**  
**Valley Regional Transit Board Consideration of Fiscal Year 2010 Budget Amendment**

In accordance with Idaho Code Title 40, Chapter 21, Section 12, the Valley Regional Transit Board hereby notifies the public that it intends to review and consider for adoption of a budget amendment for Fiscal Year 2010. The Valley Regional Transit Board will meet at 2:30 P.M. on Wednesday, March 17, 2010, at the Meridian City Hall located at 33 E. Broadway, Meridian, Idaho.

People are welcome to make comments at the public hearing, limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed, or e-mailed by 4 P.M. Tuesday, March 16, 2010, to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing: Valley Regional Transit  
 Attn: FY2010 Budget Amendment Hearing  
 830 North Main Street, Suite 230, Meridian, Idaho 83642

Fax: (208) 846-8564 - Subject: FY2010 Budget Amendment Hearing  
 E-Mail: [rthompson@valleyregionaltransit.org](mailto:rthompson@valleyregionaltransit.org) - Subject: FY2010 Budget Amendment Hearing

**Fiscal Year 2010 Budget**

**Revenues**

Valley Regional Transit Planning Support	
405 - Part B-Federal Capital Source	\$200,000.00
406 - Part B-Federal Operating Source	\$2,022,345.00
407 - Part D-Local Capital Sources	\$50,000.00
408 - Part D-Local Operating Sources	<u>\$1,487,538.00</u>
	\$3,759,883.00
Boise Transportation Management Area (TMA) Transit Services	
401 - Part A-Directly Generated Funds	\$760,400.00
403 - Auxiliary Transportation Funds	\$70,700.00
405 - Part B-Federal Capital Source	\$15,744,248.00
406 - Part B-Federal Operating Source	\$4,059,777.00
407 - Part D-Local Capital Sources	\$2,192,505.00
408 - Part D-Local Operating Sources	<u>\$5,542,115.00</u>
	\$28,369,745.00
Nampa Urbanized Area (UZA) Transit Services	
401 - Part A-Directly Generated Funds	\$182,739.00
403 - Auxiliary Transportation Funds	7,300.00
405 - Part B-Federal Capital Source	\$3,466,353.00
406 - Part B-Federal Operating Source	\$993,078.00
407 - Part D-Local Capital Sources	\$2,991,020.00
408 - Part D-Local Operating Sources	<u>\$536,262.00</u>
	<u>\$5,484,834.00</u>
Total: Revenues	\$37,614,462.00

**Expenditures**

Valley Regional Transit Planning Support	
501 - Wages and Salaries	\$737,453.00
502 - Fringe Benefits	\$392,805.00
503 - Professional Services	\$2,194,525.00
504 - Material and Supplies	\$5,900.00
505 - Utilities	\$16,200.00
506 - Casualty and Liability	\$13,000.00
509 - Miscellaneous Expenses	\$84,500.00
511 - Interest Expense	\$0.00
512 - Lease and Rentals	\$65,500.00
513 - Depreciation	----- <i>Unfunded Expense</i> ----- \$1,600.00
514 - Capital Expenditures	<u>\$250,000.00</u>
	\$3,761,483.00
Boise Transportation Management Area (TMA) Transit Services	
501 - Wages and Salaries	\$3,591,294.00
502 - Fringe Benefits	\$2,950,316.00
503 - Professional Services	\$1,905,275.00
504 - Material and Supplies	\$1,679,227.00
505 - Utilities	\$97,130.00
506 - Casualty and Liability	\$131,000.00
509 - Miscellaneous Expenses	\$31,950.00
511 - Interest Expense	\$0.00
512 - Lease and Rentals	\$46,800.00
513 - Depreciation	----- <i>Unfunded Expense</i> ----- \$1,143,500.00
514 - Capital Expenditures	<u>\$17,936,753.00</u>
	\$29,513,245.00
Nampa Urbanized Area (UZA) Transit Services	
501 - Wages and Salaries	\$0.00
502 - Fringe Benefits	\$0.00
503 - Professional Services	\$15,100.00
504 - Material and Supplies	\$281,250.00
505 - Utilities	\$0.00
506 - Casualty and Liability	\$0.00
508 - Purchased Transportation	\$1,419,329.00
509 - Miscellaneous Expenses	\$0.00
511 - Interest Expense	\$1,300.00
512 - Lease and Rentals	\$2,400.00
513 - Depreciation	----- <i>Unfunded Expense</i> ----- \$154,000.00
514 - Capital Expenditures	<u>\$3,765,455.00</u>
	<u>\$5,638,834.00</u>
Total: Expenditures	\$38,913,562.00

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION**

**FISCAL YEAR 2010 BUDGET REVISIONS  
Budget Amendment 1  
RESOLUTION VBD10-007**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2010 BUDGET AMENDMENT 1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPА URBANIZED AREA (UZA) TRANSIT SERVICES.**

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

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

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

WHEREAS, Valley Regional Transit is required by Idaho Code § 40-2112(5) to adopt an annual budget not later than the Tuesday following the first Monday in September for the ensuing fiscal year; and

WHEREAS, the Valley Regional Transit Board adopted the FY2010 budget at the July 15, 2009, VRT Board meeting by Resolution VBD09-007; and

WHEREAS, Valley Regional Transit is required to include all federally funded projects in the Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP); and

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

VBD10-007

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual Budget Amendment 1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; 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 40, Title 21, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 40, Title 21.

