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REGIONAL ADVISORY COUNCIL AGENDA
Tuesday, January 15, 2019
9:00 a.m.
VRT Board Room - 700 NE 2nd Street - Meridian, Idaho

Vision Statement: We envision an accessible regional transportation system that is built upon meaningful stakeholder input and feedback.

Mission Statement: The Regional Advisory Council’s mission is to use a customer-centered approach to ensure that VRT’s policies, services, and outreach meet the mobility needs of the community.

I. CALLING OF THE ROLL
- Welcome and Customer/Constituent Experiences
- Member and Committee Reports and Updates – Reports/Liaisons with Other Groups

The website for the ACHD ADA Advisory Committee is:
http://www.achdidaho.org/Departments/Committees/ADA.aspx

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 member requests the item be removed from the Consent Agenda and placed under Action Items.

A. Minutes of December 18, 2018 Regional Advisory Council Meeting Θ Pages 4-7
   Members will review for approval minutes from December 18, 2018 RAC meeting.

IV. PUBLIC COMMENT (Comments will be limited to no more than three (3) minutes.)

V. POLICY ACTIVITIES - ACTION/INFORMATION ITEM)
   A. INFORMATION: Bus Stops - Accessibility, Prioritization and Review Θ Pages 8-11 Jacob Hassard
      RAC members will review the Performance Accountability Framework and receive information on VRT’s processes for prioritizing and tracking bus stop improvements.

   B. INFORMATION: Fare Simplification and Pass Programs Θ Pages 12-13 Rhonda Jalbert
      VRT staff will present an update on the categories and schedule for the Fare Simplification and Pass Program Project.
C. INFORMATION: FY 2020 Service Change Objectives

VRT staff will review service change objectives for FY 2020, including potential service expansion.

VI. SERVICE/PROGRAM ACTIVITIES – ACTION/INFORMATION ITEM

A. INFORMATION: Performance Measures - Annual Report

The Performance Measures annual report will be distributed at the January 15 Regional Advisory Council meeting.

VII. OUTREACH ACTIVITIES – ACTION/INFORMATION ITEM

VIII. DEPARTMENT/STAFF REPORTS

A. Department/Staff Reports

Department/Staff reports from the 1/7/2019 Executive Board Meeting are included for information.

IX. ADJOURNMENT

Θ = Attachment

Agenda order is subject to change.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
Tuesday, February 19, 2019
11:00 a.m.
VRT Board Room
700 NE 2nd Street
Meridian, ID

For questions or comments regarding this agenda, please contact Kelli Badesheim
At 258-2712 or email kbadesheim@valleyregionaltransit.org

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 258-2702 if an auxiliary aid is needed.
REGIONAL ADVISORY COUNCIL MINUTES
Tuesday, December 18, 2018
9:00 a.m.
VRT Board Room - 700 NE 2nd Street - Meridian, Idaho

MEMBERS PRESENT
Susan Bradley
Annette Harper
Randy Johnson
Terri Lindenburg
Jason Madsen
Jeremy Maxand
Courtney Rosenkoetter
Eric Seleko
Tina Wilson – by phone

MEMBERS ABSENT
Kelly Berg
Lisa Brady
Salome Mwangi
Courtney Rosenkoetter
Kaitlin Justice, VRT
Stephen Hunt, VRT
James Mundell, VRT
Edinson Bautista, ACHD
Rachel Haukkala, COMPASS

OTHERS
Kelli Badesheim, VRT
Paula Cromie, VRT
Mark Carnopis, VRT
Rhonda Jalbert, VRT
Kaitlin Justice, VRT
Stephen Hunt, VRT
James Mundell, VRT
Edinson Bautista, ACHD
Rachel Haukkala, COMPASS

Chair, Jeremy Maxand, called the meeting to order at 9:04 a.m. with a quorum present, in person and by phone.

Members were welcomed and introduced.

Discussion was held regarding changes to routes and how it would affect ridership, access to stops for all riders, whether the stops are in convenient places in order to get people to work and customers to those places of business. Members were also curious as to how scooters around town may be affecting ridership.

AGENDA ADDITIONS/CHANGES
It was decided to remove item VII-C, on the agenda, regarding the access scheduling policy and combine it with the workshop in January. The briefing will also be pushed forward to January. Susan Bradley moved to accept the changes; Terri Lindenburg seconded the motion. The motion was approved unanimously.
CONSENT AGENDA

- Minutes of 11/5/18 Joint Meeting with Executive Board and Regional Advisory Council

Annette Harper made a motion to approve the consent agenda; it was seconded by Randy Johnson. The motion as approved unanimously.

