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Executive Board Meeting Joint with Regional Advisory Council Agenda

March 02, 2026
11:00 AM

Main Street Station - 777 W Main Street, Boise

This is an in-person meeting.
If you are unable to attend in person, you may participate in the meeting in-person, via MSTeams at http://ridevrt.org/VRTEB_MAR26
or by dialing in at **323-484-8960 Conference ID: 306 072 526#**

I.   Calling of the Roll

II.   Agenda Additions/Changes

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

A.   RAC ACTION: Approve the Minutes of the January 20, 2026, Regional Advisory Council Meeting
Pages 4-5 | Deborah Johnson
The Regional Advisory Council (RAC) is asked to approve the minutes of the January 20, 2026, RAC meeting.

B.   EB ACTION: Minutes of the February 2, 2026, Executive Board Meeting
Pages 6-7 | Deborah Johnson
The Executive Board is asked to consider approval of the minutes from the February 2, 2026, Executive Board Meeting.

C.   EB ACTION: Accept the Minutes of the January 20, 2026, Regional Advisory Council Meeting
Pages 8-9 | Deborah Johnson
The Executive Board is asked to consider accepting the minutes of the January 20, 2026, Regional Advisory Council meeting.

D.   EB ACTION: Payment Register 1-16-26 through 2-15-26
Pages 10-16 | Nick Leonardson
The Executive Board is asked to accept the payment register covering the period 1-16-26 through 2-15-26.

E.   ACTION: Nampa Caldwell Transit Oriented Development (TOD) Study
Pages 17-75 | Kate Dahl

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

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The Executive Board is asked to accept the Nampa Caldwell Transit Oriented Development Study which identifies three nodes along the Nampa Caldwell Boulevard that could be redeveloped as TOD nodes which would improve multi-modal access, increase transit ridership and alleviate development pressures on agricultural areas of Canyon County.

F.   INFORMATION: FY2025 Customer Service Memo
      Pages 76-77 | Jeannette Ezell
      Staff has compiled the customer service report for fiscal year 2025, which reviews complaints, compliments, and suggestions for the Executive Board and the RAC to review.

IV.   Executive Board - Action Items
    A.   EB ACTION: Proposed Agenda for the Board of Director's April Meeting
      Page 78 | Elaine Clegg
      The Executive Board is asked to consider approval of the proposed agenda for the April 2026 Board of Directors meeting and acknowledge there may be a need by staff to add or remove items from that agenda.
    B.   ACTION: Regional Advisory Council (RAC) Handbook and Bylaws update
      Pages 79-137 | Jason Rose/Elaine Clegg
      Staff requests acceptance by Regional Advisory Council (RAC) and approval by the Executive Board of the changes in the RAC handbook and bylaws.

V.   Executive Board - Information Items
    A.   INFORMATION: 2026 Regional Advisory Council Update
      Pages 138-139 | Jason Rose
      This is an information item. Staff and Regional Advisory Council (RAC) leadership will present to the Executive Board an update of RAC activities and facilitate discussion about future priorities.
    B.   INFORMATION: FY2027 Budget Schedule
      Pages 140-141 | Kyle Street
      Staff will present the FY2027 Budget Schedule leading to Cooperative Agreements to be sent out in Fall 2026.

    C.   INFORMATION: FY2026 Procurement Calendar
      Page 142 | Jason Jedry
      The most recent procurement calendar was included in the packet for your information.

    D.   Main Street Station Tours
      Jason Rose
      Staff will conduct a tour of main Street Station to Show the new infrastructure and other upgrades to the Executive Board and Regional Advisory Council.

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

VII.   Department/Staff Reports
    A.   INFORMATION: Department/Staff Reports
      Pages 143-155 | Staff

The most current department/staff reports were included in the packet for information. Members are encouraged to read them fully as they contain important information not presented elsewhere.

VIII.   Adjournment

Next VRT Executive Board Meeting:
April 6, 2026
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

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

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

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Regional Advisory Council Meeting Minutes
January 20, 2026
9:00 AM
VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Laylo Hamud	Brad Alvaro, VRT
Samantha Semple-Kenney		Elaine Clegg
Andrew Mills		Paula Cromie, VRT
Mary Beth Nutting		Kate Dahl, VRT
Deeann Solis		Kathleen Godfrey, VRT
Walter Steed		Stephen Hunt, VRT
Theresa Vawter		Jason Jedry, VRT
David White		Deborah Johnson, VRT
		Hailee Lenhart-Wees, VRT
		Nick Moore, VRT
		Nick Moran, VRT
		James Mundell, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT

I.   **Calling of the Roll** - Chair Walter Steed called the meeting to order at 9:00, with a quorum present by phone and in person

II. **Agenda Additions/Changes** - None

III. **Consent Agenda**
     Items on the Consent Agenda consisted of the following:
     A.   **Action: Minutes of the November 18, 2025, Regional Advisory Council Meeting**
          Andrew Mills moved to approve the consent agenda as presented; Deeann Solis seconded. The motion passed unanimously.

IV. **Action Items**
     A.   **ACTION: Regional Advisory Council Leadership Elections**
          The Regional Advisory Council (RAC) held an election to select a chair and vice chair for calendar year 2026.

          Following discussion, Andrew Mills nominated Walter Steed as the new chair and MaryBeth Nutting as the new vice chair; Deeann Solis seconded. The motion passed unanimously.

B.   ACTION: Regional Advisory Council Priorities and Meeting Locations for 2026

Jason Rose discussed the upcoming year's focus areas, meeting locations, and meeting topics, which also includes the joint meeting with the executive board on Monday, March 2.

The March RAC meeting will be a joint meeting with the executive board and will be held at Main Street. The May meeting will take place at the Happy Day Transit Center, with a possible bus tour and visit to the YMCA. The remaining meeting places for the rest of the year will be decided at a later date with options being the Federation of the Blind and the Boise LIBRARY!.

Following discussion, Samantha Semple-Kenney moved to approve the focus areas, meeting locations, and meeting topics, including topics for the joint meeting with the executive board; David White seconded. The motion passed unanimously.

C.   ACTION: Regional Advisory Council Handbook and Bylaws Updates

Elaine Clegg discussed updates to the Advisory Council handbook and bylaws. Staff will update both items per RAC input and present for executive board approval at the joint March meeting.

Following discussion, Samantha Semple-Kenney moved to approve the handbook and bylaws updates as presented in the Packet with discussed minor changes and with the exception of having officers elected for two-year terms instead of one. Executive board members and RAC members will have the opportunity to consider final approval at the joint meeting in March; Mary Beth Nutting seconded. The motion passed unanimously.

V.   Information Items

A.   INFORMATION: Bus Stop Inventory Phases 3 and 4

Alissa Taysom provided an update to the Regional Advisory Council on the results of the completion of phases 3 and 4 of the Bus Stop Inventory.

B.   INFORMATION: Communications and Engagement Workshop

Jason Rose initiated a discussion with the RAC on the Valley Regional Transit (VRT) Communications Strategy. After a brief discussion due to lack of time, staff proposed sending a follow-up survey for feedback on priorities and tactics and reviewing upcoming marketing, outreach, and promotional efforts at a future meeting.

C.   INFORMATION: Topics for Discussion

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

VI.   Department/Staff Reports

A.   INFORMATION: Department/Staff Reports

The most current department/staff reports were included in the packet for information. Regional Advisory Council members were encouraged to read them as they contain valuable information that may not be presented elsewhere.

VII.   Adjournment - The meeting was adjourned at 11:05.

Next Regional Advisory Council Meeting (Joint with the Executive Board):
MARCH 2, 2026
Main Street Station
777 W Main St
Boise, ID 83702

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Executive Board Meeting Minutes
February 02, 2026
11:00 AM
REMOTE or VRT Board Room – 700 NE 2nd Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz McGinnis-Brown, Boise State		Brad Alvaro
Tom Dayley, Ada County		Bre Brush
Rick Hogaboam, City of Nampa		Elaine Clegg
Todd Lavoie, City of Meridian		Jeannette Ezell
Lauren McLean, City of Boise		Kathleen Godfrey
Jordan Morales, City of Boise		Jose Hernandez
Dale Reynolds, City of Nampa		Stephen Hunt
Eric Phillips, City of Caldwell		Jason Jedry
Alexis Pickering, ACHD		Deborah Johnson
Dale Reynolds, City of Nampa		Hailee Lenhart-Wees
Joe Stear, City of Kuna		Rob Lowe
		Kade Marquez
		Nick Moran
		Nick Moore
		Kevin Nielsen
		Leslie Pedrosa
		Ken Pidjeon
		Nicole Stern
		Kyle Street
		Alissa Taysom
		Martin Ward

I.   **Calling of the Roll** – Chair Alexis Pickering called the meeting to order at 11:00am, with a quorum present by phone and in-person.

II. **Agenda Additions/Changes**

III. **Consent Agenda**
     Items on the Consent Agenda consisted of the following.
     A.   **ACTION: Minutes of the November 18, 2025 Regional Advisory Council Meeting**
     B.   **ACTION: Payment Register 12-16-25 through 1-15-26**

     Dale Reynolds moved to approve the Consent Agenda as presented; Jordan Morales seconded. The motion passed unanimously.

IV.   **Executive Board - Action Items**
A.   **ACTION: Canyon County Vanpool Program VEB 26-001**
Stephen Hunt presented information on the Canyon County Vanpool Program, noting Enterprise was the only respondent to the request for proposal. Enterprise has local staff in the Treasure Valley, leveraging their car rental services to provide support for the vanpool program. Following discussion, Tom Dayley recommended approval of the Canyon County Vanpool Program, VEB26-001, Rick Hogaboam seconded. The motion passed unanimously.

V.   **Executive Board - Information Items**
A.   **INFORMATION: Supplemental Services Report**
Stephen Hunt presented a report on supplemental services provided in calendar year 2025.

B.   **INFORMATION: FY2026 Procurement Calendar**
The most recent procurement calendar was included in the packet for your information.

VI.   **Executive Session** - None

VII.   **Department/Staff Reports**
A.   **INFORMATION: Department/Staff Reports**
Pages 22-35 | Staff
The most current department/staff reports have been included in the packet for information. Board members were encouraged to read them as they contain important information not presented elsewhere.

VIII.   **Adjournment** – The meeting was adjourned at 11:38

Next VRT Executive Board Meeting (Joint with Regional Advisory Council):
March 2, 2026
Main Street Station (please note change of venue)
777 W Main Street
Boise, ID 83702

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9:00 AM
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Andrew Mills		Paula Cromie, VRT
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Walter Steed		Stephen Hunt, VRT
Theresa Vawter		Jason Jedry, VRT
David White		Deborah Johnson, VRT
		Hailee Lenhart-Wees, VRT
		Nick Moore, VRT
		Nick Moran, VRT
		James Mundell, VRT
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Next Regional Advisory Council Meeting (Joint with the Executive Board):
MARCH 2, 2026
Main Street Station
777 W Main St
Boise, ID 83702

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TOPIC	Payment Register
DATE	March 2, 2026
STAFF MEMBER	Nick Leonardson

Staff Recommendation/Request

The Executive Board will have the opportunity to review and consider accepting the January 16, 2026 to February 15, 2026 payment register.

Summary

Attached to this memo is a list detailing the bills that were presented, indicating the payee, the nature of services or materials provided, the claimed amount, and the amount paid.

It is important to note that all payments were processed by Valley Regional Transit's (VRT's) accounts payable department and each payment underwent thorough review and approval by VRT's Senior Accountant or CFO. Furthermore, before payments are released to vendors, all lists of payments undergo further review and audit by an additional staff accounting specialist as an additional control.

Idaho Code 40-2107(3) mandates that the payment register lists must bear the signature of the Executive Board Chair and be attested by the Secretary once they are accepted by the Executive Board.

More Information

Attachments:

January 16, 2026 to February 15, 2026 payment register

For detailed information, contact:

Nick Leonardson
Senior Accountant
nleonardson@ridevrt.org
(208) 258-2704

Board Register 1-16-2026 - 2-15-2026

Payment Number	Payment Date	Vendor Name	Invoice Amount	Purchasing Category
53391	2026-01-29	AdaRide.Com, LLC	5,242.00	Services
53451	2026-02-12	Akasol Inc	6,032.17	Electrical_Services
53435	2026-02-12	Alexander Clark Printing	75.00	Department_Supplies
53520	2026-02-12	All-Pro Commercial Cleaning, LLC	875.00	Services
53520	2026-02-12	All-Pro Commercial Cleaning, LLC	1,905.50	Services
53520	2026-02-12	All-Pro Commercial Cleaning, LLC	4,763.75	Services
53513	2026-02-12	Alternative Hose	5.86	Department_Supplies
53510	2026-02-12	AMAZON.COM SERVICES, INC.	569.00	Department_Supplies
53510	2026-02-12	AMAZON.COM SERVICES, INC.	-286.10	Department_Supplies
53510	2026-02-12	AMAZON.COM SERVICES, INC.	8.22	Department_Supplies
53510	2026-02-12	AMAZON.COM SERVICES, INC.	237.00	Department_Supplies
53510	2026-02-12	AMAZON.COM SERVICES, INC.	79.99	Department_Supplies
53510	2026-02-12	AMAZON.COM SERVICES, INC.	53.98	Department_Supplies
53384	2026-01-26	American Mechanical Corporation	82,000.00	Services
53367	2026-01-16	American Mechanical Corporation	1,500.00	Services
53461	2026-02-12	Anthony, Elizabeth	247.80	Mileage reimbursement
53352	2026-01-16	Ashbrook, Lewis	50.00	Employee reimbursement
53438	2026-02-12	Ashbrook, Lewis	50.00	Employee reimbursement
53475	2026-02-12	Avero, LLC	3,930.00	IT_Software
53475	2026-02-12	Avero, LLC	5,850.00	IT_Software
53480	2026-02-12	A-Z Bus Sales, Inc	91.24	Parts
53480	2026-02-12	A-Z Bus Sales, Inc	97.36	Parts
53421	2026-01-29	Bale, Timothy	95.39	Employee reimbursement
53460	2026-02-12	Barber, Richard P	37.10	Mileage reimbursement
53417	2026-01-29	Bassham, Debbie	106.00	Employee reimbursement
53361	2026-01-16	Beckman, Cody	58.29	Employee reimbursement
100677	2026-02-12	Benson, James	74.19	Employee reimbursement
100673	2026-02-12	Boise City Utility Billing	402.39	Services
100649	2026-01-16	Boise City Utility Billing	421.32	Services
100678	2026-02-12	Boise Cylinder Head Service, Inc.	3,525.00	Parts
53389	2026-01-29	Boise Municipal Health Care Trust	72,330.02	Insurance Premiums
100679	2026-02-12	Boise River Fence, Inc	8,750.00	Services
53448	2026-02-12	Brett's Lawn Care Inc	393.89	Services
100654	2026-01-16	Buckendorf, Doug	200.00	Employee reimbursement
100659	2026-01-29	Bulen, Phillip	99.00	Employee reimbursement
100674	2026-02-12	Cable One Inc	166.94	Services
100675	2026-02-12	Canadian Standards Association	43.96	Parts
53492	2026-02-12	Career Uniforms Partners	149.45	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	98.75	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	124.65	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	250.10	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	231.45	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	407.95	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	112.45	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	69.90	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	424.40	Uniforms_and_Accessories
53492	2026-02-12	Career Uniforms Partners	272.55	Uniforms_and_Accessories
53385	2026-01-29	CenturyLink	391.88	Services
53385	2026-01-29	CenturyLink	35.02	Services
53385	2026-01-29	CenturyLink	70.04	Services
53385	2026-01-29	CenturyLink	416.36	Services
53385	2026-01-29	CenturyLink	306.81	Services
53385	2026-01-29	CenturyLink	193.87	Services
53517	2026-02-12	Christensen, Inc	3,995.25	Unleaded
53517	2026-02-12	Christensen, Inc	5,113.62	Fluids
53517	2026-02-12	Christensen, Inc	7,264.32	Diesel
53518	2026-02-12	Christensen, Inc	3,621.42	Unleaded
53424	2026-01-29	City of Boise	9,240.50	Rent
100672	2026-02-12	City of Caldwell Water Department	142.63	Services
100648	2026-01-16	City of Caldwell Water Department	142.63	Services
100672	2026-02-12	City of Caldwell Water Department	135.63	Services
100648	2026-01-16	City of Caldwell Water Department	193.29	Services
100670	2026-02-12	City of Garden City	79.07	Services
100647	2026-01-16	City of Garden City	90.68	Services
100681	2026-02-12	City of Greenleaf FBO Western Alliance	300.00	Membership dues
53527	2026-02-12	Clean Energy	6,909.76	CNG
53466	2026-02-12	Coach & Equipment Manufacturing, Inc	295.23	Parts
53529	2026-02-12	Commercial Tire, Inc	258.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	3,396.95	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	99.95	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	896.48	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	701.60	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	856.64	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	256.12	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	336.87	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	301.60	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	213.50	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	204.56	Vehicle_Maintenance
53529	2026-02-12	Commercial Tire, Inc	156.90	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	857.74	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	1,367.40	Auto_Parts

53529	2026-02-12	Commercial Tire, Inc	1,367.40	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	32.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	129.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	1,404.80	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	32.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	1,364.80	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	1,364.80	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	32.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	64.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	878.00	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	1,391.40	Auto_Parts
53529	2026-02-12	Commercial Tire, Inc	124.65	Auto_Parts
53422	2026-01-29	COMPASS	2,115.00	Reimbursement
53498	2026-02-12	COMPASS	130.00	Reimbursement
53499	2026-02-12	Curtis Clean Sweep	220.00	Services
100676	2026-02-12	David Gregory Sherman	475.00	Professional_&_Technical_Services
53354	2026-01-16	Deanna Hassan	50.00	Employee reimbursement
53440	2026-02-12	Deanna Hassan	50.00	Employee reimbursement
53398	2026-01-29	Deborah Johnson	17.84	Employee reimbursement
53433	2026-02-12	Deborah Johnson	21.19	Employee reimbursement
53497	2026-02-12	Dennis Dillon Auto Park	186.46	Parts
53497	2026-02-12	Dennis Dillon Auto Park	186.46	Parts
53497	2026-02-12	Dennis Dillon Auto Park	58.15	Parts
53505	2026-02-12	DMC Sales	903.40	Parts
100650	2026-01-16	Dow, Stephen	69.95	Employee reimbursement
53375	2026-01-16	Dwaine S Lee, LLC	385.00	Services
53503	2026-02-12	Dwaine S Lee, LLC	288.00	Services
53503	2026-02-12	Dwaine S Lee, LLC	340.00	Services
53401	2026-01-29	Dyna Parts LLC	101.57	Fluids
53401	2026-01-29	Dyna Parts LLC	25.08	Parts
53437	2026-02-12	Dyna Parts LLC	63.68	Department_Supplies
53437	2026-02-12	Dyna Parts LLC	371.64	Department_Supplies
53437	2026-02-12	Dyna Parts LLC	107.40	Department_Supplies
53437	2026-02-12	Dyna Parts LLC	297.44	Parts
53482	2026-02-12	Ecolube Recovery, LLC.	26.25	Department_Supplies
53482	2026-02-12	Ecolube Recovery, LLC.	90.00	Department_Supplies
53482	2026-02-12	Ecolube Recovery, LLC.	90.00	Department_Supplies
53482	2026-02-12	Ecolube Recovery, LLC.	45.00	Department_Supplies
53486	2026-02-12	Eide Bailly LLP	6,381.60	Services
53428	2026-02-12	Elaine Clegg	537.44	Employee reimbursement
53483	2026-02-12	Elliott Auto Supply Co., Inc	264.70	Parts
53483	2026-02-12	Elliott Auto Supply Co., Inc	24.36	Parts
53483	2026-02-12	Elliott Auto Supply Co., Inc	206.93	Parts
53483	2026-02-12	Elliott Auto Supply Co., Inc	-63.00	Parts
100652	2026-01-16	Eskins, Michael	200.00	Employee reimbursement
53525	2026-02-12	Esri Inc.	43.84	Subscriptions
53469	2026-02-12	ETA Phi Systems, Inc.	14,128.46	Subscriptions
53469	2026-02-12	ETA Phi Systems, Inc.	4,180.00	IT_Hardware
53468	2026-02-12	Everbase Solutions LLC	437.50	Services
53484	2026-02-12	FASTENAL	107.99	Department_Supplies
53449	2026-02-12	Fleet EForce Inc.	1,238.75	Parts
53449	2026-02-12	Fleet EForce Inc.	1,137.05	Parts
53511	2026-02-12	FOURTHSQUARE LLC	4,200.00	IT_Software
53511	2026-02-12	FOURTHSQUARE LLC	3,500.00	IT_Software
53357	2026-01-16	Frost, Scott	79.50	Employee reimbursement
53523	2026-02-12	Full Service Glass LLC	59.95	Vehicle_Maintenance
53413	2026-01-29	Garcia, Jonette	145.33	Employee reimbursement
53406	2026-01-29	Gates, Martin	106.00	Employee reimbursement
53493	2026-02-12	Gem State Paper & Supply	183.86	Department_Supplies
53368	2026-01-16	Gillig, LLC	707.57	Parts
53478	2026-02-12	Gillig, LLC	1,854.45	Parts
53478	2026-02-12	Gillig, LLC	48.48	Parts
53478	2026-02-12	Gillig, LLC	1,782.84	Parts
53478	2026-02-12	Gillig, LLC	1,347.34	Parts
53478	2026-02-12	Gillig, LLC	1,206.91	Parts
53478	2026-02-12	Gillig, LLC	1,235.72	Parts
53478	2026-02-12	Gillig, LLC	16.71	Parts
53478	2026-02-12	Gillig, LLC	707.57	Parts
53478	2026-02-12	Gillig, LLC	66.84	Parts
53478	2026-02-12	Gillig, LLC	573.30	Parts
53478	2026-02-12	Gillig, LLC	3,369.18	Parts
53478	2026-02-12	Gillig, LLC	2,442.62	Parts
100658	2026-01-29	Gleaton, Benjamin	185.49	Employee reimbursement
53418	2026-01-29	Gordon Truck Centers Inc	143.11	Parts
53481	2026-02-12	Grainger Inc	86.76	Department_Supplies
53481	2026-02-12	Grainger Inc	139.19	Services
53481	2026-02-12	Grainger Inc	352.56	Department_Supplies
53481	2026-02-12	Grainger Inc	32.54	Department_Supplies
53481	2026-02-12	Grainger Inc	320.76	Department_Supplies
53481	2026-02-12	Grainger Inc	482.96	Services
53494	2026-02-12	Hawley Troxell Ennis & Hawley	1,566.00	Services
53489	2026-02-12	HDR Engineering, Inc	3,433.52	Consulting_Services
53472	2026-02-12	HI-Line	603.48	Department_Supplies
53472	2026-02-12	HI-Line	98.47	Department_Supplies
53472	2026-02-12	HI-Line	677.19	Department_Supplies

53377	2026-01-16	Hot Shots, Inc.	1,333.69	Other_Expenses
53377	2026-01-16	Hot Shots, Inc.	1,110.48	Other_Expenses
53507	2026-02-12	Hot Shots, Inc.	1,277.18	Other_Expenses
53434	2026-02-12	Idaho Correctional Industries	52.25	Signage
53434	2026-02-12	Idaho Correctional Industries	165.00	Signage
200031	2026-02-11	Idaho Department of Labor	3,495.00	Unemployment taxes
53386	2026-01-29	Idaho Power	135.99	Services
53365	2026-01-16	Idaho Power	17.04	Services
53464	2026-02-12	Idaho Power	11.11	Services
53365	2026-01-16	Idaho Power	15,707.00	Services
53464	2026-02-12	Idaho Power	20,071.50	Services
53386	2026-01-29	Idaho Power	3,185.51	Services
53365	2026-01-16	Idaho Power	1,359.95	Services
53365	2026-01-16	Idaho Power	899.01	Services
53464	2026-02-12	Idaho Power	4,314.44	Services
100660	2026-01-29	Idaho Springs, LLC	19.99	Department_Supplies
100660	2026-01-29	Idaho Springs, LLC	7.99	Department_Supplies
53403	2026-01-29	Image Tech, LLC	631.80	Marketing
53403	2026-01-29	Image Tech, LLC	169.82	Marketing
53441	2026-02-12	Image Tech, LLC	1,018.92	Marketing
53441	2026-02-12	Image Tech, LLC	339.64	Marketing
53470	2026-02-12	In The Bag Promotions	3,200.00	Employee_Relations
53470	2026-02-12	In The Bag Promotions	671.22	Employee_Relations
53470	2026-02-12	In The Bag Promotions	722.82	Employee_Relations
53470	2026-02-12	In The Bag Promotions	517.73	Employee_Relations
53470	2026-02-12	In The Bag Promotions	673.97	Employee_Relations
53400	2026-01-29	Intermountain Claims, Inc	733.30	Insurance premium
53501	2026-02-12	Intermountain Communications of	349.58	Vehicle_Maintenance
53501	2026-02-12	Intermountain Communications of	153.15	IT_Hardware
53501	2026-02-12	Intermountain Communications of	151.25	IT_Hardware
53387	2026-01-29	Intermountain Gas	483.25	Services
53372	2026-01-16	Intermountain Gas	11,430.75	Services
53372	2026-01-16	Intermountain Gas	206.65	Services
53387	2026-01-29	Intermountain Gas	405.62	Services
53372	2026-01-16	Intermountain Gas	904.35	Services
53387	2026-01-29	Intermountain Gas	1,834.00	Services
53372	2026-01-16	Intermountain Gas	227.53	Services
53519	2026-02-12	INTERMOUNTAIN HOME SERVICES, LLC	662.59	Services
53519	2026-02-12	INTERMOUNTAIN HOME SERVICES, LLC	184.00	Services
53408	2026-01-29	Jablonski, Dan	200.00	Employee reimbursement
53382	2026-01-16	Jacobs Engineering Group, Inc.	6,690.74	Engineering_Consultants
53426	2026-01-29	Jacobs Engineering Group, Inc.	8,263.18	Engineering_Consultants
53526	2026-02-12	Jacobs Engineering Group, Inc.	3,249.38	Engineering_Consultants
53420	2026-01-29	James, Tracy	183.90	Employee reimbursement
53458	2026-02-12	James, Tracy	70.87	Employee reimbursement
53432	2026-02-12	Jeremy Gianchetta	14.90	Employee reimbursement
53390	2026-01-29	Jeremy Ricky	19,493.44	Rides_to_Wellness
53390	2026-01-29	Jeremy Ricky	7,219.16	Rides_to_Wellness
53390	2026-01-29	Jeremy Ricky	952.52	Rides_to_Wellness
53370	2026-01-16	John Lance Giles	10,000.00	Consulting_Services
53379	2026-01-16	Johnson Controls US Holdings INC	688.85	Fire_Protection_Services
53353	2026-01-16	Joshua Smith	94.00	Employee reimbursement
53353	2026-01-16	Joshua Smith	50.00	Employee reimbursement
53402	2026-01-29	Joshua Smith	174.99	Employee reimbursement
53439	2026-02-12	Joshua Smith	50.00	Employee reimbursement
53429	2026-02-12	Kathleen Godfrey	565.41	Employee reimbursement
53363	2026-01-16	Kelly, Paul	50.00	Employee reimbursement
53456	2026-02-12	Kelly, Paul	50.00	Employee reimbursement
53495	2026-02-12	Kenworth Sales	27,373.63	Parts
53495	2026-02-12	Kenworth Sales	560.46	Parts
53373	2026-01-16	Kenworth Sales	690.63	Parts
53495	2026-02-12	Kenworth Sales	11.33	Department_Supplies
53495	2026-02-12	Kenworth Sales	705.35	Parts
53495	2026-02-12	Kenworth Sales	2,662.22	Parts
53495	2026-02-12	Kenworth Sales	830.78	Parts
53495	2026-02-12	Kenworth Sales	421.70	Parts
53495	2026-02-12	Kenworth Sales	1,787.17	Parts
53495	2026-02-12	Kenworth Sales	1,522.12	Parts
53495	2026-02-12	Kenworth Sales	65.70	Parts
53495	2026-02-12	Kenworth Sales	280.23	Parts
53495	2026-02-12	Kenworth Sales	16.42	Parts
53495	2026-02-12	Kenworth Sales	16.42	Parts
53495	2026-02-12	Kenworth Sales	27.24	Parts
53495	2026-02-12	Kenworth Sales	90.68	Parts
53495	2026-02-12	Kenworth Sales	462.08	Parts
53495	2026-02-12	Kenworth Sales	36.40	Department_Supplies
53495	2026-02-12	Kenworth Sales	32.35	Parts
53495	2026-02-12	Kenworth Sales	-3,750.00	Parts
53495	2026-02-12	Kenworth Sales	-312.50	Parts
53443	2026-02-12	Kimley-Horn & Associates, Inc	7,270.00	Consulting_Services
53360	2026-01-16	Kittelson & Associates Inc	3,504.39	Consulting_Services
53453	2026-02-12	Kittelson & Associates Inc	3,485.50	Consulting_Services
53411	2026-01-29	Kollie, Dorbor	28.06	Employee reimbursement
53393	2026-01-29	Kuna Senior Citizen Inc	3,811.50	Senior_Services
53534	2026-02-12	Kuna Senior Citizen Inc	2,256.98	Senior_Services

