

# Valley Regional Transit Board of Directors

## Meeting Agenda

Wednesday, February 16, 2011

1:30 p.m.

Meridian City Hall  
33 E. Broadway Avenue  
Meridian, Idaho

### I. CALLING THE ROLL

### II. AGENDA ADDITIONS/CHANGES

Chair Tom Dale

### III. CONSENT CALENDAR

Chair Tom Dale

- A. Approval of 01/19/11 VRT Board Meeting Minutes Ø Pages 4-6
- B. Acceptance of 01/03/11 Management Committee Meeting Minutes Ø Pages 7-10
- C. Acceptance of 01/04/11 Regional Coordination Council Meeting Minutes Ø Pages 11-13

### IV. ACTION ITEMS

- A. **Accept Communities in Motion 2035 Update Ø** Page 14 Liisa Itkonen  
*Liisa Itkonen from COMPASS will provide an update on the Communities in Motion and ask the VRT Board to accept the 2035 Update.*
- B. **Multimodal Center Environmental Assessment for Site D Ø** Page 15 Rhonda Jalbert  
*The members will review for approval Resolution VBD11-002 for Task Order #2 for the Multimodal Center Environmental Assessment Costs for Site D. The resolution and Authorization for Expenditure will be distributed at the meeting.*
- C. **Tires and Related Services for the Nampa UZA ValleyRide Operation Ø** Pages 16-18 Bruce Sackron  
*Approval of a two (2) year contract with one (1) option year to supply tires and related accessories and service for the Nampa UZA ValleyRide fleet of vehicles.*

### V. INFORMATION/COMMITTEE REPORTS

- A. **FY2012 Budget Development Ø** Pages 19-21 Rick Thompson  
*Rick Thompson will review the budget process and budget development calendar for FY2012.*
- B. **VRT Admin Building Furniture Quote & Moving Quote Ø** Page 22 Rhonda Jalbert  
*Rhonda Jalbert will review the quote for new cubicle walls, furniture, and moving costs for the VRT Administration Building.*
- C. **Youth Transportation Academy Ø** Page 23 Mark Carnopis  
*Attached is a memo that describes the history and workings of the 2010-2011 Youth Transportation Academy, including the projects and tasks the group still needs to accomplish.*

**D. System Performance and Planning -- Mobility Development Plan Ø**

**Page 24 Kelli Fairless/Mary Barker**

*Staff will give an update on the Mobility Development Plan. Attached are the dates of the rural outreach meetings that have been scheduled to officially begin next week. Board members will be encouraged to attend the meetings and to make sure the notification gets out in their communities so the planning process can reach as many constituents as possible.*

**E. Institutional and Financial Capacity Development -- Governance Process Update**

**Kelli Fairless**

*Charlie Rountree has agreed to lead the Management Committee's analysis of the board's governance structure. The Management Committee is looking at alternative governance to assure the organization considers efficiency, effectiveness, and maximizing participation in the decision-making process. Councilman Rountree will provide a progress report on the governance process.*

**F. Legislative Issues Discussion**

**Chair Tom Dale**

*The state legislature is considering changes to the revenue cost sharing policies that generate local sources of revenue for cities, counties, and highway districts. The members will discuss the fiscal affect on regional transportation services if the proposed changes to the revenue sharing were to become the state policy. Staff is looking for guidance on activities the board would like to consider to influence the statewide discussion on revenue sharing.*

**G. Procurement Calendar Update Ø**

**Pages 25-26**

**Rick Thompson**

*Attached is the most current Procurement Calendar.*

**VI. STAFF REPORTS**

**A. Executive Director Report Ø**

**Pages 27-28**

**Kelli Fairless**

**B. Financial and Administration Report Ø**

**Page 29**

**Rick Thompson**

**C. Capital Infrastructure Projects Report Ø**

**Pages 30-31**

**Rhonda Jalbert**

**D. Planning Projects Report Ø**

**Pages 32-33**

**Mary Barker**

**E. Transportation and Operations Report Ø**

**Pages 34-36**

**Bruce Sackron**

**F. Mobility Programs Report Ø**

**Pages 37-38**

**Gloria Chigbrow**

**G. Community Relations Report Ø**

**Page 39**

**Mark Carnopis**

**H. Ridership Report – 1<sup>st</sup> Quarter FY2011**

**Page 40**

**Mark Carnopis**

**ADJOURNMENT**

**Ø = Attachment**

*Agenda order is subject to change.*

**NEXT MEETING:**

*Wednesday, March 16, 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, January 19, 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	Rick Thompson, VRT
Lisa Bachman, Kuna	Dave Bieter, Boise	Linda Ihli, VRT
Sara Baker, ACHD	Vern Bisterfeldt, Ada County	Bruce Sackron, VRT
Chad Bell, Star	Oney Eguia, Parma	Mark Carnopis, VRT
Elaine Clegg, Boise	Chuck Hedemark, CCDC	Mary Barker, VRT
Tom Dale, Nampa	Rob Hopper, Caldwell	Gloria Chigbrow, VRT
John Evans, Garden City	David Lincoln, ACCHD	Rhonda Jalbert, VRT
David Ferdinand, Canyon County	Martin Luttrell, Melba	Jennifer Smith, VRT
Caleb Hood for Charlie Rountree, Meridian	Garret Nancolas, Caldwell	Ted Vanegas, VRT
Casey Jones for Jared Everett, BSU	City of Eagle - TBD	Robb MacDonald, Caldwell
Kurt Kopadt, Greenleaf	City of Notus Rep - TBD	Zack Piepmeyer, HDR Engineering
Sherry Murray for Curtis Homer, Nampa		Ryan Head, ACHD
Larry Parry for Vicki Thurber, Middleton		Toni Tisdale, COMPASS
Craig Slocum, MDC		
Mark Wasdahl for Dave Jones, ITD (ex-officio)		
Rick Yzaguirre, Ada County		
David Zarembo, Meridian		

Mayor John Evans called the meeting to order at 1:30 p.m. in the absence of the Chair. There were no additions or changes to the agenda.

## INSTALLATION OF OFFICERS

### Officer Succession & Officer Nomination

Kelli Fairless reviewed the names for the officer succession for 2011 and nominees for *Ada County Secretary/Treasurer, Ada County At-large member, and Canyon County At-large member* as nominated by the Management Committee.

*David Ferdinand moved to accept the sleight of officers and members at large; seconded by Elaine Clegg. The motion was approved unanimously.*

*Rick Yzaguirre moved to approve the succession of officers; seconded by Sara Baker. The motion was approved unanimously.*

### Member Recognition

John Evans presented David Ferdinand and Kurt Kopadt a plaque and thanked them for their service on the VRT Management Committee the past year.

## CONSENT CALENDAR

*Rick Yzaguirre moved to accept the Consent Calendar; seconded by Casey Jones. The motion was approved unanimously. The Consent Calendar consisted of approval of the 12/15/10 VRT Board Meeting Minutes; acceptance of the 12/06/10 Management Committee Meeting Minutes; acceptance of the 12/07/10 Regional Coordination Council Minutes; approval of the location change of the Management Committee meetings from the VRT offices to Meridian City Hall beginning February 7, 2011; and ratify the Management Committee approval of the Rideshare to Bogus Program, Terms of Use, and Privacy Policy.*

## ACTION ITEMS

### Cooperative Agreement between ACHD & VRT/Van Donation

Kelli Fairless reported that ACHD had acted today (01/19/11) to set a Public Hearing for February 2, 2011, regarding donating an out-of-service van to Valley Regional Transit. Kelli explained that VRT is not required by code to hold a Public Hearing. Upon receipt of the van, VRT will go back to ACHD in 60 days to report on the effectiveness of the van sharing program.

