

Executive Board Meeting Agenda

October 07, 2024

11:30 AM

VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

This is an in-person meeting.

If you are unable to attend in person, you may participate in the meeting in-person, via MSTeams at

https://ridevrt.org/VRTEB_FY24

or by dialing in at **323-484-8960 Conference ID: 616 473 714#**

I. Calling of the Roll - Elaine Clegg

II. Agenda Additions/Changes

III. Consent Agenda

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

A. ACTION: Minutes of the September 9, 2024, Meeting

Pages 3-5 | Paula Cromie

The Executive Board is asked to consider approval of the minutes from the September 9, 2024, meeting.

B. ACTION: Minutes of the July 16, 2024, Regional Advisory Council Meeting

Pages 6-7 | Paula Cromie

The Executive Board is asked to consider acceptance of the minutes from the July 16, 2024, Regional Advisory Council meeting.

C. ACTION: Specialized Transportation Service Provider Contracts

Page 8-11 | Leslie Pedrosa

Staff requests the Executive Board approve Resolution VEB24-005 and delegate authority to the Chief Executive Officer to execute contracts for all Specialized Transportation Service Providers. The project budget for Acquisition of Service was approved under Resolution VBD24-038 by the Board of Directors on August 7, 2024.

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

V. Executive Board - Action Items

VI. Executive Board - Information Items

A. INFORMATION: Performance Reporting Discussion

Page 12 | Leslie Pedrosa

Staff will engage executive board members in a discussion on metrics to be included in performance reporting.

B. INFORMATION: Activity Report for Government Affairs Consultant
Pages 13-15 | Elaine Clegg
Staff will present an activity report for our government affairs consultant.

VII. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:
November 4, 2024
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)

Any accommodations needed for effective communication, such as language interpretation or auxiliary aids, should be made no later than three working days before the scheduled meeting. Please contact Jason Rose, Communications Director at jrose@rideVRT.org or by calling 208-258-2739.

Executive Board Meeting Minutes

September 09, 2024
11:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Debbie Kling, City of Nampa	Robert Babbitt, SBLBF, LLC
Tom Dayley, Ada County	Lauren McLean, City of Boise	Elaine Clegg, VRT
Todd Lavoie, City of Meridian	Alexis Pickering, ACHD	Paula Cromie, VRT
Sabrina Minshall, Canyon Cty	Greg Rast, Canyon County	Kate Dahl, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Joe Stear, City of Kuna		Kathleen Godfrey, VRT
Jarom Wagoner, Caldwell		Joe Guenther, VRT
		Jose Hernandez, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Lori Jane Larson, patron
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Randy Reese, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Mark Steurer attending on behalf of Mayor Kling, but did not vote
		Alyssa Taysom, VRT
		Myron Watkins, MV Transportation
		Aaron Williams

- I. **Calling of the Roll** - The meeting was called to order at 11:04 a.m. with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** - none
- III. **Consent Agenda**
 Items on the Consent Agenda consisted of the following:
 - A. **ACTION: Minutes of the August 12, 2024, Executive Board Meeting**
 - B. **ACTION: Minutes of the May 21, 2024, Regional Advisory Council Meeting**
 - C. **ACTION: Rhombus Energy Solutions**

Approval of Resolution VEB24-003 and corresponding Authorization for Expenditure for purchase of new dispensers, replacement parts and commissioning chargers through Rhombus Energy Solutions.

D. ACTION: RF-SMART Contract

Approval of Resolution VEB24-004 and corresponding Authorization for Approval and delegate authority to the Chief Executive Officer to finalize and execute a contract with RF-SMART for Mobile Material Management Software.

E. ACTION: Payment Register

July 16, 2024, to August 15, 2024, payment register

Joe Stear moved to approve the consent agenda as presented; Todd Lavoie seconded. The motion passed unanimously.

IV. Public Comments

Ken Pidjeon had questions on consent agenda item III -D RF-Smart contract asking if it was put out for procurement. He also asked if fares would be collected for supplemental services on item VI-B.