PUBLIC COMMENT - none

ACTION ITEMS

RAC Membership Matrix

At the November 5, 2018 joint meeting between the RAC members and the VRT Executive Board, the Executive Board requested the RAC membership matrix be updated to reflect the specific interests represented by the members. Kelli Badesheim reviewed the current information, made updates, as stated by members, and will incorporate the updates into the RAC Handbook.

RAC 2019 Meeting Calendar

Members reviewed the 2019 RAC calendar and discussed the possibility of having one meeting a year in Canyon County and one in downtown Boise to provide further opportunity for public input.

A motion was made by Susan Bradley to accept the calendar, as discussed; Terri Lindenburg seconded the motion. The motion was approved by unanimous decision.

POLICY ACTIVITIES

INFORMATION ITEM - ACHD ADA Transition Plan

Ebson Adistia, from ACHD, updated the RAC about the Ada County Highway District’s ADA transition plan. ADHD is conducting a 90 day public comment period that will conclude on February 8, 2019.

Mark Carnopis, with VRT, will draft a letter to ACHD with changes and recommendations RAC members discussed during the December 18, 2018 meeting. The letter will go the VRT Executive Board for discussion and approval before being sent to ACHD.

INFORMATION ITEM - Response on Facilities, Main Street Station

Jake Hassard, with VRT, provided a summary of Braille items planned for Main Street Station.

VRT meets all ADA requirements at the Main Street Station, but guidelines are very slim in regards to Braille requirements. VRT plans to go above and beyond to make
navigation more usable for those who are sight impaired. The Commission of the Blind has requested additional Braille maps/signage in the station. The plan is to make these upgrades as funding permits.

INFORMATION ITEM - ACCESS Scheduling Policy
Jake Hassard, with VRT, reviewed and educated RAC members on regulations guiding the authority in the provision of ADA complimentary paratransit services.

INFORMATION ITEM - Fare Simplification and Restructure Project
Rhonda Jalbert, with VRT, reviewed the Fare Simplification and Restructure Project and informed the Regional Advisory Committee of upcoming activities.

With the restructure, Jeremy Maxand, RAC Chair, wanted to reiterate his concerns to the VRT Executive Board in regards to wheelchair accessibility to be certain the Board is aware of his concerns.

OUTREACH ACTIVITIES
INFORMATION ITEM - Fall Open Houses
Mark Carnopis, with VRT, provided a summary report on the RAC Fall Open Houses held December 11-12, 2018.

Between the open houses at Main Street Station and Happy Day Transit Center, thirteen people attended.

SERVICE/PROGRAM ACTIVITIES
WORKSHOP - BUS Stops Accessibility, Prioritization and Review
The RAC members participated in a workshop to define a desirable bus stop system and performance and accountability measures based on the revised charter that was presented.

The workshop information was captured in a separate document

DEPARTMENT/STAFF REPORTS
Department/Staff Reports, from the 12/03/2018 Executive Board Meeting, were included for information in the meeting packet.

ADJOURNMENT
At 11:10 a.m., Terri Lindenburg moved to adjourn the meeting; seconded by Randy Jackson. The motion was approved unanimously.
NEXT REGIONAL ADVISORY COUNCIL MEETING:
Tuesday, January 15, 2019
11:00 a.m.
VRT Board Room
700 NE 2nd Street
Meridian, Idaho
Summary:
The Regional Advisory Council (RAC), formerly the Regional Coordination Council (RCC), established a work program for 2019. One of the three priority projects is to focus on bus stop accessibility, prioritization and establishing a formal review process for the RAC. The group participated in a work shop at the December meeting. The work shop employed the Performance Accountability Framework to define what a successful outcome for this work would look like and to establish performance measures to help us determine if the process is achieving the results the group is looking for. The documentation from the work shop is attached.

At the January meeting, the group will have an informational session on VRT’s guiding policies pertaining to bus stop location and developing transit amenities. This will also include a review of the comments and issues being discussed pertaining to the ACHD ADA Transition Plan. The ADA Transition Plan is an integral nexus between the pedestrian network and the transit network.

