

Valley Regional Transit Board of Directors

Meeting Agenda Wednesday, June 15, 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 05/18/11 VRT Board Meeting Minutes** Pages 5-7
 - B. Acceptance of 05/09/11 Management Committee Meeting Minutes** Pages 8-10
 - C. Acceptance of 05/18/11 Management Committee Special Meeting Minutes** Page 11
 - D. Financial Report as of 04/30/11** Page 12
- IV. PUBLIC HEARING**
- A. Public Hearing—Disposal of Surplus and Obsolete Assets** Page 13 **Chair**
The Chairman will conduct a public hearing regarding the disposal of accumulated surplus and obsolete assets. Kelli Fairless will present the staff report.

***ACTION** will follow the Public Hearing for the board to approve the disposal of surplus and obsolete assets.*
 - B. Public Hearing - FY2011 Budget Amendment #2** Pages 14-18
Chair
The Chairman will conduct a Public Hearing to incorporate funding from the State Independent Living Council (SILC) Medicare Infrastructure Grant into the current FY2011 budget and to authorize the expenditure of the funds to provide a demonstration route on Franklin Boulevard in Caldwell. A budget amendment is required to incorporate the funding into the current budget and to authorize the expenditure of the funds. Rick Thompson will present the staff report.

***ACTION** will follow the Public Hearing for the board to review for approval **Resolution VBD11-006** to adopt the FY2011 Budget Amendment 2 to support Valley Regional Transit's program of projects in the Nampa Urbanized Area (UZA) transit services.*
- V. ACTION ITEMS**
- A. Letter of Credit Renewal** Page 19 **Rick Thompson**
Members will review the attached memo regarding the revolving letter of credit with Wells Fargo Bank to address short term cash flow issues in the Nampa system. The letter of credit expires on July 31, 2011. Staff requests the board delegate approval authority to the Executive Director to sign the letter of credit prior to its expiration in July.

B. Bus Stop Enhancements - Construction and Construction Management Contracts Θ

Pages 20-29 Rhonda Jalbert

*Members will review staff's recommendation to approve **Resolutions VBD11-007, VBD11-008, and VBD11-009** for the Phase II construction of the Ada County and Canyon County Bus Stop Improvements and for the construction management of the Bus Stop Improvements.*

VI. INFORMATION/COMMITTEE REPORTS

A. FY2012 Budget Update Θ

Pages 30-31 Rick Thompson

Attached is a memo outlining the current status of the FY2012 budget development. Rick Thompson will be available to answer questions and to discuss issues.

B. Board Governance Progress Report Θ

Pages 32-41 Kelli Fairless/Mary Barker

The board governance recommendation is progressing. Attached is a memo, draft by-laws changes, and a flowchart for the plan, products, and services for the board to review. Highlights of the Mobility Development Plan, to be called ValleyConnect, will be reviewed. Comments from the Management Committee meeting on June 6th regarding the by-laws will be reviewed.

C. Procurement Calendar Θ

Pages 42-43 Rick Thompson

Attached are the most current Procurement Calendars.

VII. STAFF REPORTS

A. Executive Director Report Θ

Pages 44-45 Kelli Fairless

B. Financial and Administration Report Θ

Pages 46-47 Rick Thompson

C. Capital Infrastructure Projects Report Θ

Pages 48-49 Rhonda Jalbert

D. Planning Projects Report Θ

Pages 50-51 Mary Barker

E. Transportation and Operations Report Θ

Pages 52-54 Bruce Sackron

F. Community Relations Report Θ

Pages 55-56 Mark Carnopis

ADJOURNMENT

Θ = Attachment

Agenda order is subject to change.

NEXT MEETING:

Wednesday, August 17, 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, May 18, 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
Sara Baker, ACHD	Chad Bell, Star	Rick Thompson, VRT
Lisa Bachman, Kuna	Vern Bisterfeldt, Ada County	Linda Ihli, VRT
Elaine Clegg, Boise	Oney Eguia, Parma	Mary Barker, VRT
Tom Dale, Nampa	John Evans, Garden City	Bruce Sackron, VRT
David Ferdinand, Canyon County	Curtis Homer, Nampa	Mark Carnopis, VRT
Rob Hopper, Caldwell	Steve Jett, Greenleaf	Rhonda Jalbert, VRT
Casey Jones for Jared Everett, BSU	Martin Luttrell, Melba	Ted Vanegas, VRT
Maryanne Jordan for Dave Bieter	Vicki Thurber, Middleton	Mary Barker, VRT
Phil Kushlan for Chuck Hedemark, CCDC	Rick Yzaguirre, Ada County	Kirk Montgomery, ACHD
David Lincoln, ACCHD	City of Eagle - TBD	Ryan Head, ACHD
Garret Nancolas, Caldwell	City of Notus Rep - TBD	Don Matson, COMPASS
Charlie Rountree, Meridian		Kathleen Lacey, City of Boise
Craig Slocum, MDC		Fred Kitchener, McFarland Mngmnt.
Mark Wasdahl for Dave Jones, ITD (ex-officio)		Katie Pincus, Kittelson & Associates
David Zarembo, Meridian		Andy Daleiden, Kittelson & Associates
		Ross Mason, ID Dept. of H/W
		Zach Piepmeyer, HDR Engineering

Chair Tom Dale called the meeting to order at 1:35 p.m. with a quorum present. There were no additions or changes to the agenda.

CONSENT CALENDAR

David Ferdinand moved to approve the Consent Calendar; seconded by Kathy Alder. The motion was approved unanimously. The Consent Calendar consisted of:

- *Approval of 04/20/11 VRT Board Meeting Minutes*
- *Acceptance of 04/04/11 Management Committee Meeting Minutes*
- *Acceptance of 04/05/11 Regional Coordination Council Meeting Minutes*
- *Financial Report as of 03/31/11*
- *Procurement-Purchase of Three (3) 12 Passenger Vans – Resolution VBD11-004 - to be used for a peak-hour vanpool marketed to low-income workers in Canyon County. A motion to purchase was approved at the April 20, 2011, meeting of the VRT Board of Directors.*

ACTION ITEMS

State Street Traffic & Transit Operations Plan (TTOP) Implementation

Kelli Fairless noted that the board had received a detailed presentation last month on the State Street TTOP implementation and that on May 9th the Management Committee approved recommending to the board for approval.

Elaine Clegg moved to adopt Resolution VBD11-005 regarding the State Street Traffic & Transit Operations Plan; seconded by Charlie Rountree. The motion was approved unanimously.

Canyon County Maintenance Facility

Rhonda Jalbert reviewed two possible sites for the Canyon County Maintenance Facility. Rhonda reported that VRT had received approval from FTA on a Documented Categorical Exclusion on the Familian site. Rhonda noted that another site had come up, the Larry Miller dealership. The pros and cons of both sites were reviewed.

Following discussion, David Ferdinand moved to approve the due diligence on the Happy Day Cleveland Blvd. site and environmental work; seconded by David Zaremba. The motion was approved unanimously.

Garret Nancolas noted that if VRT does move forward with this site, that in the future the City of Caldwell could be interested in locating a police substation there and having a police presence would enhance that site from a safety standpoint.

INFORMATION/COMMITTEE REPORTS

Bus Stop Enhancements - Phase II Construction

Rhonda Jalbert reported that bid packages are out for the Bus Stop Enhancements Construction-Phase II. Bids are due May 25th with bid opening on May 26th. Rhonda will bring bids for approval to the June board meeting.

Change Order Procedure - Procurement Manual

Rhonda Jalbert noted that she had talked to Ada County, ACHD, ITD, and the City of Boise on how those jurisdictions manage their change orders for large projects and reported that when the budget is presented, there is a contingency built in for change orders as long as the cumulative change orders don't go over a percentage of the total of the project. Rhonda proposed that if the change orders are within the contingency amount and over \$50,000 that the Executive Director would sign rather than waiting for the Management Committee or board meeting for action. Staff would take a look at the project budget to make sure the contingency amount is within industry standard. Staff will continue to review and provide more information to the members.

Vehicle Sharing Program Update

Kelli Fairless gave the following report on the van donated by ACHD.