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2010 Budget Revisions Budget Amendment 1, which includes the project carry-forwards from FY09 to FY10 to support projects under the Regional Program Planning Support, the Boise TMA Transit Division, and the Nampa UZA Transit Division (Exhibit A; FY09 Budget Carry Forwards).

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

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

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

**ATTEST:**

**APPROVED:**

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

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

**Valley Regional Transit Authority V-A-Exhibit A  
FY 2010 Budget  
Proposed FY 2009 Budget Carry Forward Balances**

**Regional VRT**

<b>Project</b>	<b>Total</b>	<b>Federal Share</b>	<b>Local Share</b>
JARC Mobility Management - BTMA	\$133,884	\$107,107	\$26,777
JARC Grant Administration - BTMA	\$18,721	\$18,721	\$0
New Freedom Mobility Management - BTMA	\$96,462	\$77,169	\$19,293
New Freedom Grant Administration - BTMA	\$7,566	\$7,566	\$0
JARC Mobility Management - NUZA	\$585,974	\$468,778	\$117,196
New Freedom Mobility Management - NUZA	\$256,364	\$205,090	\$51,274
Regional LT transportation Planning - BTMA	\$213,942	\$171,154	\$42,788
State Street Project Planning	\$250,000	\$200,000	\$50,000
Planning Admins and Support NUZA	\$62,500	\$50,000	\$12,500
Planning LT Transit Planning NUZA	\$31,250	\$25,000	\$6,250
Planning ST Transit Planning NUZA	\$31,250	\$25,000	\$6,250
<b>Total VRT</b>	<b>\$1,687,913</b>	<b>\$1,355,585</b>	<b>\$332,328</b>

**Boise TMA**

<b>Project</b>	<b>Total</b>	<b>Federal Share</b>	<b>Local Share</b>
CMAQ Vehicles	\$650,000	\$602,289	\$47,711
Bus Stop Enhancements	\$39,640	\$36,731	\$2,909
Fuel Island Renovation	\$13,032	\$10,427	\$2,605
Paratransit Planning	\$0	\$0	\$0
ADA Bus Stop Enhancements	\$27,942	\$22,353	\$5,589
Demand Response Vehicles	\$23,868	\$19,810	\$4,058
Bus Stop and Shelter Enhancements	\$13,502	\$10,802	\$2,700
Fixed Line Vehicles	\$25,831	\$23,934	\$1,897
Fixed Line Vehicles	\$913,149	\$757,913	\$155,236
Demand Response Vehicles	\$115,663	\$96,000	\$19,663
Capital Miscellaneous Support Equipment	\$193,424	\$154,739	\$38,685
Bus Shelters and Amenities	\$245,783	\$203,999	\$41,784
ADP Hardware	\$5,000	\$4,000	\$1,000
Mobile Surveillance/Security Equipment	\$100,000	\$80,000	\$20,000
Rehabilitate Maintenance Facility	\$12,125	\$9,700	\$2,425
Bus Shelter Construction	\$34,125	\$27,300	\$6,825
Preventative Maintenance	\$1,667,500	\$1,333,999	\$333,501
Demand Reponse Operations	\$351,250	\$281,000	\$70,250
Operating Assistance	\$1,700,000	\$850,000	\$850,000
<b>Total Boise TMA</b>	<b>\$6,131,834</b>	<b>\$4,524,996</b>	<b>\$1,606,838</b>

**Nampa UZA**

<b>Project</b>	<b>Total</b>	<b>Federal Share</b>	<b>Local Share</b>
Bus Stops and Shelter Enhancements	\$111,548	\$89,239	\$22,309
Associated Capital Maintenance	\$15,240	\$12,192	\$3,048
Surveillance and Security Equipment	\$18,546	\$14,837	\$3,709
Construct Passenger Shelters	\$58,751	\$47,000	\$11,751
Miscellaneous Support Equipment	\$5,470	\$4,377	\$1,093
Preventative Maintenance	\$205,846	\$164,677	\$41,169
Demand Response Operations	\$20,883	\$16,707	\$4,176
<b>Total Nampa UZA</b>	<b>\$436,284</b>	<b>\$349,029</b>	<b>\$87,255</b>



## Memorandum

**TO:** VRT Board

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

**RE:** 2010 Service Change Package

**DATE:** March 9, 2010

### Requested Action

Review and approve May 2010 Service Change Package.

### Background

The formal comment period for the proposed service changes closed January 30th. A summary of the comment period is attached. During the comment period, VRT held open houses in Nampa and Meridian and open house/public hearings in Garden City and Boise. VRT posted meeting notices on the buses, through the Employee Transportation Coordinator network, via e-mail lists, and the website. VRT posted all the changes being considered on the website. VRT also posted notices on all stops along Chinden in Garden City. Citizens could comment via the open houses and public hearings, the customer service phone line, e-mail or the website. VRT reviewed the public comments and made adjustment to the proposals during the first two weeks of February. The resulting Service Change Package summary is attached.

The System Planning and Performance Subcommittee (SPPC) of the VRT Board reviewed the Service Change Package at its meeting on February 17<sup>th</sup>. The SPPC voted to recommend the VRT Board approve the Service Change Package as presented, deferring to the City of Boise regarding the *Route 8, Chinden/Five Mile* and the City of Meridian regarding the *Route 42 Nampa/Meridian Limited Stop* as VRT staff had not yet meet with the City of Boise or the City of Meridian to get their input on the recommendations for these routes.

As a result of comments received from citizens, VRT staff developed a new alternative for the *Route 8 Chinden/Five Mile* (see the Service Change Package summary for details).

