

Valley Regional Transit Board of Directors Meeting Agenda

Wednesday, January 18, 2012 at 2:00 p.m.

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

Conference Call-in 1-866-854-6779 Passcode *7178709*

I. CALLING THE ROLL Chair Tom Dale

II. AGENDA ADDITIONS/CHANGES Chair Tom Dale

III. INSTALLATION OF OFFICERS

A. Officer Succession

The VRT Board will vote on officer succession for 2012. The following officers will be considered for approval: Chair, Mayor Dave Bieter; Chair Elect, Garret Nancolas; Vice Chair, David Zaremba. Following the officer succession vote, the new chair or chair-elect will conduct the remainder of the meeting.

B. Officer Nominations

Nominations will be taken from the members prior to holding an election for the following officers: Canyon County Treasurer/Secretary; Ada County At-large member; and Canyon County At-large member. The Executive Board meets monthly to conduct oversight of the Board's policies and the budget.

IV. CONSENT CALENDAR Chair Elect Garret Nancolas

A. Minutes of 08/17/11 VRT Full Board Meeting Pages 7-11

B. Accept 2012 Calendar for Executive Board & Full Board Meetings Page 12 Linda Ihli

C. FY2012 Transportation Improvement Plan (TIP) Amendment Page 13 Mary Barker
Members will consider the Executive Board's recommendation from 01/09/12 to amend the FY2012 Transportation Improvement Plan (TIP). The Executive Board is authorized to make administrative and mid-year amendments to the TIP with ratification by the full Board at the next scheduled board meeting.

D. Ride Reimbursement Fare Approval Page 14 Bruce Sackron
The Board will consider ratification of the Executive Board's approval on 01/09/12 of a per mile passenger fare for the Ride Reimbursement services. The rate is designed to be equitable for passengers utilizing the services.

E. State Human Services Rate for Paratransit Page 15 Bruce Sackron
The Board will consider an Executive Board recommendation from 01-09-12 to adopt a State Human Service Agency rate for ADA paratransit service that will fully recover the cost of the paratransit trip for clients of state human service agencies.

F. Revised Drug and Alcohol Workplace Policy and Test Procedures **Ø Pages 16-38 Bruce Sackron**
*The Board will consider adopting **Resolution VBD12-001** to approve the updated Drug and Alcohol Policy which reflects the addition of volunteer drivers and the current staff positions of VRT. The Executive Board reviewed and approved a recommendation on 01/09/12 for the board to adopt the policy and testing procedures.*

V. PUBLIC HEARINGS

A. PUBLIC HEARING - FY2012 Budget Amendment 1 **Ø Pages 39-43 Rick Thompson**
*Rick Thompson will present the budget revisions for fiscal year 2012 which include the project carry-forwards from FY2011. The Chairman will conduct a public hearing and take formal comments on the revised FY2012 budget. Following the Public Hearing, the Board will consider for approval **Resolution VBD12-002 Budget Amendment 1** to approve the revised FY2012 budget which includes FY2011 carry forwards (Exhibit A).*

B. PUBLIC HEARING-Donation of Old ACCESS Vans **Ø Pages 44-46 Bruce Sackron**
Bruce Sackron will present information regarding the donation of old ACCESS vans to Riggins Canyon Area Bus Service (CABS). The Chair will conduct a Public Hearing on the donation of old ACCESS vans to Riggins CABS. A motion authorizing the donation will be considered following the Public Hearing.

C. PUBLIC HEARING - Disposal of 9700 Buses **Bruce Sackron**
Bruce Sackron will present information regarding the disposal of the Boise 9700 series fleet of buses which are past their useful life (see memo in Item V-B). The vast majority of the fuel tanks on these buses are expiring in March 2012, and it is not feasible to replace the tanks. The Chairman will conduct a Public Hearing and take public comment on the disposal of the named property. A motion authorizing the disposal will be considered following the Public Hearing.

VI. ACTION ITEMS

A. Valleyconnect - Phase 2 **Kelli Fairless**
The Board will receive a verbal update on the outreach to local jurisdictions in Ada and Canyon County for the second phase of valleyconnect. The Board will consider service plans for the existing operations, as well as, a priority list of projects that are to be developed for each jurisdiction as funding becomes available. The plan will be considered for acceptance by each jurisdiction once the final project priorities have been completed.

B. Technology Investment Development Plan (TIDP) Final Report **Ø Pages 47-52 Kelli Fairless**
Members will consider ratifying the Technology Investment Development Plan as recommended by the Regional Coordination Council on 12/06/11.

C. FY13 Discretionary Grant Prioritization **Ø Pages 53-54 Mary Barker**
Members will receive and be asked to take action to approve the FY13 JARC and New Freedom grant prioritizations to be forwarded to ITD.

D. Transportation Improvement Program (TIP) FY13-FY17 **Ø Page 55 Mary Barker**
Members will review and be asked to take action to approve the FY13-FY17 Valley Regional Transit items for inclusion in the FY13-FY17 Transportation Improvement Plan (TIP).

E. PROCUREMENT-ACCESS Cutaway Bus Ø **Pages 56-58** **Bruce Sackron**
Members will consider for approval staff's recommendation to purchase three (3) ACCESS cutaway buses for Boise TMA - Resolution VBD12-003. (This resolution replaces VBD11-014 approved by the VRT Board 08/17/11 as that purchase was not made.)

F. PROCUREMENT-Accessible Mini-Vans Ø **Pages 59-61** **Bruce Sackron**
Members will consider for approval staff's recommendation to purchase three (3) each 2012 Dodge Eldorado accessible mini-van conversions for the rural ride reimbursement program, Boise ACCESS, and Boise TMA operations - Resolution VBD12-004.

G. Capital Lease Purchase Analysis Ø **Page 62** **Rick Thompson**
Rick Thompson will present the results of a lease/purchase analysis as an approach for replacing buses and paratransit vans in the Boise Urbanized Area that are due to be beyond their useful life in fiscal year 2013. The Executive Board recommends the board support leasing equipment as outlined in the lease purchase analysis. The Executive Board requested a comparison of costs to refurbish the existing fleet be provided to the members at the meeting.

H. College of Western Idaho (CWI) Member **Kelli Fairless**
The College of Western Idaho has requested membership on the VRT Board. Members will receive a request from the representative of the College of Western Idaho as a handout at the meeting.

VII. INFORMATION/COMMITTEE REPORTS

A. WORKSHOP - Communities in Motion Update **Mary Barker/Liisa Itkonen**
Mary Barker and Liisa Itkonen will provide Technical Training for the upcoming COMPASS Scenario Planning Workshop for the Communities in Motion 2040 Update which will be held on March 2nd.

B. FY11 Performance Measure Report Ø **Pages 63-68** **Mary Barker**
Members will review the Performance Measures report for fiscal year 2011.

C. Ada County FY13 Service and Fare Scenarios Ø **Pages 69-70** **Mary Barker**
Board members will receive an update on the FY13 service and fare change scenarios presented to the Boise City Council in anticipation of potential federal funding reductions.

D. Canyon County Vanpool Program **Mary Barker**
Members will receive an update on the Canyon County vanpool program.

E. Title VI Route Designation Ø **Pages 71-72** **Mary Barker**
Members will receive information about classifying transit routes for Title VI requirements to evaluate how service changes impact low income and minority populations.

F. Ride Reimbursement Program Status Report Ø **Page 73** **David Pederson**
Attached is an update on the usage and personnel in the Ride Reimbursement program.

G. Staff Reports Ø **Pages 74-86** **Staff**
Staff reports as presented to the Executive Board on 01/09/12 are attached for your information.

H. Tour of New Administration Building

Kelli Fairless

*Members are invited to tour the new VRT administration building after the Board meeting.
The new building is located at 700 N. East 2nd Street in Meridian.*

ADJOURNMENT

Θ = Attachment

Agenda order is subject to change.

NEXT MEETING:

Wednesday, July 18, 2012

1:30 p.m.

VRT, 1st Floor Board Room

700 N. East 2nd Street

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, August 17, 2011

1:30 p.m.

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Kathy Alder, Canyon County	Chad Bell, Star	Kelli Fairless, VRT
Lisa Bachman, Kuna	Vern Bisterfeldt, Ada County	Rick Thompson, VRT
John Bechtel, Wilder	Elaine Clegg, Boise	Linda Ihli, VRT
Tom Dale, Nampa	Oney Eguia, Parma	Bruce Sackron, VRT
David Ferdinand, Canyon County	John Evans, Garden City	Rhonda Jalbert, VRT
Ryan Head for Sara Baker, ACHD	Curtis Homer, Nampa	Mary Barker, VRT
Chuck Hedemark, CCDC	Steve Jett, Greenleaf	Mark Carnopis, VRT
Rob Hopper, Caldwell	Martin Luttrell, Melba	Jennifer Smith, VRT
Casey Jones, BSU	Vicki Thurber, Middleton	Glen Thurgood, Kimley-Horn
Maryanne Jordan for Dave Bieter, Boise	City of Eagle - TBD	Ken Pidjeon, Citizen
David Lincoln, ACCHD	City of Notus Rep - TBD	Zach Piepmeyer, HDR
Garret Nancolas, Caldwell		
Charlie Rountree, Meridian		
Craig Slocum, MDC		
Mark Wasdahl for Dave Jones, ITD (ex-officio)		
David Zarembo, Meridian		
Rick Yzaguirre, Ada County		

Chair Tom Dale called the meeting to order at 1:40 p.m. with a quorum present.

AGENDA ADDITIONS/CHANGES

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

CONSENT CALENDAR

Garret Nancolas moved to approve the Consent Calendar as printed; seconded by Charlie Rountree. The motion was approved unanimously. (The Consent Calendar consisted of approval of 06/15/11 VRT Board Meeting Minutes, acceptance of 06/06/11 Management Committee Meeting Minutes, acceptance of 05/03/11 Regional Coordination Council Meeting Minutes, acceptance of 06/28/11 Regional Coordination Council Meeting Minutes, Regional Coordination Council New Memberships – Mike Dittenber (Housing) and Walt Satterfield (Local Governments), and Financial Report as of 05/31/11)

Item G–District Legislative Meetings was moved to the first of the meeting so staff could pass around the sign up sheet during the meeting.

District Legislative Meetings - Save the Date

Kelli Fairless explained the District Legislative meetings will be organized on the following date. Members were asked to sign-up for the meeting date(s) they would be available. The

various district meetings will then be organized for the date the VRT member(s) from a particular district(s) indicate he/she is available. Save the Date invitations will then be sent out to the District Legislators, with follow-up as the meeting date approaches.

- Thursday, September 29th (5th Thursday)
- Friday, September 30th (5th Friday) (a.m.)
- Monday, October 31st (5th Monday) (a.m.)
- Tuesday, November 29th (5th Tuesday)
- Wednesday, November 30th (5th Wednesday).

PUBLIC HEARING

Adopt valleyconnect Plan

Mary Barker presented the final valleyconnect plan which was reviewed and recommended for approval by both the Management Committee on 08/01/11 and the Regional Coordination Council on 08/02/11. Mary noted that she had met with the members jurisdictions regarding their plans. Staff has looked at all the transportation services, mobility services, and vanpool programs in the region which are available to the communities. Staff will now work with each jurisdiction to detail community priorities and set a budget for those priorities. The goal is to find pieces that can be done until a dedicated funding source is determined.

Casey Jones moved to adopt Resolution VBD11-009 (to adopt the valleyconnect plan) as presented; seconded by Rick Yzaguirre. The motion was approved unanimously.

Chair Tom Dale noted that effective August 17, 2011, BSU had appointed Casey Jones as the primary board member with Jared Everett as the alternate.

Budget Presentation FY2012

Rick Thompson presented the final budget for FY2012 which had been prepared under the Management Committee direction with no increases in local or federal revenue and to maintain the current level of service. Rick noted the Boise budget is balanced with one time funding from the City of Boise for the Southwest Boise Route. The Nampa budget is balanced as well. A new Community Transportation division is being created which will include a Customer Service call center which is being moved from regional. The Community Transportation division will include two travel trainers, reservations, and IT planner funded with grants received from prior years. The Volunteer Driver, Ride Reimbursement, and Job Access Vanpool will be included in the Community Transportation division. Kelli Fairless noted that staff had projected out the grant 2012 funding revenue for up to four years which is the useful life of the vehicles.

Rick noted that the packet included the Public Hearing Notice, Exhibit 1-a/Funding Summary, 1-b/Budget Summary, 1-c/Preliminary Ten Year Capital Expenditure Plan, 1-d/Six Year Operating Plan, and Exhibit 2/UPWP.

Handouts distributed were Exhibit 3/Three Year TIP Operating/Capital Budget Projections, Exhibit 4/Capital Projects, Anticipated Budget Carry Forward, and Potential Large Contracts FY2012.

FY2012 Budget Public Hearing

The Chairman opened the Public Hearing for the FY2012 Budget at 2:10 p.m. No one signed up to make public comments. The Chairman read a letter received from John Wydick, 905 West Iowa Avenue, Nampa, ID 83686 dated 08/09/11 in opposition of the FY2012 Budget. The Chairman closed the Public Hearing.

Approval of Final FY2012 Budget

Maryanne Jordan pointed out that if the Southwest Boise Route is successful, there isn't a plan to keep the route, and other routes may have to be cut. She requested when staff presents pilot programs to include, as a part of the request, a plan for going forward if the route is successful.

Kathy Alder moved to approve the budget (Resolution VBD11-010); seconded by Charlie Rountree. The motion was approved unanimously.

ACTION ITEMS

By-laws Revisions

In April, the board approved a motion to move forward with a change in board governance with the representative board of the whole meeting two times a year and a 10 member Executive Board meeting monthly. The board received notification of changes to the by-laws via email on July 18th which served as the required 30-day notice prior to the board acting on revisions to the by-laws.

Tom Dale thanked Charlie Rountree who was instrumental in implementing the board governance change. Charlie noted that one of the factors in the decision was the value of people's times and commitments of people attending meetings.

Casey Jones requested that BSU have a seat on the Executive Board for the following reasons:

- BSU is the only VRT Board member to offer transit services
- VRT and BSU share services in shelters, stops, and transit facility
- BSU constituents are not represented by members currently on the VRT Board
- On an annual basis, BSU contributes \$200,000 to the VRT budget.

Garret Nancolas moved to establish an 11th seat on the Executive Board to provide a seat for BSU and for the by-laws to reflect that. The motion was seconded and approved unanimously.

David Zaremba moved that Article VI Section 1 (of the By-laws) be amended in places where it says "Boise and Nampa" and be amended to include "Boise, Nampa, and Caldwell"; seconded by Casey Jones. The motion was approved unanimously.

Mark Wasdahl asked for a point of clarification in Article III Section 3 & 4 which indicates ITD as a voting member. Kelli Fairless explained that it was ITD's choice to not be a voting member.

Garret Nancolas moved for approval of the by-laws with amendments as presented in the two previous motions; seconded by David Zaremba. The motion was approved unanimously.

Special Election - Executive Board Officers

Kelli Fairless explained that the Management Committee had opted for the VRT Board to make nominations for the three new at-large positions on the Executive Board. Sara Baker, Rick Yzaguirre, and David Lincoln had expressed a willingness to be nominated. Casey Jones will be added to the list. The interim Executive Board will be in place until the end of the year. Then in January, elections will be held again.

Kathy Alder moved to nominate Sara Baker, Rick Yzaguirre, David Lincoln and add Casey Jones and approve the current Management Committee officers (for the Executive Board); seconded by Chuck Hedemark. The motion was approved unanimously.

