



**203 Main Ave. E, Twin Falls, ID 83301**

**Idaho Transportation Department  
Public Transportation Office  
Attn: Shauna Miller  
2600 Frontage RD, Lewiston, ID 83501**

Dear Members of PTAC and the Idaho Transportation Board,

I am writing to express my enthusiastic interest in joining the Public Transportation Advisory Council (PTAC) representing District 4. As the Transit Coordinator for the City of Twin Falls and a lifelong resident of District 4, I have not only witnessed but have also actively participated in addressing the evolving transportation needs of our rapidly growing region.

My role in public transit began in the summer of 2023, when the City of Twin Falls launched its first public transit program, "Ride TFT". Under my leadership, Ride TFT has had great success and secured itself as a fixture within our community – we have been featured in multiple media spotlights, participated in two research studies, and grown our service through community partnerships to procure more rolling stock and expand service at an incredible rate. In a short span, we have scaled to approximately 6,000 rides and 7,000 passengers per month, marking us as potentially the nation's most successful microtransit initiative. Ride TFT's success underscores the critical demand for accessible public transit in Twin Falls, catering primarily to our disabled, elderly, and economically disadvantaged residents.

However, our success also highlights the glaring transportation void beyond our city limits, affecting tens of thousands who travel to Twin Falls for various needs but lack public transit options. My commitment to extending transit services is evidenced through collaborations with key organizations like LINC, the Idaho Walk Bike Alliance, the Twin Falls Chamber of Commerce, and more, aiming to weave a more interconnected and robust transportation fabric for our entire district, not just for Twin Falls residents.

I have also done my best to partner with other transit providers in District 4, including Mountain Rides, Lincoln County Connections, and LK Transportation, all in hopes of interlinking our services and making a collaborative plan to build more transit infrastructure in the future. The inaugural transit summit I am spearheading, scheduled for May 22nd this year, represents a strategic effort to elevate the discourse on regional transit, inviting stakeholders from across the

Magic Valley and District 4 to envision a comprehensive transit future. This initiative, along with my extensive network and partnerships with other transit providers, underlines my proactive approach to building sustainable transit solutions.

Lastly, I want to mention that I am deeply connected to District 4, having grown up in Richfield in Lincoln County and spent most of my life in the district -- I know the needs of this area in the way only a local can, and I am not simply "plugged in" to the goings on of the communities here, but an active part of them. The growth and development of both urban and rural communities in District 4 is extremely dear to my heart, and I have chosen to continue my public service career here, as a transit industry professional, because I believe public transit is the best, most vital, and most pressing matter facing our communities.

If selected to serve on PTAC, I am committed to being the best possible representative for my district, and leveraging my experiences, insights, and relationships to advance the council's objectives and support Idaho's broader transit goals. I am eager to contribute my knowledge, energy, and passion for public transit to PTAC, driving forward the mission to develop safe, sustainable, and inclusive transportation options for all Idahoans.

Thank you for considering my application. I look forward to the opportunity to serve our community and state in this vital capacity.

Sincerely,



Maxine Durand  
Transit Coordinator  
City of Twin Falls  
[mdurand@tfid.org](mailto:mdurand@tfid.org)  
208-735-7347

-or-

[maxinedurand@proton.me](mailto:maxinedurand@proton.me)  
208-420-2251



# Public Transportation Advisory Council (PTAC) Application

## District 4 Appointment

### Application Contact:

Shauna Miller, Grants & Contracts Officer

Shauna.Miller@ITD.Idaho.gov

208 334-8533

### PTAC Application Process

1. January 19, 2024: Application Released
2. March 19, 2024: Application Close
3. March 22, 2024 – April 21, 2024: Public Comment
4. Applications sent to:
  - ITD – Public Transportation, Attn: Shauna Miller, 2600 Frontage RD, Lewiston, ID 83501
  - Or email to: [Shauna.Miller@itd.idaho.gov](mailto:Shauna.Miller@itd.idaho.gov)
5. April 25, 2024: PTAC will meet to discuss applications and qualification
6. May 2024: Idaho Transportation Department selects member



## **Designation/Authority**

The authority for the Public Transportation Advisory Council (PTAC) is established and outlined in Idaho Code 40-514 and ITD Board Policy 4039.

Idaho Code 40-514 created the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department (ITD) on issues and policies regarding public transportation in Idaho.

## **Purpose**

As outlined in Idaho Code, the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department (ITD) on issues and policies regarding public transportation in Idaho.

The council shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the council shall seek pertinent information, facts and data from local governments, agencies and providers regarding rural public transportation issues.