The VRT Executive Board directed staff to form a small working group to support developing VRT’s comments to the ADA Transition Plan. Jeremy Maxand has agreed to participate in this discussion as a representative of the RAC.

Staff Recommendation/Request:
Staff is looking for input on the performance measures in the Results Accountability Framework that is attached. In addition, staff is looking for comments and recommendations on the ACHD ADA Transition Plan. Staff is encouraging the members of the RAC and the groups they represent to provide individual comments. We also want to ensure that we incorporate the group’s or collective input for the VRT response.

Implication (policy and/or financial):
Bus stop accessibility and having processes to ensure adequate and transparent processes for establishing priorities for bus stop investments is integral to improving access for persons with disabilities and the public at large. Finding effective ways for the RAC to engage in this work and track the organization’s performance will help to ensure transparency and accountability to the customers we serve.

Highlights:
- VRT Executive Board approved RAC Bus Stop Accessibility Issue Charter in November 2018
- RAC participated in a work shop using the performance accountability framework to establish the foundation for a performance measurement system in December 2018
• RAC had a presentation on the ADA Transition Plan in December 2018
• RAC will review, for recommendation, the final prioritized bus stop improvement list in June 2019
• Final draft bus stop design and review process will be completed in October 2019

Attachments

*RAC Performance Accountability Framework*

For detailed information contact: Kelli Badesheim, (208) 258-2712, kbadesheim@valleyregionaltransit.org
Results Accountability Framework

Bus Stop Accessibility and Prioritization

1. **Who are our customers?**
   Riders, persons with mobility disabilities, students, people who are blind and visually impaired, workers with disabilities, older adults with mobility limitations, people who are non-English speaking, parents with strollers, people with service animals, jurisdictional owners of ROW and policy-makers, businesses, employers, commuters, bicyclist and pedestrians

2. **How can we measure if our customers are better off?**
   Higher public transportation utilization, customer satisfaction, public benefit measures, lower complaint levels, increased compliments, increased ways to provide input on bus stops and priorities, Reduction in out of compliance bus stops, feedback and response to feedback from customers (feedback loop to customer), jurisdiction satisfaction and businesses are getting more customers

3. **How can we measure if we are delivering service well?**
   Percentages of customers who are satisfied, percentage of accessible bus stops, increased utilization rate at the stop level, higher farebox recovery ratio, percent of accessible stops along best in class routes, percent of neighborhood and ACHD funding invested in accessible stops, percent bus stops that have to be rebuilt, Increased awareness of RAC

4. **How are we doing on the most important of these measures?**
   Input is offered, but perception that things aren’t happening, not really measuring or tracking the measures to determine we are doing better

5. **Who are the partners who have a role to play in doing better?**
   Drivers, service providers, businesses, neighborhoods, ACHD, cities, counties, developers, Safe Routes to Schools/School Districts

6. **What works to do better? (including no-cost and low-cost ideas)**
   Technology applications, rebrand/messaging and tell a different story about services, communication and coordination

7. **What does a successful result look like and what do we propose to do?**
   Ideal world would be funded system and great bus stops, investment strategy for bus stops that are ordered and addressing the most immediate needs and desires of the customers, a system that is keeping up with regional and system growth.
## Bus Stop Accessibility

### Results Accountability Framework

<table>
<thead>
<tr>
<th>How much did we do?</th>
<th>How well did we do it?</th>
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</thead>
<tbody>
<tr>
<td><strong>(Effort)</strong></td>
<td><strong>(Effort)</strong></td>
</tr>
<tr>
<td># of accessible bus stops</td>
<td>% of total bus stops that are accessible</td>
</tr>
<tr>
<td># customers at each stop</td>
<td>% increase of customers by stop</td>
</tr>
<tr>
<td># $ in farebox revenue</td>
<td>Increase farebox recovery</td>
</tr>
<tr>
<td># $ invested in bus stop and accessibility improvements</td>
<td>% of total budget invested in accessibility improvements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is Anyone Better off?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Effect)</strong></td>
<td></td>
</tr>
<tr>
<td># of passenger trips of persons with mobility disabilities</td>
<td>% of trips utilizing mobility devices</td>
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<tr>
<td># of bus stops improved</td>
<td>% of bus stops on Best in Class routes</td>
</tr>
<tr>
<td># of improved curb ramps</td>
<td>% increase of improved bus stops</td>
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<tr>
<td># of satisfied customers</td>
<td>% of ROW with improved curb ramps</td>
</tr>
<tr>
<td># bus stops improved from prioritized list</td>
<td>% satisfied customers</td>
</tr>
<tr>
<td></td>
<td>% bus stops improved from prioritized list</td>
</tr>
</tbody>
</table>
TOPIC: Fare Simplification and Pass Programs

