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Valley Regional Transit Board of Directors
Meeting Agenda
Monday, January 06, 2020
12:00 PM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

I. CALLING OF THE ROLL

II. AGENDA ADDITIONS/CHANGES

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

IV. FINANCE COMMITTEE REPORT

V. CONSENT AGENDA
Items on the Consent Agenda are Action Items will be enacted by one motion. There will be no separate discussion on these items unless a VRT Board Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. ACTION: Minutes of the September 23 Board of Directors Meeting
   The Board is asked to approve the minute of the September 23 Board of Directors meeting.

B. ACTION: Minutes from the November 4, 2019 joint meeting of the Executive Board and the Regional Advisory Council
   The Board is asked to accept the minutes from the November 4, 2019 joint meeting of the Executive Board and the Regional Advisory Council.

C. ACTION: Minutes of the Executive Board Meeting on September 23, 2019
   The Board is asked to accept the minutes of the September 23, 2019 Executive Board Meeting.

D. ACTION: Executive Board and Board of Directors Meeting Dates for 2020 and Proposed 2021 Meeting Dates
   The Board is asked to accept the Executive Board and Board of Directors meeting calendar for 2020 and proposed through 2021.

E. ACTION: Boise Municipal Healthcare Trust Appointment of Kelli Badesheim
   The Board is asked to accept the appointment of Kelli Badesheim to the Boise Municipal Healthcare Trust by approving Resolution VEB20-001.

F. ACTION: On-Call Architecture and Engineering Services for Construction
   Staff is requesting approval of Resolution VBD20-002 for the creation of an on-call list of architecture and Engineering (A&E) providers for construction.
VI. ACTION ITEMS

A. PUBLIC HEARING - FY2020 Budget Amendment #1
   The Valley Regional Transit Board of Directors will hold a public hearing on the FY2020 Budget Amendment #1.

B. ACTION: FY2020 Budget Amendment #1
   Valley Regional Transit Board of Directors will consider approval of VBD20-003 - FY2020 Budget Amendment #1. The budget amendment includes FY2019 carryforwards and new projects funded after the adoption of the FY2020 budget in August 2019.

C. ACTION: VRT Board Officer and Executive Board Elections
   The VRT Board of Directors will hold an election to fill vacant officer positions and elect at-large members to the Executive Board.

D. ACTION: Electric Bus and Infrastructure Procurement
   Staff recommends the Board of Directors approve Resolution VBD20-001 allowing the VRT Executive Director to complete negotiations and execute a contract with Proterra to procure 12 electric vehicles, infrastructure and annual battery leases.

E. ACTION: On-Call Transit Bus Graphics and Associated Services for Fleet Media Division
   Staff is requesting the Board approve RESOLUTION VBD20-006 to delegate the authority to the Executive Director to create an "on-call" list of bus graphic vendors and associated services. This list is required to procure qualified vendors to create and install the graphics for media advertising sales.

F. ACTION: Transportation Improvement Program Approvals
   The VRT Board will consider approving Resolution VBD20-004, authorizing the Executive Board to approve the annual TIP and amendments, and requiring all approvals be submitted for ratification by the Board.

VII. INFORMATION ITEMS

A. INFORMATION: Pass Program Redesign
   Staff will provide an update on the pass program redesign.

B. INFORMATION: FY 2020 Service Change Update
   Staff will describe and discuss various upcoming service changes.

C. INFORMATION: Department/Staff Reports
   Department/Staff reports have been included in the packet for information.

VIII. EXECUTIVE SESSION

The VRT Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs (a) through (j).

An action by the VRT Board may follow the Executive Session.

IX. ADJOURNMENT

= Attachment

Agenda order is subject to change.
NEXT VRT BOARD OF DIRECTORS MEETING:
April 6, 2020
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

Mission Statement: Valley Regional Transit’s mission is to leverage, develop, provide, and manage transportation resources and to coordinate the effective and efficient delivery of comprehensive transportation choices to the region’s citizens. (ValleyConnect 2.0 Plan approved 04/02/18)

The public is invited to provide written comment on an agenda item or provide comment at the VRT Board meetings. Please refer to the VRT Board Agenda Preparation and Approval Policy (approved 07/15/09) at the following weblink:
https://www.valleyregionaltransit.org/media/1493/boardagenda-preparationpolicy.pdf

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.
Valley Regional Transit Board of Directors
Meeting Agenda
Monday, September 23, 2019
12:00 PM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

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<th>MEMBERS ATTENDING</th>
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<td>Luke Cavener – City of Meridian</td>
<td>Dave Bieter – City of Boise</td>
<td>Alicia Almazan-Wilder Mayor</td>
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<td>Elaine Clegg – City of Boise</td>
<td>Diana Lachiondo-Ada County</td>
<td>Kelli Badesheim – VRT</td>
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<td>Matt Edmonds-CCDC</td>
<td>Nathan Leigh-City of Parma</td>
<td>Mark Carnopis – VRT</td>
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<td>John Evans – City of Garden City</td>
<td>Sandi Levi-City of Nampa</td>
<td>Justin Cranney, HTEH</td>
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<td>Rob Fisher-City of Greenleaf</td>
<td>Garret Nancolas – City of Caldwell</td>
<td>Paula Cromie – VRT</td>
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<td>Jeff Flynn-CWI-phone</td>
<td>Elena Villanueva-City of Wilder</td>
<td>Gregg Eisenberg-VRT</td>
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<td>Kent Goldthorpe – ACHD</td>
<td>Rick Visser – Ada County Comm.</td>
<td>Dave Fotsch-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-phone</td>
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<td>Rachel Haukkala – 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>Genesis Milam-City of Meridian</td>
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<td>Ryan Head - ACHD</td>
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<td>Patricia Nilsson- Canyon County Comm.</td>
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<td>Stephen Hunt – VRT</td>
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<td>Stan Ridgeway-City of Eagle</td>
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<td>Kelly Jakovac - VRT</td>
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<td>Joe Stear-City of Kuna</td>
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<td>Jason Jedry – VRT</td>
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<td>Darin Taylor-City of Middleton</td>
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<td>Kaite Justice-VRT</td>
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<td>Mark Wasdahl-Dist.3 ITD</td>
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<td>Debbie Lombard-Bloom - Citizen</td>
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<td>Dave Winder-MDC</td>
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<td>Kaylyn Marcotte-VRT</td>
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<td>Stan Ridgeway-City of Eagle</td>
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<td>Corrie Washington-VRT</td>
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**CALLING OF THE ROLL** - Meeting called to order at 12:05 pm, visual attendance roll call

**AGENDA ADDITIONS/CHANGES** - None

**PUBLIC COMMENT** - Ken Pidjeon spoke regarding The VRT performance form.

**FINANCE COMMITTEE REPORT** - None
CONSENT AGENDA
The consent agenda consisted of the following:

• Approve Minutes of the August 5, 2019 Board Meeting (correction made to the attendance, Jim Hansen was left of the attendance list)
• Accept Minutes of the August 5, 2019 Executive Board Meeting
• Accept the FY2019 3rd Quarter Budget Reports
• FY2019 Third Quarter Operating Cash Balance Report
• 3rd Quarter Performance Report
• Fare Tariff Update
• Asset Disposal FY2019
• Bus Stop Location and Transit Amenities Development Guidelines (TADG) Update

David Lincoln made a motion to approve all items on the consent agenda; Genesis Milam seconded. The motion passed unanimously.

ACTION ITEMS
Transit Asset Media Advertising Policy - Resolution VBD19-014
Justin Cranney, legal counsel, presented information regarding Transit Asset Media advertising. Following discussion, David Lincoln moved to adopt Resolution VBD19-014, with changes made by the Executive Board; John Evans seconded. The motion passed. Luke Cavener and Kent Goldthorpe voted against the motion. Debbie Kling abstained.

Final Service Change Proposal
Stephen Hunt presented the final FY2020 service change proposal for Board consideration. Elaine Clegg made a motion to approve the final service change proposal; John Evans seconded. The motion passed by unanimous decision.

Innovative Bike Share Procurement – Resolution VBD-015
Dave Fotsch presented information on the Innovative Bike Share program. Following discussion John Evans made a motion to approve Resolution VBD-015; Joe Stear seconded the motion. The motion passed by unanimous decision.

On-Call Architectural and Engineering (A & E) Services – Resolution VBD19-012
Jake Hassard procured a list of on-call A & E services providers and is presented the list for approval. Following discussion, Elaine Clegg moved to approve Resolution VBD19-012; seconded by Genesis Milam. Motion was passed unanimously.

Specialized Transportation-Acquisition of Service - Resolution VBD 19-013
David Pederson presented VRT Specialized Transportation AOS request for Board consideration and approval. Elaine Clegg made a motion to approve Resolution VBD 19-013; Stan Ridgeway seconded the motion. The motion passed by unanimous decision.

