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ACTION: Cash Flow Reserve and Maintenance Reserve Plan
MEMO - Reserve Planning
Balanced Budget and Reserves Policy
Table Only- Table of Possible Infrastructure and Building and Grounds Changes
Monthly Cash Flow and Cash Needs

ACTION: Shared Vehicle Program Fees
MEMO - Shared Vehicle Program Fees
Exhibit A Proposed Fee Structure
RESOLUTION VBD21-037 Shared Vehicle Program Fee

ACTION: Fiscal Year 2021 3rd Quarter Performance Report
MEMO - 3rd Quarter Performance Report
FY2021 3rd Quarter Performance
FY2021 3rd Quarter Detail
FY2021 3rd Quarter Yearly

ACTION: Addendum to the Transit Structure Cooperative Agreement with the Ada County Highway District
MEMO - Addendum to the Transit Structure Cooperative Agreement with Ada County Highway District
Attachment Addendum to the Cooperative Governmental Agreement Between VRT and ACHD Regarding Transit Structures - Corrected

ACTION: FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar
MEMO - FY2023 Budget Development and FY2023-2027 TDP Calendar
ATTACHMENT 1 FY2023 Budget Development and FY2023-2027 Transportation Development Calendar

INFORMATION: Valley Regional Transit Bylaws Update
Valley Regional Transit Bylaws Redline Update 2021

INFORMATION: Procurement Calendar
PROCUREMENT CALENDAR

INFORMATION: Department/Staff Reports
REPORT - Executive Director
REPORT - Operations Department
VRT Spot Brochure
REPORT - Development Department
Valley Regional Transit Board of Directors Meeting Agenda
Monday, October 04, 2021
12:00 PM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho
Board members may participate in the meeting in-person, or via MSTeams at Click here to join the meeting or by dialing in at 469-965-2358 Conference ID: 733 781 144#
(The boardroom is open for in-person attendance, but has very limited capacity, with preference being given to the Board members. In-person attendees must follow physical distancing guidelines and wear a mask at all times in the building, if not fully vaccinated.)

I. CALLING OF THE ROLL
Chair Elaine Clegg

II. AGENDA ADDITIONS/CHANGES

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

IV. FINANCE COMMITTEE REPORT - None

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

A. ACTION: Minutes of the August 2, 2021 Board of Directors Meeting Θ Pages 8-9
The Board is asked to consider approval of the August 2, 2021 meeting minutes.

B. ACTION: Minutes of the August 2, 2021 Executive Board Θ Pages 10-11
The Board is asked to consider acceptance of the August 2, 2021 executive board meeting minutes.

C. ACTION: FY2021 Carryforward Project List Θ Pages 12-13 Leslie Pedrosa
The Board will consider acknowledging the FY2021 carryforward project list that will be included in the FY2022 budget amendment request to be presented in January 2022.

D. ACTION: FY2021 3rd Quarter Operating Cash Balance Report Θ Pages 14-15 Jason Jedry
The Board is asked to consider accepting the FY2021 3rd Quarter Operating Cash Balance Report that has been reviewed and accepted by the Executive Board.

E. ACTION: FY2021 3rd Quarter Budget Variance Reports Θ Pages 16-28 Jason Jedry
The Board is asked to consider accepting the FY2021 3rd Quarter Budget Report that has been reviewed and accepted by the Executive Board.
F. **ACTION: Specialized Transportation Service Provider Project Budgets**  Pages 29-40  LesliePedrosa
Staff requests the Board of Directors approve Resolutions VBD21-030, VBD21-031, VBD21-032 and VBD21-033 to move forward with operating contracts for all service providers whose budgets were approved under Resolution VBD21-028 by the VRT Board on August 2, 2021.

G. **ACTION: Fiscal Year 2021 Asset Disposition Update**  Pages 41-42  Leslie Pedrosa
Staff requests the Board of Directors acknowledge the final status of asset disposals for fiscal year 2021.

H. **ACTION: Public Records and Records Retention Policy 1.29.00**  Pages 43-49  Mark Camopis
Members are asked to consider approval of RESOLUTION VBD21-035 updating POLICY 1.29.00 regarding Public Records and Record Retention.

I. **ACTION: Board Agenda Preparation and Approval Policy Update**  Pages 50-55
The Board is asked to consider approval of RESOLUTION VBD21-036 updating Policy 1.27.00 Board Agenda Preparation and Approval. There were no substantive changes made to the policy.

J. **ACTION: Valley Regional Transit Employee Handbook Update October 2021**  Pages 56-58
The Board of Directors is asked to consider approving the updated VRT Employee Handbook. The link to the handbook can be found at https://www.valleyregionaltransit.org/wp-content/uploads/2021/09/VRT_EmployeeHandbook_October2021.pdf

VI. **ACTION ITEMS**

A. **ACTION: Cash Flow Reserve and Maintenance Reserve Plan**  Pages 59-67  Jason Jedry
The Board is asked to review and consider approving a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

B. **ACTION: Shared Vehicle Program Fees**  Pages 68-72  Leslie Pedrosa
VRT staff recommends that the Board of Directors consider approval of RESOLUTION VBD21-037 and the new fee structure for the shared vehicle program.

C. **ACTION: Fiscal Year 2021 3rd Quarter Performance Report**  Pages 73-77  Leslie Pedrosa
The Board of Directors is asked to approve the 3rd quarter performance report for FY21.

D. **ACTION: Addendum to the Transit Structure Cooperative Agreement with the Ada County Highway District**  Pages 78-81  Stephen Hunt
Staff requests the Board consider approval of the Addendum to the Transit Structures Cooperative Governmental Agreement between Valley Regional Transit (VRT) and the Ada County Highway District (ACHD).

E. **ACTION: FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar**  Pages 82-86  Stephen Hunt
Staff requests acceptance of the FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar. Staff would also like to get input from the Board of Directors on methods they believe would be effective to engage the Board of Directors local governments and the general public.

VII. **INFORMATION ITEMS**
A. INFORMATION: Valley Regional Transit Bylaws Update

In accordance with the current Bylaws, bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days’ notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments. This item will come back to the Board at the January meeting where they will be asked to consider approval of the changes. A redline of the changes is included in the packet for discussion. No substantive changes were made. There were updates to wording, clarification on ex-officio members, grammatical errors and the addition of a section regarding the annual performance review the Executive Director.

B. INFORMATION: Procurement Calendar

The most current procurement calendar is included in the packet for your information.

C. INFORMATION: Department/Staff Reports

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

VIII. EXECUTIVE SESSION

The Executive Board may convene into Executive Session at this time Pursuant to Idaho Code 74-206, identifying one or more of the specific paragraphs a) Personnel Hiring, b) Personnel Issues, c) Land Acquisition, d) Records Exempt from Public Disclosure, e) Trade Negotiations, f) Pending/Probable Litigation, i) Insurance Claims, j) Labor Contract, I.C. 74-206(1)

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

IX. ADJOURNMENT

@ = Attachment

Agenda order is subject to change.

NEXT VRT BOARD OF DIRECTORS MEETING:
January 3, 2022
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.
Executive Board Meeting Minutes  
Monday, August 02, 2021

<table>
<thead>
<tr>
<th>MEMBERS ATTENDING</th>
<th>MEMBERS ABSENT</th>
<th>OTHERS PRESENT</th>
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<tbody>
<tr>
<td>John Bechtel, City of Wilder</td>
<td>Kelli Badesheim, VRT</td>
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<td>Elaine Clegg, City of Boise</td>
<td>Bre Brush, City of Boise</td>
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<td>Luke Cavener, Meridian</td>
<td>Mark Carnopis, VRT</td>
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<td>John Evans, City of Garden City</td>
<td>Paula Cromie, VRT</td>
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<td>Debbie Kling, City of Nampa</td>
<td>Brianna Dowling, VRT</td>
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<td>Sandi Levi, City of Nampa</td>
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<td>Lantz McGinnis-Brown, Boise State</td>
<td>Tessa Greggor</td>
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<td>Lauren McLean, City of Boise</td>
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<td>Garret Nancolas, Caldwell</td>
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<td>Gregg Eisenberg, First Transit</td>
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<td>Alissa Taysom, VRT</td>
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CALLING OF THE ROLL - Chair Elaine Clegg called the meeting to order at 11:03 with a quorum present in-person and virtually.

AGENDA ADDITIONS/CHANGES - None

PUBLIC COMMENTS - None

CONSENT AGENDA 
Items on the Consent Agenda consisted of the following:
Minutes of June 7, 2021 Executive Board Meeting
Minutes of the May 18, 2021 Regional Advisory Council

John Bechtel moved to approve the consent agenda as presented; Debbie Kling seconded. The motion carried unanimously.

FINANCE COMMITTEE
INFORMATION: Cash Flow Reserve and Maintenance Reserve Plan
Jason Jedry presented the Cash Flow and Maintenance Reserve Plan to review and discuss a plan to achieve the required cash flow reserve and the recommended maintenance reserve.

ACTION ITEMS
Integrated Mobility Plan Procurement
Garrett Nancolas made a motion to approve RESOLUTION VEB21-013 for the procurement of the Integrated Mobility Plan and award the contract to Nelson Nygaard in an amount not to exceed $100,000; Luke Cavener seconded. The motion passed unanimously.

Chair Elect Nominations
Chair Elaine Clegg asked for nomination for the vacant chair-elect position on the Executive Board. Debbie Kling expressed her willingness to serve as the chair-elect. Garret Nancolas mad a motion to nominate Debbie Kling as chair-elect: Lauren McLean seconded. The motion passed unanimously.

INFORMATION ITEMS
INFORMATION: FY2021 Happy Day Transit Center, Capital Investments
Joe Guenther provided a review of Happy Day Transit Center and discussed the projects in order to prioritize investments and confirm investments being considered are fiscally wise.

INFORMATION: Shared Vehicle Program Fees
Leslie Pedrosa provided information regarding the proposed fee structure for the Shared Vehicle program for executive board feedback in the packet. Due to time constraints, this item was not presented during the meeting.

INFORMATION: Valley Regional Transit Bylaws Review Kelli Badesheim
Kelli Badesheim provided an update on the VRT bylaws for discussion and suggestions by the Executive Board in the meeting packet. Due to time constraints, this item was not presented during the meeting.

EXECUTIVE SESSION - none

ADJOURNMENT - The meeting was adjourned at 11:50.

NEXT VRT EXECUTIVE BOARD MEETING:
October 4, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642
Executive Board Meeting Minutes  
Monday, August 02, 2021

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EXECUTIVE SESSION - none

ADJOURNMENT - The meeting was adjourned at 11:50.

NEXT VRT EXECUTIVE BOARD MEETING:
October 4, 2021
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642
Staff Recommendation/Request
Staff is requesting the VRT Board of Directors acknowledge the list of FY2021 carryforward projects that will be included in the FY2022 budget amendment request presented in January 2022.

Highlights
September 2018
• VRT Board adopted Financial Policies
August 2020
• VRT Board adopted VRT FY2021 Budget
January 2021
• VRT Board adopted VRT FY2021 Budget Amendment
September 2021
• VRT Staff reviewed 2021 projects and compiled carryforward project list that will be included in the FY2022 budget amendment request.

Summary
In accordance with the Fiscal Year-End Accounting, Audit and Budget Amendment Processes Policy, the VRT Board of Directors annually approves a budget amendment that includes unexpended project spending authority. The spending authority for these projects was included in VRT’s FY2021 budget that was approved by the VRT Board of Directors. The carryforward project list is comprised of projects that will not be completed prior to the end of FY2021 resulting in the need to carry them forward to FY2022.

Implication (policy and/or financial)
If the unexpended project spending authority is not approved, some projects could be adversely affected.

More Information
Attachments:
FY2021 Carryforward Project List

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jiedry@valleyregionaltransit.org
## FY2021 Carryforward Project List

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<th>Description</th>
<th>Project Mgr</th>
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<td>23227-020-005</td>
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<td>Fixed Route CAD/AVL Replacement</td>
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<td>State Street Transit Operational Analysis:</td>
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<td>20010-019-002</td>
<td>VRT Late Night</td>
<td>Brianna Dowling</td>
<td>$141,000.00</td>
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<tr>
<td>20010-020-001</td>
<td>Rides2Wellness Ada County</td>
<td>Brianna Dowling</td>
<td>$115,000.00</td>
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<tr>
<td>20010-019-016</td>
<td>Lyft Transit Connection</td>
<td>Brianna Dowling</td>
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<tr>
<td>20010-021-016</td>
<td>Meridian Veteran's Shuttle</td>
<td>Brianna Dowling</td>
<td>$67,000.00</td>
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<tr>
<td></td>
<td>City Go Department</td>
<td>Kaite Justice</td>
<td>$120,000.00</td>
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<tr>
<td>10179-020-002</td>
<td>City Go Marketing</td>
<td>Kaite Justice</td>
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<td></td>
<td>Integrated Fare Payment Operations</td>
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<td>$720,000.00</td>
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<td><strong>SUBRECIPIENTS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>23227-020-014</td>
<td>ACHD 7 Replacement Vans</td>
<td>Randy Reese</td>
<td>$109,498.00</td>
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<tr>
<td>23227-021-012</td>
<td>WITCO 3 Replacement Vehicles</td>
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<td>23171-020-003</td>
<td>ACHD Operating Assistance</td>
<td>Randy Reese</td>
<td>$52,971.00</td>
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<tr>
<td>23171-020-001</td>
<td>TVT Operating Assistance</td>
<td>Randy Reese</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$17,418,340.95</td>
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</tbody>
</table>
Staff Recommendation/Request
Staff recommends acceptance of the reports.

Summary
Attached to this memo is the operating cash balance analysis as of June 30, 2021.

The following items are important to note:

- Regional operating cash balance was $3,278,110 at the end of June. Pending federal funds were $389,719. Pending federal funds are the result of utilizing local funds until federal funds become available for reimbursement.
- The Ada County system operating cash balance was $86,354 at the end of June.
- The Canyon County system operating cash balance was $12,875 at the end of June.
- Boise GreenBike Operating Cash Balance was $63,716 at the end of June.
- Total pending federal funds were $389,719.
- Overall, the total operating cash balance exceeded the total cash balance benchmark.

More Information
Attachments:
FY2021 3rd Qtr. Operating Cash Balance Analysis

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jiejdry@valleymregionaltransit.org
Valley Regional Transit  
Operating Cash Balance Analysis  
June 30, 2021

Regional Operations
GL Cash Balance at 6/30/21 $3,278,110  
Pending Federal Funds (Note 2) $389,719

Ada County System
GL Cash Balance at 6/30/21 $86,354  
Pending Federal Funds (Note 2) $0

Canyon County System
GL Cash Balance at 6/30/21 $12,875  
Pending Federal Funds (Note 2) $0

Boise Greenbike
GL Cash Balance at 6/30/21 $63,716  
Pending Federal Funds (Note 2) $0

Total Cash Balance $3,441,056

Total Pending Federal Funds (Note 2) $389,719

Total Cash Balance Benchmark (Note 1) $2,076,882

Note 1: Average of 2018, 2019 and 2020 at June 30
Note 2: Local funds utilized until federal funds become available for reimbursement
Staff Recommendation/Request
Staff recommends acceptance of the reports.

Summary
The third quarter of FY2021 was completed on June 30, 2021. Attached are the Budget Variance Report and Budget Variance Comments through the third quarter.

More Information
Attachments:
FY2021 3rd Quarter Budget Variance Report
FY2021 3rd Quarter Budget Variance Comments

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jedry@valleymetrolink.org
<table>
<thead>
<tr>
<th>Category</th>
<th>Regional Overhead</th>
<th>Programs and Supports</th>
<th>Information Supports/ Specialized Transportation</th>
<th>Program Administration Support Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 YTD Budget</td>
<td>YTD Actual</td>
<td>% Diff</td>
<td>YTD Budget</td>
<td>YTD Actual</td>
</tr>
<tr>
<td>401 Directly Generated Funds</td>
<td>-$</td>
<td>-</td>
<td>37,499</td>
<td>$1,749</td>
</tr>
<tr>
<td>402 Purchased Transportation</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>403 Auxiliary Revenue</td>
<td>75,000</td>
<td>-11%</td>
<td>212,739</td>
<td>293,682</td>
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<tr>
<td>404 Non-Transportation Revenue</td>
<td>(426)</td>
<td>-</td>
<td>14,159</td>
<td>151,902</td>
</tr>
<tr>
<td>405 Federal Assistance - Capital</td>
<td>-</td>
<td>0%</td>
<td>14,001,147</td>
<td>1,753,994</td>
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<tr>
<td>406 Federal Assistance - Operating/Administration</td>
<td>179,058</td>
<td>18%</td>
<td>210,670</td>
<td>318,840</td>
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<tr>
<td>407 Local Assistance - Capital</td>
<td>842,887</td>
<td>-2%</td>
<td>516,471</td>
<td>151,902</td>
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<tr>
<td>408 Local Assistance - Operating/Administration</td>
<td>1,632,053</td>
<td>0%</td>
<td>1,632,053</td>
<td>853,007</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$1,096,944</td>
<td>1%</td>
<td>$1,106,779</td>
<td>$780,331</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Regional Overhead</th>
<th>Programs and Supports</th>
<th>Information Supports/ Specialized Transportation</th>
<th>Program Administration Support Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 YTD Budget</td>
<td>YTD Actual</td>
<td>% Diff</td>
<td>YTD Budget</td>
<td>YTD Actual</td>
</tr>
<tr>
<td>501 Wages and Salaries</td>
<td>$427,546</td>
<td>8%</td>
<td>$371,573</td>
<td>$277,594</td>
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<td>502 Fringe Benefits</td>
<td>$291,129</td>
<td>11%</td>
<td>$151,491</td>
<td>$767,594</td>
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<tr>
<td>503 Professional Services</td>
<td>$124,730</td>
<td>-25%</td>
<td>$742,662</td>
<td>$295,752</td>
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<td>504 Materials and Supplies</td>
<td>$16,429</td>
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<td>$48,412</td>
<td>$4,269</td>
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<td>505 Utilities</td>
<td>$59,416</td>
<td>18%</td>
<td>$13,665</td>
<td>$6,697</td>
</tr>
<tr>
<td>506 Casualty and Liability</td>
<td>$18,715</td>
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<td>$4,500</td>
<td>$4,134</td>
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<tr>
<td>508 Purchased Transportation</td>
<td>1,632,053</td>
<td>0%</td>
<td>853,007</td>
<td>275,098</td>
</tr>
<tr>
<td>509 Miscellaneous</td>
<td>137,713</td>
<td>-12%</td>
<td>37,537</td>
<td>359,593</td>
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<td>511 Interest</td>
<td>300</td>
<td>-100%</td>
<td>300</td>
<td>20,700</td>
</tr>
<tr>
<td>514 Capital (Note 2)</td>
<td>16,411,761</td>
<td>2,352,507</td>
<td>-86%</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$1,096,944</td>
<td>1%</td>
<td>$1,106,779</td>
<td>$780,331</td>
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</tbody>
</table>

