



BOARD OF DIRECTORS AND COMMITTEE INFORMATION HANDBOOK 2019

www.valleyregionaltransit.org

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VALLEY REGIONAL TRANSIT BOARD AND COMMITTEE INFORMATION HANDBOOK

TABLE OF CONTENTS

Introduction	Page 3
Valley Regional Transit History	Page 4-5
Regional Public Transportation Authority Act <i>Idaho Code Chapter 21 Title 40</i>	Pages 6-11
Valley Regional Transit By-laws	Pages 12-18
VRT Organization Overview	Pages 19-20
VRT Functional Organizational Chart	Page 21
Grant Funding Sources	Pages 22-23
Valley Connect 2.0 Plan (weblink)	Page 24
Board and Committee Overview, Members Listing, and Calendars <i>VRT Board Member Job Descriptions</i>	Pages 25-26
<i>VRT Board Members Listing</i>	Page 27
<i>Board and Executive Board Meeting Dates 2019 and 2020</i>	Pages 28-29
Standing Committees	
<i>Executive Board Member Listing</i>	Page 30
<i>Regional Coordination Council (RAC)</i>	Page 31
• <i>RAC Meeting Dates</i>	Page 32
• <i>RAC By-laws</i>	Pages 33-35
• <i>RAC Practices and Procedures</i>	Pages 36-40

Valley Regional Transit Board of Directors and Committee Information Handbook

INTRODUCTION

This information handbook is designed to help you understand the Valley Regional Transit (VRT) organizational structure that will assist you in being a productive, contributing member of the Valley Regional Transit Board and committees. Public transportation in the Treasure Valley is a collaborative effort. Members of the VRT Board, committees, community partners, and the public will work easily together if they understand each other's functions.

Partnerships are important to building a regional public transportation system in the Treasure Valley. Valley Regional Transit's partners include transportation providers, the business community, higher education, and local elected officials. These partners provide representatives who sit on Valley Regional Transit's Board, committees, and teams. Their contributions and efforts will make it possible to have integrated and comprehensive services.

Valley Regional Transit's Board of Directors is comprised of its partners. Members include representatives from Ada and Canyon counties, the incorporated cities, highway districts, and member agencies. In addition, there are representatives from Boise State University, Capital City Development Corporation (CCDC), Meridian Development Corporation, and Idaho Transportation Department (ex-officio).

The cornerstone of a successful system is built around service to the public. Valley Regional Transit is committed to engage the public throughout the planning and service delivery process to ensure the needs of the community are being met. It is through our public participation that we will continue to grow and improve.

Valley Regional Transit History

In 1994, state legislators passed a law giving citizens the opportunity to vote on the formation of public transportation authorities. Ada and Canyon county voters recognized the need and approved the formation of a Regional Public Transit Authority (RPTA) in each of their respective counties in 1998.

The Treasure Valley Regional Public Transportation Authority (TVRPTA) was formed on January 21, 1999, when the Boards of the Ada and Canyon County RPTA's met and formally voted to merge the two organizations. To communicate the role of the new organization, the name ViaTrans was adopted. This name was later changed to ValleyRide as part of a communications initiative to build greater consumer awareness of the service offerings. In 2004, the existing naming convention was refined with the adoption of Valley Regional Transit (VRT) to differentiate between the entity responsible for public transportation planning and services – existing and proposed – operating under the ValleyRide name.

The Valley Regional Transit Board of Directors consists of 29 positions from incorporated cities, counties, and highway districts in Ada and Canyon counties, which includes one representative from each of the following: Boise State University, College of Western Idaho, Capital City Development Corporation (CCDC), Meridian Development Corporation, and Idaho Transportation Department (ex-officio).

When voters approved the formation of a regional public transportation authority, the new state code did not provide a funding source to pay for public transportation services. VRT continues to be supportive of a dedicated funding source for public transportation, which is the next step toward making a regional public transportation system a reality.

Valley Regional Transit owns the public bus system that provides service in Boise/Garden City and contracts with a private firm to manage its operations. VRT also contracts for transit services in Nampa/Caldwell and between Ada County and Canyon County. All of these bus services are operated under the name ValleyRide.

Comprehensive short-term and long-term planning is being completed, detailing what VRT must do to meet the transportation needs in the Treasure Valley. Operating and capital resources that will be necessary to maintain and expand services on a regional basis are being explored.

VRT completed one of its short-term planning efforts – a Five-Year Strategic Plan, which was adopted in December 2002. This plan defined a course that led to effective and efficient public transportation services throughout the Treasure Valley. The plan was formed using the input of key stakeholders and community-focus groups, and included the vision, mission, priorities, and implementation strategies that guided the organization through September of 2008. An update to the Strategic Plan was approved by the VRT Board on July 16, 2008. This plan guided the organization through FY2010.

A second update was approved by the VRT Board on January 20, 2010, which guided the organization through fiscal years 2011 and 2012. The update for FY2013-2018 was approved July 18, 2012. A two-year update to the FY2013-2018 plan was approved January 21, 2015.

VRT's new six year capital and service plan called ValleyConnect 2.0 was approved by the VRT Board of Directors on April 2 2018. The plan was coordinated with the COMPASS Communities in Motion update and reflects the region's goals and objectives for public transit. ValleyConnect 2.0 will guide future VRT activities and be used to help coordinate VRT activities with our stakeholders.

TITLE 40

**HIGHWAYS AND BRIDGES CHAPTER 21
REGIONAL PUBLIC TRANSPORTATION AUTHORITY**

40-2101. SHORT TITLE. This chapter may be known and cited as the "Regional Public Transportation Authority Act."

40-2102. POLICY OF STATE. It is hereby recognized by the legislature of the state of Idaho that, as the population and economy of areas of this state grow, the total needs for mobility of commerce and people cannot be met solely with highway and road systems; that motor vehicle congestion and air quality problems result which may adversely affect health and safety; that there are a variety of persons who are elderly, who have disabilities, who live in rural areas or who otherwise require public transportation services for their general welfare; and that prosperous commerce and industry depend upon effective regional systems of transportation. It is therefore declared to be the policy of the state to maintain a state commitment to improve public transportation; to increase the use of transportation alternatives to single occupancy motor vehicles; to promote cooperative agreements among governmental entities in providing public transportation services; and to attain greater efficiency in the use of public transportation funds in a manner consistent with the needs, health, safety and general welfare of the people of Idaho.

40-2103. DEFINITIONS. (1) "Authority" means the regional public transportation authority.

(2) "Board" means the governing body of the regional public transportation authority.

(3) "City" means an incorporated city.

(4) "Commission" means the board of county commissioners or the board of commissioners of a single county-wide highway district.

(5) "Public transportation service" means, without limitation, fixed transit routes; scheduled or unscheduled transit service provided by motor vehicle, bus, rail, van, aerial tramway and other modes of public conveyance; paratransit service for the elderly and disabled; shuttle and commuter service between cities, counties, health care facilities, employment centers, educational institutions or park-and-ride locations; subscription van and car-pooling service; and transportation services unique to social service programs.

(6) "Region" means the geographical area encompassed by an authority which may include all of a county, or contiguous parts of one (1) or more counties.