The City of Meridian requested a new routing of the *Route 42, Nampa/Meridian Limited Stop*, through Meridian to maximize ridership (see the Service Change Package summary for details).

Since the SPPC meeting, an additional consideration regarding the *Route 40, Nampa/Meridian Express* developed. The cities of Boise, Meridian, and Nampa had approved funding for an additional morning and evening trip on the *Route 40, Nampa/Meridian Express*. However, with the likely increase in the cost of service delivery in Canyon County, the jurisdictions were asked to revisit adding the service.

The Boise City Council, at its February 23<sup>rd</sup> meeting, approved the Service Change Package as presented including the *Route 8 Chinden/Five Mile* and a new Garden City Route. The Council deferred to the City of Meridian regarding the *Route 42 Nampa/Meridian Limited Stop*, assuming any changes did not impact the timing of the route or the service within the Boise City limits. The Council requested feedback from Meridian and Nampa meetings before making a final decision on the *Route 40, Nampa/Meridian Express*.

In subsequent meetings, the City of Meridian and the City of Nampa, both decided to delay the start of additional trips on the *Route 40, Nampa/Meridian Express* until a more detailed analysis of the upcoming budget impacts is completed. This information was forwarded to Boise City staff. Should the Boise City Council decide to take any further action regarding the Route 40 additional trip, VRT staff will bring that information to the VRT Board meeting on March 17<sup>th</sup>. The City of Meridian decided on a slight reroute of the *Route 42, Nampa/Meridian Limited Stop* through Meridian that does not impact any other aspects of the route (see the Service Change Package summary for details).

VRT staff was scheduled to bring the Service Change Package to the VRT Management Committee for approval at its March 1<sup>st</sup> meeting; however, the meeting was canceled due to a lack of quorum.

The service change is scheduled for May 17<sup>th</sup>. This will coincide with the end of the BSU regular session and the beginning of the summer session.

### **Recommendations**

Staff recommends approval of the Service Change Package deferring to the City of Boise regarding completely funding the additional trip on the Route 40. Once the Package is approved, the VRT staff has many tasks to complete prior to the service change date including marketing, schedule updates, internal training, internal systems updates, and stop removals and additions.

#### Attachments

*Public Comment Summary*

*Service Change Package Summary*



## Public comment summary report on proposed route changes to ValleyRide bus services

### Background

ValleyRide has had the same route structure and schedule since 2005. Our mid-range plan calls for more service, but assumed that public transit would have a dedicated funding source by the time the ridership developed enough to need it.

Preparing for a possible reduction in funding from the cities, a team of City of Boise planners and VRT planning and operations staff developed several different service scenarios. The team examined performance indicators on all routes and sections of routes. The goal of these modifications is to make the whole system more efficient and increase service where there is high demand while using the same budget.

Any service changes will be implemented Monday, May 17, 2010.

### Collecting Public Comment

VRT policy requires that public hearings be held when any service reduction is being proposed. VRT staff held open houses/public hearings for Tuesday, January 19 in Garden City, and Wednesday, January 20 in Eagle. In addition, open houses were held January 12 in Meridian and January 13 in Nampa.

The effort to promote the public hearings and solicit public comment was publicized through a variety of methods, including, but not limited to: legal notices published in the Idaho Statesman and Idaho Press Tribune; notices posted at the city halls buildings in Meridian, Nampa, Boise and Garden City; newspaper, radio and television coverage generated by two press releases sent to all local media outlets; posters on the buses and at transfer centers; informational flyers handed out to bus patrons; information posted on the home pages of [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org) and [www.valleyride.org](http://www.valleyride.org); distributed to key stakeholders via e-mail; and, in the case of the #8 Chinden/Five Mile route, notices were posted on the bus stop poles along Chinden Boulevard on Jan. 22.

There were various ways for the public could comment on the proposed service reduction:

- 1). Sending a facsimile to the VRT Community Relations Manager
- 2). Providing public comment at the two public hearings held in Garden City and Boise, or filling out comments cards available at any of the four open houses.
- 3). Providing comments via the phone to the VRT Community Relations Manager's office or customer service RideLine.
- 4). Sending an e-mail to the Community Relations Manager

The last day to comment on the route was Saturday, January 30.

## Summary of Public Comments

Approximately 90 people provided public comment (an appendix containing all comments follows this summary) from all outreach efforts. Here is a breakdown of where and how the comments were made:

- Seven people attended the open house in Meridian. Five people filled out comment forms.
- Three people attended the open house in Nampa. Three people filled out comment reports and/or submitted their own comment sheet.
- Eight people attended the open house/public hearing in Garden City. Three people filled out comment forms. Four people testified.
- Twenty-one (21) people attended the open house/public hearing in Boise. Nine people testified. Eighteen (18) people filled out comment forms.
- Sixty-three (63) were sent via e-mail, regular mail or by facsimile.

