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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

Jeremy Maxand

- 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 the February 19, 2019 Regional Advisory Council Meeting Pages 4-6

Members will review and consider approval of the minutes of the February 19, 2019 RAC meeting.

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

V. POLICY ACTIVITIES - ACTION/INFORMATION ITEM)

A. INFORMATION: Fare Simplification and Pass Programs Update Pages 7-8 Rhonda Jalbert

Staff will present initial findings and their implications and engage the Regional Advisory Council in a discussion.
B. INFORMATION: Bus Stops - Accessibility, Prioritization and Review

Staff will present the proposed Bus Stop Service Areas and data points collected on bus stops for ranking and rating for review and input.

VI. SERVICE/PROGRAM ACTIVITIES – ACTION/INFORMATION ITEM

VII. OUTREACH ACTIVITIES – ACTION/INFORMATION ITEM

A. VRT Public Involvement Policy Update

Members will be asked to review a draft update to the VRT Public Involvement Policy and provide input.

VIII. DEPARTMENT/STAFF REPORTS

A. DEPARTMENT/STAFF REPORTS

Department/staff reports from the March 4, 2019 meeting are included in your packet for information.

IX. ADJOURNMENT

Ω = Attachment

Agenda order is subject to change.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
April 16, 2019
Valley Regional Transit Board Room
700 NE 2nd Street
Meridian, ID 83642

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, February 19, 2019  
9:00 A.M.  
VRT Board Room - 700 NE 2nd Street - Meridian, Idaho

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<tr>
<th>MEMBERS PRESENT</th>
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<tr>
<td>Kelly Berg</td>
<td>Jason Madsen</td>
<td>Kelli Badesheim, VRT</td>
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<td>Susan Bradley-by phone</td>
<td>Eric Selekov – out of town</td>
<td>Mark Carnopis, VRT</td>
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<td>Lisa Brady</td>
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<td>Robin Conrad, VRT</td>
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<td>Annette Harper</td>
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<td>Paula Cromie, VRT</td>
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<td>Randy Johnson</td>
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<td>Jacob Hassard, VRT</td>
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<td>Terri Lindenburg</td>
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<td>Rachel Haukkala, COMPASS</td>
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<td>Jeremy Maxand</td>
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<td>Stephen Hunt, VRT</td>
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<td>Salome Mwangi</td>
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<td>Courtney Rosenkoetter</td>
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<td>Rhonda Jalbert, VRT</td>
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<td>Tina Wilson-by phone</td>
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Chair, Jeremy Maxand, called the meeting to order at 9:04 a.m., with a quorum present, in person and by phone.

Discussion was held regarding changes made to bus routes and the lack of communication, on some routes, and how big an impact making those changes make in the lives of those use VRT and ACCESS services.

Susan Powell spoke about the timeline for passengers to get access to the ACCESS bus and communicated VRT is willing to work with people who need assistance filling out the paperwork.

AGENDA ADDITIONS/CHANGES  
There were no addition/changes to the agenda.

CONSENT AGENDA  
- Minutes of the January 15, 2019 Regional Advisory Council Meeting

Tina Wilson made a motion to approve the consent agenda; Terri Lindberg seconded the motion. The motion was approved by unanimous decision.
POLICY ACTIVITIES
INFORMATION - ACCESS Scheduling Policy
Leslie Pedrosa presented information regarding the ACCESS scheduling policy and reviewed the current service and performance standards as it relates to ADA services. The service and performance standards are currently under review.

RAC members recommended VRT get an outside person(s), who use ACCESS services, to review information being provided to the public, with examples given for each item, prior to printing and distributing, to see if it makes sense to the user.

SERVICE/PROGRAM ACTIVITIES
INFORMATION ITEM - Fare Simplification and Pass Programs
Stephen Hunt explained adjustments being considered to the Fare Tariff, including implications on equity and availability of fares to a variety of populations served by transit.

Jeremy would like to see the mobile ticketing apps before they go live in order to have visually impaired riders test them for accessibility.