Note 1: No percentage shown for null data or situations where division is by zero.
Note 2: Total gross capital expense. Capitalization accounting entry added back.
<table>
<thead>
<tr>
<th>Category</th>
<th>Boise Fixed Route</th>
<th>ADA Paratransit (Demand Response)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>YTD Budget</td>
<td>YTD Actual</td>
</tr>
<tr>
<td>401 Directly Generated Funds</td>
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<tr>
<td>402 Purchased Transportation</td>
<td>$60,924</td>
<td>$150,964</td>
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<tr>
<td>403 Auxiliary Revenue</td>
<td>$609,821</td>
<td>$496,663</td>
</tr>
<tr>
<td>404 Non-Transportation Revenue</td>
<td>$581,662</td>
<td>$450,592</td>
</tr>
<tr>
<td>405 Federal Assistance - Capital</td>
<td>$145,773</td>
<td>$77,859</td>
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<td>501 Wages and Salaries</td>
<td>$2,541,961</td>
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<tr>
<td>502 Fringe Benefits</td>
<td>$1,982,861</td>
<td>$1,959,611</td>
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<tr>
<td>503 Professional Services</td>
<td>$369,641</td>
<td>$322,027</td>
</tr>
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<td>504 Materials and Supplies</td>
<td>$581,662</td>
<td>$450,592</td>
</tr>
<tr>
<td>505 Utilities</td>
<td>$145,773</td>
<td>$77,859</td>
</tr>
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<td>508 Purchased Transportation</td>
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</tr>
<tr>
<td>509 Miscellaneous</td>
<td>$237,716</td>
<td>$185,897</td>
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<td>511 Interest</td>
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<td></td>
</tr>
<tr>
<td>512 Leases and Rentals</td>
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<td>$62,622</td>
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<td>514 Capital (Note 2)</td>
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<td>Total Expenses</td>
<td>$6,069,630</td>
<td>$5,656,185</td>
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</table>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.
<table>
<thead>
<tr>
<th>Category</th>
<th>Canyon Fixed-Route</th>
<th>Canyon ADA Paratransit (Demand Response)</th>
<th>Canyon Inter-County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Budget</td>
<td>YTD Actual</td>
<td>% Diff</td>
</tr>
<tr>
<td>401 Directly Generated Funds</td>
<td>$29,661</td>
<td>$34,140</td>
<td>15%</td>
</tr>
<tr>
<td>402 Purchased Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>403 Auxiliary Revenue</td>
<td>$23,693</td>
<td>$7,489</td>
<td>-68%</td>
</tr>
<tr>
<td>404 Non-Transportation Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>405 Federal Assistance - Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>406 Federal Assistance - Operating/Administration</td>
<td>$725,645</td>
<td>$589,387</td>
<td>-19%</td>
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<tr>
<td>407 Local Assistance - Capital</td>
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<tr>
<td>408 Local Assistance - Operating/Administration</td>
<td>$31,133</td>
<td>(485)</td>
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</tr>
<tr>
<td>Total Revenues</td>
<td>$778,998</td>
<td>$662,409</td>
<td>-15%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Canyon Fixed-Route</th>
<th>Canyon ADA Paratransit (Demand Response)</th>
<th>Canyon Inter-County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Budget</td>
<td>YTD Actual</td>
<td>% Diff</td>
</tr>
<tr>
<td>501 Wages and Salaries</td>
<td>$319,726</td>
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<td>145,764</td>
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<td>89,255</td>
<td>82,633</td>
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<td>105,530</td>
<td>79,755</td>
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<td>17,411</td>
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<tr>
<td>506 Casualty and Liability</td>
<td>28,125</td>
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<td>70,787</td>
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<td>2,400</td>
<td>2,406</td>
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<tr>
<td>514 Capital (Note 2)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$778,998</td>
<td>$662,409</td>
<td>-15%</td>
</tr>
</tbody>
</table>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.
### Capital Budget Expense Category

<table>
<thead>
<tr>
<th>Capital Budget Expense Category</th>
<th>Budget Annual</th>
<th>YTD Actual</th>
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</thead>
<tbody>
<tr>
<td>Bike/Pedestrian Improvements</td>
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<tr>
<td>Capital - Facilities - Multi-Modal Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital - Facilities - Fuel Facilities</td>
<td></td>
<td>33,432</td>
</tr>
<tr>
<td>Capital - Facility - Facilities/Bldgs/Grounds</td>
<td>7,439,833</td>
<td>1,104,999</td>
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<tr>
<td>Capital - Non-Revenue Vehicles</td>
<td>97,000</td>
<td>27,846</td>
</tr>
<tr>
<td>Capital - Other</td>
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<td></td>
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<tr>
<td>Capital - Revenue Vehicles</td>
<td>13,081,205</td>
<td>813,991</td>
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<tr>
<td>Capital - Revenue Vehicles - Sub-Recipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Equipment - Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Equipment - Farebox</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Equipment - Surv/Security</td>
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<td></td>
</tr>
<tr>
<td>CAPITAL EXPENDITURES (514)</td>
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<tr>
<td>Capital Information Technology - Hardware</td>
<td>673,962</td>
<td>74,026</td>
</tr>
<tr>
<td>Capital Information Technology - Software</td>
<td>1,293,859</td>
<td>33,316</td>
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<tr>
<td>Capital Projects - Sub-Recipient</td>
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</tr>
<tr>
<td>Capital - Shop Equipment</td>
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<td>8,647</td>
</tr>
<tr>
<td>Capital - Office Equipment</td>
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<tr>
<td>CWI - Park and Ride - INACTIVE</td>
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<tr>
<td>N/A - Capital - Revenue Vehicles</td>
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<td></td>
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<tr>
<td>Regional Park &amp; Ride Projects</td>
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</tr>
<tr>
<td>System Enhancements - Stops/Shelters</td>
<td>565,198</td>
<td>256,251</td>
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<tr>
<td><strong>Total Capital Expenses</strong></td>
<td><strong>$ 24,045,280</strong></td>
<td><strong>$2,352,507</strong></td>
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</tbody>
</table>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.
<table>
<thead>
<tr>
<th>Category</th>
<th>Specialized Transportation</th>
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<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>YTD Budget</td>
</tr>
<tr>
<td>401 Directly Generated Funds</td>
<td>$37,500</td>
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<tr>
<td>402 Purchased Transportation</td>
<td></td>
</tr>
<tr>
<td>403 Auxiliary Revenue</td>
<td></td>
</tr>
<tr>
<td>404 Non-Transportation Revenue</td>
<td></td>
</tr>
<tr>
<td>405 Federal Assistance - Capital</td>
<td></td>
</tr>
<tr>
<td>406 Federal Assistance - Operating/Administration</td>
<td>$2,792,580</td>
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<tr>
<td>407 Local Assistance - Capital</td>
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<tr>
<td>408 Local Assistance - Operating/Administration</td>
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<tr>
<td><strong>Total Revenues</strong></td>
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<tr>
<td>Category</td>
<td>Specialized Transportation</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>YTD Budget</td>
</tr>
<tr>
<td>501 Wages and Salaries</td>
<td>318,460</td>
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<td>502 Fringe Benefits</td>
<td>198,962</td>
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<tr>
<td>503 Professional Services</td>
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</tr>
<tr>
<td>504 Materials and Supplies</td>
<td>81,412</td>
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<td>505 Utilities</td>
<td>2,610</td>
</tr>
<tr>
<td>506 Casualty and Liability</td>
<td>58,500</td>
</tr>
<tr>
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<td>509 Miscellaneous</td>
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<td>511 Interest</td>
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</tr>
<tr>
<td>512 Leases and Rentals</td>
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</tr>
<tr>
<td>514 Capital (Note 2)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$3,235,391</td>
</tr>
</tbody>
</table>

Note 1: No percentage shown for null data or situations where division is by zero.

Note 2: Total gross capital expense. Capitalization accounting entry added back.
At the end of June, Fiscal Year 2021 was seventy five (75%) complete. The following is a review of the budgetary status of each division as of June 30, 2021. A ten percent (+/- 10%) tolerance threshold is utilized for analysis purposes in this report.

**Regional Overhead (10)**

**Revenues**

It should be noted that beginning in FY2021, Fleet Media, Mobility Management and City Go were moved from division 10 to division 12.

**Auxiliary Revenues** (11% under budget) - This line item is revenue recognized only to offset the salary expenses for the Programs Director position.

**Federal Operating Assistance** (18% over budget) – This line item is above budget parameters. This is due to utilizing federal CAREs funds in the first half of the fiscal year for the Executive Director’s department. Local funds will be utilized in the second half of the fiscal year.

**Expenses**

Total Regional Overhead operating expenses were 1% over budget through QR-3.

**Fringe Benefits** (11% over budget) - This line item is unfavorably above budget parameters.

**Professional Services** (25% under budget) - This line item is favorably below budget parameters primarily due to community relations and legal service expenses being lower than budgeted for.

**Materials and Supplies** (63% under budget) – This line item is favorably below budget parameters due to equipment, office supplies and printing expenses being lower than budgeted for.

**Utilities** (18% over budget) - This line item is unfavorably above budget parameters primarily due to Meridian’s condominium association expenses being higher than budgeted for.

**Casualty and Liability** (46% under budget) - This line item is favorably below budget parameters due to a decrease in insurance expenses for Division 10.

**Miscellaneous** (12% under budget) – This line item is favorably below budget parameters.

**Programs and Supports (12)**

It should be noted that division 12 has been renamed to Programs and Supports. This division now includes Boise Greenbike, Fleet Media, Safe Routes to School, Mobility Management and City Go.

**Revenues**

**Directly Generated** (95% under budget) - This line item is unfavorably below budget parameters. Boise Greenbike is not currently operating and is therefore not collecting revenue. The small
amount of revenues were from uncollected accounts receivable that were received in the first quarter of FY2021.

**Auxiliary Revenues** (38% over budget) – This line item is above budget estimates. City Go revenue was $41,897. Advertising revenue recognized to offset expenses was $101,380 and advertising installation reimbursement revenue which offsets installation expenses was $132,571.

**Non-Transportation Revenue** – This revenue is the result of the disposal of Boise Greenbike assets.

**Federal Operating Assistance** (49% under budget) – This line item is below budget parameters. This is due to Mobility Management and City Go expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

**Local Operating Assistance** (71% under budget) – This line item is below budget parameters. This is due to City Go and Boise Greenbike expenses being lower than budgeted for resulting in the need to recognize less revenue in this category.

**Expenses**
Total Program and Supports operating expenses were 44% under budget through QR-3.

**Wages and Salaries** (25% under budget) - This line item is favorably below budget parameters. Bike Share and Safe Routes to School expenses were lower than budgeted for.

**Fringe Benefits** (11% over budget) - This line item is unfavorably above budget parameters.

**Professional Services** (60% under budget) - This line item is favorably below budget parameters.

**Materials and Supplies** (91% under budget) - This line item is favorably below budget parameters primarily due to support vehicle, bicycle parts and station repair expenses being lower than budgeted for.

**Utilities** (51% under budget) – This line item is favorably below budget parameters.

**Miscellaneous** (90% under budget) – This line item is favorably below budget parameters.

**Leases and Rentals** (21% under budget) – This line item is favorably below budget parameters due to the office lease expenses for Boise Greenbike being lower than budgeted for.

**Information Supports/Specialized Transportation (20)**

**Revenues**

**Directly Generated Funds** (42% under budget) - This line item is unfavorably below budget estimates. Due to COVID-19, Volunteer Driver and the taxi SCRIP program are operating at a lower capacity. Additionally, ridership has been down.

**Federal Operating Assistance** (44% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.
Local Operating Assistance (43% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses
Total Information Supports/Specialized Transportation operating expenses were 44% under budget through QR-3.

Fringe Benefits (17% over budget) - This line item is unfavorably above budget parameters.

Professional Services (54% under budget) - This line item is favorably below budget parameters. This is primarily due to contract labor and repair and maintenance expenses being lower than budgeted for due to reduced services.

Utilities (123% over Budget) - This line item is unfavorably above budget parameters due to mobile radio expenses for service providers being higher than budgeted for. VRT receives revenue from its service providers that offsets this expense.

Purchased Transportation (48% under budget) – This line item is favorably below budget parameters due to mobility projects, Rides to Wellness, Volunteer Driver and Scrip Taxi expenses being lower than budgeted for.

Miscellaneous (78% under budget) – This line item is favorably under budget parameters due to the integrated fare payment system project. The progress of this project does not align with how the budget is spread equally (monthly) throughout the year.

Program Administration Support/Planning (23)

Revenues
Federal Capital Assistance (87% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Federal Operating Assistance (30% under budget) – This line item is unfavorably below budget parameters. Operating expenses are under budget resulting in less reimbursement of funds in this category.

Local Capital Assistance (69% under budget) – This line item is unfavorably below budget parameters. Capital expenses are under budget resulting in less reimbursement of funds in this category.

Local Operating Assistance (57% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses
Total Program Administration Support/Planning expenses were 82% under budget through QR-3.
Wages and Salaries (12% under budget) - This line item is favorably below budget parameters.

Fringe Benefits (43% under budget) - This line item is favorably below budget parameters. Benefit expenses are estimated at the beginning of the fiscal year. Health benefit expenses in the first half of the fiscal year have been lower than estimated.

Professional Services (53% under budget) - This line item is favorably below budget parameters due to the fact that the State Street Transit Operational Analysis, Regional Vanpool Study, and Bus Stop Typology studies were all scheduled to begin by the third quarter of 2021. These studies are now currently underway. Legal services have also been lower than budgeted for.

Utilities (73% under budget) - This line item is favorably below budget parameters due to employee cell phone reimbursements being lower than budgeted for.

Miscellaneous (27% under budget) - This line item is favorably below budget parameters. This is primarily due to subrecipient reimbursements being lower than budgeted for.

Capital (86% under budget) - This line item is favorably below budget parameters. It should be noted that the majority of this variance is related to the purchase of battery electric buses. We expect to take delivery of these vehicles starting in June, 2021 and running through December of 2021.

Boise Fixed-Route (21)

Revenues

Directly Generated Funds (38% under budget) – This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the third quarter.

Auxiliary (148% over budget) – This line item is favorably above budget parameters. Advertising revenue is higher than budgeted for in this division.

Local Operating Assistance (37% under budget) – This line item is unfavorably below budget parameters. This is due to utilizing Federal CARES Act funding as well as expenses being under budget. Both of these factors resulted in recognizing less of this revenue category than budgeted for.

Expenses

Total Boise Fixed-Route operating expenses were 7% under budget through QR-3.

Professional Services (13% under budget) - This line item is favorably below budget parameters. Work completed by VRT’s Facility Technician has reduced expenses in this category. Additionally, low legal service and repair and maintenance expenses contributed to this line item being under budget.

Materials and Supplies (23% under budget) - This line item is favorably below budget parameters.

Utilities (47% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for. An additional $90,000 was budgeted this fiscal year for electricity in anticipation of receiving...
electric buses. The receipt of electric buses has been delayed resulting in lower electricity expenses.

Casualty and Liability (58% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (22% under budget) - This line item is favorably below budget parameters.

ADA Paratransit/Demand Response (22)
Revenues
Directly Generated Funds (48% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership continues to be down through the third quarter.

Federal Operating Assistance (32% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses
Total ADA Paratransit/Demand Response operating expenses were 32% under budget through QR-3.

Wages and Salaries (49% under budget) - This line item is favorably below budget parameters primarily due to reduced ACCESS services and less overtime.

Fringe Benefits (23% under budget) - This line item is favorably below budget parameters due to reduced operator payroll.

Materials and Supplies (41% under budget) - This line item is favorably below budget parameters primarily due to parts expenses being lower than budgeted for.

Utilities (45% under budget) - This line item is favorably below budget parameters due to electricity, natural gas and communication expenses being lower than budgeted for.

Casualty and Liability (50% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (12% under budget) - This line item is favorably below budget parameters.

Canyon County Fixed Route (24)
Revenues
Directly Generated Funds (15% over budget) - This line item is favorably over budget due to local pass sales as well as employer and ridership program sales being higher than budgeted for. Farebox revenues were $21,630 under budget.

Auxiliary (68% under budget) – This line item is unfavorably below budget parameters due to lower advertising revenue than budgeted for in this division.
Federal Operating Assistance (19% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses
Total Canyon County Fixed-Route operating expenses were 15% under budget through QR-3.

Wages and Salaries (19% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Materials and Supplies (24% under budget) - This line item is favorably below budget parameters. CNG expenses are higher than budgeted for but that is offset by lower fuel and maintenance expenses.

Utilities (11% under budget) - This line item is favorably below budget parameters.

Casualty and Liability (119% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (85% under budget) - This line item is favorably below budget parameters due to COVID-19 direct response expenses being under budget. COVID-19 expenses are covered by CARES Act funding requiring no local match.

Canyon ADA Paratransit/Demand Response (25)

Revenues
Directly Generated Funds (53% over budget) - This line item is favorably over budget due to ridership program and access pass sales. Farebox revenues were $671 under budget.

Federal Operating Assistance (31% under budget) – This line item is unfavorably below budget parameters. This is primarily due to expenses being under budget resulting in less need of reimbursement of this revenue category.

Expenses
Total Canyon ADA Paratransit/Demand Response operating expenses were 27% under budget through QR-3.

