



Valley Regional Transit Board of Directors Meeting Agenda

Wednesday, April 20, 2011

1:30 p.m.

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

- I. **CALLING THE ROLL** Chair Tom Dale

- II. **AGENDA ADDITIONS/CHANGES** Chair Tom Dale

- III. **CONSENT CALENDAR**
 - A. **Approval of 03/16/11 VRT Board Meeting Minutes** Pages 6-9
 - B. **Acceptance of 03/07/11 Management Committee Meeting Minutes** Pages 10-13
 - C. **Acceptance of 03/01/11 Regional Coordination Council Meeting Minutes** Pages 14-16
 - D. **Financial Reports as of 12/31/10, 01/31/11, and 02/28/11** Pages 17-19

- IV. **PUBLIC HEARING**
 - A. **Public Hearing - Transit Shelter Disposal** Pages 20-22 Chair Tom Dale
The Chairman will conduct a Public Hearing regarding the disposal of depreciated fixed assets of thirteen (13) bus shelters located in Ada County to Contributing Members or not-for-profit corporations. Following the Public Hearing, members will recommend disposal method.

- V. **ACTION ITEMS**
 - A. **Board Governance Structure** Pages 23-27 Charlie Rountree/Kelli Fairless
Charlie Rountree and Kelli Fairless will review findings and recommendations from the 04/04/11 Management Committee Work Session on Board Governance Structure.

 - B. **Canyon County Vanpool Lease/Purchase Analysis** Pages 28-31 Gloria Maheux
Members will be asked to approve staff's recommendations to develop a traditional vanpool in Canyon County and a four-year demonstration project to provide vanpool for low-income workers in Canyon County. Attached is an analysis of the cost of a lease versus purchase for vehicles for the Canyon County Vanpool.

 - C. **Site Development and Transit Amenity Criteria** Pages 32-42 Rhonda Jalbert
Members are asked to review for approval Site Development and Transit Amenity Criteria to use as a guideline when designing capital infrastructure projects.

 - D. **Legislative Engagement Recommendations** Pages 43-44 Kelli Fairless
Staff will be presenting a proposal for engaging legislators in VRT's region to build positive relationships and educate legislators about the needs of our region's citizens. This item is a follow-up to last month's board discussion led by Chairman Tom Dale regarding improving relations with our legislative members.

VI. INFORMATION/COMMITTEE REPORTS

A. State Street Transit and Traffic Operations Plan Θ **Pages 45-46** **Kelli Fairless**
A presentation for the State Street TTOP proposed Implementation Plan will be given by the project consultant. The draft plan was emailed to the members on 03/21/11 for review and comment. The most current draft is available at the following link.
http://www.valleyregionaltransit.org/Portals/0/Studies/StateStreet/StateStreetTTOP_ImplementationPlan_Draft.pdf
The attached memo provides an overview of the plan document.

B. Proposed Southwest Boise Demonstration Route-Update **Kelli Fairless**
Staff will report on the progress of the Southwest Boise demonstration route.

C. Canyon County Franklin Corridor Service Demonstration Route Θ **Pages 47-48** **Gloria Maheux**
Staff will provide a progress report on the Franklin Corridor demonstration service in Canyon County. The route is funded through a federal Medicaid Infrastructure Grant (MIG) and is a project through the State Independent Living Council and AmeriCorps.

D. Canyon County Maintenance Facility Θ **Page 49** **Rhonda Jalbert**
Staff will review strategy for obtaining a new maintenance facility for Canyon County.

E. System Performance and Planning

- Mobility Development Plan** **Mary Barker/Kelli Fairless**
Please reference summary of progress on the Mobility Development Plan in the staff reports as provided by Kelli Fairless (pages 57-59) and Mary Barker (pages 66-67).

F. Regional Senior Transportation Service Plan Θ **Pages 50-51** **Kelli Fairless**
Staff will present a scope of work to complete a transportation service plan targeted to address the special needs of the senior population within VRT's jurisdictional boundaries. VRT will be partnering with COMPASS for data and other technical support.

G. Shelter Procurement Θ **Pages 52-53** **Rhonda Jalbert**
Attached is information regarding replacement and installation of new transit shelters in locations that meet the VRT Transit Amenity Shelter Criteria.

H. ValleyRide Ridership Report Θ **Page 54** **Mark Carnopis**
Attached is a report on ValleyRide ridership for the second quarter of FY2011.

I. Procurement Calendars Θ **Pages 55-56** **Rick Thompson**
Attached are the most current Procurement Calendars.

VII. STAFF REPORTS

A. Executive Director Report Θ	Pages 57-59	Kelli Fairless
B. Financial and Administration Report Θ	Page 60	Rick Thompson
C. Capital Infrastructure Projects Report Θ	Pages 61-62	Rhonda Jalbert
D. Transportation and Operations Report Θ	Pages 63-65	Bruce Sackron
E. Planning Projects Report Θ	Pages 66-67	Mary Barker
F. Community Relations Report Θ	Pages 68-69	Mark Carnopis
G. Mobility Programs Report	Handout	Gloria Maheux

ADJOURNMENT

Ø = Attachment

Agenda order is subject to change.

NEXT MEETING:

Wednesday, May 18, 2011

1:30 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, March 16, 2011

1:30 p.m.

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	John Bechtel, Wilder	Kelli Fairless, VRT
Lisa Bachman, Kuna	Chad Bell, Star	Rick Thompson, VRT
Sara Baker, ACHD	Tom Dale, Nampa	Linda Ihli, VRT
Dave Bieter, Boise	Oney Eguia, Parma	Rhonda Jalbert, VRT
Vern Bisterfeldt, Ada County	David Lincoln, ACCHD	Ted Vanegas, VRT
Elaine Clegg, Boise	Martin Luttrell, Melba	Bruce Sackron, VRT
John Evans, Garden City	Craig Slocum, MDC	Debra Geraghty, Frank Church High School
David Ferdinand, Canyon County	Vicki Thurber, Middleton	Cody Sattler, Frank Church High School
Curtis Homer, Nampa	City of Eagle - TBD	Kyle Simon, Frank Church High School
Chuck Hedemark, CCDC	City of Notus Rep - TBD	Meghan Melander, Frank Church High School
Rob Hopper, Caldwell		Walt Satterfield, COMPASS
Steve Jett, Greenleaf		Mark Carnopis, VRT
Casey Jones for Jared Everett, BSU		Kirk Montgomery, ACHD
Brent Orton for Garret Nancolas, Caldwell		Ashley Ford, MDC
Charlie Rountree, Meridian		Larry Lipschultz, MDC
Mark Wasdahl for Dave Jones, ITD (ex-officio)		Karen Warner, Colliers
Rick Yzaguirre, Ada County		George Iliff, Colliers
David Zarembo, Meridian		Ken Pidjeon, Citizen

Chair-elect Dave Bieter called the meeting to order with a quorum present.

AGENDA ADDITIONS/CHANGES

Rhonda Jalbert requested two modifications to the agenda:

- Rename IV-D to read **Consider Amending Reservation Agreement between Meridian Development Corporation and COMPASS - Larry Lipschultz, Meridian Development Corporation (MDC) Board Chair, will seek approval to amend the Reservation Agreement to delete the requirement to construct a LEED-certified building for the COMPASS/VRT administrative building.**
- Rename IV-B to read **Site Development Criteria**

David Ferdinand moved to approve the agenda changes; seconded by Kathy Alder. The motion was approved unanimously.

CONSENT CALENDAR

Charlie Rountree moved to approve the Consent Calendar; seconded by John Evans. The motion was approved unanimously. The Consent Calendar consisted of approval of 02/16/11 VRT Board Meeting minutes; acceptance of 02/07/11 Management Committee Meeting minutes; acceptance of 02/01/11 Regional Coordination Council Meeting minutes; Financial Reports as

of 10/31/10 and 11/30/10; approval of new Regional Coordination Council Member-Robert Vetter; Acceptance of FY2010 Year End Audit.

ACTION ITEMS

Youth Transportation Academy Presentation

Students from Frank Church High School and Victory Academy were introduced. The students are part of a Youth Transportation Academy organized by transportation professionals who are members of Women in Transportation Seminar (WTS) and VRT staff members. Kelli Fairless noted that the Transportation Youth Academy was organized to help students who have an interest in transportation careers to get better connected with their community and teach them how transportation systems are developed in our community. Kelli noted that the Boise City Council had identified a one-time contingency of \$500,000 to develop a Southwest bus route as a need for service in that area had already been identified. The students gave a PowerPoint presentation on the history of the development of a Southwest Boise proposed bus route. Staff requested the board approve the March 7th Management Committees' recommendation of Option 1, contingent upon the Boise City Council approval of the route. The students are scheduled to make a presentation to the Boise City Council on March 22nd. The options considered and a map of the proposed route were distributed at the meeting.

Elaine Clegg moved to accept Option 1 but take a close look at the end of 2012 for adjustments as necessary; seconded by David Zaremba. After discussion, the motion was approved.

Updated VRT System Security and Emergency Preparedness Plan (SSEPP)

Bruce Sackron requested the members approve the updated VRT System Security and Emergency Preparedness Plan (SSEPP) to update the current plan which was approved in 2006, taking into account changes in the ValleyRide operations. The Management Committee discussed the item on 03/07/11. Discussion was held as to whether this should be a public document or a confidential document. Bruce noted that Idaho Code states a confidential document is a private document within an organization which covers emergencies and explains what the emergency plans are and how to proceed in case of an emergency. Kelli Fairless noted this is the VRT safety/security plan for ValleyRide buses. Staff will meet with local emergency management staff.

David Ferdinand moved to approve the updated VRT System and Security Emergency Preparedness Plan; seconded by Vern Bisterfeldt. The motion was approved unanimously.

Community Relations

Community Resource Group Charter

Mark Carnopis requested the members approve the VRT Community Resource Group Charter (CRG) outlining the formation of the VRT Community Resource Group as reviewed by the VRT Management Committee on 03/07/11. The board will be kept up-to-date on the CRG activities through memos in the board packet.

Charlie Rountree moved for approval of the charter and have staff move forward; seconded by Sara Baker. The motion was approved unanimously.

VRT Administration Building – LEED Certification

Larry Lipschultz, Chair of the Meridian Development Corporation (MDC), reviewed a letter he sent to both the VRT and COMPASS Boards dated 03/11/11. The letter noted that MDC had closed on the financing of the project, the construction agreement with Wright Brothers had been executed, and the official groundbreaking for the building is scheduled for March 21st. MDC asked to amend the Reservation Agreement between Meridian Development Corporation and COMPASS to pursue an energy efficient building, but not a LEED certified building.

Following discussion, Elaine Clegg moved to continue to strive for LEED Certification on this building; seconded by Rob Hopper. Following further discussion, the question was called for. The motion was approved unanimously.

INFORMATION/COMMITTEE REPORTS

System Performance and Planning

- **Mobility Development Plan**

Kelli Fairless reported that she had completed the rural community outreach for the Mobility Development Plan and indicated she had learned a lot about the region and rural community influence on urban planning. Mary Barker has been meeting with urban staff. Kelli noted that staff has a work session scheduled on April 6th to bring all the information together. The board should see a preliminary plan in April.

Site Development Criteria

Rhonda Jalbert explained the development of a site criteria manual for capital and infrastructure projects which will be used as a reference manual and criteria for contractors to follow. VRT internal requirements are also included in the manual. Rhonda will email the first draft of the criteria to the board members. The criteria manual will be brought to the members in April for approval.

Sara Baker noted that on Wednesday at 6:00 p.m. ACHD will be discussing the Kuna Park & Ride for a decision. Rhonda will attend that meeting. Elaine Clegg noted that Park & Rides should be in places where VRT would potentially want to develop full transit stops in the future. Elaine Clegg will email land use criteria information that she has to Rhonda.

Members were asked to review the information in the packets for upcoming decisions regarding:

- **Design and Construction Change Order Process**
- **Canyon County Maintenance Facility**

Mobility Programs Fact Sheet

A fact sheet describing current mobility projects, partners, and funding sources was included in the packet.

Procurement Calendars

The most current Procurement Calendars were included in the packet.

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

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

David Ferdinand announced the SAGE 40th anniversary celebration at the Crystal Ballroom on March 24th from 5:00 p.m. to 7:00 p.m. He also announced the Canyon County State of the County on April 15th.

Rhonda Jalbert announced the VRT/COMPASS Administration Building groundbreaking on Monday, March 21st at 4:00 p.m.

By general consensus the members agreed to end the meeting at approximately 3:00 p.m.

NEXT MEETING:

Wednesday, April 20, 2011

1:30 p.m.

Meridian City Hall

33 E. Broadway Avenue

Meridian, Idaho



Management Committee Meeting Minutes

Monday, March 07, 2011

11:00 a.m.

Meridian City Hall – Conference Room A

33 E. Broadway Avenue

Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Kathy Alder, Canyon County	Rick Thompson, VRT
Tom Dale, Nampa		Linda Ihli, VRT
John Evans, Garden City		Rhonda Jalbert, VRT
Garret Nancolas, Caldwell		Bruce Sackron, VRT
Charlie Rountree, Meridian		Mark Carnopis, VRT
David Zaremba, Meridian		Gloria Maheux, VRT
		Mary Barker, VRT
		Ted Vanegas, VRT
		Jeanne Urlezaga, COMPASS
		Lee Miller Eide Bailly
		Kristin Diggs, Eide Bailly
		Ken Pidjeon, Citizen

Chair Tom Dale called the meeting to order with a quorum present.