INFORMATION ITEM - Bus Stops - Accessibility, Prioritization and Review
Jake Hassard presented information on bus stop inventory, the bus stop ranking and rating criteria process, and how they relate to ADA guidelines VRT has to follow.

RAC members decided to get a smaller group together, outside the meeting process, to help score some of the bus stops so improvements can be prioritized.

TOPIC FOR DISCUSSION - Location of April 16 RAC Meeting
The VRT Board room is unavailable for the April 16 RAC meeting.

After a brief discussion, Jeremy suggested he and Kelli Badesheim get together and come up with an alternate meeting place.

OUTREACH ACTIVITIES – None

DEPARTMENT/STAFF REPORTS
Department/staff reports, from the February 4, 2019 meeting, were included in the packet for information.

ADJOURNMENT
At 11:00 a.m., Jeremy asked for someone to entertain a motion to adjourn the meeting, Kelly Berg made the motion to adjourn; the motion passed unanimously.
NEXT REGIONAL ADVISORY COUNCIL MEETING:
Tuesday, March 19, 2019
9:00 a.m.
VRT Board Room
700 NE 2nd Street
Meridian, ID
TOPIC: Fare Simplification and Pass Programs

DATE: March 5, 2019

Summary:
VRT is working on a Fare Simplification and Pass Program Project, which will include a review of fare increases designed to increase our fare revenue, while minimizing the negative impacts on the most vulnerable populations. As discussed previously, this project is being guided by the following four (4) objectives:

1. To the extent possible, riders should pay for the cost of providing the portion of the service they use.
2. Fare structures should be as simple as possible.
3. Fare structures should be based on the expected average fare, rather than the single adult fare.
4. Future fare increases should be tied to changes in operating costs.

Staff is still refining the analysis of what the appropriate cost/seat would be for local and intercounty services and what the current average fare is. However, based on preliminary analysis, we would likely need to increase our average fare between 100% and 150% (from an average fare of roughly $.60 to $1.25-$1.50 for local fares). As described at the last meeting, this increase could be achieved through a variety of changes, including fare increases, discount verification etc.

Staff presented these concepts to the VRT Executive Board at the March Executive Board. At that meeting, the Executive Board requested that VRT also explore the impact of going fare free.

Staff will present initial findings and their implications and engage the Regional Advisory Council on the most equitable way to adjust the Fare Tariff to achieve the objectives stated above.

Current Conditions

- Local fares, VRT’s average fare is $0.62. The adult single trip fare (base fare) is $1.00.
  - Discounted fare products such as student/senior/disabled passes contribute to 79.9% of the foregone revenue.
- Universal fares, VRT’s average fare is $0.90. The adult single trip fare (base fare) is $3.00
  - Contract programs make up 93.4% of the foregone revenue.
- VRT’s farebox recovery ratio is 7.3%.
Analysis by Four Nines Technologies (2016) and First Transit (2018) have shown that VRT fares are lower than peer agencies.

- **Discounted Fares** - There is no verification requirement to obtain a discounted fare product.

### Potential Changes to Fare Tariff

- All fare types (after consolidation) could be increased in equal proportions once an amount is determined. This could also happen over several years, depending upon the increase.

- Base fare products could be increased, while leaving discount products at the same rate.
  - As this would increase the discount provided, fare evasion by riders not eligible for discounted fares, would likely increase.
  - To counteract this, VRT would likely need to implement a verification system.

### Staff Recommendation/Request:

Information item: Staff is seeking input from the Regional Advisory Council on the most equitable way to adjust the Fare Tariff to achieve the objectives stated above.

### 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.

### More Information:

Rhonda Jalbert, Development Director, 208.258.2707, rjalbert@valleyregionaltransit.org
Stephen Hunt, Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
Brian Parker, Associate Planner, 208.258.2717, bparker@valleyregionaltransit.org
TOPIC: Bus Stop Service Areas  
DATE: March 7, 2019

Summary:
The Regional Advisory Council (RAC) established a work program for 2019 which includes bus stop accessibility, prioritization and establishing a formal review process for the RAC.