*Following discussion, David Ferdinand moved to approve the Cooperative Agreement (Resolution VBD11-002) between ACHD and Valley Regional Transit (providing for the transfer of an out-of-service ACHD Commuteride van to VRT) and give the Management Committee the ability to ratify the agreement (once it has been considered by ACHD and the required notice has been posted and considered per Idaho Code 67-2323); seconded by Elaine Clegg. The motion was approved unanimously.*

### Transportation Improvement Program (TIP)

- **FY2012 to FY2016 TIP – 5307 Project Prioritization**

Mary Barker reviewed the 5307 project prioritization proposal for fiscal years 2012 through 2016. The VRT Board provides this list of priorities to COMPASS for the COMPASS Board's consideration in the development of the FY 2012 through 2016 Transportation Improvement Program (TIP).

*Following discussion, a motion was made and seconded to approve the FY2012 to FY2016 Transportation Improvement Program 5307 Project prioritization and to forward the list of priorities to COMPASS. The motion was approved unanimously.*

- **FY2012-2016 Regional TIP – Transit Application Rankings**

Kelli Fairless reviewed the project prioritization and process for transit applications for the FY2012-2016 Regional Transportation Improvement Program. Kelli noted the projects were ranked by the Regional Coordination Council on 12/07/10 and approved by the VRT Management Committee on 01/03/11 for recommendation for approval to the VRT Board.

*After discussion, Elaine Clegg moved to approve the FY2012-216 Regional TIP Transit Application Rankings; seconded by Kathy Alder. The motion was approved unanimously.*

## INFORMATION/COMMITTEE REPORTS

### Mobility Development Plan and VRT Governance Outreach

Kelli Fairless reviewed the outreach process planned beginning in February to inform the public of services being planned for rural areas and how the mobility programs can help transportation in the rural areas inasmuch as there is no dedicated transit funding source in Idaho. Mary Barker reviewed the updated map overlays which included the Boise downtown circulator and current park and rides versus planned transit centers as requested at the January board meeting.

**PUBLIC HEARING****FY 2011 Budget Amendment 1 Public Hearing**

Rick Thompson presented the budget revisions for fiscal year 2011, which included the project carry-forwards from FY2010.

Chair Tom Dale opened the public hearing at 2:30 p.m. No one signed up to make public comments so Chair Tom Dale closed the public hearing.

*Sara Baker moved to approve Resolution VBD11-001 - FY 2011 Budget Amendment to approve the revised FY2011 budget which includes FY2010 carry forwards; the motion was seconded and approved unanimously.*

**INFORMATION/COMMITTEE REPORTS (continued)****Community Relations**

Mark Carnopis reported on the formation of a Community Resource Group which will provide broader community input where staff can draw from a pool of citizens for smaller focus groups on a particular project. A monthly newsletter would be sent out to the entire group to stay in touch. It was noted that neighborhood associations could become a member of the Community Resource Group.

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

- Executive Director Report – Kelli Fairless
- Financial and Administration Report - Rick Thompson
- Capital Infrastructure Projects Report - Rhonda Jalbert
- Transportation and Operations Report - Bruce Sackron
- Planning Projects Report - Mary Barker
- Community Relations Report - Mark Carnopis
- Mobility Programs Report - Gloria Maheux was asked to give a verbal report on the Mobility Programs as outlined in the memo in the packet.

**ADJOURNMENT**

*Elaine Clegg moved to adjourn the meeting at 2:50 p.m.; the motion was seconded and approved unanimously.*

**NEXT MEETING:**

*Wednesday, February 16, 2011*

*1:30 p.m.*

*Meridian City Hall*

*33 E. Broadway Avenue*

*Meridian, Idaho*



## Management Committee Meeting Minutes

**Monday, January 3, 2011 at 11:00 a.m.**

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Kurt Kopadt, Greenleaf	Kelli Fairless, VRT
Tom Dale, Nampa	Garret Nancolas, Caldwell	Rick Thompson, VRT
John Evans, Garden City		Linda Ihli, VRT
David Ferdinand, Canyon County		Rhonda Jalbert, VRT
Charlie Rountree, Meridian		Bruce Sackron, VRT
		Mary Barker, VRT
		Gloria Chigbrow, VRT
		Toni Tisdale, COMPASS
		Ken Pidjeon, Citizen
		Ryan Head, ACHD

Chair Charlie Rountree began the meeting at 11:17 a.m. with the Information Items as a quorum was not yet present.

### **INFORMATION ITEMS**

#### **Vehicle Sharing Process**

Kelli Fairless noted that ACHD will donate an out-of-service van to VRT. ACHD is required by legislation to hold a public hearing in order to donate a vehicle to another entity. VRT is not required to do so, but will hold a public hearing anyway at the January 19<sup>th</sup> VRT Board meeting for transfer of the vehicle. VRT has identified the group that will use the vehicle. ACHD has requested VRT come back after 60 days of receipt of the vehicle to provide an update.

#### **Governance Structure Update**

Kelli Fairless noted that she and Mary Barker are working to coordinate an outreach schedule to visit VRT member jurisdictions to discuss the best way to engage the member jurisdictions in the board process and get their input on how they'd like to see the governance structure of the VRT Board work. The jurisdiction meetings will be coordinated with the Mobility Development Plan presentation, which is a six year plan updating the Treasure Valley in Transit Plan. Staff will bring some different types of governance structures to review at the February Management Committee and consider moving forward with an analysis of one or more of the options for further consideration.

#### **Revenue & Cost Allocation Policy**

Kelli Fairless explained that the Ways and Means Work Plan is now under the Management Committee. Staff is looking at revenue streams and updating formulas on how allocations are determined. Kelli reviewed the issues noted in the packet memo which included Regional Dues, Federal Formula Funds, and Service Cost Allocation. Charlie Rountree suggested noting how much federal funding is available and how much local match is needed and then to work with local legislators and suggest taxes on rental cars dedicated to transit. Staff will bring more detailed financial information to the Management Committee starting next month.

**Capital Infrastructure**

Rhonda Jalbert reviewed the Federal Infrastructure Projects spreadsheet as included in the packet. Rhonda noted the following information:

- VRT Administration Building bid had been extended to January 26<sup>th</sup> as the federal clauses had not been included in the bid. VRT staff will review any addenda.
- Environmental Assessment on the Multimodal Center is being worked on. Some of the information from the Site H Environmental Assessment can be used for the Site D Environmental Assessment.
- CWI will donate the land for a Park and Ride at CWI.
- Discussion was held regarding maintenance of Park and Ride lots and partnering with local agencies to provide the maintenance.
- COMPASS is putting together a Park and Ride task force.

**Procurement Calendar**

The most current Procurement Calendar was included in the packet.

*A quorum was established at 11:50 a.m.*

**AGENDA ADDITIONS/CHANGES**

It was noted that the presenter for Item D – Board Officer Nominations - should be Charlie Rountree, not Rhonda Jalbert.

**CONSENT AGENDA**

*David Ferdinand moved to pass the Consent Agenda (Minutes of 12/06/10 Management Committee Meeting); seconded by Tom Dale. The motion was approved unanimously.*

**ACTION ITEMS****Transportation Improvement Projects (TIP)****Fiscal Year 2012-2016 TIP Recommendations**

Mary Barker reviewed the FY2012 to FY2016 - 5307 priorities for Canyon County and noted that STP funds are being pursued to replace vehicles. Mary explained that due to the elimination of 5309 earmark funding, there is a need to find funds for capital purchases. Money for operations and preventative maintenance on the existing system will come off the top with the remaining funds to be used for capital purchases.

Mary reviewed the three package options for Ada County:

- Option 1 – prioritize replacement of four buses by 2013
- Option 2 – prioritize replacement of five buses by 2013 which delays the BSU shuttle buses and CommuterRide replacement vans, and in 2017 have enough to replace one more vehicle for the Boise fixed-route.
- Option 3 – prioritize purchase of all Boise fixed-route vehicles with replacing BSU shuttles or CommuterRide vans or support vehicles as the lower priority.

The question was asked as to why VRT would be paying for CommuteRide replacement vans. Kelli explained that these funds are federal dollars for Boise TMA, and that BSU and ACHD provide some transportation services. As the regional public transportation authority, the VRT Board's jurisdiction is to prioritize federal funding available to all the public transportation in the

two county region. The Management Committee/VRT Board is making the priority decision whether VRT operates the service or not. Kelli noted that local jurisdictions have not allocated enough local money in their budgets to cover the replacement of vehicles, federal earmarks are going away, and COMPASS adopts the TIP with consideration of VRT's priorities. The Management Committee/VRT Board is making a recommendation to the COMPASS Board on how VRT wants to prioritize how federal dollars allocated, which the COMPASS Board could re-allocate.