DATE: January 2, 2019

Summary:

VRT and public transportation partners worked on a fare analysis, regional fare policy and fare tariff sheet in FY16. A Regional Fare Policy was approved on January 4, 2016 and the Fare Tariff for VRT was approved on 7/10/2017. VRT is again revisiting the recommendations from the consultant and has received concurrence from our transportation vendor, First Transit, on the consultant’s findings.

The core Project Team for the Fare Simplification and Pass Programs consists of: Customer Service, Operations – Traditional and Specialized Transportation, Finance, Community Relations, Planning and Programming. Other team members will join the team on an “as needed” basis.

The findings from the consultant and First Transit have been organized by the Project Team. The two categories are: Fare Products and Pricing.

Fare Products
- mobile ticketing
- remove pass products that are not fully utilized
- cash, checks and credit cards
- pass programs

Pricing
- full/base fare
- reduced fares

Staff Recommendation/Request:
Information item: Staff will present the status of the project and a project schedule for fare simplification and pass programs implementation.

Implication (Policy and/or Financial):
The policy and strategies for fare simplification and pass programs will be used to inform the annual public transportation budgets.

Highlights:
December 2018
• Information item – Executive Board – Charter: scope, objectives, deliverables and schedule - **complete**
• Information item – Regional Advisory Committee – Charter: scope, objectives, deliverables and schedule - **complete**

January 2019
• Action item – VRT Board of Directors – fare tariff sheet update – mobile ticketing
• Action item – VRT Board of Directors – public hearing dates
• Information item – Regional Advisory Committee – findings and recommendations

February 2019
• Action item – Executive Board – mobile ticketing RFP
• Information item – Executive Board – fare types, pricing, reduced fares, service utilization and costs, and smart cards
• Information item – Executive Board – fare tariff update
• Information item – Regional Advisory Committee – outreach information

March 2019
• Information item – Executive Board – outreach information
• Action item – Executive Board – fare tariff update
• Action item – Executive Board – fare types

April 2019
• Action item – VRT Board of Directors – updated fare tariff sheet

**More Information:**  Rhonda Jalbert, Development Director, 208.258.2707, rjalbert@valleyregionaltransit.org
TOPIC: FY 2020 Service Change Objectives
DATE: January 02, 2019

Summary:
Each year Valley Regional Transit prepares changes to service in coordination with local jurisdictions. Since the adoption of ValleyConnect 2.0, Valley Regional Transit VRT staff has reviewed the service change process and calendar to identify opportunities to improve the coordination of service delivery and local jurisdiction budget development and other activities. As shown on the attached Service Change Implementation Schedule, the first step in this process is establishing the service change objectives. Based on a review of our financial forecast and discussions with local jurisdictions, staff is recommending the following objectives for FY 2020 service changes.

- Continued improvement of on-time performance
  - Staff will review on-time performance and make recommendations to schedules to improve on-time performance. These changes may include changes to trip start and end times and minor routing adjustments.
- Continue expanding service on Premium Services, specifically State Street, Vista and Fairview
  - These changes may include improvements to some, or all, of these services and may be accompanied by changes in other services that enhance the overall network performance.
- Draft proposals for expanded fixed route service in Meridian
  - Coordinating with Meridian staff, VRT will prepare proposals for service expansion in Meridian, consistent with ValleyConnect 2.0.
- Draft proposals for Canyon County service reduction and expansion based on budget forecast needs and revenues.
- Address forecasted shortfall in service contributions for Route 44.
  - Draft proposals that improve transit accessibility to and from Eagle and explore transportation options for the other Highway 44 communities that are commensurate with forecasted revenues.

Staff Recommendation/Request:
This information will be provided simply for discussion; no action will be taken at this time.

Implication (policy and/or financial):
These objectives will guide staff actions as they develop FY 2020 service proposals.