Board Governance - Powers of Executive Board

The members reviewed **Resolution VBD11-011** to establish the powers of the Executive Board under the Representative Board of the Whole governance approach.

Charlie Rountree moved to approve Resolution VBD11-011 granting powers to the Executive Board; seconded by Garret Nancolas. The motion was approved unanimously.

Procurement Manual Update-Construction Change Order Process

Rhonda Jalbert presented a change to the Procurement Manual to add a Construction Change Order Process mainly for capital construction projects and requested the Executive Director approve change orders that are within the contingency amount.

Following discussion, *Chuck Hedemark moved that the Executive Board be authorized to approve those contingency items; seconded by David Ferdinand. The motion was approved unanimously.*

It was noted that minutes of the Executive Board meetings will be distributed to the full board.

Procurements

Bruce Sackron presented three procurements:

- Tires and Related Services for the Boise TMA ValleyRide Operation - **Resolution VBD11-012** to provide tires, flat repair, tire accessories, and wheel alignments for all vehicles operated by the Boise ValleyRide operation.
- Purchase and Install Video Surveillance Systems Boise TMA Existing Fleet - **Resolution VBD11-013** to purchase video surveillance systems with installation for buses currently in the Boise ValleyRide fleet, with the exception of the 9700 series which will all be replaced prior to April 2012.
- CNG Fueled ACCESS Cutaway Vans for the Boise TMA - **Resolution VBD11-014** to procure from Intermountain Coach the replacement of the remaining Boise TMA ACCESS vans (three) that are well beyond their useful life.

David Ferdinand moved to approve the resolutions under Item E Procurements; seconded by Kathy Alder. The motion was approved unanimously.

Tom Dale pointed out there is now a fueling station in Nampa for CNG on King's Road up from Garrity Boulevard.

Technology Investment Development Plan (TIDP)

Glen Thurgood of Kimley-Horn & Associates reviewed the Technology Investment Development Plan noting the Management Committee and Regional Coordination Council recommendation to start with Data Management and AVL as the two top priorities. Kelli Fairless pointed out the funding will come from an ARRA Grant of about \$400,000.

Rhonda Jalbert explained that staff is working with COMPASS on sharing support services for IT for the new building. The VRT IT service contract ended August 2nd, and staff is working on a RFB for IT services for one year as the system needs to be upgraded to current standards. Then VRT will work with COMPASS and do another bid for the new building IT services.

Kathy Alder moved to approve the Technology Investment Development Plan, with Data Management and AVL as the two top priorities and the Transit Signal Priority (the Foundation Investments); seconded by David Lincoln. The motion was approved unanimously.

INFORMATION/COMMITTEE REPORTS

Southwest Boise Demonstration Route

Mary Barker provided an update on the Southwest Boise Demonstration Route which will start on September 6th. Data management to track route and marketing materials are being prepared.

The most current Procurement Calendar and Staff Reports were included in the packet.

Casey Jones moved to adjourn the meeting; seconded by Rob Hopper. The motion was approved unanimously.

NEXT MEETING of the VRT Representative Board of the Whole:

Wednesday, January 18, 2012

1:30 p.m.

New VRT Building Conference Room

700 N. East 2nd in Meridian, Idaho



2012 VRT Board Calendar 1:30 p.m. to 3:30 p.m. PLEASE NOTE MEETING LOCATIONS	
January 18, 2012 <i>Full Board Meeting</i> Meridian City Hall 33 E. Broadway Meridian, Idaho	July 18, 2012 <i>Full Board Meeting</i> VRT Admin Office-Board Room 700 N. East 2nd Meridian, Idaho
The Valley Regional Transit Board of Directors meets the 3rd Wednesday of January and July at 1:30 p.m.	

2012 <u>Executive Board Calendar</u> VRT Administrative Offices-Board Room 700 N. East 2nd Meridian, Idaho 11:00 a.m. to 1:00 p.m.		
January 9, 2012 <u>Please Note Location</u> <i>Meridian City Hall</i> <i>33 E. Broadway</i> <i>Meridian, Idaho</i>	February 6, 2012	March 5, 2012
April 2, 2012	May 7, 2012 <i>Joint Mtg w/RCC</i>	June 4, 2012
July 9, 2012	August 6, 2012	*September 10, 2012*
October 1, 2012	November 5, 2012 <i>Joint Mtg w/RCC</i>	December 3, 2012
The Executive Board <u>usually</u> meets the first Monday of each month. *Please note the exceptions due to holidays.* Also, please note the January meeting location. Meeting dates are subject to change.		

830 N. Main
 Suite 230
 Meridian, ID

83642 Updated 12/07/11 li
 (P) 208-846-8547
 (F) 208-846-8564



Memorandum

TO: Board of Directors

FROM: Mary Barker, Service Development Manager

RE: FY 2012 TIP Transit Amendments

DATE: December 23, 2011

Summary:

In January 2011, the VRT Board approved the FY2012 – FY2016 transit line items for inclusion in the Transportation Improvement Plan (TIP). VRT staff proposes slight adjustments to FY2012 line items to reflect current revenue and expenses. The main adjustment is in the Capital: Lease or Purchase Rolling Stock, Associated Capital Maintenance category to allow for enough funding to lease buses for both the Ada and Canyon County systems. VRT does not anticipate enough directly allocated funding or grant opportunities to purchase the needed bus replacements.

VRT staff will present the amended line items for the FY2012 TIP at the meeting.

Staff Recommendation/Request:

Staff recommends that the VRT Board approve the transit line items amendments for the FY2012 TIP as recommended by the Executive Board.

Implication (policy and/or financial):

This will outline how VRT will spend federal funding in fiscal year 2012. The TIP can be further amended if funding levels change or new line items are needed.

Highlights:

- Valley Regional Transit (VRT) was formed under the Idaho Code Title 40, Chapter 21 which states “that the authority...shall have exclusive jurisdiction over public transportation in the region and shall provide public transportation services, encourage private transportation programs and coordinate both public and private transportation programs, services and support functions.”
- The VRT Board approved the FY2012 – FY 2016 TIP at the January 2011 meeting.

More Information:

For additional information contact: - Mary Barker, Service Development Manager, 846-8574 ex 4211, mbarker@valleyregionaltransit.org



Memorandum

TO: Board of Directors
FROM: Bruce Sackron, Transportation Services Manager
RE: Ride Reimbursement Program Fares
DATE: December 29, 2011

Summary:

A request to approve the Ride Reimbursement fare rate

Staff Recommendation/Request:

Staff requests the Board of Directors approve the rate of \$3.00 per each eight (8) mile ride segment for passengers of the Ride Reimbursement program effective March 1, 2012 as recommended by the Executive Board on 11/07/11.

Implication (policy and/or financial):

With a finalized fare rate in place, costs for passengers will be easy to justify and explain. It will also generate a small increase revenue over the current fare model.

Highlights:

- Proposed rate has been reviewed and approved by the RCC and the Executive Board of Directors.
- Rate is fair to all passengers as the fare is strictly a mileage rate and not one based on actual or artificial boundaries.
- Distance and fare will be set via Google maps at the time of reservation.
- With the rate set, coupons can be used. This should eliminate the need for drivers to collect cash and personally deliver it to VRT in Meridian.
- Approval in January will allow time to notify passengers and drivers of the change prior to March 1, 2012

More Information:

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



Memorandum

TO: The Board of Directors
FROM: Bruce Sackron, Transportation Services Manager
RE: State Human Service Rate for Paratransit
DATE: December 19, 2011

Summary:

Federal regulations require that all recipients of federal transit funds providing fixed-route public transportation services must provide complementary ADA paratransit services to those individuals, whom due to a disability, are functionally unable to use the fixed-route services. Ridership on the ADA paratransit services have significantly increased over the last year due in part to an increase in Medicaid trips that came about when the state contracted with AMR as a third-party broker for Medicaid transportation. The result of this increase in utilization of paratransit for Medicaid services is that the local governments are subsidizing those trips at a cost of \$28.00 per trip. Regulations allow public transportation providers to establish a state human service agency fare as a means to recover the actual cost of the trip.

Staff Recommendation/Request:

Staff recommends the Board of Directors approve the State Human Service Rate of \$31.00 per trip for paratransit service as reviewed and recommended by the Executive Board on January 9th.

Implication (policy and/or financial):

Currently Boise ACCESS service is using three buses and drivers beyond the budgeted service. The Human Services Rate should cover the costs of this additional service and allow ACCESS to operate within its budgeted expense level once the new rate is approved and implemented.

Highlights:

- ACCESS ridership has increased by 15% to 20% (month dependent) since AMR became the third party Medicaid broker.
- AMR has been averaging 975 ACCESS pass purchases per month equating to an operating loss of over \$25,000.00 per month.
- Ridership increases have trended with the AMR pass purchases.
- This policy will apply to all State Human Services providers, however AMR has had by far the largest impact.
- The RCC has voted on and approved the State Human Services Agency rate.

More Information:

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



Memorandum

TO: VRT Board

FROM: Bruce Sackron, Transportation Services Manager

RE: Revised Drug and Alcohol Policy and Testing Procedures

DATE: December 19, 2011

Summary:

Revised Drug and Alcohol Policy and Testing Procedures for approval. Revised policy is required due to organizational changes since the last revision in 2007.

Staff Recommendation/Request:

Staff requests the VRT Board approve the new policy as reviewed by the Executive Board on January 9th.

Implication (policy and/or financial):

New policy will match the current structure of VRT and its programs.

Highlights:

- The current Drug and Alcohol Policy was written prior to the transition of the Boise TMA and Nampa UZA bus operations to subsidiary corporations, and therefore includes many requirements that apply only to the bus operations.
- The current policy was written prior to VRT developing volunteer programs and does not cover volunteers.
- Eliminated DOT requirements from the existing policy and substituted more appropriate wording for the Authority.
- Defined testing requirements for VRT employees and volunteers beyond the initial hire tests.

More Information:

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

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

UPDATED DRUG AND ALCOHOL POLICY AND TESTING PROCEDURES RESOLUTION VBD12-001

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE THE UPDATED DRUG AND ALCOHOL POLICY

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, the Federal Transit Administration (FTA) requires all fund recipients to implement drug and alcohol abuse policy; and

WHEREAS, the FTA regulations require that a fund recipients local governing board adopt the recipients drug and alcohol abuse policy; and

WHEREAS, Valley Regional Transit no longer employs or uses volunteers to perform safety sensitive work; and

WHEREAS, the last revision of the Drug and Alcohol Policy was approved by the Valley Regional Transit Board on May 16, 2007 by resolution VBD07-005; and

WHEREAS, the update Drug and Alcohol Abuse Policy will be provided to all employees and volunteers; and

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

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

Section 1. That the Board of Valley Regional Transit approves and adopts the 2011 VRT Drug and Alcohol Policy and Testing Procedures as set forth in the attached
VBD12-001

and incorporated Exhibit A.

Section 2. That the Board of Valley Regional Transit directs staff to notify employees and volunteers of the updated Drug and Alcohol Policy.

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 ___ day of _____, 20___.

APPROVED by the Board Chair this ___ day of _____, 20___.

ATTEST:

APPROVED:

SECRETARY

CHAIR



Valley Regional Transit
Drug and Alcohol Policy and Testing Procedures

Board Approved: 01/18/12
Effective Date: 01/18/12

Section	Policy No. 2.01.08 (old number 1.08.01)
Policy Title: Drug and Alcohol Policy and Testing Procedures	Page 1 of 20
Policy Date: original 08/25/04; updated 05/16/07; revised 01/18/12	Policy Adopted:
Approved By:	Policy/Page Replaced: Policy Amended: 05/16/07 Policy Amended: 01/18/12
Dave Bieter, Chairman Kelli Fairless, Executive Director	

This policy and procedures supersedes all prior policy statements and procedures written, verbal, or otherwise.



This policy supersedes all prior policy statements written, verbal, or otherwise

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This policy supersedes all prior policy statements written, verbal, or otherwise

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Section 1. Alcohol and Controlled Substances	Policy No. 2.01.08 (old number 1.08.01)
Policy Title: Drug and Alcohol Policy and Testing Procedures	
Policy Date: : original 08/25/04; updated 05/16/07; revised 01/18/12	Policy Adopted: 8/25/2004
Approved By:	Policy/Page Replaced: Policy Amended: 05/16/07 Policy Amended: 01/18/12
Dave Bieter, Chairman	Kelli Fairless, Executive Director

1.0 Purpose

It is the policy of Valley Regional Transit, VRT, to protect all employees, passengers, volunteers and the public from the risk posed by the misuse of alcohol and prohibited drugs. This policy complies with all applicable State and Federal regulations governing workplace anti-drug and alcohol programs in the transit industry.

VRT has the responsibility to their passengers and the general public to provide safe, dependable and efficient transportation services while ensuring a safe working condition for its employees and volunteers. The use of drugs and/or alcohol can adversely affect the ability to perform safely and constitutes a threat to the health and safety of the public and other employees, and to the efficient operation of VRT.

VRT maintains a drug-free workplace for ALL employees, prohibiting the misuse of drugs and/or alcohol when conducting any employment-related duties. This policy is not only designed to detect violations, but also to ensure fairness to each employee. It is through this process that VRT will help to ensure the provisions of a safe and efficient regional public transportation system.

1.1 Objective

The objective of this policy is to enhance productivity and safety for our employees and our customers, and to foster a sober and drug-free workplace.

1.2 Responsibility

Responsibility for the success of this policy is shared at all levels, as indicated in the following table:

Who	Responsibility
Employer	VRT is responsible for developing and implementing substance abuse policies and programs that include drug and alcohol testing of employees and applicants for employment.
Employee	Employees at all levels are responsible for reading, understanding and adhering to the VRT Drug and Alcohol Policy.
Managers and Supervisors	Managers and supervisors are responsible for the consistent application and enforcement of the policy.

1.3 Federal Requirements

This policy is intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs. The Drug Free Workplace Act of 1988 requires the establishment of drug-free workplace policies.



This policy supersedes all prior policy statements written, verbal, or otherwise

1.4 Acceptance of Drug and Alcohol Policy

All employees and volunteers must sign acknowledging that they have either read, on hard copy or digitally or were given the opportunity to read this Policy as a condition of their employment with VRT.

2.0 Drug and Alcohol Policy

2.1 Statement of Policy

VRT maintains a drug-free workplace for ALL employees and volunteers, prohibiting the misuse of drugs and alcohol when conducting any employment or volunteer -related duties.

Drugs: The unlawful use, ingestion, manufacture, transaction, distribution, sale and/or possession of any controlled substance is strictly prohibited.

Alcohol: The possession, purchase, sale, distribution, or consumption of alcohol while acting as a representative or volunteer for the company, while on Company premises, performing company duties or in a company vehicle is strictly prohibited.

2.2 Definition of "Use" of Drugs

"Use" means presence in the body system while you are on duty. A positive test is sufficient to support a finding of "use."

2.3 Consumption of Alcohol Not Allowed

All employees and volunteers must not consume alcohol:

- While driving a company vehicle.
- When transporting passengers.
- During on duty work hours.

All employees and volunteers, must also abide by this policy during off-site lunch periods or breaks when the employee is scheduled to return to work or drive within four hours.

2.4 Consequences of Non-Compliance

Failure to adhere to this policy will result in immediate suspension and/or termination.

2.5 Designated Employer Representative (DER)

Questions about this policy should be directed to the Designated Employer Representative (DER) as duly noted in Appendix A

3.0 Applicability of Drug and Alcohol Policy

This policy applies to employees any time while on duty, when they are on company property, or when performing Authority business. Vendors, and contract employees are also bound by this policy and may not be permitted to conduct business if found to be in violation of this policy.