*Following discussion, Tom Dale moved to adopt the Canyon County 5307 Funding plan proposal as presented; seconded by David Ferdinand. The motion was approved unanimously.*

*Dave Bieter moved to recommend Ada County Option 2 with the funding for CommuterRide replacement van being put into the VRT technology; seconded by John Evans. The motion was approved unanimously.*

Kelli Fairless clarified the VRT technology is for regional mobility assets. Mary noted that staff is partnering with ITD so a person could call in or text from a mobile phone from any bus stop in the state to find when the bus will arrive. The next step would be to see the bus move on the phone screen.

#### **FY2011-2015 Regional TIP - Transit Application Rankings**

Toni Tisdale reviewed the transit applications for FTA 5310, 5311, 5316, and 5317 programs and rankings to be included in the FY 2011-2015 Regional Transportation Improvement Program through a prioritization process done by the Regional Coordination Council on 12/07/10.

*John Evans moved to recommend the VRT Board approve the FTA 5310, 5311, 5316, and 5317 programs and rankings to be included in the FY 2011-2015 Regional Transportation Improvement Program as ranked by the Regional Coordination Council on 12/07/10; seconded by David Ferdinand. The motion was approved unanimously.*

#### **FY 2011 Budget Revision**

Rick Thompson presented the proposed FY 2011 Budget Amendment which carries forward unexpended FY2010 budget authority to FY 2011. Rick requested the Management Committee approve the Revised Budget for FY 2011 and set the January 19, 2011, regular VRT Board meeting for the required public hearing.

*John Evans moved to approve the budget amendment and schedule a public hearing for January 19, 2011; seconded by David Ferdinand. The motion was approved unanimously.*

#### **Rideshare to Bogus Program**

Rhonda Jalbert presented the Rideshare to Bogus Program which will use a software application called *Snow Bomb* and will be hosted on the VRT website. Legal counsel has developed the Terms of Use and Privacy Policy. Insurance issues have been worked through and are being reviewed by legal counsel. The revised Memorandum of Understanding (MOU) was distributed to the members. Rhonda noted that Healthwise had declined to have VRT work with them to

create a Park and Ride as Healthwise is looking at a new capital plan. Staff would like to use the MOU as a template for future use. Rhonda noted that staff will continue to look for Park & Ride locations.

***Dave Bieter moved to approve the Rideshare Terms of Use and Privacy Policy; seconded by John Evans. The motion was approved unanimously.***

### **Board Officer Nominations**

The members reviewed the officer succession and officer nominations for open positions for the January 2011 VRT Board officer election as follows:

Officer Succession:

- Tom Dale - Chair
- Dave Bieter - Chair-elect
- Garret Nancolas - Vice-chair
- Charlie Rountree - Past chair

Nominees for open positions:

- Ada County/Sec/Treasurer - David Zaremba
- Ada County/At-large - John Evans
- Canyon County/At-large - Kathy Alder

***John Evans moved to approve the succession and nominations for board officers to be held at the next board meeting; seconded by Dave Bieter. The motion was approved unanimously.***

### **Management Committee Meeting Location**

The Management Committee meeting location will move from the VRT Administration Office to the Meridian City Hall–Conference Room A beginning February 7th until the new VRT Administration building is completed in order to have the use of audio visual equipment to assist staff in presenting issues and provide a meaningful education process to the members.

### **Proposed Agenda Items for Upcoming VRT Board Meeting**

The proposed agenda items for the upcoming VRT Board meeting on January 19<sup>th</sup> were included in the packet.

No Executive Session was necessary.

By general consensus the members agreed to adjourn the meeting at approximately 12:45 p.m.

### **NEXT MEETING: (PLEASE NOTE THE MEETING LOCATION)**

*Monday, February 7, 2011*

*11:00 a.m.*

*Meridian City Hall – Conference Room A*

*33 E. Broadway Avenue*

*Meridian, Idaho*



**Regional Coordination Council  
CORRECTED Meeting Minutes  
Tuesday January 4, 2011 at 9:00 a.m.  
COMPASS, 800 South Industry Way, Meridian, ID**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Susan Bradley, Nat'l Fed of the Blind/ID	Rick Eberle, AMR Access2Care	Gloria Chigbrow, VRT
Leslie Felton-Jue, Collister Nbrhd Assoc	Brooke Green, CTAI, District 3 LMMN	Linda Ihli, VRT
Patty Haller, Idaho Office for Refugees	TBD, Dept. of Labor	Kelli Fairless, VRT
Harmon Hurren, Nampa School District	TBD, Dept. of Housing & Urban Development	William Knowlden, LINC AmeriCorps
Liisa Itkonen, COMPASS	TBD, Dept. Veteran Affairs	Rachel Winer, Idaho Smart Growth
Brian Jain, Idaho Commission for the Blind		Monique Johns, SILC/AmeriCorps
George Knight, Boise State University		Tara Wolfson, Idaho Office for Refugees
Ross Mason, Health & Welfare		Joe Goitiandia, Dept. of Labor
Kirk Montgomery, ACHD Commuteride		Don Matson, COMPASS
Christina Pettis, LINC		Walt Satterfield, COMPASS
Jan Raeder, Senior Solutions		Bill Knowlden, LINC
Mitch Young, AARP Idaho		

Chair Mitch Young called the meeting to order at 9:00 a.m. with a quorum present. Gloria Chigbrow noted that the Item IV-A Vehicle Sharing Pool should be an Information Item rather than an Action Item.

#### **Open Discussion/ Announcements/Agency Updates**

Liisa Itkonen announced the COMPASS Transportation Funding Education Series to be held Tuesday, January 11 at 6:00 p.m. at Meridian City Hall and Wednesday, January 12<sup>th</sup> at 9:00 a.m. at Nampa City Hall. Gloria will forward the invitation to RCC members.

Brian Jain noted that he is waiting for final word on the audible signals at BSU. Gloria will request Rhonda Jalbert come to the February meeting to give an update report.

Susan Bradley gave an update on the ADA/ACHD meeting.

Ross Mason reported that the surveys regarding the Franklin Road Corridor, which is just outside of Caldwell, should be done by the middle of January. Results will be passed on to the RCC members.

#### **CONSENT AGENDA**

Approve 12/07/10 RCC meeting minutes

*Patty Haller moved to approve the December 7, 2010 meeting minutes; seconded by Susan Bradley. The motion was approved unanimously.*

#### **ACTION ITEMS**

##### **Secret Stopper Program**

Bill Knowlden with LINC distributed a report on the AmeriCorps Secret Stopper program. He reviewed the survey which was taken between January and June of 2009 regarding ADA compliance on buses. The survey will be online this year. He would like to put a link on the VRT website and advertise the survey on the buses through placards and brochures. The survey fulfills FTA requirement of tracking ADA compliance on buses by seeing methodology, sampling, and percentage of overall ridership. He hopes to have the new survey online by the end of February. Anyone that rides the bus can log in and take the survey.

Bill noted a grant is being written to purchase the survey program through LINC and suggested partnering with VRT as a useful tool for tracking federal guidelines requirements.

Kelli Fairless noted the survey is a good baseline at where VRT is at today, and it could be used as an opportunity for training operators and managers. Kelli suggested the RCC review the survey results every six months to see if there is improvement and to demonstrate that the information is being used to change behavior. It was suggested to add a question about whether or not the rider contacted Customer Service, and the experience they had. It was noted that a bus stop evaluation database is being compiled which will be online, and the customer service representative will be able to click on the stop and see the condition of the stop.

## **INFORMATION ITEMS**

### **Vehicle Sharing Pool**

Kelli Fairless reported that ACHD did agree to donate one out-of-service vehicle to VRT for the Vehicle Sharing Pool. A cooperative agreement for exchange of that vehicle is in process. Staff hopes to have the vehicle in place by the end of January. ACHD has asked for a report after 60 days.