Project Schedule:
Jan 2019: Establish 2019 Service Change objectives
Jan – Feb 2019: Develop initial concepts
Feb – Mar 2019: Collect jurisdiction feedback on concepts and priorities and draft budget implications
April 2019: Draft service changes
July 2019: Final service change proposal
Sep 2019: Board approval
Dec 2019: Implement changes

**More Information:**  Stephen Hunt, Principal Planner,
208.258.2701, shunt@valleyregionaltransit.org
TOPIC: Annual Report
DATE: January 2, 2019

Summary
Valley Regional Transit is committed to provide robust, timely, and transparent data to our stakeholders. Part of this effort is to provide a detailed annual report. This report provides all of the metrics called for in ValleyConnect 2.0 and summarizes the activities of all public transportation providers in the region for the 2018 fiscal year.

Background
ValleyConnect 2.0 calls for several metrics to be tracked regularly as a method of monitoring progress toward three broad goals of the plan:

1. Provide safe and reliable multi-modal transportation choices considering the entire trip from origination to destination.
2. Prioritize investments inefficient fixed-route service that expands public mobility while leveraging, maximizing, and enhancing the utilization of the existing transportation assets and resources.
3. Ensure comprehensive transportation choices access that support economic growth, and enhance quality of life for the region.

Additionally, many decision makers have been asking for better data from VRT so that they can feel confident that they are wisely investing taxpayer dollars.

Staff Recommendation/Request:
This is an informational item.

Implication (policy and/or financial):
Complete reporting could lead to additional federal funding resources for the region.

More Information:
Brian Parker, Associate Planner, 208.258.2717, bparker@valleymetroreregionaltransit.org
TOPIC: Executive Director Report

DATE: December 14, 2018

Highlights:
I want to wish everyone on the VRT Board of Directors, your communities, and families a Merry Christmas and best wishes for the New Year. My memo is primarily focusing on the many significant organizational changes we are going through here at VRT. It has been a big year for us and we are looking forward to continuing this valuable work into the 2019.

FY2019 Organizational Transition
Retirements
Valley Regional Transit has been going through significant staffing changes as the new calendar year approaches. Linda Ihli is officially retired from VRT as of December 18. I am going to miss her a lot. I don’t have the space on this memo to list all the many reasons I will miss working with Linda. She has been invaluable to me over the last 15 years. Paula Cromie has joined the VRT team to replace Linda. She and Linda have been working side-by-side to make the transition go as smooth as possible.

Linda Roberts, VRT’s long-standing accounting manager has also retired, effective December 21. Linda has been working closely with her replacement, Jacquelyn Hernandez, to pass along her 12 years of institutional knowledge. We owe a lot to Linda as she has been at the helm of our accounting department through all the growth VRT has experienced and has built a very competent and productive team to keep the financial processes sound. Linda will be missed, as well. I wish them both the very best in their much deserved retirements.

Finance Department
In addition to these two planned retirements, Jim McMahon, VRT’s finance director, left effective November 15 to take another position. We have been working to fill these critical functions and shore-up any gaps to ensure a seamless transition when his replacement begins. We have posted a controller position to replace the finance director position. Based on the financial analysis and my assessment of other administrative functions, I think this will be best for the organization. Rhonda Jalbert will be taking over the budgeting functions. The controller will still be overseeing the finance department and ensuring we have appropriate controls in our financial systems.

During the last Executive Board meeting, comments were made on how our reports are labeling certain revenue categories. I haven’t had an opportunity to make those changes to the reports, so the reports in the Executive Board packet will have the same labels. We are changing all of those with the new budget year, so we don’t have any confusion in this year’s reports.
Advertising Sales Department
VRT is establishing a new department focused on selling advertising on our vehicles and other VRT-owned assets. The need to do this came about when VRT was unsuccessful getting any bids for a vendor to provide this service. Ken Schick has transitioned into this role for the organization. He has been keeping this function going with the transition from the vendor so that we don’t lose any revenue that was already contracted. He is also completing a business plan to build the function with the goal to increase our revenue from advertising sales over the next couple of years.

Additional Changes
We are completing the interview process to hire the program director who will be leading the downtown Boise mobility collaborative project. The person will be hired and expected to begin after the first of the 2019 calendar year.

With all these changes, we are also going through a major reconfiguration of cubicles and relocating employees within the Meridian, Caldwell, Main Street Station, and Boise Orchard offices.