- Van as been in service since mid-February for the employees of Create Common Good to get them to and from work
- 35 trips over the last two month
- Average of six people per trip
- Bruce Sackron is working with manager of Create Common Good farm to keep track of mileage and maintenance of the vehicle
- Kelli met with Refugee Mountain States Group in the City of Boise who have more demand for vans
- Received one written request from Larry Jones of World Relief Group for an additional van
- Vehicle Sharing Program will be put under VRT transportation division
- Reallocating an FTE to create a Community Transportation Coordinator position to manage vehicles in this program, maintain them, and recruit drivers for driver pool
- First deployment has been very successful

- Staff will work with refugee advocates and senior centers in applying a similar idea for employee transportation
- Kelli will be meeting with Bruce Wong next week to report on the program and how it's been going and will restate VRT's original request for up to five vehicles
- Sara Baker asked that Kelli provide a memo to Bruce Wong to distribute to ACHD Commissioners

Draft Mobility Development Plan/Board Governance Update

Kelli Fairless distributed and reviewed an outline for the Mobility Development Plan. More details will be available at the June board meeting along with a financial plan. Staff will spend the summer meeting with jurisdictions reviewing the change in board governance, requesting adoption of the plan, and providing outreach for the new services which will start October 1st.

Mary Barker reviewed the changes that have been made to the Treasure Valley in Transit Draft Plan after adding in the input from meetings with city planners, city outreach meetings, and the results of a survey on Survey Monkey survey. Mary noted that she did add in the Boise Street car. Kelli pointed out that this is a short term operating plan whereas Communities in Motion is the vision and is talking about levels of service not types of service. Kelli noted that the day VRT gets some kind of funding source there would still be a six year deployment period.

FY2012 Budget Update

Rick Thompson reviewed the budget memo included in the packet.

Procurement Calendar

The most current Procurement Calendars were included in the packet.

July VRT Board Meeting CANCELED

At the May 9th Management Committee, the members approved a motion to cancel the July 20th board meeting. Kelli noted that over the course of the summer, she will be calling upon members for help in educating their City Councils and meeting with local legislators.

Garret Nancolas noted that ADA is now the ADAA - Americans with Disability Amendments Act - and there have been some changes.

Staff reports were included in the packet.

Elaine Clegg moved to adjourn the meeting at 2:43 p.m.; seconded by David Ferdinand. The motion was approved unanimously.

NEXT MEETING:

Wednesday, June 15, 2011

1:30 p.m.

Meridian City Hall

33 E. Broadway Avenue

Meridian, Idaho



Management Committee Meeting Minutes

Monday, May 9, 2011 at 11:00 a.m.
Meridian City Hall–Conference Room A
33 E. Broadway Avenue-Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	John Evans, Garden City	Kelli Fairless, VRT
Dave Bieter, Boise		Rick Thompson, VRT
Tom Dale, Nampa		Linda Ihli, VRT
Garret Nancolas, Caldwell		Rhonda Jalbert, VRT
Charlie Rountree, Meridian		Bruce Sackron, VRT
David Zarembo, Meridian		Mary Barker, VRT
		Mark Carnopis, VRT
		Brian Ballard, Hawley Troxell
		Roger W. Wood, VR/Nampa
		Robert Hiatt, VR/Nampa
		Ken Pidjeon, Citizen
		Don Carnahan, Keller Associates

Chair Tom Dale called the meeting to order at 11:15 a.m. with a quorum present. There were no additions or changes to the agenda.

CONSENT AGENDA

Charlie Rountree moved to approve the Consent Agenda; seconded by Kathy Alder. The motion was approved unanimously. The Consent Agenda consisted of minutes of the 04/04/11 Management Committee Meeting and the Financial Report as of 03/31/11.

ACTION ITEMS

State Street Transit and Traffic Implementation Plan (TTOP)

Kelli Fairless explained that the adoption process for the State Street TTOP is progressing with the local land use jurisdictions. Kelli recommended that VRT, as one of the major funders of the project, adopt the plan. Kelli noted that ITD has been involved in the technical committee and has provided input throughout the process, changes have been made to the document based on ITD's requests, and ITD will be a signer on the Memorandum of Understanding, just not a funder.

Kathy Alder moved to go ahead and recommend to the VRT Board to support the TTOP Plan; seconded by David Zarembo. The motion was approved unanimously.

Public Hearing Request-Disposal of Obsolete and Surplus Assets

Bruce Sackron requested that the Management Committee allow staff to proceed with a public hearing at the June board meeting for disposal of computers, a copier, and remains of a parts bus.

Kathy Alder moved to request a public hearing be set for disposal of obsolete and surplus assets; seconded by David Zarembo. The motion was approved unanimously.

Public Hearing Request-FY 2011 Budget Amendment #2

Rick Thompson requested holding a budget public hearing at the June board meeting to amend the FY2011 budget to incorporate proceeds from a Medicare Infrastructure Grant that will be used to fund a demonstration program to provide service to Caldwell social service agencies in the Franklin Corridor. Garret Nancolas suggested staff emphasize the fact that this project could be temporary in nature and that VRT staff and jurisdictions are working to do everything they can to find funding and pursue other options. Tom Dale suggested doing a press release regarding the route and include that information. It was noted that the public hearing is to recognize the grant in the VRT budget.

Garret Nancolas moved to set a public hearing for Budget Amendment #2; seconded by Kathy Alder. The motion was approved unanimously.

Bus Shelter Procurement

Rhonda Jalbert reviewed information for procuring shelters for 39 bus stop locations so the members are informed when the item comes to the board for action.

Request for Letter of Interest

The Management Committee members discussed a request from a private party to explore an opportunity to expand transit services in the region through an economic development project. The members reviewed a draft Letter of Interest. Following discussion, Brian Ballard was asked to consult with his contacts at the Department of Commerce and bring another draft of a more simplified letter to the members indicating VRT's interest.

Garret Nancolas moved to direct Mr. Ballard to bring back a simplified letter based upon the interest and comments discussed today; seconded by David Bieter. The motion was approved unanimously.

Proposed Agenda Items for 05/18/11 VRT Board Meeting

Kelli Fairless reviewed the proposed agenda items for the 05/18/11 VRT Board Meeting. Kelli suggested the members consider not having meetings in July. The budget public hearing and adoption would be in August.

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

Garret Nancolas moved to cancel the July Management Committee and board meetings; seconded by Charlie Rountree. The motion was approved unanimously.

INFORMATION ITEMS**Board Governance Update**

Kelli Fairless distributed a review of the bylaws which showed the proposed changes that will be required to change the board governance. Members reviewed a timeline for the Mobility Development Plan adoption and Board Governance change. Members were asked to contact Kelli with any comments on the bylaws changes.

Bus Stop Enhancements - Phase II Construction

Rhonda Jalbert informed the members of the bid packages that are out for 119 bus stops enhancements in Ada County and for 40 bus stops enhancements in Canyon County. The proposed budget is \$667,000.

Franklin Corridor Service

Mary Barker reported that the Franklin Corridor service is on schedule to be implemented in Caldwell beginning June 6th. Marketing of the demonstration route will include bus interiors and exteriors, flyers, schedules, posters, Spanish radio ads, bus benches, and press releases. A grand opening event will be held on June 20th. Garret Nancolas noted that an upgrade to highway 20/26 through Smeed was approved at the last Caldwell City Council meeting. He suggested making sure the buses keep flowing during that construction.

Canyon County Maintenance Facility

Rhonda Jalbert and Don Callahan (Keller Associates) reviewed options for the new location of the Canyon County Maintenance Facility. The Familian Building and the old Larry Miller dealership site in Caldwell were discussed. Rhonda will prepare a matrix comparing the two sites and have available for the May 18th board meeting. Kelli Fairless will research whether federal dollars are available for CNG conversion.

Mobility Plan Update

Mary Barker reviewed changes made to the Mobility Development Plan from the input received from meetings with jurisdiction technical staff, citizen public meetings, and an online survey. Mary noted that the plan will have a user friendly name and be very visual with charts, graphs, and videos. The plan will be before the board in May for information with action in June.

FY2012 Budget Development

Rick Thompson reported that the FY2012 budget development is moving forward using the Management Committee guidance of using current revenues and current service levels. Rick noted that there are some bus issues in Nampa and medical insurance is anticipated to raise 12-15% for the Boise office. Rick will have an outline of the budget for the board for the May 18th meeting.

Procurement Calendar

The most current Procurement Calendar was included in the packet.

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

NEXT MEETING:

Monday, June 6, 2011

11:00 a.m.

Meridian City Hall-Conference Room A

33 E. Broadway Avenue -Meridian, Idaho



Management Committee Special Meeting Minutes

Wednesday, May 18, 2011

1:15 p.m.