AGENDA ADDITIONS/CHANGES

Rhonda Jalbert requested adding to the agenda as Item IV-F under Action Items, a discussion regarding the LEED Certification on the VRT Administration Building.

Garret Nancolas moved to add the LEED Certification on the VRT Administration Building to the agenda; seconded by Charlie Rountree. The motion was approved unanimously.

CONSENT AGENDA

Minutes of 02/07/11 Management Committee Meeting
Financial Report as of 10/31/10 and 11/30/10

Charlie Rountree moved to approve the Consent Agenda; seconded by Garret Nancolas. The motion was approved. David Zaremba abstained from voting on the minutes as he was not at the last meeting.

ACTION ITEMS

FY 2010 Audit

Lee Miller from Eide Bailly distributed and reviewed the results of the FY10 Audit, noting there were no material weaknesses or reportable conditions.

David Zaremba moved to accept the audit; seconded by Charlie Rountree. The motion was approved unanimously.

FY 2012 Budget - Local Revenue Discussion

Rick Thompson distributed a recap of past allocations of local revenues by jurisdiction across all the services from FY2005 through FY2011. A comparison of the FY2010 to FY2011 showed that dues have remained flat with the service contributions flat except for Boise State and CWI to support Route 42, and adding back in Eagle's contribution.

Following discussion, the general consensus was to put out the estimates at the current level to the jurisdictions for FY2012 budget planning.

VRT Administrative Building Furniture Quote

Rhonda Jalbert presented the furniture quote for the VRT Administration building. Rhonda noted that VRT will utilize 90% of the furniture currently in use. New furniture will be purchased off of state code for the Customer Service area. The furniture quote does not include the conference room. Staff is working with COMPASS on selection of the furniture for the shared conference room.

Charlie Rountree moved to approve Resolution VMC11-003 for approval of the furniture quote for the VRT Administration building; seconded by John Evans. The motion was approved unanimously.

LEED Certification

Rhonda Jalbert reported that the MDC Building is over budget. MDC is looking at ways to cut costs and is considering requesting VRT and COMPASS Boards approve not to get LEED certification. The agreement between MDC/COMPASS/VRT states that the parties shall cooperate in obtaining LEED Certification for the building. Rhonda noted that LEED certification requires a lot of paperwork with a high cost. Rhonda proposed that the integrity of the building system be maintained and do all the things for LEED Certification but not what costs the extra funding. Discussion was held regarding going with Energy Star rating rather than LEED Certification. Rhonda noted that the building as currently designed would meet the Energy Star. It was pointed out that the goal is to have a well constructed building that operates as efficiently as possible, and Energy Star accomplishes that.

Rhonda reported that MDC is working toward a ground breaking for the building on March 21st.

Following discussion, David Zaremba moved to recommend to the board for the VRT Administration building to be LEED certified. The motion was approved unanimously.

Bus Service in Southwest Boise

Staff reviewed proposed route options for a Southwest Boise bus route, a map showing the proposed route, and a summary report of public comment which showed overwhelming support for this service. The options included

- Option 1 – all trips connect to all Towne Square Mall routes and times except the outbound trips after 6:35 p.m. – 22 month sample of this route will be to see how functional it would be

- Option 2 – Connect to all Towne Square Mall routes and times except the outbound trips after 5:35 p.m.
- Option 3 – Connect to all Towne Square Mall routes and times except the outbound trips after 5:35 p.m.
Connections to inbound trips after 6:00 p.m. would require substantial passenger wait times.

Staff recommended Option 1. It was noted that this would be a demonstration project for up to two years, and the Boise City Council had already approved the funds for a demonstration project in this area. The Youth Transportation Academy students from Frank Church High School and Victory Academy, who have been working on this project with members of the Women in Transportation Seminar (WTS), will present the history of the development of the proposed bus route at the March 16th VRT Board meeting and present to the Boise City Council on March 22nd. Dave Bieter requested a schedule for future projects like this.

John Evans moved to approve Option 1; seconded by David Zaremba. Garret Nancolas requested amending the motion to be contingent upon Boise City Council approval. The maker of the motion and the second agreed. The motion was approved unanimously.

Proposed Agenda Items for 03/16/11 VRT Board Meeting

Linda Ihli reviewed the proposed agenda items for the upcoming VRT Board meeting on March 16th.

Garret Nancolas moved to approve the proposed agenda items as presented; seconded by Charlie Rountree. The motion was approved unanimously.

Tom Dale noted that the May 2nd Management Committee meeting is scheduled for the same day as the Boise Chamber Regional Leadership Conference in McCall. After discussion, the members suggested meeting on May 9th at 11:00 a.m. at Meridian City Hall.

INFORMATION ITEMS

Updated VRT System Security and Emergency Preparedness Plan (SSEPP)

Bruce Sackron presented the cover page, table of contents, and background section of the revised SSEPP to update the current plan approved in 2006, taking into account changes in the ValleyRide operations. Bruce noted that the plan covers VRT and defers on operations to the operator plans. Staff is waiting for an opinion from counsel as to whether the complete document is a public document or not. If it can be kept as a private document, it will go for approval through an Executive Session or ask the board to approve staff's recommendation to accept the document.

Site Development Criteria

Rhonda Jalbert distributed a handout on Site Development Criteria which would be given to architects and engineers when looking at starting a Park and Ride site for VRT projects. The criteria would fill in gaps between other requirements.

Canyon County Maintenance Facility

Staff discussed a capital lease for the Canyon County Maintenance Facility at the Familian Building in Nampa where a bus wash and CNG facility could be located in the future, as well as, a Park and Ride. The current Nampa operations facility does not have big enough doors and is not at an ideal location.

Design and Construction Change Order Process

Rhonda Jalbert explained that she had talked to ITD, ACHD, and Ada County staff regarding their policies on executing change orders. Rhonda suggested building in a contingency between 5% and-10% in the budget when a project is bid and allow staff to make necessary change orders as long as the change order met procurement manual levels. If the change order goes over the contingency level, the change order would have to go to board to request additional funding in that grant. Change order approval would be required before payment is made to the contractor.

Draft Charter for Community Resource Group

Mark Carnopis reviewed a project charter that outlines the development of a Valley Regional Transit Community Resource Group which would serve as an advisory committee to VRT. The suggestion was made to use electronic communication as much as possible.

Travel Training Quarterly Report

Gloria Maheux reviewed the FY2011 First Quarter Travel Training report which was included in the packet.

Procurement Calendar

The most current Procurement Calendar was included in the packet.

There was no Executive Session.

At 12:45 p.m. Charlie Rountree moved to adjourn the meeting; seconded by Garret Nancolas. The motion was approved unanimously.

NEXT MEETING:

Monday, April 4, 2011- Board Governance Work Session

11:00 a.m.

Meridian City Hall - Conference Room A

33 E. Broadway Avenue

Meridian, Idaho

**Regional Coordination Council
Meeting Minutes
Tuesday March 1, 2011
9:00 a.m.
LINC, 1878 W Overland, Boise, ID**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Susan Bradley, Nat'l Fed of the Blind/ID	Patty Haller, Idaho Office for Refugees	Gloria Maheux, VRT
Brooke Green, CTAI, District 3 LMMN	Kirk Montgomery, ACHD Commuteride	Linda Ihli, VRT
Rick Eberle, AMR Access2Care	TBD, Dept. of Labor	Rhonda Jalbert, VRT
Leslie Felton-Jue, Collister Nbrhd Assoc	TBD, Dept. of Housing & Urban Development	Mark Carnopis, VRT
Harmon Hurren, Nampa School District	TBD, Dept. Veteran Affairs	Amy Luft, COMPASS
Liisa Itkonen, COMPASS	TBD, Employers Representative	Jolene Smith, AmeriCorps
Brian Jain, Idaho Commission for the Blind		Meredith Swassing, VRT/AmeriCorps
Ross Mason, Health & Welfare		Bob Vetter, Idaho Dept. of Labor
Christina Pettis, LINC		Janette Rickman, LINC/AmeriCorps
Jan Raeder, Senior Solutions		Monique Johns, SILC/AmeriCorps
Mitch Young, AARP Idaho		

Chair Mitch Young called the meeting to order at 9:10 a.m. with a quorum present.

Open Discussion/ Announcements/Agency Updates

- Rich Mason will report on the Franklin Corridor at the April RCC meeting.
- Brooke Green announced the CTAI Leadership Conference on Monday, March 7th.
- Harmon Hurren noted the House had passed a measure which would make it legal for businesses to advertise on school buses.
- Brian Jain reported that at a statewide conference in February it was announced that independent living had grown 300% and other programs have grown over 200%. Brian also noted the audible signal going in at BSU.
- Susan Bradley went to the VRT open house Thursday night regarding the proposed Southwest Boise bus service. Mark Carnopis explained that funds were identified through the City of Boise to provide service in Southwest Boise. A Youth Transportation Academy which involved students from Frank Church High School and Victory Academy helped to determine the proposed route. Public meetings were held, and a survey is online at www.valleyride.org. The students will give a presentation at the March 16th VRT Board meeting and at a Boise City Council meeting in March. The plan is for the service to begin in the spring.

CONSENT AGENDA

Approve February 1, 2011 Meeting Minutes

Harmon Hurren moved to approve the Consent Agenda; seconded by Liisa Itkonen. The motion was approved unanimously.

ACTION ITEMS

Bus Stop Enhancements

Rhonda Jalbert with VRT presented information on the current status of the bus shelters, enhancements to bus stops, and the progress of audible signals.

- 160 stops in both Ada and Canyon counties – concrete work including pedestrian ramps – out to bid April/ May – to VRT Board in June – construction after July 4th

- 40 shelter locations – to board July – construction August – improving current shelter locations – adding 15 in Ada County and some in Canyon - eight new shelters in downtown Boise - adding eight or nine throughout downtown area – 210 stops improved this fiscal year – another 200 next year
- 115 benches out – molded plastic -150 this year – 150 next year
- Working with Nampa, Caldwell, Boise, and CCDC on 85 non-advertising historical benches
- BSU transit shelters grand opening is tentatively scheduled for March 16th at 10:00 a.m. at the BSU transit shelter located at Lincoln/University BSU/SUB. Utilization of the bus lane began on Monday. When confirmation of the grand opening is received, Mark Carnopis will do a press release and send to the RCC members.
- Audible signal – hoping completed by the time BSU does the transit center grand opening.

Community Resource Group Charter

Mark Carnopis from VRT distributed and reviewed the draft Community Resource Group Charter which will be brought back to the RCC in April for approval. Members were asked to review the draft charter and email any comments to Mark. Gloria asked the members to get a list of people they know who would like to be actively involved in transit issues and get that to Mark.

Mobility Programs Fact Sheet

Gloria Maheux presented fact sheets regarding the Mobility Demonstration Projects.

- Vehicle Sharing Demonstration Project
- Travel Training Demonstration Project
- Canyon County Van Pool Demonstration Project
- Volunteer Ride Reimbursement Demonstration Project
- Joint Marketing Demonstration Project

Gloria noted that the 5310 project funding is from 2009; 5316/5317 funding is from 2008; and local match has been identified. Gloria will be going to the jurisdictions asking for funding since to continue the programs since there is no dedicated funding source for transportation in the State of Idaho.

Rural Mobility Toolkit

Amy Luft from COMPASS gave a PowerPoint presentation on the Rural Mobility Toolkit titled, *All Dressed Up and No Place to Get There? – Toolkit to help your community get where it needs to go*. Amy noted the toolkit was funded by an ARRA Grant and is targeted to people in rural communities who have extremely limited resources and limited time. Amy demonstrated how to personalize the news releases to an organization. In addition to news releases, the toolkit includes newspaper articles, op-eds, and display ads. The toolkit will be on the COMPASS website and linked to the Mobility website, as well as, CTAI and VRT. Leslie Felton-Jue suggested adding an ADA link with ADA guidelines and also adding transit friendly language to the dwelling language.

Membership

Discussion was held regarding a vice-chair who would chair the RCC meeting whenever Mitch could not attend.

Following discussion, Susan Bradley moved to approve Brooke Green as Vice-Chair of the Regional Coordination Council; seconded by Leslie Felton-Jue. The motion was approved unanimously.

Gloria introduced Bob Vetter with the Idaho Department of Labor who has applied to serve on the RCC as the Department of Labor stakeholder.

Ross Mason moved to approve Robert Vetter's name to pass on to the VRT Board March 16th; seconded by Liisa Itkonen. The motion was approved unanimously.

INFORMATION ITEMS**Mobility Programs Website**

Meredith Swassing gave a PowerPoint presentation regarding her internship with VRT to assist with development and upkeep of the Mobility Programs Website. Meredith noted the mission of the mobility programs website is to connect individuals, including those with disabilities to accessible and affordable transportation options. Susan Bradley invited Meredith to pair with someone at the Idaho Commission for the Blind training center to get more understanding on how screen readers make it accessible for the blind.

Monique Johns requested to be on the April RCC agenda to discuss the Summer of Service Options for agencies as AmeriCorps currently has eight quarter time AmeriCorps members for the summer.

Mobility Programs Update

Gloria reviewed the Mobility Programs as outlined in the memo in the packet and noted the members will review the updated timeline and work program for the Franklin Corridor service at the April RCC meeting. There will be a soft roll-out of the Ride Reimbursement program in mid-March. David will be implementing the reimbursement portion; requests will go through 345-RIDE. The Travel Trainer program will transition to full-time positions at VRT as funds are being applied for through 5316/5317, and match have been identified to keep that program going.

Staff Reports

VRT staff reports as presented to the VRT Board on February 16th were included in the packet.