PTAC shall work to ensure the public transportation program is safe, financially sustainable within the current funding constraints, and is capable of appropriately adjusting to the changing transportation landscape. PTAC activities should include promoting coordinated transportation system, engaging in planning activities, and identifying transportation needs.

## **Composition and Representation**

The advisory council shall be composed of six members appointed by the Idaho Transportation Board. Appointed members shall be representatives of local governments and agencies, private organizations, citizen groups and private providers that have an interest in public transportation, and people with disabilities and the elderly who utilize public transportation. The board shall appoint said members from recommendations submitted by said organizations, groups, providers, users and state agencies in each district. One member shall be appointed from each of the six transportation department director districts as provided in section 40-303, Idaho Code. The term of each member shall be three years and the initial appointments to the council shall be such that two members shall be appointed each year thereafter. The members shall be reimbursed for attending the meetings according to the provisions of Section 59-509(g), Idaho Code. The PTAC members shall be reimbursed by ITD-PT for travel expenses according to the limits specified in Section 67-2008, Idaho Code.

PTAC member terms go from July 1 through June 30. Below is the schedule of expirations along with counties served.

- ITD District 1: June 30, 2024
  - Counties: Bonner, Boundary, Shoshone, Kootenai, and Benewah
  
- ITD District 2: June 30, 2025
  - Counties: Latah, Clearwater, Nez Perce, Lewis, and Idaho



- ITD District 3: June 30, 2026
  - Counties: Valley, Adams, Washington, Payette, Ada, Boise, Canyon, Gem, Elmore, and Owyhee
- ITD District 4: June 30, 2024
  - Counties: Blaine, Camas, Lincoln, Twin Falls, Jerome, Gooding, Cassia, and Minidoka
- ITD District 5: June 30, 2026
  - Counties: Bingham, Caribou, Bear Lake, Franklin, Power, Bannock, and Oneida
- ITD District 6: June 30, 2025
  - Counties: Lemhi, Custer, Clark, Butte, Jefferson, Madison, Teton, Bonneville, and Fremont

At the conclusion of each PTAC member term, a full application process is required. While there is no provision for an automatic renewal of PTAC membership, it is allowable for members to receive consecutive appointments as a result of the application process.

Applications to serve on PTAC are coordinated by the ITD-PT Office. A call for applications must remain open for at least 30 calendar days, and applications received must be posted for public comment for at least 30 calendar days. Applications will then be reviewed by the seated members of the PTAC and a final appointment will be made by the Idaho Transportation Board.

### **Committee Role and Responsibility**

The PTAC shall:

- Meet at least three times per year; and
- Discuss agenda items relevant to our purpose and scope; and
- Provide meeting notices and agendas in accordance with the Idaho Open Meeting Laws; and
- Annually elect a chair from among its representatives.

### **Chair**

Candidates for the position of Chair shall be nominated by members of PTAC. They shall be elected by nomination and a simple majority of those voting in person. The term shall be for a one year period, and is eligible to serve consecutive terms.

The Chair's responsibilities include:

- Serving as the group's spokesperson,
- Partnering with the ITD-PT Office to assist in program recommendations
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.



## **Committee Representatives Roles and Responsibilities**

It is the role of the PTAC members to represent their constituent base, and to participate in the functions of the PTAC in a manner that represents the program's statewide interest. PTAC members are expected to participate in the meetings.

PTAC members are responsible for participating in scheduled meetings, serving on ad hoc committees as assigned, and committing to the terms they are designated to fill. Each committee member will make a good faith effort to attend each full advisory committee session. Attendance in person is preferred, but if that is not possible, attendance may be by teleconference or videoconference.

All members of PTAC shall be voting members. Fifty one percent of the regular members will constitute a quorum for purposes of conducting PTAC business. PTAC decisions will be made by utilizing consensus-building processes to reach as much agreement as possible, with a voting option to conclude a process where consensus can't be clearly established in the time available. PTAC can call for a simple majority of those voting.

In the event a representative reaches three absences, the Chair will approach the PTAC member and discuss with them their continued commitment and proposed action per the absences. Members will be expected to vacate their seat on PTAC after having missed three consecutive meetings and are nonresponsive to the Chair's attempts to contact them after having missed two consecutive meetings.

Members of the advisory council shall be reimbursed according to the provisions of section 59-509(g), Idaho Code.

## **Meetings**

PTAC shall meet three times per year. The PTAC meetings shall have a:

- Spring Meeting
- Summer Meeting
- Fall Meeting

Meetings shall be open and shall be noticed consistent with ITD Open Meeting Requirements.