Meridian City Hall – Conference Room B
33 E. Broadway Avenue
Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	Dave Bieter, Boise	Kelli Fairless, VRT
Tom Dale, Nampa	John Evans, Garden City	Linda Ihli, VRT
Garret Nancolas, Caldwell		
Charlie Rountree, Meridian		
David Zaremba, Meridian		

Chair Tom Dale called the meeting to order at 1:15 p.m. with a quorum present.

ACTION ITEMS

Letter to Zonda USA

The Management Committee reviewed a draft letter to the representative of Zonda USA to provide a mechanism for VRT to evaluate the proposal offered to the region.

Garret Nancolas moved to authorize the letter to be sent as written; seconded by Kathy Alder. The motion was approved unanimously.

There being no further business, the chair adjourned the meeting.

NEXT REGULAR MEETING:

Monday, June 6, 2011

11:00 a.m.

Meridian City Hall-Conference Room A

33 E. Broadway Avenue

Meridian, Idaho

Valley Regional Transit

Budget Summary

Fiscal Year: 2011 ~ Report Period: 7 - April

<i>Account Type</i>	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>
401: Part A-Directly Generated Funds	\$572,326.24	\$533,750.02	(\$38,576.22)
403: Auxiliary Transportation Funds	\$16,817.47	\$38,500.00	\$21,682.53
404: Non-Transportation Funds	\$33,169.64	\$58,333.31	\$25,163.67
405: Part B-Federal Capital Source	\$153,452.00	\$7,071,412.81	\$6,917,960.81
406: Part B-Federal Operating Source	\$252,283.00	\$2,304,313.81	\$2,052,030.81
407: Part D-Local Capital Sources	\$66,984.22	\$947,199.68	\$880,215.46
408: Part D-Local Operating Sources	\$6,135,687.36	\$3,638,088.93	(\$2,497,628.43)
	\$7,230,719.93	\$14,591,598.56	\$7,360,848.63
501: Wages and Salaries	\$2,307,275.26	\$2,465,831.60	(\$158,556.34)
502: Fringe Benefits	\$1,852,962.41	\$1,676,063.06	\$176,899.35
503: Professional Services	\$583,495.62	\$813,323.89	(\$229,828.27)
504: Material and Supplies	\$784,601.19	\$1,009,646.82	(\$225,045.63)
505: Utilities	\$87,801.30	\$94,424.12	(\$6,622.82)
506: Casualty and Liability	\$250,306.48	\$153,871.62	\$96,434.86
509: Miscellaneous Expenses	\$65,318.04	\$79,461.69	(\$14,143.65)
511: Interest Expense	(\$33.38)	\$420.00	(\$453.38)
512: Lease and Rentals	\$259,315.05	(\$162,689.31)	\$422,004.36
514: Capital Expenditures	\$635,602.52	\$6,086,220.56	(\$5,450,618.04)
	\$6,826,644.49	\$12,216,574.05	(\$5,389,929.56)
Net Revenue:	(\$404,147.44)	(\$2,375,066.51)	\$1,970,919.07



Memorandum

TO: Board of Directors
FROM: Bruce Sackron, Transportation Services Manager
RE: Public Hearing—Disposal of Surplus and Obsolete Assets
DATE: May 31, 2011

Summary:

VRT and ValleyRide have accumulated surplus and obsolete assets. The VRT disposal policy requires a public hearing prior to these assets being transferred to our contributing jurisdictions, donation, sale, or being scrapped.

Staff Recommendation/Request:

At the May 9th Management Committee meeting, the members set a public hearing date regarding the disposal of surplus and obsolete assets for the June 15, 2011, VRT Board meeting.

Implication (policy and/or financial):

May generate good will from donation or a very small income from scrapping those items not transferred or donated.

Highlights:

- Items to be disposed of include:
 - 1997 RTS 35 foot bus, # 9709. Has been used for parts to maintain other buses in the fleet. The bus has been out of service for over a year and is beyond its useful life. Entire fleet will be replaced in March by the new Gillig buses.
 - Xerox 432DC copy machine in poor condition
 - Kyocera Mita FS3800 printer beyond economic repair
 - Two each obsolete CRT computer monitors
 - One each obsolete Dell computer
 - Other items as determined prior to issuance of Public Hearing Notice.

More Information:

For additional information contact: Bruce Sackron, Transportation Services Manager
 208-846-8547, ext 4226
bsackron@valleyregionaltransit.org



Memorandum

TO: Board of Directors
FROM: Rick Thompson, Finance Director
RE: FY 2012 Budget Amendment
DATE: May 31, 2011

Summary:

VRT has been approached by the State Independent Living Council (SILC) to provide a pilot route to provide service along the Franklin corridor in Caldwell. The pilot route would provide access to social service agencies along Franklin Avenue in Caldwell. SILC has provided \$200,000 via a Medicare Infrastructure Grant (MIG) to VRT to provide the service. This grant will allow VRT to provide the service starting June 6 and continuing for approximately 11 months. During this time VRT will work with the affected social service agencies as well as non-profit entities to identify a permanent funding source.

In order to incorporate these grant funds into the FY2011 budget to be utilized for the project, the budget needs to be amended. The local match for this grant will come from SILC.

Staff Recommendation/Request:

Staff recommends adoption of Resolution VBD11-006 to amend the FY2011 Valley Regional Transit budget

Implication (policy and/or financial):

This amendment will allow the pilot route to be implemented for a period of approximately eleven months. The funding is provided by SILC via the MIG grant. SILC is also providing the local match. The intent is to demonstrate the viability of the demonstration route and to identify funding partners that will allow continuation of the route after the demonstration period has ended.

More Information:

For additional information contact: -

- Kelli Fairless, Executive Director . 846-8547 Ext. 4212,
kfairless@valleyregionaltransit.org
- Rick Thompson, Finance Director, 846-8547 Ext. 4213.
rthompson@valleyregionaltransit.org.

Expenditures

Valley Regional Transit Planning and Grant Administration	
Wages and Salaries	\$715,880
Fringe Benefits	\$429,775
Professional Services	\$946,065
Material and Supplies	\$12,300
Utilities	\$19,200
Casualty and Liability	\$15,000
Miscellaneous	\$89,625
Interest Expense	\$0
Leases and Rentals	\$66,500
Depreciation - Unfunded Expense	\$1,600
Capital Expenses	\$1,135,022
	\$3,430,967
Boise Transportation Management Area (TMA) Transit Services	
Wages and Salaries	\$2,965,140
Fringe Benefits	\$2,167,835
Professional Services	\$405,512
Material and Supplies	\$1,175,950
Utilities	\$100,270
Casualty and Liability	\$185,000
Miscellaneous	\$32,300
Interest Expense	\$0
Leases and Rentals	\$46,800
Depreciation - Unfunded Expense	\$1,143,500
Capital Expenses	\$10,465,566
	\$18,687,873
Nampa Urbanized Area (UZA) Transit Services	
Wages and Salaries	\$784,829
Fringe Benefits	\$382,368
Professional Services	\$1,162,721
Material and Supplies	\$519,956
Utilities	\$63,744
Casualty and Liability	\$73,500
Purchased Transportation	\$0
Miscellaneous	\$75,970
Interest Expense	\$1,524
Leases and Rentals	\$37,752
Depreciation - Unfunded Expense	\$154,000
Capital Expenses	\$3,308,706
	\$6,565,070

VALLEY REGIONAL TRANSIT BOARD RESOLUTION**FISCAL YEAR 2011 BUDGET REVISIONS****Budget Amendment 2****RESOLUTION VBD11-006**

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2011 BUDGET AMENDMENT 2 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS IN THE NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.

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

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

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

WHEREAS, the State Independent Living Council (SILC) has provided \$200,000 to Valley Regional Transit via a Medicare Infrastructure Grant to provide service along the Franklin corridor in Caldwell as a pilot route which will provide access to social service agencies along Franklin Avenue in Caldwell for approximately 11 months; and

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

WHEREAS, the Valley Regional Transit Board adopted the FY2011 budget at the July 21, 2010, VRT Board meeting by Resolution VBD10-018; and

WHEREAS, in order to incorporate these grant funds into the Valley Regional Transit FY2011 budget to be utilized for the project, the budget needs to be amended.

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual Budget Amendment 2, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2011 Budget Amendment 2, Exhibit 1, to incorporate funds from the Medicare Infrastructure Grant to provide service along the Franklin corridor in Caldwell as a pilot route which will provide access to social service agencies along Franklin Avenue in Caldwell for approximately 11 months

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

ADOPTED by the Board of Valley Regional Transit, this 15th day of June 2011.

