

Regional Advisory Council Meeting Agenda

January 16, 2024

9:00 AM

Main Street Station - 777 W Main Street, Boise ID 83702

This is an in-person meeting at Main Street Station.
If you are unable to attend in person, you may join us via MSTeams at
ridevrt.org/RAC_January2024
or by dialing in at **323-484-8960** Conference ID: **750 259 637#**

I. Calling of the Roll

II. Agenda Additions/Changes

III. Consent Agenda

Items on the Consent Agenda are Action Items and will be enacted by one motion. There will be no separate discussion on these items unless a Regional Advisory Council Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. ACTION: Minutes of the November 21, 2023, Regional Advisory Council Meeting Pages 3-5 | Paula Cromie

The Regional Advisory Council is asked to consider approval of the minutes from the November 19, 2023, meeting.

IV. Action Items

A. ACTION: RAC Leadership Elections Page 6 | Jason Rose

The Regional Advisory Council members will elect representatives for the Chair and Vice Chair roles.

V. Information Items

A. INFORMATION: WORKSHOP - Bus Stop Improvements Pages 7-11 | Kate Dahl

VRT staff will continue the Bus Stop Amenity workshop that began at the November RAC meeting. Discussion will address prioritization of optional amenities and input on what RAC members feel is most important for VRT to consider regarding bus stop amenities.

B. INFORMATION: Annual RAC Orientation Page 12 | Jason Rose

Staff will conduct an orientation session to discuss the Regional Advisory Council's mission, goals, and function within VRT. The session will also feature information about VRT, our work in the region, and upcoming strategies for growth. This information will help frame for new members and reinforce for existing members the direction for RAC and VRT.

C. INFORMATION: Topics for Discussion - March 4 Joint Meeting Page 13 | RAC Chair

Members of the Regional Advisory Council will have the opportunity to bring up topics they would like to be considered in the upcoming joint meeting with the VRT Executive Board on March 4.

VI. Department/Staff Reports

**A. INFORMATION: Department/Staff Reports
Pages 14-25 | Staff**

The most current department/staff reports were included in the packet for information.

VII. Adjournment

Agenda order is subject to change.

Next Regional Advisory Council Meeting (Joint with Executive Board)

March 4, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Any accommodations needed for effective communication, such as language interpretation or auxiliary aids, should be made no later than three working days before the scheduled meeting. Please contact Jason Rose, Communications Director at jrose@rideVRT.org or by calling 208-258-2739.

Regional Advisory Council Meeting Minutes

November 21, 2023

9:00 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Susan Manika	Brad Alvaro, VRT
Samantha Kenney	Theresa Vawter	Paula Cromie, VRT
Terri Lindenberg		Elaine Clegg, VRT
Andrew Mills		Kate Dahl, VRT
Lauren Noble		Jeannette Ezell, VRT
Mary Beth Nutting		Kathleen Godfrey, VRT
Deeann Solis		Stephen Hunt, VRT
Walter Steed		Jason Jedry, VRT
Megan Zusne		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moran, VRT
		Randy Reese, VRT
		Leslie Pedrosa, VRT
		Neva Resendez, VRT
		Jason Rose, VRT
		Al Schneider
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duane Wakan, VRT

I. **Calling of the Roll** - Chair Walter Steed called the meeting to order at 9:02 with a quorum present by phone and in-person.

Elaine Clegg introduced new Regional Advisory Council (RAC) member, Megan Zusne and welcomed her to the team.

II. **Agenda Additions/Changes** – Walter asked that staff move the Regional Advisory Council Redesign item prior to the action item on updates to the council bylaws, practices and procedures

III. **Consent Agenda**
ACTION: Minutes of the August 15, 2023, Regional Advisory Council Meeting
 Samantha Kenney moved to approve the consent agenda as presented; Terri Lindenberg seconded. The motion passed unanimously.

IV. **Action Items**
 A. **ACTION: Regional Advisory Council Bylaw, Practices and Procedures Changes**

Jason Rose led the RAC through the proposed changes to RAC "Bylaws" and "Practices and Procedures" documents, reflecting changes to meeting frequency and agenda topics.

Susan Bradley moved to accept the changes to the Bylaws and Practices and Procedures and to recommend for approval by the Board of Directors after changing items noted in discussion; (In Article V - Add phrase to note date, time and place of the following year's meetings will be approved by the RAC at the last meeting of the year. In Article II, Section 6 change absences to two a year, rather than three; Lauren Noble seconded. The motion passed unanimously.

B. ACTION: 2024 Regional Advisory Council Meeting Calendar

Susan Bradley moved to accept and recommend for approval by the Board of Directors, the 2024 Regional Advisory Council meeting calendar after changing the date to Monday, March 4 rather than Tuesday, March 4, as presented in the proposed calendar; Samantha Kenney The motion passed unanimously.