Wages and Salaries (34% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Fringe Benefits (26% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Professional Services (15% under budget) - This line item is favorably below budget parameters. Work completed by VRT’s Facility Technician has reduced expenses in this category. Additionally, repair and maintenance expenses are lower than budgeted for.

Materials and Supplies (31% under budget) - This line item is favorably below budget parameters due to CNG and maintenance expenses being lower than budgeted for.

Utilities (31% under budget) - This line item is favorably below budget parameters.
Casualty and Liability (78% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (72% under budget) - This line item is favorably under budget parameters.

Leases and rentals (22% under budget) – This line item is favorably below budget parameters. Radio repeater expenses are lower than budgeted for.

Canyon Inter-County (31)

Revenues
Directly Generated Funds (65% under budget) - This line item is unfavorably under budget. Due to COVID-19, the collection of fares was suspended until November 9. Additionally, ridership was down through the third quarter of the fiscal year.

Expenses
Total Canyon Inter-County operating expenses were 4% under budget through QR-3.

Wages and Salaries (16% under budget) - This line item is favorably below budget parameters due to reduced operator and maintenance payroll.

Utilities (14% under budget) - This line item is favorably below budget parameters primarily due to communications and natural gas expenses being lower than budgeted for.

Casualty and Liability (73% over budget) - This line item is unfavorably above budget parameters due to increased insurance premiums. The increase in premiums is due to nationwide factors and is not a result of local operations. VRT staff worked with its insurance provider to ensure lower rates were not available elsewhere.

Miscellaneous (55% over budget) - This line item is unfavorably above budget parameters due to COVID-19 direct response expenses. COVID-19 expenses are covered by CARES Act funding requiring no local match.
AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: $200,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve Resolution VBD21-030 and authorize the VRT Executive Director to execute an agreement with Eagle Senior Center, not to exceed $200,000, for fiscal year 2022 for transportation services in a defined service area in the city of Eagle.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49,999)

Signature: __________________________________________________________
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: __________________________________________________________
Date Approved:          Resolution Number:

VRT BOARD (Approves procurements $200,000 and over)

Signature: __________________________________________________________
Date Approved: 10/4/2021          Resolution Number:  VBD21-030
BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR EAGLE SENIOR CENTER TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS AND PERSONS WITH DISABILITIES WITHIN A DEFINED GEOGRAPHICAL AREA OF EAGLE

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” (VRT) 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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 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.

VBD21-030
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit authorize the expenses for Eagle Senior Center, not to exceed $200,000.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:                        APPROVED:

_________________________  ___________________________
EXECUTIVE ASSISTANT           CHAIR
AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Purchase of Service Project Budget

TOTAL COST: $306,824

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program includes service providers to provide transportation services for seniors, persons with disabilities, and veterans.

SCOPE OF WORK: The service providers agree to provide transportation services within a defined geographical area and are the primary source of information regarding the area.

DISCUSSION: VRT compensates service providers on a monthly basis for services that include payroll and fees associated with payroll software, office supplies, fuel, phone system, insurance, vehicle cleaning and maintenance, as well as community outreach.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve Resolution VBD21-031 and authorize the VRT Executive Director to execute an agreement with Church of the Harvest, not to exceed $306,824, for fiscal year 2022 for transportation services in a defined service area in Meridian.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49,999)

Signature: ____________________________
Date Approved:

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ____________________________
Date Approved: Resolution Number:

VRT BOARD (Approves procurements $200,000 and over)

Signature: ____________________________
Date Approved: 10/4/2021 Resolution Number: VBD21-031
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Church of the Harvest Purchase of Service Expenses for Fiscal Year 2022
RESOLUTION VBD21-031

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR CHURCH OF THE HARVEST TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF MERIDIAN

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” (VRT) 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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 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 VBD21-031
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 authorize the expenses for Church of the Harvest, not to exceed $306,824.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST: APPROVED:

________________________  ______________________________
EXECUTIVE ASSISTANT      CHAIR
AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: $300,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve Resolution VBD21-032 and authorize the VRT Executive Director to execute an agreement with Metro Community Services, not to exceed $300,000, for fiscal year 2022 for transportation services in a defined service area in Canyon County.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49,999)

Signature: __________________________________________________________
Date Approved: ______________________________________________________

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: __________________________________________________________
Date Approved: __________________________ Resolution Number:

VRT BOARD (Approves procurements $200,000 and over)

Signature: __________________________________________________________
Date Approved: 10/4/2021 Resolution Number: VBD21-032
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Metro Community Services Acquisition of Service Expenses for Fiscal Year 2022
RESOLUTION VBD21-032

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR METRO COMMUNITY SERVICES TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF CANYON COUNTY

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” (VRT) 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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 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 VBD21-032
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 authorize the expenses for Metro Community Services, not to exceed $300,000.

   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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:  

________________________
EXECUTIVE ASSISTANT

____________________________
CHAIR
AUTHORIZATION FOR EXPENDITURE
BOARD OF DIRECTORS

PROCUREMENT DESCRIPTION: Acquisition of Service Project Budget

TOTAL COST: $334,091

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for seniors and persons with disabilities by removing barriers and expanding options.

SCOPE OF WORK: The service providers agree to be providers of first class work and services and to follow the highest professional standards while performing the work and services.

DISCUSSION: VRT compensates service providers per qualified revenue hour, with a not to exceed amount, to ensure budget adherence. Service providers will also partner with VRT in marketing and public outreach for seniors and persons with disabilities.

ALTERNATIVES: Not providing transportation for these programs fail to fill a needed gap for residence in communities where there are no other transportation options.

FISCAL IMPACT: The total expenses approved for the acquisition of services project budget is $1,366,943. The project budget was included in the fiscal year 2022 budget, Resolution VBD21-028 on August 2, 2021.

RECOMMENDATION/JUSTIFICATION: VRT staff recommends that the Board of Directors approve Resolution VBD21-033 and authorize the VRT Executive Director to execute an agreement with Supportive Housing and Innovative Partnerships, not to exceed $334,091, for fiscal year 2022 for transportation services in a defined service area in Boise.

ORDER OF REVIEW
EXECUTIVE DIRECTOR (Approves procurements up to $49,999)

Signature: ____________________________
Date Approved: ________________________

EXECUTIVE BOARD (Approves procurements $50,000 up to $199,999)

Signature: ____________________________
Date Approved: ________________________ Resolution Number:

VRT BOARD (Approves procurements $200,000 and over)

Signature: ____________________________
Date Approved: 10/4/2021 Resolution Number: VBD21-033
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Supportive Housing and Innovative Partnerships Acquisition of Service Expenses for Fiscal Year 2022
RESOLUTION VBD21-033

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE EXPENSES FOR SUPPORTIVE HOUSING AND INNOVATIVE PARTNERSHIPS TRANSPORTATION SERVICES WILL CONTINUE TO PROVIDED FOR SENIORS, PERSONS WITH DISABILITIES AND VETERANS WITHIN A DEFINED GEOGRAPHICAL AREA OF BOISE

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” (VRT) 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 envisions a region with transportation choices designed to meet the needs of the citizens and businesses; and

WHEREAS, Valley Regional Transit works to find transportation choices that support livable, healthy and sustainable communities; and

WHEREAS, Valley Regional Transit works to secure funding to support those choices; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 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 VBD21-032
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 authorize the expenses for Supportive Housing and Innovative Partnerships, not to exceed $334,091.

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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:                  APPROVED:

________________________  ______________________________
EXECUTIVE ASSISTANT      CHAIR
**TOPIC**
Fiscal Year 2021 Disposal of Assets Update

**DATE**
September 15, 2021

**STAFF MEMBER**
Leslie Pedrosa

**Staff Recommendation/Request**
VRT Staff requests acknowledgement of the report.

**Highlights**

**July 2020**
- Executive Board set public hearing for assets to be disposed of during fiscal year 2021

**August 2020**
- Public hearing held during the Board of Directors meetings
- Board of Directors approved Resolution VBD20-009 granting authority for asset disposals for fiscal year 2021

**September 2021**
- VRT Staff will provide a report showing the final disposition of all assets disposed of during fiscal year 2021

**Summary**
The Board of Directors approved Resolution VBD20-009 in August 2020, authorizing VRT to dispose of assets in the most advantageous method. The Resolution requires a report of the final disposition of all assets disposed of in fiscal year 2021 to be included on the consent agenda at the October 2021 Board of Directors meeting.

**Implication (policy and/or financial)**
VRT is required to follow Idaho Code when disposing of government assets. Generally, donations or transfers generate good will from the public and the receiving institution. Sale or scrapping an item will usually generate a modest income.

**More Information**

**Attachments:**
Fiscal year 2021 Asset Disposition Status

**For detailed information contact:** Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
# FY 2021 Asset Disposition Status

## ROLLING STOCK

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<thead>
<tr>
<th>Vehicle Information</th>
<th>VIN</th>
<th>Year</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford E-350 Goshen Cutaway</td>
<td>1FD3E35P88DB59645</td>
<td>2008</td>
<td>Sold at auction</td>
</tr>
<tr>
<td>Ford E-350 Goshen Cutaway</td>
<td>1FD3E35PX8DB59646</td>
<td>2008</td>
<td>Sold at auction</td>
</tr>
<tr>
<td>Ford E-450 Starcraft Cutaway</td>
<td>1FD4E45P98DB51998</td>
<td>2008</td>
<td>Will be disposed in fiscal year 2022; waiting on replacement vehicle</td>
</tr>
<tr>
<td>Ford E-450 Starcraft Cutaway</td>
<td>1FD4E45P88DB32169</td>
<td>2008</td>
<td>Will be disposed in fiscal year 2022; waiting on replacement vehicle</td>
</tr>
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</table>

## SERVICE/SUPPORT VEHICLES

<table>
<thead>
<tr>
<th>Vehicle Information</th>
<th>VIN</th>
<th>Year</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford Taurus</td>
<td>1FAHP53U82G159777</td>
<td>2002</td>
<td>Sold at auction</td>
</tr>
<tr>
<td>Ford F-550</td>
<td>1FDF56F02EB37470</td>
<td>2002</td>
<td>Will be disposed in fiscal year 2022; waiting on replacement vehicle</td>
</tr>
</tbody>
</table>

## EQUIPMENT

<table>
<thead>
<tr>
<th>Equipment Information</th>
<th>Purchased</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboards and mouse</td>
<td>unknown</td>
<td>Donated</td>
</tr>
<tr>
<td>Label printers</td>
<td>unknown</td>
<td>Disposed</td>
</tr>
<tr>
<td>Desktops computers</td>
<td>2015</td>
<td>Donated</td>
</tr>
<tr>
<td>Laptop computers</td>
<td>2014</td>
<td>Donated</td>
</tr>
<tr>
<td>Monitors</td>
<td>2015</td>
<td>Donated</td>
</tr>
<tr>
<td>Network switch</td>
<td>2013</td>
<td>Donated</td>
</tr>
<tr>
<td>Bicycles</td>
<td>2015</td>
<td>Donated and sold at auction</td>
</tr>
<tr>
<td>Controllers (Bicycles)</td>
<td>unknown</td>
<td>Sold at auction</td>
</tr>
<tr>
<td>Batteries (Bicycles)</td>
<td>unknown</td>
<td>Disposed</td>
</tr>
<tr>
<td>Kiosk stations</td>
<td>2015</td>
<td>Donated</td>
</tr>
<tr>
<td>Spare bike parts</td>
<td>unknown</td>
<td>Scrapped</td>
</tr>
<tr>
<td>Kiosk solar panels</td>
<td>2015</td>
<td>Disposed</td>
</tr>
<tr>
<td>Batteries (kiosks)</td>
<td>2015</td>
<td>Disposed</td>
</tr>
</tbody>
</table>
TOPIC: Public Records and Records Retention Policy

DATE: October 4, 2021

STAFF MEMBER: Mark Carnopis

Staff Recommendation/Request
This is an action item. Members are asked to consider approval of Resolution VBD21-035 regarding an updated public records and records retention policy.

Summary
The 2018 Idaho Legislature amended the state’s public records law to require public agencies to designate the one person to receive public records requests and identify an alternate custodian or custodians for contingencies. These designations had to be in place by January 1, 2019. The Valley Regional Transit (VRT) Board approved a VRT Public Records Policy on October 22, 2018.

VRT did not have a Public Records Policy prior to October 2018. The approved policy accomplished three goals for VRT:

- Identified the records custodian and alternate custodians
- Gave VRT the ability to recoup some costs associated (e.g. work hours and copying fees) with accommodating more complicated public records requests
- Affirmed Valley Regional Transit’s adherence to provisions and requirements outlined in the Idaho Public Records Law

A recent focus of VRT staff is developing a better system to identify, classify and maintain agency records. Currently, most documents are scanned and entered into Laserfiche and FleetNet electronic storage in designated files. There currently is no written policy that provides staff with direction regarding what records must be retained and for how long (e.g. permanent, semi-permanent, and temporary).

It was determined that the existing Public Records Policy should be updated to add information about records retention. This updated policy would reference existing local, state and federal laws, policies and guides and would provide clear direction on records retention. The policy would also identify staff responsible for reviewing laws and regulations for changes and updates.

A public records guidebook providing specific requirements for records retention is under development for use by staff.

Implication (policy and/or financial)
There are no fixed costs that will occur with approval of this policy. There will be additional staff time required to develop the staff records guidebook and keeping it updated.

Highlights
- October 2018: VRT Board approves VRT’s first Public Records Policy
• Summer 2021: VRT staff research local, state and federal laws that address records retention. Public Records and Records Retention Policy draft is written.
• October 2021: Board asked to consider approval of RESOLUTION VBD21-035 Public Records and Records Retention Policy 1.29.00.

For detailed information contact: Mark Carnopis, Community Relations Manager, Community Relations Manager, 208-258-2702, mcarnopis@valleyregionaltransit.org
This policy supersedes all prior policy statements written, verbal, or otherwise.

Policy Number: 1.29.00
Resolution Number: VBD 21-035
Policy Title: Public Records and Record Retention Policy

Signature of Board Chairperson __________________________ Date ________________

Signature of Executive Director __________________________ Date ________________

Statement of Policy
Valley Regional Transit (hereinafter called Authority) complies with state and federal public records laws and responds to public records requests as soon as practicable and without unreasonable delay. This policy defines staff responsibilities, The Authority’s process for reviewing and addressing public records requests, and its records retention procedures.

Definitions
Public records are documents or pieces of information not considered confidential and generally pertain to the conduct of government. A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Public records custodian is defined as the “Person having personal custody and control of the public records in question.”

Permanent records are records that will be retained by the agency in perpetuity, or may be transferred to the Idaho state historical society's permanent records repository upon resolution of the Authority’s Board of Directors.

Retention period is the length of time records should be kept for fiscal, administrative, legal, long-term historic value or other purposes.

Semi-permanent records are records that shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.
Temporary records are records that shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the agency’s financial audit as provided in section 67-450B, Idaho Code.

Policy
Public Records Requests
Records maintained by the Authority are subject to the provisions of the Idaho Public Records Law (Idaho Code §§ 74-101 through 74-126).

Those requesting public records from the Authority need to fill out a records request form. This form is available on the Valley Regional Transit website (www.valleyregionaltransit.org) or from the Authority’s Community Relations Manager.

The Community Relations Manager is the primary custodian of public records. The alternate records custodians are the Grants and Compliance Administrator and the Executive Assistant to the Executive Director.

The primary custodian is responsible for reviewing record requests and determining whether all or part of the records can be released. This determination process may include the assistance of on-call legal staff.

The primary records custodian shall provide the requested records releasable within the time limits outlined in the Idaho Public Records Law. An alternate records custodian should provide these records in instances when the primary custodian is not available to do so.

The primary records custodian shall maintain a logbook of public records requests. This logbook will include a copy of the records request form, the results/findings of the request, and specifics as to what information was provided. Information about specific record requests will be maintained in the logbook for three years.

Fees
The Authority will impose fees for labor and copying costs that exceed the no-charge limits outlined in Idaho Code 74-102 (10). The Authority can waive any cost or fees for copies or labor when the requestor demonstrates:

- an inability to pay
- the request is not primarily in the individual interest or the requestor including, but not limited to, the requester’s interest litigation in which the requester is or may become a party
- the examination and/or copying public records is likely to contribute significantly to the public’s understanding of the operations or activities of the government.

Whenever possible, a requestor of public records from the Authority will be advised of any costs of producing the records prior to the request being filled. These costs will include the hourly wage of the staff member securing the records and the actual costs of copying printed materials or creating a duplicate video.

No fees will be charged for attorney fees incurred by the Authority in seeking legal advice to determine whether a records request can be completely or partially filled, or for the
inspection of public records. However, the Authority will charge for any redaction work done by an attorney as outlined in Idaho Code 74-102 (10) (e).

**Records Retention**
A records retention schedule for agency documents will include information outlining how long records will be maintained. Public records will be maintained for the minimum retention period as specified in this schedule.

Records will be classified as temporary, semi-permanent, and permanent. Information in the schedule will include:

- The name of the document or file
- A description of the record
- The division/department maintaining the record
- The designation/category: temporary, semi-permanent or permanent

The following state and federal laws and regulations will be used as guidance on the development of a public records retention schedule:

- Idaho Code § 31-871 (A) through (H)
- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42

**The records retention schedule**
The Community Relations Manager and the Administrative Assistant to the Executive Director are responsible for ensuring the retention schedule is kept updated and reflect any changes in state or federal laws and regulations. This review will be done at a minimum of once a year.