At 11:00 a.m. Leslie Felton-Jue moved to adjourn the meeting; seconded by Brian Jain. The motion was approved unanimously.

NEXT MEETING

Tuesday, April 5, 2011

LINC - 1878 W. Overland Road - Boise, ID

Valley Regional Transit

Budget Summary

Fiscal Year: 2011 ~ Report Period: 3 - December

<i>Account Type</i>	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>
401: Part A-Directly Generated Funds	\$212,299.59	\$232,083.34	\$19,783.75
403: Auxiliary Transportation Funds	\$9,708.31	\$16,500.00	\$6,791.69
404: Non-Transportation Funds	\$617.51	\$24,999.99	\$24,382.48
405: Part B-Federal Capital Source		\$2,117,981.73	\$2,117,981.73
406: Part B-Federal Operating Source		\$956,814.24	\$956,814.24
407: Part D-Local Capital Sources	\$32,446.00	\$368,132.73	\$335,686.73
408: Part D-Local Operating Sources	\$6,125,582.00	\$1,515,163.47	(\$4,610,472.53)
	\$6,380,653.41	\$5,231,675.50	(\$1,149,031.91)
501: Wages and Salaries	\$990,097.76	\$1,058,451.64	(\$68,353.88)
502: Fringe Benefits	\$747,996.40	\$718,312.74	\$29,683.66
503: Professional Services	\$175,796.00	\$189,868.81	(\$14,072.81)
504: Material and Supplies	\$324,786.81	\$413,953.02	(\$89,166.21)
505: Utilities	\$33,694.70	\$40,467.48	(\$6,772.78)
506: Casualty and Liability	\$109,553.72	\$65,944.98	\$43,608.74
509: Miscellaneous Expenses	\$23,482.73	\$34,055.01	(\$10,572.28)
511: Interest Expense		\$180.00	(\$180.00)
512: Lease and Rentals	\$103,450.33	\$94,247.01	\$9,203.32
514: Capital Expenditures	\$278,345.61	\$3,160,196.70	(\$2,881,851.09)
	\$2,787,204.06	\$5,775,677.39	(\$2,988,473.33)
Net Revenue:	(\$3,593,521.35)	\$543,983.89	(\$4,137,505.24)

Valley Regional Transit

Budget Summary

Fiscal Year: 2011 ~ Report Period: 4 - January

<i>Account Type</i>	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>
401: Part A-Directly Generated Funds	\$301,732.99	\$307,500.01	\$5,767.02
403: Auxiliary Transportation Funds	\$12,794.34	\$22,000.00	\$9,205.66
404: Non-Transportation Funds	\$757.94	\$33,333.32	\$32,575.38
405: Part B-Federal Capital Source		\$2,823,975.64	\$2,823,975.64
406: Part B-Federal Operating Source		\$1,275,752.32	\$1,275,752.32
407: Part D-Local Capital Sources	\$32,446.00	\$490,843.64	\$458,397.64
408: Part D-Local Operating Sources	\$6,125,582.00	\$2,020,217.96	(\$4,105,412.04)
	\$6,473,313.27	\$6,973,622.89	\$500,261.62
501: Wages and Salaries	\$1,281,373.65	\$1,410,296.63	(\$128,922.98)
502: Fringe Benefits	\$1,100,044.62	\$957,750.32	\$142,294.30
503: Professional Services	\$270,335.28	\$250,795.08	\$19,540.20
504: Material and Supplies	\$431,511.19	\$551,937.36	(\$120,426.17)
505: Utilities	\$49,948.53	\$53,956.64	(\$4,008.11)
506: Casualty and Liability	\$140,632.63	\$87,926.64	\$52,705.99
509: Miscellaneous Expenses	\$31,157.90	\$45,406.68	(\$14,248.78)
511: Interest Expense		\$240.00	(\$240.00)
512: Lease and Rentals	\$137,814.16	\$125,662.68	\$12,151.48
514: Capital Expenditures	\$355,744.92	\$4,213,595.60	(\$3,857,850.68)
	\$3,798,562.88	\$7,697,567.63	(\$3,899,004.75)
Net Revenue:	(\$2,674,822.39)	\$723,920.74	(\$3,398,743.13)

Valley Regional Transit

Budget Summary

Fiscal Year: 2011 ~ Report Period: 5 - February

<i>Account Type</i>	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>
401: Part A-Directly Generated Funds	\$375,213.20	\$382,916.68	\$7,703.48
403: Auxiliary Transportation Funds	\$14,129.65	\$27,500.00	\$13,370.35
404: Non-Transportation Funds	\$849.72	\$41,666.65	\$40,816.93
405: Part B-Federal Capital Source		\$5,051,009.15	\$5,051,009.15
406: Part B-Federal Operating Source		\$1,905,224.15	\$1,905,224.15
407: Part D-Local Capital Sources	\$32,446.00	\$676,571.20	\$644,125.20
408: Part D-Local Operating Sources	\$6,135,559.48	\$2,598,634.95	(\$3,536,966.53)
	\$6,558,198.05	\$10,683,522.78	\$4,125,282.73
501: Wages and Salaries	\$1,581,562.69	\$1,762,141.62	(\$180,578.93)
502: Fringe Benefits	\$1,344,951.89	\$1,197,187.90	\$147,763.99
503: Professional Services	\$407,499.21	\$311,721.35	\$95,777.86
504: Material and Supplies	\$530,844.39	\$721,176.30	(\$190,331.91)
505: Utilities	\$62,314.80	\$67,445.80	(\$5,131.00)
506: Casualty and Liability	\$154,436.68	\$109,908.30	\$44,528.38
509: Miscellaneous Expenses	\$39,678.49	\$56,758.35	(\$17,079.86)
511: Interest Expense		\$300.00	(\$300.00)
512: Lease and Rentals	\$173,494.84	(\$122,871.65)	\$296,366.49
514: Capital Expenditures	\$423,991.16	\$4,347,300.40	(\$3,923,309.24)
	\$4,718,774.15	\$8,451,068.37	(\$3,732,294.22)
Net Revenue:	(\$1,839,495.90)	(\$2,232,484.41)	\$392,988.51



Memorandum

TO: VRT Board

FROM: Rhonda Jalbert, Capital Infrastructure Project Manager

RE: Donation or Disposal of Transit Shelters

DATE: April 12, 2011

Requested Action:

VRT Board of Directors to conduct a public hearing to remove 13 shelters that will either be donated to contributing members or scrapped according to the VRT Surplus Property Policy

Fiscal Notes: N/A

Status

VRT will be installing new shelters and replacing old shelters this fall. The shelters being replaced will need to be removed and can be donated to contributing members, or disposed of according to the VRT Surplus Property Policy. A public hearing must be held in order to determine what will happen to each shelter.

Ada County Maintenance Facility Operator has requested a shelter and that shelter is noted in the attached list. The State of Idaho has requested that we remove the shelter at State and 5th, but it will be available to view at the Ada County Maintenance Facility. Attached is a list of the shelters being removed and their status.

Attachment

List of shelters

ITEM IV-A

Bus Stop	Asset # Original & New	Location	Route(s)	City	County	Work Type	Future use	
1	423	730446-04 01010423	Vista & Overland S	3	Boise	Ada	Replace Existing With New Shelter	Available to Public
2	567	730444-08 01010567	State & Lemp W	9	Boise	Ada	Replace Existing With New Shelter	Available to Public
3	587	730457-07 01010587	State & Collister E	9	Boise	Ada	Replace Existing With New Shelter	Available to Public
4	593	730444-10 01010593	State & 32nd E	9,44	Boise	Ada	Replace Existing With New Shelter	Available to Public
5	605	01010605	State & 17th W	9,10	Boise	Ada	Replace Existing With New Shelter	NOT Available to Public - Structurally unsound
6	614	01010614	Collins @ V. A. Hospital W	16	Boise	Ada	Replace Existing With New Shelter	Available to Public
7	629	730444-04 01010629	Fairview & 17th E	6, 7, 8	Boise	Ada	Replace Existing With New Shelter	Available to Public
8	649	730446-06 01010649	Broadway & Iowa N	2	Boise	Ada	Replace Existing With New Shelter	Available to Public
9	B	730444-01	Fairview & Westgate W	N/A	Boise	Ada	Remove Only	Available to Public
10	C	730444-07	State & 5th W	N/A	Boise	Ada	Remove Only	Available to Public, but will be located at Orchard Facility
11	E	730446-08	Jefferson & 11th W	N/A	Boise	Ada	Remove Only	Available to Public
12	F	730457-01	Cloverdale & McMillan S	N/A	Boise	Ada	Remove Only	NOT AVAILABLE TO PUBLIC - Moving to Orchard Facility
13	G	730457-03	Vinnell Way & Overland N	N/A	Boise	Ada	Remove Only	Available to Public
						Remove Only:	5	
						Repair:	0	
						Replace Existing With New Shelter:	8	
						Unavailable:	2	
						Total shelters for public:	11	

LEGAL NOTICE
NOTICE OF PUBLIC HEARING

Valley Regional Transit, the regional public transit authority for Ada and Canyon counties, intends to donate or scrap twelve (12) bus shelters located in Ada County to Contributing Members or not-for-profit corporations. Notice is hereby given that public comment is being sought regarding the disposition of the depreciated fixed assets. A public hearing will be held at 1:30 p.m. on Wednesday, April 20, 2011 in conference Room A at Meridian City Hall, 33 E. Broadway Ave., Meridian, Idaho, 83642.

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, April 19, 2011. The mailing address is Valley Regional Transit, attn: Bus Shelters Donation, 830 N. Main St, Ste. 230, Meridian, ID 83642. By fax: (208) 846-8564. By e-mail: rjalbert@valleyregionaltransit.org, subject: Bus Shelters Donation.

Requests for information about the disposition of the assets prior to the public hearing may be directed to Rhonda Jalbert Capital Infrastructure Project Manager, Valley Regional Transit, (208) 846-8547 ext. 4217 or by email: rjalbert@valleyregionaltransit.org.



Memorandum

TO: VRT Board of Directors

FROM: Kelli Fairless, Executive Director

RE: VRT Governance Analysis and Recommendation

DATE: April 11, 2011

Summary:

In April 2010, VRT and COMPASS held the Mobility Summit at the Nampa Civic Center. The summit provided an opportunity for key stakeholders to provide input into the barriers to achieving regional coordination. The VRT Board adopted goals for improving mobility and regional coordination that reflected the issues of the stakeholders.

Governance came out as a key goal from the summit. Staff created an action plan that included creating a subcommittee to look at the governance structure of VRT. In November 2010, the Management Committee agreed to serve as the subcommittee with Charlie Rountree leading the effort on their behalf.

The objective of the governance analysis was to determine a governance structure that would improve efficiency of the regional authority, maintain high degree of local accountability to VRT's membership, and to create a foundation for effective regional coordination within the boundaries and outside the boundaries of VRT.

Charlie directed the staff work which included a series of background materials, governance options and evaluation criteria, and a matrix designed to evaluate the pros and cons of each alternative. Attached is a more detailed description of the recommendation and a background paper that briefly describes the other options evaluated and evaluation criteria that were considered in the evaluation.

Recommendation/Request:

The Management Committee members completed their analysis of the options at an April 4, 2011, work session. The recommendation for the VRT Board to consider is the *Representative Board of the Whole with an executive board*. Attached is an outline describing the key provisions of the recommended options.

Members are asked to consider the recommended option. If the board determines to go forward with the recommendation, the following key steps would be initiated by staff:

1. Review and revise the VRT by-laws to represent the recommended governance structure for VRT Board review in May 2011
2. Finalize by-laws changes in June or July 2011

3. Educate local jurisdictions about the governance changes over the summer 2011
4. Execute the final governance structure to begin with the new fiscal year in October 2011

Implication (policy and/or financial):

The following were identified as implications for the recommended change in governance:

- Reduces the size of the board involved in on-going activities
- Reduces the redundancy in the decision-making process and staff work
- Encourage higher degree of ownership and technical understanding by executive board members
- Maintains accountability to local jurisdictions while reducing the required amount of time for board members to participate in the process each year
- More work required of executive board to coordinate and communicate with the membership the individual members represent
- Puts a burden on each board member to represent a broader-base of entities in the decision-making process
- Requires more staff time for outreach and public relations in each of the jurisdictions.

Highlights:

- April 2010 – VRT and COMPASS held the Mobility Summit at the Nampa Civic Center
- July 2010 – VRT Board adopted the Mobility/Regional Coordination goals which included a goal to review and recommend changes in governance
- August 2010 – Staff completed an action plan based on the VRT Board approved goals
- November 20, 2010 – Management Committee initiated an analysis on governance and Charlie Rountree agreed to chair the effort
- April 4, 2011 – Management Committee evaluated options and proposed a recommendation to pursue the Regional Board of the Whole with an expanded executive board.

