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REGIONAL ADVISORY COUNCIL AGENDA
Tuesday, December 17, 2019
9:00 AM
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. Regional Advisory Council/Valley Regional Transit Executive Board Joint Minutes from November 4, 2019 Meeting

The minutes of the RAC/Executive Board Joint meeting held on November 4 are included in the Consent Agenda

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

V. NON-POLICY/OUTREACH/SERVICE AGENDA ITEMS
A. INFORMATION: Introductions of Mary Beth Nutting and Deborah Allen
Mary Beth Nutting and Deborah Allen expressed an interest in participating in an ex officio capacity on the Regional Advisory Council (RAC). Ex officio is a non-voting member. VRT have allowed interested citizens participate in this capacity when positions were not open on the council.

B. ACTION: Regional Advisory Council 2020 Meeting Calendar
Members will review, for approval, the 2020 RAC meeting calendar.
VI. POLICY ACTIVITIES - ACTION/INFORMATION ITEM
A. ACTION: FY2020 Regional Advisory Council Charter Committees Θ Pages 7-9 Kelli Badesheim
The RAC members will consider opportunities to engage in charter teams and committees. Attached are the three charters developed and approved for the FY2020 Work Program.

VII. SERVICE/PROGRAM ACTIVITIES – ACTION/INFORMATION ITEM
A. ACTION: Community Relations Targeted Audiences Messaging Θ Pages 11-12 Mark Carnopis
RAC members are asked to provide input regarding target audiences. This input will be used towards the development of the VRT community outreach plan.
B. INFORMATION: FY 2020 Service Change Update Θ Pages 13-14 Stephen Hunt
Staff will present an update on the FY 2020 service change for your information.

VIII. OUTREACH ACTIVITIES – ACTION/INFORMATION ITEM
A. ACTION: Valley Regional Transit Fact Sheet Θ Page 15-16 Mark Carnopis
Members are asked to review the design template for a VRT fact sheet that will include operations, projects, and financial information, and provide suggestions on information that should be included in the document.

IX. DEPARTMENT/STAFF REPORTS
A. INFORMATION: Department/Staff Reports Θ Pages 17-25
Department/Staff reports are included in the packet for information.

X. ADJOURNMENT

Θ = Attachment
Agenda order is subject to change.

NEXT REGIONAL ADVISORY COUNCIL MEETING:
January 21, 2020
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

For questions or comments regarding this agenda, please contact Kelli Badesheim at (208) 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 (208) 258-2702 if an auxiliary aid is needed.
Valley Regional Transit Executive Board/RAC Meeting Minutes
November 4, 2019
VRT Board Room
700 NE 2nd Street – Board Room
Meridian, Idaho

APPROVED:

By: [Signature]
Tom Dale, Chair
Valley Regional Transit

ATTEST:

By: [Signature]
Paula Cromie, Executive Assistant
Valley Regional Transit
Executive Board- RAC Joint Meeting Minutes  
Monday, November 04, 2019  
11:00 AM  
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