The RAC has participated in several bus stop workshops: December 2018 to define accountability and measure success and February 2019 discussed VRT’s guiding policies pertaining to bus stop location and developing transit amenities.

In order to create more viable and economically feasible capital projects that will improve bus stops, improve accessibility and create best in class routes, VRT staff has generated “Bus Stop Service Areas”. Proposed Bus Stop Service Areas are currently based upon the existing fixed route paths. It is understood that stops can serve more than one route. If a stop serves more than one route it is assigned to the lowest numbered route. This service areas methodology will allow for bus stops to be improved in regional groups as well as limiting service effects due to construction to a localized area.

Route service areas can be found here: https://valleyregionaltransit.org/routes

VRT staff has maintained an inventory of Bus Stops. This inventory is consistently being updated to include more accurate and relevant data that can be used to provide information to staff, management and customers for bus stop improvements. This information is mainly technical information, e.g., latitude, longitude, etc. and is regularly updated in order to determine improvements to upgrade the customer experience. Staff has solicited direction on what data points are relevant and how to document those data points.

The data points list for the bus stop inventory is attached.

Staff Recommendation/Request:
Information item - Staff is presenting proposed bus stop service areas and methodology for creating service areas. These service areas meet the needs of staff to improve accessibility and provide best in class routes in an economically feasible manner.

Staff will provide the current data on bus stop inventory. Staff is requesting comments on what may be missing and how it can be used to formulate scoring and ranking for the final bus stop service areas.

Implication (policy and/or financial):
An acceptable and transparent process to obtain the 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 - completed
- RAC participated in a workshop using the performance accountability framework to establish the foundation for a performance measurement system in December 2018 - completed
- Presentation on the ADA Transition Plan by ACHD staff - December 2018 - completed
- VRT letter to ACHD on the ADA Transition Plan – February 2019 – Executive Board - completed
- Bus stop inventory, VRT Bus Stop Ranking and Rating Criteria Process (10/10/2016), and existing conditions – February 2019 – Completed
- Review Bus Stop Service Areas – March 2019 - Underway
- Review bus stop inventory, which includes ADA accessibility and other amenities – March through April 2019
- RAC Workshop on one-off bus stop designs and review process – May 2019
- Complete prioritized list of bus stops for improvements – June 2019
- Develop list of nonprofits and potential funding partners – July through August 2019
- Final draft bus stop design and review process will be completed in October 2019

**Attachments**
*Bus Stop Data Points List*

For detailed information contact: Jacob Hassard, (208) 258-2705, jhassard@valleyregionaltransit.org
Bus Stop Inventory Data Points List

- Stop ID
- Stop Jurisdiction
- Stop Description (stop name)
- Stop Route Number
- Additional Route Numbers
- Stop Latitude
- Stop Longitude
- City
- County
- Ada Accessible – True/False (only true if certain conditions are met, below – summary of accessible conditions) Ada Accessibility Value – .1
- Sidewalk – True/False (only true if connecting sidewalk goes to a side street or destination)
- Sidewalk Value – .75
- Lift Accessible – True/False (only true if a full 5’ wide by 8’ deep hard surface is present)
- Lift Value – .75
- Curb – True/False (only true if physical curb is present creating some type of level boarding)
- Curb Value – .15
- Telephone – True/False (emergency telephone)
- Telephone Value – .05
- Lighting – True/False (notable and close street lighting or shelter lighting)
- Lighting Value – .05
- Trash Receptacle – True/False
- Trash Value – .05
- Shelter – True/False (transit shelter or covered transfer center)
- Shelter Value – .75
- Seating – True/False
- Seating Value – .25
- Date Last Improved (only true if improvements have happened – true or false – since 2010)
- Improved Score – .3
- Bike Rack – True/False
- Bike Rack Value – .25
- Multiple Route Value – (-).3
- Route Active Status
- Notes
- Stop Condition Rating – 0.0 – 5.0 (summary of items above)
- Condition <= 1.0 (summary of stops scored less than 1)
- Estimated Improvement Cost to take a 1 to a 3 - $13,000
- Estimated Improvement Cost to take a 1 to a 2 – $11,000
- Estimated Improvement Cost to take a 2 to a 3 - $9,000
• Estimated Improvement Cost to take a 3 to 3.1 (avg stable score) - $7,000
• ITD Cost Factor (costs ITD imposes through unfunded mandates) - $7,000
• Total Estimated Improvement Cost – sum of applicable costs above
✓
TOPIC: Update of VRT Public Involvement Policy
DATE: March 5, 2019

