

Valley Regional Transit Board of Directors

Meeting Agenda

Wednesday, March 16, 2011

1:30 p.m.

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

I. CALLING THE ROLL

II. AGENDA ADDITIONS/CHANGES

Chair Tom Dale

III. CONSENT CALENDAR

Chair Tom Dale

A. Approval of 02/16/11 VRT Board Meeting Minutes Ø

Pages 5-8

B. Acceptance of 02/07/11 Management Committee Meeting Minutes Ø

Pages 9-12

C. Acceptance of 02/01/11 Regional Coordination Council Meeting Minutes Ø

Pages 13-16

D. Financial Reports as of 10/31/10 and 11/30/10 Ø

Pages 17-18

E. New Regional Coordination Council Member Ø

Page 19

Gloria Maheux

On 03/01/11, the Regional Coordination Council (RCC) approved Robert Vetter, Employment Services Supervisor for the Department of Labor in Caldwell, as the Department of Labor Stakeholder on the RCC. The VRT Board will review to ratify the RCC's approval of Robert Vetter as a member of the RCC.

F. Acceptance of FY2010 Year End Audit Ø

Pages 20-23

Rick Thompson

The year end audit for FY2010, prepared by Eide Bailly, was presented to the Management Committee on 03/07/11, at which time the Management Committee approved to accept the audit. The Management Letter from Eide Bailly is included in the packet. To view the full audit report, please go to the following weblink:

<http://www.valleyregionaltransit.org/Portals/0/Board/2011/VRTAuditFY2010.pdf>

IV. ACTION ITEMS

A. Youth Transportation Academy Presentation Ø

Pages 24-25

Kelli Fairless

VRT staff and transportation professionals who are members of Women in Transportation Seminar (WTS) have been working with students from Frank Church High School and Victory Academy through a Youth Transportation Academy since last September to develop a proposed bus service for Southwest Boise. The students will present a history of the development of the proposed bus route. Staff will request the board approve the March 7th Management Committees' recommendation of Option 1 contingent upon the Boise City Council approval of the route. The options and map will be distributed at the meeting.

B. Updated VRT System Security and Emergency Preparedness Plan (SSEPP) Ø

Pages 26-30

Bruce Sackron

On 03/07/11, the Management Committee reviewed and discussed the revised SSEPP to update the current plan approved in 2006, taking into account changes in the ValleyRide operations. Members are asked to approve staff's recommendation to accept the document.

C. Community Relations

• **Community Resource Group Charter** Ø

Pages 31-33

Mark Carnopis

Members will review for approval staff's recommendation to approve the charter outlining the formation of the VRT Community Resource Group.

D. VRT Administration Building – LEED Certification Rhonda Jalbert
On March 7th, the Management Committee approved to forward to the board a recommendation for the VRT Administration Building to be LEED certified. The members will review for approval. A memo will be emailed to the members.

V. INFORMATION/COMMITTEE REPORTS

A. System Performance and Planning

• **Mobility Development Plan** Mary Barker/Kelli Fairless
Staff will provide an update on progress on the Mobility Development Plan.

B. Park & Ride Criteria **Page 34** Rhonda Jalbert
The board will review the Park & Ride Criteria as reviewed by the Management Committee on 03/07/11.

C. Design and Construction Change Order Process **Page 35** Rhonda Jalbert
On 03/07/11, the Management Committee reviewed other entity policies on executing change orders and discussed a process for VRT to implement as its change order process. Staff will review with the board.

D. Canyon County Maintenance Facility **Page 36** Rhonda Jalbert
The board will review options to pursue for the Canyon County Maintenance Facility. The Management Committee reviewed on March 7th as well.

E. Mobility Programs Fact Sheet **Pages 37-41** Gloria Maheux
A fact sheet describing current mobility projects, partners, and funding sources is attached.

F. Procurement Calendars **Pages 42-43** Rick Thompson
Attached are the most current Procurement Calendars.

VI. STAFF REPORTS

A. Executive Director Report	Pages 44-45	Kelli Fairless
B. Capital Infrastructure Projects Report	Pages 46-47	Rhonda Jalbert
C. Planning Projects Report	Pages 48-49	Mary Barker
D. Transportation and Operations Report	Pages 50-52	Bruce Sackron
E. Mobility Programs Report	Pages 53-54	Gloria Chigbrow
F. Community Relations Report	Pages 55-56	Mark Carnopis
G. Financial and Administration Report	Page 57	Rick Thompson

ADJOURNMENT

Ø = Attachment

Agenda order is subject to change.

NEXT MEETING:

Wednesday, April 20, 2011 at 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, February 16, 2011

1:30 p.m.

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	Lisa Bachman, Kuna	Kelli Fairless, VRT
Sara Baker, ACHD	John Bechtel, Wilder	Rick Thompson, VRT
Dave Bieter, Boise	Chad Bell, Star	Linda Ihli, VRT
Elaine Clegg, Boise	Vern Bisterfeldt, Ada County	Aaron Wolter, VRT
Tom Dale, Nampa	Oney Eguia, Parma	Ted Vanegas, VRT
Michael Fuss for Curtis Homer, Nampa	John Evans, Garden City	Mary Barker, VRT
Chuck Hedemark, CCDC	Rob Hopper, Caldwell	Gloria Maheux, VRT
David Lincoln, ACCHD	Casey Jones for Jared Everett, BSU	Rhonda Jalbert, VRT
Kurt Kopadt, Greenleaf	Martin Luttrell, Melba	Ryan Head, ACHD
Brent Orton for Garret Nancolas, Caldwell	Charlie Rountree, Meridian	Karen Doherty, HDR
Kevin LoPiccolo for David Ferdinand, Canyon County	Craig Slocum, MDC	
Mark Wasdahl for Dave Jones, ITD (ex-officio)	Vicki Thurber, Middleton	
Rick Yzaguirre, Ada County	City of Eagle - TBD	
David Zarembo, Meridian	City of Notus Rep - TBD	

Chair Tom Dale called the meeting to order at 1:37 p.m. with a quorum present. There were no additions or changes to the agenda.

CONSENT CALENDAR

Rick Yzaguirre moved to approve the Consent Calendar (which consisted of approval of the 01/19/11 VRT Board Meeting Minutes, acceptance of the 01/03/11 Management Committee Meeting Minutes, and acceptance of the 01/04/11 Regional Coordination Council Meeting Minutes); seconded by Kathy Alder. The motion was approved unanimously.

ACTION ITEMS

Accept Communities in Motion 2035 Update

Liisa Itkonen from COMPASS provided an update on the Communities in Motion Regional Transportation Plan and asked the VRT Board to accept the 2035 Update which COMPASS approved last October. Liisa explained she is meeting with COMPASS member agencies seeking adoption so the update can be moved into implementation. Tom Dale noted that the Management Committee did discuss the update and recommended that the VRT Board *accept* the Communities in Motion Update and agencies that have land-use responsibilities *adopt* it.

Sara Baker moved to accept the Communities in Motion 2035 Update; seconded by Elaine Clegg. The motion was approved unanimously.

Multimodal Center Environmental Assessment for Site D

Rhonda Jalbert explained that VRT needs to do an Environmental Assessment (EA) on the MMC as a Transit Oriented Development for Site D and noted that some of the information from the original Environmental Assessment on Site H will be able to be utilized. Rhonda noted that the EA should be completed and to FTA in the June/July time frame; then it will take 60-90 days for FTA approval and signing of the funds. Staff hopes to submit for the conditional use permit in July.

Following discussion, *Dave Bieter moved to approve Resolution VBD11-002 for Task Order #2 for the Multimodal Center Environmental Assessment Costs for Site D; seconded by Elaine Clegg.* Sara Baker renewed her objection to ZGF as the architect as ZGF has been involved with CCDC since 1986 and need to spread the work. *The motion was approved with one nay vote by Sara Baker.*

Tires and Related Services for the Nampa UZA ValleyRide Operation

Rick Thompson presented Resolution VBD11-033 for approval of a two year contract with a one option year to supply tires and related accessories and service for the Nampa UZA ValleyRide fleet of vehicles.

Dave Bieter moved to approve Resolution VBD11-003 (for a contract to supply tires and related accessories and service for the Nampa UZA ValleyRide fleet of vehicles); seconded by Chuck Hedemark. The motion was approved unanimously.

INFORMATION/COMMITTEE REPORTS

FY2012 Budget Development

Rick Thompson reviewed the budget development calendar for FY2012. He also reviewed directly generated revenues and federal funding and noted that he is working on revenue projections keeping in mind the legislative discussions going on. He is also developing funding requests for services. This information will go to the Management Committee for review. Elaine Clegg urged staff to be conservative in 2012 because of the uncertainties.

VRT Admin Building Furniture Quote & Moving Quote

Rhonda Jalbert reviewed the quote for new cubicle walls, furniture, and moving costs for the VRT Administration Building and noted that 90% of existing furniture will be re-used. Customer Service will receive new furniture as it will be a future transit center. Three cubicles will be getting new furniture. The rest will be using furniture that is currently being used. VRT owns 64% of the conference room so VRT will pay 64% for the furniture for that room. A public hearing will be held for disposal of the any used furniture not being used in the new building. The new furniture will be purchased off of state contract.