**END OF POLICY**

**Adoption Date:** 10/22/2018  
**Effective Date:** 10/22/2018  
**Last Revised Date:** 10/4/2021  
**Last Reviewed Date:** 10/4/2021  
**Replaced:** Public Records Policy 1.29.00  
**Legal References:**

- State of Idaho General Records Retention Schedule
- Idaho Code § 31-871 (A) through (H)
- FTA Circular 5010.1D
- Federal General Records Retention and Disposition Schedule 1-25
- FTA Master Agreement Section 8c
- 49 C.F.R § 18.42
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Public Records and Record Retention Policy
RESOLUTION VBD21-035

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE VALLEY REGIONAL TRANSIT PUBLIC RECORDS POLICY

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 is a political subdivision of the state and therefore subject to the provision of the Idaho Open Records Law; and

WHEREAS, the Idaho Open Records Law (cite) was amended by the 2018 Idaho Legislature to require state agencies to identify a records custodian to receive public record requests and provide an alternate custodian or alternate custodians for contingencies by January 1, 2019; and

WHEREAS, the Valley Regional Transit Board of Directors in October 2018 approved a Public Records Policy that identifies the records custodian and alternate custodian or custodians; and

WHEREAS, Valley Regional Transit is responsible for the retention of public records in accordance to state and federal laws and regulations, and

WHEREAS, there is no Valley Regional Transit policy that addresses the retention of records on a temporary, semi-permanent and permanent basis; and that addresses the need for the retention of records; 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
VBD21-035
TRANSIT:

Section 1. That the Board of Valley Regional Transit approves the Valley Regional Transit Public Records and Record Retention Policy.

Section 2. That this Policy shall be in full force and effective immediately upon its adoption of RESOLUTION VBD21-035 by the Board of Valley Regional Transit and its approval by the VRT Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST: 

________________________  _____________________________
EXECUTIVE ASSISTANT     CHAIR

VBD21-035
TOPIC | POLICY 1.27.00 (R) Board Agenda Preparation and Approval
DATE | October 4, 2021
STAFF MEMBER | Paula Cromie, Executive Assistant

Summary
Staff is reviewing and updating current Valley Regional Transit policies and placing them in an updated, more refined, consistent format.

POLICY 1.27.00 (R) Board Agenda Preparation and Approval was last updated in July of 2018. In reviewing the policy, there were grammatical changes and updates to punctuation and formatting. Definitions were added, and wording was changed to make things more understandable, but nothing of any major significance was changed.

Staff Recommendation/Request
The Board of Directors is asked to consider approval of POLICY 1.27.00 (R) Board Agenda Preparation and Approval by approving RESOLUTION VBD21-005.

Attachments
POLICY 1.27.00 (G) Board Agenda Preparation and Approval Update
RESOLUTION VBD21-005 Board Agenda Preparation and Approval

For detailed information contact
Paula Cromie, 208-258-2706, pcromie@valleyregionaltransit.org
This policy supersedes all prior policy statements written, verbal, or otherwise.

Policy Number: 1.27.00 (G)

Resolution Number: VBD21-005

Policy Title: Board Agenda Preparation and Approval Policy

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Statement of Policy
The importance of proper preparation and submittal and review of agenda items assists the governing board members by allowing time to review items prior to the meeting. It ensures items are fully vetted by staff, and the members’ business complies with the Idaho Open Meeting Law. At the meeting in which the agenda item is considered, the Board should be provided with complete and accurate backup material and supporting documentation.

Definitions
Board of Directors – The Board of Directors consists of general members from Ada County, Canyon County, each incorporated city within Ada County and Canyon County or Canyon County; special members, including Boise State University, Capital City Development Corporation and the College of Western Idaho; and ex-officio members from the Idaho Transportation Department.

Executive Board – The Executive Board consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer), the immediate past Chair, five (5) at large members, and a BSU representative.

Policy
I. Meetings of the Governing Board Members
The Board sets the regular and special meeting dates per the Board’s bylaws. This document applies to all regular and special meetings.

II. Agenda Development
An agenda is required for each meeting. The Executive Director proposes agenda items for meetings. A request to include an item on a draft agenda can be made by staff,
Board members, the Regional Advisory Council, and the public. Any request must include the necessary backup materials and supporting documentation. An agenda item requiring a vote will be identified on the agenda as an “action item.” The executive assistant tracks the agenda items, by meeting, and prepares a draft list of proposed board agenda items to present to the Executive Director. The Executive Director may consult with staff members, legal counsel and other resources in determining the relevance of any submittal pertaining to the Authority’s Board meeting.

III. Executive Board Review
The Executive Board reviews the proposed VRT Board agenda prior to each regularly scheduled meeting. The items are presented for approval/discussion at the scheduled Executive Board meeting held prior to the regular VRT Board meeting. The approved agenda items are included in the Board packet, which are generally distributed one week prior to the meeting date. If the one-week deadline falls on a holiday, the deadline will be moved back one day.

IV. Deadlines
Proposed agenda items and backup materials must be submitted to the executive assistant no later than ten (10) working days prior the next scheduled meeting. This will provide enough time for comprehensive review of submittals for accuracy and appropriateness.

V. Guideline for Consent Agenda
A staff member may request routine items be placed on the consent agenda. These items are such that the members may approve them quickly, with little discussion. Members may request an item be removed from the consent agenda for discussion and separate action.

VI. Posting of Meeting Notice and Agenda
A. For regular meetings, Section §§ 67-2343 of Idaho Code requires no less than a five (5) calendar days meeting notice and a forty-eight (48) hour agenda notice, as provided by statute. The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place in the administrative offices of VRT. In addition, the agenda will be posted on the www.valleymetroridertransit.org website.
B. For special meetings, or when only an executive session will be held, meeting and agenda notice must be posted at least twenty-four (24) hours before the meeting, unless an emergency exists. The definition of an emergency is defined in Section §§ 67-2343 of Idaho Code.

VII. Amending an Agenda
An agenda may be amended, provided a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

A. If an agenda is amended and posted more than 48 hours before the start of a meeting (or more than 24 hours before a special meeting), the agenda may be amended simply by posting a new agenda.
B. If an amendment to an agenda is proposed after an agenda has been posted and
less than 48 hours before the meeting (or less than 24 hours before a special
meeting), but before the meeting has started, the agenda may be amended by:
   1. posting the new agenda
   2. making and passing a motion, at the meeting to amend the original agenda
and stating the good faith reason the new items were not included in the
original agenda notice
C. After commencement of the meeting, the agenda may be amended to
accommodate unforeseen issues, provided:
   1. there is a motion made that states the good faith reason the new item was not
   on the original agenda; and,
   2. the motion to amend is adopted by the governing body. Final action may not
   be taken on an agenda item added after the start of the meeting unless an
emergency is declared necessitating action at that meeting. The declaration
and justification shall be reflected in the minutes.
D. If an agenda is amended prior to a Board meeting, a copy of the amended agenda
will be posted at the location of the meeting.

To sum up, amending an agenda during a meeting or less than 48 hours before the start of a
meeting (24 hours for a special meeting) requires:
   1. a motion that states the good faith reason the item was not included in the
original agenda.; and,
   2. a vote adopting the amended agenda
   3. a record of the motion and vote in the minutes of the meeting

END OF POLICY

Adoption Date: 7/15/2009
Effective Date: 7/15/2009
Last Revised Date: 7/9/2018, 10/4/2021
Last Reviewed Date:

Replaced:

Legal References: IC §§ 67-2343
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Board Agenda Preparation and Approval Policy
RESOLUTION VBD21-036

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING BOARD AGENDA PREPARATION AND APPROVAL POLICY

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, the Valley Regional Transit Board recognizes the importance of having a specific set of guidelines on how to develop a Valley Regional Transit Board agenda; and

WHEREAS, the current policy was outdated, reviewed and updated to reflect current practices; and

WHEREAS, these agenda development guidelines will be utilized by the Valley Regional Transit Executive Director and staff to ensure that agenda items are germane and relevant to the stated duties and responsibilities of the Valley Regional Transit Board; and

WHEREAS, the Valley Regional Transit Board recognizes the importance of public input and having the ability to modify its agenda as specified in the Idaho Open Meetings Law.
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF VALLEY REGIONAL TRANSIT:

Section 1. That the Board of Valley Regional Transit does hereby approve RESOLUTION VBD21-036 updating the Board Agenda Preparation and Approval Policy 1.27.00.

Section 2. That the maintenance and oversight of the policy shall be the responsibility of the Valley Regional Transit 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 Board Chair.

ADOPTED by the Board of Valley Regional Transit, this 4th day of October 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:                        APPROVED:

_________________________  ________________________
SECRETARY                    CHAIR
Staff Recommendation/Request

Summary
The Valley Regional Transit Employee Handbook that was last approved by the Board of Directors in January 2021 required several updates. The updates include:

- Addition of a hybrid work model policy
- Addition of an exception timesheet submittal timeline requirement
- Addition of one floating holiday (Juneteenth)
- Clarified requirements for use of floating holidays and vacation
- Clarified vacation accrual language and added a vacation accrual schedule
- Reinstated the background/criminal history check section
- Addition of disability benefit section

More Information
Attachments:
Resolution VBD21-038

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jedry@valleyregionaltransit.org
VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Valley Regional Transit Employee Handbook
RESOLUTION VBD21-038

BY THE BOARD OF VALLEY REGIONAL TRANSIT ADOPTING THE UPDATED EMPLOYEE HANDBOOK

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 is committed to providing an environment for effective work; and

WHEREAS, a handbook is to provide basic rules and guidelines concerning employment; and

WHEREAS, Valley Regional Transit recognizes its responsibilities and obligations in employment to comply with State and Federal Equal Opportunity laws; and

WHEREAS, the successful operation and reputation of Valley Regional Transit is built upon the principles of fair dealing and ethical conduct of employees; and

WHEREAS, Valley Regional Transit will comply with all applicable laws and regulation and expects its board, officers, and employees to conduct business in accordance with the letter, spirit and of all relevant laws and refrain from any illegal, dishonest, or unethical behavior; and

WHEREAS, in general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct; and

WHEREAS, compliance with this policy of ethics and conduct is the responsibility of every Valley Regional Transit employee. Disregarding or failing to comply with this standard of ethics and conduct may lead to disciplinary action, up to and including termination.

VEB21-038
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 the Valley Regional Transit Employee Handbook.

Section 2. That the Board of Valley Regional Transit directs staff to notify employees of the revised handbook.

Section 3. That this Resolution shall be in full force and effect 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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST: 

________________________
SECRETARY

APPROVED: 

_______________________
CHAIR
**Staff Recommendation/Request**

Recommendations have been focused on complying with the first requirement of the Balanced Budget and Reserves Policy to establish and set a target for a cash reserve. The recommendation was for the Board to stay at the minimum amount required by the policy. There was no designation for the maintenance reserve required in the policy. Staff recommended an amount close to the amount determined in the financial analysis provided to the Board in 2018 (Attachment 2).

Resolution VBD18-014 requires VRT to establish a Cash Flow Reserve and Maintenance Reserve target. It also requires the Executive Board, in the role of Finance Committee, to develop an implementation plan with a timeline.

Staff recommends establishing $3,864,143 as the target for the Cash Flow Reserve and $600,000 for the maintenance reserve with a specified period of 10 years to achieve the target reserves. Beginning with FY2023, VRT will negotiate with each partner on an annual basis to include this funding in annual funding requests. Any unrestricted spendable surplus from the previous fiscal year would be taken into consideration and credited to the annual funding request to partners. Below is an example of possible scenarios utilizing the cost allocation methodology that will be used to begin the annual negotiations.

**Reserve Cost Allocation Example by Scenarios**

<table>
<thead>
<tr>
<th>Member Agency</th>
<th>3 years</th>
<th>7 years</th>
<th>10 years</th>
<th>15 years</th>
<th>Total Request</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ada County</td>
<td>$26,504</td>
<td>$11,359</td>
<td>$7,951</td>
<td>$5,301</td>
<td>$79,513</td>
<td>2%</td>
</tr>
<tr>
<td>Boise State University</td>
<td>$23,702</td>
<td>$10,158</td>
<td>$7,111</td>
<td>$4,740</td>
<td>$71,105</td>
<td>2%</td>
</tr>
<tr>
<td>College of Western Idaho</td>
<td>$37,534</td>
<td>$16,086</td>
<td>$11,260</td>
<td>$7,507</td>
<td>$112,603</td>
<td>3%</td>
</tr>
<tr>
<td>City of Boise</td>
<td>$1,090,904</td>
<td>$467,530</td>
<td>$327,271</td>
<td>$218,181</td>
<td>$3,272,713</td>
<td>85%</td>
</tr>
<tr>
<td>City of Eagle</td>
<td>$11,908</td>
<td>$5,103</td>
<td>$3,572</td>
<td>$2,382</td>
<td>$35,724</td>
<td>1%</td>
</tr>
<tr>
<td>City of Meridian</td>
<td>$80,153</td>
<td>$34,351</td>
<td>$24,046</td>
<td>$16,031</td>
<td>$240,458</td>
<td>6%</td>
</tr>
<tr>
<td>City of Garden City</td>
<td>$15,765</td>
<td>$6,756</td>
<td>$4,729</td>
<td>$3,153</td>
<td>$47,294</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Ada County Total</strong></td>
<td>$1,286,470</td>
<td>$551,344</td>
<td>$385,941</td>
<td>$257,294</td>
<td>$3,859,411</td>
<td>86%</td>
</tr>
<tr>
<td>Canyon County</td>
<td>$10,660</td>
<td>$4,568</td>
<td>$3,198</td>
<td>$2,132</td>
<td>$31,979</td>
<td>5%</td>
</tr>
<tr>
<td>City of Caldwell</td>
<td>$61,694</td>
<td>$26,440</td>
<td>$18,508</td>
<td>$12,339</td>
<td>$185,081</td>
<td>31%</td>
</tr>
<tr>
<td>City of Nampa</td>
<td>$129,224</td>
<td>$55,382</td>
<td>$38,767</td>
<td>$25,845</td>
<td>$387,672</td>
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<tr>
<td><strong>Canyon County Total</strong></td>
<td>$201,577</td>
<td>$86,390</td>
<td>$60,473</td>
<td>$40,315</td>
<td>$604,732</td>
<td>14%</td>
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<td><strong>TOTAL</strong></td>
<td>$1,488,048</td>
<td>$637,735</td>
<td>$446,414</td>
<td>$297,610</td>
<td>$4,464,143</td>
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</table>
VRT staff conducted strategic direction and outreach meetings with the larger local jurisdictions in the first half of FY2021. Local jurisdiction staff have shown an interest in funding a reserve through negotiated annual funding requests with the understanding that they may want to address deferred maintenance first.

Summary
In 2018, the VRT Board of Directors adopted Resolution VBD18-014 VRT Financial Policies. These policies were a package of policies recommended following a financial analysis to identify areas to strengthen VRT’s fiduciary practices and ensure a sustainable financial foundation into the future.

The Balanced Budget and Reserves Policy (Attachment 1) was one of four policies adopted. This policy requires the Authority to:
1. Establish a target and maintain a designated cash flow reserve (minimum of three months of operating expenses), designated maintenance reserve and undesignated reserve;
2. Delegate responsibility to the Finance Committee for developing and recommending a plan for achieving the target amounts the VRT Board would consider adopting; and
3. Ensure the plan will include annual objectives with a timeline to achieve the minimum funding levels.

The designated cash flow reserve will provide for sufficient cash flow to ensure service and business continuity during times of unexpected cash shortages. The most common cash flow shortage VRT experiences is caused by the delay of federal funds being available for reimbursement. When this occurs, VRT utilizes local funds to pay for expenses until the federal funds become available.

The designated maintenance reserve is intended to be used for unforeseen facilities maintenance expenses that were not incorporated into the annual budget and the undesignated reserves are intended to meet one-time contingencies and/or specific working capital requirements, as determined by the VRT Board of Directors.

In June 2020, the Executive Board, in the role of Finance Committee, approved forwarding the recommendation to establish $3,864,143 as the target for the Cash Flow Reserve. This amount meets the minimum required funding goal required by the policy. The recommendation also included a target of $600,000 for the maintenance reserve.

In August 2020, the VRT Board sent the recommendations back to the Executive Board for additional discussion. There was concern expressed by some board members about the methodology and priority for funding the Cash Flow Reserve Policy.

Implication (policy and/or financial):
The VRT Board has a fiduciary responsibility to ensure there are adequate funds to meet the expected and unexpected needs of the organization. This is most critical in financially uncertain times when revenues are constrained. There is considerable flexibility for the organization to establish a reasonable timeframe and plan for achieving the agreed upon targets.
**Attachments**
The Balanced Budget and Reserves Policy  
Table – Maintenance Reserve Target  
Table – Monthly Cash Flow and Cash Needs

**For detailed information contact:** Jason Jedry, Finance Controller, 208-258-2709, jiedry@valleyregionaltransit.org
This policy supersedes all prior policy statements written, verbal, or otherwise

<table>
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<th>Policy No. 5.16.00</th>
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<td>Policy Title: Balance Budget and Reserves Policy</td>
<td>Page 1 of 4</td>
</tr>
<tr>
<td>Policy Date: 09/24/18</td>
<td>Policy Adopted:</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Policy/Page Replaced:</td>
</tr>
<tr>
<td>VRT Chairman</td>
<td>Policy Amended:</td>
</tr>
<tr>
<td>Jim Hansen</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

Balanced Budget and Reserves Policy

Statement of Policy
Valley Regional Transit (VRT) adheres to financial principles and practices that protect the long-term financial health of the Authority and its continued delivery of services by ensuring that the reliability of funding sources is matched to expenses.

The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

To retain a stable financial base, VRT needs to maintain reserves sufficient to fund all cash flows of the Authority, to provide reserves for unanticipated expenses and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances at fiscal year-end.

The purpose of this policy is to ensure a balanced budget, to specify the size and composition of Valley Regional Transit’s financial reserves and to identify certain requirements for replenishing any reserves that have been utilized.

Definitions
Proprietary Fund: A Fund that is used to account for a government’s or political subdivision’s business-type activities. Proprietary funds can be either an Enterprise Fund or an Internal Service Fund dependent upon whether the customer is external or internal to the financial reporting entity.

Enterprise Fund: A fund that is utilized to report any activity for which a fee is charged to external users in exchange for goods and/or services.
Statement of Net Position: One of the principal financial statements for Valley Regional Transit. This financial statement presents the balances of assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position as of a specific date. Historically, this financial statement has been referred to as a balance sheet.

Net Position: The equity component within the Statement of Net Position that is classified into two major components for financial reporting purposes — Investment in Capital Assets and Unrestricted Net Position. Valley Regional Transit further classifies Unrestricted Net Position into Designated and Undesignated subcategories based upon management intent and financial reporting needs.