Summary: Valley Regional Transit needs to update its current Public Involvement Policy to remove outdated information and clarify when a public hearing will be scheduled. The current policy was adopted in 2015.

The proposed changes to the existing policy were developed based on best practices and my review of both Federal Transit Administration regulations and the public transportation peers’ policies and procedures.

Staff Recommendation/Request: This is an information item only. RAC members are asked to review the proposed policy update and provide input. An updated draft will be presented to the VRT Executive Board for review, and then to the VRT Board, for final review and adoption.

Implication (policy and/or financial):
The proposed changes to the policy will not result in any additional costs to Valley Regional Transit.

More Information: Mark Carnopis, VRT Community Relations Manager, 258-2702, mcarnopis@valleymetrorail.com.
Valley Regional Transit
Public Involvement Policy - DRAFT

The public plays a critical role in the success and vitality of public transportation in the Treasure Valley. Public input in all phases of transit – from route planning to fare structures – is essential.

The guiding principles in the Valley Regional Transit (VRT) Strategic Plan recognize the importance of public input. These principles stress the importance of teamwork, communication and customer service. Public comment is a vital element in accomplishing these principles.

The following policy outlines identifies the local process for soliciting and considering public comment prior to implementing fare changes, service changes or adjustments, or adoption of, or modifications to, the (VRT) annual budget.

Definitions

Fare change - any change to an existing, established fare rate or fare type applicable to regular fixed route or paratransit service which results in a different fare rate than is currently in effect.

Route miles - the total number of miles included in a single fixed-line route or a fixed-route transit system network.

Revenue vehicle miles - the distance traveled from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatch point.

A major service adjustment is any action that increases or decreases services hours and/or service miles by at least 10 percent of the entire system.

A minor service adjustment is any action that reduces service hours and/or service miles by less than 10 percent of the entire system, or results in time point changes.
A major service change is defined as any change in service that would add or eliminate:

- **An adjustment affecting** 25 percent or more of the number of route miles of a single an individual route; or
- **An adjustment affecting** 25 percent or more of the number of revenue vehicle miles of a single on any individual route commuted on a daily basis for the day(s) impacted by the change; or
- **A new route is proposed or an entire route is proposed to be eliminated.**

An **open house** is a public forum to provide an opportunity for the public to learn about a project or proposed operational changes and to solicit public comment prior to any public hearing.

A **public meeting** is designed to: facilitate participation in the decision-making process; assist the public in gaining an informed view of a proposed project at any level of the public transportation project development process; and gather public comment.

A **public hearing** is a special type of public meeting that requires the publication and posting of a legal notice within a specified time. The main purpose of a public hearing is to provide an opportunity for the public to make comments for or against a proposal. A public hearing may be scheduled when a specific statute requires one, or when public input is desired on a sensitive or controversial issue.

**Title VI** of the Civil Rights Act of 1964, prohibits discrimination based upon race, color or national origin. Specifically 42 USC 2000d states that “no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination to any program or activity receiving Federal financial assistance.”

The **VRT Service Change Workgroup** is a panel made up of staff from ValleyRide Boise operations, ValleyRide Caldwell operations, and from Valley Regional Transit. The responsibilities of the workgroup include: reviewing public comment and suggestions on transit services; developing service changes that will improve system performance and maximize existing resources; determine the type of public involvement and outreach required for minor service changes or adjustments.