40-2104. PURPOSE OF AUTHORITY. The purpose of an authority created pursuant to this chapter is to establish a single governmental agency oriented entirely toward public transportation needs within each county or region that deems such an agency necessary. This authority is under the supervision of and directly responsible to local governments, and shall provide public transportation services, encourage private transportation programs and coordinate both public and private transportation programs, services and support functions.

40p2105. CREATION OF AUTHORITY-- VOTER APPROVAL -- NAME.

Authorities may be established in one (1) of the following ways:

(1) (a) County-wide authorities. A city or commission, by resolution, may call for an election to establish a regional public transportation authority in the county to carry out the purposes of this chapter. The entire geographical area of the county must be included within the jurisdiction of an authority created pursuant to this subsection.

(b) The ballot question shall seek voter approval of the establishment of the authority.

(2) (a) Regional authorities. A city or commission may adopt a resolution proposing to establish an authority which contains contiguous parts of one (1) or more counties. The resolutions shall include a legal description of a contiguous region encompassed by the proposed authority and specifically name each city and county wholly or partially included therein. Boundaries of the proposed authority shall conform insofar as possible to existing boundaries dividing voting precincts.

(b) A certified copy of the resolution shall be transmitted by registered mail to the chief elected official of each city and county wholly or partially included in the proposed region.

(c) Each city and county shall, by resolution, either approve without alteration or reject the resolution proposing the establishment of an authority and transmit a certified copy to the clerk or recorder of the initiating city or commission. If a city or county fails to act upon the resolution proposing the establishment of an authority within sixty (60) days after receipt of the certified copy, the city or county is deemed to have rejected the resolution.

(d) If the city councils and county commissions of all cities and counties wholly or partially included in the proposed region approve the resolution proposing the establishment of an authority, the question shall be submitted for voter approval. The ballot question shall generally describe the area which is proposed to be included in the authority, identify each city and county which will be located either wholly or partially within the authority and shall seek voter approval of the establishment of the authority.

(3) Authorization to establish a regional public transportation authority may be made only by the registered voters of the region at an election held at least sixty (60) days after the final resolution is adopted and in conformity with section 34-106, Idaho Code. A simple majority of votes cast on the question shall be necessary to establish the authority.

(4) An authority created pursuant to this act shall be named the. "..... (name of authority) REGIONAL PUBLIC TRANSPORTATION AUTHORITY." In the event two (2) or more authorities should by cooperative agreement merge their services the name may be appropriately changed by a majority vote of the board of each authority.

40-2106. AUTHORITY BOARD. (1) Each authority shall have a governing board appointed by and serving at the pleasure of the governing bodies of counties, incorporated cities and highway districts located wholly or partially within the authority.

(2) The board initially shall be composed of not less than five (5) members selected as follows: two (2) members representing each board of county commissioners; one (1) member representing highway district commissions wholly or partially contained within the region; two (2) members representing each city with a

population of twenty-five thousand (25,000) or more; and one (1) member representing each city with a population of less than twenty-five thousand (25,000). Board composition subsequently may be modified pursuant to subsection (7) of this section.

(3) Board members shall be appointed by resolution of the appointing agency and 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 agency to act in its best interests. The highway district board member shall be appointed by the board of commissioners of the highway district in counties with a single county-wide highway district or, in counties with more than one (1) highway district, by the board of county commissioners in consultation with all highway district commissions wholly or partially contained within the region.

(4) Ex officio members may be appointed to the authority board by any city or commission or by the board itself and shall serve at the pleasure of the appointing entity.

(5) Board members may be compensated forty dollars (\$40.00) for each day in the actual performance of duties, but the total amount to be received as compensation shall not exceed the sum of one thousand dollars (\$1,000) per year. Actual expenses shall be paid in addition to compensation. The payment for expenses shall be paid from funds of the authority upon presentation of itemized vouchers, signed by the board member and under oath made to the secretary of the authority.

(6) The authority shall be liable and responsible for the actions of the board members and employees of the authority when the board members and employees are performing their duties on behalf of the authority.

(7) Composition of the board may be modified from time to time by the board, provided that:

(a) The board adopts by majority vote at a regularly scheduled meeting a statement of intent to revise the board composition and a complete description of the proposed revision; and

(b) The board submits the statement of intent and proposed revision to the chief elected official of each city and commission within the authority for review and comment; and

(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 the affirmative vote of two-thirds (2/3) of all board members at a regularly scheduled meeting.

40-2107. BOARD PROCEDURES. (1) At its first meeting following the appointment of all members, the board shall elect a chairman and a vice chairman from their number and appoint a secretary and a treasurer who need not be from their number for terms fixed by them. The offices of the secretary and treasurer may be filled by the same person. Certified copies of all appointments under the hand of the chairman and seal of the authority shall be filed with the clerk of each county and with the clerk of each city and with the secretary of each highway district in the region.

(2) A majority of the board members constitutes 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 this chapter.

(3) As soon as practicable after organization the board shall designate a day, hour and place at which regular meetings shall be held. Minutes of all meetings must show what business was conducted, what votes were taken and what bills were submitted, considered, allowed or rejected. The secretary shall make a list of all bills presented, showing to whom payable, for what services or materials, the amount claimed and the amount allowed. The list shall be signed by the chairman and attested by the secretary.

(4) All meetings of the board shall be public and all records of the authority shall be open to the inspection of the public during normal business hours. Special meetings of the board may be held upon the call of the board chairman or a majority of the board. The secretary must give each member not joining in the order five (5) days' notice of any special meeting.

(5) The authority treasurer shall execute and file with the authority secretary an official bond in an amount of money equal to an amount that may come into his hands as treasurer but in no case shall the amount of the bond be less than an amount fixed by the board. The cost of such bond shall be a : necessary expense paid by the authority.

40-2108. CORPORATE POWERS OF AN AUTHORITY. A regional public transportation authority has power:

- (1) To sue and be sued;
- (2) To raise and expend funds as provided in this chapter;
- (3) To issue revenue bonds;
- (4) To adopt and use an official seal;
- (5) To purchase and hold lands, make contracts, purchase and hold personal property as may be necessary or convenient for the purposes of this act, and to sell and exchange real and personal property. The board shall first adopt a resolution finding that the property to be sold or exchanged is no longer needed by or useful to the district; that a public hearing is to be held, of which hearing notice shall be published in accordance with the provisions of section 40-206, Idaho Code.

40-2109. POWERS AND DUTIES OF BOARD.(1) Only one (1) regional public transportation authority shall exist within a county and when established pursuant to this chapter the authority will have 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.

(2) The authority may provide public transportation services on fixed or unfixed routes; public transportation services on fixed or unfixed schedules; paratransit services for the elderly and people with disabilities as defined in the Americans with disabilities act; special services to accommodate community celebrations, sporting events and entertainment open to the public; public transportation services between cities, rural areas, park-and-ride facilities, employment centers, health care facilities, universities

and commercial and shopping areas; commuter services between communities; van or car pool programs.

(3) The authority shall fix by resolution the fares and fees to be charged those who use its public transportation services. Prior to adopting any such resolution, the board shall publish proposed fares and fees in at least one (1) issue of a newspaper having general circulation in the region and shall hold at least one (1) public hearing on the proposed fares and fees.