53455	2026-02-12	Kyle Aaron Dillon	330.00	Trainings_&_Meetings
53455	2026-02-12	Kyle Aaron Dillon	330.00	Services
53455	2026-02-12	Kyle Aaron Dillon	330.00	Services
53427	2026-02-12	LAMAR AIRPORT ADVERTISING CO.	1,680.00	Marketing
100653	2026-01-16	Large, Stanley	148.33	Employee reimbursement
100653	2026-01-16	Large, Stanley	169.58	Employee reimbursement
100680	2026-02-12	Large, Stanley	100.00	Employee reimbursement
53362	2026-01-16	Leslie, Brian	84.79	Employee reimbursement
53524	2026-02-12	Lift-U	118.50	Parts
53524	2026-02-12	Lift-U	208.09	Parts
53471	2026-02-12	Loomis Armored US, LLC	696.34	Services
53452	2026-02-12	Lopez, Anali	97.49	Employee reimbursement
53463	2026-02-12	Lowes Home Improvement	112.36	Department_Supplies
53463	2026-02-12	Lowes Home Improvement	101.55	Services
53463	2026-02-12	Lowes Home Improvement	122.51	Services
53463	2026-02-12	Lowes Home Improvement	48.95	Services
53463	2026-02-12	Lowes Home Improvement	113.47	Services
53463	2026-02-12	Lowes Home Improvement	481.63	Department_Supplies
53463	2026-02-12	Lowes Home Improvement	120.44	Services
53463	2026-02-12	Lowes Home Improvement	404.88	Department_Supplies
53476	2026-02-12	Lyft, Inc	6,096.17	Services
53476	2026-02-12	Lyft, Inc	1,253.06	Services
53490	2026-02-12	Mary M Johnson	375.00	Services
100661	2026-01-29	McEwen, Harriett	142.45	Employee reimbursement
53348	2026-01-16	McLarens, LLC	7,000.00	Insurance premium
53454	2026-02-12	MDMC3 LLC	10,647.10	Professional_&_Technical_Services
53374	2026-01-16	Melba Valley Senior Center	3,654.72	Senior_Services
53394	2026-01-29	Melba Valley Senior Center	7,715.52	Senior_Services
53442	2026-02-12	Mereacre, Tudor	52.99	Employee reimbursement
53423	2026-01-29	Meridian Senior Center	10,246.72	Senior_Services
53533	2026-02-12	Meridian Senior Center	8,344.32	Senior_Services
53392	2026-01-29	Metro Community Services	14,153.74	Senior_Services
53532	2026-02-12	Metro Community Services	13,473.54	Senior_Services
100671	2026-02-12	Mills, Wayne	203.70	Mileage reimbursement
53369	2026-01-16	Model 1 Commercial Vehicles, Inc	152,289.00	Vehicle purchase
53457	2026-02-12	monday.com Ltd	20,298.00	Services
53404	2026-01-29	Morris, Ryan	490.00	Employee reimbursement
53522	2026-02-12	Motion & Flow Control Products	2.89	Department_Supplies
53416	2026-01-29	Muhoza, Dominique	100.70	Employee reimbursement
53359	2026-01-16	Muncie Reclamation Supply Company	234.84	Parts
53412	2026-01-29	Muncie Reclamation Supply Company	2,104.24	Parts
53412	2026-01-29	Muncie Reclamation Supply Company	224.10	Parts
53412	2026-01-29	Muncie Reclamation Supply Company	229.94	Parts
53412	2026-01-29	Muncie Reclamation Supply Company	511.31	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	106.16	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	443.77	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	174.28	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	140.68	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	276.49	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	8,500.00	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	196.11	Parts
53450	2026-02-12	Muncie Reclamation Supply Company	2,520.99	Parts
100663	2026-01-29	Natura Home Services	189.00	Services
53415	2026-01-29	Nelson, Tony	132.50	Employee reimbursement
53496	2026-02-12	Norco Inc	140.59	Department_Supplies
53496	2026-02-12	Norco Inc	26.66	Department_Supplies
200032	2026-02-11	NYSIF Disability Benefits	362.23	Insurance premium
53514	2026-02-12	ODP Business Solutions, LLC	40.77	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	485.14	Office_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	89.59	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	6.52	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	80.34	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	7.58	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	63.77	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	147.49	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	30.06	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	66.60	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	3.89	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	282.09	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	175.19	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	31.46	Department_Supplies
53514	2026-02-12	ODP Business Solutions, LLC	34.49	Department_Supplies
100651	2026-01-16	Omanovic, Asim	180.19	Employee reimbursement
100651	2026-01-16	Omanovic, Asim	132.50	Employee reimbursement
53485	2026-02-12	O'Reilly Auto Parts	45.99	Parts
53485	2026-02-12	O'Reilly Auto Parts	190.10	Parts
53485	2026-02-12	O'Reilly Auto Parts	3.40	Parts
53485	2026-02-12	O'Reilly Auto Parts	337.69	Parts
53485	2026-02-12	O'Reilly Auto Parts	51.96	Department_Supplies
53485	2026-02-12	O'Reilly Auto Parts	11.99	Department_Supplies
53485	2026-02-12	O'Reilly Auto Parts	210.23	Fluids
53485	2026-02-12	O'Reilly Auto Parts	71.39	Department_Supplies
53485	2026-02-12	O'Reilly Auto Parts	90.85	Department_Supplies
53485	2026-02-12	O'Reilly Auto Parts	398.97	Parts
53485	2026-02-12	O'Reilly Auto Parts	13.99	Department_Supplies

53521	2026-02-12	Pacific Office Automation	721.36	IT_Operations_&_Maintenance
53521	2026-02-12	Pacific Office Automation	699.89	IT_Operations_&_Maintenance
53521	2026-02-12	Pacific Office Automation	804.00	IT_Operations_&_Maintenance
53515	2026-02-12	Paragon Consulting, Inc	21,325.00	Engineering_Consultants
53388	2026-01-29	Parma Senior Center	1,364.48	Senior_Services
53531	2026-02-12	Parma Senior Center	2,899.52	Senior_Services
100657	2026-01-29	Peak Industrial, Inc.	126.44	Parts
53364	2026-01-16	Pedrosa, Leslie	34.80	Employee reimbursement
53410	2026-01-29	Personnel Plus, Inc.	944.54	Labor_Services
53410	2026-01-29	Personnel Plus, Inc.	972.80	Labor_Services
53410	2026-01-29	Personnel Plus, Inc.	6,630.89	Labor_Services
53447	2026-02-12	Personnel Plus, Inc.	910.40	Labor_Services
53447	2026-02-12	Personnel Plus, Inc.	1,018.40	Labor_Services
53447	2026-02-12	Personnel Plus, Inc.	6,409.45	Labor_Services
53447	2026-02-12	Personnel Plus, Inc.	728.32	Labor_Services
53447	2026-02-12	Personnel Plus, Inc.	4,446.89	Labor_Services
53436	2026-02-12	PNG Media LLC	431.29	Services
53436	2026-02-12	PNG Media LLC	205.93	Services
53436	2026-02-12	PNG Media LLC	202.80	Services
53436	2026-02-12	PNG Media LLC	196.54	Services
53479	2026-02-12	Quench USA, Inc	318.95	Services
53488	2026-02-12	RDK Corporation	30.00	Employee_Screening
53488	2026-02-12	RDK Corporation	30.00	Services
53358	2026-01-16	Reynolds, Brady	58.30	Employee reimbursement
53350	2026-01-16	Richard Marks-Chalmers	345.10	Employee reimbursement
53397	2026-01-29	Richard Marks-Chalmers	188.50	Employee reimbursement
53431	2026-02-12	Richard Marks-Chalmers	319.73	Employee reimbursement
53431	2026-02-12	Richard Marks-Chalmers	158.05	Employee reimbursement
53430	2026-02-12	Robert Lowe	248.40	Employee reimbursement
53414	2026-01-29	Roberts, Bradley	100.00	Employee reimbursement
53414	2026-01-29	Roberts, Bradley	50.00	Employee reimbursement
53446	2026-02-12	Rocky Mountain Portable Toilets, LLC	290.07	Services
53405	2026-01-29	Rodgers, Trina	345.92	Employee reimbursement
53473	2026-02-12	Romaine Electric Corporation	845.75	Parts
53473	2026-02-12	Romaine Electric Corporation	763.14	Parts
53473	2026-02-12	Romaine Electric Corporation	1,052.54	Parts
53351	2026-01-16	Shanon Wheeler	150.92	Employee reimbursement
53459	2026-02-12	Shaughnessy, Joe	140.00	Employee reimbursement
53444	2026-02-12	SIJ Holdings	100.63	Services
53444	2026-02-12	SIJ Holdings	110.80	Services
53444	2026-02-12	SIJ Holdings	110.80	Services
53444	2026-02-12	SIJ Holdings	697.00	Services
53462	2026-02-12	Smith Power Products, Inc	1,173.71	Parts
53462	2026-02-12	Smith Power Products, Inc	456.63	Parts
100662	2026-01-29	Smith, Ronald	100.00	Employee reimbursement
53355	2026-01-16	Smith, Shayne	268.91	Employee reimbursement
53355	2026-01-16	Smith, Shayne	42.39	Employee reimbursement
53355	2026-01-16	Smith, Shayne	344.43	Employee reimbursement
53425	2026-01-29	Sportworks Global LLC	191.47	Parts
100656	2026-01-27	State Farm Mutual Auto Insurance Compan	8,101.93	Insurance premiums
200028	2026-01-21	State of ID DOPL Elevators	125.00	Services
53349	2026-01-16	Stephen Hunt	471.05	Employee reimbursement
53506	2026-02-12	Stoltz Marketing Group, Inc	560.00	Marketing
53506	2026-02-12	Stoltz Marketing Group, Inc	6,620.00	Marketing
53506	2026-02-12	Stoltz Marketing Group, Inc	910.00	Marketing
53506	2026-02-12	Stoltz Marketing Group, Inc	3,465.00	Marketing
53506	2026-02-12	Stoltz Marketing Group, Inc	5,495.50	Marketing
53506	2026-02-12	Stoltz Marketing Group, Inc	3,430.00	Marketing
53378	2026-01-16	Syringa Networks, LLC	5,388.76	Internet_Service
53508	2026-02-12	Syringa Networks, LLC	5,387.28	Internet_Service
53516	2026-02-12	Tacoma Screw Products Inc.	417.14	Parts
53516	2026-02-12	Tacoma Screw Products Inc.	55.99	Department_Supplies
53491	2026-02-12	The Car Park, LLC	600.00	Professional_&_Technical_Services
53491	2026-02-12	The Car Park, LLC	75.00	Professional_&_Technical_Services
53371	2026-01-16	The Car Park, LLC	75.00	Professional_&_Technical_Services
53491	2026-02-12	The Car Park, LLC	75.00	Professional_&_Technical_Services
53419	2026-01-29	The Concrete Cure LLC	20,112.50	Services
53477	2026-02-12	Thompson and Associates, Inc.	1,649.00	Consulting_Services
53356	2026-01-16	T-Mobile USA Inc.	649.21	Services
53445	2026-02-12	T-Mobile USA Inc.	839.40	Services
53500	2026-02-12	Treasure Valley Coffee	187.66	Department_Supplies
53376	2026-01-16	Treasure Valley Transit	20,972.00	sub-recipient
53504	2026-02-12	Treasure Valley Transit	18,734.00	sub-recipient
53465	2026-02-12	UniFirst	82.48	Department_Supplies
53528	2026-02-12	UniFirst	144.54	Uniform_Laundry_Services_and_Accessories
53465	2026-02-12	UniFirst	82.48	Department_Supplies
53528	2026-02-12	UniFirst	144.24	Uniform_Laundry_Services_and_Accessories
53465	2026-02-12	UniFirst	74.91	Department_Supplies
53528	2026-02-12	UniFirst	143.94	Uniform_Laundry_Services_and_Accessories
53465	2026-02-12	UniFirst	84.19	Department_Supplies
53528	2026-02-12	UniFirst	144.65	Uniform_Laundry_Services_and_Accessories
53399	2026-01-29	UPS Freight	2.80	Postage_&_Freight
53399	2026-01-29	UPS Freight	42.43	Postage_&_Freight
53399	2026-01-29	UPS Freight	28.26	Postage_&_Freight
53399	2026-01-29	UPS Freight	4.20	Postage_&_Freight

53530	2026-02-12	US Bank Plaza Condominium Assoc., Inc.	11,246.17	Services
53366	2026-01-16	USAble Life	2,513.45	Insurance premiums
53467	2026-02-12	USAble Life	2,405.57	Insurance premiums
53509	2026-02-12	Utility Truck Equipment	28.47	Department_Supplies
100646	2026-01-16	Veolia Water Idaho	270.84	Services
100669	2026-02-12	Veolia Water Idaho	270.84	Services
100666	2026-01-29	Verizon Wireless	3,386.04	Services
100667	2026-01-29	Verizon Wireless	70.91	Services
100665	2026-01-29	Verizon Wireless	38.48	Services
100655	2026-01-16	Verizon Wireless	1,654.31	Services
100664	2026-01-29	Verizon Wireless	1,821.29	Services
100668	2026-01-29	Verizon Wireless	200.10	Services
53487	2026-02-12	Via Transportation, Inc.	6,125.00	Subscriptions
53487	2026-02-12	Via Transportation, Inc.	20,725.00	Subscriptions
200030	2026-02-11	WCF National Insurance Company	34,333.60	Insurance premiums
53502	2026-02-12	Western Mountain Bus Sales	378.39	Parts
53380	2026-01-16	Wex Bank	6,167.50	Fuel
53380	2026-01-16	Wex Bank	381.51	Fuel
53383	2026-01-16	Wex Bank	2,180.66	Fuel
53512	2026-02-12	Wex Bank	7,801.26	Fuel
53396	2026-01-29	William (Travis) Fremont	9,891.15	Rides_to_Wellness
53396	2026-01-29	William (Travis) Fremont	25,318.88	Rides_to_Wellness
53396	2026-01-29	William (Travis) Fremont	1,143.98	Rides_to_Wellness
53474	2026-02-12	William Beard	164.00	Bus_Washing
53474	2026-02-12	William Beard	217.00	Bus_Washing
53474	2026-02-12	William Beard	141.00	Bus_Washing
53381	2026-01-16	WING FUEL SYSTEMS	340.00	Services
53407	2026-01-29	Winkel, Sullivan	358.96	Employee reimbursement
53395	2026-01-29	YBNOW LLC	7,349.24	Rides_to_Wellness
53395	2026-01-29	YBNOW LLC	725.84	Rides_to_Wellness
53409	2026-01-29	Zenobe Americas EV Assetco LLC	11,666.68	Leases_&_Rentals
53409	2026-01-29	Zenobe Americas EV Assetco LLC	23,333.36	Leases_&_Rentals
			1,147,597.21	

This check register has undergone scrutiny and verification guaranteeing its integrity and accuracy. Each entry has been diligently reviewed ensuring the financial transactions are true and accurate.

_____
VRT Senior Accountant or Chief Financial Officer

ACCEPTED:

_____
CHAIR OF EXECUTIVE BOARD

ATTEST:

_____
SECRETARY/TREASURER

TOPIC	Nampa Caldwell Transit Oriented Development Study
DATE	March 2, 2026
STAFF MEMBER	Kate Dahl

Staff Recommendation/Request

The Executive Board reviewed and offered comments on this topic to staff in July of last year. The Executive Board is asked to accept the Nampa Caldwell Transit-Oriented Development (TOD) study and forward it to the Valley Regional Transit (VRT) Board of Directors.

Highlights

The study gathered demographics and market information and developed three TOD nodes. Each node includes an intersection improvement concept and identifies parcels for future redevelopment. The purpose of the study is to identify improvements to advance public transportation access, pedestrian safety and build ridership on the corridor.

- 27% of the county population and 43% of jobs are in the corridor

- The study area is forecasted to grow by 20K residents and 14K jobs by 2050

- TOD nodes selected at Caldwell Events Center, Karcher, and Happy Day Transit Center and identify parcels that could be redeveloped as mixed use

- Multi-family is emerging as a viable product for redevelopment

- Three intersections were identified for improvements such as crosswalks, protected bike lanes, curb ramps, removal of slip lanes, and lane setbacks to improve safety and access to bus stops.

Timeline

- November 7, 2024 - Stakeholder kick-off meeting

- January 2, 2025 - Existing condition draft ready

- April 23, 2025 - Stakeholder meeting #2

- May 6, 2025 - Canyon County Transit Day (replaced project specific public engagement)

- July 8, 2025 - Information item to VRT Board of Directors

- October 21, 2025 - Draft document ready

- February 13, 2025 - Final document ready

- March 2, 2026 - Executive Board accept and forward to Board

- April 6, 2026 - VRT Board of Directors accept the study

Implication

The Nampa Caldwell Boulevard study will guide VRT's discussions with funding partners and the community on the long-term vision for transit along the boulevard and lead to improvements that make it easier and safer for pedestrians to get to and from bus stops and encourage development that builds the ridership base.

More Information

Attachment 1: Nampa Caldwell Transit Oriented Development (TOD) Corridor Study

For detailed information, contact:

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Nampa-Caldwell Blvd TOD Corridor Document

VRT Nampa-Caldwell TOD Study

February 12, 2026

Table of Contents

Introduction

Nampa-Caldwell Boulevard (or the Boulevard) is a major transportation spine in the Treasure Valley region that connects the rapidly growing communities of Nampa and Caldwell. While Valley Regional Transit (VRT) offers several transit services along the corridor, single-occupancy vehicles are the dominant mode of travel along the Boulevard today. This mode preference, paired with a lack of existing pedestrian facilities, significantly limits pedestrian and cyclists mobility around the Boulevard for local residents.

In coordination with the Community Planning Association of Southwest Idaho's (COMPASS) "Let's Ride Treasure Valley Study", which identifies several potential high-capacity transit services suitable for the Boulevard, VRT seeks to create a transit-oriented development (TOD) plan that reenvisions that Boulevard as a more walkable and accessible area than it is today. This plan establishes a framework the cities of Nampa and Caldwell can implement to promote vibrant, pedestrian focused urban design that results in healthier communities and improved access to opportunity for local residents. Creating more pedestrian focused infrastructure may also improve general traffic conditions by providing mobility alternatives that reduce the amount of vehicle trips per household in the corridor for local residents. When successful, TOD creates a valuable cycle within a community that improves the values of existing properties while creating new ridership bases that can make use of existing and new transit services offered.

What does TOD mean in Cayon County?

TOD is a way to develop a community so that it is simple, easy and safe to reach the needs of daily life by walking, biking, or using public transportation. TOD creates compact, walkable spaces by clustering mixed-use development along a corridor and around specific areas that result in better connected transportation to the surrounding land uses. While cars and trucks can be present in TOD neighborhoods, streets are designed to make corridors safer for all users. By creating attractive streets with high-quality sidewalks, crosswalks, and paths, TOD can create welcoming places for all.

TOD is not a one-size-fits-all approach to development, with successful TOD being responsive to the local community by reflecting the architectural styles informed by community history. In fact, Cayon County has several examples of context sensitive urban design in Nampa and Caldwell's downtowns that feature two historic train stations (**Figure 1**).

Figure 1. Caldwell Train Station (left) and Nampa Train Station (right) as Context Sensitive Urban Design

Diverse housing and retail options in a TOD neighborhood create interesting and welcoming places for all. This can look like studio apartments next to condos or single-family homes adjacent to townhomes, allowing residents to move between housing styles while remaining in a neighborhood as lifestyle needs change.

Increased residential density supports the addition of a variety of retail options to stimulate local economies and provides the opportunity to locate community amenities like daycares, recreation centers, or libraries closer to residential areas. Indian Creek Plaza in downtown Caldwell (**Figure 2**) is an example of the colocation of community amenities and housing within an area that supports community building grounded in local history.

Figure 2. Indian Creek Plaza in Caldwell, ID

Ultimately, the goal of TOD is to create welcoming places that lead to healthier communities and improved quality of life. TOD is an essential component of any transportation plan to allow for infill development that encourages the use of transit and non-motorized trips, and reduces traffic congestion. As COMPASS and VRT plan for future high-capacity transit services along the Boulevard, identifying opportunities to implement TOD along the corridor

will serve as a catalyst for positive economic, social, and environmental change, and prepare the area to be *transit-ready* when high-capacity service is implemented.

Advancing Nampa-Caldwell Boulevard to Successful TOD Implementation

The Treasure Valley region is experiencing rapid growth and is expected to be home to over 1 million residents by 2050. Much of this growth will take place in areas referred to as activity centers, or places where there is a concentration of multiple land uses that create hubs for people to live, work, and play. These activity centers are typically pedestrian-oriented in design and are best positioned to support denser development that is transit-oriented.

For the cities of Nampa and Caldwell, TOD can act as a planning strategy to limit the expansion of expected urban growth in the region to designated areas along the Boulevard rather than into less developed areas that community members may wish to preserve as agricultural or rural.

Today, the Boulevard is a major arterial corridor that is home to a significant concentration of the region's commercial businesses and a major urban freight corridor. While the area boasts some multi-and-single family residential, much of the corridor is auto-oriented in design, which forces nearby homes to take extra car trips to reach retail centers that could otherwise be accessed through walking or biking. As a result, the corridor is congested at various times of day. Implementing TOD along the corridor will support the improvement of pedestrian connections from existing neighborhoods to the Boulevard and promote alternatives to driving that reduce overall congestion in the area.

The goal of this study was to identify three TOD-ready nodes within the study area, as shown in **Figure 3** below. These nodes were selected based on their potential to act as development anchors and catalyze further transit-oriented growth along the Boulevard.

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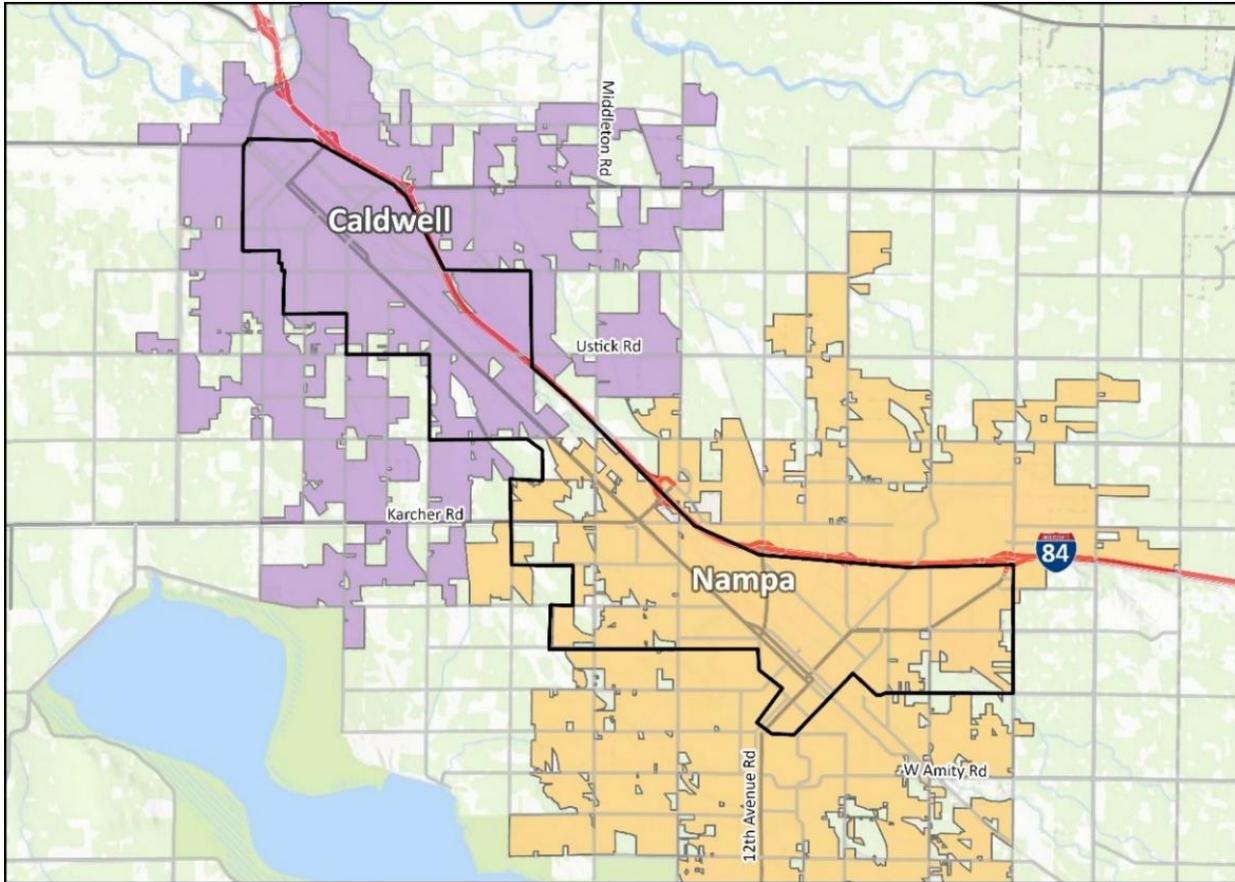
Figure 3. Nampa-Caldwell Blvd TOD Study Area

The total study area is approximately ten miles long and focuses on parcels directly fronting the Boulevard and south of Interstate 84 (I-84). Most of the corridor is within Nampa or Caldwell city limits and avoids agricultural land for conservation purposes.

By re-envisioning focused opportunity sites along the Boulevard with improved multi-modal infrastructure and roadway design elements, it becomes easier to visualize these same improvements elsewhere that will lead to a safer, more vibrant, and better-connected corridor. This study also raises awareness of the land uses and development patterns that may prevent the successful implementation of TOD strategies.

Planning Background and Process

The overarching focus of this planning study is to build support for TOD by informing the public and decision-makers of the value and multiple benefits of TOD. It's also intended to inform community leaders of the tools that could support the implementation of TOD by visualizing its positive economic impacts. Most importantly, building community support for

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TOD will boost the confidence of leaders and developers to further invest in multi-modal infrastructure and denser development.

Purpose

As mentioned, the Boulevard is a major connection between the city centers of Nampa and Caldwell, but its design discourages nearby pedestrians from accessing many of the essential services along it. The long stretches of sidewalk next to the five-lane corridor that front massive parking lots for big lot stores prioritize vehicular movement and make it difficult for pedestrians or cyclists to comfortably navigate the area. **Figure 4** below provides a snapshot of the extensive parking areas and car dominated streets along the Boulevard that discourage walking.

Figure 4. Aerial of existing development patterns along the Boulevard.

The ability for pedestrians to walk to –and from a transit station safely and comfortably is crucial for high-frequency transit to be successful. While much of the big box retail on the corridor is unlikely to be redeveloped in the short term, the intent of this planning study is to visualize small changes that can be implemented to incentivize large-scale redevelopment that will transform the corridor. As a high-level study, suggesting specific architectural solutions for any site is avoided. Instead, this study emphasizes the importance of general urban form and multi-modal infrastructure improvements that support walkable streets.

Key Characteristics of Walkable Streets

As the region continues to grow, and without adequate measures in place to improve walkability, traffic congestion and work commute times will worsen. For TOD to be successful, streets should be redesigned to encourage walking and cycling and to facilitate connectivity to transit. "Complete Streets" strategies can help achieve those desired outcomes and maximize the potential of the Boulevard as a walkable place.

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In general, Complete Streets is an approach to planning and designing streets that provides safe access for everyone, including pedestrians, cyclists, drivers, and transit users. Complete Streets strategies include safer pedestrian crossing and traffic calming measures that make taking transit more convenient. Incremental changes of the roadway to include some of the strategies mentioned along the Boulevard will introduce a different character to the corridor that will prompt motorists to be more aware of other users and ideally reduce crashes and congestion.

The downtowns of Nampa and Caldwell are excellent examples of these strategies already present along the corridor. The historic downtowns feature complete sidewalk networks and other pedestrian-oriented infrastructure like sidewalk bulb-outs and narrow vehicle lanes that influence how motorists traverse the area by prioritizing the movement of pedestrians. **Figure 5** below shows a comparison of the pedestrian conditions within the two downtown areas compared to along the Boulevard. The Nampa and Caldwell downtown snapshots featured on top showcase wide sidewalks, narrow vehicular lanes, and tree lined streets that are much more comfortable for pedestrians compared to the bottom snapshot of an intersection along Nampa-Caldwell Boulevard. The narrow sidewalk adjacent to the wide roadway of the Boulevard, paired without tree shading, create an unwelcoming and uncomfortbale environment for anyone not in a vehicle.

Figure 5. Comparison of development patterns within downtown Nampa (top left), downtown Caldwell (top right) and the Boulevard (bottom)

The following list of roadway improvements are some Complete Street strategies that this study proposes to include within each of the selected TOD-ready nodes:

- **High-Visibility Crosswalks**: Articulated crosswalks that are clearly defined greatly improve pedestrian safety. They are typically comprised of high contrast colors, are of textured pavement material, and feature pedestrian count-down signals.

- **Transit Shelters**: Shelters protect passengers from the elements while waiting for the bus. Shelters with LED lighting, benches, trash receptacles, and system maps improve the comfort of waiting passengers and keep the surrounding areas clean.

- **Protected Bike Lanes:** Clearly defined and dedicated bike lanes using bollards or other types of barriers improve comfort and visibility for cyclists. To increase cyclist safety at intersections, where most crashes occur, bike bollards can be extended through intersections to prevent motorists from drifting into bike lanes. These barriers also help to protect pedestrians waiting at intersections by increasing the distance between turning vehicles and existing curb lines.

- **Multi-Use Paths:** Similar to protected bike lanes, multi-use paths separate users from vehicular traffic; however, unlike most bike lanes, multi-use paths are intended to accommodate two-way traffic and are built for both pedestrians and cyclists to access them. In areas where right-of-way may limit the creation of separate sidewalks and bike lanes, multi-use paths can help save width while still creating spaces pedestrians and cyclists can share to safely travel.

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Node Development and Selection Process

Understanding the strengths and weaknesses of the corridor is important to inform the locations of potential TOD nodes within the study area. Key criteria to inform node selection included the assessment of the existing transit and multi-modal function, land uses, concentration of vacant parcels, and likelihood of surrounding parcel redevelopment. Additionally, single-family residential areas were avoided to preserve existing housing. Identifying the locations of potential TOD nodes will provide direction to guide the communities of Nampa and Caldwell as they facilitate redevelopment of the corridor.