V. Information Items

A. INFORMATION: Regional Advisory Council Redesign

Jason Rose led a discussion regarding the approved redesign of the Regional Advisory Council. This item coincided with the changes to the Regional Advisory Council Bylaw changes and minor updates to the practices and procedures.

B. INFORMATION: FY2024 Final Network Redesign Changes

The packet included a summary of the final changes to the FY2024 Network Redesign approved by the VRT Board in October. Kate Dahl briefly went through the changes and encouraged RAC members to read through the packet. Members of the RAC pointed out their appreciation to staff on all the work that went into the changes.

C. INFORMATION: Title VI Update

Duane Wakan presented some of the changes being proposed in the VRT Title VI update being presented to the Board for approval at the January meeting. VRT is proposing staff exceed the requirements required for a Tier II transit agency in many areas and follow the guidelines for a Tier I transit agency and include verbiage on disparate and disproportionate impacts and low-income qualifications to be a step ahead in the process as VRT moves forward in achieving Tier I status.

C. INFORMATION: WORKSHOP - Bus Stop Improvements

Kate Dahl discussed the components contributing to bus stops improvements, including the Bus Stop Typology, Bus Stop Inventory, and Bus Stop Implementation Schedule for the FY2024 Service Change. The workshop consisted of reviewing how the bus stop amenities are currently prioritized according to the Bus Stop Typology, and if adjustments need to be made for specific bus stops based on unique rider needs or conditions. Due to time constraints, there was not enough time for an in-depth discussion. RAC members requested this item be revisited at the January meeting.

D. INFORMATION: Discuss Holiday Get Together

Elaine Clegg discussed the possibility of having a holiday get together. Staff will send out possible dates and locations to see what will work for the group.

E. INFORMATION: Topics for Discussion

No topics were brought forward for discussion. Chair Walter Steed encouraged members to read the department/staff reports for further information about happening at Valley Regional Transit.

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information.

VII. Adjournment – The meeting was adjourned at 11:08. Sam Kenney made a motion to adjourn, and Mary Beth seconded the motion. The motion passed unanimously.

Next Regional Advisory Council Meeting:

January 16, 2024

VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

TOPIC	Regional Advisory Council Leadership Elections
DATE	January 16, 2024
STAFF MEMBER	Jason Rose

Summary

The Regional Advisory Council members will elect representatives for the Chair and Vice Chair roles. Requirements and responsibilities include:

RAC Chair

- Is a member of the RAC
- Represents RAC to VRT Executive Board and Board
- Partners with VRT staff in achieving the RAC’s mission
- Provides leadership to the RAC’s members
- Chairs meetings of the RAC and assists in the development of meeting agenda
- Encourages RAC membership participation in strategic planning
- Forms and seeks volunteers for committees
- May serve ex-officio as a member of committees and attends their meetings
- Confers with the Executive Director on RAC issues
- Helps guide and mediate RAC decision-making processes with respect to the Council’s priorities
- Evaluates annually the performance of RAC in achieving its mission
- Works with vice-chair to review applications and select candidates for the open positions

RAC Vice-Chair

- Is a member of the RAC
- Performs Chair responsibilities when the Chair cannot be available (see Chair position description above)
- Reports to the RAC Chair
- Works closely with the Chair and VRT Executive Director or his/her designee
- Performs other responsibilities as assigned by the RAC Chair
- Works with chair to review applications and select candidates for the open positions

More Information

Attachments: none

For detailed information contact: Jason Rose, Communications Director, 208-258-2739, jrose@ridevrt.org

TOPIC	Bus Stop Improvements
DATE	January 16, 2024
STAFF MEMBER	Kate Dahl

Introduction

Valley Regional Transit (VRT) staff began introducing the bus stop improvements slated for FY2024 in the November Regional Advisory Council (RAC) meeting. The information below is included again to continue the conversation and collect feedback from the RAC about these investments.

The FY2024 service change will require changes in bus stops to accommodate new routes. This will include adding new bus stops with concrete pads, closing bus stops by removing amenities and signs, and improving bus stops with new signage, schedule holders, shelters, benches and other amenities. As part of that process VRT is providing this update to provide information on what is involved and how the process will progress. The workshop will provide an opportunity to discuss bus stop priorities.

Bus Stop Typology

The Bus Stop Typology and Kit of Parts was completed in 2022 and defines two types of bus stops, standard and premium and three different sizes with different types of amenities at each stop. The typology standardizes bus stops and ensures there are adequate amenities for the level of ridership. The standardization builds visual cohesion and raises the visibility and usability of transit. The FY2024 service change is the perfect opportunity to begin to transition to this standardization process.