FY2019 Carryforward Project List
Jason Jedry requested the VRT Board of Directors acknowledge the FY2019 carryforward project list that will be included in the FY2020 budget amendment request presented in January 2020. Elaine Clegg moved to accept the list as presented; seconded by Stan Ridgeway. The motion passed unanimously.
Personnel Matter Idaho Code [74-206 (b)] - Consider Executive Committee's Recommendation Regarding Executive Director Compensation
A motion to table this item was made by David Lincoln; seconded by Joe Stear. The motion passed unanimously.

Executive Session – None

INFORMATION ITEMS
State Street TOD Update
Stephen Hunt presented an update to the completed State Street TOD plan.

Downtown Mobility Collaborative Update
Kaite Justice discussed updates on the Downtown Mobility Collaborative.

Procurement Calendar
The most current procurement calendar was included in the packet for information.

Department/Staff Reports
The most current Department/Staff reports were included in the packet for information.

ADJOURNMENT – The meeting was adjourned at 1:42pm.

NEXT VRT BOARD OF DIRECTORS MEETING:
Tentatively set for January 6, 2020 at 12:00pm
VRT Boardroom
700 NE 2nd Street
Meridian, ID
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

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<td>Dave Bieter – City of Boise</td>
<td>Luke Cavener – City of Meridian</td>
<td>Kelli Badesheim – VRT</td>
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<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>
<td>Paula Cromie – VRT</td>
<td>Maureen Gresham – Commuteride</td>
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<td>Greg Hill – Boise State</td>
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<td>Rachel Hankkaia – COMPASS</td>
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<td>Jacob Hassard – VRT</td>
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<td>Darin Taylor-City of Middleton</td>
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<td>Stephen Hunt – VRT</td>
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<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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<td>Jeremy Maxand</td>
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<td>Eric Selekof</td>
<td>Courtney Rosenkoetter</td>
<td>Lauren McLean – City of Boise</td>
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<td>Rocky Perkins – ATU 398</td>
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<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
Valley Regional Transit Executive Board Meeting Minutes
September 23, 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 Meeting Minutes
Monday, September 23, 2019
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

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<td>Corrie Washington-VRT</td>
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CALLING OF THE ROLL – The meeting was called to order by Darin Taylor at 11:02am.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - Ken Pidjeon spoke in regards to the design of the fiscal year financial reports.

CONSENT AGENDA
The consent agenda consisted of the following items:

Approve Minutes of the August 5, 2019 Executive Board Meeting
Accept New Regional Advisory Council Member, Walter Steed

Elaine Clegg made a motion to accept the items on the consent agenda as presented for approval; David Lincoln seconded the motion. The motion passed unanimously.
FINANCE COMMITTEE - None

EXECUTIVE BOARD - ACTION ITEMS

Transit Asset Media Advertising Policy
VRT legal counsel, Justin Craney, presented the Transit Asset Media Advertising Policy to the Executive Board. Following discussion, Kent Goldthorpe moved to recommend the Transit Asset Media Advertising Policy to the VRT Board for adoption after inclusion of the word “vaping” in the tobacco section and the Executive Director to review the administrative review process; David Lincoln seconded the motion. The motion passed. Luke Cavener opposed the motion.

Bus Stop Location and Transit Amenities Development Guidelines Update (TADG)
Jake Hassard presented the TADG update for review and recommendation. Following discussion, Kent Goldthorpe moved to recommend the updates to the Board for approval; Luke Cavener seconded the motion. The motion carried unanimously.

Idaho Policy Institute Transportation Study
Kelli Badesheim presented information regarding the Idaho Policy Institute Transportation study. Following discussion, Kent Golthorpe moved to approve VRT’s participation; Elaine Clegg seconded the motion. The motion passed by unanimous decision. Greg Hill abstained from the vote.

EXECUTIVE BOARD – INFORMATION ITEMS

Electric Bus Purchase
Leslie Pedrosa provided an update on the Lo or No Emission grant submitted in May by VRT in partnership with Proterra.

Local Cost Allocation Methodology Update
Stephen Hunt provided an update on the Local Cost Allocation Methodology.

FY2020 Financial Reports New Format
Jason Jedry presented the new financial reports format for input from the Board. The new report formats were considered and will be used beginning in October 2019.

New Service Public Engagement and Notification Policy
Mark Carnopis presented the New Service Public Engagement and Notification Policy timeline for review by the Executive Board.

EXECUTIVE SESSION – None

ADJOURNMENT - The meeting was adjourned at 11:55.

NEXT VRT EXECUTIVE BOARD MEETING:
November 4, 2019 (Joint meeting with the RAC)
VRT Boardroom
700 NE 2nd Street
Meridian, ID
<table>
<thead>
<tr>
<th>Executive Board Meetings 2020</th>
<th>VRT Board Quarterly Meetings 2020</th>
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</table>
| **Monday, January 6, 2020 at 11:00 a.m. to 12pm**  
*Full Board joins Executive Board at noon* | Monday, January 6, 2020  
12:00 p.m. to 2:00 p.m. |
| Monday, February 3 at 11:00 a.m. to 1pm |  |
| Monday, March 2 at 11:00 a.m. to 1pm |  |
| Monday, April 6 at 11:00 a.m. to 12pm  
*Full Board joins Executive Board at noon* | Monday, April 6, 2020  
12:00 p.m. to 2:00 p.m. |
| Monday, May 4 at 11:00 a.m. to 1pm |  |
| Monday, June 1 at 11:00 a.m. to 1pm |  |
| Monday, July 6 at 11:00 a.m. to 12pm |  |
| Monday, August 3 at 11:00 a.m. to 1pm  
*Full Board joins Executive Board at noon* | Monday, August 3, 2020  
12:00 p.m. to 2:00 p.m. |
| No Executive Board meeting in September |  |
| Monday, October 5 at 11:00 a.m. to 12pm  
(combine September and October into one meeting)  
*Full Board joins Executive Board at noon* | Monday, October 5, 2020  
12:00 p.m. to 2:00 p.m. |
| Monday, November 2 at 11:00 a.m. to 1pm  
*Executive Board Joint Meeting with RAC* |  |
| Monday, December 7 at 11:00 a.m. to 1pm | Monday, December 21, 2020 at 12:00 p.m.  
Holiday Lunch – VRT Board & COMPASS Board  
Nampa Civic Center |

**More Information:** Paula Cromie, Executive Assistant, 208-258-2706, pcromie@valleymetrotfront.htm
## 2021 Proposed Meeting Schedule

<table>
<thead>
<tr>
<th>Executive Board Meetings 2021</th>
<th>VRT Board Quarterly Meetings 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 4, 2021 at 11:00 a.m. to 12pm</td>
<td>Monday, January 4, 2021</td>
</tr>
<tr>
<td><em>Full Board joins Executive Board at noon</em></td>
<td>12:00 p.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>Monday, February 1 at 11:00 a.m. to 1pm</td>
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<tr>
<td>Monday, March 1 at 11:00 a.m. to 1pm</td>
<td></td>
</tr>
<tr>
<td>Monday, April 5 at 11:00 a.m. to 12pm</td>
<td>Monday, April 5, 2021</td>
</tr>
<tr>
<td><em>Full Board joins Executive Board at noon</em></td>
<td>12:00 p.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>Monday, May 3 at 11:00 a.m. to 1pm</td>
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<tr>
<td>Monday, June 7 at 11:00 a.m. to 1pm</td>
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</tr>
<tr>
<td>Monday, July 12 at 11:00 a.m. to 12pm (2nd Monday)</td>
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<tr>
<td>Monday, August 2 at 11:00 a.m. to 1pm</td>
<td>Monday, August 2, 2021</td>
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<tr>
<td><em>Full Board joins Executive Board at noon</em></td>
<td>12:00 p.m. to 2:00 p.m.</td>
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<td>No Executive Board meeting in September</td>
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</tr>
<tr>
<td>Monday, October 4 at 11:00 a.m. to 12pm (combine Sept &amp; Oct into one meeting)</td>
<td>Monday, October 4, 2021</td>
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<tr>
<td><em>Full Board joins Executive Board at noon</em></td>
<td>12:00 p.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>Monday, November 1 at 11:00 a.m. to 1pm *Executive Board Joint Meeting with RAC</td>
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<tr>
<td>Monday, December 6 at 11:00 a.m. to 1pm</td>
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</tbody>
</table>

**More Information:** Paula Cromie, Executive Assistant, 208-258-2706, pcromie@valleyregionaltransit.org
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Appointment to the Boise City Municipal Health Care Trust
RESOLUTION VBD20-005

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING APPOINTMENT OF KELLI BADESHEIM, VRT EXECUTIVE DIRECTOR, TO THE BOISE CITY MUNICIPAL HEALTH CARE TRUST FOR A ONE YEAR TERM AS A NON-VOTING MEMBER

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

WHEREAS, there currently exists that certain Joint Powers Agreement by and between the City of Boise City (“City”) and Valley Regional Transit (“VRT”), with the Effective Date of September 10, 2013 (the “Joint Powers Agreement”), the purpose of which is to provide for a joint public agency self-funded health care plan; and

WHEREAS, City and VRT, under the Joint Powers Agreement, have established and created the Boise Municipal Health Care Trust (“BMHCT”) which together with a separate joint employee health care plan trust agreement, effective January 1, 2014, entered into between City, VRT, and BMHCT (the “BMHCT Trust Agreement”) comprise a joint public agency self-funded health care plan (“Plan”); and

WHEREAS, the Community Planning Association of Southwest Idaho (“COMPASS”) as approved by the COMPASS Board on 07/21/14, was added to the Joint Powers Agreement of the Boise Municipal Health Care Trust on 08/20/14 by VRT Resolution VBD14-016; and

WHEREAS, Kelli Badesheim filled a vacant position left by the previous VRT Finance Director; and

WHEREAS, the appointment to fill the vacancy expired in December 2019; and

WHEREAS, VRT is required to appoint another trustee for a term to expire December 2021 for a two year, non-voting position; and

WHEREAS, Idaho Code § 40-2109 (5) provides that the Board of Valley Regional Transit may adopt resolutions consistent with law, as necessary, for carrying out the purposes of Chapter 21, Title 40, Idaho Code and discharging all powers and duties conferred to Valley Regional Transit pursuant to Chapter 21, Title 40.
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit approves appointing Kelli Badesheim, VRT Executive Director, to the Boise Municipal Health Care Trust for a two year term expiring on December 31, 2021.