Based on the above criteria, **Figure 6** below provides an overview of the identified TOD-ready nodes within the overall study area.
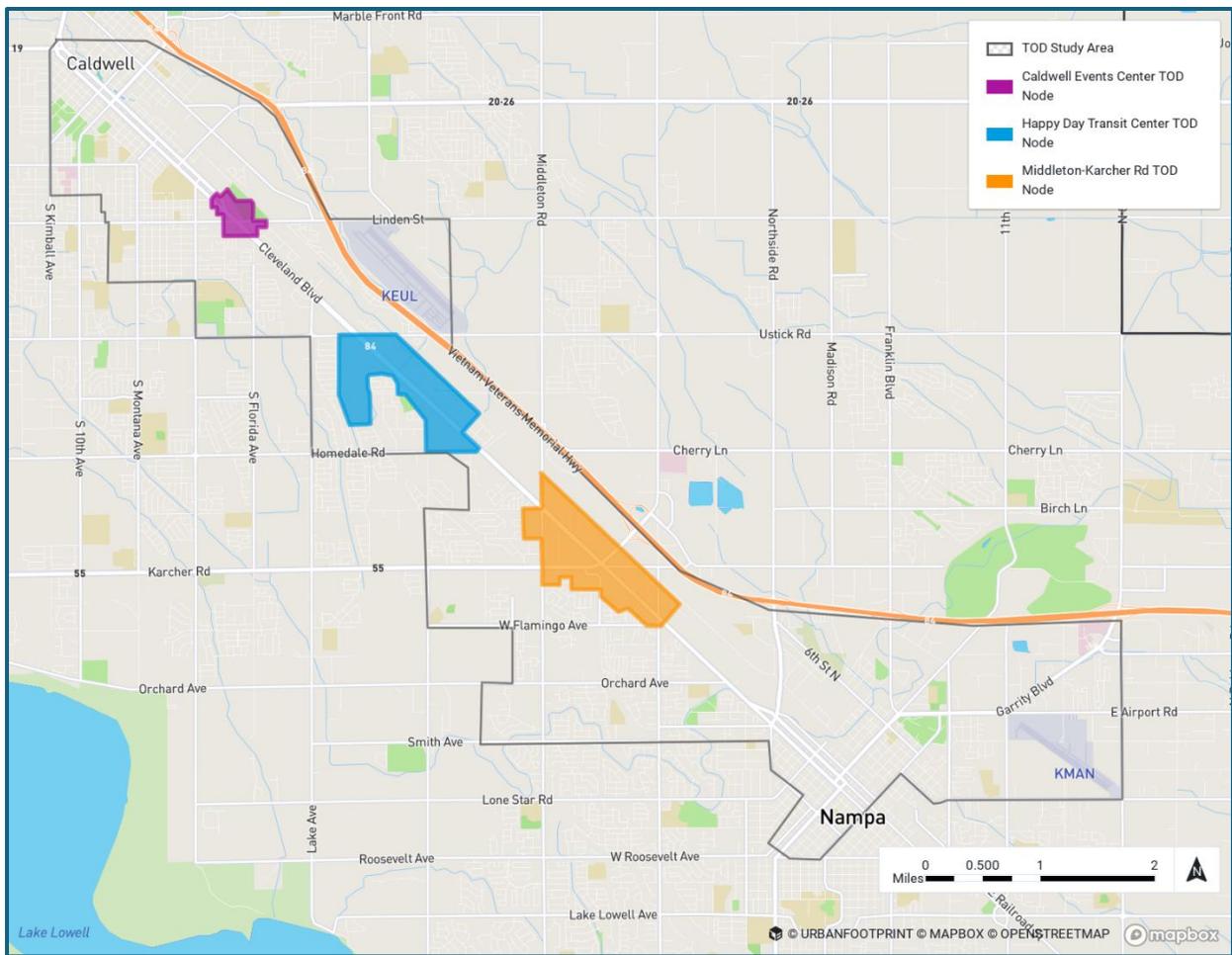
Figure 6. Boundaries of TOD node locations within overall study area

Within the overall TOD study area, the following sites were selected as TOD-ready nodes: the Caldwell Events Center area, the Happy Day Transit Center area, and the Middleton-Karcher Road Intersection area.

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The area around the Caldwell Events Center, where the annual Caldwell Night Rodeo is held, was selected based on its proximity to downtown Caldwell and the events center, and the number of currently vacant parcels that provide an opportunity to implement denser housing next to these activity centers and complement the principles of TOD (**Figure 7**).

Figure 7. Aerial of Caldwell Events Center TOD node

Further south of the Caldwell node, the area around the existing Happy Day Transit Center was identified as the second TOD-ready node. VRT, which uses the Happy Day Transit Center as the agency's maintenance facility and customer service center, owns several parcels adjacent to the existing facility . The node location along the middle of the corridor allows this area to act as a transit-oriented anchor, while the agency owned parcels around the transit center are excellent joint development opportunities that could create affordable housing options adjacent to a transit station (**Figure 8**).

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Figure 8. Aerial of Happy Day Transit Center TOD node

The third node identified in this study encompasses the Karcher-Middleton Road intersection and its surrounding parcels (**Figure 9**). This area was selected due to the recent rise in nearby multifamily development activity, like District 208, that drives a need for more walkable environments. Additionally, a crash analysis found that the Middleton-Karcher intersection saw the highest number of crashes within the study area. Implementing Complete Streets strategies within this node offers the opportunity to redesign the existing roadway in a manner that reduces crashes and create safer environments for pedestrians and automobiles alike.

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Figure 9. Aerial of Karcher-Middleton TOD node

By identifying three specific TOD-nodes, this study aims to create targeted recommendations that improve first and last-mile connections for pedestrians within these areas. These connections are critical for access to and from transit stops without automobile reliance and recommendations will be tailored to the corridor to accommodate all appropriate means of travel.

Planning Framework

Understanding how market trends may influence development, and knowing where development is more likely to occur, allows the cities of Nampa and Caldwell to effectively plan for the anticipated growth along the corridor. One method of understanding development patterns is to identify areas of change versus areas of continuity, or the propensity of a parcel to redevelop in the near-term versus long-term. The figure below (**Figure 10**) provides a high-level overview of what factors influence parcel redevelopment. In general, land ownership, lot size, and land values have the greatest impact on redevelopment timelines.

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Spectrum of Change within an Area

Area of Continuity

- Many small lots, varied ownership

- More recently developed

- Locally owned small businesses

- Higher building value than land value

- Public facilities and utilities

Area of Change

- Large lots, few owners

- Developed 20+ yrs ago or vacant

- Underperforming chain retail

- Higher land value than building value
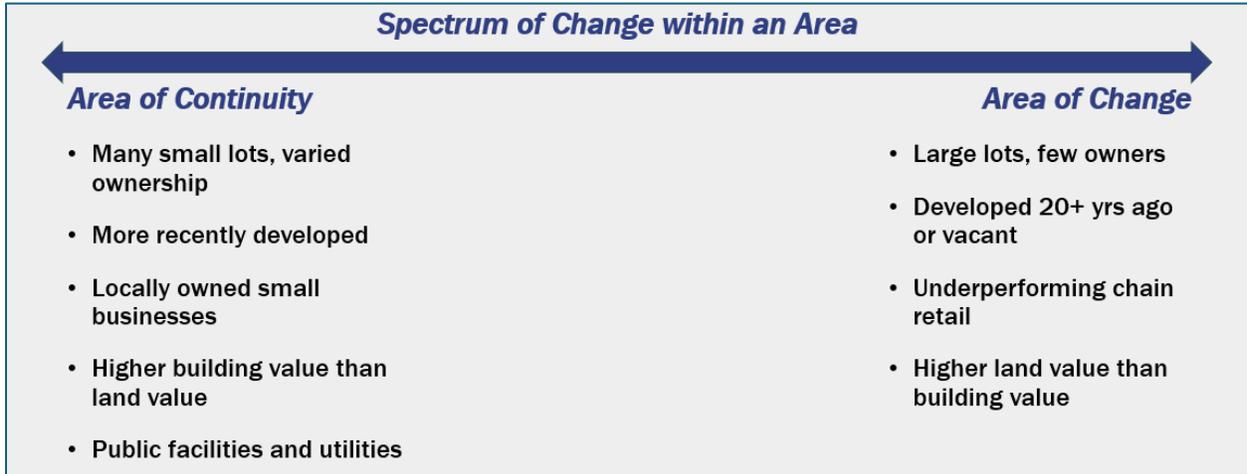
Figure 10. Parcel characteristics that influence Spectrum of Change within an Area

As part of this study, each TOD node underwent a parcel analysis to understand how each node may redevelop in the next decade or more. By identifying where change should be encouraged, each municipality can establish development strategies that influence the creation of more walkable and dense communities along the Boulevard.

Areas of Change

Redevelopable land within each of the TOD nodes was identified through the comparison of a parcel's land and improvement values. More specifically, parcel tax data provided through Canyon County Land Assessor data was reviewed to assess the Land to Improvement Ratio (LIR) of each parcel. LIR is a simple but effective measure of assessing a parcel's current and future potential by delineating what proportion of a parcel's total value comes from the building versus the land itself. A high LIR indicates that the improvements on the property contribute significantly to its overall value, while a low ratio suggests the land value is more dominant. When a parcel's LIR ratio is lower, generally less than 1, it may signal opportunities for further development.

This Area of Change analysis categorizes parcels into three buckets of change based on the parcel LIR: near-term change, long-term change, and areas of continuity. Near-term change describes parcels that are likely to redevelop within the next ten years. Long-term change describes parcels that are likely to redevelop within the next ten to twenty years, and areas of continuity describe parcels that will likely not redevelop for at least the next two decades.

Caldwell Events Center Area of Change

Within the Caldwell Events Center Node there are several parcels that are candidates for near-term redevelopment (**Figure 11**). These parcels are adjacent to the recently developed Griffiths Park, which is considered an area of continuity based on its construction date, and

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just south of the Caldwell Events Center. Further analysis also found these parcels to currently be vacant, which increases the likelihood of being redeveloped in the near-term. Much of the land directly north of the Boulevard is considered near-term redevelopment opportunities based on low LIRs and vacancies. To the south of the Boulevard, the majority of the land is considered longer-term redevelopment opportunities based on the parcel improvement values. Additionally, many of these parcels are considered local businesses, which further pushes out redevelopment timelines.
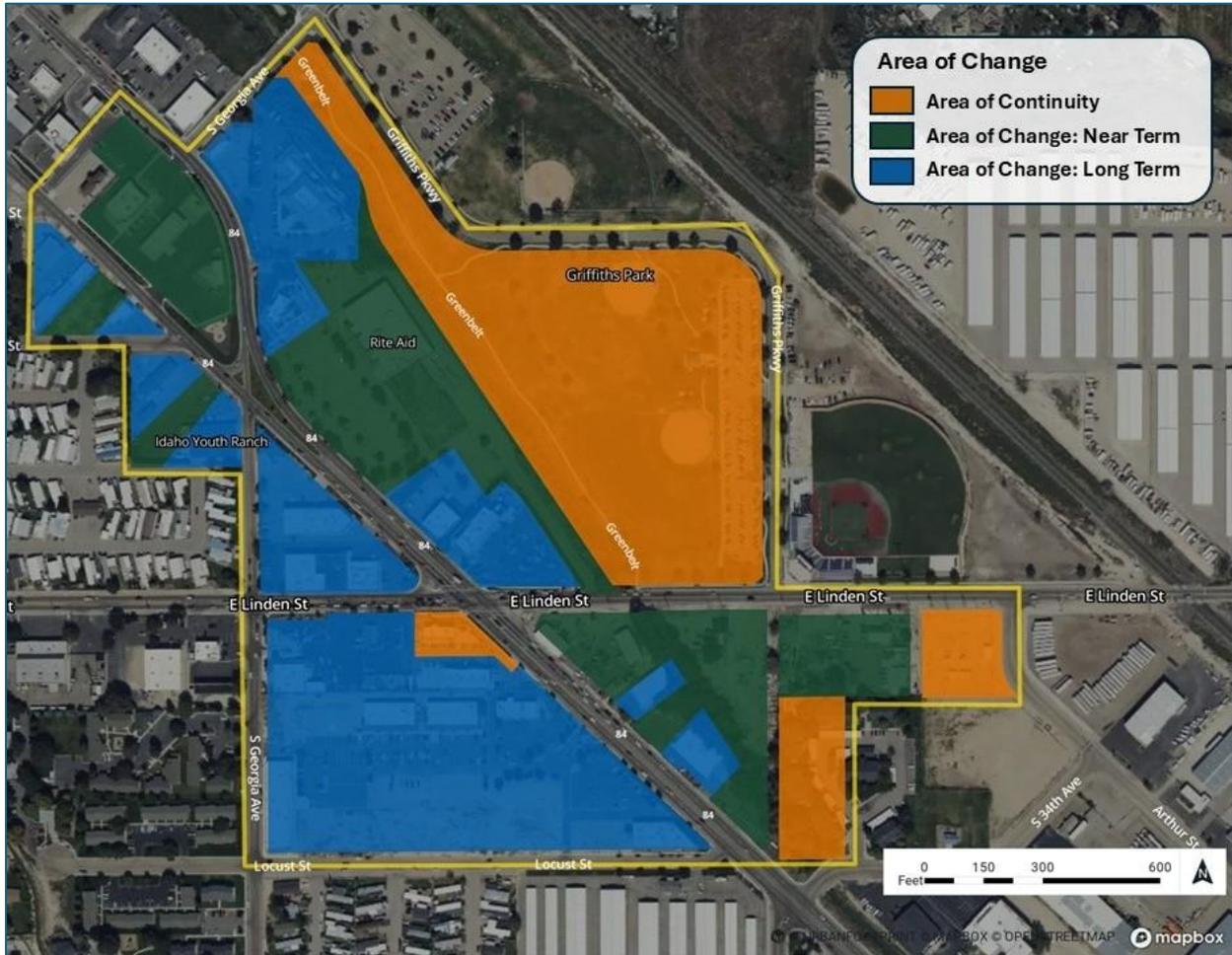
Figure 11. Areas of change within Caldwell TOD Node

Middelton-Karcher Road Area of Change

Overall, the Middelton-Karcher Node is mostly made up of parcels that are likely to be long-term redevelopment opportunities or areas of continuity (**Figure 12**). This area is currently undergoing significant redevelopment, like the Karcher Mall area, and is home to several longstanding businesses such as WinCo Foods and Lowe's Home Improvement. It is unlikely that large corporations like the ones listed will redevelop in the near term considering their place in the community as a regional business that attracts consumers from the greater region. However, there are several parcels that are considered near-term redevelopment opportunities. Most notable, a large vacant parcel directly fronting the Boulevard is likely to be redeveloped within the decade due to its land value.
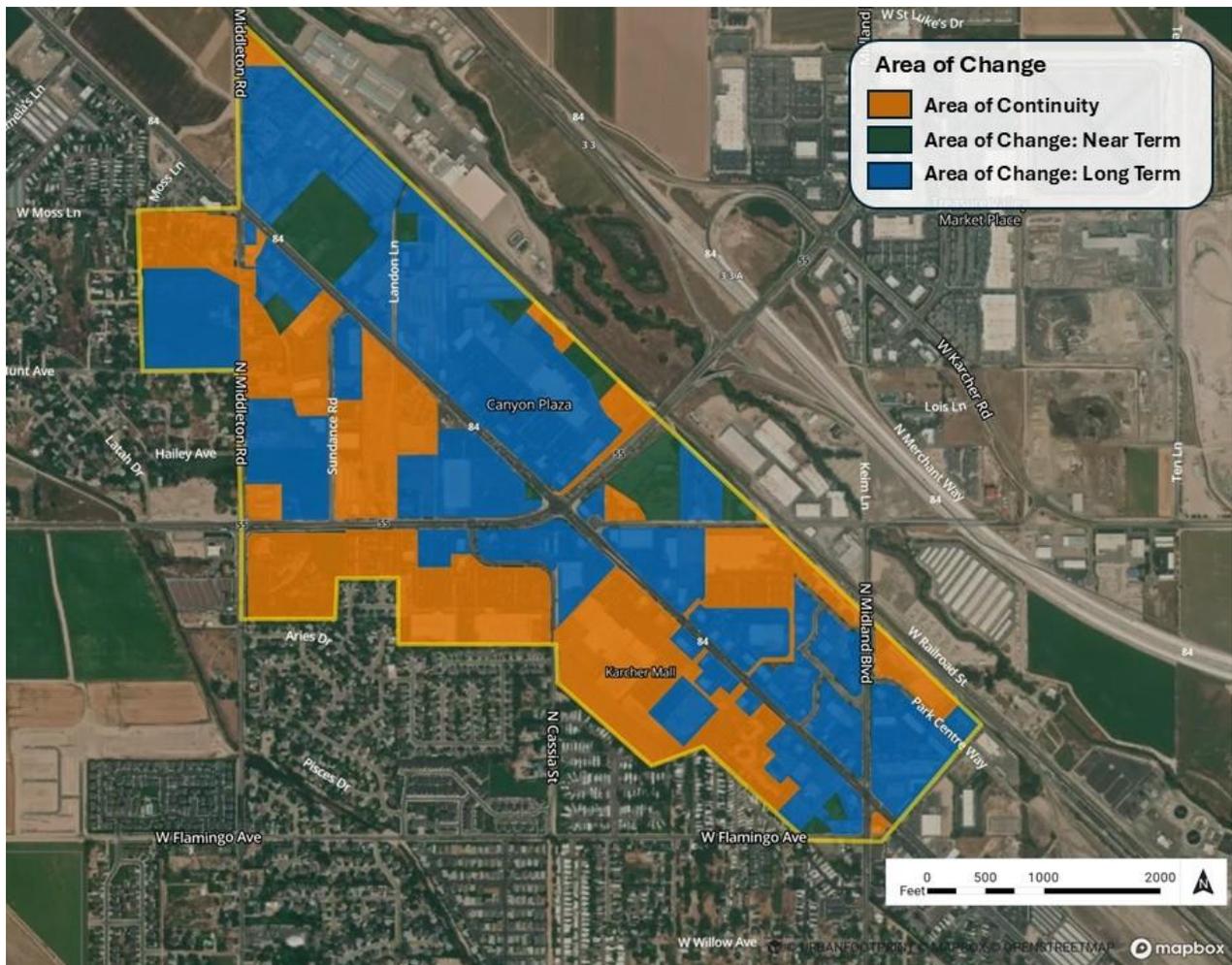
Figure 12. Areas of change within Middleton-Karcher TOD node

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Happy Day Transit Center Area of Change

Areas of change within the Happy Day Transit Center Node (**Figure 13**) are fairly uniform across the node. In general, residential and agricultural edges are unlikely to change until after 2045, making them areas of continuity. A bit further from the transit center, local and national businesses and large lot landowners are considered areas of long-term change that are unlikely to develop before 2035. The parcels with the highest opportunity of near-term change are the transit center itself and several parcels adjacent to the center that VRT owns. These parcels indicate an excellent opportunity for VRT to collaborate with private interests to redevelop underutilized land surrounding the center to build housing, retail, or mixed-use spaces near VRT owned properties.
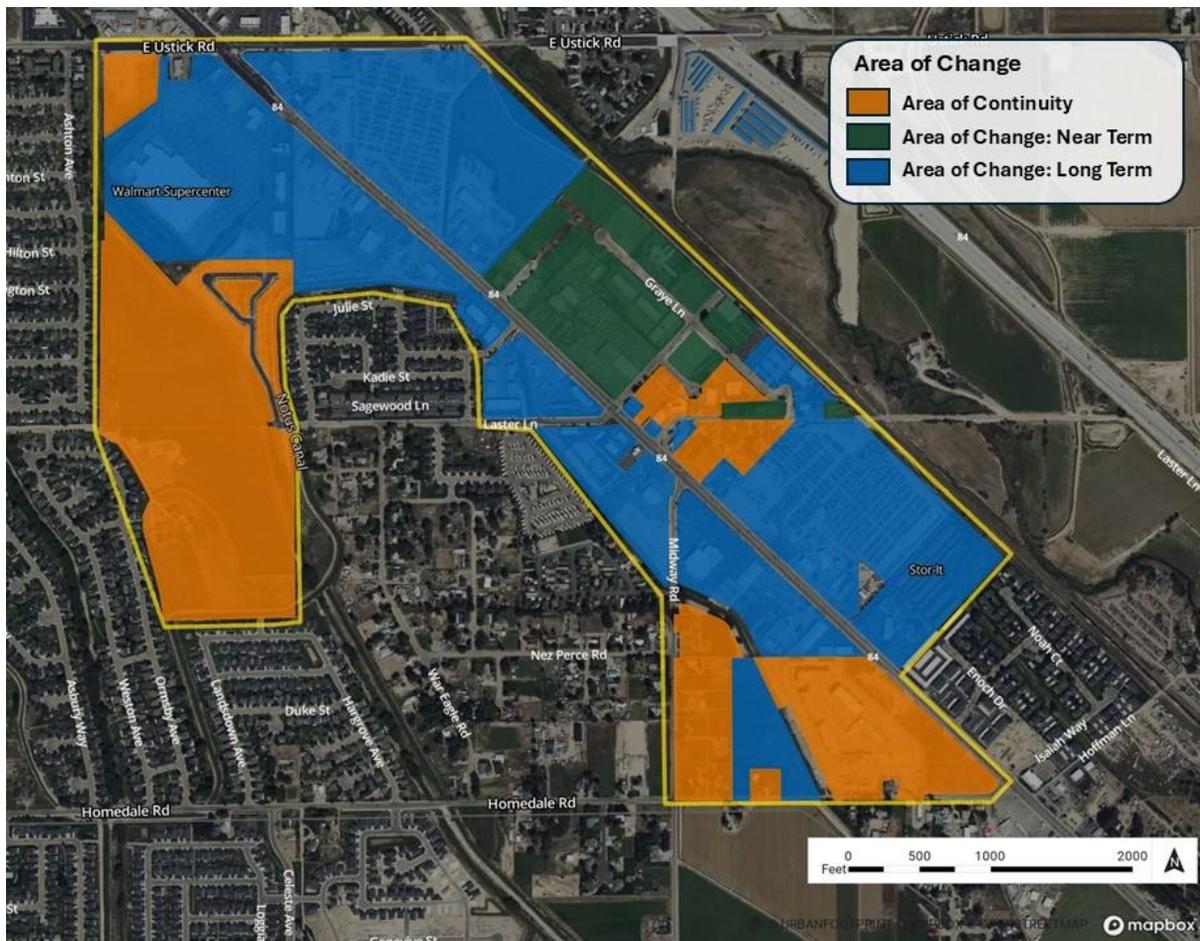
Figure 13. Areas of change within Happy Day Transit Center node

By understanding where areas of underutilization exist within each of the nodes, the communities of Nampa and Caldwell are equipped to create targeted strategies aimed at revitalizing these areas and provide an array of benefits to the area including effectively managing urban sprawl, improving the economic viability of the local community, and the

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creation of more cohesive and desirable places to live. Applying these strategies at smaller scales within the nodes allows these areas to act as a catalyst for new investments along the corridor that will build off the success of the TOD nodes.

Multi-modal Scenarios

Identifying infrastructure improvements within each of the nodes was also a core component of this study. Building off the existing conditions analysis, the infrastructure analysis identified "hot spots" where an existing intersection within each node where there was the strongest opportunity to improve pedestrian conditions. These intersections were then reimagined by applying the Complete Streets strategies previously mentioned to visualize a more multi-modal Boulevard that enhances roadway safety for all users, particularly for pedestrians and cyclists.

Stakeholder conversations also featured discussions on providing alternative multi-modal scenarios given the existing dynamic funding environments for multi-modal projects and as an opportunity to engage with the municipalities of Nampa and Caldwell to gather input on what they think is more feasible to implement. Two scenarios for each node were developed to visualize how roadway improvements at an intersection could promote safer travel and reduce crashes. An additional goal of these scenario improvements is to promote alternatives to driving by improving walking and biking conditions. By making it more convenient and safer to walk or bike, the likelihood that residents utilize public transportation services increases. The scenarios shown below are high-level and conceptual, and are visionary in their purpose. For implementation, additional engineering and design is required to ensure scenarios are feasible. Factors such as right-of-way require additional analysis to understand full impacts.

Caldwell Events Center Multi-modal Scenarios

Within the Caldwell Events Center Node, the intersection of E Linden Street and the Boulevard was identified as an area with a heightened concentration of crashes and offered the most opportunity to provide improved multi-modal infrastructure. **Figure 14** below is a snapshot of the existing intersection.

The existing intersection is characterized by wide crosswalks, slip lanes, and numerous vehicular travel lanes to facilitate higher travel speeds. These features, paired with narrow sidewalks that directly front the Boulevard and numerous curb cuts that break up sidewalks, make for an unwelcoming pedestrian environment. A crash analysis also found that this area has seen more than 200 crashes over the last twenty years, with about half of the crashes

resulting in injuries, including several incapacitating injuries over the last four years as defined by the Federal Highway Administration KABCO Injury Classification[1].

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[1] KABCO Injury Classification Scale
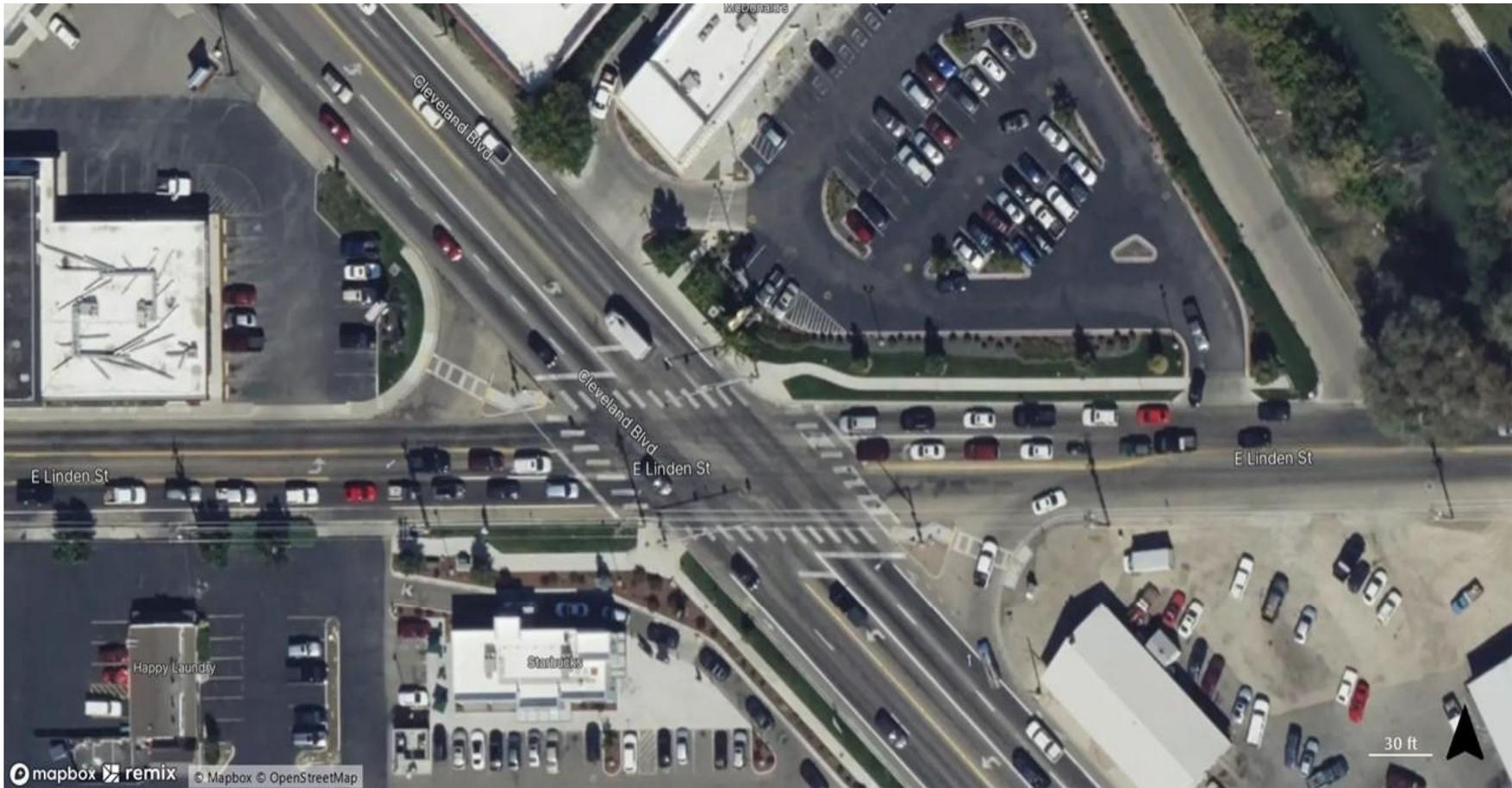
Figure 14. Existing Linden-Caldwell Boulevard Intersection
Source: Google Earth – August 2025

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The recent uptick in injury crash occurrences supports the need to identify safety improvements that benefit all roadway users. **Figure 14** above shows this section of the Boulevard does feature multi-modal infrastructure, including bike lanes and sidewalks; however, the condition of the infrastructure and the surrounding environment does not promote the usage of the existing network due to the lack of safety elements that would prevent conflicts between drivers and other users. For example, utilization of the existing bike lanes along the Boulevard would likely improve if the bike lanes were equipped with protective bollards and green pavement markings that delineated cycling space from vehicular spaces.

One scenario that features protected bike lanes can be seen in **Figure 15** below which includes several features that improve vehicular safety while also creating more multi-modal environments that are more inviting to walk or bike. While the existing E Linden Street and Caldwell Boulevard Intersection provides some multi-modal considerations, the recommended improvements will increase visibility and safety for pedestrian movements traversing the area. In this section of the Boulevard, the existing bike lanes were retrofitted into **protected bike lanes** to prevent motor vehicles from encroaching on the cycling space and provide safe passage for cyclists. Protective bollards and green lane pavement markings are used to delineate bike lanes from vehicular lanes in this area. **Bike signals** are placed at intersections to signalize crossings and reduce conflicts between crossing pedestrians and moving vehicles. **Visibility signage** is strategically placed to increase awareness of pedestrian crosswalks and prevent conflicts between oncoming traffic traveling through the intersection and pedestrians who may be crossing the Boulevard. **American with Disabilities (ADA) accessible ramps** are placed at crosswalks to make pedestrian crossings accessible for people with disabilities. The existing crosswalks are replaced with a **high-visibility ladder crosswalk pattern** to help delineate pedestrian spaces on roadways and improve safety. The intersection also features increased lane **setbacks** from the crosswalk to make pedestrians and cyclists more visible to turning drivers compared to the existing layout and includes the removal of the existing right-turn slip lanes to provide a higher level of comfort and safety for crosswalk users.
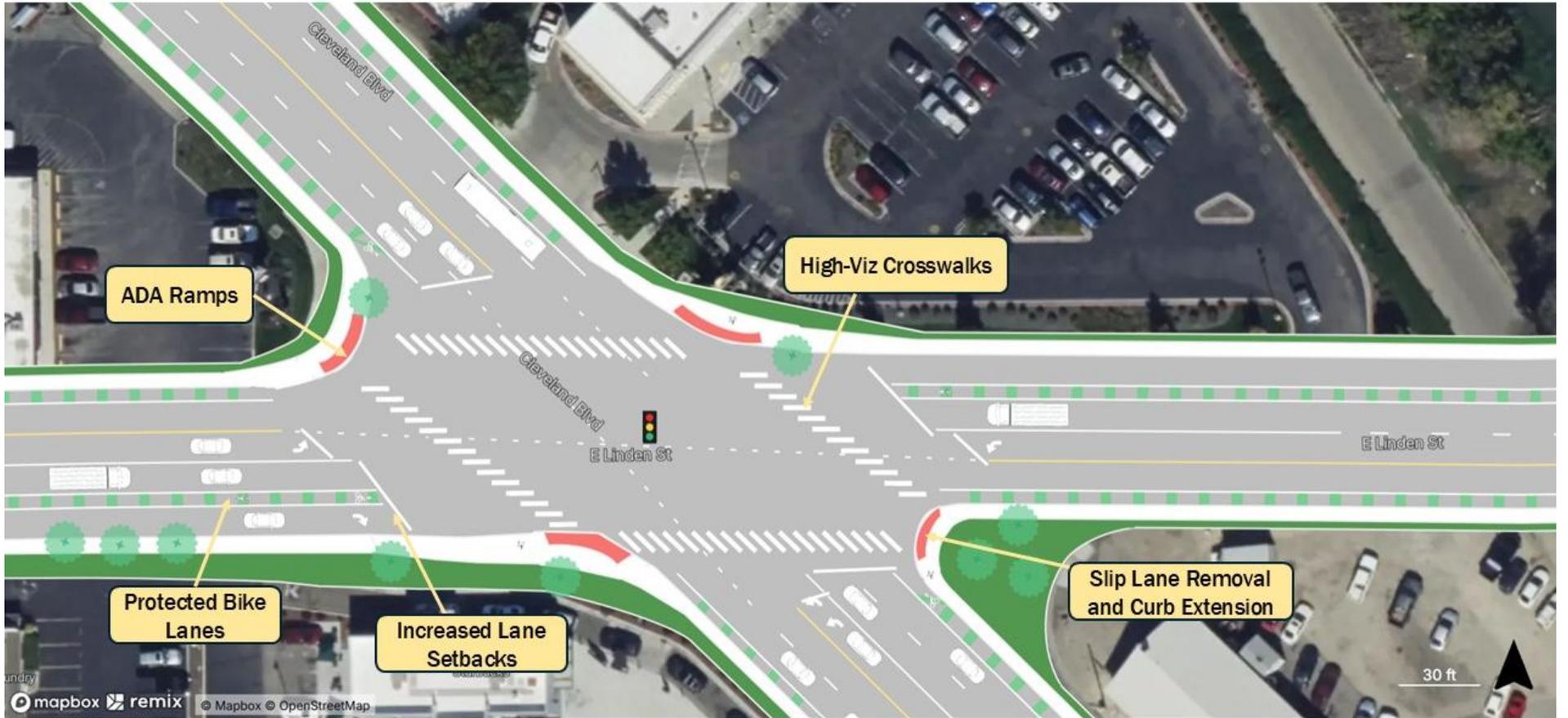
Figure 15. Protected Bike Lane multi-modal scenario

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As an alternative, a scenario was developed to visualize how a **multi-use path** may function within this node, as shown in **Figure 16** below. Due to its size (typically 10 feet wide), a dedicated path allows both cyclists and pedestrians to share the path in a bi-directional traffic pattern. If a multi-use path were implemented along the Boulevard, there would be less need for protected bike lanes which would help to decrease chances of a crash between vehicles and cyclists. One drawback to maintaining the slip lanes is the increased distance a pedestrian or cyclist will have to travel to cross the intersection rather than being able to directly cross the street if the slip lane were not present. Additionally, a driver moving through the slip lane will have to remain aware of the bike lanes on E Linden Street to ensure no accidents occur. **Green bike-lane pavement markings**, visualized in the figure below, will assist in delineating non-motorized spaces so drivers are more aware of other users on the road.

