

Executive Board Meeting Agenda

August 12, 2024

11:00 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 participate in the meeting in-person, via MSTeams at

https://ridevrt.org/VRTEB_FY24

or by dialing in at **323-484-8960 Conference ID: 671 442 43#**

I. Calling of the Roll - Chair Jarom Wagoner

II. Agenda Additions/Changes

III. Consent Agenda

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

**A. ACTION: Minutes of the June 3 and June 12, 2024, Executive Board Meetings
Pages 3-6 | Paula Cromie**

The Executive Board is asked to consider approval of the minutes from the June 3, 2024, meeting and the June 12, 2024, special meeting.

**B. ACTION: Minutes of the May 21, 2024, Regional Advisory Council Meeting
Pages 7-8 | Paula Cromie**

The Executive Board is asked to consider accepting the minutes from the May 21, 2024, Regional Advisory Council meeting.

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

V. Executive Board - Action Items

**A. ACTION: Ada County Highway District 2025-2029 Integrated Five-Year Work Plan Comment
Letter
Pages 9-10 | Stephen Hunt**

Staff requests the Executive Board to consider approving a comment letter about VRT project priorities that were excluded from Ada County Highway Districts 2025-2029 Integrated Five Year Work Plan.

VI. Executive Board - Information Items

VII. 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)

VIII. Adjournment

Agenda order is subject to change.

Next VRT Executive Board Meeting:

September 9, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

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

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

Executive Board Meeting Notes

June 03, 2024

11:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Tom Dayley, Ada County	Brad Alvaro, VRT
Debbie Kling, City of Nampa	Greg Rast, Canyon County	Elaine Clegg, VRT
Todd Lavoie, City of Meridian	Joe Stear, City of Kuna	Paula Cromie, VRT
Lauren McLean, City of Boise		Kate Dahl, VRT
Sabrina Minshall, Canyon County		Gregg Eisenberg, VRT
Dale Reynolds, City of Nampa		Jeannette Ezell, VRT
Alexis Pickering, ACHD		Kelly Frazier, VRT
Jarom Wagoner, Caldwell		Kathleen Godfrey, VRT
		Cody Honan, ACHD
		Stephen Hunt, VRT
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Justin Lucas, ACHD
		Nick Moran, VRT
		James Mundell, VRT
		Cameron Olson, VRT
		Leslie Pedrosa, VRT
		Ken Pidjeon, Citizen
		Melody Roper, VRT
		Jason Rose, VRT
		Nicole Stears, ACHD Commuter Ride
		Kyle Street, VRT
		Alyssa Taysom, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Jarom Wagoner called the meeting to order at 11:02 am, with a quorum present by phone and in-person.

- II. **Agenda Additions/Changes**
 - Staff requested to move the Executive Session (Item IX) after Public Comments.
 - Ken Pidjeon emailed the Chair and requested Item III-D be removed from the consent agenda and moved to an action item.
Dale Reynolds moved to approve changes; Todd Lavoie seconded. The motion passed unanimously.

- III. **Consent Agenda**
Items on the Consent Agenda consisted of the following:

- A. **ACTION: Minutes of the May 6, 2024 Executive Board Meeting**
- B. **FY2025 Budget Public Hearing Date**
Set public hearing to be held at the VRT Board Meeting at 12:00 pm on July 29, 2024.
- C. **ACTION: Asset Disposal Public Hearing Request**
Set public hearing to be held at the VRT Board Meeting at 12:00 pm on July 29, 2024.
- D. **ACTION: New Regional Advisory Council Member - Laylo Hamud**
- E. **ACTION: Payment Register**
Accept April 16, 2024 to May 15, 2024 payment register

Dale Reynolds moved to approve the consent agenda as shown above with changes; Alexis Pickering seconded. The motion passed unanimously.

IV. **Public Comments**

Ken Pidjeon stated there should be a new RFP for Thompson Consulting Group as the amount overall is over the \$150,000. He further questioned working with Flix/Greyhound as VRT had discussed this previously and it would cost us money, rather than make us money. Lastly, he had questions on the budget regarding FTE's, separating fare box from directly generated funds and supplemental services costs.

V. **Executive Session** - The Executive Board convened into Executive Session pursuant to Idaho Code 74-206, identifying paragraph b) Personnel Issues.

Tom Daley moved to adjourn into executive session at 11:12 am; Lantz McGinnis Brown seconded.

The executive session ended at 11:48. No action was taken during or after the session.

