



**REGIONAL ADVISORY COUNCIL
HANDBOOK
2023**

www.valleyregionaltransit.org

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TABLE OF CONTENTS

Regional Advisory Council Practices and Procedures

Statement of Purpose	Page 1
Vision Mission Value	Page 1
Regional Advisory Council Value Statements	Page 1
Membership Recruitment Process	Page 2
Mid-Term Recruitment Process	Page 2
Member Term and Reappointments	Page 2
Selection, Responsibilities and Removal of Officers	Page 3
Meeting	Page 3
Decision Making Process	Page 3
Issue Identification Process	Page 4
Member Resignation	Page 5
Agreement	Page 5

Regional Advisory Council Position Descriptions

Council Chair	Page 6
Vice-Chair	Page 6
Member	Page 6
Sub-Committee Chair	Page 6

ValleyConnect 2.0 Plan

Page 7

VRT Annual Activity Calendar

Page 8

Regional Advisory Council Bylaws

Page 9 - 12

Functional Organizational Chart

Page 13

Regional Advisory Council Members

Page 14

Regional Advisory Council Meeting Calendar

Page 15

For more information, visit:

- Valley Regional Website at: <https://valleyregionaltransit.org>
- Valley Regional Transit Board information, including list of members and Executive Board meeting calendars: <https://www.valleyregionaltransit.org/about-us/oversight/>

Regional Advisory Council

Practices and Procedures

Statement of Purpose

The Regional Advisory Council (RAC) is a standing committee of Valley Regional Transit (VRT). 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 disseminates mobility information to their constituents.

Vision and Mission

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

These statements speak to the unique role within the RAC to support VRT 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 Recruitment 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 and Procedures document to prospective members.
3. Interested applicants complete the RAC application and sign the Practices and 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 VRT's 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.

1. Members are selected for three-year terms.
2. Staff will notify everyone with expiring terms one month before the member's term expires.
3. Members whose term is expiring must submit a request for reappointment to the chair before the next regularly scheduled RAC meeting.
4. 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

Selection

At the annual organizational meeting, RAC officers are elected by the RAC in even numbered years to serve two-year terms.

Responsibilities

- The *chair* is responsible for reviewing and approving the agenda.
- The *chair* is also responsible to conduct the RAC meetings.
- The *vice-chair* is responsible to fill 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.

Removal of Officers

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 with the Board of Directors will be on the first 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 voting purposes, 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 during discussion during RAC meetings or by reaching out to the RAC chair, vice-chair, VRT Executive Director or executive assistant. Issues will be reviewed and considered for further action by the RAC at their regularly scheduled meetings. The issues brought forth will be forwarded to the staff with regular updates to the RAC on the disposition of issues.

When bringing up an issue or concern, consider the following:

1. What is the issue and what are your observations?
2. What is the geographic area affected?
3. Is the issue related to ADA or Title VI?
4. Who is affected?
5. What individuals/organizations need to be involved?
6. What population, groups or organizations should we seek input from?
7. Is this a short, medium or long-term issue?
8. What does success on this issue look like?

The process for the RAC making recommendations to the VRT Executive Board 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.

4. *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.

5. *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.

Agreement

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.

Signature: _____

Printed Name: _____

Date: _____

Regional Advisory Council Position Descriptions

RAC Chair

1. Is a member of the RAC
2. Represents RAC to VRT Executive Board and Board
3. Partners with VRT staff in achieving the RAC's mission
4. Provides leadership to the RAC's members
5. Chairs meetings of the RAC and assists in the development of meeting agenda
6. Encourages RAC membership participation in strategic planning
7. Forms and seeks volunteers for committees
8. May serve ex-officio as a member of committees and attends their meetings
9. Confers with the Executive Director on RAC issues
10. Helps guide and mediate RAC decision-making processes with respect to the Council's priorities
11. Evaluates annually the performance of RAC in achieving its mission
12. Works with vice-chair to review applications and select candidates for the open positions