(4) The authority may establish, fund, control and operate the administrative, equipment maintenance, servicing, storage, fueling, and other facilities required to support a safe and efficient public transportation system. In carrying out the purposes of this chapter, the authority may employ personnel, contract for services with public and private agencies and retain legal and other professional counsel.

(5) The board may adopt resolutions consistent with law, as necessary, for carrying out the purposes of this chapter and discharging all powers and duties conferred to the authority pursuant to this chapter.

(6) The authority shall have an annual audit made of the financial affairs of the authority as required in section 67-4508, Idaho Code, by the first day of December following the close of the fiscal year.

(7) The authority may enter into cooperative agreements with the state, other authorities, counties, cities and highway districts under the provisions of section 67-2328, Idaho Code.

40-2110. CONTRIBUTIONS. The counties, cities, highway districts and other governmental entities within the region may, at their discretion, enter into a cooperative agreement with the authority in order to contribute funds from any source, provide services-in-kind and loan or convey real and personal property to the authority in recognition of costs of the authority, to maintain continuity of existing public transportation services, or to implement new services.

40-2111. ISSUANCE OF REVENUE BONDS. A regional public transportation authority may issue revenue bonds in the same manner and form as under the municipal bond law contained in chapter 10, title 50, Idaho Code, provided that the ordinance required therein shall be by resolution of the board. For the purpose of this section, the term "city" in the municipal bond law shall include the term "regional public transportation authority."

40-2112. BUDGET. (1) The board shall annually adopt a budget and cause a public hearing to be held upon the budget.

(2) Notice of the budget hearing shall be posted at least ten (10) days prior to the date of the meeting in at least one (1) conspicuous place in each county, city and highway district within the region. A copy of the notice shall also be published in accordance with the provisions of section 40-206, Idaho Code. The place, hour and day of the hearing shall be specified in the notice, as well as the place where the budget may be examined prior to the hearing. A full and complete copy of the proposed budget shall be published with and as a part of the publication of the notice of hearing.

(3) The budget shall be available for public inspection from and after the date of the posting of notice of hearing at a place and during business hours as the board may direct.

(4) A quorum of the board shall attend the hearing and explain the proposed budget and hear any and all objections to it.

(5) The budget shall be completed and finalized not later than the Tuesday following the first Monday in September for the ensuing fiscal year.

(6) The fiscal year of the authority shall commence on the first day of October of each year.

40-2113. EXEMPTION FROM TAXATION. It is hereby found, determined and declared that the creation of a regional public transportation authority is in all respects for the benefit of the people of the state of Idaho, for the improvement of their welfare and prosperity, and for the promotion of their transportation, and is a public purpose and that projects and services operated by authorities are essential parts of the public transportation system, and that such authorities will be performing essential governmental functions in the exercise of the powers conferred upon them by this chapter. The state of Idaho declares that authorities shall be required to pay no taxes or assessments upon any of the property acquired by them or under their respective jurisdiction, control, possession, or supervision or upon the activities of authorities in the operation and maintenance of projects and services, or upon any charges, fees, revenues, or other income received by authorities except motor vehicle fuel and aviation fuel taxes, and that the bonds of authorities and the income therefrom shall at all times be exempt from taxation. Regional public transportation authorities created pursuant to this chapter shall be exempt from the sales tax imposed under the provisions of section 63-3621, Idaho Code, and shall be issued a tax exemption certificate as provided for in section 63-3622, Idaho Code.

40-2114. SEVERABILITY. The provisions of this chapter are hereby declared to be severable and if any provision of this act (chapter] or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this chapter.

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BYLAWS

Valley Regional Transit

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; and
- (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. Appointing agencies shall appoint Board members by resolution as set forth in Idaho Code Section 40-21 06(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. 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. However, 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 4 below, such ex-officio representative shall not vote on matters presented to the Board but may participate in Board discussions.

Section 4. Newly appointed Board members shall present, at the first Board meeting attended, appropriate documents evidencing their appointment. 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.

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:

- 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.

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 67-2340 through 67-2347, as amended.

Section 2. Regular Board meetings shall be established by the Board in January 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 as a result of the fact that an appointing agency has not designated 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 and 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 monthly 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 67-2340 through 67-2347, 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 21st day of January, 2015.

Valley Regional Transit

By:  1-21-15
Chair Date

By:  1-26-15
Chair-Elect Date

ATTEST:
 1-26-15
Secretary Date

VRT Organizational Overview

A key to successfully implementing a strategic plan has, at the foundation, a clear division of duties and understanding of each group's unique role in the implementation process. The VRT Board of Directors voted to change the governance structure of the Authority in August 2011. The governance change maintained the existing Board structure and established an 11-member Executive Board elected from the full Board. The full Board meets twice a year to conduct the governance business of the organization. The Executive Board meets monthly to execute the actions of the full Board.

Valley Regional Transit Board

The VRT Board establishes policy and guides the strategic priorities and goals for the agency. Board members include representatives from Ada and Canyon counties and the incorporated cities and highway districts. In addition, there are representatives from Capital City Development Corporation, Boise State University, Meridian Development Corporation, and Idaho Transportation Department (ex-officio).

Executive Board

The Executive Board is a standing committee of the VRT Board. It reviews matters related to budget, finance, operations, governmental, and legislative actions of VRT. The Executive Board focuses on the internal and operational issues of the agency and works closely with the executive director in the management of VRT. Members of the Executive Board are the Board chair, past-chair, chair-elect, vice-chair, secretary/treasurer, and five at-large members representing Ada County and Canyon County, as well as a representative from Boise State University.

Regional Advisory Council

The Regional Advisory Council (RAC) is a standing committee of the Valley Regional Transit Board. It was developed to provide a forum for transportation and human service staff to share information and to collaborate on mobility issues. Members of the Council provide advice to VRT on its transportation programs and disseminate mobility information to their stakeholders. The RAC is charged with oversight of updates to the Transportation Service Coordination Plan. Members also provide input and guidance on the Local Mobility Management Network (District 3D).

Community Resource Group

This is an ad hoc database of stakeholders and other interested parties who provide public input, guidance, and wisdom for public transportation-related issues. Its volunteer membership includes urban and rural riders, senior citizens, persons with disabilities, social service providers, educators, students, employers, and representatives from the chambers of commerce.

