valleyregionaltransit

Regional Advisory Council Meeting Agenda

January 20, 2026

9:00 AM

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

This is an in-person meeting.
If you are unable to attend in person, you may join us via MSTeams at **https://ridevrt.org/VRTRAC_Jan26**
or by dialing in at **323-484-8960 Conference ID:398 420 169#**

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 a Regional Advisory Council Member requests the item be removed from the Consent Agenda and placed under Action Items.

A. Action: Minutes of the November 18, 2025, Regional Advisory Council Meeting
Pages 3-4 | Deborah Johnson
The Regional Advisory Council is asked to consider approval of the minutes from the November 18, 2025, meeting.

IV. Action Items

A. ACTION: Regional Advisory Council Leadership Elections
Pages 5-6 | Jason Rose
The Regional Advisory Council (RAC) will hold an election to select a chair and vice chair for calendar year 2026.

B. ACTION: Regional Advisory Council Priorities and Meeting Locations for 2026
Pages 7-9 | Jason Rose
This is an action item. The Regional Advisory Council (RAC) will plan out 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.

C. ACTION: Regional Advisory Council Handbook and Bylaws Updates
Pages 10-13 | Jason Rose
This is an action item. Staff request direction from the Regional Advisory Council (RAC) on changes to the handbook and bylaws. Both will then be prepared for the March joint meeting with the executive board for approval.

V. Information Items

A. INFORMATION: Bus Stop Inventory Phases 3 and 4
Pages 14-18 | Alissa Taysom

Staff will provide 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
Page 19 | Jason Rose
This is an information item. Staff is updating the Valley Regional Transit (VRT) Communications Strategy and will review upcoming marketing, outreach, and promotional efforts and facilitate a discussion with Regional Advisory Council (RAC) members to get feedback on priorities and tactics. Feedback will be used to inform and finalize the strategy.

C. INFORMATION: Topics for Discussion
Walter Steed
Members of the Regional Advisory Council will have 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
Pages 20-31 | Staff
The most current department/staff reports have been included in the packet for information. Regional Advisory Council members are encouraged to read them as they contain valuable information that may not be presented elsewhere.

VII. Adjournment

Agenda order is subject to change.

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

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

November 18, 2025

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Laylo Hamund	Brad Alvaro, VRT
Samantha Semple-Kenney	Terri Lindenberg	Elaine Clegg
Andrew Mills	Deeann Solis	Paula Cromie, VRT
Mary Beth Nutting	Theresa Vawter	Kate Dahl, VRT
Walter Steed		Jeannette Ezell, VRT
David White		Jeremy Gianchetta, VRT
		Jose Hernandez, VRT
		Stephen Hunt
		Jason Jedry, VRT
		Hailey Lenhart-Wees, VRT
		Nick Moore, VRT
		Leslie Pedrosa, VRT
		Jason Rose, VRT
		Alissa Taysom, VRT
		Olivia Vielstich McKinnon

I. **Calling of the Roll –** Chair Walter Steed called the meeting to order at 9:07, with a quorum present.

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

III. **Consent Agenda**

Items on the consent agenda consisted of the following:

A. **ACTION: Minutes of the September 30, 2025, Regional Advisory Council Meeting**

Andrew Mills moved to approve the consent agenda as presented; Samantha Semple-Kenney seconded. The motion passed unanimously.

IV. **Action Items**

A. **RAC Public Statement Disclaimer**

Jason Rose presented the disclaimer statements that might be used in public statements online, with local media, and within other platforms to Regional Advisory Council members. Following discussion, Samantha Semple-Kenney moved to recommend for approval by the Board, the RAC Public Statement Disclaimer; David White seconded. The motion passed unanimously.

B. **ACTION: Digital Accessibility Project: (WCAG) 2.1 Level AA**

Melody Roper presented Department of Justice (DOJ) updates for Title II of the American Disabilities Act, the associated technical requirements for websites and mobile apps, and VRT's proposed procedure and implementation plan. Valley Regional Transit is working towards a 2.1 Level AA compliance with new regulations from the DOJ. Following discussion, Susan Bradley moved to recommend for approval by the Board of Directors, the proposed procedure and implementation plan; Andrew Mills seconded. The motion passed unanimously.

V. Information Items

A. INFORMATION: Regional Advisory Council (RAC) Member Renewal

Jason Rose discussed the RAC members whose terms are up for renewal. Walter Steed and agreed to continue as RAC member for the next three years. Terri Lindenberg, after being a member since 2006 (19 years!) will step down from the Council. We thank Terri for her dedication and commitment to the Regional Advisory Council and the citizens VRT serves.

B. INFORMATION: Transportation Development Plan (TDP) Update

Stephen Hunt provided an update on the Transportation Development Plan and assumptions. Staff wanted to be sure to make RAC members aware of the changes as the Board of Directors will have the opportunity to approve the changes at the January board meeting. This item was for information only.