<table>
<thead>
<tr>
<th>MEMBERS ATTENDING</th>
<th>MEMBERS ABSENT</th>
<th>OTHERS PRESENT</th>
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</thead>
<tbody>
<tr>
<td>Dave Bieter – City of Boise</td>
<td>Luke Cavener – City of Meridian</td>
<td>Kelli Badesheim – VRT</td>
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<tr>
<td>Elaine Clegg – City of Boise</td>
<td>Garret Nancolas, City of Caldwell-by phone</td>
<td>Sara Baker - ACHD</td>
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<td>John Evans – City of Garden City</td>
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<td>Paula Cromie – VRT</td>
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<td>Greg Hill – Boise State</td>
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<td>Maureen Gresham – Commuteride</td>
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<td>Debbie Kling – City of Nampa</td>
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<td>Rachel Hankkaia – COMPASS</td>
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<td>David Lincoln – ACCHD</td>
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<td>Jim Hansen – Dist. #1 ACHD</td>
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<td>Darin Taylor-City of Middleton</td>
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<td>Jacob Hassard – VRT</td>
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<td></td>
<td>RAC MEMBERS ABSENT</td>
<td>Stephen Hunt – VRT</td>
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<tr>
<td>Susan Bradley</td>
<td>Kelly Berg</td>
<td>Kelly Jakovac - VRT</td>
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<td>Lisa Brady</td>
<td>Annette Harper</td>
<td>Jason Jedry – VRT</td>
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<tr>
<td>Terri Lindenberg</td>
<td>Jason Madsen</td>
<td>Debbie Lombard-Bloom - Citizen</td>
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<td>Salome Mwangi</td>
<td>Jeremy Maxand</td>
<td>Kaytlyn Marcotte-VRT</td>
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<tr>
<td>Eric Selekof</td>
<td>Courtney Rosenkoetter</td>
<td>Lauren McLean – City of Boise</td>
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<td>Tina Wilson</td>
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<td>Leslie Pedrosa - VRT</td>
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<tr>
<td>Walter Steed</td>
<td></td>
<td>Rocky Perkins – ATU 398</td>
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<td></td>
<td>RAC MEMBERS ABSENT</td>
<td>Ken Pidjeon – Citizen</td>
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<td>Jill Reyes - VRT</td>
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CALLING OF THE ROLL - Chairman Tom Dale called the meeting to order at 11:06 a.m.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS
Ken Pidjeon asked several questions regarding fare increases and bids on busses and requested he get written answers to his questions.

CONSENT AGENDA Executive Board
Items on the Consent Agendas consisted of the following:
- Condo Association Agreement Payment
- Executive Board Minutes from the September 23, 2019
- Approve Minutes of the October 15, 2019 Regional Advisory Council Meeting

John Evans made a motion to approve the consent agendas, as presented; Dave Bieter seconded the motion. The motion passed unanimously.
FINANCE COMMITTEE - None

EXECUTIVE BOARD - ACTION ITEMS

JOINT ACTION: Regional Advisory Council 2020 Work Plan
Kelli Badesheim presented the Regional Advisory Council's charters for the FY2020 work program for approval. Following discussion, Debbie Kling made a motion to accept the charters as presented; Terri Lindenberg seconded the motion. The motion passed unanimously.

Bus Stop Design Services – Resolution VEB19-004
Jacob Hassard presented information on bus stop design services for 2020 bus stop improvements. Following discussion, Darin Taylor made a motion to adopt Bus Stop Design Services Resolution VEB19-004; Elaine Clegg seconded the motion. The motion passed unanimously.

FY2021 Budget Development Calendar
Kelli Badesheim reviewed Budget Development Calendar for FY2021. Staff was seeking input on implementing the 60-day budget comment period suggested by the VRT Board last year. Following discussion David Lincoln made a motion to approve the Budget Development Calendar for FY2021; Darin Taylor seconded the motion. The motion passed unanimously.

EXECUTIVE BOARD – INFORMATION ITEMS

Administrative Policy Review
Kelli Badesheim presented a review of VRT's Administrative Review policies for the Executive Board.

Navigation Playbook
Kaytlyn Marcotte presented the highlights from the "Navigation Playbook" project underway.

Fiscal Year 2019 Public Comment Report
Members of the Executive Board and Regional Advisory Council had the opportunity to review the FY2019 Public Comment Report.

Procurement Calendar - The latest procurement calendar was included in the packet for information.

Department/Staff Reports - The most current department/staff reports have been included in the packet for information.

EXECUTIVE SESSION - None

ADJOURNMENT – The meeting adjourned at 12:47 p.m.

NEXT VRT EXECUTIVE BOARD MEETING:
Monday, December 2, 2019
VRT Boardroom
700 NE 2nd Street
Meridian, ID
Neighborhood Initiatives and Mobility Collaboration
Areas: Policy and Services/Programs

Issue Summary

Valley Regional Transit staff are working on a variety of issues pertaining to neighborhoods and mobility collaboration. These include prioritizing bus stop investments; incorporating a review, documentation, and action plan addressing accessibility issues in two pilot neighborhoods; completing a GIS map of bus stops by neighborhood; and creating a template neighborhood associations can use to support grant applications for bus stop improvements. In addition, staff will be finalizing the plan for the Pass Program redesign to be implemented in FY2020. The Pass Program will be marketed to employers, residential neighborhoods, and human service agencies.