The Social Security Section 218 Employee Referendum vote occurred on December 6. The VRT employees voted to remain in the social security system. The final vote was 17 “yes” votes, five “no” votes, and there were three ballots not returned. We will not need to have this item on any future board agendas.

More information: Kelli Badesheim, Executive Director, 208-258-2712, kbadesheim@valleyregionaltransit.org
Summary: Update of Development Department activities for the month of November/December 2018

VRT Strategic Plan
Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- ValleyConnect 2.0 (VC2.0)
  Staff has been refining the projects in VC2.0 to be able to report costs and benefits by jurisdiction and to inform potential fiscal year 2020 budget requests. Staff has also been applying the network and route design principles in their review of existing service and guide near term service changes.

- Programming
  - Local & Federal Allocations
    Staff is compiling where local and federal dollars are currently being allocated for service, capital, special allocations, and regional costs for information and background data. A workshop was held at the December 5, 2018 Executive Board. Comments were received and options are being explored. Staff will start setting meeting dates to present the outcomes to the jurisdictions for input and bring that back to the Executive Board in January and February 2019.

  - Volkswagen Settlement
    Staff has been attending meetings and webinars on the Volkswagen Settlement. The applications for funding have been released. Changes to the applications are being made and staff will attend a meeting to learn about the changes.

  - Greyhound
    VRT has been approached by Greyhound about staging their vehicles at Main Street Station, having VRT sell passes for Greyhound and servicing their vehicles during their layovers at the Boise Maintenance Facility. Staff will present this as information to the January Executive Board for input.

- National Transit Database (NTD) Reporting Project
  Staff has been working with National Transit Database consultant to verify how to report all of the public transportation service in the region. VRT will be making some significant changes and will be able to report a large majority of the Specialized Transportation which has not been reported in the past.
Staff is presently working on the services consumed, Transit Asset Management Plan (TAM) and financial portions of the reporting. An audit is required every 10 years, and staff is working with the auditors on completing this task.

- **Transit Asset Management**
  VRT’s Transit Asset Management Plan, which has more detailed information on implementing the TAM Policy, will be submitted to the VRT Board of Directors in January 2019 for approval. Standard Operating Procedures (SOP) / Desktop procedures are being compiled as well.

  VRT, Boise State, and ACHD Commuteride are currently in the process of scoring the assets, which will be completed by January 15, 2019. This scoring will be used for the investment prioritization for the capital project plans for fiscal year 2020.

**Increase Ridership and Revenue**

- **Fare Project**
  Staff has begun developing a scope and schedule for simplifying the VRT fare structure, implementing fare recommendations including potential fare increases, and exploring opportunities to expand the transit pass program and making it easier for riders to pay their fare. An update was presented as an information item to the Executive Board in December.

  The Fare Tariff Sheet will be presented throughout FY19 for updates. The first update will be in January 2019 for the Mobile Ticketing and minor miscellaneous updates.

- **Service Changes**
  Service Changes will be implemented January 14, 2019.

  Staff is still working through the potential impacts of a funding shortfall for Route 44 Hwy 44 Express. This route will not change in January 2019, but later in the fiscal year. At the January Executive Board meeting, staff is requesting the Executive Board set a public hearing date for the Route 44 service reduction.

  Staff has begun preparing information to engage local jurisdictions about 2020 service change concepts.

**Goal 3 - Build Institutional and Regional Capacity**

**Regional Capital Enhancements**

- **Boise Operations Facility Upgrades**
  HVAC/CNG project has completed permits, and construction can start in January 2019 with a completion in April 2019.
This project was presented to RTAC for additional STP-LU Funding and was approved by RTAC. The next step is COMPASS Board approval.

- **Happy Day Transit Center Upgrades**
The Executive Board approved initial design funding at the November Executive Board meeting. VRT is still waiting on grant funding in order to begin this effort.

- **College of Western Idaho Roundabout**
Environmental Document has been approved by the FTA. Project design costs were approved at the September 24, 2018 VRT Board of Directors meeting. Design will start, pending grant funding in December or January.

- **Facilities, Equipment and Infrastructure Maintenance Policy and Plan**
Staff is working on a Facilities and Equipment Maintenance Plan and Process for fiscal year 2020. This plan will outline roles and responsibilities between Development and Operations.

  The Facility Maintenance Policy was approved in September 2017. A Facilities Plan will outline roles and responsibilities.