Reserves: Technically, this is defined as the various reporting components of Unrestricted Net Position within the Statement of Net Position for an Enterprise Fund. For the purposes of Valley Regional Transit, reserves should be defined as “spendable reserves” or the amount by which current assets (excluding inventory and prepaid items) exceed current liabilities (accounts payable and payroll payable) at any point in time.

Designated Reserves: That subcategory of Unrestricted Net Position for which specific designations or earmarking of balances has been assigned by the VRT Board of Directors.

Undesignated Reserves: That subcategory of Unrestricted Net Position for which no specific designation or earmarking of balances has been assigned by the VRT Board of Directors.

Policy

I. The Authority shall annually adopt, by resolution, a balanced budget where projected operating and capital revenues are equal to or exceed projected operating and capital expenses. A balanced budget is required by Idaho Code section 50-1003.

II. Undesignated surpluses or spendable reserves should not be considered a source of funds for base operating expenses. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance and/or operating loss will require budget revision and constraint of spending during the fiscal year; rather than relying upon the utilization of Undesignated or Designated Reserves (outside their intended purpose). The VRT Board of Directors must approve the utilization of Unrestricted Net Position in either subcategory. Undesignated reserves cannot be expended without further approval from the VRT Board of Directors.
Year-end operating surpluses will revert into the Undesignated Reserve balance subcategory for use in maintaining Unrestricted Net Position levels. Balances of Undesignated Reserves may be made available for capital projects and "one-time only" operating expenses.

Nothing in this policy shall prohibit the use of operating revenues to cover capital expenses.

III. The following individual items shall constitute Valley Regional Transit's Net Position:

A. **Investment in Capital Assets**: The amount of investment in capital assets as of the financial statement reporting date. It consists of the value of the undepreciated balance (book value) of the Authority's capital asset base. As such, it cannot be spent or utilized to liquidate liabilities of the current or future periods unless assets are sold and prior approval to spend the proceeds is received from the Federal Transit Administration for those assets funded with Federal dollars.

B. **Unrestricted Net Position**: The amount of equity that results from the surplus of non-capital assets and deferred outflow of resources over liabilities and deferred inflow of financial resources. Classifications of Unrestricted Net Position balances shall be determined by the Board of Directors by approving the funding of projects from current resources into both Designated and Undesignated subcategories. Staff will provide recommendations for the Board's consideration no less than annually through the budgetary process, and on a case-by-case basis as needed.

C. **Designated Reserves – Cash Flow & Maintenance**: The subcategory of Unrestricted Net Position that contains reserves that have accumulated from prior fiscal years for which a designation or earmarking has been assigned by the VRT Board of Directors. These sources of funds represent available financial resources that can be used to meet contingencies and working capital requirements that are narrowly and/or specifically defined for identified projects and/or initiatives.

VRT will establish and maintain a designated Cash Flow Reserve for fiscal cash liquidity purposes. This designated reserve will provide for sufficient cash flow to minimize the potential of short term borrowing and/or having to defer the processing of accounts payable transactions at fiscal year-end due to cash shortages. At a minimum, this amount shall be three months of annual operational expenses of the Authority. VRT Finance staff will develop and update a Cash Flow Reserve Plan and present it to the VRT Board as part of the annual budgetary approval process.
VRT will establish and maintain a designated Maintenance Reserve for unforeseen capital facilities maintenance expenses that were not incorporated into the annual budget. VRT Development and Finance staff will develop and update a Maintenance Reserve Plan and present it to the VRT Board as part of the annual budgetary approval process.

D. Undesignated Reserves: The subcategory of Unrestricted Net Position that contains reserves that have accumulated from prior fiscal years for which no designation or earmarking has been assigned by the VRT Board of Directors. These sources of funds represent available liquid financial resources that can be utilized to meet one time contingencies and/or specific working capital requirements. The VRT Board of Directors recognize that any utilization of funds from the Undesignated Reserve subcategory should be for non-recurring expenses; as this funding source represents prior year surpluses that may or may not materialize in subsequent fiscal years.

E. The VRT Finance Committee will be responsible to establish a plan to achieve the appropriate level of Designated and Undesignated Reserves required by this Policy. The Plans will be presented and approved by the VRT Board of Directors. The Plans will include annual objectives with a timeline to achieve the minimum funding levels for each of the operating divisions utilizing the appropriate aforementioned subcategories.

IV. The Valley Regional Transit Finance Director shall prepare a report semi-annually documenting the status of all Designated and Undesignated Reserves that are covered by this Policy. The report shall be presented to the Finance Committee of the Executive Board in conjunction with the development of the annual budget. Should the report disclose there are surplus undesignated funds available; a recommendation for use of said funds shall be presented to the VRT Board of Directors for their consideration.

V. Should Designated or Undesignated Reserve balances fall below the targeted level, the VRT Board of Directors must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the reserves cannot be accomplished within such period without severe hardship to the Authority, then the Board will establish a different time period.
### Table of possible infrastructure and building and grounds changes

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<th>2025</th>
<th>2026</th>
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<th>2028</th>
<th>2029</th>
<th>Notes</th>
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<tr>
<td><strong>Memo item #2</strong> Correction to infrastructure spending trajectory (does not include current budget amounts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Ada Co</td>
<td>$55,100</td>
<td>$58,400</td>
<td>$61,900</td>
<td>$65,700</td>
<td>$69,700</td>
<td>$73,900</td>
<td>$78,300</td>
<td>$83,000</td>
<td>$88,000</td>
<td>$93,300</td>
<td>$98,900</td>
<td>78%</td>
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<tr>
<td>Canyon Co</td>
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<td>$16,500</td>
<td>$17,500</td>
<td>$18,500</td>
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<td>$23,400</td>
<td>$24,800</td>
<td>$26,300</td>
<td>$27,900</td>
<td>22%</td>
</tr>
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</table>

| **Memo item #3** Bus stop and service change funds |        |        |        |        |        |        |        |        |        |        |        |       |
| Ada Co         | $81,000| $88,200| $96,200| $104,900| $114,400| $124,700| $135,900| $148,100| $161,500| $176,000| $191,900| 79%   |
| Canyon Co      | $21,500| $23,500| $25,600| $27,900| $30,400| $33,100| $36,100| $39,400| $42,900| $46,800| $51,000| 21%   |

| **Memo item #4** Building and grounds & infrastructure reserve account |        |        |        |        |        |        |        |        |        |        |        |       |
| Ada Co         | $52,600| $55,300| $58,000| $60,900| $64,000| $67,200| $71,900| $71,900| $71,900| $71,900| $71,900| 83%   |
| Canyon Co      | $10,800| $11,300| $11,900| $12,500| $13,100| $13,800| $3,700 | $3,700 | $3,700 | $3,700 | $3,700 | 17%   |

**Item #4 balance**  
(reserve balance)

|        | $63,400| $130,000| $199,900| $273,300| $350,400| $431,400| $433,000| $474,600| $496,200| $517,800| $539,400| Reserve Balance |

**Item 2-4 totals**

<table>
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<th></th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
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<tr>
<td>Canyon Co</td>
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<td>$67,700</td>
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<td>$76,800</td>
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<tr>
<td></td>
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<td>January</td>
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<td>March</td>
<td>April</td>
<td>May</td>
<td>June</td>
<td>July</td>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td>------------------</td>
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<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
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</tr>
<tr>
<td><strong>Cash On Hand</strong></td>
<td>$3,596,025</td>
<td>$2,914,073</td>
<td>$1,724,563</td>
<td>$721,866</td>
<td>$725,092</td>
<td>$4,157,611</td>
<td>$3,864,400</td>
<td>$3,218,508</td>
<td>$2,521,651</td>
<td>$1,619,014</td>
<td>$3,065,098</td>
<td>$2,947,584</td>
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<td>$1,767,202</td>
<td>$1,578,261</td>
<td>$1,437,597</td>
<td>$1,503,546</td>
<td>$1,524,670</td>
<td>$1,194,023</td>
<td>$1,869,899</td>
<td>$1,749,928</td>
<td>$1,774,885</td>
<td>$1,352,393</td>
<td>$2,814,112</td>
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**FY2019**

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<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
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<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
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<tr>
<td><strong>Cash On Hand</strong></td>
<td>$3,800,125</td>
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<td>$1,674,961</td>
<td>$1,622,049</td>
<td>$1,299,919</td>
<td>$1,665,237</td>
<td>$1,568,477</td>
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Note: Total gross capital expense. Capitalization accounting entry added back.
**Staff Recommendation/Request**
This is an action item. VRT staff recommends the Board of Directors approve RESOLUTION VBD21-037 for the new fee structure for shared vehicle program, to take effect in fiscal year 2022.

**Highlights**
- 2013 Shared Vehicle fees set
  - Based off of 10 vehicles
- 2015 Shared Vehicle fees increased 25%
  - Based off of 14 vehicles
  - First fee increase
- 2017 Shared Vehicle fees increased 5%
  - Based off of 23 vehicles
  - Second fee increase
  - Recommended annual fee structure review
- 2021 Staff recommending a 20% increase to the Shared Vehicle fee
  - Third fee increase
  - Increase will cover program costs
  - VRT staff will review fee structure annually during budget process
  - VRT staff to audit fleet size and spare ratio
  - Increase reviewed by VRT Executive Board

**Summary**
The Specialized Transportation department of Valley Regional Transit manages the shared vehicle program. The intention of this program is to coordinate a pool of accessible passenger vehicles for human service agencies and non-profits use. Participants of the program agree to program’s requirements and fee structure.

With new VRT staff learning the system and getting a better understanding on how the program works, it was discovered the amount being charged to participants has not kept up with program expenses. The current fee structure was approved by the VRT Board in September 2017.

The fleet of vehicles has grown and insurance, fuel and maintenance costs has increased over the last four years. Due to the COVID-19 pandemic, many of our shared vehicle program users decreased the number of vehicles they needed and some have dropped from the program completely. We have 25 vehicles available for use and only 13 are being used at this time. Prior to the pandemic 18 vehicles were being used.
This drop in usage has made it clear another evaluation of the program needed to take place. In 2017, VRT staff recommended the cost of the shared vehicle program be reviewed annually, but with staffing changes that did not occur.

Exhibit A provides an overview of the current fees for shared vehicle users and the proposed increase for fiscal year 2022. VRT staff will also ensure the costs and fleet size are evaluated annually during the budget process to ensure costs are recognized correctly.

**Implication (policy and/or financial)**
The new fee structure will increase costs to shared vehicle program participants to ensure program costs are covered. Failure to cover program costs will result in VRT reducing fleet, therefore reducing human service agencies and non-profits use.

**More Information**
Attachments:
Exhibit A – Proposed Fee Structure

For detailed information contact: Leslie Pedrosa, Operations Director, 208-258-2713, lpedrosa@valleyregionaltransit.org
## Exhibit A

### Shared Vehicle Program Fee Structure

<table>
<thead>
<tr>
<th>Days Used</th>
<th>Current Annual Fee</th>
<th>Proposed Annual Fee</th>
<th>Annual Increase</th>
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<td>$11,860</td>
<td>$1,977</td>
</tr>
<tr>
<td>7</td>
<td>$10,975</td>
<td>$13,170</td>
<td>$2,195</td>
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VALLEY REGIONAL TRANSIT BOARD RESOLUTION

Shared Vehicle Program Fees
RESOLUTION VBD21-037

BY THE BOARD OF VALLEY REGIONAL TRANSIT APPROVING THE NEW FEE STRUCTURE FOR THE SHARED VEHICLE PROGRAM

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” (VRT)) 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; an

WHEREAS, Valley Regional Transit’s intention of the shared vehicle program is to coordinate a pool of accessible passenger vehicles for human service agencies and non-profits use; and

WHEREAS, VRT’s fleet of vehicles has grown and associated costs to maintain the fleet continues to increase; and

WHEREAS, human service agencies and non-profit participants of the program agree to program’s requirements and fee structure; and

WHEREAS, Valley Regional Transit included the budget for this expenditure in the fiscal year 2022 budget; 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 new shared vehicle
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 4th day of October, 2021.

APPROVED by the Board Chair this 4th day of October, 2021.

ATTEST:  

________________________  
EXECUTIVE ASSISTANT

APPROVED:  

____________________________  
CHAIR
Summary

Valley Regional Transit continues to improve transparency and decision making by publishing data through quarterly performance dashboards. The design of these reports will provide high-level analytics for all providers of public transportation in Ada and Canyon counties.

In October 2020, VRT began operating on-demand services in Nampa and Caldwell, which replaced the local fixed-routes. This new service is reported under demand response, as required by the National Transit Database. In fiscal year 2021, you will see a shift in the ridership report for fixed-route and demand response in Canyon County.

As expected, ridership continues to be decreased due to the COVID-19 pandemic. Quarter three is the first report where pandemic ridership is being compared year to year. Most services saw an increase in ridership during the first quarter, with the exception of fixed route. For the third quarter, ridership is down 14% from fiscal year 2020. For the fiscal year, ridership is down 38%.

Fixed-route services show a decrease of 26% in the third quarter. When reviewing detailed ridership data, Ada County decreased by 30%, which is up 12% from the second quarter. Boise State did not operate at all during the third quarter of 2020, which is reflected in the 100% increase reflected in the report. Intercounty service saw a 14% increase in ridership, which is up 64% from the second quarter. There will no longer be ridership reported in Canyon County with on-demand transit being reported as demand response.

Demand response services show an increase of 198% in the third quarter. When reviewing detailed ridership data, Ada County shows a 38% increase in ridership, which is a 91% increase from the second quarter. Canyon County shows an increase of 89%, which is a 103% increase from the second quarter. Canyon County on Demand is newly reported, which is reflected in the increase showing at 100%.

Specialized Transportation services show an increase of 62% in the third quarter. These providers serve the most vulnerable population. Village Van services are down significantly, due to employees working additional hours, which are outside of the current schedule. When reviewing detailed ridership data, it shows that ridership is increasing.

- Metro Community Services had a 49% increase in ridership
- Harvest Transit had a 194% increase in ridership
- Eagle Senior Center had a 107% increase in ridership
- SHIP had a 155% increase in ridership
- Village Van had a 67% drop in ridership, same as the second quarter
- Star Senior Center had a 184% increase in ridership
- Kuna Senior Center had a 606% increase in ridership
• Meridian Senior Center had a 964% increase in ridership
• Shared Vehicle ridership is down 26%. Interfaith Sanctuary continues to provide limited service due to the pandemic and Calvary Church is not providing any services at the current time
• Volunteer Driver had a 121% increase in ridership
• Ada County Rides2Wellness had a 10% increase in ridership
• Parma Senior Center had a 100% increase in ridership
• Meridian Veterans Shuttle and the Canyon County Rides2Wellness programs began mid-May of fiscal year 2021, which is reflected in the 100% increase

ACHD Commuteride had a 99% increase in ridership, up 144% from the second quarter. ACHD Commuteride operated 67 vanpools at the end of the third quarter. This is lower than the second quarter, due to winter vanpool routes season ending. ACHD Commuteride is allowing some vanpools to operate at a lower passenger limit due to the pandemic, but will consolidate routes when possible.

VRT First Mile, Last Mile services had a 35% increase in ridership in the third quarter. Lyft Transit Connections had a 68% increase and VRT Late Night had a 32% increase.

**Staff Recommendation/Request**
Staff requests the Board of Directors approve the performance report for the third quarter of fiscal year 2021.

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

**More Information**
**Attachments:**
FY21 Performance Report, Third Quarter
FY21 Third Quarter Ridership Report
FY21 Year to Date Ridership Report

For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleymetroridewellness.org
## VRT PERFORMANCE - 3RD QUARTER, FY21
### SUMMARY DASHBOARD

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<thead>
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<th>2020</th>
<th>% Change</th>
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### FISCAL YEAR

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<th>2020</th>
<th>% Change</th>
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# VRT Performance - 3rd Quarter, FY21

## Quarterly Ridership Detail

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<tr>
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<th>FR - Fixed Route</th>
<th>DR - Demand Response</th>
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<td>FY20</td>
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<td>Ada County*</td>
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<td>Boise State - Bronce Shuttle</td>
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<td>Canyon County*</td>
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<tr>
<td>Intercounty*</td>
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<th>ST - Specialized Transportation</th>
<th>VP - Vanpool</th>
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## Quarterly Ridership Grand Total

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*Ridership is included in the National Transit Database reporting for Fixed Route by Valley Regional Transit

**Ridership is included in the National Transit Database reporting for Demand Response by Valley Regional Transit
# VRT PERFORMANCE - 3rd QUARTER, FY21

## YEAR TO DATE RIDERSHIP DETAIL

### FR - FIXED ROUTE

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### FMLM - FIRST MILE/LAST MILE

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### YEAR TO DATE RIDERSHIP GRAND TOTAL

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<tr>
<td>814,197</td>
<td>1,321,893</td>
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*Ridership is included in the National Transit Database reporting for Fixed Route by Valley Regional Transit

**Ridership is included in the National Transit Database reporting for Demand Response by Valley Regional Transit
**TOPIC**
Addendum to Transit Structures Cooperative Agreement with ACHD

**DATE**
October 4, 2021

**STAFF MEMBER**
Stephen Hunt, Development Director

**Staff Recommendation/Request**
Staff requests approval of the Addendum to the Transit Structures Cooperative Governmental Agreement between Valley Regional Transit (VRT) and the Ada County Highway District (ACHD).

**Summary**
In order to improve the coordination between VRT and ACHD and increase potential funding options for transit structures, VRT and ACHD drafted the attached addendum. This addendum allows VRT to request local funds of ACHD to construct transit and other related facilities when those funds can be matched with federal dollars. This addendum will allow VRT and ACHD to work closer together to bring improved infrastructure to the traveling public.

**Implication (policy and/or financial):**
This addendum provides an avenue to request additional local funds when they can be matched with federal dollars.