More Information:

For additional information contact:

Kelli Fairless, Executive Director, 846-8547 x 4212, kfairless@valleyregionaltransit.org

Charlie Rountree, Chair, Governance Subcommittee, 888-2731, routreecm@msn.com

**Representative “Board of the Whole”
With Executive Board
Description**

Representative “Board of the Whole”/Executive Board

Board Membership

- Representative Board of the Whole (RBW) structured as the existing board
- Current 28 board positions are maintained as prescribed in state code and by previous board resolution:
 - Two positions each for counties
 - Two positions each for cities greater than 25K population
 - One position each for cities less than 25K population
 - One position in each for a single highway district or an association of highway districts
 - Special members are added by resolution (Boise State University, Capital City Development Corporation, Meridian Development Corporation, Idaho Transportation Department (ex-officio))
- Representative executive board (EB) elected from the RBW
- Terms are fixed and are renewed on an annual basis by the RBW
- Voting for both groups would be one vote for each member

Meeting Schedule and Responsibilities

- RBW meets two-times per year
 - January – Establish executive board membership, establish strategic direction for budget development, establish key service levels and policies and adopt plans strategic initiatives for the board
 - July – Adopt work program, service plan and standards, budget and authority policies for upcoming fiscal year
- EB meets monthly to oversee the board’s policy, service, strategic, and financial initiatives
- EB acts on behalf of the board to execute procurements and oversee the work of the executive director

Stakeholder/Community Advocacy

- Regional Coordination Council (RCC) standing advisory committee of the board
- Staff meet up to two times per year in member jurisdictions to discuss transportation needs, agency budget, and other issues of interest to provide to the board members in their decision-making process
- Community Resource Group and Technical Resource Group will provide a foundation for outreach to member jurisdictions and input into the decision-making process
- Executive board members would provide minutes of their meetings to all the RBW member
- Staff would meet with key stakeholder groups in each member jurisdiction throughout the year
- Staff would meet at least one time per year with each member jurisdiction governing board or council to keep them informed on budget, policies, projects, and performance



VRT Governance Subcommittee Background Document

Guiding Principles

The decision-making and policy structure of Valley Regional Transit:

- Supports the organization's strategic vision, mission, priorities, and goals
- Creates a foundation for implementing the authority's six-year plan
- Provides transparency and access to the board's decision-making process
- Respects the diversity of the communities and the needs of communities within the VRT jurisdictional boundary
- Embraces the role of the authority as a regional mobility manager responsible for effectively coordinating and deploying the region's public transportation system assets
- Provides a foundation for effective regional coordination with jurisdictions outside the VRT boundary

Governance Scenarios

Status Quo

- Two board members for each county
- Two board members for each city over 25K
- One position each for cities less than 25K
- One position for single highway district and one position for the association of highway districts
- Special members added by resolution*
- Seven member management committee oversees the activities of the executive director and set the direction of the board meetings
- Voting is one vote per member with a simple majority to pass an action

Discussion Points

- Board size is unwieldy
- Quorums are difficult to obtain
- Little ownership over decisions that are made that leads to less interest in the decisions and less understanding in the benefit of the authority
- Increased staff time to support decision-making
- Redundancy in the decision-making process

Representative Board

- One board member for each county
- One board member for each city
- Bi-cameral voting process where each vote has to pass two tests: majority of members in attendance and majority of population

Discussion Points

- Would require a new vote counting mechanism
- Board size is still large and could be unmanageable
- Continues redundancy in decision-making and staff time to facilitate two meetings per month
- Doesn't address the issue of disinterested in the board process

Representative Board by Transportation Zones

- Region divided by geographic and/or population zones with one member for each zone
- Initial members would be appointed by VRT Board members within the jurisdictions represented in each zone
- Members serve for a stated term to represent the interests of the zone
- Voting would be bi-cameral approach as described above

Discussion Points

- Could reduce oversight of financial issues and the accountability to local governments
- Could create confusion around the accountability executive director has to the elected officials in the authority's boundaries
- Members may feel their populations aren't fairly represented unless there is a bi-cameral voting process
- Would require more policy and attention to drafting appropriate by-laws to make it work

Evaluation Criteria

Policy-making: Does the option provide for appropriate governance and decision-making process of the authority?

System Innovation: Does the option allow for participation in strategic guidance and the opportunity to lead change?

Oversight Function: Does the option allow for adequate oversight of performance, legal, and fiduciary responsibilities?

Customer and Citizen Representation: Does the option allow for appropriate representation of the needs of transit consumers and the tax-payer and other key stakeholders?



Memorandum

TO: VRT Board

FROM: Gloria Maheux, Service Development Manager-Mobility

RE: Canyon County Van Pool Lease/Purchase Analysis

DATE: April 12, 2011

Action Requested

1. Members approve the recommendation to have staff develop a Request for Proposal (RFP) to contract out the vanpool service for Canyon County.
2. Members approve a four-year demonstration project to provide vanpools designed to improve access to low-income workers.

Background

In 2007, VRT Board approved the Transportation Service Coordination Plan (TSCP). A needs assessment was conducted through the development of that plan. It indicated that there was a need to address access to transportation services for low-income workers and the overall cost of transportation. One potential solution offered to doing this was expanding access to vanpool services in areas where commuters are underserved.

In 2009, VRT began the mobility program demonstration projects. At that time \$150,000 in federal and local match was allocated through the Job Access/Reverse Commute (JARC) funding program for a Canyon County vanpool service. In 2010, VRT received a reallocation of Surface Transportation Program (STP) funds that combined with the local match equals \$160,500.00. These funds were allocated to purchase the capital and cover the preventative maintenance for vans. In addition, the vans were required to become part of VRT's vehicle sharing program.

Staff initiated an analysis to determine the best way to leverage the combined funds from the two funding sources. The analysis included consideration of whether VRT should purchase and directly operate the vanpool service or whether we should lease the services through a private provider.

In subsequent Management Committee meetings, the members directed staff to evaluate options that would eliminate need for a government subsidy for traditional commuter vanpool services.

Analysis Results Summary

Attached is a financial analysis of the cost to purchase v. lease the Canyon County Commuter vanpool service. Staff has determined that the leasing option provides the best value because it avoids expensive start-up costs and all the costs are reflected in the rates charged by the vendor to the passenger. This eliminates the need for any government subsidy to the service, and provides a mechanism to establish a traditional vanpool to

start in Canyon County that can also serve the outlying rural counties. The other positive aspect of this recommendation is that the vendor would have the flexibility to provide the appropriate vehicle to meet the demand.

Staff also considered the goals of both the TSCP and the STP grant application and determined there is a need for subsidized vanpool services during commuter hours that would serve low income workers. This would be best done as a four-year demonstration project since the vehicles will be subsidized by the federal grants, and the useful life of the vehicles are four years. The subsidy would be primarily to support target populations outlined in the TSCP.

Staff Recommendation

Based on this analysis, staff recommends:

1. VRT go forward with developing a Request for Proposal to secure traditional vanpool service for Canyon County and the outlying rural counties.
2. VRT purchase and operate up to three vans targeted to serve low income workers. This program would serve goals from both the TSCP and the STP grant application in that the vehicles would provide access to low-cost transportation services to employment during commute hours. In addition, these vehicles would also be incorporated in the Vehicle Sharing program.

Attachment: Lease versus Purchase Analysis

	FY 2012	FY 2013	FY 2014	FY2015
<u>VRT Revenue</u>	3 Vans			
Operating				
Federal				
Local				
Fares	\$ 46,591.20	\$ 46,591.20	\$ 46,591.20	\$ 46,591.20
Capital				
Federal	\$ 125,000.00		\$7,854.88	\$47,894.84
STP funds	\$152,000.00			
Local	\$35,640.00		\$1,963.72	\$11,973.71
In Kind				
Carryover From Previous Year		\$ 107,049.80	\$ 49,078.05	\$ -
Totals	\$ 359,231.20	\$ 153,641.00	\$105,487.85	\$ 106,459.75
Expenditures				
Start Up Costs	\$ 12,000.00			
Wages	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
Benefits	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Travel Reimbursement	\$ 300.00	\$ 315.00	\$ 330.00	\$ 346.50
Employee Training	\$ 3,000.00	\$ -	\$ -	
Preventive Maintenance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Repair		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Van Cell Phones	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Marketing	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00
Van Insurance	\$ 6,750.00	\$ 7,087.50	\$ 7,441.88	\$7,813.98
Vanpool Subsidies	\$ 25,200.00	\$ 25,200.00	\$ 25,200.00	\$ 25,200.00
Van Fuel Expense	\$ 10,581.38	\$ 11,110.45	\$ 11,665.97	\$12,249.27
Total Direct Expenses	\$ 88,181.38	\$ 87,562.95	\$ 88,487.85	\$ 89,459.75
ANNUAL EXPENDITURES	\$ 117,181.40	\$ 104,562.95	\$105,487.85	\$ 106,459.75
Annual Miles	51768.00	51768.00	51768.00	51768.00
Annual Cost per Mile	2.26	2.02	2.04	2.06
Depreciation Cost per Mile	\$0.65	\$0.65	\$0.65	\$0.65
TOTAL COST PER MILE	\$ 2.92	\$ 2.67	\$ 2.69	\$ 2.71
Vehicle Purchase	\$ 135,000.00	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 252,181.40	\$ 104,562.95	\$105,487.85	\$ 106,459.75

VRT does not anticipate having funds to purchase additional vehicles until 2016

	Enterprise Estimate	VPSI Estimate
ANNUAL EXPENDITURES	\$1,572,775.00	\$1,602,450
Fuel		\$303,278.50
Total ANNUAL EXPENDITURES	\$1,572,775.00	\$1,905,729
ANN EXP/MILES TRAVELLED	\$1.06	\$1.28
TOTAL COST PER MILE	\$1.06	\$1.28

Based on up to 86 vans running 17253 miles per year/van
 Estimates only
 Total Cost would be bore by Leasing Company



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Site Development and Transit Amenity Criteria
DATE: April 12, 2011

Summary:

Review Site Development and Transit Amenity Criteria.

Staff Recommendation/Request:

Recommend Approval of Criteria to used where applicable.

Implication (policy and/or financial):

No financial implication. Criteria will be used where there are gaps in the local, state and federal guidelines for site design and transit amenity design.

Highlights:

- Creates standard criteria for agency and consultants to follow.
- Fills in gaps in local, state and federal design guidelines.

More Information:

For additional information contact: - Rhonda Jalbert, Capital Infrastructure Project Manager, 208.846.8547 ext. 4217, rjalbert@valleyregionaltransit.org

Site Development and Transit Amenity Criteria

All applicable local, state and federal jurisdictional requirements must be followed. This document is to fill in the gaps where needed.

A. General Notes

1. Parcel Line - Maintain a minimum of seven (7) feet clearance between any building sidewall and adjacent property or parcel line at emergency exits and egress paths.
2. Transformer and electrical enclosure shall be located at the front corner of the parcel.
3. Parking Areas shall not use wheel stops or speed bumps.

B. Paving

1. Paving thickness to be per geotechnical report requirements customer parking shall be light vehicle traffic loads and heavy duty traffic loads for main traffic aisles.
2. A Materials Engineer shall monitor paving operations and conduct a pre-paving conference.
3. Paving formula and material certificates shall be submitted by the Asphalt Contractor to the Materials Engineer / Testing Laboratory for review and approval.
4. Soil Sterilant to be applied below all asphalt paved areas.
5. Prime coat and/or seal coat: DO NOT include prime coat on base material or seal coat on asphalt surface unless otherwise recommended by Materials Engineer.

C. Parking

1. Drive Aisles - Provide tow-way customer drive aisles with 60° parking at 60 feet on center and 10 foot wide parking stalls. On sites where 90° parking is required, parking bays are to be 65 on center minimum, with 10 foot wide parking stalls.
2. Drive Aisle Width - Main two way drive aisle width to be 30 feet minimum clear between parked vehicles or curbs for those aisles connecting to public streets.
3. Bus Access - Drive aisle circulation shall provide adequate width and turning radiuses for 40 foot buses.
4. Main drive aisle street curb cut width shall be minimum 40 feet wide.
5. Maintain minimum 30 feet drive aisle width between the sidewalk and nearest parking stall or planter.
6. Parking stalls with curbed planter islands at front of parking spaces shall be 3 feet shorter in depth than the depth of a standard parking stall.
7. Handicap parking stalls - Locate appropriate number of required handicap stalls across the full width frontage of the parking lot.
8. Customer parking stall striping shall be painted with 2 coats traffic yellow in 4 inch wide lines.

9. Concrete curbs shall be poured in place concrete and rest on compacted fill minimum depth 12 inches.
10. Precast concrete curbs and other elements are NOT allowed. Curbs in customer parking areas are NOT allowed except for required planting areas.
11. Top set extruded concrete curbs set in epoxy are NOT allowed.
12. Provide expansion joints at 25 feet o.c. maximum along straight runs and at curve tangents, and corners. Reinforcing bars shall be continuous through joints at sidewalk curb. Sack finish exposed curb surfaces.

D. Grading and Drainage

1. Balance cut and fills for each proposed grading design, provide a cut and fill calculation that accounts for estimated volumes of deleterious material to be exported and estimated volumes of select fill to imported for paving subgrade. If balancing cut and fill is not practical, design to minimize quantity of import or export.
2. Retaining Walls shall NOT be allowed without consent from VRT Project Manager. Minimize abrupt grade transitions by grading to maximum slopes allowed. Where an abrupt transition in elevation occurs, design a steep sloping planter. Planter slopes shall not exceed the geotechnical engineer's recommendations. On conceptual grading plans, the designer shall propose the relocation of curbs, and other site elements as recommended to eliminate the need for retaining walls.
3. Finished grades adjacent to buildings shall be designed to minimize the cost of perimeter grade beams and to eliminate elevated landings, ramps, and railings at exterior exits and delivery doors.
4. Slope on paving to be 1% minimum for drainage, and 3% maximum within 50 feet of the building's entrances and delivery doors. Slopes shall be 5% maximum at other areas.
5. No mechanical means using lifts, pumps or other equipment shall be used to assist site storm drainage and disposal.
6. Concrete gutter to be 0.5% minimum slope to drain.
7. Concrete swales in customer parking areas are NOT allowed.
8. Contour Format - Show required grades in 1 foot intervals with spot elevations at appropriate locations.
9. Roof top drains to be tight lined below grade to the site storm water disposal system. Show separation of "site work" versus "building work".
10. Building pad(s) shall be graded to a level below finished floor equal to the floor slab thickness plus base course if any, as specified in the owner's geotechnical report of subsurface investigation to any accuracy of plus or minus 1/10th of a foot.
11. Building pad(s) shall be compacted and a pad certificate form (form to be provided upon request) shall be completed for each building pad, verifying compliance with the contract documents.
12. Site Storm Water - Provide a drainage retention study and plan where required by local jurisdiction.