### Public comment themes:

- The Route 8 Chinden/Five Mile generated the most comments. Sixty-one of those providing comment mentioned this route.
- There is very little support for changes to the Route 8 and either option A or B. Most of those who choose an option to the existing route choose Route B, which provides access to downtown Boise without a bus transfer.
- Those who believe that a change is going to be made to Route 8 want to know more about the timings if they have to take a second bus. Many respondents said they would no longer take the bus if the rerouting added too much time to their commute.
- There were a few comments on the #1 Parkcenter, #2 Broadway, the #7 Fairview and the #14 Hyde Park.
- More service frequency is a good thing, but there is some concern about the proposed changes that would provide service every 20 minutes or 40 minutes. People are used to the 30- and 60-minute service frequencies.
- Many respondents want more service, including later service and service on Sundays



## Service Change Package Summary

<b>Route 1 Parkcenter</b>	<p>§ Bus will be rerouted and will no longer run beyond Federal Way. This route will no longer serve Commerce Ave., Development Ave., or the Boise Airport. There is limited ridership on this segment of the route and it has significant unnecessary lay over time at the airport.</p> <p>§ The first outbound trip at 5:15 AM from Downtown to Federal Way will be discontinued. The first trip will be inbound.</p>
<b>Route 2 Broadway</b>	<p>§ The route will serve the Gekeler-Apple neighborhood instead of Boise Avenue. New routing will continue south on Apple to Bergeson rather than turning west on Boise. The rest of the route and stops will remain the same.</p> <p>§ Service frequency on this route will change to every 60 minutes all day. Currently there is more frequent 30 minute service in the afternoon only. Due to lower ridership, this added service will be discontinued.</p>
<b>Route 3 Vista</b>	<p>§ The service frequency on this route will increase to 20-minutes AM and PM peak time and 40 minutes midday. Current service frequency is every 30 minutes during AM and PM commute times and 60 minutes midday.</p> <p>§ The route and stops will remain the same.</p>
<b>Route 7 Fairview</b>	<p>§ The frequency on this route will be increased to 40 minutes all day. Current service on this route is every 30 minutes during AM and PM commute times and 60 minutes midday. This will provide more trips during the mid-day when demand is high.</p> <p>§ The route and stops will remain the same.</p>
<b>Route 8 Chinden/ Five Mile</b>	<p>§ The Route 8 will no longer serve Chinden Boulevard.</p> <p>§ A new route will provide two morning and two evening peak limited stop trips connecting west Boise and downtown. The inbound route will start at the Mall and follow the current Route 8 through west Boise to HP. It will make all the current stops through this section. The bus will then express downtown along Chinden, making two or three stops.</p> <p>§ The Route 8 will provide service from HP through the current west Boise routing to the mall then go into downtown via the Connector. Morning and evening service will be every 40 minutes. Mid-day service will run every 80 minutes.</p>

<b>Route 9 State Street</b>	§	Two additional morning and two afternoon limited stop trips.
<b>Route 10 Hill/Maple Grove</b>	§	Minor schedule changes will be made to reflect more accurate run time.
<b>Route 14 Hyde Park</b>	§	The service frequency will be 30 minute peak and 60 minute all day. Currently the service is 30 minutes all day.
	§	The last trip of the day at 6:45 PM will be discontinued due to low ridership.
<b>Route 40 Nampa/Meridian Express</b>	§	This service addition will be delayed until Nampa and Meridian and VRT have conducted a more detailed analysis of potential cost increases.
	§	If approved, two additional round trips will be added to this overcrowded service. The additional morning trip will depart Nampa at 6:45 AM and the additional afternoon trip will leave Boise State University at 4:47 PM.
<b>Route 42 Nampa/Meridian Limited Stop</b>	§	Within the Meridian Corporate Park the route will continue east on Central Dr. past the new college and the Meridian School District building. The route will turn north on Locus Grove to Franklin where it will resume its regular route.
	§	The route will no longer provide service on Stratford Dr. between Central and Franklin.
<b>Garden City</b>	§	The route will provide service along Adams as far west as approximately 44 <sup>th</sup> .
	§	The service will be a half hour round trip, running once an hour.
	§	Service will be provided beginning at approximately 9:45 am and ending at approximately 2:45.
	§	The City of Boise will fund this route to provide a means for Garden City residents to travel into Boise for work and shopping.



## Memorandum

**TO:** Board of Directors

**FROM:** Kelli Fairless, Executive Director

**RE:** Nampa UZA Maintenance and Operations Facility

**DATE:** March 12, 2010

### **Action Requested**

Consider for approval a preferred location for a Nampa UZA maintenance and operations facility.

### **Background**

The Valley Regional Transit Board of Directors approved the Regional Operations and Capital Improvement Plan (now called the Treasure Valley in Transit Plan) in 2005. The plan included a list of capital improvements that were required to support current and future operations.

One of the projects in the capital plan is a maintenance and operations facility to be located in the City of Nampa. Over the past several months, VRT staff has been working on refining the capital improvement plan and identifying projects that could be eligible for future federal funds that may come about as Congress and the Obama administration look for ways to stimulate the economy and create more jobs.

The key condition to being eligible for these funds is having projects through the analysis and environmental phases of development. Valley Regional Transit staff have included the Nampa maintenance and operations facility in some of the applications and due to constraints on the existing leased facility in terms of capacity and affordability, this project has shifted to a high priority.

### **Recommendation**

The plan identified the need to locate the center in a place that provides easy access to the transit system and minimizes the travel time from the shop to the start of revenue services (deadhead) to the highest extent possible. This site has to meet the current needs of the transit system and have an adequate amount of capacity to expand in a way to meet the long-term needs of the system.

Attached is the spreadsheet provided by Keller and Associates on sites that have been considered and the site being recommended for board consideration. Keller staff and VRT staff have narrowed the location down to the Karcher Road Industrial Park area.

At that meeting, the Ways and Means Committee accepted staff's recommendation for the old Familian Warehouse site on Franklin Blvd. for an environment exclusion and recommended to pursue a one-year lease extension on the current facility with successive six month extension options for another three years.