**Attachments**
Second Addendum to the Cooperative Agreement between Valley Regional Transit and Ada County Highway District for Transit Structures Corrected

**For detailed information contact:** Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org
SECOND ADDENDUM TO
COOPERATIVE GOVERNMENTAL AGREEMENT BETWEEN
VALLEY REGIONAL TRANSIT
AND
ADA COUNTY HIGHWAY DISTRICT
FOR
TRANSIT STRUCTURES

THIS SECOND ADDENDUM TO THE COOPERATIVE GOVERNMENTAL AGREEMENT BETWEEN VALLEY REGIONAL TRANSIT AND ADA COUNTY HIGHWAY DISTRICT FOR TRANSIT STRUCTURES ("Addendum") is entered into this ___ day of September, 2021, by and between ADA COUNTY HIGHWAY DISTRICT, a body politic and corporate of the State of Idaho ("ACHD") and VALLEY REGIONAL TRANSIT, the regional public transportation authority ("VRT").

RECITALS

A. ACHD is a single county-wide highway district organized and existing under the laws of the State of Idaho, with the exclusive jurisdiction over public rights-of-way, including sidewalks, in Ada County.

B. VRT is the regional public transportation authority created to serve Ada and Canyon Counties, pursuant to Chapter 21, Title 40, Idaho Code, and as a result of the November 3, 1998 public referendum. VRT provides publicly funded or publicly subsidized public transportation services and programs in Ada and Canyon Counties.

C. ACHD is dedicated to reducing traffic congestion and improving air quality by providing alternative public transportation and entering into cooperative agreements with VRT.

D. Idaho Code § 40-2109(7) provides that VRT may enter into cooperative agreements with the state, other authorities, counties, cities and highway districts under the provisions of Idaho Code § 67-2328, which expressly authorizes public agencies to enter into agreements with one another for cooperative action for purposes within the power, privilege, or authority of said agencies.

E. Under Idaho Code § 40-1406 and Idaho Code § 40-1309 ACHD may enter into cooperative agreements with the state, other authorities, counties, cities and highway districts under the provisions of Idaho Code § 67-2328, which expressly authorizes public agencies to enter into agreements with one another for cooperative action for purposes within the power, privilege, or authority of said agencies.
F. The parties entered into a Cooperative Governmental Agreement for Transit Structures on July 1, 2007, and first amended in June 12, 2014, in which ACHD agreed to grant to VRT the limited right to construct, install, maintain, repair and control transit shelters, benches, signage and other related structures and improvements (collectively, the “Transit Structures”) in the public right-of-way for the purpose of enhancing VRT’s public transportation services and programs (the “Cooperative Agreement”).

G. Under Idaho Code § 40-2110, ACHD may, in its discretion, enter into a cooperative agreement with VRT, in order to contribute funds to VRT in recognition of costs of VRT, to maintain continuity of existing public transportation services, or to implement new services.

E. ACHD and VRT desire to amend and add to the terms and conditions of the Cooperative Agreement the terms and conditions under which and pursuant to Idaho Code § 40-2110, ACHD might contribute funds to VRT in recognition of costs of VRT, to maintain continuity of existing public transportation services, or to implement new services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are made a part of this Agreement and not mere recitals, and for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereto agree as follows:

1. Section 17. “Special Provisions” of the Cooperative Agreement be amended to provide a new subsection 17.4 as follows:

17.4 Contribution. In the event that VRT is awarded a grant by an entity of the federal government, including but not limited to the Federal Transit Administration (“FTA”), or the State of Idaho or any local government thereof, relating to transit infrastructure improvements and which grant requires a match of funds by VRT, VRT may apply in writing to the ACHD Board of Commissioners for contribution by ACHD toward the required local match. Upon receipt and review of such application, the ACHD Board of Commissioners may, in its sole and absolute discretion and pursuant to Idaho Code § 40-2110, decide to contribute eligible funds to VRT toward the required local match as specified in the application. Any action by the ACHD Board of Commissioners contributing funds as provided herein must be taken at a regularly scheduled meeting and must be approved by majority vote of the Commissioners present.

2. Waiver. This Addendum shall not be construed as an amendment or waiver of any of VRT’s obligations under the Cooperative Agreement, except as specifically set forth herein. No failure by either party to insist upon the strict
performance of any covenant, duty, agreement, or condition of the Cooperative Agreement or this Addendum or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition. No waiver shall be binding unless executed in writing by the party making the waiver. Without limiting the foregoing, ACHD in no way waives any claims.

3. Amendment and Restatement of Agreement. The provisions of this Addendum shall be incorporated into the Cooperative Agreement, which is hereby amended and restated in full. All provisions of the Cooperative Agreement shall remain the same except as specifically set forth herein. In the event of any conflict between the terms of the Cooperative Agreement and this Addendum, this Addendum shall control.

4. Entire Addendum. The Cooperative Agreement and this Addendum constitute the full and entire understanding and agreement between the parties with regard to the matters contemplated herein, and no party shall be liable or bound to any other in any manner by any representations, warranties, covenants and agreements except as specifically set forth herein.

5. Recitals Incorporated by Reference. The Recitals of this Addendum are incorporated by this reference into this Addendum.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

VRT:        ACHD:

VALLEY REGIONAL TRANSIT             ADA COUNTY HIGHWAY DISTRICT

By:_________________________        By:_________________________

Kent Goldthorpe

Its: Chair of Board            Its: President of Board
Staff Recommendation/Request
Staff requests acceptance of the FY2023 Budget Development and FY2023-2027 Transportation Development Plan Calendar. Staff would also like to get input from the Board of Directors on methods they believe would be effective to engage the Board of Directors Local Governments and the general public.

Summary
Attached is the proposed FY2023 Budget Development and FY2023-2027 Transportation Development Plan (TDP) calendar. The Executive Board establishes the calendar each year to guide the development and approval process for the budget. This budget calendar incorporates the local cost allocation methodology and the five year Transportation Development Plan process as well. Both processes have been designed to solicit agency, stakeholder and public feedback.

The provided calendar illustrates how the Executive and Board of Directors, Regional Advisory Committee, Regional Transit Committee, Agency/Jurisdiction staff and Valley Regional Transit staff work together on agency planning and implementation. The calendar outlines the schedule for annual service changes, capital project delivery, and adoption of a TDP.

Implication (policy and/or financial):
A calendar ensures budget development deadlines are established and met.

Attachments
FY2023 Budget Development and FY2023-2027 Transportation Development Calendar

For detailed information contact: Stephen Hunt, Development Director, 208-258-2701, shunt@valleyregionaltransit.org
## Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

<table>
<thead>
<tr>
<th>5YR TDP*</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
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<tbody>
<tr>
<td>Sc* Planning</td>
<td>Initiate/Priorities</td>
<td>Draft Update</td>
<td>Revise</td>
<td>Finalize</td>
</tr>
<tr>
<td>Sc* Implementation</td>
<td>Draft Concepts</td>
<td>Draft Proposal</td>
<td>Revise</td>
<td>Finalize</td>
</tr>
<tr>
<td>Budget Development</td>
<td>Contracts</td>
<td>Bid</td>
<td>Construct</td>
<td>Schedule &amp; Train</td>
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<tr>
<td></td>
<td>Assumptions</td>
<td>Cost Allocation</td>
<td>Discussions</td>
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</table>

### Consolidated Schedule by Quarter (Detail)

<table>
<thead>
<tr>
<th>Q1</th>
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<th>NOV</th>
<th>DEC</th>
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<tbody>
<tr>
<td><strong>Board (Full or Executive)</strong></td>
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<tr>
<td>TPD</td>
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<tr>
<td>SC P</td>
<td>Exc. Review priorities for Yrs. 3-5</td>
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<tr>
<td>SC I</td>
<td></td>
<td>Exec: Approve contracts for design, permitting etc.</td>
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<tr>
<td>BD</td>
<td></td>
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<tr>
<td><strong>Regional Advisory Committee (RAC)</strong></td>
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<tr>
<td>TPD</td>
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<tr>
<td>SC P</td>
<td>Exc. Review priorities for Yrs. 3-5</td>
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<tr>
<td>SC I</td>
<td></td>
<td>Review service concepts ‘23 &amp; ‘24</td>
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<td>BD</td>
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<tr>
<td><strong>Regional Transit Team</strong></td>
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<tr>
<td>TPD</td>
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<tr>
<td>SC P</td>
<td>Review priorities for Yrs. 3-5</td>
<td></td>
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<tr>
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<tr>
<td><strong>Staff/Sub Committee</strong></td>
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<tr>
<td>TPD</td>
<td>Review TDP projects and assumptions</td>
<td></td>
<td>Update TAM Analysis</td>
</tr>
<tr>
<td>SC I</td>
<td>Bid Design, permitting etc. contract for FY2022, ‘23 implementation</td>
<td></td>
<td></td>
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<tr>
<td>BD</td>
<td></td>
<td></td>
<td>Review proposed investments from TDP</td>
</tr>
</tbody>
</table>

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development
### Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

<table>
<thead>
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<th>Q3</th>
<th>Q4</th>
</tr>
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<tbody>
<tr>
<td><strong>5YR TDP</strong></td>
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<td>Draft Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><em>SC</em> Implementation</em>*</td>
<td>Contracts</td>
<td>Bid</td>
<td>Construct</td>
<td>Schedule &amp; Train</td>
</tr>
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</table>

### Consolidated Schedule by Quarter (Detail)

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<thead>
<tr>
<th></th>
<th>Q2</th>
<th>FEB</th>
<th>MAR</th>
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<td><strong>Board (Full or Executive)</strong></td>
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<tr>
<td>TPD</td>
<td>Full: Approve TDP priorities Yrs.3-5</td>
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<tr>
<td>SC P</td>
<td>Full: Approve service change concepts '23 &amp; '24</td>
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<tr>
<td>SC I</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BD</td>
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</tr>
</tbody>
</table>

| **Regional Advisory Committee (RAC)** |          |         |        |
| TPD                  | Review draft proposals '23 & '24 |          |        |
| SC P                 |          |         |        |
| SC I                 | Identify emergency changes '23 |          |        |
| BD                   | Review Prelim Budget |          |        |

| **Regional Transit Team** |          |         |        |
| TPD                  | Review draft proposals '23 & '24 |          |        |
| SC P                 |          |         |        |
| SC I                 | Identify emergency changes '23 |          |        |
| BD                   | Review Prelim Budget |          |        |

| **Staff/Sub Committee** |          |         |        |
| TPD                  | Develop 1st draft | Develop 1st draft |        |
| SC P                 | Draft service change proposal '23 & '24 | Revise service change proposals '23 & '24 |        |
| SC I                 | Bid construction contract |          |        |
| BD                   | Update revenue projections | Develop expense budgets | Apply Cost Allocation Model |

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development*
## Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

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<table>
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<tr>
<th>Q3</th>
<th>MAY</th>
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</thead>
<tbody>
<tr>
<td><strong>Board (Full or Executive)</strong></td>
<td></td>
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</tr>
<tr>
<td>TPD</td>
<td>Exec: Release 1st draft to public</td>
<td></td>
</tr>
<tr>
<td>SC I</td>
<td>Full: Approve construction procurement &amp; review ’23 emergency changes</td>
<td>Exec: Review &amp; release draft ‘23 emergency changes to public</td>
</tr>
<tr>
<td>BD</td>
<td>Exec: Review budget Assumptions</td>
<td>Exec: Review prelim budget proposal</td>
</tr>
</tbody>
</table>

| **Regional Advisory Committee (RAC)** |
| TPD | Provide comment to Exec. Board on TDP |
| SC P | |
| SC I | Discuss ’23 emergency changes | Review draft ‘23 emergency changes |
| BD | |

| **Regional Transit Team** |
| TPD | Review draft TDP |
| SC P | |
| SC I | |
| BD | |

| **Staff/Sub Committee** |
| TPD | Conduct public outreach | Develop final draft |
| SC I | Draft ’23 emergency changes | Conduct public outreach | Draft final ’23 emergency changes |
| BD | Conduct local funding partner outreach | Finalize prelim ops & capital budgets | Transmit local funding requests |

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### Consolidated Schedule by Quarter (Overview) For FY 2023-2027 TDP and FY 2023 Budget

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### Consolidated Schedule by Quarter (Detail)

<table>
<thead>
<tr>
<th>Q4</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
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</thead>
<tbody>
<tr>
<td>TPD</td>
<td>Full: Review final draft TDP</td>
<td></td>
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<tr>
<td>SC P</td>
<td>Full: Approve final service change ‘23 &amp; ‘24</td>
<td></td>
<td></td>
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<tr>
<td>SC I</td>
<td>Full: Approve any ‘23 emergency changes</td>
<td></td>
<td></td>
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<tr>
<td>BD</td>
<td>Exec: Review final budget &amp; set public hearing date</td>
<td>Full: Hold public hearing and approve budget</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Transit Team</th>
<th>TPD</th>
<th>SC P</th>
<th>SC I</th>
<th>BD</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPD</td>
<td>Review public comment and final draft TDP</td>
<td>Review final service change ‘23 &amp; ’24</td>
<td>Review ‘23 emergency changes</td>
<td></td>
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<tr>
<td>SC P</td>
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<thead>
<tr>
<th>Staff/Sub Committee</th>
<th>TPD</th>
<th>SC P</th>
<th>SC I</th>
<th>BD</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPD</td>
<td>Prepare final draft TDP</td>
<td>Prepare final service change ‘23 &amp; ’24</td>
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<tr>
<td>SC P</td>
<td></td>
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<tr>
<td>SC I</td>
<td>Construction management, service scheduling, operator training. Implement service change (including emergency changes) Oct 1st</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BD</td>
<td>Prepare legal notices &amp; Final Budget</td>
<td>Prepare Cooperative agreements</td>
<td>Agreements signed by 10/1</td>
<td></td>
</tr>
</tbody>
</table>

*TDP = Transportation Development Plan, SC P = Service Change Planning, SC I = Service Change Implementation, BD = Budget Development
Valley Regional Transit

BYLAWS

Article I
Name and Principal Office

Section 1. The name of the political subdivision shall be Valley Regional Transit.

Section 2. The principal office shall be 700 NE 2nd Street Suite 100, Meridian, Idaho 83642.

Article II
Appointing Agencies

Section 1. Valley Regional Transit is composed of the following agencies which shall appoint the members of Valley Regional Transit’s board consistent with the provisions of Article III:

A. General Members:
   (1) Ada County and Canyon County
   (2) Each incorporated city within Ada County or Canyon County
   (3) Each highway district within Ada County or Canyon County

B. Special Members:
   (1) Boise State University,
   (2) Capital City Development Corporation,
   (3) Meridian Development Corporation, and
   (4) College of Western Idaho.

C. Ex-officio Members:
   (1) Idaho Transportation Department.

Article III
Board

Section 1. Valley Regional Transit Board (hereinafter “Board”) shall be comprised of members appointed as follows:

A. Two members appointed by each board of county commissioners;

B. Two members appointed by each incorporated city with a population of 25,000 or more;
C. One member appointed by each incorporated city with a population of less than 25,000;

D. One member appointed by the Ada County Highway District;

E. One member appointed by all highway districts within Canyon County;

F. One member appointed by each Special Member; and

G. One member appointed by each Ex-Officio Member.

Section 2. General member appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-2106(3). Board members shall serve at the pleasure of the appointing agency. Board members may be elected officials of the appointing agency or they may be representatives empowered by the appointing agency to act in its best interest.

Section 3. Newly appointed Board members shall provide the appointing documents by digital format, or by mail, prior to the first Board meeting attended. Such documents should specify the extent of the Board member’s authority to act on behalf of the appointing agency and restrictions, if any, on the Board member’s authority. An appointing agency may also appoint alternates to serve in the absence of its Board member by the same procedures used to appoint its Board member. Such alternates shall vote on matters before the Board and be included in the determination of whether a quorum exists only when the designated Board member is absent. If an appointing agency fails to appoint a Board member as set forth herein, then the position on the Board that would be occupied by that member shall be left unfilled and do not count towards a quorum.

Section 4. Additional representatives may be appointed in an ex-officio capacity by any appointing agency, or by Valley Regional Transit itself. Such ex-officio representatives shall serve at the pleasure of the appointing agency. Appointing agencies may also appoint ex-officio representatives to serve as Board members or as an alternate to represent the appointing agency and have full voting rights. Unless an ex-officio representative has been appointed as a Board member or alternate by an appointing agency as set forth in Article III, Section 3 above, such ex-officio representative shall not vote on matters presented to the Board, but may participate in Board discussions. Ex-officio members do not count towards a quorum.

Section 5. The highway district Board member for Ada County shall be appointed by the board of commissioners of the Ada County Highway District. The highway district Board member for Canyon County shall be appointed by the Canyon County Board of Commissioners in consultation with all highway district commissioners within Canyon County.

Section 6. Composition of the Valley Regional Transit Board may be modified from time-to-time provided that:

Valley Regional Transit Bylaws:
Approved by VRT Board 10/04/2021
A. The Board adopts by a majority vote at a regularly scheduled meeting a Statement of Intent to revise the Board composition and a complete description of the proposed revision;

B. The Board submits the Statement of Intent and proposed revision to the chief elected official of each city and commission within the Valley Regional Transit boundary for review and comment;

C. Each city or commission is provided a minimum of sixty (60) days in which to comment; and

D. The Board adopts a resolution revising the Board composition by affirmative vote of two-thirds (2/3) of all Board members at a regularly scheduled meeting.

Section 7. The Board is responsible to conduct an annual performance review of the Executive Director, report the results of its evaluation, and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in August.

Article IV
Election of Officers, Dismissal and Resignation of Officers

Section 1. The Officers of Valley Regional Transit shall be a Chair, Chair-Elect, Vice-Chair, Treasurer and Secretary. At the meeting of the Board in January each year, the Board shall elect all officers from their number, except the Board shall appoint a Secretary who need not be from the Board. 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 succession/election of officers, the election of a new Treasurer, and the appointment of a Secretary shall take place annually at the first regularly scheduled meeting of each calendar year. Except for the Secretary, and except as set forth in Section 3 of this Article, the succession of officers will be such that Board members from the same county will fill every other position.

Section 2. The Board may remove any officer upon a two-thirds majority vote. If any Board member wishes to remove an officer, that Board member shall give at least thirty (30) days notice of intent to remove such officer both to the officer and to the Board. Any officer subject to removal proceedings shall not take part in the voting to remove such officer. An officer who is removed, but is still a Board member, shall continue on the Board and retain full voting privileges.