Figure 1: Bus stop types







STOP TYPOLOGY:	LARGE	MEDIUM	SMALL
PREMIUM Stops on premium corridors that feature:	 <ul style="list-style-type: none"> Meets High Ridership criterion, OR At least two elevated criteria stop factors, OR At least one elevated and one other criteria stop factor <p>TOTAL STOPS: 63-65</p>	 <ul style="list-style-type: none"> One elevated criteria stop factor, OR At least one other criteria stop factor <p>TOTAL STOPS: 6-9</p>	 <ul style="list-style-type: none"> No ridership, elevated, or other criteria stop factors <p>TOTAL STOPS: 39-44</p>
STANDARD Stops not on premium corridors that:	 <ul style="list-style-type: none"> Meets High Ridership criterion, OR At least two elevated criteria stop factors, OR At least one medium and one other criteria stop factor <p>TOTAL STOPS: 44-57</p>	 <ul style="list-style-type: none"> One elevated criteria stop factor, OR At least one other criteria stop factor <p>TOTAL STOPS: 101-148</p>	 <ul style="list-style-type: none"> No ridership, elevated, or other criteria stop factors <p>TOTAL STOPS: 476-536</p>

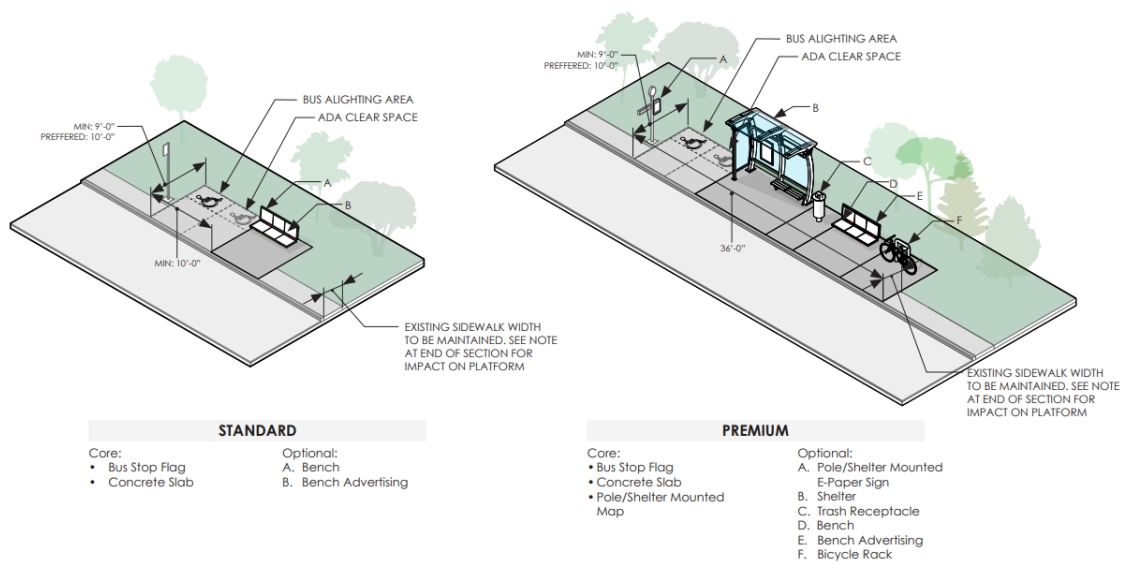
Figure 2: Number of bus stop types

Stop Typology	Large	Medium	Small	Total
Premium Existing	52	10	36	98
Standard Existing	33	154	298	485
Total Existing	85	164	334	583
Premium New	1	0	0	1
Standard New	0	26	65	91
Total New	1	26	65	92

Figure 3: Example of bus stop type with amenities.

Bus Stop Location and Site Considerations

Station Size - Small



Bus Stop Inventory

Currently VRT estimates there are over 900 bus stops in the VRT system, with approximately 700 needed for the FY2024 Service Change. In order, to standardize VRT bus stops and amenities, an inventory is required to document conditions and amenities at existing bus stops. This will allow VRT staff to evaluate ADA accessibility, determine number and types of benches, shelters, and bike racks needed, and better maintain and improve bus stops. Phase 1 of the Bus Stop Inventory will begin this year with development of a database with required fields, and data collection of bus stop conditions on premium routes (3,9,7). Figure 4 below summarizes what we currently know about bus stops and their amenities.

Figure 4: Staff/Preliminary Bus Stop Inventory

	ADA Accessible	Sidewalk	Curb	Bench	Shelter
YES	240	487	254	335	40
NO	286	39	272	827	486
Unknown/New Stop	158	158	158	206	158

Bus Stop Implementation Schedule for FY2024 Service Change

Valley Regional Transit (VRT) staff have identified 700 total bus stops in the new network redesign of those approximately 92 will be brand new stops. All bus stops will receive a new sign blade and schedule holder.

Figure 5: Number of Bus Stops for FY2024 Service Change

Bus Stop Status	Number
To Be Closed	175
No Change	583
New Construction	92
Reopened	11

Schedule

- **Fall 2023** – Staff identified 92 new bus stop locations. These new locations have been field verified and application to NEPA and SHPO for environmental and cultural clearances. The bus stop inventory will begin, and the database developed, and data collection of premium stops conducted. New sign blades and schedule holders have been ordered.
- **Winter 2024** –Bus stop locations will be confirmed and marked in the field. New bus stop shelters will be ordered.
- **Spring 2024** – New signposts, sign blades and holders will be installed. Application for construction permits for concrete pads to ACHD for new stops will be conducted.
- **Summer 2024** – The schedule holders will be filled, and the service change implemented.
- **Fall 2024** – ACHD permits will be approved for the new bus stop pads, and the project put out to bid.
- **Spring – Summer 2025** – New bus stop pads will be constructed and amenities such as benches and shelters will be installed.