The next steps would be to complete and submit the appropriate federal environmental document to the Federal Transit Administration. Once the appropriate environmental documents are in place, this project would be ready for development as funding becomes available. In the meantime, the project will remain on an unfunded list of projects pending a funding source.

Attachment

*Proposed Maintenance/Operation Sites*

Proposed Maintenance/Operation Sites

Site	Description/Location	Address	Size (acreage)	Access off of Main Throughfare	Distance to HWY on/off ramp	Distance to 2nd HWY on/off ramp	Diesel and Gas Fueling Capability	Truck Wash	Future CNG Capacity	Park'n Ride Capacity	45 Carparks	Bus Parking per 6 yr Plan	Zoning	Adjacent Properties	Notes/Comments
OP1	Located in the Mason Creek Plaza Subdivision off of Franklin Blvd. in Nampa south of the freeway.	1764-1798 E. Plaza Loop, Nampa, ID	7.2	800 Feet from Franklin Blvd.	0.6 Miles (Franklin)	2.7 Miles (Garity)	Yes	0.5 Miles Away	Yes	Yes	Possible	Yes	IL & BC	Yes	This would include the purchase of two lots to have adequate room for projected future growth. Multiple options are available within the subdivision. Access to Franklin has clear line of site.
OP2	10 Lane Area, Corner of 10 Lane and W. Karcher Rd.	16151 10 Lane, Nampa, ID	9.5	Access from 10 Lane directly to W. Karcher Rd.	0.8 Miles (Northside Blvd. Exit)	1.0 Miles (Karcher Exit)	Yes	Possible	Yes	Yes	Possible	Yes	Industrial?	Rock Contractor	There is plenty of room for a bus facility here with easy access to the freeway and shopping centers. Clear line of site for outgoing busses.
OP3	College of Western Idaho Area	16490 Can-Ada Rd., Nampa, ID	10.86	Access from Birch Ln to Can-Ada Rd.	1.5 Miles (Garity)	N/A	No	No	Yes	Yes	Possible	Yes	BC?	LDS Church, UPRR	Facility is a little out of the way, but very good access to the rail system.
	Norco Way to Karcher Road	Lot 1	11	Norco Way	0.73		Yes		Yes	Yes	Possible	Yes	Industrial		
	Madison to Karcher Road	Lot 2	37	Karcher Road	0.74		Yes		Yes	Yes	Possible	Yes	Industrial		
	Birch Lane to Karcher Road	Lot 3	15	Birch Lane	0.73		Yes		Yes	Yes	Possible	Yes	Industrial		
	Madison to Karcher Road	Lot 4	32	Madison	0.75		Yes		Yes	Yes	Possible	Yes	Industrial		
	Barger & Garity Blvd	607 Barger Street	3.28	Garity	1		Yes		Yes	No	No	Yes	Industrial		
	Barbara Street & Northside Blvd	304 E. Carol Street	8.2	Northside Blvd	0.19		Yes		Yes	Yes	Possible	Yes	Light Industrial		Easement through the middle of the property
	Karcher Rd Industrial Park		6	Karcher & Franklin	0.75		Yes		Yes	Yes	Possible	Yes	Industrial		
	Karcher Rd & 20th Street	N. 20th Street	4.37	Karcher & Franklin	0.8		Yes		Yes	Yes	Possible	Yes	Industrial		
	Franklin Blvd & 7th Ave	904 7th Ave	2.92	Franklin Blvd	0.57		Yes		No	No	No	Possible	Industrial		
	Familian Building			Franklin Blvd	0.34		Yes		Yes	Yes	Possible	Yes	Industrial		Hard to access, but existing building



## Memorandum

**TO:** Ways and Means Committee Members

**FROM:** Kelli Fairless, Executive Director  
Rhonda Jalbert, Capital Infrastructure Project Manager

**RE:** Site Location for Administration and Canyon Service Area Transit Center

**DATE:** March 11, 2010

### **Action Requested**

Consider a proposed downtown Meridian location for a VRT administration building so staff can proceed with an environmental assessment in order to obligate federal earmark dollars from 2008.

### **Background**

The Valley Regional Transit Board of Directors approved the Regional Operations and Capital Improvement Plan (now called the Treasure Valley in Transit Plan) in 2005. The plan included a list of capital improvements that were required to support current and future operations.

Valley Regional Transit received two discretionary appropriations for federal transit funds to evaluate and construct transit facilities in western Ada and Canyon counties. The funds were appropriated in fiscal years 2008 and 2009 and total \$757,240.

Keller and Associates have been working with local jurisdictions to identify site locations for the downtown Meridian VRT administration building.

With the limited funds available staff has narrowed down the site options for the downtown Meridian VRT administration building to be located in downtown Meridian.

### **Staff Recommendation**

Several sites were considered for the downtown Meridian VRT Administration Building. Staff is recommending the site located at 200 E. Broadway (MDC Site) for the location of the downtown Meridian VRT administration building because it could be done through a partnership with the Meridian Development Corporation and would allow for leveraging the federal funds more efficiently. There is still consideration of Valley Regional Transit co-locating with COMPASS, and this site is on the list of options for COMPASS Board to consider, as well.

The Ways and Means Committee met on March 11<sup>th</sup> and had a number of questions/concerns regarding 200 E. Broadway site in downtown Meridian for the VRT Administration Building. Staff is working to provide answers to those questions and will present more detailed information at the board meeting on March 17<sup>th</sup>.

The board can consider at that point if the questions have been answered or if further research and information needs to be provided at a future meeting.