**Early Public Involvement**

Public comment regarding service development is encouraged and accepted on an ongoing basis. All suggestions are reviewed by VRT planning staff. and the **VRT Service Change Workgroup**. VRT will also actively seek input during the biennial Rider and Non-Rider Survey.

All major service analysis and planning may include early outreach activities that engage the public in planning prior to major service change proposals being brought forward for public comment. These early outreach activities and may
include rider/non-rider surveys; workshops; focus groups; scenario planning; social media; and marketing and tell stories.

Public Involvement Processes

Events requiring a public process will include:

- A major service change or adjustment
- Any fare change
- Valley Regional Transit budget adoption

The public input process includes, but is not limited to, public hearings, public meetings, open houses, and written or electronic (online) comment forms. VRT staff will develop recommendations as to the appropriate type and level of public input required. The VRT Board will review these recommendations and determine the method or methods to be used to collect public input.

A public hearing is mandatory when a fare change or any major service change or adjustment is proposed, or prior to the board adoption of, or changes to, the annual budget. A determination is made related to each proposal as to the appropriate scheduling of the public hearing. If service changes are temporary in nature for evaluation for the proposal, the hearing will be held after the pilot period and the evaluation is completed. For changes in fares or significant service changes, the hearing will be held prior to initiation of action.

The Board can delegate to the Executive Board the ability to review and any proposal involving minor service adjustments/modifications. The Board or Executive Board can either approve the minor changes/modifications or request that a public hearing, open house or public meeting be held. If the Executive Board approves the minor service adjustments/modifications, they may be subject to a review by legal counsel before being included on the consent agenda at the next VRT Board meeting.

A joint public hearing also may be scheduled by VRT and the governing body of a municipality, county or highway district where citizens are affected by a proposal or when public input is desired.

In order to ensure the maximum opportunity for public input and involvement in the decision process regarding major service changes and/or adjustments and fare increases, VRT will adhere to the following outreach procedures:

1.) Provide at least a 14-day advance notice of a public hearing regarding major service changes or fare increases in Spanish and English.
2.) Customers and the public will be informed of the proposed change, comment process and public hearings by way of newspaper and/or radio notices, news releases, notices inside buses and at the Downtown Boise Transit Mall, the Boise Towne Square Mall Transit Center, the Boise State University Transit Center, and the Happy Day Transit Center, postings at the VRT administrative office in Meridian and community centers and businesses that are frequented by the various segments of our growing
diverse population, notices on the Valley Regional Transit and ValleyRide websites, and through social media outlets.

3.) All input and comments, including minutes of public hearings, and VRT staff recommendations, shall be provided to the VRT Board of Directors prior to any decision prior to any major service change, fare changes, or adoption of the VRT budget.

Valley Regional Transit will make every effort to ensure that:

- Public hearings and other meetings will be held at times and locations that are accessible for minorities, persons with disabilities and the Limited English Proficiency (LEP) populations.
- Special accommodations to the event and alternate formats for informational materials are available or can be made available with advance notice of at least 48 hours.
- Meetings are coordinated with community-based organizations and agencies, and that VRT maintains and updates a database with contact information for these groups.

In addition, Valley Regional Transit will consider radio, television, or newspaper ads that serve LEP populations and collecting public comment through the use of personal interviews or through the use of audio and visual equipment.

**Minor Service Changes**

The following processes can be used for soliciting and considering public comment prior to minor transit service changes:

- An open house. See definition above
- A public meeting. See definition above.

**The VRT Service Change Work Group.** VRT staff will determine the need for public input during the development of any proposed minor transit service changes. Customers and the public will be informed of any outreach efforts to collect input on proposed minor service changes. The methods used to inform customers and the public will include some or all of the outreach options defined in the major service change section of this policy.

**Public Hearings**

The VRT Executive Board will approve the scheduling of any public hearing. The details of any proposed hearing, including the location and the makeup of the panel that will hear testimony, will be provided to the Executive Board as it considers a staff request for a public hearing.