Technical Resource Group

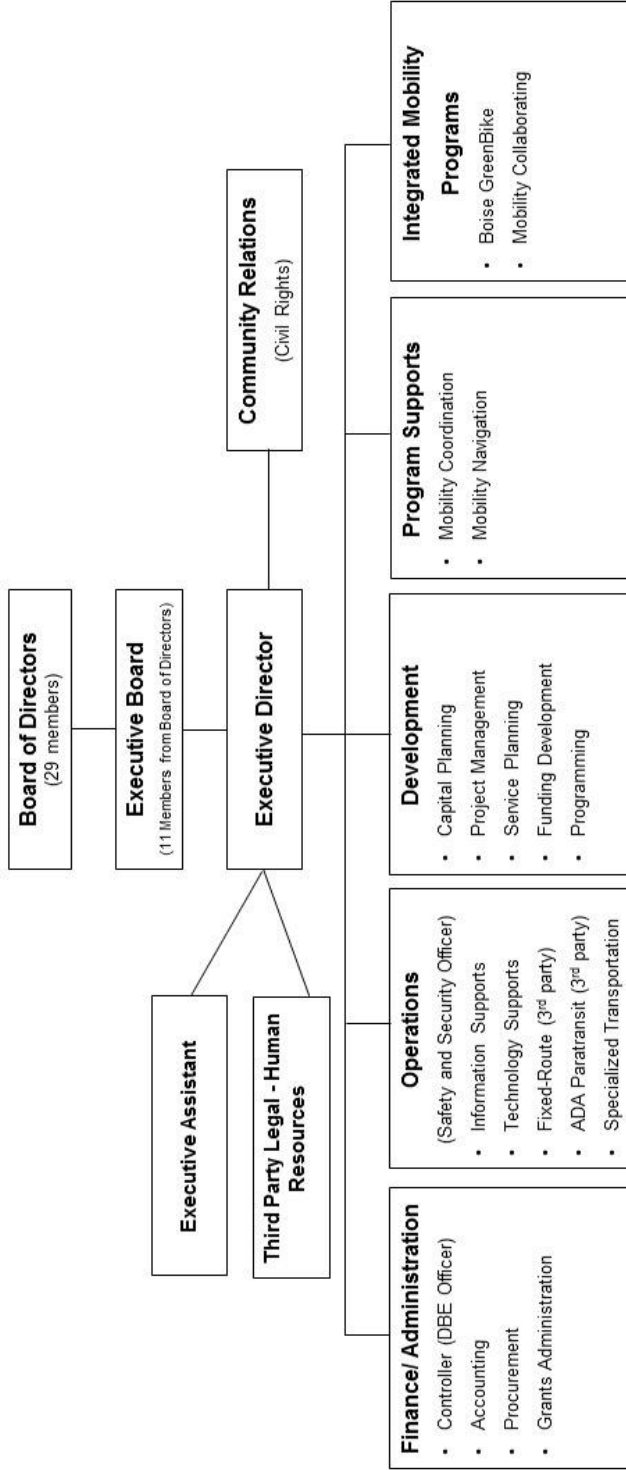
This is an ad hoc group database of technical staff from the local jurisdictions and other transportation agencies brought together as needed to support VRT staff and to provide input and guidance on a variety of technical issues that are of interest to the jurisdictions within VRT's boundary.

Staff Support

Attached is a functional organizational chart showing the staff support for the various functions under VRT. Staff is responsible to follow the governance/policy direction of the Board through effective management activities.



Functional Organizational Chart



Standing Committees
Regional Advisory Council

GRANT FUNDING SOURCES (updated 02/10/2016)

NAME	NUMBER	AREA	RECIPIENT	PROCESS LEAD	DESCRIPTION	ELIGIBLE PROJECTS	FEDERAL/ LOCAL
Formula Grants for Rural Areas	5311	Rural	ITD	FTA	Supporting public transportation in rural areas with population of less than 50,000.	Operating	50/50
						Maintenance	80/20
						Capital	80/20
						ADA	80/20
						Planning	80/20
Metropolitan & Statewide Planning and Nonmetropolitan Transportation Planning	5303	MPO	ITD	COMPASS	Develops transportation plans and programs, plan, design and evaluate all public transportation project, and conduct technical studies related to public transportation.	Planning	80/20
	5304	State	ITD	DTP			
	5305	Planning	ITD	DTP			
Rural Transit Assistance Program	5311	Rural	ITD	ITD	Training, technical assistance, research, and related support services in rural areas.	Training	100/0
Enhanced Mobility of Seniors and Individuals with Disabilities	5310	Large Urban	VRT	COMPASS	Improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.	Capital	80/20
		Small Urban	ITD	MPO/DTP		Planning or Admin (up to 10%)	100/0
		Rural	ITD	ITD		Operations	50/50
Urbanized Area Formula Program	5307	Small Urban	VRT	VRT	Supporting public transportation in areas with population of more than 50,000.	Operating (SU)	50/50
						Operating (LU)	0/100
						Maintenance	80/20
						Capital	80/20
		Capital Vehicles (ADA)	85/15				
		Planning	80/20				
		Administration	80/20				
		System Enhancements (1%)	80/20				
Bus and Bus Facilities	5339	Large Urban	VRT	VRT	Formula grant program to provide funding to replace, rehabilitate and purchase buses and related equipment and construct bus-related facilities.	Capital	80/20
		Small Urban	ITD	MPO/DTP		Capital	80/20
		Rural	ITD	CTAI		Capital	80/20
Fixed Guideway Capital Investment Grant (CIG)	5309		Discretionary	FTA	Fixed-Guideway Capital Investment Grants	Capital	80/20

*Maximum percentage of funding that can be spent in this category.

NAME	NUMBER	AREA	RECIPIENT	PROCESS LEAD	DESCRIPTION	ELIGIBLE PROJECTS	FEDERAL/ LOCAL
Fixed Guideway Capital Investment Grant (CIG) (New Starts and Small Starts)	5309		Discretionary	FTA	Construction of new or extensions to existing fixed guideway systems (New Starts). Capital projects less than \$100 million and total capital cost less than \$300 million (Small Starts).	Capital	80/20
Technical Assistance and Workforce Development	5314		Discretionary	FTA	Develop innovative products and services assisting transit agencies in better meeting the needs of their customers.	Research	80/20
Public Transportation Innovation (Research)	5312		Discretionary	FTA	To advance innovative public transportation research and development	Research	80/20
Bus Testing Facility	5318		Discretionary	FTA	FTA funded bus testing facility where all new models offered for purchase using FTA capital assistance are tested to determine if they meet performance standards for safety, structural integrity, reliability, performance, maintainability, emissions, noise and fuel economy.	Capital	80/20
Surface Transportation Program	STP	Urban Small Urban	COMPASS	COMPASS	Any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and intra-city and intercity bus terminals and facilities	Capital	93/7
Transportation Alternatives Program	TAP	Large Urban Small Urban Statewide	COMPASS ITD/MPO ITD	COMPASS MPO/ITD ITD	Available for capital construction of transportation alternatives including off road paths, pathways and sidewalks, bike systems and infrastructure, historic preservation, landscape and environmental mitigation	Capital	93/7
TIGER (USDOT)			Discretionary	FTA	Fosters innovative, multi-modal and multi-jurisdictional transportation projects that promise significant economic and environmental benefits to an entire metropolitan area, a region, or the nation.	Planning Capital	100/0 100/0
TIGGER Program			Discretionary	FTA	Implement new strategies for reducing greenhouse gas emissions and/or reduce energy use within transit operations.	Capital	100/0
Congestion Mitigation and Air Quality Improvement Program	CMAQ	Statewide	ITD	ITD	Available for capital, maintenance and some limited operations of systems that are in areas with air quality non-attainment exists	Capital Operations (with Limitations)	93/7

Federal Lands Access Program	FLAP	ITD	ITD	Provides funds for projects on Federal Lands access transportation facilities that are located on or adjacent to, or that proved access to Federal lands.	Planning Capital Operations (with Limitations) Planning	93/7
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*Maximum percentage of funding that can be spent in this category.