As with the first scenario, **protected bike lanes** are placed along E Linden Street to allow residents from the surrounding neighborhoods better access to the Boulevard. **ADA accessible** ramps at intersections are recommended to improve accessibility for all users, along with **high-visibility crosswalks** that alert drivers of the potential need to stop. The intersection also features increased lane **setbacks** to make pedestrians and cyclists more visible to turning drivers compared to the existing layout.
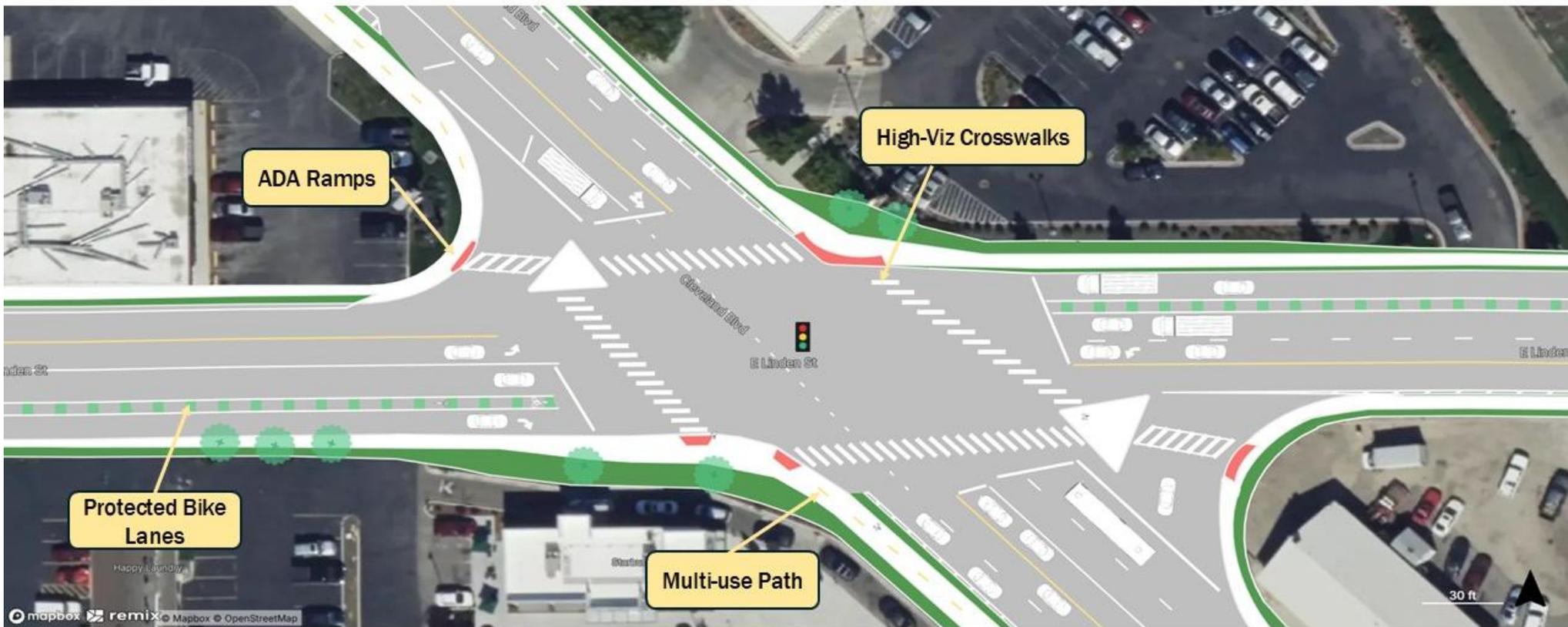
Figure 16. Multi-use path multi-modal scenario

Middleton-Karcher Intersection Multi-modal Scenarios

Within the context of the three nodes analyzed in this study, the Middleton-Karcher saw the highest number of crashes, nearly 700 crashes reported over the last twenty years. About 300 injuries resulted from these crashes, which highlights the high concentration of crashes and subsequent injuries compared to the other nodes. **Figure 17** below provides an aerial view of the existing intersection. While it does feature a built-out sidewalk network and bike lanes along Karcher Rd, the multitude of vehicular lanes in this area, paired with narrow or nonexistent shoulders to separate pedestrian spaces makes it an imposing space for non-vehicular users.

Overall, this intersection is focused on moving vehicles, not people. Existing high traffic speeds and noise, narrow to non-existent shoulders between the roadway and the sidewalk, and lack of street trees do not make this a favorable or safe area for nearby residents to traverse despite this area being home to several essential businesses like grocery stores, daycare, pharmacies, and educational facilities.

Figure 17. Existing Karcher-Caldwell Boulevard Intersection
Source: Google Earth – August 2025

The first step to making this intersection more pedestrian friendly is to emphasize the existing corners of each intersection. By embracing the corner as an "edge" that separates vehicular spaces from pedestrian spaces, drivers are more aware of other users as they approach the intersection. As intersections are the most common spot for crashes, creating edges that force drivers to slow down when making a turn or continuing through will help reduce the total number of crashes that may occur, making the roadway safer for both drivers and pedestrians[2].

The first scenario shown in **Figure 18** below visualizes these curb corner improvements by creating **curb extensions** that increase the total space a curb takes up and minimizes the total curb radius[3]. This expands the total pedestrian area and decreases the amount of time it takes for a pedestrian to cross the intersection[4]. This provides higher levels of comfort and safety for pedestrians. It also improves sightlines, decreases the likelihood of highspeed vehicle turns, and reduces the total amount of time pedestrians and cyclists are exposed to conflicts. **Pedestrian walk signals** are placed at crosswalk intersections to control the timing of crossings and provide safe passage for users. **Bike speed control measures** in the form of bollards are installed along the **protected bike lanes**, which are shown to reduce the ability for users to travel through crossings at high speeds. This measure improves overall roadway safety and reduces the likelihood of conflicts between cyclists and moving vehicles. **ADA accessible ramps** are placed at crosswalks to make crossings accessible for people with disabilities. The existing crosswalks are replaced with a **high-visibility ladder crosswalk pattern** to help delineate pedestrian spaces on roadways and improve safety. Additionally, all intersections feature increased lane **setbacks** between the motor vehicle lanes and pedestrian crossings to make pedestrians and cyclists more visible to turning drivers than conventional intersections.

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[2] Recommendations are meant to be consistent with TOD and Complete Street best practices. Future traffic analysis needed including data that breaks out modes and severity of accident.

[3] Additional data and geometric studies are recommended for future phases of this study.

[4] NACTO Urban Street Intersection Design Elements
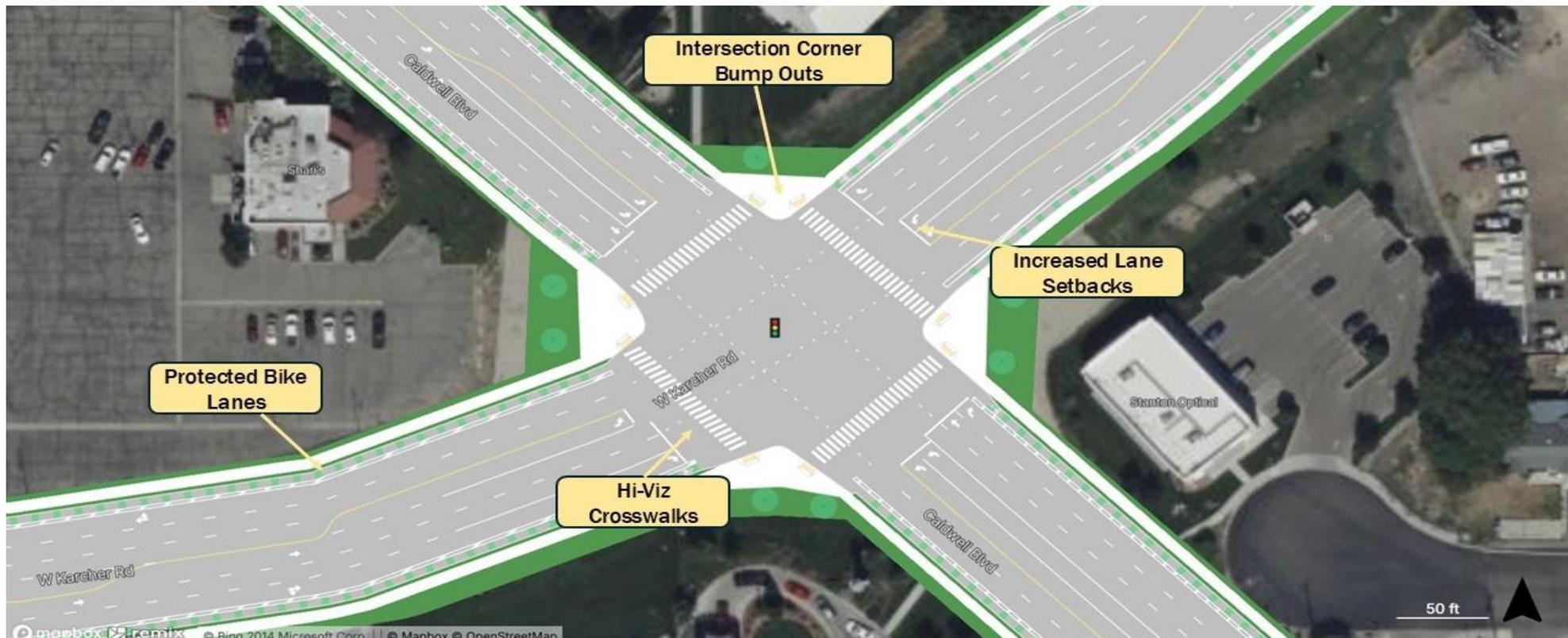
Figure 18. Protected bike lane multi-modal scenario

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Given the existing high driving volumes[5] and its function as a key access point to I-84, it may be unlikely that right-of-way for vehicular lanes could be redistributed to created protected bike lanes directly on the Boulevard. As such, the second multi-modal alternative that visualizes a multi-use path may be more feasible[6].

Within this node, a multi-use path, unlike a bike lane, is likely to provide a better user experience for everyone due to it being physically separated from motor vehicle traffic. This separation can be achieved with a planted area, as shown in **Figure 19** below, or with a raised median, curb, or tactile warning delineator.

Like the previous scenario, **protected bike lanes** along Karcher Road are still recommended to support local resident access to the Boulevard and potentially reduce the total number of car trips taken by a local household if alternatives to driving exist. **Curb extensions** are also still recommended to assist in creating edges between vehicle and non-vehicular spaces and lower the likelihood of high turn speeds by drivers. **High-visibility crosswalks** are shown to improve pedestrian crossing safety and driving lanes feature **increased lane setbacks** at the intersection to also aid in improving the visibility of crossing pedestrians.

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[5] 2024 Passenger AADT traffic counts for this intersection were around 45,000 daily vehicles
[6] NACTO Urban Design Bikeway Guide

Figure 19. Multi-use path multi-modal scenario

Happy Day Transit Center Multi-modal Scenarios

Of the three nodes identified, the Happy Day Transit node saw the least amount of crashes across a twenty-year period with just under 100 crashes recorded. The intersection of the Boulevard and Laster Lane, which provides the most direct access to the Happy Day Transit Center, also sees the lowest Annual Average Daily Traffic counts within each of the nodes at less than 25,000 daily vehicles.

Figure 20 below provides an aerial overview of the Laster Lane and Boulevard intersection. This intersection and the surrounding area includes a complete sidewalk network and bike lanes along the Boulevard; however, the lack of safety features such as bollards or protective barriers that separate foot traffic from motorized traffic decrease the likelihood that this infrastructure will be used. Additionally, the existing sidewalk network is broken up by a large number of curb cuts that increase potential conflict points between drivers, pedestrians, and cyclists.

As this area is likely to see higher amounts of foot traffic to access transit services from Happy Day Transit Center, two scenarios were developed to visualize multi-modal improvements that could be implemented to make this area more walkable for transit users.

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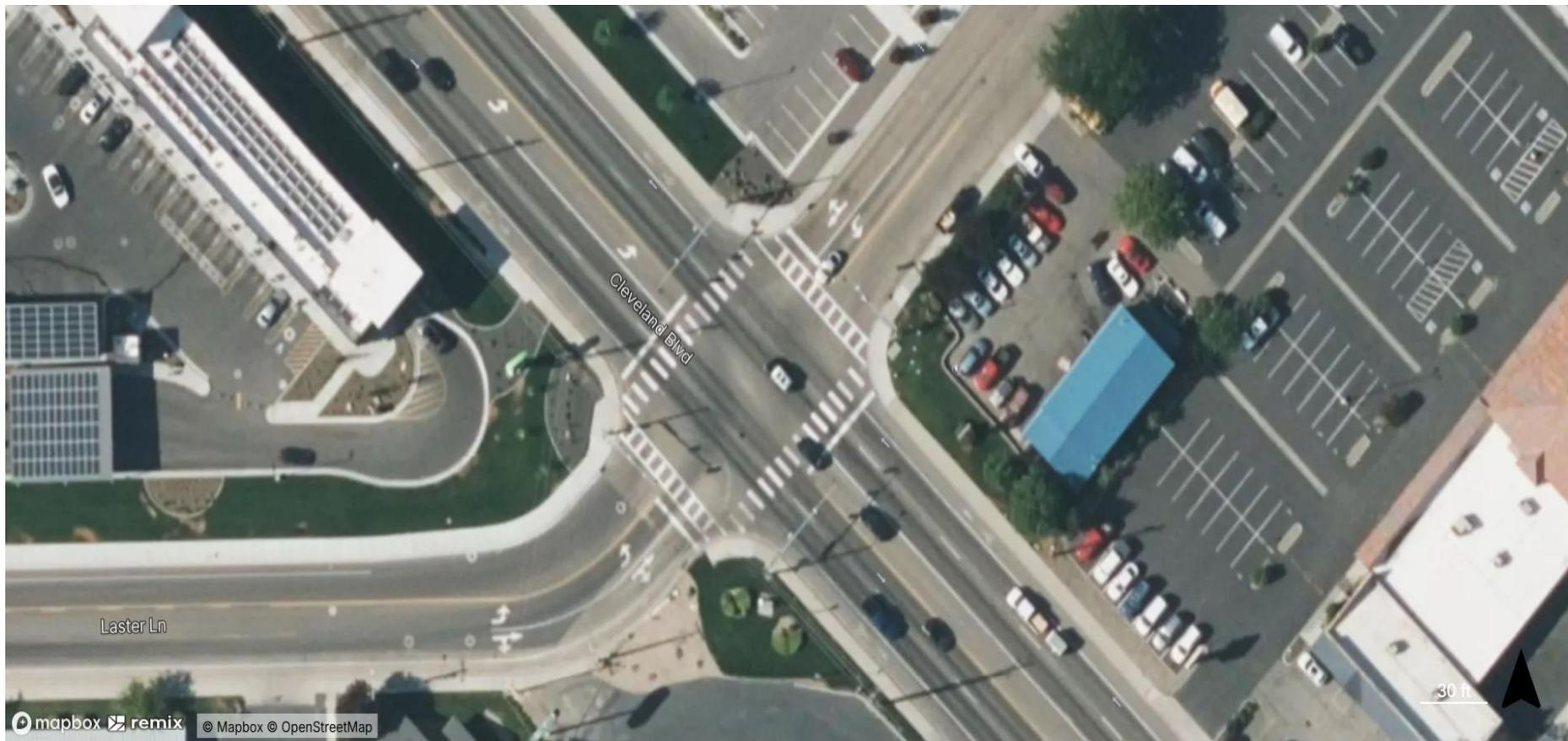
Figure 20. Existing Laster Ln- Caldwell Boulevard Intersection
Source: Google Earth – August 2025

The existing intersection provides minimal multi-modal considerations that protect non-automobile users. Given the lower traffic volumes at this particular intersection, there is an opportunity to redistribute some of the existing right-of-way that currently exists for vehicular traffic to more multi-modal infrastructure. The resulting recommended improvements shown in **Figure 21** below create clearly defined pedestrian zones that will decrease potential conflicts between pedestrians or cyclists and motor vehicles and increase levels of comfort for community members accessing the transit center. Clearly defined **protected bike lanes** are added on each street to facilitate safe passage for cyclists. **Bike or pedestrian signals** aid in creating safer road crossings for pedestrians and cyclists as well. **Curb extensions** that reduce turn radii further delineates pedestrian zones from vehicle zones and reduces overall vehicle speeds by breaking up sight lines. They also force drivers to slow down at turning points and improve driver yielding where pedestrian crossings occur. **Visibility signage** is also placed at turning points to raise awareness of the crossing for passing vehicles and further improve the likelihood for driver yielding. The intersection also features increased lane **setbacks** to make pedestrians and cyclists more visible to turning drivers compared to the existing layout.

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Figure 21. Protected bike lane multi-modal scenario

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The alternative scenario (**Figure 22**) for the Happy Day Transit Center node replaces the existing bike lanes on the Boulevard with a **multi-use path** on an independent alignment from the roadway, which provides a better user experience for pedestrians and cyclists by allowing users to distance themselves from passing vehicles. **Protected bike lanes** along Laster Lane are still proposed to support access to and from the surrounding neighborhoods to Happy Day Transit Center.

Given the lower traffic levels, and likelihood of increased pedestrian traffic because of the transit center, **raised intersections** could be considered at this intersection as a traffic calming measure. Raised intersections are similar to speed humps in that their goal is to reinforce slow speeds and encourage drivers to be mindful of crossing pedestrians.

Like the previous scenario, **curb extensions** are recommended to increase pedestrian areas along the Boulevard and lower pedestrian crossing times at intersections. Curb extensions are paired with **lane setbacks** to further increase pedestrian and cyclists' visibility for drivers compared to the existing layout.

Figure 22. Multi-use path multi-modal scenario

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The scenarios presented encompass a TOD and multi-modal vision that can be replicated across the corridor and represent a range of outcomes most suitable for each node along the Boulevard. Soliciting support from community on these potential outcomes will be pivotal to making them a reality.

Recommended Improvements and Implementation

Nampa-Caldwell Boulevard is a key corridor within the Treasure Valley Region that connects the cities of Nampa and Caldwell. These communities are also growing at a rapid rate. This study provides a framework for the two cities to manage the expected urban expansion by identifying opportunities to implement infrastructure and sustainable development projects that anticipate the needs of existing and future residents around the Boulevard.

The recommendations identified in this plan were produced with the goal of improving roadway safety along the Boulevard, while also identifying opportunities to create more walkable areas within the corridor that support future transit expansion efforts by VRT.

Project Prioritization

For each of the multi-modal scenarios described above, high-level cost estimates were assembled to help VRT, and the municipalities of Nampa and Caldwell, make effective and well-informed decisions regarding potential infrastructure projects along the Boulevard.

A more complete breakdown of the costs and methodology used to assemble the estimate for each scenario can be found in the **Appendix**, but **Table 1** below provides a high-level summary of the total estimated project cost for each nodal scenario described above.

There is an estimated cost of upgrading the existing bus stops located within each respective node to improve passenger experience and modernize the overall system included in each node cost estimate. These improvements include VRT's baseline cost to install upgraded stop amenities such as bus shelters, bike rakes, a bench, and trash cans.

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Caldwell Event Center TOD Node	
Multi-Use Path Scenario Project Estimate	*Protected Bike Lane Scenario Project Estimate*
$1,279,000	$1,104,000

Middleton-Karcher TOD Node	
Multi-Use Path Scenario Project Estimate	*Protected Bike Lane Scenario Project Estimate*
$3,641,000	$1,222,000

Happy Day Transit Center TOD Node	
Multi-Use Path Scenario Project Estimate	*Protected Bike Lane Scenario Project Estimate*
$3,910,000	$1,993,000

These cost estimates will allow each municipality to make informed decisions on the prioritization of infrastructure investments along the corridor to ensure project implementation aligns with community needs.

Conclusion

Growth in the Treasure Valley Region, and the Nampa-Caldwell Boulevard area, is showing no signs of slowing. The multi-modal scenarios and redevelopment analysis within each node can act as a guide to inform how the corridor grows. This study represents an opportunity to redefine the Boulevard from a car-centric space to a vibrant, multi-modal corridor. While this study's outcomes focus on improving infrastructure conditions for non-drivers, it is important to note that improving these conditions will provide economic benefits to the entire community. For example, by improving sidewalk and biking conditions, the cities of Nampa and Caldwell can alleviate overall traffic congestion for businesses to make more efficient deliveries. Alternatively, by increasing access to places of employment by improving walking conditions to bus stops and prioritizing the development of denser multi-family projects near transit stops, residents along the corridor will be able to access a wider range of potential places of employment because it is easier to get to work.

To implement the projects identified, consensus between the many agencies, city leaders, and landowners that represent the community will be critical. As noted in the Market Scan, the Treasure Valley as a whole has experienced a recent shift towards creating more multifamily developments that have not been seen historically. While the Nampa-Caldwell Boulevard is a bit more "pioneering" in terms of implementing multifamily and mixed-use

redevelopment compared to the larger region, the local market supports the case for new multifamily as a viable opportunity within the context of new TOD.

If successful, Nampa-Caldwell Boulevard can be an example of how focused redevelopment can lead to a corridor that accommodates all users, alleviates congestion, allows residents more mobility, and continues to foster livable communities.

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Appendix

Cost Estimates

For each scenario cost estimate, only the most significant items were considered—specifically, those expected to be more expensive due to either high quantities involved in the project or high unit prices.

For most items, unit prices were derived from similar projects previously estimated in the region. In some cases, such as the "removal of obstructions" item, unit prices were obtained from the ITD Average Unit Price Booklet. A key advantage of this resource is the ability to filter data to match projects with similar quantities for specific items, resulting in more accurate pricing.

Other unit prices, such as for "asphalt repair," were taken from the ACHD Bid Average Report. This report provides the average of the lowest three bid prices, along with price ranges based on quantity, which helps improve the reliability of the estimates. Pricing for bus station components was provided by VRT.

For items without defined design quantities at this stage—such as stormwater infrastructure—a percentage-based approach was used. A similar project in the region was reviewed to determine the percentage of total cost attributed to stormwater work. That percentage was then applied to the overall estimated cost of this project to approximate the value of stormwater items.

A 5% contingency was added to most quantities. In addition, a 30% overall contingency and a 17.5% estimated engineering design fee were applied to the total project cost.

Below are the full breakdowns of each node's multi-modal scenario cost estimate.

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Caldwell Events Center Node Cost Estimate
Multi-Use Path Alternative

DESCRIPTION	UNIT	TOTAL	UNIT COST	TOTAL COST	PERCENT OF TOTAL
Clearing and Grubbing	LS	1	$10,000	$10,000	1.4%
Pavement Markings (paint, multi-use path and protected bike lane)	SF	9400	$1	$11,750	1.6%
Relocate Street Light	EA	4	$3,500	$14,000	1.9%
Erosion Control	LS	1	$14,500	$14,500	2.0%
Permanent Traffic Items (signs)	LS	1	$14,500	$14,500	2.0%
Cross walk & Stop bar painting (thermoplastic)	SF	1780	$11	$19,580	2.7%
Bus Station Concrete and amenities	EA	2	$10,300	$20,600	2.8%
Removal of Obstructions (side walk along multi-use path improvement)	SY	1,410	$16	$22,560	3.1%
Rectangular Rapid Flashing Beacon	EA	2	$12,000	$24,000	3.3%
Asphalt Repair (along new sidewalk)	SY	320	$76	$24,320	3.3%
Temporary Traffic Control	LS	1	$29,000	$29,000	4.0%
Crushed Aggregate For Base, Type I, 3/4" Minus	CY	600	$55	$33,000	4.5%
Curb & Gutter Items	LF	1400	$25	$35,000	4.8%
Channelizers (protected bike lane delineators)	EA	400	$100	$40,000	5.5%
Concrete Driveway Approach	SY	490	$100	$49,000	6.7%
Stormwater Items	LS	1	$72,500	$72,500	10.0%
Excavation (base material+cut under multi-use path & new sidewalk)	CY	2550	$35	$89,250	12.3%
Concrete Sidewalks, Thickness 5"	SY	3700	$55	$203,500	28.0%
			Subtotal:	$727,100	100.0%

| Mobilization (15%) | LS | 1 | $109,065 | $109,100 | |

COST ESTIMATE SUMMARY (BY 2025)		
Contingency %	*Contingency Cost*	*Total Construction Cost*
30%	$251,000	$1,088,000
Engineering Fee %		*Engineering Fee Cost*
17.5%		$191,000
TOTAL PROJECT COST		
$1,279,000		

Caldwell Events Center Node Cost Estimate
Protected Bike Lane Alternative

DESCRIPTION	UNIT	TOTAL	UNIT COST	TOTAL COST	PERCENT OF TOTAL
Relocate Street Light	EA	0	$3,500	$0	0.0%
Clearing and Grubbing	LS	1	$10,000	$10,000	1.6%
Erosion Control	LS	1	$12,500	$12,500	2.0%
Permanent Traffic Items (signs)	LS	1	$12,500	$12,500	2.0%
Removal of Obstructions (side walk along multi-use path improvement)	SY	860	$16	$13,760	2.2%
Pavement Markings (paint, multi-use path and protected bike lane)	SF	13300	$1	$16,630	2.7%
Cross walk & Stop bar painting(thermoplastic)	SF	1780	$11	$19,580	3.1%
Bus Station Concrete and amenities	EA	2	$10,300	$20,600	3.3%
Rectangular Rapid Flashing Beacon	EA	2	$12,000	$24,000	3.8%
Asphalt Repair (along new sidewalk)	SY	320	$76	$24,320	3.9%
Temporary Traffic Control	LS	1	$25,000	$25,000	4.0%
Crushed Aggregate For Base, Type I, 3/4" Minus	CY	500	$55	$27,500	4.4%
Curb & Gutter Items	LF	1400	$25	$35,000	5.6%
Concrete Driveway Approach	SY	490	$100	$49,000	7.8%
Channelizers (protected bike lane delineators)	EA	580	$100	$58,000	9.2%
Stormwater Items	LS	1	$63,000	$63,000	10.0%
Excavation (Base material+cut under multi-use path & new sidewalk)	CY	1920	$35	$67,200	10.7%
Concrete Sidewalks, Thickness 5"	SY	2700	$55	$148,500	23.7%
			Subtotal:	$627,100	100.0%

| Mobilization (15%) | LS | 1 | $94,065 | $94,100 | |

COST ESTIMATE SUMMARY (BY 2025)		
Contingency %	*Contingency Cost*	*Total Construction Cost*
30%	$217,000	$939,000
Engineering Fee %		*Engineering Fee Cost*
17.5%		$165,000
TOTAL PROJECT COST		
$1,104,000		

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| Karcher-Middleton Node Cost Estimate | | | | | |
| Multi-Use Path Alternative | | | | | |
DESCRIPTION	UNIT	TOTAL	UNIT COST	TOTAL COST	PERCENT OF TOTAL
Channelizers (protected bike lane delineators)	EA	0	$100	$0	0.0%
Pavement Markings (paint, multi-use path and protected bike lane)	SF	2,100	$1	$2,630	0.1%
Clearing and Grubbing	LS	1	$10,000	$10,000	0.5%
Asphalt Repair (along new sidewalk)	SY	150	$76	$11,400	0.6%
Curb & Gutter Items	LF	650	$25	$16,250	0.8%
Rectangular Rapid Flashing Beacon	EA	2	$12,000	$24,000	1.2%
Erosion Control	LS	1	$41,000	$41,000	2.0%
Permanent Traffic Items (signs)	LS	1	$41,000	$41,000	2.0%
Relocate Street Light	EA	20	$3,500	$70,000	3.4%
Bus Station Concrete and amenities	EA	7	$10,300	$72,100	3.5%
Temporary Traffic Control	LS	1	$83,000	$83,000	4.0%
Cross walk & Stop bar painting(thermoplastic)	SF	8,930	$11	$98,230	4.7%
Crushed Aggregate For Base, Type I, 3/4" Minus	CY	1,800	$55	$99,000	4.8%
Removal of Obstructions (side walk along multi-use path improvement)	SY	7,090	$16	$113,440	5.5%
Concrete Driveway Approach	SY	1,335	$100	$133,500	6.4%
Stormwater Items	LS	1	$210,000	$207,000	10.0%
Excavation (Base material+cut under multi-use path & new sidewalk)	CY	8,930	$35	$312,550	15.1%
Concrete Sidewalks, Thickness 5"	SY	13,400	$55	$737,000	35.6%
			Subtotal:	$2,072,100	100.0%