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

ADOPTED by the Board of Valley Regional Transit, this 6th day of January, 2020.

APPROVED by the Board Chair this 6th day of January, 2020.

ATTEST:          APPROVED:

________________________   ___________________________
EXECUTIVE ASSISTANT        CHAIR
TOPIC: On-Call Planning, Architecture and Engineering (A&E) Services for Construction Procurement

DATE: December 18, 2019

Background/Summary: Valley Regional Transit (VRT) currently has a small number of small local A&E firms on call for construction and facility related services. Those contracts have a relatively small annual limit.

VRT is currently working with several stakeholders on a number of larger, regional planning and engineering efforts that are transit specific that will require an extended contract timeframe dedicated to public transportation and require expertise in a number of broad areas of design and planning that are not expected to fall under the experience of the existing A&E providers and may lead to construction.

A previous procurement was recently submitted and approved by the VRT Board for simple planning services, but per FTA procurement rules listed in circular 4220.1F chapter VI, section 3.f (1) & (2) – page 92, work not leading to construction requires pricing to be included in the solicitation (an RFP) and work leading to construction is required to be qualifications based only (an RFQ). Since VRT often does not know whether or not the work will lead to construction, this requirements is immensely frustrating and difficult, requiring duplicate procedures such as what is being submitted between these two solicitations. The RFQ is the second part of this process – before you today. This second process will allow staff to follow, and comply with, both state and federal procurements requirements for all A&E type services.

Staff has currently listed, for solicitation, a proposal to obtain a number of expertise-rich A&E firms for an updated on-call list. The list of responding firms is shown here.

- Lombard – Conrad Architects
- STV Inc.
- Paragon Consultants
- Kittleson & Associates
- TAIT & Associates
- Horrocks Engineers

These firms will be used for the architectural and engineering efforts in question, after an acceptable negotiation, review and scoping effort is complete, which will generally require an additional board-level approval. Should negotiation and review facilitate a contract under board level approval amounts, the Executive Director with review and approve those contracts. At this time, there are no dedicated budget or grant dollars for...
this procurement, as those will come at a later date. This procurement item is simply to allow staff to create an on-call list as needed.

**Staff Recommendation/Request:** Staff recommends the VRT Board adopt Resolution VBD20-0002 allowing the creation of a list of on-call A&E providers as described.

**Implication (policy and/or financial):**
At this time there are no policy or financial implications. In the future, if providers on the list negotiate task orders for amounts requiring board-level approval, those contracts and task orders will come to the respective boards for approval at that time.

**More Information:** Jacob Hassard, VRT CI Projects Manager, 258-2705, jhassard@valleyregionaltransit.org.
<table>
<thead>
<tr>
<th>PROCUREMENT DESCRIPTION:</th>
<th>On-Call Architectural and Engineering (A &amp; E) Services for Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL COST:</td>
<td>Not to exceed $250,000/year</td>
</tr>
</tbody>
</table>

**PURPOSE/ACTION:**
To provide on-call Architectural and Engineering (A & E) Services as needed.

**SCOPE OF WORK:**
The scope of this effort is to create a list of A & E providers with the depth of experience and staff skills needed for upcoming transit and public transportation projects VRT intends to undertake.

**DISCUSSION:**
Valley Regional Transit (VRT) currently has a small number of small local A & E firms on call for construction and facility related services. Those contracts have a relatively small annual limit. VRT is currently working with several stakeholders on a number of larger, regional projects that are transit specific that will require an extended contract timeframe dedicated to public transportation and require expertise in a number of broad areas of design and planning that are not expected to fall under the experience of the existing A&E providers. Staff has currently listed, for solicitation, a proposal to obtain a number of expertise-rich A&E firms for an updated on-call list. The list of responding firms is shown here:

- Lombard – Conrad Architects
- STV Inc.
- Paragon Consultants
- Kittleson & Associates
- TAIT & Associates
- Horrocks Engineers

These firms will be placed on the list. See the attached memo for additional information.

**ALTERNATIVES:**
The alternative to approval of this item will require significant delay and overhead cost including opportunity costs lost while individual firms are solicited and selected for each effort.

**FISCAL IMPACT:**
This effort does not include any budget or grant adjustments at this time and no funding will be expended at this time beyond board approval amounts without first coming back to the board for approval for each specific contract. This effort simply allows staff to create a list of A&E providers with contract limits of no more than 250k/year for any of the firms on the list, should projects, tasks or work be negotiated and contracts executed. Should future contracts exceed board approval amounts, those contracts or task orders would be submitted to the board for approval as needed at that time.

**RECOMMENDATION/JUSTIFICATION:**
The process of publicly selecting firms through a competitive process and having them available on an on-call basis saves notable staff time and project delay. Staff recommends the board approve the creation of the on-call A&E list as noted.

**POST RFP/FINAL SELECTION OF PROJECT:**

700 NE 2nd Street, Suite 100  •  Meridian, ID 83642  •  p: 208.846.8547  •  f: 208.846.8564  •  1.855.345.7433

21
<table>
<thead>
<tr>
<th>ROUTING #</th>
<th>ORDER OF REVIEW</th>
<th>DATE APPROVED</th>
<th>RESOLUTION #</th>
</tr>
</thead>
</table>
| 1         | EXECUTIVE DIRECTOR  
Up to $49,999 |               |              |
| 2         | EXECUTIVE BOARD  
Approves procurements over $50,000 to $200,000 |               |              |
| 3         | VRT BOARD  
Approves procurements $200,000 and over  
Signature: | 01/06/20 | VBD20-002 |
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

On-Call Architecture and Engineering Services for Construction
RESOLUTION VBD20-002

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO PROVIDE A LIST OF SUITABLE ENGINEERING AND ARCHITECTURAL PROVIDERS FOR CONSTRUCTION

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

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

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

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

WHEREAS, Valley Regional Transit owns and operates the public transportation systems in Boise and Nampa/Caldwell for service in and between Ada and Canyon counties; and

WHEREAS, Valley Regional Transit is currently in need of a list of on-call ARCHITECTURAL AND ENGINEERING (A & E) providers; and

WHEREAS, the Valley Regional Transit competitively procured A&E firms for the list in question.

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

Section 1. That the Board of Valley Regional Transit does hereby approve the list of on-call A & E providers, including: Lombard – Conrad Architects, STV Inc., Paragon Consultants, Kittleson & Associates, TAIT & Associates & Horrocks Engineers.

VBD20-002
Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contracts in question, should they fall under the limits of approval for the Executive Director.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the VRT Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 6th day of January 2020.

APPROVED by the Board Chair this 6th day of January, 2020.

ATTEST:________________________  APPROVED:____________________________

SECRETARY    CHAIR
Notice of Public Hearing
Valley Regional Transit Board Consideration of FY2020 Budget Amendment

In accordance with Idaho Code Title 40 Chapter 21, Section 12, Valley Regional Transit notifies the public that it intends to review and consider for adoption a budget amendment for Fiscal Year 2020. The Valley Regional Transit Board of Directors will meet at 12:00 PM on Monday, January 6, 2020 at the Valley Regional Transit administrative offices, 700 NE 2nd Street, Meridian Idaho.

People are welcome to make comments at the January public hearing; limiting their comments to no more than three (3) minutes. Comments may also be mailed, faxed or e-mailed by 4:00 PM, Thursday, January 2, 2020 to the destinations listed below. All comments will be provided to the Valley Regional Transit Board for review.