Activities

- Create a subcommittee
- Establish a prioritized list of bus stop improvements.
- Complete an accessibility audit of State Street Corridor neighborhoods between Glenwood and Whitewater.
- Start-up and activate inter-agency mobility collaborations in State Street and Barber Valley neighborhoods.
- Evaluate feasibility of mapping bus stops and accessibility issues within target neighborhoods.
- Establish prioritized list of future investments to improve accessibility.
- Implement pass program redesign and establish performance metrics.

Impact/Dependencies

- FY2020 bus stop investments
- Neighborhood mobility collaborations in State Street Corridor and Barber Valley
- Pass Program implementation
Regional Advisory Council
Charter

Expanding Capacity to Serve Accessible Rides
Areas: Policy, Services/Programs

Issue Summary

Valley Regional Transit is working with a variety of partners and stakeholders to identify and address availability of accessible vehicles to meet the transportation needs of persons with disabilities. VRT provides accessible services through a variety of partners in the nonprofit sector. In addition, VRT provides ACCESS, the ADA paratransit services required to be complementary to the Valleyride fixed-route services in Ada and Canyon counties. This project will evaluate the effectiveness of the specialized transportation model VRT has been operating with for the past several years, determine technology applications and operations approaches to support expanding accessible ride capacity in the region, and prioritize future investments in services, capital and technology to achieve building capacity to serve passengers with disabilities.

Activities

1. Establish project team to include RAC members
2. Complete analysis of existing specialized transportation services
3. Research and document technology applications designed to coordinate rides
4. Develop findings and recommendations for increasing capacity including operational feasibility and financial information
5. Prioritize activities to achieve recommendations

Impact/Dependencies

- Access to Independence Scrip transition
- Acquisition of Services analysis
- Rides 2 Wellness expansion
- Shared vehicle analysis
- Lyft Transit Connections
- VRT Late Night
- Navigator Playbook
Regional Advisory Council
Charter

Canyon County Community Engagement
Areas: Services/Programs, Outreach

Issue Summary

Valley Regional Transit initiated a staff level strategic planning team in Canyon County. The strategic team includes staff from Nampa, Caldwell, Canyon County, Idaho Transportation Department, College of Western Idaho, Valley Regional Transit, and COMPASS. The objective of the strategic team is to gain a better understanding of the role of public transportation to serve the transportation needs of Canyon County and to identify corridors and projects where all agencies can optimize transportation investments. The work of the strategic team needs to be supported by a robust and inclusive community engagement effort in Canyon County. The work will be used to support prioritizing transportation investments and the decision-making process of regional governing councils and boards.

Activities

1. Establish a Canyon County engagement project team
2. Develop and implement a robust and inclusive engagement plan
3. Incorporate input from the public into evaluation and prioritization of transportation investments
4. Document and summarize findings from community engagement efforts

Impact/Dependencies

- FY2020 and FY2021 service changes
- Canyon County Strategic Team
- VRT FY2021 budget process
- Increasing Canyon County neighborhood access to transit
## Regional Advisory Council
### FY2020 Meeting Calendar
*(Fiscal year runs from October 1 through September 30)*
VRT Administrative Offices - Board Room
700 NE 2nd Street – Meridian, Idaho

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Tuesday, <strong>October 15</strong>, 2019</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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</tr>
<tr>
<td>Monday, <strong>November 4</strong>, 2019</td>
<td>11:00 a.m. 1:00 p.m.</td>
<td>(Joint meeting with the Executive Board)</td>
</tr>
<tr>
<td>Tuesday, <strong>December 17</strong>, 2019</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<tr>
<td>Tuesday, <strong>January 21</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<tr>
<td>Tuesday, <strong>February 18</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<tr>
<td>Tuesday, <strong>March 17</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<tr>
<td>Tuesday, <strong>April 21</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<tr>
<td>Tuesday, <strong>May 19</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<tr>
<td>Tuesday, <strong>June 16</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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<td><strong>NO MEETING IN JULY</strong></td>
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<tr>
<td><strong>NO MEETING IN AUGUST</strong></td>
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<tr>
<td>Tuesday, <strong>September 15</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
<td>(Orientation meeting for FY 2021)</td>
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*New Fiscal Year Begins for 2021 on October 1, 2020*