ValleyConnect 2.0 Plan

The original ValleyConnect plan was approved by the VRT Board of Directors at the August 17, 2011 meeting.

Valley Regional Transit (VRT) updated VRT's six year capital and service plan which is now called ValleyConnect 2.0 Plan. This update was coordinated with the Compass Communities In Motion update and reflects the region's goals and objectives for public transit. ValleyConnect 2.0 will guide future VRT activities and be used to help coordinate VRT activities with our stakeholders.

The updated six year plan, ValleyConnect 2.0, went out for public comment and outreach during February and March 2018 and was approved by the VRT Board of Directors on April 2, 2018.

ValleyConnect 2.0 offers an expansion of services that would allow residents of Ada and Canyon counties to maintain the freedom to move and get more people to more places more often, even while the region continues to add more jobs, people, and opportunities. This expansion of services includes more frequent routes, increases in service hours, and expanding the reach of fixed-route transit by integrating all travel options, including bus, bike and care share, ride hailing, etc. into a single, easy to use approach.

The ValleyConnect 2.0 Plan can be found at the following weblink:

https://www.valleyregionaltransit.org/media/1415/valleyconnect2_apr18_final.pdf

Valley Regional Transit Board Member Job Descriptions

VRT Board Chair

1. Is a member of the VRT Board
2. Serves as the Chief Volunteer of the organization
3. Is a partner with the Executive Director in achieving the organization's mission
4. Provides leadership to the VRT Board of Directors, who sets policy, and to whom the Executive Director is accountable.
5. Chairs meetings of the VRT Board and Executive Board after developing the agenda with the Executive Director
6. Encourages VRT Board's role in strategic planning
7. Approves the chairpersons of committees, in consultation with the Executive Director. Chairpersons will be confirmed by the Executive Board
8. Serves ex officio as a member of committees and attends their meetings when invited
9. Discusses issues confronting the organization with the Executive Director
10. Helps guide and mediate VRT Board actions with respect to organizational priorities and governance concerns
11. Reviews with Executive Director any issues of concern to the VRT Board
12. Monitors financial planning and financial reports
13. Plays a leading role in funding activities
14. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the VRT Board members
15. Evaluates annually the performance of the organization in achieving its mission
16. Performs other responsibilities assigned by the VRT Board

VRT Board Chair Elect & Vice Chair

The Chair Elect position is typically successor to the Chair position. The Chair Elect & Vice Chair:

1. Are members of the VRT Board and Executive Board
2. Performs Chair responsibilities when the Chair cannot be available (see Chair job description)
3. Reports to the VRT Board's Chair
4. Works closely with the Chair and other staff
5. Participates closely with the Chair to develop and implement officer transition plans
6. Performs other responsibilities as assigned by the VRT Board

VRT Board Secretary/Treasurer

1. Is a member of the VRT Board and Executive Board
2. Reviews and approves invoices twice a month (can be done electronically)
3. Reviews VRT Board and Executive Board meeting minutes
4. Is sufficiently familiar with VRT By-laws to note applicability during meetings

Board Member

1. Regularly attends VRT Board meetings and important related meetings
2. Makes serious commitment to participate actively in committee work
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus
6. Is an active participant in the committee's annual evaluation and planning efforts
7. Participates in funding issues
8. Contacts alternate member to attend VRT Board meeting if unable to attend

Committee Chair

1. Is a member of the VRT Board
2. Sets tone for the committee work
3. Ensures that members have the information needed to do their jobs
4. Oversees the logistics of committee's operations
5. Reports to the VRT Board's Chair
6. Reports to the full VRT Board on committee's decisions/recommendations
7. Works closely with the Executive Director and other staff as agreed to by the Executive Director
8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
9. Initiates and leads the committee's annual evaluation

Process for Executive Director Yearly Evaluation

An Evaluation Committee made up of the Executive Board officers will begin the Executive Director's evaluation process in the June/July timeframe of each year to allow staff to be able to budget the results into the budget. The Evaluation Committee will consist of the current:

- Chair
- Chair-elect
- Vice-chair
- Secretary/Treasurer
- Immediate Past Chair

Results of the evaluation will be presented to the Executive Board for review and recommendation to the VRT Board of Directors prior to final approval by the VRT Board of Directors.

Valley Regional Transit-2019 BOARD MEMBERS

*Executive Board Members in bold

Representative Body	Name	Primary/Alt	Email	Phone
Ada County Commission	Diana Lachiondo Rick Visser Kendra Kenyon	Primary Primary Alternate	dlachiondo@adaweb.net rvisser@adaweb.net kkenyon@adaweb.net	208-287-7000 208-287-7000 208-287-7000
ACHD	Kent Goldthorpe Ryan Head	Primary Alternate	kgoldthorpe@achdidaho.org rhead@achdidaho.org	208-387-6100 208-387-6234
Boise State University	Greg Hill	Primary	greghill@boisestate.edu	208-426-2917
Canyon County Commission	Tom Dale— Chair/Canyon Pam White Tricia Nilsson	Primary Primary Alternate	tdale@canyonco.org pwhite@canyonco.org tnilsson@canyonco.org	208-454-7507 208-454-7507 208-454-7458
Association of Canyon County Highway Districts	David Lincoln—At-large/Canyon	Primary	dl3lincoln@gmail.com	208-899-7072
CCDC	John Brunelle Matt Edmond	Primary Alternate	jbrunelle@ccdcbiose.com medmond@ccdcbiose.com	208-384-4264 208-319-1221
College of Western Idaho	Jeff Flynn Craig Brown	Primary Alternate	jefflynn@cwidaho.cc craigbrown@cwidaho.cc	208-562-3220 208-562-3412
Meridian Development Corp	Diane Bevan Dave Winder	Primary Alternate	diane.t.bevan@gmail.com Dave.winder@comre.com	208-880-2488 208-866-0610
City of Boise	Dave Bieter –Chair-Elect/Ada Elaine Clegg –Sec/Treas. Lauren McLean	Primary Primary Alternate	dbieter@cityofboise.org eclegg@cityofboise.org lmclean@cityofboise.org	208-384-4403 208-890-5830 208-866-6797
City of Caldwell	Garret Nancolas-At-Large/Canyon Rob Hopper Brent Orton Alternate-TBD	Primary Primary Alternate Alternate	gncolas@cityofcaldwell.org rhopper@cityofcaldwell.org borton@cityofcaldwell.org TBD	208-455-3011 208-742-5733 208-455-4678 TBD
City of Eagle	Stan Ridgeway Bill Vaughan Nichoel Baird Spencer	Primary Alternate Alternate	sridgeway@cityofeagle.org bvaughan@cityofeagle.org nbaird@cityofeagle.org	208-939-6813 208-939-6813 208-939-6813
City of Garden City	John Evans-At-Large/Ada Pam Beaumont	Primary Alternate	jevans@gardencityidaho.org pbeaumont@gardencityidaho.org	208-472-2927 208-853-6732
City of Greenleaf	Rob Fisher Steve Jett	Primary Alternate	robfisher55@live.com sjett80@gmail.com	208-250-9034 208-454-7353
City of Kuna	Joe Stear Richard Cardoza	Primary Alternate	MayorStear@kunaid.gov rcardoza@kunaid.gov	208-922-5546 208-922-2124
City of Melba	TBD Hal Forsgren	Primary Alternate	TBD hforsgren@hotmail.com	TBD 208-880-8815
City of Meridian	Luke Cavener – At-large/Ada Genesis Milam Caleb Hood Alternate-TBD	Primary Primary Alternate Alternate	lcavener@meridiantcity.org gmilam@meridiantcity.org Chood@meridiantcity.org	208-695-4536 208-371-6009 208-884-5533
City of Middleton	Darin Taylor-Vice-Chair/Canyon Alternate-TBD	Primary Alternate	dtaylor@middletoncity.com TBD	208-697-4354 TBD
City of Nampa	Debbie Kling- At-large/Canyon Sandi Levi Bobby Sanchez TBD	Primary Primary Alternate Alternate	dkling@cityofnampa.us levis@cityofnampa.us sanchezb@cityofnampa.us TBD	208-468-5401 208-573-1817 208-468-5411 TBD
City of Notus	Mo Shamseldin Alternate - TBD	Primary Alternate	moshamsel@gmail.com TBD	208-401-4765 TBD
City of Parma	Nathan Leigh Alternate - TBD	Primary Alternate	nleigh@parmacityhall.net TBD	208-722-5138 TBD
City of Star	TBD Chad Bell	Primary Alternate	TBD cbell@staridaho.org	TBD 208-908-5451
City of Wilder	Elena Villanueva Robert Rivera	Primary Alternate	villanueva249a@gmail.com robert48rivera@gmail.com	208-249-9744 208-880-9859