APPROVED by the Board Chair this ___day of _____, 2011.

ATTEST:

APPROVED:

SECRETARY

CHAIR



Memorandum

TO: Management Committee
FROM: Rick Thompson, Finance Director
RE: Letter of Credit Renewal
DATE: May 31, 2011

Summary:

Valley Regional has maintained a letter of credit with Wells Fargo Bank since 2003. The current credit limit is \$250,000, and it is accessed to address cash flow concerns that may occur during the fiscal year in the Nampa UZA. The current version of the Letter of Credit will expire on July 31, 2011.

Staff Recommendation/Request:

Staff requests the board delegate approval authority to the Executive Director for the Letter of Credit renewal.

Implication (policy and/or financial):

The revolving Letter of Credit is utilized to meet cash flow concerns that occasionally arise throughout the year. Executing the renewal Letter of Credit will allow uninterrupted operation of the Nampa system.

More Information:

For additional information contact: - Rick Thompson, Finance Director, 846-8547 Ext. 4213, rthompson@valleyregionaltransit.org.



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Bus Stop Enhancement – Phase II – Construction and Construction Management
DATE: June 6, 2011

Requested Action: Information to Management Committee 05/9/11; information to Board 5/18/11; for action by Management Committee on 6/6/11; for action by the board on 06/15/11 to recommend approval.

Fiscal Notes:

The cost of the Phase II Bus Stop Enhancements and construction management is approximately \$770,000 including contingency (\$657,621 estimated for construction only, \$90,000 is for construction management) for Ada and Canyon County in 2011.

Background:

The board approved the bus stop enhancements study done by Parametrix, which ranks the bus stop sites according to mobility and in conjunction with the Treasure Valley in Transit plan. Phase II sites were selected according to the study, and 200 sites were originally selected for construction in summer and fall of 2011. Several sites fell off the list due to right-of-way issues and constructability issues.

- Mobility Study of all bus stops with ranking.
- HDR was selected as the design consultant in Spring 2010
- Phase I construction was completed Oct. 2010 with 30 stops being improved
- RFB 2011-04-27-Ada has 116 stops and bids were taken on May 26, 2011
- RFB 2011-04-27-CYN has 38 stops and bids were taken on May 26, 2011
- Proposing to start construction on both RFBs on July 5, 2011 if approved by the VRT Board.

Status:

The two RFB packages (one bid package for Ada County and one bid package for Canyon County) were opened on May 26, 2011. The Pre-Bid meeting was held on May 6, 2011. Bids were due May 25, 2011.

Proposed and Estimated costs are listed below:	Proposed	Est.
Construction Management (\$87,770.67 - \$569.94 per 155 stops)	\$ 90,000	\$90,000
Ada County – (\$477,776 - \$4,118.76 per 39 stops)	\$500,000	\$507,643
Canyon County – (\$172,887 - \$4,549.66 – 116 stops)	<u>\$180,000</u>	<u>\$149,978</u>
Total Estimated Procurement	\$770,000	\$747,621

Budget tracking sheet for project totals will be provided at the meeting.



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

PROCUREMENT DESCRIPTION: Bus Stop Enhancement Construction – Phase II – Ada County	TOTAL COST: \$500,000
---	------------------------------

PURPOSE/ACTION:
Valley Regional Transit is in need of General Construction Services for the construction of 116 ADA bus stop enhancements - Phase II – Ada County.

SCOPE OF WORK:
Chadez Concrete, Inc. is to provide construction services to construct the bus stops for the ADA bus stop enhancements Phase II – Ada County.

DISCUSSION:
The construction services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic while providing accessibility to the transit riders, to improve identified locations that have deficient passenger access, and provide construction services to resolve these issues.

ALTERNATIVES:
The construction services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic and facilitate passenger access. The alternate would be to not implement the enhancements; therefore, causing traffic concerns and accessibility problems, and that would not be acceptable.

FISCAL IMPACT:
The funding available for this Project is found in the FY11 budget in Grants # ID-66-X001 Project Nos. 1-07-11-09-01 & ID-66-X002 Project Nos. 2-07-11-09-01 GL #514-14-227-05, the total amount of funding available is \$3,056,000. To date \$542,967.00 has been committed. Resolution VBD11-007 is for \$500,000 bringing the amount remaining to \$2,013,033.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit evaluation team has evaluated the five (5) bids, and negotiated an agreement with the lowest and most responsive bidder

POST RFP/FINAL SELECTION OF PROJECT:
Recommend: VRT staff recommends the board approve the Agreement and Resolution VBD11-007 and award to Chadez Concrete, Inc 11724 Eva Lane, Caldwell, Idaho 83607 who is the successful Offeror based on the RFB Evaluation Criteria and whose price is \$477,776.00 with a \$22,224.00 (4%) contingency for a total of \$500,000 for the construction agreement RFB 2011-04-27-11-Ada.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$50,000 but under \$75,000.		VBD11-007
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.		

836 N. Main
Suite 230
Meridian, ID
83642
(P) 208-846-8547
(F) 208-846-8564

ADMIN117-20070907

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Agreement with Chadez Concrete, Inc. for Bus Stop Improvements for Ada County – Phase II

RESOLUTION VBD11-007

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF THE CONSTRUCTION CONTRACT (RFB 2011-04-27-Ada), A CONTRACT WITH CHADEZ CONCRETE, INC. TO CONSTRUCT IMPROVEMENTS FOR THE VALLEY REGIONAL TRANSIT BUS STOP ENHANCEMENTS – PHASE II – Ada County.

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

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

WHEREAS, Valley Regional Transit needs to establish a construction contract agreement with a qualified contracting firm to construct improvements for the ADA Bus Stop Enhancements Phase II – Ada County ; and

WHEREAS, Valley Regional Transit evaluation team has evaluated five (5) submitted bids and will negotiate an agreement with the lowest bidder meeting all of the required qualifications; 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, 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

VBD11-007

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

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

Section 1. That the Board of Valley Regional Transit approves the award of the Construction Contract Agreement RFB 2011-04-27-Ada to Chadez Concrete, Inc to construct ADA compliant bus stops for the Bus Stop Enhancements Project Phase II – Ada County 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 15th day of June, 2011.

APPROVED by the Board Chair this ___day of June, 2011.

ATTEST:

APPROVED:

SECRETARY

CHAIR



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

PROCUREMENT DESCRIPTION: Bus Stop Enhancement Construction – Phase II – Canyon County	TOTAL COST: \$180,000
--	------------------------------

PURPOSE/ACTION:
Valley Regional Transit is in need of General Construction Services for the construction of 38 ADA bus stop enhancements - Phase II – Canyon County.

SCOPE OF WORK:
Diamond Contractors, LLC. is to provide construction services to construct the bus stops for the ADA bus stop enhancements Phase II – Canyon County.

DISCUSSION:
The construction services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic while providing accessibility to the transit riders, to improve identified locations that have deficient passenger access, and provide construction services to resolve these issues.

ALTERNATIVES:
The construction services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic, and facilitate passenger access. The alternate would be to not implement the enhancements; therefore, causing traffic concerns and accessibility problems, and that would not be acceptable.

FISCAL IMPACT:
The funding available for this Project is found in the FY11 budget in Grants # ID-66-X001 Project Nos. 1-07-11-09-01 & ID-66-X002 Project Nos. 2-07-11-09-01 GL #514-14-227-05, the total amount of funding available is \$3,056,000. To date \$1,042,967.00 has been committed. Resolution VBD11-008 is for \$180,000 bringing the amount remaining to \$1,833,033.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit’s evaluation team has evaluated the four (4) bids, and negotiated an agreement with the lowest and most responsive bidder

POST RFP/FINAL SELECTION OF PROJECT:
Recommend: VRT staff recommends the board approve the Agreement and Resolution VBD11-008 and award to Diamond Contractors, LLC, 203 W. Main Street, Emmett, Idaho 83617 who is the successful Offeror based on the RFB Evaluation Criteria and whose price is \$172,887.00 with a \$7,113.00 (4%) contingency for a total of \$180,000 for the construction agreement RFB 2011-04-27-11-CYN.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$50,000 but under \$75,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.		VBD11-008

830 N. Main
Suite 230
Meridian, ID
83642
(P) 208-846-8547
(F) 208-846-8564

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Agreement with Diamond Contractors, LLC for Bus Stop Improvements for Canyon County – Phase II

RESOLUTION VBD11-008

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF THE CONSTRUCTION CONTRACT (RFB 2011-04-27-CYN), A CONTRACT WITH DIAMOND CONTRACTORS, LLC. TO CONSTRUCT IMPROVEMENTS FOR THE VALLEY REGIONAL TRANSIT BUS STOP ENHANCEMENTS – PHASE II – Canyon County.