C. INFORMATION: Topics for Discussion

Walter Steed

Jason Rose led RAC members through a discussion on topics for discussion and planning for next year. Ideas consisted of the following:

Digital Accessibility
Title VI
Revamp of Regional Advisory Handbook

Members were also asked where they would like meetings to take place next year. Suggestions included:
Commission for the Blind
Main Street Station
Happy Day Transit Center

VI. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

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

VII. Adjournment – The meeting was adjourned at 10:27.

Next Regional Advisory Council Meeting:
January 20, 2026
VRT Boardroom
700 NE 2nd Street
Meridian, ID 83642

TOPIC	2026 Regional Advisory Council Leadership Elections
DATE	January 20, 2026
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

The Regional Advisory Council (RAC) will hold an election to select a chair and vice chair for calendar year 2026.

Summary

VRT bylaws, as outlined in the RAC Handbook, state:

> "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."

In accordance with this requirement, the RAC will seek nominations and elect officers to serve in 2026.

Proposed Amendments

Staff recommend proceeding with the 2026 election at this time, while also considering potential updates to the RAC Handbook and bylaws (ACTION: RAC Handbook Update). Proposed updates would align RAC officer processes with the VRT Board and Executive Board, including:

- Annual nominations/elections (instead of every other year)
- Required rotation of officer appointments
- Adding a past chair role to reflect a complete leadership cycle

Because RAC handbook/bylaw amendments require approval by the VRT board, staff recommend the RAC:

1. Seek nominations and elect officers for calendar year 2026, and
2. If amendments are approved by the VRT Board, maintain the 2026 appointments as elected and apply the updated process going forward, but
3. If amendments are not approved, extend terms by an action item at the next RAC meeting, consistent with the current bylaws.

Highlights

The RAC chair is responsible for upholding RAC values, guiding project involvement and priorities, reviewing and approving meeting agenda, and conducting meetings. Additional responsibilities, as outlined in the handbook, state the 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 RAC members
- Chairs meetings of the RAC and assists in the development of meeting agenda
- Encourages RAC membership participation in strategic planning
- Forms committees and seeks volunteers
- 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

The RAC vice chair is responsible for filling the roles of the chair when the chair is not available.

- 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 the chair to review applications and select candidates for the open positions

More Information

For detailed information, contact:

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

TOPIC	2026 Regional Advisory Council Priorities and Meeting Locations
DATE	January 20, 2026
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an action item. The Regional Advisory Council (RAC) will plan out 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.

Summary

The RAC is Valley Regional Transit's (VRT's) only standing committee. 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 on the impact of its transportation programs, services and policies; the RAC also disseminates mobility information to their constituents. The council seeks opportunities to drive engagement and make meaningful impact; in order to do so effectively, the council will map out this year's focus areas and meeting locations. Recommended topics and locations are below.

The RAC will plan out the upcoming year's meeting topics, meeting locations, focus areas for the year. As an advisory council to VRT staff and leadership, the RAC offers recommendations on a variety of topics, programs, and policies.

Meeting Locations and Focus Areas

Staff and RAC leadership have outlined the following locations and focus areas as options for the coming year. Council membership will confirm or make recommendations to the schedule below.

Monday, March 2 (joint meeting with the executive board)

- Location: Main Street Station
- Topic(s):
    - Electric charging project highlight
    - RAC update to executive board

Tuesday, May 19

- Location: Meridian (or off-site)
    - Idaho Commission for the Blind
    - Southwest District Health
    - Boise Library
    - YMCA (West Boise, Caldwell)

- **Topic(s): RAC's vision**
    - RAC Orientation/101
    - RAC vision statements
    - Digital accessibility (WCAG) update
    - Vanpool

Summer

- **Location:** off-site (TBD)
    - Idaho Commission for the Blind
    - Southwest District Health
    - Boise Library
    - YMCA (West Boise, Caldwell)
- **Topic(s): Canyon County**
    - Canyon County service
    - Specialized services

Tuesday, September 15

- **Location: Meridian** (or off-site)
    - Idaho Commission for the Blind
    - Southwest District Health
    - Boise Library
    - YMCA (West Boise, Caldwell)
- **Topic(s): Communications and Engagement**
    - Communications strategy
    - Community surveys (customer sentiment)

Tuesday, November 17

- **Location:** off-site (TBD)
    - Idaho Commission for the Blind
    - Southwest District Health
    - Boise Library
    - YMCA (downtown Boise, West Boise, Caldwell)
- **Focus area: Accessible infrastructure**
    - Accessible bus stops
    - Winter walk/roll audit

Joint Meeting with Executive Board

The March RAC meeting will be a joint meeting with the executive board. Members of the RAC will have the opportunity to bring up topics they would like to discuss with the executive board. The purpose of this meeting is to provide an annual opportunity for open discussion between the two groups on topics RAC members would like direction or clarity on and provide a starting point for members to consider topics of mutual interest. Recent RAC discussion items have included:

- RAC format, council design, and engagement
- VRT's final bus network redesign
- Title VI and accessibility
- Bus stop improvements

- Beyond Access
- Public Transportation Agency Safety Plan (PTASP)
- Coordinated Public Transit-Human Services Transportation Plan
- Executive board requests of the RAC

For detailed information, contact:

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

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 request direction from the Regional Advisory Council (RAC) on changes to the handbook and bylaws. Both will then be prepared for the March joint meeting with the Executive Board for approval.