Youth Transportation Academy

Kelli Fairless gave background on the Youth Transportation Academy project and noted that the City of Boise approved \$500,000 for a one-time demonstration project. The Women in Transportation Seminar (WTS) wanted to do a service project to teach students about transit careers. Students from Frank Church High School and Victory Academy were involved in planning a Southwest Boise route. A map showing the most current version of the proposed route was distributed to the members. Funding is available for a two year demonstration route with an ongoing funding source for that route yet to be identified. Public meetings are being held, and students will present the project to the VRT Board in March, as well as, to the Boise City Council so the route can get route implemented before school is out.

System Performance and Planning -- Mobility Development Plan

Mary Barker reported that she has been meeting with the planning staffs of the urban cities where she took the layered map and put the VRT plans on it. The planning data the cities have was then layered over the VRT plans. Elaine Clegg suggested working with COMPASS on the visuals to be sure there is consistency.

Kelli Fairless reviewed the scheduled rural meetings and noted that these meetings will be an opportunity to find out what groups exist so that they can become part of the process. The next step is to do a community based survey and report to the VRT Board in June. The final plan will be taken back to the local governments to ask for acceptance of the plan.

Institutional and Financial Capacity Development -- Governance Process Update

Kelli Fairless explained that the Management Committee is doing an analysis of the board's governance structure and began the discussion at the last Management Committee meeting where the members received a binder of background information. This information will be put on the VRT website. The Management Committee will discuss the information in detail at a workshop at the March or April meeting and will bring the work to the board as it is completed. Kelli pointed out the guiding principle, options, and evaluation criteria. The options include:

- Status quo – maintain existing board and Management Committee
- Committee of the Whole to meet once or twice a year with Representative Executive Committee made up of up to 10 members who deal with day to day issues
- Representative Board where zones select representative with terms rotating every few years.

Legislative Issues Discussion

Tom Dale led a discussion regarding the state legislature discussions about possible changes to the revenue cost sharing policies that generate local sources of revenue for cities, counties, and highway districts. It was noted the item did not get out of House Committee.

Mayor Dale pointed out the need to reach out to legislators on a more personal level to create an attitude of trust and to work together as the same people are being served by both local elected officials and legislators. Elaine Clegg suggested utilizing the same model the Treasure Valley Partnership (TVP) used when it was organized with County Commissioners and Mayors and use this model to reach out to the legislators. Kelli Fairless noted she is willing to explore with Matt Stoll a model where something like the TVP might work. Kelli pointed out there is a separation because everyone doesn't understand each others responsibilities and mandates.

The suggestion was made to have a Legislative Day and meet with the legislators in the two counties monthly. Kathy Alder pointed out there is a Chamber Governmental Affairs phone call every other Friday that she participates in. A meeting is held at Rembrandts Coffee Shop in Eagle every Friday during the legislature. Kelli suggested doing an inventory of what is already being done to generate good relationships and institute some type of regular meeting. David Zaremba suggested reaching out to friends around the state and asking them to reach out to other legislators. The discussion will continue at a later meeting.

Procurement Calendar Update

The most current Procurement Calendar was included in the packet.

The following Staff Reports were included in the packet:

- Executive Director Report - Kelli Fairless

- Financial and Administration Report - Rick Thompson
- Capital Infrastructure Projects Report - Rhonda Jalbert
- Planning Projects Report - Mary Barker
- Transportation and Operations Report - Bruce Sackron
- Mobility Programs Report - Gloria Chigbrow
- Community Relations Report - Mark Carnopis
- Ridership Report – 1st Quarter FY2011 - Mark Carnopis

At 2:48 p.m. Kurt Kopadt moved to adjourn the meeting; seconded by David Zaremba. The motion was approved unanimously.

NEXT MEETING:

Wednesday, March 16, 2011

1:30 p.m.

Meridian City Hall

33 E. Broadway Avenue

Meridian, Idaho



Management Committee Meeting Minutes

**Monday, February 07, 2011
11:00 a.m.**

**Meridian City Hall – Conference Room A
33 E. Broadway Avenue - Meridian, Idaho**

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Kathy Alder, Canyon County	Kelli Fairless, VRT
Tom Dale, Nampa	John Evans, Garden City	Rick Thompson, VRT
Garret Nancolas, Caldwell	David Zaremba, Meridian	Linda Ihli, VRT
Charlie Rountree, Meridian		Rhonda Jalbert, VRT
		Bruce Sackron, VRT
		Mark Carnopis, VRT
		Gloria Maheux, VRT
		Liisa Itkonen, COMPASS
		Bobby Schneider, PTM/VR Boise
		Ken Pidjeon, Citizen

Chair Tom Dale called the meeting to order at 11:10 a.m. with a quorum present.

AGENDA ADDITIONS/CHANGES

Bruce Sackron requested adding Action Item G for a discussion regarding Paint Schemes for the Buses. The members agreed by general consensus.

CONSENT AGENDA

Minutes of 01/03/11 Management Committee Meeting

Dave Bieter moved to approve the Consent Agenda; seconded by Charlie Rountree. The motion was approved unanimously.

ACTION ITEMS

ACHD Van Donation

Kelli Fairless noted that the VRT Board approved Resolution VBD11-002 on 01/19/11 providing for a Cooperative Agreement between VRT and ACHD for the transfer of an out-of-service ACHD Commuteride van to VRT. ACHD considered the agreement on 02/02/11.

Garret Nancolas moved for VRT to accept the donation of an out-of-service ACHD Commuteride van; seconded by Charlie Rountree. The motion was approved unanimously.

Purchase of Accessible Mini-vans

Kelli Fairless requested the purchase of two new Dodge Grand Caravans with Braun Accessible conversions to make the vans ADA accessible. Kelli explained that a third vehicle will be purchased with the funding source coming from an ITD Section 5310 grant which will not be available until April.

The vehicles will be used for the demonstration Volunteer Ride Reimbursement Program to operate when regular service is not operating in rural areas.

Charlie Rountree moved to approve Resolution VMC11-001 and note to the board that there will be an additional purchase after these two are purchased; seconded by Dave Bieter. The motion was approved unanimously.

Printing of Route Schedules and Information Brochures

Mark Carnopis requested approval of Resolution VMC11-002 for a one year contract beginning February 15th with Alexander Clark for printing of Route Schedules and Information Brochures.

Dave Bieter moved to approve Resolution VMC11-002 for printing of Route Schedules and Information Brochures; seconded by Charlie Rountree. The motion was approved unanimously.

Multimodal Center Environmental Assessment for Site D

Rhonda Jalbert reported that that she had just recently received the numbers from ZGF for Task Order #2 for the Multimodal Center Environmental Assessment Costs for Site D. The numbers were higher than staff's initial assessment. Rhonda will email the information to the members for review and comment. The item will go to the VRT Board on February 16th.

FY2012 Budget Development

Rick Thompson reviewed the budget development calendar for FY2012. Dave Bieter suggested a contingency plan due to legislature revenue sharing discussions. Kelli noted that staff does have some spreadsheets where different scenarios can be plugged in to show a worst case/best case scenario. Staff will continue to focus on productivity with minimal subsidy and maximum ridership. The members discussed general revenue sharing as being discussed in the legislature. Kelli will work with Matt Stoll and the COMPASS legislative advocate.

Garret Nancolas moved to approve the budget calendar as presented; seconded by Charlie Rountree. The motion was approved unanimously.

Proposed Agenda Items for 02/16/11 VRT Board Meeting

The members reviewed the proposed agenda items for the upcoming VRT Board meeting on February 16th. Kelli Fairless noted that the State Street Implementation consultant presentation will be in March rather than February. Also, in March the Transportation Youth Academy, which is comprised of students from Frank Church High School and Victory Academy, will give a presentation on the Southwest Boise route proposal.

Charlie Rountree suggested that at the February board meeting the cities be prepared to discuss what the impact of proposed revenue sharing legislation might be on their jurisdictions.

Dave Bieter moved to approve the proposed agenda items with the noted changes; seconded by Charlie Rountree. The motion was approved unanimously.

Paint Schemes for Buses

Bruce Sackron distributed paint schemes options showing a slightly different paint scheme between intercounty and local buses. By general consensus the members agreed on staff's preference of Option 1.

INFORMATION ITEMS**Communities in Motion Update**

Liisa Itkonen with COMPASS gave a PowerPoint presentation on the update of Communities in Motion. Liisa noted that the Communities in Motion 2035 was adopted by the COMPASS Board last September. The plan takes into consideration how the valley is going to grow and what that means for the valley. The plan also focuses on the quality of life and connecting communities. Liisa reviewed the differences between the 2030 plan adopted in 2006 and the 2035 plan adopted in 2010. Members were asked to provide comments and concerns to Liisa by March 31, 2011.

Following discussion of funding issues, the members agreed by general consensus to recommend the board *accept* the plan update and that the individual jurisdictions *adopt* the plan.