Kelli explained that this program is for an agency to use the vehicle and provide a driver who will go through a training program. The agency provides the fuel and operating cost. VRT provides the vehicle that is insured and maintained. Kelli noted that the vehicle doesn't have to be a van, as the same concept can be applied to cars and smaller passenger vans. Staff will put out a call for other vehicles and create a pool with a variety of vehicles which will help local jurisdictions see the value of this type of program.

### **Idaho Smart Growth Presentation/ Update**

Rachel Winer with Idaho Smart Growth, which is a statewide non-profit organization, reported on the following current and upcoming efforts.

- Idaho Transportation Coalitions for Choices meets monthly regarding finding funding for transportation. The next meeting will be held on Monday, January 24, at 4:00 p.m. at CCDC.
- Governor's Transportation Task Force educated legislators of transportation needs. The Idaho Smart Growth website shows the final list of recommendations made by the task force.
- CTAI/Compass Communities in Motion
- May in Motion
- Treasure Valley in Motion Blog – dialogue about transportation
- Streetcar in Boise – people interested in having more transportation options, but not sure that street car is the way to go

#### Partnerships

- ITD - Safe Routes to School
- Department of Health & Welfare – Active Living
- Idaho Bicycle
- ITD – long range plan – bike/pedestrian planning and messaging
- CTAI – Mobility Managers in place last year
- Complete streets policy

Up for 2011

- Redo messaging training
- Local option sales tax - Susan Bradley noted that Heather Wheeler has been urged to draft some legislation so something is ready if there's an opening during this legislative session.
- Bicycle legislation
- Citizen Initiative tool

### **Mobility Programs Update**

Gloria gave an update on the mobility programs as noted in the packet memo which included:

- Accessible Cab Service
- Accessible Vehicle Service
- Ride Reimbursement Program
- Canyon County Van Pool Service
- Franklin Corridor Service
- Travel Training Program
- Vehicle Sharing Service

### **Volunteer Ride Reimbursement Program**

Gloria noted that at the 12/15/10 VRT Board meeting, the Business Model, which included the RCC comments, was approved. The program should be initiated by the end of January. Two drivers, who are former ValleyRide drivers, have volunteered. Customers requesting a ride will call 345-RIDE. AmeriCorps is hiring a part-time member to help with administration of the Ride Reimbursement Program. Brooke Green is writing a grant for CTAI to host the AmeriCorps program. Gloria encouraged the RCC members to be travel trained. Brian Jain commented that he will get a number of his staff travel trained.

### **Membership List and Calendar**

The current membership list and calendar was included in the packet. A Vice-chair is needed in case the Chair is not at the meeting. Gloria noted that the VRT Board approved the inclusion of a representative from the Department of Housing and Urban Development and the Department of Veteran's Affairs. Gloria will bring names to the February meeting. Gloria introduced Joe Goitiandia from the Department of Labor in Caldwell. Joe is interested in becoming an RCC member and is waiting for approval from the area manager. Brian Jain will send Gloria the name of the Visually Impaired Coordinator.

***At 11:00 a.m., Jan Raeder moved to adjourn the meeting; seconded by Brian Jain. The motion was approved unanimously.***

### **NEXT MEETING**

*Tuesday, February 1, 2011*

*COMPASS*

*800 South Industry Way*

*Meridian ID*



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## MEMORANDUM

**TO:** Valley Regional Transit Board of Directors

**FROM:** Liisa Itkonen, Principal Planner, COMPASS

**DATE:** February 4, 2011

**RE:** Requesting Adoption of *Communities in Motion 2035*

### ACTION REQUESTED:

Action by Valley Regional Transit Board of Directors regarding adoption of *Communities in Motion 2035*.

### BACKGROUND:

The COMPASS Board of Directors adopted *Communities in Motion 2035* (CIM 2035), the regional long-range transportation plan, in September 2010. The VRT Board had adopted the previous *Communities in Motion 2030*, and VRT staff worked on the development and review of CIM 2035.

COMPASS staff are requesting member agencies officially recognize the plan and incorporate its vision and principles into their decision-making processes as the first step toward implementation. COMPASS is seeking action by March 31, 2011.

Possible actions include:

- Adopt CIM 2035 as a “stand alone” plan
- Incorporate CIM 2035 as part of existing/future VRT plans
- Officially recognize CIM 2035 as the regional long-range transportation plan
- Provide comments/concerns

pc: File 661

LI:nb T:\FY11\600 Projects\661 CIM\Adoption\VRT Feb 16 2011.docx

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Rhonda Jalbert, Capital Infrastructure Project Manager  
**RE:** Multimodal Center (MMC) Site  
**DATE:** February 7, 2011

**Requested Action:** For the VRT Board of Directors to consider acceptance of Task Order #2.

**Fiscal Notes:**

The budget for the MMC project is approximately \$11.9M. The local match has been secured for the federal funds. CCDC will provide local match for the project. Resolution VBD11-002 and Authorization for Funds Expenditure (AFE) will be distributed at the board meeting.

**Background:**

The FTA approved the MMC Site H between 10<sup>th</sup> & 11<sup>th</sup> and Idaho & Bannock on June 9, 2009. The VRT Management Committee approved evaluating other proposed sites at the May 3, 2010, meeting. A viable site has been proposed and is in the preliminary stages of being evaluated.

**Status:**

An Environmental Assessment has been completed and approved by the FTA on Site H. Site D, which was reviewed during the initial site selection criteria, has now become available. This site is located between 11<sup>th</sup> & 12<sup>th</sup> and Main & Idaho. The property owners of site D, the City of Boise, and CCDC are interested in considering this new site with the possibility of developing this location as a joint public/private partnership transit oriented development.

VRT met with FTA on December 3, 2010, about evaluating Site D and what would be required to approve Site D.

Site selection criteria process will not be required since Site D was in the original site selection process. VRT will be required to complete an Environmental Assessment for the Multimodal Center and Transit Orientated Development for Site D.

Many of the components of the Environmental Assessment can and will be used for the Entitlement/Due Diligence process required by the City of Boise to get the project approved according to the Planning and Zoning/Design Review requirements.

The Task Order for completing the Environmental Assessment for Site D and the budget indicating the grant amounts, estimated costs, and cost spent or already committed to date will be distributed at the meeting along with the Authorization for Expenditure and Resolution VBD11-002.



**VALLEY REGIONAL TRANSIT  
AUTHORIZATION FOR EXPENDITURE  
MANAGEMENT COMMITTEE OR BOARD APPROVAL**

<b>PROCUREMENT DESCRIPTION:</b> Tires, flat repairs, wheel alignments and related services for the Nampa operations of ValleyRide.	<b>TOTAL COST: \$99,892.24</b>
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**PURPOSE/ACTION:**

Valley Regional Transit is in need of a contract to provide tires and related services for ValleyRide in Nampa, Idaho.

**SCOPE OF WORK:**

A **two year** contract with one additional option year to provide tires, flat repair, wheel alignments and related services. Work will be performed on an as needed basis at the Nampa ValleyRide location, 1616 Industrial Way, Nampa, Idaho, or if required, at the site of a tire failure.

**DISCUSSION:**

This procurement is the initial tire contract for ValleyRide in Nampa as these materials and services were previously provided by First Transit. Service is currently being provided on a month-to-month basis by a local supplier; however, due to the anticipated dollar volume, the procurement needs to be competitively bid.

**ALTERNATIVES:**

Jack's Tire and Oil, Inc. was the low cost responsive bidder for this contract. Two other competitors were also evaluated and their proposed materials and services quoted were more costly and some items bid did not meet VRT's minimum specifications. The Nampa operation could continue purchasing tires when required, but by not competitively bidding and contracting the tire and related services procurement, there is a risk of violating FTA or State purchasing requirements.

**FISCAL IMPACT:**

The funding available for this Project is found in the FY11 Nampa expense budget in general ledger account numbers 24-504-02-01-001, 25-504-02-01-001, and 31-504-02-01-001.

**RECOMMENDATION/JUSTIFICATION:**

Valley Regional Transit evaluation team has determined the lowest responsive and responsible bidder to be Jack's Tire and Oil, Inc.