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Monday, <strong>October 20</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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</tr>
<tr>
<td>Tuesday, <strong>November 2</strong>, 2020</td>
<td>11:00 a.m. 1:00 p.m.</td>
<td>(Joint meeting with the Executive Board)</td>
</tr>
<tr>
<td>Tuesday, <strong>December 15</strong>, 2020</td>
<td>9:00 a.m. to 11:00 a.m.</td>
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**TOPIC:** Community Relations Targeted Audiences Messaging  
**DATE:** December 4, 2019

**Summary:**  
**Background**

The VRT Community Relations Work Group is developing a community outreach plan to be implemented during the current fiscal year. The goal/intent of the plan is to “tell” our story by developing and implementing strategies and tactics that ensure consistent and effective community relations and communication with external and internal partners and stakeholders.

As part of the plan development process, the Work Group needs to determine targeted audience messaging. In order to achieve this, the Work Group will identify the following: the wants, needs and fears of each audience; the value of the messages; the actual messaging for each of the audiences; and the tools that can be used to deliver these messages.

The Work Group is reaching out to the Regional Advisory Council to provide input towards achieving this goal of better understanding of targeted audiences. Here is more information about this aspect of the plan:

<table>
<thead>
<tr>
<th>Audience</th>
<th>What we need to know</th>
</tr>
</thead>
<tbody>
<tr>
<td>» Policy/decision-makers</td>
<td>• What are the “wants, needs and fears” of the respective target audience?</td>
</tr>
<tr>
<td>» Community Partners</td>
<td>• What might be the perceived value of public transportation specific to each target?</td>
</tr>
<tr>
<td>» Consumer Advocates</td>
<td>• What messages might resonate with each audience?</td>
</tr>
<tr>
<td>» Taxpayers</td>
<td>• What are effective communication tools to reach these audiences?</td>
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<tr>
<td>» Non-profit leaders</td>
<td></td>
</tr>
<tr>
<td>» VRT Board Members</td>
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</tbody>
</table>

**Staff Recommendation/Request:**  
Action item: RAC members are asked to provide input at its December 17 meeting regarding target audiences for the VRT community outreach plan.
Implication (policy and/or financial):
None.

More Information:  Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregionaltransit.org
TOPIC: FY 2020 Service Change

DATE: December 5, 2019

Summary:

As part of the coming service change, Valley Regional Transit has been working towards improving service in Ada County in FY 2020. The proposed changes are designed to maximize the effectiveness of existing transit resources and connect more people to more places more often. The anticipated system benefits of the FY 2020 service change include:

- continued improvement of on-time performance;
- continued expansion of Premium Services, specifically State Street, Vista and Fairview; and
- improved transit accessibility to and from Eagle with Park and Ride options for other Highway 44 communities.

VRT has developed the following to support the FY 2020 service change and continued improvement in on-time performance:

- Improve On-Time performance and streamline schedules by limiting the number of time-points to roughly ten minute intervals
- Minor route changes to the following routes:
  - The 1 Parkcenter – Use Parkcenter and Warm Springs Avenue through Barber Valley to reduce delay of round-abouts on Parkcenter Boulevard, Stay on Parkcenter Boulevard, rather than using Boise Avenue, between Apple Street and Bown Crossing. We will consolidate stops on Barber Valley. These actions are designed to improve on-time performance.
  - The 2 Broadway – Use Front Street, rather than Idaho, between Broadway and Main Street Station. This will improve on-time performance and was requested of riders after the 2 Broadway used Front during construction on Idaho.
  - The 4 Roosevelt – Follow the 5 Emerald between Main Street Station and Americana. This removes the delay caused by the left from Front onto 13th Street.
  - The 52 Caldwell Boulevard – turn South on 7th Avenue in Caldwell, rather than south, on Kimball.
- Adding stops in Eagle with the extension of Route 9
- Improving passenger information by updating schedule design and highlighting the destinations accessible by transit.