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 that need updates as outlined below.

After discussion, staff requests the RAC provide direction to develop an updated handbook and make bylaw changes, including reorganizing for clarity. For the March 2 joint Executive Board/RAC meeting, a redline version of the handbook will be prepared for consideration based on today's discussions. Bylaw changes will be prepared for the RAC and Executive Board at the same meeting, with a request that the Executive Board recommend approval by the VRT Board of Directors. This will give RAC members and the Executive Board an opportunity to discuss those changes jointly if needed.

Handbook and Bylaw Discussion Points

Issues identified for discussion are outlined below.

RAC Membership

The handbook and bylaws outline a process to choose a diverse group of RAC members from customers, providers, and advocates for three-year, staggered terms and defines responsibilities. Currently, 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. The RAC members represent a range of interests, including policy, services, programs, and outreach. Staff believe the changes recommended below will clarify the process and representation of disabilities.

- Membership numbers be set as **"no more than 15 members and no less than 9, with 2/3 of the members representing Ada County and 1/3 representing Canyon County."** This is within the range of membership numbers we have experienced historically.
- **"Members will represent a range of interests, including policy, services, programs, outreach, and disabilities."**

- Staff recommends the CEO be added as an ex-officio member of the RAC.

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.

To line up the RAC leadership with board practices, staff recommend we move to electing a chair and vice chair each year, with the succession of the vice chair to chair and establishing a past chair position. Like the board officer positions, a chair or vice-chair could serve another term, just not consecutively. This would include:

- Annual nominations/elections (instead of every other year)
- Required rotation of officer appointments
- Adding a past chair role to reflect a complete leadership cycle

RAC Values

Currently, the handbook has a list of values that purport to speak to the unique role of RAC in supporting VRT guiding principles. Upon examination, we find those are the same as the value statements in the VRT employee handbook. This is not necessarily inaccurate, but staff did want to allow the RAC to reaffirm those values or modify if desired.

- **RAC Value Statements** – 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.

RAC Governance

Voting procedures are defined, but meeting procedures are not defined. Robert's Rules of Order are referenced in one section; there is no reference to minutes or staff support in either document. While strict use of Robert's Rules of Order may be cumbersome, staff recommends

a reference for how to run meetings, keep minutes, and provide staff support as follows. Staff recommend leaving voting procedures as is (recorded motion/majority vote).

- "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 or information, and pre-meeting preparation. Staff will prepare minutes for subsequent approval and support follow-through on any actions or activities agreed upon."

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. Staff recommend adding statements of purpose and governance for subcommittees to be formed, that the references be changed to task force or ad-hoc subcommittee, and the appropriate bylaws section amended to reflect these principles.

- "A task force or ad hoc sub-committee may be formed when a new need or issue is identified requiring additional focus or expertise. Subcommittees will advise the RAC and the board on the identified issue. Meeting frequency, membership, committee size, and duration will vary depending on need. Task force or sub-committee members will be named with majority approval of the council and be advised by 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."

Officer Responsibilities

Officer roles are identified and responsibilities defined. There is no reference in the handbook of the vice chair assuming chair duties if needed and no reference to the process to identify issues. Staff recommend the following additions to responsibilities and descriptions:

- The *chair* and *vice chair* are responsible for working with staff to identify issues of interest for RAC comments and discussions and agenda development
- [Vice Chair position description] performs chair responsibilities when the chair cannot be available (see chair position description above)

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 specifically for the next year, which must be amended each year. Staff recommend amending the calendar section 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, staff recommend the council identify a typical calendar and specify that the adopted calendar for the current year be published on the website and as part of the public notice process for RAC meetings.

- 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 during the September meeting of each calendar year for the next calendar year. The 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 appointments, after which the chair-elect will confirm the meeting and activity calendar for the year, guide

project prioritization, and identify timeline for a RAC member orientation.

- **Typical Calendar**
  - **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 or tour 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. This requires that the handbook is amended when those documents are changes and makes it difficult to add new items. Staff recommend adding language clarifying language as outlined below.

- 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.
- The RAC will be asked to advise VRT staff on a variety of 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, other development, capital, or planning efforts, Title VI, WCAG compliance, COMPASS' Long Range Transportation Plan, COMPASS' the Coordinated Public Transit-Human Services Transportation Plan any updates to those and other accessibility efforts or transit efforts as identified.