Mobilization (15%)	LS	1	$310,815	$310,900	

COST ESTIMATE SUMMARY (BY 2025)		
Contingency %	Contingency Cost	Total Construction Cost
30%	$715,000	$3,098,000
Engineering Fee %		Engineering Fee Cost
17.5%		$543,000
TOTAL PROJECT COST		
$3,641,000		

| Middleton-Karcher Node Cost Estimate | | | | | |
| Protected Bike Lane Alternative | | | | | |
DESCRIPTION	UNIT	TOTAL	UNIT COST	TOTAL COST	PERCENT OF TOTAL
Removal of Obstructions (side walk along multi-use path improvement)	SY	0	$16	$0	0.0%
Concrete Driveway Approach	SY	0	$100	$0	0.0%
Relocate Street Light	EA	0	$3,500	$0	0.0%
Clearing and Grubbing	LS	1	$5,000	$5,000	0.7%
Crushed Aggregate For Base, Type I, 3/4" Minus	CY	100	$55	$5,500	0.8%
Asphalt Repair (along new sidewalk)	SY	150	$76	$11,400	1.6%
Excavation (Base material+cut under multi-use path & new sidewalk)	CY	380	$35	$13,300	1.9%
Erosion Control	LS	1	$14,000	$14,000	2.0%
Permanent Traffic Items (signs)	LS	1	$14,000	$14,000	2.0%
Curb & Gutter Items	LF	650	$25	$16,250	2.3%
Rectangular Rapid Flashing Beacon	EA	2	$12,000	$24,000	3.5%
Temporary Traffic Control	LS	1	$27,500	$27,500	4.0%
Concrete Sidewalks, Thickness 5"	SY	600	$55	$33,000	4.7%
Pavement Markings (paint, multi-use path and protected bike lane)	SF	52,000	$1	$65,000	9.4%
Stormwater Items	LS	1	$69,500	$69,500	10.0%
Bus Station Concrete and amenities	EA	7	$10,300	$72,100	10.4%
Cross walk & Stop bar painting (thermoplastic)	SF	8,400	$11	$92,400	13.3%
Channelizers (protected bike lane delineators)	EA	2,320	$100	$232,000	33.4%
			Subtotal:	$695,000	100.0%

Mobilization (15%)	LS	1	$104,250	$104,300	

COST ESTIMATE SUMMARY (BY 2025)		
Contingency %	Contingency Cost	Total Construction Cost
30%	$240,000	$1,040,000
Engineering Fee %		Engineering Fee Cost
17.5%		$182,000
TOTAL PROJECT COST		
$1,222,000		

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| Happy Day Transit Center Node Cost Estimate | | | | | |
| *Multi-Use Path Alternative* | | | | | |
DESCRIPTION	UNIT	TOTAL	UNIT COST	TOTAL COST	PERCENT OF TOTAL
Rectangular Rapid Flashing Beacon	EA	0	$12,000	$0	0.0%
Clearing and Grubbing	LS	1	$10,000	$10,000	0.4%
Pavement Markings (paint, multi-use path and protected bike lane)	SF	13,500	$1	$16,880	0.8%
Erosion Control	LS	1	$44,000	$44,000	2.0%
Permanent Traffic Items (signs)	LS	1	$44,000	$44,000	2.0%
Cross walk & Stop bar painting(thermoplastic)	SF	4,340	$11	$47,740	2.1%
Channelizers (protected bike lane delineators)	EA	540	$100	$54,000	2.4%
Asphalt Repair (along new sidewalk)	SY	760	$76	$57,760	2.6%
Removal of Obstructions (side walk along multi-use path improvement)	SY	4,650	$16	$74,400	3.3%
Curb & Gutter Items	LF	3,400	$25	$85,000	3.8%
Temporary Traffic Control	LS	1	$90,000	$90,000	4.0%
Crushed Aggregate For Base, Type I, 3/4" Minus	CY	1,700	$55	$93,500	4.2%
Relocate Street Light	EA	30	$3,500	$105,000	4.7%
Concrete Driveway Approach	SY	1,780	$100	$178,000	8.0%
Stormwater Items	LS	1	$223,000	$223,000	10.0%
Bus Station Concrete and amenities	EA	3	$74,900	$224,700	10.1%
Excavation (Base material+cut under multiuse path & new sidewalk)	CY	7,610	$35	$266,350	12.0%
Concrete Sidewalks, Thickness 5"	SY	11,100	$55	$610,500	27.4%
			Subtotal:	$2,224,900	100.0%

Mobilization (15%)	LS	1	$333,735	$333,800	

COST ESTIMATE SUMMARY (BY 2025)		
Contingency %	*Contingency Cost*	*Total Construction Cost*
30%	$768,000	$3,327,000
Engineering Fee %		*Engineering Fee Cost*
17.5%		$583,000
TOTAL PROJECT COST		
$3,910,000		

| Happy Day Transit Center Node Cost Estimate | | | | | |
| *Protected Bike Lane Alternative* | | | | | |
DESCRIPTION	UNIT	TOTAL	UNIT COST	TOTAL COST	PERCENT OF TOTAL
Removal of Obstructions (side walk along multi-use path improvement)	SY	0	$16	$0	0.0%
Concrete Driveway Approach	SY	0	$100	$0	0.0%
Rectangular Rapid Flashing Beacon	EA	0	$12,000	$0	0.0%
Relocate Street Light	EA	0	$3,500	$0	0.0%
Clearing and Grubbing	LS	1	$10,000	$10,000	0.9%
Erosion Control	LS	1	$23,000	$23,000	2.0%
Permanent Traffic Items (signs)	LS	1	$23,000	$23,000	2.0%
Crushed Aggregate For Base, Type I, 3/4" Minus	CY	500	$55	$27,500	2.4%
Cross walk & Stop bar painting(thermoplastic)	SF	4,090	$11	$44,990	4.0%
Temporary Traffic Control	LS	1	$45,000	$45,000	4.0%
Pavement Markings (paint, multi-use path and protected bike lane)	SF	46,200	$1	$57,750	5.1%
Asphalt Repair (along new sidewalk)	SY	760	$76	$57,760	5.1%
Excavation (Base material+cut under multi-use path & new sidewalk)	CY	1,920	$35	$67,200	5.9%
Curb & Gutter Items	LF	3,400	$25	$85,000	7.5%
Stormwater Items	LS	1	$113,000	$113,000	10.0%
Concrete Sidewalks, Thickness 5"	SY	2,700	$55	$148,500	13.1%
Channelizers (protected bike lane delineators)	EA	2,060	$100	$206,000	18.2%
Bus Station Concrete and amenities	EA	3	$74,900	$224,700	19.8%
			Subtotal:	$1,133,400	100.0%

Mobilization (15%)	LS	1	$170,010	$170,100	

COST ESTIMATE SUMMARY (BY 2025)		
Contingency %	*Contingency Cost*	*Total Construction Cost*
30%	$392,000	$1,696,000
Engineering Fee %		*Engineering Fee Cost*
17.5%		$297,000
TOTAL PROJECT COST		
$1,993,000		

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Market Scan Background & Objectives

The following sections include a high-level overview of real estate market conditions to provide a preliminary evaluation of TOD potential along the corridor. This initial real estate market scan considers land uses most likely to support TOD delivery, including multifamily residential, office, and retail uses. The market scan includes residential and commercial supply and demand conditions in the defined submarkets that encompass the corridor as well as those of the overall region. In addition to real estate market metrics such as vacancy rates, average rents, and new deliveries, initial economic and demographic factors, including historical growth in population, households, and employment by sector are included to further inform likely demand conditions by land use.

The geographic scope included in various socioeconomic and real estate metrics varies depending on the metric analyzed, data availability, and other factors. With respect to various geographic definitions beyond the defined corridor study area, the U.S. Census Bureau defines the broader region as the Boise-Nampa, ID Metropolitan Statistical Area (MSA). This defined geography is composed of the counties of Ada, Boise, Canyon, Gem, and Owyhee, although the vast majority of MSA economic activity is concentrated in Ada and Canyon Counties. As such, the use of the term "region" and/or "Treasure Valley" in the following sections generally refers to the combined area of Ada and Canyon Counties, unless otherwise specified.

This market overview represents a high-level snapshot of key metrics to identify the corridor's overall strengths, weaknesses, and opportunities for new TOD construction. A recommended later-phase / next step would be to commission a more targeted, site-specific market analysis for identified TOD candidate sites, to better understand the overall development potential at each site, including more detailed information on depth of competitive supply for the specific mix of uses proposed, and more refined data gathering on the likely sources of demand (e.g. specific household types, employment sectors, retail categories, etc).

Regional Socioeconomic Context

Generally, employment represents the primary driver of demand for most land uses and best overall indicator of future growth in a given geographical area. Growth in employment indicates a growth in demand for commercial land uses and creates additional local demand for new residential units. As such, understanding historical and forecast employment trends in the region and for the TOD corridor study area will inform the overall demand potential for new TOD. On the demographic side, trends in population and

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household growth were reviewed to better understand potential depth of demand for various residential product types in a TOD setting.

Both Canyon County and Ada County showed exceptionally strong job growth over the past decade relative to prior periods. Average annual job growth was 24,000 over the period from 2014 to 2024, accounting for over 100,000 jobs over the period. This employment growth represented an average of 3.5% per year over the period, compared to much slower growth from 2004 through 2014 (1.2%), as shown in *Figure 23*.
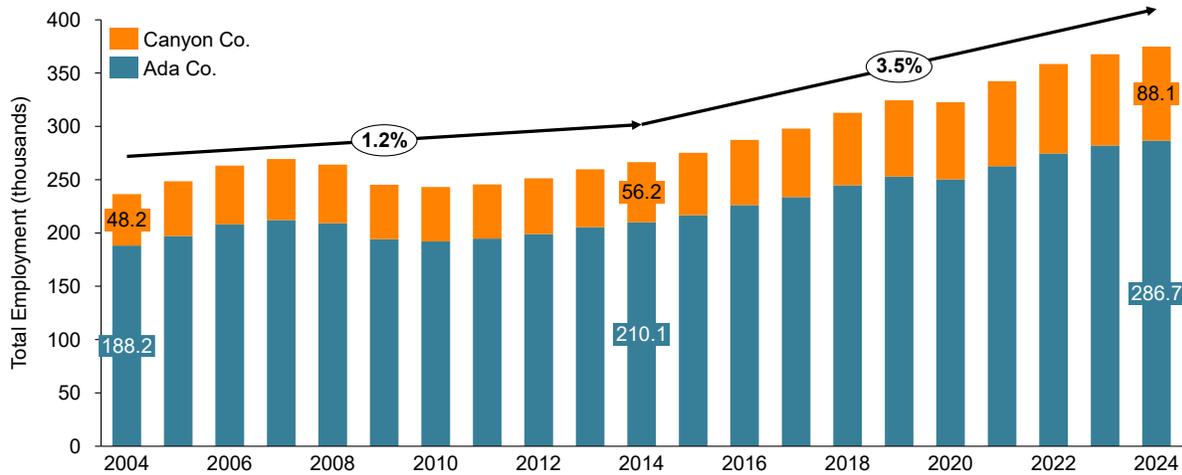
Figure 23. Historical Annual Employment (thousands), Canyon County & Ada County, 2004 - 2024[7]

This trend of consistent growth was disrupted by the Global Pandemic, which had a dramatic economic effect on most major economies nationally, due to shutdowns of entire industry sectors such as travel and hospitality. Canyon County, Ada County, and the State of Idaho as a whole proved more resilient relative to the U.S. economy during this period. As shown in *Figure 24*, although year-over-year employment growth dropped dramatically from 2019 to 2020 nationwide (-6.1%), Idaho and the region experienced less of a decline in growth in 2020 compared to the U.S. as a whole, and a much more rapid recovery in 2021.

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[7] Source: HDR; U.S. Bureau of Labor Statistics (BLS)
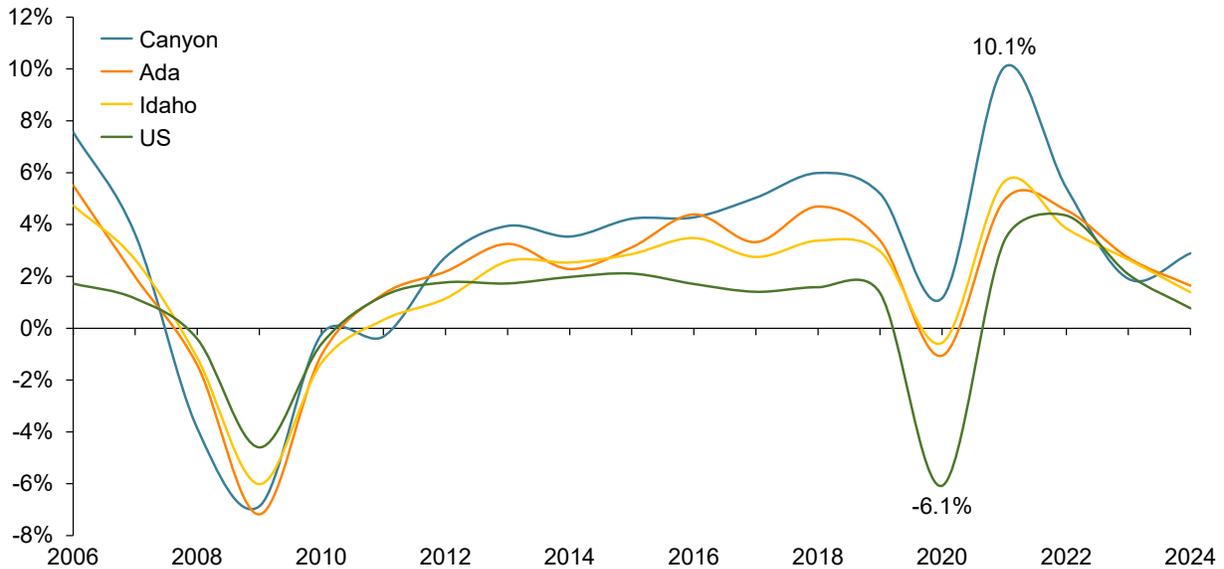
Figure 24. Annual Employment Growth, Canyon County, Ada County, Idaho, and U.S., 2006 - 20248

This robust recovery is likely due in part to the fact that the state was relatively quicker than others to lift restrictions on lockdowns and stay-at-home orders, allowing economic activity to restart sooner. Notably, while neighboring Ada County, the state of Idaho and the U.S. as a whole all experienced a reduction in employment in 2020, Canyon County employment still had positive job growth for the year, suggesting an unusually resilient local economy surrounding the study area corridor. This is likely partly a result of the mix of industry sectors in Canyon County, which has a relatively higher percentage of businesses made up of employees classified as "essential workers," such as in the trade, transportation, utilities, and health services sectors.

Consistent with the strong historical employment growth trends, the region's population began growing dramatically relative to historical trends over the period analyzed from 2015 through 2023. After a historically slow recovery from the Great Recession over the 5-year period from 2010 to 2015, regional population growth accelerated rapidly, as shown in *Figure 25*.

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[8] Source: HDR; U.S. BLS

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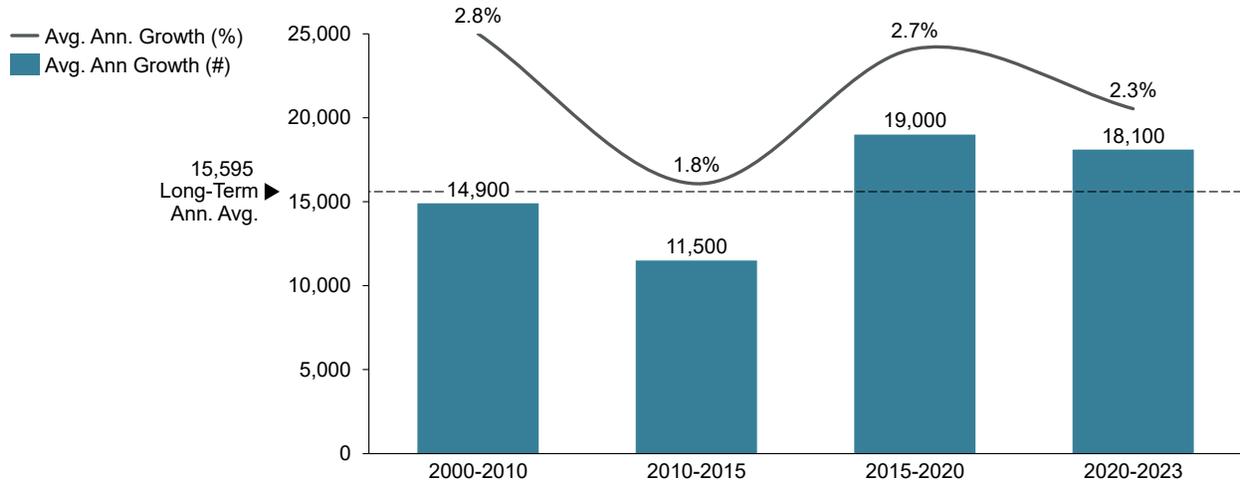
Figure 25. Historical Population Growth, Canyon County and Ada County, 2000 - 2023[9]

As shown above, the region began its period of rapid growth even before the pandemic. Census annual estimates show that the MSA's strong population growth became increasingly a function of growing net migration, meaning a much larger amount of people were relocating to the area than in the past (*Figure 26*). This trend is consistent with regional and national media reports that the region became a post-pandemic destination for remote workers seeking better quality of life and lower cost of living.
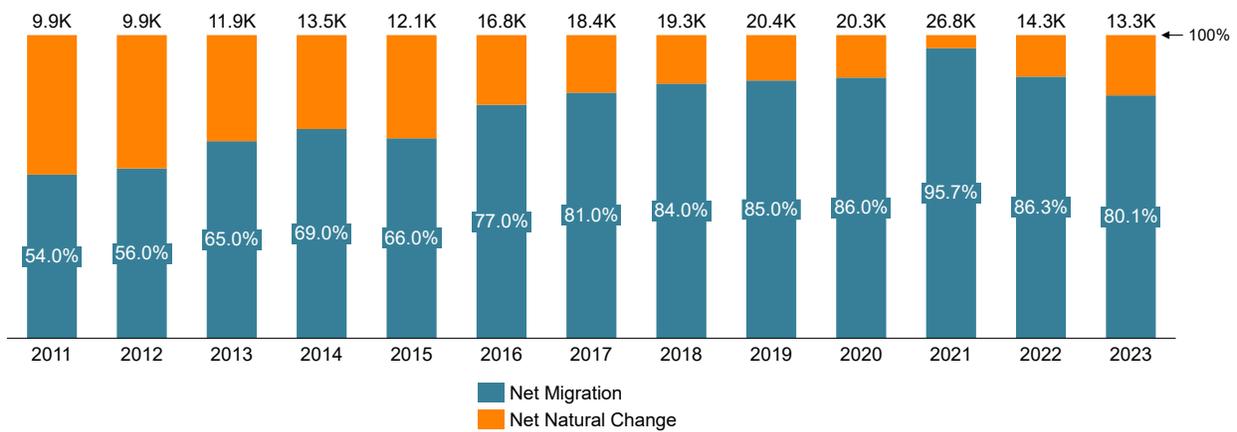
Figure 26. Components of Population Growth, Boise MSA, 2011 - 2023

This influx of new population and households to the region fueled a proportional spike in housing demand over the same period, and new residential supply has not kept pace with these increased demand conditions. As a result, housing affordability has become a severe challenge in the region.

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[9] Source: HDR; U.S. Census Bureau

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As shown in *Table 1*, almost a third of all households in the cities of Nampa and Caldwell are classified as housing cost burdened, meaning that 30% or more of household income goes toward housing costs. Additionally, half of all renter households are cost burdened, compared to 48% in the region and 46% statewide.

Housing Cost Burdened Households by Tenure					
Household Tenure	**Cost Burdened**	**Total**	**Nampa-Caldwell**	**Boise MSA**	**Idaho**
Renter	8,849	17,810	50 %	48 %	46 %
Owner	11,074	45,015	25 %	21 %	21 %
Total	19,923	62,825	32 %	29 %	28 %

Table 1. Housing Cost Burdened Households by Tenure, Cities of Nampa and Caldwell, Boise MSA, and Idaho, 202310

While housing cost burden is a well-documented problem regionwide, particularly for renter households, it is an even bigger issue in the cities of Nampa and Caldwell where the corridor study area is located.

Multifamily Market Trends

Historically, apartment units in the Nampa and Caldwell submarkets have consisted of lower-density, value-oriented product relative to multifamily inventory located in other parts of the Treasure Valley. As such, average achievable rents for local inventory are at the bottom of the market compared to other defined submarkets and to the regional average as a whole (*Figure 27*).

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[10] Source: HDR; U.S. Census Bureau
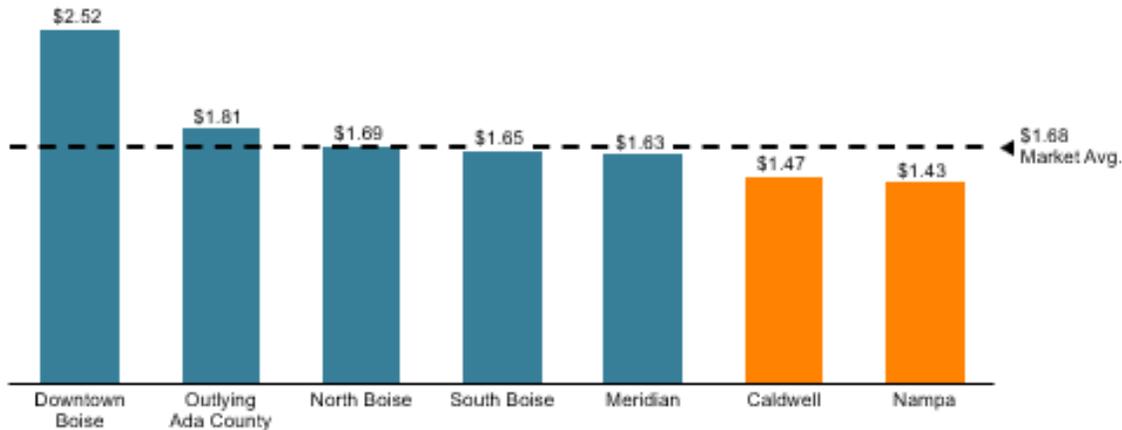
Figure 27. Average Multifamily Rents by Submarket, Treasure Valley, 2025 Q1 [11]

The regional average rent per month is $1.68 per square foot, with other submarkets ranging from $1.63 in Meridian up to $2.52 in Downtown Boise, representing the top of the market. While Nampa ($1.43) and Caldwell ($1.47) reflect the bottom of the market in terms of achievable rents, it should be noted that these averages consist of all classes and quality of multifamily units. More refined analysis in later phase work should narrow the focus on Class A units, consisting of newer, higher-quality inventory, as this segmentation will provide more insight into market feasibility and achievable positioning of new construction units.

This is especially true given the recent uptick in new apartment deliveries in the local Canyon County market. Historically, the long-term housing development pipeline in the county has been driven by greenfield, low-density single-family detached units, and permit issuance shows a long-term pattern similar to that of many comparable outlying suburban areas around the country, where value-oriented housing construction was facilitated in part due to the availability of lower-cost developable land. A boom in new construction permitting activity reached a peak in 2005-2006 followed by a subsequent bust and extended period of little to no construction activity during the resulting Great Recession.

After a period of decline and slow recovery lasting almost a decade (2007 through 2015), not only has single-family detached construction picked up momentum and surpassed pre-housing-bubble levels, but multifamily construction activity indicates that the area has emerged as a viable destination for new apartments as well.

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[11] Source: HDR; CoStar
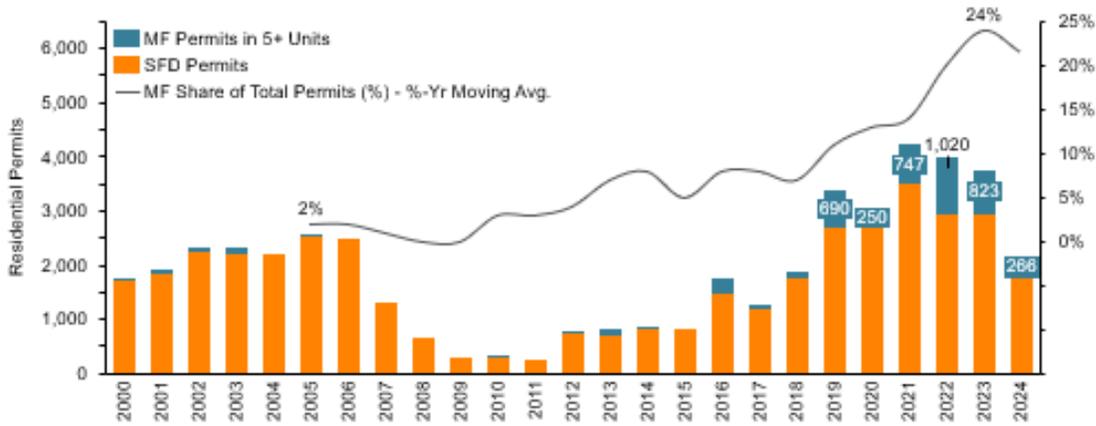
Figure 28. Historical Permits, Canyon County, 2000-2024

As shown in *Figure 28*, from 2000 to 2015, multifamily units averaged just 4% of total permits issued, or 34 units per year, with 7 years when no multifamily permits were issued. From 2016 through 2024, however, there has been an average of 473 multifamily permits issued per year, totaling almost 4,300 units over the period. From 2021 through 2024, multifamily permits averaged 25% of total permits, indicating a major shift in local housing dynamics and the emergence of the Nampa-Caldwell area as an attractive destination for apartment developers and renters.

Although still a discount relative to the region, achievable rents have been steadily increasing as newer apartment units come online. As shown in *Figure 29*, the combined average monthly rent for the Nampa and Caldwell submarkets has increased from around $1,100 in 2015 to $1,500 in Q4 2024.
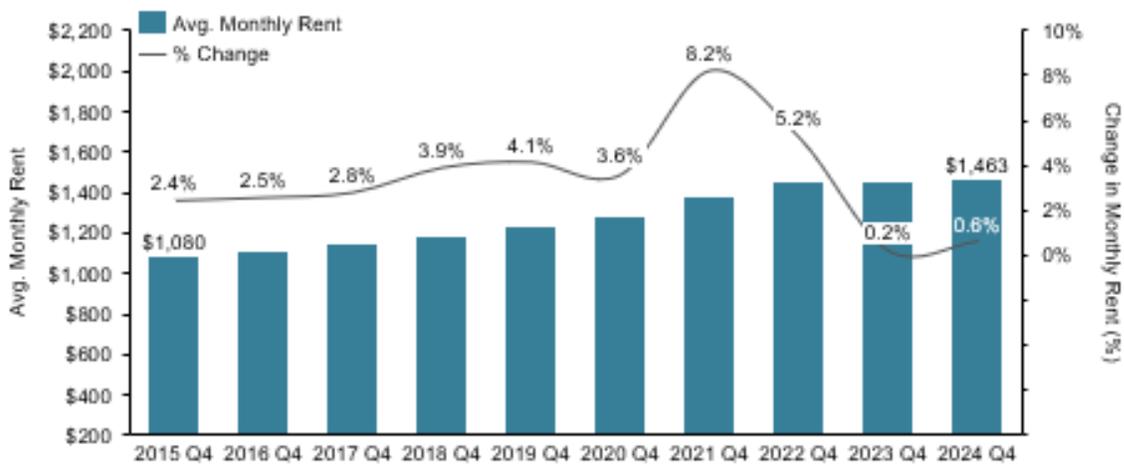
Figure 29. Average Monthly Rent and Year-over-Year Change, Nampa-Caldwell Submarkets, Q4 2015 – Q4 202412

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[12] Source: HDR; U.S. Census Bureau, U.S. Department of Housing & Urban Development

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Several of these new multifamily deliveries are located in the study area within close proximity to the corridor, further supporting the case for new multifamily as a viable opportunity within the context of new TOD. Some examples of these projects include:

- **Tilian** – 5 stories, 142 units, downtown Caldwell; infill development with units configured atop ground-floor retail space;

- **The Jaxon Luxury Apartments** – 4 stories, 316 units in Caldwell, near the midpoint of the study area corridor;

- **District 208** – 3 stories, 252 units, located on land behind the Karcher Mall;

- **The Logan** – 3 stories, 264 units, on Karcher Road just west of the corridor;

A full market analysis is recommended to conduct further due diligence on the details of new supply being delivered along the corridor to further inform the likely potential achievable positioning of new multifamily construction oriented in a TOD setting. For example, asking rents for several of the smaller one-bedroom units at the Jaxon are well over $2.00 per square foot per month, far above the Nampa-Caldwell average submarket rents for all classes noted above. Available listings for District 208 average $1.68 per square foot per month, also above the Nampa-Caldwell average and more on par with the regional average. Later-phase work should include more in-depth research on the details of the pipeline of apartments planned, proposed, under construction, and recently completed, to better understand the market opportunity along the corridor.

Affordable Housing Needs

Although the upswing in both new deliveries and rents bode well for development feasibility of market-rate units, they are not necessarily as auspicious for the ongoing need for affordable housing, which continues to be a severe issue throughout the region, including in Nampa and Caldwell. While the trend in increasing rents makes the area more attractive for new development, higher achievable rents do not help an area where half of all renter households are classified as housing cost burdened.

On the other hand, even if new units are less affordable, the significant ramp up in new units constructed in recent years will help in theory, as more housing supply is a key component to the affordability equation, as older, more affordable units are vacated for newer units, opening up vacancies for potentially lower-income households. The COMPASS Regional Housing Coordination Plan[13] estimates that in 2021 alone, the region underproduced housing supply by 18,000 units relative to demand, which includes underproduction of 2,400 units in Nampa and 1,100 units in Caldwell. The study estimates that based on household

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[13] https://compassidaho.org/wp-content/uploads/2023_COMPASS_RegionalHousingCoordinationPlan.pdf

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growth projections, the region will need to deliver over 80,000 units from 2022 to 2030 to keep up with demand. This figure includes a need for about 16,600 units in Nampa and Caldwell, or about 2,100 units a year. Although permits are not precisely construction numbers, assuming they are a reasonable estimate, historical permit issuance shows that the Nampa-Caldwell area is meeting this threshold, having averaged approximately 2,800 annual permits over the 5-year period from 2020 through 2024 and 2,200 over the 10-year period dating back to 2015. While this trend will help maintain market supply and demand balance, the high rate of housing cost burden suggests continued effort is needed to deliver units affordable to lower-income households in any future TOD developed along the corridor.