The PTAC Chair or delegate will issue a call for agenda items approximately four weeks prior to a meeting. Subsequent to that, ITD-PT will work with the Chair to develop the agenda, which will be issued to the representatives with supporting background materials approximately two weeks prior to the meeting. PTAC will discuss all agenda items submitted to it by any member of the group.

Additionally, a PTAC member will present an annual update to the Idaho Transportation Board at the December meeting. Per Board Policy 4039 PTAC shall highlight district PTAC activities, system improvements and issues, and goals/objectives for the next 12 months.



**Conflict of Interest**

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.


Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Maxine Durand \_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature

3/19/2024 \_\_\_\_\_  
Date



**Public Transportation Advisory Committee (PTAC) Application Form**

**Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

**Contact Information**

Full Name: Maxine Durand

Street Address: 1300 N 1250 E City/State/Zip: Richfield, ID 83349

Phone: 208-420-2251 Email: maxinedurand@proton.me

**Organization Affiliation (if any):**

Name: City of Twin Falls -- Twin Falls Transit, aka "Ride TFT"

Street Address: 203 Main Ave East City/State/Zip: Twin Falls, ID 83301

**District you are applying for:**

District 1 \_\_\_ District 2 \_\_\_ District 3 \_\_\_ District 4 X District 5 \_\_\_ District 6 \_\_\_





Joslin Field, Magic Valley Regional Airport  
PO Box 1907  
Twin Falls, ID 83303  
208-733-5215

March 10, 2024

Attn: Shauna Miller  
ITD-Public Transportation  
2600 Frontage Rd  
Lewiston, ID 83501

To the Chairpersons of PTAC & the ITD Board:

I am writing to recommend Maxine Durand for the open District 4 PTAC seat. I have gotten to know Maxine through our mutual interests in transportation, I being the Airport Manager, and she the Public Transit Coordinator for the City of Twin Falls.

Maxine has built the extremely successful Twin Falls public transit program (Ride TFT) from the bottom up, displaying knowledge of community needs and a passion for helping people by creating new transportation opportunities for them previously out of reach.

I also commend Maxine for her efforts to organize a regional public transportation summit later this spring, aimed at her desire to help educate public policy makers and expand possibilities for our citizens regionally.

In closing, I strongly recommend Maxine Durand for the District 4 PTAC open seat. I feel her interests and background make her uniquely qualified and a good fit for the ITD Public Transportation Advisory Council.

Thank you for your consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Bill Carberry', written in a cursive style.

Bill Carberry  
Airport Manager  
Magic Valley Regional Airport  
Twin Falls, Idaho



**208-360-4647**

Larry Standfield  
640 S State St  
Shelley, ID, 83274  
Larry@Lktrans208.com

3/6/2024

Dear Members of PTAC

I am writing to highly recommend Maxine Durand for the open seat on the Public Transportation Advisory Council (PTAC) to represent our district. Maxine has shown exceptional dedication and passion for transportation and community service in their role as transit coordinator for Twin Falls. Their dependability and commitment to improving public transportation make them an ideal candidate for this position.

Maxine will bring valuable industry expertise and a strong desire to serve the community. Their experience and knowledge will be invaluable in providing insights and recommendations to improve public transportation services in the district.

I have no doubt that Maxine will excel in this role and make significant contributions to the PTAC. I wholeheartedly endorse their candidacy and believe they will represent the district with integrity and dedication.

Sincerely,

Larry Standfield

A handwritten signature in black ink that reads 'Larry Standfield' in a cursive script.

President LK Transportation



Dear PTAC selection committee,

I enthusiastically recommend Maxine Durand for the Public Transportation Advisory Council District 4 seat. I've worked closely with Maxine over the last year, and I've consistently been impressed with her dedication to transportation and her impact in our community.

Maxine demonstrates a deep commitment to public service. She's spearheaded projects like the micro transit contract for Twin Falls and completely standing up Twin Falls Transit from pilot project to now a dedicated service, positively affecting the lives of countless individuals. Her willingness to go the extra mile, even outside her typical responsibilities, reflects her genuine desire to improve transportation for all.

Beyond her expertise, Maxine is a fantastic team player. Her collaborative spirit and ability to motivate others make her a valuable asset. She has a talent for building strong relationships and finding common ground in high-pressure situations.

I'm confident Maxine will thrive in this role. Her passion for transportation, commitment to service, and collaborative nature make her an outstanding candidate. Please don't hesitate to contact me for further information.

Sincerely,  
Kade Marquez  
City of Idaho Falls Transit Coordinator

A handwritten signature in black ink that reads "Kade Marquez". The signature is written in a cursive, flowing style.