Additional Sections

Staff recommend we add two sections to the handbook listing the staff positions and activities supporting RAC and links to the documents listed in the advisory process section as discussed today.

- Key VRT staff support
- 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

TOPIC	Bus Stop Inventory Phases 3 and 4
DATE	January 20, 2026
STAFF MEMBER	Alissa Taysom

Staff Recommendation/Request

Staff will provide an update to the Regional Advisory Council on the results of the completion of phases 3 and 4 of the bus stop inventory.

Highlights

- Phase 3 and 4 of the inventory is complete
- Data collected through the inventory allows Valley Regional Transit (VRT) to develop packages of stop improvements for the next five years

Summary

As VRT seeks to improve rider experience, one of the key touchpoints in meeting this goal is to improve the rider experience at bus stops. Ensuring bus stops are accessible, having standard amenities in good condition, ensures riders are safe, comfortable and can conveniently access the bus network.

There are over 900 physical bus stops in the transit network, of which close to 700 are currently active. To understand the conditions at each stop and whether each stop meets the Bus Stop Typology guidelines, an inventory of the stops was completed. This inventory allows staff to know how many benches, bike racks, shelters etc. will be required to meet the Bus Stop Typology standards. With the completion of phases 3 and 4 of the bus stop inventory, all active stops in the system have been inventoried, with some inactive stops yet to be reviewed. Those stops will be inventoried if they are to be reactivated with changes to service.

The inventory allows VRT to:

- Know what assets are in the field
- Identify stops that are ADA compliant
- Identify stops not in compliance with the requirements outlined in the Bus Stop Typology
- Determine overall bus stop needs for the system and individually
- Track bus stop projects
- Develop a process to prioritize stops for improvement

Phase 3 and 4 of the Bus Stop Inventory Scope of Work

Phases 3 and 4 completed the inventory of all active stops. In addition, new photos of the premium corridor stops were taken to reflect the new signs and information cases that were deployed in June 2024.

Bus Stop Inventory Phase 3 and 4 Results

Results of phase 3 and 4 of the bus stop inventory will lay the groundwork for a coordinated, objective bus stop investment program. As a result of the inventory, the bus stop database was refined, outlining the conditions and amenities at each bus stop. At this time, over 700 bus stops have been individually inventoried. From the data collected, an analysis has been prepared with some key takeaways on bus stops.

Bus Stop Sizes

- 23% of stops comply with the prescribed stop size
  - Large – 54%
  - Medium – 15%
  - Small – 31%

Bus Stop Design

- There are many different bus stop designs in our network with the vast majority being a transit specific pad attached to the sidewalk.
  - Sidewalk w/direct connection – 75.7%
  - Transit-specific pad – 12.6%
  - Sidewalk w/ separation – 5.8%
  - Unimproved area (no curb present) – 2.3%
  - Bus bay/island/curb extension/bulb out – 2.2%
  - Unimproved area (curb present) – 0.6%
  - Transit-specific pad - no sidewalk connection – 0.5%
  - Asphalt path (curb present) – 0.2%
  - Other – 0.2%

Boarding and Alighting Area Condition

- More than 88% of the boarding and alighting areas are in average or good condition
  - Good – 28.5%
  - Average – 59.6%
  - Poor – 3.9%
  - No pad – 8.1%

Sidewalk Connection, Condition and Materials

- 90% of bus stops are directly connected to a sidewalk
- 93% of the sidewalk connections are in average or good condition
    - Good – 30%
    - Average – 63%
    - Poor – 4.8%
    - No sidewalk – 2.2%
- More than 95% of the sidewalk connections are concrete
    - Concrete – 95.6%
    - Asphalt – 1.4%
    - Bricks/pavers – 0.8%
    - Unimproved – 2.2%

Bus Stop Amenities

- Shelter – 10.9%
- VRT bench – 13.4%
- Advertising bench – 34.2%
- Non VRT bench – 3.3%
- Advertising at stop – 32.2%
- Bike rack – 2.8%
- Real time information – 0.9%
- Lighting – 67.3%
- Trash receptacle – 5.4%

Curb Ramps

- Curb ramp present – 75%
    a. Perpendicular – 73%
    b. Parallel – 23.7%
    c. Other – 3.3%

ADA Compliance

- 35.5% of stops are ADA compliant
- 57.4% do not meet minimum ADA size requirement – 8'x 5'
- 9.8% of stops have a cross slope greater than 2%
- 2.2% of stops have a run slope greater than 5%

Figure 1: Illustrating cross and running slope measurements

The data provided via the bus stop inventory has been analyzed to prioritize stops for investment based on:

- Ridership
- ADA compliance
- Bus Stop Typology compliance

Using this data, VRT will assess 72 stops for investment over the next five years, beginning with NEPA analysis and the engineering and construction estimates. The first 72 stops have been selected based on the severity of their ADA noncompliance, many of which have no pad in place, or the sidewalk is separated from the curb by landscaping. Of this package of 72 stops, 87.5% are in Ada County and 12.5% are in Canyon County, 15.3% are on premium corridors and the remaining 86.1% are on standard corridors.