Idaho Transportation Dept.	Amy Revis (ex-officio) Mark Wasdahl (ex-officio)	Primary Alternate	Amy.revis@itd.idaho.gov mark.wasdahl@itd.idaho.gov	208-334-8301 208-334-8344
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2019 Meeting Schedule

Executive Board Meetings 2019	VRT Board Quarterly Meetings 2019
Monday, January 7, 2019 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 7, 2019 12:00 p.m. to 2:00 p.m.
Monday, February 4 at 11:00 a.m. to 1pm	
Monday, March 4 at 11:00 a.m. to 1pm	
Monday, April 1 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, April 1, 2019 12:00 p.m. to 2:00 p.m.
Monday, May 6 at 11:00 a.m. to 1pm	
Monday, June 3 at 11:00 a.m. to 1pm	
Monday, July 8 at 11:00 a.m. to 1pm (2 nd Monday)	
Monday, August 5 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, August 5, 2019 12:00 p.m. to 2:00 p.m.
Monday, September 23 at 11:00 a.m. to 12pm (combine Sept & Oct into one meeting) <i>Full Board joins Executive Board at noon</i>	Monday, September 23, 2019 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in October	
Monday, November 4 at 11:00 a.m. to 1pm <i>*Executive Board Joint Meeting with RAC</i>	
Monday, December 2 at 11:00 a.m. to 1pm	
	Monday, December 16, 2019 at 12:00 p.m. Holiday Lunch – VRT Board & COMPASS Board Nampa Civic Center

More Information: Paula Cromie, Executive Assistant, 258-2706,
pcromie@valleyregionaltransit.org (updated 12/03/2018)

2020 Proposed Meeting Schedule

Executive Board Meetings 2020	VRT Board Quarterly Meetings 2020
Monday, January 6, 2020 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, January 6, 2020 12:00 p.m. to 2:00 p.m.
Monday, February 3 at 11:00 a.m. to 1pm	
Monday, March 2 at 11:00 a.m. to 1pm	
Monday, April 6 at 11:00 a.m. to 12pm <i>Full Board joins Executive Board at noon</i>	Monday, April 6, 2020 12:00 p.m. to 2:00 p.m.
Monday, May 4 at 11:00 a.m. to 1pm	
Monday, June 1 at 11:00 a.m. to 1pm	
Monday, July 13 at 11:00 a.m. to 12pm (2 nd Monday)	
Monday, August 3 at 11:00 a.m. to 1pm <i>Full Board joins Executive Board at noon</i>	Monday, August 3, 2020 12:00 p.m. to 2:00 p.m.
Monday, September 28 at 11:00 a.m. to 12pm (combine Sept & Oct into one meeting) <i>Full Board joins Executive Board at noon</i>	Monday, September 28, 2020 12:00 p.m. to 2:00 p.m.
No Executive Board meeting in October	
Monday, November 2 at 11:00 a.m. to 1pm <i>*Executive Board Joint Meeting with RAC</i>	
Monday, December 7 at 11:00 a.m. to 1pm	
	Monday, December 21, 2020 at 12:00 p.m. Holiday Lunch – VRT Board & COMPASS Board Nampa Civic Center

More Information: Paula Cromie, Executive Assistant, 258-2706,
pcromie@valleyregionaltransit.org

Valley Regional Transit Executive Board

The Valley Regional Transit Executive Board is an 11 member committee with five Board officers, five at-large members, and Boise State University representation. They are charged with:

- Reviewing all matters related to the budget, finance, operations, governmental, and legislative actions of Valley Regional Transit
- Focusing on the internal and operations issues of the agency
- Working closely with the Executive Director in the management of VRT
- Making regular reports of its actions to the VRT Board of Directors and recommending action by the VRT Board on matters of policy and those actions requiring approval of the entire VRT Board of Directors

The Executive Board will:

- Generally meet the first Monday of most months at 11:00 a.m. *Please note the exceptions.
- Meet at VRT Administrative Offices/Board Room
 - Receive information by email

Executive Board - 2019 Members List

Officer Position	Name	Organization	E-mail	Phone
Chair/Canyon	Tom Dale	Canyon County Comm	tdale@canyonco.org	208-454-7507
Chair-Elect/Ada	Dave Bieter	City of Boise	dbieter@cityofboise.org	208-384-4403
Vice-Chair/Canyon	Darin Taylor	City of Middleton	dtaylor@middletoncity.com	208-697-4354
Sec/Treas/Ada	Elaine Clegg	City of Boise	eclegg@cityofboise.org	208-890-5830
Past Chair/Ada	Jim Hansen	Ada County	jhansen@achdidaho.org	208-387-6100
At Large/Ada	John Evans	City of Garden City	jevans@gardencityidaho.org	208-472-2927
At Large/Ada	Luke Cavener	City of Meridian	lcavener@meridiancity.org	208-695-4536
At Large/Canyon	Garret Nancolas	City of Caldwell	gnancolas@cityofcaldwell.org	208-455-3011
At Large/Canyon	David Lincoln	ACCHD	d13lincoln@gmail.com	208-899-7072
At Large/Canyon	Debbie Kling	City of Nampa	dkling@cityofnampa.us	208-468-5401
Boise State University	Corey Cook	Boise State University	coreycook@boisestate.edu	208-426-1368

2019 VRT Executive Board Calendar

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

11:00 a.m. to 1:00 p.m.