Mailing address: Valley Regional Transit
Attn: FY2020 Budget Hearing
700 NE 2nd St. Suite 100
Meridian, ID 83642

Fax Number: (208) 846-8564 FY2020 Budget
E-mail: mcarnopis@valleyregionaltransit.org
Subject: FY2020 Budget Amendment Hearing

FISCAL YEAR 2020 BUDGET

REVENUES

Regional Overhead and Operations
Directly Generated Revenues $162,150
Auxiliary Revenues $219,884
Federal Assistance $3,808,760
Local Assistance $3,287,241
Total $7,478,035

Boise Transportation Services
Directly Generated Revenues $773,800
Auxiliary Revenues $191,485
Federal Assistance $2,524,057
Local Assistance $5,618,969
Total $9,108,311

Contingency Enhancement Operations $500,000
Total with Enhancements $9,608,311

Canyon County Transportation Services
Directly Generated Revenues $168,300
Auxiliary Revenues $74,466
Federal Assistance $1,106,041
Local Assistance $750,164
Total $2,098,971

Capital
Federal Capital Assistance $9,623,595
Local Capital Assistance $2,814,955
Subrecipient Pass Through $2,111,150
Total $14,549,700

Contingency Enhancement Capital $1,000,000
Total with Enhancements $15,549,700

Grand Total Revenues $34,735,017
# EXPENSES

## Regional Overhead and Operations
- Wages and Salaries $1,684,364
- Fringe Benefits $1,145,417
- Professional Services $1,286,581
- Materials and Supplies $142,716
- Utilities $103,652
- Casualty and Liability $105,630
- Purchased Transportation $2,071,872
- Miscellaneous $447,137
- Subrecipient Pass-Thru $421,716
- Interest $400
- Leases and Rentals $68,550

Total $7,478,035

## Boise Transportation Services
- Wages and Salaries $3,820,057
- Fringe Benefits $2,883,912
- Professional Services $689,759
- Materials and Supplies $986,150
- Utilities $142,075
- Casualty and Liability $306,118
- Purchased Transportation $-
- Miscellaneous $151,925
- Interest $-
- Leases and Rentals $128,315

Total $9,108,311

Contingency Enhancement Operations $500,000

Total with Enhancements $9,608,311

## Canyon County Transportation Services
- Wages and Salaries $932,267
- Fringe Benefits $414,920
- Professional Services $196,150
- Materials and Supplies $360,950
- Utilities $59,274
- Casualty and Liability $100,001
- Purchased Transportation $-
- Miscellaneous $27,408
- Interest $-
- Leases and Rentals $8,000

Total $2,098,971

## Capital Projects
- VRT $12,438,550
- Subrecipient – Pass Through $2,111,150

Total $14,549,700

Contingency Enhancement Capital $1,000,000

Total with Enhancements $15,549,700

## Grand Total Expenses $34,735,017
TOPIC: Fiscal Year 2020 Budget Amendment #1

DATE: December 23, 2019

Summary:
Valley Regional Transit (VRT) adopted the FY2020 budget on August 5, 2019. The fiscal year closed on September 30, 2019. Each year in January the VRT staff present a budget amendment to incorporate FY2019 projects not completed before FY2019. Staff also brings forward new budget items for projects funded after the adoption of the FY2020 budget.

The budget packet includes a detailed list of the new and FY2019 carryforward budget items. The total budget increase is $9,942,176. The largest project is $6,670,000 for electric buses. In addition to VRT projects, the amendment includes $1,687,150 for carryforwards subrecipient capital projects and $202,000 for Treasure Valley Transit operations.

Staff Recommendation/Request:
Staff recommends the VRT Board adopt Resolution VBD 2020-003 – Fiscal Year 2020 Budget Amendment #1.

Implication (policy and/or financial):
Carryforward projects must be incorporated in the FY2020 budget to complete projects that have already started, but were not finished in FY2019. New funding secured through federal and local partners have been designated for specific projects.

Highlights: (use bullet points)
- The VRT Board adopts an annual budget prior to the beginning of each fiscal year
- Staff provided a list of carryforward projects and estimates in the September 2019 Board packet
- VRT reviewed Subrecipient carryforward projects in first quarter 2020
- Staff received notification of new funding to support procuring electric buses, service integration validators, State Street Alternatives Analysis, and expanding services for seniors and persons with disabilities to late to include in the original budget
- Technology projects for Transit Asset Management (TAM) was unintentionally left out of the original budget

More Information:
1) Legal Notice of Public Hearing
2) FY2020 Amendment #1 Budget Detail
3) FY2020 Amendment #1 Budget Comparison
4) Resolution VBD 020-003 FY2020 Budget Amendment #1

For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org
<table>
<thead>
<tr>
<th>Division</th>
<th>Type</th>
<th>Operations</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Carryforward</td>
<td>Mobility Collaboration Professional Services</td>
<td>91,272</td>
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<tr>
<td>10</td>
<td>Carryforward</td>
<td>Mobility Collaboration Marketing</td>
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<td>20</td>
<td>New</td>
<td>Specialized Transportation</td>
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<td>20</td>
<td>Carryforward</td>
<td>Emerging Mobility/VRT Late Night</td>
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<td>20</td>
<td>Carryforward</td>
<td>Emerging Mobility/First-Last Mile</td>
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<td>23</td>
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<td>State Street Transit Alternatives</td>
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<td>Carryforward</td>
<td>Treasure Valley Transit-Above and Beyond ADA -Subrecipient</td>
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<tbody>
<tr>
<td>21</td>
<td>Carryforward</td>
<td>2019 Service Change Bus Stop Construction</td>
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<tr>
<td>21</td>
<td>Carryforward</td>
<td>Emerging Mobility/Technology Rides to Wellness</td>
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<td>23</td>
<td>Carryforward</td>
<td>Orchard HVAC/CNG Reconstruction</td>
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<td>23</td>
<td>New</td>
<td>Electric Vehicles</td>
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<td>23</td>
<td>New</td>
<td>Information Technology TAM Equipment</td>
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<td>23</td>
<td>New</td>
<td>Service/Payment Integration Validators</td>
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<td>23</td>
<td>Carryforward</td>
<td>ACHD Replacement Vans</td>
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<td>23</td>
<td>Carryforward</td>
<td>City of Nampa Transit Supportive Infrastructure</td>
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<td>23</td>
<td>New</td>
<td>Treasure Valley Transit Facility</td>
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<td><strong>Total</strong></td>
<td><strong>1,687,150</strong></td>
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Grand Total Amended #1: **9,942,176**
# Fiscal Year 2020 Budget Amended #1

## Budget Summary by Budget Area

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>ADOPTED</th>
<th>AMENDED #1</th>
<th>EXPENSES</th>
<th>ADOPTED</th>
<th>AMENDED #1</th>
</tr>
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<tbody>
<tr>
<td><strong>Regional Overhead and Operations</strong></td>
<td></td>
<td></td>
<td><strong>Regional Overhead and Operations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401 Directly Generated Revenues</td>
<td>$162,150</td>
<td>$162,150</td>
<td>501 Wages and Salaries</td>
<td>$1,684,364</td>
<td>$1,684,364</td>
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<tr>
<td>403 Auxiliary Revenues</td>
<td>219,884</td>
<td>219,884</td>
<td>502 Fringe Benefits</td>
<td>1,145,417</td>
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<tr>
<td>406 Federal Assistance</td>
<td>3,223,875</td>
<td>3,808,760</td>
<td>503 Professional Services</td>
<td>1,014,809</td>
<td>1,286,581</td>
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<td>408 Local Assistance</td>
<td>2,926,600</td>
<td>3,287,241</td>
<td>504 Materials and Supplies</td>
<td>142,716</td>
<td>142,716</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6,532,509</strong></td>
<td><strong>$7,478,035</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Boise Transportation Services | | | Boise Transportation Services | | |
| 401 Directly Generated Revenues | $773,800 | $773,800 | 501 Wages and Salaries | 3,820,057 | 3,820,057 |
| 406 Federal Assistance | 2,491,257 | 2,524,057 | 503 Professional Services | 689,759 | 689,759 |
| 408 Local Assistance | 5,610,769 | 5,618,969 | 504 Materials and Supplies | 945,150 | 986,150 |
| **TOTAL** | **$9,067,311** | **$9,108,311** | | | |

| Contingency Enhancement Operations | | | Contingency Enhancement Operations | | |
| 505 Utilities | | | 506 Casualty and Liability | | |
| 508 Purchased Transportation | | | 509 Miscellaneous | | |
| 511 Interest | | | 512 Leases and Rentals | | |
| **TOTAL with Enhancements** | **$9,567,311** | **$9,608,311** | | | |

| Canyon County Transportation Services | | | Canyon County Transportation Services | | |
| Directly Generated Revenues | $168,300 | $168,300 | 501 Wages and Salaries | 932,267 | 932,267 |
| Auxiliary Revenues | 74,466 | 74,466 | 502 Fringe Benefits | 414,920 | 414,920 |
| Federal Assistance | 1,106,041 | 1,106,041 | 503 Professional Services | 196,150 | 196,150 |
| Local Assistance | 750,164 | 750,164 | 504 Materials and Supplies | 360,950 | 360,950 |
| **TOTAL** | **$2,098,971** | **$2,098,971** | | | |

| Capital Projects | | | Capital Projects | | |
| Federal Capital Assistance | $3,704,795 | $9,623,595 | 514 VRT | $5,170,050 | $12,438,550 |
| Local Capital Assistance | 1,465,259 | 2,814,955 | 514 Subrecipient - Pass Through | 424,000 | 2,111,150 |
| Subrecipient Pass Through | 424,000 | 2,111,150 | **TOTAL** | **$5,594,050** | **$14,549,700** |

| Contingency Enhancement Capital | | | Contingency Enhancement Capital | | |
| 505 Utilities | | | 506 Casualty and Liability | | |
| 508 Purchased Transportation | | | 509 Miscellaneous | | |
| 511 Interest | | | 512 Leases and Rentals | | |
| **TOTAL with Enhancements** | **$6,594,050** | **$15,549,700** | | | |

| Grand Total Revenues | $24,792,841 | $34,735,017 | | | |
| Grand Total Expenses | $24,792,841 | $34,735,017 | | | |

| Total Increase Amended #1 | | | Total Increase Amended #1 | | |
| 9,942,176 | | | 9,942,176 | |
VALLEY REGIONAL TRANSIT BOARD RESOLUTION
FISCAL YEAR 2020 BUDGET AMENDMENT #1
RESOLUTION VBD20-003