Overall, 88.6% of active VRT bus stops need some level of investment, from as little as a bench, to a full build out of a stop. The breakdown of level of investment needed is as follows:

- Amenities only – 8.8%
- Size only – 15.4%
- Size and amenities only – 3%
- ADA improvements only – 4.2%
- ADA improvements and size only – 62.3%

- ADA and amenities – 0.5%
- ADA, size and amenities – 5.8%

Given the extent of investment needed, VRT staff conducted a stop-by-stop review and developed recommendations for stops needing investment. These recommendations range from a new pad, benches and no action. Stops with a no action recommendation include stops that need minimal level of investment, such as a pole or shelter mounted map, to stops that have separate budgets and will not be improved using the general VRT stop construction funding or are expected to be improved in conjunction with other partner projects. This allows funding to be utilized for higher need stops, while still recognizing the investments needed at lower need stops.

Implication

The completion of the comprehensive inventory of bus stops allows VRT to track assets at bus stops and develop bus stop improvement projects that can be planned and budgeted for use in the Transportation Development Plan.

More Information

For detailed information, contact:

Alissa Taysom
Associate Planner II
ataysom@rideVRT.org
(208) 258-2717

TOPIC	2026 Communications and Engagement Workshop
DATE	January 20, 2026
STAFF MEMBER	Jason Rose

Staff Recommendation/Request

This is an information item. Staff is updating the Valley Regional Transit (VRT) Communications Strategy and will review upcoming marketing, outreach, and promotional efforts and facilitate a discussion with Regional Advisory Council (RAC) members to get feedback on priorities and tactics. Feedback will be used to inform and finalize the strategy.

Summary

In general, VRT's Communications and Engagement team categorizes public-facing work into the buckets of "Communications/Media" and "Engagement." Within the former, we include earned media (primarily media relations), owned media (things we own, ranging from posters to website to signage), paid media (advertising we pay for), and shared media (communications pushed out through platforms we do not own, such as social media); within the latter, we include high-touch engagement, such as in-person engagement, tabling, partnerships, canvassing, and more.

On the heels of a successful brand awareness campaign in Let's Ride, BOI, we have a prime opportunity to boost ridership and encourage audiences to use VRT services. Our goals with that campaign included the desire to: increase ridership, increase revenue across revenue streams, position VRT as a thought leader, and create interest/support/demand for transportation at the policy level. The campaign set the foundation for this work, and this year we aim to continue the momentum and add a layer of conversion and education.

And, with no shortage of upcoming initiatives, we want to make sure we are taking a thoughtful, strategic approach. We will use this time to reflect on goals, share ideas, juggle timelines, explore opportunities, and more!

For detailed information, contact:

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

CEO Activity Report	CEO Activity Report
DATE	January 5, 2026
STAFF MEMBER	Elaine Clegg

Summary

Information only, no action needed.

Highlights

As I told you earlier, **Paula Cromie** is retiring from Valley Regional Transit (VRT) despite my best efforts to tell her that wasn't allowed. If you get a chance to wish Paula farewell, please do! My new executive assistant, **Deborah Johnson**, started work on the first of December and has been training alongside Paula since. Please welcome her today; she has already proven to be a great addition to the team. I believe she introduced herself to all of you via email.

I traveled to New Orleans for an Amtrak meeting in early December, and while there, rode the **Mardi Gras Rail Service** through southern Mississippi and met with members of the Southern Rail Commission who worked to make this new service possible. I am encouraged by this new service and what they have learned that can be used by others pursuing new rails service. The relevance to this region is that it is very similar to the service we are pursuing from Boise to Salt Lake and the lessons learned from the Mardi Gras can apply as we work toward reestablishing service in our region.

The new chargers at **Main Street Station** are fully commissioned. We are preparing for a new grand reopening in at our March Executive Board meeting after we refinish the floors and spruce up the paint and the artwork. VRT will host an open house in April during the congressional recess so we can recognize our congressional delegation for their assistance in getting the grant executed. Watch for more details.

The Community Transit Association of Idaho's (CTAI) **Transit Day at the Capitol, February 12, 2026,** with a keynote by Scott Bogren, CTAA (Community Transit Association of America) Executive Director. VRT is happy to host the luncheon for this event at the newly re-opened Main Street Station. We will send out an official invite separately so that it doesn't get lost in the board information.

Staff had the first meeting with consultants, engaging through the Pacific Northwest Economic Region (PNWER) to provide market and infrastructure assessment of the **Boise Cut-off rail corridor**. I am excited knowing by late April we will have more complete information to share on the cost/benefits of service on the shortline.