Volunteers and persons who perform service as a charitable act while on company premises, transporting passengers or in a company vehicle are bound by this policy.



This policy supersedes all prior policy statements written, verbal, or otherwise

4.0 Controlled Substances (Illegal Drugs)

4.1 Policy on Illegal Drugs

The unlawful use, ingestion, manufacture, transaction, distribution, sale and/or possession of any controlled substance are strictly prohibited.

4.2 Clarification of Policy

This policy is intended to encompass the complete issue of drug and alcohol use and misuse. The failure to specifically mention a drug or substance should be assumed to mean that the specific drug or substance **does** fall into the category of illicit or controlled substances.

4.3 Definition of “Use”

“Use” means presence in the body system while you are on duty. A positive test is sufficient to support a finding of “use.”

4.4 Prohibited Substances

. Prohibited Substances addressed by this policy include, but are not limited to the following:

Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988; any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to:

- marijuana,
- amphetamines,
- opiates,
- phencyclidine (PCP),
- cocaine

as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.

VRT reserves the right to test, under its own authority, for any drugs that an employee is reasonably suspected of abusing.

4.5 Reasonable Suspicion

An employee who is reasonably suspected by a co-worker of engaging in a prohibited activity including, but not limited to, being intoxicated, impaired, under the influence of a prohibited substance, and not fit for duty may be suspended from duty pending an investigation and verification of their condition through the testing process.

4.6 Consequences for Non-Compliance

Any employee who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and or termination. VRT shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.



This policy supersedes all prior policy statements written, verbal, or otherwise

5.0 Legal Drugs

5.1 Definition of “Legal Drugs”

A “legally prescribed drug” (legal drug) means an employee has a prescription and written approval from a licensed physician, practitioner, or dentist for the use of a drug in the course of medical treatment. A prescription normally includes the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization for use.

5.2 Use of “Legal Drugs”

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited, however, the use of any substance which carries a warning label indicating possible adverse affects to mental functioning, motor skills or judgment must be reported to their supervisor. If the supervisor, in their opinion, finds the employee’s skills to be impaired, the employee or volunteer is required to provide a written release from their doctor indicating that the employee can safely perform their work functions.

5.3 Prohibited Conduct

Abuse or unauthorized use of legal drugs while performing work is prohibited. Failure to report the use of such substance or failure to provide medical authorization will be subject to disciplinary action, up to and including suspension and/or termination.

5.4 Reasonable Suspicion

An employee or volunteer who is reasonably suspected by a VRT employee of engaging in a prohibited activity, of being intoxicated, impaired, under the influence of a prohibited substance, and not fit for duty will be suspended from duty pending an investigation and verification of condition through the testing process. Law enforcement authorities may be notified when criminal activity is suspected.

5.5 Consequences of Non-Compliance

Any employee who refuses to submit to testing when requested or fail to pass the test may be subject to immediate suspension and/or termination. VRT shall advise the person of the resources available for evaluating and resolving problems associated with prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

5.6 Drug Statute Conviction

Consistent with the Drug Free Workplace Act of 1988, all employees and volunteers are required to notify their immediate supervisor of any criminal drug or alcohol statute citation or conviction for a violation occurring while on or off duty, within five working days of the citation and/or conviction, and any resulting consequences which may affect his/her ability to perform essential job functions.

5.7 Consequences of Non-Compliance with Statute

Failure to comply with this provision shall result in immediate suspension and/or termination.

6.0 Alcohol Use and Abuse

6.1 Policy on Alcohol Use



This policy supersedes all prior policy statements written, verbal, or otherwise

The possession, purchase, sale, distribution, or consumption of alcohol while on duty, while on the Authority's premises, acting on behalf of the Authority or in a company vehicle is strictly prohibited.

6.2 Adverse Affects of Alcohol

It is recognized that alcohol is a legal, socially acceptable drug when consumed in moderation. However, when consumed primarily for its physical and mood-altering effects, it is a substance that is subject to abuse. As a depressant, it slows physical responses and progressively impairs mental functions, including the ability to safely operate a motorized vehicle or equipment.

The chronic consumption of alcohol over time may result in critical health issues, including dependency, fatal liver diseases, ulcers, and increased possibility of cancers.

6.3 Signs and Symptoms of Alcohol Use

Slurred speech, poor coordination, inability to walk straight, rapid eye movement, impaired attention or memory, stupor or coma are all signs of alcohol use and problems.

6.4 Intervention

If an alcohol problem is suspected, contact the DER or designee for further information.

Note: See Appendix A for name and contact information of the DER.

6.5 Definition of "Abuse of Alcohol"

The "abuse" of alcohol is defined as having an alcohol test result of 0.04 or greater while on duty or subject to duty, as confirmed by an evidential breath testing device. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath.

6.6 Required Hours of Compliance

All employees and volunteers must not consume alcohol:

- up to eight hours following an accident during working hours or
- until the individual undergoes a post-accident test, whichever occurs first.

All employees, must also abide by this policy during off-site lunch periods or breaks when the employee or volunteer is scheduled to return to work or driving within four hours.

6.7 Reasonable Suspicion

An employee or volunteer who is reasonably suspected by a co-worker or supervisor of engaging in a prohibited activity including being intoxicated, impaired, under the influence of a prohibited substance, and not fit for duty may be suspended from duty pending an investigation and verification of a condition through the testing process.

6.8 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

7.0 Education and Training

7.1 Purpose



This policy supersedes all prior policy statements written, verbal, or otherwise

Education and training of all employees in the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone. Therefore, educating and informing employees about the dangers of drug abuse or alcohol misuse and the possible penalties for violation of the Drug and Alcohol Policy are essential components of our program.

7.2 Supervisor Training

All supervisory personnel are required to complete an initial training program. The training is designed to acquaint supervisors with the effects and indications of substance abuse, supervisory responsibilities, available resources and VRT policy.

8.0 Provisions for Drug and Alcohol Testing

8.1 Testing Circumstances

VRT requires that drug and alcohol tests be given in the following specific circumstances:

- Pre-Employment (drugs only)
- Reasonable Suspicion
- Post-Accident

8.2 Types of Tests

Analytical urine drug testing and breath alcohol testing will be conducted as required.

8.3 Who Will Be Tested

All prospective or current employees or volunteers shall be subject to testing in the following circumstances:

- As a contingency to an employment offer;
- For reasonable suspicion;
- Following an accident;
- As follow-up to a rehabilitation program.

8.4 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

9.0 Refusal to be Tested

9.1 Definition of Refusal

The following behaviors constitute refusal to submit to a test:

- Refusal to provide a specimen (verbal refusal or physical absence)
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
- Tampering, adulterating or substituting a specimen.
- Not reporting to the collection site in the time allotted.
- Leaving the scene of an accident without a valid reason before tests have been conducted.
- Leaving the collection site prior to test completion
- Failure to permit an observed or monitored collection when required.
- Failure to take a second test when required.



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- Failure to undergo a medical examination when required or,
- Failure to cooperate with any part of the testing process.

9.2 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test may be subject to immediate suspension and/or termination. VRT shall advise the employee or volunteer of the resources available for evaluating and resolving problems associated with prohibited drug abuse and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

10.0 Types of Testing

10.1 Purpose

Pre-employment or volunteer service urine drug testing will help identify areas of concern that may negatively affect the workplace and present an unacceptable safety risk to the employee, coworkers, passengers and the public.

10.2 All Employees to be Tested

All prospective employees must successfully pass a urine drug test prior to hire.

10.3 When a Drug Test is Positive

Failure of a drug test (positive results) will immediately disqualify an applicant for employment or volunteer service.

10.4 Refusing to Test

Refusing to take a drug test will disqualify an applicant for employment or volunteer service.

10.5 Dilute Negative

The MRO will inform the designated employer representative of tests that result in a dilute negative with creatinine concentration of greater than 5m/dl. Employees or candidates for employment will be directed to report to the testing facility to retest. The amount of notice for the retest shall be as minimal as possible. These tests will not be conducted under direct observation unless there is another basis for the retest that warrants direct observation collection. The MRO will notify the designated employer representative if a retest should be done under direct observation.

11.0 Reasonable Suspicion Testing

11.1 Purpose

Employees or volunteers will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety.

11.2 Definition of Reasonable Suspicion

Reasonable suspicion shall mean that there is objective evidence, based on specific, contemporaneous, articulated observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and or/alcohol misuse.

11.3 Who Can Make Referrals



This policy supersedes all prior policy statements written, verbal, or otherwise

Reasonable suspicion referrals must be made by one supervisor who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol or drug test may be performed any time the employee is on duty.

11.4 Documenting Reasonable Suspicion

A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the referral, prior to the release of the test results. This written record shall be submitted to the DER and shall be attached to the forms reporting the test results.

Note: See Appendix A for name and contact information of the DER.

11.5 Providing Transportation

When an employee or volunteer is instructed to take a test based on reasonable suspicion, they will be transported to the collection site by a supervisor or chosen company representative in a company vehicle.

Upon conclusion of the specimen collection, employees may be required to make arrangements for their own transportation home. If necessary, the company will make arrangements and pay for transportation. Under no circumstance should the employee be permitted to operate a motor vehicle for the trip home.

11.6 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug abuse and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

12.0 Post-Accident Testing

12.1 Purpose

Volunteers and employees involved in an accident with a Company vehicle or while transporting passengers, while in the course or scope of their duties, will be tested for drugs and alcohol as soon as practicable, but within 32 hours of the accident, under any of the circumstances listed below.

12.2 Circumstances Requiring Testing

Post-accident testing will occur when:

1. A fatality has occurred;
2. An individual suffers injuries requiring immediate medical attention away from the scene;
3. One or more vehicles suffers disabling damage and must be towed from the scene, if the employee’s or volunteer’s performance cannot be discounted as a contributing factor to the accident

VRT reserves the right to have any employee tested following an accident.

12.3 Alcohol Test

The employee or volunteer must be tested for alcohol within two hours of an accident.

IF a sample cannot be obtained within...	THEN....
two(2) hours	a reason why the test was not administered must be documented on the Post Accident Documentation



This policy supersedes all prior policy statements written, verbal, or otherwise

	form.
eight (8) hours	all attempts to obtain a sample must cease, and update the Post Accident Documentation report.

12.4 Drug Test

The employee or volunteer must be tested for drugs within eight hours of an accident.

IF a sample cannot be obtained within...	THEN....
eight (8) hours	a reason must be documented on the Post Accident Documentation form.
thirty-two (32) hours	all attempts to obtain a sample must cease.

12.5 Requirements

Any employee or volunteer involved in an accident while in service for Valley Regional Transit must refrain from using alcohol for eight hours following the accident, or until they take a post-accident alcohol test.

12.6 Medical Attention

These requirements for testing should in no way conflict with or delay necessary medical attention for injured persons, or detain an employee or volunteer from leaving the site of an accident to obtain necessary emergency medical care. In such cases, a VRT supervisor or manager must know the individual’s location.

12.7 Leaving the Scene without Permission

Any employee or volunteer transporting goride passengers and/or driving a VRT owned vehicle who leaves the scene of an accident without prior release by an Authority supervisor, if available, or prior to submission to drug and/or alcohol testing will be considered to have refused the test and employment or service may be terminated.

12.8 Consequences of Non-Compliance

Any employee or volunteer who refuses to submit to testing when requested or fails to pass the test will be subject to immediate suspension and/or termination. VRT shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug abuse and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

13.0 Return-to-Duty Testing

13.1 Purpose

In the event of absence due to suspension or self-selected treatment, the purpose of the return-to-duty test and the evaluation of an employee’s return to duty status by a SAP is to provide some degree of assurance to VRT that the individual is presently free of drugs and alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse.

13.2 Evaluation

Before any employee is allowed to return to duty following a verified positive drug test result, an alcohol result of 0.04 or greater, or any other activity that violates the regulations, that employee must first:



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- Be evaluated for drug and alcohol use by a Substance Abuse Professional (SAP)
- Complete all disciplinary actions, and
- Test negative prior to being released for duty

Note: the Authority will cover the cost of the return-to-duty test.

13.3 Return-to-Duty Letter

Any volunteer or employee returning to their duties following an absence due to suspension or self-selected treatment must sign a Return-to-Duty letter outlining the terms and conditions of continued work, including return to duty and follow-up testing.

13.4 Consequences of Non-Compliance

Failure to comply with the stipulations of the Return-to-Duty letter is cause for immediate termination. The individual is responsible to understand the stipulations within the Return-to-Duty letter, and produce the necessary documentation pertaining to compliance that is requested.

13.5 Consequences of Refusing to Test

Anyone returning who refuses to submit to testing when requested may be subject to immediate termination.

14.0 Employee-Requested Testing

14.1 Purpose

Any person who questions the results of a required drug test may request, in writing, that an additional test be conducted.

14.2 Time of Request

The request for a split sample must be made to the Medical Review Officer within 72 hours of notice of the initial test result. Requests made after 72 hours will be accepted only if the delay was due to documental facts that were beyond the control of the employee.

14.3 Consistency of Procedure

The method of collection, storing and testing the split-sample will be consistent with conventional medical procedures.

14.4 Chain of Custody

The second test must be conducted at a different DHHS (Department of Health and Human Services)(-certified laboratory than the first. Transfer of the specimen from one facility to another will be accomplished through a strict chain-of-custody between the laboratories.

14.5 Split Sample

A split sample is a part of the urine specimen that is sent to a first laboratory and retained unopened. It is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterate or substituted specimen. The test must be conducted on the split sample that was provided at the same time as the original sample.

14.6 Employee Must Pay All Costs

All costs for an employee-requested second test will be the responsibility of the employee. If the results of a split specimen test are negative, VRT will reimburse the employee for the expense of the test.



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14.7 Test Results

If results of the second test fail to confirm the presence of the drug(s) detected in the first test, or if the split sample is not available to be analyzed, the results of the first test will be cancelled and the new result will be reported to the individual and VRT. A canceled test is considered neither a positive nor a negative test.

14.8 Self-selected Testing

Any employee or volunteer may request, at their own expense, a drug or alcohol test when not required by VRT.

15.0 Drug Testing Process

15.1 Accuracy & Reliability of Tests

Testing shall be conducted in a manner to assure the highest degree of accuracy and reliability and using techniques, equipment and laboratory facilities that have been approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted in a manner consistent with VRT'S new hire testing.

15.2 Protecting Employee Privacy

VRT will strictly adhere to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized by VRT to receive such information.

15.3 Non-Compliance with Drug Testing Process

Non-compliance with any of the conditions listed herein is subject to immediate suspension and/or termination.

15.4. Drug Testing Process

The chart that follows describes the stages of the process for collecting and reporting results of drug tests. Contact information for the various functions listed in the process may be found in Appendix A.