Section 3 Upon the removal of an officer under Section 2 of this Article, or upon the resignation of an officer, the position will be filled by the officers in succession order; provided, however, that the Board member succeeding to the position of Chair shall serve the remaining term of the departing Chair and shall then also serve as Chair for the next
yearly term, without succession of officers for that year; provided, further, that to fill the position of Treasurer, the Board shall elect a Board member from a county other than the county of the Vice Chair.

**Article V**

**Meetings**

Section 1. Every meeting held by the Board shall be conducted in conformance with the requirements of the Open Meetings Law, Idaho code Sections 74-201 through 74-208, as amended.

Section 2. Regular Board meetings shall be established by the Board in October of every odd numbered year. The meeting schedule adopted will identify the time, date, and location where the meetings will be held and be posted online and at the administrative offices of VRT.

Section 3. Regular Board meetings shall be held at a location designated by the Executive Board. All business that Valley Regional Transit is authorized and empowered to take up at such meeting may be transacted. Nothing herein shall preclude the designation of another meeting site should emergency conditions exist.

Section 4. The Board shall utilize Robert’s Rules of Order to conduct meetings.

Section 5. A majority of the Board members shall constitute a quorum for the conduct of business. A majority of Board members present at a Board meeting at which a quorum has been established may exercise all of the powers of the full Board except as otherwise provided in Chapter 21, Title 40, Idaho Code. In determining whether a quorum is present, only those Board members actually appointed, as set forth in Article III shall be counted. Vacancies that exist resulting from an appointing agency not designating a Board member shall not be included in determining whether a quorum exists.

Section 6. The Chair shall preside at all Board meetings. In the absence of the Chair, the Chair Elect shall preside. In the absence of the Chair and the Chair Elect, the Vice Chair shall preside. In the absence of the Chair, Chair Elect, and Vice Chair, the Treasurer shall preside. In the absence of all these officers, the Board shall select a temporary chair from its members for the meeting. The Secretary shall act as Secretary at all meetings, but in the Secretary’s absence, the presiding officer shall appoint any person to act as Secretary for that meeting.

Section 7. At regular meetings of the Board the following order of business shall be observed so far as is consistent and convenient with the purposes of the meeting:

A. Recording the names of those members present;
B. Approval of the consent agenda to include the minutes of the previous meeting.
C. Public Hearings
D. Consideration of action items;
E. Reports and informational items;
F. Public comments
G. Report of Executive Director; and
H. Executive session as provided under Idaho Code.

Section 8. Agendas for scheduled meetings will be developed in advance and distributed to the Board prior to the scheduled meeting.

Section 9. Ex-officio members, who have not been appointed by an appointing agency to serve as a Board member or alternate, shall not be entitled to vote in actions requiring a vote of the Board.

Section 10. The Board may hold other meetings as necessary, provided the same shall be conducted in conformance with the provisions of this Article.

Article VI
Committees

Section 1. There shall be a standing committee consisting of eleven (11) members of the Board (hereinafter referred to as the “Executive Board”). The Executive Board shall consist of four (4) Board officers (the Chair, Chair Elect, Vice Chair, and Treasurer); the immediate past Chair, five (5) at large members, and a BSU representative. If none of the Chair, Chair Elect, Vice Chair, Treasurer and the immediate past Chair are Board members from the central cities in the Boise, Nampa, and Caldwell urbanized areas, then the at large appointees shall be from Boise, Nampa, and Caldwell if they are not otherwise represented. If Boise, Nampa and Caldwell are represented on the Executive Board, then the Board shall elect any other members of the Board as the at-large members to serve on the Executive Board. The Board Chair shall be the chair of the Executive Board. The Executive Board shall meet monthly. The agenda of the Executive Board shall include review of all matters related to the budget, finance, operations and governmental or legislative actions of Valley Regional Transit. The Executive Board shall work closely with the Executive Director in the oversight of Valley Regional Transit and ensure the execution of the budget and policies of the Board. The Executive Board shall provide reports to the Board of its actions and shall recommend action by the Board on all matters of policy or those actions requiring approval of the entire Board.

Section 2. The Board or Executive Board shall create such other standing committees as it determines to be necessary to address specific tasks that relate to the Board’s priorities, goals and strategies. The Board or Executive Board will approve the formation of a standing committee through resolution and establish the scope of work for the committee by majority vote. The chair and vice chair of each standing committee will be voted on by the members of the committee and confirmed by the Executive Board. Standing committees will report the committee’s activities on a frequency that is no less than quarterly. A list of active standing committees will be available to the public on the Valley Regional Transit website.
Section 3. The Board or Executive Board shall create such other ad hoc committees as it determines to be necessary to address specific tasks that relate to the Board’s priorities, goals and strategies. The Executive Board will establish the scope of each ad hoc committee. The Executive Board will confirm chairs of the ad hoc committees. The ad hoc committees will report their activities to the Executive Board on a frequency that is no less than quarterly.

Section 4. All committees shall comply with the requirements of the Open Meetings Law, Idaho Code Sections 74-201 through 74-208, as amended.

Article VII
Executive Director

Section 1. Appointment.

The Board shall appoint an Executive Director and shall retain the power to dismiss the Executive Director. When appointed, the Executive Director is an at-will employee serving at the pleasure of the Board.

Section 2. Powers and Duties of the Executive Director.

A. The Executive Director may enter into any contract or execute in the name of Valley Regional Transit all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board or Executive Board.

B. The Executive Director shall be the disbursing officer of Valley Regional Transit for all funds made available thereto.

C. The Executive Director shall have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall also have the power to establish and direct staff or non-staff committees to provide technical support to the Board.

D. The Executive Director shall have the emergency authority to act to protect the rights and interests of Valley Regional Transit as they relate to the approved work program and budget, pending confirmation by the Board.

Article VIII
Amendments to Bylaws

Section 1. These Bylaws may be amended at any meeting of the Board where a quorum has been established and by a majority vote of members present provided that at least thirty (30) days notice in writing to members of the Board has been given of the intention to amend and specifying the proposed amendments.
Section 2. Any changes made to the Bylaws shall continue in effect until or unless altered.

Section 3. These Bylaws and any amendments thereto shall be approved by the Board.
ADOPTED this _________ day of _________, 2021.

Valley Regional Transit

By: _______________________________ Date
    Chair                           

By: _______________________________ Date
    Chair-Elect

ATTEST:

_______________________________ Date
    Secretary

_______________________________

Valley Regional Transit Bylaws:
Approved by VRT Board 10/04/2021
## Valley Regional Transit
### FY2021 Procurement Calendar

<table>
<thead>
<tr>
<th>Type of Procurement</th>
<th>Project Manager</th>
<th>Estimated Cost</th>
<th>Estimated Issue Date</th>
<th>Required Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demand response scheduling software (regional)</td>
<td>Leslie Pedrosa</td>
<td>300,000</td>
<td>Aug-21</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>On-Call HVAC Services - All Locations</td>
<td>Leslie Pedrosa</td>
<td>85,000</td>
<td>Aug-21</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Main and Fairview Transit Island</td>
<td>Joe Guenther</td>
<td>40,000</td>
<td>Oct-21</td>
<td>Executive Director</td>
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<tr>
<td>Document storage software (regional)</td>
<td>Leslie Pedrosa</td>
<td>100,000</td>
<td>FY2022</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Employee safety reporting system software (regional)</td>
<td>Leslie Pedrosa</td>
<td>55,000</td>
<td>FY2022</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Regional Tire Services</td>
<td>Ronnette Garcia</td>
<td>TBD</td>
<td>FY2022</td>
<td>TBD</td>
</tr>
<tr>
<td>Procurement Management Software</td>
<td>Jason Jedry</td>
<td>75,000</td>
<td>FY2022</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>Leslie Pedrosa</td>
<td>20,000</td>
<td>Oct-21</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Bus Stop Construction (Ada County)</td>
<td>Joe Guenther</td>
<td>180,000</td>
<td>FY2022</td>
<td>Board of Directors</td>
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<tr>
<td>On-Call General Construction Services (Less Than $25,000)</td>
<td>Joe Guenther</td>
<td>500,000</td>
<td>Oct-21</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>Kuna Public Transportation Study</td>
<td>Alissa Taysom</td>
<td>35,000</td>
<td>FY2022</td>
<td>Executive Board</td>
</tr>
<tr>
<td>Non-Emergency Medical Transportation Service Providers</td>
<td>Leslie Pedrosa</td>
<td>750,000</td>
<td>FY2022</td>
<td>Board of Directors</td>
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</tbody>
</table>

**Executive Board Approval Levels:** $50,000 - $199,999

**VRT Board of Directors Approval Levels:** $200,000 and over

Updated 9-14-2021
COVID-19 and Next Phase Resiliency Activities
VRT staff are working to complete the FY2022 Cooperative Agreements with funding partners. Once we have confirmation on local revenues we will go through the process of programming federal funding across the different activities within the budget. We are tracking potential budget variances as we get more certainty on cost estimates for next year. This will help us track and report budget variances proactively through the fiscal year.

One area of the budget we will be looking closely at in the beginning of the fiscal year is cost of health benefits and the results of a wage analysis being completed by VRT’s HR contractor. The Boise Municipal Health Care Trust (BMHT), the governance body responsible for VRT’s health benefits, has made some changes to the health plan design, and is increasing the employer portion of the rates to 10.8 percent in this coming fiscal year. Both of these changes are designed to keep the health benefits in solid financial footing and ensure there is adequate funds to meet the anticipated increases in health benefit costs over the next several years. VRT staff will present the fiscal implications and share recommendations to the Executive Board on both these related issues over the next few months. The new health benefits go into effect in January 2022.

Federal Funding Update
VRT staff are tracking the authorization bill activities at the federal level. We anticipate the typical process of budget extensions and continuing resolutions while Congress and the Biden Administration negotiate and debate the versions of the bill under consideration. Regardless of how it turns out, we are anticipating increases in federal funds across both formula and discretionary programs. VRT staff have anticipated this outcome and are working to bring projects forward as soon as there is resolution on the final bill. In the meantime, we are also preparing for the administrative disruptions we often experience when the Congress delays establishing budgets. This has become standard operating procedures for the last several cycles. We are prepared and do not anticipate any disruptions in the flow of our funding for this year as a result.

Building Reporting Capacity
The Operations Department has implemented the new Computer Aided/Automated Vehicle Locator (CAD/AVL) system which is an important component to our reporting capacity. They are in the process of replacing the scheduling system for our ACCESS and Specialized Transportation services. We are shifting focus to replacing our Enterprise Resource Planning system where we collect and process our financial data. All of these updates are critical to building the reporting capacity we need to support the board decision-making process and ensure timely, accurate, and transparent reporting to our funding partners and stakeholders. Our objective is to have all the critical systems updated by the end of FY2022. In the meantime, we are using our existing data systems to complete required reporting.
Digital Community Engagement Platform
VRT staff and the Connected Canyon County Initiative Team launched the first two projects on the Engage Valley Regional Transit platform. We held our first workshop with Canyon County Community Partners earlier this week. I continue to receive good feedback about the importance of this project. We are working at a staff level to try to boost engagement and input from both the Community Partners and the broader community. We have noticed our partners are very busy dealing with day-to-day crisis management during these uncertain times. Staff is adapting our processes to make participating as easy as possible.

In addition to the Canyon County initiative, VRT will be launching engagement in Middleton, Star, Eagle, Kuna and Meridian. The platform will help us learn more about travel patterns, needs and gaps, and perceptions about transportation services that would support the needs in their communities. In addition, staff will provide on-going updates to the VRT Board and local officials as the project moves forward. The input from all these projects will be incorporated into the scenarios developed for the Transportation Development Plan.

Projects and Community Activities
- Providing project management support to the Connected Canyon County project and the digital community engagement roll-out
- Supporting grant administration work in the area of balancing grant and local funding for VRT’s federally funded projects
- Supporting Western Idaho Community Healthcare Collaborative (WHCHC) to establish strategic activities based on measures of social influencers of health, including transportation
- Supporting collective impact work through United Way board participation
- Providing staff support to the strategic work group with City of Boise. The focus this year is on developing a portfolio of transit projects for the State Street Corridor, and seeking an investment strategy for securing funding to complete high priority projects.
- Providing staff support to the State Street Corridor Executive Team

More Information
For detailed information contact: Kelli Badesheim, Executive Director, 208.258.2712, kbadesheim@valleyregionaltransit.org.
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 for the months of July and August.

Regional Operations
Valley Regional Transit (VRT) staff met with the Building Accessible Capacity work group, as well as other service providers, to gather data to ensure the needs of all users are considered when looking at a scheduling system replacement. The expectation is to have one system that will be used regionally that will allow advance, same day and on-demand booking. In August, VRT released the procurement to replace the current scheduling system for demand response scheduling software. It is expected to be implemented by the end of the calendar year.

On August 20, the Centers for Disease Control and Prevention (CDC) extended the Order imposing a mask requirement applicable to public transportation systems service providers to mitigate the risk of COVID-19 through January 18, 2022. With local businesses, jurisdictions and the CDC making changes to mask restrictions, VRT staff and contract operators continue to ensure that masks are worn at all times on buses and in transit centers.

VRT has received four battery electric bus. The battery chargers were commissioned by Proterra July 9. A ribbon cutting ceremony was held at the Boise operations facility on September 14. Behind the wheel training is scheduled to start for contract operators September 21.

ETA Transit, the new fixed-route CAD/AVL Intelligent Transportation System provider completed equipment installation on August 30. The new SPOT phone app and web portal is now available for real time bus locations. A brochure with details for the phone app is included with this memo. The web portal can be viewed at http://valleyregionaltransit.etaspot.net.

VRT staff continues to work with Cubic, who will be installing validators on all fixed-route buses as part of the integrated fare payment system – City Go Pay Platform. Cubic completed validator installs on seven buses for training on August 5th. Cubic staff will complete the remainder of the installs in September. VRT staff is planning the soft launch of the City Go Pay Platform for October.
VRT staff continues to work closely with First Transit operations in Canyon County regarding driver shortages. Several trips were suspended on July 5. First Transit has secured two drivers from a staffing agency which will allow for regular service to resume July 19. In light of the driver shortage, First Transit worked with their union representatives to increase drivers starting pay. Beginning July 5, the starting rate increased from $14.86 to $17.25. With this increase, First Transit has received several applications and continue to hold training classes until they are fully staffed.

**Highlights:**

**Contracted Transportation**

**Canyon County**
- One non preventable accident in July
- Two preventable accidents in August
- Intercounty on-time performance 79% for July
- Intercounty on-time performance 66% for August
- ACCESS on-time performance 85% for July
- ACCESS on-time performance 81% for August
- On-demand on-time performance 82% for July
- On-demand on-time performance 80% for August
- Working with VRT for planned service changes in October
- Able to increase starting pay and have been able to three drivers, a dispatcher and a mechanic

**Ada County**
- One preventable accident in July
- Three preventable accidents in August
- Fixed route on-time performance 81% for July
- Fixed route on-time performance 85% for August
- ACCESS on-time performance 96% for July
- ACCESS on-time performance 96% for August
- Working with VRT for planned service changes in October
- Increasing recruiting promotions to get drivers hired

**Specialized Transportation**
- Almost all services are seeing ridership increase. There are no changes to any services or COVID19 cleaning protocols for the following services:
  - Parma Senior Center
  - Meridian Senior Center
  - Metro Community Transportation
  - Volunteer Driver
  - Lyft Transit Connections
  - VRT Late Night
  - Supportive Housing and Innovative Partnerships (SHIP)
  - Star Senior Center
  - Rides2Wellness
- Interfaith Sanctuary is limiting service due to the Delta variant, trips are being provided only as needed
Kuna Senior Center saw a drop in ridership. The center is going through staffing changes which includes a new president and bookkeeper.

Eagle Senior Center added a fourth vehicle to their shared vehicle contract to support the increase in trips. Masks are again required in the senior center.

Calvary Church has not resumed services.

Some service providers are having a difficult time getting drivers hired.

**Information Technology and Intelligent Transportation Systems**

- Staff resolved 174 support requests from 177 submitted in July and resolved 165 requests from 171 submitted in August.
- Working with internal departments to create work flows and standardize reports.
- Completed CAD/AVL system installations in August, continue to work on adjustments within new system.
- Continued testing equipment for upcoming integrated fare payment installation in September.
- Competed installation of PA system at Main Street Station.

**Compliance**

- FTA mask mandate extended to January 2022. New variant is a new concern.
- Continue to distribute face coverings as needed.
- Completed drug and alcohol audits for sub-recipients. A training class Reasonable Suspicion training class was held in September to provide training to all agencies to ensure understanding and compliance for required drug and alcohol testing program.

**Customer Service Support**

- Customer service handled 2,496 of 2,589 phone calls for information, with 93 calls abandoned. The average call time was 2 minute, 39 seconds and the average hold time was 20 seconds for July.
- Customer service handled 2,742 of 2,872 phone calls for information, with 129 calls abandoned. The average call time was 2 minute, 37 seconds and the average hold time was 19 seconds for August.
- Reservationist handled 1,011 of 1,052 phone calls to change or schedule a ride on ACCESS, with 37 calls abandoned. The average call time was 3 minutes, 34 seconds and the average hold time was 12 seconds for July.
- Reservationist handled 1,023 of 1,050 phone calls to change or schedule a ride on ACCESS, with 23 calls abandoned. The average call time was 3 minutes, 44 seconds and the average hold time was 14 seconds for August.
- On-demand handled 825 of 896 phone calls to schedule a ride, with 70 calls abandoned. The average call time was 2 minutes, 4 seconds and the average hold time was 25 seconds for July.
- On-demand handled 866 of 929 phone calls to schedule a ride, with 63 calls abandoned. The average call time was 1 minutes, 43 seconds and the average hold time was 37 seconds for August.
- July mobile ticket sales totaled $5,191.75.
- August mobile tickets sales totaled $6,528.00.
Attachments
ETA Spot phone app brochure

More Information
For detailed information contact: Leslie Pedrosa, Operations Director, 208.258.2713, lpedrosa@valleymetrorapidstransit.org
Track your bus in real time.