- **Nampa Transit Oriented Development**
The City of Nampa has determined they will not take the lead on this project. Staff met with St. Alphonsus, and it was determined that the site located at 1512 12th Avenue will not move forward. Costs and schedule were put together for the St. Paul’s location, and Treasure Valley Transit will take the lead on this project.

- **Main Street Station**
Braille signage updates are being reviewed and discussed with the Regional Advisory Council.

- **Bus Stop - Accessibility, Prioritization and Review**
Staff is working with the Regional Advisory Council (RAC) on Bus Stop Accessibility, Prioritization, and Implementation project. Staff will review the adopted Bus Stop Location and Transit Amenities Development Guidelines and bus stop criteria for ranking of stops with the Regional Advisory Council.

  - **ACHD ADA Transition Plan** – ACHD put out an ADA Transition Plan for review and comment. Comments are due February 8, 2019. Staff will review the plan with RAC and propose a response from VRT to ACHD.

- **State Street Corridor Projects**
  - **State Street Transit Oriented Development Study**
  Consultant and agency staff continues to make progress on the TOD study, has re-engaged the State Street Community Advisory Group, and begun developing conceptual station area designs and did an initial exploration into the impacts of in-lane transit stops. Consultant and staff
have begun exploring how to visualize transit and development in the corridor. The project is on track to be completed before the end of the year.

- **State Street Communications Plan**
  VRT Staff, in coordination with the City of Boise and ACHD staff, have developed key messages related to our joint efforts on the State Street Corridor. The consultant is working on developing a webpage for this plan.

- **State Street Policy Makers Forum and Executive Team**
  VRT Staff, in coordination with the other State Street Corridor MOU partners, held the first policy maker forum on September 20 and the first State Street Executive Team on October 29. As a follow up action to the executive team, staff is scheduling a technical team meeting to develop a scope of work to address issues identified in the previous meetings.

- **Performance Measures**
  Staff will be presenting the Performance Measures Policy to the Executive Board for information in February 2019. The deliverables of this project will include a Performance Management Policy and coordinated Performance Measures and NTD plan.

**Other Development Activities**

- **Title VI** – Next submittal will be October 2020.

**More Information:** Rhonda Jalbert, Development Director, 208.258.2707, rjalbert@valleynronaltransit.org
Summary
Status update of activities related to Safety, Contracted Transportation Services, Specialized Transportation (mobility), Information Technology, Intelligent Transportation Systems, Compliance & Customer Information Supports (Rideline).

Valley Regional Transits Operations Department is responsible for providing support and oversight for Ada and Canyon County operations, Compliance, Customer Information Supports “Rideline” Department, Specialized Transportation, Information Technology & Intelligent Transportation System functions.

Highlights
Vehicle Procurement – VRT staff recently released two requests for bids to procure replacement Large Buses for the fixed route system and Transit Vans for the specialized transportation operation. The new vehicles will improve the organizations overall Transit Asset Management state of good repair score for rolling stock assets.

Access Services – Canyon County – In September of 2018, VRT staff issued a request for proposals to operate Access Services in Canyon County. The intent was to seek out transportation providers who could operate the service at a reduced cost in FY19. Because VRT did not receive any proposals in response to the solicitation, the next step for VRT staff will include contacting qualified local transportation providers in the Canyon County region to begin a direct negotiations process.

On December 5, I met with the METRO Transportation staff in Canyon County to celebrate their new facility grand opening. During the visit, I met the new Executive Director, Grant Jones, to introduce the topic of METRO operating ACCESS transportation in Canyon County. VRT staff will start the negotiation process after METRO’s new executive director settles into his new role and new facility which is projected to be in early February of 2019.

IT Department - Phone System Implementation – The phone system implementation was successfully completed November 30 and will now transition into the monitor and control phase of the project.

Updates
Fixed Route:
- The Ada and Canyon County system reported year-end budget close-out numbers within the acceptable variance +/- 10% budget; The Ada County system, Division 21/22, reported a favorable variance at year-end close in the excess of 134k.
• Service change preparation is currently underway across both fixed route systems. The system performance reporting mechanisms, developed internally by VRT staff over the previous (6) six months, will be leveraged to keep track of the new routing structure performance.

Customer Service
• The training for all customer service agents for the new phone system has been completed.

Mobility Transportation
• The operations staff recently completed training in vehicle maintenance management and inspections. The takeaways from this training are currently being implemented across the department.