This policy supersedes all prior policy statements written, verbal, or otherwise

Stage	Who	What										
1	Employee or Volunteer	Reports to the specimen collection site as soon as possible after being told to report, and provides picture identification.										
2	Specimen Collection Site	<p>Collects specimen using the following procedure:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Verifies identity of the employee using picture identification</td> </tr> <tr> <td>2</td> <td>Collects urine specimen using the split specimen collection method</td> </tr> <tr> <td>3</td> <td>Sends specimen to DHHS certified laboratory</td> </tr> </tbody> </table>	Step	Action	1	Verifies identity of the employee using picture identification	2	Collects urine specimen using the split specimen collection method	3	Sends specimen to DHHS certified laboratory		
Step	Action											
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2	Collects urine specimen using the split specimen collection method											
3	Sends specimen to DHHS certified laboratory											
3	DHHS Certified Lab	<p>The laboratory tests the sample using the following procedure:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Each specimen is identified using a unique identification number that attributes the specimen to the correct individual.</td> </tr> <tr> <td>2</td> <td>An initial drug screen and validity test is conducted on the primary urine specimen.</td> </tr> <tr> <td>3</td> <td>For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established by VRT for new hires.</td> </tr> <tr> <td>4</td> <td>Test results are reported to a Medical Review Officer.</td> </tr> </tbody> </table>	Step	Action	1	Each specimen is identified using a unique identification number that attributes the specimen to the correct individual.	2	An initial drug screen and validity test is conducted on the primary urine specimen.	3	For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established by VRT for new hires.	4	Test results are reported to a Medical Review Officer.
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4	Test results are reported to a Medical Review Officer.											
4	Medical Review Officer	<p>An MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will:</p> <ul style="list-style-type: none"> Review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute or adulterated test result. In the event of a positive test, attempt to contact and notify the employee of the results, and provide an opportunity for the employee to explain the confirmed test result. 										
5	Designated Employer Representative (DER)	If the MRO cannot reach the employee, the MRO may ask the DER to contact the employee and have the employee contact the MRO. Once contacted, the employee is responsible for providing proof of legitimate medical reasons for positive results within five working days.										
6	Substance Abuse Professional (SAP)	<p>A positive test result requires that the employee be evaluated by a Substance Abuse Professional (SAP). An SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.</p> <p>The SAP will evaluate each employee to determine what assistance, if any, the employee needs to resolve his/her problems associated with prohibited substance abuse or misuse.</p> <p>Assessment by an SAP following a positive test result does not shield an employee from disciplinary action or guarantee employment or reinstatement with VRT.</p>										



This policy supersedes all prior policy statements written, verbal, or otherwise

7	Employee	<p>Leave of Absence: If an employee chooses to take advantage of treatment, they may be allowed an unpaid leave of absence not to exceed 60 days. Upon written request from the SAP, exceptions to this leave allowance may be considered by management.</p> <p>Note: See Treatment Requirements for further details.</p> <p>Return to Work: When an employee is approved to return to work, s/he must:</p> <ul style="list-style-type: none"> • Properly follow the treatment program prescribed by the SAP, • Pass a return-to-duty drug and alcohol test, and • Participate in unannounced follow-up tests as prescribed.
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16.0 Treatment Requirements

16.1 Objective

It is VRT's objective to encourage and motivate employees to recognize and voluntarily seek professional assistance for substance abuse and/or alcohol problems. For the safety of all involved, volunteers must notify VRT immediately if they seek or are required to seek professional assistance for substance abuse and/or alcohol problems.

16.2 Assistance

VRT will assist the employee as long as s/he cooperates and follows the prescribed program of recovery recommended by a certified Substance Abuse Professional.

16.3 Confidentiality

VRT will maintain confidentiality and assure that the employee's future job or advancement opportunities are not jeopardized, as long as the employee successfully completes a supervised drug and/or alcohol rehabilitation program and is no longer using illegal or abusing legal substances.

16.4 Cost of Treatment

The cost of treatment or rehabilitation is the responsibility of the employee. Some costs may be allowed by the Authority's health insurance provider.

16.5 Voluntary Use of Resources

Employees are encouraged to make voluntary use of the available resources for treatment of alcohol and substance abuse problems.

Voluntary treatment or self-referral for substance or alcohol abuse by an employee will be handled as treatment rather than discipline. An employee has only ONE OPPORTUNITY for voluntary treatment and self-referral.

16.6 Leave Not to Exceed 60 Days

Leave for treatment or rehabilitation must not exceed 60 days. Requests for exceptions must be submitted in writing to management by the SAP. Depending on the employee's eligibility and terms of coverage, the 60 day leave may include one or more of the following:



This policy supersedes all prior policy statements written, verbal, or otherwise

- Paid absence covered by using accrued vacation pay, sick pay, and holidays
- Leave without pay
- Leave covered by Short Term Disability Insurance

16.7 Failure to Pass Test Following Treatment

Any person who fails to pass a substance abuse screening test after treatment or rehabilitation, is subject to immediate dismissal without warning or right to a hearing with representation.

16.8 Return-to-Duty Letter

Any employee returning to work following treatment or rehabilitation, must sign a return-to-duty letter outlining the terms and conditions of continued employment, including:

- Return-to-duty testing;
- Follow-up testing for a period determined by the SAP;
- Required proof of attendance in an approved rehabilitation program; and
clear stipulation of the terms and conditions which must be met to continue employment with VRT.

16.9 Consequences of Non-Compliance

Failure to comply with the stipulations of the Return-to-Duty letter is cause for immediate termination. The employee is responsible to understand the stipulations within the Return-to-Duty letter, and produce the necessary documentation pertaining to compliance that is requested.

16.10 Questions

Contact the Designated Employer Representative or the Employee Assistance Program for additional information.

Note: See Appendix A for name and contact information of the DER and EAP



This policy supersedes all prior policy statements written, verbal, or otherwise

Appendix A

Contact List

Contacts The positions referred to throughout this policy are listed below, with the appropriate contact information.

Questions Any questions or comments regarding this policy or any aspect of the Drug and Alcohol Free Workplace Program should be directed to the Designated Employer Representative listed below:

Function	Contact	Location	Phone	Fax
Designated Employer Representatives (DER)	Human Resources Coordinator	Valley Regional Transit, 830 N. Main St. Meridian, ID 83642	208-846-8547 ext. 4222	208-845-8564
Collection Facility	Cheryl Asin	St Al's Occupational Medicine 6533 Emerald Boise ID	367-4197	
Medical Review Officer (MRO)	Dr. Paula Lantsberger, M.D., M.P.H.	Occupational Medicine Assoc. 323 East Second Ave. Spokane WA 99202	509-455-5555	509-455-4114
Substance Abuse Professional (SAP)	Business Psychology Associates	EAP 380 Parkcenter Blvd., Ste. 300 Boise ID 83706	345-7707 1-800-726-0003	
Testing Facility		Pathology Assoc. Med. Labs 110 W. Cliff Ave. Spokane WA 99220	509-755-8600	509-922-5281



This policy supersedes all prior policy statements written, verbal, or otherwise

Appendix B:

Acknowledgement of Receiving or Reading the Valley Regional Transit Drug and Alcohol Policy:

I, the undersigned employee or volunteer, do hereby certify that I have been furnished, in either hard copy or electronically, a copy of Valley Regional Transit’s Drug and Alcohol Policy.

As an EMPLOYEE of VRT, I further certify that I understand the Employee Assistance Program (EAP) and have received training on the same. I understand that should I decide to use the services of the EAP for a substance abuse problem, that the EAP is required to notify VRT’s Designated Employer Representative in order to protect my employment. I further certify that I have been provided with informational material and education on the dangers and problem of drug and/or alcohol use.

Executed this, the _____ day of _____, 20__

Employee or Volunteer Signature

Printed Name

Job Title

Notice of Public Hearing
Valley Regional Transit Board Consideration of FY 2012 Budget Amendment

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption a budget amendment for FY 2012. The Valley Regional Transit Board will meet at 1:30 PM on Wednesday January 18, 2012 at the Meridian City Hall located at 33 E. Broadway Ave. Meridian, Idaho.

People are welcome to make comments at the public hearing, limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by 4:00 PM, Tuesday, January 17, 2012 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit
 Attn: FY2012 Budget Hearing
 830 N. Main Suite 230
 Meridian, ID 83642

Fax Number: (208) 846-8564 FY12 Budget Hearing
 E-mail: rthompson@valleyregionaltransit.org –
 Subject: FY 2012 Budget Hearing

FISCAL YEAR 2012 BUDGET

REVENUES

Valley Regional Transit

Federal Operating Assistance	\$ 876,523
Federal Capital Assistance	\$ 1,245,396
Local Operating Assistance	\$ 963,880
Local Capital Assistance	<u>\$ 220,355</u>
	\$ 3,306,154

Boise Transportation Management Area Transit Services

Directly Generated Revenues	\$ 800,000
Auxiliary Revenues	\$ 35,000
Other Revenues	\$ 200,000
Federal Operating Assistance	\$ 1,115,297
Federal Capital Assistance	\$11,247,108
Local Operating Assistance	\$ 4,359,086
Local Capital Assistance	<u>\$ 1,346,914</u>
	\$19,103,405

Nampa Urbanized Area Transit Services

Directly Generated Revenues	\$ 169,500
Auxiliary Revenues	\$ 5,000
Federal Operating Assistance	\$ 739,124
Federal Capital Assistance	\$ 3,947,879
Local Operating Assistance	\$ 680,251
Local Capital Assistance	<u>\$ 340,837</u>
	\$ 5,882,591

EXPENDITURES**Valley Regional Transit**

Wages and Salaries	\$ 986,589
Fringe Benefits	\$ 263,688
Professional Services	\$ 454,420
Materials and Supplies	\$ 11,600
Utilities	\$ 16,700
Casualty and Liability	\$ 34,300
Miscellaneous	\$ 54,681
Interest Expense	\$ 0
Leases and Rentals	\$ 18,425
Capital Expenses	<u>\$ 1,465,751</u>
	\$ 3,306,154

Boise Transportation Management Areas Transit Services

Wages and Salaries	\$ 3,019,079
Fringe Benefits	\$ 2,767,052
Professional Services	\$ 600,820
Materials and Supplies	\$ 1,192,330
Utilities	\$ 105,120
Casualty and Liability	\$ 250,200
Miscellaneous	\$ 45,150
Interest Expense	\$ 0
Leases and Rentals	\$ 36,360
Capital Expenses	<u>\$11,087,294</u>
	\$19,103,405

Nampa Urbanized Area Transit Services

Wages and Salaries	\$ 560,797
Fringe Benefits	\$ 339,720
Professional Services	\$ 291,592
Materials and Supplies	\$ 513,228
Utilities	\$ 28,808
Casualty and Liability	\$ 80,080
Miscellaneous	\$ 24,672
Interest Expense	\$ 0
Leases and Rentals	\$ 143,505
Capital Expenses	<u>\$ 3,900,189</u>
	\$ 5,882,591

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

**FISCAL YEAR 2012 BUDGET REVISIONS
Budget Amendment 1
RESOLUTION VBD11-002**

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2012 BUDGET AMENDMENT 1 TO SUPPORT VALLEY REGIONAL TRANSIT'S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPА URBANIZED AREA (UZA) TRANSIT SERVICES.

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

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

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

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

WHEREAS, the Valley Regional Transit Board adopted the FY2021 budget at the August 17, 201, VRT Board meeting by Resolution VBD10-010; and

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

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

VBD11-001

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the annual Budget Amendment 1, and met all the required notification and public posting requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2012 Budget Amendment 1, which includes the project carry-forwards from FY11 to FY21 to support projects under the Regional Program Planning Support, the Boise TMA Transit Division, and the Nampa UZA Transit Division (Exhibit A; FY21 Budget Carry Forwards).

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

ADOPTED by the Board of Valley Regional Transit, this 18th day of January 2012.

APPROVED by the Board Chair this ___ day of _____, 2012.

ATTEST:

APPROVED:

SECRETARY

CHAIR

VALLEY REGIONAL TRANSIT
FY 2012 BUDGET AMENDMENT #1
AMENDMENT DETAIL

Division	Grant No.	Line Item Description	Total	Federal	Local
Meridian	ID-04-0016	Meridian Administration Building	\$ 890,751	\$ 712,601	\$ 178,150
	ID-37-X002	Large Urban JARC	\$ 302,706	\$ 242,165	\$ 60,541
			\$ 13,035	\$ 13,035	\$ -
	ID-57-X001	Large Urban NFI	\$ 129,484	\$ 103,587	\$ 25,897
			\$ 8,003	\$ 8,003	
	ID-90-X093	Small Urban JARC	\$ 514,198	\$ 411,358	\$ 102,840
	ID-90-X094	Small Urban NFI	\$ 173,081	\$ 138,465	\$ 34,616
	ID-90-X105	Nampa Planning	\$ 13,189	\$ 10,551	\$ 2,638
	ID-90-X110	Nampa Planning	\$ 141,250	\$ 113,000	\$ 28,250
ID-95-X006	CWI Park and Ride	\$ 575,000	\$ 532,795	\$ 42,205	
Total Meridian			\$ 2,760,697	\$ 2,285,560	\$ 475,137
Boise	ID-04-X001	Multi-modal Center NEPA and Design	\$ 144,270	\$ 115,416	\$ 28,854
	ID-04-X009	Bus Purchase Boise (5309)	\$ 734,478	\$ 609,617	\$ 124,861
	ID-04-0013	MMC Land Acquisition, Design, Construction	\$ 800,000	\$ 640,000	\$ 160,000
	ID-04-0017	Van Purchase Boise	\$ 33,860	\$ 28,104	\$ 5,756
	ID-04-0021	Boise Buses and Support Equipment	\$ 720,000	\$ 597,600	\$ 122,400
	ID-66-X001	Boise ADA Enhancements ARRA	\$ 2,184,953	\$ 2,184,953	
	ID-90-X089	Boise ADA, PM, Capital	\$ 31,827	\$ 25,461	\$ 6,366
	ID-90-X100	Boise PM,ADA, TE, etc	\$ 97,115	\$ 77,692	\$ 19,423
	ID-90-X107	Boise PM,ADA, TE, etc	\$ 59,895	\$ 47,916	\$ 11,979
	ID-95-X001	CMAQ Buses and Security Equipment	\$ 21,950	\$ 20,338	\$ 1,612
	ID-96-X001	Boise Buses, Technology, TE ARRA	\$ 3,264,071	\$ 3,264,071	
	Boise Total			\$ 8,092,419	\$ 7,611,168
Nampa	ID-66-X002	Nampa ADA Enhancements ARRA	\$ 320,244	\$ 320,244	
	ID-90-X090	Nampa Ops, ADA, TE, PM, etc	\$ 58,755	\$ 47,004	\$ 11,751
	ID-90-X102	Nampa Ops, ADA, TE, PM, etc	\$ 30,904	\$ 24,723	\$ 6,181
	ID-90-X109	Nampa Ops, ADA, TE, PM, etc	\$ 490,166	\$ 392,133	\$ 98,033
	ID-95-X002	STP Nampa 3 buses, ADA and Shelters	\$ 1,331,063	\$ 1,233,362	\$ 97,701
	ID-95-X004	STP Nampa 2 Vans, AVL, PM	\$ 89,948	\$ 83,346	\$ 6,602
	ID-96-X005	Nampa Buses ARRA	\$ 1,364,790	\$ 1,364,790	
Nampa Total			\$ 3,685,870	\$ 3,465,602	\$ 220,268



Memorandum

TO: Board of Directors

FROM: Bruce Sackron, Transportation Services Manager

RE: Donation and Disposal of Surplus Buses

DATE: December 19, 2011

Summary:

- A request to donate up to two ACCESS buses that have exceeded their useful life to the Canyon Area Bus Service (CABS)
- A request to dispose of the ten high floor 1997 RTS transit buses that have exceeded their useful life.

Staff Recommendation/Request:

Staff requests the Board of Directors to approve the donation of up to two buses to CABS and authorize the Finance Director to dispose of the 1997 (9700 series) buses in the manner that best serves VRT and the public.

Implication (policy and/or financial):

The donation of the buses to CABS will affirm VRT's philosophy of always using its resources for the best public good. If another public entity, including local emergency responders, has a legitimate need for one of the buses, it will be donated; otherwise they will sold for the highest possible return.