Staff Recommendation/Request:

Information Item.
Implication (policy and/or financial):
These changes are either minor in scope or refinements of actions previously approved by VRT.

Project Schedule:
January 2019   Establish 2019 Service Change objectives  **COMPLETE**
January – February 2019  Develop initial concepts  **COMPLETE**
February – April 2019 Collect jurisdiction feedback on concepts and priorities and draft budget implications  **COMPLETE**
May – June 2019 Draft Service Changes  **COMPLETE**
July 2019 Finalize Service Change Proposal  **COMPLETE**
August 2019 Final Service Change Proposal  **COMPLETE**
September 2019 RAC and Board Approval  **COMPLETE**
Winter 2019/2020 Implementation Planning  **UNDERWAY**
April 2020: Implement Changes

More Information:  Stephen Hunt, Principal Planner,
208.258.2701,  shunt@valleyregionaltransit.org
TOPIC: Valley Regional Transit Fact Sheet
DATE: December 4, 2019

Summary:
Background
Keeping our governing/advisory members informed about Valley Regional Transit operations, projects, and finances, is an ongoing goal of VRT staff. There has been discussion by Regional Advisory Council members about the need for a VRT fact sheet. This one-page document would include a collection of facts that would provide an overview of VRT in a well-designed graphical format. The document will be used as a reference document for RAC and Board members, and would be posted on our Valley Regional Transit website. It would utilize our branding colors.

Staff Recommendation/Request:
Action item: Regional Advisory Council members are asked to review the draft design template for the fact sheet and provide input as to what information should be included in the document.

Implication (policy and/or financial):
The only financial impact we expect is the staff time to produce the fact sheet, keeping the document updated, and printing the document.

Timeline:
December 2019
- VRT Regional Advisory Council members review the proposed design of the fact sheet and provide direction as to what information should be included in the document.

January 2020
- The RAC completes a final review of the draft document. Document provided to RAC and Board members and posted on the VRT website.

More Information: Mark Carnopis, Community Relations Manager, 208-860-9811, mcarnopis@valleyregionaltransit.org
TOPIC: Operations Department Monthly Report
DATE: November 20, 2019

Summary: Status update of activities related to contracted transportation services, Specialized Transportation services, information technology and intelligent transportation systems, compliance, customer service support and regional operations.

Highlights:

Contracted Transportation
- Boise operations, VRT staff, city of Boise staff and ACHD staff met on a bus to determine a solution for permanent bus stops to the corridor of Main and Fairview between 17th and Whitewater Park Blvd., with the recent changes to the street layout.

Specialized Transportation
- Staff will complete training with WellRyde, the new company selected for scheduling software, for the Rides to Wellness program. VRT staff will work with WellRyde staff the remainder of November to get information loaded into the system. Staff will begin to schedule new trips into the system starting on December 2.

Information Technology and Intelligent Transportation Systems
- Staff worked with Urban Transportation Associates to automate reporting for the automatic passenger counters.
- Completed contract with WellRyde, the new provider for scheduling software for the Rides2Wellness program.
- Staff completed server updates and patches.

Compliance
- Staff is continuing to answer follow-up questions from the Federal Transit Administration Drug and Alcohol audit. Auditors have requested clarification or additional information in regards to the original submission.

Customer Service Support
- Hired a Mobility Information Specialist
- Staff is working on processes for City Go launch
- Staff updated and distributed new ACCESS brochure and handbook
- Staff prepared for the upcoming changes to scheduling ACCESS rides
- Staff is working on a new training program for new customer service agents

Regional Operations
- VRT staff traveled to Park City, Utah to talk with the transit agency to discuss their transition to electric buses. Park City received their first six electric buses in 2018 and seven additional buses in 2019. Park City has worked closely with Proterra for nuances they have encountered during the transition and continue to make adjustments as needed. They believe more advanced technology will continue to come from Proterra, which allows for ongoing adjustments to bus software.
Updates:

**Contracted Transportation**
- Ada County and Canyon County operations are working with VRT staff to finalize service changes planned for April 2020.
- VRT staff is working with Ada County and Canyon County operations to find new solutions to improve service in Canyon County.