Compliance
• Staff is currently working with the Federal Transit Administration to better understand the reporting requirements for each service coordinated and/or provided directly by VRT.
• Staff is currently updating the regional Safety Security and Emergency Preparedness Plan (SSEPP).

IT Department
• Staff will be introducing the Automated Vehicle Announcement feature to the fixed route system in Ada and Canyon County. This feature will provide automated announcements of major stops, transfer locations, and key destinations along routes per ADA requirements.
• Staff is currently providing support to the operations and development department in an effort to close out the implementation of the asset management application – Trapeze.

More Information
Billy Wingfield, Operations Director, 208.258.2726. bwingfield@valleyregionaltranit.org
TOPIC: Bike Share Program

DATE: December 11, 2018

VRT Strategic Plan
Goal 3 - Build institutional and regional capacity
  • Regional Capital Enhancements

Highlights:

Program Administration

  • The Boise GreenBike system now has 82 active station hubs and flex hubs with 127 bikes.
  • As of December 11, 2018, Boise GreenBike has 17,708 active members, who have made 95,703 overall trips since the beginning of the program, covering 232,127 miles and burning 9.3 million calories.
  • Here are the numbers for November 2018. 140 new sign-ups, 1,448 overall trips, 2,835 miles, 113,416 calories burned.
  • The City of Boise now has two scooter operators with a total of 250 units for each company. Just as Boise GreenBike has seen a seasonal decline in ridership, so have the scooter companies. Still, it doesn't appear that scooters have affected GreenBike ridership very much.
  • The Fiscal Year 2018 numbers: 7,062 new sign-ups, 35,560 overall trips, 93,174 miles traveled, 3.7 million calories burned.
  • New bike order. We expect delivery of 120 bikes in March 2019. These will be V4.5 bikes with 3-speed gearing.
  • Topeka bike update. There are 30 bikes stripped down and ready to be rebranded. We would need to buy controllers for the bikes. There may be an opportunity to fund this project.

Sponsorship Plan

  • Title Sponsorship
    o SelectHealth & St. Luke’s (renewed for three years)
  • Station sponsors:
    o Boise Co-op
    o Banner Bank
    o University of Idaho – Boise
    o CCDC (2 stations)
Bodybuilding.com
- Treasure Valley Clean Cities Coalition (renews in 2018)
- ACHD
- Harris Ranch
- Dutch Bros Coffee
- HDR
- The Watercooler (Local Construct)
- Midas Gold
- Idaho Central Credit Union (new sponsorship of hubs at Boise State)
- Parkway Station (new sponsor)

**Membership Card Sponsorship – Contract renewed.**
- Key Bank

**Key Bank is also looking at sponsoring free rides during Treefort Music Fest 2019, March 20 – 24.**

**We continue to schedule meetings with potential sponsors.**

**More Information:** Dave Fotsch, Boise GreenBike Director, 208-331-9266 (cell), dfotsch@valleyregionaltransit.org
TOPIC: Community Projects/Outreach Efforts Update
DATE: November 19, 2018

Summary
This memo provides updates on current and future community outreach efforts, including those related to VRT Strategic Plan goals.

VRT Strategic Plan
Goal 2 - Build community partnerships/build advocates for public transportation
  • Regional Outreach Toolkit and Speakers Bureau
Goal 3 – Build institutional and regional capacity
  • Secure and Stable Funding Sources
    o Public transportation ambassadors and outreach campaign
    o Coalitions and partnerships

Highlights:
» The 20th annual Stuff the Bus toy drive, held December 1, was a huge success. We set a new record – 10,880 toys!

» We also held two Regional Advisory Council Transportation Open Houses December 11 in Canyon County (Caldwell) and December 12 at Main Street Station. Elements of the events included information stations on existing traditional and specialized transportation options. RAC members and VRT staff were able to conduct one-on-one interviews with attendees to learn more about their organizations/agencies and existing transportation resources and current and future needs.

» I will schedule training sessions on Idaho’s Public Meetings Law after the holiday season.

» My draft FY2019 Community Relations Plan is completed and under review.

» I am developing formal policies and procedures on federal requirements for outreach and education and will provide training to staff. I am also writing a SOP (standard operating procedures) guide for compliance requirements for public information.

More Information: Mark Carnopis, Community Relations Manager, 208 258-2702, or mcarnopis@valleyregionaltransit.org