The Ways and Means Committee ran out of time to review and consider a potential location for a Canyon County transit center located at the Karcher Mall. Staff will provide the evaluation of the location study for the transit center component of the capital projects.



## Memorandum

**TO:** Board of Directors  
**FROM:** Rick Thompson, Finance Director  
**RE:** Procurement Calendar  
**DATE:** March 10, 2010

### Action Requested

No action requested.

### Background

At the February VRT Board meeting, the board requested that staff provide a procurement calendar showing existing contracts, their expiration dates, and a timeline for necessary procurement actions. Attached to this memo are the requested procurement calendars. One calendar outlines potential procurements that will require board action. The other calendar shows procurement actions that will require Management Committee approval.

As a reminder, the following level of approval authority are provided in VRT's procurement manual

Up to \$2,500	Department Manager
\$2,500 - \$10,000	Department Director
\$10,000 - \$25,000	Executive Director
\$25,000 - \$50,000	Management Committee
Greater than \$50,000	Board of Directors

The attached information calendars all existing contracts that would require either Management Committee or Board approval for renewal or replacement. Those contracts scheduled to expire within Fiscal Year 2010 or Fiscal Year 2011 also show a timeline for replacement or renewal. In addition, the calendar for the board shows pending procurement actions that are in process and will be completed within six months. This calendar will be updated as new procurement actions are identified and will be available for review with the board at any time.

### Staff Recommendation

No action requested. Information Item

### Attachments

*Procurement Calendar for Board of Directors*

*Procurement Calendar for Management Committee*

**Valley Regional Transit  
Procurement Calendar for  
Board of Directors**

**Current Contracts**

Current Vendor	Good/Service	Expiration Date	Renewal Available	Renewal Request Date	RFB Date	RFB Process Complete	Recommendation to Board
D&A Glass	Purchase & Install 10 Shelters	6/9/2011	No	N/A	N/A	N/A	N/A
Commercial Tire	Tire Service for Boise Operations	7/24/2010	Yes	3/15/2010			5/19/2010
Elizabeth Younger	Advertising contract (Revenue Contract)	9/30/2011	No		5/1/2011		
Kittleston & Assoc	State Street TTOP	9/30/2010	No	N/A	N/A	N/A	N/A
Iteris	GTFS formatting on bus stop data	12/31/2010	Yes	8/1/2010			11/17/2010
Baird Oil	Diesel Fuel	12/4/2010	No		7/1/2010	8/31/2010	9/15/2010
Hawley, Troxell, Ennis and Hawley	Legal Services	5/27/2011	Yes	3/1/2011			
Moreton & Co.	Employee Benefits Brokerage Services	5/20/2011	Yes	3/1/2011			
Hartwell Corp	Risk Management Brokerage Services	9/20/2011	Yes	7/1/2011			
Intermountain Gas	Natural Gas for Facilities and Buses	5/4/2012	No				
Drake Cooper	Marketing Consultant	6/30/2012	No				
PTM Boise LLC	Boise Operating Contract	9/30/2014	Yes				
Creative Outdoor Advertising	Revenue Contract for Bus Benches	9/29/2019	No				
ABC Leasing	Bus Leases for Nampa (two Buses)	10/20/2010	No	Purchased bus from Valley Metro will replace one of these buses and new leased bus will replace second bus			
ABC Leasing	Bus Leases for Nampa (three buses)	1/28/2010	No	Board approved new lease contract for replacement buses in February meeting			
ABC Leasing	Bus Leases for Nampa (three buses)	5/10/2010	No	Purchased buses on Piggyback contract with Valley Metro to replace these buses			
All Points Leasing	Lease/Purchase Nampa buses	2/12/2012	No	Buses are owned upon expiration of contract			
Bencorp	Office Space Lease Meridian Office	12/31/2010	Yes	7/1/2010			9/15/2010
Cintas	Laundry Services Boise	6/1/2010	Yes	4/1/2010			5/19/2010

Pending Contracts	Bid Close	Bid Evaluation Complete	Anticipated Board Action
Nampa Operations	3/11/2010	4/30/2010	5/19/2010
Paratransit Scheduling Software	3/25/2010	4/30/2010	5/19/2010
Nampa Uniform Services	3/11/2010	4/30/2010	5/19/2010
Nampa Bus Purchase	<b>See Note 1</b>		5/19/2010
Piggyback contract with Valley Metro Transit.			
Request for determination of constitutionality sent to Idaho Secretary of State			
Boise Bus Purchase	<b>See Note 2</b>		9/15/2010

**Note 1**

Nampa Bus Purchase: A request to determine the constitutionality of a proposed piggyback purchase arrangement with Valley Metro was forwarded to the Idaho Secretary of State who then forwarded a request for ruling to the Idaho Attorney General. The request to the AG was on February 25, 2010. The AG has 30 days to approve, deny or not respond (which is considered to be an approval). Upon receipt of the AG opinion, a recommendation will be made to the Board.

**Note 2**

Boise Bus Purchase: VRT is pursuing a piggyback purchase arrangement for CNG buses in Boise with either CARTA or the State of Minnesota. Upon receipt of the AG opinion referenced above, VRT will craft an assignment for Boise buses with either CARTA or Minnesota. The schedule anticipates seeking an opinion from the Attorney General.