Workshop

The bus stop inventory and bus stop typology will allow staff to identify gaps in amenities based on objective criteria. The next step will be to gather rider feedback directly about specific stops and identify what the riders feel is appropriate or needed at stops based on rider needs, desires, and location. VRT has gathered indirect feedback about stops through the public engagement process for the FY2024 network redesign.

Basic direction was gathered through the Better Bus survey and riders made suggestions on specific stop locations, needed amenities and other comments during the route specific feedback for the FY2024 network redesign process. VRT is utilizing the RAC to begin to develop the framework for this public feedback process by utilizing this workshop to hear from the RAC about bus stops they are familiar with what needs can be identified on the ground and how that fits with the prioritization process laid out in the Bus Stop Typology.

Attachment 1: Bus Stop Amenity and Branding Distribution is a one-page reference to pages 41-46 in the Bus Stop Typology Kit of Parts that identifies amenities and how they are prioritized. In this workshop we will solicit feedback from the RAC members would rank optional amenities and no priority amenities. We will also consider the bus stop amenity questions below.

Discussion Questions:

1. The bus stop inventory will provide objective criteria for bus stops, but what about rider needs regardless of stop size?
2. What stops need priority treatment due to special circumstances?
3. Are there items that should be taken into consideration that are not?
4. Do the required and optional amenities make sense for all bus stops? Why or why not?
5. Are there specific bus stops you are aware of that need specific improvements?

Additional Information

[Bus Stop Typology and Kit of Parts](#)

Attachment 1: Bus Stop Amenity and Branding Distribution

For detailed information contact:


Kate Dahl, Principal Planner, kdahl@rideVRT.org, 208-258-2715


Attachment 1: Bus Stop Amenity and Branding Distribution


Figure 1: Amenity Distribution adapted from pages 41-46 of the Bus Stop Typology

Amenity and Branding Distribution	Standard Stops			Premium Stops		
	Large	Medium	Small	Large	Medium	Small
Amenities Comfort and Convenience						
Shelter	Core	Optional	No Priority	Core	Core	No Priority
Bench	Core	Core	Optional	Optional	Core	Optional
Advertising/Art Bench	Optional	Optional	No Priority	Optional	Optional	No Priority
Other Seating	No Priority	No Priority	Optional	No Priority	No Priority	Optional
Leaning Rail	Optional	Optional	No Priority	Core	Optional	No Priority
Safety Rail	Optional	Optional	Optional	Optional	Optional	Optional
Trash Receptacle	Core	No Priority	No Priority	Core	Core	No Priority
Multi-Modal and Lighting						
Bike Rack	Core	Optional	No Priority	Core	Core	Optional
Bike Share Station	Optional	Optional	No Priority	Optional	Optional	No Priority
Scooter Share Corral	Optional	Optional	No Priority	Optional	Optional	No Priority
Solar Lighting	Optional	Optional	No Priority	Optional	Optional	No Priority
Platform/Sidewalk Lighting*	Optional	Optional	Optional	Optional	Optional	Optional
Amenities Technology						
Large E-Paper Sign (Shelter Mounted w/solar)	Core	No Priority	No Priority	Core	Optional	No Priority
Small E-Paper Sign (Sign Pole Mount w/solar)	Optional	Optional	No Priority	Optional	Core	Optional
Off-board Smartcard Validator	Optional	No Priority	No Priority	Optional	No Priority	No Priority
Ticket Vending Machines	Optional	No Priority	No Priority	Optional	No Priority	No Priority
CCTV Cameras	Optional	Optional	No Priority	Optional	Optional	No Priority
Amenities Passenger Information						
Map/Info Case (Shelter)	Core	Optional	No Priority	Core	Core	No Priority
Strip Map (Pole Mount)	Core	Core	Optional	No Priority	No Priority	Core
Fare Information	Core	Optional	No Priority	Core	Core	No Priority
Real-Time Info Access (QR Code)	Core	Core	Optional	Core	Core	Core
Pedestrian Connectivity/ADA Accessibility						
ADA Landing Pad	Core	Core	Core	Core	Core	Core
Sidewalk Connections	Core	Core	Core	Core	Core	Core

* Coordinated through others

Core Amenity 

Optional Amenity 

No Priority 

TOPIC	Regional Advisory Council Annual Orientation
DATE	January 16, 2024
STAFF MEMBER	Jason Rose

Summary

Staff will conduct an orientation session to discuss the Regional Advisory Council's mission, goals, and function within VRT. The session will also feature information about VRT, our work in the region, and upcoming strategies for growth. This information will help frame for new members and reinforce for existing members the direction for RAC and VRT.