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

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

WHEREAS, Valley Regional Transit needs to establish a construction contract agreement with a qualified contracting firm to construct improvements for the ADA Bus Stop Enhancements Phase II – Canyon County ; and

WHEREAS, Valley Regional Transit evaluation team has evaluated four (4) submitted bids and will negotiate an agreement with the lowest bidder meeting all of the required qualifications; 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, 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

VBD11-008

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

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

Section 1. That the Board of Valley Regional Transit approves the award of the Construction Contract Agreement RFB 2011-04-27-CYN to Diamond Contractors, LLC to construct ADA compliant bus stops for the Bus Stop Enhancements Project Phase II – Canyon County 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 15th day of June, 2011.

APPROVED by the Board Chair this ___ day of June, 2011.

ATTEST:

APPROVED:

SECRETARY

CHAIR



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

PROCUREMENT DESCRIPTION: Bus Stop Enhancement Construction Management – Phase II	TOTAL COST: \$90,000
---	-----------------------------

PURPOSE/ACTION:
Valley Regional Transit is in need of Professional Engineering Services construction management for the ADA bus stop enhancements - Phase II.

SCOPE OF WORK:
HDR Engineering, Inc. is to provide professional engineering construction management assistance services to: review work done by General Contractors on the bus stops for the ADA bus stop enhancements Phase II.

DISCUSSION:
The engineering services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic while providing accessibility to the transit riders, to verify identified locations that have deficient passenger access, and provide engineering services to resolve these issues.

ALTERNATIVES:
The engineering services are necessary to facilitate the improvements/ADA Enhancements to the bus stops to maximize the safe and efficient flow of traffic, and facilitate passenger access. The alternate would be to not implement the enhancements; therefore, causing traffic concerns and accessibility problems, and that would not be acceptable.

FISCAL IMPACT:
The funding available for this Project is found in the FY09 budget in Grants # ID-66-X001 Project Nos. 1-07-11-09-01 & ID-66-X002 Project Nos. 2-07-11-09-01 GL #514-14-227-05, the total amount of funding available is \$3,056,000. To date \$452,967.00 has been committed. Task order #8 is for \$90,000 bringing the amount remaining to \$2,513,033.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit’s evaluation team has evaluated the eight (8) proposals, interviewed the top three (3) firms and negotiated an agreement with the highest ranking firm

POST RFP/FINAL SELECTION OF PROJECT:
Recommend: VRT staff recommends the board approve the Task Order #8 Agreement and award to HDR Engineering, Inc., 412 E. Parkcenter Blvd., Suite 100, Boise, Idaho 83706 who is the successful Offeror based on the RFQ Evaluation Criteria and whose price is \$87,770.67 with a \$2,229.33 (2%) contingency for a total of \$90,000 for Task Order #8.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	MANAGEMENT COMMITTEE Approves procurements over \$50,000 but under \$75,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.		VBD11-009

837 N. Main
Suite 230
Meridian, ID
83642
(P) 208-846-8547
(F) 208-846-8564

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Agreement with HDR for Bus Stop Improvements– Phase II Construction Management

RESOLUTION VBD11-009

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF THE TASK ORDER #8 to PSA 2010-02-17, A CONTRACT WITH HDR TO PROVIDE PROFESSIONAL SERVICES FOR THE BUS STOP IMPROVEMENTS FOR THE VALLEY REGIONAL TRANSIT BUS STOP ENHANCEMENTS – PHASE II CONSTRUCTION CONTRACTS WITH CHADEZ CONCRETE, INC AND DIAMOND CONTRACTORS, LLC.

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

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

WHEREAS, Valley Regional Transit needs to establish a TASK ORDER #8 with a qualified contracting firm to provide construction management services for the ADA bus stop enhancements Phase II – Ada County and Canyon County; 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, 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

VBD11-009

conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.

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

Section 1. That the Board of Valley Regional Transit approves the award of the TASK ORDER #8 to HDR to provide professional services for the Bus Stop Enhancements project Phase II – Ada County and Canyon County 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 15th day of June, 2011.

APPROVED by the Board Chair this ___day of June, 2011.

ATTEST:

APPROVED:

SECRETARY

CHAIR



Memorandum

TO: Management Committee
FROM: Rick Thompson, Finance Director
RE: FY2012 Budget
DATE: May 31, 2011

Summary:

FY2012 budget development is continuing. The budget for all programs and divisions is being developed based upon two assumptions:

- Maintenance of current service levels
- No additional local revenues

Preliminary budgets for all divisions have been completed and are being reviewed and adjusted by staff. Specific issues identified to date include:

- Contractual adjustments called for in the Collective Bargaining Agreement
- Medical insurance increases
- Nampa maintenance facility replacement
- Creation of a new Division within Transportation Services to oversee Mobility Management Demonstration projects.

At this time, there is approximately a \$200,000 shortfall in the Boise system. A new Nampa maintenance facility will have an impact on the Nampa budget. Staff is evaluating the overall impact at this time, as well as, funding options. Regional Operations appears to be on budget for FY2012.

Staff is working on options to address these issues including:

- One time refund from Blue Cross of Idaho on medical plan due to better than anticipated claims experience. This is one time funding that could be used to bridge any budget gaps until the economy recovers, or until a more permanent funding source is identified.
- The 2011 Federal appropriation bill restored the operating expense waiver for FY2011 for the Boise Transportation Management Area. An analysis of required FY2011 funding as identified in the State Transportation Improvement Plan (STIP) and the final FY 2011 appropriation identified \$146,000 in Federal appropriation that could be applied to the Boise shortfall.
- The renewal quote for Boise Liability insurance came in with no increase while the preliminary budget included an increase. This line item will be adjusted to reflect the renewal.

- Nampa will receive \$450,000 to fund partial acquisition of a replacement maintenance facility. Consistent with guidance from the Management Committee, options for the Larry Miller property are being developed which will include capital lease/purchase alternatives.

Staff Recommendation/Request:

This update is for information only. No action is requested. Board action on the final budget is scheduled for the August 17th board meeting.

Implication (policy and/or financial):

Financial implications have been identified above. Staff is working to keep the FY2012 budget within existing funding levels.

Highlights:

- February 7 – preliminary revenue discussion with Management Committee. Reviewed budget development calendar.
- February 16 - Budget development calendar presented to board.
- March 7 - Final Revenue projection discussion with Management Committee. Decision to maintain current revenue levels for members.
- May 18 – Budget update given to board.

More Information:

For additional information contact: - Rick Thompson, Finance Director, 846-8547 Ext. 4213, rthompson@valleyregionaltransit.org.



Memorandum

TO: Board of Directors
FROM: Kelli Fairless, Executive Director
RE: Board Governance Progress Report
DATE: May 31, 2011

Summary:

The Valley Regional Transit Board of Directors voted to proceed with the Management Committee's recommendation to change the governance structure of VRT at the April 2011 board meeting. The recommended change maintains the existing representative board structure and creates an executive board elected from the representative board. The representative board will meet twice a year to conduct the governance business of the organization. The executive board will meet monthly to execute the actions of the representative board.

Staff Recommendation/Request:

The following is the status of a variety of issues directly and indirectly related to the governance change.

By-Laws

The suggested change in VRT by-laws is attached to this memo. I provided the minimal changes I think we need to comply with the board's recommendation. The Management Committee will provide comment to staff at the June 6 meeting. The final changes will be presented to the board at the June 15th board meeting. The by-laws will then be presented to the board for final consideration in August following the mandatory 30-day review period.

Local Accountability

I have begun my annual visit to each local jurisdiction within the VRT boundary. The change in governance is one of the discussion topics in each of the meetings. The recommendation has been well received by the jurisdictions.

A key element to local accountability is to complete the Community Resource Group and the Technical Resource Group. This is well underway, and staff will be providing monthly reports on the number of groups and individuals enrolled in these important groups.