Leslie Pedrosa confirmed the contract with RF-Smart was a sole source item and not put out for procurement.

Elaine Clegg answered the question on fare for supplemental services later in the meeting.

V. Executive Board - Action Items

A. ACTION: Proposed Agenda for the October Board of Directors Meeting

Joe Stear moved to approve the proposed October Board of Directors meeting noting staff may need to add or remove items; Lantz McGinnis-Brown seconded. The motion passed unanimously.

**B. ACTION: Proposed Executive Board and Board of Directors Meeting Dates for 2025 and 2026
Elaine Clegg**

Joe Stear moved to approve the proposed Board of Directors and Executive Board 2025/2026 meeting schedule; Lantz McGinnis-Brown seconded. The motion passed unanimously.

VI. Executive Board - Information Items

A. INFORMATION: Transit Services Consultant Presentation

Robert Babbitt, from SBLBF, LLC, discussed the varying operating models for transit services with the Executive Board to better understand the differences.

Executive Board members had the opportunity to ask questions. The presentation was for information purposes only, with pros and cons of the three types of service available.

B. INFORMATION: Supplemental Services

Elaine Clegg presented a summary of the supplemental services provided in the upcoming year and answered a question Ken Pidjeon presented during public comments.

She confirmed the transportation provided to the BSU games is an extension of existing services. VRT will extend the span of service and frequency of routes 2 Broadway and 29 Overland to facilitate transportation to and from Boise State Football games using satellite parking locations along Broadway, Overland and at Towne Square Mall. Advertising will be pursued to pay for this service and fares will not be collected, but in order to ride for free, riders will have to present their ticket to the game.

VRT will again provide the Treeline service which provides free transportation between venues in downtown Boise. The Treeline does not conflict with regular service as it will provide service outside VRT's hours of peak demand.

VRT will extend the span of service and frequency on route 16 VA/15th Street to provide transportation options to the Hyde Park Street Fair.

VRT will also participate in community parades including Boise Veterans Day Parade, Boise Pride Parade, Boise Holiday Parade, Dairy Days Parade, Nampa Parade America, and more.

The costs for the supplemental services were included in the FY2025 budget.

**C. INFORMATION: Procurement Calendars
Pages 27-28 | Cameron Wells**

The most recent procurement calendars are included in the packet for your information.

VII. Executive Session - None

VIII. Department/Staff Reports

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

IX. Adjournment – The meeting was adjourned 11:59

Next VRT Executive Board Meeting:

October 7, 2024 (followed by the Board of Director's meeting)

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Minutes

July 16, 2024

10:00 AM

4701 S. Northrup Street, Boise, ID 83705

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Laylo Hamund	Brad Alvaro, VRT
Samantha Kenney	David White	Paula Cromie, VRT
Terri Lindenberg		Elaine Clegg, VRT
Andrew Mills		Jeannette Ezell, VRT
Mary Beth Nutting		Rob Lowe, VRT
Deeann Solis		James Mundell, VRT
Walter Steed		Miranda Murray, TVT
Theresa Vawter		Leslie Pedrosa, VRT
Megan Zusne		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duanne Wakan, VRT

- I. **Calling of the Roll** – Chair Walter Steed called the meeting was called to order at 10:00 a.m., with a quorum present by phone and in person.
- II. **Agenda Additions/Changes** - none
- III. **Consent Agenda**
Items on the Consent Agenda consisted of the following:
 - A. **ACTION: Regional Advisory Council Meeting Minutes from May 21, 2024 Meeting**
 Sam Kenney moved to approve the Consent Agenda as presented; Andre Mills seconded. The motion passed unanimously.
- IV. **Action Items** - None
- V. **Information Items**
 - A. **INFORMATION: Change Day Update, New Brochures, and Feedback**
 Jason Rose presented an update about Change Day, which took place on June 3, and filled RAC members on the changes to different route, presented new materials, the feedback we’ve gotten thus far, and how we plan to respond to the feedback. Mary Beth Nutting stated it would be nice to have signage at eye level at Main Street Station to let you know if your bus was on the upper level or lower level. Samantha Kenney suggested to put signage up at Happy Day where Access riders are picked up. Walter Steed suggested reversing the colors on the slide presentation presented regarding the current detour on Warm Springs. The website has been updated and is mobile accessible. The trip planner is up and ready to go. Branding on buses have been updated along with signage. Based on feedback, VRT staff is changing some of the time points on some of the routes. A few of the bus stops were also shifted. Overall, there has