More Information

Attachments: none

For detailed information contact: Jason Rose, Communications Director, 208-258-2739, jrose@ridevrt.org

TOPIC	Topics for Discussion - March 4 Joint Meeting with VRT Executive Board
DATE	January 16, 2024
STAFF MEMBER	Jason Rose

Summary

Members of the Regional Advisory Council (RAC) will have the opportunity to bring up topics they would like to be considered in the upcoming joint meeting with the VRT Executive Board on March 4.

Highlights

The RAC is an advisory council and offers recommendations to the VRT Executive Board and VRT Board on a variety of topics. The purpose of this meeting is to provide an annual opportunity for open discussion between the two groups on topics RAC members would like to get direction or clarity on and a starting point for members to consider topics of mutual interest. Recent RAC discussion items have included:

- RAC format, council design, and engagement
- VRT’s final bus network redesign
- Title VI and accessibility
- Bus stop improvements
- Beyond Access
- Public Transportation Agency Safety Plan (PTASP)

For this agenda item, please consider if there are any items above, or any additional items, the council would like to discuss with the Executive Board.

More Information

Attachments: none

For detailed information contact: Jason Rose, Communications Director, 208-258-2739, jrose@ridevrt.org

TOPIC	CEO Activity Report
DATE	January 8, 2024
STAFF MEMBER	Elaine Clegg

CEO Update

Information only, no action needed.

Highlights

The month of December was a busy and productive time at VRT. Happy Holidays! – though they will be over by the time you read this.

The conference I was invited to as a sub-recipient of a Build America Bureau grant was very informative. This is only the second round of a new program and the bureau is working hard to ensure that it is productive by teaching grantees about the program and how to use it effectively. I heard how San Diego used their grant to help plan a regional rail corridor and about joint development projects in a number of places. We will use the grant to work on both – learning more about the rail corridor and exploring joint transit oriented development around our premiere bus corridors.

We have been meeting with COMPASS to identify more areas where we can collaborate. We worked with them to be a partner on the Thriving Communities grant they just submitted. If successful VRT will assist the communities with project management and outreach. The Planning and Environmental Linkages study that COMPASS is conducting of high-capacity transit options, including the rail corridor is about to begin as well.

I’ve had several meetings with leaders around the valley to just discuss VRT and all the things that transit does in this valley and will schedule many more in the coming months. It is information that we need more people to understand as we begin discussions of how to provide more service and how to bring high-capacity transit to the valley. We continue to work toward educational materials and information on how transit could impact travel as the region grows for these and other meetings.

Congressional visits:

While I was in DC for the Build America Bureau conference, I was able to meet with three of our four congressional offices. All continue to be interested in knowing how they can help on the rail, on the challenges of moving to electric buses and on supply chain issues with bus purchases. They were appreciative to know how these issues are affecting our ability to provide services.

Committee/Boards/Meetings of note:

- **APTA High Speed and Intercity Passenger Rail Committee** – continues to meet monthly. The information I shared at the congressional offices was informed by what I have learned as a member of the committee.
- **Treasure Valley Clean Cities Coalition** – held a work session on updating its strategic plan and has received funding for an intern.
- **The Bus Coalition** – This group of bus only transit systems have been extremely helpful as VRT faces bus supply and electrification trials. We will hold a retreat in January and prepare a more in-depth legislative program in anticipation of the next reauthorization.

- **Kuna** – I attended the final Steering Committee meeting for the Meridian Road Extension (including a rail crossing) in Kuna. There will be a final round of public outreach on the options presented.
- **Idaho Housing and Finance Association** – I had a very preliminary meeting at IHFA to let them know we are exploring the use of TIFIA bonds and determine if they can or should play a role.

Events/Outreach:

- **Idaho Business Review Forum on the Future** – I served on a five-person panel at the Forum talking about the future of our industries related to sustainability. I talked about our projects to electrify our fleet and make our facilities more resilient. It was informative to hear what other industries, such as solid waste, building construction resilience, natural gas and employee well-being through office design are moving toward.
- **Canyon County Concerned Citizens Committee** – I presented to the committee to talk to them about the various things VRT is doing to become more efficient and gain more riders. The group was concerned that we were pursuing light rail and I told them that we are not, we are working hard to make our existing bus service better and more efficient while we explore using the existing rail corridor for heavy rail.