13. Prior to any work being done on the site - comply with Federal Environmental Protection Agency (EPA) notification regulations pursuant to their National Pollutant Discharge Elimination System (NPDES) and comply with construction storm water permitting requirements. A Notice of Intent (NOI) naming Valley Regional Transit must be filed with all applicable federal, state and local authorities with a copy to be sent the VRT Project Manager. Prior to beginning any earthwork, Contractor/Developer shall comply with terms of the NOI by preparing a Storm Water Pollution Prevention Plan (SWPPP) in accordance with NPDES requirements and provide a copy to the VRT Project Manager. A copy of the SWPPP shall be maintained on site during construction.
14. Contractor/Developer shall also comply with hauling and disposal regulations of authorities having jurisdiction.
15. After completion of all site work including paving, storm water control system, landscaping and removal of all earth or soil stockpiles, the Contractor/Developer shall file a Notice of Termination (NOT) for the NPDES construction storm water permit to the applicable regulatory agency(s) and provide a copy to the VRT Project Manager.

E. Landscaping

1. Avoid obscuring the building's signage when trees reach maturity.
2. Planters and landscape areas shall use xeri-scaping, low maintenance type plants. Annual flowers are NOT allowed.
3. Provide plant list legend in documents with common name, Latin name and size of plant at time of planting.
4. Trees size at planting shall be no smaller that 1-1/2" caliper, shrubs to be 5-gallon minimum.
5. Automatic irrigation system shall be freeze resistant with separate water meter. Keep heads away from edges of planters. Heads shall be arranged and located so spray does not hit building or customer walking areas. Bubbler type heads shall be used for interior parking lot planter areas.
6. As-Built drawings shall be provided by the Site Contractor, showing sprinkler layout with associated electrical diagrams showing lines, valves and control locations.

F. Utilities

1. Utility and other easement areas to be located outside the building area(s), expansion area.
2. Provide utility plans to include, but not limited to, the following: Designated inverts for sanitary sewer, domestic water, fire sprinkler water (including flow & pressure), oil/water separators, gas, data, and telephone service. Show separation of "site work" versus "building work" consistently for all buildings as defined in Development Agreement.
3. Utilities to be extended to within 5 feet of the building by the site contractor. Site Contractor shall provide cap or shut-off valve at that location.

4. Coordinated building utility entry locations with VRT Building Architect. VRT will consider locating domestic water, fire sprinkler water and sanitary sewer connections at the front of the building if justified by savings in the cost of site utility connections.
5. The building's utility demand and location will be provided by VRT Project Manager.
6. Manhole covers, catch basins, and clean-out boxes shall not be located in traffic aisles or at entry or delivery areas.
7. Utility information shall include the telephone and data service layout. Number of cables will be provided by the VRT Project Manager.

G. Site Lighting/Site Electrical Plan

1. Site Lighting Design Criteria

- i. Site lighting design considerations shall be discussed with the VRT Project Manager prior to starting any site electrical design work.
- ii. A site lighting survey of the surrounding area may be required.
- iii. Site Lighting Poles shall be straight, square, steel (SSS) and meet all codes. Select round, tapered steel (RTS) or pre-stressed, hollow-core concrete poles where SSS poles cannot meet the local wind loading requirements. Cor-ten poles shall NOT be used.
- iv. Site lighting pole bases shall be concrete 2'-6" high above grade, 2'-0" diameter and formed with a circular "sono" tube. Engineer the pole base depth with respect to wind loading and soil conditions. Slope the top of the pole base away from the pole to shed moisture. Sack finish and apply 2 coats of traffic yellow paint.
- v. Light poles shall not obstruct the view of signs.
- vi. Metal Halide (MH) site lighting fixtures shall be used for all pedestrian and general parking areas. High Pressure Sodium (HPS) lighting may only be used when required by local government agencies and must be used in areas behind the buildings when it is adjacent to residential properties.
- vii. A light level minimum of 1.5 footcandles (2.5 footcandles where HPS lamps are required) maintained at grade level for the main parking area is required with the following exceptions:
 1. Where local codes or governing authority require a lower maximum.
 2. A minimum of 1 foot-candle maintained at grade level with 20 feet of the roadway boundary for vehicle and pedestrian entrances.
 3. A minimum of 0.6 foot-candles maintained at grade level with 20 feet of adjacent residential property to reduce light trespass. Do not located poles within 15 feet of residential property.
 4. A minimum of 0.2 foot-candles maintained at grade level behind the building where parking is not available.

- viii. All building security and soffit lights shall be powered from the respective building panel.
- ix. Site Lighting Power Distribution
1. Stand alone sites - Site lighting shall be powered out of Panel 'SL' located inside the VRT building.
 2. Co-tenants - Site lighting shall be powered out of a separately metered House Panel. House Panel shall be located on or within 50 feet of the VRT building or parking lot and shall be sized for minimum spares and spaces.
- x. Site Lighting Control shall incorporate general parking area poles and vehicle entryways (entire length) to the building's parcel shall be connected to the site lighting panel by separate circuits and controls as follows:
1. Stand Alone Sites - Lighting Management System shall control the site lighting via contactors.
 2. Co-Tenants - The controls shall be Time Clock (TC), Photo Control (PC) and the required contactors. Locate PC in 1/2" rigid conduit above the roof. Aim photocell north and set PC to activate lights when ambient light levels drop below 10 foot-candles.
- xi. Site lighting control shall incorporate bi-level control of 80% general lighting and 20% night-lighting. "Night Light" fixtures shall use PC only. All remaining general site lighting fixtures shall use a PC in series with TC control.
- xii. Parking Lot Lighting sequence shall be as follows:
- | <u>Time</u> | <u>Control</u> |
|--------------------------|---|
| Buses Running (daylight) | TC on and PC off - All lights off |
| Dusk < 10 foot-candles | TC on and PC on - All lights on |
| Buses not running | TC off and PC on - Night light fixtures on, remainder off |
| Predawn | TC on and PC on - All lights on |
| Dawn > 10 foot-candles | TC on and PC off - All lights off |
- xiii. Minimize the number of homeruns as well as conductor and conduit size.
- xiv. Site lighting fixtures schedule shall include a minimum of the following column headings:
1. Assembly type
 2. Assembly description including fixture distribution
 3. Lamp Type
 4. Power Requirements
 5. Fixture and Pole model numbers

- xv. 400-watt metal halide fixtures shall be used where practicable unless required otherwise by local codes or directed otherwise by VRT during the site lighting discussions, as required above.
 1. Use 400 watt vertical lamp, area fixtures on 25 foot poles spaced approximately to yield the foot-candle values specified in G. 1. vii. Orient fixtures in an "I" configuration and parallel to the building front or street front.
 2. Prevent light trespass onto residential property by using 400-watt fixtures with appropriate distribution patterns and house side shields.
2. Site Electrical Plan shall include, but not limited to, the following:
 - i. The site, pole locations, light pole base details, site lighting panel location, electrical home runs, conduit size, wire size, panel schedule showing all loads connected to the site lighting panel, clear identification of all "night light" circuits, electrical service layout, site lighting control (Ladder diagram) and utility information.
 - ii. The electrical service layout shall show the location of the transformers and indicate separation of "site work" versus "building work" consistently for all buildings as defined in the Development Agreement.
 - iii. Site lighting lamps - A note directing the Contractor to provide and install all site lighting lamps.
 - iv. Site Photometric Plan shall be provided with electrical plan and at the same scale as the site electrical plan.
3. Site Photometric Lighting Plan shall be submitted to the VRT Project Manager and shall include, but not limited to, the following:
 - i. A computer generated point-by-point photometric site layout (horizontal). Maximum spacing between the points shall be 15 feet. Extend photometrics 30 feet into the bordering residential areas to model light trespass. Use 0.60 light loss factor.
 - ii. Initial Lumens: for 400-watt "Pulse Start" lamps use 41,000 lumens for lamps in the vertical position and 40,000 Lumens for lamps in the horizontal position.
 - iii. Graphical representation of fixtures assemblies with correct orientation at pole locations.
 - iv. The Light Loss Factor (LLF) and scale legend shall be clearly labeled on all photometric layouts.
 - v. Light Fixture Schedule
 - vi. Neighborhood Zoning Identification - Identify surrounding property areas as "Commercial", "Residential", or other appropriate zoning description based on local designation.
 - vii. All building outlines clearly labeled on horizontal and vertical photometric layouts.

- viii. The location of curbs, planters, walkways, site signage, parking lot striping and drive aisles.
 - ix. Show labels that correspond to the Light Fixture Schedule for all fixtures on the point-by-point plan.
 - x. The North Arrow
 - xi. Keyed Notes.
4. Shelter Lighting
- i. Shelter lighting will not be powered from an electrical panel.
 - ii. Shelter lighting will utilize solar lighting options and controlled from a photocell.
- H. Park and Ride Standard Criteria
1. Parking Spaces
- i. Estimate 320 sq.ft. for each car park when estimating the size of the lot needed
 - ii. 9' x 20' full size car parking space
 - iii. 8'x15' compact car parking space
 - iv. 10' x 20' commuter ride van parking space
 - v. Estimate a minimum of 50 car parks per Park and Ride location
2. Mobility
- i. Sidewalks
 - 1. minimum of 5'-0" wide
 - ii. Prefer to have sidewalks to bus stop location
 - 1. Bus stop location should be no more than 0.25 miles from entrance to park and ride lot
 - iii. Ease for Commuter Ride to participate
3. Ingress/Egress
- i. Minimum of one (1) ingress and one (1) egress to the site.
 - ii. Ingress/Egress points spaced from intersection per ACHD Policy Manual or local jurisdictional requirements.
 - iii. No ingress or egress on crest vertical curves
 - iv. At least 300' corner sight distance
4. Lot Requirements
- i. Lighting – See Section G.
 - ii. Storm Water
 - 1. On-site detention or retention
 - iii. Paved – see Section B

- iv. Would prefer to have a bus stop located outside of park and ride, but the between the ingress and egress locations for the park and ride lot.
 - 1. If bus is routed thru the parking lot, design vehicle turning movements for a 40'-0" bus or BUS-12.
 - 2. See Section I for Bus Stop Criteria
- 5. Miscellaneous
 - i. Landscaping
 - 1. Xeri-scaping landscaping.
 - 2. Use native plants to the area.
 - 3. Drip irrigation system if irrigation system is required.
 - ii. Avoid , minimize or mitigate environmental impacts
 - iii. Near two (2) major bus routes
 - iv. Bicycle Storage Facilities
- I. Bus Stop Criteria
 - 1. Prefer the stop to be located near an intersection.
 - 2. Should not block any curb cuts or driveways.
 - 3. Landing Ramp – 5' wide by 8' deep
 - 4. Bench
 - i. pad – 6' wide by 3' deep
 - ii. must have 48" clear from front of bench to back of curb
 - 5. Bus Stop Sign
 - i. Locate sleeve in soil if possible
 - ii. Locate just before stop bar on roadway if applicable.
- J. Transit Shelter Criteria
 - 1. Shelters can be located at bus stop locations; therefore they are required to meet the same or stricter criteria for bus stops stated in Section I.
 - 2. The transit shelter installation will need to adhere to the manufacturers requirements.
 - 3. Criteria for New Shelters
 - i. If a stop has more than 2 riders boarding or off boarding at a stop; that stop will qualify for a Shelter.
 - ii. If a stop has more than 1.5 riders boarding or off boarding at a stop on two (2) major arterials; that stop will qualify for a Shelter.
 - iii. If a stop is located in area where there are disabled or senior citizens waiting for transit services; that stop will qualify for a Shelter.

4. Criteria for Type of Shelter

- i. If a shelter is located within the CCDC downtown Boise area designation, that location will receive the Downtown Shelter Design. See Exhibit A.
- ii. If a shelter is not located within the CCDC downtown Boise area designation, that location will receive the VRT Shelter Design. See Exhibit B.

5. Criteria for Replacement Shelters

- i. If a shelter is structural unsound and the location meets the criteria for a new shelter it will be replaced if the shelter cannot be brought into compliance for under \$1000.
- ii. If a shelter is deemed aesthetically unacceptable and the location meets the criteria for a new shelter it will be replaced if the shelter cannot be brought into compliance for under \$1000.

6. Criteria for Existing Shelters

- i. If there is an existing shelter that is no longer on VRT bus route and no future routes are proposed for that location.
- ii. The shelter owned by VRT will be removed.
- iii. If the shelter is not owned by VRT; VRT will contact the owner to see if they will remove the shelter.
- iv. If an existing shelter location does not meet the criteria for a new shelter it will be evaluated based on the criteria below.
- v. If the shelter is aesthetically acceptable and structurally sound the shelter will remain.
- vi. If the shelter is deemed aesthetically unacceptable and can be refurbished for under \$1000 the shelter will be refurbished and remain.
- vii. If the shelter is deemed aesthetically unacceptable and cannot be refurbished for under \$1000 the shelter will be removed. Patrons of the shelter will be notified and will be able to comment on the removal. If enough comments are submitted the removal will be re-evaluated.
- viii. If the shelter is structurally unsound and can be repaired for under \$1000 the shelter will be repaired and remain.
- ix. If the shelter is deemed structurally unsound and cannot be repaired for under \$1000 the shelter will be removed. Patrons of the shelter will be notified and will be able to comment on the removal. If enough comments are submitted the removal will be re-evaluated.
- x. If a shelter is removed, the bus bench vendor will be contacted and a bench will be prioritized for that location.