FY 2010 Budget Variance

Rick Thompson reviewed the final FY2010 budget variances with the members. Kelli Fairless noted that the FY2010 audit is complete and will be reviewed by the members in March.

VRT Admin Building Furniture & Moving Quote

Rhonda Jalbert distributed a Project Status Report and reviewed the quote for new cubicle walls, furniture, and moving costs for the VRT Administration Building. The members requested a spreadsheet that shows the full cost of what may need to be deferred and why and also show if the item cost more than anticipated. Rhonda will provide more detail at the board meeting. A ground breaking for the building is being planned for the end of February or early March with an open date in late summer as COMPASS has to be out of their current building by the end of August.

Governance Structure

Kelli Fairless reviewed the planning process for the plan update that VRT is completing this fiscal year. The outreach process outlines a way to engage local communities in the planning and decision-making process. The members discussed how this approach can inform possible governance options to bring local input into the policy activities of the board and provide maximum participation with minimize duplication.

A binder, that included a history of where VRT came from and why VRT is as it is, was distributed to the members. Charlie Rountree reviewed the Governance Analysis Discussion Guide and pointed out three possible scenarios:

- Status quo
- Committee of the Whole with Representative Executive Committee 10 member body
- Representative Board divided into zones

Members were asked to review the Evaluation Criteria and consider if the guiding principles were captured and if there is another scenario to discuss. Comments are to be addressed to Kelli or Charlie. Further discussion will be at a future Management Committee meeting.

Canyon County Van Pool

Kelli Fairless noted that a detailed analysis that compares two business models for the Canyon County vanpool project will be brought to the March meeting. The analysis will compare the difference between leasing versus purchasing the vehicles for the service.

Procurement Calendar

The most current Procurement Calendar was included in the packet.

EXECUTIVE SESSION

Kelli Fairless noted that there has been a tentative agreement on resolution of the subcontracting issue.

*At 12:33 p.m. Charlie Rountree moved to go into Executive Session pursuant to I.C. 67-2345 (c) (1) Labor Relations; the motion was seconded. Roll call vote was as follows: Tom Dale-yes; Dave Bieter-yes; Garret Nancolas-yes; Charlie Rountree-yes. **The motion was approved unanimously.***

The members reconvened in general session at 12:42 p.m. No action was taken following the Executive Session.

A motion was made and seconded to adjourn the meeting. The motion was approved unanimously.

NEXT MEETING:

Monday, March 7, 2011

11:00 a.m.

Meridian City Hall-Conference Room A

33 E. Broadway Avenue

Meridian, Idaho



**Regional Coordination Council
Meeting Minutes
Tuesday February 1, 2011
9:00 a.m.**

COMPASS, 800 South Industry Way, Meridian, ID

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Susan Bradley, Nat'l Fed of the Blind/ID	Rick Eberle, AMR Access2Care	Gloria Maheux, VRT
Brooke Green, CTAI, District 3 LMMN	Ross Mason, Health & Welfare	Linda Ihli, VRT
Leslie Felton-Jue, Collister Nbrhd Assoc	TBD, Dept. of Labor	Kelli Fairless, VRT
Patty Haller, Idaho Office for Refugees	TBD, Dept. of Housing & Urban Development	Mary Barker VRT
Harmon Hurren, Nampa School District	TBD, Dept. Veteran Affairs	Bill Knowlden, LINC AmeriCorps
Liisa Itkonen, COMPASS	TBD, Employers Representative	Walt Satterfield, COMPASS
Brian Jain, Idaho Commission for the Blind		Jolene Smith, AmeriCorps
Kirk Montgomery, ACHD Commuteride		Vasile Benjenariu VRT/AmeriCorps
Christina Pettis, LINC		Meredith Swassing, VRT/AmeriCorps
Jan Raeder, Senior Solutions		
Mitch Young, AARP Idaho		

Mitch Young called the meeting to order at 9:00 a.m. with a quorum present.

Open Discussion/ Announcements/Agency Updates

- Mitch Young pointed out the flyer for Volunteer Drivers. Gloria will email the flyer out to the members.
- Liisa Itkonen announced that COMPASS and CTAI are sponsoring a speaker, Gary Gleason, who will be speaking on “Evacuate Now” on February 8th at the Cole/Ustick Library with a reception at 5:30 p.m., followed by a presentation at 6:00 p.m.
- Kelli Fairless noted that ACHD will consider an agreement with VRT to donate and VRT to receive a donated van on February 2nd at noon at ACHD. Linda Ihli will email the ACHD agenda and link to the RCC members.
- Gloria introduced Meredith Swassing who will be working on the Mobility Website.

CONSENT AGENDA

Approve January 4, 2011 RCC Meeting Minutes

Leslie Felton-Jue noted on page 2 of the minutes in the discussion regarding the Secret Stopper Program that the last sentence should read, “It was noted that a bus stop evaluation database is being compiled which will be online, and the customer *service representative* will be able to click on the stop and see the condition of the stop.

Susan Bradley moved to approve the January 4, 2011, RCC meeting minutes with the noted correction; seconded by Leslie Felton-Jue. The motion was approved unanimously.

ACTION ITEMS**Mobility Development Plan (MDP)**

Kelli Fairless reviewed the PowerPoint presentation that will be given at upcoming rural jurisdiction meetings to provide an update regarding the VRT Mobility Development Plan. Kelli asked for input from the members to provide feedback for the people they are representing and discuss how VRT can reach out to the RCC member constituents.

The RCC members made the following suggestions on the PowerPoint presentation:

- Add who their representative is on the VRT Board
- Add Mobility Programs - demonstration projects
- Have a large map of the entire system and of their particular area where they can stick a pin on the map to show where they live and where they want to go in order to see travel patterns.
- Provide weblinks for current plans
- Add the IWAY website to the Mobility Coordination slide and phone number
- Add audible signals to VRT Major Accomplishments slide
- Specialized/community transportation – add demonstration projects
- Tell what picture is about – putting up the first bus stop sign in Nampa and tell about shelters
- Put FY2011 Plan Update slide in earlier – maybe put in first – title Plan Update Objectives
- Add a slide at the end letting them know how they can continue to participate and how to give input on an ongoing basis.

Kelli pointed out that when looking at the map to not think of it as an individual city, but how do people in this area move around. The first round of meetings will address how to meet the jurisdiction individual needs; then staff will come back with a plan that shows their zone and where their community connects with their region. Next month Kelli will bring back information to the RCC members on the VRT Board governance structure as the VRT Management Committee is working to develop a way to represent the people's interest that doesn't require VRT to get larger.

Mary Barker showed layered maps that will bring the various VRT plans and city plans together into one. Mary also reviewed the checklist that will be individualized to each jurisdiction and to show that buses aren't the only way to get from point A to point B.

- Have an enlarged version of the map for each jurisdiction
- Add State Street and 8xpress and 9xpress to express rather than primary – frequency of stops is what determines if it is an express
- Work with ITD intercity service during commute hours
- Transfer center – east/west Star/Middleton
- How do we show the mobility projects
- Do have the bike/walk plans – do we put those on
- Tried to put van pool programs on
- Travel training – visually does that help or just put it on the check list – members suggested to just explain it.
- Suggested to have a few computers that people could click on the various services that they are interested in seeing and do their own layering and zoom in on their own community
- Put mobility demonstration programs on and each presenter use if they feel the need
- ACHD van pools routes – 88 routes would clutter – Kurt Montgomery suggested airline map as it is a stand alone visual – do colors for existing routes and potential routes
- On checklist put what is existing now in terms of travel planning using Google maps, 511, calling

Staff will go out with the map, which will look different for each jurisdiction, and then go back later with some costs for volunteer drivers or fixed route and what does that community want to go with. Mary will be meeting with urban transportation committees, RCC groups, highway district, and neighborhood associations. Christina Pettis noted that the Community Resource Meeting will be held March 9th in Caldwell at Health & Welfare. Kelli will be meeting with rural jurisdictions.

Bus Stop Information Update

Rhonda Jalbert was not able to attend the meeting so this item was tabled until the March 1st meeting.

INFORMATION ITEMS

ITD Grant Application Update

Gloria Maheux reviewed the 2012 application timelines and processes and reviewed the Summary of Applications and Recommended Rankings as approved by VRT Board on 01/19/11. Gloria noted that with implementation of the mobility programs, VRT will get new vehicles that will need to be wrapped which will require some up front costs for the drafting of the branding, wrapping, when new vehicles come on, wrap them, and branch out into TV advertising.

Application Timeline

- Pre- application process due February 7th
- Public comment February 7th through April 4th
- District Coordination Meetings – February 17th for District III – all applicants will be giving a presentation on what they are pursuing. The meeting will be held at Sage Community Resources
- Applications are due in full by March 21st.

Christina Pettis noted a correction on the Ride Reimbursement program memo as it doesn't mention a link with AmeriCorps.

Mobility Programs Update

Gloria Maheux reviewed the Mobility Programs as noted in the memo included in the meeting packet. Gloria noted that mobility does not just mean bus service. Part of VRT's mission is to look at mobility in rural areas that don't warrant fixed route service. It was also noted that Idaho is one of three states in United States that doesn't have a dedicated funding source.