**POST RFP/FINAL SELECTION OF PROJECT:**

**Recommend:** VRT staff recommends the VRT Board approve the award of a contract for the supply tires and related products and services from Jack's Tire and Oil, Inc. of Boise, Idaho who is the successful Offeror in the case of RFB 2010-12-28 for a total of \$99,892.24.

<b>ROUTING #</b>	<b>ORDER OF REVIEW</b>	<b>DATE APPROVED</b>	<b>RESOLUTION #</b>
1	<b>EXECUTIVE DIRECTOR</b>		
2	<b>MANAGEMENT COMMITTEE</b> Approves procurements over \$25,000 but under \$50,000.		
3	<b>VALLEY REGIONAL TRANSIT BOARD</b> Approves all procurements over \$50,000.		VBD11-003

**VALLEY REGIONAL TRANSIT BOARD RESOLUTION****Contract for Tires and Related Services****RESOLUTION VBD11-003**

**BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE CONTRACT for TIRES, FLAT REPAIRS, TIRE ACCESSORIES AND WHEEL ALIGNMENTS FOR THE VALLEYRIDE FACILITY AT 1616 INDUSTRIAL WAY, NAMPA, IDAHO.**

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

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

WHEREAS, Valley Regional Transit needs tires and related services in order to maintain its fleet of vehicles for ValleyRide/Nampa services; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2011 budget; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the Procurement Policy Manual adopted by the Valley Regional Transit Board of Directors in April 2003 and updated in July 2005 and November 2010 and in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit evaluation team has evaluated the responses received; and

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

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

VBD11-003

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

Section 1. That the Board of Valley Regional Transit approves the award of a contract with **Jack's Tire and Oil, Inc.** to provide tires, flat repairs, wheel alignments, and services for ValleyRide, 1616 Industrial Way, Nampa, Idaho for Valley Regional Transit.

Section 2. That the Board of Valley Regional Transit delegates authority to the executive director to finalize and execute the contract.

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

ADOPTED by the Board of Valley Regional Transit, this 16th day of February, 2011.

APPROVED by the Board Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2011

**ATTEST:**

**APPROVED:**

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

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

VALLEY REGIONAL TRANSIT  
FY 2012 BUDGET DEVELOPMENT CALENDAR

**February**

Review Calendar with Management Committee  
 Revenue History to Management Committee  
 Management Committee input on revenue assumptions  
 Staff identification of any needed revenue adjustments  
 Staff analysis of member service contribution and dues assumptions. Recommendations for needed changes  
 Staff identification of budget issues  
 Determine if Management Committee has any budget issues to be addressed  
 Staff Discussion of potential service level changes

**March**

Revenue Projections to Management Committee  
 Management Committee approval of revenue projections  
 Notification to members of estimated dues and service contribution levels  
 Discussion of Service level changes (if any) with Management Committee  
 Discussion of other identified budget issues (staff and MC) with Management Committee

**April**

Staff develop draft budget  
 Begin weekly staff budget meetings  
 Draft DBE update to Management Committee  
 Board update briefing

**May**

Initial Draft Budget to Management Committee  
 Management Committee review and comments  
 Staff integrate Management Committee comments  
 Final DBE update to Management Committee for approval and to send to public hearing  
 Board update briefing

**June**

Preliminary Budget to Management Committee  
 Staff resolve and lingering issues  
 Board briefing

**July**

Final Budget to Management Committee for any final changes  
 Management Committee approve DBE update.  
 DBE update submitted to FTA

**August**

Management Committee approves Final Budget and authorizes Public Hearing  
 Public Comment period  
 Board Approval of Budget August 17, 2010

**VALLEY REGIONAL TRANSIT  
FY 2012 BUDGET DEVELOPMENT  
DIRECTLY GENERATED REVENUES  
FY 2007 - FY 2010**

	<b>FY 2007 Actual</b>	<b>FUY 2008 Actual</b>	<b>FY2009 Actual</b>	<b>FY2010 Actual</b>	<b>FY2011 Budget</b>
Boise Fixed Line Fares	\$560,870	\$667,818	\$727,279	\$716,351	\$730,000
Boise Demand Response Fares	\$73,095	\$76,404	\$69,840	\$63,678	\$70,000
<hr/>					
Nampa Fixed Line Fares	\$44,477	\$54,626	\$61,387	\$54,862	\$65,000
Nampa Demand Response Fares	\$4,546	\$3,956	\$4,082	\$4,344	\$4,500
Nampa Intercounty Fares	\$93,457	\$160,483	\$106,853	\$123,478	\$110,000
<hr/>					
Advertising Boise	\$45,896	\$71,567	\$60,220	\$42,974	\$60,000
Advertising Nampa	\$10,276	\$9,750	\$5,128	\$4,477	\$6,000

**VALLEY REGIONAL TRANSIT  
FY 2012 BUDGET DEVELOPMENT  
FEDERAL FUNDING FY2007 - FY 2010**

	<b>5307 Formula</b>	<b>5316 JARC</b>	<b>5317 New Freedom</b>	<b>5309 Capital</b>	<b>CMAQ</b>	<b>Western Ada and Canyon County</b>	<b>ARRA Stimulus</b>	<b>STP</b>
Boise TMA FY07 Apportionment	\$2,373,419	\$102,516	\$63,948	\$0	\$315,044			
Boise TMA FY08 Apportionment	\$2,542,031	\$111,059	\$69,079	\$853,914		\$282,240		
Boise TMA FY09 Apportionment	\$2,717,822	\$130,355	\$79,626	\$490,786		\$475,000	\$6,242,444	
Boise TMA FY10 Apportionment	\$2,869,670	\$124,634	\$78,149	\$597,600 *				
Boise TMA FY11 Estimate								
<b>Total</b>	<b>\$10,502,942</b>	<b>\$468,564</b>	<b>\$290,802</b>	<b>\$1,942,300</b>	<b>\$315,044</b>	<b>\$757,240</b>	<b>\$6,242,444</b>	<b>\$0</b>
Nampa UZA FY07 Apportionment	\$1,155,181	\$280,539	\$145,849	\$0	\$0			
Nampa UZA FY08 Apportionment	\$1,252,752	\$0	\$0	\$0	\$0			
Nampa UZA FY09 Apportionment	\$1,340,250	\$0	\$0	\$0	\$0		\$2,208,455	
Nampa UZA FY10 Apportionment	\$1,335,557	\$0	\$0	\$0	\$0			\$1,254,000
Nampa UZA FY11 Estimate		\$0	\$0	\$0	\$0			
<b>Total</b>	<b>\$5,083,740</b>	<b>\$280,539</b>	<b>\$145,849</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,208,455</b>	<b>\$1,254,000</b>

\* State of Good Repair Grant



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Rhonda Jalbert, Capital Infrastructure Project Manager  
**RE:** VRT Administration Building Furniture and Moving Quote  
**DATE:** February 7, 2011

**Requested Action:** Information

**Fiscal Notes:** The Purchase Price for VRT portion of the project is \$850,000. In addition to the local match that has been secured for the federal funds, MDC will provide local match for the project based on land donation and some site work, e.g. sidewalk, paving of the alley. The total amount of the grant is \$975,000.

### **Background**

The board approved the MDC site at 2<sup>nd</sup> and Broadway in downtown Meridian at the March 2010 board meeting. Valley Regional Transit staff received environmental clearance in May 2010 to pursue the next phase of the project. The VRT administration building as proposed will be co-located with COMPASS. The Reservation Agreement has been approved. The project is currently out to bid.

### **Status**

Existing furniture will need to be moved to the new building and additional furniture will need to be purchased. VRT will be re-using approximately 90% of the existing furniture. Furniture not being re-used will be stored or surplus.

The new furniture will be mainly located in the Customer Service Area.

Furniture will need to be purchased for the shared conference room and pricing has not been finalized as of yet. The building which is divided into two (2) condominium parcels: 1) COMPASS and 2) VRT. VRT's portion of the conference room is 64% or 1,008 SF.