Media: Our outreach in November and December has been focused on community good; **Cranksgiving**

- The 8th annual Thanksgiving-themed scavenger hunt on bicycles – sponsored by VRT and ACHD Commuteride – was held on Saturday, November 18th. This year, there were 183 participants and 39 teams that contributed food boxes for St. Vincent de Paul for distribution to families in need throughout the Treasure Valley, helping to feed over 230 people this year
[Read more!](#)

Stuff the Bus

- Stuff the Bus – an annual collaboration from the Salvation Army, Fred Meyer, KTVB, and Valley Regional Transit (VRT) – aims to fill VRT buses with new toys or gift cards for children of all ages. The 25th annual Stuff the Bus toy drive, held Saturday, December 2, 2023, brought a record number of toy and gift card contributions for children in need in the Treasure Valley. A total of 8,272 toys – 30% more than last year – and nearly \$1,400 in gift cards – more than double last year’s value – were donated.
[Read more!](#)
[Watch a recap!](#)

7 Cares, Idaho Shares

This was the first year we participated in 7 Cares – we had a bus on site at Albertsons Stadium to provide space for folks to warm up and enjoy free WiFi... and got a good TV spot in the process!
[Read more!](#)

Summary of Internal Activities

This month has been highly focused on moving our two major capitol grants forward. The \$20M Lo and No Emissions grant and the \$10M+ RAISE grant for State Street both needed environmental clearance before we could begin construction and we have also been reviewing some design decisions. The final NEPA clearance on the RAISE grant project on

State Street should be complete by the time you get this report. Once it is done, we will be full steam ahead on constructing bus stops and pedestrian along the corridor.

The Lo-No grant required some deep analysis and decision points around various options for installing on-route charging in Main Street Station. I am excited that the accepted design not only provides all the charging we will need today but has set us up for a number of options in the future as the industry evolves in the next few years.

As VRT continues to work toward June implementation of the system redesign we had our second tour of new bus stops focused on Canyon County. We also have begun the bus stop inventory and are in process of getting FTA approval on the needed improvements.

After prioritizing major projects, I have begun the process of engaging an on-call consultant to conduct a high-level energy use plan. While we have a target of electrifying in Ada County, VRT does not have a firm target for moving toward more efficient energy use in Canyon County. The goal is to build more detail on the Ada County plan and to develop a strategy and timeline for Canyon County. I will share more detail with the board as the consultant develops more information.

I was able to continue a new tradition (just begun in the last few years) of delivering cookies and hot drinks to our drivers, mechanics, dispatchers and other front line. Thanks to our great administrative staff for baking and donating seven trays of cookies. It was a fun and rewarding day! Thanks, Jeannette Ezell, for coming with me and helping out. If it's any indication of how they were received two full trays were consumed at Main Street Station in just a few short hours. I hope you all found the same rewards in this giving season.

For detailed information contact: Elaine Clegg, CEO, 208.258.2712, eclegg@rideVRT.org

TOPIC	Finance and Administration Activity Report
DATE	January 8, 2024
STAFF MEMBER	Jason Jedry, Chief Financial Officer

Summary

This memo provides an update on the accomplishments of the Finance Department.

Highlights

Budget/Finance

- The soft close of the 4th quarter of FY2023 has been completed
- The FY2023 independent annual audit began in November and is expected to be completed by the end of December
- The audited financial statements are tentatively scheduled to be presented to the Executive Board at the February meeting
- Finance staff are preparing to submit the Authorities FY2023 National Transit Database information to the FTA .
- A large percentage of the finance team’s time is directed to working on the implementation of the Oracle Fusion enterprise resource planning (ERP) system. We are currently finishing the iterative acceptance testing phase and expect the implementation to be complete sometime in the summer.

Grant Management

- Grants and Compliance Administrator is working on the following:
 - FTA grant applications
 - Active grant revisions/amendments
 - FY2024 Project funding
 - Federal grant reconciling

Procurement

- Procurement and Contracts Specialist is working on:
 - Consulting Service for Transit Operating Contract
 - Schedule Holders
 - Main Street Station Security Upgrades
 - Temporary Bus Drivers

For detailed information contact: Jason Jedry, Chief Financial Officer, 208-258-2709, jjedry@valleyregionaltransit.org

TOPIC	Development Department Monthly Report
DATE	January 8, 2024
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for January 2024 report.

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **Transportation Development Plan (TDP)**
Staff has continued making progress on the FY 2024-2028 TDP. The final TDP will incorporate the FY2024 services changes and final budget. Staff is re-evaluating the timing of the TDP development.