January 7, 2019 11:00 a.m. followed by VRT Board-noon	February 4, 2019 11:00 a.m.	March 4, 2019 11:00 a.m.	April 1, 2019 11:00 a.m. followed by VRT Board-noon	May 6, 2019 11:00 a.m.
June 3, 2019 11:00	July 8, 2019 11:00 am.	August 5, 2019 11:00 a.m. followed by VRT Board-noon	*Sept 23, 2019 11:00 a.m. followed by VRT Board-noon	*October 2019 NO MEETING
November 4, 2019 Joint Mtg w/RAC 11:00 a.m.	December 2, 2019 11:00 a.m.	The Executive Board generally meets the first Monday of most months. *Please note the exceptions.* Meeting dates are subject to change.		

Updated 3/12/2019

Regional Advisory Council

The Regional Advisory Council (RAC) is a standing committee of the Valley Regional Transit Board. It was developed to provide a forum for transportation and human service providers to share information and to collaborate on mobility issues. Members of the Council provide advice to VRT on its transportation programs and disseminate mobility information to their stakeholders. The RAC is charged with oversight of updates to the Transportation Service Coordination Plan.

Regional Advisory Council-2018-2019 Members List (Updated 10-23-18)

Members	E-mail	Phone
Kelly Berg	kelly.berg@phd3.idaho.gov	208-455-5418
Susan Bradley	crafftisue@hotmail.com	208-794-9431
Lisa Brady	Lisa.Brady@ymcatvidaho.org	208-344-5502 x291
Annette Harper	aharper@achdidaho.org	208-387-6167
Randy Johnson	Randyjohnson79@gmail.com	208-869-3902
Terri Lindenberg	terri@treasurevalleytransit.com	208-463-9111
Jason Madsen	jmadsen@icbvi.idaho.gov	208-639-8388
Jeremy Maxand - Chair	jmaxand@hotmail.com	208-391-8988
Salome Mwangi	smwangi@idahorefugees.org	208-336-4222
Courtney Rosenkoetter	Courtney@rosenkoetter.com	208-871-3401
Eric Selekof – Vice-Chair	selekofe@slhs.org	208-381-4294
Tina Wilson	tina@westernallianceed.org	208-615-6083
TBD (replace Deborah Allen)		
Kelli Badesheim	kbadesheim@valleyregionaltransit.org	208-258-2712

FY2019 Calendar
Regional Advisory Council
VRT Administrative Offices - Board Room
700 NE 2nd Street - Meridian, Idaho
9:00 a.m. to 11:00 a.m.

Tuesday, Sept. 18, 2018 Orientation Meeting for FY2019 at 9:00 a.m.	Tuesday, October 16, 2018 at 9:00 a.m.	Monday, Nov. 5, 2018 Joint Meeting with Executive Board at 11:00 a.m.	Tuesday, Dec. 18, 2018 at 9:00 a.m.
Tuesday, Jan. 15, 2019 at 9:00 a.m.	Tuesday, Feb. 19, 2019 at 9:00 a.m.	Tues., March 19, 2019 at 9:00 a.m.	Tuesday, April 16, 2019 at 9:00 a.m.
Tuesday, May 21, 2019 at 9:00 a.m.	Tuesday, June 18, 2019 at 9:00 a.m.	NO MEETING JULY	NO MEETING AUGUST
Tuesday, Sept. 17, 2019 Orientation Meeting for FY2020 at 9:00 a.m.			

REGIONAL ADVISORY COUNCIL BYLAWS

ARTICLE I NAME AND PURPOSE

The name of this committee shall be the Regional Advisory Council (RAC) of Valley Regional Transit (VRT) (formerly the Regional Coordination Council). The RAC supports the VRT governance process by advising the Valley Regional Transit Board of Directors (VRT Board) through a forum for customers, transportation and human service providers and advocates centered on sharing information and collaborating on mobility issues.

ARTICLE II COMPOSITION AND APPOINTMENTS

1. The members of the RAC shall be composed of key representatives from customers, providers, and advocates.
2. A quorum shall consist of the presence of a simple majority of the sum of the votes of qualified RAC members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, internet, or other remote technologies. All meetings must occur in a physical place to allow public attendance.
3. A representative shall be appointed by the Valley Regional Transit Executive Board through an application process. The applicants will be reviewed by the RAC officers and the recommendation for appointment would be forwarded to the Executive Board for approval.
4. Members serve a term of three years. Members may serve more than one consecutive term.
5. Notice of open positions shall be posted on VRT services and distributed to private, public and nonprofit organizations serving the region.
6. If a member has four (4) successive unexcused absences a "notice of member inactivity" will be sent to the member. The VRT Board may seek another representative to fill the position of the member with two unexcused absences. The vote of the terminated member shall not be considered in determining a

quorum.

ARTICLE III
DUTIES

1. The RAC shall have major responsibility in the development and review of the Transportation Service Coordination Plan for Ada and Canyon counties. Recommendations concerning the coordination plan shall be submitted to the VRT Board for final action.
2. The RAC shall have major responsibility in advising or recommending to the VRT Board prioritized projects for funding. Recommendations concerning the prioritization of projects shall be submitted to the VRT Board for final action.
3. The RAC shall have major responsibility in the formulation and review of policies, services, and programs that affect the groups represented on the RAC. Advisory recommendations on policies, services, and programs shall be submitted to the VRT Board for final action.

ARTICLE IV
ORGANIZATION

1. Voting members of the RAC shall elect a chair and vice-chair at their September meeting every even numbered year. The chair and vice-chair can serve one or more subsequent terms.
2. The chair will be responsible to conduct the meetings. The vice-chair would conduct the meetings in the absence of the chair.
3. An officer can be removed by a majority vote of the RAC members.
4. In the event an officer resigns mid-term, the RAC members would vote for a new chair at the next regularly scheduled meeting.
5. VRT serves as the staff support for the RAC.
6. Subcommittees may be established by majority action of the RAC members.

ARTICLE V
MEETINGS

1. The RAC shall meet at regularly scheduled meetings every month except July and August.
2. The time and place of meetings shall be established by the RAC at a regularly scheduled meeting each year.
3. VRT staff shall give notice of all meetings to all members reasonably in advance of a called meeting. All meetings shall be open to the public.

ARTICLE VI
AMENDMENTS TO BY-LAWS

These Bylaws may be amended at any meeting of the VRT Board where a quorum has been established and by a majority vote of members present, provided that at least thirty (30) day notice in writing to members of the VRT Board has been given of the intention to amend and specifying the proposed amendments.

ADOPTED the 5th day of November, 2018.

By: Tom Hansen 11/5/18
Chair of Valley Regional Transit Board Date

By: Keei Bodeshein 11/6/2018
Excutive Director Date

*VRT-Regional Advisory Council Bylaws
Date Adopted- 11/05/1*

Regional Advisory Council Practices and Procedures

Statement of Purpose

The Regional Advisory Council RAC is a standing committee of Valley Regional Transit. It provides a forum for customers, transportation and human service providers and advocates to share information and collaborate on mobility issues. Members of the RAC advise the Valley Regional Transit Board of Directors (VRT Board) on its transportation programs, services and policies; and disseminate mobility information to their constituents.