Meetings/Presentations/Travel

Travel

- I attended the **Amtrak Board meeting** in New Orleans. This was the only public board meeting of the year and we had good questions from the audience, primarily about the

availability of additional rail cars.

Presentations

- I had no outside presentations this month, but picking up the first week of January.

Meetings

- After getting direction from the Executive Board on how to structure the local assessment projections, I have met, or will meet, with each of the large entities who support service in their jurisdictions to review the preliminary results of the cost allocations in the updates **Transit Development Plan.** Those meetings have gone well and I think the newly updated plan will prove to be a valuable tool for all of us in budget planning and discussion.
- I continue to meet with **legislators** to talk about our funding challenges.

Internal Activities

The executive management team and I are working hard to update and modernize our policies. This means separating procedures from policy and updating them all into our new brand template. You are seeing the first of those today and the next batch will come in August.

The new operations contract is already bearing fruit. The new team has been able to identify solutions to several longstanding challenges that will improve service and save money over time. I am excited to continue working with them further.

The Transit Development Plan (TDP) is included in today's packet. Please know that the Development Department, with lots of input from Finance and others, have put many hours into preparing and reviewing this plan to ensure that all of you have the information you need to make good budget decisions and VRT can execute on the projects in the plan.

The ERP system is mostly working as advertised. There are still a few niggly issues, but we will begin auditing the results after the first of the year. We are expecting this first audit to daylight more issues, but are confident that overall, the system will deliver better results in the future.

We finally ironed out the contract issues and were able to begin the **farebox replacement** project. The first 48 new fareboxes have been ordered. The full roll-out will be in phase two, but getting the infrastructure in place is a big step.

For detailed information, contact:

Elaine Clegg, CEO

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(208) 258-2712

TOPIC	Development Department Monthly Report
DATE	January 5, 2026
STAFF MEMBER	Stephen Hunt

Summary

Development Department activities for the January 2026 report.

Highlights

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

Performance Based Decision-making

- **FY2026-2030 Transportation Development Plan –** Staff prepared the final TDP for presentation to the VRT Board at their January meeting.

VRT Strategic Plan: Goal 2 – Increase Ridership and Revenue

Planning

- **Bus Stop Improvements** –Staff continued reviewing bus stop inventory information and drafted an initial bus stop investment plan outlining necessary bus stop investments over the next five years.
- **Nampa – Caldwell Corridor Transit Oriented Development (TOD) Study** – Staff has continued working with consultants to finalize the study which should be complete in early 2026.
- **Valley Connect 3.0 (VC 3.0)** – VRT executive and communications staff is commenting on 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 April of 2026.
- **Pacific Northwest Economic Region (PNWER) Regional Infrastructure Accelerator (RIA) Grant –** Staff contracted with WSP to conduct a traffic study at Happy Day Transit Center in preparation for a potential joint redevelopment of that site. Staff continues to explore what public investments could be done in the west downtown Boise neighborhood to catalyze transit-oriented development. Staff also kicked off activities with Columbia Group to evaluate the feasibility of establishing 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 issued a Request for Proposal (RFP) for a turn-key

vanpool solution in Canyon County and will request the Board of Directors to delegate contracting authority to the Executive Board.

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

Regional Capital Enhancements

- **Orchard Facility Master Plan Update** – Staff continues to work with consultants on the Orchard facility master plan update. This review will revisit and refine electrical and other fuel source infrastructure needs.
- **Happy Day Transit Center Upgrades (HDTC)** – Staff continues to coordinate with contractors who are replacing aging HVAC units to ensure adequate heating and cooling at HDTC.
- **Main Street Station (MSS)** – Construction at MSS is nearing completion. Operations and contractors have begun testing/commissioning the charging equipment and new electric vehicles. Staff are coordinating the cleaning and repainting of MSS 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. Staff supported the City of Boise neighborhood grant program for bus stop improvements.

Regional Corridor Planning/Corridor Capital Investments

- **State Street Corridor Projects**
  - Staff has engaged with Idaho congressional delegation to push for approval of the 2022 Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant Paper Grant Agreement.
  - Staff continued design of intersections at State and 23rd and 27th in coordination with ACHD and other partners.
  - 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:

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Kate Dahl, Principal Planner. 208.258.2715, kdahl@ridevrt.org
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Kyle Street, Programming Planner, 208.258.270, kstreet@rideVRT.org

TOPIC	Operations Department Staff Report
DATE	January 5, 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.

In November, several depot chargers at the Orchard facility were having faults trying to charge. Borg Warner was onsite in December to troubleshoot the issues and install replacement parts.

Overhead Charging Project

Jacobs is wrapping up construction at Main Street Station (MSS). By the time this memo is out, routes 4, 10 and 16 should have returned to using the lower deck at MSS and overhead chargers are installed, and being used, in the bays on the east side of the lower deck. A ribbon cutting ceremony is being planned for a later date.