RAC Vice-Chair

1. Is a member of the RAC
2. Performs Chair responsibilities when the Chair cannot be available (see Chair position description above)
3. Reports to the RAC Chair
4. Works closely with the Chair and VRT Executive Director or his/her designee
5. Performs other responsibilities as assigned by the RAC Chair
6. Works with chair to review applications and select candidates for the open positions

RAC Member

1. Regularly attends RAC meetings
2. May serve and attend separate committee meetings
3. Makes serious commitment to participate actively in committee work
4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
5. Stays informed about RAC matters, prepares for meetings, and reviews and comments on minutes and reports
6. Maintains two-way communication between VRT and constituents/customers of VRT programs and services
7. Gets to know other RAC members and builds a collegial working relationship that contributes to consensus
8. Is an active participant in the RAC annual work program

Sub-Committee Chair

1. Is a member of the RAC

2. Sets positive tone for the committee work
3. Ensures that members have the information needed to do their work
4. Oversees the logistics of committee's operations
5. Reports to the RAC Chair
6. Reports to the full RAC on committee's decisions/recommendations
7. Works closely with the VRT staff to perform committee work
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 recommendations

ValleyConnect 2.0 Plan

The original ValleyConnect plan was approved by the Valley Regional Transit (VRT) Board of Directors at the August 17, 2011 meeting.

Valley Regional Transit updated VRT's six-year capital and service plan, which is now called ValleyConnect 2.0 Plan. The update coordinates with the COMPASS Communities in Motion update and reflects the region's goals and objectives for public transit.

ValleyConnect 2.0 will guide and help coordinate future Valley Regional Transit activities, and be used to help coordinate activities with 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 include:

- Fixed-routes with coverage that is more frequent and has increased service hours;
- extending the reach of fixed routes by integrating all travel options, including bus, bike, car share, and ride hailing into a single, easy-to use approach;
- providing better transportation options, such as on-demand services, when traditional fixed-route service is not a viable option;
- the development and implementation of ride-sharing services, including Nite Ride and Lyft Transit Connection.

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

<https://www.valleyregionaltransit.org/planning/valley-connect-2-0/>

VRT Annual Activity Calendar

(RAC Activities in Bold)

Month	Policy	Service/Program	Outreach
1st Quarter October – December	<ul style="list-style-type: none"> • Close previous year financials • Complete previous year performance reports • Implement new fare rates (if approved in previous year) • Implement new policies (if approved in previous year) • Initiate project prioritization for next fiscal year and applications • Update topical areas • State, Federal, local issues identification and education 	<ul style="list-style-type: none"> • Update ValleyConnect 2.0 (operations, capital, Intelligent Transportation Systems) • January service change staff work • Complete and review quarterly customer feedback report • Evaluate previous year service performance 	<ul style="list-style-type: none"> • Conduct community partners open house with Regional Advisory Council • Update contacts database • Initiate Communications Plan for new fiscal year • Complete Awareness/Education campaign on upcoming service/program changes
2nd Quarter January – March	<ul style="list-style-type: none"> • Budget carryforwards from previous fiscal year • Evaluate budget trends • Develop/research policies for VRT Board consideration • Complete project prioritization for next fiscal year and applications • Update Preliminary Transportation Improvement Program (TIP) • Develop Unified Planning and Work Program (UPWP) priorities • Monthly financial reports • Quarterly performance measures 	<ul style="list-style-type: none"> • Implement service changes • Initiate evaluation of next year service changes • Initiate service/program planning for next year • Complete and review quarterly comment/complaint report 	<ul style="list-style-type: none"> • Follow-up with target customers and contacts on results from service/program implementation to collect feedback • Complete annual customer/community survey (alternating years)