- **Accessible Vehicle Service** – initial training of six volunteer drivers were trained on Friday. Drivers are needed in rural areas. Vehicles will be available for use early July 2011. Drivers will be reimbursed at the federal rate.
- **Canyon County Van Pool Service** – a lease vs. purchase analysis is being conducted and will be reviewed by the RCC March 1st and the VRT Management Committee on March 7th.
- **Franklin Corridor Service** – VRT will roll out service October 1st whether the MIG grant is received or not. Staff is meeting with stakeholders, investors, and board members regarding a Transportation Management Organization (TMO) and discussing if there is the population density for a fixed route or an alternate method and discussing funding to secure match for ongoing funding. Liisa Itkonen reported that there is a Mobility Management page regarding TMO's on the COMPASS website.
- **Ride Reimbursement Program** – soft roll out in mid-February with hard roll out in July. David Sexton is an AmeriCorps member working for VRT who will do the administration of the volunteer driving training, processing of reimbursement requests, and day to day administrative duties associated with the program. David will work with volunteer drivers to

take the defensive driver training self training course. Ride reservations will be made by calling 345-RIDE. David will be with VRT through the end of August.

- Leslie brought up phone automated system like the schools sub finder with a list of options available and suggested adding this application in the future.
- Brian Jain suggested David approach some of the churches about volunteers to help get people to church.
- **Travel Training Program** – working on Senior Ambassador Program where the Travel Trainers go to the Senior Centers to get people to volunteer to be Travel Trainers. There are five volunteers now for Senior Ambassador Program.
- **Vehicle Sharing Service** – ACHD public hearing will be held February 2 at noon at ACHD regarding donating an out-of-service van to VRT. This van will be dedicated to Wolfson Farm which has fully loaded ability to show in two months what it can produce. The organization provides the driver and the fuel. VRT has two months to demonstrate to ACHD that this is a necessary investment in order to obtain possible future van donations to the program. A log will be kept showing how many miles, where trip was, and number of riders. When more vehicles are received, they will be made available to other organizations. Gloria will research how old the vans or cars can be would acceptable for this program. A non CDL 12 passenger or less van would be acceptable.
- **Mobility Programs Website** – Meredith Swassing is an AmeriCorps volunteer who will work part-time beginning February 1st with VRT as an IT intern to support Mobility Programs. Meredith will give a presentation next month.

Leslie Felton-Jue mentioned that she gave Mark Carnopis the name of someone to test the readers on the website.

VRT Staff Reports

VRT Staff memos which were part of the January 11, 2011, VRT Board packet were included in the RCC packet for the members' information. The suggestion was made to add a customer service report that breaks down customer comments and complaints.

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

NEXT RCC MEETING

Tuesday, March 1, 2011

LINC

1878 W Overland Road

Boise, ID

Valley Regional Transit

Budget Summary

Fiscal Year: 2011 ~ Report Period: 1 - October

<i>Account Type</i>	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>
401: Part A-Directly Generated Funds	\$78,521.91	\$81,250.00	\$2,728.09
403: Auxiliary Transportation Funds	\$3,434.75	\$5,500.00	\$2,065.25
404: Non-Transportation Funds	\$170.16	\$8,333.33	\$8,163.17
405: Part B-Federal Capital Source		\$705,993.91	\$705,993.91
406: Part B-Federal Operating Source		\$318,938.08	\$318,938.08
407: Part D-Local Capital Sources	\$32,446.00	\$122,710.91	\$90,264.91
408: Part D-Local Operating Sources	\$6,125,582.00	\$505,054.49	(\$5,620,593.51)
	\$6,240,154.82	\$1,747,780.72	(\$4,492,440.10)
501: Wages and Salaries	\$407,930.80	\$354,761.66	\$53,169.14
502: Fringe Benefits	\$267,307.45	\$239,437.58	\$27,869.87
503: Professional Services	\$73,865.39	\$68,016.27	\$5,849.12
504: Material and Supplies	\$122,540.17	\$137,984.34	(\$15,444.17)
505: Utilities	\$8,057.53	\$13,489.16	(\$5,431.63)
506: Casualty and Liability	\$44,693.28	\$21,981.66	\$22,711.62
509: Miscellaneous Expenses	\$9,456.31	\$11,351.67	(\$1,895.36)
511: Interest Expense		\$60.00	(\$60.00)
512: Lease and Rentals	\$34,818.42	\$31,415.67	\$3,402.75
514: Capital Expenditures	\$60,163.49	\$1,053,398.90	(\$993,235.41)
	\$1,028,832.84	\$1,931,896.91	(\$903,064.07)
Net Revenue:	(\$5,211,393.98)	\$184,110.19	(\$5,395,504.17)

Valley Regional Transit

Budget Summary

Fiscal Year: 2011 ~ Report Period: 2 - November

<i>Account Type</i>	<i>Actual</i>	<i>Budgeted</i>	<i>Variance</i>
401: Part A-Directly Generated Funds	\$141,368.60	\$156,666.67	\$15,298.07
403: Auxiliary Transportation Funds	\$6,838.93	\$11,000.00	\$4,161.07
404: Non-Transportation Funds	\$432.40	\$16,666.66	\$16,234.26
405: Part B-Federal Capital Source		\$1,411,987.82	\$1,411,987.82
406: Part B-Federal Operating Source		\$637,876.16	\$637,876.16
407: Part D-Local Capital Sources	\$32,446.00	\$245,421.82	\$212,975.82
408: Part D-Local Operating Sources	\$6,125,582.00	\$1,010,108.98	(\$5,115,533.02)
	\$6,306,667.93	\$3,489,728.11	(\$2,816,999.82)
501: Wages and Salaries	\$703,598.30	\$706,606.65	(\$3,008.35)
502: Fringe Benefits	\$494,304.25	\$478,875.16	\$15,429.09
503: Professional Services	\$130,727.66	\$128,942.54	\$1,785.12
504: Material and Supplies	\$214,338.03	\$275,968.68	(\$61,630.65)
505: Utilities	\$19,786.16	\$26,978.32	(\$7,192.16)
506: Casualty and Liability	\$67,703.49	\$43,963.32	\$23,740.17
509: Miscellaneous Expenses	\$14,753.51	\$22,703.34	(\$7,949.83)
511: Interest Expense		\$120.00	(\$120.00)
512: Lease and Rentals	\$69,086.09	\$62,831.34	\$6,254.75
514: Capital Expenditures	\$247,125.88	\$2,106,797.80	(\$1,859,671.92)
	\$1,961,423.37	\$3,853,787.15	(\$1,892,363.78)
Net Revenue:	(\$4,345,316.56)	\$364,047.04	(\$4,709,363.60)



Memorandum

TO: Valley Regional Transit Board

FROM: Gloria Maheux, Service Development Manager-Mobility Programs

RE: New Regional Coordination Council Member

DATE: March 1, 2011

Action Requested:
Approval of New Member on Regional Coordination Council

Robert Vetter, Canyon County Employer Supervisor for the Department of Labor was approved by the Regional Coordination Council (RCC) on 03/01/11 to be the Department of Labor representative on the Regional Coordination Council.

Staff Recommendation:

Staff recommends that the VRT Board ratify the RCC's approval of the addition of Robert Vetter as the Department of Labor representative on the RCC.

March 03, 2011

To the Board of Director's
Valley Regional Transit
Boise, Idaho

We have audited the financial statements of Valley Regional Transit (VRT) for the year ended September 30, 2010. Professional standards require that we provide you with the following information related to our audit. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 22, 2010. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Valley Regional Transit are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2010. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Incurred but not reported (IBNR) for self insured health insurance

Management's estimate of the liability is based on historical information and general knowledge of the employees. We evaluated the key factors and assumptions used to develop the liability in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. The most sensitive disclosure affecting the financial statement was:

- Note 10: The details concerning legal contingencies accrued as of September 30, 2010.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. In addition, the attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 03, 2011.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and the management of Valley Regional Transit and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Eide Bailly LLP
Boise, Idaho

Effect Debit (Credit) of misstatements and classification errors on:

Description	Asset	Liability	Revenue	Expense	Net Income	Equity
Reversed prior year misstatements						
Adjust IBNR to reflect proper estimate	-	-	-	11,063		(11,063)
To adjust payroll accrual as of year end				(27,728)		27,728
Current year misstatements						
None	-	-	-	-	-	-
Total	-	-	-	(16,665)	-	16,665
						-
					Cumulative Misstatement Errors	<u>16,665</u>



Memorandum

TO: Valley Regional Transit Board
FROM: Mark Carnopis, Ted Vanegas
RE: Proposed Southwest Boise Route, Youth Transportation Academy
DATE: February 28, 2011

Action Requested

Take action on the proposed southwest Boise ValleyRide bus route that is scheduled to go into service sometime this spring.

Background:

During the 2010/2011 budget development process, Boise City Council members directed VRT staff to design and implement a bus route to serve southwest Boise. The overall planning area was bordered by Overland to the north, Amity to the south, Cole Road to the east, and Five Mile to the west.