VRT’s Community Relations Manager will be responsible for scheduling a hearing. Other responsibilities of the Community Relations Manager include ensuring that proper public notice is given, identifying the appropriate location(s), ensuring a panel of board members/elected officials is present to listen to testimony, and that the comments made during the hearing are recorded.
A public hearing concerning service or fare changes will be scheduled enough time in advance to allow for an additional public comment period and review of all public input by VRT staff.

The public hearing on the proposed VRT budget for the next fiscal year shall be held during a regular or special meeting of the Board of Directors. Notice of any public hearing for budget adoption shall be posted at least 10 calendar days prior to the date of the board meeting.

A public notice for any public hearing shall be posted in at least one (1) conspicuous place in the county or counties affected by the proposal. A copy of the notice also shall be published in accordance with Section §§ 40-206 Idaho Code.

**Development of Draft Changes in Service or Fare Changes**

Upon completion of a public hearing, public meeting or open house on proposed service/fare changes, a 40-day five-day period for additional written comment will be scheduled. At the end of this period, the Community Relations Manager will prepare a written summary analysis and report on the disposition of any and all comments received during this public comment period and at the public hearing(s).

VRT staff may draft proposals for major changes in services or in fares based on consideration of public comment. The recommendations will be sent to the Board for evaluation and consideration. The Board may choose to act on the recommendation or require additional public input.

**Budget Adoption**

After completion of a hearing on the proposed VRT annual budget or changes to the budget, the Board may choose to act on the budget as proposed, suggest changes before acting on the budget, or hold additional public hearings.

**Publication of a Notice of Major Service Changes or Adjustments, or Fare Changes**

After final approval by the Board, the public will be notified through channels be a notice will be published in the local newspaper for of any major service change, major service adjustment, and/or fare changes. Notices will be posted at the Downtown Boise Transit Mall, Main Street Station, the Boise Towne Square Mall Transit Center, the Happy Day Transit Center, at the VRT administrative offices in Meridian, on the Valley Regional Transit and ValleyRide websites, and on Facebook and Twitter social media outlets. Other possible distribution outlets include media advertising and emails.
TOPIC: Executive Director Report

DATE: February 22, 2019

Highlights:

FY2019 Organizational Transition
Budgeting and Accounting
Valley Regional Transit is making progress on our backlog of financial deliverables such as the quarterly variance report and setting up the budgeting process. The backlog is caused by significant staffing changes at the end of last year. The quarterly variance report is delayed by one month. The Executive Board will review that for the April meeting. We will also have the revenue and expense trends to the Executive Board by the April meeting. These are important reports for building the FY2020 budget.

Rhonda Jalbert began the budget development process this month. We are one month behind our deadlines for this. Staff will provide an updated schedule to the Executive Board. We should be able to catch back up and hit our August deadline to adopt the budget.

The partial shutdown of the federal government is delaying the formula grant cycle. This has a strong probability of creating a cash flow issue for VRT in the next few weeks. We will be working with City of Boise to ensure funding levels that will prevent any service disruptions.

Advertising Sales Department
VRT is in the process of hiring a sales person focused on selling advertising on our vehicles and other VRT-owned assets and sponsorships to support a variety of VRT’s programs. The business plan was complete in the last few weeks. In the meantime, the manager of this department, Ken Schick has been developing and administering contracts to achieve our sales goals for FY2019.

Board Changes
We will see some new faces at the April board meeting. Ada County recently appointed Commissioners Diana Lachiondo and Rick Visser to serve as primary board members to VRT. Ada County Highway District appointed Kent Goldthorpe to serve as their representative earlier in the year. There will be an election at the April board meeting to appoint a member to fill the vacant Ada County at-large Executive Board position.