Highlights:

- The Canyon Area Bus Service needs buses to operate its system. A two year demonstration project has ended and they do not have funding to purchase new buses.
- The Boise 9700 series fleet of high floor buses are all past their useful life and the vast majority of their fuel tanks are expiring in March 2012. It is not economically feasible to replace the tanks. The last 9700 bus, less engine and transmission, scrapped brought \$200.00 per ton which totaled \$1925.

More Information:

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

CANYON AREA BUS SERVICE

P.O. Box 76, Riggins, Idaho, 83549 208-628-CABS (2227)

Kelly Fairless

Valley Regional Transit

Dear Board Members,

December 9, 2011

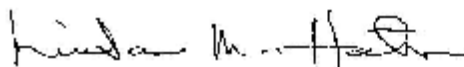
My name is Linda Hieter and I am the Board Chair of the Non-Profit organization Canyon Area Bus Service located in Riggins Idaho. We have been seeking to offer much needed Transportation Services in District 2C and District 3A for over 6 years. We have had some service administered by Treasure Valley Transit through an ARRA Stimulus grant to fund a "Demonstration Project" in our region of delivery. That grant funding and therefore that administration of local service will end in April of 2012.

In order to continue much needed Demand Response and Job and Job Training Access Services, we need vehicles to begin that operation. We understand that there may be Para-transit type buses available through one of your programs. Can you please consider providing a vehicle to CABS?

If you need any other information from me, please don't hesitate to email me at lhieter@frontiernet.net or call the CABS number above or my home phone at 628-3780 (I work from home)

Thank you for taking the time to consider this request

sincerely,



Linda M. Hieter, CABS board chair

CANYON AREA BUS SERVICE

P.O. Box 76, Riggins, Idaho, 83549 208-628-CABS (2227)

Kelly Fairless

Valley Regional Transit

Dear Board Members,

December 16, 2011

this letter is in addition to a letter dated December 9, 2011 requesting donation of a Paratransit Bus to Canyon Area Bus Service in order to continue much needed Demand Response and Job and Job Training Access Services, we need vehicles to begin that operation. We understand that there may be Para-transit type buses available through one of your programs. Can you please consider providing an additional vehicle to CABS, besides the one referred to in the previous correspondence? Our expansion plans could require both of these vehicles.

If you need any other information from me, please don't hesitate to email me at lhieter@frontiernet.net or call the CABS number above or my home phone at 628-3780 (I work from home)

Thank you for taking the time to consider this request

sincerely,



Linda M. Hieter, CABS board chair

Technology Investment Development Plan (TIDP)

Proposed Five-Year Technology Implementation Plan

Prepared for:

Valley Regional Transit (VRT)



Prepared by:



Kimley-Horn
and Associates, Inc.

Tel. No: 208-350-7260
Fax No.: 208-350-7264

November 2011



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PLAN OVERVIEW

Kimley-Horn & Associates, Inc. (Kimley-Horn) and Hodges Transportation Consulting, LLC (Hodges) have been working with Valley Regional Transit (VRT) to develop the Technology Investment Development Plan (TIDP). This planning effort will guide VRT's technology deployment activities over the next several years. Major activities to date have included the following:

- Visioning workshops to define a technology mission statement for VRT and identify key goals and objectives;
- Review of existing systems and technologies currently in place, as well as additional technology activities under way or in project development;
- Identification of proposed technology investments that are consistent with VRT's service goals and technology mission statement;
- Summary of project dependencies that will affect sequencing and implementation schedules; and
- Identification of high-priority projects with key dependencies that should be implemented in the very near term.

Throughout the TIDP process, input and feedback has been gathered from the following key groups:

- ***VRT Working Group***, including members of VRT's federal-aid team and executive and technical staff;
- ***Regional Coordination Council***, representing various groups of transit users and public agency representatives; and
- ***VRT Board***, comprised of political and technical representatives from VRT member communities and agencies.

RCC Feedback on Draft Plan

Following initial feedback from the key stakeholder groups, the proposed technology projects were presented to the RCC for review and feedback at the October 2011 meeting. In response to some of the feedback received at this meeting, a subgroup of RCC members volunteered to further review the proposed projects and provide prioritization recommendations from the RCC perspective. The RCC subgroup identified projects in terms of high, medium, and low priority activities, from the perspective of the transit user groups the RCC represents. RCC recommendations are summarized as follows:

High Priorities

- Automated Stop Annunciators
- Fixed Route Scheduling upgrades
- Social Media and Mobile Services (traveler information via 511, Google Transit, VRT web)
- Call Center and Dispatch Upgrades



- Fare Collection Upgrades

Medium Priorities

- VRT Internal Performance Reporting
- Operations and Maintenance Reporting
- Service Planning Tools

Low Priorities

- Smart Bus Demonstration
- Document and Project Management
- Clean Air/Bicycle/Pedestrian Information

Project Prioritization Approach

Feedback from the RCC was incorporated into the planning process along with guidance and direction from VRT’s executive management and technical working group. Generally, priorities from the RCC were consistent with guidance from the VRT working group, and the priorities are reflected in the proposed five-year technology plan. In a couple of instances, minor adjustments to project sequencing were made. These adjustments were driven by the following issues:

- ***Project Dependencies:*** In some instances, projects are recommended for implementation earlier in the five-year plan because their implementation will benefit subsequent projects. As an example, the proposed Document and Project Management enhancements were identified as a mid-level priority by the VRT working group and placed in Year 3 of the five-year plan, as the outcomes of this effort are expected to benefit major technology projects implemented in subsequent years.
- ***Budgets and Projected Funding Availability:*** Some projects require more funding for implementation than others. The Fare Collection Upgrades project has a comparatively high implementation cost (estimated at \$400,000). While identified as a high-priority need, this project was placed in Year 4 of the proposed five-year plan to allow time for VRT to program appropriate funding and implement other technology projects that will benefit this activity.

Recommended Five-Year Technology Plan

This document summarizes the proposed five-year technology implementation program. The proposed five-year plan is summarized in **Table 1**, including implementation costs, anticipated project year, and the source of funding (if identified). Projects were categorized as follows:

- Service Improvement Project
- Internal Systems and Processes
- Traveler Information Projects

- Regional Coordination Projects

This document also includes one-page summary sheets for each project. Project details including a general description, key project elements, implementation cost breakdowns, anticipated annual operations and maintenance costs, and the expected funding source (where identified) are provided for review.

Table 1: Five-Year Technology Program – Implementation Costs

Category	Project Name	Funding Source	Funding by Year					Five-Year Totals
			Year 1	Year 2	Year 3	Year 4	Year 5	
Service Improvements	Automated Vehicle Location System	Federal Grant (partner with ACHD)	\$ 100,000					\$ 100,000
	Automated Stop Annunciator with Early Demonstration	VRT Technology Pool (Demonstration)	\$ 10,000	\$ 250,000				\$ 260,000
	Service Planning Tools				\$ 40,000			\$ 40,000
	Dispatch Upgrades/One-stop services (Vanpool, shared vehicle, volunteer driver)	Veterans Grant (for statewide project)	\$ 355,000		\$ 80,000			\$ 435,000
	Fare Collection System Upgrades and Modernization					\$ 400,000		\$ 400,000
	Smart Bus Demo						\$ 10,000	\$ 10,000
	Group Total		\$ 465,000	\$ 250,000	\$ 120,000	\$ 400,000	\$ 10,000	\$ 1,245,000
Internal Systems and Processes	Data Management/VOIP	VRT Technology Pool	\$ 90,000					\$ 90,000
	VRT Internal and Performance Reporting		\$ 30,000					\$ 30,000
	Fixed Route Scheduling Upgrade			\$ 220,000				\$ 220,000
	Document and Project Management				\$ 30,000			\$ 30,000
	Operations and Maintenance Reporting				\$ 25,000			\$ 25,000
	Group Total		\$ 120,000	\$ 220,000	\$ 55,000	\$ -	\$ -	\$ 395,000
Traveler Information	511 phone upgrades/AVL integration/planning tool; Google trip planner	ARRA Funding	\$ 120,000					\$ 120,000
	Social Media and Mobile Web Services (3G and 4G phone)			\$ 30,000				\$ 30,000
	Bicycle, Pedestrian, and Clean Air Information					\$ 10,000		\$ 10,000
								\$ -
	Group Total		\$ 120,000	\$ 30,000	\$ -	\$ -	\$ 10,000	\$ 160,000
Regional Coordination	Transit Signal Priority	Federal Grant (partner with ACHD)	\$ 135,000					\$ 135,000
	Transit Asset Management System	Federal Grant (awarded)	\$ 300,000					\$ 300,000
	Technology Plan Update					\$ 80,000		\$ 80,000
								\$ -
	Group Total		\$ 435,000	\$ -	\$ -	\$ -	\$ 80,000	\$ 515,000
	Totals		\$1,140,000	\$ 500,000	\$ 175,000	\$ 400,000	\$ 100,000	\$ 2,315,000



Memorandum

TO: Valley Regional Transit Board

FROM: Mary Barker, Service Development Manager

RE: Project Prioritization of Discretionary Grants

DATE: December 23, 2011

Summary:

In October, transportation providers and social service agencies in Ada and Canyon Counties submitted grant applications for the following federal funding sources:

- FY 2013 JARC rural and small urban - administered by ITD
- FY 2013 New Freedom rural and small urban – administered by ITD

All the projects were scored and prioritized by a subcommittee of RTAC members and funding applicants.

The RCC will review and make recommendation on these prioritizations at their January meeting. A summary of the grant requests and the RCC recommendation will be presented at the Board meeting.

Staff Recommendation/Request:

Staff recommends that the VRT Board approves the 2013 regional project prioritization for Rural JARC, Rural New Freedom, Small Urban JARC, and Small Urban New Freedom for submittal to ITD as recommended by the Regional Coordination Council.

Implication (policy and/or financial):

This impact which regional projects are funded by JARC Rural, JARC Small Urban, New Freedom Rural, and New Freedom Small Urban.

Highlights:

- Valley Regional Transit (VRT) was formed under the Idaho Code Title 40, Chapter 21 which states “that the authority...shall have exclusive jurisdiction over public transportation in the region and shall provide public transportation services, encourage private transportation programs and coordinate both public and private transportation programs, services and support functions.”
- The objective of VRT is to ensure that the mobility needs of the citizens of Ada and Canyon Counties are met as completely and efficiently as possible, regardless of who provides the service.
- **Valleyconnect**, was adopted by the VRT Board of Directors in August 2011 and serves as the locally derived coordination plan. It was developed in coordination

with local governments and key stakeholders. Valley**connect** establishes the region's priorities.

- The proposed prioritization process will help the VRT Board achieve the goal of overseeing public transportation in the region by soliciting and reviewing project ideas from entities throughout Ada and Canyon counties.

More Information:

For additional information contact: - Mary Barker, Service Development Manager, 846-8574 ex 4211, mbarker@valleyregionaltransit.org



Memorandum

TO: Valley Regional Transit Board

FROM: Mary Barker, Service Development Manager

RE: FY 2013 – FY 2017 TIP Transit Items

DATE: December 23, 2011

Summary:

Each year VRT submits line items for the five-year Transportation Improvement Plan (TIP) to establish how federal funds will be spent. The TIP includes all federal funds for which VRT is the direct recipient, any federal funds VRT receives through discretionary grant applications and any funds VRT receives from ITD.

VRT staff will present the line items for the FY2013 – FY 2017 TIP at the meeting.

Staff Recommendation/Request:

Staff recommends that the VRT Board approves the transit line items for the FY2013 – FY 2017 TIP as recommended by the Regional Coordination Council on 01/10/12.

Implication (policy and/or financial):

This will outline how VRT will spend federal funding in fiscal year 2013 through fiscal year 2017. The TIP can be amended if funding levels change or new line items are needed.

Highlights:

- Valley Regional Transit (VRT) was formed under the Idaho code Title 40, Chapter 21 which states “that the authority...shall have exclusive jurisdiction over public transportation in the region and shall provide public transportation services, encourage private transportation programs and coordinate both public and private transportation programs, services and support functions.”
- The VRT Board approved the FY2012 – FY 2016 TIP at the January 2011 meeting.

More Information:

For additional information contact: - Mary Barker, Service Development Manager, 846-8574 ex 4211, mbarker@valleyregionaltransit.org

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

PROCUREMENT DESCRIPTION: 2012 CNG fueled Cutaway Vans for Paratransit (ACCESS) Service, three (3) each.	TOTAL COST: \$273,039.00
--	---------------------------------

PURPOSE/ACTION: Valley Regional Transit is seeking approval by the Valley Regional Transit Board of Valley Regional Transit’s award of a contract for providing three (3) each 2012 Paratransit Vans to replace existing units that have exceeded their useful life for the Boise TMA.

SCOPE OF WORK: A contract to provide three (3) Boise TMA CNG fueled paratransit buses.

DISCUSSION: Valley Regional Transit is in need of replacement Paratransit buses for the Boise operation. Valley Regional transit has issued a solicitation, the award of which will result in a contract through which the required new buses and CNG conversion will be procured. This request replaces VBD11-014 due to the expiration of the Request for Bid (RFB) upon which it was based.

ALTERNATIVES: The existing fleet has significantly exceeded the FTA useful life. The maintenance cost to operate these buses is increasing and the reliability is decreasing. The replacement of three (3) of these existing buses will reduce operating costs, offer the passengers more reliable service and due to the CNG conversions will reduce fuel costs and exhaust emissions.

FISCAL IMPACT: The funding available for this agreement is included in State of Good Repair Grant totaling \$597,000.00.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff recommends the Board approve the award of the contract for an amount not to exceed \$273,039.00 to the lowest cost responsive and responsible bidder, among the two (2) responses received in the case of Valley Regional Transit solicitation No. RFB 2011-11-21. VRT staff believes having the contract in place to be in the overall best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under 750,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.		VBD12-003

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Contract with Lowest Cost Responsive and Responsible Bidder

RESOLUTION VBD12-003

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING AWARD OF A CONTRACT WITH SHEPARD BROTHERS FOR PROVIDING CNG FUELED PARATRANSIT CUTAWAY BUSES.

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 contract with a qualified and experienced firm who will provide new Paratransit vehicles; and

WHEREAS, Valley Regional Transit needs to replace existing Paratransit vehicles that have exceeded their useful life; and

WHEREAS, Valley Regional Transit staff conducted a formal solicitation process in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff has evaluated the offers received and will determine the low cost responsive and responsible bidder from among the six firms whose offers were considered; and

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

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

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

Section 1. That the Board of Valley Regional Transit delegates to the Executive Director the authority to approve the procurement on RFP 2011-11-21 to Lowest Cost Responsive and Responsible Bidder, Shepard Brothers, for a contract to provide three new CNG fueled paratransit vehicles for the Boise TMA.

Section 2. 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 ____ day of _____, 2012.

APPROVED by the Board Chair this ___ day of _____, 2012.

ATTEST:

APPROVED:

SECRETARY

CHAIR



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

PROCUREMENT DESCRIPTION: 2012 Dodge Grand Caravans with Eldorado Accessible Vehicle conversion, three (3) each.	TOTAL COST: \$124,902.00
--	---------------------------------

PURPOSE/ACTION: Valley Regional Transit is seeking approval by the Board of Directors of Valley Regional Transit’s award of a contract for providing three (3) each 2012 converted mini-vans for the rural mobility program, Boise operations, and Boise ACCESS.

SCOPE OF WORK: A contract to provide and modify three (3) Dodge Grand Caravans for accessible service.