Mobility Development Plan

Mary Barker will be providing a more detailed presentation on the plan at the June 6, 2011, Management Committee meeting. The board will consider the final plan for adoption at the June 15th board meeting. Attached is the organizational outline that shows the relationship between the plan and the development and implementation of regional public transportation services. Along with the plan, the board will be adopting

specific communication tactics for implementing the plan and the products and services that are included. One important aspect of the plan update is that it will integrate all public transportation services whether those services are directly operated by VRT or not.

Implication (policy and/or financial):

This change will improve efficiency in the organization by decreasing the number of monthly meetings without sacrificing accountability to local governments. The plan will provide a roadmap for VRT to establish, influence, and oversee the implementation and coordination of public transportation services within the region and between Ada and Canyon counties and other parts of Southwest Idaho.

Highlights:

- Management Committee completed analysis of governance in first and second quarter of FY 2011
- Management Committee voted to recommend the representative board/executive board governance model to the VRT Board at the April 4, 2011 meeting
- VRT Board approved Management Committee recommendation at the April 20, 2011 meeting

More Information:

For more information contact: Kelli Fairless, Executive Director, 846-8547 ext 4212, kfairless@valleyregionaltransit.org

BYLAWS

Valley Regional Transit

**Article I
Name and Principal Office**

Section 1. The name of the political subdivision shall be Valley Regional Transit.

Section 2. The principal office shall be 830 N. Main Street, Meridian, Idaho 83642.

**Article II
Appointing Agencies**

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit's board consistent with the provisions of Article III:

A. General Members:

- (1) Ada County and Canyon County;
- (2) Each incorporated city within Ada County or Canyon County; and
- (3) Each highway district within Ada County or Canyon County.

B. Special Members:

- (1) Boise State University,
- (2) Capital City Development Corporation, and
- (3) Meridian Development Corporation,

C. Ex-officio Members:

- (1) Idaho Transportation Department.

**Article III
Board**

Section 1. Valley Regional Transit Board (hereinafter "Board") shall be comprised of members appointed as follows:

- A. Two members appointed by each board of county commissioners;
- B. Two members appointed by each incorporated city with a population of 25,000 or more;
- C. One member appointed by each incorporated city with a population of less than 25,000;
- D. One member appointed by the Ada County Highway District;
- E. One member appointed by all highway districts within Canyon County;

F. One member appointed by each Special Member; and

G. One member appointed by each Ex-Officio Member.

Section 2. Appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency or they may be representatives empowered by the appointing agency to act in its best interest.

Section 3. Additional representatives may be appointed in an ex-officio capacity by any appointing agency, or by Valley Regional Transit itself. Such ex-officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex-officio representatives to serve as Board members or as an alternate to represent the appointing agency. However, unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 4 below, such ex-officio representative shall not vote on matters presented to the Board but may participate in Board discussions.

Section 4. Newly appointed Board members shall present, at the first Board meeting attended, appropriate documents evidencing their appointment. Such documents should specify the extent of the Board member's authority to act on behalf of the appointing agency and restrictions, if any, on the Board member's authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled.

Section 5. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. The highway district Board member for Canyon County shall be appointed by the Canyon County Board of Commissioners in consultation with all highway district commissions within Canyon County.

Section 6. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision;

B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment;

C. Each city or commission is provided a minimum of sixty (60) days in which to comment; and

D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Article IV
Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair Elect, Vice Chair, Treasurer and Secretary. At the meeting of the Board in January each year, the Board shall elect all officers from their number, except the Board shall appoint a Secretary who need not be from the Board. The terms for officers shall be one year, with each officer, except the Secretary, moving forward in succession starting with the Treasurer and ending with the Chair position. The succession/election of officers, the election of a new Treasurer, and the appointment of a Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except for the Secretary, and except as set forth in Section 3 of this Article, the succession of officers will be such that Board members from the same county will fill every other position.

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty (30) days notice of intent to remove such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove them. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3. Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, that the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next yearly term, without succession of officers for that year; provided, further, that to fill the position of Treasurer, the Board shall elect a Board member from a county other than the county of the Vice Chair.

Article V
Meetings

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 67-2340 through 67-2347, as amended.

Section 2. Regular Board meetings shall be held at 1:30 p.m. on the third Wednesday of January, and July, if not a legal holiday, and if a legal holiday, then on the first Wednesday following that is not a legal holiday.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert's Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist as a result of the fact that an appointing agency has not designated a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, and Vice Chair, the Treasurer shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting. The Secretary shall act as Secretary at all meetings, but in the Secretary's absence, the presiding officer shall appoint any person to act as Secretary for that meeting.

Section 7. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

- A. Recording the names of those members present;
- B. Approval of the consent agenda to include the minutes of the previous meeting.
- C. Public Hearings
- D. Consideration of action items;
- E. Reports and informational items;
- F. Public comments
- G. Report of executive director; and
- H. Executive session as provided under Idaho Code.

Section 8. Agendas for scheduled meetings will be developed in advance and distributed to the board prior to the scheduled meeting.

Section 9. Ex-officio members, who have not been appointed by an appointing agency to serve as a Board member or alternate shall not be entitled to vote in actions requiring a vote of the Board.

Section 10. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Article VI Committees

Section 1. There shall be an executive board consisting of ten (10) members of the Board (the "Executive Board"). The Executive Board shall consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer); the immediate past Chair and five (5) at large members. If none of the Chair, Chair Elect, Vice Chair, Treasurer and the immediate past Chair are Board members from the central cities in the Boise and Nampa urbanized areas, then the at large appointees shall be from Boise or Nampa if they are not otherwise represented. If Boise and Nampa are represented on the Executive Board, then the Board shall appoint any other members of the Board as the at-large appointees. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet monthly. The agenda of the Executive Board

shall include review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the executive director in the oversight of Valley Regional Transit. The Executive Board shall make regular reports to the Board of its actions and shall recommend action by the Board on all matters of policy or those actions requiring approval of the entire Board.

Section 2. The Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. Standing committees will report the committee's activities on a frequency that is no less than quarterly.

Section 3. The Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board's priorities, goals and strategies. The Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees from the members of the Board. The ad hoc committees will report their activities to the Board at the regularly scheduled quarterly meetings.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 67-2340 through 67-2347, as amended.

Article VII Executive Director

Section 1. Appointment.

The Board shall appoint an Executive Director and shall retain the power to dismiss the Executive Director. When appointed, the Executive Director is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the Executive Director.

A. The Executive Director may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board.

B. The Executive Director shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The Executive Director shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The Executive Director shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

**Article VIII
Amendments to Bylaws**

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.

Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.

ADOPTED this _____ day of _____, 2008.