Lack of residential density in the planning area, as well as other factors, led VRT staff to initially plan flex-route bus service. This type of service allows a bus operator to deviate from the regular fixed route to pick up customers at convenient, pre-established locations in a demand response mode. However, due to the size of the overall planning area and lack of resources, it was determined the new route should initially be a traditional fixed route and should operate in a portion of the overall planning area. The smaller planning area will allow the service to concentrate on important activity centers and to initially service the most active corridors. Staff would monitor the success of the route and determine if/what adjustments were needed. These adjustments could include expanding the existing fixed route, adding a flex option to the route, or both.

For a copy of the route map, the planning area, and a proposed schedule please visit:

www.valleyride.org

VRT staff and transportation professionals have been working with students from Frank Church High School and Victory Academy since last September to develop this proposed service (through a Youth Transportation Academy). The Boise School District has a large complex in the proposed service area that includes administrative offices, Frank Church High School and Victory Academy, West Junior High School, and other student facilities.

The Youth Transportation Academy is an interagency program that works with local high school students to develop a more comprehensive understanding of transportation issues in the region. The academy is organized and directed by the Youth Transportation Committee, an interagency committee with the following goals:

- Promote transportation careers among Treasure Valley youth.
- Develop the processes for recruiting youth participants from high schools and colleges around the Valley. Develop subject topics for educational series of workshops on transportation in the region.
- **Treasure Valley Chapter of the Women in Transportation Seminar (WTS):** Provide oversight of the Youth Transportation Academy as an annual activity to encourage youth participation in local transportation issues and agencies and to increase youth participation in WTS.

Status/Staff Recommendation

Public response to the proposed route has been mostly positive. The deadline for submitting public comment on the proposed route is Sunday, March 6. The Management Committee will review the final public comment report, along with the final route map, service times, and staff recommendations at the March 7th Management Committee meeting.

Next Steps

Youth Transportation Academy members will make a presentation to the VRT Board of Directors at the March 16th board meeting. The VRT Board will be asked for final approval of the proposed bus route.



Memorandum

TO: VRT Board of Directors

FROM: Bruce Sackron, Transportation Services Manager

RE: Valley Regional Transit System Security and Emergency Preparedness Plan (SSEPP)

DATE: March 4, 2011

Action Requested:

For Information Only

The current Valley Regional Transit System Security and Emergency Preparedness Plan (SSEPP) was developed in 2006 while both the Boise TMA and Nampa UZA operations were directly operated by VRT. With the transition to PTM and MV Public Transportation and their taking responsibility for the transit services, the role of VRT as the authority has changed the duties and scope under the SSEPP. The new SSEPP addresses many of the changes due to the newly created agencies, new laws, and the system operations.

Title:	System Security and Emergency Preparedness Plan (SSEPP)
Author:	Valley Regional Transit (VRT)
Date:	February 2011
Summary:	In accordance with the U.S. DOT, Federal Transit Administration, VRT has developed this System Security and Emergency Preparedness Plan (SSEPP), to comply with with requirements, and ensure a safe and secure environment for its customers, employees, and resources.

System Security and Emergency Preparedness Plan (SSEPP)

Valley Regional Transit
Administering Operations of
ValleyRide

Current Contractors:

MV Public Transportation, Inc
dba Nampa Transit Company, Inc.
(Operating Services in Ada and Canyon County, Idaho)

PTM of Boise, LLC
(Operating Services in Ada County, Idaho)

Date: 02/18/2011

Revision: 01

SSEPP Program Plan Revision History

Date	Revision	Description of Change
May 2006	00	SSEPP for Valley Regional Transit and ValleyRide Operations
02/18/11	01	Initial SSEPP for Umbrella Coverage for Administrative and Operating Units of Valley Regional Transit
06/2010	N/A	SSEPP for MV Public Transportation , Inc.
06/2010	N/A	SSEPP for PTM of Boise, LLC

Table of Contents

Section 1: Introduction to System Security and Emergency Preparedness.....

- 1.1 Background
- 1.2 Authority
- 1.3 Purpose, Goals and Objectives of SSEPP Program

 - 1.3.1 Purpose.....
 - 1.3.2 Goals.....
 - 1.3.3 Objectives

- 1.4 Scope

Section 2: Transit System Description

- 2.1 Organizational Structure
- 2.2 Operating Characteristics and Service

 - 2.2.1 Service Area
 - 2.2.2 Service Design

- 2.3 Vehicles and Facilities
- 2.4 Measures of Service.....

Section 3: SSEPP Program Roles and Responsibilities

- 3.1 Philosophy.....
- 3.2 Division of Responsibilities.....

 - 3.2.1 All Personnel
 - 3.2.2 Executive Director
 - 3.2.3 SSEPP Program Point of Contact (POC)
 - 3.2.4 Operations Safety Committee (OSC)
 - 3.2.5 Supervisors.....
 - 3.2.6 Drivers.....
 - 3.2.7 Other Personnel

- 3.3 Responsibility Matrices.....

 - 3.3.1 System Security Matrix
 - 3.3.2 Emergency Preparedness Matrix

- 3.4 Existing SSEPP Capabilities and Practices
- 3.5 Training and Exercising
- 3.6 Coordination with Local Public Safety Agencies
- 3.7 Coordination with Other Transit Agencies

Section 4: Threat and Vulnerability Resolution Process.....

- 4.1 Threat and Vulnerability Identification.....
- 4.2 Threat and Vulnerability Assessment

Section 5: Evaluation and Modification of the SSEPP

- 5.1 Evaluation

 - 5.1.1 Internal
 - 5.1.2 External.....

- 5.2 Modification and Update

Appendix A	Valley Regional Transit (VRT) Organization Chart
Appendix B	PTM of Boise Organization Chart
Appendix C	MV Public Transportation Organization Chart
Appendix D	ValleyRide Service Area Map
Appendix E	Vehicle Safety Program Implications
Appendix F	Security Baseline Planning Worksheets
Appendix G	Emergency Response Planning, Coordination, and Training Considerations
Appendix H	Security and Emergency Considerations
Appendix I	Bomb Threat Checklist & Procedures
Appendix J	Day to Day, and Emergency Telephone Directory
Appendix K	Sample Types of Preparation Exercises
Appendix L	Tips on Reporting Criminal Activity
Appendix M	Emergency Action Plan for VRT, PTM, and MV Public Transportation

1.1 Background

The terrible tragedy of September 11, 2001, combined with nation's continuing war on terrorism, has created a heightened threat environment for public transportation. In this new environment, the vulnerabilities of public agencies and the communities they serve to acts of terrorism and extreme violence have greatly increased. Threat assessments issued by the Federal Bureau of Investigation (FBI) have consistently placed public transportation at the top of the *critical infrastructure protection agenda*, along with airports, nuclear power plants, and major utility exchanges on the national power grid.

To establish the importance of security and emergency preparedness in all aspects of our organization, Valley Regional Transit (an Idaho Regional Public Transit Authority, established under Idaho Code §40-514, has developed this System Security and Emergency Preparedness (SSEPP) Program Plan. This SSEPP Program Plan outlines the process to be used by Valley Regional Transit, and its operating entities branded as ValleyRide, to make informed decisions that are appropriate for our operations, passengers, employees and communities regarding the development and implementation of a comprehensive security and emergency preparedness program.

As a result of this program, Valley Regional Transit hopes to achieve not only an effective physical security program, but also to enhance our coordination with the local public safety agencies in our service area. Improved communication will increase their awareness of our resources and capabilities, and improve our readiness to support their efforts to manage community-wide emergencies.

In order to be effective, the activities documented in this SSEPP Program Plan focus on establishing responsibilities for security and emergency preparedness, identifying our methodology for documenting and analyzing potential security and emergency preparedness issues, and developing the management system through which we can track monitor our progress in resolving these issues.



Memorandum

TO: VRT Board of Directors

FROM: Mark Carnopis, Community Relations Manager

RE: VRT Community Resource Group Charter

DATE: March 2, 2011

Action Requested

Approval of the Charter for the formation of the Community Resource Group.

Background

VRT staff regularly examines ways to improve agency operations. A recent focus of this effort has been improving engagement efforts involving our partners. The Management Committee has started the process of considering alternative governance structures for the VRT Board. The primary goal of the process is to ensure more meaningful participation among the partners in the activities of the regional authority.

One identified deficiency is the lack of grass-roots involvement in VRT operations by community leaders living in Ada and Canyon counties. We believe this can be remedied by the formation of a Community Resource Group (CRG).

The Community Resource Group would be a coalition of people representing the many diverse segments of our population. Information on the groups that will be represented and the responsibilities of the CRG are included in the attached CRG charter.

VRT has had limited success in past efforts to form a Community Resource Group. One major roadblock has been a heavy emphasis on face-to-face meetings. Broadening the geographic boundaries of this group will likely make this task more difficult. VRT will use a broad array of communication methods to both ensure that the CRG remains engaged and vibrant and it reduces reliance on face-to-face meetings. These methods are outlined in the attached charter.

Information collected from this decision-making processes will be used primarily in community outreach, marketing and planning efforts. The VRT Community Relations Manager would oversee the CRG and be responsible for setting agendas and times of contact, and collecting and disseminating input received from the panel.