DISCUSSION: Valley Regional Transit is in need of small wheel chair accessible low floor vehicles to provide service to rural service areas and provide service to ValleyRide customers in areas that are not readily accessible by traditional ACCESS vans. Valley Regional transit has issued a solicitation, the award of which will result in a contract through which the mini-vans and conversions will be procured.

ALTERNATIVES: Alternatives include purchasing cutaway vans as used in ACCESS service or full size vans converted to use a lift similar to the ACCESS and fixed route buses. These alternatives are more expensive to purchase, more expensive to operate, and are less maneuverable than the mini-vans.

FISCAL IMPACT: The funding available for this agreement is from separate grants including ID-90-X116 and ID-04-0021.

RECOMMENDATION/JUSTIFICATION: Valley Regional Transit staff recommends the Management Committee approve the award of the contract for an amount not to exceed \$124,902.00 to the lowest cost responsive and responsible bidder, among the two (2) responses received in the case of Valley Regional Transit solicitation No. RFB 2011-12-12. VRT staff believes having the contract in place to be in the overall best interest of Valley Regional Transit.

ROUTING #	ORDER OF REVIEW	DATE APPROVED	RESOLUTION #
1	EXECUTIVE DIRECTOR		
2	EXECUTIVE BOARD Approves procurements over \$50,000 but under \$75,000.		
3	VALLEY REGIONAL TRANSIT BOARD Approves all procurements over \$75,000.		VBD12-004

VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Contract with Lowest Cost Responsive and Responsible Bidder

RESOLUTION VBD12-004

**BY THE BOARD OF DIRECTORS OF VALLEY REGIONAL TRANSIT APPROVING :
THE AWARD OF A CONTRACT WITH SCHETKY NORTHWEST SALES TO PROVIDE
2012 DODGE GRAND CARAVANS WITH ELDORADO ACCESSIBLE VEHICLE
CONVERSIONS:**

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, 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, Valley Regional Transit needs to establish a contract with a qualified and experienced firm who will provide new Accessible vehicles; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2011 and 2012 budgets for three vehicles; 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 November 2010 and in compliance with all local and FTA requirements; and

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

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

Section 1. That the Board of Directors authorizes purchase of three (3) each accessible mini-vans.

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

ADOPTED by the Board of Directors of Valley Regional Transit, this ____day of _____, 2012.

APPROVED by the Board Chair this ____day of _____, 2012.

ATTEST:

APPROVED:

SECRETARY

CHAIR



Memorandum

TO: Board of Directors
FROM: Rick Thompson, Finance Director
RE: Capital Lease Purchase Analysis
DATE: December 30, 2011

Summary:

The Boise system is facing the need to replace part of the Fixed Line Fleet. In FY 2013, thirteen of the Fixed Line Buses will reach their useful life. In FY 2016, the CNG tanks on these buses will expire which will require removing the buses from service. Staff has conducted an analysis to evaluate various options to address this issue. The options considered include: replacing the CNG tanks and refurbishing the buses; purchase of buses over a six year period and lease purchase of buses over varying time periods. The analysis will be distributed at the meeting.

Staff Recommendation/Request:

Exercising a lease/purchase option appears to offer cash flow advantages as well as the ability to replace all of the aging buses at one time. There is an incremental cost of leasing due to interest expenses, which is partially offset by the advantages enumerated below. The Executive Board will review the information on January 9th and make recommendation to the Board.

Implication (policy and/or financial):

Lease purchase options to replace aging buses will have the following advantages:

- Short term cash flow is improved
- Bus prices are locked in
- Part of the annual capital appropriation is available for other capital needs
- All buses with expiring fuel tanks can be replaced before the tanks expire. If the tanks expire, the buses must be removed from service.

More Information:

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



Memorandum

TO: Valley Regional Transit Executive Board

FROM: Mary Barker, Service Development Manager

RE: FY 2011 Performance Measures - Corrected

DATE: December 23, 2011

Summary:

At the last VRT Board meeting, staff presented the FY 2011 Performance Measures Report, but noted that the ridership numbers were slightly off. Members requested that the finalized FY 2011 Performance Measures Report be brought back to the Board. The report will be presented at the meeting.

Staff Recommendation/Request:

Information item only. No recommendations required.

Implication (policy and/or financial):

The results of FY11 performance will guide VRT in service planning, operations implementation, and maintenance procedures.

Highlights:

More Information:

For additional information contact: - Mary Barker, Service Development Manager, 846-8574 ex 4211, mbarker@valleyregionaltransit.org

FY 2011 Performance Data

	Fixed Line			ACCESS		
	FY 2011	FY 210	% Change	FY 2011	FY 2010	% Change
Total Passenger Trips	1,175,274	1,144,407	2.70%	33,885	35,645	-4.94%
Revenue Hours	67,507.23	67,421.01	0.13%	21,973.73	21,277.15	3.27%
Deadhead Hours	4,169.69	4,182	-0.30%	NA	NA	NA
Total Hours	71,676.92	71,603.12	0.10%	21,973.73	21,277.15	3.27%
Passengers Per Revenue Hour	17.41	16.97	2.57%	1.54	1.68	-7.95%
Deadhead Hours Per Revenue Hour	0.062	0.062	-0.42%	NA	NA	NA
Revenue Per Hour	\$10.00	\$10.00	-0.02%	\$3.39	\$2.99	\$139,946.94
Hours Of Service Per Capita	0.1721	0.1718	0.001	\$0.12	\$0.11	3.27%
Revenue Miles	851,940.70	850,342.40	0.19%	256,863.00	253,076.00	1.50%
Deadhead Miles	87,864.30	91,372	-3.84%	NA	NA	NA
Total Miles	939,805.00	941,714.60	-0.20%	256,863.00	253,076.00	1.50%
Deadhead Hours Per Revenue Hour	0.103	0.107	-4.02%	NA	NA	NA
Passengers Per Revenue Mile	1.38	1.35	2.50%	0.13	0.14	-6.34%
Revenue Per Mile	\$0.76	\$0.76	0.29%	\$0.29	\$0.25	15.17%
Farebox Return Ratio	12.05%	NA	NA	5.93%	NA	NA
Vehicle Accidents Per 100,000 Miles	0.32	NA	NA	0.39	NA	NA
Road Calls Per 100,000 Miles	18.73	NA	NA	7.79	NA	NA
Complaints Per 50,000 Boardings	11.66	11.27	0.03	53.12	54.71	-2.90%
Compliments Per50,000 Boardings	1.06	1.40	-23.93%	4.43	1.40	215.58%

Number of Participating Employers	10
Number of Participating Agencies	1

FY 2011 Performance Data

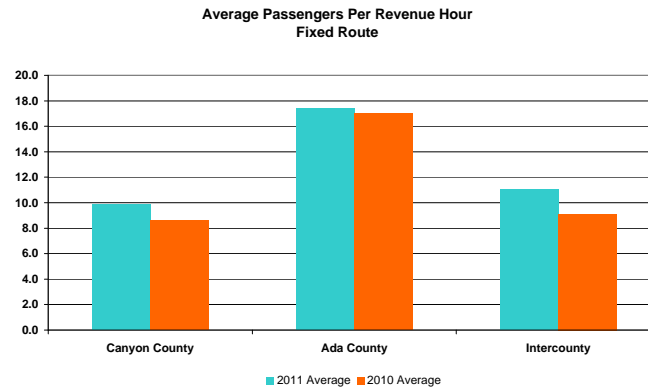
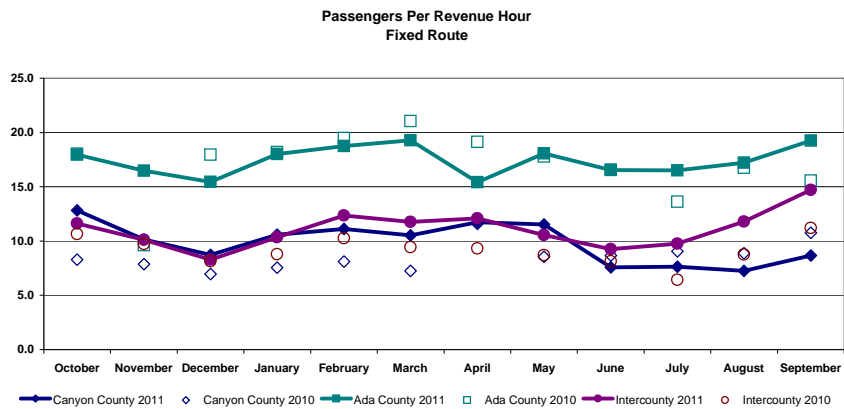
Canyon County

	Fixed Line			ACCESS		
	FY 2011	FY 2010	% Change	FY 2011	FY 2010	% Change
Total Passenger Trips	73,143	NA	NA	2,718	NA	NA
Revenue Hours	7,628.30	NA	NA	2,834.22	NA	NA
Deadhead Hours	272.76	NA	NA	NA	NA	NA
Total Hours	7,901.06	NA	NA	2,834.22	NA	NA
Passengers Per Revenue Hour	9.59	NA	NA	0.96	NA	NA
Deadhead Hours Per Revenue Hour	0.036	NA	NA	NA	NA	NA
Revenue Per Hour	\$12.63	NA	NA	\$1.62	NA	NA
Hours Of Service Per Capita	0.0404	NA	NA	0.0150	NA	NA
Revenue Miles	136,395.50	NA	NA	24,494.00	NA	NA
Deadhead Miles	6,982.00	NA	NA	NA	NA	NA
Total Miles	143,377.50	NA	NA	24,494.00	NA	NA
Deadhead Hours Per Revenue Hour	0.051	NA	NA	NA	NA	NA
Passengers Per Revenue Mile	0.54	NA	NA	0.11	NA	NA
Revenue Per Mile	\$0.70	NA	NA	\$0.19	NA	NA
Farebox Return Ratio	12.70%	NA	NA	4.08%	NA	NA
Vehicle Accidents Per 100,000 Miles	2.09	NA	NA	4.08	NA	NA
Road Calls Per 100,000 Miles	4.18	NA	NA	4.08	NA	NA
Complaints Per 50,000 Boardings	35.55	NA	NA	0.00	NA	NA
Compliments Per 50,000 Boardings	5.47	NA	NA	0.00	NA	NA

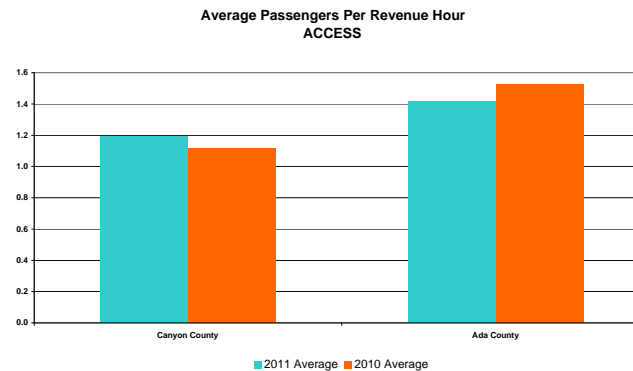
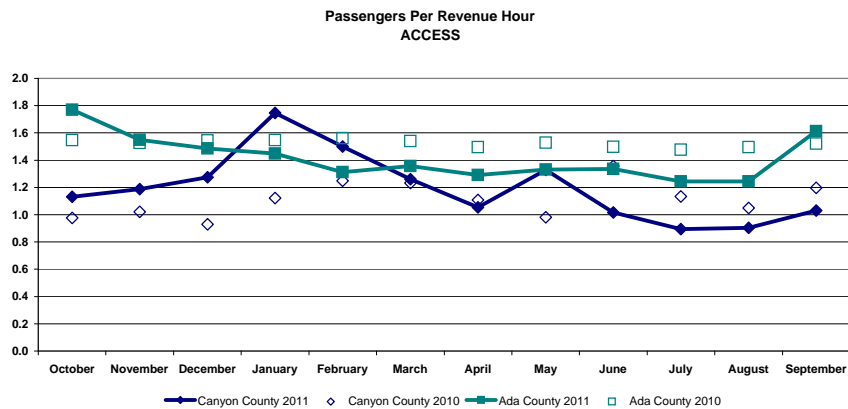
FY 2011 Performance Data

	InterCounty			Limited Stop		
	FY 2011	Fy 2010	% Change	FY 2011	FY 2010	% Change
Total Passenger Trips	88,243	NA	NA	37,422	NA	NA
Revenue Hours	6,861.90	NA	NA	4,476.22	NA	NA
Deadhead Hours	2,375.66	NA	NA	707.09	NA	NA
Total Hours	9,237.56	NA	NA	5,183.31	NA	NA
Passengers Per Revenue Hour	12.86	NA	NA	8.36	NA	NA
Deadhead Hours Per Revenue Hour	0.346	NA	NA	0.158	NA	NA
Revenue Per Hour				\$8.11		
Hours Of Service Per Capita				0.0195		
Revenue Miles	211,361.80	NA	NA	94,654.90	NA	NA
Deadhead Miles	52,371.50	NA	NA	9,252.00	NA	NA
Total Miles	263,733.30	NA	NA	103,906.90	NA	NA
Deadhead Hours Per Revenue Hour	0.248	NA	NA	0.098	NA	NA
Passengers Per Revenue Mile	0.42	NA	NA	0.40	NA	NA
Revenue Per Mile				\$3.04		
Farebox Return Ratio				10.78%		
Vehicle Accidents Per 100,000 Miles				Included In Canyon County		
Road Calls Per 100,000 Miles				2.18		
Complaints Per 50,000 Boardings				Included in Canyon County		
Compliments Per 50,000 Boardings				Included in Canyon County		

Fixed Route Ridership



ACCESS Ridership



Ridership By Route

Route	Passenger Trips			Passengers Per Revenue Hour		
	FY 2011	FY 2010	% Change	FY 2011	FY 2010	% Change
1 Parkcenter	82,483	88,720	-7.03%	17	13	30.77%
2 Broadway	61,599	54,177	13.70%	17	13	30.77%
3 Vista	77,403	70,405	9.94%	16	22	-27.27%
4 Roosevelt	55,041	58,323	-5.63%	11	12	-8.33%
5 Emerald	121,524	132,763	-8.47%	23	26	-11.54%
6 Orchard	104,447	90,497	15.41%	20	17	17.65%
7 Fairview	135,397	147,197	-8.02%	19	27	-29.63%
8 Five Mile	49,863	79,321	-37.14%	12	12	0.00%
8x Five Mile/Chinden	14,259	NA	NA	17	NA	NA
9 State	203,236	184,665	10.06%	27	25	8.00%
9x State Express	9,701	NA	NA	20	NA	NA
10 Hill Road/Maple Grove	90,863	82,668	9.91%	14	12	16.67%
11 Garden City	13,998	NA	NA	14	NA	NA
14 Hyde Park	26,170	35,929	-27.16%	11	10	10.00%
16 VA Shuttle	12,295	21,160	-41.90%	7	13	-46.15%
17 Warm Springs	19,206	15,280	25.69%	12	10	20.00%
28 Cole/Victory	1,658	NA	NA	7	NA	NA
29 Overland	96,131	79,820	20.43%	18	16	12.50%
40 Nampa/Meridian	54,008	NA	NA	14	NA	NA
42 Nampa/Meridian	37,422	NA	NA	8	NA	NA
43 Caldwell Express	12,266	NA	NA	23	NA	NA
44 Hwy 44 Express	7,810	NA	NA	10	NA	NA
45 BSU Express	14,159	NA	NA	8	NA	NA
51 Nampa South	20,215	NA	NA	14	NA	NA
52 Caldwell South	16,450	NA	NA	10	NA	NA
53 Nampa North	25,263	NA	NA	14	NA	NA
54 Caldwell North	10,487	NA	NA	6	NA	NA
55 Franklin/Smeed	728	NA	NA	1	NA	NA



Memorandum

TO: Valley Regional Transit Board

FROM: Mary Barker, Service Development Manager

RE: Ada County Strategic Service Plan for FY 2013 Budget

DATE: December 23, 2011

Background:

VRT staff has received word that there could be up to a 30 percent cut in federal funding for transit in fiscal year 2013. Although information from the federal level is uncertain and continues to change, VRT and Boise staff initiated a review of the impacts of potential cuts as a part of the FY2013 Boise budget process. In December 2011, VRT staff presented to the Boise City Council a range of possible Ada County fare changes and services changes that are designed to bridge potential funding gaps should the federal government reduce funding. The fare changes reviewed were based on varying changes to single ride, multiple ride passes, and local passes and intercounty passes. Service change approaches considered changes ranging from no change up to 30 percent cut in service hours.