been very positive feedback on the new signage and the changes to the routes and times. Samantha Kenney brought up some issues with scheduling OnDemand in Canyon County in the afternoons.

B. INFORMATION: Access and Beyond Access Service Updates

Jeannette Ezell presented an update on VRT’s Access and Beyond Access services and shared new service brochure designs. Access passengers have to qualify and ¾ mile of any fixed-route. We are working to add validators to our Access vehicles, so passengers don’t have to pay by cash or check. Bus passes are available. VRT is updating brochures to have the same things available for Access as VRT does for fixed-route riders.

Beyond Access riders also have to qualify to ride. It is the same qualification as Access. If the trip is Access available, passengers will need to use that service. Beyond Access provides same-day service.

Samantha Kenney informed staff that on a regular basis there are no seats available for OnDemand service in Canyon County. Canyon County needs more general support, Braille and other assistive technology.

C. INFORMATION: Topics for Discussion

Walter Steed gave Regional Advisory Council members the opportunity to bring up topics on items they've heard about during an open discussion session, or topics they would like to be considered on an upcoming agenda.

Samantha Kenney would like to discuss or brainstorm the Canyon County budget.

VI. Department/Staff Reports

A. INFORMATION: Staff Reports

The most current department/staff reports were included in the packet for information. Members of the Regional Advisory Council were encouraged to read them as they contain valuable information on current items taking place at Valley Regional Transit.

VII. Adjournment – The meeting was adjourned at 11:07.

Next Regional Advisory Council Meeting:

September 17, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

AUTHORIZATION FOR EXPENDITURE

EXECUTIVE BOARD

PROCUREMENT DESCRIPTION: Specialized Transportation Service Provider Contracts

TOTAL COST: Not to exceed \$300,000

PURPOSE/ACTION: Valley Regional Transit Specialized Transportation program aims to improve mobility for older adults, veterans, 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 reimburses service providers per qualified boarding. Each service provider has an annual budget based on projected boardings. VRT provides the federal match and local match is funded by the Area Agency on Aging and other local partners, as determined by the service provider. VRT tracks each service providers monthly reimbursements to ensure budget adherence.

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

FISCAL IMPACT: The acquisition of services project budget was included in the fiscal year 2025 budget, Resolution VBD24-038, approved on August 12, 2024. There will be a separate contract for each service provider for acquisition of services that will have a set not to exceed amount. The total for all of the service providers contracts will not exceed the total annual project budget of \$300,000 for fiscal year 2025.

RECOMMENDATION/JUSTIFICATION: VRT issued RFB 2019-06-20 requesting service providers complete an application to ensure the ability to plan, design and carryout services to those with transportation needs that are seniors, persons with disabilities and veterans. Each service provider submitted an application and were determined to be an approved service provider for the acquisition of service project.

RESOLUTION NUMBER: VEB24-005

POST RFP/FINAL SELECTION OF PROJECT: VRT staff recommends the Board of Directors approve Resolution VEB24-005 and authorize contracts for acquisition of service providers with a not to exceed amount of \$300,000 for fiscal year 2025. The service provides are:
Parma Senior Center
Melba Senior Center
Kuna Senior Center
Meridian Senior Center

ORDER OF REVIEW

CHIEF EXECUTIVE OFFICER (CEO) (Approves procurements up to \$150,000)

Signature: _____

Date Approved:

EXECUTIVE BOARD (Approves procurements \$150,000 up to \$300,000)

Signature: _____

Date Approved: 10/7/2024

Resolution Number: VEB24-005

VRT BOARD (Approves procurements \$300,000 and over)