**Valley Regional Transit  
Procurement Calendar for  
Management Committee**

**Current Contracts**

<b>Vendor</b>	<b>Goods/Service</b>	<b>Amount</b>	<b>Expiration</b>	<b>Renewal Available</b>	<b>Renewal Request to Vendor</b>	<b>RFB Start</b>	<b>RFB Evaluation</b>	<b>Recommendation to MC</b>
CH2MHill	Fuel Island Renovation	\$29,000	4/16/2010	No	Not to be renewed			
Stability Networks	VRT Network Administration	\$46,560	8/1/2010	Yes	4/1/2010			6/7/2010
Boise City	Orchard St Land Lease	\$31,032	10/1/2015	Yes	4/1/2010			8/2/2010
Keller and Assoc	General Planning including MMC and TVHCT	\$38,000	4/1/2011	2 X 2 Year	1/1/2011			3/1/11
Alexander Clark	Printing Maps/Route Schedules		12/31/2010			7/1/2010	8/30/2010	10/4/2010



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Mark Carnopis, Community Relations Manager  
**RE:** May in Motion 2010 Update  
**DATE:** March 9, 2010

### **Requested Action**

None. This is an update.

### **Background**

Valley Regional Transit partners with ACHD Commuteride program for this month long event designed to recognize and reward Treasure Valley employers for educating their employees about alternative transportation and encouraging their participation through a variety of events and activities.

May in Motion 2010 marks the fourth year in a row that the event's major focus is on employer participation and education. There also will be several outreach events scheduled during the month, including an Award's Luncheon on May 21<sup>st</sup>.

Businesses and agencies in the Treasure Valley really stepped forward in 2009. A total of 64 out of 75 participating companies and government entities earned free bus passes for their employees for the month of May. Approximately 7,500 free passes were given out.

More facts about May in Motion 2009:

- The campaign saved more than 60,183 vehicle trips.
- There was a 5.8 percent increase in the number of transit riders from May 2008.
- There was a 60 percent increase in vanpool trips from May 2008.
- There was a boost in carpooling by 63 percent from a year ago through the rideshare.com website.

### **May In Motion 2010**

The goal for May in Motion 2010 is 82 participating businesses and agencies. As of March 9th, a total of 39 entities have registered to implement the educational and outreach components needed to qualify as a "transportation champion". The deadline for completing the requirements is March 31st. VRT expects to provide about 7,000 of the 31-day bus passes this year.

ACHD and VRT have set a budget of approximately \$20,000 for May in Motion 2009. VRT provided \$10,000 for the event in 2009 and will provide the same amount in 2010. In addition to the free passes, VRT will provide advertising space on our buses for agencies/businesses that complete the required educational components. VRT and Commuteride have set a goal to raise \$10,000 in sponsorships.

# JOURNEY TO EXCELLENCE



## Agency Roundup

### » From the Executive Director *Kelli Fairless*

We have had a very busy second quarter. I have been working with staff to prepare for the upcoming budget development process. That process has been set back by a month due to changes in the financial environment we are anticipating. I think the additional staff work will make your participation more relevant and informative.

We have made such great strides in terms of ridership and recognition of the importance of public transportation. My goal in the budget process is to provide the Board with financial and service options to select what you think will serve your constituents the best. I also hope to help board members understand how the dues and operations contributions translate into the work we do here at Valley Regional Transit. Feel free to contact me at any time if you have any ideas on how we can make the budget process more meaningful and relevant to your local jurisdictions. Each of our members budget is on a separate schedule, so it can be a bit challenging to know how best for us to engage in those processes. Any support you can provide us is greatly appreciated.

### » ValleyRide Boise Services *Bobby Schneider*

As part of VRT's long-term transit amenities program (bus stops, benches, etc.), the bus shelter phase has geared up and is going strong. A very nice shelter has been installed in the State/Collister area. We have asked our staff, especially bus operators, to provide input as to where future bus shelters should be located. We will submit to VRT a list of the top six suggested shelter locations.

January 2010 had zero preventable vehicle accidents. Unfortunately during this time, we had 320 hours of lost time due to workers comp issues.

A reminder - cell phone use and texting while driving is not just a major distraction - in many states it is against the law. Recently, it has become a violation of federal law. This new federal law bars commercial drivers from texting while driving, with fines for bus and truck drivers that send messages while behind the wheel. The prohibition, which applies to drivers of interstate buses and trucks over 10,000 pounds, is effective immediately. Drivers who violate this law are subject to civil or criminal penalties of up to \$2,750.

» *Continued on next page*

*VRT/ValleyRide  
Formula  
for  
Success*

*Many voices are  
greater than one  
opinion  
Flying solo is less  
than working  
together  
Open communica-  
tion is greater than  
closed doors  
Scattered focus is  
less than a common  
goal*

*Openness +  
Focused Planning  
+ Commitment =  
SUCCESS!*

### Vision Statement

*We envision a Valley Regional Transit with adequate and secure funding to support a regional transportation system that meets the personal and business needs of Treasure Valley residents and supports a livable and healthy community.*

### Mission Statement

*Valley Regional Transit's mission is to move people throughout the Treasure Valley by coordinating and providing effective, efficient, and convenient public transportation services consistent with our resources.*

Finally, thanks to our operators and RideLine customer service agents who have fielded many questions regarding the proposed route and time changes. We had positive and constructive feedback during the public hearings held in Nampa, Meridian, Garden City and Boise.