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO ADOPT THE FISCAL YEAR 2020 BUDGET AMENDMENT #1 TO SUPPORT VALLEY REGIONAL TRANSIT’S PROGRAM OF PROJECTS UNDER THE DIVISIONS OF REGIONAL PLANNING AND PROGRAM SUPPORT, BOISE TRANSPORTATION MANAGEMENT AREA (TMA) SERVICES, AND NAMPA URBANIZED AREA (UZA) TRANSIT SERVICES.

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

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

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

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

WHEREAS, the Valley Regional Transit Board adopted the FY2020 Budget at the August 5, 2019 VRT Board meeting by Resolution VBD19-011; and

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

WHEREAS, Valley Regional Transit requires to carryforward capital and other projects with designated funds from the FY 2019 budget; and

WHEREAS, Valley Regional Transit received federal grants and local support to add new projects to the operating and capital budget for FY2020; and

WHEREAS, Valley Regional Transit set a time and place for a public hearing on the FY2020 Budget Amendment #1, and met all the required notification and public posting...
requirements as outlined in Idaho Code Sections 40-2112(5) and 40-206; and

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

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

Section 1. That the Valley Regional Transit Board of Directors adopts the Fiscal Year 2020 Budget Amendment #1, which includes budget carryforwards from FY2020 to support capital projects of VRT and subrecipients, and FY2020 budget increases in the VRT Service Area - Exhibit A – FY2020 Budget Amendment #1 Summary.

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

ADOPTED by the Board of Valley Regional Transit, this 6th day of January 2020.

APPROVED by the Board Chair this 6th day of January, 2020.

ATTEST:               APPROVED:

________________________               ______________________________
EXECUTIVE ASSISTANT       CHAIR
### Fiscal Year 2020 Budget Amendment #1

*Exhibit A to Resolution VBD 020 - 003*

#### REVENUES

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<td>Federal Assistance</td>
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<td>Local Assistance</td>
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#### EXPENSES

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<td>Materials and Supplies</td>
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<td>Miscellaneous</td>
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<td>Leases and Rentals</td>
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#### Boise Transportation Services

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<td>Auxiliary Revenues</td>
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<td>Federal Assistance</td>
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<td>Local Assistance</td>
<td>$5,618,969</td>
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<td><strong>$9,108,311</strong></td>
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| Contingency Enhancement Operations   | $500,000    |
| **Total with Enhancements**          | **$9,608,311** |

#### Canyon County Transportation Services

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<td>Local Assistance</td>
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#### Capital

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<td>Local Capital Assistance</td>
<td>$2,814,955</td>
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<td>Subrecipient Pass Through</td>
<td>$2,111,150</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$14,549,700</strong></td>
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</table>

| Contingency Enhancement Capital       | $1,000,000  |
| **Total with Enhancements**           | **$15,549,700** |

#### Grand Total Revenues

<table>
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<tr>
<th>Amount</th>
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#### Grand Total Expenses

<table>
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<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$34,735,017</strong></td>
</tr>
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TOPIC: VRT Board Officer Succession and Nominations for Calendar Year 2020
DATE: December 30, 2019

Summary

The Valley Regional Transit Board voted at the April 2011 Board meeting to proceed with a change to the governance structure of VRT. The change maintained the existing representative Board structure and created an Executive Board elected from the full Board. The full Board meets quarterly to conduct the governance business of the organization. The Executive Board meets monthly to execute the actions of the full VRT Board of Directors.

The VRT bylaws sets the January meeting for the VRT Board of Directors to elect a new slate of Executive Board members. The bylaws state, “The terms for officers shall be one year, with each officer, except the Secretary, moving forward in succession starting with the Treasurer and ending with the Chair position”. The VRT Board combines the secretary and treasurer position into one position. It has been the practice of VRT to retain the current chair on the Executive Board as the immediate past chair. The bylaws require at least one member each be placed on the Executive Board from the cities of Boise, Caldwell, and Nampa, and Boise State University.

With the outcome of the fall election, we do not have a chair-elect or a vice chair to move up in the board officer positions. Tom Dale offered to stay on as chair for one more year so we can maintain the continuity in leadership in the coming year. Elaine Clegg is willing to take the chair-elect position. This leaves an open vice-chair for Canyon County and a secretary/treasurer for Ada County. This approach maintains the leadership alternating between Ada and Canyon counties.

Aside from the two officer positions described above, there will be six at-large positions, three each from Ada and Canyon counties. Greg Hill will continue to hold the Boise State University position. Staff sent an email to the existing Executive Board members to determine their willingness to serve, and any willingness to serve in the officer positions. Staff will report on the results of those contacts at the meeting.

To date I have heard from John Evans, Dave Lincoln, and Kent Goldthorpe about being interested and willing to maintain their positions on the Executive Board. Dave Lincoln agreed to be nominated and serve in an officer position.

Recommendation
The Executive Board will be considering a list of nominations for the VRT Board to consider at the January meeting. The VRT Board can vote on those nominations and/or take nominations from the floor during the meeting.

For additional information contact: Kelli Badesheim, Executive Director, 258-2712, kbadesheim@valleyregionaltransit.org

For item VI-C
TOPIC: Electric Bus and Infrastructure Procurement

DATE: December 17, 2019

Summary:

Low No-Emission Grant- Procure Eight Electric Vehicles

Valley Regional Transit (VRT) completed an analysis to evaluate the costs and benefits of adding electric fuel technology to the fixed-route operations. The VRT Board adopted resolution VBD019-007 allowing staff to consider all low and no-emission fuel technologies when procuring rolling stock. Staff determined electric vehicles were the best fuel technology for upcoming fixed-route vehicle procurements.

Following this action staff submitted an application for the Low or No-Emission Bus Program grant in May 2019. The federal regulations for this particular discretionary grant allows grantees to partner with private sector bus manufacturers to jointly submit an application. The regulations allowed the grant application process to satisfy the federal requirements for procurements.

Staff completed a due diligence review of the four eligible electric vehicle manufacturers. This process included contacting all vendors to determine an interest in partnering with VRT, whether they manufactured the size vehicles VRT needs; and, if they had the level of experience to provide the technical support and training required to ensure a successful transition to electric fuel technology.

Two of the four vendors responded to VRT’s request for information. Only one vendor, Proterra met VRT’s vehicle size requirement. Proterra also satisfied the other criteria including capacity to partner on the application, and experience in the industry at delivering the quality and technical supports required for a successful transition to electric fuel technology. VRT worked with Proterra to submit the grant application by the May deadline.

In August 2019, the Federal Transit Administration (FTA) awarded a total of $84,951,386 in federal funding for Low or No-Emission Bus Projects, with $3,000,000 being awarded to VRT to purchase up to eight battery-electric buses, charging stations, and personnel training. Staff will combine this $3,000,000 grant award with $750,000 local match, and $2,780,596 in previously programmed federal formula funds and local match totaling $9,408,550 to procure eight vehicles.

Staff completed work with Proterra to determine bus specifications, project timeline, and charging specifications. VRT is opting to procure the batteries through an annual lease. Leasing the batteries allows VRT to use the savings in CNG fuel costs to fund the
battery fuel over the life of the vehicle. Staff will provide a complete breakdown of the costs at the January meeting.

FY2020 Capital Budget – Four Electric Vehicles
The VRT Board adopted a budget on August 5, 2019 including capital federal and local funding to procure four additional electric vehicles. VRT researched procurement options and learned the State of Idaho passed legislation repealing and amending Section 67-2807 of Idaho Code, effective July 1, 2019. This legislation now allows Idaho governments to procure based on cooperative purchasing programs with other governmental entities or associations.

VRT staff reviewed other approved statewide contracts to procure four (4) additional electric vehicles budgeted in the FY2020 budget. Based off of the change to Idaho Code Section 67-2807, VRT has found that the Virginia statewide contract will best suit VRT needs. The total amount of funds programmed for this project is $3,028,500. The funding will be used for vehicles since the Low No-emission grant funding will cover the one-time costs required to adopt electric fuel technology.

Staff requested a legal review on the procurement to support the Board’s decision-making process for this complex procurement.