VI. **Public Hearing** - none

VII. **Finance Committee** - none

VIII. **Executive Board - Action Items**

- A. **FY2024 Draft Preliminary Budget**
After review, Alexis Pickering moved to recommend approval of the budget by the Board of Directors, with changes, and release the budget for public review; Dale Reynolds seconded. The motion passed unanimously.
- B. **ACTION: Proposed Agenda for the July 2024 Board of Directors Meeting**
Following discussion, Dale Reynolds moved to approve the proposed agenda for the July 29, 2024, Board of Directors meeting acknowledging there may be a need by staff to add or remove items from that agenda; Debbie Kling seconded. The motion passed unanimously.
- C. **ACTION: State Street 8th to 14th Street Recommendation**
Stephen Hunt, VRT, and Cody Homan, with ACHD, presented the findings of public outreach. Following discussion, Dale Reynolds moved to authorize the Chief Executive Officer, Elaine Clegg, to draft a letter to the Ada County Highway District highlighting VRT comments on proposed concepts with no formal recommendation from the Executive Board; Debbie Kling seconded. The motion passed unanimously.
- D. **ACTION: Thompson Consulting Group Contract Modification** - (Moved from the consent agenda)
Following discussion, Debbie Kling moved to approve Resolution VBD24-002 Thompson Consulting Group contract modification and corresponding Request for Proposal with the understanding this does not raise the budget and recognize the salary savings stated during discussion; Dale Reynolds seconded. The motion passed unanimously.

IX. Executive Board - Information Items

A. INFORMATION: Temporary Bus Stops

Executive Board members were informed pictures of the temporary bus stop signed could be found in the meeting packet.

B. INFORMATION: FY2024 Network Redesign Brochures, Maps and Outreach

Due to a lack of time, no in-depth discussion occurred. Staff handed out copies of the new brochures. Full copies of the new route brochures and maps can be found at <https://www.valleyregionaltransit.org/planning/service-changes/>

C. INFORMATION: Greyhound/Flix Bus Use of Happy Day Transit Center

Due to a lack of time, no information was presented, but staff was directed to look at the cost/benefits and see if they can find out why Flying J is no longer providing the service.

D. INFORMATION: Procurement Calendar

The most recent procurement calendar is included in the packet for information.

X. Department/Staff Reports

A. INFORMATION: Department/Staff Reports

The most current department/staff reports were including in the packet for information. These reports contain valuable information and board members are encouraged to read them.

XI. Adjournment – The meeting adjourned at 1:16 pm

Next VRT Executive Board Meeting:

July 29, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Executive Board Meeting Agenda (SPECIAL MEETING)

June 12, 2024

8:00 AM

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

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Lantz Brown, Boise State	Alexis Pickering, ACHD	Elaine Clegg
Tom Dayley, Ada County	Jarom Wagoner, Caldwell	Paula Cromie, VRT
Debbie Kling, City of Nampa		Cameron Wells
Todd Lavoie, City of Meridian		
Lauren McLean, City of Boise		
Sabrina Minshall, Canyon County		
Greg Rast, Canyon County		
Dale Reynolds, City of Nampa		
Joe Stear, City of Kuna		

I. **Calling of the Roll** – In the absence of Chair Jarom Wagner, Chair Elect Lauren McLean called the meeting to order at 8:01 a.m. with a quorum present by phone and in person.

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

III. **CONSENT AGENDA**

A. **ACTION: FY2025 Budget Public Hearing Date**

B. **ACTION: Asset Disposal Public Hearing Request**

Mayor Kling made a motion to approve the changes in date for the public hearings for the budget and disposal of assets and Executive Board and Board of Directors meetings from July 29 at noon to August 12 at noon; Dale Reynolds seconded. The motion passed unanimously.

IV. **ACTION ITEMS**

V. **Public Comments** – none

VI. **Adjournment** – The meeting adjourned at 8:05 a.m.

Next VRT Executive Board Meeting:

August 12, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

Regional Advisory Council Meeting Minutes

May 21, 2024

9:00 AM

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

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS
Susan Bradley	Terri Lindenberg	Brad Alvaro, VRT
Samantha Kenney	Deeann Solis	Paula Cromie, VRT
Andrew Mills	Megan Zusne	Elaine Clegg, VRT
Mary Beth Nutting	David White	Kate Dahl, VRT
Walter Steed		Jeannette Ezell, VRT
Theresa Vawter		Kathleen Godfrey, VRT
		Joe Guenther, VRT
		Stephanie Hailey, VRT
		Stephen Hunt, VRT
		Lila Klopfenstein, COMPASS
		Hailee Lenhart-Wees, VRT
		Rob Lowe, VRT
		Nick Moran, VRT
		Melody Roper, VRT
		Jason Rose, VRT
		Kyle Street, VRT
		Alissa Taysom, VRT
		Duanne Wakan, VRT
		Cameron Wells, VRT

- I. **Calling of the Roll** - Chair Walter Steed called the meeting to order at 9:01 a.m., with a quorum present by phone and in-person.
- II. **Agenda Additions/Changes** - none
- III. **Consent Agenda**
There were no items on the consent agenda.
- IV. **Action Items** – There were no action items on the agenda.
- V. **Information Items**
 - A. **INFORMATION: Bus Stop Typology Update**
Kate Dahl provided a summary of updates on bus stop improvement projects including the Bus Stop Typology, FY2024 Service Change, and Bus Stop Inventory Phase 1.

Staff would like the RAC to be involved in the ongoing bus stop inventory. Several members of the RAC volunteered to be a part of gathering information for the inventories.

Staff will work on survey questions and a means to enter the information gathered into a database.