Commercial Uses: Office and Retail

Office Market Overview

The Nampa-Caldwell area remains a secondary office destination relative to other Treasure Valley submarkets. Combined, the two submarkets total approximately 3.9 million square feet of office space, which represents about 11% of the total regional inventory. Unlike primary office destinations with larger-scale single- and multi-tenant buildings, the office space tracked in the Nampa-Caldwell area is made up of relatively small properties. 3.9 million square feet is spread across 600 buildings, or an average of 6,500 square feet per building.

Like the multifamily submarket dynamic, the Nampa and Caldwell office submarkets are at the bottom of the region in terms of achievable average rents, at about $19.50 per square foot.
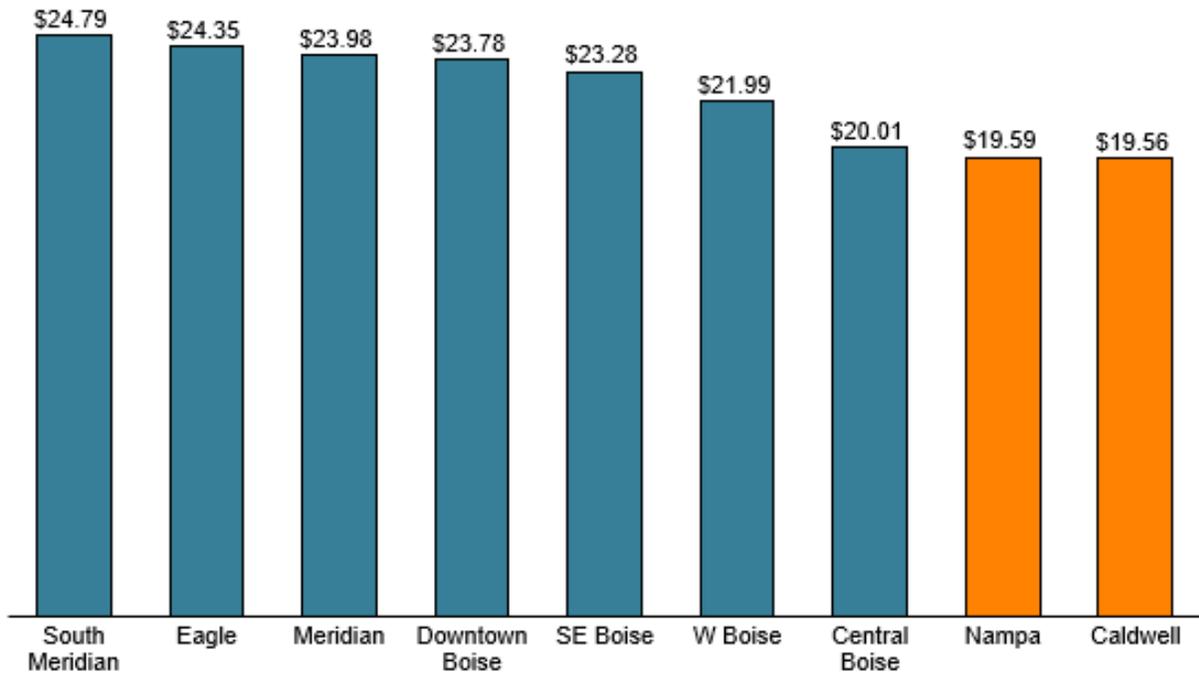
Figure 30. Average Annual NNN Rent by Submarket, Boise Region, Q1 2025

Employment growth by sector is consistent with this pattern, as the majority of Canyon County growth from 2013 through 2023 was in primarily non-office using sectors. Canyon County employment growth was concentrated in sectors more likely to occupy industrial, retail, and institutional spaces, as shown in *Figure 31*.
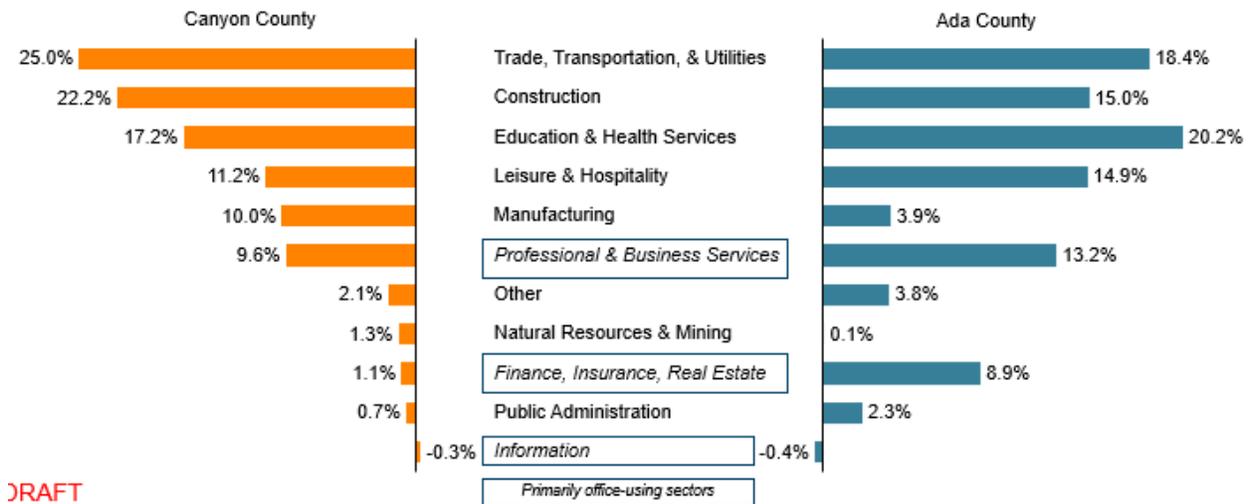
Figure 31. Employment Growth by Sector, Canyon and Ada County, 2013-2023

By comparison, Ada County had relatively higher growth in the primarily office-using sectors of Professional & Business Services and Finance, Insurance, and Real Estate.

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In light of regional office market dynamics and the Nampa-Caldwell area's minor role in it, the opportunity for large-scale office space in a TOD along the corridor is likely limited. However, it is possible that various types of business space could represent a complementary use, and that a well-executed, mixed-use, TOD delivered along the corridor could "stand out from the crowd" to attract new office absorption that is a departure from the historical trend.

While Canyon County's highest growth sectors shown above do not have traditional / typical office users, further research is recommended to explore the components of these sectors in more detail to determine if there are any unique subsectors that are growing in the local area and may present a opportunities to attract businesses that could benefit from the access and visibility of a TOD site. For example, the Education and Health Services sector includes activities such as technical and trade schools, fine arts, language schools, medical offices, social assistance, and child care.

Retail Market Overview

The Nampa-Caldwell retail market is healthy, particularly along the study area corridor. As a growing suburban market with ongoing residential growth in the outlying areas, the Nampa-Caldwell retail inventory has grown significantly in recent decades, proving the real estate development adage that "retail follows rooftops." As shown in *Figure 32*, the Nampa retail submarket is the largest in the region with 8.4 million square feet of space, and the Nampa and Caldwell submarkets combined total 10.5 million square feet.
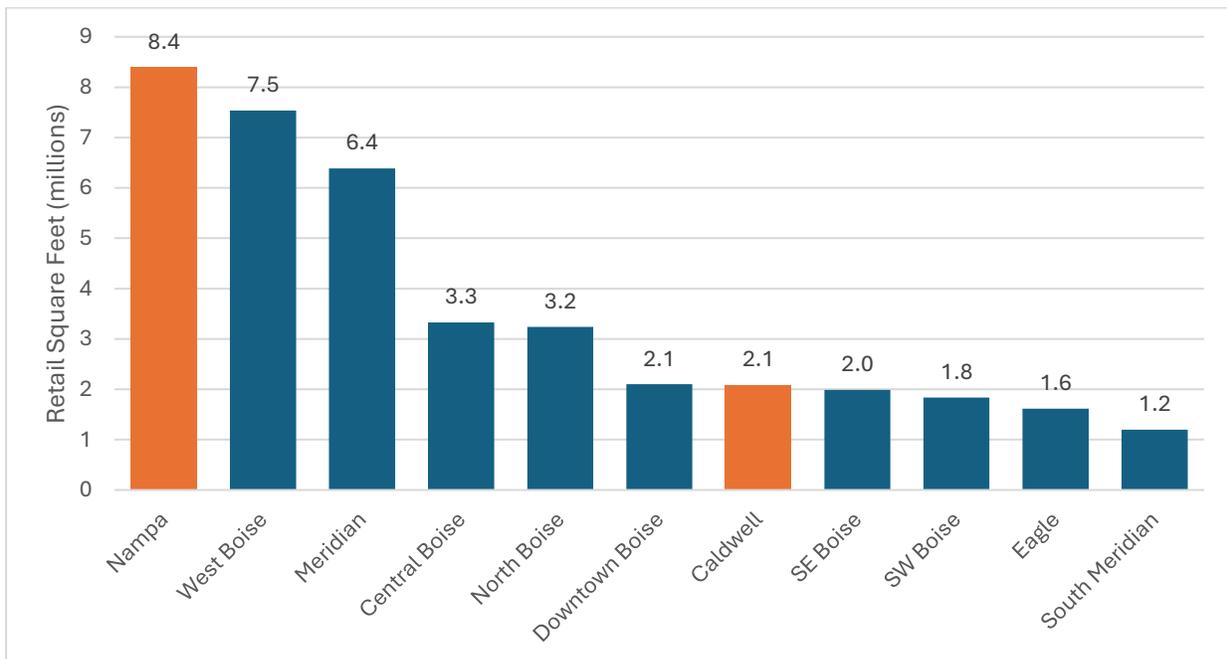
Figure 32. Retail Space by Submarket, Boise Region, Q1 2025

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Existing retail inventory along the Nampa-Caldwell corridor is primarily characterized by conventional, suburban retail formats, ranging from regional malls, big box power centers, and grocery-anchored community- and neighborhood-serving strip centers. The mix of retail uses and tenant types in the Nampa submarket generally has a more value-oriented positioning, which is reflected in submarket rents relative to the region.
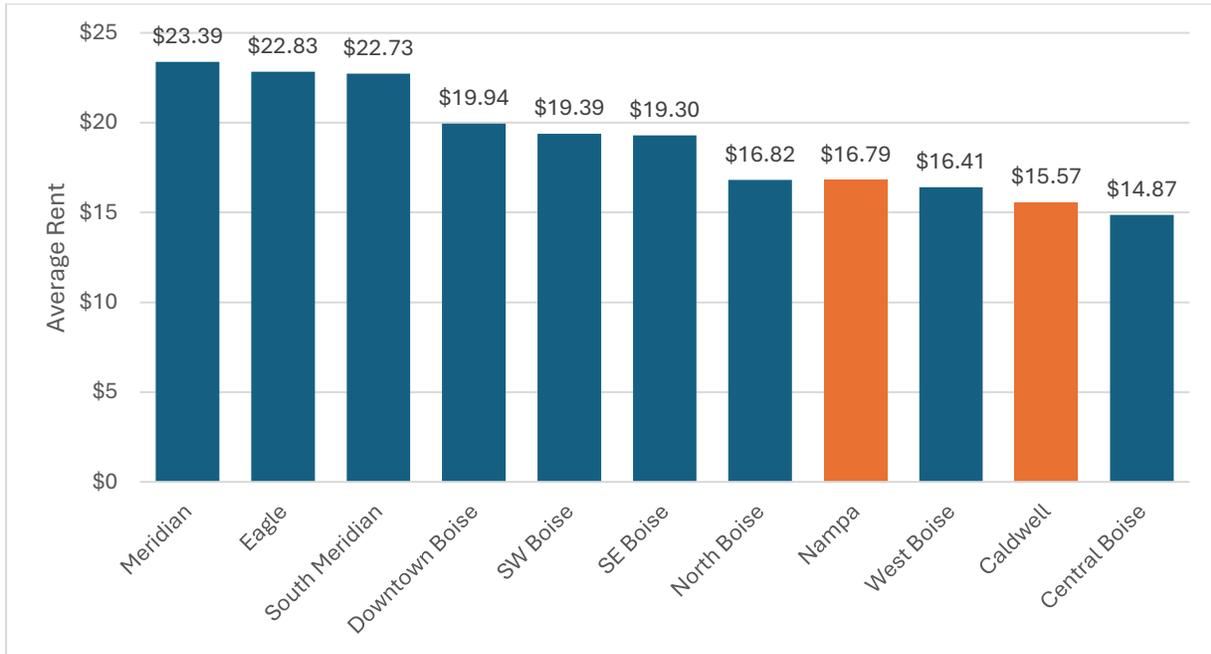
Figure 33. Average Retail Rent by Submarket, Boise Region, Q1 2025

Much like the multifamily and office regional submarket dynamic, the Nampa and Caldwell submarket rents are on the lower end of the range relative to other parts of the region (as shown in *Figure 33*).

While there is no shortage of consumer demand for the mix of retail formats and categories offered along the study area corridor, these specific existing formats are less informative in evaluating the overall potential of retail space in a less conventional, mixed-use TOD configuration. Like the multifamily and office land uses, TOD oriented retail will be somewhat pioneering in the Nampa-Caldwell submarket and as such, historical market conditions and trends are not entirely applicable. However, despite this departure from the historical inventory, developers and lenders will still pivot off of these conventional metrics to get a general sense for market dynamics, coupled with more rigorous, site-specific market analyses that take into consideration traditional retail metrics such as the number of households within a defined market area/boundary (e.g. radii or drivetimes from the site) as well as average household incomes.

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Preliminary Findings / Recommended Next Steps

Leverage TOD opportunities to improve the existing jobs/housing imbalance along the corridor. As shown in the Existing Conditions report, the corridor study area's 2023 population represents 27% of total Canyon County population, while its employment represents 43% of county jobs. Within the broader county jobs/housing dynamic, much of the existing and new housing supply is in the form of single-family detached product generally located in outlying areas, distant from existing concentrations of employment and services. TOD redevelopment opportunities with a focus on increasing housing in the corridor can help offset this dynamic, offering residential options with closer proximity to jobs and amenities accessible via transit or active modes of transportation.

Identify and evaluate the potential tools and mechanisms available to potentially subsidize and accelerate delivery of more pioneering, mixed-use TOD formats. The Nampa-Caldwell residential market is evolving from a predominantly single-family driven market to one with a more diverse mix of single-family and multifamily offerings. It is, however, still evolving, and still a pioneering area for denser TOD formats in the near term. Higher-density, mixed-use formats have more complexity, which equates to higher construction costs relative to conventional product. Higher construction costs require higher rents than achievable in the study area corridor today. Accelerating TOD will require subsidizing this gap in rents and costs for the development to be financially feasible from the developer's perspective.

Later phase analysis should include identification and evaluation of the menu of options available for public stakeholders to help catalyze TOD formats and bridge the financial gap. For example, land assemblage or contributions of excess publicly owned land assets can offset a major up-front development cost. Land acquisition is often the first large development capital cost to occur, and offsetting this early cost can significantly improve financial feasibility.

In this context, the Tilian apartment project in downtown Caldwell presents an informative case study providing lessons learned with respect to successful strategies that public stakeholders can use to catalyze otherwise pioneering new developments. To help deliver this mixed-use, multifamily infill project, the City of Caldwell assembled the land and issued an RFP for development. As part of this effort, the City contributed the land to help the project's financial feasibility. Later-phase analysis should include a deeper dive into the efforts that the City made to help successfully deliver this vision.

Along the same lines, identify and leverage the public-sector tools and partnerships necessary to incorporate affordable housing units. Housing affordable to the lowest-

income households continues to be desperately needed by residents in the local market and broader region. Half of all renters in the Nampa-Caldwell area are classified as housing cost burdened, paying 30% or more of their income towards housing costs. There is never a shortage of demand for new affordable units, and this is especially true in the Treasure Valley today, as housing production has not kept pace with demand spurred by rapid growth in population and households. Even if units are market rate, direct access to transit will reduce transportation costs, a household's second biggest expense after housing costs, thus providing some inherent affordability by design.

Be flexible, not prescriptive, with the desired mix of secondary commercial uses. With multifamily housing as a primary use, aim to attract office and retail secondary uses, but keep in mind that office and retail uses have unique local market challenges. As such, trying to occupy too much of either use without an identified tenant could be a source of delay in delivering on a TOD vision. Even in development scenarios where retail or office use makes up a very small percentage of the overall project, the perceived risk of vacancy can be enough to deter the developer's lenders and risk obtaining the necessary financing to move forward.

Although one-off opportunities may arise, growth in Canyon County's mix of employment sectors does not support demand for large-scale new office space in the corridor from conventional tenants. For later-phase analysis, research niche options such as co-working space demand, given the number of residents who commute long distances to employment concentrations to the east. The corridor is also saturated with retail uses in a wide range of conventional formats and scales (e.g. neighborhood / community center, big box / power center, regional mall, etc.). As such, conventional retail tenants are not likely viable in most cases. Like office, later phase analysis should include research into unique uses and service offerings that may be missing in the local market and that can complement planned TOD uses.

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TOPIC	FY 2025 Customer Service Memo
DATE	March 2, 2026
STAFF MEMBER	Jeannette Ezell

Staff Recommendation/Request

This is an informational item. Valley Regional Transit (VRT) staff have compiled the customer service records for fiscal year 2025, which reviews customer service complaints, compliments, and suggestions. A full report with website responses, downloads and other customer contact will follow in April.

Summary

In 2016, the Executive Board and the Regional Advisory Council (RAC) began discussing the need for a comprehensive public comment report regarding VRT services. This memo provides a general overview of public complaints and suggestions entered into the customer service tracking system by VRT staff.

Background

In fiscal year 2025, VRT had an update to the phone system, which resulted in changes to the phone tree options for customer calls. As part of this update, the on-demand service queue was eliminated. Following these changes, most customers began selecting the customer service option for all calls, rather than waiting for the reservation option. This shift is reflected in the reported call volume.

Highlights

- VRT's customer service department call volume increased by 15% compared to fiscal year 2024. VRT received 92,542 calls, representing an increase of 12,270 calls.
- The total number of complaints increased 18%, from 205 in fiscal year 2024 to 243 in fiscal year 2025
- Additionally, there were 128 valid complaints recorded in fiscal year 2025, representing a 31% increase, compared to 89 valid complaints in fiscal year 2024.
    - o Beyond Access service was included in the fiscal year 2025 report, representing 9% of the valid complaints, driving a portion of the increase
    - o When considering ridership for all services, the valid complaints per 10,000 rides are a minimal 0.012%
- There were 35 compliments received in fiscal year 2025, reflecting a 9% increase, compared to 31 compliments in fiscal year 2024
- There were 27 service requests and suggestions in fiscal year 2025, indicating a 49% increase, compared to 14 requests in fiscal year 2024

This memo *does not* include any public comments received at public hearings or open houses, via surveys, or from social media comments or other mediums

More Information

For detailed information, contact:

> Jeannette Ezell
> Operations Director
> jezell@ridevrt.org
> (208) 258-2711

PROPOSED AGENDA
BOARD OF DIRECTOR'S MEETING
April 2026

CONSENT AGENDA
Minutes from the January Board meeting
Minutes from the February/March Executive Board meetings
Sign and Attest Payment Registers
FY2026 Q-1 Performance Report
FY2025 Customer Service Report
Acknowledge FY2024 Q-1,2,3 and 4 Cash Balance Report
Acknowledge FY2024 Q-1,2,3 and 4 Budget Variance Report
Public Involvement and Notifications Policy
Updated Holiday Schedule

ACTION ITEMS
FY2027 Pay and Step Scales
VRT Board/Executive Board Officer Nominations and Election (Canyon County - Sec./Treasurer)
Acquisition of Service Contract Awards
Web Content Accessibility Guidelines (WCAG)
Nampa/Caldwell Transit Oriented Development (TOD) Study

INFORMATION ITEMS
Board Member Training - Transit 101
Report on Supplemental Services

PROCUREMENTS
Procurement calendar

DEPARTMENT/STAFF REPORTS
Elaine Clegg
Stephen Hunt
Leslie Pedrosa
Jason Jedry
Jason Rose
Brad Alvaro

![valleyregionaltransit logo]

TOPIC	2026 Regional Advisory Council Handbook and Bylaws Updates
DATE	January 20, 2026
STAFF MEMBER	Jason Rose, Elaine Clegg

Staff Recommendation/Request

This is an action item. Staff requests acceptance by Regional Advisory Council (RAC) and approval by the Executive Board of the changes in the RAC handbook and bylaws.

Summary

The RAC is Valley Regional Transit's (VRT's) only standing committee and is governed by bylaws and a handbook. In reviewing both, staff identified several areas in need of updates as outlined below.

After discussion, RAC recommended accepting changes to the handbook and bylaws as suggested by VRT staff and provided direction to keep the term for officers at two years. The changes address governance, membership, leadership, subcommittees, responsibilities, calendar, and the advisory process. The document includes three new appendix sections, introduces the VRT branding guidelines into the documents and the handbook is reorganized for clarity. The Bylaws have been made into a separate document and the signed agreement for RAC members will be a separate document that VRT can keep on file. Included in this packet are a clean version of both the Handbook and the Bylaws with changes accepted and a comparison redline version of each. While most of the changes affect the handbook the appropriate bylaws sections have also been amended.

Handbook and Bylaw Changes

RAC Governance

There is no general governance section that defines the structure and purpose of the council. That section has been added. Furthermore, meeting procedures are better defined, there is consistent reference to Robert's Rules of Order, and a phrase has been added referencing staff actions to subsequently prepare minutes for approval and support follow-through on any actions or activities agreed upon.

RAC Membership

The handbook and bylaws identify that 2/3 of RAC members should represent Ada County and 1/3 should represent Canyon County, however, there is no number of members ascertained. Additionally, disability is not listed as a represented interest and the role of the CEO with the council was not defined. The changes clarify the number of members at no less than 10 and not more than 15, add disability to the listed interests represented and makes the CEO an ex-officio member of the council.

RAC Leadership

Currently, the handbook and bylaws state that leadership shall be elected for two-year terms in even-numbered years, and the bylaws encourage a rotation of leadership. There is no mention of past chairs. Changes create the succession of the vice chair to chair and establish a past chair position, allowing a chair or vice-chair to serve for serve multiple terms, just not consecutively and leaves the terms at two years with elections in even numbered years.

RAC Subcommittees

Currently, the bylaws recognize subcommittees may be formed, and the handbook references when they might be formed and outlines their duties. There is no description of their purpose or governance. Statements have been added identifying the purpose of sub-committees as addressing a new need or issue that requires additional focus or expertise, identifying that they will advise RAC, VRT staff and the Boards, defining the type as either ad-hoc or task force, and that they will be formed by majority vote of RAC, describing governance sideboards meeting logistics and membership guidelines including allowing non-council membership for specific skills or experience and defines the VRT staff support role.

Officer Responsibilities

Officer roles are identified and responsibilities defined. There is no past chair, no reference of the vice chair or past chair assuming chair duties if needed and no reference to the process to identify issues. Additions to responsibilities and descriptions include responsibility for chair and vice chair to work with staff to identify issues of interest for RAC comments and discussions and agenda development, the past chair to advise the chair and vice chair and for the vice chair or past chair to assume duties if the chair is not available.

Meeting Calendars

The handbook currently requires the next year's calendar be adopted before the start of the new year and lists meeting dates and times in the handbook specifically for the next year, which requires a handbook amendment each year. The calendar section has been amended to include a reference to when the calendar should be adopted and how it should be published. Additionally, instead of listing specific meeting dates in the handbook, a typical calendar has been added and each year RAC will adopt a calendar for the current year that will be published on the website and publicly noticed in the packet for the first RAC meeting of the following year. The changes also identify that the first meeting of the year will consist of officer appointments and other yearly tasks. **New Typical Calendar lists:**

- **Meeting times:** 9:00-11:00 AM on the third Tuesday of months listed except annual joint meeting with executive board and summer on-site or tour meeting,
- **Meeting months:**
  - January (election and orientation)
  - March (joint meeting with the Executive Board)
  - May
  - Summer (June, July, or August) on-site meeting (visit a site of interest)
  - September
  - November

Advisory Process

The handbook outlines the advisory process and mentions some of the documents the RAC should advise on and then includes excerpts from those documents as background. This requires that the handbook is amended when those documents change and makes it difficult to add new items. Additionally, the list of issues to be addressed in the advisory role fails to mention customer experience or reference the interests of the council membership requirements. Amendments add customer experience to the list of advisory issues and specify especially those pertaining to target populations represented on the council. The list of plans to be addressed by the advisory process has been expanded to include new items such as the Bus Stop Typology and design guidelines, the WCAG compliance process and it specifically lists RAC as VRT's participating advisors on the COMPASS Coordinated Public Transit Human Services Transportation plan. The listed plans are added as an appendix with links to the latest updated version allowing those updates without formally updating the handbook.

Appendix

Three appendices have been added to the handbook listing the staff positions and activities supporting RAC, describing the differences between a task force and ad-hoc subcommittee, and listing the advisory documents RAC is asked to advise on with links.
A. Key VRT staff support
B. A description of Task Force and Ad-hoc subcommittee and when to use each
C. Key VRT supporting documents (links)

For detailed information, contact:

Jason Rose, Chief Communications Officer, jrose@ridevrt.org, (208) 803-5183
Elaine Clegg, Chief Executive Officer, eclegg@ridevrt.org, (208) 258-2712

2026

REGIONAL ADVISORY COUNCIL HANDBOOK

valleyregional**transit**

Table of Contents

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 VRT Board of Directors and VRT staff on its transportation programs, services and policies, and disseminates mobility information to their constituents. The RAC is charged with oversight of updates to the Coordinated Public Transit-Human Services Transportation Plan.

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.

Structure and Governance

Structure

The council shall be composed of key representatives from customers, providers, and advocates of VRT, and composed of no more than 15 members and no fewer than 10, with 2/3 of the members representing Ada County and the remainder representing Canyon County. Members will represent a range of interests, including policy, services, programs, outreach, and disabilities. The VRT CEO will serve as an ex-officio member. The council will meet at least 6 times per year, and meetings will be publicly noticed and open to the public. A meeting calendar will be approved at a regularly scheduled meeting during the previous year and published on the VRT website.

Governance*

The council shall elect a chair and vice chair every other year in even years. Meetings will generally follow Robert's Rules of Order and be chaired by the chair (or vice-chair if the chair is unavailable), with clear objectives, structured agendas, defined actions, and pre-meeting preparation. Staff will prepare minutes for subsequent approval and support follow-through on any actions or activities agreed upon.

See Appendix A for a description of VRT staff members and supporting roles

Task Force or Ad-hoc Sub-Committees*

A task force or an ad hoc sub-committee may be formed from time to time when a new need or issue is identified requiring additional focus or expertise and will advise the council on the identified issue. Meeting frequency, membership, committee size, and duration will vary depending on the need. Sub-committee or task force members will be named with majority

approval of the council and advice from VRT staff serving the council. Non-council members with specific experience, skills, contacts, or knowledge may be invited to serve on sub-committees or task forces.

> *See Appendix B for guidance on when to use an ad-hoc subcommittee vs. a task force.*

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.

…**access and mobility** by focusing on customers' needs to have services that are easy to understand and use.

…**connections** between customers, transportation service providers, advocates, and decision-makers by facilitating a forum for collaboration

…**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

RAC Member Appointments, Terms, and Reappointments

Members are appointed to designated terms following the recruitment and appointment process outlined below. Terms are the mechanism to establish continuity and are 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 a RAC member may serve.

1. Members are selected for three-year terms.

2. Staff will notify everyone with expiring terms three months before the member's term expires and remind each member whose term is limited via email two weeks before the deadline to request reappointment.

3. Members whose term is expiring must submit a request for reappointment to the chair one month before the regularly scheduled RAC meeting when their term will expire.

4. New members appointed to complete the term(s) of RAC members who resign before their term expires will finish the remainder of that term and then follow the reappointment process for the expiring term.

Member Resignation

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

Membership Recruitment and Appointment Process

RAC 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, outreach, and disabilities.

Members will be recruited and appointed 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 Handbook 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 Chief Executive Officer (CEO). 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 a RAC member leaves council mid-term, the process is to take recommendations and follow the Membership Process as noted above, #2 - #5.

RAC Member Responsibilities

1. Regularly attends RAC meetings

2. May serve and attend separate committee meetings

3. Makes serious commitment to participate actively in council 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 Member Responsibilities

1. Regularly attends committee 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. Bring experience, skills, contacts, or knowledge needed for the specific committee issues

Officers

Selection: Terms

At the annual organizational meeting in even-numbered years, RAC members will nominate a vice chair, and the current officers will move in succession to the next officer position – vice chair to chair and chair to past chair – unless they are unable to continue service, at which time a new chair will be nominated and/or the past chair position will be vacant. RAC members will vote on the slate of officers. The officers elected will serve two-year terms.

Chairs for ad hoc sub-committees or task forces will be nominated by the CEO with advice from the RAC Chair and confirmed by the members of the sub-committee or task force at their initial formation meeting.

Responsibilities: RAC

- The RAC Chair and Vice Chair are responsible for working with staff to identify issues of interest for RAC comments, discussions, and agenda development.

- The RAC Chair is responsible for guiding the values and projects the RAC undertakes, priorities for the year, etc. (in collaboration with VRT staff)

- The RAC Chair is responsible for reviewing and approving agendas.

- The RAC Chair is also responsible for conducting the RAC meetings.

- The RAC Vice Chair is responsible for filling the roles of the chair when the chair is not available.

- Both the chair and vice chair are responsible for reviewing applications and selecting candidates for the open RAC positions.

- The past chair is responsible for advising the chair and vice chair and conducts meetings if neither is available.

Responsibilities: Sub-committees and Task Forces

- Sub-committee or task force chairs are responsible for working with staff, RAC Chair, and VRT staff to develop agendas and identify needed support tasks.

- Sub-committee or task force chairs are responsible for conducting meetings

- Sub-committee or task force chairs are responsible for timely reporting of decisions or issues of substance to the VRT staff and RAC Chair.

Officer Position Descriptions

RAC Chair

1. Is a member of the RAC

2. Represents RAC to VRT Executive Board and Board of Directors

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 CEO 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 CEO or his/her designee

5. Chairs meetings of the RAC when necessary and assists in the development of meeting agenda

6. Performs other responsibilities as assigned by the RAC Chair

7. Works with chair to review applications and select candidates for the open positions

RAC Past Chair

1. Is a member of the RAC

2. Advises the chair and vice chair and conducts meetings if neither is available

Task Force or 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 and communicates with VRT staff

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, runs the meetings, and ensures distribution of meeting minutes

9. Initiates and leads the committee's recommendations

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 six (6) times per year, with one (1) of these meetings held as a joint meeting with the VRT Executive Board.