Staff Recommendation

Staff supports the approval of the charter outlining the formation of the VRT Community Resource Group. Plans are to implement the CRG sometime in summer 2011.

VRT Community Resource Group Project Charter ITEM IV-C

Project	<i>Development of a Community Resource Group</i>		
Created By	<i>Mark Carnopis</i>	Date	<i>February 23, 2011</i>
Title	<i>Community Relations Manager</i>	Email	<i>mcarnopis@valleyregionaltransit.org</i>

Mission	<i>The mission of the Community Resource Group is to provide vibrant and relevant voices on behalf of its constituents in the Treasure Valley through quality input and insight to Valley Regional Transit.</i>
Objectives	<ul style="list-style-type: none"> • <i>Identify a public involvement approach for the region that will support effective decision-making and effective advocacy for constituents in Ada and Canyon counties.</i> • <i>Unite and represent the diverse range of transportation resources, interests and individuals that can best meet the public transportation needs of consumers and communities in the Valley</i> • <i>Increase and enhance the awareness and usage of public transportation</i> • <i>Develop a panel of individuals that will play an active role in helping VRT shape and improve services through various communication and outreach efforts</i>
Deliverables	<ul style="list-style-type: none"> • <i>Development of a panel that supports its stakeholders and successfully represents its community in an advisory capacity</i> • <i>Regular progress reports on CRG efforts</i> • <i>A comprehensive network of communication tools including e-mail, the use of social media and</i> • <i>Developing and maintaining a Transit 101 educational presence on the Web.</i>
Stakeholders	<p><i>The VRT community relations manager will be charged with the oversight/management of the group.</i></p> <p><i>Stakeholders will include:</i></p> <ul style="list-style-type: none"> • <i>Neighborhood associations</i> • <i>Community leaders</i> • <i>Urban and rural residents (both riders and non-riders)</i> • <i>Senior citizens</i> • <i>People with disabilities</i> • <i>Minorities and immigrant populations</i> • <i>Youth/students</i> • <i>Advocacy groups</i> • <i>Business leaders/owners</i> • <i>Social service providers/agencies</i> • <i>Other groups as identified for future participation</i>

Roles and Responsibilities	<p><i>The VRT Community Relations Manager will:</i></p> <ul style="list-style-type: none"> • <i>Maintain an up-to date database of CRG members</i> • <i>Provide oversight of the group</i> • <i>Develop educational and outreach tools for use by the group</i> • <i>Develop various methods of collecting input, including electronic and paper surveys and targeted outreach meetings.</i> • <i>Develop agendas and schedule meetings when conditions warrant</i> • <i>Publish a regular newsletter for CRG members</i> • <i>Serve as a liaison between the group and other VRT staff members</i> • <i>Develop on-line resources for use by the group</i> • <i>Monitor transit-related developments/news both locally and nationally and provide updates as needed</i> • <i>Develop a process of keeping</i> <p><i>Community Resource Group members will:</i></p> <ul style="list-style-type: none"> • <i>Actively participate in the CRG</i> • <i>Provide insight/suggestions in regards to local/constituent transportation issues</i> • <i>Become active in their communities to both Identify/develop opportunities for outreach and educate peers on public transportation services and issues.</i> • <i>Participate in focus groups and targeted informational outreach efforts</i> • <i>Participate in educational efforts to learn more about public transportation</i>
High-Level Work Breakdown Structure	<p><i>The VRT Community Relations Manager will serve as direct liaison between the transit authority's governance bodies and the CRG and will report on group activities and recommendations to either/or the VRT Board or Management Committee.</i></p>
Communications	<p><i>The Community Resource group will use a myriad of resources to stay connected with each other and VRT's governance structure. The main channels of communication will consist of:</i></p> <ul style="list-style-type: none"> • <i>Regular e-mail updates (for those without e-mail, contact will be made by telephone)</i> • <i>Regular reports to the VRT Management Committee and Board of Directors</i> • <i>Use of social media (such as Facebook)</i> <p><i>The VRT governing bodies will receive regular updates, primarily in the form of memos, on the activities of the CRG</i></p>
Risks	<p><i>Previous efforts to develop a Community Resource Group have been unsuccessful. The primary reason for this was a lack of regular correspondence and a heavy reliance on face-to-face meetings. The risk of this happening again can be minimized by regular communication and providing meaningful projects for the panel.</i></p>
Documentation	<p><i>The community relations manager will maintain all records of the CRG.</i></p>
Financial	<p><i>The cost of developing and maintaining the Community Resource Group is expected to be minimal. The largest expenditure will come in the form of staff time dedicated to maintaining the CRG.</i></p>
Decision Making Process	<p><i>The specifics on the development of the Community Resource Group will be reviewed by both the VRT Executive Director and the Management Committee. Final approval of the VRT policy on the Community Resource group will be made by the Board of Directors.</i></p>
Timeline	<p><i>The timeline is to have the CRG up and running by summer 2011.</i></p>



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Park & Ride Criteria
DATE: March 3, 2011

Requested Action: Information

Fiscal Notes: Not Applicable

Background

VRT has been working on a Capital Infrastructure Manual of Criteria and Standards for public transportation infrastructure developed in the VRT Service Area.

Status

Currently the Transportation and Transit Industry follows American Association of State Highway and Transportation Officials (AASHTO) Guide for Park-and-Ride Facilities dated October 2004 for Park-and-Ride Design. Other reference materials that may need to be followed are: 2010 Idaho State Public Works Manual. VRT proposes to reference these materials, as well as, its own recommendations as a guideline for the professional consultants to follow.

VRT recommendations would fill the gap when the reference materials do not address or give multiple options to follow.

VRT guidelines to be distributed at the meeting.

This item will be reviewed as an information item at the March 7th Management Committee meeting as well.



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Design and Construction Change Order Process
DATE: March 3, 2011

Requested Action: Information

Fiscal Notes: Not Applicable

Background

VRT has been working on Capital Infrastructure Manual of Criteria and Standards for public transportation infrastructure developed in the VRT Service Area.

Status

Currently VRT has no stated policy or procedure for dealing with construction change orders. VRT has been collecting change order procedures from other governmental entities. Process will be discussed with the Management Committee on March 7th on how to create and implement a change order policy.

ACHD and ITD guidelines on how change orders are processed will be handed out at the meeting.



Memorandum

TO: VRT Board of Directors

FROM: Rhonda Jalbert, Capital Infrastructure Project Manager

RE: Canyon County Maintenance Facility

DATE: March 3, 2011

Requested Action: Information

Fiscal Notes: Unknown at this time and options will be discussed during the meeting

Background

Current Canyon County Maintenance Facility is over capacity and requires expansion. VRT is renting additional storage space off-site to house buses. The current facility does not have the means to expand. VRT does not have a long term lease for the current site.

Status

VRT is proposing that grant monies and other means be investigated to relocate the Canyon County Maintenance Facility.

The current facility has been surveyed for remodeling versus relocating and several challenges are present that make remodeling the facility less cost effective than relocating.

In reviewing other sites VRT has created site criteria requirements for an optimum maintenance facility for current and future needs, e.g. space for a future CNG fueling facility, space for a future bus wash facility, space for a park and ride, close to freeway access, etc.

A proposed cost estimate and site criteria will be presented to the Management Committee on March 7th for review and discussion and will be distributed to the board at the March 16th board meeting for review and discussion.



Memorandum

TO: Valley Regional Transit Board
FROM: Gloria Maheux, Service Development Manager - Mobility
RE: Mobility Programs Fact Sheet
DATE: March 3, 2011

Action Requested: None. Information Only

Attached are fact sheets for the following Mobility Demonstration Projects describing current mobility projects, partners, and funding sources.

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

Partners: SILC, LINC, AmeriCorps, Mountain States Group, Boise State, CWI, St Als, St Lukes, Ada and Canyon County Human Service Agencies.

Project Budget: \$300,000.00

Funding Source(s):

Source: 5316	Amount	\$120,000.00
Source: 5317	Amount:	\$120,000.00
Source: Local Funds	Amount	\$60,000.00

VRT Team: Bruce Sackron, Rick Thompson, Jennifer Smith, Mark Carnopis and Gloria Maheux

Implementation Date: 10/01/2010

Program Questions: to be directed to the Service Development Manager-Mobility

For More Information: call 345-RIDE

Title: Canyon County Vanpool Demonstration Project

Description: This 2 year demonstration project will provide Vanpool service to and from Canyon County with riders having an origination or destination in Canyon County.