Signature: _____

Date Approved:

Resolution Number:



VALLEY REGIONAL TRANSIT EXECUTIVE BOARD RESOLUTION

SPECIALIZED TRANSPORTATION SERVICE PROVIDER CONTRACTS RESOLUTION VEB24-005

BY THE EXECUTIVE BOARD OF VALLEY REGIONAL TRANSIT APPROVING CONTRACTS FOR THE ACQUISITION OF SERVICE PROVIDERS FOR TRANSPORTATION SERVICES FOR OLDER ADULTS, VETERANS, AND PERSONS WITH DISABILITIES IN ADA AND 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 envisions those transportation choices will 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 2025 budget Resolution VBD24-038 as approved by the VRT Board on August 12, 2024; 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.

WHEREAS, the Board of Valley Regional Transit has created an Executive Board, conferring specific authority upon it to discharge its powers, pursuant to Resolution VBD11-011; and

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

Section 1. That the Executive Board of Valley Regional Transit authorize Resolution VEB24-005 for contracts with acquisition of service providers following procurement RFP 2019-06-20, not to exceed \$300,000 for specialized transportation services for fiscal year 2025. The service providers are Parma Senior Center, Melba Senior Center, Kuna Senior Center and Meridian Senior Center.

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

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 Executive Board Chair.

ADOPTED by the Executive Board of Valley Regional Transit, this 7th day of October 2024.

APPROVED by the Executive Board Chair this 7th day of October 2024.

ATTEST:

APPROVED:

EXECUTIVE ASSISTANT

CHAIR



TOPIC	Performance Reporting
DATE	October 7, 2024
STAFF MEMBER	Leslie Pedrosa

Staff Recommendation/Request

This is an information item only. Staff will engage board members in a discussion on metrics to be included in performance reporting.

Summary

VRT has been providing the quarterly reports that include ridership, rides per hour, and on-time performance. The data includes all programs funded through VRT. The report was slightly adjusted in the past to make it a little easier to understand.

VRT heard from several jurisdictions during budget meetings that they wanted to know ridership for their jurisdiction, but in a variety of ways. VRT wants to ensure that we are providing data to our funding partners that is relevant, accurate, and timely.

Following this discussion, VRT staff will design some different layouts for the Board to review at the November meeting. The final design will be approved by the Board of Directors.

Implication

VRT wants to continue to improve performance reporting by providing jurisdictions data that will be useful and transparent. These reports should include analytics for all VRT funded programs in Ada and Canyon counties. Performance reporting should ensure jurisdictions get data they need to approve funding for future services. The improved reporting could also lead to additional federal funding resources for the region.

More Information

For detailed information, contact:

Leslie Pedrosa
 Chief Operating Officer
lpedrosa@ridevrt.org
 (208) 258-2713

TOPIC	Government Affairs Update
DATE	09/27/2024
STAFF MEMBER	Elaine Clegg

Update

Information only, no action needed.

Highlights

Over the last year I have worked with Lance Giles, of the Giles Group, to reintroduce Valley Regional Transit (VRT) and the subject of transit to the legislature. To date we have held 25 meetings with individual legislators and two meetings with caucuses. I was also able to show some of the legislators our station downtown. The meetings have been cordial and informative. We have also talked to the Director of the Idaho Housing and Finance Association and the Idaho Transportation Department. We will continue to schedule meetings with a goal of meeting with every Treasure Valley legislator before the next session convenes.

Additionally, I have worked with the Idaho Forum 2040, a group of private sector leaders, to build a collation of support for transportation in general and transit specifically. That group is also doing outreach and awareness building.

Implication

We have talked generally about the possibility of legislation that would authorize VRT to establish dedicated funding, there is no specific legislation developed at this time. We will work with the Executive Board over the next quarter on likely strategies and positions and bring the full board a further update as that matures.

More Information

Attachments:

Attachment 1: Please see the [update from the Giles Group](#) with a full list of meetings.