Comingling Services

Starting January 2, VRT will begin comingling rides using the Via scheduling software. VRT hopes to increase same-day ride availability for Beyond Access riders by booking rides to Access buses in Ada County when they have availability in their schedule. Staff has worked with Via to ensure only rides in Ada County get booked to an Access bus, to ensure it will not get a ride scheduled going to Canyon County.

Beginning February 2, Via will start comingling rides in Canyon County. VRT hopes to increase same day ride availability for VRT OnDemand rides by scheduling them onto Access buses in Canyon County when available. Currently 13% of VRT OnDemand rides cannot be booked due to limited availability of buses.

Miscellaneous

- VRT provided an accessible vehicle to help with the parade shuttle for the City of Meridian, on December 5.
- Game Day Bus wrapped up following the Mountain West Conference game on

December 5. Over 6,500 fans rode the Game Day Bus this year.

- VRT offered Access service in Ada and Canyon counties to allow rides to be booked between 9:00 a.m. – 12:00 p.m. and 3:00 p.m. - 6:00 p.m. on Thanksgiving Day. A total of five rides were provided in Ada County.

Service Highlights

Canyon County

- Zero preventable safety events in November
- Intercounty on-time performance 72% for November
- On-demand on-time performance 74% for November
- ACCESS on-time performance 95% for November

Ada County Highlights

- Three preventable safety events in November
- Fixed-route on-time performance 84% for November
- ACCESS on-time performance 98% for November

Beyond Access Service

- Zero preventable safety events in November
- On-time performance 93% for November

Compliance

- Staff completed auditing all transit providers' drug and alcohol programs for compliance. Most programs were compliant in most areas. VRT will work with transit providers to correct all findings that were not compliant.

Customer Service

- In November customer service answered 5,805 of 6,542 all incoming calls. That is 88% of all phone calls that are to schedule or change a demand response ride, fixed-route information or general VRT calls. There were 652 abandoned calls. The average call time was 2 minutes and 54 seconds. The average hold-time was 17 seconds.
- November City Go Pay mobile ticket sales totaled $12,318.50.

More Information

For detailed information, contact:

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TOPIC	Finance and Administration Activity Report
DATE	January 5, 2026
STAFF MEMBER	Jason Jedry

Summary

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
- Finance and Operations are working together on the final stages of the Oracle EAM system configuration
- Staff have closed FY2024 and are preparing for the annual audit that begins this month

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:
    - Acquisition of Services Beyond Access
    - ADA Eligibility Evaluation Services
    - Vanpool pilot for Canyon County
    - On-call professional services – Planning and A&E
    - Electronic farebox mobile ticketing system

For detailed information, contact:

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TOPIC	Communication and Engagement Activity Report
DATE	January 5, 2026
STAFF MEMBER	Jason Rose

Summary

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

Highlights

As the Communications and Engagement Team heads into the new year, we are advancing work across strategy, tools and key initiatives.

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. That messaging is being integrated into appropriate public-facing materials.

Stronger, more consistent collateral: Staff finalized a set of branded templates for passenger- and partner-facing information materials to improve consistency, speed and clarity across channels.

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 continues 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.

Public information: Staff is closing out the year with 36 public records requests, a slight increase from prior years and consistent with higher contract and project activity. Staff are also identifying training opportunities that align with our partner Public Information Officers in the Treasure Valley.

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

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

Event and milestone planning: Staff is preparing for major upcoming moments, including the

Main Street Station reopening, CTAI Transit Day at the Capitol support, ongoing supplemental services (including New Year's Eve service and the Treeline next spring) and major planning efforts such as the Valley Connect 3.0 update and legislative outreach materials.

EARNED MEDIA

Coverage was fairly light, with a focus on event- and holiday-related services. Staff saw a lot of owned and partner-channel activity, but limited newsroom pickup. However, staff have been developing good relationships with podcasters in the region, specifically and most recently, The Ranch podcast. VRT's CEO, Elaine Clegg, sat down for a long-form conversation about transit, which was a great way to convey why transit is worth investing in.

12/1/25: This Friday: Winter Lights Parade and tree lighting celebration (Idaho News)

Mentions the free shuttle service provided by VRT

12/1/25: Transit in the Treasure Valley with Elaine Clegg (The Ranch Podcast)

VRT CEO Elaine Clegg appeared on The Ranch Podcast to discuss transit in the Treasure Valley, including issues like local transit usage, funding, and regionwide mobility. The Ranch Podcast's own social clips/teasers discuss public transportation's value in the region (e.g., commuter corridors, congestion relief).

12/6/25: 27th annual Stuff the Bus toy drive underway at Treasure Valley Fred Meyer stores (KTVB)

A video segment around the annual Stuff the Bus Toy Drive where VRT buses are parked at Fred Meyer stores to collect donations for local children.