B. INFORMATION: FY2024 Network Redesign Brochures, Maps and Outreach

Jason Rose and Stephen Hunt spoke about outreach and after a question from Andrew Mills, about the need for Braille information at bus stops. They also presented the new brochures and maps that accompany final network redesign to the Regional Advisory Council. A complete list of route brochures, can be found at <https://www.valleyregionaltransit.org/planning/service-changes/>

The RAC was asked to look over the new brochures and let staff know what updates or changes they felt might be helpful.

Details were presented on maps where Access services will be eliminated and where Beyond Access will pick up the slack of eliminated services for those who qualify for the service.

Staff reiterated Change Day will take place June 3.

C. INFORMATION: Temporary Bus Stop Signs

Stephen Hunt presented information about temporary bus stop signs for the service change beginning June 3. Due to NEPA concerns, not all of the bus stops will be permanent until those concerns are addressed.

D. INFORMATION: Umo Training

Hailee Lenhart-Wees guided the Regional Advisory Council through training on how to use the Umo app and card. All RAC members all eligible to get a free Umo card and ride the fixed-route bus service for free.

E. 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. Nothing was brought up.

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 them as they contain important information.

VII. Adjournment – The meeting adjourned at 10:49.

Next Regional Advisory Council Meeting

July 16, 2024

VRT Boardroom

700 NE 2nd Street

Meridian, ID 83642

TOPIC	Ada County Highway District 2025-2029 Integrated Five Year Work Plan Comment Letter
DATE	August 12, 2024
STAFF MEMBER	Stephen Hunt

Staff Recommendation/Request

The Executive Board will review and consider sending additional comment to the Ada County Highway District (ACHD) regarding the final 2025-2029 Integrated Five-Year Work Plan (IFYWP)

Summary

The Integrated Five-Year Work Plan (IFYWP) is the capital improvement plan for ACHD which lays out capital transportation projects for the next 5-year period and coordinates projects between partner agencies. The IFYWP is updated annually by gathering input from partner agencies about which projects they would like to see prioritized on streets and roadways within Ada County. Valley Regional Transit provided Ada County Highway District (ACHD) with its priorities for consideration in the Integrated Five-Year Work Plan (IFYWP) 2025-2029 in the spring. Their final IFYWP is out for comment and VRT's number one priority was not included in the IFYWP.

VRT's priority request was for ACHD to assign a design year to the State Street Transit and Traffic Operations Plan (TTOP) between Whitewater and Glenwood. This would correspond with the following planned ACHD projects:

- State Street, Pierce Park Lane/Collister Drive
- State Street, Collister Drive/36th Street
- State Street, 36th/27th Street

Design of State Street between Pierce Park and 36th is critical for VRT to continue with its efforts to build out State Street as a premium corridor. VRT has concepts for bus stop improvements at Marketplace, Plantation, and Glenwood but cannot proceed with helping to build out those elements until the corridor is designed.

Implication (policy and/or financial)

The IFYWP priorities would support goals in Valley Connect 2.0, The State Street Transit and Operations Plan and corresponding capital projects identified in the Transportation Development Plan 2024-2028. The State Street Executive Team needs to develop a Coordinated Funding Plan to finance sections of the State Street Corridor construction.

More Information

Link: [ACHD Website Integrated Five Year Work Plan](#)

Attachment 1: VRT Comment Letter on ACHD FY2025-2029 IFYWP

For detailed information contact:

Stephen Hunt, Chief Development Officer, shunt@ridevrt.org, 208-258-2701

Ada County Highway District
3775 Adams Street
Garden City, ID 83714
Attn: Commissioner Pickering

July 24, 2024

RE: Ada County Highway District 2025-2029 Integrated Five-Year Work Plan

Dear Commission President Pickering,

Valley Regional Transit (VRT) would like to thank you and ACHD staff for conducting such an inclusive process to develop the FY2025-2029 Integrated Five-Year Work Plan (IFYWP). As part of that process VRT submitted a list of priority projects to be considered in this year's IFYWP.

As you know VRT has been working with ACHD and other agencies in the valley for more than a decade to transform State Street into a multi-modal corridor. In that time ACHD has designed and re-built several key intersections along the corridor. Meanwhile VRT has worked closely with regional partners to advance the land use plans and increase transit services along the corridor including improving transit amenities along the corridor. In 2022 VRT was awarded a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) construction grant to improve several key bus stops.

Despite these improvements ACHD does not yet have a consistent design for State Street between Whitewater Boulevard and Pierce Park. The design of this corridor is a top priority for VRT because without it, important elements such as continuous non-motorized infrastructure and integrated transit stops cannot move forward.

VRT has bus stop concepts for State and Willow, State and Marketplace, State and Plantation. These projects would help the region make significant progress toward the shared vision of the corridor, however, none of those projects can move forward without a clear understanding of how they would fit into the rest of the corridor.

VRT is continuing its efforts to bring both elected and agency leaders together to develop a funding strategy for the rest of the State Street corridor. We urge ACHD to assign a design year as early in the 2025-2029 IFYWP as possible to the following projects.

- State St, Pierce Park Ln / Collister Dr
- State St, Collister Dr / 36th St
- State St, 36th St/ 27th St

Thank you for your consideration,

Elaine Clegg
Chief Executive Officer
Valley Regional Transit