For detailed information, contact:

Elaine Clegg
 CEO
 eclegg@ridevrt.org
 (208) 258-2712



THE GILES GROUP LLC

August 29, 2024

Government Affairs Update

Since coming on board as the Valley Regional Transit (VRT) Government Affairs Consultant in mid-October 2023, I have followed the direction of VRT CEO Elaine Clegg in the effort to reintroduce VRT to key legislators by educating them about who VRT is and what VRT does in general, as well as the annual funding challenges VRT faces and possible solutions to those funding challenges.

At the further direction of VRT CEO Elaine Clegg, I have also participated in meetings with members of the Forum 2040 Initiative, who are working on an effort, that among other things, would lead and fund an effort to improve transportation, including public transit, in Ada and Canyon Counties.

During the 2024 Legislative Session, we were successful in reintroducing VRT and public transit in general to the Idaho Legislature. Below is a list of key players in the Idaho Legislature, that we held meetings regarding VRT:

- Chuck Winder – Senator Pro Tempore & Member of the Senate Transportation Committee.
- Mike Moyle – Speaker of the House.
- Doug Okuniewicz – Chair of the Senate Transportation Committee.
- Lori Den Hartog – Vice Chair of the Senate Transportation Committee.
- Joe Palmer – Chair of the House Transportation & Defense Committee.
- Brandon Mitchell – Vice Chair of the House Transportation & Defense Committee.
- Jason Monks – House Majority Leader and Member of the House Transportation & Defense Committee.
- Sage Dixon – House Assistant Majority Leader and Member of the House Transportation & Defense Committee.
- Dustin Manwaring – House Republican Caucus Chair & Member of the House Transportation & Defense Committee.
- Clay Handy – Member of the House Transportation & Defense Committee
- The Senate Democratic Caucus.
- The House Democratic Caucus.

Since the 2024 Idaho Legislature adjourned in April, we have continued our efforts to meet with key legislators with a particular focus on those legislators living in Ada and Canyon Counties. Below is a list of those meetings:

- Mike Moyle – Speaker of the House
- Melissa Wintrow – Senate Minority Leader



THE GILES GROUP LLC

- Jason Monks – House Majority Leader and Member of the House Transportation & Defense Committee
- Joe Palmer – Chair of the House Transportation & Defense Committee
- Brooke Greene – Member of the House Transportation & Defense Committee
- Ben Adams – Canyon County Senator
- Rick Just – Ada County Senator
- Steve Berch – Ada County Representative
- Doro Healey – Ada County Representative
- Sonia Galaviz – Ada County Representative
- John Gannon – Ada County Representative
- Carrie Semmelroth – Ada County Senator
- James Holtzclaw – Member of the House Transportation & Defense Committee
- Illana Rubel - House Minority Leader
- Megan Egbert – Member of House Energy & Technology, Health & Welfare

As Elaine has been traveling she also meeting with legislators when possible

- Britt Raybould – Member of House Appropriations, Energy & Technology
- Kevin Cook – Chair of Senate Finance, member Local Government and Taxation
- Jordan Redman – Member of House Energy & Technology, Health & Welfare

We have scheduled meetings with the following Ada and Canyon County Legislators:

- Mike Moyle – Speaker of the House
- Bruce Skaug – Chair Local Government

We are working to schedule meetings with the rest of the Ada and Canyon County delegations. If you have relationships with any of the following legislators and would like to help schedule the meeting, please let me know.

- | | |
|------------------|------------------------|
| • Jeff Cornilles | • Janie Ward Engelking |
| • Jaron Crane | • Chris Mathias |
| • Tammy Nichols | • Treg Bernt |
| • Brian Lenney | • James Petzke |
| • Brent Crane | • Jeff Ehlers |
| • Scott Grow | • Lori Den Hartog |
| • Ted Hill | • John Vander Woude |
| • Josh Tanner | • Todd Lakey |
| • Ali Rabe | |

It has been my pleasure to be your eyes, ears, and advocate at the State Capitol. If you have any questions or need additional information, please don't hesitate to contact me.

Lance