January 23, 2024

Idaho Transportation Department  
11331 West Chinden Blvd  
Boise, Idaho 83714

**RE: Recommendation Letter for Maxine Durand to the District 4 PTAC**

To Whom It May Concern,

Please accept this letter of recommendation for Maxine Durand to represent District 4 on the Idaho Transportation Department Public Transportation Advisory Council (PTAC). LINC operates a 5310 rural transportation program for seniors and people with disabilities in District 4 and we have worked closely with Maxine during the implementation of Twin Falls Transit.

Maxine is a consummate professional who has both attention to detail, as well as the ability to see the bigger picture in terms of transportation planning and resources. She is collaborative in her approach and has been an invaluable partner to our program. The success of Twin Falls Transit is the direct result of Maxine's investment and commitment of her time, energy, and thoughtfulness.

Maxine also understands the rural communities in District 4. As a former resident of Richfield, Maxine bridges the gap between very small towns and the largest city in District 4. This perspective and personal experience is invaluable for someone representing District 4 on the PTAC.

I highly recommend Maxine to serve on PTAC representing District 4 and am confident that she will bring the transportation needs and concerns of all people in District 4 to the table.

If you have questions, please contact me at (208) 391-8988 or [jmaxand@lincidaho.org](mailto:jmaxand@lincidaho.org).

Sincerely,

A handwritten signature in blue ink that reads "Jeremy M. Maxand". The signature is fluid and cursive, written over a light blue circular stamp.

Jeremy M. Maxand  
Executive Director

# Maxine Durand

Twin Falls, ID 83301 • maxinedurand@proton.me • (208) 420-2251

## Experience

### **CITY OF TWIN FALLS** **Transit Coordinator**

Twin Falls, ID  
June 2023 - Present

- Manage \$3 million public transit program for the City of Twin Falls, serving 7,000 passengers per month, many of whom belong to marginalized, disabled, and senior citizen communities
- Manage federal, state, and private grants, and created a nonprofit fundraising campaign in partnership with the Twin Falls Community Foundation and the Twin Falls Chamber of Commerce
- Led community engagement and created partnerships with local businesses and service providers, including LINC, St. Luke's, and the College of Southern Idaho; building partnerships for regional transit in ITD District 4

### **UNIVERSITY OF IDAHO, OFFICE OF THE PRESIDENT** **Executive Projects Intern**

Moscow, ID  
December 2022 - June 2023

- Assisting in strategic planning for executive projects, including the McCall Outdoor Science School (MOSS), cybersecurity education via the Idaho Digital Range, and Idaho incarcerated education
- Handle confidential and highly sensitive administrative questions and issues for the Office of the President, including matters related to the Idaho Legislature and Idaho State Board of Education
- Delegated authorized organizational representative, serving as a liaison for administrative questions and issues; tracking progress for goals and initiatives

### **WASHINGTON STATE UNIVERSITY FOUNDATION** **Fiscal Technician II**

Pullman, WA  
April 2019 - November 2021

- Managed over \$20 million in outside trust and endowment contracts, requiring regular communication with fund managers and tracking of fund disbursement to ensure timely release of distributions, and verifying funds were used in compliance with trust/endowment agreement obligations.
- Accounting functions included journal entries and corrections, maintenance of accounting ledger, bank reconciliation, invoice and account processing, and preparation of monthly operating budget; processed over \$5 million of incoming checks, bank card, and EFT donations using AccuFund, WorkDay, and WSU proprietary software.
- Conducted independent review of annual fiscal audit materials, collaborated with the finance team to analyze and verify data, and prepared final audit documents for review by outside auditors.

### **WASHINGTON STATE UNIVERSITY** **PR Liaison; Subcommittee Chair**

Pullman, WA  
August 2019 - May 2021

- Served as executive committee officer, public relations liaison, and subcommittee chair for the WSU President's Commission on Gender Identity, Expression, and Sexual Orientation (GIESO).
- Subcommittee for Visibility, Programming, and Recognition duties included coordination of production schedules with WSU media outlets, overseeing awards and events for MLK day and Pride month, and proposing the annual subcommittee budget to the Executive Committee and WSU President.

### **MOSCOW FOOD CO-OP** **Board of Directors**

Moscow, ID  
August 2020 - March 2021

- Served alongside other members of the Board to oversee managerial staff and provide stewardship in the interest of Co-op member owners, as outlined in the Board's charter.
- Active member of multiple Board committees, including Board-Owner Communication, Policy and Bylaws, and Strategic Planning. Also liaised with the Board Finance Committee and General Manager to advise on compliance and fiscal integrity.