Valley Regional Transit

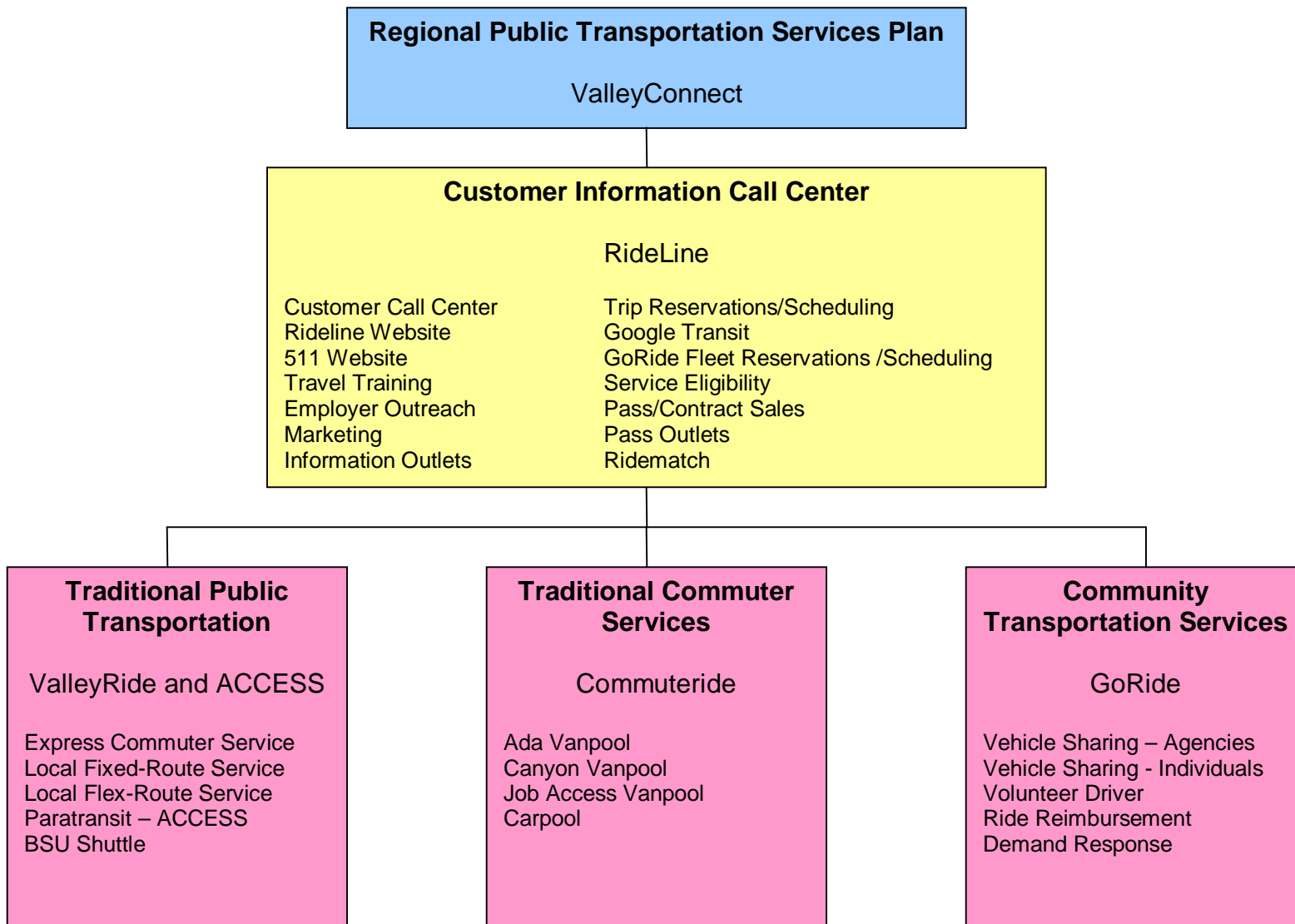
By: _____ Date _____
Chair

By: _____ Date _____
Chair-Elect

ATTEST:

Secretary Date

**Valley Regional Transit
Plan-Products-Services Flow Chart**



**VALLEY REGIONAL TRANSIT
PROCUREMENT CALENDAR
MANAGEMENT COMMITTEE**

**As Reviewed by Management Committee on June 6, 2011
For Review by VRT Board on June 15, 2011**

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential MC Action
Stability Networks	Network Support and Admin	08/02/2011	None – RFB required	08/02/2011
Services Unlimited	CNG Fuel Station Maintenance	09/14/2011	None – RFB required	09/06/2011
CINTAS	Laundry Services – Boise	09/30/2011	1X1	09/09/2011

Pending procurement Actions

Goods/Service	Current Status	Potential MC Action
----------------------	-----------------------	----------------------------

VALLEY REGIONAL TRANSIT

PROCUREMENT CALENDAR

BOARD OF DIRECTOR

As Reviewed by Management Committee on June 6, 2011

For Review by VRT Board on June 15, 2011

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal/Bid	Potential Board Action
Commercial Tire	Boise Tires	07/24/2011	Bids due 06/07/11	06/15/2011
Moreton & Co.	Employee Benefits Broker	08/20/2011	2X1 Year Renewals	08/17/2011
Hartwell Corp	Casualty Insurance Broker	08/20/2011	2X1 Year Renewals	08/17/2011
Elizabeth Younger	Bus Advertising (Revenue Contract)	09/30/2011	None – RFB required	09/09/2011

Pending procurement Actions

Goods/Service	Current Status	Potential Board Action
Bus Shelter Purchase	Re-bid.	08/17/2011
ADA Bus Stop Enhancements (two solicitations one for Ada and one for Canyon County)	Bids received. Questions to be resolved	08/17/2011
Security Cameras Boise	RFB Issued. Bids dues 07/11/2011	08/17/2011



Memorandum

TO: Board of Directors
FROM: Kelli Fairless, Executive Director
RE: Executive Director Report
DATE: June 2, 2011

Summary:

Executive Director Activity Report

Staff Recommendation/Request:

For information only

Highlights:

Technology Investment Development Plan (TIDP)

We will have a first draft of the TIDP for the board to review at the board meeting. The consultant team is finalizing that and will provide it to staff late next week. The next step is to present it to the Regional Coordination Council (RCC) at their June 28 meeting. The final plan will be complete and to the board for action in August.

The purpose of the plan is to help us stage technology investments over the next five years.

State Street Corridor Project

Valley Regional Transit Board approved the Transit and Traffic Operations Plan at the May board meeting. The City of Boise and the Ada County Highway District held a joint meeting that included Garden City and Eagle to discuss the implementation of the land-use elements of the plan. The formal adoption of the plan and the Memorandum of Understanding is going to be completed in the next several weeks.

30th Street Plan

The steering committee met one time this last month. I provided an overview of the mobility plan the board will be adopting at the June meeting. The strategies are being drafted by CCDC and will be going to the Boise City Council some time after the new calendar year begins.

Board Governance - Mobility/Regional Coordination Action Plan

The Management Committee will review the draft bylaws at their June 6th meeting. I have been attending meetings with local jurisdictions to review the governance changes and the plan update we are now calling ValleyConnect. We will be taking the final plan back to the jurisdictions for them to accept as a reflection of their citizens public transportation needs.

Board Development Activities

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

Senior Transportation Coordination Project

VRT and COMPASS completed a scope of work and a charter for the working group that is forming to lead this project. The first meeting of the working group is being organized and is scheduled for the last week of June. We are going to use the group that we are calling the Regional Mobility Working Group to assist in several coordination projects this summer. The goal is to have the project completed prior to the next round of federal funding when requests are initiated by the Idaho Transportation Department.

Triennial Review Preparation

We were contacted by the contractor for the Federal Transit Administration (FTA). They are scheduling the Triennial Review for the last week of July. Staff will be spending the next few weeks going over the Triennial Review checklist to determine we are prepared for the review before the contractors come in July.

Legislative Outreach

Linda Ihli will begin scheduling the legislative outreach meetings when she and I return from vacation on June 13. We would like to have the Valleyconnect plan completed and approved by the board before we have the first meeting. We will be requesting that our board members host the meetings, so Linda will be in touch with you or your schedulers later in the month.

More Information:

For more information contact: Kelli Fairless, Executive Director, 846-8547 ext 4212, kfairless@valleyregionaltransit.org



Memorandum

TO: Board of Directors
FROM: Rick Thompson, Finance Director
RE: Finance and Administration Activity Report
DATE: June 2, 2011

Summary:

Finance and Administration Activity Report

Highlights:

Grant Administration

VRT's EEO plan was approved by FTA which allowed submittal of several pending amended grants. In addition, the full FY2011 Federal appropriation has been awarded and was noticed in the Federal Register. FY2011 appropriation levels were the same as FY 2010 appropriations. FY2011 grant applications are in development and will be submitted to FTA during June. VRT's three year Title VI plan must be submitted to FTA by October 1, 2011. We will be approaching FTA about the potential to develop a regional transit Title VI plan that will allow any transit project to reference the plan. The intent is to streamline the process, to reduce potential duplication of effort, and improve compliance with FTA regulations.

FY2012 Budget

Preparation of the draft budget is in progress. Initial budgetary issues that have been identified include:

- Potential increase in medical insurance premiums.
- Boise collective bargaining agreement increase.
- Nampa maintenance facility
- Definition and clarification of Mobility Management demonstration projects and oversight of the program

Consistent with direction from the Management Committee, no revenue increases from local partners are being factored into the budget.

VRT recently signed a contract for CNG with Intermountain Gas that will keep fuel at or slightly below current levels well into FY2012.

Triennial Review

We have been notified by the Triennial contractor that VRT is scheduled for our review July 27-29.

Governance Structure

With the board approving the new governance structure that will have two board meetings during the year, the Finance and Administration Department is evaluating policies and procedures to determine needed changes as a result of the governance change. At this point, the procurement manual is under review.

More Information:

For additional information contact: - Rick Thompson, Finance Director, 846-8547 Ext. 4213, rthompson@valleyregionaltransit.org.



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Capital Infrastructure Projects
DATE: June 3, 2011

Summary:

Status update on Capital Infrastructure Projects

Staff Recommendation/Request: For information only.

Highlights:

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 – Due to the shelf life of appraisals, Integra Realty Resources will be preparing a cost estimate for each site on a fee simple basis for information only.