Agendas

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 generally according to Robert's 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; Action; and Information. The chair has the discretion to allow for public comment on any item on the agenda.

Calendar

While the calendar of activities may vary throughout the year depending on agency needs, a proposed calendar of meetings and activities will be presented to the RAC by VRT staff for action and the next year's meeting calendar confirmed during the final meeting of each calendar year. The approved meeting calendar will be published on the VRT website and in public notices for the first meeting of the next calendar year. The first meeting of the year will consist of officer elections/appointments, after which the chair-elect will review the meeting and activity calendar for the year, guide a project prioritization discussion, and identify the timeline for a RAC member orientation.

Typical Calendar

The RAC will generally meet from 9:00-11:00 AM on the third Tuesday of months listed except for the annual joint meeting with the VRT Executive Board and summer on-site or tour meeting:

- January, regular meeting time (Orientation and election)
- March, first Monday of March – 11:00AM -1:00PM (joint meeting with the VRT Executive Board)
- May, regular meeting time

- Summer (June July or August), on-site meeting; time may vary (visit or tour a site of interest)

- September, regular meeting time

- November, regular meeting time

Advisory Process

The RAC is an advisory council and offers comments and advisory recommendations to VRT staff, the VRT Executive Board, and the VRT Board of Directors on a variety of topics including planning, projects, operations, programs, services, polices, and customer experience, especially those pertaining to target populations represented on the council. VRT will ensure that the RAC is included as a commenter on the Coordinated Public Transit-Human Services Transportation Plan updates completed periodically by the Community Planning Association of Southwest Idaho (COMPASS).

Items on the agenda requesting an advisory recommendation from the RAC to the VRT Executive Board or VRT Board will be placed in the Action section of the agenda.

As examples, the RAC will be asked to advise on topics including but not limited to: customer feedback and service reports; community outreach initiatives and communications plans; performance metrics and transit service reliability; VRT's Transportation Development and Operations Plan (TDOP), VRT's Long Range Service Plan – Valley Connect, and other development, capital, or planning efforts; Title VI and digital accessibility (WCAG) compliance; COMPASS' Long Range Transportation Plan and Coordinated Public Transit-Human Services Transportation Plan; and any updates to those and other accessibility or transit efforts as identified.

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. The majority decision is the final action.

Issue Identification Process

Agenda items for RAC meetings come from a variety of sources. VRT staff will identify issues in need of advice or input to provide to VRT staff, VRT Executive Board, or the VRT Board of Directors. RAC members are encouraged to submit issues regarding the services, programs, or policies to the attention of the RAC during discussion at RAC meetings or by reaching out to the RAC Chair, Vice Chair, CEO, or Executive Assistant. Issues will be reviewed and considered for further action by the RAC at their regularly scheduled meetings. The chair and vice chair will set the agendas based on issues brought forward and in consultation with VRT staff.

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. Consider forming a task force or 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 for informing and seeking 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 a 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 CEO.

Appendix A: Key VRT Staff Support

This appendix lists the staff members who provide support to the RAC, their roles, and their relationship to the RAC.

Chief Executive Officer (CEO)

- **Ex Officio:** The CEO acts as an ex officio member of the RAC, providing meeting guidance, setting priorities, guiding task forces and sub-committees, and leading the Council and VRT staff.

Executive Assistant

- **Council Clerk:** The Executive Assistant is the Council Clerk and compiles agendas, sends and coordinates the posting of meeting notices, guides the application process, takes meeting notes, and ensures meeting follow-up items are addressed.

Chief Communications Officer

- **Staff Liaison:** The CCO acts as the liaison between the RAC and VRT staff on fulfilling the RAC mission in providing feedback on projects and services, coordinating day-to-day progress on RAC-involved projects, and providing feedback on RAC agendas.

Executive Management Team

Members of VRT's Executive Management Team (EMT) are responsible to bring forward issues and projects to the RAC for council feedback and makes sure to include the RAC as a focus group in relevant projects and initiatives. The EMT includes:

- Chief Development Officer
- Chief Operating Officer
- Chief Financial Officer
- IT Director

Appendix B: When to use an Ad-hoc Sub-Committee or Task Force

Summary

Task forces and ad hoc sub-committees are both temporary, specialized work groups created to address specific needs, and they are often used interchangeably. However, they differ in their focus, intensity, and typical function, with task forces often acting as a more action-oriented subset of an ad hoc structure.

Task Forces

- **Definition:** A temporary group assembled to solve a specific problem or address a particular time-bound issue (e.g., a crisis, a merger, or implementing a new system).

- **Focus:** Action-oriented, highly focused, and often time-bound.

- **Purpose:** To research, analyze, and often provide rapid implementation recommendations.

- **Duration:** Disbands once the specific project or goal is accomplished.

- **Examples:** A "New Program Development Task Force" or a "Website Redesign Task Force".

Ad Hoc Committees

- **Definition:** A temporary committee formed to address a specific issue or project, typically departing from the ongoing, regular work of standing committees.

- **Focus:** Study, advisory, or investigative in nature.

- **Purpose:** To research a topic, draft policies, or make recommendations to a larger board or committee on policy and implementation.

- **Duration:** Temporary, dissolving upon completion of its task.

- **Examples:** A "Bylaws Revision Committee" or a "Search Committee" for a new CEO.

Key Differences

- **Action vs. Advisory:** A task force is often more action-oriented (getting things done), while an ad hoc committee is typically more advisory or investigatory (studying issues).

- **Scope:** Task forces are often used for immediate, pressing, or technical challenges. Ad hoc committees are used for projects that are outside the scope of standing committees.

- **Structure:** A task force may be a sub-group of an ad hoc committee or a standing committee.

- **Membership:** Both can include non-board members to bring in specific expertise.

When to Use Which?

- Use a **Task Force** when you need a rapid, focused response to a specific, short-term crisis or project.

- Use an **Ad Hoc Committee** when you need a thorough study or recommendation on a specific topic that doesn't require immediate implementation.

Appendix C: Links to Key Documents

Listed below are key documents referenced in the handbook. Other documents may be made available to RAC as needed, such as operations plans, policies, and development strategies.

VRT Development & Planning

- 2026-2030 Transit Development and Operations Plan (*last updated: January 16, 2026*)
- Valley Connect 2.0
- Bus Stop Typology: Kit of Parts Design Document
- Design Guidelines Checklist

VRT Policy & Compliance

- 2024-2026 Title VI Program Update (*last updated: January 8, 2024*)
- Web Content and Accessibility Policy (*adopted January 6, 2026*)

Partner Documents

- COMPASS: Communities in Motion 2050 (*last updated: December 2022*)
- COMPASS: 2022 Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon Counties (*last updated: August 2022*)

Adopted the 2nd day of March, 2026.

By: _____   Date: March 2, 2026

        VRT Regional Advisory Council Chair

By: _____   Date: March 2, 2026

        VRT Chief Executive Officer

REGIONAL ADVISORY COUNCIL

HANDBOOK

2024

www.valleyregionaltransit.org

~~Updated~~ Last update: January 2024

TABLE OF CONTENTS

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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~~)~~ of Directors and VRT staff on its transportation programs, services and policies, and disseminates mobility information to their constituents and stakeholders. The RAC is charged with oversight of updates to the Transportation Service Coordination Plan.

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.

Structure and Governance

Structure
The council shall be composed of key representatives from customers, providers, and advocates of VRT and composed of no more than 15 members and no less than 10 with 2/3 of the members representing Ada County and the remainder representing Canyon County. Members will represent a range of interests including policy, services, programs, outreach and disability. The VRT CEO will serve as an ex-officio member. The council will meet at least 6 times per year, meetings will be publicly noticed and open to the public. A meeting calendar will be approved at a regularly scheduled meeting during the previous year and published on the VRT website.

Governance*
The council shall elect a chair and vice chair every other year in even years. Meetings will generally follow Robert's Rules of Order and be chaired by the ~~c~~Chair (or ~~v~~Vice-~~c~~Chair if the chair is unavailable) with clear objectives, structured agendas, defined actions, and pre-meeting preparation. Staff will prepare minutes for subsequent approval and support follow-through on any actions or activities agreed upon.

Task Force or Ad-hoc Sub-Committees*
A task force or an ad hoc sub-committee may be formed from time to time when a new need or issue is identified requiring additional focus or expertise and will advise the council on the identified issue. Meeting frequency, membership, committee size and duration will vary depending on the need. Sub-~~c~~Committee of ~~t~~Task ~~f~~Force members will be named with majority approval of the ~~c~~Council and advice from VRT staff serving the council. Non-council members with specific experience, skills, contacts, or knowledge may be invited to serve on sub-committees or task forces.

*See Appendix A for a description of VRT staff members and supporting roles.

See Appendix B for guidance on when to use an ad-hoc subcommittee vs. a task force.

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.

...*access and mobility* by focusing on customers' needs to have services that are easy to understand and use.

...*connections* between customers, transportation service providers, advocates, and decision-makers by facilitating a forum for collaboration

...*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.

> **Commented [EC1]:** These values will be reviewed during 2026 and updated when review is complete

Membership , Terms, and Reappointments

RAC Member Appointments, Terms and Reappointments

Members are appointed to designated terms following the recruitment and appointment process outlined below. Terms are the mechanism to establish continuity and are 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 onethree months before the member's term expires and remind each member whose term is limited via email two weeks before the deadline to request reappointment..

3. Members whose term is expiring must submit a request for reappointment to the chair one month before the ~~next~~ regularly scheduled RAC meeting when their term will expire.

4. New members appointed to complete the term(s) of ~~an~~ RAC members who resign before their term~~s~~ expire~~,~~ will finish the remainder of that term and then ~~would~~ follow the reappointment process for the expiring term.

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~~below.

~~RAC Member Responsibilities~~

~~1. Regularly attends RAC meetings~~
~~2.1. May serve and attend separate committee meetings~~
~~3.1. Makes serious commitment to participate actively in council work~~
~~4.1. Volunteers for and willingly accepts assignments and completes them thoroughly and on time~~
~~5.1. Stays informed about RAC matters, prepares for meetings, and reviews and comments on minutes and reports~~
~~6.1. Maintains two-way communication between VRT and constituents/customers of VRT programs and services~~
~~7.1. 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~~

~~Membership Recruitment and Appointment Process~~

Membership Recruitment and Appointment Process

RAC 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 and disability.

Members will be recruited and appointed 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~~Handbook 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 Chief Executive Officer (CEO). 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 cConsent aAgenda for approval.

Mid-term Member Recruitment Process
When a RAC member leaves council mid-term, the process is to take recommendations and follow the Membership Process as noted above #2 - #5.

RAC Member Responsibilities
1. Regularly attends RAC meetings
2. May serve and attend separate committee meetings
3. Makes serious commitment to participate actively in council 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 Member Responsibilities
1. Regularly attends committee 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. Bring experience, skills, contacts, or knowledge needed for the specific committee issues.

Officers
responsibilities, terms, and selection

Selection, Responsibilities and Removal of Officers
Selection - Terms
At the annual organizational meeting in even numbered years, RAC members will nominate a vVice -cChair and the current officers will move in succession to the next officer position, Vice Chairvice chair to Chairchair and cChair to pPast cChair, unless they are unable to continue service at which time a new cChair will be nominated and/or the pPast cChair position will be vacant. RAC members

will vote on the slate of officers. The officers ~~are~~ elected ~~by the RAC one year term. in even numbered years to~~ will serve two-year terms.

Chairs for ad hoc sub-committees or task forces will be nominated by the VRT CEO with advice from the RAC Chair and confirmed by the members of the sub-committee or task force at their initial formation meeting.

Responsibilities - RAC

- The RAC *C~~c~~hair* and ~~*vice chair*~~*Vice Chair* are responsible for working with staff to identify issues of interest for RAC comments and discussions and agenda development
- The RAC C~~c~~hair is responsible for guiding the values and projects the RAC undertakes, priorities for the year, etc. (in collaboration with VRT staff)
- The RAC *C~~c~~hair* is responsible for reviewing and approving ~~the~~ agenda~~s~~.
- The RAC *C~~c~~hair* is also responsible ~~to conduct~~for conducting the RAC meetings.
- The RAC ~~*vice chair*~~*Vice Chair* is responsible ~~to fill~~for filling the roles of the chair when the chair is not available.
- Both the *chair and vice -chair* are responsible ~~to review~~for reviewing applications and select~~ing~~ candidates for the open RAC positions.
- The past chair is responsible for advising the chair and vice chair and conducts meetings if neither is available.

Responsibilities – Sub-committees, task forces

- Sub-committee or task force chairs are responsible for working with staff and RAC chair and SRT staff to develop agendas and identify needed support tasks
- Sub-committee or task force chairs are responsible for conducting meetings
- Sub-committee or task force chairs are responsible for timely reporting of decisions or issues of substance to the VRT staff and RAC chair

~~**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.~~

Officer Position Descriptions

RAC Chair

1. Is a member of the RAC
2. Represents RAC to VRT Executive Board and Board of Directors
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~~CEO on RAC issues
10. Helps guide and mediate RAC decision-making processes with respect to the cCouncil'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 cChair cannot be available (see cChair position description above)
3. Reports to the RAC cChair
4. Works closely with the Chair and VRT ~~Executive Director~~CEO or his/her designee
5. Chairs meetings of the RAC when necessary and assists in the development of meeting agenda
6. Performs other responsibilities as assigned by the RAC Chair
7. Works with chair to review applications and select candidates for the open positions

RAC Past Chair

1. Is a member of the RAC

2. Advises the chair and vice chair and conducts meetings if neither is available

Task Force or 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 CEO and RAC Chair, communicates with staff
6. Reports to the full RAC on committee's decisions/recommendations
7. Works closely with the VRT staff to perform committee work
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Meeting times: 9:00-11:00 AM on the third Tuesday of months listed except annual joint meeting with Executive Board and summer on-site or tour meeting,
Meeting months:
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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?

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8. What does success on this issue look like?

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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~~ Consider form~~ing a task force or~~ 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~~for informing and seeking input on issues being discussed in program and development of 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~~ a 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 ~~b~~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 ~~b~~Board to the RAC members. The members discuss and vote on the final advisory recommendation to the VRT ~~b~~Board. The majority action of the RAC will be the official recommendation to the VRT ~~b~~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 ~~b~~Board with an explanation of who is offering the alternative recommendation and the reason for its consideration.
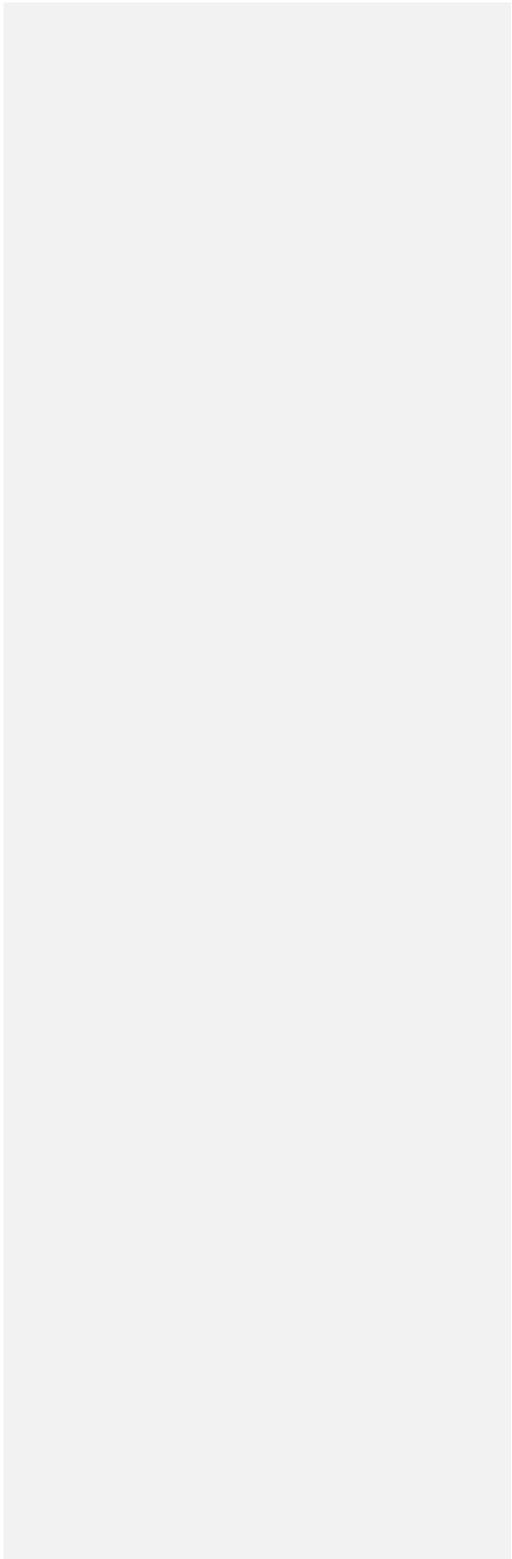
5. *Communication with Staff*
Individual RAC members and VRT staff work closely on a wide variety of topics. The ultimate responsibility for directing time and work will be initiated by the VRT CEO.
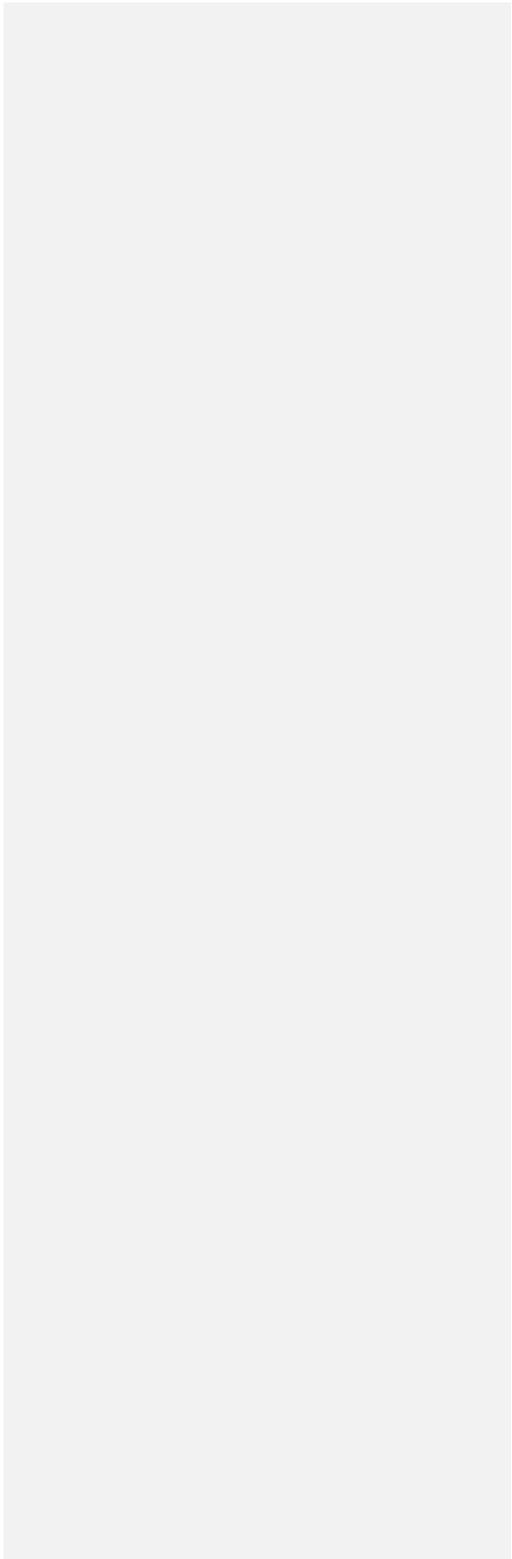
~~**Member Resignation**~~
~~Members may resign prior to the termination of their appointment to the RAC. Members who need to resign must provide the resignation in writing to the chair. Vacant positions are filled in the same manner as described in the member recruitment process above.~~

Appendix A: Key VRT Staff Support

This appendix lists the staff members who provide support to the RAC, their roles, and their relationship to the RAC.

Chief Executive Officer (CEO)
Ex Officio: The CEO acts as an ex officio member of the RAC, providing meeting guidance, setting priorities, guiding task forces and sub-committees, and leading the Council and VRT staff.

Executive Assistant
Council Clerk: The Executive Assistant is the Council Clerk and compiles agendas, sends and coordinates the posting of meeting notices, guides the application process, takes meeting notes, and ensures meeting follow-up items are addressed.

Chief Communications Officer
Staff Liaison: The CCO acts as the liaison between the RAC and VRT staff on fulfilling the RAC mission in providing feedback on projects and services, coordinating day-to-day progress on RAC-involved projects, and providing feedback on RAC agendas.

Executive Management Team
Members of VRT's Executive Management Team (EMT) are responsible ~~to bring~~for bringing forward issues and projects to the RAC for council feedback and making~~es~~ sure to include the RAC as a focus group in relevant projects and initiatives. ~~The~~Additional EMT members include~~s~~:
Chief Development Officer
Chief Operating Officer
Chief Financial Officer
IT Director

Appendix B: Task Forces and Ad-Hoc Subcommittees

Summary

Task forces and ad hoc committees are both temporary, specialized work groups created to address specific needs, and they are often used interchangeably. However, they differ in their focus, intensity, and typical function, with task forces often acting as a more action-oriented subset of an ad hoc structure.

Task Forces

- **Definition:** A temporary group assembled to solve a specific problem or address a particular, time-bound issue (e.g., a crisis, a merger, or implementing a new system).
- **Focus:** Action-oriented, highly focused, and often time-bounded.
- **Purpose:** To research, analyze, and often *implement* solutions, or provide rapid recommendations.
- **Duration:** Disbands once the specific project or goal is accomplished.
- **Examples:** A "New Program Development Task Force" or a "Website Redesign Task Force".

Ad Hoc Committees

- **Definition:** A temporary committee formed to address a specific issue or project, typically departing from the ongoing, regular work of standing committees.
- **Focus:** Study, advisory, or investigative in nature.
- **Purpose:** To research a topic, draft policies, or make recommendations to a larger board or committee, rather than to implement them.
- **Duration:** Temporary, dissolving upon completion of its task.
- **Examples:** A "Bylaws Revision Committee" or a "Search Committee" for a new CEO.

Key Differences

- **Action vs. Advisory:** A task force is often more action-oriented (getting things done), while an ad hoc committee is typically more advisory or investigatory (studying issues).
- **Scope:** Task forces are often used for immediate, pressing, or technical challenges. Ad hoc committees are used for projects that are outside the scope of standing committees.
- **Structure:** A task force may be a sub-group of an ad hoc committee or a standing committee.
- **Membership:** Both can include non-board members to bring in specific expertise.

When to Use Which?

- Use a **Task Force** when you need a rapid, focused response to a specific, short-term crisis or project.
- Use an **Ad Hoc Committee** when you need a thorough study or recommendation on a specific topic that doesn't require immediate implementation.

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Appendix C: Key VRT Policy and Compliance Documents

Key References
The list of key documents to be addressed by the advisory process and referenced in the handbook are listed below with links to the content; other documents may be made available to RAC as needed, such as operations plans, policies, development plans, etc.

VRT Development & Planning
- 2026-2030 Transit Development and Operations Plan (*last updated: January 16, 2026*)
- Valley Connect 2.0
- Bus Stop Typology: Kit of Parts Design Document
- Design Guidelines Checklist
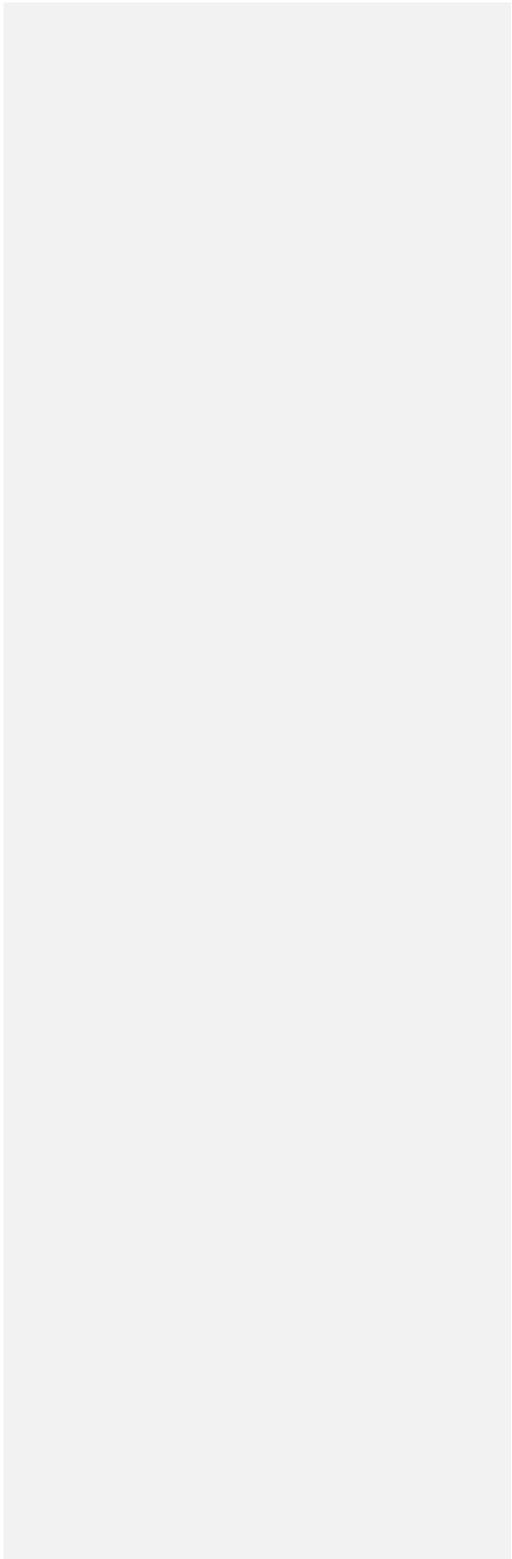
VRT Policy & Compliance
- 2024-2026 Title VI Program Update (*last updated: January 8, 2024*)
- Web Content and Accessibility Policy (*adopted January 6, 2026*)

Partner Documents
- COMPASS: Communities in Motion 2050 (*last updated: December 2022*)
- COMPASS: 2022 Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon Counties (*last updated: August 2022*)

Regional Advisory Council Position Descriptions

RAC Chair

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

RAC Vice Chair

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

RAC Member

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

Sub Committee Chair
- Is a member of the RAC
c
- Sets positive tone for the committee work
- Ensures that members have the information needed to do their work
- Oversees the logistics of committee's operations
- Reports to the RAC Chair
- Reports to the full RAC on committee's decisions/recommendations
- Works closely with the VRT staff to perform committee work
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
- Initiates and leads the committee's recommendations

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: _____

Commented [EC2]: Why not take this out of the handbook and create a separate form that indicates they have read the handbook. And od we need a form where they agree to disclose any conflicts?

Regional Advisory Council Position Descriptions

RAC Chair

1. Is a member of the RAC
2.1. Represents RAC to VRT Executive Board and Board
3.1. Partners with VRT staff in achieving the RAC's mission
4.1. Provides leadership to the RAC's members
5.1. Chairs meetings of the RAC and assists in the development of meeting agenda
6.1. Encourages RAC membership participation in strategic planning
7.1. Forms and seeks volunteers for committees
8.1. May serve ex officio as a member of committees and attends their meetings
9.1. Confers with the Executive Director on RAC issues
10.1. Helps guide and mediate RAC decision making processes with respect to the Council's priorities
11.1. Evaluates annually the performance of RAC in achieving its mission
12.1. Works with vice chair to review applications and select candidates for the open positions

RAC Vice Chair

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

RAC Member

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

Sub Committee Chair

1.   Is a member of the RAC

                                                                              6

2.1.   Sets positive tone for the committee work
3.1.   Ensures that members have the information needed to do their work
4.1.   Oversees the logistics of committee's operations
5.1.   Reports to the RAC Chair
6.1.   Reports to the full RAC on committee's decisions/recommendations
7.1.   Works closely with the VRT staff to perform committee work
8.1.   Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes
9.1.   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 approval 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/

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VRT Annual Activity Calendar
(RAC Activities in Bold)

Month	Policy	Service/Program	Outreach
1st Quarter October – December	• 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**	• 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**	• **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	• 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	• Implement service changes • Initiate evaluation of next year service changes • Initiate service/program planning for next year • Complete and review quarterly comment/complaint report	• Follow-up with target customers and contacts on results from service/program implementation to collect feedback • Complete annual customer/community survey (alternating years)
3ʳᵈ Quarter April – June	• Prepare next fiscal year budget • Seek feedback on new policies being considered by VRT Board • Monthly financial reports • Quarterly performance measures	• Complete Title VI analysis on service change proposals • Complete and review quarterly comment/complaint report • Finalize service changes • Secure appropriate funding for implementation	• 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

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Item IV. B.

4th Quarter July – September	• 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	• Secure final approvals from VRT Board on service/program changes for next fiscal year. • Complete and review quarterly comment/complaint report	• RAC annual orientation and meeting • Communicate with stakeholders as needed. • Initiate awareness campaign for any upcoming changes to policies

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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.

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~~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 two (2) 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 the first meeting of every even-numbered calendar year. The chair and vice chair can serve one or more subsequent terms, with encouragement to rotate officer roles amongst the RAC to diversify leadership.
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 six times per year at a time and date established in the calendar.
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 8th day of January 2024.