Proposed and Estimated costs are listed below:

Building Purchase Price	\$850,000
VRT Furniture Quote	\$60,423
Furniture Moving Estimate	\$2,600
IT Moving & Installation Estimate	\$5,000
Phone System	<b>\$35,000 – Will come from Stimulus Funding</b>
Conference Room Furniture Estimate	\$14,443
Conference Room AV Equip. & Install.	\$6,400
Environmental Assessment	\$5,000
Legal Fees to date and estimate	\$25,000
Contingency	\$6,000
Total Estimated Costs	\$1,009,655

The project is currently scheduled to break ground February 28, 2011 and complete in September/October 2011.



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Mark Carnopis Community Relations Manager  
**RE:** Youth Transportation Academy  
**DATE:** February 7, 2011

### Actions Requested

No action required. This is an update on the Youth Transportation Academy, which will make a presentation to the VRT Board at the March 16th meeting.

### Background

The Youth Transportation Academy (YTA) is a joint project between the Treasure Valley chapter of the Women in Transportation Seminar (WTS) and Valley Regional Transit. WTS is an international organization dedicated to the professional advancement of women in transportation.

The goals of the academy are to promote transportation careers among Treasure Valley youth and develop the processes for recruiting youth participants from high schools and colleges around the Valley. The local WTS chapter provides oversight of the academy as an annual activity to encourage youth participation in local transportation issues and agencies and to increase youth participation in WTS. The local chapter also plans to offer a yearly college scholarship award to academy participants.

The first academy session began in early September 2010. Academy membership is made up of students from Frank Church High School and the Victory Academy, located in southwest Boise. These schools were a natural fit for the project at hand – develop a ValleyRide bus route for southwest Boise.

Academy students participated in three educational forums designed to provide them with the background to roll up their sleeves and begin working. Since the first planning session, students have been very busy. Among the tasks were developing service proposals and planning outreach efforts; assisting in developing two surveys - for those who work and go to school on the campus and the general public; and working on public involvement tactics and strategies.

### What's Next

The academy members are working on a schedule of events, including open houses and information tables, to present bus service options to the public and to gather their comments. These public comments will be considered in efforts to develop a final service proposal for board approval. Academy participants will make a presentation to the VRT Board in March which will include a history of the academy and the public input.

# We want to hear from you!

*Valley Regional Transit, the regional public transportation authority for Ada and Canyon counties, is exploring transportation options for you with the goal of developing a comprehensive public transportation system in the Treasure Valley. We're heading out to cities throughout Canyon County to meet face-to-face with residents to discuss your vision and listen to what you have to say about your community's transportation needs !*

## MEETING DATES AND LOCATIONS

- Tuesday, February 15 - Greenleaf, City Hall
- Wednesday, February 16 - Middleton, Trolley Station
- Thursday, February 17 - Notus, City Hall
- Tuesday, February 22 - Kuna, City Hall
- Thursday, February 24 - Melba, Senior Center
- Monday, February 28 - Star, City Hall
- Tuesday, March 1 - Wilder, Batt Center
- Thursday, March 3 - Parma, City Hall

*FOR MORE INFORMATION, CONTACT MARK CARNOPIIS AT 846-8547, EXT. 4215, OR MCARNOPIS@VALLEYREGIONALTRANSIT.ORG, OR VISIT: WWW.VALLEYREGIONALTRANSIT.ORG*



**VALLEY REGIONAL TRANSIT  
PROCUREMENT CALENDAR  
MANAGEMENT COMMITTEE**

As of 02/09/11

**Current Contracts**

<b>Vendor</b>	<b>Goods/Service</b>	<b>Expiration Date</b>	<b>Renewal</b>	<b>Potential MC Action</b>
Keller & Assoc	General Planning	04/01/2011	Two 2 Year Ext.	03/1/2011
Hawley Troxel	Legal Services	03/31/2011	Two, One year Ext.	03/07/2011

**Pending procurement Actions**

<b>Goods/Service</b>	<b>Current Status</b>	<b>Potential MC Action</b>
Nampa Bus Wash Contract	In evaluation	March 7, 2011

**VALLEY REGIONAL TRANSIT  
PROCUREMENT CALENDAR  
BOARD OF DIRECTORS**

As of 02/09/11

**Current Contracts**

<b>Vendor</b>	<b>Goods/Service</b>	<b>Expiration Date</b>	<b>Renewal</b>	<b>Potential Board Action</b>
Shuttle Bus Leasing	Lease Four New Flyer Buses	05/14/2011	Three Four Month Renewals	04/19/2011
Commercial Tire	Boise Tires	07/24/11	None	06/21/2011

**Pending procurement Actions**

<b>Goods/Service</b>	<b>Current Status</b>	<b>Potential Board Action</b>
Nampa Tire Contract	Process complete. Ready for board action	02/16/2011
Map/Schedule Printing	Process complete. Ready for board action	02/16/2011
Accessible Vans	Management Committee approved the purchase of two accessible mini-vans by Resolution VMC11-001 on 02/07/11 and note to the board that there will be an additional purchase of another van at a later date coming from a Section 5310 grant, which won't be available until April or May.	



## Memorandum

**TO:** Board of Directors

**FROM:** Kelli Fairless, Executive Director

**RE:** Executive Director Report

**DATE:** February 9, 2011

### Action Requested

This is for information only.

### Bogus Basin Mobility Study

Valley Regional Transit (VRT) launched the Bogus Basin Rideshare demonstration project earlier this month. This is a social network platform that includes a specifically branded online rideshare system, as well as a Facebook and Yahoo group choices. The purpose of having these different venues is to expand markets for ride sharing to Bogus Basin by trying different types of venues that may have different appeal to the varying preferences of consumers that travel to Bogus Basin. The demonstration will help us determine ways we can improve marketing and platforms for encouraging ride share and may allow us to expand to other event venues.

### 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. VRT has secured the consulting support of Kimley-Horn, a local engineering firm to assist us in completing an investment plan for the technology we need to launch the one-stop shop system. The investment plan will be for a five-year horizon and will include a program of projects for each year that will be required to achieve the vision for the call center information system. The board will review the plan and approve it at a future meeting.

### State Street Corridor Project

This is a joint project between VRT, Ada County Highway District, and Boise City. The implementation plan is in draft form and has received a technical review by the jurisdictions that are partnering in the project. The VRT Board will receive a presentation on the project at the March board meeting. The plan will be presented for adoption at the April or May meeting. The other partnering jurisdictions are going through a similar review and adoption/acceptance process. The plan will be used as a foundation to coordinate and guide corridor transportation investments over the next 25 years. The project also serves as a model for how regional transportation partners can come together to integrate transportation solutions in regionally significant corridors.

30<sup>th</sup> Street Plan

I have been asked to sit on a steering committee led by Capital City Development Corporation (CCDC) to explore strategic initiatives that can be used to facilitate the vision for the 30<sup>th</sup> Street district in Boise. The committee launched the project in December. I will provide regular reports on the progress of the committee as the work moves forward.

Mobility/Regional Coordination Action Plan

The Management Committee is continuing their work on the analysis of alternative governance structures. The purpose of this project is to consider alternative governance structures for the VRT Board to allow for more meaningful participation among the partners in the activities of the regional authority. Regular progress reports and opportunities to influence the decision-making process will be presented to the elected officials in the authority's boundaries throughout the next several months.

The Regional Coordination Council (RCC) will be assisting in the analysis to assure we are considering the interests of the key stakeholders and target populations.

Strategic Plan for Services to Seniors

No additional activity occurred for this project since the last report.

Board Development Activities

No additional activity occurred for this project since the last report.

Triennial Review Preparation

Staff have two more policies and procedures to complete to be prepared for the Triennial Review. The review date hasn't been scheduled, but we anticipate this will occur in the 3<sup>rd</sup> Quarter of this fiscal year.

Vehicle Sharing Program Request

An agreement with ACHD to donate an out-of-service Commuteride van to VRT was executed on February 2, 2011. The program is going to begin on Monday, February 14 if the insurance is set up. The donated vehicle will be used by the Momentum Group for the farm located on Federal Way in Boise. The farm is used to create jobs for refugee populations.