**Specialized Transportation**
- With the adoption of the FY20 budget by the VRT Board, staff ordered four replacement vehicles. Staff expects to have these buses in service during the second quarter of FY20.

**Information Technology and Intelligent Transportation Systems**
- Staff trained Contracted Operations staff to run reports with the automatic passenger counter system.
- Staff trained Contracted Operations staff on procedures for using new computer hardware for fare box data downloads.
- Staff worked with several departments to gather data for fiscal year end reports.
- Staff attended the “Runcutter” course with other agencies and VRT staff to learn about service planning standards for a service change.
- Security protocols failover tests conducted successfully, but deficiencies with network infrastructure design may cause single points of failure. Equipment has been purchased and staff will install.

**Compliance**
- Currently working with all departments to ensure Davis-Bacon Act compliance for FY19.
- Currently working with staff to streamline monthly reporting to ensure on time reporting and accurate data.
- Currently working with all departments to ensure fiscal year 2019 data is ready for National Transit Database reporting.

**Customer Service Support**
- Customer service agents handled 5,534 of 6,106 incoming calls, with 572 calls abandoned. The average call time was 2 minutes, 38 seconds and the average hold time was 14 seconds.
- October mobile ticket sales totaled $4900.50.

**Regional Operations**
- Staff is with working with the Development Department to finalize service changes planned for spring of 2020.
- Staff has begun attending special event meetings with the city of Boise to better prepare for events that will effect transit operations.
- Staff from Operations, Development, Boise Green Bike and City Go met with students from Riverstone International School to talk about alternative transportation within the city of Boise.

**More Information:**
Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleymetrorapidstransit.org
Susan Powell, Operations Manager, 208-258-2711, spowell@valleymetrorapidstransit.org
Nick Moran, IT Manager, 208-608-0584, nmoran@valleymetrorapidstransit.org
Dave Meredith, Compliance Manager, 208-258-2729, dmeredith@valleymetrorapidstransit.org
TOPIC: Development Department Monthly Report
DATE: December 02, 2019

Summary: Update of Development Department activities for the month of November 2019

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

Performance Based Decision-making
- ValleyConnect 2.0 (VC2.0)
  Staff has prepared a draft scope and schedule for the development of a 5-year Transit Development Plan (TDP). This plan will build on ValleyConnect 2.0 and the efforts of local jurisdictions to enhance transit services in their community.

- Programming
  Local and Federal Allocations – VRT staff has applied the FY2020 budget to the updated local allocations methodology and will provide an update to the Executive Board at the December meeting.

Increase Ridership and Revenue
- Fare Project
  VRT staff is continuing to monitor the fare revenue and ridership since the October 1 fare change. Initial reports suggest an increase in fare revenue from mobile ticketing, credit card transactions and fareboxes. In Ada County, ridership does not appear to have changed substantially from what we would have expected before the fare increase. Inter-county and Canyon County ridership looks to be down seven to eight percent from what we would have expected before the fare increase.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements
- Boise Operations Facility Upgrades
  HVAC/CNG project is 90% complete with an expected completion date of late fall 2019. The project is currently waiting on a small compressor-room-addition, which recently received permit approval from the City of Boise and is under construction now. The CNG compressor rebuild was completed in May 2019. Upgrades to the fuel-island and office are programmed in the FY20 budget and will begin once the grant dollars are secure after TRAMS opens in November 2019.

- Happy Day Transit Center Upgrades
  The Executive Board approved initial design funding at the November 2018 Executive Board meeting. Cost estimates, material testing and mitigation studies have been
completed as part of that effort. VRT is still waiting on grant funding in order to begin the construction side of this effort. Local Match may not be available for this small urban project due to the fact that the Compressed Natural Gas Rebate (CNG Rebate) has not been awarded this fiscal year, but the federal dollars are ready to be implemented as soon as local match can be identified.