Vision Mission Values

Vision Statement: We envision an accessible regional transportation system that is built upon meaningful stakeholder input and feedback.

Mission Statement: The Regional Advisory Council's mission is to use a customer-centered focus to ensure that VRT's policies, services, and outreach meet the mobility needs of the community.

The RAC Value Statements

The following are statements that were adapted from the broader VRT Guiding Principles. These statements are to speak to the unique role within the RAC to support those guiding principles.

The RAC contributes to...

...community benefit by enhancing the ability of citizens to influence the development and prioritization of mobility choices.

...the public's investment by engaging voices key in the decision-making process.

...connectivity by focusing on customers need to have services easy to understand and easy to use.

... geographic equity by ensuring concerns of stakeholders, both rural and urban, are thoughtfully integrated into planning and delivery of mobility choices.

...high-quality, customer service by placing concerns of the customer at the center of all our processes.

...being action oriented by providing the appropriate sense of urgency to immediate improvements and longer range planning efforts.

...teamwork by collaborating with stakeholders and sharing a willingness to improve how we work together for the benefit of our customers.

...open communication by *encouraging positive communication and creating an environment where everyone's contribution to the region is acknowledged and respected.*

Membership Process

The membership is made up of customers, providers, and advocates. Two-thirds (2/3) of the membership will be from Ada County and one-third (1/3) of the membership will come from Canyon County. Members will be selected to represent a balance of interests in policy, services/programs, and outreach.

Members will be recruited in the following way:

1. Public Notice
 - a. Notices posted on VRT's vehicles, buildings, website, and social media.
 - b. Email notices to agencies, partners, and advocate organizations throughout the region.
2. Executive Assistant emails RAC application and RAC Practices & Procedures document to prospective members.
3. Interested applicants complete the RAC application and sign the Practices & Procedures document, returning the documents to the Executive Assistant.
4. Applications are reviewed and accepted by the RAC Chair and Vice-chair and the VRT Executive Director. Applications are emailed to RAC members for a two week comment period.
5. If no objections are received after the two week comment period ends, the applicants' names are placed on the Executive Board Consent Agenda for approval.

Mid-term Member Recruitment Process

When an RAC member leaves the Regional Advisory Council mid-term, the process is to take recommendations and follow the Membership Process as noted above #2-#5.

Member Term and Reappointments

Terms are the mechanism to establish continuity and staggered so that no more than one-third of the membership terms are set to expire in any given year. There are no limits on the number of terms an RAC member may serve; however at the end of the term, members must notify the chair that they wish to renew their term.

1. Members are selected for three-year terms.
2. Staff will notify everyone with expiring terms one month before the members term expires.
3. Members must submit a request for reappointment before the next regularly scheduled RAC meeting.

4. Members can be reappointed after a completed term by a request to the chair.
5. New members appointed to complete the term of an RAC members who resign before their terms expire, will finish the remainder of that term and then would follow the reappointment process for the expiring term.

Selection, Responsibilities and Removal of Officers

RAC officers are elected by the RAC in even numbered years to serve two-year terms at the annual organizational meeting. The chair is responsible for reviewing and approving the agenda. The chair is also responsible to conduct the RAC meetings. The vice-chair fills the roles of the chair when the chair is not available. Both the chair and vice-chair are responsible to review applications and select candidates for the open positions. The candidates are forwarded and approved by the Executive Board.

Officers can be removed by a majority vote of the RAC. In the event of an officer position being vacated mid-term, the RAC will hold an election to fill the position at the next regularly scheduled RAC meeting.

Meetings

RAC meetings will be held the third Tuesday of each month except for November, July and August. A Joint meeting will be on the 1st Monday of the month of November. Agendas will be prepared in advance and approved by chair. Packets will be provided to the members at least one week in advance. The chair will conduct each meeting according to Roberts Rules of Order. The chair can use his/her discretion to adjust the agenda as needed. All meetings are subject to open meeting laws and are open to the public. For the purpose of voting, a quorum will consist of a majority of qualified members. Open positions on the RAC do not count toward a quorum.

The agenda consists of the following categories: Consent; Public Comment (for items that may not be on agenda); Action; and Information. The chair has the discretion to allow for public comment on any item on the agenda.

Decision-making Process

The RAC is an advisory council and offers recommendations to the VRT Executive Board and VRT Board on a variety of topics including: Transportation Service Coordination Plan; Project and funding prioritization; and program and service planning and policies pertaining to target populations represented on the council.

Items on the agenda requiring an advisory recommendation from the RAC to the VRT Executive Board or VRT Board will be placed in the Action section of the agenda. Discussions are subject to Robert's Rules of Order and all discussions and motions go

through the chair. Motions must be clearly stated by the maker of the motion and seconded in order for the RAC to act on the motion. A majority decision is the final action.

Issue Identification Process

The RAC members are encouraged to submit issues regarding the services, programs or policies to the attention of the RAC through the Issue Identification form (Attached). Issues will be reviewed and considered for further action by the RAC at their regularly scheduled meetings. The Issue Identification form is forwarded to the staff with regular updates to the RAC on the disposition of issues.

The process for making recommendations is as follows:

1. Education/Information

- a. Define the scope of issue to be addressed.
- b. Educate the members on the issue and potential resolutions for exploration.
- c. Possibly form subcommittee depending on complexity of the issue(s).

2. Constituency Outreach and Communication

The RAC members represent targeted constituencies interests in the decision-making process. The RAC members are responsible to inform and seek input on issues being discussed in program and policy development as well as in the decision-making process.

RAC members will be notified by email or in meeting updates regarding progress on project development, changes in services, and/or other topics relevant to the constituents represented on RAC.

3. Consultation

The consultation phase offers an opportunity for staff to incorporate RAC comments into the final recommendation. This phase occurs after input from legal or other technical experts into the process. The discussion in the consultation phase may necessitate the issue being sent back through the research phase or the subcommittee for further evaluation or analysis.

- a. Staff presents on findings pertaining to issue.
- b. Staff provides a draft recommended action for consideration of the VRT Board with any necessary internal review (legal, executive team).
- c. RAC members provide comments, input, and suggestions on the proposed recommendation.

Advisory Recommendation

Staff provides a final recommended action for consideration of the VRT Board to the RAC members. The members discuss and vote on the final advisory recommendation to the VRT Board. The majority action of the RAC will be the official recommendation to the VRT Board.

In order to provide for complete consideration of the recommendation, alternative recommendations can be offered by staff and/or one or more members of the RAC. The alternative recommendation will be presented in the packet for the VRT Board with an explanation of who is offering the alternative recommendation and the reason for its consideration.

Communication with Staff

Individual RAC members and VRT staff work closely on a wide variety of topics. The ultimate responsibility for directing time and work will be initiated by the VRT Executive Director.

Member Resignation

Members may resign prior to the termination of their appointment to the RAC. Members who need to resign must provide the resignation in writing to the chair. Vacant positions are filled in the same manner as described in the member recruitment process above.

My signature below indicates I have read the above Practices and Procedures and agree to follow them in my capacity as a member of the Regional Advisory Council.

Printed Name

Signature

Date