**BOISE STATE UNIVERSITY, SCHOOL OF SOCIAL WORK**  
**Administrative Assistant II**

Boise, ID  
October 2016 - April 2019

- Prepared grant proposals with faculty members for academic research funding prior to submission, and assisted with applications for professional development such as the Fulbright Scholarship.
- Wrote documentation for the School of Social Work's reaccreditation application with CSWE.
- Generated multimedia content for SSW website and social media channels using WordPress, FaceBook, Instagram, LinkedIn, and content management software.
- Managed department budgets, travel expenses, invoices and supply orders via Oracle Financial Cloud and PeopleSoft.

**IDAHO DEPARTMENT OF HEALTH AND WELFARE, MEDICAID**  
**Technical Records Specialist II**

Boise, ID  
November 2015 - March 2016

- Wrote and copyedited the contract between Idaho Medicaid and Optum in tandem with medical clinicians and department legal counsel; contract serves as the main regulatory agreement between Idaho Medicaid and Optum, renewed in 2021.
- Executed completion of least restrictive determinations (LRDs) within a five-day turnaround for Medicaid-covered mental health services, in compliance with HIPAA and federal and state laws.

**DISCOVERY RESEARCH GROUP**  
**Manager, Editor**

Twin Falls, ID and Remote  
June 2011 - October 2016

- Edited data samples from market research surveys (minimum 30,000 to 50,000 words per day) for spelling, grammar, style, and compliance with client contracts.
- Coordinated workloads and schedules; collaborated with management via email and conference meetings to report back errors and establish training to promote better compliance with quality requirements among call floor staff.
- Key stakeholder for live communication on continuous improvement projects; coordinated with contracted project directors and change managers with Pew, GfK, KPMG, AP, Qualtrics, Nielsen, Forrester Research, and others.

**Education**

**UNIVERSITY OF IDAHO**  
Master of Public Administration  
Bachelor of Science in Journalism

Moscow, ID  
June 2025  
May 2018

**COLLEGE OF SOUTHERN IDAHO**  
Associate of Arts in Liberal Arts  
Associate of Arts in Geography  
Associate of Arts in Political Science

Twin Falls, ID  
May 2013

### **Professional Certificates**

Data Analytics  
*Google, 2023*

IT Support  
*Google, 2023*

Business Intelligence  
*Google, 2023*

Project Management

*Google, 2023*  
Data Engineering  
*IBM, 2023*

AI Engineering  
*IBM, 2023*

Data Science  
*IBM, 2023*

Applied AI  
*IBM, 2023*  
Cybersecurity  
*Palo Alto Networks, 2023*

TESOL (Teaching English to Speakers  
of Other Languages)  
*Arizona State University, 2023*

SAP Technology Consultant  
*SAP, 2023*

### **Other Training, Accomplishments, and Certifications**

- Guest speaker, Southern Idaho Pride 2023
- First Aid Certification, January 2022
- Mental Health First Aid, National Council for Mental Wellbeing, February 2020
- Washington State University Mentorship Program, 2019-2020
- Candidate Search and Hiring Workshop, Boise State University, 2017
- WordPress Bootcamp, Boise State University, 2016
- Idaho Science and Aerospace Scholars (ISAS), 2009

### **Memberships and Affiliations**

- Blue Lakes Rotary Club, September 2023 - Present
- Twin Falls Chamber of Commerce Ambassador, September 2023 - Present
- CASA Volunteer, July 2023 - Present
- Southern Idaho Pride Board of Directors, January 2024 - Present
- Lincoln County Connections Project Steering Committee, 2023

## References

**Sunny Wallace**

Director of Executive Projects  
*University of Idaho*  
(208) 885-6266  
[sunnywallace@uidaho.edu](mailto:sunnywallace@uidaho.edu)

**Shawn O'Neal**

Senior Regional Media Advocacy Manager  
*American Cancer Society Action Network*  
(208) 596-1314  
[shawn.oneal@cancer.org](mailto:shawn.oneal@cancer.org)

**Zach Mansee**

Fiscal Analyst II  
*Washington State University Foundation*  
(763) 647-9528

**Jason Roesler**

Director, Prospect Research  
*Washington State University Foundation*  
(509) 335-8115  
[jroesler@wsu.edu](mailto:jroesler@wsu.edu)

**Sophia Hutton, MA**

Grant Manager  
*Washington State University, CAHNRS*  
(509) 335-2885  
[sophia.hutton@wsu.edu](mailto:sophia.hutton@wsu.edu)

**Kraig Hill**

Director of Phone Center Operations (former)  
*Discovery Research Group*  
(435) 881-0788

**Mark Thorne**

Board of Directors  
*Moscow Food Co-op*  
509-335-7484  
[mthorne@wsu.edu](mailto:mthorne@wsu.edu)