More information: Kelli Badesheim, Executive Director, 208-258-2712, kbadesheim@valleynregionaltransit.org
TOPIC: Development Department Monthly Report
DATE: February 20, 2019

Summary: Update of Development Department activities for the month of January and February 2019

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

Performance Based Decision-making
- ValleyConnect 2.0 (Vc2.0)
  Staff has been working on projects to implement Vc2.0, e.g. local allocations, FY2020 service changes, fare review, etc.

- Programming
  - Local and Federal Allocations – Staff has presented to the Executive Board several options, i.e. service based, property tax and other agency allocation calculation in the area. These options will be refined and discussions with stakeholder staff will be presented and findings will be brought back to the Executive Board for review and direction.
  - Volkswagen Settlement – No new items to report this month.
  - Greyhound – Staff presented the information to the Executive Board in January and February 2019. Staff is reviewing the draft contract from Greyhound and reviewing costs based on input from the Executive Board in February.

- National Transit Database (NTD) Reporting Project
  Information has been inputted into NTD. VRT is awaiting comments from the FTA consultant on data.

- Transit Asset Management
  VRT, Boise State and ACHD Commuteride have completed the process of scoring all public transportation assets. The scoring will be used for the investment prioritization recommendation for the capital project plans for fiscal year 2020. This will be presented at the Executive Board meeting in March.

Increase Ridership and Revenue
- Fare Project
  Staff is reviewing fare products and pricing. A presentation on fare pricing will be submitted to the Executive Board in March.
• **Service Changes**  
  Service Changes were implemented January 28, 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. A public hearing date was set for Route 44 at the January board for April 1, 2019.
  
  Staff has begun preparing information and costs to engage local jurisdictions about proposed 2020 service change concepts that meet Vc2.0 goals, including potential expansions in Boise, Eagle and Meridian. Staff has also begun conversations with Garden City about potential service impacts if local funding for the route 11 cannot be secured.

• **FY 2020 Budget**  
  Staff is working on the FY20 Budget with Business Unit Owners. Draft FY20 Budgets by Divisions will be presented for review and direction to the Executive Board.
  
  Revenues are also being reviewed and a trends analysis will be presented to the Executive Board for information.

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

**Regional Capital Enhancements**

• **Boise Operations Facility Upgrades**  
  HVAC/CNG project is under construction with a completion date in April 2019.

• **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**  
  Staff, CWI staff and the consultant of record, HDR, reviewed the project costs. Project costs have increased and VRT staff and CWI staff are discussing options.

• **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.

• **Nampa Transit Oriented Development**  
  No new items to report this month.
• **Main Street Station**  
   No new items to report this month.

• **Bus Stop - Accessibility, Prioritization and Review**  
   Staff is working with the Regional Advisory Committee (RAC) on Bus Stop Accessibility, Prioritization and Implementation project. Staff will review with the RAC, the adopted Bus Stop Location and Transit Amenities Development Guidelines and bus stop criteria for ranking of stops.
   
   o **ACHD ADA Transition Plan** – ACHD has put out an ADA Transition Plan for review and comment. Comments were due February 8, 2019. Staff has reviewed the plan with RAC submitted a response from VRT to ACHD.

• **State Street Corridor Projects**  
   See the State Street Corridor memo for more information about State Street projects.

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

   Annual Performance Measures, for all public transportation, will be compiled and submitted to the Executive Board, for review, and use in determining programming of funds.

**Other Development Activities**  

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

**More Information:** Rhonda Jalbert, Development Director, 208.258.2707. rjalbert@valleymcontraltransit.org
TOPIC: Operations Department Monthly Report
DATE: February 20, 2019

Summary: Update of Operations Department activities for the months of January and February 2019

- **Procurement**
  - Transit bus procurement was cancelled due to concerns in regards to technical specifications. Plan to put the new procurement out in March.
  - A three-year contract was signed with Creative Bus Sales to purchase accessible vans.
  - Proposals for Automatic Passenger Counters (APC) were due on February 22. Demonstrations from providers are scheduled and plan to award contract in March.