The Boise City Council directed staff not to consider a fare change for local service and not to consider a service cut at the 30% level. VRT staff will conduct a more detailed analysis of a five percent and a fifteen percent cut in service and an intercounty fare increase. VRT staff will also initiate a similar analysis for Canyon County and Intercounty service.

Staff Recommendation/Request:

This is an information item. Staff has no recommendations at this time.

Implication (policy and/or financial):

These plans will serve as the basis for possible service cuts and fare increases if federal funding cuts occur.

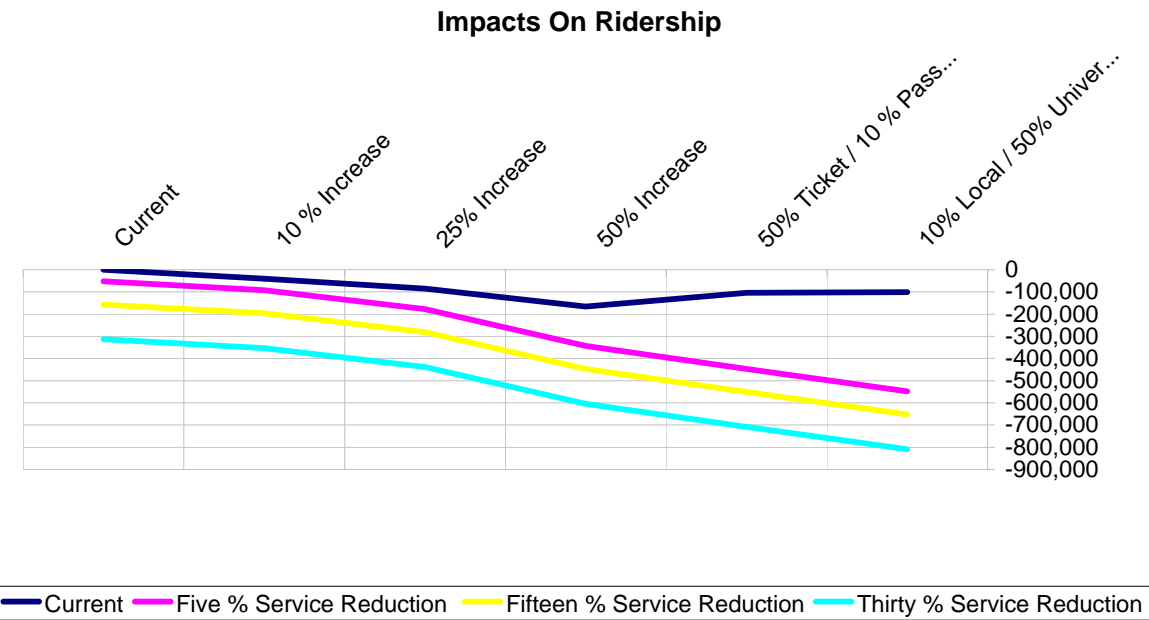
More Information:

For additional information contact: Mary Barker, Service Development Manager-Transportation -, 208-846-8547 ext 4211; mbarker@valleyregionaltransit.org

Boise 2013 Service Scenarios

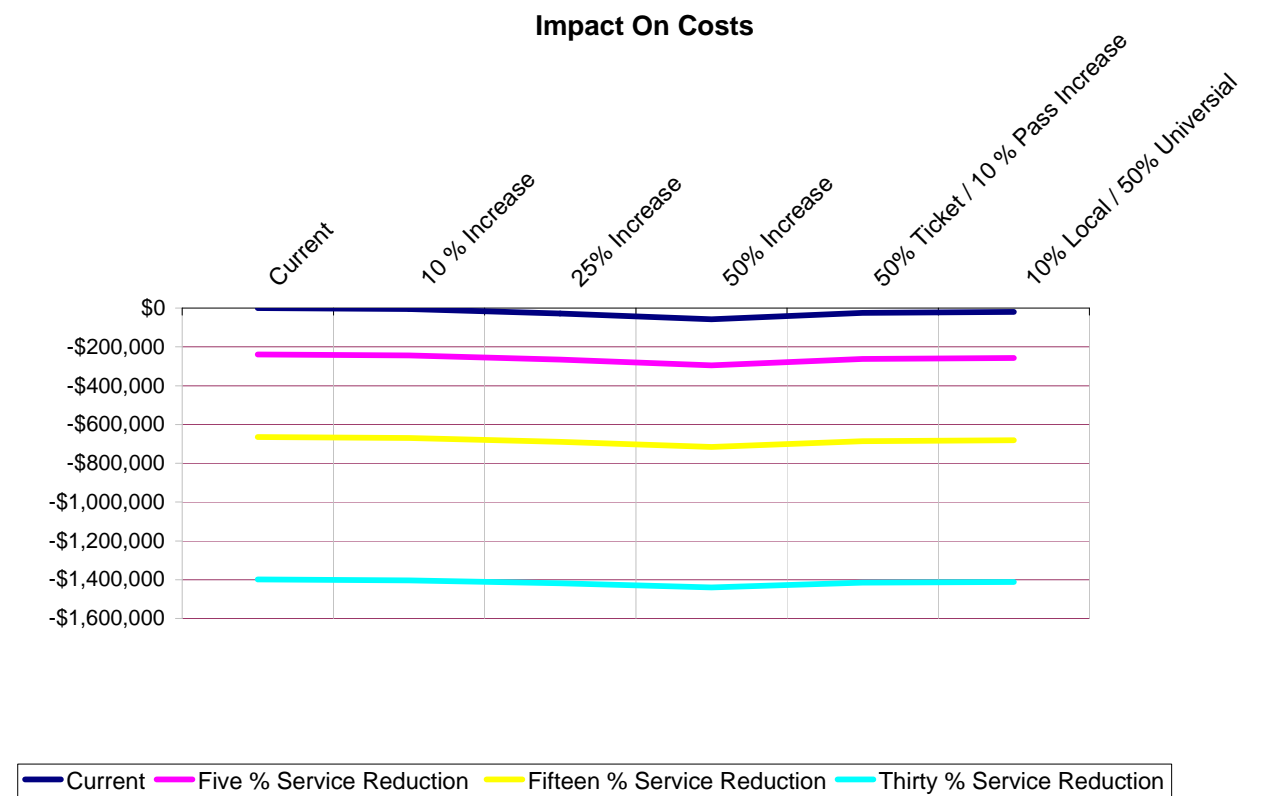
Impacts of service reduction approaches and fare increase approaches on ridership.

	Fares Service					50% Ticket / 10% Pass Increase	10% Local / 50% Universal
		Current	10% Increase	25% Increase	50% Increase		
Current		0	-39,718	-85,437	-165,144	-104,394	-100,469
Five % Service Reduction (13 hours per day)		-52,261	-91,979	-177,416	-342,560	-446,954	-547,423
Fifteen % Service Reduction (39 hours per day)		-156,783	-196,501	-281,937	-447,082	-551,476	-651,944
Thirty % Service Reduction (77.73 hours per day)		-313,565	-353,283	-438,720	-603,864	-708,258	-808,727



Impacts of service reduction approaches and fare increase approaches on Boise City costs.

	Fares Service					50% Ticket / 10% Pass Increase	10% Local / 50% Universal
		Current	10% Increase	25% Increase	50% Increase		
Current		\$0	-\$5,409	-\$28,181	-\$58,375	-\$24,153	-\$19,251
Five % Service Reduction (13 hours per day)		-\$239,594	-\$244,733	-\$266,366	-\$295,050	-\$262,540	-\$257,883
Fifteen % Service Reduction (39 hours per day)		-\$665,455	-\$670,052	-\$689,408	-\$715,073	-\$685,985	-\$681,818
Thirty % Service Reduction (77.73 hours per day)		-\$1,399,138	-\$1,402,925	-\$1,418,865	-\$1,440,001	-\$1,416,046	-\$1,412,614





Memorandum

TO: Valley Regional Transit Board

FROM: Mary Barker, Service Development Manager

RE: Title IV Route Designation

DATE: December 23, 2011

Summary:

As part of receiving federal transit funding, VRT is required to provide ADA paratransit services. Please see the attached Title VI Requirements document.

Federal Title VI requirements also include analyzing service changes to assure that changes do not disproportionately impact disadvantaged populations. In previous years, VRT staff has reviewed proposed changes against the most recent census population maps. In order to better comply with this Title VI requirement, VRT is initiating a process of designating routes or segments of routes as Title VI sensitive. This will make it easier and more consistent to compare service change options and assess their relative impact on disadvantaged populations. Because the Treasure Valley percentages of disadvantaged populations do not reflect national averages, it is necessary the VRT establish its own percentage thresholds.

Staff Recommendation/Request:

Information item only. No recommendations required.

Implication (policy and/or financial):

The results of this analysis will impact future service changes.

Highlights:

The Executive Board approved the Title VI Plan 10/03/11.

More Information:

For additional information contact: - Mary Barker, Service Development Manager, 846-8574 ex 4211, mbarker@valleyregionaltransit.org

Title VI Requirements Circular FTA C 4702.1A

Background

- Title VI refers to the Civil Rights Act of 1964
- Provisions pertaining to Title VI are found in Department of Transportation (DOT) Title VI Regulations at 49 CFR part 21\
- VRT is required to Certify and Assure with each new fiscal year compliance with the provisions of Title VI
- VRT is required to provide a program update and report every three years

General Provisions

- Summary of public outreach and involvement activities undertaken for each reporting period
- A copy of the agency's plan for providing language assistance for persons with limited English proficiency
- A copy of the agency procedures for tracking and investigating Title VI complaints
- A list of any Title VI investigations, complaints, or lawsuits filed with the agency during the reporting period
- A copy of the agency's notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint

Program Specific Requirements for Large Urbanized Areas

- Demographic Data Collection
 - Base map of service area in Census tracts or traffic analysis zones to include all transit routes and facilities
 - Demographic map that provides all the above information by minority and low income populations
- System-wide Service Standards
 - Vehicle load – Ratio of passengers per vehicle or the ratio of passengers to the number of seats a vehicle can hold at peak
 - Vehicle headway – Time interval between two vehicles traveling in the same direction
 - On-time performance – Measure of runs completed as scheduled
 - Distribution of transit amenities – Availability of items of comfort and convenience available to the general riding public
 - Service availability – General measure of the distribution of routes within an agency's service area

System-wide Service Policies

- Effective practices to fulfill service-policy requirements
 - Vehicle assignment
 - Transit security

Additional Requirements

- Evaluation of Service and Fare Changes
- Monitor Transit Services
- Prepare and Submit Program



Memorandum

TO: Board of Directors

FROM: David Pederson, Community Transportation Coordinator

RE: Volunteer Ride Reimbursement Program

DATE: December 29, 2011

Summary:

Summary of 4th Quarter, October-December 2011

Highlights:

- Cumulative number of rides - 104
- Passengers served during the period - 15
- Boise/Ada County trips - 88
- Nampa-Caldwell/Canyon County trips - 16
- Trips utilizing VRT van - 25
 - Percent of van utilization by county
 - Ada County 84%
 - Canyon County 16%
- Number of Volunteer Drivers (12/29/2011) 16
 - Number of Volunteer Drivers by County
 - Ada County 7
 - Five new Ada County drivers added in December
 - Canyon County 9
 - One Canyon County driver added in December, two starting the first week in January
- Average number of miles per one-way trips 20

More Information:

For additional information contact: - David Pederson, Community Transportation Coordinator, dpederson@valleyregionaltransit.org. 208-846-8547 ext. 4309



Memorandum

TO: Executive Board
FROM: Kelli Fairless, Executive Director
RE: Executive Director Report
DATE: January 3, 2012

Summary:

Executive Director Activity Report

Staff Recommendation/Request:

For information only

Highlights:

Local Priority Recognition in Statewide Application Process

VRT and COMPASS, along with the MPOs from around the state, have been engaged in a process to evaluate options for improving the statewide project prioritization and grant application process to provide for the recognition of local priorities in the process. Toni Tisdale, Matt Stoll, and I participated in a workshop with the other MPOs and transit providers in November. Toni and I developed a draft whitepaper for discussion in December. The paper was presented to the Regional Coordination Council and the Regional Technical Advisory Committee. In addition to this effort, the MPOs have been participating in mediation with ITD and the Community Transportation Association of Idaho (CTAI) to determine the appropriate roles for the parties in the state planning and application process. Matt Stoll and I have determined it is appropriate for the MPO/ITD/CTAI mediation to be completed before we present a recommendation on the process to our respective governing boards. This is expected to be completed before the end of the fiscal year so that the recommendations can be included in the planning and funding cycle that will be administered in FY 2013.

Senior Ride Project

VRT is participating in this coordination effort for senior transportation with COMPASS, Elderly Opportunity Agency (EOA), Sage Community Resources, Treasure Valley Transit, and CTAI to evaluate opportunities to improve coordination of senior transportation in the 3C district. VRT and COMPASS completed interviews this fall, and the Regional Coordination Council will be considering approval of the existing conditions report at their meeting January 10th.

VRT staff attended a meeting in Emmett with the project partners to learn more about senior transportation services which are being developed in the rural counties surrounding Ada and Canyon counties and proposed projects for Canyon County that will be considered in this year's ITD federal funding application process. The partners will be hosting a summit in the spring to bring advocates and other stakeholders to the table to review the existing conditions report and evaluate opportunities for improving coordination and transportation options in the region.

Boise Bike Share Project

I have had the pleasure to work with a team formed by Central District Health to evaluate the feasibility of a bike sharing program in downtown Boise. My participation has been focused on providing technical support to the team, evaluating mobility management resources available through Rideline (345-RIDE), VRT's one-stop-shop customer information system, and to evaluate opportunities for co-locating bike share stations along key transit routes. The project is gaining great momentum through the enthusiasm of Hillary Flint-Wagner and David Fotch of Central District Health. Boise State University Community Planning Department has been providing the leadership on the feasibility study. I will continue to follow the project closely and provide additional support as requested.

Boise City Transit Planning Team

VRT is working closely with Boise City staff to consider options for service changes in the next fiscal year that may need to happen if there are cuts in federal funding in FY 2013. The service cut approaches were considering the best and worst case scenarios which ranged from no change to 30 percent cuts. VRT staff attended a strategic planning work session with the Boise City Council to get their input on how they would like to see service approaches prioritized. Following that meeting, the planning team dropped the 30 percent change option and will be presenting options that consider much less drastic changes to the City Council for consideration early in the calendar year. The service approaches will provide a roadmap for any changes that may need to be made resulting from cuts in federal funding. There is no guarantee federal funding will be cut in the upcoming fiscal year, but we are attempting to be prepared for any cuts so that we can quickly implement changes if needed.