## Memorandum

**TO:** Board of Directors  
**FROM:** Rick Thompson, Finance Director  
**RE:** Finance and Administration Activity Report  
**DATE:** February 9, 2011

### Action Requested

No Action Requested. Information Only

### Background

#### **Annual Audit**

Fieldwork is complete. Anticipate audit report in late February for presentation to the Management Committee at the March 7 meeting.

#### **Grant Administration**

Preliminary FY 2011 FTA appropriations levels have been published in the Federal Register. The continuing resolution appears to provide funding at the 2010 levels for formula grants, which are the grant programs that fund the Boise and Nampa Operations. The FY 2011 budget was built on the assumption that Federal funding levels would not increase over FY 2010.

The State of Good Repair grant application will be prepared and submitted upon approval of the 2012-2015 State Transportation Plan (STIP) by FTA.

#### **FY2012 Budget**

Budget calendar developed and presented to board. Revenue trends also presented to Management Committee and board. Staff will be evaluating jurisdiction member contribution assumptions and methodology in developing the 2012 budget. Results and recommendations of this evaluation will be presented to the Management Committee in March.

#### **Fleetnet**

Second round of in-town Fleetnet training began on January 31 and will conclude on February 11. Emphasis has been on maintenance, run cutting, and performance measures. In addition, Fleetnet personnel have met with individual VRT staff to evaluate individual needs and to identify potential program enhancements.

#### **Insurance**

Evaluating options for providing insurance coverage for pilot volunteer programs. The options will be identified, developed, and presented to the Management Committee for discussion.



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Rhonda Jalbert, Capital Infrastructure Project Manager  
**RE:** Capital Infrastructure Projects  
**DATE:** February 7, 2011

**Requested Action: Information Only**

**Fiscal Notes: No fiscal implications.**

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

**Appraisal/Acquisition** – Awaiting lessor information from Idacorp and Tomlinson for CCDC to send out letter of eminent domain for Site H.

**Design/Entitlements** – Met with the FTA to research process for getting the alternate site approved. Many of the components of the Environmental Assessment can and will be used for the Entitlement/Due Diligence process required by the City of Boise to get the project approved according to the Planning and Zoning/Design Review requirements. Met with FTA on 2/2/11 to go over outline for EA for Site D. Currently estimating that the EA would be submitted to the FTA in June 2011 for approval with an approved FONSI (Finding of No Significant Impact) by Oct. 31, 2011. A scoping meeting with the major stakeholders and government agencies will be held on March 15, 2011.

**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 100+ benches. VRT is working with COA to reimburse cities for historic benches per the contract.

**Bus Stop Improvements** –Phase II design – Submitted 50% plans to affected governmentt agencies, e.g. BSU, ACHD, ITD, Nampa, and Caldwell. Will be submitting 90% complete plans in March 2011, going out to bid end of April, taking bids in mid May, and presenting construction contract to VRT Board in June 2011 meeting.

The Arc View map of all bus stop locations will also be updated.

**Shelters – Downtown** – All seven (7) shelters are installed on Idaho and Main Street. Another nine (9) Downtown Shelters have been proposed and approved through the shelter study. CSHQA has been requested to put together a proposal to design the additional locations.

**Shelters – Standard**– 50 Standard Shelter locations have been proposed and approved through the shelter study. HDR has been requested to put together a proposal to design the additional locations.

**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 should start February 28, 2011, and complete on September 15, 2011.

**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 will be done by HDR and completed by end of Feb. 2011.

**BSU Transit Center:** Transit center has completed construction on Jan. 24, 2011. Met with operators at site for review of transit center. Route Planning has been revised to include the transit center. Grand Opening to be mid March 2011.

**W. Ada & Canyon County Maintenance Facility:**

**Proposed Nampa Site** – Submitted the Documented Categorical Exclusion Report on the Franklin Road site in November, 2010. Received comments and will resubmit February 11, 2011. Project was submitted through the TIP for funding.

**Karcher Mall Transit Center site** – Project is on hold.

**Criteria and Standards:**

**Contracts** – Working on standardizing the RFQ form for CMGC.

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



## Memorandum

**TO:** Valley Regional Transit Management Committee

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

**RE:** Planning Projects Update

**DATE:** February 7, 2011

**Requested Action** No action requested.

### **Background** VRT Planning Group Project Update February 2011

#### **Service Change Coordination**

- Planning staff is working with the Student Advisory Group to develop service plan details for the new flex service in southwest Boise. Service will be implemented in the spring.
- Planning staff is working on the initial development of a new service to social service agencies in Caldwell in anticipation of grant funding becoming available.
- Planning staff is working with BSU to make slight routing revisions to have VRT buses stop at the new BSU transit center.

#### **Interactive Web Map**

- Software development on 511 is on-going.
- VRT will go live on 511 as soon as data is corrected.

#### **System Performance Analysis**

- Planning staff attended Fleetnet training.
- The NTD report has been submitted and is working on corrections.

#### **Mobility Planning**

- Using the map and the check-list, staff will meet with jurisdictions to review and update the current plan for services in their area.

#### **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 has submitted items to COMPASS for the 2012-2016 TIP.
- Planning staff is reviewing all Comprehensive Plans as part of the Mobility Development Plan to include this information in the planning process.
- Staff completed the monthly COMPASS, ITD, and NTD reports.
- Staff updated the driver books and schedules with a few minor stop location changes.

**Road Project  
Integration**

**Reporting**

**Bus System Schedules**

**Recommendations** Staff has no recommendations regarding this update.



## Memorandum

**TO:** The Board of Directors  
**FROM:** Bruce Sackron, Transportation Services Manager  
**RE:** Status Report, Transportation Projects  
**DATE:** February 7, 2011

**Action Requested:** For Informational Purposes Only

### **Background:**

#### **Boise Operations:**

- New Buses
  - Replacements the 9300 and 9700 series (35 ft. large bus)
    - § A purchase order has been placed for the purchase of eight 35 foot buses and three 40 foot buses for the Boise TMA. This will allow replacement of all of the 9700 and 9300 buses. Production of the first two pilot buses is scheduled to start the week of July 25, 2011. The remaining nine buses are scheduled to hit the production line on the week of February 20, 2012. The pre-production meeting for the Boise and Nampa buses is scheduled for February 16 and 17.
  - Replacements for 2300 and 9900 series (ACCESS Cutaways)
    - § A purchase order has been placed to purchase 8 CNG fueled cutaway vans for ACCESS Service. Delivery for these buses is expected in June 2011. Production should start the first week in March. This will leave two additional ACCESS buses to be purchased once the funding from the State of Good Repair Bus/Facilities grant is received.
- Procurements
  - ACCESS scheduling software RFP received two proposals.
    - § RouteMatch Level 1 training has been completed for all locations and Level II will be held the week of January 17. Additional training and hardware installation to continue through January. Have started GO LIVE, using the software for actual ACCESS service. Implementation should be debugged by February 18.
    - § Anticipate implementing the on-bus Mobile Display Terminals (MDT's) and telemetry hardware in February.
    - § Will require new AVL equipment across the entire fleet for 511 system

#### **Nampa Operations:**

- New Buses:
  - Replacements for seven of the eight existing leased 40 foot buses.
    - § Allied Waste is expected to have a new CNG fueling station in Nampa open by summer. As expected delivery of the new buses

will be months later, CNG fuel powered buses will be purchased for intercounty service.

§ A purchase order has been placed for the purchase of seven 40 foot buses for the Nampa UZA. Production of the first pilot bus is scheduled to start the week of August 1, 2011, with the remaining six to start the week of November 7, 2011. The last diesel fuel leased 40 foot bus is expected to be replaced by a CNG fueled 9300 (1993 model year) series bus from the Boise TMA until funding for a new bus can be secured.

- Replacement of the remainder of the Nampa UZA fleet

§ Awaiting funding sources.