- **Valleymike Fixed Route**
  - Service changes in Ada and Canyon County were implemented on January 28. Have seen a slight ridership increase in the first two weeks.
    - Will look at making small adjustments in the near future
  - Ada County operations will operate two buses for the “Treeline” route during the 2019 Treefort Music Fest in downtown Boise. Buses will operate from 6:00 pm to midnight March 20 – March 23.
  - December ridership was 91,571.

- **Access Demand Response**
  - Staff will be working with the Regional Advisory Council to complete a new Access Users Handbook and Brochure.
  - December ridership was 4,127.

- **Specialized Transportation**
  - A new van was received in February and is getting prepared for service. It will be used for accessible rides under the Lyft Transit Connection service.
  - The van that was ordered for Harvest Transit has been delayed. The van manufacturer and their parts supplier were affected by the fires in California, causing significant delays. Planning for delivery in early March.
  - December ridership was 8,167.

- **Customer Information Support**
  - Rideline has hired two new agents. One started the week of February 18. The second will start the week of March 4.
  - Pass printers will be installed at Happy Day Transit Center and Main Street Station in March. This will allow all fare media to be sold at all Valley Regional Transit facilities.
• **Compliance**
  - National Transit Database reporting for FY18 was completed in January.

• **Information Technology and Intelligent Transportation System**
  - The destination sign integration, which automates the route destination sign to change the route display as needed based on buses locations was completed in January. A few issues have been introduced during the process and are being addressed by staff with the assistance of Route Match.
  - Programming of the Automatic Voice Annunciation (AVA) began in February. This new feature provides automated announcements for major stops, transfer locations and key destinations along route per ADA requirements. The system will go live in April.
  - Bids for the Automatic Passenger Counting (APC) project were received on February 22. Evaluations are being completed and Notice of Intent will go out in mid-March.
  - The weekend of February 16, staff completed an Internet transition and upgrade. As of the transition, we have seen speed increases at all facilities, both inside and outside network traffic.

**More Information:** Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleyregionaltransit.org
TOPIC: Community Projects/Outreach Efforts Update
DATE: February 20, 2019

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 stable funding sources
    o Public transportation ambassadors and outreach campaign
    o Coalitions and partnerships

Highlights
• I will be working with my Community Relations workgroup towards the development of community relations plan for Valley Regional Transit.

• Websites: I am in the process of updating our website to include numerous changes recommended by Stoltz Marketing. I am in the process of updating a new website I manage that provides information about the State Street corridor (www.buildabetterstatestreet.org)

• I am continuing to work on an update to the VRT Public Involvement Policy and our first VRT Rider’s Policy.

• 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.

• I am completing staff training sessions about our new branding strategies, how to successfully work with the media, and the Idaho Open Meetings Law.

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

DATE: January 15, 2018

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

Highlights:

**Program Administration**

- The Boise GreenBike system now has 83 active station hubs and flex hubs with 127 bikes.
- As of January 15, 2019, Boise GreenBike has 17,724 active members, who have made 96,428 overall trips since the beginning of the program, covering 233,107 miles and burning 9.3 million calories.
- Here are the numbers for December 2018. Thirty-eight new sign-ups, 611 overall trips, 751 miles, 30,065 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 V 4.5 bikes with 3-speed gearing.
- Topeka bike update: There are 30 bikes stripped down and ready to be rebranded. We will need to buy controllers for the bikes. We are looking for ways to pay for this project.

**Sponsorship Plan**

- Title Sponsorship
  - SelectHealth and St. Luke’s (renewed for three years)
- Station sponsors:
  - Boise Co-op
  - Banner Bank
  - University of Idaho – Boise
  - CCDC (2 stations)
• Bodybuilding.com
• Treasure Valley Clean Cities Coalition (renewed 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.
  • 5B – Owners of The District on Parkcenter Blvd are considering sponsoring a new station hub to serve the large apartment complex.
• We continue to schedule meetings with potential sponsors.

More Information: Dave Fotsch, Boise GreenBike Director, 208-331-9266 (cell), dfotsch@valleymetropolitantransit.org