Partners: Canyon County cities and employers, the RCC

Project Budget: \$300,000.00

Funding Source (s):

Source: 5316	Amount	\$120,000.00
Source: ID-95-X004	Amount:	\$150,000.00
Source: Local Funds	Amount	\$30,000.00

VRT Team: Rick Thompson, Bruce Sackron, Mark Carnopis and Gloria Maheux

Implementation Date: 08/1/2011

Program Questions: should be directed to the Service Development Manager-Mobility

For More Information: call 345-RIDE to be directed to Service Development Manager-Mobility

Title: **Volunteer Ride Reimbursement Program**

Description: VRT has developed a program to provide volunteer rides for the elderly, people with disabilities, persons in areas with no fixed route bus service as well as after hours of service. Phase one of the program will begin in March with qualified volunteer drivers providing rides in their personal occupancy vehicles. Phase two will begin commensurate with the receipt of the three accessible vehicles. VRT has received seventy-four thousand dollars through an MOU with SILC and LINC to purchase 2 Vehicles for the Vehicle Sharing Pool. A third vehicle is being purchased with 5310 funds that were awarded last April. It is anticipated that all three vehicles will be completed with conversion and available for use early July 2011.

Partners: SILC, LINC, AmeriCorps, SAGE, Mountain States Group, Idaho Commission for the Blind and Visually Impaired (ICBVI)

Project Budget: \$ 350,000.00

Funding Source(s):

Source: 5310	Amount	\$42,500.00
Source: 5316	Amount	\$58,250.00
Source: 5317	Amount	\$58,250.00
Source: ARRA Funds	Amount:	\$74,000.00
Source: Local Funds	Amount	\$117,000.00

VRT Team: Rick Thompson, Bruce Sackron, VRT Ride Reimbursement Specialist, Mark Carnopis, Jennifer Smith and Gloria Maheux

Implementation Date: 03/15/2011 Phase One; 07/15/2011 Phase Two

Program Questions: should be directed to the Service Development Manager-Mobility

Vehicle Questions: should be directed to the Transportation Service Manager

For More Information: call 345-RIDE to be directed to Service Development Manger-Mobility

Title: **Joint Marketing Project**

Description: This project will provide for branding and marketing of Mobility Projects and coordination in marketing efforts for the “One Stop Shop” program as it develops.

Partners: Drake Cooper

Project Budget: \$ 150,000.00

Funding Source(s):

Source: 5316	Amount	\$60,000.00
Source: 5317	Amount	\$60,000.00
Source: Local Funds	Amount	\$30,000.00

VRT Team: Mark Carnopis, Bruce Sackron, Jennifer Smith, Meredith Swassing and Gloria Maheux

Implementation Date: Roll out to begin by 02/28/2011 concluding by 12/15/2011

Program Questions: should be directed to the Service Development Manager-Mobility

For More Information: call 345-RIDE to be directed

**VALLEY REGIONAL TRANSIT
PROCUREMENT CALENDAR
MANAGEMENT COMMITTEE**

As reviewed by Management Committee on 03/07/11

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential MC Action
Keller & Assoc	General Planning	04/01/2011	Two 2 Year Ext.	Contract will not be renewed
Hawley Troxel	Legal Services	03/31/2011	Two, One year Ext. Offer to Renew sent to contractor	04/04/11

Pending procurement Actions

Goods/Service	Current Status	Potential MC Action
Batteries for Nampa System	RFB in development	06/21/2011

VALLEY REGIONAL TRANSIT

PROCUREMENT CALENDAR

BOARD OF DIRECTORS

As reviewed by Management Committee on 03/07/11

Current Contracts

Vendor	Goods/Service	Expiration Date	Renewal	Potential Board Action
Shuttle Bus Leasing	Lease Four New Flyer Buses	05/14/2011	Three Four Month Renewals	04/19/2011
Commercial Tire	Boise Tires	07/24/2011	None	06/21/2011
Moreton & Co.	Employee Benefits Broker	08/20/2011	2X1 Year Renewals	07/19/2011

Pending Procurement Actions

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



Memorandum

TO: Board of Directors

FROM: Kelli Fairless, Executive Director

RE: Executive Director Report

DATE: March 2, 2011

Action Requested

This is for information only.

Rural Community Outreach

I have been attending meetings in our rural jurisdictions over the course of the last few weeks. We haven't had very good attendance by the general public, but I have learned a lot about our member jurisdictions that will be very informative for the planning process. We are in the process of developing the community survey instrument. This will be a really good tool for us to engage the citizens from around the valley. The planning team will be meeting in the next couple of weeks to start defining the service options in each of the communities. We will also be going out to speak to groups in each of the communities to make sure we are engaging key stakeholders throughout the process. Please let me know if you think of groups that we may need to reach out to. Our goal is for the board to approve the plan update in June and then we will go back out to the elected officials in our boundary to request they accept the plan.

Technology Investment Development Plan (TIDP)

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

VRT is in the final negotiation on the scope of work and budget with Kimley Horn to initiate the technology planning process. They will be kicking off the work in the next few weeks. We anticipate it will take up to three months to complete the initial plan. The plan will create a five-year investment program for technology purposes with the goal of establishing the first-phase of a mobility management/customer information system by the end of next fiscal year.

State Street Corridor Project

This is a joint project between VRT, Ada County Highway District, and Boise City. The implementation plan is in a final draft form following a couple of rounds of technical review. The plan consultants will be presenting the key plan elements to VRT's board, ACHD commissioners, and Boise City Council members in April. VRT will consider

adoption of the plan in May. The plan will be used as a foundation to coordinate and guide corridor transportation investments over the next 25 years.

30th Street Plan

No new information on this project

Mobility/Regional Coordination Action Plan

I am working with Charlie Rountree on developing a work session for the April Management Committee designed to evaluate three or four governance options for the VRT Board of Directors to consider.

I am attending meetings as requested when we have requests for specialized services to target populations. We have had requests from Southwest District Health Department and Kuna Senior Center to address some issues that have surfaced that are affecting their consumers ability to access services. I am anticipating seeing an increase in these requests as the economic downturn continues.

Strategic Plan for Services to Seniors

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

Board Development Activities

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

Triennial Review Preparation

The Safety and Security Plan is in a draft stage and will be brought to the Management Committee for discussion in March. We are determining the most appropriate approach to the approval process given the security nature of the document. I will also be completing a revision of the Drug and Alcohol Testing procedures which will be to the board for consideration in May.



Memorandum

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

Requested Action: Information Only

Fiscal Notes: No fiscal implications.

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

Appraisal/Acquisition – Received lessor information from Idacorp and Tomlinson. CCDC sent out letters of eminent domain for Site H.

Design/Entitlements – Working on EA for Site D. Reviewed outline with the FTA and moving forward. A scoping meeting with the major stakeholders and government agencies will be held on March 15, 2011.

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

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

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

The bus stop map of all bus stop locations is being updated and is being coordinated with Fleetnet software.

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

Shelters – Standard– 40 Standard Shelter locations have been proposed and approved through the shelter study. HDR submitted Task Order #6 to design the additional locations and this was approved.

VRT Administration Site:

The Reservation Agreement between MDC and VRT was executed on November 2010. The project went out for bid on November 15, 2010. Bids were opened on January 26, 2011. The project was awarded to Wright Bros. Construction. Construction should start late March 2011. Furniture resolution is being submitted to Management Committee for approval on March 7, 2011. Will be putting a RFI together 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 will be done by HDR and completed by end of February 2011.

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

W. Ada & Canyon County Maintenance Facility:

Proposed Nampa Site – Submitted the Documented Categorical Exclusion Report on the Franklin Road site in November, 2010. Received comments and will resubmit February 11, 2011. Project was submitted through the TIP for funding. Will be submitting to Management Committee on March 6, 2011 for discussion and direction.

Karcher Mall Transit Center site – Project is on hold.

Criteria and Standards:

Contracts – Working on standardizing the RFQ form for CMGC.

Criteria – Submitting to Management Committee on March 6, 2011, for information on Change Order Process and Park & Ride Criteria.

Memorandum

TO: Valley Regional Transit Management Committee
FROM: Mary Barker, Service Development Manager - Transportation
RE: Planning Projects Update
DATE: March 1, 2011

Requested Action No action requested.

Background VRT Planning Group Project Update February 2011

Service Change Coordination

- Staff has completed the customer input process for the Southwest Boise route. Staff is incorporating comments and beginning the implementation phase of the new route.
- Planning staff is working on the initial development of a new service to social service agencies in Caldwell in anticipation of grant funding becoming available.
- Planning staff has completed work with BSU to have VRT buses stop at the new BSU transit center. VRT buses began using the transit center on February 28th.
- Staff is working on adjusting the timing of the Route 42.

Interactive Web Map

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

System Performance Analysis

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

Mobility Planning

- Using the map and the check-list, staff has met with Nampa, Boise and Caldwell. Staff will meet with Garden City, Eagle, ITD, and ACHD. The purpose of the meetings is to review the current service plan and gather input regarding areas of growth.

Grants

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

- TIP/STIP Process**
- Planning staff is participating in an RTAC sub-committee to work regional partners on selecting economic modeling software.
- Road Project Integration**
- Planning staff is reviewing all Comprehensive Plans as part of the Mobility Development Plan to include this information in the planning process.
 - Staff is working on the public transportation section of the Nampa Comprehensive Plan.
- Reporting**
- Staff completed the monthly COMPASS, ITD, and NTD reports.
- Bus System Schedules**
- Staff updated the driver books and schedules with a few minor stop location changes.

Recommendations Staff has no recommendations regarding this update.