- Vehicle Sharing:
  - Van donated by ACHD was received February 4. Should be available for service by February 11.
- Procurements:
  - A tire replacement contract request for bid went out November 4. It will be submitted for board approval in February.
  - The RFB for two small (mini-van based) accessible vehicles with an option for a third for use in rural Canyon County has been awarded. Two of the vans will be submitted for Management Committee for approval on February 7 with a third to be submitted for approval once the funds become available; funds are anticipated in April or May.

#### **Customer Service:**

- Access Eligibility Determinations
  - Boise 28
  - Nampa/Caldwell 4

Travel Training Referrals 18

- Customer Service Call Volume:
  - 10,527 calls / 88% answer rate
- Customer Feedback
  - 36 reports
- NTD Surveys performed
  - 83
- Trip Planners
  - 7
- Projects:
  - Visited and reconciled 21 bus pass sales outlets.

- Continuation of RouteMatch training -Level II Training (1/18-21/11).
- Assistance to Boise Office for Access Eligibility Certification during RouteMatch "Go Live".
- Providing assistance to Operational Offices for RouteMatch data entry.
- Revision of Customer Service Job Descriptions and assessing future staffing needs.
- Participation in interviews for Ride Share Specialist position.
- Developing Customer Service/Operation Frequent Asked Questions (FAQ) section to be added to the ValleyRide website.
- 76 Invoices (revenue) processed in January for bus pass purchases.



## Memorandum

**TO:** Valley Regional Transit Board  
**FROM:** Gloria Maheux, Service Development Manager – Mobility  
**RE:** Mobility Programs Update  
**DATE:** February 8, 2011

### **Action Requested: None. Information Only**

#### **Accessible Vehicle Service**

Valley Regional Transit (VRT) received \$74,000.00 through a Memorandum of Understanding with SILC and LINC to purchase two Vehicles for the Vehicle Sharing Pool. A third vehicle is being purchased with 5310 funds that were awarded last April. The RFP for the procurement of these vehicles went out to bid with options. One option was for the supplier to provide the vehicle already converted. This option came through at the lowest bid submitted by (and subsequently awarded to) Intermountain Coach Leasing. The first two vehicles are anticipated to be received by June. The third vehicle will be ordered through Intermountain Coach Leasing when ITD releases the 5310 funds (anticipated 04/15/2011). The third vehicle is anticipated to be received two to four months after the order has been placed. These vehicles will be used primarily in the Volunteer Ride Reimbursement program.

#### **Canyon County Van Pool Service**

Procurement of up to three vans for the Van Pool service is temporarily on hold until a lease versus purchase analysis is completed. Details on the results of the analysis will be brought to the VRT Board for review and comment in March.

#### **Franklin Corridor Service**

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. VRT has identified a Technical Committee that will work together to execute a contract between the SILC and VRT, update timelines and the business model based on the award, as well as develop communication strategies and a marketing plan. The Technical Committee will consist of Janette Rickman, AmeriCorps Member; Robbi Barrutia, Executive Director SILC; Monique Johns, AmeriCorps Program Director; Mary Barker, Service Development Manager-Implementation; Kelli Fairless, Executive Director VRT; Sheila Harris, Administrative Assistant SILC; Project Manager TBD, SILC; and Gloria Maheux, Service Development Manager-Mobility Programs VRT.

#### **Ride Reimbursement Program**

VRT has developed a program to provide volunteer rides for the elderly, people with disabilities, persons in areas with no fixed route bus service, as well as providing rides after hours of service. Soft roll out of Phase One of this project (which is Volunteer Drivers providing rides in their personal occupancy vehicles) is anticipated for February

22<sup>nd</sup>, 2011. Phase two (which is Volunteer Drivers driving VRT vehicles) will begin commensurate with the receipt of the three accessible vehicles described in the Accessible Vehicle Service.

### **Travel Training Program**

This program assists the elderly, people with disabilities, and others with transitioning to riding public transit. Trainers provide one on one training, as well as, group training. They assist with bus riding educational outreach to public schools, human service agencies, senior citizen facilities, and social service agencies with a goal of increasing fixed route ridership.

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

### **Vehicle Sharing Service**

One Ada County Highway District (ACHD) “past its useful life” twelve passenger van has been awarded to VRT for use in the Vehicle Sharing Program.

VRT will provide this VRT owned, insured, and maintained vehicle to the Momentum Group (a non profit organization-also known as Create Common Good) for use in their Community Gardens program.

The vehicle will be driven by Momentum Group employees that have taken the VRT administered National Safety Councils Defensive Driving Course, have had a Department of Motor Vehicles background check, have current personal automobile insurance coverage and have filled out any and all additional documents requested by VRT. The Momentum Group will also be responsible for providing fuel for the vehicle.

The vehicle will be driven by such Momentum Group employees for transporting Refugee Farm Workers (approximately 24) and others involved in the Community Gardens program to and from the nearest bus stop (on Federal Way and Gekeler) to the Community Garden Farm located at 4750 S Surprise Way- a distance of approximately four miles one way.

The vehicle will also be used for transporting employees to and from trainings. It is anticipated that the vehicle will be driven on average 75 miles per day, 1500 miles per month and 18, 000 miles per year. A trip log will be kept in the vehicle and all trips mileage will be recorded. The trip log will be provided to VRT monthly.

VRT will bring the results of the first two months of usage of this vehicle to the April 16, 2011, VRT Board meeting and to the ACHD Board for review in May. VRT will be requesting additional vehicles from ACHD to fill additional needs.



## Memorandum

**TO:** VRT Board  
**FROM:** Mark Carnopis, Community Relations Manager  
**RE:** Marketing/Projects/Outreach Efforts Update  
**DATE:** February 7, 2011

### Action Requested

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

### Websites

Several on-going projects:

- 1). Google Transit has been in place for about two months. Public reaction has been positive.
- 2). Bogus Basin Rideshare – The service was implemented in early February. The service matches up people who need a ride to the ski area with those who would like company on their drive up to Bogus. The new service has received strong media coverage.
- 3). ACCESS Spanish-Language Page - We are close to completing the Spanish-language page and posting of informational brochures and ACCESS applications on the website.

### May in Motion

I am working with ACHD Commuteride to fine-tune this year's event. We will be doing more bus-specific events and finding new ways to promote our services while rewarding our existing patrons. We have eliminated the distribution of thousands of free 31-day passes, opting instead to provide 100 of the 31-day passes for drawings at specific outreach events.

### 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 academy, which involves staff from VRT, COMPASS, and local engineering, consultant, and public relations firms, is going well. The students are currently assisting me in scheduling open houses and information tables. The academy participants are scheduled to make a presentation to the VRT Board at its March 16 meeting.

### Boise Junior High Transportation Project

VRT staff is working 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 2. We will have information tables at each school to provide information about our bus system and the activities they can participate in. A survey was conducted to determine the students' transportation habits and needs.

### 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.



## Memorandum

**TO:** VRT Board of Directors  
**FROM:** Mark Carnopis, Community Relations Manager  
 Jennifer Smith, Customer Service Coordinator  
**RE:** First Quarter ValleyRide Ridership/RideLine Call Volume Report  
**DATE:** February 8, 2011

### Ridership Summary

ValleyRide Bus Services experienced a drop in ridership during the first quarter of fiscal year 2011 (October 1, 2010 through December 31, 2010) compared to the previous year. Overall, total ridership for all services (Boise/Garden City and Nampa/Caldwell fixed-line and intercounty service) decreased by 3.2 percent. Total ValleyRide boardings for the quarter were 338,839 compared to 347,761 in the first quarter of FY 2010.

A contributing factor to the decline in ridership is the cut made to intercounty and Nampa/Caldwell fixed-line service that was implemented October 4, 2010.

### **FY 2010 Ridership Details**

- Boise/Garden City fixed-line ridership decreased by 4.6 percent during the first quarter.
- Nampa/Caldwell fixed-line service decreased by 2.5 percent.
- Intercounty ridership increased by 0.6 percent.

### RideLine Summary

Telephone calls to RideLine customer service for the first quarter of FY 2011\* totaled 29,233 compared to 27,460 in FY 2010. The overall percentage increase in call volume was 6.5 percent.

*\* The first quarter numbers do not include calls received between October 22 and November 6. Call logs are unavailable for this time period.*