Goal 2 – Increase Ridership and Revenue

- **FY2024 Service Changes** – Staff is continuing internal coordination to deliver the FY2024 service change including finalizing brochures and maps redesign, conducting procurement for signs blades and stop information holders, and is working with communications on implementation outreach for summer 2024.
- **Bus Stop Improvements** – Phase 1 of the Bus Stop Inventory will begin January to develop a database of tracking bus stops and amenities, which will guide stop improvement prioritization. An estimated 90 new bus stops are required for the service change and documentation has been approved by National Environmental Policy Act (NEPA) and awaits State Historical Preservation Office (SHPO) concurrence.
- **The Intercity Connections Study** – First stakeholder meeting was well attended, and great discussion ensued. The bus rider survey is currently being circulated by intercity providers (i.e. Greyhound, Flixbus, etc.) to collect opinions about needs at a multi-modal center.
- **Towne Square Mall Transit Center** – The Dillard's contract has been updated and Elaine will contact Dillard's to begin negotiations.
- **Boise State University Public Policy Masters Student Capstone Project** – VRT staff has partnered with Boise State University Masters students for a capstone project that looks at Joint Development as a potential way to raise additional operating revenues and what VRT would need to do as an organization to take advantage of joint development. They will present at the meeting.
- **Nampa – Caldwell Corridor TOD Study** – Staff is finalizing the scope of work and expects to put out the RFP in January.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Implementation**
 - Orchard facility improvements continue. Paving around the south end of the maintenance facility was completed.
 - Staff responded to an electrical equipment failure at Orchard and has been able to bring all charging and electrical equipment back online.
- **Happy Day Transit Center Upgrades (HDTC)**
 - HVAC replacement contractor is designing replacement system and is working through complications due to the unavailability of HVAC systems. Design engineer and architect are under contract for roof and awning replacement. Architect began the office redesign plans for 2024 construction and staff had the opportunity to provide comments on the future office layout.
- **Main Street Station**
 - Construction of an additional room in the MSS customer service area is complete. Staff is working on updating key cards and access to ensure security.
 - Consultants continue to refine designs for on-route charging at MSS with 90% designs and a "guaranteed maximum price" due in December.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
 - FTA's NEPA review along with SHPO providing concurrence is complete. VRT and FTA will now finalize the and execute the RAISE grant and begin final design of improvements RAISE funded projects.
 - VRT staff continues to work with ACHD on State and 18th Street intersection. Construction bid packets are expected to go out in December.
 - VRT staff and the technical team have finalized revisions to the State Street Traffic and Operation Plan (TTOP) and will present to the Executive board.
- **Bus Stop Improvements**
 - Brasco shelter for the transit island at 27th and Fairview has been delivered and was installed on the 18th of December.
 - Transpo, one of our on/call consultants, has prepared a concept to address the Pioneer/River crossing to improve vehicle conflicts around the bus stop there. The improvements would add amenities per CCDC funding request.

Mobility Integration

- Staff continues to expand the employer pass programs, increasing pass revenues.
- Staff selected a vendor to continue a VRT/Ride-hailing first/last mile transportation solution with an expanded zone.
- Staff updated the Title VI program for the 2024-2026. Updates will include improved demographic mapping and tables and refined plans for public engagement.
- Staff is researching the potential of VRT bus pass resale locations at all Kroger retailers due to a national partnership with Umo.
- Staff is researching how to integrate the Umo app with Lime scooters and bikes due to a year pilot contract with the City of Boise

- Safe Routes to School
 - Staff will engage in more Bike Rodeos and school presentations with the start of the new school year.

More Information:

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TOPIC	Operations Department Staff Report
DATE	January 8, 2024
STAFF MEMBER	Leslie Pedrosa

Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, compliance, customer service support and regional operations.

Regional Operations

Ada County Battery Electric Buses

On October 16, the electric bus charging station went out of service due to a main breaker failing. During the system failure, VRT staff was able to work with Republic Services to charge buses at their facility. VRT staff also met with J&M Sanitation in Kuna to test their chargers for compatibility.

Proterra staff arrived onsite October 25 to inspect the system and perform maintenance on all chargers following the system failure. Eight chargers were back in service on October 27. Two chargers were placed out of service during the inspection. Proterra approved purchase of the replacement parts and VRT is waiting for a schedule to get parts installed.

The original six battery electric bus chargers continue to only work as single dispenser units. A software update was expected to be deployed to restore the original chargers back to dual dispensing. Due to the Proterra bankruptcy, this task has been put on hold. VRT will be working with Proterra to determine a path forward on the software update to ensure VRT will have 18 operating chargers during the bankruptcy process.

Currently, all four 40' and six of the eight 35' Proterra buses are in service. VRT staff placed the sixth 35' bus into revenue service in November. Two buses remain out of service. VRT expects to place these last two buses into revenue service when the out of service chargers are operating.

Canyon County Expansion Bus

The CNG bus delivered on October 20 is being prepared for revenue service. This bus will be the first to roll into service with VRT's new paint branding. Target date for revenue service has been pushed to January, while the new branding is finalized.

Beyond Access Service

VRT staff has been presenting details surrounding the new Beyond Access service to the senior centers. Drivers have been hired and began training on December. VRT continues to hire administrative staff for the service, including Dispatchers and an Operations Assistant. The scheduling software was ready on December 18 and VRT staff began scheduling rides and testing the software. VRT staff began installing radios the week of December 26.

Training took place the week of December 26 to ensure a smooth transition for Beyond Access and service launched on January 2.

Game Day Shuttle

VRT wrapped up the operation of the Game Day Shuttle for Boise State home games on November 24. Stop level ridership for the season is shown in Table 1 below. This ridership is not included in any performance reporting, including National Transit Database (NTD) reporting.

Table 1.