Staff Recommendation/Request:
Staff recommends the VRT Board approve Resolution VBD020-001 to procure up to 12 electric buses from Proterra.

Implication (policy and/or financial):
VRT staff will continue to evaluate and provide information on options for the region with the evolving landscape of fuel technology advancements. The decision to purchase electric buses and infrastructure will support better environmental outcomes and reduce the costs VRT expected to spend to enhance the CNG infrastructure.

Highlights:
- City of Boise City Council adopts a resolution requiring CNG to be the preferred fuel technology for fixed-route in 1993
- March 2019   FTA released Notice of Funding Opportunity for Low or No-Emission Bus Projects grants
- April 2019   VRT Board of Directors approved Resolution VBD19-007 which authorized staff to consider all low or no-emission fuel technology options when procuring rolling stock
- April 2019   VRT completed a due diligence review and determined Proterra would be the most advantageous private partner for the grant application
- May 2019     Grant application submitted
- August 2019  VRT awarded $3 million dollars in federal funding to proceed with the low or no-emission bus program project
- September 2019 Kick-off meeting with Proterra
• January 2020  Procurement to Board of Directors
• 1st quarter FY21  VRT expects buses be delivered to VRT
• 2nd quarter FY21  VRT expects buses to be in revenue service

More Information:
Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Willingness to Partner</th>
<th>Equipment</th>
<th>Experience/Supports</th>
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</thead>
<tbody>
<tr>
<td>Gillig</td>
<td>Responded to request.</td>
<td>No 35 foot vehicles available until 2021. Base bus cost $150,000 higher on comparable vehicle with Proterra. No battery lease option available.</td>
<td>Long-standing manufacturer for diesel and CNG transit buses. New to electric bus and only has one size available.</td>
</tr>
<tr>
<td>Proterra</td>
<td>Reached out to VRT early in the process to evaluate willingness to partner with Proterra</td>
<td>35 foot fixed route transit bus available in 2020. Battery lease option is available. This reduces the base cost by $196K and allows for that cost to be annualized over the life of the bus.</td>
<td>Exclusively manufactures electric vehicles. Secured majority of grants when they partnered with agency.</td>
</tr>
<tr>
<td>BYD</td>
<td>Non-responsive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Flyer</td>
<td>Responded to request</td>
<td>Non-responsive on costs</td>
<td></td>
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<tr>
<td>Creative Bus</td>
<td></td>
<td>No accessible Fixed-route vehicles available.</td>
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</table>
WHEREAS, pursuant to Idaho Code, Chapter 21, Title 40, and as a result of the approval of the voters of Ada and Canyon Counties on November 3, 1998, a regional public transportation authority (now known as “Valley Regional Transit”) was created to serve Ada and Canyon counties; and

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

WHEREAS, Valley Regional Transit has fallen behind in replacing fixed route rolling stock based on current transit asset management state of good repair scores; and

WHEREAS, delaying the replacement of rolling stock compromises Valley Regional Transit’s efforts to meet the needs of the customers and delays future service expansion in the City of Meridian; and

WHEREAS, Valley Regional Transit received federal formula funds over the last few years for the procurement of rolling stock; and

WHEREAS, Valley Regional Transit submitted a competitive grant through the Federal Transit Administration to secure additional funds, above the formula funding available in previous year grants, for the procurement of electric rolling stock; and

WHEREAS, the federal regulations guiding the grant process allow grantees to secure private partners for the grant application, a process determined to satisfy the federal requirements for competitive procurement; and

WHEREAS, Valley Regional Transit evaluated all available electric vehicle manufacturers through a due diligence process and selected Proterra as the most advantageous partner prior to submitting the grant application; and

WHEREAS, Valley Regional was awarded a competitive Federal Transit Administration (FTA) grant application of $3,000,000, providing a total of $9,408,550 in federal and local funds to procure up to eight electric buses; and
WHEREAS, the VRT Board of Directors adopted an annual capital budget through resolution VBD 019-011 including $3,028,550 in funding to purchase up to four electric buses and infrastructure; and

WHEREAS, the Valley Regional Transit staff researched statewide contracts after the State of Idaho passed legislation repealing and amending Section 67-2807 of Idaho Code, effective July 1, 2019, and in compliance with all local and FTA requirements; and

WHEREAS, Valley Regional Transit staff will use a statewide contract in compliance with all federal and local requirements to procure the electric buses; and

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

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

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

Section 1. That the Board of Valley Regional Transit approve the contract with Proterra not to exceed $12,437,100 for the purchase of up to 12 electric buses, charging infrastructure installation and construction, training for staff, spare inventory, battery leases and maintenance equipment for the shop.

Section 2. That the Board of Valley Regional Transit delegates authority to the Executive Director to finalize and execute the contract.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 6th day of January, 2020.

APPROVED by the Board Chair this 6th day of January, 2020.

ATTEST: __________________________  APPROVED: __________________________

EXECUTIVE ASSISTANT  CHAIR

VBD20-001
AUTHORIZATION FOR EXPENDITURE
BOARD APPROVAL

<table>
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<th>PROCUREMENT DESCRIPTION:</th>
<th>TOTAL COST:</th>
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<tbody>
<tr>
<td>Electric Vehicles and Infrastructure</td>
<td>Not to exceed $12,437,100</td>
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</table>

**PURPOSE/ACTION:**
Valley Regional Transit is in need of revenue rolling stock to support fixed route services in Ada County.

**SCOPE OF WORK:**
Procure electric buses, charging infrastructure installation and construction, training for staff, spare inventory, maintenance equipment for the shop, and annual operating leases for batteries over the life of the contract.

**DISCUSSION:**
Valley Regional Transit received a grant award from the Federal Transit Administration Low or No Emissions Grant Application. VRT selected Proterra as a partner through a due diligence review of all electric vehicle vendors. Proterra was the only partner with a 35’ bus. Proterra also demonstrated experience at successful implementation and support for this new technology. Federal regulations allowed for the grant application process to satisfy the federal requirement for procuring a private partner. Valley Regional Transit also researched other statewide contracts to procure additional replacement vehicles.

**ALTERNATIVES:**
The alternates would be to not procure electric vehicles, procure compressed natural gas (CNG) vehicles, or not procuring any vehicles. Procuring CNG vehicles would place additional resources on the current fueling system at the Ada County operations facility that would require additional funding. To not procure any vehicles will affect Valley Regional Transit’s efforts to meet the demands of the customers we provide service for.

**FISCAL IMPACT:**
The funding available for these projects will be included in the proper fiscal year capital budget. The total amount of funding available per project will be stipulated in the corresponding fiscal year.

**RECOMMENDATION/JUSTIFICATION:**
Valley Regional Transit staff has followed federal procurement guidelines. Prior to submitting the grant application, Valley Regional Transit determined that Proterra would be the most advantageous partner. Valley Regional Transit also determined that the Virginia statewide contract would be used for additional bus purchase, which is also through Proterra.

**POST RFP/FINAL SELECTION OF PROJECT:**
Recommend: VRT staff recommends the VRT Board of Directors approve Resolution VBD20-001 and award the bus and infrastructure purchase to Proterra, 1815 Rollins Rd. Burlingame, CA 94010, whose total proposed price for the overall project is $12,437,100.

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<td>On agenda 1/6/2020</td>
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700 N. E. 2nd Street, Suite 100 • Meridian, ID 83642 • p: 208.846.8547 • f: 208.846.8564 • 1.855.345.7433
VALLEY REGIONAL TRANSIT BOARD RESOLUTION
RFP 2019-11-04 ON-CALL TRANSIT BUS GRAPHICS AND ASSOCIATED SERVICES FOR FLEET MEDIA
RESOLUTION VBD20-006

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO DELEGATE THE AUTHORITY TO CREATE AN APPROVED/CONTRACTED LIST OF “ON-CALL” GRAPHICS COMPANIES FOR THE INSTALLATION/REMOVAL OF ADVERTISING SOLD ON VRT’S ROLLING ASSETS.

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

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

WHEREAS VRT’s Fleet Media division has drafted Request for Proposal (RFP) 2019-11-04 to obtain proposals from multiple vendors to acquire a list of “on-call” vendors to perform installations/removals of sold advertising on our rolling assets; and

WHEREAS said RFP is scheduled to select all qualified vendors for the on-call list on January 8, 2020 once vendor scoring is completed.

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2020 budget; and

WHEREAS, the Valley Regional Transit staff conducted a competitive procurement process as required in the VRT Procurement Policies adopted by the Valley Regional Transit Board of Directors by Resolution VBD17-003 on 01/09/17 and updated by Resolution VBD17-022 on 09/25/17, and in compliance with all local and FTA requirements; and

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

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

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

Section 1. That the Board of Valley Regional Transit delegates the authority to the Executive Director to approve the creation of an “on-call” Graphics and associated services vendor list.

Section 2. That this Resolution, VBD20-006, shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 6th day of January, 2020.

APPROVED by the Board Chair this 6th day of January, 2020.