- **Regional Facilities and Infrastructure Plan / Facility Maintenance Plan**
  Staff is drafting the Facilities and Infrastructure Plan currently and has engaged a technical writer to assist in the plan completion later in the fall of 2019. The plan is currently posted on VRT’s website for review/comment. Once the Facilities and Infrastructure Plan has been reviewed by staff, the technical writer will assist in updating the current Facility Maintenance Plan to match the new Facilities and Infrastructure Plan for the region.

- **Electric Bus Infrastructure**
  Staff has met with Idaho Power and started the process of designing the upgrades needed from Idaho Power to feed the new electric bus chargers. Once design documents are complete from Idaho Power staff will begin the owner side work of upgrading infrastructure for chargers downstream of Idaho Power.

- **Main Street Station**
  No new items to report this month for the site, but staff has finalized an additional facility maintenance engineer/facility master technician to assist in the maintenance of MSS and the technical equipment at the Boise Maintenance Facility, such as the fuel island.

- **Bus Stop**
  The 2020 bus stop improvements projects has several phases and elements. Design for construction of eight larger shelter-sized bus stop pads (carried over from FY19) is 80% complete. Planning, in preparation of the NEPA effort for any 2020 bus stop improvements, will be complete soon and we expect the NEPA application to be submitted in early 2020. Bus stop improvements for Eagle and Meridian will commence when those alignments are finalized.

- **State Street Corridor Projects**
  VRT drafted the scope of a transit alternatives analysis for State Street, which would recommend a transit pathway between State Street and Whitewater and Main Street Station. This analysis was presented to the Executive Board as Resolution VEB19-006.

State Street Executive Team met in September and directed the Technical Team to recommend a course of action that would help member agencies continue making progress on the Transit and Traffic Operations Plan (TTOP).

The Technical Team recommended the following action and the State Street Executive Team considered this recommendation on November 21:
Valley Regional Transit led a **Transit Operational Analysis** with the staff support and financial contributions of the State Street partners.

The alternatives in this analysis should:
- explore transit priority treatments other than HOV lanes and dedicated bus pullouts;
- be allowed under current law;
- be appropriate for the speed and traffic volumes of the different segments along the corridor;
- provide travel time benefits to transit; and
- minimize the impact to other traffic.

The study should quantify the impacts and benefits utilizing charts, pictures and video representations to illustrate how buses, cars, pedestrians and cyclists interact.

The results of this analysis should:
- support further progress on the TTOP vision;
- inform State Street partners whether the TTOP needs to be updated; and
- support near-term, incremental action that will grow transit use in the corridor, while still being consistent with the long-range vision for the corridor.

**Other Development Activities**
- **Title VI** – Next submittal will be October 2020.
- **Grant Opportunities** – VRT was awarded a competitive federal grant to purchase eight electric transit vehicles and the supporting infrastructure. It is expected that the new vehicles will be in service by the first or second quarter of FY 2021.

**More Information:**
Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
Jacob Hassard, Project Manager, 208.258.2705, jhassard@valleyregionaltransit.org
Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
TOPIC: Finance and Administration Activity Report  
DATE: December 2, 2019

Summary
This memo provides an update on the accomplishments of the finance department.

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

Highlights:

Budget/Finance
- Finance staff continues work on closing FY2019 and compiling financial information in preparation of the FY2019 independent audit and the FTA triennial audit
- Finance staff is preparing to submit the Authorities FY2019 National Transit Database information to the FTA

Grant Management
- Grants and Compliance Administrator is working on the following:
  - ITD and COMPASS grant applications
  - Triennial review documents
  - Grant balancing to projects

Procurement
- Grants and Compliance Administrator is working on:
  - Auditing procurement files
  - Triennial review documents
  - Procurements for upcoming projects for bus stop improvements, on-all A&E prior to construction, Boise GreenBike bike share partner