K. Benches

- 1. Benches shall be located at all bus stops that are physically able to accommodate a bench per local, state and federal guidelines.

2. No ROW shall be encroached upon without approval from the property or ROW owner.
3. There are two types of benches: advertising and non-advertising
 - i. Non-advertising benches will be located in designated historical and downtown districts.
 - ii. Advertising benches will be located at bus stops that are not located in designated historical and downtown districts.
4. Benches, located at fixed bus stops, will be furnished, installed and maintained by the current "Bench Contractor", which has contracted with VRT. No other benches will be allowed.
5. Benches located at Transit Centers or major transit hubs for VRT may be provided by the transit center owner, e.g.: Boise State University (BSU), College of Western Idaho (CWI), etc. versus being provided by the "Bench Contractor".
 - i. These benches will be non-advertising benches. No advertising benches will be allowed.

L. Bike Amenities

1. Bike Racks
 - i. Should follow local guidelines, otherwise contact VRT for specifications.
2. Bike Lockers
 - i. Should follow local guidelines, otherwise contact VRT for specifications.
 - ii. Should be locking.
 - iii. Must be completely enclosed.

M. Transit Centers

1. Must able to stage a minimum of four (4) buses at a time or more if required by VRT.
2. A 6" curb must be installed at the bus stops at Transit Center in order for the bus ramp for disabled persons to be deployed.
3. Covered waiting area is required.
4. Benches are required. See Section K for Bench Criteria
5. Bike Amenities are required. See Section L for Bike Amenities.
6. Bus tickets and passes must be available for purchase at Transit Center.
7. Regional Bus Schedules and Maps must be available for passengers at the Transit Center.
8. Four (4) or more major routes must serve the Transit Center with maximum headway times/frequency.



Memorandum

TO: VRT Board of Directors

FROM: Kelli Fairless, Executive Director

RE: Legislative Engagement Strategies

DATE: April 12, 2011

Summary:

At the February board meeting, Chairman Tom Dale led a general discussion on the need to improve relationships between local and state policy-makers. One of Mayor Dale's themes in the discussion is that all the elected officials in our region are representing the same constituents, and we need to find a way to better understand the shared interests of all the groups for the betterment of the lives of our citizens.

Many of the board members shared creative ways they are building those relationships with their districts legislators. I have considered those stories for the recommendations that I have outlined below.

Recommendation/Request:

Staff is recommending two approaches to our legislative engagement strategy.

Approach 1

Legislative District Meetings – Staff will coordinate and hold one meeting in each legislative district. Each meeting would be officially hosted by the board member from VRT within each legislative district. We would also invite other key stakeholders and partners in our region to help them to understand the needs of the citizens and the solutions we have provided in our Mobility Development Plan to serve the stakeholders. These meetings would be scheduled from June through October.

Approach 2

Inventory of Best Practices – Staff will research and document creative approaches individuals or groups of local elected leaders have employed to build relationships with state elected officials. This inventory would then be used to establish a few “best practice” recommendations for an on-going forum to build positive relationships. This will complement the first approach in that the district meetings can be used to gather input from legislators on how they would like to be involved in the process.

Implication (policy and/or financial):

The following were identified as implications for the recommended change in governance:

- Staff time is already built into the existing year's budget of work hours
- Process could lead to a more proactive and positive engagement of state and local elected leaders

Highlights:

- Summer 2005 – VRT staff held district level legislative outreach meetings. They were very effective and led to several years of positive engagement with the legislature around a local option sales tax.
- 2006 – 2008 – VRT engaged lobbyist to assist in a variety of outreach and education efforts pertaining to securing local option authority.

More Information:

For additional information contact:

Kelli Fairless, Executive Director, 846-8547 x 4212, kfairless@valleyregionaltransit.org



Memorandum

TO: VRT Board of Directors
FROM: Kelli Fairless, Executive Director
RE: State Street Corridor TTOP
DATE: April 12, 2011

Summary:

Planning on the State Street corridor began in 2004 with the State Street Master Plan, a joint project led by Ada County Highway District and the City of Boise. The Plan laid out the vision of a multi-modal corridor with transit lanes (in multiple alternative configurations), sidewalks and bike lanes, but did not provide the detail of how and when this was to be accomplished.

In 2005, local governments along the corridor partnered through a steering committee to draft an MOU focused on implementation activities of the State Street Master Plan. The State Street Traffic and Transit Operations Plan (TTOP) was a key step called for in the Master Plan. The project team has been led by Kittleson and Associates (KAI). Andy Daleidan, the team's project manager will be presenting the findings and proposed implementation plan for the project.

Below are key findings from the analysis:

Demographics

- The 2035 forecast projects a corridor population growth of 93% and employment growth of 118%
- Total corridor-wide population increase is projected at 26,590 people
- Greatest population growth projected in downtown Boise with an increase of 10,980 people
- Greatest employment growth is also projected in downtown Boise with an increase of 39,200 jobs
- Total employment growth along the corridor is projected at 43,800

Traffic Projections

- Forecasted traffic counts swell by 2035, creating gridlock unless roadway, transit and land use changes are interconnected and implemented
- COMPASS 2035 travel demand model projects the need for an excess of nine travel lanes on State Street

Scenarios

- TTOP evaluated four scenarios in developing the recommended alternative
- The recommended long-term improvements include a Curbside Running Way with High Occupancy Vehicle Lane (HOV) Lanes between 23rd Street and Eagle Road extended to SH 16 when needed
- Improvements include seven travel lanes with the HOV lanes located in the outer (curbside) lanes, bike lanes, sidewalks and a raised median, and intersections designed to provide safe crossings for pedestrians and cyclists

State Street Corridor TTOP
 April 12, 2011
 Page 2

- HOV lanes between 23rd Street and Glenwood may occur as a medium term improvement.

Solutions

- Solutions designed to balance the competing needs of different transportation modes and land uses
- Implementation is phased to prepare the corridor for multimodal infrastructure, a high capacity transit system and mixed-use development in transit-oriented nodes
- Activities are based on three categories (Land Use, Transit Ridership, and Roadway)
- Activities identified as near, medium and long term, based on triggers rather than described on a time
- Within each phase key steps, or milestones, provide the chronological framework for successful implementation.

Staff Recommendation/Request:

This is for information only. The VRT Board will consider the adoption of the Findings and the Implementation Plan and schedule at the May meeting.

Implication (policy and/or financial):

The implications for this project include the following:

- The adoption of this plan does not commit any funding to future projects. Funding for projects in the implementation plan will be considered on an annual basis through the board's budget development process
- The adoption of this plan allows for a strategic and collaborative approach to a significant regional corridor
- The results of this plan will be incorporated into the update of the CIM long-range plan

Highlights:

- 2005-06 – VRT Board accepts State Street Master Plan and adopts the Memorandum of Understanding for the State Street Corridor
- 2008-09 – VRT Board appropriates up to \$400,000 and ACHD appropriates up to \$125,000 to fund the TTOP project
- FY 2009-11 – KAI is selected as project consultant and project is completed
- November 2011 – VRT Board approves the updated MOU and delegates the final execution to the executive director.

More Information:

For additional information contact: - Kelli Fairless, executive director, 846-8457 x 4212, kfairless@valleyregionaltransit.org



Memorandum

TO: VRT Board

FROM: Gloria Maheux, Service Development Manager-Mobility Programs

RE: Franklin Corridor Service - Demonstration Route

DATE: April 12, 2011

Summary:

Through a collaborative effort of the SILC, AmeriCorps, and VRT, a Medicaid Infrastructure Grant (MIG) was applied for in late spring of 2010. The grant was approved for award on February 3, 2011. This grant will provide for a demonstration route in the Franklin Corridor area of Caldwell beginning June 6, 2011, through December 31, 2011, with a possible three month extension.

Staff Recommendation/Request:

This is for information only. The VRT Board will consider a permanent route following the demonstration period and contingent on securing sustainable funding.

Implication (policy and/or financial):

Financial: Funding for this demonstration route is being paid for by the MIG (no match required) through December 31, 2011, with the possibility of a three month extension. Valley Regional Transit will be responsible for funding this route post MIG. Staff is working with stakeholders in the Franklin Corridor area to work together as a Transportation Management Organization (TMO) or individual stakeholders to come up with the percentage necessary to continue this service following the demonstration period.

More Information:

For additional information contact: Gloria Maheux at (208)846-8547 ext. 4218 or gmaheux@valleyregionaltransit.org

Attachments

Franklin Corridor Budget

FRANKLIN CORRIDOR BUDGET

Service Start Date June 6th, 2011

	Dec 31st	March 31st
Days of Operation	147	211
Operations Hours Per Day (7:30 AM - 5:30 PM)	10	10
Total Hours Of Service	1470	2110
Hourly Operating Cost	\$85.98	\$85.98
Total Operation Cost	\$126,390.60	\$181,417.80
Total Budget	\$200,000.00	\$200,000.00
Marketing Budget Minumum	\$18,000.00	\$18,000.00
Balance	\$55,609.40	\$582.20
Marketing Budget Maximum	\$30,000.00	\$30,000.00
Balance	\$43,609.40	-\$11,417.80



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Canyon County Maintenance Facility
DATE: April 12, 2011

Summary:

Review strategy for the Canyon County Maintenance Facility.

Staff Recommendation/Request:

Request guidance on direction of strategy.

Implication (policy and/or financial):

New facility would cost approximately \$3 to \$3.5 M including the land purchase. Long Term Capital Lease with an option to purchase could be utilized to procure a facility that will meet VRT's current and future needs.

Highlights:

- Purchase, e.g. Build to Suit
 - Pros
 - § Own the facility
 - Cons
 - § No funding at this time
- Long Term Capital Lease
 - Pros
 - § Would be able to obtain a new facility
 - § Facility would meet current needs for Canyon County
 - Cons
 - § Do not own the facility
 - § Would need the owner to make the improvements
- Stay at existing location
 - Site does not meet our current needs.
 - § Already renting additional parking space off site.
 - Building is under utilized
 - § Does not meet ADA guidelines
 - § Roof leaks
 - § Not enough office space
 - § No formal training area
 - § Bathrooms do not meet code

More Information:

For additional information contact: - Rhonda Jalbert, Capital Infrastructure Project Manager, 208.846.8547 ext. 4217, rjalbert@valleyregionaltransit.org



Memorandum

TO: VRT Board of Directors

FROM: Kelli Fairless, Executive Director

RE: Senior Transportation Service Plan

DATE: April 11, 2011

Summary:

Valley Regional Transit Board of Directors adopted the Transportation Service Coordination Plan (TSCP) in November 2007. The plan outlines needs and strategies for improving regional coordination and the mobility options for a variety of target populations, such as low income, elderly, and persons with disabilities.

In 2008-09, VRT received funding under two federal programs: Job Access Reverse Commute (Section 5316/JARC) and the New Freedom (Section 5317/NF) programs. The total funding between federal and local sources was \$1.4 million. VRT has worked closely with COMPASS to collect additional data, evaluate strategies, and develop demonstration projects that would lead to expanding transportation options available in the region.

As a result of the economic downturn, the senior centers in our region have experienced significant decreases to the funding they receive to provide important transportation services to the region's seniors. Over the course of the last several months, I have talked with several senior center coordinators who are looking for ways to fill the gaps that are created by the decrease in funding.

Staff Recommendation/Request:

VRT staff is recommending a targeted planning process for senior transportation. This project can be completed with the existing staff hours that have been budgeted for this fiscal year to develop mobility programs and improve regional coordination. In addition, this project is aligned with one of the activities COMPASS has in their Unified Planning and Work Program this year. The COMPASS activity is to complete a financial analysis of transportation resources that are currently being expended to serve the target populations.

The general scope of this project would be to do an analysis of the existing senior services in our region and to determine the local and federal sources of funds that are serving that population. The end goal would be to determine if there is a way to coordinate senior transportation more effectively. This would be to consider a variety of

Senior Transportation Plan
April 11, 2011
Page 2

options and determine the best one or combination of options including vehicle sharing, purchase of service contracts, and/or expanded volunteer ride program.

Implication (policy and/or financial):

The implications for this project include the following:

- Assist VRT to gain a better understanding of the mobility assets being utilized in the region to serve senior citizens' transportation needs
- Identify efficiencies that could benefit the senior centers and create opportunities for more efficient use of resources
- Allow for a strategic approach to securing federal funding to assist in the implementation of the plan through federal grant requests that are coordinated through the Idaho Transportation Department each year.
- Assist the board to develop policies that support innovative ways to plan for the services of target populations and help us all gain a better understanding of possible efficiencies that can be gained through coordination and collaboration with partners in the senior advocacy community.

Highlights:

- November 2007 – VRT Board adopts the Transportation Service Coordination Plan
- 2009-10 – VRT working with COMPASS to develop potential demonstration projects including vehicle sharing, volunteer ride, and reimbursement program
- COMPASS included funds in the FY 2011 UPWP for completing a financial analysis and capacity study
- First and second quarter of FY 2011 has included outreach to key stakeholders which has uncovered need for a strategic approach to senior transportation

More Information:

For additional information contact: - Kelli Fairless, executive director, 846-8457 x 4212, kfairless@valleyregionaltransit.org



Memorandum

TO: VRT Board of Directors

FROM: Rhonda Jalbert, Capital Infrastructure Project Manager

RE: Shelter Procurement

DATE: April 12, 2011

Summary:

Review cost estimate for Shelter procurement.