### » *Service Planning*

*Mary Barker*

**May 17 Service Changes** - The public comment period for the upcoming service changes has ended. Thanks to everyone who helped make it such a successful effort. We received lots of input and ideas. As expected, we received the most comments about Route 8 Chinden/Five Mile. The primary theme of the comments is that residents in west Boise neighborhoods want to get downtown to work and back home as quickly as possible. As a result of the comments, the draft plan was revised and a final service change recommendation was presented to the Boise City Council by VRT planning staff. The service change package was approved by the Boise City Council and will be presented to the VRT Board for approval at its March meeting. Once this approval is obtained, staff will begin the detailed work of implementing the changes. This will include internal training for all staff.

**Grants** - VRT's grant application for federal TIGER funding was not approved. In fact, no project from the state of Idaho received funding. VRT planning staff has submitted an application for a Livability Grant. Those grant awards should be announced in the next few months. VRT planning staff is also closely monitoring the JOBS and HIRE bills in the U.S. House and Senate as these would provide additional funding for our system. Depending on the final bills passed, VRT may need to act very quickly to spend the funds. Planning staff is doing as much up-front work as possible in case the funds become available.

### » *Projects*

*Gloria Chigbrow*

**Vehicle Sharing Program** - The demonstration project has been completed and will be taken to the Regional Coordination Council (RCC) and the Valley Regional Transit Board in April for approval. This program will enhance and expand available services in rural and urban areas, and in doing so will directly respond to significant unmet transit needs identified through the coordinated plan. It will also demonstrate the ability of agencies to work collaboratively to mutually identify and address potential coordination barriers that in the past may have prevented implementation of new or innovative approaches.

**Accessible Cab Program** - I am taking final comments on the ride reimbursement arm of this program through March 9<sup>th</sup>. The complete program will then be taken to the RCC and the VRT Board in April for final approval. The Accessible Cab Project will provide accessible mobility above and beyond current operations. Along with bringing at minimum two accessible cabs into the area, the program will provide subsidy payments for qualifying rides.

**Bogus Basin Transportation Plan** - The goal of this project is to develop a 20-year mobility plan for Bogus Basin. Currently, we are in our planned outreach phase, which involves educating stakeholder groups, employees and consumers about existing conditions and data received through survey results. We continue to gather input on transportation scenarios that will be used to develop the 20-year mobility plan. We are working towards preparing a Bogus Basin Board workshop to establish a vision for future transportation needs.

**TVIIM/Faces of Transit** - Outreach will begin in April 2010 and run through March 2011.

**Travel Training** - Budget details have been incorporated into this document and it will be taken to the RCC for approval in April. VRT is currently working with AmeriCorps to determine possible volunteer administrative support for this project, as well as the administration of the Accessible Cab Voucher program and the Rider Reimbursement Administration beginning in September.

**Refugee Resource Planning Committee** - All subcommittees have met and prepared their plans. The Steering Committee will meet March 17<sup>th</sup> to review all plans. Once approved, Valley Regional Transit will take a lead role in implementing the transportation plan.

» *Community Outreach/Marketing*

*Mark Carnopis*

Planning is going well on May in Motion. We again will be providing free monthly bus passes to agencies and businesses that provide substantial educational outreach to staff about alternative forms of transportation. As of the end of February, 26 companies had qualified for the free passes. We anticipate that we will distribute a total of about 8,000 passes.

We are very close to completing the redesign of the ValleyRide website (www.valleyride.org). While the website has always provided a wealth of information about transit services, its look has been flat and uninspired. That will change when the new “look” is incorporated into the site. We hope to have the redesigned ValleyRide website up and operating in early April.

Spring always means a ramping up of our outreach efforts. We have several events already planned, including Earth Day activities, the 11th annual Information Fair in Caldwell, the Idaho Green Expo and the Active Living Expo sponsored by the Canyon County Office on Aging. Each of these events present an excellent way to talk to a lot of people about ValleyRide bus services in the Treasure Valley.

» *Human Resources*

*Toshia Hirai-Lawless*

Employee of the Year 2010 - Pete Hill, Fueler/Cleaner

February Employee of the Month – Gary Gentry, Fixed-Line Operator

Mark Employee of the Month – Norm Pruitt, Parts Specialist

**February Employment Anniversaries**

Lindall Sam (Fixed-Line Operator) – 13 yrs.; Bob O’Keefe (Fixed-Line Operator) – 12 yrs.; Norm Pruitt (Parts Specialist) – 10 yrs.; Patty Scallin (Fixed-Line Operator) and Brad Hart (Fixed-Line Operator) – 3 yrs.

**March Employment Anniversaries**

Bruce Carruthers (Fixed-Line Operator) – 11 yrs.; Doug Buckendorf (Fixed-Line Operator) – 10 yrs.; Taggart Taylor (Journeyman Mechanic) – 5 yrs.; Debbie Lloyd (ACCESS Operator) – 3 yrs.; Stephen Allen (Fixed-Line Operator), Donna Hill (ACCESS Coordinator), Brandon Schaapman (Fueler/Cleaner), Kevin Sparks (Fueler/Cleaner) – 2 yrs.

» *Customer Service*

*Jennifer Smith*

RideLine recorded 20,670 calls during January and February 2010, with an answer rate of 83%. Those numbers compare to 15,540 calls made during the same two-month period last year (with an answer rate of 81%).

RideLine received 17 trip planners in January and February.

**Customer Feedback of Transit Services for the Months of January and February 2010**

Location	Complaints	Compliments	Suggestions
Boise Fixed-Line	28	2	14
Boise ACCESS	6	0	1
Nampa/Caldwell Fixed-Line	9	0	6
Nampa/Caldwell ACCESS	0	0	0
Intercounty	0	0	1
Bus Stops	1	0	0
RideLine	1	1	0
Total of Category	45	5	22