SOCIAL MEDIA (NOVEMBER)

Platform	Total Followers	Posts Published	Total Views	Reach	Post Engagement Rate	Story Engagement Rate
Instagram	1,612	8	19,215 *down 16,902*	8,835 *Down 8,947*	6.63% *down 2.19%*	7.59% *down 2.63%*
Facebook	2,450	11	5,850 *down 5,910*	3,606 *Down 3,540*	3.85% *up 0.28%*	

LinkedIn	647	6	979	661	8.17%	
Reddit	N/A	1	3,100	N/A	0.26%	

Comparisons

Platform	Followers in Oct '25	Followers in Nov '24	Post Engagement Rate in Oct '25	Post Engagement Rate in Nov '24	Reach in Oct '25	Reach in Nov '24
Instagram	1,598	1,229	8.82%	7.23%	17,782	7,646
Facebook	2,449	N/A	3.57%	2.76%	7,146	7,353
LinkedIn	643	N/A	10.31%	N/A	481	N/A
Reddit	N/A	N/A	0.89%	N/A	3,000	N/A

November saw a temporary dip in overall metrics, largely driven by a reduced posting cadence and the natural slowdown that comes with the Thanksgiving holiday period. Despite lower volume, collaborative content continued to perform well, with our highest-reach post being a video collaboration featuring the "Best Bus Day Ever" with Boise State's School of Public Service Urban Studies class.

On Facebook, staff began testing a higher mix of still images alongside video content. Early results suggest that static posts resonate well with that audience, generating slightly higher likes and engagement than videos. This insight will help guide future platform-specific content decisions moving forward.

November Highlights

- "Valley Regional Transit, thank you so much for the information! This will make my ride easier next time!"
- "I am thankful for all who make VRT possible. Saturday I am taking my mom on an adventure downtown. We will take the bus from West Boise! I am so excited to go to the parade and not have to park. Thank you VRT!"
- "Thank you VRT for helping us get around!!!"
- "☆☆☆☆☆ Always amazing! Thank you!"

COMMUNITY ENGAGEMENT

VRT had a strong and highly visible month! Throughout November, staff outreach efforts included meaningful collaboration with business partners and participation in community events and parades. November highlights include:

- 6 community events attended
- 535+ direct engagements through one-on-one conversations and outreach
- 1,700+ people reached through overall event visibility and presence

Notable appearances included VRT's presence at the BSU Fan Zone and the Boise Holiday Parade, helping connect transit with the community in fun, high-impact settings. Staff also made an impact with Stuff the Bus, facilitating 7,815 gifts and $250 in gift cards. Additionally, VRT won a COMPASS Communities in Motion award for the Canyon County Transit Day effort.

BUSINESS ENGAGEMENT

Sales for fiscal year 2026 are off to a good start, billing $384,286.80 through December 16, 2025, for bus, bench and bus shelters. VRT's goal for FY2026 is $850,000, and, with a healthy start to the year, staff feel optimistic about reaching that threshold. Generally, the goal is to start each fiscal year with at least 20% of our goal revenue contracted, and VRT is well within that amount currently.

This comes on the heels of a great FY2025. VRT ended the last fiscal year with $674,201 in revenue, which is enough to fully fund Route 29, or fully fund routes 4, 10, and 17 combined, or to ensure two routes (such as the 7 or the 9) to have periods of 15-minute service.

Staff is also investing in updated videos and one-sheets to pitch new supplemental service sales options as VRT programs for future years.

On the pass program side, VRT ended fiscal year 2025 with 35 active contracts and $246,353 in revenue. VRT continues into this fiscal year with those contracts in good standing and plans to add more!

For detailed information, contact:

Jason Rose, Chief Communications Officer/PIO, jrose@ridevrt.org, (208)803-5183
Jason has the pleasure of leading the Communications Team, which is comprised of:

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

TOPIC	Information Technology Monthly Report
DATE	January 5, 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 request for proposal (RFP) to Genfare. Staff are working on a contract, scope of work (SOW) and phase I requirements.
- Oracle Enterprise Resource Planning (ERP) system: Staff continue to work with FourthSquare for minor production support issues and troubleshooting. Staff worked with FourthSquare regarding last data dump from our legacy ERP system called Fleetnet.
- Staff continue supporting the Oracle Enterprise Asset Management (EAM) system.

Support Services

- Assisted importing FleetNet GL Ending Balances into Oracle
- Assisted in resolving other Oracle issues
- For November, 110 tickets opened and 95 closed
- Installed nine new bus Gillig Intelligent Transportation System (ITS) equipment
- Helped with fixing MediaOS email issues working with the vendor
- Radio programing for all new buses' month/quarter ridership reports
- Several meetings with software vendors such as Swiftly, Snowflake, etc.
- Monthly ridership reports
- Realtime information display vendor meetings

More Information

For detailed information, contact:

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