By: _____   Date: January 8, 2024
            VRT Regional Advisory Council Chair

By: _____   Date: January 8, 2024
            VRT Chief Executive Officer

Functional Organizational Chart

Fleet Supervisor
Jeremy Gianchetta

Specialized Transportation Coordinator
Diana Stanley

Compliance Analyst
Rob Lowe

Operations Supervisor
Vacant

Supplemental Services Manager
Dave Fotsch

Transit Services Manager
Jeannette Ezell

Customer Service Specialist Lead
Kelly Frazier

Customer Service Specialists I
MaryEllen Heskett, Sabrina Chivers, VACANT

Chief Operating Officer (COO)
Leslie Pedrosa

Customer Services Specialists II
Stacey O'Brion, Lisa Boisse, Teri Doyle

Scheduler   Georgenia
Bettencourt

ITS Administrator
Nick Moran

Road Supervisor   Calvin
Young

IT Director
Brad Alvaro

Senior IT Administrator
Jimmy Mundell

Database Administrator
Jose Hernandez

Planning Programmer
Kyle Street

Principal Planner
Kate Dahl

Associate Planner II
Alissa Taysom

Chief Executive Officer (CEO)
Elaine Clegg

Senior Capital   Projects Manager
Joe Guenther

Facilities Manager
Jonathan Mutchler

Executive Assistant
Paula Cromie

Chief Development Officer (CDO)
Stephen Hunt

City Go Account Manager
Kathleen Godfrey

Programs Manager
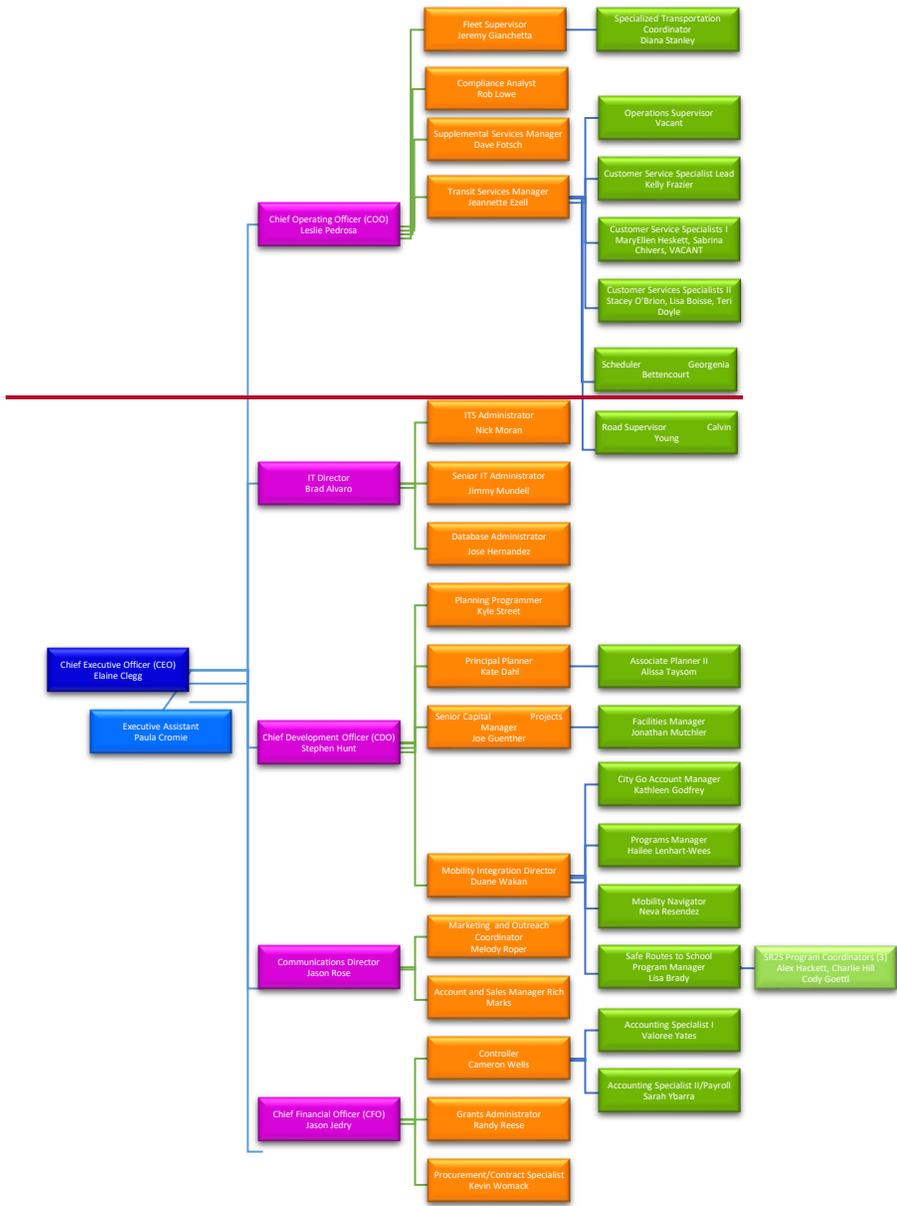Hailee Lenhart-Wees

Mobility Integration Director
Duane Wakan

Mobility Navigator
Neva Resendez

Marketing and Outreach Coordinator
Melody Roper

Safe Routes to School Program Manager
Lisa Brady

SR2S Program Coordinators (3)
Alex Hackett, Charlie Hill
Cody Goetti

Communications Director
Jason Rose

Account and Sales Manager Rich Marks

Accounting Specialist I
Valoree Yates

Controller
Cameron Wells

Accounting Specialist II/Payroll
Sarah Ybarra

Chief Financial Officer (CFO)
Jason Jedry

Grants Administrator
Randy Reese

Procurement/Contract Specialist
Kevin Womack

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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 2024 Members List

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
Andrew Mills	andrewmillsrac@gmail.com	301-542-6255
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
Theresa Vawter	Theresa.vawter@gmail.com	208-860-0905
Megan Zusne	mzusne@gmail.com	
Elaine Clegg	eclegg@ridevrt.org	208-258-2712

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Regional Advisory Council

~~FY2024 Meeting Calendar~~
~~VRT Administrative Offices – Board Room~~
~~700 NE 2nd Street – Meridian, Idaho~~

~~Tuesday, **January 16, 2024**   9:00 a.m. to 11:00 a.m. (Orientation and election)~~

~~Monday, **March 4, 2024**   11:00 a.m. to 2:00 p.m. (Joint meeting with the Executive Board)~~

~~Tuesday, **May 21, 2024**   9:00 a.m. to 11:00 a.m.~~

~~Tuesday, **July 16, 2024**   9:00 a.m. to 11:00 a.m.~~

~~Tuesday, **September 17, 2024**   9:00 a.m. to 11:00 a.m.~~

~~Tuesday, **November 19, 2024**   9:00 a.m. to 11:00 a.m.~~

Commented [JR3]: Will provide under separate cover at the end of each calendar year

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 two (2) 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. 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 Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon counties. Recommendations concerning the Coordinated Plan shall be submitted to the VRT Board for final action.

2. The RAC shall be responsible for 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 be responsible for 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 the first meeting of every even-numbered calendar year. The Chair and Vice-chair can serve one or more subsequent terms, with encouragement to rotate officer roles amongst the RAC to diversify leadership.

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 six times per year at a time and date established in the calendar.

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) days' notice to members of the VRT Board has been given in writing of the intention to amend and specify the proposed amendments.

Adopted the 2nd day of March, 2026.

By: _____   Date: March 2, 2026

         VRT Regional Advisory Council Chair

By: _____   Date: March 2, 2026

         VRT Chief Executive Officer

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 with at least one member in person to allow public attendance.

3. New members shall apply through an application process, with applications being reviewed and approved for nomination by RAC officers and the VRT CEO. 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 two (2) 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 of Directors and VRT staff ~~VRT Board~~ on ~~prioritized projects~~ capital projects and project prioritization~~for funding~~. Recommendations concerning ~~the prioritization of projects~~these responsibilities shall be submitted to the VRT Board for ~~final action~~consideration.

3. The RAC shall have responsibility to provide advice in the formulation and review of policies, services, and programs, especially those 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~~consideration.

~~3.~~4. RAC members who represent an organization or organized interest shall have the responsibility of disseminating mobility information to their constituents.

ARTICLE IV

ORGANIZATION

1. Voting members of the RAC shall elect ~~a chair and vice-chair~~officers at the first meeting of every even-numbered calendar year for two year terms. ~~The chair and vice-chair can serve one or more subsequent terms, with encouragement to rotate officer roles amongst the RAC to diversify leadership~~The current officers shall move in succession to the next officer position – vice-chair to chair and chair to past chair. The vice chair position shall be filled with nomination(s) from the floor and a majority vote. The past chair position remains vacant if the person is no longer a member of the RAC.

2. The chair will be responsible to conduct the meetings. The vice-chair would conduct the meetings in the absence of the chair. The past chair will conduct meetings if neither the chair nor vice chair is available.

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~~chair or vice chair at the next regularly scheduled meeting. If the chair resigns with less than one year of their term remaining and the vice chair moves into the chair position that person may serve a subsequent full two year term as chair. Officers may not otherwise serve consecutive terms.

5. VRT serves as the staff support for the RAC.

6. ~~Subcommittees~~ Task Forces or ad-hoc subcommittees may be established by majority action of the RAC members.

ARTICLE V

MEETINGS

1. The RAC shall meet at regularly scheduled meetings six times per year at a time and date established in the calendar.

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 8th day of January 2024.

By: _____   Date: January 8, 2024

           VRT Regional Advisory Council Chair

By: _____   Date: January 8, 2024

       VRT Chief Executive Officer

TOPIC	2026 Regional Advisory Council Update
DATE	March 2, 2026
STAFF MEMBER	Jason Rose

Staff Recommendation

This is an information item. Staff and Regional Advisory Council (RAC) leadership will present to the Executive Board an update of RAC activities and facilitate discussion about future priorities.

Summary

Background

The RAC is Valley Regional Transit's (VRT's) only standing committee. Reporting to the Executive Board, it provides a forum for customers, advocates, and transportation and human service providers to share information and collaborate on mobility issues.

Members of the RAC advise the VRT Board of Directors on the impact of its transportation programs, services, and policies. The RAC also disseminates mobility information to their constituents and reflects valuable community and customer feedback and insight.

Discussion

RAC members will provide the Executive Board with an update on activities over the last year. The council provided VRT staff with critical feedback for a variety of projects and initiatives, including:

- Marketing and outreach campaigns
- Residential pass program and planning activities with large employers
- Funding requests and challenges
- Supplemental services and events
- Economic development and transit (with a site visit to downtown Caldwell)
- Letter of recommendation template and process
- Bus stop design guidelines
- Service changes and the Transportation Development and Operations Plan (TDOP)
- Digital accessibility and updated Department of Justice standards
- Membership renewals, leadership elections, and handbook updates

The RAC will continue to engage on the above topics this year, as well as: the COMPASS Coordinated Public Transit - Human Services Transportation Plan update, farebox updates,

real-time arrival signage at bus stops, the Valley Connect 3.0 update, funding education efforts, and various outreach initiatives.

VRT staff will continue identifying opportunities for RAC involvement as new projects arise. RAC leadership requests the Executive Board provide any additional guidance and priorities the RAC might focus on in the coming year.

More Information

For detailed information, contact:

Jason Rose
Chief Communications Officer
jrose@ridevrt.org
208-803-5183

valleyregionaltransit

TOPIC	FY2027 Budget and Funding Request Schedule
DATE	March 2, 2026
STAFF MEMBER	Kyle Street

Staff Recommendation/Request

This is an information item only. Staff will engage board members in a discussion on matters regarding the FY2027 budget and funding request schedule.

Highlights

Valley Regional Transit (VRT) has been working on drafting the FY2027 budget. VRT has begun initial conversations with funding partners and department managers about the FY2027 budget. VRT will use the Cost Allocation Model (CAM) as a basis for the allocation of expenses to individual jurisdictions and organizations. This will lead to assessment letters and funding requests that are categorized in the following three categories: General (overhead expenses), Service (operational expenses), and Capital (capital expenses).

Summary

Every spring, VRT starts the funding request process by drafting a comprehensive budget for the next fiscal year. These budgets are based on the current Transportation Development and Operations Plan (TDOP) and conversations with our funding partners. VRT managers then develop department budgets with input from their staff. As the initial budget is drafted, VRT utilizes the Cost Allocation Model to provide assessments to jurisdictions and organizations. These assessments are based on route hours/miles travelled through regions and are the approved methodology for fairly assessing how much VRT asks of each funding partner.

Timeline
- February through March 2026 – prepare initial FY2027 budget
- March through April – Apply the Cost Allocation Model and send preliminary assessment letters.
- May – Respond to funding partner questions/comments and send formal funding request to partners
- June through August – Facilitate discussions with funding partners leading to finalized budget and cooperative agreements which will be sent out in late September/early October.

Implication

FY2027 budget development and partner outreach will impact planned services and funding requests.

More Information
For detailed information, contact:

Kyle Street
Budget and Planning Programmer
kstreet@ridevrt.org
(208)-258-2705

Valley Regional Transit
FY2026 Procurement Calendar

Type of Procurement	Project Manager	Estimated Cost	Estimated Issue Date	Estimated Executive Board/Board Action Date	Required Approval
CCDC Downtown Bus Stop - 23227-023-002	Joseph Guenther	$ 610,000.00	May-26	Apr-26	Board of Directors
Acquisition of Services Beyond Access	Leslie Pedrosa	$ 1,500,000.00	Dec-25	Apr-26	Board of Directors
East Lot Development - 23227-024-004	Joseph Guenther	$ 2,775,000.00	Jan-26	Aug-26	Board of Directors
Non-Emergency Medical Transportation Service Providers - Rides 2 Wellness Transportation	Leslie Pedrosa	$ 2,500,000.00	May-26	Aug-26	Board of Directors
Bus Camera Replacement	Brad Alvaro	$ 220,000.00	TBD		Executive Board

Updated 1-9-26

CEO Activity Report	CEO Activity Report
DATE	March 2, 2026
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

After a January filled with travel February has been filled with outreach meetings. The Community Transit Association of Idaho's (CTAI) **Transit Day at the Capitol** was successful – see more in the presentation's sections.

Save the date for a ribbon cutting showing off the new infrastructure and the revitalized finishes at **Main Street Station (MSS).** Additionally, Valley Regional Transit (VRT) and the City of Boise reached agreement on renewing the artwork in MSS. The City of Boise will retain ownership and maintenance of all the current works, the medallions will be reworked sometime this summer and the Rhythm of the Road history panels will be relocated. VRT will gain use of that wall and will add a new temporary piece that will represent the history of transit in a visual collage. We will utilize visual references from that to create a vinyl wainscoting for the lower wall sections that will make it easier to clean. We are hoping to have this completed by the ribbon cutting. You will also receive a separate save the date email.

Meetings/Presentations/Travel

Travel

I only traveled once this month at very little cost by sharing a ride with a partner.

- I traveled to the Wood River Valley for one day to further building a statewide coalition to address our funding challenges. I updated our local partners in the valley on the CTAI Transit Day activities and the conceptual legislation.

Presentations

- **CTAI Transit Day** moved the conversation about transit funding forward. There was a good crowd at both the presentations and the luncheon. I emceed the event and served on the panel talking about large urban transit systems where I described our system and the service, talked about successes and identified plans for the future if there were more funding. I left the day with promises for about a dozen legislative meetings. Find this year's booklet at FY26-CTAI-Idaho-Public-Tansit-Booklet_digital-01.pdf

- I served on a panel at the **Society of Marketing Professionals "Planes, Trains and Automobiles"** forum where I was able to share a lot of details about services and plans.

- VRT presented to a joint meeting of the **Nampa/Caldwell City Councils and Mayors**. We provided a summary of the services and funding challenges and had a great discussion about the needs and this year's budget framework.

Meetings

- I attended the COMPASS legislative reception.

- I met with **Nancy Merrill** who will be our new Board representative from Eagle. As a former Mayor, she already knows our organization and process and has many great ideas for the future.

- I was able to have dinner with **Scott Bogren, Community Transit Association of America (CTAA) Executive Director** while he was here and we identified a number of policy issues that we can work on together locally and nationally.

- I had a great meeting with the **Blue Cross Foundation of Idaho** about the possibility of supporting some of our services for older adults, persons with disabilities and medical visits. We also agreed to work together to better understand the Area Agency on Aging funding in Idaho.

- Jordan Hess, the CEO of the **Missoula Mountain Line** system reached out for a discussion on organizational structure and about the possibility of them visiting Boise sometime this year to tour MSS, other facilities and have a leadership exchange.

- I have met with our many of our **on call consultants** to better understand their strengths and capabilities. It's exciting to hear about successes they have been part of in other regions in the west.

- I met with the new **Planning and Development Services Director** at the City of Boise to talk about the integration of housing and transit. <u>If any of your planning departments are interested in similar visit please let me know</u>.

- The VRT team had a great virtual meeting with **FTA Region 10 staff** to better understand the possible ways we can structure our 5310 services to take advantage of all the funding we have available, encourage participation by the non-profit sector and continue to improve the services for the Beyond Access system.

- ACHD is conducting partner outreach on the **Fairview Bridge project.** The VRT team had a great meeting with them.

Internal Activities

VRT has kicked off our internal budget process and have preliminary figures from each department. Over the next few weeks, we will scrub those and look for efficiencies and savings and reach out regarding scheduling our budget presentations. If you represent a smaller jurisdiction and did not get an in person budget presentation last year but would like one please let me know.

VRT kicked off the process of replacing our fareboxes with more modern technology. The Genfare team was on site in the valley the second week of February to prepare and will be back on site as soon as the new fareboxes and other infrastructure are received from the manufacturer for installation.

We continue updating primary documents to ensure our processes and procedures align with evolving best practices. You will see the RAC Handbook and Bylaws update in this Executive Board packet.

For detailed information, contact:

Elaine Clegg, CEO

eclegg@ridevrt.org,

(208) 258-2712

TOPIC	Development Department Monthly Report
DATE	March 2, 2026
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for March 2026

Highlights

VRT Strategic Plan: Goal 1 – Demonstrate responsible stewardship of public resources

Performance Based Decision-making

- **FY2027 Budget Development –** Staff has initiated FY2027 budget development based on the adopted 2026-2030 Transit Development and Operations Plan (TDOP). Staff will present an overview of the budget development schedule to the executive board.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements –** Based on the completed bus stop inventory, staff has begun preliminary design work of bus stop investments over the next 5 years.

- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study –** Staff and consultants completed the Caldwell Corridor TOD study, outlining several key TOD nodes for potential exploration along the boulevard.

- **Valley Connect 3.0 (VC 3.0) –** Valley Regional Transit (VRT) staff and leadership have continued their review of the VC3.0 plan, focusing on key messages. These activities will extend the expected completion date by several months. We expect to present a final VC3.0 plan for adoption in the summer of 2026.

- **Pacific Northwest Economic Region (PNWER) Regional Infrastructure Accelerator (RIA) Grant –** Staff worked with WSP to prepare a draft memo on the feasibility of joint redevelopment of the Happy Day Transit Center site. Staff continued coordination with Columbia Group outreach regarding the feasibility of a high-performance freight and passenger rail corridor along the Boise cut-off and identify improvements along the existing Union Pacific mainline.

Mobility Integration

- **Canyon County Vanpool Pilot** –Staff evaluated proposals and the executive board approved VRT work with Commute with Enterprise to finalize a contract for Canyon County Vanpool Pilot.

VRT Strategic Plan: Goal 3 - Build Institutional and Regional Capacity

Regional Capital Enhancements

- **Orchard Facility Master Plan Update –** Staff and consultants completed the Orchard facility master plan update. This review will revisit and refine electrical and other fuel source infrastructure needs.

- **Main Street Station (MSS) –** Construction at MSS is complete. Operations and contractors continue testing and commissioning vehicles and the charging equipment. Staff continues the coordination of cleaning and painting in preparation for re-opening.

- **Nampa Pedestrian Improvements –** Staff continues its coordination with Nampa on a subrecipient contract regarding pedestrian infrastructure improvements to transit stops on 16th Avenue.

- **Bus Stop Improvements –** Staff continue to coordinate with the Boise Airport on placement of a bench and shelter.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
    - Staff has continued working with Idaho congressional delegation to push for approval of the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant Paper Grant Agreement.

    - VRT staff has resumed coordination activity to cover the Boise Valley Canal from Saxton to Bogart on State Street until the future of RAISE grant funding is clarified. Staff have been working with Federal partners to ensure progress is as timely as possible.

More Information

For detailed information, contact:
Stephen Hunt, Chief Development Officer, 208.258.2701, shunt@rideVRT.org
Joe Guenther, Capital Projects Manager, 208.258.2705, jguenther@rideVRT.org
Kate Dahl, Principal Planner. 208.258.2715, kdahl@ridevrt.org
Alissa Taysom, Associate Planner, 208.258.2717, ataysom@rideVRT.org
Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org

TOPIC	Operations Department Staff Report
DATE	March 2, 2026
STAFF MEMBER	Leslie Pedrosa

Summary

This report provides a status update of activities related to contracted transportation services, Specialized Transportation services, compliance, customer service support and regional operations.

Regional Highlights

Ada County Charging and Battery Electric Bus Update
Valley Regional Transit (VRT) continues to work with Phoenix Motors, Inc., trying to get four buses back on the road. Three buses are down due to battery issues, and one is down due to delayed replacement parts. There is no update regarding the lack of response from Phoenix to address the maintenance issues that have not been resolved.

Camber and Borg Warner, depot charging vendors, were onsite in February to work on some issues with chargers that were not operating properly. Currently, all depot chargers are operating normally.

Overhead Charging Project
Jacobs is working to finish up commissioning of overhead chargers at Main Street Station (MSS). Four overhead pantograph chargers were installed in the bays located on the east side of the lower deck. Once all buses and chargers have been commissioned and tested, VRT will build bus blocks for the June service change that will accommodate on-route charging for buses that require a midday charge to operate all day.

Comingling Services
February 2, VRT began comingling rides in Canyon County to increase same day ride availability for VRT OnDemand rides. On-demand rides are now being scheduled on Access buses in Canyon County when shifts have availability. In the first week of comingling rides, only 7% of rides were not booked due to limited availability of buses. In the past, an average of 13% of rides could not be booked due to limited availability of buses.

Miscellaneous
- Staff continues working with the IT Department on the farebox replacement project. VRT will be implementing new fareboxes in two phases for this project. The first phase will replace 48 fareboxes in transit buses.
- VRT received five proposals for the operation of the Beyond Access service. Staff is reviewing the proposals and will take an action item to the Board of Directors in April for contract awards.

- VRT and contractor staff will be attending an onsite training course at Heliox, the charging vendor at Main Street Station, in March. This training will help staff learn how to troubleshoot and repair the pantograph chargers.

Service Highlights

Canyon County
- One preventable safety event in January
- Intercounty on-time performance 76% for January
- On-demand on-time performance 83% for January
- ACCESS on-time performance 98% for January

Ada County Highlights
- Five preventable safety events in January
- Fixed-route on-time performance 83% for January
- ACCESS on-time performance 96% for January

Beyond Access Service
- Zero preventable safety events in January
- On-time performance 97% for January

Compliance
- Staff completed auditing all transit providers' drug and alcohol programs for compliance. Cure notices were sent to three providers that are not meeting contract requirements. VRT is determining next steps with providers who are not addressing issues documented in the cure notice.
- Staff continues to score assets for Transit Asset Management scoring for the fiscal year.

Customer Service
- In January, customer service answered 7,111 of 7,906 all incoming calls. Of those calls, 91% were to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 717 abandoned calls. The average call time was 3 minutes and 22 seconds. The average hold-time was 21 seconds.
- January City Go Pay mobile ticket sales totaled $13,905.90.

More Information
For detailed information, contact:

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

TOPIC	Finance and Administration Activity Report
DATE	March 2, 2026
STAFF MEMBER	Jason Jedry

Staff Recommendation/Request

This information item provides an update on the finance department.

Highlights

Budget/Finance

- Finance staff continue to work on the final stages of the Oracle ERP system implementation and configuration issues
- Finance and Operations are working together on the final stages of the Oracle EAM system configuration
- The soft close of FY2024 has been completed
- The FY2024 audit began in January and is expected to be completed by the end of March

Grant Management

- Grants and Compliance Administrator is working on the following:
  - FTA grant applications
  - Active grant revisions/amendments
  - FY2026 Projects
  - Federal grant reconciling and reporting

Procurement

- Procurement and Contracts Specialist is working on:
  - On Call Professional Services
  - Acquisition of Services Beyond Access
  - ADA Eligibility Evaluation Services
  - Vanpool Pilot for Canyon County

For detailed information, contact:

Jason Jedry
Chief Financial Officer
jjedry@ridevrt.org
208-258-2709

TOPIC	Communications & Engagement Update
DATE	March 2, 2026
STAFF MEMBER	Jason Rose

Summary

This memo provides updates on current and future communications, engagement, and marketing efforts.

Highlights

2026 focus and resourcing: Staff are refining our communications strategy to better allocate capacity and prioritize major projects, especially public education around funding constraints and budget limitations. This messaging is being integrated into appropriate public-facing materials.

Planning for major initiatives: Staff are actively building plans for 2026 priorities, including funding education, supplemental services, youth outreach, and route-focused promotions and engagement.

Key destination promotion: Advertising agreements continue with Boise State Athletics and the Boise Airport to promote service to these destinations, with additional route-level promotions planned in the coming year.

Main Street Station and infrastructure communications: Staff continue to provide public-facing updates related to Main Street Station and other infrastructure projects, including coordinated brand refreshes (floors/walls) as construction allows and continued work on public art agreements and City of Boise partnerships.

In-house video capacity: We are investing in updated video equipment to reduce reliance on vendors and increase flexibility for timely visual content.

Digital accessibility: We are auditing our digital platforms to align with updated Department of Justice ADA standards for digital accessibility.

Event and milestone planning: Staff are preparing for major upcoming moments, including the Main Street Station reopening, ongoing supplemental services, and major planning efforts such as the Valley Connect 3.0 update and legislative outreach materials.

Campaigns: Three major campaign and design updates are in the works, including Youth Ride Free promotional materials, a gamified and eye-catching route and destination-focused (route-reach) initiative, and an updated City Go membership program.

EARNED MEDIA

Coverage was light but impactful over the last month. The main story came from Boise State Public Radio covering the draft legislation presented to the VRT Board.

- [BSPR: Ada County makes preemptive strike on VRT funding proposal](#) (February 12, 2026)

SOCIAL MEDIA (JANUARY)

[this month, last month, last year]

Platform	Total Followers	Total Views	Reach	Engagement Rate	Posts Published
Instagram	1,642 1,629 1,241	3,518 22,142 3,703	1,727 12,522 2,279	7.76% 4.52% 8.07%	5 12 5
Facebook	2,460 2,453 2,361	3,455 9,415 5,484	1,866 5,628 1,875	4.07% 4.89% 5.33%	8 13 6
LinkedIn	690 655	749 610	417 383	5.28% 9.40%	4 3

January reflected a slower posting cadence as time was focused on planning and preparation for the upcoming busy season. As a result, overall metrics declined compared to December, which is consistent with both reduced volume and typical post-holiday engagement trends.

Content during the month included a Martin Luther King Jr. Day post, a Main Street Station facelift update highlighting improvements to the facility, and participation in a widely shared 2016 nostalgia trend. The trend-based post in particular generated solid comment engagement, showing that lighter, culturally relevant content continues to resonate with our audience even during quieter periods.

While January did not feature a major campaign driver, it served as a foundational month focused on preparation and strategic alignment ahead of upcoming seasonal initiatives.

In the Comments

"It doesn't seem like it's been 10 years ago that the station was built. Time sure does fly but I still remember back when the bus service was called Boise Urban Stages and they used little bus tokens to ride the bus. The State Street bus was the number 16 bus. I've met some pretty cool people while riding the bus. Some of which are the drivers."

"Yay!! I love that this Terminal opened!! I do remember a few years ago a bus broke down and it took forever to get it out!!! Haven't gone to see new paint job but Thank you VRT!!"

"I love the bus…not driving anymore this helps to be independent and still be able to get around!! Thank you VRT!!"

COMMUNITY ENGAGEMENT

Valley Regional Transit (VRT) is actively planning and coordinating our 2026 outreach calendar to ensure consistent community presence and expanded rider engagement throughout the year.

Group Travel Training Launch

- In January, we officially launched VRT-hosted Group Travel Training, designed to introduce new riders to the system through guided, hands-on experiences. While initial groups have been small, participation has been strong and highly engaged. This program will continue on a monthly basis, with trainings currently offered in Boise and Caldwell/Nampa.

- Organizations may request customized group trainings by contacting navigation@ridevrt.org.

Presentations & Community Forums

We conducted two requested travel training presentations for:

- College of Western Idaho (CWI)
- NeighborWorks Boise

Additionally, VRT staff attended forums hosted by:

- Boise Metro Chamber
- City Club of Boise
- Maintaining visibility in these spaces strengthens VRT's presence among regional leaders and decision-makers while reinforcing transit as a key component of workforce access, housing stability, and economic development.

Youth Engagement Initiative

- VRT is collaborating with Communities for Youth to develop a Spring Break / St. Patrick's Day Bus Scavenger Hunt. This initiative is designed to engage teens in a fun, structured way while building confidence in navigating the transit system independently.

BUSINESS ENGAGEMENT

So far, this fiscal year, we are billing $225,690 with 35 total members or programs, 8 of which also have a City Go commitment. Our newest partnership is an exciting one: a Residential Pass Program with the City of Boise's Housing team will provide their 184 units with bus passes for everyone that dwells in a city-owned housing property.

Staff is in the process of updating the relationship between the regional pass program and City Go. We are looking forward to introducing a realigned brand in the months to come.

SALES

Sales for fiscal year 2026 are billing $441,186.80 through February 17 for bus, bench, and bus shelter ads. Our goal for FY2026 is $850,000, and, with a healthy start to the year, we feel optimistic about reaching that threshold. Generally, our goal is to start each fiscal year with at least 20% of our goal revenue contracted, and we are well within that amount currently. Another $50k will be added to February once signatures are finalized.

For detailed information, contact:

Jason Rose, Chief Communications Officer/PIO, jrose@ridevrt.org, (208) 803-5183

Jason has the pleasure of leading the Communications & Engagement Team, which is comprised of:

- Rich Marks: Account & Sales Manager
- Kathleen Godfrey: Business Development Manager
- Melody Roper: Marketing & Creative Projects Manager
- Hailee Lenhart-Wees: Community Outreach Manager
- Nick Moore: Communications Specialist II

TOPIC	Information Technology Monthly Report
DATE	March 2, 2026
STAFF MEMBER	Brad Alvaro

Summary

This memo provides an update on the accomplishments of the Information Technology Department and the status of the IT related projects and services.

Projects

- Awarded Electronic Farebox Mobile Ticketing system RFP to Genfare. Working on contract, scope of work (SOW) and phase I requirements.
- Oracle Enterprise Resource Planning (ERP) system: Continue working with FourthSquare for minor production support issues and troubleshooting. Worked with FourthSquare regarding last data dump from our legacy ERP system called Fleetnet.
- Continue supporting Oracle Enterprise Asset Management (EAM) system.

Support Services

- Project Scope for Boise State/VRT Spot Integrations
- Weekly meetings with Genfare project team to finalize February project kickoff
- Install new ITS (Intelligent Transportation Systems) 3 new Gillig buses
- Oracle Cloud Infrastructure Training (Analytics)
- Monthly service change meetings
- Configured Real-time Display Vendor Route Ladder options
- Tightened impersonation protection settings for external emails, and email origin verification
- Adjusted backup retention schedules into infrastructure and data retention to optimize backup storage utilization

More Information

For detailed information, contact:

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