<p style="text-align: center;">3rd Quarter April – June</p>	<ul style="list-style-type: none"> • Prepare next fiscal year budget • Seek feedback on new policies being considered by VRT Board • Monthly financial reports • Quarterly performance measures 	<ul style="list-style-type: none"> • Complete Title VI analysis on service change proposals • Complete and review quarterly comment/complaint report • Finalize service changes • Secure appropriate funding for implementation 	<ul style="list-style-type: none"> • Public input for any proposed service changes or program/service enhancements • Seek input from contacts and stakeholders on policy changes being considered by the board • Outreach to Local Jurisdictions on budget requests for next fiscal year
<p style="text-align: center;">4th Quarter July – September</p>	<ul style="list-style-type: none"> • Adopt next fiscal year budget • Set up next fiscal year projects and financials • Update Transit Asset Management Targets • Initiate policy review process for upcoming fiscal year • Complete approval process for new policies • Monthly financial reports • Quarterly performance measures 	<ul style="list-style-type: none"> • Secure final approvals from VRT Board on service/program changes for next fiscal year. • Complete and review quarterly comment/complaint report 	<ul style="list-style-type: none"> • RAC annual orientation and meeting • Communicate with stakeholders as needed. • Initiate awareness campaign for any upcoming changes to policies

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. New members shall apply through an application process, with applications being reviewed and approved for nomination by RAC officers. Once approved by the RAC, a 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 website/social media and distributed to private, public and nonprofit organizations serving the region.
6. If a member has four (4) absences in any 12-month period, a "notice of member inactivity" will be sent to the member. An attempt by email and phone will be made to encourage the member to attend meetings, but if the attempt is unsuccessful, the member will be removed from the Council and the application process will be followed to recruit a new member. The vote of the terminated member shall not be considered in determining a quorum.

ARTICLE III

DUTIES

1. The RAC shall have 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 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 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 officer 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 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 ____ day of _____, 2021

By: _____ Date: _____
Chair of Valley Regional Transit

By: _____ Date: _____
Executive Director

Functional Organizational Chart



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 2021 Members List (Updated 1/27/2023)

Members	E-mail	Phone
Susan Bradley	craftisue@hotmail.com susan.bradley@aging.idaho.gov	208-794-9431
Samantha Kenney	sam.kenney@phd3.idaho.gov	208-866-3493
Terri Lindenberg	terri@treasurevalleytransit.com	208-463-9111
Susan Manika	smanika@jannus.org	208-955-6528
Jeremy Maxand	jmaxand@lincidaho.org	208-391-8988 c 208-336-3335 w
Lauren Noble	Lauren.Noble@vr.idaho.gov	208-888-0648 w
Mary Beth Nutting – Vice Chair	yayasis@live.com	208-319-6968
Deeann Solis	Deeann.Solis@icbvi.idaho.gov	208-576-1871
Walter Steed - Chair	wmsteed@aol.com	208-883-0123
Kelli Badesheim	kbadesheim@valleyregionaltransit.org	208-258-2712

Regional Advisory Council
FY2023 Meeting Calendar

(Fiscal year runs from October 1 through September 30)

VRT Administrative Offices - Board Room

700 NE 2nd Street – Meridian, Idaho

Tuesday, October 18, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, November 15, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, December 20, 2022	9:00 a.m. to 11:00 a.m.
Tuesday, January 17, 2023	9:00 a.m. to 11:00 a.m.
Monday, February 6, 2023 Board)	11:00 a.m. to 1:00 p.m. (Joint meeting with the Executive Board)
Tuesday, March 21, 2023	9:00 a.m. to 11:00 a.m.
Tuesday, April 18, 2023	9:00 a.m. to 11:00 a.m.
Tuesday, May 16, 2023	9:00 a.m. to 11:00 a.m.
Tuesday, June 20, 2023	9:00 a.m. to 11:00 a.m.
Tuesday, July 18, 2023	9:00 a.m. to 11:00 a.m.
NO MEETING IN AUGUST	
Tuesday, September 19, 2023	9:00 a.m. to 11:00 a.m. (Orientation meeting for FY 2024)
<u><i>New Fiscal Year Begins for 2024 October 1</i></u>	
Tuesday, October 17, 2023	9:00 a.m. to 11:00 a.m.
Tuesday, November 21, 2023	9:00 a.m. to 11:00 a.m.
Tuesday, December 19, 2023	9:00 a.m. to 11:00 a.m.