Staff Recommendation/Request:

Information on shelter procurement.

Implication (policy and/or financial):

Shelter procurement for standard shelters approximately \$144,000

Standard Shelter Design - \$73,000 (approved)

Standard Shelter Installation/Construction - \$215,000

Standard Shelter Total for 39 shelters - \$473,000

Downtown Shelters – Design, installation - \$184,000

Total Cost for all Shelters - \$ 657,000

Highlights:

- Procuring 39 standard shelters
- Shelter locations will meet Shelter Criteria
 - 15 standard shelters being located in Canyon County
 - 24 new/replacement standard shelters to be located in Ada County
- Installation to be completed 2011 or 2012 depending on the lead time for the standard shelters
- Downtown shelters under design contract
 - To be completed late 2011 or early 2012.

More Information:

For additional information contact: - Rhonda Jalbert, Capital Infrastructure Project Manager, 208.846.8547 ext. 4217, rjalbert@valleyregionaltransit.org

Standard Shelters Canyon County					Ada County				
Shelters									
Phase I	Phase II	Total	Cost/shelter	Cost	Phase I	Phase II	Total	Cost/shelter	Cost
4	0	4	\$ 2,895.00	\$ 11,580.00	2	6	8	\$ 2,895.00	\$ 23,160.00
2	0	2	\$ 3,970.00	\$ 7,940.00	1	2	3	\$ 3,970.00	\$ 11,910.00
3	0	3	\$ 3,625.00	\$ 10,875.00	3	4	7	\$ 3,625.00	\$ 25,375.00
6	0	6	\$ 4,335.00	\$ 26,010.00	3	3	6	\$ 4,335.00	\$ 26,010.00
		15		\$ 56,405.00			24		\$ 86,455.00
Breakdown between Counties		38%					63%		
Design									
\$ 72,740.60				\$ 27,277.73					\$ 45,462.88
Construction/Installation									
	Sites		Avg. Cost/Site	Cost		Sites		Avg. Cost/Site	Cost
	15		\$ 5,500.00	\$ 82,500.00		24		\$ 5,500.00	\$ 132,000.00
Sub-Total Cost				\$ 166,182.73					\$ 263,917.88
Contingency		0.1		\$ 16,618.27					\$ 26,391.79
Total Estimated Cost				\$ 182,801.00					\$ 290,309.66
									\$ 473,110.66
Downtown Shelters Canyon County					Ada County				
Shelters									
Type/Size	Phase I	Total	Cost/shelter	Cost	Type/Size	Phase I	Total	Cost/shelter	Cost
8 x 6 shelter	0	0	\$ 9,000.00	\$ -	8 x 6 shelter	7	7	\$ 9,000.00	\$ 63,000.00
12 x 6 shelter	0	0	\$ 10,000.00		12 x 6 shelter	2	2	\$ 10,000.00	\$ 20,000.00
Art	0	0	\$ 2,700.00		Art	9	9	\$ 2,700.00	\$ 24,300.00
		0		\$ -			9		\$ 107,300.00
Breakdown between Counties		0					100%		
Design									
\$ 28,388.00				\$ -					\$ 28,388.00
Construction/Installation									
	Sites		Avg. Cost/Site	Cost		Sites		Avg. Cost/Site	Cost
	0		\$ 3,500.00	\$ -		9		\$ 3,500.00	\$ 31,500.00
Sub-Total Cost				\$ -					\$ 167,188.00
Contingency		0.1		\$ -					\$ 16,718.80
Total Estimated Cost				\$ -					\$ 183,906.80
									\$ 183,906.80
Total cost for all Shelters									\$ 657,017.46
Original Estimate									\$787,500



Memorandum

TO: VRT Board of Directors

FROM: Mark Carnopis, Community Relations Manager

RE: Second Quarter ValleyRide Ridership Report

DATE: April 12, 2011

RIDERSHIP SUMMARY

ValleyRide Bus Services experienced a drop in ridership during the second quarter of fiscal year 2011 (January 1, 2011 through March 31, 2011) compared to the previous year. Overall, total ridership for all services (Boise/Garden City and Nampa/Caldwell fixed-line and intercounty service) decreased by 3.9 percent. ValleyRide boardings for the quarter totaled 357,376 compared to 372,005 in FY 2010.

For the first half of FY 2011, ridership totaled 692,215 compared to 718,784 in FY 2010. The overall ridership decrease was 3.7 percent.

Highlights for the second quarter of FY 2011 compared to FY 2010

- Boise/Garden City fixed-line ridership decreased by **4.1 percent**.
- Nampa/Caldwell fixed-line service decreased by **2.2 percent**.
- Intercounty ridership decreased by **3.6 percent**.

Highlights for the first half of FY 2011 compared to FY 2010

- Boise/Garden City fixed-line ridership decreased by **4.3 percent**.
- Nampa/Caldwell fixed-line service increased by **0.26 percent**.
- Intercounty ridership decreased by **1.4 percent**.

**VALLEY REGIONAL TRANSIT
PROCUREMENT CALENDAR
MANAGEMENT COMMITTEE
For review by VRT Board 04/20/11**

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential MC Action
Keller & Assoc	General Planning	04/01/2011	Two 2 Year Ext.	Contract will not be renewed

Pending procurement Actions

Goods/Service	Current Status	Potential MC Action
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VALLEY REGIONAL TRANSIT

PROCUREMENT CALENDAR

BOARD OF DIRECTORS

For Review by VRT Board 04/20/11

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential Board Action
Commercial Tire	Boise Tires	07/24/2011	None	06/15/2011
Moreton & Co.	Employee Benefits Broker	08/20/2011	2X1 Year Renewals	07/19/2011

Pending procurement Actions

Goods/Service	Current Status	Potential Board Action
Bus Shelter Purchase	Solicitation issued	05/18/2011
ADA Bus Stop Enhancements (two solicitations one for Ada and one for Canyon County)	Specifications in development	06/15/2011
Security Cameras Boise	RFB in development	06/15/2011



Memorandum

TO: Board of Directors

FROM: Kelli Fairless, Executive Director

RE: Executive Director Report

DATE: April 12, 2011

Action Requested

This is for information only.

Rural Community Outreach

VRT is initiating the second phase of outreach to rural and urban communities to seek input for the six-year plan update we are calling the Mobility Development Plan (MDP). Two important aspects of the planning process are to focus on more detailed service planning in each of the communities and to integrate the last few years of planning work into one plan. We are conducting a public survey to seek input from citizens who may not be willing to come to a public meeting. We are using newspapers and utility bills in each of the communities to notify the public of the surveys. The survey will be open until early May.

The MDP project is currently on schedule. Staff met with a team from COMPASS to review the public input to date and begin to identify areas in the region that will require changes to the existing plan. Mary Barker will be revising the map and creating an outline for the plan document over the next two weeks. The board will review the plan as an information item in May. After the board has provided input, staff will initiate the next phase of outreach which will include targeted meetings to existing groups and presentations to local elected officials. The board will act on the MDP at the June board meeting.

Technology Investment Development Plan (TIDP)

Valley Regional Transit has been securing federal funding over the past few years to launch a one-stop shop customer information system. The funds come from the Job Access Reverse Commute, New Freedom programs, and the American Recovery and Reinvestment Act (ARRA) program.

Bruce Sackron is leading this project. He completed the contract with Kimley Horn in mid-March. The consultants will be doing an inventory of existing technologies and seek staff input through a series of interviews with staff. The planning process will take a couple of months. The final product will be an investment program for technology purposes with the goal of establishing the first-phase of a mobility management/customer information system by the end of next fiscal year.

State Street Corridor Project

The last several weeks have focused on outreach to local elected officials. The KAI consultant team met with the Ada County Highway District Commissioners and the Boise City Council. They will be meeting with VRT Board at the April 20th meeting. The germane local governments will take action on the plan over the course of the next three months. The VRT Board will act on the plan at the May 2011 meeting. The plan will be used as a foundation to coordinate and guide the corridor's transportation investments over the next 25 years.

The State Street corridor MOU approved by the VRT Board in fall 2010 has been working through the remaining project partners. There were some editorial changes to the MOU since the board approved it, so here is the weblink for the final document http://www.valleyregionaltransit.org/Portals/0/Board/2011/State%20StreetMOU2011_2016.pdf
The action of the board last fall provides for me to execute the MOU on behalf of the board.

RPO Council Peer Exchange

I have been involved in a group called the Rural Planning Organization Peer Council for the last several years. The council is a subcommittee of the National Association of Development Organizations. My involvement has been fairly limited, but a program they sponsored in March fit nicely with the regional coordination efforts VRT has been engaged in.

I had the pleasure of attending a peer exchange in Sacramento, California, that focused on improving planning practices and support to rural communities. The exchange was sponsored by the Sacramento Council of Governments (SACOG). They showcased a recent planning effort called the Rural-Urban Connections Study (RUCS). I learned a lot about the symbiotic nature of rural and urban interests and will apply many of the details of what I learned in the work I am engaged in with other regional partners. One of the critical areas SACOG's plan addressed was sustainable food systems and the importance of building a rural agriculture system that was supported by the transportation system and increased the opportunity to be a more local food source to the urban communities.

30th Street Plan

No new information on this project

Mobility/Regional Coordination Action Plan

The Management Committee had a work session on board governance at the April 4th meeting. There is a memo in the board packet to inform the board on the Management Committee's recommendation. The goal of evaluating governance is to consider a change in structure to provide a foundation for improving regional coordination and to create efficiency in the authority's processes without sacrificing our accountability to local governments.

Another important item on the board's agenda pertaining to regional coordination is a proposal by staff to conduct a targeted plan for senior transportation. The requests for assistance by senior centers have increased during the economic downturn. The senior

transportation plan will be completed in time to apply for eligible federal transportation grants and will also be used as a model for addressing the specific transportation needs of other target populations.

Strategic Plan for Services to Seniors

The City of Boise Mayor's Office brought together a roundtable in fall 2010 to learn more about the services available to Boise City seniors. I learned a lot about the programs all the city departments and other regional partners have developed to serve seniors in a variety of ways. In March the City of Boise community development department invited the roundtable participants to meet with their consultant who is developing the City's required housing plan. The plan is required to receive funds from the department of Housing and Urban Development (HUD). The focus of the meeting was creating a sustainable plan for local housing with a specific emphasis on senior housing and better integration with transportation services.

Board Development Activities

This project will be initiated following the board's action on the board governance item that was outlined in the memo above.

Triennial Review Preparation

Several staff attended a training in Seattle on the Triennial Review. The Triennial Review is a review of VRT to assure compliance with federal requirements in our grant administration activities and operations. Rick Thompson was informed that the Triennial Review for VRT will not be scheduled until late summer or early fall. We have been working over the course of the last several months to make sure our files are in order and that we are prepared for the review.



Memorandum

TO: Board of Directors
FROM: Rick Thompson, Finance Director
RE: Finance and Administration Activity Report
DATE: April 12, 2011

Action Requested

No Action Requested. Information Only

Background

Grant Administration

Prepared a response to FTA on issues that were noted on Title VI plan. Responses to be sent to FTA by the end of April. Section 1512 reporting to Office of Management and Budget, which is required under ARRA (Stimulus funding) have been filed. While I was in Seattle on April 5-6, I met with several FTA representatives and addressed communications and grant issues and developed process to resolve questions earlier.

FY2012 Budget

The Management Committee provided guidance that local funding should remain at FY 2011 levels and to not anticipate any increases. Letters are being prepared to inform members of this decision and to provide them an estimate of the FY 2012 funding request. Individual managers are developing expenditure budgets which will be combined into a preliminary budget for presentation to the Management Committee in May. Preliminary discussions with Moreton and Co concerning the medical plan indicate a potential increase of between 10-15% for 2012.

Fleetnet

An issue regarding Fleetnet's ability to operate in the 64 bit environment was raised during mid March. Fleetnet is in the process of implementing the 64 bit environment. Upon completion of the installation and related testing, VRT will migrate Fleetnet to a new server.

Triennial Review.

VRT is scheduled to have a Triennial Review from FTA this year. Bruce Sackron, Rhonda Jalbert, and I attended a Triennial workshop in Seattle in preparation for this review. Steve O'Neal (a consultant hired by VRT) has done a comprehensive review of the 24 areas included in the review to determine VRT's level of readiness for the review. The additional information obtained from the Seattle workshop will further prepare VRT for the review. Based on discussions with FTA, it appears that the Triennial review will not occur before July.



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Capital Infrastructure Projects
DATE: April 12, 2011

Requested Action: Information Only

Fiscal Notes: No fiscal implications.

Multimodal Center: Site H has a completed FONSI and site D is being evaluated. The board approved VRT evaluating other sites if they were proposed to VRT.

Appraisal/Acquisition – Received lessor information from Idacorp and Tomlinson. CCDC sent out letters of eminent domain for Site H. Appraisal for Site D should be complete end of May 2011.

Design/Entitlements – Working on EA for Site D. Reviewed outline with the FTA and moving forward. A scoping meeting with the major stakeholders and government agencies was held on March 15, 2011. Open House for Site H & Site D will be May 5, 2011, for the public to attend. VRT and CCDC will be meeting with adjacent property owners to inform them of the pending project and get their input.