Memorandum

TO: The Board of Directors
FROM: Bruce Sackron, Transportation Services Manager
RE: Status Report, Transportation Projects
DATE: March 1, 2011

Action Requested: For Informational Purposes Only

Background:

Boise Operations:

- New Buses
 - Replacements the 9300 and 9700 series (35 ft. large bus)
 - § A purchase order has been placed for the purchase of eight 35 foot buses and three 40 foot buses for the Boise TMA. This will allow replacement of all of the 9700 and 9300 buses. Production of the first two pilot buses is scheduled to start the week of July 25, 2011. The remaining nine buses are scheduled to hit the production line on the week of February 20, 2012. The pre-production meeting for the Boise and Nampa buses was held February 16 and 17. Due to information acquired during the meetings, there will be slight specification changes to improve reliability, ease of maintenance, and passenger comfort.
 - Replacements for 2300 and 9900 series (ACCESS Cutaways)
 - § A purchase order has been placed to purchase eight CNG fueled cutaway vans for ACCESS Service. Production will start the first week in March and will be delivered to the CNG conversion facility the third week of March. This will leave two additional ACCESS buses to be purchased once the funding from the State of Good Repair Bus/Facilities grant is received.
- Procurements
 - ACCESS scheduling software RFP received two proposals.
 - § RouteMatch Paratransit software is currently being used for production service. There are still some bugs to be worked out, but it is getting better every day.
 - § Anticipate implementing the on-bus Mobile Display Terminals (MDT's) and telemetry hardware the second week of March. Purchased three additional sets to allow redundancy within the fleet.
 - § Will require new AVL equipment across the entire fleet for 511 system

Nampa Operations:

- New Buses:
 - Replacements for seven of the eight existing leased 40 foot buses.
 - § Allied Waste is expected to have a new CNG fueling station in Nampa open by summer. As expected delivery of the new buses will be months later, CNG fuel powered buses will be purchased for intercounty service.
 - § A purchase order has been placed for the purchase of seven 40 foot buses for the Nampa UZA. Production of the first pilot bus is scheduled to start the week of August 1, 2011, with the remaining six to start the week of November 7, 2011. The last diesel fuel leased 40 foot bus is expected to be replaced by a CNG fueled 9300 (1993 model year) series bus from the Boise TMA until funding for a new bus can be secured.
 - Replacement of the remainder of the Nampa UZA fleet
 - § Awaiting funding sources.
- Vehicle Sharing:
 - Van donated by ACHD was received February 4. It is currently in service.
- Procurements:
 - A tire replacement contract request for bid went out November 4. It was approved by the board in February.
 - The RFB for two small (mini-van based) accessible vehicles with an option for a third for use in rural Canyon County has been awarded. Two of the vans were submitted to the Management Committee for approval on February 7th, with a third to be submitted for approval once the funds become available; funds are anticipated in April or May.

Customer Service:

- Access Eligibility Determinations
 - Boise 68
 - Nampa/Caldwell 2
- Travel Training Referrals 18
- Customer Service Call Volume:
 - 7,700 / 86% answer rate
 - System down 2/7/11 to 2/15/11
- Customer Feedback
 - 39 reports
- NTD Surveys performed
 - 45

- Trip Planners
 - 1

- Projects:
 - Visited and reconciled 21 bus pass sales outlets.
 - Providing Customer Service Staff to Boise Operational Office for RouteMatch.
 - Handling all eligibility certifications for Nampa/Caldwell and Boise Access Services.
 - Assessing Customer Service staffing needs with new responsibilities.



Memorandum

TO: Valley Regional Transit Board
FROM: Gloria Maheux, Service Development Manager – Mobility
RE: Mobility Programs Update
DATE: March 1, 2011

Action Requested: None. Information Only

Accessible Vehicle Service

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

Canyon County Van Pool Service

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

Franklin Corridor Service

Through a collaborative effort of the SILC, AmeriCorps, and VRT, a Medicaid Infrastructure Grant (MIG) was applied for in late spring of 2010. A Memorandum of Understanding between the SILC and VRT is currently being developed. Service is anticipated to begin in the Franklin Corridor area by June 1, 2011.

Ride Reimbursement Program

VRT has developed a program to provide volunteer rides for the elderly, people with disabilities, persons in areas with no fixed route bus service, as well as, providing rides after hours of service. Soft roll out of Phase One of this project (which is volunteer drivers providing rides in their personal occupancy vehicles) is anticipated for March 2011. Phase two (which is volunteer drivers driving VRT vehicles) will begin commensurate with the receipt of the three accessible vehicles described in the Accessible Vehicle Service.

Travel Training Program

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

Below is an excerpt from the First Quarterly report:

1st Quarter Report - For the Period of October 1, 2010 through December 31st, 2010

Total Trainees: 13

Total Hours-Travel Training: 225.25

Percent of Total Hours: 10%

Average Hours per Trainee: 13.2

Total Hours- Outreach Training, Monitoring/Reporting and Service Projects: 642

Percent of Total Hours: 56%

Vehicle Sharing Service

Create Common Good (aka the Momentum Group) has received the first van for use from the VRT Vehicle Sharing Pool. The vehicle was delivered on February 14th, 2011, and began serving 24 employees of Create Common Good Boise Farm (located at 4750 South Surprise Way) on February 15th, 2011.

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



Memorandum

TO: VRT Board
FROM: Mark Carnopis, Community Relations Manager
RE: Marketing/Projects/Outreach Efforts Update
DATE: March 2, 2011

Action Requested

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

Websites

Several on-going and completed projects:

- Bogus Basin Rideshare – The service was implemented in early February and has been growing in popularity. The service matches up people who need a ride to the ski area with those who would like company on their drive up to Bogus. We recently awarded prizes through a raffle for participants.
- Transit 101 Project: I am working on a Transit 101 on-line project that will provide educational and research materials for the VRT Community Resource Group that is currently being developed.
- I have updated the VRT site, including the press release and board meeting archives.
- I am working with an AmeriCorps volunteer to incorporate information about our mobility projects and services and other transportation options into its own page on our website.

May in Motion

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

Youth Projects

I am currently involved in three youth transportation projects:

- Youth Transportation Academy - this program began September 1st and involves students from the Frank Church High School and the Victory Academy in the Boise School District to help plan for and promote new ValleyRide bus service in Southwest Boise. The academy, which involves staff from VRT, COMPASS, and local engineering, consultant, and public relations firms, is going well. The students have been a big help in developing the proposed route and public outreach. With the route planning work pretty much done, the emphasis of the academy will shift to marketing/publicizing the new route, which will go into effect sometime this spring.

- My Ride Junior High Program - VRT staff worked with the (Boise) Mayor's Council on Children and Youth to set up a My Ride Junior High free bus ride program for junior high students at Fairmont, North, and South junior high schools. The program kicked off February 2nd and has been a big success. VRT staff and Council members participated in three information events at the schools. The next steps are the development of videos that we can air at the schools (video announcements) and on our www.valleyride.org website. We will have information tables at each school to provide information about our bus system and the activities they can participate in.
- Meridian Academy Project - Students at this magnet school are working on three projects – an assessment on why people ride/don't ride on ValleyRide buses, a report on the environmental and social benefits of using the bus, and developing an understanding as to how bus systems and transit service develop. When their work is completed, these student groups hope to go on a bus ride with Meridian Mayor Tammy DeWeerd to talk about their findings and urge for more bus service in Meridian.

Mobility Projects

We are working with Drake Cooper, a Boise marketing/public affairs firm on developing logos and marketing materials for our branding efforts for the new mobility projects, including the Vehicle Sharing, Volunteer Ride Reimbursement, and Canyon County vanpool programs. We also are working on a new name for the Mobility Development Plan.

Memorandum

TO: Board of Directors
FROM: Rick Thompson, Finance Director
RE: Finance and Administration Activity Report
DATE: March 7, 2011

Action Requested

No Action Requested. Information Only

Background

Annual Audit

Audit was presented to the Management Committee at its March 7, 2011, meeting. The Management Committee accepted the report and forwarded it on to the Board.

Grant Administration

The 2011-2015 State Transportation Improvement Plan (STIP) was approved by FTA in February. This approval will allow VRT to begin the process of applying for FY 2011 grants. This STIP includes the balance of the City of Boise operating waiver for 2009. In addition, an administrative modification to the STIP was approved by the Idaho Transportation Department which will permit the grant amendments for the BSU Park and Ride and the VRT Administration Building grants that will obligate the balance of available grant funds.

FY2012 Budget

At the March 7 Management Committee, the local contribution levels were reviewed and discussed. The Management Committee recommended that the 2012 budget development start with the assumption that local funding levels for dues and service contribution would remain constant. Member notifications to this effect will be mailed in March.

Fleetnet

Final session on training in VRT facilities will begin on March 7. These sessions will be hands on problem solving sessions with staff members in Boise, Nampa, and Meridian. Preparations are underway to send staff to Las Vegas for the annual Fleetnet training sessions.

Employee Benefit Administration

VRT was notified that the Public Employee Retirement System of Idaho (PERSI) Board approved VRT's application for membership. Membership was effective March 1, 2010.