Design/Entitlements –

Site D – Met with City of Boise and CCDC to discuss Transit Oriented Development (TOD) options. Boise and CCDC reviewing options and will get back to VRT by end of June with options.

Site H – Met with IdaCorp Financial and Tomlinson on Site H on May 13. Discussed status of the project and VRT needs for transit center.

Planning and adjacent property owner stakeholder meeting first part of July.

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 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 – Went out to bid on April 27, 2011; held a pre-bid meeting on May 6, 2011; took 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 are being coordinated with Fleetnet database and Google Transit 511.

Standard Shelters – Received bids on the Shelter RFB. Bids were not responsive and will re-bid the package in June 2011. Installation of shelters will be bid the first part of 2012.

Downtown Shelters – Received 50% plans from CSHQA. Reviewed plans with the City of Boise, CCDC and ACHD. Will present 100% plans to all government entities end of June and will go out to bid July 1. Bid will require the winning contractor to supply and install shelters.

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 (WBC). Construction started April 4, 2011.

Foundation and stem walls have been installed. WBC will be pouring the floor slab June 2. All utilities and conduits for utilities have been brought to the building. Will start masonry work on June 13. Finished work in 2nd street and will start work in 3rd street on June 6.

Furniture resolution was approved by the board March 16, 2011. Working on a 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 submitted to the FTA Region 10 and Headquarters on May 27, 2011.

Canyon County:

Proposed Canyon County Maintenance Facility Site –

Franklin Road Site - Submitted the Documented Categorical Exclusion Report on the Franklin Road site in November, 2010. Received FTA approval on the DCE on May 10, 2011.

Happy Day Site – Was approved at May 18, 2011 board meeting to complete DCE.

Ada County Maintenance Facility:

Drainage – Geotechnical investigation is completed and design has begun for addressing the drainage issue.

Criteria and Standards:

Contracts – Working on standardizing the RFQ form for Construction Manager/General Contractor.

.

Criteria –

- Submitted to board on May 18, 2011, for information on Change Order Procedure in the VRT Procurement Manual.
- Site Development and Transit Amenity Criteria to be submitted for final approval to board at August, 2011 meeting.

More Information:

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



Memorandum

TO: VRT Board
FROM: Mary Barker
RE: Planning Group Projects Update
DATE: June 1, 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.
- The Route 55 Franklin/Smeed in Caldwell begins operation Monday June, 6th.
- Planning staff is conducting a rideship and route analysis of the Boise routes as part of the Boise budget development process.

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

- No current projects.

Mobility Planning

- Planning staff has drafted ValleyConnect, the mobility development plan.

Grants

- Staff submitted a grant for the BSU Park & Ride project, to purchase a second adjacent lot which would be used to expand the park & ride capacity. The first phase of the project, a 120 space park & ride and a secured parking area for BSU shuttle vehicles, is funded.
- Staff is developing a grant application for technology equipment.

TIP/STIP Process

- Staff requested funds through the statewide balancing process for automatic vehicle locator equipment (AVL) and the software to use the AVL data to provide real-time bus information to customers via the 511 website.

Staff Recommendation/Request: None

Implication (policy and/or financial): None

Highlights:

- The Board voted to approve the Southwest route as presented pending approval by the Boise City Council on 03/16/11.
- The Board approved funding for the 511 website system.
- The Board reviewed the initial Mobility Development Plan map on 01/19/11.
- The Management Committee reviewed the updated Mobility Development Plan map on 05/09/11.
- The Management Committee reviewed the schedule and map for the Franklin/Smeed Route 05/09/11.

More Information:

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



Memorandum

TO: The Board of Directors
FROM: Bruce Sackron, Transportation Services Manager
RE: Status Report, Transportation Projects
DATE: May 31, 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.
 - We just received some very good news. PTM-Boise, through another Veolia managed facility in California, has located a known good transmission for Boise bus 9302 which is currently out of service.
 - Price of the replacement transmission will be only the cost of shipping. **This equates to a \$10,000 savings.** It will allow us to transfer 9301 and 9302 to Nampa once the two pilot Gilligs are in service, which in turn will allow the return of three leased Nampa buses in September instead of only one.
 - Disposition of the additional eight (8) each 9700/35 foot buses being replaced have 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 exceed their useful life.
 - One 9700 series, currently out of service and being used for parts, has been submitted to the board for approval to sell or scrap in May.

- Boise ACCESS (Paratransit) CNG fueled cutaway buses:
 - Approved by the Board of Directors in November 2010.
 - The eight (8) buses have been built by Goshen and have been delivered to Boise operations. Awaiting the installation of the ACCESS graphics, transfer of fare boxes, radios and RouteMatch hardware before being put into service.

- Disposition of all of the ACCESS buses being replaced has not yet been determined. Two, 9904 and 9906, are being transferred to the shared vehicle pool. Options include a transfer to Nampa, additional units to the vehicle sharing pool, donation to non-profit organizations, or sale to third parties.
- 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 will be purchased using options on the same RFB as the eight just received. Currently plan on submitting these buses to the Board of Directors in August 2011.
- Procurements
 - Video surveillance systems for Boise buses. Estimate submittal to the Board of Directors in August.
 - Boise tire contract. Anticipate submittal to the Board of Directors in August.

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 or January..
- Replacement of the remainder of the Nampa UZA fleet
 - Awaiting funding sources.

Community Transportation:

- Currently searching for a Community Transportation Coordinator.
- Van donated by ACHD was received February 4. It is currently in service.
- Accessible Mini-vans:
 - Approved by the Management Committee February 2011.
 - The two (2) vans have arrived and are being prepared for service.
 - 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.
- Job Access subsidized Van Pool:
 - Three 12 passenger vans have been ordered. Awaiting information on delivery date.

- Procurements:
 - None Scheduled.

Customer Service:

- Access Eligibility Determinations
 - Boise 21
 - Nampa/Caldwell 8
 - In person assessments 18
- Customer Service Call Volume:
 - Not available due to tracking computer failure
- Customer Feedback
 - 42 Service Desk reports
- NTD Surveys performed
 - 83
- Trip Planners
 - 2
- Projects:
 - Performing all Boise Paratransit eligibility certification and Access Reservation calls.
 - Developing Customer Service FAQ page for ValleyRide web site.
 - Customer Service staff attended Eligibility Certification Training.
 - Customer Service staff will attend Mobility Management Conference (CTAA) the first week of June.
 - Customer Service staff working with RouteMatch to resolve software issues for paratransit scheduling.
 - Customer Service will be trained on new route #55 and schedule changes to route #42.
 - Continuing to process all bus pass requests and visiting outlets on a monthly basis.
 - Continuing to collaborate with VRT staff on new telephone system specifications.

More Information:

For additional information contact: Bruce Sackron, Transportation Services Manager,
208-846-8547, ext 4226; bsackron@valleyregionaltransit.com



Memorandum

TO: VRT Board
FROM: Mark Carnopis, Community Relations Manager
RE: Marketing/Projects/Outreach Efforts Update
DATE: June 3, 2011

Summary:

This memo provides brief updates on current and upcoming marketing and outreach efforts.

Highlights:

Websites

Several on-going projects:

- Downtown Multimodal Center – We now have an information page about this project.
- 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 almost completed review and updates of all web pages at valleyride.org and valleyregionaltransit.org.
- Special pass programs – we are currently updating the information and forms for our Choice Pass, Premium Pass, and for local social service agencies.

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 participated in five alternative transportation mini-fairs at several locations in Boise. We have completed planning for the Awards Luncheon scheduled for June 28 at Boise State University.

Youth Projects

Our final two youth projects, the Youth Transportation Academy and the My Ride Junior High program, have ended. High School students who participated in the My Ride program helped develop both a template for the program to go on this fall and some suggestions on how to promote the My Ride Summer Ride program – which offers three-month passes to youth ages 6-18 for \$24. The passes are good for June, July, and August.

Mobility Projects

We continue to work 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. In addition, we are also developing a new name for the updated version of the Treasure Valley in Transit plan. The proposed name is ValleyConnect.

Community Resource Group

Still working on the development of this group. One major focus now is to recruit members that represent a wide array of interests and all corners of the two-county area. The charter for the formation of this comprehensive advisory/advocacy group received final approval from the Regional Coordination Council in April. The plan is to have the panel working on its first project sometime in late summer.

More Information:

For additional information contact: Mark Carnopis, Community Relations Manager, 208-846-8547 ext 4215; mcarnopis@valleyregionaltransit.org