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

Benches – Creative Outdoors Advertising (COA) has installed approximately 115 benches in 2010 and will be installing 150 benches per year for 2011 & 2012. VRT is working with COA to reimburse cities for historic benches per the contract.

Bus Stop Improvements –Phase II design – Receiving comments on 90% plans to affected government agencies, e.g. BSU, ACHD, ITD, Nampa, and Caldwell. Going out to bid April 27, 2011; pre-bid meeting May 6, 2011; taking bids May 25, 2011; and presenting construction contract to VRT Board at June 2011 meeting.

The bus stop maps of all bus stop locations are being updated and coordinated with FleetNet software and Google Transit/511.

Shelters –RFB is being advertised for 39 standard shelters to be located in Ada County (24) and Canyon County (15). Depending on the lead time, the shelter installation will start early fall 2011 or early spring 2012. CSHQA has been contracted to design nine (9) additional shelters for the Downtown Boise Area.

Audible Signal – Was installed by ACHD at Lincoln and University and University and Joyce. Will be conducting a post construction walk-thru.

VRT Administration Site:

The Reservation Agreement between MDC and VRT was executed on November 2010. The project went out for bid on November 15, 2010. Bids were opened on January 26, 2011. The project was awarded to Wright Bros. Construction. Construction started April 4, 2011. Furniture resolution was approved by the VRT Board March 16, 2011. Working on a RFI or RFP for the phone system.

BSU Park & Ride Site: BSU has selected the site at I-84 and Vista for the location of the new park & ride. The project was submitted to the rebalancing of the TIP to obtain funding to complete this project. BSU has requested that VRT perform the appraisal and appraisal review for the site. The appraisal was completed and came in substantially higher than the estimated cost of the land. After speaking with the FTA and BSU another appraisal will be performed and evaluated.

BSU Transit Center: Transit center has completed construction on Jan. 24, 2011. The operations and BSU shuttle service started using the new transit center as of February 28, 2011.

W. Ada & Canyon County Maintenance Facility:

Proposed Nampa Site – Submitted the Documented Categorical Exclusion Report on the Franklin Road site in November, 2010. Submitted comments and received further comments. Project was submitted through the TIP for funding. See memo in VRT Board Packet.

Karcher Mall Transit Center site – Project is on hold.

Existing Maintenance Facility – Completed first draft of the Hazardous Waste Plan. Comments to be incorporated by CH2MHill. Training on Hazardous Waste Plan to be April 29th.

Ada County Maintenance Facility:

Hazardous Waste Plan – Completed first draft of the Hazardous Waste Plan. Comments to be incorporated by CH2MHill. Training on Hazardous Waste Plan to be April 29th.

Spill Prevention, Control and Countermeasure Plan (SPCC) – Completed first draft of the SPCC Plan. Comments to be incorporated by CH2MHill. Training on SPCC to be determined.

Drainage – Signed a contract with WH Pacific to identify and design a drainage solution for the parking lot and drive area around the main building. Geotechnical investigation will start this month on a soft spot in the bus parking area.

Criteria and Standards:

Contracts – Working on standardizing the Request for Quote (RFQ) form for Construction Manager/General Contractor.

Criteria –

- Site Development and Transit Amenity Criteria to be submitted for final approval to VRT Board on April 20, 2011.
- Submitting to Management Committee on May 9, 2011, for information on Change Order Process and Park & Ride Criteria.



Memorandum

TO: Board of Directors
FROM: Bruce Sackron, Transportation Services Manager
RE: Status Report, Transportation Projects
DATE: April 8, 2011

Summary:

A status update for VRT Transportation Services and Customer Service

Staff Recommendation/Request:

For information only.

Highlights:

Boise TMA Operations:

New Buses

- Boise TMA new CNG fueled 35 and 40 foot intercounty buses:
 - Approved by the Board of Directors in November 2010,
 - Final configuration with Gillig LLC completed April 1, 2011.
 - Pilot (prototype) Boise 35 foot and 40 foot buses due August 2011.
 - Remaining seven (7) 35 foot and two (2) 40 foot buses due March 2012.
 - Assuming no major issues in putting the first two (2) buses into service, two (2) 1997 RTS CNG fueled buses will be used by Nampa Operations until their fuel tanks expire. This will allow a total of three leased buses to be returned in September.
 - Disposition of the additional eight (8) each 9700 35 foot buses being replaced has yet to be determined. They will likely either be sold strictly for parts or scrapped due to the fuel tank certifications expiring. The design of the buses makes it cost prohibitive to install new tanks in these buses that have well exceeded their useful life.
 - One 9700 series, currently out of service and being used for parts, will be submitted to the board for approval to sell or scrap in May.

- Boise ACCESS (Paratransit) CNG fueled cutaway buses:
 - Approved by the VRT Board of Directors in November 2010.
 - The eight (8) buses have been built by Goshen and are currently at the CNG conversion facility.
 - Anticipate delivery in Boise mid-May.
 - Disposition of ACCESS buses being replaced has not yet been determined. Likely options include a transfer of some to Nampa, the vehicle sharing pool, donation to non-profit organizations, sale or retain for periods when Boise has more

demand than the number of vehicles available for paratransit use.

- There are three (3) additional ACCESS buses that are beyond their useful life. The procurement to finish replacing these buses is awaiting the State of Good Repair Grant. These buses will be purchased using options on the same RFB as the eight currently on order. Currently plan on submitting these buses to the VRT Board of Directors in July 2011.
- Procurements
 - Video surveillance systems for Boise buses. Estimate submittal to the VRT Board of Directors in May or June.
 - Three position bike racks for new 35 and 40 foot Boise buses. Anticipate submittal in May.

Nampa UZA Operations:

New Buses:

- Nampa UZA new CNG fueled 40 foot intercounty buses:
 - Approved by the Board of Directors in November 2010,
 - Final configuration with Gillig LLC was completed April 1, 2011.
 - Pilot (prototype) Nampa bus due August 2011.
 - Remaining six(6) buses due December 2011
 - Assuming no major schedule issues, will return three (3) leased buses in September 2011 and the remaining five (5) in December 2011.
- Replacement of the remainder of the Nampa UZA fleet
 - Awaiting funding sources.

Vehicle Sharing:

- Van donated by ACHD was received February 4, 2011. It is currently in service.
- Accessible Mini-vans:
 - Approved by the Management Committee February 2011.
 - The two (2) vans are expected in May 2011.
 - A third van will be procured once funding is passed through to VRT from ITD.
 - A fourth van may be purchased for the Boise TMA ACCESS service as a demonstration project to compare longevity, operating costs, trip times and driver impressions verses a cutaway van.
- Procurements:
 - None

Customer Service:

- ACCESS Eligibility Determinations

- Boise 41
- Nampa/Caldwell 9
- In person assessments 10
- Customer Service Call Volume:
 - Not available due to tracking computer failure
- Customer Feedback
 - 25 Service Desk reports
- NTD Surveys performed
 - 96
- Trip Planners
 - 7
- Projects:
 - Performing all Boise Paratransit eligibility certification and ACCESS Reservation calls.
 - Developing Customer Service FAQ page for ValleyRide web site.
 - Developing ACCESS FAQ for Customer Service staff.
 - Documenting Desk Reference Procedures and cross-training on all new processes for ACCESS eligibility certification.
 - Staff member attending ADA Eligibility Certification Training in May.
 - Documenting and cross-training on ACCESS Reservations in RouteMatch.
 - Continuing to process all bus pass requests and visiting pass sales outlets on a monthly basis.
 - Revised and updated ACCESS Brochures.
 - Managed reconfiguration of telephone system for VRT to accept telephone calls for ACCESS eligibility, ACCESS Reservations, and Rideshare
 - Developing service and staffing requirements for Customer Service's support of current and planned Mobility Programs.

More Information:

For additional information contact:

Bruce Sackron
 Transportation Services Manager
 208-846-8547, ext 4226
bsackron@valleyregionaltransit.com

Memorandum

TO: VRT Board

FROM: Mary Barker, Service Development Manager-Transportation

RE: Planning Group Project Update

DATE: April, 7, 2011

Summary:

Service Change Coordination

- Implementation of the Southwest Boise route has been postponed until at least mid-August. Planning staff is awaiting action by the Boise City Council before continuing work on the project.
- Planning staff is working on final schedule, route, and stop details for the Franklin Corridor route in Caldwell. The route is scheduled to begin service the first week of June.
- All VRT routes serving BSU are now using the new BSU transit center.

Interactive Web Map

- Software development on 511 is in final stages. Testing will begin in June.
- VRT is in the final stages of testing route data on 511. Information should be live for customers this month.

System Performance Analysis

- Planning staff attended Fleetnet training. All route and schedule information is up-to-date in the system. Reports to generate NTD monthly and annual data are being developed.
- The NTD report has been submitted, and staff is working on corrections.

Mobility Planning

- Planning staff has met with all jurisdictions and has reviewed comprehensive plans. Staff is updating the map based on the input gathered. The outline and format for the final document is being developed.

Grants

- VRT waiting to find out if it was awarded a grant to provide translation service in conjunction with the current travel training.
- VRT applied for a grant to develop a comprehensive regional capital management system and is waiting to

find if we received the reward.

TIP/STIP Process

- 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 participating in the TMA and Urban balancing committees. The top priority for funding in the TMA area is the BSU Park & Ride. VRT and BSU need \$500,000 additional funds to complete the project. The top priority for funding in the urban area is a new operations and maintenance facility for the Canyon County Service. VRT is seeking approximately \$450,000 for capital equipment for the new facility.

Staff Recommendation/Request: None

Implication (policy and/or financial): None

Highlights:

- The VRT Board voted to approve the Southwest route as presented pending approval by the Boise City Council. (03/16/11)
- The Management Committee approved funding for the 511 website system. (12/07/09)
- The VRT Board reviewed the initial Mobility Development Plan map. (12/15/10)

More Information:

For additional information contact: - Mary Barker, Service Planning Manager, 863-0813, mbarker@valleyregionaltransit.org



Memorandum

TO: VRT Board
FROM: Mark Carnopis, Community Relations Manager
RE: Marketing/Projects/Outreach Efforts Update
DATE: April 8, 2011

Action Requested

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

Websites

Several on-going and completed projects:

- Bogus Basin Rideshare – The service ended the week of April 4-8. Based on participation levels, the program was a moderate success. One problem that kept the program from reaching its full potential was it started up well into the ski season. Because the necessary elements to operate the program are now in place, we will be able to start much earlier next ski season at Bogus.
- Mobility pages - I am working with an intern from AmeriCorps on updating our Valley Regional Transit website to include information about our mobility programs.
- I have started the development of an on-line resources page for our planned Community Resource Group.

May in Motion

This is an annual event organized by Commuteride and VRT to promote the use of alternative forms of transportation to single-occupant vehicle commutes. We have raised about \$8,500 in monetary contributions and \$4,000 in trade for the month-long event. We will be doing more bus-specific events and finding new ways to promote our services while rewarding our existing patrons. We also will partner with Commuteride on four major outreach/education efforts during the month of May at St. Luke's, the City of Boise, Idaho Power, and the Capitol Mall.

Youth Projects

I am currently involved in three youth transportation projects:

- Youth Transportation Academy - this program began September 1st and involves students from the Frank Church High School and the Victory Academy in the Boise School District to help plan for and promote new ValleyRide bus service in Southwest Boise. The students made a presentation to the VRT Board on March 18, and the panel approved the proposed route pending approval by the Boise City Council. The students presented to the Boise City Council on March 22 and did a wonderful job. The City Council is currently reviewing the proposal, and a decision is expected soon. The earliest the service could be implemented is August 2011.

- My Ride Junior High Program - VRT staff worked with the (Boise) Mayor's Council on Children and Youth to set up a My Ride Junior High free bus ride program for junior high students at Fairmont, North, and South junior high schools. The program kicked off February 2nd and has been a success. School representatives indicated that they have distributed more than half of the 300 passes given to the three schools (100 passes to each school). The next steps are the development of videos that we can air at the schools (video announcements) and on our www.valleyride.org website. I am also planning a follow-up survey to gauge the success of the programs in terms of meeting students' transportation needs.
- Meridian Academy Project - Students in three separate classes have completed their projects - an assessment on why people ride/don't ride on ValleyRide buses, a report on the environmental and social benefits of using the bus, and developing an understanding as to how bus systems and transit service develop. We provided a bus to students from one class so they could tour the proposed route that they developed with Meridian City Councilman David Zarembo and a planner from the City of Meridian.

Mobility Projects

- We are working with Drake Cooper, a Boise marketing/public affairs firm, on developing logos and marketing materials for our branding efforts for the new mobility projects, including the Vehicle Sharing, Volunteer Ride Reimbursement, and Canyon County vanpool programs.
- I also am working with Executive Director Kelli Fairless on an updated presentation on the Mobility Development Plan (MDP) (we are working with Drake Cooper on renaming this plan) that will be used for in community outreach efforts. We hope to incorporate video into the presentation.
- We have posted an on-line survey to gather input from the public on how they get around the Treasure Valley. Information from this survey will be used to fine-tune the final MDP proposal for approval.

Community Resource Group

- The charter for the formation of this comprehensive advisory/advocacy group was approved by the Regional Coordination Council April 6. The charter had previously been approved by the VRT Management Committee and the VRT Board. Work is under way to develop an action plan and begin identifying participants. The plan is to have the panel work on its first project sometime in late summer.

Outreach Efforts

- We will have an information booth at the Young Adult Transition Fair, scheduled for April 21 in Meridian; the Canyon County Resource Fair, scheduled for April 27 in Caldwell; and the Idaho Green Expo, scheduled for May 14-15 in Boise.