Stop	Boardings
6th and Broad	41
W River St & S Pioneer St SEC	254
W Main St & S 11th St SWC	393
5th and Broad	542
W Main and Capitol	570
Idaho and 6th	584
W Front St & S 9th St NEC	810
River and Pioneer	1480
W Main St & N 8th St SWC	1605
Boise State	3446
Grand Total	9725

Capital Projects

VRT staff got behind on getting replacements ordered, following the lack of vehicles available following the pandemic. VRT staff was able to get all vehicles delivered for all 2021, 2022, and 2023 projects for Ada County, Canyon County, and Specialized Transportation. A total of nine cutaway buses, three support vehicles and two service trucks are getting prepared for revenue service.

Highlights:

Contracted Transportation

Canyon County Highlights

- Zero preventable accidents in November
- Intercounty on-time performance 80% for November
- On-demand on-time performance 96% for November
- ACCESS on-time performance 92% for November

Ada County Highlights

- Two preventable accidents in November
- Fixed-route on-time performance 85% for November
- ACCESS on-time performance 98% for November

Compliance

- Staff continues to validate data for fiscal year 2023 to prepare for NTD reporting
- Staff continues to work on updates to VRT policies and procedures as needed

Customer Service Support

- Customer service handled 2,709 of 2,801 phone calls for information, with 92 calls abandoned. The average call time was 2 minutes, 45 seconds and the average hold time was 22 seconds in November.
- Reservationist handled 1,148 of 1,192 phone calls to change or schedule a ride on ACCESS, with 42 calls abandoned. The average call time was 3 minutes, 51 seconds and the average hold time was 16 seconds in November.
- On-demand services and Eagle Senior Transportation answered 982 of 1,058 phone calls to schedule a ride, with 76 calls abandoned. The average call time was 2 minutes, 28 seconds and the average hold time was 23 seconds in November.
- November City Go Pay mobile ticket sales totaled \$11,124.25.

More Information

For detailed information: Leslie Pedrosa, Chief Operating Officer, 208.258.2713,
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TOPIC	Communications Update
DATE	January 8, 2023
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts, including those related to the Valley Regional Transit (VRT) Strategic Plan goals.

Highlights

Communications and Marketing

- Staff is working on a multi-faceted marketing and communications strategy for 2024-2026 to elevate the visibility of the VRT brand, complement service changes and bus stop updates, and align with upcoming agency strategic work; we have selected a theme and plan to introduce this in 2024.
- We continue to build website and social media content and are working with our marketing partners on creating additional website tools for new content types; we are conducting a website review and implementing a survey tool to analyze site usage to identify areas of traffic and needs for improvement; we plan to launch these changes in the spring.
- We will be utilizing an updated brand guide and are in the process of creating new branded templates and updating all materials; we will also be introducing new signage at Main Street Station to increase visibility.
- VRT has radio and TV broadcast ad partnerships; on the radio side, we submit content to three outlets for airtime on two-week cycles and align content with the Communications Strategy.

Advertising

- We recently completed an advertising rate card and media kit analysis, which has allowed us to update our rate card with competitive costs and include incoming advertising opportunities, including the onboard infotainment screens; these changes are effective FY2024, with rates that increase incrementally in coming years.
- As of 12/18, we sold \$521,279.28 since the start of the fiscal year, with an incredible 100% renewal rate and a projected fiscal year finish at \$98,000.

Engagement

- Staff has been finalizing plans for outreach activities leading up to – and including –
- After a successful engagement campaign around the 2024 service changes, staff began planning outreach activities in the lead-up to Change Day (the name of the service change implementation day), as well as activities afterward.
- The team continues to explore event participation opportunities and develop promotional and service plans around community activities.

More Information

Attachments: None

For detailed information contact: Jason Rose, Communications Director, 208-258-2739, jrose@valleyregionaltransit.org

TOPIC	Information Technology Activity Report
DATE	January 8, 2024
STAFF MEMBER	Brad Alvaro

Summary

This memo provides an update on the accomplishments of the Information Technology Department and the status of IT related projects and services.

Highlights

Projects

- Enterprise Resource Planning (ERP) replacement - Oracle ERP
- New Canyon County bus installs
- Radio purchases for Beyond Access
- Infotainment phase II equipment and install planning.
- Programming for Intermountain Communication Beyond Access
- New 2-way radio service implemented – Intermountain Communication

Support Services

- Monthly ridership reports
- Resolved 121 of 130 tickets received for November
- Completed internet upgrade at Garden City location
- ERP data conversion
- ERP – Setup database and file access for third-party systems
- VIA June 2024 brainstorm new service
- UTA quarterly meeting
- Camera upgrades with vendor for Orchard and Main Street Station projects
- Google General Transit Real-time (GTFS) feed feedback to Estimate Time of Arrival (ETA)
- Automatic Passenger Counter (APC) analytic report changes and adjustments

For detailed information contact: Brad Alvaro, Information Technology Director, 208-258-2726, balvaro@rideVRT.org