ATTEST: 

________________________
EXECUTIVE ASSISTANT

APPROVED:

____________________________
CHAIR
TOPIC: Transportation Improvement Program
DATE: December 23, 2019

Summary

Valley Regional Transit Board of Directors is the governing body in the region with “exclusive jurisdiction” over publicly funded transportation (Idaho Code § 40-2109(1), and responsible for programming federal formula funding in the cases where VRT is the designated recipient. These funds support capital and operations in both the large and small urban areas. In 2006, the VRT Board authorized the Executive Board (formerly called the Management Committee) to approve amendments to the TIP. This process is routine and has deadlines for submittal to COMPASS, which align with the federal funding cycles.

The VRT Board adopted Valley Connect 2.0 in 2018 to define the strategic direction for transit investments in the region. Staff is developing a five-year programming document called the Transportation Development Plan (TDP). The TDP will define federal and local transit investments for the region and form the foundation for VRT’s annual budget. The TIP establishes control totals for programming both federally funded and regionally significant projects in the region. Staff is looking for a process to allow the Executive Board to provide the oversight of this important and routine function in a way to ensure transparency to the VRT Board and our regional partners.

Recommendation

Staff recommends The VRT Board of Directors adopt Resolution VBD20-004, authorizing the Executive Board the authority to approve and amend the TIP as needed. The resolution also requires the approvals to be ratified by the VRT Board at the next available board meeting.

For additional information contact: Kelli Badesheim, Executive Director, 258-2712, kbadesheim@valleymetrorotransit.org
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

AMENDMENT PROCESS OF THE TRANSPORTATION IMPROVEMENT PROGRAM
RESOLUTION VBD20-004

BY THE BOARD OF VALLEY REGIONAL TRANSIT TO APPROVE AUTHORIZING THE EXECUTIVE BOARD TO REVIEW, APPROVE, AND AMEND THE TRANSPORTATION IMPROVEMENT PROGRAM AND TO SUBMIT TO COMPASS AS A TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REQUESTS.

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

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

WHEREAS, VRT relies on federal assistance for capital, operating, and planning projects based on the amounts stated in transportation authorization bills adopted by Congress; and

WHEREAS, before VRT can access the federal assistance, the projects must be in the metropolitan Transportation Improvement Program (TIP) and the state Transportation Improvement Program (STIP); and

WHEREAS, VRT needs to update the TIP annually and provide those updates to COMPASS for consideration in the annual TIP adoption process;

WHEREAS, VRT adopts a Transportation Development Plan (TDP) annually to program federal and local funds supporting VRT’s capital and operations projects; and

WHEREAS, the TIP control totals are required to determine how federal funds may be programmed to specific federally funded or regional significant public transportation projects; and

WHEREAS, changes in the final annual appropriations may require VRT to move federal assistance from one federally funded project to another; and

WHEREAS, the Executive Board would present the TIP documents to the VRT Board for ratification upon any approval or amendment; and

VBD20-004
WHEREAS, Idaho Code § 40-2108(2) and (5) provide that Valley Regional Transit, as a regional public transportation entity has power to raise and expend funds as provided in Idaho Code Chapter 21, Title 40 and to make contracts as may be necessary or convenient for the purposes of the Regional Public Transportation Authority Act; and

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

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

Section 1. That the Board of Valley Regional Transit authorizes the Executive Board to approve the federally required Transportation Improvement Program, amend the TIP as needed, and submit TIP documents to COMPASS for consideration in MPO TIP processes.

Section 2. That the Board of Valley Regional Transit requires that the Executive Board submit the TIP approvals to the Board for ratification at the next available Board meeting.

Section 3. That this Resolution shall be in full force and effective immediately upon its adoption by the Board of Valley Regional Transit and its approval by the Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 6th day of January, 2020.

APPROVED by the Board Chair this 6th day of January, 2020.

ATTEST: ___________________________ APPROVED: ___________________________

SECRETARY CHAIR
TOPIC: Pass Program Redesign

DATE: January 6, 2020

Summary: Valley Regional Transit is currently redesigning their pass program. The current pass program is done by contract and each customer negotiates their own terms. With the redesign VRT is working to provide continuity in pass contracts, simplify the process for the customer, price passes appropriately and is usable for employers, developers and human service agencies.

VRT is looking to create a new pass program that is easy to administer, simple for customers, meets the average fare per ride and can easily integrate with collaborative efforts with other agencies, like City Go.

In order to be more effective with redesigning the pass program, VRT is having a market research study conducted to determine:

1. Best pricing framework for the regional pass program
   a. Be usable for both employers and residential complexes
   b. Easy to integrate with other transportation benefits (i.e City Go)
   c. Simple and desirable for employers/residential complexes
   d. Consistent structure that is easy to administer

2. Determine the best price points for the regional pass program within the recommended framework.

The market research is set to be completed by January 24, 2020. The Valley Regional Transit Board of Directors will be given an update of the market research findings at the January board meeting.

Staff Recommendation/Request: This is an information item only.

Implication (policy and/or financial): A successful redesign of the pass program will generate an increase in fare revenue from pass programs and increase the number of people with access to valid fare media.

Highlights:
- Pass program market research to be completed by January 24, 2020
- New pass program to launch in February 2020.

More Information:
1) For detailed information contact: Kaite Justice, City Go Director, 2082582750, kjustice@valleymetrorapidstransit.org

700 NE 2nd Street, Suite 100 • Meridian, ID 83642 • p: 208.846.8547 • f: 208.846.8564 • 1.855.345.7433
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: Development Department Monthly Report
DATE: January 06, 2020

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

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

Performance Based Decision-making
  • ValleyConnect 2.0 (VC2.0)
    VRT Staff is developing the FY2021-25 Transit Development Plan (TDP). Staff has outlined the TDP scope and schedule and begun collaboration with stakeholders and partners. This plan will build on ValleyConnect 2.0 and the efforts of local jurisdictions to enhance transit services in their community.

  • Programming
    o Local and Federal Allocations – VRT staff continues to refine the local allocations methodology and will provide an update to the executive board at the February meeting.

Increase Ridership and Revenue
  • On Demand Service in Canyon County
    VRT staff is looking into alternatives to fixed-route service for Canyon County. This investigation began in response to the poor ridership on Route 55, and the desire of CWI to invest in higher ridership service.

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 substantially complete and the contractor is addressing punch list items 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 released by VRT finance.

  • 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 Stops**
  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**
  Working with the City of Boise, Compass and ACHD, VRT staff will kick off the approved transit alternatives analysis for State Street in January.

  State Street Executive and Technical Teams have been working together to identify actions that would help member agencies continue making progress on the Transit and Traffic Operations Plan (TTOP). The technical team met to further refine performance metrics and develop a scope, schedule and budget for a transit operational analysis that would review several key assumptions in the current TTOP.

**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: Operations Department Monthly Report
DATE: December 18, 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
• Ada and Canyon County operations have both been working with VRT staff to prepare for spring 2020 service changes

Specialized Transportation
• Staff began scheduling Rides to Wellness trips using the new scheduling software
• Received two replacement Transit vans for fleet replacement

Information Technology and Intelligent Transportation Systems
• Gathered information for Masabi validators for mobile ticketing
• Collaborated with Stoltz for Web development
• Automatic Passenger Counter NTD certification meetings
• Server migration

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.
• Met with ITD staff to work on Public Transportation Agency Safety Plan (PTASP) that will go into effect in July 2020
• Staff has begun scoring assets for Transit Asset Management, which will be completed in January

Customer Service Support
• Staff began scheduling ACCESS trips for Ada and Canyon County, following the guidelines of the new ACCESS handbook. There have been some passenger complaints with the new scheduling process that staff and operations have been working through. Staff will continue to work closely with operations to ensure any ongoing problems are resolved.
• Launched City Go

Regional Operations
• Staff has been working on the following projects:
  o Canyon County Service Redesign
  o FTA Triennial and Drug and Alcohol audits
  o Treefort planning for March 2020
  o PTASP work with ITD
  o Working on memorandum of understanding with Ada County Sheriff’s Office to provide emergency transportation at times of need
Updates:

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

Specialized Transportation
• Have begun to score vehicles for Transit Asset Management
• Staff worked to update vehicle inspections to align with industry standards

Information Technology and Intelligent Transportation Systems
• Programming of new firewalls
• Staff worked with several departments to gather data for fiscal year end reports.
• 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
• Staff ensured all data was available for financial audit for Davis-Bacon Act compliance for FY19
• Staff has completed checklists for site visits at transit operations to ensure compliance

Customer Service Support
• Customer service agents handled 4,601 of 5,078 incoming calls, with 477 calls abandoned. The average call time was 3 minutes, 37 seconds and the average hold time was 17 seconds.
• November mobile ticket sales totaled $4,620.25

Regional Operations
• Staff is with working with Ada County, Canyon County, and VRT staff to finalize service changes planned for spring of 2020.