Route 55 Franklin-Smeed Corridor

Work is continuing on the Route 55. The Medicaid Infrastructure Grant (MIG) has been approved for a no-cost extension through the end of 2012. Staff is working closely with stakeholders to determine better service and routing options, improve access to the area through employer-based transportation options, and develop a long-term sustainability plan to provide services to this area beyond the initial pilot project. The work of the Transportation Management Organization (TMO) stakeholders is focusing on redesigning the services and determining the best governance approach to maximize the opportunity to leverage funding sources.

The project is done in partnership with the State Independent Living Council (SILC). The service has been operating since June 2011.

Job Access Transportation

Mark Carnopis, Mary Barker, and I are working with various stakeholders to develop the goride Job Access vanpool services in our region. We are working with the Western Alliance, COSSA, Idaho Office on Refugees and the Department of Health and Welfare in Canyon County to determine the best business model for providing vanpool options to their clients and employees. One aspect of the project is to leverage federal job training and access funds that support refugee resettlement to develop a job access driver training program that would serve various employers and transportation disadvantaged groups in Canyon County. This project will be included in the list of VRT priorities for federal Job Access Reverse Commute funds in the coming year's ITD application process.

Refugee Resources Annual Conference

I will be attending a conference at the end of January which will focus on services to refugees in our region. I am partnering with Doug Pottenger and Benjamin Rudakonga from All About Safe Driving on a session to talk about the transportation needs of refugees. This session will be designed to receive input directly from refugees and other key stakeholders on how we can improve their access and utilization of the transportation options available to them today. This input will be used by the Regional Coordination Council as they provide and update the transportation objectives developed as part of the Refugee Strategic Community Plan VRT has been participating in for the last two years.

More Information:

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



Memorandum

TO: Executive Board
FROM: Rick Thompson, Finance Director
RE: Finance and Administration Activity Report
DATE: December 30, 2011

Action Requested - No Action Requested. Information Only

Background

Grant Administration

The Boise FY 2011 5307 grant was obligated in early December. This will allow VRT to reimburse expenses that have been paid using local funds while the grants worked their way through the approval process. The Nampa FY 2011 grant has been referred to the U.S. Department of Labor for their review. Upon approval by DOL, the application will be returned to the FTA regional office for final review and then award to VRT. The grant application for the College of Western Idaho Park and Ride lot has been submitted to FTA and has been referred to the US DOL. The Boise State Park and Ride grant has also been formally submitted to FTA and is also in referral to the US DOL.

The following grants applications will be started in December.

- Asset Management
- FY2010 CTAI grant for Boise Preventative Maintenance and vans.
- Boise FY 2011 Planning Appropriation
- Nampa FY 2011 Planning Appropriation
- Veterans Scheduling grant
- Nampa Maintenance Facility Grant

Two grants have been marked for closure. These two grants will be closed during January 2012.

Budget

The budget development calendar has been developed and will be presented to the Executive Board and the full Board of Directors in January. The City of Boise has approved the concept of lease purchase for acquisition of large buses in Boise. A lease purchase discussion will be held with the Executive Board and Full Board in January.

Finance

Audit fieldwork has been completed. The audit is in the review phase when the audit manager and the audit partner will be reviewing the fieldwork and the draft report. The anticipated schedule is for presentation of the audit report to the Executive Board at the February meeting.

Environmental Justice

The revised Title VI plan has been submitted to FTA.



Memorandum

TO: VRT Board of Directors
FROM: Rhonda Jalbert, Capital Infrastructure Project Manager
RE: Capital Infrastructure Projects
DATE: December 27, 2011

Summary: Status update on Capital Infrastructure Projects

Staff Recommendation/Request: For information only

HIGHLIGHTS:

Multimodal Center: Site H has a completed Finding of No Significant Impact (FONSI). The VRT Board of Directors approved VRT evaluating other sites if they were or are proposed to VRT.

Appraisal/Acquisition – No Change. VRT will be meeting with the property owner after the first of the year.

Design/Entitlements – Site H – No change.

Bus Stop Improvements:

Benches – Creative Outdoors Advertising has installed approximately 195 benches to date and will be installing 150 benches per year for 2012. Caldwell has received the historic benches and installed the benches. Currently working with Nampa on their historic bench locations.

Bus Stop Improvements –

- Phase II – Ada County – Construction is complete and waiting on final documents before releasing final payment
- Phase IV - Shelters (See Standard Shelters below)
- Phase V – Have completed list of stops for 2012 construction and have started site visits.

Standard Shelters – Received plans and reviewing them. Have received positive feedback on six (6) of the ten (10) proposed easements and will be working with property owners on executing agreements. Project will go out to bid early spring. Releasing the Brasco order for 36 shelters.

Downtown Shelters – Received 50% plans from CSHQA. Reviewed plans with the City of Boise, CCDC, and ACHD. CCDC and Boise were planning on some work in the same area, so the projects were combined into one project. Project will go out to bid early spring. Executive Board approved Resolution and AFE for design expenditure. Working with CCDC on interagency agreement. Will submit to Executive Board in January 2012.

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).

830 N. Main
 Suite 250
 Meridian, ID 83642
 (P) 208-846-8547
 (F) 208-846-8564

Construction started April 4, 2011.

Wright Bros received a temporary certificate of occupancy in November 2011.

83642
 (P) 208-846-8547
 (F) 208-846-8564

- Furniture will be delivered and installed Jan 9 – 11, 2012.
- Phone System will be installed Jan. 16 – 20, 2012
- Phone System will be tested Jan. 23 – 27, 2012
- Will move boxes and existing furniture Jan. 26 – 27, 2012
- Will move servers Jan. 28 – 29, 2012.
- Will start in the new building on Jan. 30, 2012
- MDC is working on the condominium plat and VRT should be able to close in February/March 2012.

Park & Rides:

BSU Park & Ride Project: BSU has selected the site at I-84 and Vista for the location of the new park & ride. Appraisal was approved by FTA on July 27, 2011. BSU received additional dollars for the project. BSU has contacted the property owners about moving forward with the project and is in the Real Estate Process.

CWI Park & Ride Project: CWI received funding for a Park & Ride. RFQ for the Design has gone out and submissions were due December 8, 2011. Committee (Jeff Flynn of CWI, Jeff Barnes of Nampa, & me) reviewed and ranked 12 submissions and HDR was ranked the highest. VRT will work with HDR to negotiate a contract and submit to the Executive Board in February 2012 for approval.

Rural Park & Ride Project: Currently putting a definition together for presentation to the Regional Coordination Council and their input. Will present findings to Regional Coordination Council in January 2012 for information and then to the Executive Board in February 2012.

Canyon County:

Proposed Canyon County Maintenance Facility Site – Submitted DCE and received approval from FTA on December 15, 2011. Still working on the appraisal and cost estimate for the building. Should be submitting the appraisal to the FTA in January 2012 for review and concurrence.

Ada County Maintenance Facility:

Drainage –Construction is complete and waiting on final billing from BriCon.

Criteria and Standards:

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

Criteria –

- Created a committee to review the Site Development and Transit Amenity Guidelines from RCC members and will submit final product to the Full Board in July 2012
- Project Flow diagram for Infrastructure Projects.

Asset Management:

Received a grant to create and implement an Asset Management System.

- RFQ has been posted for a consultant to help with the design, selection, solicitation, and implementation of an Asset Management System. Responses due in January 2012.

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

Memorandum

TO: VRT Executive Board

FROM: Mary Barker, Service Development Manager-Transportation

RE: Planning Projects Update

DATE: December 14, 2011

Summary:

Service Change Coordination

- Presented several scenarios of potential service and fare changes for City of Boise for 2013 in anticipation of potential federal funding cuts. Next step is to refine scenarios selected to carry forward.
- Conducting scenario development for Canyon County service in anticipation of potential federal funding cuts.
- Design new options and costing for Route 55.

Long Range Service Planning

- Participated in CMI update meetings. Preparing for charrettes in February and March.

Interactive Web Map

- Entering route and schedule information in 511 software.

System Performance Analysis

- Completing analysis of ridership data to determine source of error.
- Updating COMPASS, ITD and National Transit Database (NTD) with corrected numbers.
- Preparing NTD annual report.

Mobility Planning

- Prioritizing individual jurisdiction components of valleyconnect plan.
- Began planning for consultant selection for Canyon County vanpool planning.
- Began planning for consultant selection for employer program analysis.

Grants

- Received \$59,600 in small urban and rural New Freedom funds from ITD for mobility management.
- Submitted application for FHWA funding for a traffic light at the entrance to CWI. Project partners include City of Nampa and CWI.

- Submitted grant applications for rural, small urban and large urban New Freedom and Job Access Reverse Commute funding for mobility programs.
- Submitted mobility grant application for coordinated marketing program.

TIP/STIP Process

- Prepared the 2013-2017 VRT TIP items.
- Prepared amendment to 2012 VRT TIP items.

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. 3/16/11
- The Board approved funding for the 511 website system.
- The Board reviewed the initial Mobility Development Plan map. 1/19/11
- The Management Committee reviewed the updated Mobility Development Plan map. 5/9/22
- The Management Committee reviewed the schedule and map for the Franklin/Smeed Route. 5/9/11

More Information:

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



Memorandum

TO: Executive Board
FROM: Bruce Sackron, Transportation Services Manager
RE: Status Report, Transportation Projects
DATE: December 12, 2011

Summary:

A status update for VRT Transportation Services, Community Transportation 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 have arrived and are in service.
 - Remaining nine new buses due March 2012.
 - Disposition of the nine (9) 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. Disposal will be submitted for Board approval in January.
- 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, delivered to Boise operations and are in service.
 - Disposition of all of the ACCESS buses being replaced has not yet been determined. One will be transferred to the Nampa UZA, and two or three may be transferred to the shared vehicle pool. There is a request from the Canyon Area Bus Service (CABS) from Riggins for one or two of the buses. Other options include donations to other non-profit organizations or sale to third parties.
 - There are three (3) additional ACCESS buses that are beyond their useful life. Bids are in and assuring the low bidder is meets all terms and conditions.
- Procurements
 - Branding decal purchase and installation on Boise TMA and Nampa UZA Gillig buses, accessible minivans and Job Access Vanpool vans. Purchase order placed and installation has started.

- Purchase order for drive on electric vehicle lift suitable for cutaway buses and support vehicles to be submitted for approval as early as January. RFB is currently out.
- Two support vehicles for Boise operations in January or February may need Executive Board approval.

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 has arrived and was in revenue service until damaged in an accident. Repair decisions to be made early December.
 - Remaining six (6) buses have arrived and are being put into service.
 - Four leased buses have been returned. Expect the remaining four to be returned mid-January.
 - Replacement of the remainder of the Nampa UZA fleet awaiting funding sources.

Community Transportation:

- Currently working on media campaign for volunteer drivers and passengers.
- Current volunteer driver count: Boise 3, Caldwell 0, Nampa 1, Parma 8
- Accessible Mini-vans:
 - Approved by the Management Committee February 2011.
 - The two (2) vans have arrived and have been placed in service.
 - A third van will be procured once funding is passed through to VRT from ITD.
 - A fourth van will be purchased for the Boise TMA ACCESS service as a demonstration project to compare longevity, operating costs, trip times passenger feedback and driver impressions verses a cutaway van.
 - RFB is currently in progress. Anticipate submittal to entire board in January.
- Job Access Van Pool:
 - Three 12 passenger vans have been ordered and received. Branding has been completed. Recruiting will begin soon.
- Shared Vehicle Pool:
 - Have demand for one former ACCESS cutaway van for the Parma Senior Center. Awaiting insurance to be able to put the vehicle into service. Parma may need to purchase its own insurance, and VRT would then reimburse the premium.
 - Can place additional 12 or 15 passenger vans, similar to the CommuterRide vans if a source can be found. Current van is at CCG

- Will add two more vehicles to the pool in the February / March timeframe if new support vehicles for Boise Operations are purchased.
- Procurements:
 - None Scheduled.

Customer Service:

- Access Eligibility Determinations
 - Boise and Nampa 40
 - In-person Assessment (“IPA”) Referrals: 5
- Customer Service Call Volume:
 - N/A - Phone Reporting System Down
- Customer Feedback
 - 34 reports
- Trip Planners
 - 0
- Projects:
 - Upcoming Contract Renewals –CTAI, St. Alphonsus and St. Lukes.
 - Contracts Renewals in Process: Boise State University and CWI.
 - VRT Website updates and maintenance to be migrated to Customer Service.
 - Transit Management Organization (“TMO”) development in Canyon County for Route #55. Responsibility is being transferred from Customer Service to Janette Rickman.
 - Customer Service Department is now issuing all ACCESS passes.
 - Hired a new part-time customer service representative after a three month search.
 - RFP for ACCESS in person assessments currently in progress.
 - Developing Ambassador Program for volunteers to do travel training
 - New telephone system training to take place in January.

More Information:

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



Memorandum

TO: VRT Executive Board
FROM: Mark Carnopis, Community Relations Manager
RE: Marketing/Projects/Outreach Efforts Update
DATE: November 28, 2011

Summary

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

HIGHLIGHTS

Stuff the Bus

This annual event provides toys for families in need in the Treasure Valley. It was a huge success with more than 8,100 toys collected! We parked buses outside the six Fred Meyer stores in the Treasure Valley on Saturday, December 3, and shoppers and the public filled them with toys. Our partners in this event are KTVB, Fred Meyers, and the Salvation Army. The Salvation Army distributed the toys to families in need in Ada and Canyon counties. We received a lot of positive media coverage regarding the event.

Joint Marketing Project

I will schedule a meeting with a steering group (from the Regional Coordination Council) to develop the action plan for the Joint Marketing Project. This group will review the project's scope of work and help me shape the outreach and set specific goals and content for the rideline.org website.

Transportation Management Organization (TMO)

I am working with the TMO steering committee to develop printed resource packets for distribution to employers and employees in the Route 55 corridor. These packets will include information about the benefits to employers and employees to develop a TMO, the services available out there (including our new mobility projects), and specific information about using the buses (riding with children, what you need to know if you have disabilities, etc.).

Websites

On-going projects:

- I have been adding some basic information regarding our new mobility programs on valleyride.org. I also have been updating our information and forms on special pass offers.
- We will be meeting soon with Drake Cooper to discuss a revamping of the rideline.org website with the goal of developing a one-stop shop for consumers.
- I continue to make accessibility improvements to the valleyride.org and valleyregionaltransit.org websites, including a site map and improved online interactive forms.
- The Rideshare to Bogus webpage is up and running but a lack of snow at Bogus has severely limited participation. The purpose of the program is to get more people

carpooling to the Bogus Basin Recreation Area. There is a form that people can fill out that helps them find potential carpool matches.

Mobility Projects

I am working with our mobility coordinator and customer service staff to develop printed collateral for use in outreach and promotional efforts, especially in seeking participants for our Volunteer Ride program. Planned brochures include one that provides an overview of the programs and one that provides information on our travel training program.

Youth Projects

The My Ride Junior High program has been successful. The intent of the program, which provides free passes to junior high students at South, Fairmont, and North junior high schools, is to assist students who have found it difficult to get to school and after school activities. The three schools distributed approximately 120 passes last semester. I will be collecting travel journals from participants when school resumes January 3, and basic ridership information (usage) collected from firebox reports. I will provide a report on ridership under this program after I analyzed the data.

Media coverage

In addition to a lot of media coverage about Stuff The Bus, The Idaho Business Review published a story December 22nd about our new surveillance cameras inside ValleyRide buses. The article was positive and provided good information to riders and the business community. I can provide a copy of the article upon request.

More Information:

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