For More Information: Contact Jason Jedry, Finance Controller, (208) 258-2709, or e-mail: jedry@valleymetrontransit.org
TOPIC: Community Projects/Outreach Efforts Update
DATE: November 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
  • We have updated the informational kiosk at the Boise airport. This update includes the installation of a display case (located above the schedule rack) that provides detailed information about the three ValleyRide routes that serve the airport, how to use the bus system how to buy passes using your cell phone, and a printed airport departure schedule for the three routes. The final phase of the project is the installation of a monitor that shows real-time bus arrival times.
  • Work continues on developing a community outreach plan for FY 2020. I am currently working on the internal (staff) component of the plan.
  • A Boise State intern has completed a redesign of the bus routes schedules on our website (www.valleyregionaltransit.org). The redesign accomplishes several goals, including a consistent schedule orientation (vertical, like the printed schedules), and better readability if someone is using a cell phone.
  • Stuff the Bus, the annual toy drive we do with the Salvation Army, is scheduled for December 7. We park buses outside the seven Fred Meyer stores in the Treasure Valley from 10 a.m. to 6 p.m. that day and collect toys. Last year, we collected more than 11,000 toys. This is the 20th year of the event.
  • I am creating an internal electronic newsletter that will keep staff updated on what is going on in the other departments. We are also overhauling the company intranet site with the goal of making it easy to post and find information.

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

DATE: November 20, 2019

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

Highlights:
Program Administration

• The Boise GreenBike system now has 103 active station hubs and flex hubs with 127 bikes.
• As of November 20, 2019, Boise GreenBike has 22,007 active members, who have made 119,200 overall trips since the beginning of the program, covering 293,749 miles and burning 11.7 million calories.
• Below is a table comparing system statistics for October in each of the past five years. The numbers for 2019 are down from the record year of 2018. With no other viable explanation, we believe the decrease can be attributed to two factors, aging equipment and the presence of e-scooters.

<table>
<thead>
<tr>
<th>October</th>
<th>New Sign-ups</th>
<th>Overall Trips</th>
<th>Miles Travelled</th>
<th>Calories Burned</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>198</td>
<td>1,586</td>
<td>3,096</td>
<td>123,870</td>
</tr>
<tr>
<td>2018</td>
<td>518</td>
<td>3,400</td>
<td>7,535</td>
<td>301,415</td>
</tr>
<tr>
<td>2017</td>
<td>265</td>
<td>2,020</td>
<td>3,739</td>
<td>149,573</td>
</tr>
<tr>
<td>2016</td>
<td>319</td>
<td>2,503</td>
<td>5,565</td>
<td>222,635</td>
</tr>
<tr>
<td>2015</td>
<td>624</td>
<td>1,746</td>
<td>4,994</td>
<td>199,775</td>
</tr>
</tbody>
</table>

• We have selected a preferred vendor to replace the existing system with a much larger, all-new, all-electric system in the spring of 2020. One of the vendors not selected is protesting the selection. While that process plays out we are continuing conversations and contract negotiations with the preferred vendor.
• Simultaneously, we are in the process of renegotiating a title sponsorship contract with SelectHealth and St. Luke’s. We submitted a proposal to our sponsors on October 24, 2019 and are awaiting a response. They have until November 23, 2019 to counter the proposal or exercise first right of refusal.
• Recently completed events:
  o Support of Leadership Boise’s Quality of Life Day, September 18
SelectHealth Free Ride Day, Saturday, October 26

- Upcoming events
  - Cranksgiving, Saturday, November 23

**Sponsorship Plan**

- Title Sponsorship
  - SelectHealth and St. Luke’s (renewed for three years)

- Station sponsors:
  - Stevens-Henager College (New sponsor of three station hubs)
  - Boise Co-op
  - Banner Bank
  - University of Idaho – Boise
  - CCDC (two stations)
  - Treasure Valley Clean Cities Coalition
  - ACHD
  - Harris Ranch
  - HDR
  - The Watercooler (local construct)
  - Midas Gold
  - Idaho Central Credit Union
  - Parkway Station

- Membership Card Sponsorship
  - Key Bank

- We continue to schedule meetings with potential sponsors.

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