More Information:
Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
Susan Powell, Operations Manager, 208-258-2711, spowell@valleyregionaltransit.org
Nick Moran, IT Manager, 208-608-0584, nmoran@valleyregionaltransit.org
Dave Meredith, Compliance Manager, 208-258-2729, dmeredith@valleyregionaltransit.org
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 is in the final stages of the annual independent audit
- Finance staff continues compiling financial information in preparation of the FTA triennial review
- Finance staff is preparing to submit the Authorities FY2019 National Transit Database information to the FTA
- Finance staff is developing workbooks in preparation for FY2021 budget planning

Grant Management
- Grants and Compliance Administrator is working on the following:
  - Single audit document preparation
  - FY17-19 triennial review has been the primary focus with the deadline on December 20, 2019 for documents

Procurement
- Staff has been working on several procurements:
  - Main Street Station Janitorial
  - Vinyl Graphics and Associated Services
  - On Call Engineering and Architecture and Associated Professional Services
- Single audit document preparation
- FY17-19 triennial review documentation has been another primary focus.

For More Information: Contact Jason Jedry, Finance Controller, (208) 258-2709, or e-mail: jedry@valleymetrottransit.org
TOPIC: Community Projects/Outreach Efforts Update  
DATE: December 18, 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 am drafting a new VRT policy that addresses both public involvement and public notification concerning service changes. We currently only have a public involvement policy.  
• Work continues on developing a community outreach plan for the 2020 fiscal year. I am currently working on the internal (staff) component of the plan with our internal work group.  
• I am working on a two-sided fact sheet that will provide high-level information about VRT and its services. The sheet will include a comparison of where we are now in terms of services with where we could be if Valleyconnect 2.0 is implemented. Also working on outreach strategies for our plan to expand Rides 2 Wellness into Canyon County.  
• Stuff the Bus, the annual toy drive we do with the Salvation Army, was a huge success. The event, held, December 7, collected 11,088 toys, a new record. The Salvation Army distributed these toys to local families in need.  
• I am creating an internal electronic newsletter that will keep staff updated on what is going on in the other departments. We are also updating 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: December 18, 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 22,080 active members, who have made 119,936 overall trips since the beginning of the program, covering 295,300 miles and burning 11.8 million calories.
- Below is a table comparing system statistics for November in each of the past five years.

<table>
<thead>
<tr>
<th>November</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>147</td>
<td>1,153</td>
<td>2,535</td>
<td>101,455</td>
</tr>
<tr>
<td>2018</td>
<td>140</td>
<td>1,448</td>
<td>2,835</td>
<td>113,416</td>
</tr>
<tr>
<td>2017</td>
<td>139</td>
<td>1,388</td>
<td>3,046</td>
<td>121,842</td>
</tr>
<tr>
<td>2016</td>
<td>175</td>
<td>1,679</td>
<td>3,007</td>
<td>120,298</td>
</tr>
<tr>
<td>2015</td>
<td>62</td>
<td>510</td>
<td>855</td>
<td>34,238</td>
</tr>
</tbody>
</table>

- Our current vendor, Social Bicycles (Uber/Jump), has been sold to a new company, Mobility Cloud. Mobility Cloud is honoring all terms of the Social Bicycles agreement and is willing to extend the contract on a month-to-month basis. Mobility Cloud will continue to support legacy systems like ours and is developing a retrofit for the controllers that would extend their life 8 – 10 years.
- 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.
- We submitted a proposal to our title sponsors on October 24, 2019, and got a meeting with them on December 3, 2019. Both St. Luke’s and SelectHealth rejected the proposal and said they would only be able to support the system in 2020 with the amount they
provided in 2019, roughly $160,000, with perhaps increases of 10% each year after 2020. We had asked for much more and were disappointed with the results of the meeting. As a result, we exercised our option to cancel the sponsorship agreement, giving them 120 days’ notice. We are still open to a compromise but are actively recruiting other sponsors.

- Boise GreenBike sponsored Cranksgiving on Saturday, November 23rd, and broke all previous records for participation and impact. Roughly 250 people participated and we were able to donate 51 Thanksgiving food boxes to St. Vincent de Paul.
- On December 10, 2019, Boise GreenBike donated 25 red Topeka Metro bikes to the Interfaith Sanctuary for the creation of a bike library. GreenBike acquired the Topeka bikes in the summer of 2018 for use as a boneyard for the existing fleet and with hopes of repainting some of them and putting them into service. The project failed to get funding. With grant money from the Clif Bar Family Foundation, through the Idaho Advocates for Community Transportation, Boise GreenBike was able to deliver the bikes with lights, locks and helmets. The total value of the donation was about $15,000.

### Sponsorship Plan

- **Title Sponsorship**
  - SelectHealth & St. Luke’s (expires April 15, 2020)
  - Actively recruiting new sponsors
- **Station sponsors:**
  - Independence University (previously Stevens-Henager College)
  - Boise Co-op
  - Banner Bank
  - University of Idaho – Boise (not renewing for 2020)
  - 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
TOPIC: City Go Report
DATE: January 6, 2020

Summary: Status update of activities related to the downtown mobility collaborative, City Go.

Highlights:

City Go
- Staff completed the branding efforts of the downtown mobility collaborative. Branding efforts included:
  - Name: City Go
  - Tagline: Commuting simplified.
  - Mission: As a collaborative of public and private partners, we provide access to all shared mobility and transportation options for people traveling into, out of, and around downtown Boise.
  - Vision: We believe the future of transportation is shared and sustainable. Therefore, we aim to create a more connected and economically viable downtown area for Boise and its surrounding communities by enhancing shared mobility and transportation services.
  - Colors, photography, video and website
- City Go officially launched on November 14, 2019 and held a launch party at Bodovino. There were 70 people in attendance.
- City Go’s website, informational video, and integrated passes (City Go Wallets) are all up and running. The website is www.citygoboise.com
- City Go has sold two employer memberships and two individual memberships in its first month of operation.
- City Go announced its 2020 event series, City Go Conversations. The first City Go Conversations topic is bike and pedestrian safety in downtown Boise and the event will be held on January 9 at TMN Events.
- Staff and volunteers completed single-occupancy vehicle counts in downtown Boise.

Updates:

Technology and Service Integration
- Staff worked with Masabi, Boise State, and Clearwater to initiate a software development project for the Boise State Senior Design Class to take place in the spring of 2020. The students will work to create a system-to-system interface for employer pass distribution through mobile ticketing.
- Staff has been working through the scope of work for installing the onboard validators for mobile ticketing. Staff will be issuing an RFP in January for this project. The validators will allow VRT to create an account-based ticketing system that can encompass other services including vanpools and Bikeshare.

City Go Sales, Marketing and Outreach
- City Go formed a sales and marketing committee with members from VRT, City of Boise, Boise State, CCDC, ACHD CommuteRide and the Downtown Boise Association. The committee has created a sales and marketing plan for City Go.
- Staff trained VRT’s customer service on City Go memberships and City Go wallet, so they can best help customers.
• Staff presented at the Boise State Parking and Transportation Advisory Committee
• Staff presented at the Grove Hotel benefits fair. City Go received a $300 donation to help at-risk Grove Hotel employees access City Go memberships.
• Staff has met with ten employers about City Go since the launch.

Media
• The City Go launch was picked up by KIVI Channel 6. KIVI ran a TV interview, as well as a print article.
• The Idaho Business Review featured City Go on their podcast, Idaho Business Out Loud.

More Information:
Kaite Justice, City Go Director, 208-258-2750, kjustice@valleyregionaltransit.org
Finance Administration
Valley Regional Transit’s audit is close to being completed. We have new staff responsible for closing the year and supporting the annual audit. We anticipated bringing a final Q4 financial report to the Executive Board/Finance Committee in December. Staff delayed this report, opting to focus on preparing for the audit and researching questions we anticipate the Executive Board may have on the reports. Overall, we anticipate a good report from the audit. Once the final FY2019 close is complete, staff will begin the budget process for FY2020.

In addition to the annual audit, staff prepared and submitted the documentation to the reviewer for our upcoming Triennial Review. The third-party review team will review the documents VRT submitted supporting our work in 20 key federal regulatory areas.

I am supporting staff a few key and complex procurements the Executive Board and Board will be discussing and considering action at the January meeting. The board packet has more detail on procurements in the budget amendment #1 and specific agenda items.

Community Engagement, Committees and Projects
I have been very busy leading and supporting a variety of community-based committees and projects this year. The projects and committees I am leading currently include: Rides 2 Wellness – Canyon County Expansion; Mobility Collaborations in Neighborhoods; State Street Executive Team; City of Boise Strategic Team; Canyon County Strategic Team, and Inter-city Transit Connections at the Boise Airport. These efforts are inter-agency and multi-sector collaborations to improve the coordination and access of mobility solutions throughout the region.

In addition to the above, I have been supporting the work of the Western Idaho Community Health Collaborative by serving as the vice-chair and helping to facilitate the strategic planning work for the collaborative. I also serve as co-chair for Vision Councils with the United Way Community Impact Team; and recently began working with the sponsor group for the Idaho Policy Institute Analysis of transportation needs in Idaho.

Finally, I support and participate in several internal staff work groups on marketing, community relations/communications, technology, and data and process flows. We have made several internal process improvements in the organization to improve internal communication and support for the VRT Board’s decision-making process.

More information: Kelli Badesheim, Executive Director, 208-258-2712, kbadesheim@valleyregionaltransit.org