Let’s be honest, you never liked paper schedules. Sure, they could tell you when you should be at a stop, but if your bus was running late you wouldn’t know. That left you late for work, school, or second-guessing if your watch broken.

But no more.

Now, with Valley Regional Transit’s new SPOT™ vehicle tracking websites and mobile apps, you can get real-time updates, arrival predictions, and instant notifications of delays delivered right to your computer, smart phone, or tablet.

Incredibly easy to use, these essential traveler information tools give you unparalleled control over your travels, up-to-the-minute updates, local points of interest, and the ability to let us know immediately what you think about your travel experience.

Let’s get started ➤

Take control of your travel experience!

➤ Real-time bus tracking
➤ Multiple route selection
➤ Up-to-the-second arrival predictions
➤ Trip planning
➤ Instant alerts and notifications
➤ Built-in help & tutorials
➤ Online feedback tools
➤ Local points of interest
➤ Current passenger load
➤ Links to area businesses
... and more!

Track your bus now at:
valleymetregionaltransit.etaspot.net

Download the free app today!
Select routes
Navigation ▶

Tracking website
- Enter valleyregionaltransit.etaspot.net into your web browser.
- Click “select routes” to expand menu.
- Toggle desired route(s) you wish to view.
- Click on vehicle icon to see status and ETAs.

Mobile app
- Launch the SPOT™ app
- Tap menu and select your agency.
- Choose your route(s).
- Click on vehicle icon to see status and ETAs.

Stay informed
Notifications ▶

Tracking website
- Urgent service alerts scroll at the top of the screen.
- Click “messages” to expand menu and view all current service announcements and alerts.

Mobile app
- From the map screen, select the “messages” tab to view alerts specific to that route.
- Current system messages will be displayed.

More features
Feedback ▶

Tracking website
- Comment on your experience.
- Click “leave feedback” to expand menu, rate your experience, and send us a message.

Mobile app
- Create custom alerts by stop.
- Tap on any stop along a selected route.
- Click “rider alerts” from the station detail screen.
- Specify a name, date(s), time, and recurrence.
- Click “create alert” and get automatic notifications on your smartphone about the selected stop.
Summary
Development Department activities October 2021 report

VRT Strategic Plan

Goal 1 - Demonstrate responsible stewardship of public resources

Performance Based Decision-making
- ValleyConnect 2.0 (VC2.0)
  Staff is applying the Transit Asset Management analysis toward the development of a multi-year capital improvement plan. This information will inform capital investments and balance asset management with the pressures for capital expansion.

Programming/Budget Development
- Budget Development - The FY22 budget was adopted and staff has begun working with funding partners to prepare cooperative agreements and invoicing arrangements for FY2022 contributions. Staff also prepared the FY2023 budget development calendar. FY2023’s budget development calendar will be integrated with the five year Transportation Development Plan calendar.

Goal 2 – Increase Ridership and Revenue

- FY2022 Service Changes - Development staff continued preparing for the FY2022 service changes which will take place October 4, 2021. These changes were based on stakeholder and public input and will reallocate service hours from lower performing routes towards higher performing services and open up the Amazon fulfillment center as a new destination on the intercountry services. The FY2022 service changes will also suspend the State Street Extension service and postpone the Meridian service launch until ridership begins to rebound from the effects of COVID-19.
- Regional Revenue Analysis and Strategic Plan - Development staff participated in the kick-off and early data gathering activities of the Regional Revenue Analysis. This analysis will review VRT revenues and identify non-traditional sources of revenue to fund transit services and capital projects.

Goal 3 - Build institutional and regional capacity

Regional Capital Enhancements
- Boise Operations Facility
  - Electric Bus Infrastructure
Electric bus infrastructure is complete and the staff participated in the electric bus ribbon cutting on September 14.

- **Fuel Island Work**
  Upgrades to the CNG facility are underway, STV Consulting assisted with design and consultant management. Dryer parts have been installed and cathodic protection upgrades will be addressed during the pavement reconstruction. Cooling units (compressor cooling units) are being modified for continued use while ECI looks at options for relocating roof coolers to ground cooling.

- **Orchard Facility Master Plan**
  A facility master plan is being prepared to coordinate pavement repairs/replacement, incorporate the CNG projects as well as the E-Bus infrastructure. Jacobs Engineering has completed preliminary engineering for FY2021 pavement construction. Environmental review (NEPA) is with Federal Transit Administration (FTA). With NEPA clearance, final design and contractor bidding can begin. Construction at the Orchard Facility will start once bidding is complete and weather permits. Construction will continue for up to three years.

- **Happy Day Transit Center Upgrades (HDTC)**
  Staff is reviewing and updating planned repairs and upgrades to the Happy Day Transit Center. Staff will present the results of the feasibility study, past studies, and immediate deficiencies to the VRT Executive and full Board.

- **Main Street Station (MSS)**
  Standard maintenance activities continue at MSS. Office space rebuild contract has been issued to Alpine Construction. IT is working with capital to upgrade the PA system for announcements and safety notifications. A repair is needed on the exit ramp where the buses transition from the ramp to the street, design is underway to determine concrete strength and installation. Repairs are anticipated in early fall 2021.

- **Bus Stops**
  There are a number of bus stop infrastructure projects currently underway. Staff is working on two corridor studies and three construction projects.

  1- VRT staff are addressing amenity issues (benches, trash, etc.) at newly installed shelters as well as fixing American’s with Disabilities (ADA) issues and replacing obsolete infrastructure. VRT is also working with City of Boise staff to install Orchard Street projects as revenue backed projects from the City of Boise neighborhood grants as well as the transit component of the linear park being planned at Goddard and Milwaukee. Bus Stop construction is anticipated to start in early fall 2021.

  2- FY2021 projects include transit island enhancements along Main and Fairview, a revenue backed project from Capital City Development Corporation (CCDC). VRT will install five (5) best in class shelters after CCDC construction is complete.

  3- FY2022 projects are being scoped out and will be informed by the State Street Transit Operational Analysis, the Fairview Best in Class Study, and the Bus Stop Typology. These studies will identify changes in operations and infrastructure needed to improve best in class and standard corridors.
Regional Corridor Planning

- **State Street Corridor Projects**
  
  VRT staff, the project team and the project consultant have completed The State Street Alternative Analysis. VRT staff will present the preferred alternative recommendations to the VRT Board.

  The State Street Transit Operational Analysis consultant team met with the State Street Technical Team. Data has been collected and operational analysis is underway. The SSTOA is anticipated to have a draft ready for staff review in late September 2021 with the final product ready for board review in January 2022.

  Development staff has continued working with funding partners to increase funding for improved passenger amenities along the State Street corridor.

Other Development Activities

- **FY 2021 planning projects** -
  
  - Regional Vanpool Study – Vanpool study is well underway. Consultant team and staff have solicited input from key employers and stakeholder as well as the general public. Consultant team is beginning to draft potential strategies. The project is scheduled to continue into FY2022.
  
  - Passenger Facility Plan/Bus Stop Typology – Development staff has supported consultant team in initial data collection and project planning. Consultant team has drafted a project calendar and staff will guide stakeholder and agency input.
  
  - Coordinated Human Services Transportation Plan – This work is on hold until 2020 Census data is available.

- **Grant Opportunities** – VRT continues to look for federal grant opportunities including competitive grants focused on building out State Street corridor, innovative service delivery and electrification of the VRT fleet. VRT and ACHD drafted an amendment to the existing transit infrastructure Memorandum of Understanding which will make it easier to match local funding to federal capital funds.

More Information:

- Stephen Hunt, Sr. Principal Planner, 208.258.2701, shunt@valleyregionaltransit.org
- Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@valleyregionaltransit.org
- Alissa Taysom, Associate Planner, 208.258.2717, ataysom@valleyregionaltransit.org
- Jill Reyes, Planning Programmer, 208.258.270, jreyes@valleyregionaltransit.org
Summary
This memo provides an update on the accomplishments of the Finance Department.

Highlights

Budget/Finance
- The cash balance of $3,441,055 at the end of June exceeded the average cash balance of the previous three years at the end of June by $1,364,174
- At the end of June, VRT operating expenses were 22% under budget and capital expenses were 86% under budget
- The finance team lost two additional staff members. The two vacancies have been filled and the new staff are currently being trained.
- Finance staff are preparing for FY2021 year end.

Grant Management
- Grants and Compliance Administrator is working on the following:
  - FTA grant applications
  - Active Grant revisions/amendments
  - Subrecipient Agreements for FY2022
  - Subrecipient Reviews

Procurement
- Procurement and Contracts Specialist is working on:
  - Demand Response Scheduling Software
  - On-Call HVAC Services
  - Contract extensions

For detailed information contact: Jason Jedry, Finance Controller, 208-258-2709, jedry@valleymetroreregionaltransit.org
**Summary**
The Programs area covers Navigation, Safe Routes to School, and Marketing.

**Staff Recommendation/Request**
Information only

**Implication (policy and/or financial)**
Information only

**Highlights**

### Safe Routes to School
- Bike rodeo and camp season wrapped up in August, giving the crew a break before the school year.
- The staff is currently working with schools to schedule events, while carefully watching developments with the COVID-19 pandemic. Most classes are held outside while the weather is good.
- Staff is exploring grant opportunities.

### Navigation
- Mobility Navigator, Kyle Lenhart-Wees, has devoted a lot of time to the Connected Canyon County public involvement project.
- The Mobility Navigator has also been coordinating outreach with City Go staff at area events.
- The Mobility Navigator has also started doing travel training again.

### Marketing
The marketing department has been working with Stoltz Marketing Group to develop and launch a series of initiatives designed to maintain and grow Valley Regional Transit services' ridership and better serve customers.
- **Canyon County On-Demand Service** – In May 2021, VRT launched a broad-based marketing initiative designed to reach multiple audiences in Canyon County.
  - Social media – both organic and paid placement in English and Spanish
  - Display ads – four versions in six ad sizes, in English and Spanish
  - A partner toolkit – with messaging, graphics, a flyer, and social media
  - Wrapping the three buses used to deliver the OnDemand service
  - Radio advertisements in English and Spanish
  - The campaign report from Stoltz is in the packet.

Advertising campaign highlights from May 15 – August 18:
- Total impressions – 1,565,504
Total clicks – 10,162
Landing page view – 5,267
The "This bus runs on your time" ads had the highest engagement rates in both English and Spanish
The Spanish audience was about twice as engaged as the English audience and was more likely to click the link to the website
Women ages 65+ were the most engaged, follow by women 55-64
The Free Rides ads run during May saw significant engagement across all audiences

Electric Bus promotion – Valley Regional Transit has been working with Stoltz Marketing Group to create a campaign to announce and celebrate the introduction of battery-electric buses to the VRT fleet. The official campaign launch will be in October of 2021. VRT debuted many aspects of the campaign at the Electric Bus Ribbon-cutting on September 14, 2021.

Campaign Tactics:
• Wrapping the first four buses with unique character-driven identities identifying them as electric buses
• A comic book targeting kids
• Event materials like photo booth cutout displays
• Paid Social Media and display ads
• Organic Social Content
• An animated video
• Community events and partnerships

City Go Wallet App – VRT is coordinating with City Go and Stoltz to develop a marketing campaign to introduce the public to the app and all it does. The app will have a soft launch on October 4, 2021.

Safe Travels, Treasure Valley – The campaign strives to assure the public that riding shared transportation is safe. Through an every-other-week newsletter, our partner agencies and VRT provide updates on programs and industry trends.

Campaign highlights:
• The open rate has declined from an initial rate of 35% to an average of 14%
• However, the click-through rate has improved, averaging about 3%. That indicates that those who do open the newsletter are more engaged with the content
• The audience has declined gradually, now standing at about 1,700 subscribers
• Best performing content categories:
  o Articles related to growth and transportation improvements
  o Guides for employers
  o Events
  o VRT Service changes
  o Surveys
• The goal now is to increase the size of the audience. We encourage you to subscribe and share the link with others. https://valleyregionaltransit.us17.list-manage.com/subscribe?u=a2575d0c9e327df42c647285a&id=30356a6b08
Special Events – VRT will offered the Treeline Circulator bus service as part of Treefort Music Fest September 22 – 25 in downtown Boise. Because of the mask mandate on public transportation, there were no bands on the buses.

Route 150 Pine – The marketing plan for the start of the new Route 150 Pine has been put on hold after the board decided to postpone launching the service until COVID conditions and ridership improve. The earliest the service might launch is January of 2022. When operations give us the green light, we hope to leverage some of the effort from the Electric Bus and City Go Pay campaigns and develop highly targeted marketing to employers and large apartment complexes near the new route.

More Information
For detailed information contact: Dave Fotsch, Programs Director, 208-331-9266, dfotsch@valleyregionaltransit.org
Summary
This memo provides updates on current and future community outreach efforts, including those related to the Valley Regional Transit (VRT) Strategic Plan goals.

Highlights

- The VRT intranet site is complete and staff training has started. This training is focusing on how to upload copy and update the page(s) on the site. The site provides quick access to important forms and reference materials among other benefits to employees.
- Service changes will be implemented October 4 and there is a lot of public notification required to make it a success. Tasks include posting information on side the buses and at our facilities and transfer centers among other locations, placing rider alerts on bus stops impacted by the changes (Routes 11 and 17), providing updated printed route maps and schedules at our pass outlets and other locations, and updating the website.
- There are now two projects on the engage.valleyregionaltransit.org online public participation portal. The process of getting people to register on the site and to provide comment on their experiences regarding transportation continues. This outreach includes both face-to-face and electronic (e.g. mails) tactics.
- Improving accessibility to our online information is an ongoing goal of VRT. I will be participating in a two-day online workshop on the topic of improving web access to information to persons with disabilities.
- The VRT Public Records Policy is being updated to include details about retaining public records. While the policy is going through the approval process, work has started on a records retention guide/matrix that staff can use to determine what records need to be kept and for how long.

More Information
Attachments: None

For detailed information contact: Mark Carnopis, Community Relations Manager, 208-258-2702, mcarnopis@valleyregionaltransit.org
TOPIC | City Go Report  
---|---  
DATE | October 4, 2021  
STAFF MEMBER | Kaite Justice  

Summary
This report provides a status update of activities related to the downtown mobility collaborative, City Go.

- City Go welcomes new member, Balsam Brands, in September.
- City Go renewed pass program contracts with Ada County, Boise School District, and The College of Idaho.
- City Go featured Bacon is September’s Sustainability Spotlight. The blog can be found here: [https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-bacon](https://www.citygoboise.com/news-and-events-posts/sustainability-spotlight-bacon)
- During the month of September, City Go held on-boarding meetings with Stoltz Marketing Group and Cushing Terrel to educate employees on their transportation options.
- Staff now has a fully executed contract with Nelson Nygaard for the Integrated Mobility Plan. The kick-off meeting was held in September. The plan is estimated to take eight months with completion in May of 2022. Staff will continue to update the Board on its progress.
- City Go is working with the Idaho Policy Institute to conduct a COVID-19 Travel Behavior Study valley-wide. The Memorandum of Understanding between Valley Regional Transit and Boise State has been fully executed and the estimated completion of this project is December 2021.
- City Go has participated in many events over the last month. The first is “Where’s My Bike Boise,” which was a scavenger hunt to find a bike downtown. We had 288 entries and over 40 new newsletter subscribers. Additionally, City Go tabled at the Goathead Festival, First Thursday, and Ridertober events. City Go staff, along with other VRT staff, also presented information about transit technology at Hackfort.
- City Go staff recently sat down with Andy Keeton of Commutifi to talk about refugee communities, sustainable public transportation, and climate change. The discussion covers how improved access through public transportation leads to greater equity for everyone. The podcast episode can be found here: [https://www.commutifi.com/resources/btl-s1e20](https://www.commutifi.com/resources/btl-s1e20). City Go staff also presented at the inaugural Transportation Research Board’s Conference on Advancing Transportation Equity on the barriers refugees face accessing transportation options.
- City Go staff continues to work through the implementation of the Integrated Fare Payment System with Cubic. Over the last two months the following progress has been made:
  - Electronic validators installed on all VRT buses
  - Training done for customer service, operators, and project managers
  - Landing page and updates to VRT website complete
  - Fare policy complete
  - Informational video complete
The system is set to have its soft launch on October 4 and a full launch in November/December. The Umo Mobility App is currently available for download in the App stores. You can currently find you bus and use the trip planner. Fare purchases will be available starting on October 4.

For detailed information contact: Kaite Justice, City Go Director, 208-258-2750, kjustice@valleyregionaltransit.org
Summary

Valley Regional Transit - Fleet Underwriting Division

<table>
<thead>
<tr>
<th></th>
<th>FY 20</th>
<th>FY 21</th>
<th>FY 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Revenue:</td>
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<td>$528,246</td>
<td>$600,000</td>
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<td>Actual Contracted Revenue:</td>
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<td>$534,758</td>
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<td>% of Target Revenue:</td>
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<td>101%*</td>
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Fiscal Year 2021 Finals

<table>
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<tr>
<th></th>
<th>Space Revenue:</th>
<th>Production Revenue:</th>
<th>Gross Revenue:</th>
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<tbody>
<tr>
<td>*As of September 16, 2021</td>
<td>$534,758</td>
<td>$167,648.96</td>
<td>$702,406.96</td>
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</tbody>
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Summary:
Fleet Media–Underwriting Department has finalized the fiscal year end numbers achieving our goal of $534,758. While we are pacing well for our fiscal year 2022, having already achieved 47% of the goal under contract, I do so see some challenges in both diminishing inventory and competitive pricing structures from private, for profit organizations early in 2022.

New Business Opportunities
- Unidos Covid Vaccine Promotion
- Idaho Transportation Department – Office of Highway Safety (Public Transit Safety)
- Northwest Nazarene University
- The Salvation Army

Advertising Installations and Renewals
- Boise Pride
- College of Western Idaho
- VRT- Electric buses “The Charging Champ” and “The Silent Rider”

Public Art
- City of Boise Arts and History has finalized a pool of artists VRT can use to match sponsors with shelters. We are currently seeking sponsors for this program.

For detailed information contact: Jason Russell, Underwriting Manager, 208-440-2515, jrussell@valleyregionaltransit.com